

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
MAY 13, 2013
AT 7:00 P.M.

NOTE: WHEN SPEAKING BEFORE TOWN COUNCIL, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME AND ADDRESS, ADDRESSING TOWN COUNCIL AND NOT THE AUDIENCE. WHEN GIVING COUNCIL ANY DOCUMENTATION, COPIES ARE TO BE GIVEN TO THE TOWN CLERK PRIOR TO SPEAKING. ALL CELLULAR PHONES MUST BE TURNED OFF DURING COUNCIL MEETING. THE TOWN OF ROCKY MOUNT IS PLEASED TO OFFER ASSISTANCE DEVICES AT ITS MEETING FOR THOSE ATTENDING WITH SPECIAL HEARING NEEDS. ASK ANY STAFF MEMBER OR THE TOWN CLERK AND A DEVICE WILL BE LOANED TO YOU.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items
 - Recognition of Retirement for former Assistant Chief of Police Roger Smith.
- V. Public Hearing(s) (*none at this time*)
- VI. Approval of Draft Minutes
 - April 8, 2013 Council Regular Meeting
 - April 11, 2013 Council Budget Work Session No.1 Meeting
 - April 15, 2013 Council Budget Work Session No. 2 Meeting
 - April 17, 2013 Council Work Session
 - May 6, 2013 Council Fiscal Year 2014 Budget Public Hearings
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations (*none at this time*)
 - Miscellaneous Action (*none at this time*)
 - Departmental Monthly Reports
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens (*none at this time*)
- IX. Old Business
 - A. Review and consideration of approval of: (1) draft "Town of Rocky Mount Fiscal Year 2014 Appropriation Resolution"; and (2) draft "Town of Rocky Mount Fiscal Year 2014 Tax Rates and Fees Resolution".
 - B. Review and consideration of re-appointments of members to the Planning Commission.

- X. New Business
 - A. Review and consideration of request of Christian Heritage Academy to hold their annual Memorial Day road race event.
 - B. Review and consideration of request of Franklin County Historical Society to hold their annual Veterans' Memorial event at the Franklin County Courthouse and closure of streets.
 - C. Review and consideration of request of Roanoke Valley-Alleghany Regional Commission (RVARC) regarding upcoming vacancies on the Commission.
 - D. Review and consideration of request of Southwest Virginia Antique Farm Days to hold their annual event kick-off parade.
 - E. Review and consideration of approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for Fiscal Year Ending June 30, 2013" for Town of Rocky Mount Police Department Virginia Department of Criminal Justice Services Byrne Justice Assistance Grant.
 - F. Review of the loan for the Town's Wastewater Treatment Plant ultra violet equipment project.
 - G. Review and consideration of authorization to proceed with application to, and coordination with, Virginia Municipal League (VML) and Virginia Association of Counties (VACo) local finance for the issuance by the Town of Rocky Mount of the refinancing of bonds.

- XI. Committee Reports
 - A. Performance Center Committee
 - Review and consideration of: (1) naming of music venue; (2) authorizing Performance Center Committee to approve final design of logo once appropriate choice becomes apparent.
 - B. Finance & Human Services Committee
 - Review and consideration of: (1) review of Town or Rocky Mount's current employee holiday bonus policy; (2) review and formulate recommendations for employee pay plan adjustments for Town of Rocky Mount's Fiscal Year 2014; and (3) review insurance coverage for elected officials.

- XII. Other Matters, Concerns and Rise 'N Shine Appearances
 - A. Referrals to Planning Commission from Rocky Mount Town Council
 - B. *Rise 'N Shine* Appearances (Assistant Town Manager Matthew Hankins)

- XIII. Closed Meeting and Action (*none at this time*)

- XIV. Adjournment

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

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

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	David Cundiff, Chief of Police
BRIEF SUMMARY OF REQUEST:	Special recognition to former Assistant Chief of Police Roger Smith for 25 years of service with the Rocky Mount Police Department.
ACTION NEEDED:	None

Attachment(s): No

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

**ROCKY MOUNT TOWN COUNCIL
REGULAR COUNCIL MEETING
APRIL 8, 2013**

The April 8, 2013 regular Council meeting of the Rocky Mount Town 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:

Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins (and Planning & Zoning Administrator), Town Attorney John T. Boitnott, Chief of Police David Cundiff, Finance Director Linda Woody, Public Works Director Cecil R. Mason, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts.

The Mayor led the *Pledge of Allegiance*.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

- Motion was made by Council Member Moyer to approve the agenda as presented, seconded by Council Member Cundiff and carried unanimously by those present.

SPECIAL ITEMS

The Mayor read for the record “Resolution in Honor of National Volunteer Week of April 21-27, 2013”. Let the record show that those volunteers present received a standing ovation from the public attending the Council meeting, including Council and Town staff.

PUBLIC HEARING

Let the record show there were no public hearings at this time.

APPROVAL OF MINUTES

Prior to the meeting, Council had received for consideration of approval the following draft minutes:

- March 11, 2013 Regular Council Meeting
- March 20, 2013 Special Council Meeting

The Mayor asked if there were any changes to the draft minutes, and there being none, the Mayor entertained a motion.

- Motion was made by Council Member Love to approve the Council meeting minutes as presented with motion on the floor being seconded by Council Member Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF CONSENT AGENDA

The approval of the *Consent Agenda* consists of approving any miscellaneous resolutions/proclamations, miscellaneous action, departmental monthly reports, and bill list that were submitted prior to the meeting for Council's review and consideration.

- Miscellaneous Resolutions/Proclamations (*none at this time*)
- Miscellaneous Action (*none at this time*)
- Departmental Monthly Report
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Waste Water Department
 - Water Department
- Bill List

There being no comments, the Mayor entertained a motion.

- Motion was made by Council Member Stockton to approve the draft *Consent Agenda*, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

HEARING OF CITIZENS

Let the record show that no one had contacted the Town Clerk requesting to come before

Council to speak. At this time, the Mayor opened the floor to anyone wishing to come before Council at this time.

- Mark Lawhorne, introducing himself as Senior Pastor of Furnace Creek Baptist Church located at 975 Scuffling Hill Road, Rocky Mount, Virginia, with a personal address of 530 Miriam Drive, Rocky Mount, Virginia, came before Council stating he was opposed to the sale of alcohol at the music venue, although he was in favor of the music venue and has seen plans and believes the auditorium is one that Council can be proud of. He gave the Mayor several petitions of names that were against the sale of alcohol at the music venue, with the list showing various names of those living inside and outside of the Town corporate limits.
- Eric Ferguson, introducing himself as an individual who lives at 335 Cromwell Drive, Rocky Mount, Virginia, and also an attorney whose business is located at 305 Main Street, Rocky Mount, Virginia, came before Council stating he was not only opposed to the sale of alcohol at the music venue, but food and beverages as well; citing his reason for not selling the food as it would be competition for those restaurants in the area near the music venue who sells food (mentioning Pyramid Pizza as an example).
- Mark Stugelmeyer, introducing himself as the pastor of Lighthouse Baptist Church, giving an address of 55 Jason Street, Rocky Mount, Virginia, came before Council stating that he was opposed to the sale of alcohol at the music venue.

The Mayor stated that Council would certainly take their comments into consideration as Council proceeds with the music venue regarding the sale of alcohol and food.

OLD BUSINESS

A. Draft Western Virginia Water Authority (WVWA) Water Line Agreement

(Prior to the meeting, Council had received the draft Western Virginia Water Authority (WVWA) water agreement for an interconnection between the Town of Rocky Mount and Franklin County.)

The Town Manager informed Council of the following:

- This agreement was negotiated over the past four years, and was originally submitted to Council in 2009, with Council asking for some additional negotiations regarding financial contributions from the County in the event that capital expenses were needed to support pass-through extensions.
- The Franklin County Board of Supervisors also asked for some additional language regarding the guarantee of a pass-through connection.
- Franklin County Administrator Richard Huff and the Town Manager spent some time negotiating additional language that would meet these needs; and additionally, had a meeting with the Mayor of Town Council and Chairman of Franklin County Board of Supervisors to go over details where an agreement could be reached.

- Based on a final meeting with Mr. Huff in March of this year, staff believes that the document is as final as they can get, representing all parties' input, with this being reviewed by the Mr. James Jennings (legal counsel that the Town used for its annexation), and his recommendation is that it is favorable to the Town.
- The principle items are:
 - o The WVWA will connect to the Town's system and the Town will buy water from the WVWA to supplement its manufacturing ability.
 - o The County can extend the Town's system to serve County areas, with the Town getting credit for water used at these extension points at a rate that includes the water used times the Town's loss ratio.
 - o The Town has the right to determine any capital needs required to support the extensions.
 - o Given the amount of time since the last consideration of this agreement, Council may wish to have a discussion at this meeting (April 8th) and give staff guidance as to should this item be on the May Council agenda for formal approval.
 - o The County has indicated that they wish to extend utilities to additional areas (including sewer) and it is Mr. Huff's and the Town Manager's mutual hope that this agreement can be the framework around which future cooperative agreements are built.
 - It is likely that this would be the basis for a sewer agreement whereby the Town sells sewage treatment to the County and to the WVWA.
 - The Town already has the capacity to be a regional sewage treatment provider.

The Mayor stated that he has read through this document and there are too many "musts" and "wills"; therefore, he would like for the document to be reviewed by the Public Utilities Committee before it goes any further.

There being no further comments, the Mayor entertained a motion.

- o Motion was made by Vice Mayor Walker to send the document to the Public Utilities Committee for review, with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

NEW BUSINESS

A. Presentation of Draft Fiscal Year 2014 Budget and Capital Improvement Plan (CIP)

(Prior to the meeting, Council had received the proposed draft Fiscal Year 2014 Budget and Capital Improvement Plan (CIP), which was prepared by the Town Manager and Finance Director.)

The proposed budget was presented to Council by the Town Manager, stating that staff is presenting for Council's consideration the proposed draft Fiscal Year 2014 Budget

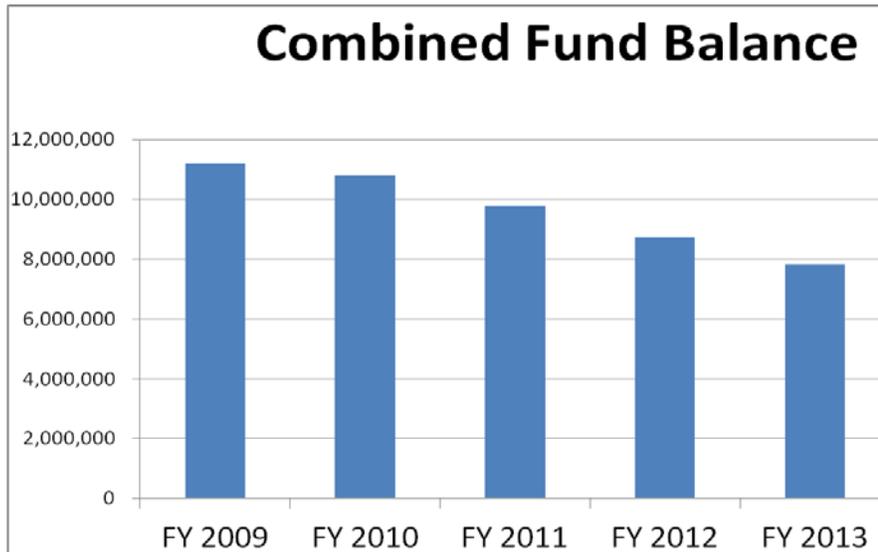
and CIP, with it being balanced in its current form, with revenues exceeding expenses by \$708,213.

A PowerPoint presentation was given by the Town Manager regarding Fiscal Year 2014 Budget as prepared by Town Manager and Finance Director:

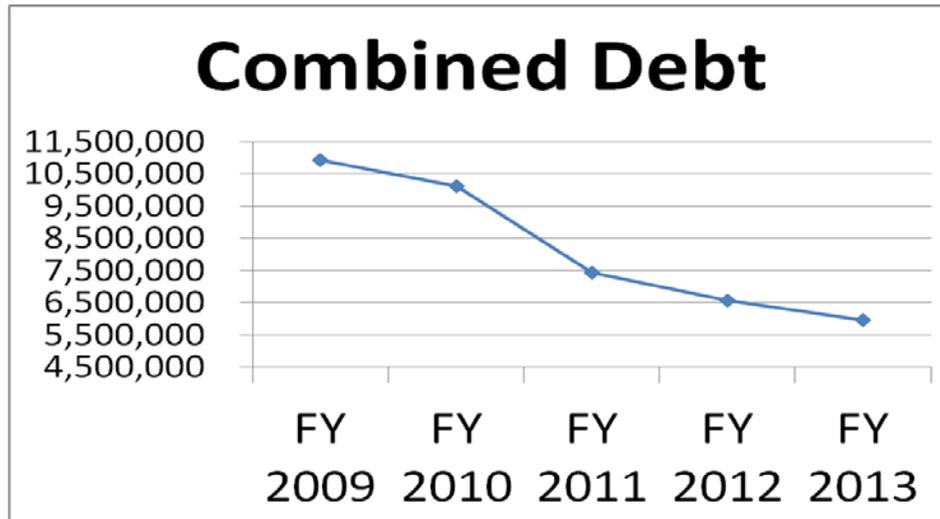
➤ The Capacity To Do:

- General Fund:
 - Revenues of \$9.15 million.
 - Including \$2.5 million of fund balance for music venue construction and \$450,000 of borrowing for a basketball facility.
 - Without these funds, the General Fund revenue is \$6.15 million with matching expenses.
 - Including \$163,000 deposit into fund balance and a \$50,000 contingency.
- Utility Fund
 - Revenues of 3.8 million.
 - Matching expense including:
 - \$445,000 deposited to fund balance
 - \$50,000 contingency
 - Reimbursement to the general fund for money spent on the Water Plant repairs in FY 2013
 - Careful budget management, utility rate stabilization and the improving of local economy created capacity to do – improving economic opportunity, fostering investment, building activity.
 - No proposed tax or fee changes.
 - Budget is balanced; revenues exceed expenses by \$708,213
 - Proposed surplus allocated as:
 - \$50,000 in contingency to general fund
 - \$50,000 in contingency to utility fund
 - Deposit to general fund balance of \$163,159
 - Deposit to the utility fund balance of \$445,054
 - These transfers to fund balance offset expenses in FY 2013 for Water Plant repairs and Police Department vehicles.
 - Doing so keeps the Town's fund balance healthy. This is also a step towards replenishing the fund balance as the Town begins approaching other capital projects in the near term.
 - This budget:
 - Sets funds aside for past and future expenses.
 - Implements Council's vision from citizen input (over five community meetings held).
 - Creates two new funds to provide transparency.
 - Utility Capital Fund (capital recovery fee goes into this fund).
 - Performance Venue Fund.
 - Invests in capital needed to prevent higher future expenses.
 - Public Works:
 - \$15,000 walk-behind asphalt roller.

- \$175,000 new street sweeper, one of the Town's greatest needs.
 - Utility Fund:
 - \$22,000 for Wastewater Treatment Plant pickup truck.
 - \$57,000 for combined SCADA system for Wastewater Treatment Plant and Water Treatment Plant.
 - \$10,000 for eight (8) valve controllers for Water Treatment Plant
 - Makes final payment of \$257,139 on Wastewater Treatment Plant original construction.
 - This budget moves toward finishing projects:
 - First Responders Memorial.
 - Guardrails and sidewalks revenue sharing projects (partially funded by Virginia Department of Transportation).
 - Pigg River Dam safety and Veterans' Park erosion control.
 - Water Treatment Plant electric upgrade.
 - Creates new opportunities and activity.
 - Transfers from the general fund.
 - \$2,500,000 for the Performance Venue renovation.
 - \$30,169 for the Performance Venue operations.
 - Construction of a lighted, restroom-equipment basketball court in the North Main Corridor to provide open, safe, positive activity as a community building activity (\$450,000 from borrowing). This comes from input given at the community meetings that implied that something was needed for the youth in that area.
-
- Combined Fund Balance Chart:



- Combined Debt Chart:



- This budget:
 - Includes a 2.5% cost-of-living increase for employees.
 - Restores the normal Christmas bonus program.
 - Does not fund merit (performance based) raises.
 - Much of the cost-of-living increase is recovered from lower prices on insurance, as the Town is now going out on its own rather than acting cooperatively with Franklin County and schools.
 - Providing health insurance benefits similar to previous plan at lower cost.
- In summary:
 - Council's staff will continue to do the great things directed by Council.
 - This budget gives the Town the opportunity to do more while still responsibly using its available resources.
 - The projects the Town has funded will directly and indirectly contribute to the economy and opportunity available in Rocky Mount.
 - These projects return money from the fund balance to the community in an effort to create future growth and opportunity.

Let the record show there were no questions from Council, with the Mayor thanking the Town Manager for the presentation.

COMMITTEE REPORTS

A. Streets, Sidewalks & Streetlights Committee

(The Streets, Sidewalks & Streetlights Committee met on March 27, 2013 to review a request received from Brookside Swim Club, Inc.)

The Assistant Town Manager relayed to Council that staff had received a request from Brookside Swim Club, Inc. for improvement to the entrance of their swimming pool located on School Board Road. He reported that after the Streets, Sidewalks & Streetlights Committee had met on March 27, 2013 to review the request, it was the recommendation of the Committee to deny the request. As Chair of the Committee, Council Member Love stated it was more of a property issue than a street issue; therefore, reason for denying the request.

Let the record show that no motion was needed per the Mayor.

OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

Let the record show there were no referrals to the Planning Commission from Council at this time.

B. Rise 'N Shine Appearances

Let the record show that the Town Manager appeared on the *Rise 'N Shine* show today.

COUNCIL CONCERNS

Let the record show there were no Council concerns at this time.

CLOSED MEETING

At 7:44 p.m., motion was made by Council Member Greer to go into *Closed Meeting*, and seconded by Council Member Moyer and carried unanimously to discuss the following:

- Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (specifically: (1) Town Manager and Town Attorney offices; (2) reappointments to Planning Commission; (3) reappointment to Board of Zoning Appeals; (4) appointment to Economic Development Authority).
- 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 (property acquisition in downtown area).

- Section 2.2-3711(A).7 - Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (Enterprise Zone).

At 9:15 p.m., motion was made by Council Member Love to come out of *Closed Meeting* and to reconvene the meeting back into open session, with motion on the floor being seconded by Council Member Stockton and carried unanimously by those present.

CERTIFICATE OF CLOSED MEETING

Whereas, the Town of Rocky Mount Council has convened a *Closed Meeting* on this date 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 requires certification by this council that such *Closed Meeting* was conducted in conformity with Virginia Law.

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

Steven C. Angle, Mayor

- Motion was made by Council Member Greer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; 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 was discussed. Motion was seconded by Council Member

Moyer. The Mayor swore to adopt the motion on the floor by Council Member Greer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

ADJOURNMENT

At 9:18 p.m., motion was made by Vice Mayor Walker to adjourn, seconded by Council Member Moyer and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

**ROCKY MOUNT TOWN COUNCIL
FISCAL YEAR 2014
BUDGET WORK SESSION NO. 1
APRIL 11, 2013**

The April 11, 2013 Fiscal Year 2014 Budget Work Session No. 1 meeting of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 4:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

Vice Mayor Gregory B. Walker, Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Finance Director Linda Woody, Chief of Police David Cundiff, Public Works Director Cecil Mason, Wastewater Treatment Plant Superintendent Timothy Burton, Water Plant Superintendent Bob Deitrich, Fire Chief Charlie Robertson, Accounting Technician Amy Gordon, Deputy Clerk Stacey B. Sink, and Town Clerk Patricia H. Keatts.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

- Motion was made by Vice Mayor Walker to approve the agenda as presented, seconded by Council Member Cundiff and carried unanimously.

FISCAL YEAR 2014 BUDGET WORK SESSION NO. 1

Prior to the meeting, Council had received a copy of the draft Fiscal Year 2014 Budget and Capital Improvement Plan for review.

The proposed budget was presented to Council by the Town Manager and Finance Director for the following categories:

- General Fund
- Public Safety
- Public Works
- Buildings & Grounds

- Community Development
- Non-Department (GF)
- Utility Fund
- Water Treatment
- Sewage Treatment
- Non-Departmental (UB)
- Capital Improvement Plan
- Performance Venue Operation
- Performance Venue Capital
- Utility Capital Project Fund
- Supporting Information
- Graphs

Under each category, the Finance Director and Town Manager highlighted each category:

- General Fund
 - o All departments are summarized.
- General Government
 - o Mayor & Council
 - All items relatively flat except for office supplies.
 - Explained what the community outreach programs were, which is explained in last paragraph on page 8.
 - Advertising is more in-line with what was spent last year; the advertisement fees have gone up; explained what those advertisements were for (all meetings Council has that need advertising, such as public hearings, etc.), with these ads being legally required.
 - o Town Manager
 - Nothing out of the ordinary; trimming down on data processing; medical and dental higher due to Town Manager now using the family plan.
 - o Town Attorney
 - Council Member Cundiff questioned if the Town Attorney could be under the Town's health insurance if he paid for it himself. It was confirmed to Council that staff would look into this matter and bring back before Council during budget work session #2.
 - o Finance Department
 - Nothing out of the ordinary; budget kept tight this year.
 - o Board of Elections
 - Budgeting for Town election next year; Town has to cover 100% of the cost, which usually costs \$3,500.
- Public Safety
 - o Police Department
 - Workers compensation has gone up some, as well as motor fuel used; department not doing anything out of the ordinary; staff

explained why overtime is higher; staff confirmed State is still paying for some overtime through the Department of Motor Vehicle (DMV) mini-grants, with them being appropriated when received and Council seeing what they are at that time; the USDA cars are in this budget at a cost of \$42,149 (Town's share); staff confirmed that all cars are equipped now with laptop and cameras.

- Volunteer Fire Department
 - Basically mirrors budget on what they are spending; slight bump in motor vehicle expenses (repairs to the trucks); others are based on trends; Fire Chief is taking a different approach as he is beginning to trend down and budgeting accordingly to what he thinks he now needs, and if it gets to a point where he is running out of supplies, will come back before Council at that time.
- Public Works
 - Public Works Administration
 - Wage and fringe benefit costs falls in-line with trends; rolling out cell phones to include two more Public Works employees, giving a total now of four, giving them a \$35 monthly stipend.
 - Street Lighting
 - Wages are what is paid Town staff to work on the streetlights.
 - Appalachian Power Company (APCo) had slight increase in charges for streetlights; staff explained the process that is followed when a report is turned in on streetlight outages; Council requested that the Town Manager and Town Clerk contact the APCo to let them know that the Town is not satisfied in the turnaround time it takes to fix outages.
 - Parking & Traffic Control
 - The capital improvement project is still in there regarding way-finding signage, with the Town being able to use VDOT funds for this project; the contractual figures are going up with trends.
 - Street Maintenance
 - Only significant addition is the asphalt roller; contractual is bumped up for paving, with two paving projects this year, with staff explaining how this works, and also VDOT funds will be used to help off-set this.
 - Sidewalks, Curb & Gutters
 - Capital outlay shows Town and State share; Public Works will do the sidewalks but not the curb and guttering; staff confirmed curb and guttering will be done late summer; and if VDOT gives approval, sidewalks will be done late fall (VDOT is requiring more information).

- Street Cleaning
 - No changes.
- Refuse Collection
 - Increase due to fuel and workers compensation; staff confirmed that it will be a few more years before a trash truck is needed.
- Snow Removal
 - No real change, trending based on use; there was money left over in this year's budget and VDOT gave some reimbursement also.
- Building & Grounds
 - Municipal Building Maintenance
 - Reduction in contractual due to not doing security lock changes for the doors this coming year (should be finished with these changes); pretty much everything else will stay in; discussed what the cleaning company supplied that does the cleaning for the building, which is basically the cleaning supplies, other than paper products, which the Town supplies; Finance Director will find out how much a month is spent on paper supplies to the building.
 - Emergency Services Building Maintenance
 - Keeping up with trend; cleaning supplies more than doubled than last year.
 - Discussed if there was still water leakage at the building, with it being confirmed by Chief of Police and Fire Chief there is some problems with flashing, and also with the soffits; Council advised to get a quote from Lionberger Construction on fixing these problems.
 - Public Works Shop Maintenance
 - Reflects trending.
 - Cemetery Maintenance
 - No changes.
 - Parks & Playgrounds
 - Only substantial change is the capital project item for a proposed basketball court to be located on North Main Street; discussed instead to partner with the YMCA and having the pricing structure geared towards that if the participants grow past the number, they can come back before Council to discuss that; Town Manager to talk further with the YMCA regarding this matter; consensus of Council for the \$450,000 to be pulled but keep as a place order at this time until staff hears from the YMCA.
- Community Development
 - Planning & Zoning
 - Basically a 1% increase across the board; more cuts than increases; since Planner was brought on board, office supplies up slightly; printing down significantly; staff confirmed that the iPads are working out fine for the Planning Commission members.

- Economic & Community Development
 - Carbon copy from last year; Franklin County Parks & Recreation taking over a lot of the activities that Community Partnership for Revitalization (CPR) did; staff to give to Council by next budget work session how much of the funding now will be going to Franklin County Parks & Recreation for the events they hold in-town; contractual charges changed since the recession, and now looking at doing the requests Council has asked for; also currently paying engineering services, such as analysis for the Veterans' Memorial Park erosion and sediment control; regarding the BUD Commission, the Town pays for the mowing twice a month at their entrance signs they installed.
- Citizen's Square
 - Basically a 6% reduction.
- Community & Hospitality Center (Depot)
 - Basically a 9% increase, principally in use of small items; repairs and maintenance increased; staff replacing HVAC system gone bad at the Depot by taking the HVAC unit off the former Lynch building and using it instead; will salvage the old one.
- Passport Services Expenses
 - Continues to be a money maker; thinks their revenue is about \$11,000.
- Performance Venue
 - Council Member Cundiff stated that it bothers him that since there was \$20,000 left over at the end of the fiscal year, need to take it out if it is not being spent; staff indicated it has been cut in half, with Council Member Cundiff indicating that with the performance venue now in place, the focus will be not be on economic development but more so on the Performance Center.
- Economic Development Authority
 - This is a new item; has basic expenses, mostly legal and photocopying; Finance Director has come up with a budget for this new item; Deputy Clerk will be attending meetings and will receive a stipend in-line with what is received from being paid for attending similar meetings.
- Non-Departmental (General Fund)
 - General Fund Non-Departmental
 - Went over proposed contributions; this is the same as last year; at staff level, turned down requests that were not in Franklin County that did not assist County and Town citizens; Council Member Moyer questioned why Town was giving \$2,000 to Franklin County Library, with him asking that it be removed from the contribution list; Council Member Cundiff questioned why Helping Hands was

receiving \$3,000 with there being discussion how a lot of Town citizens are helped by them, and with that assistance, they are able to pay their Town utility bills; also discussed how STEP, Inc. has assisted the Town in the past.

- Mentioned that on page 70, this is where the reclassification for Town employees in the bottom grade is at, with Town Manager asking the Finance Director to put funds aside in the budget to bring them a slight increase in their pay grade, keeping in mind that the Finance & Human Services Committee will have to review this matter, then bring before Council; last year offset YMCA taxes, and this year, Council had indicated that they would not be doing that again this year as it was a one-time deal; debt service is non-negotiable; final payment on Wastewater Treatment Plant will be paid on January 1, 2014; moving \$75,000 from General Fund to Utility Capital Project fund to pay for street sweeper; \$24 million moving to music venue fund; briefly went over operation budget for music venue, which should be offset by \$87,000; sitting on \$50,000 contingency; have \$163,159 as a place holder for reserve for reimbursement to fund balance; explained the \$20,000 for contingency fund; \$50,000 is just a number used; explained not doing employee wellness program this year, with basically cutting \$2,200 as the Town's new health insurance will cover the wellness program.
- Utility Fund
 - Overview – Utility Fund
 - Page 74 outlines the expenses.
- Water Treatment
 - Water System Operations
 - Water Plant Superintendent confirmed that he is waiting on the parts to finish the electrical system, and when finished (which is hopefully real soon), will reduce costs; page 76 explains the work the Public Works Department does to maintain the water distribution, slight reduction as it is coded elsewhere for some of his staff; capital outlays – trending to spend \$36,000 and may do in this year's FYI; working with Water Plant Superintendent so next year's budget will have a water tank purchase in it, but as or right now, not sure what is needed.
 - Meter Reading
 - The Public Works Director confirmed that the meter reading truck has been ordered; otherwise, fairly flat budget.

- Water Treatment Plant
 - Utilities was real high this year, but budgeted \$10,000 less than last year; rest of items have small tweaks here and there – based on trend; on whole, a 0.38% increase without capital expense; Water Plant Superintendent explained SCATA system and how it works, also, being shared with Wastewater Treatment Plant, further explaining how this will work; staff explained to Council Member Cundiff the percentage increase in the wage adjustment being due to one of the Water Plant employees was out due to military assignment but now back to work.
- Sewage Treatment
 - Sewer Systems Operations
 - 21% increase in a fairly small budget; SCATA is in this also.
 - Wastewater Treatment Plant
 - Soon to be Town-owned; Wastewater Treatment Plant Superintendent got a big surprise on the increase of repairs and maintenance, so trying to make sure he has enough funds to cover future costs; Wastewater Treatment Plant Superintendent confirmed to Mayor that the plant is running at about 40% capacity now; small increase in lab, supplies, etc. due to testing that they have to go through, and should be in-line with those expenses; keeping the part-time help the same as last year; have to maintain lab to state standards; hopefully, the plant has moved to where it will help save the Town money, but right now, they were off budget expenses due to changing in the testing requirements for ecoli, and the way it is being set up now, will save about \$5,000 in supplies alone, but a headache to switch over to the new method and hope to have it on-line by July 1st.
- Non-Departmental (Utility Billing)
 - Utility Billing
 - Tracking utility billing; envelopes now being used versus the postcard style due to all the information now being provided to the utility customers.
 - Utility Fund Non-Departmental
 - Debt service principal going down due to significantly paying off the plant; debt service interest going down significantly also; \$50,000 in contingency – unbudgeted, but Council can allocate during the year as they see fit; contingency is reserved for reimbursement for fund balance; basically, \$445, 054 set aside for future expenses; regarding depreciation, have to show as it is due to being an auditing requirement.

- Capital Improvement Plan
 - o Capital Projects Fund
 - Page 92 shows what departments have asked for and also shows what is actually being proposed to be funded.

- Performance Venue Operation
 - o Performance Venue Revenues
 - Have a very short operation season; figures are good faith numbers; hopefully, this is the only year the Town will have to bring over funds and that it should fund itself in the future.

- Performance Venue Capital
 - o Performance Venue Capital Projects Revenues
 - Numbers previously given on revenue sheet and expenditure sheet.

- Utility Capital Projects Fund
 - o Utility Fund Capital Projects Fund Revenue
 - New fund this year; basically, \$276,600; went over what was being pulled out (\$100,000 for garbage truck in CIP) and adding \$75,000 from General Fund to purchase street sweeper for Public Works Department; explained other proposed expenditures (replacement of SCATA system, valve controllers, motor vehicles, street sweeper); holding off replacing water tanks at this time.

The Finance Director confirmed to Council that it was her thoughts that Council wanted this to be the Town's last year to sell decals, and that this would follow the same thing Franklin County was doing; also, the Town Attorney will be preparing an ordinance for Council approval regarding this matter.

The Mayor stated that the Town Manager and Finance Director will be supplying the details as requested by Council during this meeting and have them ready for Council for the second budget work session that is scheduled on Monday, April 15th, starting at 4:00 p.m. He further stated that the proposed budget is just a plan to consider a budget for the Town.

Council Member Cundiff reminded everyone that there will be a Public Utilities Committee meeting (Council Member Cundiff is Chair for this committee) on Wednesday, April 17th, starting at 4:00 p.m., further stating that he would appreciate any input from Council members regarding the proposed contract agreement for Western Virginia Water Authority.

The Mayor thanked the Town Manager and Finance Director for their input in preparing the proposed budget.

ADJOURNMENT

There being no further discussion, the Mayor entertained a motion to adjourn.

- At 5:50 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Love and carried unanimously.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

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**ROCKY MOUNT TOWN COUNCIL
FISCAL YEAR 2014
BUDGET WORK SESSION NO. 2
APRIL 15, 2013**

The April 15, 2013 Fiscal Year 2014 Budget Work Session No. 2 meeting of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 4:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

Vice Mayor Gregory B. Walker, Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Finance Director Linda Woody, Chief of Police David Cundiff, Public Works Director Cecil Mason, Wastewater Treatment Plant Superintendent Timothy Burton, Water Plant Superintendent Bob Deitrich, Fire Chief Charlie Robertson, Accounting Technician Amy Gordon, and Town Clerk Patricia H. Keatts.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

- Motion was made by Council Member Stockton to approve the agenda as presented, seconded by Council Member Love and carried unanimously.

FISCAL YEAR 2014 BUDGET WORK SESSION NO. 2

The Town Manager informed Council that the objective of this work session is to take any input given on this document by Council so staff can advertise it for a public hearing to be held May 6th, with Council considering approval during their regular Council meeting of May 13th.

The Town Manager informed Council that during Budget Work Session No. 1, Council had went through the entire budget, with them giving it some tweaks and input. Due to proposed changes, the Finance Director had given Council a memorandum at the beginning of this meeting that reflected those changes:

- Council's advertising (line 3800, page 9): The one big expenditure (\$1,295) during the current fiscal year (FY 2013) is for the re-codification of the zoning ordinance. This required a full page ad in *The Franklin News-Post*. This expense is not expected for FY 2014 (next year).
- The Town Attorney is not eligible for the Town's health and dental insurance because he is neither an employee nor elected.
- Regarding the janitor supplies line item for all accounts (all accounts can be found on page 115 behind the "expenses by line item" tab), there are no mis-classified expenses. Typical expenses are for paper towels, toilet tissue, hand soap, air fresheners, and trash can liners. Toilet and glass cleansers are also in the Emergency Services Building account. The Town Manager stated that for the supplies for the Municipal Building, the building receives a lot of public; therefore, the usage is higher.
- Also handed out to Council was the updated budget work sheets from work session #1 that reflect the changes:
 - o General Fund Balance Revenue, page 3, line 01.1500.4051 (last line on this page): eliminated the \$450,000 expected revenue from bond proceeds for the North Main Street basketball park. It was decided to continue discussions with the YMCA for youth participation in their facilities.
 - o General Fund Revenue, page 5, total revenues line item: amount decreased due to the elimination of the \$450,000 bond proceeds for the basketball park.
 - o General Fund Expenditures Summary, page 6: Parks (account 01.4308) and Non-departmental (account 01.9102) changed due to the elimination of the basketball park. Total expenditures also changed.
 - o Parks and Playgrounds Maintenance, page 47: eliminated the \$450,000 expenditure (line 7010; last line on the page) for the basketball park.
 - o General Fund Non-departmental, page 69: eliminated the \$1,000 contribution to the Franklin County Public Library and moved it to "Undesignated" for future requests from community organizations.
 - o General Fund Non-departmental, page 70: added a line (number 9959, last line) for a reserve of \$50,000 for the payment to the YMCA for youth participants if an agreement can be reached. This \$50,000 is deducted from the original \$163,159 reserve for reimbursement to fund balance (the next to last line item). This nets a reimbursement to fund balance of \$113,159.
 - o Agency Requests – Historical Contributions, page 140: eliminated the \$1,000 proposed contribution to the Library and re-allocated to "undesignated for unexpected requests".
 - o Agency Requests for FY 2014, page 141: eliminated the \$1,000 proposed contribution to the Library and re-allocated to "undesignated for unexpected requests".

Discussion ensued on the following:

- o Town employees proposed 2.5% cost of living raise was confirmed being in the budget. There was discussion regarding some Council members preferring employees receiving one set amount across the board instead of a COLA raise, with follow-up discussion that if this was done, would have to re-adjust the entire pay scale; some employee positions require a education and a degree for their

positions, and the current pay scale looks at the responsibility level within the organization; Town Manager and Finance Director has set aside in the budget \$30,000 to address the lower end paying positions in order to bring their level of pay up, with this being brought before the Finance & Human Services Committee to review if Council passes budget with this amount left in.

- Money set aside for Town employees Christmas bonus. Finance Director and Town Manager explained how this policy works (\$450 for the first five years, and \$50 for each five years thereafter). Discussed the history of this being done in the past and how it worked, with the Town Manager stating he wanted to give Council a budget that is reflective of the Town's policy, which has included Christmas bonuses. Consensus of Council to keep the bonuses in and to look at it again during their August regular meeting after the Finance & Human Services Committee looks at it first in order to make a recommendation to Council.
- May be looking at a different way to get water to Tank Hill area other than replacing the water tanks located there per a report received from the engineering firm of Thompson & Litton, which is basically readdressing the water pressure points; with the plan being of going over this with Council over the next ten to 12 months so Council can make a decision regarding the water tanks on Tank Hill.

Regarding Capital Improvement Projects (CIP), discussed:

- Scuffling Hill Road project: did not appear in FY 2014 budget due to it costing much more than the Public Works Director and Town Manager had calculated it would; therefore, waiting on Virginia Department of Transportation on whether or not they will be able to assist in the funding of this project as it now is going to cost approximately over a million dollars to fix. The Town Manager informed Council that they did pass a resolution to apply for the VDOT funding.
- Celeste Park: Finance Director informed Council that the funds proposed for this project were not in FY 2014 budget, but was funds just hanging out there for FY 2015. Discussed using boy scouts and Franklin County Jail trustees to help with the project. Was mentioned by Assistant Town Manager that if the Town uses volunteers, to be aware of liability concerns placed on the Town due to the nature of the work that will be done. Also discussed that this project may have to wait until funding becomes available by donations, and as of right now, donations have been far and few between. Also discussed carrying over the \$12,500 into somewhere else, leaving it as contingency money.
- Basketball Court on North Main Street: Town Manager has penciled in the budget \$50,000 in case any deal is made with the YMCA regarding letting those youths that would have used the proposed basketball court instead use the YMCA. The Town Manager confirmed that he is still in negotiations with the YMCA about this matter.
- Pigg River Dam Removal: still waiting to hear from the Army Corps of Engineers and State, and as of right now, the Town cannot do anything due to the endangered species act (in relation to the Log Perch in the Pigg River area being discussed for dam removal); therefore, the Federal government has this project at a standstill. The Superintendent of the Water Department did confirm that after every storm, his department checks to make sure the buoys and warning signs are in place at both the Blackwater River dam and Pigg River dam, and if not, they fix them right away.

- Multiple copies of newspapers: Consensus of Council that only one copy of *The Franklin News-Post* and *The Roanoke Times* be sent to the Rocky Mount Municipal Building, and not to other departments and other addresses. The Assistant Town Manager informed Council that the reason he needed one sent to him was for the purposes of clipping out and archiving news articles pertaining to the Town.

The Mayor stated that based on the discussion, the staff would put a hold on the bonuses until further discussion, and to put a hold on multiple copies of the newspapers being sent.

There being no further comments, the Mayor entertained a motion.

- Motion was made by Vice Mayor Walker to advertise the FY 2014 budget for a public hearing to be held on May 6, 2013 at 7:00 p.m., with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show the motion on the floor passed unanimously by those present.

ADJOURNMENT

There being no further discussion, the Mayor entertained a motion to adjourn.

- At 5:06 p.m., motion was made by Council Member Moyer to adjourn, seconded by Council Member Greer and carried unanimously.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

/phk

**ROCKY MOUNT TOWN COUNCIL
WORK SESSION
APRIL 17, 2013**

The April 17, 2013 Rocky Mount Work Session meeting of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 4:00 p.m. with Vice Mayor Gregory B. Walker presiding. The following members of Council were present:

Vice Mayor Gregory B. Walker, Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton

The meeting was called to order by Vice Mayor Walker.

Let the record show that Mayor Steven B. Angle was absent due to a prior appointment.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin and Assistant Town Manager/Community Development Director Matthew C. Hankins.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval. Council Member Cundiff requested that the agenda be amended to include paying off the funds borrowed to finance the Town's Ultra Violet Treatment Upgrade.

- Motion was made by Council Member Moyer to approve the amended agenda as presented, seconded by Council Member Cundiff and carried unanimously.

REVIEW OF PROPOSED DRAFT WESTERN VIRGINIA WATER AUTHORITY (WVWA) WATER AGREEMENT FOR AN INTERCONNECTION BETWEEN TOWN OF ROCKY MOUNT AND FRANKLIN COUNTY

Council reviewed the draft agreement with the WVWA and had ample discussion on the future of the Town's utility operations.

The consensus of Council was that the Town needed to continue to investigate alternative sources of water, including connection to the WVWA. Council directed staff to:

- Attempt a revision of the proposed agreement to include the potential sale of sewage treatment services in conjunction with the system extensions contemplated.
- Drill additional exploratory wells based on the recent success of the National Guard Armory.

Much of the discussion centered around the future of the Town's water system, and included the following:

- In the event that the Town enters into the agreement, then there is no expansion possible over time.
- If the Town passes on the agreement, then Franklin County will construct lines to serve the areas and again there is no expansion potential for the system.
- Given that each options limits the water systems potential growth, Council was eager to see if the expansion of sewage treatment services could be included.

Council Member Greer also asked that if the agreement was not entered into, could the Town connect to the WVWA line as an industrial customer. The Town Manager advised that Franklin County had a substantial investment in getting the line to Plateau Plaza and that they would either need significant compensation for another government to benefit from that expense or services traded (such as the proposed pass-through extensions). Council Member Greer asked for additional information and research.

Mr. Gary McCullum from Draper Aden Associates was present at the work session and Council sought his input regarding the proposed connection and the future of the Town's water system.

Council also had questions regarding how this agreement would factor in to the Town's new storage tank needs and with the potential removal of the two water tanks on "Tank Hill".

DISCUSSION REGARDING PAYING OFF THE FUNDS BORROWED TO FINANCE THE TOWN'S ULTRA VIOLET TREATMENT UPGRADE

Council took up the second agenda item as amended and recommended that the issue be placed on the May Council regular meeting agenda for further discussion.

ADJOURNMENT

There being no further discussion, the Mayor entertained a motion to adjourn.

- At 6:15 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Cundiff and carried unanimously.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

**ROCKY MOUNT TOWN COUNCIL
FISCAL YEAR 2014
PUBLIC HEARING
MAY 6, 2013**

The May 6, 2013 Rocky Mount Town Council Fiscal Year 2014 public hearing was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on May 6, 2014 at 7:00 p.m. with Mayor Steven C. Angle presiding.

On behalf of the Rocky Mount Town Council, the meeting was called to order by Mayor Angle, with the following members of Council being present:

Vice Mayor Gregory B. Walker and Council Members Jerry W. Greer, Sr., Bobby M. Cundiff, P. Ann Love, Robert L. Moyer and Billie W. Stockton

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Finance Director Linda Woody, Superintendent of the Wastewater Treatment Plant Timothy Burton, Superintendent of the Water Department Robert Deitrich, Chief of Police David Cundiff, Town Attorney John T. Boitnott, and Town Clerk Patricia H. Keatts. Let the record show that Public Works Director Cecil Mason was not present due to being on vacation.

APPROVAL OF AGENDA

Prior to the meeting, Council had received the agenda for review and consideration of approval.

Council Member Cundiff noted a correction in agenda to change the date for a consideration of a motion on any of the public hearing matters from June 10, 2013 to May 13, 2013. The Town Clerk so noted.

- Motion was made by Council Member Love to approve the agenda as corrected with motion on the floor being seconded by Council Member Cundiff and carried unanimously by those present.

PUBLIC HEARINGS

Let the record show the Mayor recessed the meeting to hold two public hearings.

- A. Public hearing amending the Fiscal Year 2012-2013 budget in connection to the use of the fund balance for the renovation of the Town of Rocky Mount's Performance Venue. *(Note: No consideration of motions needed until May 13, 2013 regular Council meeting.)*

Let the record show that no one had contacted the Town Clerk's office prior to the public hearing wishing to speak.

The Mayor opened the floor to anyone wishing to come forward at this time.

- Paul Swecker of 130 Woodland Drive, Rocky Mount, Virginia came forward stating that before Council considers spending any money on a music thing, they need first to prioritize, with them needing to consider first Scuffling Hill Road needing curbing and guttering; and also to fix the pipe problems the Town has. He further stated that he is not against the music thing, but it should not take priority over these other two items he mentioned.
- Barry Smith of 55 Brookshire Drive, Rocky Mount, Virginia came forward stating that since he works, he hasn't had the opportunity to know everything about the venue, and wondered if Council could enlighten him about it. The Mayor stated that the Assistant Town Manager would meet with him right after the meeting and would be more than glad to give him all the information that he wants.

- B. Public hearing on the proposed Fiscal Year 2014 budget and capital projects. *(Note: No consideration of motions needed until May 13, 2013 regular Council meeting.)*

Let the record show that no one had contacted the Town Clerk's office prior to the public hearing wishing to speak.

The Mayor opened the floor to anyone wishing to come forward at this time.

Let the record show that although Paul Swecker had signed up to speak under this portion of the meeting, he only spoke under Item A.

Let the record further show that no one else came forward to speak at this time.

There being no further discussion under Item A or Item B, the Mayor reconvened the meeting back into regular session.

The Mayor informed the public that no motions could be taken on either of the public hearings for seven days, and that any motions considered would be taken during the regular Council meeting scheduled for May 13, 2013.

ADJOURNMENT

At 7:11 p.m., motion was made by Vice Mayor Walker to adjourn, seconded by Council Member and carried unanimously.

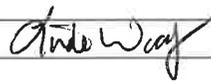
Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

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MONTHLY STAFF REPORT

DATE:	May 3, 2013, 2013
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director 
DEPARTMENT:	Finance Department
MONTH:	May

This report contains the following monthly information for April 2013 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

Project expenses for the Performance Venue

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

Water Accountability Percent chart

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department – not available at this time:

991 walk-in transactions

1334 drive-thru transactions

790 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING APRIL 2013**

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

Contractor:

Smoot Construction, home in Rocky Mount Highlands

System Contractors, job at National Guard Armory

Repair/Personal Service:

The Tortoiseshell Tabby LLC, 373 Franklin Street, consignment shop

TOWN OF ROCKY MOUNT
Investment Portfolio
at March 31, 2013

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
Fixed Income / Bonds:									
FHLB	5/24/2013	5/24/2017	255,000	100.166	255,423.30	1.19%	1.20%	3134G3UZ1	3,060.00
FNMA	12/26/2013	12/26/2017	500,000	99.915	499,575.00	1.00%	1.00%	3135G0SJ3	5,000.00
FNMA	10 days	4/29/2015	500,000	100.148	500,740.00	1.99%	2.00%	3136FRGH0	10,000.00
FNMA	9/27/2013	9/27/2017	255,000	100.268	255,683.40	0.69%	0.70%	313G0E64	1,785.00
FNMA	5/30/2013	5/30/2017	255,000	100.149	255,379.95	1.19%	1.20%	3136GOJB8	3,060.00
Bond Totals			1,765,000		1,766,801.65	1.21%	avg. return		22,905.00
Certificates of Deposits:									
Ally Bank Midvale UT		12/23/2013	245,000	100.436	246,068.20	1.09%	1.10%	02005QYE7	2,695.00
Am Express Centurion		11/17/2015	225,000	102.257	230,078.25	1.71%	1.75%	02587DGX0	3,937.50
BMW Salt Lake UT		5/13/2013	225,000	100.098	225,220.50	0.99%	1.00%	05568PZR1	2,250.00
Bank Hampton Rds. VA		9/27/2017	245,000	101.078	247,641.10	0.98%	1.00%	062492BH5	2,450.00
CIT BK Salt Lake UT		10/13/2016	190,000	100.059	190,112.10	1.99%	2.00%	17284AZY7	3,800.00
Com Bk Harrogate TN		8/25/2016	245,000	100.178	245,436.10	0.99%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingham AL		12/29/2014	230,000	100.516	231,186.80	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood		9/15/2014	245,000	100.895	247,192.75	1.28%	1.30%	254670W40	3,185.00
Essa BK Stroudsburg PA		11/30/2016	245,000	100.210	245,514.50	0.99%	1.00%	29667RGE7	2,450.00
F & M Chambersburg		2/8/2016	245,000	100.131	245,320.95	0.99%	1.00%	308693AY6	2,450.00
Flushing Savings NY		7/27/2016	248,000	101.062	250,633.76	0.98%	1.00%	344030ES6	2,480.00
GE Bk Draper Utah		9/30/2014	245,000	100.962	247,356.90	1.38%	1.40%	36159C3F1	3,430.00
GE Cap Fin'l Retail		12/29/2016	245,000	103.092	252,575.40	2.03%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC		11/3/2014	245,000	101.147	247,810.15	1.48%	1.50%	38143AAP0	3,675.00
Natl Rep Chicago CTF		1/25/2016	245,000	102.228	250,458.60	0.97%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY		2/9/2015	245,000	101.010	247,474.50	0.74%	0.74%	786580YW4	1,837.50
Security Bk Aiken SC		7/27/2016	245,000	100.111	245,271.95	1.24%	1.24%	81423LAV4	3,062.50
Sovereign Bk Willington DE		9/26/2020	245,000	100.326	245,798.70	0.74%	0.75%	84603M2V7	1,837.50
State Bk India Chicago IL		7/25/2017	230,000	101.613	233,709.90	1.52%	1.55%	856283TLO	3,565.00
CD Totals			4,533,000		4,574,861.11	1.21%	avg. return		55,450.00
Total Investments			6,298,000		6,341,662.76	1.21%	avg. return		78,355.00
			LGIP	Effective					
			Month	Balance	Yield				
			Mar-12	749,548.69	0.17%				
			Apr-12	770,493.56	0.17%				
			May-12	791,584.69	0.17%				
			Jun-12	1,133,569.65	0.16%				
			Jul-12	1,180,074.35	0.17%				
			Aug-12	951,766.24	0.19%				
			Sep-12	1,419,073.79	0.19%				
			Oct-12	1,142,816.07	0.20%				
			Nov-12	1,178,741.89	0.19%				
			Dec-12	1,044,873.62	0.18%				
			Jan-13	712,455.65	0.15%				
			Feb-13	729,928.66	0.15%				
			Mar-13	1,080,214.00	0.15%				

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF APRIL 30, 2013**

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	27,307	17,408	564,040	545,248	569,689	99.01%
Public Service Tax	-	-	12,761	26,748	25,822	49.42%
Personal Property Tax	3,053	5,781	153,101	141,953	137,603	111.26%
Machinery & Tools Tax	329	12,374	99,844	104,752	92,733	107.67%
Penalties on Tax	997	3,528	4,636	6,591	2,730	169.82%
Interest on Tax	108	40	2,682	2,087	500	536.36%
Local Sales Tax	12,428	13,086	113,209	105,660	164,637	68.76%
Meals Tax	109,083	102,709	871,240	854,522	1,079,759	80.69%
Utility Tax	27,635	26,100	244,441	243,461	332,100	73.60%
Communications Tax	16,593	16,578	135,183	128,241	180,668	74.82%
Decals	23,463	22,660	78,810	76,944	87,310	90.26%
Bank Stock Tax	-	-	-	-	203,877	0.00%
Penalty-Meals Tax	10	290	2,466	3,017	1,200	205.54%
Interest-Meals Tax	66	21	796	1,474	650	122.43%
Lodging Tax	6,596	8,532	61,211	64,559	84,596	72.36%
Cigarette Tax	8,842	8,850	81,254	100,696	140,000	58.04%
BPOL-Retail	4,596	-	11,017	147,362	257,550	4.28%
BPOL-Professional	3,504	9,457	12,816	21,022	139,380	9.19%
BPOL-Contractor	158	1,574	5,569	4,211	11,000	50.63%
BPOL-Repairs/Services	2,115	663	4,919	3,915	110,120	4.47%
BPOL-Alcoholic Beverages	-	-	-	-	500	0.00%
BPOL-Penalty/Interest	-	-	1,079	6,820	1,000	107.93%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	3,014	-	14,422	6,121	6,400	225.34%
BPOL-Miscellaneous	50	50	853	553	1,800	47.39%
Solicitor Permits	-	-	-	20	-	0.00%
Farmer's Market Fees	(140)	425	2,075	2,210	2,600	79.81%
Welcome Center Fees	390	85	3,135	3,020	5,500	57.00%
Music Venue Fees	-	-	-	-	10,000	0.00%
Planning/Zoning Fees	990	380	5,325	8,826	9,500	56.05%
Court Fines	5,559	3,395	42,313	18,779	22,160	190.94%
Parking Fines	-	-	380	205	250	152.00%
Interest Earnings	3,500	6,109	54,928	45,909	96,818	56.73%
Return Check Fees	100	-	680	560	640	106.25%
Rental of Property	-	-	420	420	420	100.00%
Sale of Materials	-	-	-	389	-	0.00%
Sale of Property	-	-	660	-	-	0.00%
Bond Proceeds	-	-	-	-	275,000	0.00%
Mortgage Payment Received	512	-	2,561	-	-	0.00%
Grave Preparation	-	-	1,250	1,550	2,300	54.35%
Security Services	-	570	8,550	3,210	3,400	251.47%
Passport Service Fees	1,766	613	13,244	6,799	8,046	164.60%
Police Reports	84	118	1,002	1,386	1,300	77.08%
Fingerprint Service Fees	-	-	300	-	-	0.00%
Garbage Collection Fees	9,389	7,441	81,729	58,807	88,170	92.69%
Truck Rental Program	10	40	70	220	230	30.43%
Miscellaneous Services	212	281	3,380	2,484	250	1352.02%
Donations	-	780	68	1,120	-	0.00%
Merchandise Sales	-	-	424	-	-	0.00%
Miscellaneous	-	-	11,433	18,542	500	2286.65%
Curb & Gutter Recoveries	-	-	600	-	-	0.00%
Recoveries	959	-	3,839	-	1,500	255.93%
Unrealized Gain on Investments	-	-	16,383	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	417,449	0.00%
Total Local Revenues	273,274	269,937	2,731,097	2,770,414	4,577,857	59.66%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF APRIL 30, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND - State Revenues:						
ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	-	-	3,626	3,144	3,000	120.88%
Litter Tax	-	-	2,964	2,054	1,746	169.76%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	12,635	-	10,000	126.35%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV / 402 Grant	-	-	-	-	-	0.00%
VDOT Grant	-	-	-	-	114,637	0.00%
Local Law Enforcement	-	-	4,272	-	-	0.00%
DMV Mini Grants	-	-	20,491	19,110	-	0.00%
Street Maintenance	-	-	910,355	893,333	1,191,111	76.43%
VML Safety Grant	-	-	3,000	-	3,000	0.00%
Volunteer Fire Dept.	-	7,413	22,500	22,500	30,000	75.00%
Law Enforcement-599 Funds	-	-	81,345	81,345	108,460	75.00%
FEMA Grant	-	-	-	-	-	0.00%
Emergency Management	-	-	2,511	-	-	0.00%
Police Grants	-	4,146	-	4,146	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Dept. of Conservation & Recreation	-	-	10,541	-	-	0.00%
USDA Grant	-	-	-	-	25,000	0.00%
Other Categorical Aid-Schools	-	-	29,632	-	29,632	100.00%
Total State Revenues	-	11,559	1,157,733	1,079,493	1,570,447	73.72%
TOTAL GENERAL FUND REVENUES	273,274	281,495	3,888,831	3,849,907	6,148,304	63.25%
UTILITY FUND REVENUES:						
Water Sales	79,586	85,963	852,559	681,034	1,039,832	81.99%
gallons billed	18,348,340	20,271,399	205,431,425	201,505,734		
Water Connections (Lilly's Leisure fy 13)	6,000	-	110,406	15,300	105,525	104.63%
Reconnect Fees	795	235	4,430	2,540	2,400	184.58%
Penalties	1,923	3,033	16,532	18,199	22,000	75.15%
Bulk Water Purchases	175	116	2,550	1,546	2,300	110.89%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	50,138	56,610	543,531	430,123	642,781	84.56%
gallons billed	13,757,070	14,790,259	152,916,235	148,257,897		
Sewer Connections (Lilly's Leisure fy 13)	1,000	-	90,000	12,805	88,500	101.69%
Cell Tower Rent	7,664	3,912	43,951	31,294	45,823	95.91%
VML Safety Grant	-	-	1,000	4,000	-	0.00%
Bond Proceeds	-	-	234,147	71,797	-	0.00%
Meals Tax Transfer	-	-	514,278	394,278	514,278	100.00%
Recoveries(FCHS & County manhole fy 13)	1,462	-	26,348	496	18,000	146.38%
Transfer from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	734,500	0.00%
TOTAL UTILITY FUND REVENUES	148,743	149,868	2,439,732	1,663,411	3,215,939	75.86%

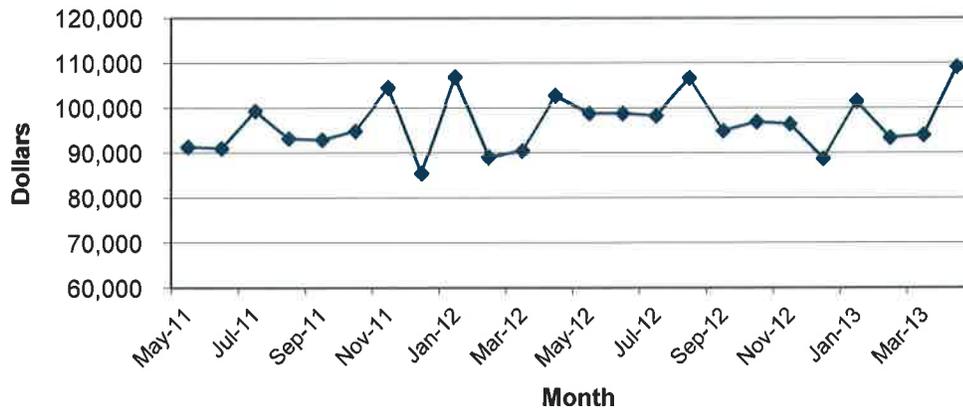
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF APRIL 30, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
CAPITAL PROJECTS REVENUES:						
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	-	0.00%
Bonds / Loans	-	-	-	35,754	-	0.00%
Uptown Loan Repayments	280	225	4,072	1,733	-	0.00%
Recoveries (Norfolk Western fy 12)	-	-	-	144,900	-	0.00%
Appropriated Fund Balance	-	100,000	-	100,000	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	280	100,225	4,072	282,387	-	0.00%
UTILITY CAPITAL RECOVERY REVENUES:						
Water Capital Recovery Fees	2,670	-	8,010	-	-	0.00%
Sewer Capital Recovery Fees	5,385	-	16,155	-	-	0.00%
Transfer from General Fund (Perf Ven fy 12)	-	-	100,000	-	-	0.00%
TOTAL UTILITY CAPITAL RECOVERY REVENUES	8,055	-	124,165	-	-	0.00%
10 months of the 12 months of the fiscal year						83.33%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
May-11	91,368
Jun-11	91,062
Jul-11	99,354
Aug-11	93,225
Sep-11	92,951
Oct-11	94,896
Nov-11	104,455
Dec-11	85,579
Jan-12	106,760
Feb-12	89,118
Mar-12	90,554
Apr-12	102,709
May-12	98,822
Jun-12	98,811
Jul-12	98,258
Aug-12	106,556
Sep-12	94,971
Oct-12	96,938
Nov-12	96,452
Dec-12	88,770
Jan-13	101,446
Feb-13	93,419
Mar-13	93,992
Apr-13	109,083

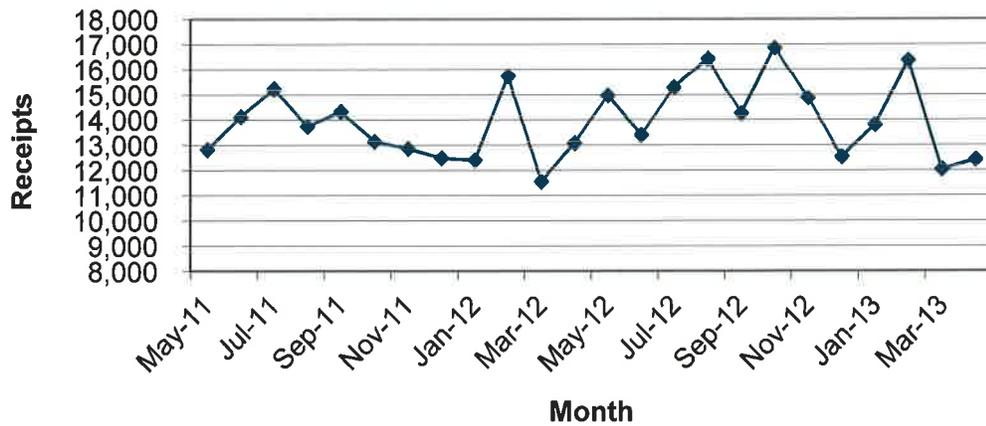
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

May-11	12,835
Jun-11	14,118
Jul-11	15,223
Aug-11	13,747
Sep-11	14,327
Oct-11	13,146
Nov-11	12,878
Dec-11	12,496
Jan-12	12,419
Feb-12	15,736
Mar-12	11,573
Apr-12	13,086
May-12	14,974
Jun-12	13,404
Jul-12	15,307
Aug-12	16,412
Sep-12	14,269
Oct-12	16,860
Nov-12	14,877
Dec-12	12,543
Jan-13	13,810
Feb-13	16,378
Mar-13	12,044
Apr-13	12,428

Local Sales Tax



**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF APRIL 30, 2013**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	7,077	8,449	75,291	83,457	81,694	92.16%
Town Manager	15,104	14,519	160,622	145,852	193,327	83.08%
Town Attorney	-	3,648	24,054	41,946	45,053	53.39%
Finance Department	18,588	17,693	260,464	257,508	329,941	78.94%
Electorial Board	-	-	-	-	-	0.00%
Police Department	118,404	115,108	1,364,749	1,331,498	1,711,746	79.73%
Volunteer Fire Dept.	29,188	18,411	110,027	107,771	104,656	105.13%
Public Works Admin.	1,448	1,592	13,192	13,070	18,915	69.74%
Street Lights	7,945	7,484	86,080	71,848	93,150	92.41%
Traffic Control & Parking	833	904	54,891	251,443	59,554	92.17%
Streets	27,660	37,781	826,861	638,660	833,613	99.19%
Sidewalks & Curbs	2,837	4,622	5,188	8,589	17,024	30.47%
Grassy Hill Guardrails	-	-	-	-	61,624	0.00%
40 East Sidewalks/Crosswalks	-	-	14,953	-	167,650	8.92%
Street Cleaning	1,993	981	13,624	18,973	16,534	82.40%
Refuse Collection	7,964	10,744	124,512	125,148	150,582	82.69%
Snow Removal	3,345	-	13,598	5,481	24,914	54.58%
Municipal Building	6,468	4,410	65,715	45,181	62,700	104.81%
Emergency Services Bldg.	4,459	9,185	59,238	48,270	56,020	105.74%
Public Works Building	1,304	4,253	37,431	6,220	16,850	222.14%
Cemetery	763	2,159	11,827	15,705	15,734	75.17%
Playgrounds	733	791	26,967	16,766	28,994	93.01%
Veterans Memorial Park erosion	7,356	2,558	53,705	2,558	97,000	55.37%
Pigg River Heritage Trail	-	-	-	22,223	-	0.00%
Pigg River Dam Safety	-	-	895	573	30,000	2.98%
Planning & Zoning	8,290	9,337	94,981	83,622	121,927	77.90%
Community Development	9,116	14,230	146,086	147,853	185,351	78.82%
Citizen's Square	788	1,063	9,626	19,595	14,400	66.85%
Hospitality Center	767	7,036	19,925	16,084	31,703	62.85%
Passport Services Expenses	355	110	2,150	1,123	1,800	119.44%
Performing Arts Venue	9,294	135	111,184	1,776	282,940	39.30%
Economic Development Authority	-	-	2,744	-	-	0.00%
Remediation of Blighted Structures	-	1,722	63	11,005	20,000	0.32%
Non-Departmental:						
Wages & Fringes	2,249	901	26,592	45,338	44,000	60.44%
Employee Wellness Program	-	-	320	3,555	4,000	8.00%
Employee Drug Testing	199	-	682	596	1,055	64.63%
Letter of Credit Reimbursement (Landmark)	-	-	-	250,000	-	0.00%
Insurance	-	-	65,093	58,832	65,891	98.79%
Contributions to Others	18,809	-	51,309	22,500	52,756	97.26%
Debt Service-Principal	-	-	189,300	189,300	189,300	100.00%
Debt Service-Interest	-	-	112,968	126,381	112,968	100.00%
Transfer to Utility Fund	-	-	514,278	394,278	514,278	100.00%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	20,211	0.00%
TOTAL GENERAL FUND EXPENDITURES	313,338	299,825	4,751,183	4,630,573	5,879,855	80.80%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF APRIL 30, 2013**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
WATER & SEWER FUND:						
Water System Operation	21,718	8,611	142,320	130,733	201,112	70.77%
Meter Reading	4,476	1,973	30,576	23,168	67,137	45.54%
Water Plant	78,896	32,248	503,784	382,114	631,716	79.75%
FCHS Ramsey Hall Sewer Extension	-	-	-	-	18,000	0.00%
Trinity Packaging Water Line Relocation	-	-	1,853	-	-	0.00%
Lilly's Leisure Utility Extension	-	-	10,697	-	-	0.00%
Dent Street Water Line	-	-	24,199	-	-	0.00%
Lynch Farm Water Line	-	-	-	3,747	-	0.00%
Knollwood Dr Sewer Line	-	-	-	13,201	-	0.00%
Diamond Ave. Water Line Relocation	-	-	-	12,626	-	0.00%
Wastewater System Operation	13,708	5,736	100,229	125,703	115,764	86.58%
Wastewater Treatment Plant	30,827	35,144	350,240	274,800	386,283	90.67%
Utility Billing & Administration	8,735	9,715	114,304	99,890	145,704	78.45%
Non-Departmental:						
Wages & Fringes	-	-	-	8,881	-	0.00%
Insurance	-	-	21,698	19,611	21,965	98.78%
Debt Service-Principal	86,350	82,997	462,813	423,758	712,363	64.97%
Debt Service-Interest	41,961	45,315	117,275	124,086	181,395	64.65%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	734,500	0.00%
TOTAL WATER & SEWER FUND EXPENSES	286,672	221,737	1,879,986	1,642,317	3,215,939	58.46%
CAPITAL IMPROVEMENTS FUND:						
Uptown Redevelopment Project	-	97	129,205	533,619	-	0.00%
Music Venue	-	-	-	248,922	-	0.00%
Industrial Park - Site Improvements	-	1,910	-	2,321	-	0.00%
Transfer to Utility Capital Fund	-	-	100,000	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	-	2,007	229,205	784,862	-	0.00%
10 months of the 12 month fiscal year						83.33%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2013

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	30,211	43,013
COMMITTED:		
WTP electric upgrade (11-13-12)		(43,013)
Stepping Stone land purchase (11-13-12)	(10,000)	
AVAILABLE CONTINGENCY FUND BALANCE	<u>20,211</u>	<u>-</u>
Available / (overexpended)		

TOWN OF ROCKY MOUNT
PERFORMANCE VENUE (01.8108)
PROJECT TO DATE EXPENSES
(EXCLUDING BUILDING PURCHASE)

	This Month	Project to Date
Design	1,834.60	121,009.59
Advertising	250.08	2,985.60
Miscellaneous	5,322.60	7,064.85
Utilities	54.05	954.09
Totals	<u>7,461.33</u>	<u>132,014.13</u>

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF APRIL 2013

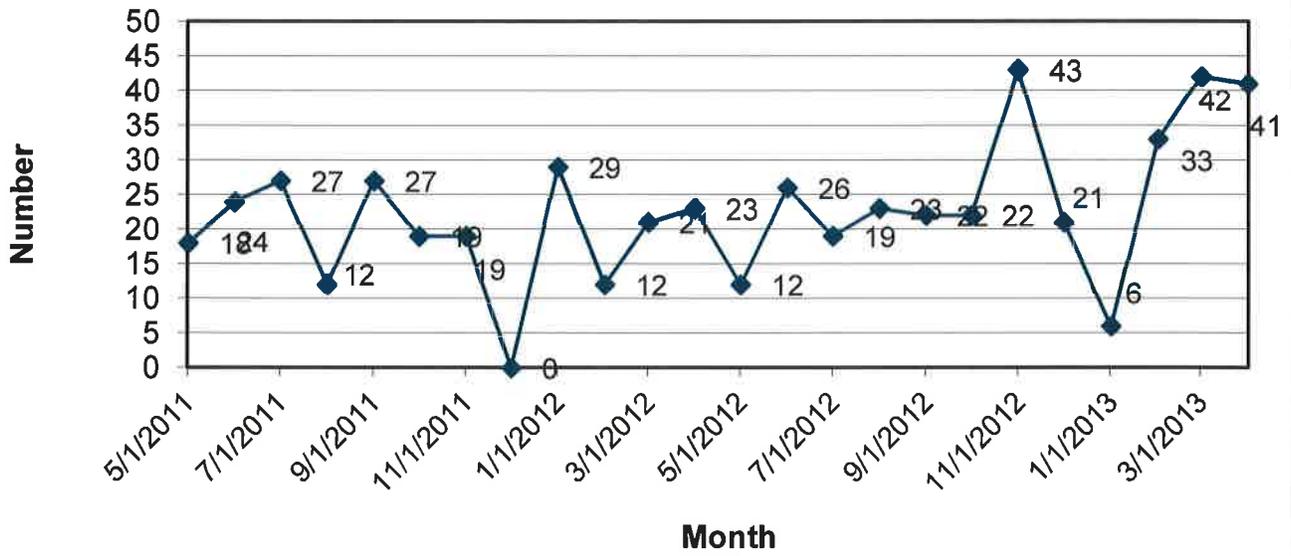
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,743	6,589,000	\$ 32,570	61%	36%	33%
COMMERCIAL	338	4,924,960	\$ 20,861	12%	27%	21%
INDUSTRIAL	49	3,210,371	\$ 11,208	2%	17%	12%
TOTAL	<u>2,130</u>	<u>14,724,331</u>	<u>\$ 64,639</u>	<u>75%</u>	<u>80%</u>	<u>66%</u>
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	658	2,287,269	\$ 22,718	23%	12%	23%
COMMERCIAL	63	1,306,940	\$ 9,774	2%	7%	10%
INDUSTRIAL	2	29,800	\$ 207	0%	0%	0%
TOTAL	<u>723</u>	<u>3,624,009</u>	<u>\$ 32,699</u>	<u>25%</u>	<u>20%</u>	<u>34%</u>
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,401	8,876,269	\$ 55,288	84%	48%	57%
COMMERCIAL	401	6,231,900	\$ 30,635	14%	34%	31%
INDUSTRIAL	51	3,240,171	\$ 11,414	2%	18%	12%
TOTAL	<u>2,853</u>	<u>18,348,340</u>	<u>\$ 97,337</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 2013

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-12	32%	30%	26%	21%	22%	15%	80%	66%	12%	22%	8%	12%	0%	0%	20%	34%
Aug-12	34%	32%	31%	25%	19%	14%	84%	71%	13%	23%	3%	5%	0%	0%	16%	29%
Sep-12	33%	30%	27%	23%	23%	17%	83%	70%	12%	21%	5%	8%	0%	0%	17%	30%
Oct-12	32%	30%	28%	23%	23%	16%	82%	69%	12%	22%	6%	9%	0%	0%	18%	31%
Nov-12	33%	31%	30%	24%	19%	14%	83%	69%	11%	22%	6%	9%	0%	0%	17%	31%
Dec-12	35%	32%	26%	22%	20%	14%	81%	68%	12%	22%	7%	10%	0%	0%	19%	32%
Jan-13	38%	31%	24%	19%	18%	11%	80%	61%	13%	30%	7%	9%	0%	0%	20%	39%
Feb-13	42%	33%	23%	20%	18%	13%	82%	67%	11%	23%	6%	10%	0%	0%	18%	33%
Mar-13	39%	37%	21%	18%	19%	12%	80%	67%	14%	24%	6%	8%	0%	0%	20%	33%
Apr-13	36%	33%	27%	21%	17%	12%	80%	66%	12%	23%	7%	10%	0%	0%	20%	34%
May-13																
Jun-13																
Average	35%	32%	26%	22%	20%	14%	82%	67%	12%	23%	6%	9%	0%	0%	19%	33%

***NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, commercial, and industrial customers for FY 2013 (year ended 6/30/13).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
March-13

Water Plant Finished Water Pumped		<u>23,330,000</u>
Water Consumption Billed	18,348,340	
Meters Read and Not Billed	1,014,390	
Water Obtained from Water Plant (to bill)	7,300	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	52,300	
Water Loss at Pigg River Bridge	335,000	
Flow Meter Checks at Hydrants	-	
Filling Water Tanks	-	
Grand Total of Water Metered / Consumed / Tracked		<u>19,757,330</u>
Percent Finished Water Accounted		84.69%

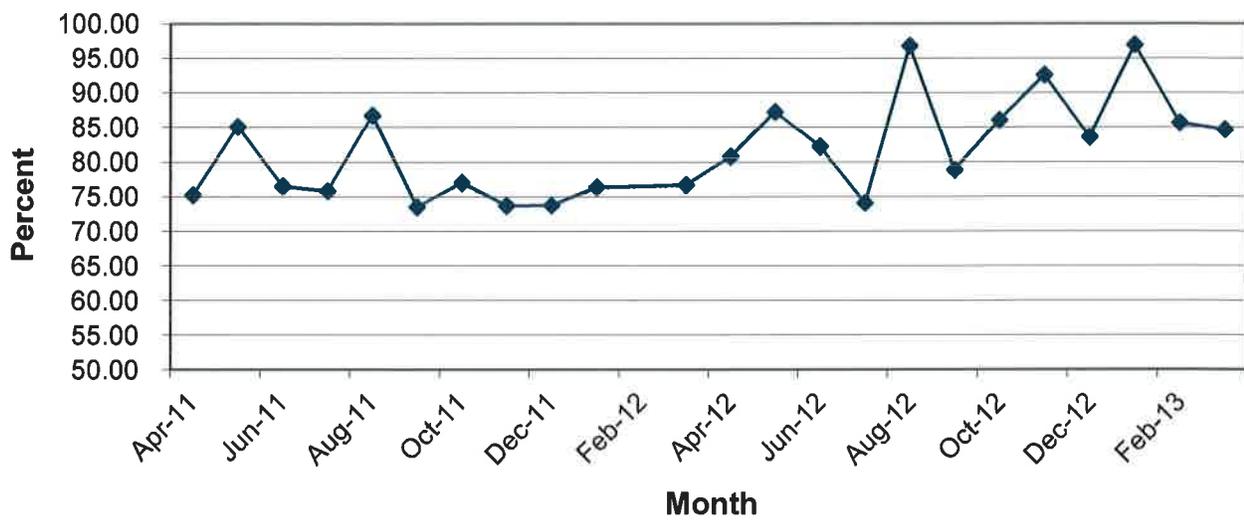
Meters Read and Not Billed			
001-0122-10-01	Mary Bethune Park		-
001-0188-00-01	Impound Lot		-
002-0317-20-01	Public Works Bldg-old bldg	50	
002-0317-30-01	Public Works Bldg-new bldg	1,000	
004-1067-00-01	Veteran's Memorial Park		-
005-1300-00-01	Mary Elizabeth Park		-
005-1343-00-04	Music Venue		-
005-1384-00-01	Farmer's Market	100	
005-1457-00-01	Municipal Bldg.	3,000	
006-1710-00-01	Welcome Center / Depot	240	
009-2523-50-01	Emergency Services Bldg.	8,000	
011-0050-90-01	Rt 122 Pump Station		-
041-0034-00-01	WasteWater Treatment Plant	318,000	
	Water Plant Process	684,000	
TOTAL Meters Not Billed			<u>1,014,390</u>

Water Line Repairs by Public Works during the month:
8" line on South Main

Sewer Line Repairs by Public Works during the month:
none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2013						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-12	29,140,000	21,591,817	74.10%	7,548,183		
Aug-12	26,700,000	25,852,680	96.83%	847,320		
Sep-12	26,160,000	20,632,411	78.87%	5,527,589	83.26%	4,641,031
Oct-12	25,420,000	21,879,942	86.07%	3,540,058		
Nov-12	22,620,000	20,956,210	92.64%	1,663,790		
Dec-12	22,060,000	18,441,861	83.60%	3,618,139	87.44%	2,940,662
Jan-13	23,170,000	22,474,821	97.00%	695,179		
Feb-13	22,390,000	19,187,070	85.69%	3,202,930		
Mar-13	23,330,000	19,757,330	84.69%	3,572,670	89.13%	2,490,260
Apr-13				-		
May-13				-		
Jun-13				-	0.00%	-
AVG.	24,554,444	21,197,127	86.61%	3,357,318	86.61%	3,357,318
TOTAL	220,990,000	190,774,142		30,215,858		
Monthly Avg. Percent Unaccounted =			13.39%			
Monthly Avg. Percent Accounted =			86.61%			
7 out of 9 months this fiscal year > 80% accountability						

Water Accountability %



**TOWN OF ROCKY MOUNT
UTILITY PROFILE
FISCAL YEAR 2013**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Account ed	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-12	337.90	30,150,000	48.63%	29,140,000	47.00%	21,591,817	74.10%	2,857	17,360,000	28.00%	14,815,887	85.34%
Aug-12	322.40	27,700,000	44.68%	26,700,000	43.06%	25,852,680	96.83%	2,851	17,236,000	27.80%	17,583,140	102.01%
Sep-12	315.00	25,070,000	41.78%	26,160,000	43.60%	20,632,411	78.87%	2,858	16,260,000	27.10%	14,816,801	91.12%
Oct-12	334.80	27,420,000	44.23%	25,420,000	41.00%	21,879,942	86.07%	2,860	16,926,000	27.30%	15,879,589	93.82%
Nov-12	315.00	23,930,000	39.88%	22,620,000	37.70%	20,956,210	92.64%	2,848	15,690,000	26.15%	15,065,590	96.02%
Dec-12	313.10	23,380,000	37.71%	22,060,000	35.58%	18,441,861	83.60%	2,852	17,546,000	28.30%	13,028,561	74.25%
Jan-13	322.40	24,850,000	40.08%	23,170,000	37.37%	22,474,821	97.00%	2,857	29,760,000	48.00%	16,773,770	56.36%
Feb-13	280.00	24,450,000	43.66%	22,390,000	39.98%	19,187,070	85.69%	2,846	19,516,000	34.85%	15,685,470	80.37%
Mar-13	322.40	24,470,000	39.47%	23,330,000	37.63%	19,757,330	84.69%	2,853	24,521,000	39.55%	13,757,070	56.10%
Apr-13	321.00	24,550,000	40.92%	23,890,000	39.82%				24,780,000	41.30%		
May-13			0.00%		0.00%					0.00%		
Jun-13			0.00%		0.00%					0.00%		
AVG.	318.40	25,597,000	42.10%	24,488,000	40.27%	21,197,127	86.61%	2,854	19,959,500	32.84%	15,267,320	81.71%

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

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

MONTHLY STAFF REPORT

DATE:	May 1, 2013
TO:	Rocky Mount Town Council
FROM:	Charles Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	March 2013

- The Rocky Mount Fire Department answered a total of 44 calls for the month of March 2013. Ten calls were in the Town of Rocky Mount and 34 calls were answered in the County.
- There were a total of 333 man hours accumulated on all calls for the month.
- There were a total of 977 miles traveled on all fire vehicles for the month, with 189.9 gallons of diesel fuel used, and a total of 80.2 gallons of gasoline use.
- Description of calls were as follows:
 - o 6 structure fires
 - o 8 woods and grass fires
 - o 24 motor vehicle accidents
 - o 2 smoke and odor removal
 - o 1 control burn
 - o 3 false alarms
- For the quart ending March, the Fire Department answered a total of 103 calls.
- There were a total of 84 man hours accumulated in March for extra training; an I.F.S.A. course on light weight construction and tactical ventilation was part of this training.
- The annual Fire Department banquet was held in March with several awards given to individual firemen:
 - o "Firemen of the Year" was awarded to Butch Wilcox and Theodore Hodges
 - o "Entry Men of the Year" went to Jeff Rakes and Jody Whitt
 - o "Truck Operator of the Year" went to Butch Wilcox
 - o "Best Fire Department Attitude" went to Theodore Hodges
 - o Fireman Burton "Spike" Pugh was given a special award from Delegate Charles Poindexter for his 64 years of service to the citizens of Rocky Mount and Franklin County.

MONTHLY STAFF REPORT

DATE:	May 1, 2013
TO:	Rocky Mount Town Council
FROM:	Chief David R. Cundiff
DEPARTMENT:	Police
MONTH:	April 2013

Rocky Mount Police Department would like to congratulate Joshua Harris on his promotion from Investigator to Sergeant of Investigations!

See attached monthly report for additional information.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: APRIL 2013

	FEB	MARCH	APRIL
TRAFFIC ARRESTS	64	114	101
TRAFFIC STOPS	-	165	186
CRIMINAL ARRESTS "MISDEMEANOR"	55	51	46
CRIMINAL ARRESTS "FELONY"	17	9	7
BOLO'S (Be On Look Out)	-	66	64
TRAINING HOURS: *Currently have 3 attending academy" for Training.	-	666.5	666.5
FOLLOW-UP'S	-	91	67
JUVENILE REFERRALS P-UPS, ETC.	5	0	0
ALARM RESPONSES	39	41	38
ACCIDENTS INVESTIGATED	17	27	27
INCIDENTS ADDRESSED	1398	1835	1655
INCIDENTS, OFFENSES REPORTABLE	54	64	76
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	383	427	587
SCHOOL CHECKS	-	74	102
OPEN DOORS, WINDOWS, ETC. UNSECURED	5	4	-
MOTORIST AIDES	80	82	74
BREAKING & ENTERING REPORTS	0	0	0
BREAKING & ENTERING WARRANTS	0	1	0
GRAND LARCENY WARRANTS	0	0	0
UNIFORM TRAFFIC SUMMONS ISSUED	75	114	101
DUI	2	12	6
SPEEDING TICKETS ISSUED	-	44	21
COURT HOURS	-	20.5	24.25
SPECIAL ASSIGNMENT HOURS:	-	52.5	66.25

TRAFFIC ENFORCEMENT:
<ul style="list-style-type: none"> ◇ 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 6 reportable accidents with 6 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: (126) Bland Street, Candlewood Apartments, Center Street, Circle View, Claiborne Avenue, Cornell Road, Diamond Avenue, Donald Avenue, East Court Street, Edgemont Street, Fairlawn Drive, Floyd Avenue, Green Meadow Lane, Highland Hills, Hillcrest Drive, Jubal's Path, Knob Apartments, Leonor Street, Mamie Avenue, Maynor Street, North Main Street, Oak Street, Old Fort Road, Old Franklin Turnpike, Orchard Avenue, Patterson Avenue, Pell Avenue, Pendleton Street, Randolph Street, Riverview Street, Ruby Street, School Board Road, Scott Street, Scuffling Hill Road, South Main Street, Spring Street, State Street, Summit Drive, Trail Drive, West College Street, Windy Lane and Woodlawn Drive.

- ◇ Business Foot Patrols: (137) Applebee's, BFMS, Comfort Inn, Cook Out, CVS, DMV, Dollar General, Franklin County High School, Food Lion, Franklin Center, Franklin Health Care, Franklin Memorial Hospital, Franklin Street, Goodwill, Hardee's, Holiday Inn Express, Kroger, Lee M. Waid, Lowe's, Mary Elizabeth Park, McDonald's, Mod-u-Kraf, NewBold, North Main Street, Old Franklin Turnpike, Pizza King, PlyGem, Rocky Mount Elementary, Roses, Schewel's, School Board Road, Sheetz, Shell Station, South Main Street, Step Inc, Sun Tan City, Tanyard Road, Trinity Missions, Veteran's Park, Wal-Mart, Wendy's and YMCA.

MISCELLANEOUS:

- ◇ During the Month of April Patrol Shifts addressed a Turkey/Vulture problem on Anderson Street
- ◇ Semi-Annual Range Days in April
- ◇ During the month of April our Traffic Monitor was "setup" in front of FCHS, Tanyard Road and Old Furnance Road
- ◇ April 4th, 2013 - Recertification held at the RMPD for TASER's
- ◇ April 13th, 2013 - Sgt. Sloan, Officer Shelton & Lt. Brabham; assisted Boy Scouts w/Flag Retirement Ceremony at BFMS
- ◇ April 15th, 2013 - Sgt. Garland "Setup operation" for 15 other K9 Units to run K9 dogs at FCHS & on Windy Lane
- ◇ April 16th, 2013 - Recertification at Cardinal Criminal Justice Academy for TASER's (for those who could not attend training on the 4th)
- ◇ April 19th, 2013 - Traffic checking detail "Enforce Town Stickers" on WINDY LANE and SCHOOL BOARD RD.
- ◇ April 27th, 2013 - Officer Divers and Officer Wooldridge; assisted with the Chug for the Jug 5K Race
- ◇ April 27th, 2013 - Lt. Criner, Inv. Norton, Sgt. Harris & Sgt. Pendleton; worked "DRUG TAKE BACK EVENT"

TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

INVESTIGATIONS:

- ◇ New Criminal Investigations: 14
- ◇ New Drug Investigations: 1
- ◇ Cases Cleared: 14
- ◇ Misdemeanor charges: 4
- ◇ Felony Charges: 6
- ◇ Pending Cases: 5
- ◇ Child Abuse Cases: 0
- ◇ Search Warrants: 1
- ◇ Traffic Stops: 5

MEETINGS:

- ◇ L.E.P.C. Meeting
- ◇ Meeting w/Secret Service
- ◇ Blue Ridge Environmental Meeting
- ◇ Drug Take Back
- ◇ Staff Meeting
- ◇ RMPD Departmental Meeting
- ◇ FRESH Coalition Meeting
- ◇ FRESH Safe Alternative Event at YMCA
- ◇ Sexual Abuse Response Team Meeting

TRAINING:

- ◇ Evidence Technician School (2 weeks) Norton/Slate
- ◇ Two DSS Assist's
- ◇ Range Qualification

CLASSES TAUGHT:

- ◇ Eight Sessions of Self Defense for Women

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	School Board Road
Possession of Marijuana	East Court Street
Possession of Xanax	East Court Street
Possession of Drug Paraphernalia	Bland Street
Driving Under the Influence	Tanyard Road (x 2)
Driving Under the Influence	Virgil H. Goode Highway
Driving Under the Influence	North Main Street
Driving Under the Influence	Wray's Chapel Road
Driving Under the Influence	East Street
Drunk In Public	Old Franklin Turnpike (x 3)
Drunk In Public	East Court Street (x 2)
Drunk In Public	Green Meadow Lane (x 2)
Drunk In Public	Ruby Lane
Drunk In Public	North Main Street
Drunk In Public	Franklin Street
Open Container	Tanyard Road
Open Container	Old Franklin Turnpike
Refusal of Blood/Breath Test	Diamond Avenue
Refusal of Blood/Breath Test	East Street
Refusal of Blood/Breath Test	Tanyard Road
Domestic Assault	Cornell Road
Domestic Assault	Bland Street
Simple Assault	Cornell Road
Felony Shoplifting	Old Franklin Turnpike (x 2)
Shoplifting	Old Franklin Turnpike (x 7)
Carry a Concealed Weapon	North Main Street
Trespassing	East Court Street

SPEEDING TICKETS ISSUED

Pell Avenue (x 6)

North Main Street (x 4)

State Street (x 2)

Tanyard Road (x 2)

East Court Street (x 2)

South Main Street (x 2)

Old Franklin Turnpike (x 2)

Franklin Street

MONTHLY STAFF REPORT

DATE:	May 2, 2013
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	April 2013

1. Did cleanup for four days.
2. Swept streets: April 8, 9, 19.
3. Repaired sidewalk on Orchard Avenue.
4. Installed entrance to impound lot from Ann Sink Street.
5. Read meters: four days.
6. Changed meters: 4 each 5/8"
 1 each 1"
7. Made 6" water tap for Ferguson Land & Lumber for sprinkler.
8. Installed 6" water line on High Street (need to transfer services).
9. Repaired sewer line on Scuffling Hill Road.
10. Cleaned Farmers' Market.
11. Mowing every day.

MONTHLY STAFF REPORT

DATE:	May 1, 2013
TO:	Rocky Mount Town Council
FROM:	Tim Burton, Superintendent
DEPARTMENT:	Wastewater Treatment Plant
MONTH:	April 2013

Average Daily Flow	0.826 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	126,000 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	73.89 Tons
Rain Total	4.41 inches
Snow Total	0.0 inches

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	May 2, 2013
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water Department
MONTH:	April 2013

Operation and Production Summary:

The actual water production time (filtering of water) for the entire month averaged 10.7 hours per day, which yielded approximately 790,000 gallons of water per day.

Total Raw Water Pumped:	24.55 million gallons
Total Drinking Water Produced:	23.89 million gallons
Average Daily Production:	790,000 gallons per day
Ave Percent of Production Capacity:	40%
Flushing of Hydrants/Tanks/ FD Use:	146,000 gallons
Plant Process Water:	636,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	2,000 gallons

Operational Issues:

- All routine monthly bacteriological samples were negative (no bacteria detected). All other routine samples continue to be within limits.
- River conditions have been favorable. Clearer water helps reduce chemical costs.
- Between lightning, a short power outage and scheduled maintenance, only about a day of production time was lost during April.
- The aerator is in use.

Repairs/Maintenance:

- The electrical upgrade project is proceeding. One new motor has been installed and the generator transfer switch is being installed at the time of this report.
- Minor repairs were made to the Water Plant's roof.
- Staff rebuilt a valve at the lower pump station to prevent the uncontrolled flow of water from Grassy Hill tank to the south side of Town.
- Staff tested and repaired 3 of 4 backflow preventers at the WTP and tested and repaired the main backflow device at the WWTP.
- Sand and silt were pumped out of the raw pump building (biannual).

Miscellaneous:

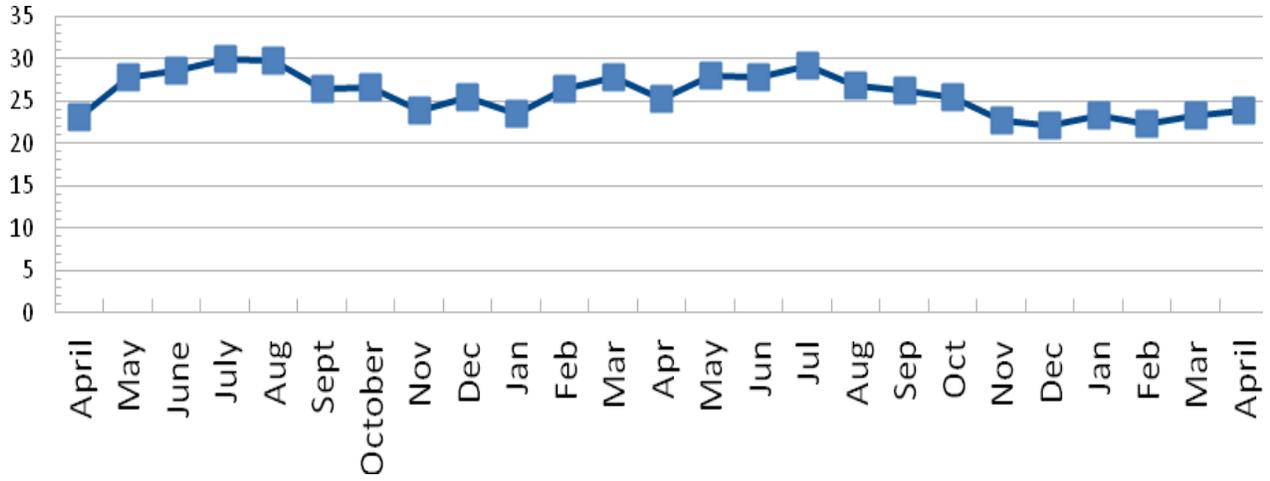
- Fire hydrants in the Orchard Avenue area were flushed and tested in April.
- Staff installed an automatic hydrant flush valve in the Beverly Hills neighborhood. This is intended to encourage water turnover. If the flusher proves effective, purchase of additional flushers for other areas will be considered.

Upcoming:

- Hydrant Flushing
- Electrical Upgrade (continued)
- Chemical Feeder Rehab (continued)

Water Plant Production (in millions of gallons)

April 2011 to April 2013



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	N/A
BRIEF SUMMARY OF REQUEST:	Prior to the Council meeting, no one had contacted the Town Clerk's Office requesting to come before Council to speak under "Hearing of the Citizens".
ACTION NEEDED:	(none)

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>Council has held budget work sessions on April 11, 2013 and April 15, 2013 and has held a public hearing on May 6, 2013 on the Fiscal Year 2014 budget which will begin on July 1, 2013 and run through June 30, 2014.</p> <p>The Fiscal Year 2014 budget is contained in the attached Appropriation Resolution and the Tax Rates and Fees Resolution.</p>
ACTION NEEDED:	Approval/denial of: (1) the Fiscal Year 2014 Appropriation Resolution; and (2) the Fiscal Year 2014 Tax Rates and Fees Resolution.

Attachment(s): Yes

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



TOWN OF ROCKY MOUNT FY 2014 APPROPRIATION RESOLUTION

WHEREAS, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, the Town Council of Rocky Mount met during open public sessions to conduct work sessions to analyze the proposed budget as presented by staff; and

WHEREAS, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on May 6, 2013; and

WHEREAS, after holding such hearing, on May 13, 2013 approved a budget for the fiscal year beginning July 1, 2013 through June 30, 2014, hereafter known as FY 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate revenues sufficient to meet operating and capital expenditures in the following amounts:

GENERAL FUND:

REVENUES:

General Property Taxes	\$ 895,094
Other Local Taxes	2,354,940
Business Licenses	584,960
Permits, Fees, and Licenses	11,800
Fines and Forfeitures	31,288
Proceeds from Use of Assets	57,744
Charges for Services	127,939
Non-Categorical Aid from the Commonwealth	70,961
Categorical Aid from the Commonwealth	1,410,374
Use of Fund Balance	2,731,293
Miscellaneous Revenues	<u>427,926</u>
TOTAL GENERAL FUND REVENUES	\$8,704,319

EXPENDITURES:

General Government and Administration	\$ 662,939
Public Safety	1,856,166
Public Works	1,698,447
Buildings and Grounds	291,521
Community and Economic Development	398,081
Non-Departmental	<u>3,797,165</u>
TOTAL GENERAL FUND EXPENDITURES	\$8,704,319

UTILITY FUND:

REVENUES:

Water Use Charges	\$1,523,053
Wastewater Collection Charges	962,784
Miscellaneous Revenue	48,349
Transfers from General Fund	514,278
Appropriated Fund Balance	<u>741,800</u>
TOTAL UTILITY FUND REVENUES	\$3,790,264

EXPENSES:

Water Treatment and Distribution	\$ 780,483
Wastewater Collection and Treatment	539,747
Utility Billing	151,397
Non-Departmental	<u>2,318,637</u>
TOTAL UTILITY FUND EXPENSES	\$3,790,264

CAPITAL PROJECTS - GENERAL & UTILITY FUNDS:

REVENUES:

Transfers from Other Funds	<u>\$1,609,178</u>
TOTAL CAPITAL PROJECTS REVENUE	\$1,609,178

EXPENDITURES:

Buildings and Grounds	\$1,327,178
Public Safety	0
Public Works	190,000
Utility Projects	<u>92,000</u>
TOTAL CAPITAL PROJECT EXPENDITURES	\$1,609,178

PERFORMANCE VENUE OPERATIONS

REVENUES:

Operating	\$ 87,800
Transfers from Other Funds	<u>30,169</u>
TOTAL REVENUES	\$117,969

EXPENSES:

Operating	<u>\$117,969</u>
TOTAL EXPENSES	\$117,969

PERFORMANCE VENUE CAPITAL

REVENUES:

Other Categorical Aid	\$1,700,000
Transfer from Other Funds	<u>800,000</u>
TOTAL REVENUES	\$2,500,000

EXPENSES:

Capital Outlay	<u>\$2,500,000</u>
TOTAL EXPENSES	\$2,500,000

GIVEN UNDER MY HAND, THIS 13th DAY OF MAY, 2013:

Steven C. Angle, Mayor

ATTESTED:

Patricia H. Keatts, Town Clerk



DRAFT

TOWN OF ROCKY MOUNT FISCAL YEAR 2014 TAX RATES AND FEES RESOLUTION

WHEREAS, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, the Town Council of Rocky Mount met during open public sessions to conduct work sessions to analyze the proposed budget as presented by staff; and

WHEREAS, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on May 6, 2013; and

WHEREAS, after holding such hearing, on May 13, 2013 approved a budget for the fiscal year beginning July 1, 2013 through June 30, 2014, hereafter known as FY 2014.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following tax rates and or fees are effective beginning July 1, 2013, unless otherwise changed by ordinance:

General Property Taxes

There shall be a tax levy pursuant to the powers vested to the Town Council by the Code of Virginia, as amended, on the following:

Real Property Tax - \$0.13/\$100 of assessed value.

Personal Property Tax - \$0.51/\$100 of assessed value.

Public Service Real Property - \$0.13/\$100 of assessed value.

Public Service Personal Property - \$0.51/\$100 of assessed value.

Machinery & Tool Tax - \$0.17/\$100 of assessed value based on original cost and declining depreciation over a 7 year period, until the effective rate at year 7 is \$0.07/\$100 assessed value.

Interest at an annual rate of ten percent (10%) per annum shall be charged on any unpaid general property taxes commencing on the first day of the month following the due date of the unpaid taxes.

Other Local Taxes

Cellular Telephone Tax – 10% of monthly gross charge, not to exceed \$3.00.

Consumer Utility Tax – 10% of monthly gross charge, not to exceed \$2.00 for residential service; \$5.00 for commercial service; \$15.00 for industrial service

Meals Tax – 5.0% of prepared food sold.

Transient Occupancy Tax – 5.0% on charges for overnight lodging.

Cigarette Tax – 10 cents per pack.

Bank Franchise Tax – Maximum allowed by Code of Virginia.

Motor Vehicle Licenses - \$25.00 for autos, trucks & trailers; \$18.00 for motorcycles, trailers \$0 (less than 1,500 lbs.) \$20.00 (1,501 – 4,000 lbs); \$25.00 (over 4,000 lbs.).

Franchise License Tax – 5% of gross receipts from non-exclusive cable television franchise agreement.

Business Licenses

BPOL Retail - \$0.13/\$100 of gross receipts.

BPOL Professional - \$0.50/\$100 of gross receipts.

BPOL Contracting - \$0.16/\$100 of gross receipts.

BPOL Repairs & Personal Service - \$0.30/\$100 of gross receipts.

BPOL Direct Sales - \$0.13/\$100 of gross receipts.

BPOL Alcoholic Beverages - \$50 for on and off premises.

BPOL Wholesalers - \$0.05/\$100 of purchases.

BPOL Miscellaneous – as included in BPOL Ordinance adopted 1/1/97.

Fines and Fees

Overtime Parking - \$10.00.

Miscellaneous Illegal Parking - \$15.00.

Parking in Fire Lane or restricting Access to Fire Hydrant - \$40.00.

Illegal Parking in Handicapped Space - \$75.00.

Zoning Permit - \$40.00 (single family); \$100 (non-residential); other variations as noted on the Development Fee Schedule (adopted November 2012).

Sign Permit - \$50.00 (except street banners); \$40.00 (street banners).

Site Plan Review - \$975.00; and other variations as noted on the Development Fee Schedule (adopted November 2012).

Rezoning Permit - \$600.00 plus postage (up-zoning); \$350.00 plus postage (all other rezonings).

Special Use Permit - \$350.00 plus postage (single family); \$500.00 plus postage (all others).

Variance Review - \$250.00 plus postage (single family); \$125.00 plus postage (post disaster replacement); \$350.00 plus postage (all others).

Appeal to BZA - \$350.00 plus postage.

Amendments to Proffers - \$500.00 plus postage.

Minor Subdivision Review - \$250.00 per plat plus \$25.00 per lot therein plus postage.

Major Subdivision Review - \$1,000.00 per plat plus \$25.00 per lot therein plus postage (both preliminary and final separately).

Vacating Subdivision or line adjustment - \$100.00.

Erosion and Sediment Control Plan Review -- \$350.00.

Changes to approved Control Plan -- \$200.00.

Land Disturbance Permit - \$75.00 plus \$100.00 per acre or partial.

Other fees as noted on the Development Fee Schedule (adopted November 2012).

Charges for Services

Opening and Closing of Graves - \$750 for backhoe dug; \$1,000 for hand-dug; or actual cost, whichever is greater.

Residential Garbage Collection Fees - \$4.98 per month.

Commercial Garbage Collection Fees - \$10.00 per month.

Copies of Police Reports - \$10.00 for offense reports, \$7.00 for accident reports.

Security Services - \$30.00 per hour.
Zoning Maps - \$3.00 black & white; \$5.00 color; \$15.00 poster.
Subdivision Ordinance - \$30.00 each.
Water and Sewer Use Ordinance - \$30.00 each.
Zoning & Development Ordinance - \$75.00 each.
Comprehensive Plan - \$45.00 each.
Water and Sewer Master Specifications - \$30.00.
Topographic Maps – Cost to produce plus 10%.
Digital Copies of Ordinances - \$10.00.
Miscellaneous Copier Fees - \$0.50 per page.

Utility Charges:

Water Consumption Charges:

Inside corporate limits - \$4.17 per 1,000 gallons for the first 3,000 gallons of water metered, with \$12.51 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be \$3.35 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$3.25 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$3.15 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - \$8.34 for the first 3,000 gallons of water metered, with \$25.02 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be \$6.70 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$6.50 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$6.30 per 1,000 gallons for 50,001 or more gallons of water metered.

Sewer Use Charges:

Inside corporate limits - \$4.17 per 1,000 gallons for first 3,000 gallons of water metered, with \$12.51 being a minimum charge. For use beyond 3,000 gallons, the rate shall be \$3.30 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$3.15 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$3.05 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - \$8.34 per 1,000 gallons for first 3,000 gallons of water metered, with \$25.02 being a minimum charge. For use beyond 3,000 gallons, the rate shall be \$6.60 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$6.30 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$6.10 per 1,000 gallons for 50,001 or more gallons of water metered.

Elderly and Disabled Program Relief Plan - \$3.75 per 1,000 gallons per month for water and \$3.75 per 1,000 gallons per month for sewer.

Capital Recovery Fees per month

	Water	Sewer
5/8 inch	\$ 0.00	\$ 0.00
1 inch	6.00	18.00
1-1/2 inch	12.00	36.00
2 inch	15.00	45.00
3 inch	30.00	60.00
4 inch	45.00	90.00
6 inch	90.00	180.00

Fire Suppression Connection Fee - \$25.00 per month for less than 10,000 square feet of protection; \$50.00 per month for greater than 10,000 square feet of protection.

Service Connection Fees

Meter Size	Inside Corporate Limits		Outside Corporate Limits	
	Water	Sewer	Water	Sewer
5/8 inch	\$1,000	\$1,000	\$2,000	\$2,000
1 inch	1,500	1,500	3,000	3,000
1-1/2 inch	2,000	2,000	4,000	4,000
2 inch	2,500	2,500	5,000	5,000
2-1/2 inch	3,000	3,000	6,000	6,000
3 inch	3,500	3,500	7,000	7,000

Meters and service connections larger than 3" will be charged at actual costs plus 10% inside the corporate limits, actual costs plus 25% outside the corporate limits.

Utility Impact Fees

A utility impact fee for water and sewer connections is established and is determined by water meter size:

Meter Size	Inside Water	Inside Sewer	Outside Water	Outside Sewer
5/8 inch	\$ 0	\$ 0	\$ 1,250	\$ 1,250
1 inch	\$ 0	\$ 0	\$ 2,000	\$ 2,000
1.5 inches	\$ 500	\$ 500	\$ 5,000	\$ 5,000
2.0 inches	\$ 750	\$ 750	\$ 7,500	\$ 7,500
2.5 inches	\$1,000	\$1,000	\$ 10,000	\$ 10,000
3.0 inches	\$5,000	\$5,000	\$ 20,000	\$ 20,000
Above	\$5,000	\$5,000	\$ 50,000	\$ 50,000

Bulk Water Charges

Bulk water sales shall be at a rate of \$21.00 per 1,000 gallons.

Penalties and Reconnection Charges

Penalties for late utility payments are 10% of actual bill.

Reconnection charges are \$25.00 for first offense, \$50.00 for each subsequent offense within 12 months.

GIVEN UNDER MY HAND, THIS 13th DAY OF MAY, 2013:

Steven C. Angle, Mayor

ATTESTED:

Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	There are three positions on the Planning Commission that will expire June 30, 2013, being: W. Boyce (Bud) Blanchard, Jerry Greer, and Janet Stockton. All three have agreed to be re-appointed. These terms are four-year terms.
ACTION NEEDED:	Approval/denial of re-appointment of Mr. Blanchard, Mr. Greer and Mrs. Stockton to serve on the Planning Commission for another four years.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Eric Miller with Christian Heritage Academy is requesting Council to allow them to hold their annual Memorial Day road race on Glennwood Drive and Scuffling Hill Road, with race beginning at 8:45 a.m. and not lasting more than an hour.</p> <p>Attached is a letter from Mr. Miller outlining the proposed route.</p> <p>Staff has confirmed there are no issues regarding this request with the Chief of Police.</p>
ACTION NEEDED:	Approval/denial of request to hold road race as specified.

Attachment(s): Yes

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

April 2nd, 2013

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

Dear Council Members:

I am writing to respectfully request permission to speak to the Rocky Mount Town Council at their next meeting. I would like to ask the members of the Council for their permission to have a road race on Glenwood Drive and Scuffling Hill Road on Memorial Day, which this year is May 27th. The race begins at 8:45 a.m., which is a little earlier than in the past, and it has never lasted for more than an hour. The course begins on the campus of Christian Heritage Academy, and goes up the hill of Glenwood Drive. The runners and walkers turn left onto Scuffling Hill Road and go down the left side of that road until they reach Rakes Road. At that point they turn around and return to the campus of the school, again staying on the left side of the road. We always have people posted on the race course to slow the traffic down for the safety of the runners, and the Police Chief has always been kind to have a deputy helping to monitor the event.

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

Thank you for your consideration of this matter.

Sincerely,



Eric Miller

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
----------------------------	--------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Franklin County Historical Society will be holding their annual Veterans Memorial Day event on Saturday, May 18th, at 10:30 a.m. on the Franklin County courthouse lawn. Similar to last year, they are requesting closure of streets, which include a portion of Main Street in front of the courthouse between Floyd Avenue and East Court Street, as well as a portion of East Court Street from Main Street to Maple Avenue. The event is scheduled to take place from 10 a.m. to 11:30 a.m.</p> <p>Staff has confirmed there are no issues regarding this request with the Chief of Police.</p>
ACTION NEEDED:	Approval/denial of request for closures of streets as specified.

Attachment(s): Yes

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

Pat Keatts

From: Linda Stanley
Sent: Thursday, April 25, 2013 9:46 AM
To: Pat Keatts
Subject: Re: Memorial Day

Thanks! We moved up a week this year to avert conflict with the Veterans Park event.

The annual Veterans Memorial Day will be conducted Saturday, May 18 at 10:30 a.m. on the courthouse lawn. Our guest speaker will be John Cahoon: An American Soldier. We hope Council members and staff will attend as a show of patriotism and remembrance of our storied history as defenders of freedom.

We request that the streets be closed briefly as in past years from 10 a.m. to 11:30 a.m. This is the portion of Main Street in front of the courthouse between Floyd Ave. and East Court Street as well as the portion of East Court from Main to Maple.

Questions, please call.

Linda Stanley, Special Projects Coordinator
Franklin County Historical Society
PO Box 905
Rocky Mount, VA 24151
(540) 483-1890

From: Pat Keatts <pkeatts@rockymountva.org>
To: Linda Stanley <fchistorical@yahoo.com>
Sent: Wednesday, April 24, 2013 3:00 PM
Subject: Memorial Day

Is the Franklin County Historical Society going to do a Veterans' Memorial Day remembrance at the court house like last year, and if so, are any of the streets going to be closed. If so, I need some information for Council to consider during their May 13th meeting, and I will need it no later than Monday – April 29th.

Many thanks!

Patricia H. Keatts, MMC
Town Clerk
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 24151
(540) 483-7660



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
----------------------------	--------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Roanoke Valley-Alleghany Regional Commission (RVARC) appointed positions for Town's representation are expiring June 30, 2013 for:</p> <ol style="list-style-type: none"> 1. Council Member Bobby Cundiff as the elected representative of the Town to the RVARC. Council Member Cundiff has confirmed that he is willing to be re-appointed to this position. 2. The non-elected representative of the Town, which is the Town Manager, C. James Ervin. The Town Manager has confirmed that he is willing to be re-appointed to this position. <p>The RVARC is requesting Council's consideration of filling these upcoming vacancies on the Commission.</p>
ACTION NEEDED:	Approval/denial of the reappointments of both positions to the RVARC.

Attachment(s): Yes

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



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

April 10, 2013

Mr. James Ervin
Rocky Mount Town Manager
345 Donald Avenue
Rocky Mount, Virginia 24018

Dear James,

According to our record of appointments, the term of The Honorable Bobby Cundiff, elected representative of the Town of Rocky Mount on the Roanoke Valley-Alleghany Regional Commission, expires June 30, 2013. (As you will recall, Mr. Cundiff was appointed to fill the unexpired term of Mr. Robert Strickler.) The Regional Commission Bylaws state that all appointments are for three-year terms. Mr. Cundiff is, of course, eligible for reappointment.

Please notify the Commission of the Town's official action in filling these upcoming vacancies on the Commission. Thank you.

Yours truly,

A handwritten signature in black ink that reads "Wayne".

Wayne Strickland
Secretary to the Commission

WGS:jlj

cc: The Honorable Bobby Cundiff



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

April 10, 2013

Mr. James Ervin
Rocky Mount Town Manager
345 Donald Avenue
Rocky Mount, VA 24151

Dear James,

According to our record of appointments, your term as the non-elected representative of the Town of Rocky Mount on the Roanoke Valley-Alleghany Regional Commission expires June 30, 2013. The Regional Commission Bylaws state that all appointments are for three-year terms. You are, of course, eligible for reappointment.

Please notify the Commission of the Town's official action in filling this upcoming vacancy on the Commission. Thank you.

Yours truly,

Wayne Strickland
Secretary to the Commission

WGS:jlj

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Ray Agee, Board member of Southwest Virginia Antique Farm Days, is requesting to hold their annual event with a kick-off parade around Town on June 13th.</p> <p>Attached is a letter from Mr. Agee outlining the parade route.</p> <p>Staff has confirmed there are no issues regarding this request with the Chief of Police.</p>
ACTION NEEDED:	Approval/denial of request using route as specified.

Attachment(s): Yes

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

April 19, 2013

Town of Rocky Mount

To whom it may concern:

The Southwest Virginia Antique Farm Days would like to request the 13th of June for the annual kick-off parade around town. The parade route will begin at Lowe's and proceed as follows.

Leaving the Lowe's parking lot and turning left onto Old Franklin Turnpike and on through where it changes into Tanyard. Then we will proceed to take right onto Pell until we take a right onto business 220 North at Angle Bridge and then left on Franklin Street. The parade will continue down Franklin Street (Route 40) and take a right onto Hatcher Street. The group will then be stopping at Trinity Mission of Rocky Mount at approximately 10:30 AM. At close to 11:30 AM the group will leave Trinity Mission taking a right onto Hatcher and then left onto Franklin Street (Route 40). At the intersection of Floyd Ave., we will take at right and then left onto 220 Business and proceed to Tanyard where we will remain until we retrace our route on Old Franklin Turnpike ending at Lowe's at close to 12 Noon.

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

Sincerely,

A handwritten signature in black ink that reads "Ray A. Agee". The signature is written in a cursive style with a large, prominent "R" and "A".

Ray A. Agee
Board Member

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Virginia Department of Criminal Justice Services has awarded the Rocky Mount Police Department a Byrne Justice Assistance Grant for \$4,729 with a local cash match of \$525, for a total award of \$5,254. The grant money will be used for equipment for the Rocky Mount Police Department.
ACTION NEEDED:	Approval/denial of proposed draft appropriation resolution as presented.

Attachment(s): Yes

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



DRAFT

**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

**Town of Rocky Mount Police Department
Virginia Department of Criminal Justice Services
Byrne Justice Assistance Grant**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2012 through June 30, 2013, hereafter known as FY 2013; and

WHEREAS, the Virginia Department of Criminal Justice Services has awarded the Town Police Department a Byrne Justice Assistance Grant for \$4,729 with a local cash match of \$525 for a total award of \$5,254 and the Byrne Justice Assistance Grant will be used for equipment; and

WHEREAS, the Town Council of Rocky Mount wishes to thank the Virginia Department of Criminal Justice Services for their generous grant award.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2013:

Account 01.3101.0000.0000.7007 (equipment)	\$5,254
Account 01.2400.0415 (grant revenue)	\$4,729
Account 01.4100.9999 (appropriated fund balance)	\$525

GIVEN UNDER MY HAND, THIS 13TH DAY OF MAY 2013:

Steven C. Angle, Mayor

ATTESTED:

Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>Council Member Cundiff asked what the current pay-off amount was for the loan used to finance the Wastewater Treatment Plant Ultra-Violet Equipment. As of September 1, 2013, the pay-off will be \$265,567.90.</p> <p>Staff recommends letting this loan continue as we accumulate funds for the Tank Hill project and replenish the Town's Utility Fund Balance, which is just now climbing back into positive numbers (with the proposed Fiscal Year 2014 budget).</p> <p>Given that we are attempting to fund the venue construction out of current year cash flow, the cash flow for such non-budgeted expenses will not be available until the historic tax credits are paid to the Town.</p>
ACTION NEEDED:	Approval/denial to proceed with paying this loan off.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

Consent Item Old Business New Business Committee Report Other

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	Linda Woody, Finance Director James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Virginia Local Government Finance Corporation, a nonprofit corporation who serves as the Program Administrator for VML/VACO Local Finance, has indicated that two existing bond issues are candidates for refinancing because the savings is at least 3% for the Town.</p> <p>The first bond is the VML/VACO series 2006C for the original issue amount of \$2,380,000 to finance the Public Works building, the public parking lot on Claiborne Avenue, and the utility and road extensions on Old Fort Road with an interest rate of 5% and set to mature on February 1, 2037. The second bond is the Virginia Resources Authority Series 2001 for the original issue amount of \$3,451,906 to finance the extension of sewer lines into the annexed area of the Town with an interest rate of 4% and set to mature on November 1, 2022.</p> <p>The VML/VACO 2006C bond has callable outstanding bonds of \$1,915,000 to be refinanced at an interest rate of 2.5%. Total debt service savings with the refinance total \$343,913 (average annual debt savings of \$14,037). The net present value of the savings is 13.71% per the analysis. In addition, there is a non-callable principal balance remaining of \$210,000.</p> <p>The VRA 2001 sewer bond has an outstanding balance of \$2,011,723.85 to be refinanced at an interest rate of 2.15%. Total debt service savings with the refinance total \$196,210 (average annual debt savings of \$19,621). The net present value of the savings is 8.88% and is a good candidate for the refinancing per the analysis.</p> <p>Proceeds from the general obligation refinancing bond will be used to pay the debt service of the two original bonds as they mature.</p> <p>Attached is the draft resolution to allow the Town Manager and Finance Director to apply for the refinancing through the VML/VACO Local Finance Program. Since these are bank qualified loans, VML/VACO will then seek competitive bids from banks (including locally based banks) for the refunding bond. With this process and with this program, a public hearing is not needed. The Town will not need to hire its own Bond Counsel. Town Council will have final approval prior to the issuance of any refunding bond.</p>
ACTION NEEDED:	Approval/denial to authorize the Town Manager and Finance Director to apply for the refunding bond through the VML/VACO Local Finance program.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)	GIVEN TO (DEPT. HEAD) (To be completed by Town Clerk)
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DRAFT

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ROCKY MOUNT,
VIRGINIA, AUTHORIZING TO PROCEED WITH APPLICATION TO, AND
COORDINATION WITH, VML/VACO LOCAL FINANCE FOR THE ISSUANCE
BY THE TOWN OF A REFUNDING BOND, AND THE EXECUTION AND
DELIVERY OF CERTAIN DOCUMENTS PREPARED
IN CONNECTION THEREWITH**

WHEREAS, the Town of Rocky Mount, Virginia (the “Town”), has determined that it is advisable and in the interest of the Town to refund all or a portion of the outstanding principal amount of that certain indebtedness reflected by its General Obligation Sewer Bond, Series 2001 issued to the Virginia Resources Authority under a Financing Agreement dated November 1, 2001 and its General Obligation Public Improvement Bond, Series 2007 (collectively, the “Refunded Bond”); and

WHEREAS, the Town intends to refund the Refunded Bond by and through the issuance of a general obligation refunding bond in an amount to be determined to accomplish such refunding; and

WHEREAS, the Town Manager has previously received advice and analysis by the Virginia Local Government Finance Corporation, a Virginia nonstock, nonprofit corporation, (serving as Program Administrator for VML/VACo Local Finance) indicating a net present value savings in excess of 5% to the Town.

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ROCKY MOUNT, VIRGINIA:

1. Application for Issuance of Bond. The Council hereby authorizes and directs the Town Manager to submit an application for the assistance of VML/VACo Local Finance in order to complete the issuance and sale of a general obligation refunding bond of the Town to refund all or a portion of the Refunded Bonds.

2. Authorization of Solicitation of Bond Purchase. The Council hereby authorizes VML/VACo Local Finance, after its review of the application and in coordination with the Town Manager, to solicit competitive bids for the refunding bond. In preparation of the solicitation, the Council authorizes and approves the Town Manager to work with Estes & Associates, bond counsel to VML/VACo Local Finance. Consistent with the provisions set forth in Virginia Code § 15.2-2606, the Town will not need to set a public hearing for the refunding bond issuance but will need to set a date for final approval and authorization of a sale of the bond after review of bids received.

3. Non-binding Solicitation. The Council understands that the solicitation is non-binding and that the Council will have final approval prior to the issuance of any refunding bond, but the Council expresses its intent to utilize the services of the VML/VACo Local Finance program to complete the refunding.

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ROCKY MOUNT, VIRGINIA, AUTHORIZING TO PROCEED WITH APPLICATION TO, AND COORDINATION WITH, VML/VACO LOCAL FINANCE FOR THE ISSUANCE BY THE TOWN OF A REFUNDING BOND, AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS PREPARED IN CONNECTION THEREWITH (*CONTINUED*)

4. Election to Apply Public Finance Act. Pursuant to Section 15.2-2601 of the Virginia Code, it is hereby elected to have the Public Finance Act apply to the bond exclusively and without regard to any charter or local act that might otherwise apply.

5. Other Actions. All other actions of officials of the Town in conformity with the purposes and intent of this Resolution are ratified, approved and confirmed. The officials of the Town are authorized and directed to execute and deliver on behalf of the Town such application and other information, documents or certificates necessary or appropriate to carry out the transactions authorized by this Resolution, and all of the foregoing, previously done or performed by such officers of the Town, are in all respects approved, ratified and confirmed.

6. Effective Date. This Resolution shall take effect immediately.

Adopted this 13th day of May 2013.

Steven C. Angle, Mayor
Town of Rocky Mount, Virginia

ATTEST:

Patricia H. Keatts, Town Clerk
Town of Rocky Mount, Virginia

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is a memorandum from the Assistant Town Manager regarding the Performance Center Committee meeting on April 30 th ; and also staff holding a public input session on May 2 nd regarding the naming of the music venue.
ACTION NEEDED:	Approval/denial to authorize the Performance Center Committee to approve the final design of the logo once an appropriate choice becomes apparent.

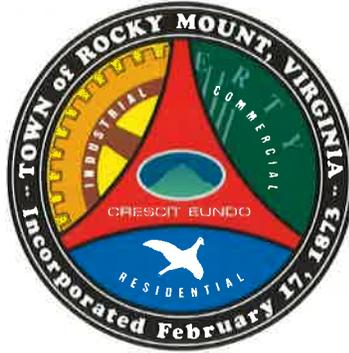
Attachment(s): Yes

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

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

540.483.0907
FAX : 540.483.8830

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



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

BOBBY M. CUNDIFF P. ANN LOVE
JERRY W. GREER, SR. BOBBY L. MOYER
BILLIE W. STOCKTON

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

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

From: Matthew C. Hankins
Assistant Town Manager 

Date: May 8, 2013

Re: Performance Center Naming

Members of Council:

Per your March direction to proceed with branding and marketing for the new performance center, the staff has been working with Access Public Relations to develop potential names.

After considering over 35 potential names, we narrowed down the list and submitted five names to the Performance Center Committee April 30. Staff held a public input session May 2 with 17 Town residents in attendance to gauge reaction to the following names, as directed by the committee.

- The Harvester Performance Hall
- The Rhythm Distillery
- The Harvest Moon Stage
- The Blackwater Theater

These names were also posted on the Town's Facebook page to receive input from the over 750 members of that group. Only about a dozen have made a selection, split evenly between the Harvester and the Rhythm Distillery. At the public input meeting, the reactions strongly favored using the Harvester in conjunction with Performance Center, with The Rhythm Distillery a distant second.

Based on that input and at the committee's direction, the staff has directed Access to develop colors, logo and branding content based on The Harvester Performance Center. Access will submit draft logos and materials to the Town for approval.

In order to complete this effort this month and begin using the logo to develop brand identification for the logo, I ask that you authorize the Performance Center Committee to approve the final design of the logo once an appropriate choice becomes apparent.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 13, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Finance & Human Services Committee met on May 6th and made the following recommendations to Town Council. For background on these recommendations, please see the attached brief that was provided to the committee.</p> <p><u>Christmas Bonuses:</u></p> <p>The Committee recommends that there be no official policy on Christmas bonuses; that no bonus be regularly scheduled; and that staff attempt to budget some funds as discretionary for Council to use as bonuses. Council should make an annual determination in September if they will use the discretionary funds for bonuses.</p> <p><u>Pay Plan Adjustment:</u></p> <p>Staff had proposed adjusting the bottom of the Town's pay plan to increase the compensation for those in the lower pay grades. The Committee did not reject the idea of a pay plan adjustment but felt that the core issue was long-serving employees who were still at the bottom of a given pay grade due to the lack of merit raises in the past five years.</p> <p>Typically, employees would have access to a merit raise on an annual basis, as well as a COLA. This would enable them to gradually improve their salary based on performance and longevity. This helps the Town retain qualified and experienced staff and reward loyalty. It also sets up the common retirement benefit as VRS bases retirement on an employee's highest three years average salary. As such, employees look forward to modest increases, especially as they approach retirement as that sets the amount of retirement benefit they will get for the rest of their lives.</p>

To address the lack of merit increases, the Committee proposed giving all Town employees who make less than \$35,000 annually and have been employed by the Town for twelve months as of June 30, 2013 a 2.5% merit raise, in addition to the COLA that is proposed in the budget.

Staff pointed out that this was a great solution, but that the employees who did not make the cut were still deserving and next year's budget should attempt to address all employees.

Insurance for Council Members:

The State, for purposes of participation in Town offered insurance, considers members of Council as "Employees". Specifically, section 2.2-1204 declares that under the insurance plan, members of Council are defined as "Employees". As such, there are only two classification options available for Town Council members. One is "Full Time" and the other is "Part Time".

The plan requires the Town to pay at least 80% of the cost of single coverage for full time employees. The plan also requires the Town to determine if "Part Time" employees can participate in the plan at all, and if they can, to pay 50% of the cost of coverage for a single employee only plan.

For the upcoming year, Council Member Greer will participate and be covered in the same fashion approved by Council. This requires that for the Fiscal Year 2014 plan year, Town Council members are classified as "Full Time".

Options for future years were given to the Committee. They include:

- Classifying Council as "Part Time" and allowing all "Part Time" employees to participate in the plan with the Town paying at least 50% of the premium for a single person.
- Classifying Council as "Part Time" and not allowing "Part Time" employees to participate in the plan.
- Attempting to negotiate an amendment to our policy that allows the Town to create two sets of employee classification so that members of Council could participate, but not get any compensation
- Classifying Council as "Part Time" and allowing all "Part Time" employees to participate in the plan with the Town paying at least 50% of the premium for a single person and giving non-participating members of Council a stipend to match the benefit so all members were compensated equally.

	<p>The Committee recommended attempting to negotiate an amendment to our agreement and if that could not be accomplished, classifying members of Council as "Part Time" and not allowing part time employees to participate in the plan. While pursuing this option, a stand-alone policy would need to be procured for Council Member Greer to provide insurance after the next plan year.</p>
<p>ACTION NEEDED:</p>	<p>Approval/denial of Committee's recommendations.</p>

Attachment(s): Yes

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

MEMORANDUM

DATE: April 25, 2013

TO: Finance & Human Services Committee
- Chairman Billie W. Stockton
- Vice Chairman Robert L. Moyer
- Voting Member Bobby M. Cundiff

FROM: C. James Ervin, Town Manager
Linda Woody, Finance Director

RE: Additional Information for Upcoming Committee Meeting

Employee Holiday Bonus:

In 2006, Council established the current Christmas Bonus policy. They are derived as follows:

- All employees employed prior to September 1 and still employed at the time of the Christmas dinner/lunch will be eligible for a base bonus of \$400. New employees hired after September 1 but before October 1 will receive two-thirds bonus, those hired between October 1 and November 1 will receive one-third bonus, and those hired after November 1 will receive a gift certificate of \$50.00. Additionally, at each 5-year point of service, employees will receive an additional \$50.00 to their base bonus, up to a maximum of \$700.00.

The proposed budget funds this policy. If Council wishes to alter this policy, staff recommends that a new policy be adopted and the issue addressed in a complete and predictable fashion. The budgets we have presented in the past four years have reached sticking points in addressing how to address this policy. Just as we have addressed utility rates outside of the budget process, addressing how to comply with this policy to adopt or continue regarding holiday bonuses outside of the budget process will streamline our workflow.

Requested action: Recommend a Christmas Bonus Policy to Town Council for consideration in May

Proposed Pay Plan Adjustments:

As presented the budget has \$38,116 set aside for proposed pay plan adjustments. There are two objectives in the proposed reclassification. The first is to address the staff at the lower end of the pay scale (principally grade 9) and the second is to work with Finance and Public Works to begin developing internal talent for future leadership positions.

These are outlined as follows:

- Positions on the lower grades of the pay plan are being considered for a reclassification. The philosophy behind a pay plan is to recognize the degrees of responsibility between positions as they lie within the framework of the entire organization. This is not easy with a local government as the positions are varied as to department and duty assignment and not easily compared to each other.
- In any reclassification, the current salary is compared in the new grade and a step is selected that is closest to the current salary. Since each step is 2.5% apart, the vast majority of the re-classes will show a 2.5% increase. If the current salary cannot be found on the new grade, then the first step of the new grade is selected.
- The attached spreadsheet shows the positions at the current grade and step (with salary at July 1, 2014 as proposed for all employees) and at the new grade and step (with new reclassified salary). Under the "notes" column is a comparison to other positions already established at the new grade level.
- A position in Finance is reclassified as an Assistant Director (as this person has been tasked with accumulating the knowledge/skills/abilities to be groomed for a department manager's position). A similar position is upgraded from a Foreman position in Public Works for the same reason. Each of your departments has been asked to identify, grow and nurture talent that can create opportunities for internal leadership options.
- There is one position that is not budgeted for a possible reclassification but a reclassification would be in order to show the responsibility level of the Assistant Town Manager (currently classified as Grade 26 which is below both the Police Chief and Public Works Director). The Assistant Town Manager's duties and responsibilities should have him directly below the Town Manager and above the Police Chief and Public Works Director. Funds needed to accomplish this reclassification would be \$6,554. These funds could be found in the proposed Community Development budget for FY 2014 if it is recommended that this be included.

Requested Action: Recommend to Council to include or not include all or a portion of the proposed reclassifications in next year's budget

Insurance Coverage for Elected Officials:

We have shifted purchasing Anthem insurance through the schools and Franklin County to purchasing it through the state. Anthem previously had a requirement that the Town contribute to all "Employees" equally and our agreement with them did not contemplate a separate class of employees that received a different amount of Town contribution towards the cost of their health insurance. Now that the Town is purchasing Anthem insurance through "Local Choice", a program managed by the State of Virginia, the state has a similar requirement. Whereas the Town was able to ignore Anthem's requirement to not have separate classes of employees, the Local Choice administrators are backed up by code that sets the requirements.

Specifically section 2.2-1204 (copy attached) declares that under the plan, members of Council are defined as "employees". As such, there are only two classification options available for Town Council Members. One is "Full Time" and the other is "Part Time". The plan requires the Town to pay at least 80% of the cost of single coverage for full time employees and 50% of the cost of coverage for part time employees. See 1VAC55-20-260 attached. As currently envisioned, Town Council members will be classified as "Full Time" for purposes of the plan for the upcoming plan year and then "Part Time" for subsequent plan years. The reason for this is that Council Member Greer is grandfathered in under the full time rules and to continue this until next July requires this. After that, staff proposes going to "Part Time" Classification. This means that they will be eligible to purchase insurance through the program, but the Town will be required to pay one-half of the amount paid for a full time employee. The rates for such a contribution are on the attached insurance rate form. The rates for such a contribution are on the attached insurance rate form. For a single part time employee, the Town's contribution would be \$250.50/month and the employee's would be \$250.00/month (for an employee only under Key Advantage 500 - the current rate and contribution sheet is attached).

Alternatively, Council could elect to consider themselves "Part Time" and cease offering medical insurance to "Part Time" staff. Ideally, this would wait until the next plan year, given the existing commitment to the one member of Council utilizing the benefit.

Council has varied on their approach to this issue and it has recently been an item of contention. The rules cited remove the concept from one of local policy and create a basic set of rules that the Town will follow.

There are a few paths forward. Either Council can accept the rules of the program and determine if Council should be classified as "Full Time" or "Part Time" (as proposed), or direct staff to attempt to negotiate an addendum to our adoption agreement. 1VAC55-20-260 does state "Unless otherwise specified in a local employer's adoption agreement...".

Requested Action: Recommend to Council to move forward with the proposed classification of Council Members for the purposes of Town contribution or that staff be directed to attempt to negotiate and addendum to our adoption agreement; or, cease offering to "Part Time" staff.

CJE/phk

Cc: Rocky Mount Town Council
Linda Woody, Finance Director

Attachments