



**ROCKY MOUNT TOWN COUNCIL**  
**AGENDA**  
**REGULAR COUNCIL MEETING**  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
**SEPTEMBER 10, 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.

◆  
**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
  - Introduction of Mr. Edward Gauldin-Water Treatment Plant Superintendent
- V. Public Hearing
  1. Borrowing Debt Issuance
  2. Joseph & Sylvia Menefee
  3. Kids Clubhouse Learning Center, LLC
- VI. Approval of Draft Minutes
  - August 13, 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 (*None at this time*)
- X. New Business
  1. Review and Consideration of Supplemental Appropriation Resolution Regarding Cox Road
  2. Review and Consideration of Uncollectible Tax Write-off's
  3. Review and Consideration of Homecoming Parade

- XI. Committee Reports
  - 1. Public Utilities Committee Meeting on August 29, 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)(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. (Waste Water Treatment Plant)**

**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. (Economic Development/ Industrial Park)**

- XV. Adjournment

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

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

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

ITEM(S) TO BE CONSIDERED UNDER:

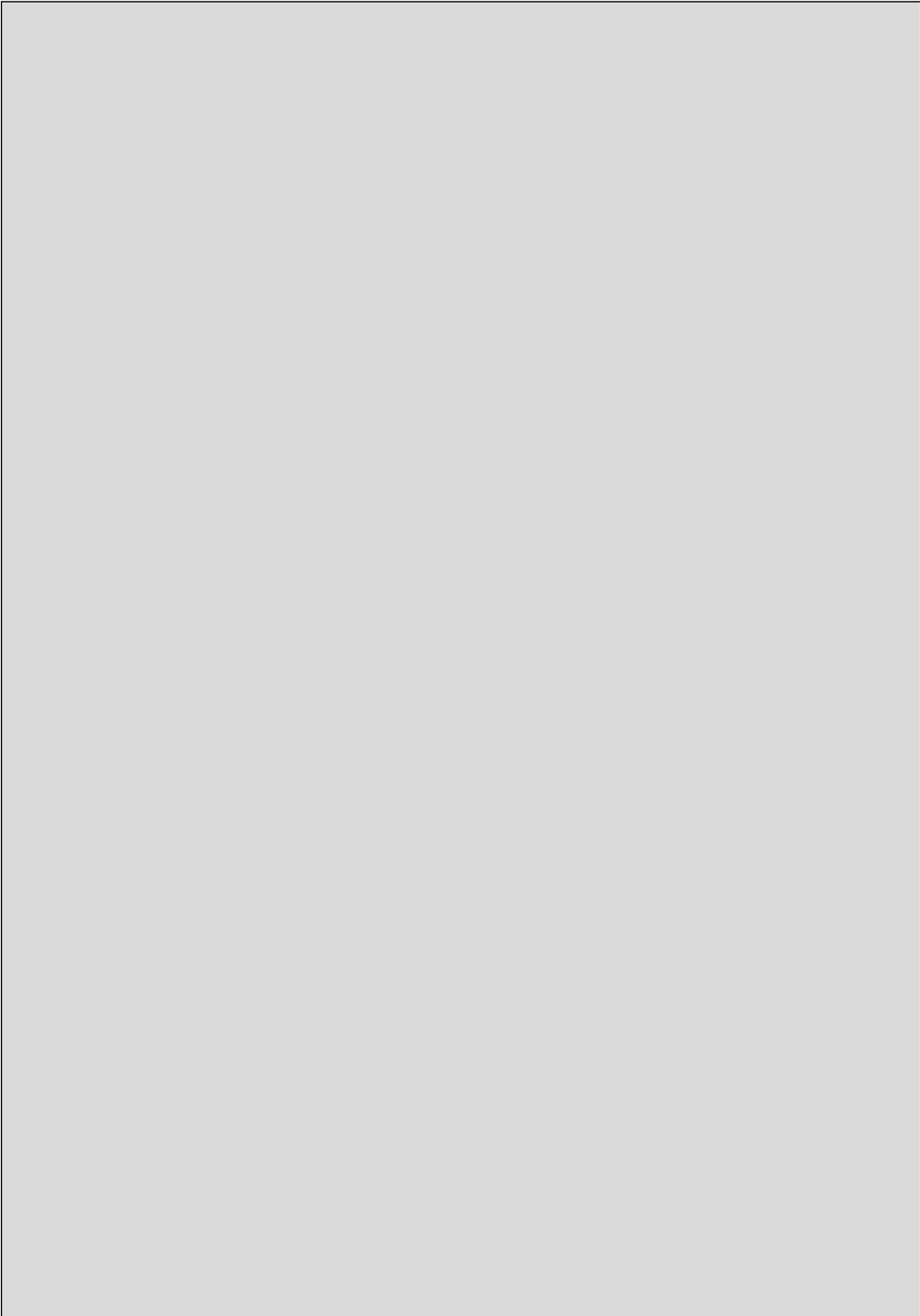
- Hearing of Citizens**   
 **Consent Item**   
 **Old Business**   
 **New Business**  
 **Committee Report**   
 **Public Hearing**   
 **Other**

FOR COUNCIL MEETING DATED:	September 10, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town has two projects that will require debt.</p> <p>The first is the meter replacement project to be discussed under "Committee Reports" on this agenda. This project is a \$1.1 million dollar project to replace all of the Town's water meters, the water meter reading software and hardware as well as the billing software. This project is estimated to have a debt service cost of \$99,000 annually, but a cost savings of \$28,565 annually and an increase in revenues of \$134,213 due to more accurate billing. This results in an estimated net positive cash flow of this investment of \$52,000 annually.</p> <p>The second project is the Town's share of the interconnection to the Western Virginia Water Authority. Our agreement with them is attached. We will pay debt service on the cost to interconnect the Town to the WVWA and they are making progress on that line. Though the agreement states we will pay them annually, the debt is included in this public hearing so that the public is aware of the process and that Council has the way clear to finance the Debt independently of the Authority if it so chooses. The Town does not have a final figure for this project, but currently estimates are \$1.3 million. This project has been in development for over a decade and will give the Town an alternate source of water as well as give county residents access to a broader distribution system and extend the area served by the Town's waste water treatment plant.</p> <p>With contingency and borrowing costs, the Town has advertised a \$2.5 million debt issue.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

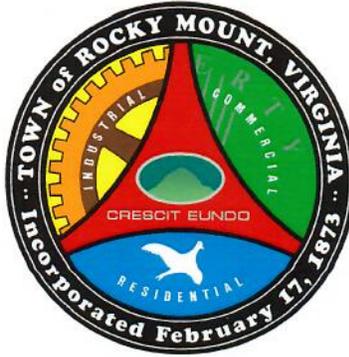
<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
ROCKY MOUNT, VIRGINIA 24151

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TOWN COUNCIL  
STEVEN C. ANGLE, *MAYOR*  
BILLIE WAYNE 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

**DATE:** August 29, 2018

**TO:** Public Utilities Committee  
-Chairman Bobby M. Cundiff  
-Vice Chairman Billie W. Stockton  
-Voting Member Gregory B. Walker

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

**RE:** Committee Meeting

Town staff have accepted and received bids for our meter replacement project. There are some decisions to be made as to specifics and we would like the Committee's input and recommendation to Council.

The best proposal was from a combination of CMC Supply for the meters and Concord Utility Services for the integration and installation.

The Town bid a remote read system with new meters, eliminating all manual meter reading activities.

CMC proposed a price of \$794,268.50 for the meters and meter reading equipment. Their quote is attached. This includes 2,669 standard meters, 200 meters that can be cut on and off remotely, 111 1" meters, 28 1.5" meters, 67 2" meters, six 4" meters and one 6" meter as well as six antenna locations for meter reading throughout town and the software to use the system. Concord proposes to install this equipment for \$226,570 for an estimated project total of \$1,020,838.50. Their quote is attached. These quotes have been refined through negotiation and we feel this is currently the best fit for the Town.

These meters come with a 10 to 20 year warranty (100% to ten years, then pro-rated from 10 years to 20 years) and will feature a customer portal allowing customers to view and pay their bill electronically as well as get text alerts for usage issues or Town notices (work on lines and boil water notices).

From a financial standpoint, this project should have consistently positive cash flow. A 15 year bond for \$1.1M at 4% results in an annual payment of \$99,000. We will eliminate fuel and maintenance for meter reading, the existing maintenance for our current system, our meter changeout line item and other meter reading services for a savings of \$28,565 a year. Additionally, the engineer's best estimate of our revenue after replacing the meters is an increase of \$134,213 for a projected net positive cash flow impact of \$153,887 annually. As the meters age, they too will slow down and our revenue boost will slowly decrease (it is estimated that our current meters are about 10% low in readings due to age). The new meter reading system will cost \$11,000 annual for maintenance and support. The early years of the project therefor have a **positive cash flow of \$52,000**, decreasing over time.

Staff are using a conservative figure for revenue increases so as not to over project the change. Actual engineering estimates of the increase as well as our own experiences with meter change out suggest a larger "found revenue" number.

Of note are the 100 meters that can be remotely cut on and off. Staff's plan is to install these in locations that are frequently cut off for payment reasons and in locations where tenants frequently change (high turnover rental locations). We think this will eliminate 80% of our cut-on and cut-off work. A core area of guidance we need from the Utility Committee is how many of these meters to purchase. The standard meter is \$152 and the remote cut-off addition is another \$320 so we can't install them in all locations from a fiscal standpoint. 100 is our recommendation, but financially we could easily go to 200 for an additional \$32,000 with a minor impact to our debt service and with the project still returning a positive cash flow. The borrow is estimated at \$1.1M, so an additional 100 remote meters could be purchased with the ROI estimates above.

We propose a 5% contingency on the project for a total estimated cost of \$1,071,880.

We ask the committee to guide us on the number of specialty meters to include and to recommend this project to Town Council.

This meeting is open to the public.

CJE/rhd

cc: Rocky Mount Town Council  
Brian Schofield, Public Works Supertindent  
Matthew C. Hankins, Assistant Town Manager  
Linda P. Woody, Finance Director

Attachments



To: Town Of Rocky Mount  
 345 Donald Ave.  
 Rocky Mount, VA 24151

Date 08/28/2018

RE: Quotation for Water Meter Replacement

Qty	Product / Service	Cost	Total
2,669	5/8" E)Coder R900i Meters	\$ 152.50	\$407,022.50
200	5/8" E)Coder Verizon CMIU Meters	\$ 430.00	\$ 86,000.00
111	1" T-10 R900i Meters	\$ 304.00	\$ 33,744.00
28	1.5" T-10 R900i Meters	\$ 408.00	\$ 11,424.00
67	2" T-10 R900i Meters	\$ 544.00	\$ 36,448.00
15	3" HP Turbine R900i Meters	\$ 815.00	\$ 12,225.00
6	4" HP Turbine R900i Meters	\$ 980.00	\$ 5,880.00
1	6" HP Turbine R900i Meters	\$ 1,630.00	\$ 1,630.00
6	R900 Gateway, Antenna & Power Source	\$ 8,970.00	\$ 53,820.00
3	Gateway Tank Installation *	\$10,500.00	\$ 31,500.00
3	Gateway & 75ft. Pole Installation *	\$12,500.00	\$ 37,500.00
1	Neptune Host Software Yearly SaaS Fee	\$10,000.00	\$ 10,000.00
1	Software Implementation and Training	\$ 7,000.00	\$ 7,000.00
1	Neptune Belt Clip Transceiver	\$ 2,075.00	\$ 2,075.00
<b>Totals</b>			<b>\$736,268.50</b>

Optional Items:

Qty	Product / Service	Cost	Total
100	SET Automatic Shutoff Valves	\$ 320.00	\$ <del>320.00</del> 32,000
1	WaterSmart One Time Set Up Fee	\$ 7,500.00	\$ 7,500.00
1	WaterSmart One Time Billing Set Up Fee	\$ 5,500.00	\$ 5,500.00
1	WaterSmart SaaS Subscription Fee (Annual)	\$ 7,500.00	\$ 7,500.00
1	WaterSmart Support Fee (Annual)	\$ 5,500.00	\$ 5,500.00

**TOTAL: 794,268.50**

Notes:

- \* This is a cost estimate based on historical work performed at Rocky Mount by Custom Controls Unlimited. Subject to Site Inspection by CCU.
- Prices expires 06/30/2019.
- There will be a mutually agreed upon contract upon award of the project.



Date: 7/23/18

To: **Town of Rocky Mount**

**Project:**

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

**Water Meter Replacement**

Description	Quantity	Unit Price	Extended Price
Meter Replacement 5/8"-1" Residential	2,980	\$ 45.00	\$ 134,100.00
Meter Replacement 5/8"-1" Rural*	1	\$ 67.50	TBD
Meter Replacement 5/8"-1" C&I*	1	\$ 84.50	TBD
Meter Replacement 1.5"	28	\$ 225.00	\$ 6,300.00
Meter Replacement 2"	67	\$ 225.00	\$ 15,075.00
Meter Replacement 3"	15	\$ 675.00	\$ 10,125.00
Meter Replacement 4"	6	\$ 895.00	\$ 5,370.00
Meter Replacement 6"	1	\$ 3,600.00	\$ 3,600.00
Pit box replacement** or reset***	1	\$ 75.00	TBD
Pit lid replacement	1	\$ 7.25	TBD
Pit lid drilling	1	\$ 13.50	TBD
Box Clean/Dirt Removal**** – High Level dirt/debris removal only	1	\$ 44.50	TBD
Additional work, hourly rate	1	\$ 110.00	
Sub Total:			\$ 174,570.00

\* If service is found to be Rural, Commercial or Industrial, surcharge pricing will apply.

\*\*Pit Box Replacement is "like for like" in size only. If meter box size is increased, pricing to be T&M plus 15%.

\*\*\*Pit Box Reset: Remove and replace the existing box to access meter, fittings, or plumbing.

\*\*\*\*Box Clean/Dirt Removal: Excess dirt/debris in the meter box where dirt height is equal to the top of the register or higher. Validate with photo and document in woms.

<b>ADDITIONAL COST</b>		<b>PILOT</b>	<b>YR1</b>
Project Management		\$ -	\$ 21,000.00
Office/Staging:		\$ -	By Owner
Storage Containers		\$ -	By Owner
Call Center		\$ -	By Owner
Waste/Spoils		\$ -	By Owner
Mobilization/Demobilization		\$ -	\$ 22,500.00
WOMS, Programming & Set Up		\$ -	\$ 5,750.00
Billing Integration		\$ -	\$ 2,750.00
Pit Lid Starter Stock:		\$ -	By Owner
	Sub Total:	\$ -	\$ 52,000.00
	<b>Total:</b>		\$ 226,570.00

1. Unit Pricing does not include Prevailing Wage or Davis Bacon Wage Rates
2. Unit Pricing Includes all labor, tools, vehicles, & fuel.
3. No other Direct Job Costs have been noted (city licenses, permits, storage, etc.). If additional direct Job Costs arise, they will be added at cost plus 15%.
4. There will be a mutually agreed upon contract upon award of the project
5. All Materials to be provided by utility including, but not limited to: meters, registers, radios, boxes, lids, box extension rings, meter spuds, extensions, adapters, meter couplers, bolt kits, gaskets, flanges, fittings, In-line connectors, compression fittings, pvc fittings, tamper clip, Nicor connectors, backflow prevention devices, or tamper tags
6. Excluded: Bonding and permit fees
7. Excluded: Route Certification (additional visits to verify communications after initial installation, programming or set up)
8. A secure staging area, to be provided by Owner/Prime Contractor, for materials, waste, and fleet vehicle parking (6, ½ ton pick-up trucks/vehicles).
9. Disposal to be provided by the Owner/Prime Contractor, at same location as staging area for: waste, spoils, recycle and salvage (including all legacy meters & endpoint radios to be removed from the field).
10. CUS will not be responsible for waste or hazardous materials.
11. Demobilization/Remobilization/Stand Down Contingency: The project Mobilization/Demobilization is assumed for a single-phase move on and move off for installation/deployment. If demobilization and remobilization occur during the project due to reasons beyond CUS Utility Service's control (i.e. lack of materials and inventory, lack of data or account information), additional contingency fees will be assessed.
  - a. Demobilization/Remobilization Fees: If CUS is forced to demobilize due to lack of inventory (i.e. meters, registers, endpoint modules, lids, boxes, fittings etc.), CUS will

- invoice for cost plus 15% to move in and out of market (i.e. travel fees, cancellation fees, vehicle transportation fees.)
- b. Stand Down Time: If CUS is unable to perform due to lack of inventory of materials (i.e. meters, registers, endpoint modules, lids, boxes, fittings etc.), and installation resources remain deployed, CUS will invoice at \$125.00 per hour, per technician for time CUS is stood down.
12. Pricing for meter installation assumes meters are "Like for Like" and "Lay Length for Lay Length"
  13. CUS will not be responsible for maintenance, repairing or replacing existing: City/Water District/Customer side: setters, backflow preventers, irrigation valves, pressure regulators, unions, ball valves, or customer side valves, U.N.O.
  14. CUS Utility Services will not be held responsible for any inoperative, damaged, or leaky valves.
  15. CUS will repair, to a usable and safe condition, any customer side service line break caused by CUS or a CUS Employee, up to 36" on the customer side only.
  16. CUS will not be responsible for repairing or replacing existing City/Water District service side piping or fittings.
  17. CUS will not be responsible for replacing meters that are obstructed by landscape or excessive tree/plant roots in the boxes.
  18. Work will not be performed at locations where it is reasonable that damage may occur to customer's property.
  19. All data for the entire project will be provided at one time prior to mobilization.
  20. All data will be sent from the City or WD will be accurate, without duplicate data (addresses, meter numbers, radios, accounts, etc.).
  21. If information submitted to CUS is later found to be inconsistent with actual information the price may be adjusted accordingly to account for additional set up and programming.
  22. CUS will be provided safe access, including keys, to all locations.
  23. All meters/locations are accessible: outside and easy to find.
  24. All meters are accessible to perform work at arms-length, in depth, from grade.
  25. It is expected that all hard to find meters will have location descriptions and assistance (mark service with paint) from the city or WD.
  26. CUS is not responsible for performance if access is not granted.
  27. Work will not be performed at locations behind locked fences or yards with dogs.
  28. CUS will not be responsible for notifying customer other than knocking on the door at the time of installation.
  29. CUS will not be responsible for any community outreach programs or program materials other than leaving a door hanger, post installation.
  30. Any badging requirements will be done prior to the start of the project.
  31. Installation of all materials (meters, radios, or meter retrofits) will not be in confined spaces, vaults, or manholes U.N.O.
  32. All meters are in pits at the curb and are considered easily accessible.
  33. CUS will not be responsible for Traffic Control.
  34. Installation is assumed to be reasonably contiguous (one service after another.)
  35. Any specific requirements not covered under this quote will be reviewed, any additional costs from these requirements will be added to quote.
  36. Paving or Hard/Solid Surfaces: Excludes removal & replacement of paving or other hard/solid surface locations (concrete, asphalt, etc.). Hard/Solid surfaces are to be removed & replaced by the PW Dept.

Large Meter Exclusions & Assumptions:

37. Materials Provided by Others (Bolt Kits, Gaskets, & Fittings)
38. The above numbers are for labor and equipment only.
39. All material needed to complete installations to be provided by Others.
40. All Materials must be available at least one week before scheduled installation.
41. All meter locations must be clearly marked one week prior to installation.
42. A complete list of installs to be provided at least one week prior to start of work.
43. Any bad or questionable piping to meters will be forwarded on to The City, WD, or Appropriate Authority, for evaluation with pictures before any work is started.
44. Traffic control will be extra if lane closures are required in roadways or parking lots.
45. The above prices are based on same lay length meters being replaced. Straight change outs only. All others will be on a time & material basis.
46. All meter change outs must have isolation valves in place as per standard water works installations, any extra dewatering will be on a time & material and case basis.
47. We will notify customers 48 hours in advance or as required by the contract. Notification cards to be provided by The City, WD, or Appropriate Authority.
48. Any specific requirements not covered under this quote will be reviewed, any additional costs from these requirements will be added to quote.
49. Concord Utility Services is not responsible for any inoperative or leaky valves.



Town of Rocky Mount, Virginia  
Water Revenue Bond, Series 2018

Preliminary Analysis

August 27, 2018

Preliminary

**VML/VACo Finance**

Town of Rocky Mount, Virginia

Water Revenue Bond, Series 2018

**Financing Terms and Assumption**

<b>Bank</b>	To be determined through a competitive bidding process
<b>Borrower</b>	Town of Rocky Mount, Virginia
<b>Security Pledge</b>	Water Revenue
<b>Purpose</b>	Water line project including new meters, water line, and installation
<b>Par Amount</b>	\$2,530,000
<b>Tax Treatment</b>	Bank Qualified and Tax-Exempt
<b>Indicative Interest Rate</b>	4.00%
<b>Principal Payments Due</b>	Annually, on August 1 each year, commencing August 1, 2019
<b>Interest Payments Due</b>	Semi-annually, in arrears, on February 1 and August 1 each year, commencing February 1, 2019
<b>Amortization</b>	Fully amortizing over term with level annual debt service
<b>Term</b>	15-year term, maturing August 1, 2033
<b>Estimated Annual Debt Service</b>	\$224,275

Preliminary

**VML/VACo Finance**

Town of Rocky Mount, Virginia

Water Revenue Bond, Series 2018

**Sources and Uses of Funds**

**Sources of Funds:**

VML/VACo Fixed Rate Loan, Series 2018	<u>2,530,000.00</u>
Total Sources of Funds	<u>2,530,000.00</u>

**Uses of Funds:**

Deposit to Project Account	2,500,000.00
Estimated Costs of Issuance <sup>1</sup>	30,000.00
Contingency	<u>-</u>
Total Uses of Funds	<u><u>2,530,000.00</u></u>

<sup>1</sup> Includes estimates for bond counsel, bank counsel, and municipal advisory fees. In lieu of an advisory fee, the Town may opt to issue the bond through the Fixed Rate Loan Program where an 0.08% annual fee will be added to the interest rate. The Town would also be eligible for a \$5,000 grant that may be applied to the remaining costs of issuance, estimated to be \$16,000. Net costs of issuance after the grant would be approx. \$11,000. Please refer to the next page for features of the Fixed Rate Loan Program.

## VML/VACo Fixed Rate Loan Program (New Money Loans)

VML/VACo Finance's Fixed Rate Loan Program provides support after loan closing that includes 1) the ability to make debt service payments online; 2) a secure, easily-accessible internet-based Project Fund account that pays a high yield (currently 2.17%); and 3) no-cost arbitrage monitoring and rebate calculations to help ensure compliance with federal rebate and reporting requirements. The service is attractive to localities that prefer a small annual fee over paying larger costs of issuance at closing. Rocky Mount will be eligible for a \$5,000 grant at closing.

### Features:

- No program closing costs – an 8 basis points (0.08%) fee would be added to the interest rate for administrative expenses. (Compare to State Bond Pool fee of 12.5 basis points.)
- Debt service payments are made online through VML/VACo's Virginia Investment Pool (VIP) interface. The dedicated debt service payment account may be connected online to local checking account to facilitate transfers **(no additional cost)**.
- VML/VACo Finance serves as payment agent; provides payment reminders to local borrower **(no additional cost)**.
- Includes a dedicated VIP Project Fund Account controlled by the local borrower. Borrower may make unlimited daily transfers to its local accounts at **no additional cost**. Project Fund Account earns highly competitive rate of interest, currently 2.17%.
- Borrower may initiate **no-cost** wire transfers to pre-registered vendors.
- Tax-exempt loan proceeds that are held in a VIP Project Fund Account are eligible to receive annual arbitrage monitoring updates and five-year arbitrage calculations to comply with federal reporting requirements **(no additional cost)**.
- New-money loans through the Fixed Rate Loan Program are eligible for a **grant of \$5,000** which may be applied toward local bond counsel's fee or any other project-related costs..

Preliminary

## VML/VACo Finance

Town of Rocky Mount, Virginia

Water Revenue Bond, Series 2018

### Debt Service Schedule

Date	Principal	Coupon <sup>1</sup>	Interest	Total P+I	Fiscal Total
11/01/2018	-	-	-	-	-
02/01/2019	-	-	25,300.00	25,300.00	25,300.00
08/01/2019	125,590.00	4.000%	50,600.00	176,190.00	-
02/01/2020	-	-	48,088.20	48,088.20	224,278.20
08/01/2020	130,710.00	4.000%	48,088.20	178,798.20	-
02/01/2021	-	-	45,474.00	45,474.00	224,272.20
08/01/2021	136,050.00	4.000%	45,474.00	181,524.00	-
02/01/2022	-	-	42,753.00	42,753.00	224,277.00
08/01/2022	141,600.00	4.000%	42,753.00	184,353.00	-
02/01/2023	-	-	39,921.00	39,921.00	224,274.00
08/01/2023	147,380.00	4.000%	39,921.00	187,301.00	-
02/01/2024	-	-	36,973.40	36,973.40	224,274.40
08/01/2024	153,400.00	4.000%	36,973.40	190,373.40	-
02/01/2025	-	-	33,905.40	33,905.40	224,278.80
08/01/2025	159,660.00	4.000%	33,905.40	193,565.40	-
02/01/2026	-	-	30,712.20	30,712.20	224,277.60
08/01/2026	166,170.00	4.000%	30,712.20	196,882.20	-
02/01/2027	-	-	27,388.80	27,388.80	224,271.00
08/01/2027	172,960.00	4.000%	27,388.80	200,348.80	-
02/01/2028	-	-	23,929.60	23,929.60	224,278.40
08/01/2028	180,010.00	4.000%	23,929.60	203,939.60	-
02/01/2029	-	-	20,329.40	20,329.40	224,269.00
08/01/2029	187,360.00	4.000%	20,329.40	207,689.40	-
02/01/2030	-	-	16,582.20	16,582.20	224,271.60
08/01/2030	195,010.00	4.000%	16,582.20	211,592.20	-
02/01/2031	-	-	12,682.00	12,682.00	224,274.20
08/01/2031	202,970.00	4.000%	12,682.00	215,652.00	-
02/01/2032	-	-	8,622.60	8,622.60	224,274.60
08/01/2032	211,250.00	4.000%	8,622.60	219,872.60	-
02/01/2033	-	-	4,397.60	4,397.60	224,270.20
08/01/2033	219,880.00	4.000%	4,397.60	224,277.60	224,277.60
<b>Total</b>	<b>\$2,530,000.00</b>	-	<b>\$859,418.80</b>	<b>\$3,389,418.80</b>	-

<sup>1</sup> Rate is indicative and based on current market conditions. Actual rate will be determined through a competitive request for proposals.

**THIS WATER and WASTEWATER SALE AGREEMENT** ("Agreement"), dated as of October 1, 2014, by and between Franklin County, Virginia, (the "County") a county of the Commonwealth of Virginia, the Town of Rocky Mount, Virginia, ("Rocky Mount") a political subdivision of the Commonwealth of Virginia, and the Western Virginia Water Authority (the "Authority"), a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, under the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5158 (the "Act").

**WITNESSETH:**

**WHEREAS**, the Authority owns and operates an existing water treatment, transmission and distribution system with all complementary and appurtenant components to serve potable water approved by the Virginia Department of Health and has sufficient capacity to provide water, in addition to current customers in portions of Franklin County, to the citizens of Rocky Mount; and,

**WHEREAS**, Rocky Mount owns and operates an existing wastewater treatment, transmission and collection system with all complementary and appurtenant components necessary to treat wastewater approved by the Virginia Department of Environmental Quality and has sufficient capacity to provide wastewater treatment, in addition to its current customers in Rocky Mount and some existing portions of Franklin County, to additional citizens and businesses in Franklin County; and,

**WHEREAS**, the Authority, County and Rocky Mount agree that this Agreement affords an opportunity to extend the Authority's water transmission and distribution system further within Franklin County and into and through Rocky Mount to deliver public water service to certain additional residents and businesses in Franklin County and to supply a source of water to Rocky Mount's water distribution system; and

**WHEREAS**, the Authority, County and Rocky Mount agree that this Agreement affords an opportunity to extend Rocky Mount's wastewater treatment, transmission and collection system into and through Franklin County to deliver public wastewater service to certain additional residents and businesses in Franklin County; and

*Original document  
Filed in vault*

**WHEREAS**, all parties agree that the long term interests of the citizens of Rocky Mount and the County will be best served by the extension of the Authority's water transmission and distribution system and by extension and connection to Rocky Mount's wastewater treatment, transmission and collection system, including any necessary infrastructure such as water tanks, pump stations, and treatment equipment needed to connect;

**NOW THEREFORE**, in consideration of the mutual benefits accruing to each party, the parties do hereby agree as follows:

1. Financing and Capital Contributions in Aid of Construction. The parties anticipate that the Authority will provide the financing for an initial water transmission main extension connecting the Authority's existing water distribution system in the County with Rocky Mount's water distribution system. Rocky Mount will pay, via a reimbursement to the Authority, seventy-five percent (75%) of the annual debt service on a schedule and terms to be agreed to by Rocky Mount and the Authority over the term of the bond issue ("Capital Contributions in Aid of Construction"), and that the bond issue will be secured as a parity pledge of the water revenues of the Authority and by a moral obligation by the Town of Rocky Mount, Virginia. The County agrees not to request financial participation from Rocky Mount for any Pass Through Water Extensions referenced in Section 4.

The parties anticipate that the Authority will provide the financing for an initial wastewater transmission extension from the Authority's wastewater service area in Franklin County connecting to Rocky Mount's wastewater collection system. The County will pay, via a reimbursement to the Authority, seventy-five percent (75%) of the annual debt service on a schedule and terms to be agreed to by the County and the Authority over the term of the bond issue ("Capital Contributions in Aid of Construction"), and that the bond issue will be secured as a parity pledge of the wastewater revenues of the Authority and by a moral obligation by Franklin County, Virginia. The County agrees not to request financial participation from Rocky Mount for any Wastewater Extensions referenced in Section 5.

2. Retail Customer Water and Wastewater Service Rates and Fees. The parties agree that all customers in Franklin County connecting or required to be connected to the water

transmission main extension and to other future extensions in Franklin County from the water transmission main extension including Pass Through Extensions as defined in Section 4 shall be customers of the Authority; that they will pay the Authority's connection, availability and other fees as applicable; and that these customers will pay the Authority's published rates for water service in Franklin County.

The parties agree that all of the customers in Franklin County connecting or required to be connected to the wastewater main extension and to other future extensions in Franklin County from the wastewater main extension shall be customers of the Authority; that they will pay the Authority's connection, availability and other fees as applicable; and that these customers will pay the Authority's published rates for wastewater service in Franklin County.

3. Wholesale Water and Wastewater Service Rates and Fees; Upon completion of an initial extension from the Authority's water system to Rocky Mount, the Authority agrees to sell water to Rocky Mount and Rocky Mount agrees to buy water from the Authority for resale to Rocky Mount customers. The Authority agrees that for the duration of this Agreement there will be no reduction in the quantity of water supplied under this Agreement except under the conditions noted herein. The Authority agrees to make a minimum of 500,000 gallons per day available to Rocky Mount, provided that the Authority has sufficient sources of raw water. There is no minimum purchase requirement by Rocky Mount. Water used to supply the Pass Through Water Extensions created under section 4 of this agreement will be offset by an equal amount of water drawn from the interconnection with the Authority unless an alternate arrangement is requested by a party and agreed to by all parties.

The Authority will sell bulk water service to Rocky Mount on substantially the same terms it sells bulk water to other localities, except under the conditions noted herein. The Bulk Water Rate shall be determined by multiplying the Authority's second tier retail water rate, currently \$3.50 per thousand gallons, by 0.75, rounding down to the nearest tenth of a cent. The Bulk Water Rate will be stated as a cost per thousand gallons (\$/Kgal) and is \$2.60 at the time of this Agreement ( $\$3.50 \text{ per Kgal} \times 0.75 = \$2.625$ , rounded down to \$2.60 per Kgal).

The Authority may from time to time request Rocky Mount to draw water at no charge to aid in flushing and maintenance of water quality by the authority.

Upon completion of an initial extension from Rocky Mount's wastewater system to the Authority's service area in Franklin County, Rocky Mount agrees to sell wastewater service to the Authority and the Authority agrees to buy wastewater service from Rocky Mount for resale to its customers in Franklin County. Rocky Mount agrees that for the duration of this Agreement there will be no reduction in the quantity of wastewater capacity supplied under this Agreement except under the conditions noted herein. Rocky Mount agrees to make 400,000 gallons a day available to the Authority provided that Rocky Mount has sufficient wastewater plant permit capacity or pump station capacity available. Rocky Mount's wastewater treatment plant is licensed to treat 2 million gallons a day and has an average demand of 800,000 gallons a day at the date of this agreement. Rocky Mount and the Authority agree that additional capacity can be requested and negotiated in the future and that capacity will be provided if it is within the technical and licensure limits of the Rocky Mount wastewater treatment plant. In the event that the requested capacity exceeds the plant's capacity and or pump station capacity, Rocky Mount reserves the right to expand the plant's treatment capacity and pump station capacity and to negotiate an amendment to this agreement addressing the impacts of such an expansion to meet the needs of the Authority and the County.

Rocky Mount will sell bulk wastewater service to the Authority, except under the conditions noted herein. The Bulk Wastewater Rate shall be determined by multiplying the Authority's second tier retail sewer rate, currently \$3.50 per thousand gallons, by 0.75, rounding down to the nearest tenth of a cent. The Bulk Wastewater Rate will be stated as a cost per thousand gallons (\$/Kgal) and is \$2.60 at the time of this Agreement ( $\$3.50 \text{ per Kgal} \times 0.75 = \$2.625$ , rounded down to \$2.60 per Kgal).

4. Pass Through Water Extensions. The parties agree and concur that the Authority may, in conjunction with the County, wish to extend the Authority's water distribution system via additional extensions within Franklin County. These additional extensions may be sought in the form of extensions from Rocky Mount's water distribution system, which requires water to pass from the Authority's distribution system through Rocky Mount's water distribution system and then into new Authority constructed water lines in other areas of Franklin County (the

"Pass Through Extensions"). Requests for such Pass Through Extensions from the Authority to Rocky Mount will be considered and administratively approved individually based on the technical and engineering feasibility of each pass-through extension with the feasibility to be determined by an engineer who has experience in water systems in general. Such engineer shall be mutually agreed to by the Authority, Rocky Mount, and the County. Feasibility shall consider the potential for any negative impacts, including water quality, on Rocky Mount's water system and its users and a lack of negative impact would result in a determination that such extension was feasible. In addition, pass through requests shall include a review of the capital expenses, if any, required to support the Pass Through Extension usage. The Authority has the right to implement any capital expenses identified to support the Pass Through Extension. Water use at each Pass Through Extension will be metered by the Authority, accounted for and credited to Rocky Mount against water purchased from the Authority. Such Pass Through Extensions will be operated as consecutive systems unless agreed otherwise by all parties and as a consecutive system, the Authority is responsible for the regulatory compliance of the extensions and the customers' connections to those extensions.

5. Wastewater Extensions. The parties agree and concur that the Authority may, in conjunction with the County, extend Rocky Mount's wastewater collection system via additional extensions within Franklin County. Requests for such Wastewater Extensions from the Authority and the County to Rocky Mount will be considered and administratively approved individually based on the technical and engineering feasibility of each determined by an engineer who has experience in wastewater systems. Such engineer shall be mutually agreed to by the Authority, Rocky Mount and County. Feasibility shall consider the potential for any negative impact, including effects on Rocky Mount's wastewater system, the quality of the receiving water at the plant's discharge point, other users, and the licensure status of the plant. A lack of negative impact would result in a determination that such extension was feasible. In addition, Wastewater Extension requests shall include a review of the capital expenses, if any, required to support the Wastewater Extension. The Authority and the County have the right to implement any capital expenses identified to support the Wastewater Extensions. Wastewater discharged to Rocky Mount's wastewater treatment plant at each Wastewater Extension will be

metered by the Authority or measured using customer water consumption records multiplied by a factor of 1.2 to account for inflow and infiltration. Example: If an extension generates 10,000 gallons per month of wastewater as determined by adding up the monthly water meter records for wastewater customers connected to the line, the total billed wastewater flow would be  $1.2 * 10,000$  gallons or 12,000 gallons. Such Wastewater Extensions will be operated as consecutive systems unless otherwise agreed to by all parties and will require all parties to operate the consecutive systems. As a consecutive system, the Authority is responsible for the regulatory compliance of the extensions and the customers connecting to those extensions with the exception that Rocky Mount may require implementation of the Commonwealth of Virginia's and Rocky Mount's pretreatment regulations as it relates to any customer connected to any Wastewater Extension. Rocky Mount and the Authority pledge to enter into the standard EPA Multijurisdictional Agreement for Pretreatment.

6. Approval of Extensions & Improvements to the Proposed System. Initial main extensions, Pass Through Extensions, and Wastewater Extensions must be approved by the Franklin County Administrator and Town of Rocky Mount Manager. Rocky Mount agrees that Pass Through Extensions and Wastewater Extensions shall be permitted by right from Rocky Mount's water system and wastewater system, provided they are constructed and operated under the terms of this Agreement. Rocky Mount and the County also agree to cooperate with the Authority on such matters as regulation of the construction and operation of water systems and wastewater systems, mandatory connections for new customers, and other legislative matters to provide the jurisdictional and legal basis for the development of water and wastewater initial main extensions, Pass Through Extensions and Wastewater Extensions consistent with the Authority's published rules and regulations.

7. Water Restrictions. If the Authority decides to restrict water usages or withdrawals due to droughts, emergencies, or other conditions or circumstances, any reductions or restrictions placed on water sold to Rocky Mount shall be the same as placed on all other Authority customers.

8. Wastewater Discharge Restrictions. If Rocky Mount decides to restrict wastewater discharge due to emergencies, or other conditions or circumstances, any reductions or restrictions placed on wastewater discharged by Authority customers shall be the same as placed on all other Rocky Mount customers.

9. Quality, System Responsibility and Technical Feasibility. The quality and pressure of the water delivered under this Agreement including Pass Through Extensions shall be sufficient for fire flow needs (if practical) and shall meet the requirements of the Virginia Department of Health and other state or federal agencies which have jurisdiction over public water supplies. The water provided by the Authority shall not contain specific contaminants that would result in noncompliance with the Virginia Department of Health or other applicable state or federal agency permit requirements or regulations. The Authority shall at least annually provide Rocky Mount with the most recent water quality analysis of the water sold by a mutually agreed upon date that will allow Rocky Mount sufficient time to comply with any water quality reporting requirements.

The quality of the wastewater delivered under this Agreement shall meet the sewer use requirements of Rocky Mount's pretreatment program and the Multijurisdictional Agreement for Pretreatment and shall not contain specific contaminants that would inhibit the operation of Rocky Mount's wastewater treatment plant or result in noncompliance with Virginia Department of Environmental Quality or other applicable state or federal agency permit requirements or regulations. The Authority agrees to provide Rocky Mount pretreatment information on permitted customers in Franklin County to meet state or federal reporting requirements. Each party shall be responsible for the maintenance, upkeep, improvement, inflow and infiltration control, wastewater quality and biological load, pretreatment, water quality and water loss in their respective systems. Rocky Mount reserves the right to set parameters for odor and the presence of aerobic conditions. In the event of a planned improvement for the purpose of adding additional capacity to either the Authority's water or wastewater system or Rocky Mount's water or wastewater system, each party shall be given a reasonable opportunity at its own cost to participate in the planning and installation of such improvements.

10. Billing and Payment. The Authority shall be responsible for maintaining bulk water meters and wastewater meters, if utilized, and for calculation of bulk bills. The measurement basis shall be in gallons. The Authority will submit a water bill to Rocky Mount on a monthly basis, detailing the amount due from Rocky Mount for water purchased. The Authority will submit a wastewater statement, along with payment, to Rocky Mount on a monthly basis, detailing the amount owed Rocky Mount for wastewater discharged. Each party at its respective expense shall have the right to test and verify the accuracy of all bulk meters. If the accuracy of a tested meter is less than 95% or more than 105%, then adjustments shall be made to reflect the correct usage for the most recent ninety (90) day period.

11. Term; Rights on Termination. The term of this Agreement shall be thirty (30) years beginning October 1, 2014 and ending September 30, 2044, unless renewed, terminated or otherwise extended as provided herein. If the Authority or Rocky Mount or the County does not notify the other parties of its intent to terminate or renew this Agreement, it shall automatically and without further action on the part of the Authority or Rocky Mount or the County be extended in five year increments, unless and until the Authority or Rocky Mount or County notifies the other parties at least one year in advance of its intent to cease to be a party to this Agreement at the end of the five year term.

Should Rocky Mount, the Authority or the County cease to be a party to this Agreement, title to facilities, extensions, or other assets within Franklin County constructed or provided by the Authority or subsequently acquired by the Authority shall vest and remain vested in the Authority in fee simple. Should the County withdraw as a member of the Authority, the procedures, including disposition of facilities, extensions, or other assets, shall be governed by the Code of Virginia under the terms of the Act. Any facilities within the town limits of Rocky Mount shall revert to Rocky Mount, in fee simple. Rocky Mount shall retain the right to purchase water from the Authority or County, should the County leave the Authority, under terms to be negotiated but substantially similar to this agreement. The Authority or County, should the County leave the Authority, shall retain the right to purchase wastewater service from Rocky Mount under terms to be negotiated but substantially similar to this agreement.

12. No Waiver. The failure of any party to insist upon strict performance of any of the terms or provisions of this Agreement, or to exercise any option, right or remedy contained in this Agreement, shall not be construed as a waiver or as a relinquishment for the future of such term, provision, option, right or remedy. No waiver by any party of any term or provision of this Agreement shall be deemed to have been made, unless expressed in writing and approved by all parties.

13. Integration of Provisions. If any clause or provision of this Agreement is or becomes illegal, invalid or unenforceable because of present or future laws or any rule or regulation of any governmental body or entity, then the remaining parts of this Agreement shall not be affected.

14. Governing Law. This Agreement shall be construed under and shall be governed by the laws of the Commonwealth of Virginia.

15. Notices. All notices or other communications required or desired to be given with respect to this Agreement shall be in writing and shall be delivered by hand or by courier service or sent by registered or certified mail, return receipt requested, bearing adequate postage and properly addressed as provided below. Each notice given by mail shall be deemed to have been given and received when actually received by the party intended to receive such notice or when such party refuses to accept delivery of such notice. Upon a change of address by any party, such party shall give written notice of such change to the other parties in accordance with the foregoing. Inability to deliver because of changed address or status of which no notice was given shall be deemed to be receipt of the notice sent effective as of the date such notice would otherwise have been received.

To the Authority:

Western Virginia Water Authority

601 S. Jefferson

Roanoke, Virginia 24011

Attention: Executive Director, Water Operations

With copy to:

Harwell M. Darby, Jr.

Glenn, Feldmann, Darby & Goodlatte

P. O. Box 2887 (24001)

210 First Street, S.W., Suite 200

Roanoke, Virginia 24011

To Franklin County:

Franklin County Board of Supervisors

1255 Franklin Street, Suite 112 Rocky Mount, Virginia 24151

Attn: County Administrator

With copy to:

B. James Jefferson, Esquire

5 East Court Street, Suite No. 101

Rocky Mount, Virginia 24151

To The Town of Rocky Mount:

Rocky Mount Town Council

345 Donald Ave.

Rocky Mount, VA 24151

Attn: Town Manager

With copy to:

John Boitnott, Esquire  
Town of Rocky Mount Attorney  
5 East Court Street, Suite 301  
Rocky Mount, VA 24151

16. Binding on Successors. This Agreement shall be binding upon and inure to the benefit of the Authority and both the Town and County and their respective successors and assigns. The rights and obligations of this Agreement may not be sold, assigned or transferred at any time without prior written consent of all the parties, which consent will not be unreasonably withheld.

17. Subject to Future Appropriations. The obligations of the Town under this Agreement shall be subject to and dependent upon appropriation being made from time to time by the Town Council for such purpose. Any other provision to the contrary notwithstanding, this Agreement and the obligations herein shall not constitute a debt of the Town within the meaning of any limitation on indebtedness of the Town under any constitutional or statutory limitation, and nothing in this Agreement shall constitute a pledge of the full faith and credit of the Town under any provision of its Charter, as applicable, or the Constitution of Virginia. The failure of the governing body of the Town to appropriate funds in any year for payment in full of the payments required by the Authority as herein provided, or any other provision of this Agreement during such year, shall ipso facto terminate this Agreement without any further liability on the part of the Town of any kind, thirty (30) days after the Town Council makes a final determination not to appropriate funds for this Agreement for the current fiscal year.

18. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior understandings and writings. This Agreement may be amended or modified only by a writing signed by the Authority and the Town and County.

19. Force Majeure. No party shall be liable for any failure to perform its non-monetary obligations under this Agreement due to any cause beyond its reasonable control such as wars, riots, civil commotion, strikes, labor disputes, embargoes, natural disasters, and Acts of God, or any other cause or contingency similarly beyond its control.

20. Including. In this Agreement, whenever general words or terms are followed by the word "including" (or other forms of the word "include") and words of particular and specific meaning, the word "including" (or other forms of the word "include") shall be deemed to mean "including without limitation," and the general words shall be construed in their widest extent and shall not be limited to persons or things of the same general kind or class as those specifically mentioned in the words of particular and specific meanings.

21. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall comprise but a single document.

22. Resolution of Disputes. In the event of a dispute among the parties hereto, each is bound to participate in a process of mediation with a mediator to be selected by them (and if they are unable to select a mediator, each name one and those named select the mediator) with a view toward using their good faith efforts to resolve the dispute with the help of the mediator and the mediation process. Only when the mediator certifies in writing that each has used good faith efforts to resolve the dispute may any party institute legal proceedings to resolve a dispute under this Agreement.

Western Virginia Water Authority

Michael McEvoy Gary Robertson

By: Gary Robertson / Michael McEvoy

Its: Executive Directors

STATE OF VIRGINIA )

) to - wit:

CITY/COUNTY OF Roanoke )

The foregoing instrument was acknowledged before me this 29 day of January, <sup>2015</sup> ~~2014~~, by Gayle Shrewsbury of the Western Virginia Water Authority.

Notary Public

My commission expires: 9/30/2018



TOWN OF ROCKY MOUNT, Virginia

*Steven C. Angle*

By: Steven C. Angle

Mayor

Town of Rocky Mount

Approved as to form:

*John T. Boitnott*

John T. Boitnott, Town Attorney

STATE OF VIRGINIA )

) to - wit:

CITY/COUNTY OF Franklin )

The foregoing instrument was acknowledged before me this 18<sup>th</sup> day of March, <sup>2015</sup>~~2014~~, by Steven C. Angle, Mayor of the Rocky Mount Town Council.

*Stacey Bowles Senk*

Notary Public

My Commission expires: April 30, 2019



FRANKLIN COUNTY, Virginia

Richard E Huff  
By: Richard E. Huff II

Administrator, Franklin County

STATE OF VIRGINIA )

) to - wit:

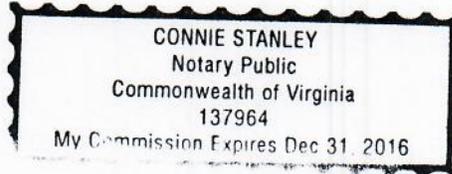
CITY/COUNTY OF Franklin

The foregoing instrument was acknowledged before me this 8 day of January,  
2016, by Richard E. Huff II, Franklin County Administrator.

Connie Stanley

Notary Public

My commission expires: 12-31-2016



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 10, 2018
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STAFF MAKING REQUEST:	Jessica Heckman, Town Planner
BRIEF SUMMARY OF REQUEST:	<p>Public Hearing regarding a request for a special use permit by Joseph &amp; Sylvia Menefee.</p> <p>Joseph &amp; Sylvia Menefee have applied for a special use permit in order to install an accessory building on their property zoned CBD – Central Business District. If approved, the applicants intend to install a prefabricated building at the rear of their property and will meet accessory building setbacks for residential properties. Staff has reviewed the application and recommends approval, as does the Planning Commission with a (6-0) vote. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice has been posted on the site.</p>
ACTION NEEDED:	Approve or deny

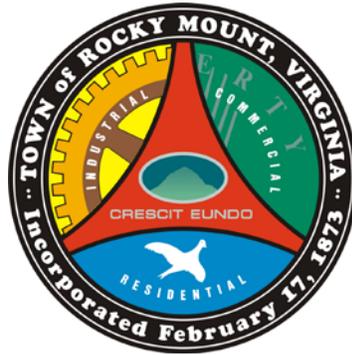
Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
ROCKY MOUNT, VIRGINIA 24151

540.483.7660  
FAX : 540.483.8830

E-MAIL: JHECKMAN@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

JESSICA H. HECKMAN  
*Town Planner*

## STAFF REPORT

**PETITIONER:** Joseph A. & Sylvia Menefee  
**REQUEST:** Special Exception/Use Permit in the CBD(Central Business District) in order to operate a child day care center  
**LOCATION:** 565 Diamond Avenue, Rocky Mount, VA  
**HEARING DATE:** Planning Commission, September 4, 2018  
Town Council, September 10, 2018  
**TAX PARCEL:** 2060001900

### PLANNING COMMISSION PUBLIC HEARING SUMMARY

On September 4, 2018, the Town of Rocky Mount Planning Commission held a site visit and a public hearing for the above-listed Special Use Permit application. The town planner gave a summary of the staff report and recommended approval of the special use permit. The applicant was present and answered questions from Commission members. Seeing no negative impact to surrounding residential property owners, planning commission members voted to approve the applicants request. There were no public comments on the request.

The motion to approve the special use permit was approved (6-0).

### EXECUTIVE SUMMARY:

A Special Exception/Use Permit Application has been filed by Joseph A. & Sylvia Menefee to construct an accessory building upon their property at 100 Patterson Avenue. The property is zoned Central Business District (CBD). The request requires a special use permit because the Town of Rocky Mount Zoning Ordinance does not permit accessory buildings by right on properties zoned CBD.

### I. APPLICABLE REGULATIONS:

From *ARTICLE 29: CENTRAL BUSINESS DISTRICT CBD*

- **Statement of Intent:** The purpose of this district is to promote the harmonious use and development of the historic uptown, downtown and surrounding areas, which is the traditional commercial, governmental, residential, and cultural center of Rocky Mount. The central business district is characterized by an uptown professional office district and a downtown commercial district, which surrounds a residential core. The central business district is distinct due to the historic architecture that lines and is directly adjacent to the pedestrian way and the street. It is the intent of the town to maintain the unique nature of

the district by promoting the use of existing buildings, and maintaining and extending the current building arrangement, architectural style, and scale. Development should occur in such a manner to minimize traffic congestion, encourage a pedestrian friendly environment, and enhance the economic viability of the district.

- **29-1-32:** Any use not specifically listed will be reviewed on an individual basis and if approved, permitted by granting of a special exception by town council.

#### **DEFINITIONS**

- **Building, accessory:** A subordinate structure customarily incidental to and located upon the same lot occupied by the main structure.
- **Special exception:** A special exception is a use that would not be appropriate generally or without restriction throughout the zoning division or district but which, if controlled as to number, area, location, or relation to the neighborhood would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare. Such uses may be permitted in such zoning division or district as special exceptions if specific provision for such special exception is made in this zoning ordinance.

#### **II. EXISTING CONDITIONS:**

The property is approximately 1.59 acres and is surrounded by residential properties.

#### **III. PROPOSED CONDITIONS/IMPACT:**

The applicant intends to install a prefabricated accessory building for use as additional storage to the rear of the residence and would comply with all accessory building requirements of at least 10 feet from the rear of the home and five feet from the side or rear property line. The proposed use will have no impact on traffic or fire/rescue. Staff can see no negative impact on the surrounding residential properties as the majority are R1 (Residential) and several have accessory buildings on their properties.

#### **IV. CONFORMANCE WITH COMPREHENSIVE PLAN:**

Little note is made of accessory structures in the Comprehensive Plan but staff considers this an acceptable use in the residential portion of the Central Business district as long as setback requirements are met.

#### **V. STAFF CONCLUSIONS**

Staff supports a special use/exception permit to construct an accessory building on this property. Its impact is expected to be minimal and does not substantially change the character of the neighborhood.

#### **POSSIBLE MOTIONS:**

*Approval:* I move to approve the special exception request for Tax Map Parcel 2100032400(on the following grounds, if needed):\_\_\_\_\_

*ONLY IF APPLICABLE:*

*Approval, with Imposed Conditions:* I move to approve the special exception request for Tax Map Parcel 2100032400 with the following conditions: \_\_\_\_\_  
\_\_\_\_\_

*Denial:* I move to deny the special exception request for Tax Map Parcel 2100032400 (on the following grounds, if needed): \_\_\_\_\_

**PREPARED BY:** Jessica H. Heckman  
**HEARING DATES:** Planning Commission, September 4, 2018  
Town Council, September 10, 2018

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 10, 2018
----------------------------	--------------------

STAFF MAKING REQUEST:	Jessica Heckman, Town Planner
BRIEF SUMMARY OF REQUEST:	<p>Public Hearing regarding a request for a special use permit by Kids Clubhouse Learning Center, LLC.</p> <p>Kids Clubhouse Learning Center, LLC, represented by Zavier Hunt, has applied for a special use permit in order to operate a child daycare center on property zoned RB – Residential Business. If approved, the applicant intends to lease the property. Staff has reviewed the application and recommends approval, as does the Planning Commission with a (6-0) vote. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice has been posted on the site.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

TOWN OF ROCKY MOUNT  
345 DONALD AVE.  
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TOWN COUNCIL  
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MARK H. NEWBILL                      JON W. SNEAD  
GREGORY B. WALKER

JESSICA H. HECKMAN  
*Town Planner*

## STAFF REPORT

**PETITIONER:** Kids Clubhouse Learning Center, LLC  
**REQUEST:** Special Exception/Use Permit in the RB(Residential Business District) in order to operate a child day care center  
**LOCATION:** 565 Diamond Avenue, Rocky Mount, VA  
**HEARING DATE:** Planning Commission, September 4, 2018  
Town Council, September 10, 2018  
**TAX PARCEL:** 2060001900

### PLANNING COMMISSION PUBLIC HEARING SUMMARY

On September 4, 2018, the Town of Rocky Mount Planning Commission held a site visit and a public hearing for the above-listed Special Use Permit application. The town planner gave a summary of the staff report and recommended approval of the special use permit based on compliance with the Comprehensive plan and the benefit it provides town citizens in need of childcare. The applicant's representative was present and answered questions from the commission. Public comments included two citizens that currently reside on Diamond Avenue, one spoke in favor, the other expressed concerns about it becoming a 24 hour facility. Planning commission addressed that concern by recommending a condition that the operating hours remain Monday –Friday, 5:30am – 6:00 p.m.

The motion to approve the special use permit was approved (6-0).

### EXECUTIVE SUMMARY:

Kids Clubhouse Learning Center, LLC, represented by Zavier Hunt, has applied for a special use permit in order to operate a child day care center on a Diamond Avenue property zoned as RB-Residential Business.

If approved, the applicant intends to lease the property from the American Legion. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice sign been posted on the site.

### I. APPLICABLE REGULATIONS:

#### DEFINITIONS

**RESIDENTIAL BUSINESS DISTRICT-RB,** *The purpose of this district is to allow certain types of neighborhood commercial uses to be developed in an area that is generally residential in character. The purpose is to stabilize neighborhood aesthetics by enabling light density commercial purposes that will not detract from the residential character of a neighborhood.*

*This zoning district is characterized by a number of smaller lots of insufficient lot areas to comply with the minimum lot requirements for an R1 and R2 district. Consequently, the light density commercial uses add value and flexibility of use to residential property which might otherwise diminish in value.*

*Traffic and parking congestion is held to a minimum to protect and preserve property values in the surrounding residential area. Commercial uses shall provide off street parking in accordance with this ordinance. The commercial uses permitted should include only activities which will not detract from the normal operation of area households. Business related activities hours of operation shall not be conducted later than 8:00 p.m. or earlier than 8:00 a.m. such as to maintain the residential harmony of the area. No outside sales, service or storage is permitted. Direct on-site retail sales are prohibited in an RB district. (See definition of retail stores and shops).*

## II. EXISTING CONDITIONS:

The subject property is approximately 0.74 acres and features a one story building, with an approximately 3400 square foot footprint. The building is currently vacant as it was the former soup kitchen that moved to North Main Street.

## III. PROPOSED CONDITIONS:

If approved, the applicants intend to open a second location to address overcrowding and provide child care to Franklin County citizens that are currently on a waiting list. The facility will provide child care for children ages infant-two years; older siblings are bused to the primary location at 1696 Franklin Street. The applicant states the new facility will add approximately 10-15 new positions within the first six months. Both facilities will be licensed by the state of Virginia and all bus plans/routes are approved by the state as well. The applicants intend to remodel the interior and exterior by updating the bathrooms, adding handicapped sidewalk/ramp, as well as other minor updates. The property will be fenced in, in accordance with state law, and there will be shelter in place plans and train safety plans, as required by the State of Virginia.

Staff does not anticipate any negative impacts from the second location. Traffic will be minimal during the day and will only have drop off and pick up times in the morning and the evening. The facility hours will be from 5:30am-6pm. The drop off window will be from 5:30-9:00 a.m. and the pick-up window from 4:30-5:30 p.m. The center currently has about 20 cars that drop off or pick up during that time for that age range. The center provides a pick-up service at most of the elementary schools in the town and several in the county. At full capacity, they would anticipate no more than 40 cars during a drop-off or pick up window.

## IV. CONFORMANCE WITH COMPREHENSIVE PLAN:

The Comprehensive plan calls for us to encourage economic development and services that will provide a benefit to the community. This proposed use will not only create 10-15 new jobs in a short time, but by providing child care, it allows citizens to enter the workforce.

## V. STAFF ANALYSIS

Staff supports granting the special use permit. It is in alignment with our Comprehensive Plan, supports economic development, and helps meet the needs of many residents by providing child care services for working citizens in the town and county.

Staff recommends approval of the special use permit, pending additional public input from the public hearing.

## POSSIBLE MOTIONS:

*Approval:* I move to approve the special exception request for Tax Map Parcel 2060001900 (on the following grounds, if needed): \_\_\_\_\_

*ONLY IF APPLICABLE:*

*Approval, with Imposed Conditions:* I move to approve the special exception request for Tax Map Parcel 2060001900 with the following conditions: \_\_\_\_\_  
\_\_\_\_\_

*Denial:* I move to deny the special exception request for Tax Map Parcel 2060001900 (on the following grounds, if needed): \_\_\_\_\_

**PREPARED BY:** Jessica H. Heckman & Matthew C. Hankins  
**HEARING DATES:** Planning Commission, September 4, 2018  
Town Council, September 10, 2018

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 13, 2018**

The August 13, 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 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:

- Dallas Bailey, Interim Water Plant Superintendent
- Tim Burton, Waste Water Treatment Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Matthew Hankins, Assistant Town Manager
- Mark Lovern, Lt. of Patrol
- 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.

**Motion:** To approve the agenda

**Motion By:** Council Member Snead

**Second:** Council Member Walker

**Motion Discussion:** None

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

**Nays:** None

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

## **SPECIAL ITEMS**

A moment of silence was observed in remembrance of the late Mr. Tommy Davis, who passed away on August 6, 2018. Mr. Davis was an honorary member of the Rocky Mount Fire Department for 33 years.

## **PUBLIC HEARING**

### 1. 182 Woodlawn Drive – Nuisance Property

Mr. Hankins stated that the public hearing was being held to determine whether the property at 182 Woodlawn Drive, Tax Map Number 204.00-501.00, owned by Mr. Bruce Brown, was a nuisance and a blight on the community. Mr. Hankins stated that the Town of Rocky Mount's Community Development staff had dealt with the property issues at 182 Woodlawn Drive for over six years. The property burned, with a commitment from the owner to repair, renovate and rebuild, without any follow-up to that commitment. The property changed hands to a new owner, who also failed to meet community expectations for the property, before being repossessed by Mr. Bruce Brown.

After the fire at 182 Woodlawn Drive and numerous complaints from neighbors, windows were boarded up to reduce the risk of trespassing. The Town Public Works mowing crews visited the site over and over again to deal with vegetation. The property was covered by trash and debris, resulting in repeated liens placed against the property owner. Mr. Hankins stated that he had asked the Franklin County Building Inspector, acting on behalf of the Town, to review the property. Chief Building Inspector Andy Morris did so and determined the property to be condemnable under state code. Mr. Hankins notified Mr. Brown by certified mail on July 5 that he had 30 days to remediate or raze the structure, make all necessary repairs, meet with Mr. Hankins to set forth a plan to do so or appeal Mr. Hankins determination.

Mr. Hankins stated that he would like to see Council adopt the resolution condemning the structure; raze the structure and place a lien for all costs associated with doing so against the property.

Mayor Angle stated that no one signed up to speak regarding 182 Woodlawn Drive so Mayor Angle opened the floor and asked if anyone would like to come forward to speak regarding the property.

No one came forward.

**Discussion:** None

**Motion:** To accept the recommendation from Town Staff regarding the property at 182 Woodlaw Drive, approving the resolution to raze or tear down the property and place a lien for all costs associated with doing so against the property.

**Motion By:** Council Member Newbill

**Second:** Council Member Cundiff

**Motion Discussion:** None

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

**Nays:** None

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

## 2. 325 Franklin Street, LLC

Mrs. Heckman stated that the property at 325 Franklin Street, LLC, represented by Phillip Bane, had applied for a special use permit in order to operate a hotel and community center on the second and third floors of the property zoned as CBD. Mrs. Heckman stated that if Council approved plans for 325 Franklin Street, LLC as presented, the applicant intended to develop the property to include a restaurant and gift shop on the first floor which would be used by right and would not require a special use permit. The uses combined with overnight lodging met the Town's definition of a mixed-use inn which would be a use by special exception in the Rocky Mount Zoning Ordinance. The applicant intended to have either 12 one-bedroom suites, or 20 standard rooms.

The property met requirements for public parking per Town code as the property would be located only a short distance from public parking and as there were approximately 373 parking spaces within a 500 foot radius of the downtown property. The proposed business would further support tourism in Rocky Mount and possibly increase the lodging and food tax as Harvester patrons would be able to find accommodations in Town versus seeking lodging in surrounding areas.

Mr. Heckman stated that based on the planning department's review, she did not believe that the property would meet any of the proposed reasons for denial which would be the following:

- 1) The property owner failed to meet all of the requirements for granting of the permit.
- 2) The proposed use was inconsistent with the comprehensive plan.
- 3) The proposed use would have adverse impacts on the character of the neighborhood.
- 4) The proposed use would have adverse impacts on roads or create a hazardous traffic situation.
- 5) The proposed use would have an adverse impact on the abutting property.

Given that the property had been vacant for several years; having not met any grounds for denial and given the possible positive impact on the Town of Rocky Mount, Staff, along with the Planning Commission, recommended approval of the Special Use Permit with a (7-0) vote on August 7, 2018, at the Planning Commission Meeting.

Mayor Angle asked if there had been any preliminary site plans submitted? Mrs. Heckman replied, no plans were submitted; only a proposal.

Mayor Angle stated that only one person had signed in to speak regarding 325 Franklin Street, LLC. At that time, Mayor Angle asked Mrs. Betty Kingery to come forward to speak.

Mrs. Betty Kingery of RE/MAX, Mountain to Lake Realty located at 195 South Main Street, Rocky Mount, Virginia stated that she couldn't see any reason for the Town to deny the request at 325 Franklin Street, LLC.

Mayor Angle stated that no one else signed in to speak regarding 325 Franklin Street, LLC so Mayor Angle opened the floor and stated if anyone would like to come forward to speak regarding the property, they could do so.

Mr. Hankins stated that Mr. Bane was present and should be able to come forward to speak if Mr. Bane would like to do so. Mr. Bane indicated, not at that time.

No one else came forward to speak.

Mayor Angle opened the floor up that Council might continue to be able to ask any questions that they might have had regarding the property proposal.

Council Member Cundiff and Council Member Moyer had questions related to parking in regard of the property proposal. Mr. Ervin stated that there was long term parking available to the patrons that might come to the property and the Town's police force would be available to help enforce parking rules and regulations.

Mayor Angle stated that the use of the building was appropriate but further said it was encumbered upon Council to request plans so that Council could see what sort of concept idea was in mind for the property. Mayor Angle stated that although to submit plans would require some expenditure of money; Mayor Angle stated that a good compromise would be to approve the Special Use Request contingent upon the submittal of Concept Plans to Town Staff within 90 days for their approval. Once approved, the developer would continue forward with substantial conformity to the plans that were submitted to the Town for review and approval. The Special Use Request would have been in hand, therefore the expenditure of money could be justified and the Town would have a specific concrete plan as to what to expect with the property.

**Discussion: None**

**Motion: To approve the Special Use Request contingent upon the submittal of Concept Plans to Town Staff within 90 days for their approval. Once approved then the developer continues forward with substantial conformity to the plans that were submitted to the Town for review and approval.**

**Motion By: Council Member Snead**

**Second: Vice Mayor Stockton**

At this time, Mr. Phillip Bane of 3430 Garth Mill Road in Roanoke, Virginia approached the podium and stated that the suggested was not a workable proposal. Mr. Bane stated that the Special Use Request was simply a first step in the process. Mr. Bane further stated that before any funds on his part would be spent on plans, etc., other issues would have to be addressed. Mr. Bane stated that he had made a request to the Town to purchase the parcel in behind the

building in question, for a dumpster pad and a place to make deliveries. Mr. Bane said he would also need to go back before Town Council to ask for some type of tax abatement plan to make the area a redevelopment area from Team Nurse, on Franklin Street, down to the Harvester Performance Center, also on Franklin Street.

Mayor Angle stated that it was encumbered upon Council to get all of the instructions before making decisions. Mayor Angle asked Mr. Bane if 90 days wasn't agreed upon, what could he hold manageable and the suggestion was given for 180 days.

**Motion Discussion:** The motion had been made by Council Member Snead and seconded by Vice Mayor Stockton when Mr. Bane stated the time deadline of 90 days would not work for him. After Mr. Bane approached the podium, Mr. Bane and Mayor Angle agreed on 180 days. Council Member Snead then amended his motion to reflect the Conceptual Plan within 180 days, with Staff approval, and following substantial conformity to the plan. Vice Mayor Stockton, then seconded Council Member Snead's amended motion.

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

**Nays:** None

**Action:** Approved the motion 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:

- July 9, 2018 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Council Member Newbill

**Second:** Council Member Snead

**Motion Discussion:** None

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

**Nays:** None

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

### **APPROVAL OF CONSENT AGENDA**

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

- (1) **Miscellaneous Action**
- (2) **Miscellaneous Resolutions/Proclamations** (none at this time)
- (3) **Department Monthly Reports**
  - Community Development Department
  - Finance Department

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

**Discussion: None**

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

**Motion By: Vice Mayor Stockton**

**Second: Council Member Walker**

**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 stated that no one contacted the Town prior to the meeting.

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

Let the record show that no one came forward.

## **OLD BUSINESS:**

1. Adjustments to Yard Sale Ordinance

Mr. Ervin updated Council on the revision of the Town's yard sale ordinance. Mr. Ervin stated that the language in the revised ordinance would limit yard sales to weekends and federal holidays only and would not allow for the accumulation of refuse in yards under the guise of a "yard sale". Mr. Ervin also stated that the revision simply said that a person could have a yard sale on any given Friday, Saturday, Sunday or Federal Holiday, during daylight hours. If someone was having a yard sale, and it was not on a Friday, Saturday, Sunday or Federal Holiday, during daylight hours, then the person was having a perpetual yard sale and the Town would have the right to shut the yard sale down.

**Discussion: None**

**Motion: To approve the revision of the Town's yard sale ordinance as presented.**

**Motion By: Council Member Snead**

**Second: Council Member Cundiff**

**Motion Discussion: None**

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

**Nays: None**

**Action:** Approved the revision of the Town's yard sale ordinance as presented by a unanimous vote.

## **NEW BUSINESS**

### 1. Ghost Walk 2018

Mr. James Williams of 3230 Webster Road, Glade Hill, Virginia spoke regarding the Franklin County Virginia Paranormal (FCVAP). Mr. Williams asked to conduct a ghost walking tour on the streets of downtown Rocky Mount. The walk was planned for the dates of October 5, October 12, October 19, and October 26, 2018. The walk would be guided with a narrator and guide. The event was approved by the Rocky Mount Police Department. The walkers could begin to arrive at 7:30 p.m. and the walk would begin at 8:00 p.m.

**Discussion:** None

**Motion:** To approve the ghost walk tour in downtown Rocky Mount.

**Motion By:** Council Member Snead

**Second:** Council Member Walker

**Motion Discussion:** None

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

**Nays:** None

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

### 2. Utility Write Offs

Mr. Ervin presented to Council the \$10,498.10 of write offs that were defined to Council as uncollectible, finalled, utility billing balances. Mr. Ervin stated that the write off balances were account balances of which the Finance Department had already tried to collect but for whatever reason, could not. The accounts then were compiled into a list to prepare to write off for non-collection.

Ms. Woody, the Town's Finance Director, stated that phone calls had been made to try and collect the debt as well as monthly bills being sent out. Ms. Woody stated that another method of trying to collect bad debt owed to the Town was for the Finance Department to ask for an old balance to be paid when a subsequent water account was requested to be set up.

Council Member Moyer asked if the Town reported debt to the credit union. Ms. Woody replied that the Town did not.

Council Member Walker asked why the amount of debt was so much. Ms. Woody replied that some of the water/sewer bills were from high usage and or leaks.

**Discussion:** None

**Motion:** To approve the write offs in the amount of \$10,498.10 as presented.

**Motion By: Council Member Walker**

**Second: Vice Mayor Stockton**

**Motion Discussion: None**

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

**Nays: None**

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

### 3. GFOA Certificate of Achievement

Mr. Ervin stated that the Town of Rocky Mount had received the Government Finance Officers Association (GFOA) Certificate of Achievement again for the Fiscal Year Ended June 30, 2017 for Excellence in Financial Reporting. The Certificate of Achievement was the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represented a significant accomplishment by a government and its management.

The Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2017 was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive spirit of full disclosure to clearly communicate the Town's financial story and motivate potential users and user groups to read the CAFR.

Mr. Ervin stated that the award would not have been possible without the dedicated staff of the Finance Department. The Town of Rocky Mount had now achieved the award for the twelfth consecutive year.

No Action was required.

### 4. VML Grant for Rocky Mount Police Department

Mr. Ervin stated that the Virginia Municipal League (VML) had awarded the Town a \$4,000 safety grant towards the purchase of 16 trauma kits to be carried by the officers for use in the field and towards the purchase of a DVR camera system.

**Discussion: None**

**Motion: To approve the supplemental appropriation resolution toward the purchase of 16 trauma kits and a DVR camera for the Rocky Mount Police Department.**

**Motion By: Council Member Newbill**

**Second: Council Member Walker**

**Motion Discussion: None**

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

**Nays: None**

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

## 5. Diamond Avenue Water Line

Mr. Hankins stated that the Diamond Avenue Water Line Replacement Project was complete. The contractor, Concrete Foundations, completed the work 26 days ahead of schedule, earning a performance incentive. The \$540,000 project was completed under budget, coming in at \$531,828.09, not including paving, which came out of state funds. In total, 45 residential and commercial customers along the line were connected to new service on an 8-inch water main tied into Franklin Street at Diamond Avenue.

Mr. Hankins stated that the Town should note that Steve McGhee of the Public Works Department served as the on-site representative and clerk-of-the-works for the project. Mr. McGhee's knowledge of the neighborhood, existing utilities and drainage made him an excellent point of contact. The Town believed that Mr. McGhee's service on-site, saved the Town a significant amount of money and time on the project.

No Action was required.

## 6. Gilley's Park Progress Review

Mr. Hankins gave an update on the progress of all of the changes and improvements that had been made to Gilley's Park on Trail Drive in Rocky Mount. One of the changes made was a unisex public restroom added for the picnic shelter users. Improvements were made to the gravel trail around the fishing areas. The lily pads were cut out considerably, although not completely, for the health of the pond. The lily pads provided cover and helped manage the pond temperature during the summer. Mr. Hankins stated that the Town treated the pond twice with beneficial bacteria designed to eat and reduce the muck in the pond, clarify the water and improve fish health.

The grass area around the ponds will continue to be treated to deter geese from nesting in the area and Mr. Hankins stated that the Town had researched and had selected an aeration windmill to help with continuous airflow to aerate both ponds and improve the fish habitat.

Mr. Hankins further stated that the Town expected to install the aeration windmill in late September, with water lines and air stones to serve both ponds.

No Action was required.

## **COMMITTEE REPORTS**

None at this time

## **REFERRALS TO PLANNING**

None at this time

## **OTHER MATTERS AND CONCERNS**

Mr. Hankins was on Rise n' Shine.

Mayor Angle commended the Rocky Mount Fire Department for a job well done regarding the visitation and funeral for Mr. Tommy Davis on August 8<sup>th</sup> and August 9<sup>th</sup>, 2018.

## **CLOSED MEETING AND ACTION**

Enter Closed Meeting

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

**Time: 7:48 p.m.**

**Virginia Code Section:**

## **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)**

**Motion By: Vice Mayor Stockton**

**Second: Council Member Moyer**

**Motion Discussion: None**

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

**Nays: None**

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

**Certificate of Closed Meeting Discussion:**

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

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

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

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

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Steven C. Angle, Mayor

**ADJOURNMENT**

**Motion:** To adjourn meeting

**Time:** 8:20 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

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Steven C. Angle, Mayor

ATTEST:

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Rebecca H. Dillon, Town Clerk

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

<b>ARTS &amp; CULTURE</b>							
<b>TOTAL: 0</b>							
AC FILE NUMBER	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP	NOTES
<b>BANNER PERMITS</b>							
<b>TOTAL: 0</b>							
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved	
<b>SITE/PLAT FILES</b>							
<b>TOTAL: 0</b>							
File Number	Property Owner	Action	TMPN	Date	Notes	Location	
<b>SIGN PERMITS</b>							
<b>TOTAL: 1</b>							
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
S18-016	State Farm	2040055300	RB	21	State Farm Insurance	8/3/2018	
<b>ZONING COMPLIANCE PERMITS</b>							
<b>TOTAL: 10</b>							
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC18-056	Shively Electric	Lila Chang	2070048900	R2	Residential	Replace electrical cable and meter base	8/1/2018
ZC18-057	Kerri Styne	Kerri Styne	2070042900	R2	Residential	Adding dormer to roof to expand bathroom	8/9/2018
ZC18-058	Vakeros Construction	Rodriguez Alejandro	2070054500	CBD	Residential	Replace roof	8/10/2018
ZC18-059	Ledbetter Towing	Gregory Parker	2010009500	GB	Commercial	Open towing business	8/15/2018
ZC18-060	Rocky Mount Baptist Church	Rocky Mount Baptist Church	2070060400	CBD	Commercial	Ceiling in fellowship hall	8/20/2018
ZC18-061	Ideal Building Supply	Ideal Building Supply	2070008400	M1	Commercial	Remodel interior office	8/23/2018
ZC18-062	Shively Electric	Daniel Houston	2100019700	R1	Residential	Upgrade electrical service	8/23/2018
ZC18-063	Jennifer Mitchell	Jennifer Mitchell	2040021200	R2	Residential	Demolition of accessory building	8/27/2018
ZC18-064	Giant Step Design Company	Davis & Pearson LLC	2070061700	CBD	Commercial	Open design office	8/31/2018
ZC18-065	Charles Davis	Charles Davis	2020119100	R1	Residential	Home office for Photography business	8/6/2018
<b>ZONING PERMITS</b>							
<b>TOTAL:2</b>							
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
ZP18-016	Jack Bisnett	30 Wendover Ave	2130010000	Residential	R1	8/6/2018	Replace back deck

ZP18-017	Capstone Project Services PLC	400 Old Franklin Turnpike	2030007800	Commercial	GB	8/24/2018	Addition to Kroger
<b>ZONING LETTER</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Letter Date	
<b>MOBILE FOOD UNIT PERMITS</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Locations	Approval Date				
<b>Public Facilities Disturbance Application</b>		<b>Total: 0</b>					
Permit #	Applicant Name	Location	Reason for Disturbance	Expected Dates			

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 10, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	<b>Finance Department</b>
<b>MONTH:</b>	September meeting

This report contains the following monthly information for August 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:

943 walk-in transactions

965 drive-thru transactions

1102 mail transactions

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

New business licenses for the month of August 2018:

**RETAIL:**

Sara Whitlow, Creekwood, clothing  
Alicia Jones, North Main, jewelry

**REPAIRS / PERSONAL SERVICES:**

Ledbetter Towing, Cornell, towing  
Giant Step Design LLC, Maple, design services

**MISCELLANEOUS:**

Vertical Vector Photography, Bernard Rd, photography

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at July 31, 2018**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
<b>Fixed Income / Bonds:</b>									
FHLMC	12/29/2017	12/29/2021	500,000	97.158	485,790.00	2.26%	2.20%	3134GAC28	11,000.00
FHLMC	3/30/2016	12/30/2020	210,000	98.759	207,393.90	1.51%	2.00%	3134G8BH1	2,625.00
FNMA	7/27/2017	7/27/2017	493,000	98.374	484,983.82	1.67%	1.65%	3135GOS46	8,134.50
<b>Bond Totals</b>			<u>1,203,000</u>		<u>1,178,167.72</u>	1.81% avg. return			<u>21,759.50</u>
<b>Certificates of Deposits:</b>									
Am Express Fed Svgs Bk		8/29/2022	245,000	96.264	235,846.80	2.49%	2.40%	02587CFU9	5,880.00
Am Express Centurion		4/5/2022	245,000	97.031	237,725.95	2.52%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS		2/26/2021	245,000	95.894	234,940.30	1.30%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean VA		12/29/2021	230,000	97.405	224,031.50	2.30%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen VA		7/20/2021	245,000	95.651	234,344.95	1.56%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood DL		7/22/2020	245,000	99.068	242,716.60	2.32%	2.30%	254671VH0	5,635.00
Everbank Jacksonville FL		3/29/2019	245,000	99.576	243,961.20	1.50%	1.50%	29976DW3	3,675.00
Goldman Sachs USA		1/13/2021	245,000	98.736	241,903.20	2.32%	2.31%	38148J5F4	5,635.00
HSBC BK McLean VA		3/10/2021	230,000	99.547	228,958.10	1.30%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH		11/30/2020	245,000	97.836	239,698.20	1.94%	1.90%	48126XNJ0	4,655.00
Finl BK Chicago Ill		12/10/2018	190,000	99.673	189,378.70	1.10%	1.10%	55266CSB3	2,090.00
Sallie Mae Salt Lake City UT		1/31/2023	225,000	97.607	219,615.75	2.71%	2.68%	795450J71	5,962.50
State BK India NY NY		12/5/2019	245,000	97.422	238,683.90	2.46%	2.20%	8562843E2	5,880.00
<b>CD Totals</b>			<u>3,080,000</u>		<u>3,011,805.15</u>	1.99% avg. return			<u>60,317.50</u>
<b>Total Investments</b>			<u>4,283,000</u>		<u>4,189,972.87</u>	1.95% avg. return			<u>82,077.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Jul-17	3,079,129.85	1.16%
Aug-17	2,656,125.66	0.12%
Sep-17	3,070,508.79	1.21%
Oct-17	2,791,854.39	1.22%
Nov-17	2,813,253.35	1.24%
Dec-17	2,818,160.75	1.34%
Jan-18	2,837,042.26	0.15%
Feb-18	2,636,434.63	0.15%
Mar-18	2,657,359.55	0.17%
Apr-18	3,029,119.05	0.19%
May-18	3,049,499.27	0.19%
Jun-18	3,452,867.92	2.03%
Jul-18	3,075,310.70	2.13%

TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF AUGUST 31, 2018

accruals have been posted

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	2,809	1,638	2,577	423	591,310	0.44%
Real Estate Tax - Delinquent	485	1,125	1,235	2,464	14,000	8.82%
Public Service Tax	-	-	-	-	28,162	0.00%
Personal Property Tax	8,709	6,707	4,299	2,172	251,012	1.71%
Personal Property Tax - Delinquent	1,770	3,009	2,193	3,886	8,000	27.42%
Machinery & Tools Tax	-	-	-	-	139,717	0.00%
Penalties on Tax	1,326	1,279	3,209	1,584	5,000	64.17%
Interest on Tax	613	750	1,979	901	2,800	70.69%
Local Sales Tax	19,743	17,021	240	-	189,013	0.13%
Meals Tax	125,245	120,248	113,493	104,577	1,719,037	6.60%
Utility Tax	27,479	28,457	27,479	28,457	329,910	8.33%
Communications Tax	14,416	14,984	14,416	14,984	179,245	8.04%
Bank Stock Tax	448	-	-	-	228,700	0.00%
Penalty-Meals Tax	-	544	82	730	2,000	4.10%
Interest-Meals Tax	-	40	0	244	700	0.03%
Lodging Tax	21,934	16,146	14,110	9,952	186,771	7.55%
Cigarette Tax	10,185	2,441	5,820	1,924	73,288	7.94%
BPOL-Retail	85	524	4,001	597	320,000	1.25%
BPOL-Professional	5,955	-	12,205	1,536	154,897	7.88%
BPOL-Contractor	73	480	3,216	1,210	21,696	14.82%
BPOL-Repairs/Services	1,090	2,830	4,201	3,290	120,679	3.48%
BPOL-Alcoholic Beverages	-	50	-	50	700	0.00%
BPOL-Penalty/Interest	112	608	1,870	958	3,000	62.32%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	-	-	-	17,551	0.00%
BPOL-Miscellaneous	30	30	30	30	5,500	0.55%
Solicitor Permits	-	-	20	-	-	0.00%
Farmer's Market Fees	265	170	550	240	3,180	17.30%
Welcome Center Fees	260	650	800	1,180	4,800	16.67%
Farmer's Market EBT's Deposits	-	-	-	11	460	0.00%
Planning/Zoning Fees	1,040	70	2,370	1,040	9,100	26.04%
Court Fines	3,488	3,222	-	3,222	46,799	0.00%
Parking Fines	127	15	127	15	100	127.00%
Garbage Violation Fines	-	160	-	230	100	0.00%
Interest Earnings	-	-	8,464	(5,081)	96,507	8.77%
Return Check Fees	40	94	80	134	400	20.00%
Rental of Property	-	-	-	-	450	0.00%
Bond Proceeds	-	-	-	-	108,216	0.00%
Mortgage Payments	256	406	256	638	3,073	8.33%
Paving Loan Repayment	-	-	-	683	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	-	-	-	0.00%
Security Services	-	-	-	-	3,305	0.00%
Passport Service Fees	1,077	1,115	2,462	2,082	13,500	18.24%
Police Reports	108	110	187	200	1,260	14.84%
Fingerprint Service Fees	65	65	90	90	400	22.50%
CIT / PAC Room Staffing	-	-	2,800	1,050	10,800	25.93%
Garbage Collection Fees	6,876	7,888	1,158	6,177	93,592	1.24%
Truck Rental Program	80	20	180	80	340	52.94%
Credit Card Fees	314	355	528	583	3,340	15.82%
Weed Control Charges	-	-	-	186	500	0.00%
Administrative Charges for Services	-	-	-	50	250	0.00%
Miscellaneous Services	-	-	-	25	400	0.00%
Bond Reimbursement	-	-	-	-	-	0.00%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF AUGUST 31, 2018**

accruals have been posted

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
VML Safety Grant	4,000	-	4,000	-	-	0.00%
Donations	4	-	27	-	-	0.00%
Merchandise Sales	0	-	2	-	-	100.00%
Miscellaneous	116	-	116	-	300	38.72%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	-	375	-	375	-	0.00%
Unrealized Gain on Investments	-	-	989	(579)	-	0.00%
Appropriated Fund Balance	-	-	-	-	133,767	0.00%
<b>Total Local Revenues</b>	<b>260,623</b>	<b>233,626</b>	<b>241,862</b>	<b>192,600</b>	<b>5,127,835</b>	<b>4.72%</b>
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	-	-	34	3,308	3,340	1.02%
Litter Tax	-	-	-	-	2,480	0.00%
Other Categorical Aid	-	1,725	1,797	1,788	710	253.04%
Fire Programs	-	-	-	-	16,044	0.00%
PPTRA from the State	53,861	53,861	53,861	53,861	53,861	100.00%
CDBG Grant	-	-	-	-	25,000	0.00%
DMV Grants	-	2,906	-	2,906	-	0.00%
VDOT Grant	8,015	-	8,015	-	600,000	1.34%
Street Maintenance	-	-	-	-	1,438,227	0.00%
Volunteer Fire Dept.	-	-	-	-	30,000	0.00%
Law Enforcement-599 Funds	-	-	-	-	111,952	0.00%
Other Categorical Aid-Schools	-	-	-	-	29,632	0.00%
<b>Total State Revenues</b>	<b>61,875</b>	<b>58,492</b>	<b>63,706</b>	<b>61,863</b>	<b>2,311,246</b>	<b>2.76%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>322,499</b>	<b>292,118</b>	<b>305,568</b>	<b>254,463</b>	<b>7,439,081</b>	<b>4.11%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	65,669	97,765	18,135	71,821	1,199,083	1.51%
gallons billed	22,577,002	19,928,110	45,491,699	41,958,318		
Water Connections	3,250	-	4,250	7,550	18,435	23.05%
Reconnect Fees	875	501	1,900	1,076	4,500	42.22%
Penalties	60	2,364	2,394	5,080	29,640	8.08%
Bulk Water Purchases	7,379	843	2,667	982	1,000	266.70%
Sewer Collection Charges	21,944	58,687	4,096	46,451	808,767	0.51%
gallons billed	16,574,703	14,777,950	35,992,549	31,453,740		
Sewer Connections	-	-	1,000	1,000	4,500	22.22%
Cell Tower Rent	2,231	4,059	8,242	12,142	107,898	7.64%
Dept of Health Grant	-	-	-	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Transfer from Other Funds	-	-	-	-	55,970	0.00%
Recoveries	-	20	-	20	-	0.00%
Appropriated Fund Balance	-	-	-	-	808,950	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>101,409</b>	<b>164,239</b>	<b>42,685</b>	<b>146,122</b>	<b>3,038,743</b>	<b>1.40%</b>
<b>CAPITAL PROJECTS REVENUES:</b>						
Microenterprise Loan Payments	1,375	472	2,850	1,357	-	100.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>1,375</b>	<b>472</b>	<b>2,850</b>	<b>1,357</b>	<b>-</b>	<b>0.00%</b>

TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF AUGUST 31, 2018

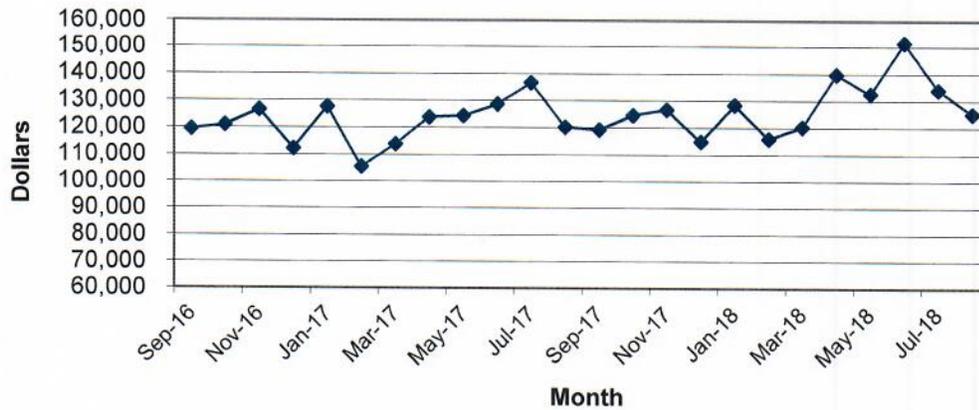
accruals have been posted

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>UTILITY CAPITAL REVENUES:</b>						
Proceeds from Bond	-	-	-	-	1,000,000	0.00%
Capital Recovery Fees-Water	23,724	23,597	43,530	43,777	283,504	15.35%
Capital Recovery Fees-Sewer	19,337	19,312	30,385	31,432	231,198	13.14%
Capital Recovery Fees-Garbage	1,694	1,682	3,386	3,363	21,001	16.12%
Appropriated Fund Balance	-	-	-	-	179,261	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
<b>TOTAL UTILITY CAPITAL REVENUES</b>	<b>44,755</b>	<b>44,591</b>	<b>77,301</b>	<b>78,572</b>	<b>1,714,964</b>	<b>4.51%</b>
<b>PERFORMANCE VENUE REVENUES:</b>						
Transfers from General Fund	-	-	24,500	-	394,982	6.20%
<b>TOTAL PERFORMANCE VENUE REVENUES</b>	<b>-</b>	<b>-</b>	<b>24,500</b>	<b>-</b>	<b>394,982</b>	<b>6.20%</b>
				2 months of the 12 months		16.67%

TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS

Month	Collections
Sep-16	119,407
Oct-16	120,915
Nov-16	126,512
Dec-16	112,194
Jan-17	127,602
Feb-17	105,380
Mar-17	113,755
Apr-17	123,775
May-17	124,351
Jun-17	128,601
Jul-17	136,527
Aug-17	120,248
Sep-17	119,236
Oct-17	124,629
Nov-17	126,641
Dec-17	114,825
Jan-18	128,340
Feb-18	115,988
Mar-18	120,285
Apr-18	139,665
May-18	132,498
Jun-18	151,336
Jul-18	133,965
Aug-18	125,245

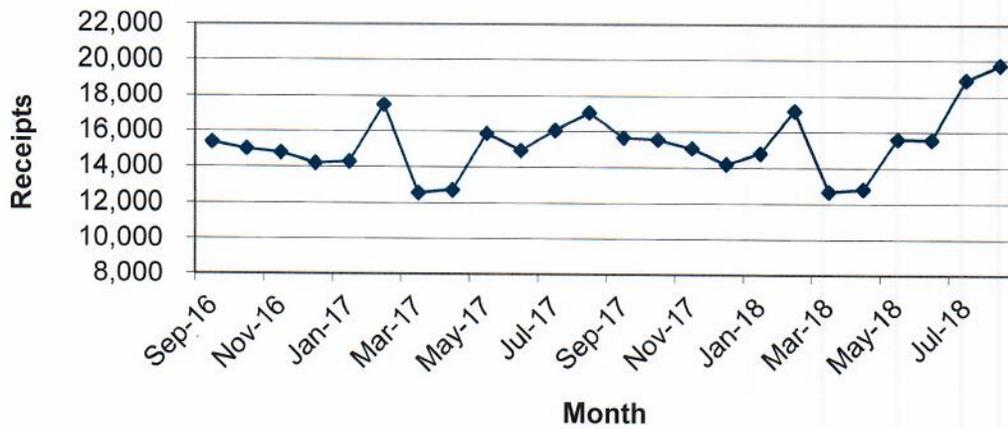
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

Sep-16	15,351
Oct-16	14,977
Nov-16	14,766
Dec-16	14,186
Jan-17	14,275
Feb-17	17,453
Mar-17	12,547
Apr-17	12,710
May-17	15,859
Jun-17	14,918
Jul-17	16,034
Aug-17	17,021
Sep-17	15,631
Oct-17	15,529
Nov-17	15,043
Dec-17	14,180
Jan-18	14,793
Feb-18	17,151
Mar-18	12,675
Apr-18	12,810
May-18	15,592
Jun-18	15,540
Jul-18	18,923
Aug-18	19,743

Local Sales Tax



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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	3,182	3,041	20,956	15,800	77,311	27.11%
Town Manager	27,666	21,255	45,672	30,684	264,739	17.25%
Town Attorney	2,096	5,118	2,021	6,868	37,799	5.35%
Finance Department	31,878	21,861	88,415	67,472	745,613	11.86%
Electoral Board	-	-	-	-	-	0.00%
Police Department	245,982	152,240	479,131	281,111	2,120,686	22.59%
Volunteer Fire Dept.	2,262	6,414	14,229	27,735	171,104	8.32%
Public Works Admin.	13,841	7,201	24,680	18,837	94,237	26.19%
Street Lights	9,955	8,682	11,040	8,840	113,436	9.73%
Traffic Control & Parking	3,492	23,208	4,789	27,238	106,033	4.52%
Streets	145,127	162,122	368,881	256,615	1,809,349	20.39%
Sidewalks & Curbs	-	3,759	289	4,083	51,456	0.56%
Angle Bridge Repairs	-	-	-	-	-	0.00%
Street Cleaning	664	326	1,478	1,379	7,386	20.01%
Refuse Collection	9,631	9,953	22,057	58,708	132,440	16.65%
Snow Removal	-	-	838	476	44,239	1.89%
Municipal Building	5,344	11,592	6,160	11,714	46,081	13.37%
Emergency Services Bldg.	4,765	15,998	5,026	17,309	67,725	7.42%
Public Works Building	1,879	1,031	1,983	2,953	29,354	6.75%
Cemetery	923	1,290	2,843	5,537	18,833	15.10%
Playgrounds	5,467	4,368	9,129	9,087	67,080	13.61%
Celeste Park	-	-	-	-	-	0.00%
Gilley's Park	-	-	-	-	-	0.00%
Impound Lot	389	18,368	2,526	18,066	-	100.00%
Mary Elizabeth Park	451	-	4,929	-	-	0.00%
Veterans Memorial Park erosion	-	-	-	-	-	0.00%
Planning & Zoning	13,863	7,123	22,010	12,276	123,667	17.80%
Community Development	34,033	9,630	54,429	25,136	298,729	18.22%
Citizen's Square	7,545	1,162	8,458	1,909	22,091	38.29%
Hospitality Center	2,572	2,603	3,673	3,161	27,312	13.45%
Passport Services Expenses	-	100	141	246	3,000	4.69%
Economic Development Authority	-	-	125	446	2,855	4.38%
Remediation of Blighted Structures	-	-	-	-	10,000	0.00%
<b>Non-Departmental:</b>						
Wages & Fringes	1,952	5,223	5,480	7,210	44,061	12.44%
Employee Wellness Program	-	-	-	-	2,600	0.00%
Employee Drug Testing	-	-	68	-	990	6.91%
Insurance	-	-	64,522	64,458	67,681	95.33%
Contributions to Others	-	-	15,450	15,450	16,500	93.64%
Debt Service-Principal	-	-	125,000	130,000	290,000	43.10%
Debt Service-Interest	-	-	25,677	23,435	50,162	51.19%
Transfer to Performance Operations	-	-	24,500	-	394,982	6.20%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	29,550	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>574,958</b>	<b>503,667</b>	<b>1,466,607</b>	<b>1,154,238</b>	<b>7,439,081</b>	<b>19.71%</b>

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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	55,978	10,546	68,856	24,649	219,615	31.35%
Meter Reading	2,038	1,974	6,587	1,497	42,515	15.49%
Water Plant	61,997	50,422	105,755	45,719	676,010	15.64%
Wastewater System Operation	14,898	8,648	27,701	15,370	173,765	15.94%
Wastewater Treatment Plant	61,721	46,310	98,744	24,102	512,260	19.28%
Utility Billing & Administration	15,073	12,020	37,787	16,074	188,004	20.10%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	-	-	-	0.00%
Insurance	-	-	21,507	21,486	22,560	95.33%
Debt Service-Principal	-	-	108,000	105,500	302,000	35.76%
Debt Service-Interest	-	-	38,506	6,935	76,013	50.66%
Contingency - Utility Operating Purposes	-	-	-	-	10,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	7,051	0.00%
Depreciation	-	-	-	-	808,950	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>211,705</b>	<b>129,920</b>	<b>513,443</b>	<b>261,332</b>	<b>3,038,743</b>	<b>16.90%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Transfer to General Fund	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL FUND:</b>						
Public Works Utility Capital Items	-	-	-	-	-	0.00%
Water System Operation	-	-	-	-	55,970	0.00%
Water Distribution Utility Projects	-	-	-	-	-	0.00%
Utility Billing Software	-	-	-	-	115,000	
Meter Reading Replacement	-	-	-	-	990,000	0.00%
WTP Parking Lot Repaving	-	10,770	-	10,770	-	0.00%
Diamond Ave Water Line Replacement	118,105	-	3,523	-	-	0.00%
Scuffling Hill Tank Aerator	-	-	-	-	-	0.00%
Grassy Hill Upper Pump Redo	-	-	-	-	-	0.00%
Eclips Sample Hydrants	-	-	-	-	-	0.00%
Streaming Current Monitor	-	6,572	-	6,572	-	0.00%
WTP Flucculator Motor Replacement	-	-	-	-	-	0.00%
WTP Upgrade Controls & Programming	-	-	-	-	-	0.00%
WTP Pressure Valve & Plumbing	11,920	-	11,920	-	-	0.00%
Ground Penetrating Radar (PW)	33,850	-	33,850	-	35,000	96.71%
WTP Replace Flocculators	-	-	-	-	161,000	0.00%
WTP Replace Mower	-	-	-	-	8,500	0.00%
Wastewater Collection Utility Projects	-	-	-	-	-	0.00%
Sewer Pump Stations SCADA	-	15,000	-	17,865	-	0.00%
Wastewater Rapid Assessment Tool	-	-	-	-	-	0.00%
WWTP Parking Lot Repairs	-	12,787	-	12,787	-	0.00%
WWTP Replace Building Heaters	-	-	-	-	-	0.00%
WW Main Pump Station Climbing Screen	-	-	-	-	60,000	0.00%
Hillcrest Sewer Line Replacement (PW)	-	-	-	-	108,000	0.00%
New Debt Service	-	-	-	-	121,494	0.00%
Contingency	-	-	-	-	60,000	0.00%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>163,875</b>	<b>45,129</b>	<b>49,293</b>	<b>47,993</b>	<b>1,714,964</b>	<b>2.87%</b>

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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>PERFORMANCE VENUE OPERATIONS:</b>						
Performance Venue Operations:						
Wages - Full Time	20,806	11,915	33,645	7,391	228,793	14.71%
Wages - Part Time	2,900	306	5,800	-	-	100.00%
Wages - Security	1,080	1,425	1,785	1,695	22,000	8.11%
Fringes	8,187	5,684	14,782	9,251	75,214	19.65%
Contractual Services	6,003	2,940	6,360	3,424	17,015	37.38%
Custodial Services	925	-	925	-	5,200	0.00%
Repairs & Maintenance	1,208	-	1,228	-	2,500	49.11%
Advertising	-	-	-	-	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	-	-	352	-	-	0.00%
Postage & Delivery Services	-	-	-	-	-	0.00%
Utilities	1,770	4,374	1,770	2,191	24,600	7.20%
Communications	1,064	1,432	1,578	1,627	13,140	12.01%
Office Supplies	13	-	13	-	200	0.00%
Janitorial Supplies	726	377	945	377	6,320	14.96%
Furniture & Fixtures	-	-	-	-	-	0.00%
<b>TOTAL PERFORMANCE VENUE EXPENSES</b>	<b>44,682</b>	<b>28,452</b>	<b>69,183</b>	<b>25,956</b>	<b>394,982</b>	<b>17.52%</b>
			2 months of the 12 month fiscal year			16.67%

TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2019

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY - GENERAL PURPOSES COMMITTED:	50,000	10,000	60,000
AVAILABLE CONTINGENCY - GENERAL PURPOSES	<u>50,000</u>	<u>10,000</u>	<u>60,000</u>
<hr/>			
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS COMMITTED:	29,550	7,051	
SUPPLEMENTAL PAY ADJUSTMENTS			
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	<u>29,550</u>	<u>7,051</u>	
<hr/>			

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

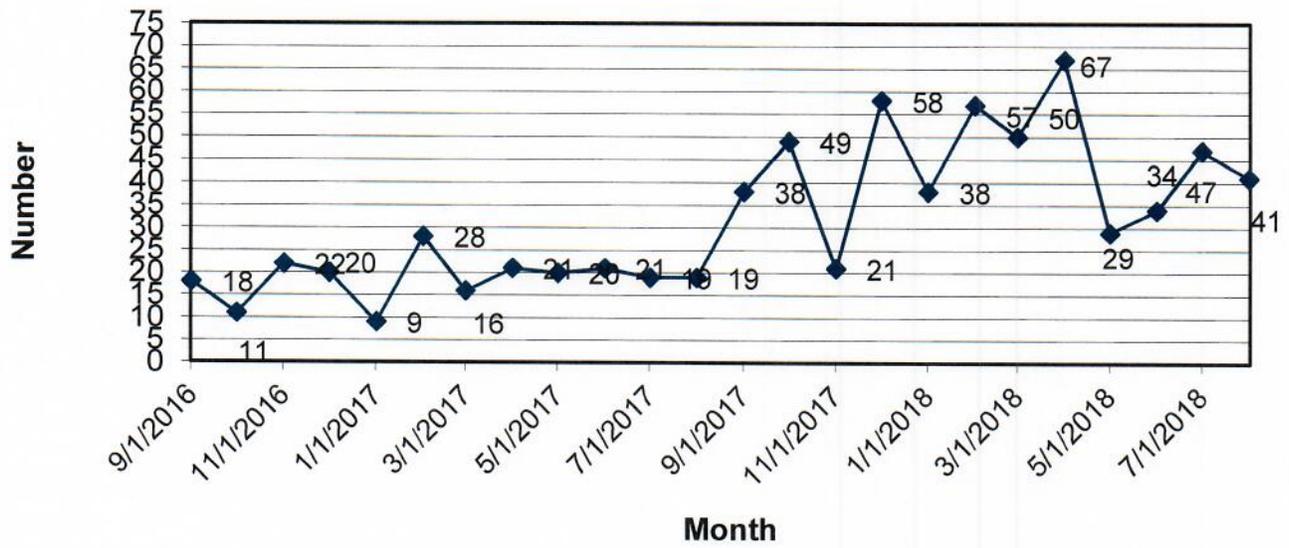
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,752	6,722,343	\$ 42,223	60%	30%	32%
COMMERCIAL	383	7,740,002	32,828	13%	34%	25%
INDUSTRIAL	48	4,335,996	\$ 14,885	2%	19%	11%
TOTAL	<u>2,183</u>	<u>18,798,341</u>	<u>\$ 89,936</u>	<u>74%</u>	<u>83%</u>	<u>68%</u>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	667	2,550,870	\$ 31,338	23%	11%	24%
COMMERCIAL	85	1,217,791	\$ 11,727	3%	5%	9%
INDUSTRIAL	2	10,000	\$ 115	0%	0%	0%
TOTAL	<u>754</u>	<u>3,778,661</u>	<u>\$ 43,180</u>	<u>26%</u>	<u>17%</u>	<u>32%</u>
				100%	100%	100%
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,419	9,273,213	\$ 73,561	82%	41%	55%
COMMERCIAL	468	8,957,793	\$ 44,555	16%	40%	33%
INDUSTRIAL	50	4,345,996	\$ 15,000	2%	19%	11%
TOTAL	<u>2,937</u>	<u>22,577,002</u>	<u>\$ 133,116</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 PERCENT CONSUMPTION & PERCENT REVENUE  
 PER CUSTOMER CLASS  
 FISCAL YEAR 2019

Month	In Town								Out of Town							
	Residential		Commercial		Industrial		Total		Residential		Commercial		Industrial		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-18	29%	32%	32%	23%	23%	13%	83%	68%	11%	23%	6%	9%	0%	0%	17%	32%
Aug-18	30%	32%	34%	24%	19%	11%	83%	68%	11%	24%	5%	9%	0%	0%	17%	32%
Sep-18																
Oct-18																
Nov-18																
Dec-18																
Jan-19																
Feb-19																
Mar-19																
Apr-19																
May-19																
Jun-19																
Average	30%	32%	33%	24%	21%	12%	83%	68%	11%	24%	6%	9%	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 2019 (year ended 6/30/19).

### Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
July-18

Water Plant Finished Water Pumped (July 5 - Aug 3) (meters read 8/1 - 8/7)		<u>23,907,493</u>
Water Consumption Billed	22,577,002	
Water Plant Process	818,000	
Flushing Water Lines, Hydrants, Tanks (includes Diamond Ave replacement line flushing)	958,636	
Water Obtained from Water Plant (to bill)	28,000	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	17,600	
Flow Meter Checks at Hydrants	-	
Meters Read and Not Billed	177,950	
 Grand Total of Water Metered / Consumed / Tracked		 <u>24,577,188</u>
 Percent Finished Water Accounted		 102.80%

Meters Read and Not Billed		
001-0122-10-01	Mary Bethune Park	1,000
001-0188-00-01	Impound Lot (old)	-
002-0317-20-01	Public Works Bldg	60
002-0317-30-01	Public Works Bldg-new bldg	20,000
004-1067-00-01	Veteran's Memorial Park	1,000
005-1300-00-01	Mary Elizabeth Park	600
005-1343-10-01	Harvester Performance Center	5,000
005-1384-00-01	Farmer's Market	1,800
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	490
009-2523-50-01	Emergency Services Bldg.	12,000
009-2538-70-01	Impound Lot (new)	-
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	134,000

TOTAL Meters Not Billed		<u>177,950</u>
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Water Line Repairs by Public Works during the month:  
repaired or replaced 4 water lines

Sewer Line Repairs by Public Works during the month:  
repaired or unplugged 3 sewer mains or laterals

TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
FISCAL YEAR 2019

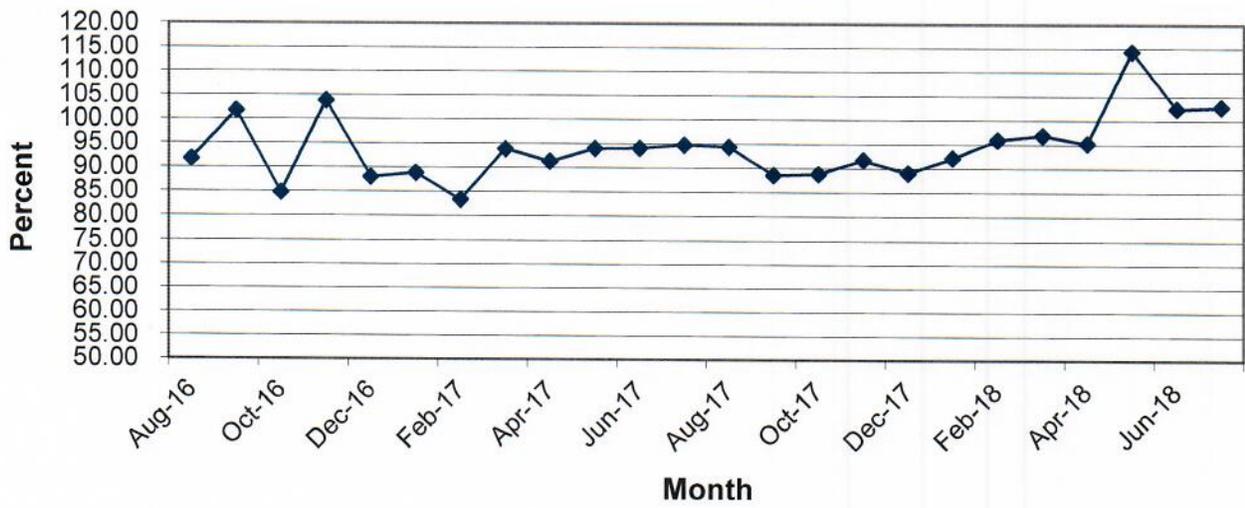
<u>Month</u>	<u>Finished Water Treated</u>	<u>Total Water Gallons Accounted</u>	<u>Percent Accounted</u>	<u>Monthly Gallons Variance</u>	<u>Average Accounted Variance per Quarter</u>	<u>Average Monthly Variance per Quarter</u>
Jul-18	23,907,493	24,577,188	102.80%	(669,695)		
Aug-18				-		
Sep-18				-	102.80%	(669,695.00)
Oct-18				-		
Nov-18				-		
Dec-18				-	0.00%	-
Jan-19				-		
Feb-19				-		
Mar-19				-	0.00%	-
Apr-19				-		
May-19				-		
Jun-19				-	0.00%	-
<b>AVG.</b>	<u>23,907,493</u>	<u>24,577,188</u>	<u>102.80%</u>	<u>(669,695)</u>	<u>102.80%</u>	<u>(669,695)</u>
<b>TOTAL</b>	<u>23,907,493</u>	<u>24,577,188</u>		<u>(669,695)</u>		

Monthly Avg. Percent Unaccounted = -2.80%

Monthly Avg. Percent Accounted = 102.80%

1 out of 12 months this fiscal year > 80% accountability

### Water Accountability %



**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2019**

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-18	313.10	25,910,000	41.79%	22,907,493	36.95%	24,577,188	107.29%	2,932	22,661,000	36.55%	19,417,846	85.69%
Aug-18			0.00%		0.00%		#DIV/0!	2,937		0.00%	16,574,703	#DIV/0!
Sep-18			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Oct-18			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Nov-18			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Dec-18			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Jan-19			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Feb-19			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Mar-19			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Apr-19			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
May-19			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
Jun-19			0.00%		0.00%		#DIV/0!			0.00%		#DIV/0!
AVG.	313.10	25,910,000	41.79%	22,907,493	36.95%	24,577,188	#DIV/0!	2,935	22,661,000	36.55%	17,996,275	#DIV/0!

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

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

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 10, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Jeff Rakes
<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>MONTH:</b>	July 2018

The Rocky Mount Fire Department had a total of 42 calls during the month of August 2018. There were 16 calls inside of town limits and 26 calls outside town limits.

The Fire Department vehicles traveled a total of 1,805 miles answering all of these calls. The Fire department used 95 gallons of gasoline and 133 gallons of diesel fuel.

Of the 42 calls there were:

- 5 – Structure Fires
- 2 – Motor Vehicle Fires
- 2 – Woods & Grass Fires
- 14 – Motor Vehicle Accidents
- 5 – Smoke Alarms
- 12 – Fire Alarms
- 1 – Assist Rescue Squad

The Rocky Mount Fire Department trained for a total of 30 man hours with 15 members.

Respectfully Submitted By,  
Chief – Jeff Rakes

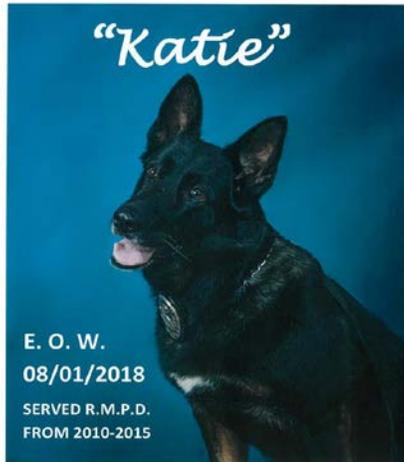
## MONTHLY STAFF REPORT

<b>DATE:</b>	September 10, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Chief Ken E. Criner, Jr.
<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>MONTH:</b>	August 2018

National Night Out on Tuesday, August 7<sup>th</sup> was a success even with the rain!



We lost one of our first canine dogs "Katie" in the month of August.



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

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: August 2018

JUNE

JULY

AUGUST

	JUNE	JULY	AUGUST
UNIFORM TRAFFIC SUMMONS ISSUED	183	242	195
TRAFFIC STOPS	314	385	296
SPEEDING TICKETS ISSUED	52	76	41
DUI	3	5	1
COLLISIONS INVESTIGATED (TREDS)	9	22	14
MOTORIST AIDES	51	47	55
CRIMINAL ARRESTS "MISDEMEANOR"	37	37	56
CRIMINAL ARRESTS "FELONY"	20	9	13
INCIDENTS ADDRESSED	3267	2826	3382
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	80	90	100
GRAND LARCENY WARRANTS	2	0	4
BREAKING & ENTERING REPORTS	0	0	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	87	68	67
FOLLOW-UP'S	69	77	90
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	2176	1938	2151
SCHOOL CHECKS	110	116	182
ALARM RESPONSES	32	30	42
OPEN DOORS, WINDOWS, ETC. UNSECURED	1	4	6
COURT HOURS	35.5	32	39.5
TRAINING HOURS:	58	154.5	239
SPECIAL ASSIGNMENT HOURS:	110.5	103	87.25
HARVESTER HOURS WORKED:	40	24	20
ECO/TDO	5	3	5
ECO/TDO HOURS:	18.25	4.5	22.5

## 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 14 reportable accidents with 9 of the accidents on our public streets.

## COMMUNITY OUTREACH:

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

**MISCELLANEOUS:**

- August 5<sup>th</sup>, 2018 - Open Door "Chillin Smokes"
- August 9<sup>th</sup>, 2018 - Open Door "Rocky Mount Elementary"
- August 13<sup>th</sup>, 2018 - Open Door "Rocky Mount Elementary"
- August 13<sup>th</sup>, 2018 - Open Door "Train Depot"
- August 22<sup>nd</sup>, 2018 - Open Door "Rocky Mount Elementary"
- August 23<sup>rd</sup>, 2018 - Open Door "Rocky Mount Elementary"
- August 24<sup>th</sup>, 2018 - Foot Patrol/Traffic Control "FCHS Football Game"
- August 31<sup>st</sup>, 2018 - Foot Patrol/Traffic Control "FCHS Football Game"

**COMMUNITY RESOURCE OFFICER:  
MEETINGS/EVENTS**

- August 7<sup>th</sup>, 2018 - National Night Out at YMCA
- August 8<sup>th</sup>, 2018 - Franklin County Connects Meeting
- August 9<sup>th</sup>, 2018 - Opioid Task Force Meeting
- August 17<sup>th</sup>, 2018 - Warren Street Festival
- August 17<sup>th</sup>, 2018 - Visited Harris Night Vision to pick up optics
- August 20<sup>th</sup>, 2018 - Project Lifesaver for client on Anderson Street
- August 21<sup>st</sup>, 2018 - Project Lifesaver for client on Byrd Lane
- August 23<sup>rd</sup>, 2018 - Met with Woodmen of the World representative
- August 24<sup>th</sup>, 2018 - Fresh Coalition Meeting

**BFMS SCHOOL RESOURCE OFFICER  
REFERRAL'S 2017/2018:**

- Three referral's for the month of August

**FCHS SCHOOL RESOURCE OFFICER  
REFERRAL'S:**

- 16 arrest for the month of August

## SPEEDING TICKETS ISSUED

Tanyard Road (x 15)

Old Franklin Turnpike (x 6)

School Board Road (x 6)

North Main Street (x 5)

Grassy Hill Road (x 2)

Booker T. Washington Highway (x 2)

Bernard Road

Hatcher Street

South Main Street

West College Street

Virgil H. Goode Highway

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Meth

Old Franklin Turnpike

Possession of Meth

Tanyard Road

Possession of Schedule III Drug

Old Franklin Turnpike

Distribution of Marijuana on School Property

North Main Street

Possession of Marijuana

Tanyard Road (x 2)

Possession of Marijuana

North Main Street (x 2)

Possession of Marijuana

Lakeview Drive

Possession of Marijuana

Old Franklin Turnpike

Possession of Marijuana

Pell Avenue

Driving Under the Influence	Spring Street
Drunk In Public	Windy Lane
Drunk In Public	Spring Street
Drunk In Public	Diamond Avenue
Possession of Alcohol Underage	Tanyard Road (x 4)
Possession of Alcohol Underage	North Main Street
Refusal of Blood/Breath Test	Spring Street
Open Container	North Main Street
Possession of a Firearm by a Convicted Felon	Tanyard Road
Possession of Burglary Tools	Spring Street
Larceny of Credit Card	Tanyard Road
Larceny of Credit Card	North Main Street
Credit Card Fraud	Tanyard Road
Credit Card Fraud	North Main Street
Receive Goods by Credit Card Fraud	Tanyard Road
Domestic Assault	North Main Street (x 2)
Domestic Assault	Claiborne Avenue
Domestic Assault	Diamond Avenue
Domestic Assault	Old Franklin Turnpike
Simple Assault	Tanyard Road
Simple Assault	Spring Street
Simple Assault	Tanyard Road
Felony Shoplifting	Old Franklin Turnpike
Felony Shoplifting	Tanyard Road
Shoplifting	Old Franklin Turnpike (x 7)
Disorderly Conduct	Tanyard Road (x 3)
Trespassing	North Main Street (x 2)

Trespassing	East Court Street
Instigating Trespasser	East Court Street
Eluding Police	Hatcher Street
No Solicitor's Permit	Wendover Drive
Driving Revoked	Pendleton Street
Possession of Vape Device Underage	Technology Drive
Possession of Vape Device Underage	Tanyard Road
Warrant Service (Felony)	Tanyard Road (x 2)
Warrant Service (Felony)	Circle Drive
Warrant Service (Capias)	Circle Drive
Warrant Service (Capias)	North Main Street
Warrant Service (Misdemeanor)	North Main Street (x 3)
Warrant Service (Misdemeanor)	Circle Drive
Warrant Service (Misdemeanor)	Claiborne Avenue
Warrant Service (Misdemeanor)	Diamond Avenue
Emergency Custody Order	Floyd Avenue (x 2)
Emergency Custody Order	Muse Field Road
Emergency Custody Order	Technology Drive
Emergency Custody Order	Orchard Avenue

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 10, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Brian Schofield, Public Works Superintendent
<b>DEPARTMENT:</b>	<b>Public Works Department</b>
<b>MONTH:</b>	August 2018

1. Read meters (5 days)
2. Installed five 5/8" meters
3. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
4. Meter cutoffs: 41
5. Clean-up 5 days
6. Swept streets
7. Asphalt patching on various streets
8. Cut trees along roads, sidewalks and parks
9. Repaired or unplugged two sewer Mains or Lateral
10. Mowing operations
11. Mowing sewer lines
12. Flagged for AEP to redo lighting on Floyd Ave
13. Continue work on park project, courts are open now
14. Worked on storm drains throughout town

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 10, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton
<b>DEPARTMENT:</b>	<b>Waste Water Treatment Plant</b>
<b>MONTH:</b>	August

Average Daily Flow	.965 MGD
TSS Reduction	98.2 %
BOD Reduction	99.7 %
Leachate (F.C. Landfill)	862,880 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	107.94 Tons
Rain Total      5.9 inches	Snow Total      0.0 inches

The Wastewater Plant had eight after hour's alarms during the month of August.

Staff worked on maintenance around the plant and pump stations several days this month. This maintenance included replacing a \$600 coupling on the Oxidation Ditch and a \$1,000 valve on the Digester. Keeping the grass mowed has been a challenge this month.

The Belt Filter Press was operated August 6<sup>th</sup> – 8<sup>th</sup> and the 27<sup>th</sup> – 29<sup>th</sup>.

The staff used the rapid assessment tool 10 days this month and is updating our GIS as we go forward. There have been over 60 manholes found that was not on the map.

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 10, 2018
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Dallas Bailey, Interim-Plant Superintendent
<b>DEPARTMENT:</b>	<b>Water Treatment Plant</b>
<b>MONTH:</b>	August 2018

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

The actual water production time (filtering of water) for the entire month averaged 9.8 hours a day which yielded approximately 800,000 gallons of water per day. Rainfall for this month was 6.0 inches as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	24.60 million gallons
Total Drinking Water Produced:	24.66 million gallons
Average Daily Production:	800,000 gallons per day
Ave Percent of Production Capacity:	40%
Flushing of Hydrants/Tanks/FD Use:	94,500 gallons + (F.D. training = 50,000 gallons)
Plant Process Water:	938,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	2,000 gallons
Bulk Water used at PW Shop	22,800 gallons

### **Testing:**

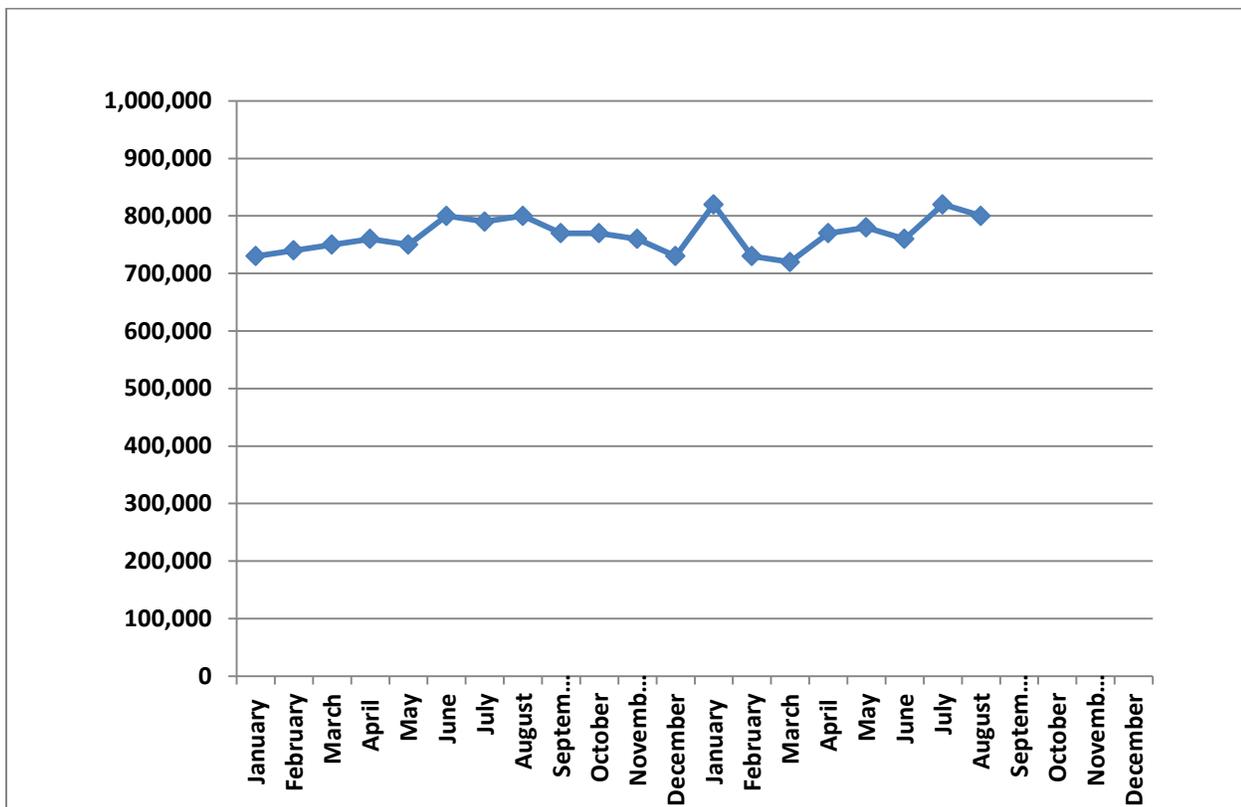
- Our monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to be in compliance with all drinking water standards, in accordance with EPA requirements.
- We have taken our quarterly H.A.A.5's and T.T.H.M's in the Doe Run Area and Beverly Hills Area. Our results came back elevated so we have installed our auto flushers in these areas and have taken repeat samples to be tested. These repeat samples were taken to see if our course of action is helping with the elevated results. We have also taken further steps at the plant to help achieve better results. These elevations are typical during this time of year.
- On the 29<sup>th</sup> we had our Lagoon Sample Wells (3 total) tested which is required by D.E.Q. every nine months. We have not received our results as of this time but should be forthcoming soon.

### **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 dam.
- As mentioned earlier we have installed our fire hydrant auto-flushers in the Doe Run area and Beverly Hills Subdivision area.
- The staff replaced the pump on the streaming current monitor here at the plant. The old pump finally quit running and was throwing the electric breaker. This helps us monitor the proper chemical feed rate in our treatment process.
- Kevin replaced the rubber feed lines and sight glass in our CL17 chlorine monitor.

- The Public Works Department sent three men over on the 28<sup>th</sup> to cut and chip some large branches that were hanging over the fence line. These would have hindered the testing of our three lagoon well sample sites if not cut and removed.
- I along with the staff tried to access the issue with the upper Grassy Hill pump station, #1 pump, not moving water up the hill but was unsuccessful. I then contacted TenCarva who installed it back in February about the matter. They in return sent out some technicians to check it on August 31, 2018. There was no issue found on site so the only solution was to re-pull it and take back to their shop to diagnose the problem. We are waiting hear back on the results of their findings and the solution.
- We now have our new discharge permit from D.E.Q. that had to be renewed this year. The permit is valid from July 1, 2018 to June 30, 2023.

### Water Plant Production in Gallons Per Day (January 2017 to December 2018)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 10, 2018
----------------------------	--------------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Community Development Director Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	Town Council has directed staff to construct a new street to serve development on Weaver Street at the Cox property. The construction will create a consolidated entrance / exit on the property to minimize the number of traffic conflicts on Weaver Street. The attached resolution funds this request.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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



RESOLUTION NO.: **2018.014**

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2018 through June 30, 2019, hereafter known as FY 2019; and

**WHEREAS**, Town Council has authorized the construction of a section of a new street to serve development at the Cox property and create a consolidated entrance / exit on the property to minimize the number of traffic conflicts on Weaver Street,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2019:

Account 01.4108.0000.0000.7010 (infrastructure)	\$95,000
Account 01.4100.9999 (appropriated fund balance)	\$95,000

**GIVEN UNDER MY HAND, THIS 10<sup>TH</sup> DAY OF SEPTEMBER 2018:**

---

Steven C. Angle, Mayor

ATTESTED:

---

Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 10, 2018
----------------------------	--------------------

STAFF MAKING REQUEST:	Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>Staff would like to ask for your authorization to write-off uncollectible real estate, personal property, and machinery &amp; tools taxes.</p> <p>Real Estate taxes in the amount of \$27.95 needs to be written off according to the reasoning per the attached list. The previous write-off occurred in 2014 and totaled \$1,958.43.</p> <p>Machinery and tools tax of \$1,563.77 needs to be written off because of bankruptcy per the attached list. There was no previous write-off in 2014.</p> <p>Personal property taxes and license fees of \$3,866.13 needs to be written off according to the reasoning per the attached list. Of this amount, \$1,363.81(or 35%) is for the current year's tax tickets. The previous write-off occurred in 2014 and totaled \$3,039.98.</p> <p>Further options for collection include state debt set-off (from individual state income tax refunds and lottery winnings) and DMV vehicle registration withholding (DMS stops). The new financial software will help us immensely with these two steps.</p>
ACTION NEEDED:	Give Staff authorization to write-off uncollectible real estate, machinery and tools, and personal property taxes.

Attachment(s): Schedule of taxes to be written off

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

TOWN OF ROCKY MOUNT					2012 RATE =	0.13
REAL ESTATE TAXES					2011-2008 =	0.12
WRITE-OFF'S					2007-2005 =	0.14
June 30, 2018					2004 RATE =	0.11
					2003 + =	0.12
Name	Year	Parcel #	Value	Tax w/off	Reason	
Robertson Phillip	2017	207-021		2.02	check short	
				2.02		
Angle Audrey	2016	210-069		2.47	w/off bal after prepaid	
New Peoples Bank	2016	201.02-013.00		10.53	w/off bal after prepaid	
New Peoples Bank	2016	201.02-004.00		10.53	w/off bal after prepaid	
				23.53		
James Robert	1996	204-524	1,000.00	1.20	> 20 years	
James Robert	1995	204-524	1,000.00	1.20	> 20 years	
				2.40		
grand total				27.95		

TOWN OF ROCKY MOUNT			
MACHINERY / TOOLS			
ABATED M/T TAXES			
June 30, 2018			
Name	Value	Tax	
none			
Totals	-	-	
WRITE-OFF M/T TAXES:			
Excel Homes	919,864.00	1,563.77	bankrupt
Totals	919,864.00	1,563.77	

TOWN OF ROCKY MOUNT	2013	year that decal fees appeared		
PERSONAL PROPERTY TAXES		on tax tickets		
WRITE-OFF'S				
June 30, 2018				
Name	Year	Value	Tax + Lic Fee	Comments
Frozen Water Transportat	2107		50.00	decal fees
Brown James	2017	-	25.00	decal fees
Goodwill Industries	2017	-	125.00	decal fees
Harpers Plumbing	2017		0.08	check short
International Log	2017		30.10	out of business
Law Donnita	2017		69.66	bankrupt
Mod-U-Kraf Homes	2017		383.40	bankrupt
Mod-U-Kraf Homes	2017		27.55	bankrupt
Tim Youngs Painting	2017		27.51	out of business
Tim Youngs Painting	2017		46.29	out of business
Traynham Jesse Jr	2017		26.03	bankrupt
Wright James	2017		25.00	decal fees
Young David	2017		0.03	check short
Young Timothy	2017		51.03	unable to locate
Young Timothy	2017		149.26	unable to locate
Young's Painting	2017		327.87	out of business
			<u>1,363.81</u>	
Mod-U-Kraf Homes	2016		383.40	bankrupt
Mod-U-Kraf Homes	2016		27.55	bankrupt
Tim Youngs Painting	2016		27.76	out of business
Tim Youngs Painting	2016		48.72	out of business
Traynham Jesse Jr	2016		52.70	bankrupt
Young Timothy	2016		57.82	unable to locate
Young's Painting	2016		342.21	out of business
			<u>940.16</u>	
Jones Produce	2015		15.43	out of business
Traynham Jesse Jr	2015		83.58	bankrupt
Traynham Monique & Jes	2015		38.22	bankrupt
			<u>137.23</u>	
Traynham Jesse Jr	2014		84.22	bankrupt
Traynham Jesse Jr	2014		28.42	bankrupt
Traynham Monique & Jes	2014		29.32	bankrupt
			<u>141.96</u>	
Blue Ridge Mtn Cabinets	2011		412.03	> 5 years
Gantnier Marc	2011		7.42	> 5 years
Gorrell Antwoine	2011		4.08	> 5 years

TOWN OF ROCKY MOUNT		2013	year that decal fees appeared	
PERSONAL PROPERTY TAXES		on tax tickets		
WRITE-OFF'S				
June 30, 2018				
Name	Year	Value	Tax + Lic Fee	Comments
Hagan Shawn	2011		2.08	> 5 years
Haynes Brandon	2011		0.72	> 5 years
Holland Teresa	2011		4.19	> 5 years
Leroux Denis	2011		3.37	> 5 years
Mattox Teresa	2011		1.47	> 5 years
Oneal Jennifer	2011		9.80	> 5 years
Oneal Teresa	2011		3.51	> 5 years
Pritchard Charles	2011		16.67	> 5 years
Pritchard Charles & Son	2011		77.01	> 5 years
Pruitt Roger	2011		6.68	> 5 years
Rusnak Theresa	2011		4.40	> 5 years
Scott Andrew	2011		5.69	> 5 years
Shropshire John	2011		13.99	> 5 years
Sims Qadir	2011		8.05	> 5 years
Solid Rock Masonry	2011		3.90	> 5 years
Taylor Curt	2011		0.72	> 5 years
Thomas Kevin	2011		2.80	> 5 years
Townes Christopher	2011		3.94	> 5 years
Tucker Jamie	2011		19.97	> 5 years
Tyree Wendy	2011		0.72	> 5 years
Ty's Detail	2011		44.63	> 5 years
Vaught Dorothy	2011		11.20	> 5 years
Wade Jennifer	2011		2.15	> 5 years
Weaver Tara	2011		1.53	> 5 years
Woodrow Justin	2011		5.59	> 5 years
Cuacua Sanchez Aureliano	2011		1.61	> 5 years
			<u>679.92</u>	
Blue Ridge Mtn Cabinets	2010		484.70	> 5 years
Cuacua Sanchez Aureliano	2010		1.74	> 5 years
Gantnier Marc	2010		8.24	> 5 years
Haynes Brandon	2010		0.72	> 5 years
Holland Teresa	2010		4.89	> 5 years
Oneal Jennifer	2010		12.10	> 5 years
Rusnak Theresa	2010		14.05	> 5 years
Scott Andrew	2010		6.56	> 5 years
Shropshire John	2010		6.31	> 5 years
Solid Rock Masonry	2010		1.53	> 5 years
Taylor Curt	2010		3.58	> 5 years
Thomas Kevin	2010		2.28	> 5 years
Tucker Jamie	2010		6.41	> 5 years

TOWN OF ROCKY MOUNT	2013	year that decal fees appeared		
PERSONAL PROPERTY TAXES		on tax tickets		
WRITE-OFF'S				
June 30, 2018				
Name	Year	Value	Tax + Lic Fee	Comments
Tyree Wendy	2010		0.72	> 5 years
Ty's Detail	2010		35.70	> 5 years
Wade Jennifer	2010		6.01	> 5 years
Woodrow Justin	2010		7.51	> 5 years
			603.05	
grand total			3,866.13	

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 10, 2018
----------------------------	--------------------

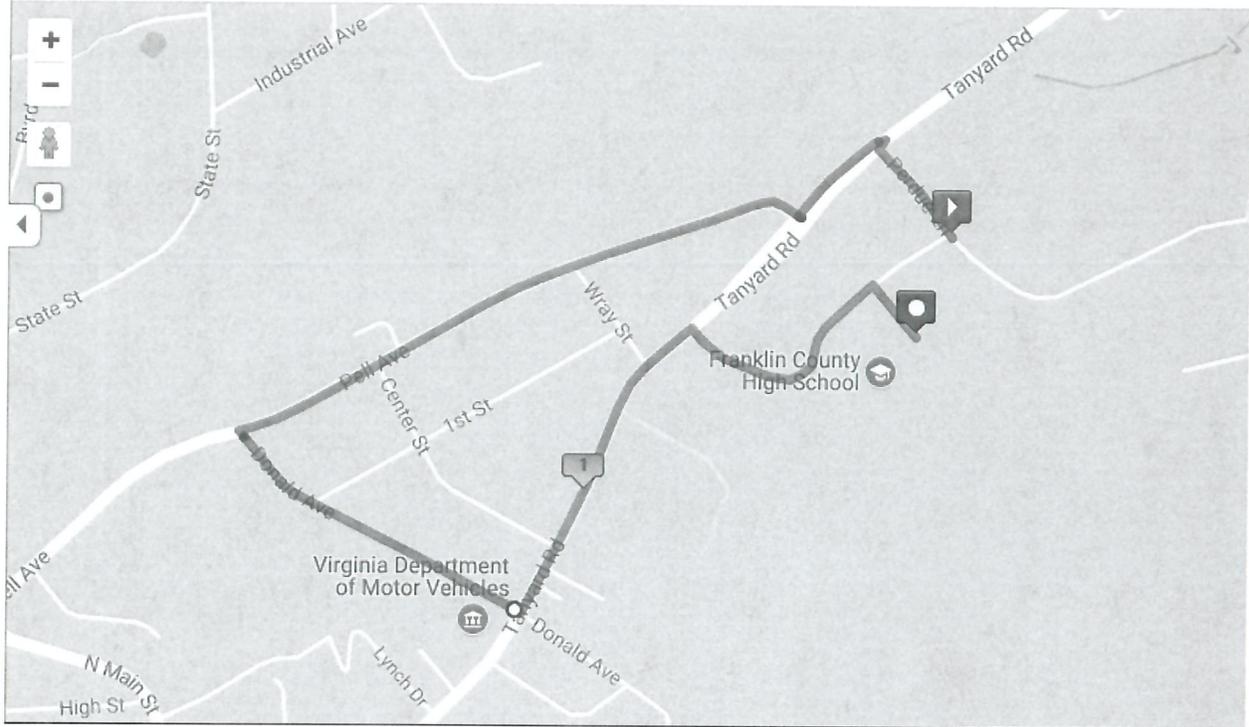
STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Franklin County High School will hold their annual Franklin County Homecoming Parade on the streets of Rocky Mount on Thursday, September 27, 2018. The route is the same as last year's parade. The event has been approved by your police department.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

## Proposed Homecoming Parade Route

The 2018 Franklin County Homecoming Parade would start at 6:30pm on Thursday, September 27, 2018 at the High School. It would exit the high school on Perdue Lane, make a left onto Tanyard Rd., right onto Pell Ave., left onto Donald Ave., a left onto Tanyard Rd., and finally enter back at the High School. This is the same route as last year's parade.



If there are any questions or concerns, please contact Kirsten Yaffe, FCHS Student Council Advisor, at (717)222-9671. Thank you!

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 10, 2018
----------------------------	--------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Utilities Committee met on August 29, 2018 to review the proposed meter, meter reading and billing replacement project.</p> <p>A complete copy of the brief to the committee is attached as well as the two proposals referenced.</p> <p>In summary, the project involves replacing all meters with remote read meters, replacing the meter reading software and hardware with the ability to gather readings at the office (or the water plant for usage tracking) on a moment by moment basis as well as new billing software to function as a customer portal allowing customers to get text alerts as to usage and bills as well as paying those bills electronically.</p> <p>CMC proposed a price of \$794,268.50 for the meters and meter reading equipment. This includes 2,669 standard meters, 300 meters that can be cut on and off remotely, 1,11 1" meters, 28 1.5" meters, 67 2" meters, six 4" meters and one 6" meter as well as six antenna locations for meter reading throughout town and the software to use the system. Concord proposes to install this equipment for \$226,570 for an estimated project total of \$1,020,838.50. Their quote is attached. Concord is supplying the meter reading and billing side. These quotes have been refined through negotiation and we feel this is currently the best fit for the Town.</p> <p>These meters come with a 10 to 20 year warranty (100% to ten years, then pro-rated from 10 years to 20 years) and will feature a customer portal allowing customers to view and pay their bill electronically as well as get text alerts for usage issues or Town notices (work on lines and boil water notices).</p> <p>From a financial standpoint, this project should have consistently positive cash flow. A 15 year bond for \$1.1M at 4% results in an annual payment of \$99,000. We will eliminate fuel and maintenance for meter reading, the existing maintenance for our current system, our meter change out line item and other meter reading services for a savings of \$28,565 a year. Additionally the engineer's best estimate of our revenue after replacing the meters is an increase of \$134,213 for a projected net positive cash flow impact of \$153,887 annually. As the meters age, they too will slow down and our revenue boost will slowly decrease (it is estimated that our current meters are about 10% low in readings due to age). The new meter reading system will cost \$11,000 annual for maintenance and support. The early years of the project therefor</p>

	<p>have a <b>positive cash flow of \$52,000</b>, decreasing over time.</p> <p>Staff is using a conservative figure for revenue increases so as not to over project the change. Actual engineering estimates of the increase as well as our own experiences with meter change out suggest a larger “found revenue” number.</p> <p>Of note are the 100 meters that can be remotely cut on and off. Staff’s plan is to install these in locations that are frequently cut off for payment reasons and in locations where tenants frequently change (high turnover rental locations). We think this will eliminate 80% of our cut-on and cut-off work.</p> <p>The committee recommended up to 300 remote cut off meters that would increase the cost of the project by \$64,000 (\$32,000 per 100). The standard meter is \$152 and the remote cut-off addition is another \$320 so we can’t install them in all locations from a fiscal standpoint. 200 additional meters would result in a similar cost structure as proposed above with a similar ROI.</p> <p>The committee asked staff to find out if there was a pricing break point in the purchase of the remote cutoff meters. There is not. Since the Chairman of the committee will not be at our council meeting (during which we hold the hearing for the bond issue), the Committee recommended that a special called meeting of Council happen towards the end of the month once contracts are in place for approval as well as approval of a borrowing document to move the project forward.</p>
ACTION NEEDED:	Approve or deny the committee’s recommendation

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: JERVIN@ROCKYMOUNTVA.ORG  
WWW.ROCKYMOUNTVA.ORG



TOWN COUNCIL  
STEVEN C. ANGLE, *MAYOR*  
BILLIE WAYNE 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

**DATE:** August 29, 2018

**TO:** Public Utilities Committee  
-Chairman Bobby M. Cundiff  
-Vice Chairman Billie W. Stockton  
-Voting Member Gregory B. Walker

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

**RE:** Committee Meeting

Town staff have accepted and received bids for our meter replacement project. There are some decisions to be made as to specifics and we would like the Committee's input and recommendation to Council.

The best proposal was from a combination of CMC Supply for the meters and Concord Utility Services for the integration and installation.

The Town bid a remote read system with new meters, eliminating all manual meter reading activities.

CMC proposed a price of \$794,268.50 for the meters and meter reading equipment. Their quote is attached. This includes 2,669 standard meters, 200 meters that can be cut on and off remotely, 111 1" meters, 28 1.5" meters, 67 2" meters, six 4" meters and one 6" meter as well as six antenna locations for meter reading throughout town and the software to use the system. Concord proposes to install this equipment for \$226,570 for an estimated project total of \$1,020,838.50. Their quote is attached. These quotes have been refined through negotiation and we feel this is currently the best fit for the Town.

These meters come with a 10 to 20 year warranty (100% to ten years, then pro-rated from 10 years to 20 years) and will feature a customer portal allowing customers to view and pay their bill electronically as well as get text alerts for usage issues or Town notices (work on lines and boil water notices).

From a financial standpoint, this project should have consistently positive cash flow. A 15 year bond for \$1.1M at 4% results in an annual payment of \$99,000. We will eliminate fuel and maintenance for meter reading, the existing maintenance for our current system, our meter changeout line item and other meter reading services for a savings of \$28,565 a year. Additionally, the engineer's best estimate of our revenue after replacing the meters is an increase of \$134,213 for a projected net positive cash flow impact of \$153,887 annually. As the meters age, they too will slow down and our revenue boost will slowly decrease (it is estimated that our current meters are about 10% low in readings due to age). The new meter reading system will cost \$11,000 annual for maintenance and support. The early years of the project therefor have a **positive cash flow of \$52,000**, decreasing over time.

Staff are using a conservative figure for revenue increases so as not to over project the change. Actual engineering estimates of the increase as well as our own experiences with meter change out suggest a larger "found revenue" number.

Of note are the 100 meters that can be remotely cut on and off. Staff's plan is to install these in locations that are frequently cut off for payment reasons and in locations where tenants frequently change (high turnover rental locations). We think this will eliminate 80% of our cut-on and cut-off work. A core area of guidance we need from the Utility Committee is how many of these meters to purchase. The standard meter is \$152 and the remote cut-off addition is another \$320 so we can't install them in all locations from a fiscal standpoint. 100 is our recommendation, but financially we could easily go to 200 for an additional \$32,000 with a minor impact to our debt service and with the project still returning a positive cash flow. The borrow is estimated at \$1.1M, so an additional 100 remote meters could be purchased with the ROI estimates above.

We propose a 5% contingency on the project for a total estimated cost of \$1,071,880.

We ask the committee to guide us on the number of specialty meters to include and to recommend this project to Town Council.

This meeting is open to the public.

CJE/rhd

cc: Rocky Mount Town Council  
Brian Schofield, Public Works Supertindent  
Matthew C. Hankins, Assistant Town Manager  
Linda P. Woody, Finance Director

Attachments



To: Town Of Rocky Mount  
 345 Donald Ave.  
 Rocky Mount, VA 24151

Date 08/28/2018

RE: Quotation for Water Meter Replacement

Qty	Product / Service	Cost	Total
2,669	5/8" E)Coder R900i Meters	\$ 152.50	\$407,022.50
200	5/8" E)Coder Verizon CMIU Meters	\$ 430.00	\$ 86,000.00
111	1" T-10 R900i Meters	\$ 304.00	\$ 33,744.00
28	1.5" T-10 R900i Meters	\$ 408.00	\$ 11,424.00
67	2" T-10 R900i Meters	\$ 544.00	\$ 36,448.00
15	3" HP Turbine R900i Meters	\$ 815.00	\$ 12,225.00
6	4" HP Turbine R900i Meters	\$ 980.00	\$ 5,880.00
1	6" HP Turbine R900i Meters	\$ 1,630.00	\$ 1,630.00
6	R900 Gateway, Antenna & Power Source	\$ 8,970.00	\$ 53,820.00
3	Gateway Tank Installation *	\$10,500.00	\$ 31,500.00
3	Gateway & 75ft. Pole Installation *	\$12,500.00	\$ 37,500.00
1	Neptune Host Software Yearly SaaS Fee	\$10,000.00	\$ 10,000.00
1	Software Implementation and Training	\$ 7,000.00	\$ 7,000.00
1	Neptune Belt Clip Transceiver	\$ 2,075.00	\$ 2,075.00
<b>Totals</b>			<b>\$736,268.50</b>

Optional Items:

Qty	Product / Service	Cost	Total
100	SET Automatic Shutoff Valves	\$ 320.00	\$ <del>320.00</del> 32,000
1	WaterSmart One Time Set Up Fee	\$ 7,500.00	\$ 7,500.00
1	WaterSmart One Time Billing Set Up Fee	\$ 5,500.00	\$ 5,500.00
1	WaterSmart SaaS Subscription Fee (Annual)	\$ 7,500.00	\$ 7,500.00
1	WaterSmart Support Fee (Annual)	\$ 5,500.00	\$ 5,500.00

**TOTAL: 794,268.50**

Notes:

- \* This is a cost estimate based on historical work performed at Rocky Mount by Custom Controls Unlimited. Subject to Site Inspection by CCU.
- Prices expires 06/30/2019.
- There will be a mutually agreed upon contract upon award of the project.



Date: 7/23/18

To: **Town of Rocky Mount**

**Project:**

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

**Water Meter Replacement**

Description	Quantity	Unit Price	Extended Price
Meter Replacement 5/8"-1" Residential	2,980	\$ 45.00	\$ 134,100.00
Meter Replacement 5/8"-1" Rural*	1	\$ 67.50	TBD
Meter Replacement 5/8"-1" C&I*	1	\$ 84.50	TBD
Meter Replacement 1.5"	28	\$ 225.00	\$ 6,300.00
Meter Replacement 2"	67	\$ 225.00	\$ 15,075.00
Meter Replacement 3"	15	\$ 675.00	\$ 10,125.00
Meter Replacement 4"	6	\$ 895.00	\$ 5,370.00
Meter Replacement 6"	1	\$ 3,600.00	\$ 3,600.00
Pit box replacement** or reset***	1	\$ 75.00	TBD
Pit lid replacement	1	\$ 7.25	TBD
Pit lid drilling	1	\$ 13.50	TBD
Box Clean/Dirt Removal**** – High Level dirt/debris removal only	1	\$ 44.50	TBD
Additional work, hourly rate	1	\$ 110.00	
Sub Total:			\$ 174,570.00

\* If service is found to be Rural, Commercial or Industrial, surcharge pricing will apply.

\*\*Pit Box Replacement is "like for like" in size only. If meter box size is increased, pricing to be T&M plus 15%.

\*\*\*Pit Box Reset: Remove and replace the existing box to access meter, fittings, or plumbing.

\*\*\*\*Box Clean/Dirt Removal: Excess dirt/debris in the meter box where dirt height is equal to the top of the register or higher. Validate with photo and document in woms.

<b>ADDITIONAL COST</b>		<b>PILOT</b>	<b>YR1</b>
Project Management		\$ -	\$ 21,000.00
Office/Staging:		\$ -	By Owner
Storage Containers		\$ -	By Owner
Call Center		\$ -	By Owner
Waste/Spoils		\$ -	By Owner
Mobilization/Demobilization		\$ -	\$ 22,500.00
WOMS, Programming & Set Up		\$ -	\$ 5,750.00
Billing Integration		\$ -	\$ 2,750.00
Pit Lid Starter Stock:		\$ -	By Owner
	Sub Total:	\$ -	\$ 52,000.00
	<b>Total:</b>		\$ 226,570.00

1. Unit Pricing does not include Prevailing Wage or Davis Bacon Wage Rates
2. Unit Pricing Includes all labor, tools, vehicles, & fuel.
3. No other Direct Job Costs have been noted (city licenses, permits, storage, etc.). If additional direct Job Costs arise, they will be added at cost plus 15%.
4. There will be a mutually agreed upon contract upon award of the project
5. All Materials to be provided by utility including, but not limited to: meters, registers, radios, boxes, lids, box extension rings, meter spuds, extensions, adapters, meter couplers, bolt kits, gaskets, flanges, fittings, In-line connectors, compression fittings, pvc fittings, tamper clip, Nicor connectors, backflow prevention devices, or tamper tags
6. Excluded: Bonding and permit fees
7. Excluded: Route Certification (additional visits to verify communications after initial installation, programming or set up)
8. A secure staging area, to be provided by Owner/Prime Contractor, for materials, waste, and fleet vehicle parking (6, ½ ton pick-up trucks/vehicles).
9. Disposal to be provided by the Owner/Prime Contractor, at same location as staging area for: waste, spoils, recycle and salvage (including all legacy meters & endpoint radios to be removed from the field).
10. CUS will not be responsible for waste or hazardous materials.
11. Demobilization/Remobilization/Stand Down Contingency: The project Mobilization/Demobilization is assumed for a single-phase move on and move off for installation/deployment. If demobilization and remobilization occur during the project due to reasons beyond CUS Utility Service's control (i.e. lack of materials and inventory, lack of data or account information), additional contingency fees will be assessed.
  - a. Demobilization/Remobilization Fees: If CUS is forced to demobilize due to lack of inventory (i.e. meters, registers, endpoint modules, lids, boxes, fittings etc.), CUS will

- invoice for cost plus 15% to move in and out of market (i.e. travel fees, cancellation fees, vehicle transportation fees.)
- b. Stand Down Time: If CUS is unable to perform due to lack of inventory of materials (i.e. meters, registers, endpoint modules, lids, boxes, fittings etc.), and installation resources remain deployed, CUS will invoice at \$125.00 per hour, per technician for time CUS is stood down.
12. Pricing for meter installation assumes meters are "Like for Like" and "Lay Length for Lay Length"
  13. CUS will not be responsible for maintenance, repairing or replacing existing: City/Water District/Customer side: setters, backflow preventers, irrigation valves, pressure regulators, unions, ball valves, or customer side valves, U.N.O.
  14. CUS Utility Services will not be held responsible for any inoperative, damaged, or leaky valves.
  15. CUS will repair, to a usable and safe condition, any customer side service line break caused by CUS or a CUS Employee, up to 36" on the customer side only.
  16. CUS will not be responsible for repairing or replacing existing City/Water District service side piping or fittings.
  17. CUS will not be responsible for replacing meters that are obstructed by landscape or excessive tree/plant roots in the boxes.
  18. Work will not be performed at locations where it is reasonable that damage may occur to customer's property.
  19. All data for the entire project will be provided at one time prior to mobilization.
  20. All data will be sent from the City or WD will be accurate, without duplicate data (addresses, meter numbers, radios, accounts, etc.).
  21. If information submitted to CUS is later found to be inconsistent with actual information the price may be adjusted accordingly to account for additional set up and programming.
  22. CUS will be provided safe access, including keys, to all locations.
  23. All meters/locations are accessible: outside and easy to find.
  24. All meters are accessible to perform work at arms-length, in depth, from grade.
  25. It is expected that all hard to find meters will have location descriptions and assistance (mark service with paint) from the city or WD.
  26. CUS is not responsible for performance if access is not granted.
  27. Work will not be performed at locations behind locked fences or yards with dogs.
  28. CUS will not be responsible for notifying customer other than knocking on the door at the time of installation.
  29. CUS will not be responsible for any community outreach programs or program materials other than leaving a door hanger, post installation.
  30. Any badging requirements will be done prior to the start of the project.
  31. Installation of all materials (meters, radios, or meter retrofits) will not be in confined spaces, vaults, or manholes U.N.O.
  32. All meters are in pits at the curb and are considered easily accessible.
  33. CUS will not be responsible for Traffic Control.
  34. Installation is assumed to be reasonably contiguous (one service after another.)
  35. Any specific requirements not covered under this quote will be reviewed, any additional costs from these requirements will be added to quote.
  36. Paving or Hard/Solid Surfaces: Excludes removal & replacement of paving or other hard/solid surface locations (concrete, asphalt, etc.). Hard/Solid surfaces are to be removed & replaced by the PW Dept.

Large Meter Exclusions & Assumptions:

37. Materials Provided by Others (Bolt Kits, Gaskets, & Fittings)
38. The above numbers are for labor and equipment only.
39. All material needed to complete installations to be provided by Others.
40. All Materials must be available at least one week before scheduled installation.
41. All meter locations must be clearly marked one week prior to installation.
42. A complete list of installs to be provided at least one week prior to start of work.
43. Any bad or questionable piping to meters will be forwarded on to The City, WD, or Appropriate Authority, for evaluation with pictures before any work is started.
44. Traffic control will be extra if lane closures are required in roadways or parking lots.
45. The above prices are based on same lay length meters being replaced. Straight change outs only. All others will be on a time & material basis.
46. All meter change outs must have isolation valves in place as per standard water works installations, any extra dewatering will be on a time & material and case basis.
47. We will notify customers 48 hours in advance or as required by the contract. Notification cards to be provided by The City, WD, or Appropriate Authority.
48. Any specific requirements not covered under this quote will be reviewed, any additional costs from these requirements will be added to quote.
49. Concord Utility Services is not responsible for any inoperative or leaky valves.