

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
SEPTEMBER 9, 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 *(none at this time)*
- V. Public Hearing(s) *(none at this time)*
- VI. Approval of Draft Minutes
  - August 12, 2013 Regular Council Meeting
  - August 13, 2013 Special Council Meeting
- 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 funds set aside in Fiscal Year 2013-2014 Budget for employee Christmas bonuses.
- X. New Business
  - A. Review request of group of local businesses for the establishment of a significant outdoor business, music and tourism event in Downtown Rocky Mount.

- B. Review request of United Way of Franklin County for the waiver of rental fees for them to hold their annual kick-off event at the Farmers' Market.
- C. Review request of Blue Ridge Association for Sickle Cell Anemia to hold a walk-a-thon on September 28, 2013.
- D. Review request of Town of Rocky Mount's Water Department Superintendent for supporting resolution to accompany application for funding from the Virginia Department of Health Drinking Water Financial and Construction Assistance Program in relation for a planning grant to cover the entire cost of a Preliminary Engineering Report (PER) that will evaluate and describe in detail, the costs, benefits, and methods of an interconnection between Town of Rocky Mount's existing water system and Western Virginia Water Authority water system.
- E. Retiree & Student Volunteer Program update regarding the use of student volunteers.
- F. Review of appointments to the Town of Rocky Mount's Economic Development Authority.
- G. Review and consideration of approval of write-offs for Town of Rocky Mount:
  - 1. Delinquent utility bills
  - 2. Delinquent real estate taxes
  - 3. Delinquent property taxes

XI. Committee Reports

- A. Finance & Human Services Committee
  - 1. Review of Town of Rocky Mount maintaining a Governmental §457(b) deferred compensation plan for the exclusive benefit of its employees and beneficiaries in relation to Roth contributors.
  - 2. Review employer match for Governmental §457(b) deferred compensation plan.
  - 3. Update on review of elimination of Town of Rocky Mount vehicle decals and time line to accomplish the same.

XII. Other Matters, Concerns and Rise 'N Shine Appearances

- 1. Referrals to Planning Commission from Rocky Mount Town Council
- 2. *Rise 'N Shine* Appearances

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 Town of Rocky Mount website: [www.rockymountva.org](http://www.rockymountva.org).

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

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

**ROCKY MOUNT TOWN COUNCIL  
REGULAR COUNCIL MEETING  
AUGUST 12, 2013**

The August 12, 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, Captain Danny Brabham, 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. At the request of the Town Manager, the Mayor asked to amend the agenda by adding under "Consent Agenda" a request from Habitat for Humanity of Franklin County, Virginia for waiver of the connection fees for water and sewer at their current build located at 34 Bland Street, Rocky Mount, Virginia.

**Motion action taken:**

Motion was made by Council Member Greer to approve the amended agenda as presented, seconded by Council Member Stockton and carried unanimously by those present.

### **SPECIAL ITEMS**

The Mayor recessed the meeting at 7:02 p.m. to allow Council and those attending the Council meeting to go and view the Rocky Mount Police Department K-9 units that were parked in the Rocky Mount Municipal Building parking lot. Sergeant Andy Pendleton and his police dog Eno, along with Sergeant Brian Garland and his police dog Katie, demonstrated how the new K-9 units work. Council thanked them for their presentation.

At 7:12 p.m., the Mayor reconvened the meeting back into regular session in the Council chambers.

## **PUBLIC HEARING**

At 7:13 p.m., the Mayor recessed the meeting to hold the first of two public hearings:

- A. Great Southern Wood Virginia, Inc. request to rezone the 4.124 acre property located at 75 State Street, Rocky Mount, Virginia, known as Franklin County Tax Map and Parcel Number 2070008800, from Industrial Limited District-M1 (light manufacturing) to Industrial General District-M2 (heavy manufacturing) for the purpose of expanding its wood preserving operations, including the addition of kilns.

The Town Planner came before Council outlining the request:

- The rezoning request would accommodate growth in Great Southern Wood, Virginia's wood-preserving operations, which will include the addition of two kilns, which are not uses-by-right in M1 zoning. The two proposed kilns are side-entry kilns and are approximately the size of tractor-trailer boxes. The testimony from the company at the Planning Commission public hearing last week indicates that the kilns only emit water vapor as steam.
- Based on company testimony at the Planning Commission's site visit, this expansion will add approximately six full time jobs, an additional part time position, and temporary staffing jobs at the site.
- The property is currently zoned M1. This district is established primarily as an area for wholesale activities, warehouses, and industrial operations of a light nature that will not create serious problems or incompatibility with other land uses. In M1, the presence of noise, smoke, dust, and fumes should be minimal. The property's current use is compatible with the existing zoning, and staff has received no complaints nor reviewed any zoning violations on the property.
- The requested zoning classification, M2, is established for areas where the principal use of land is for heavy industrial operations, which may create some nuisances, such as noise, smoke and dust.
- The Planning Commission and Town Council heard a similar request in October 2009, in which Ferguson Land and Lumber requested rezoning of a ten acre parcel on State Street from General Business-GB to M2 for the purpose of expanding its wood-preserving operations, including the addition of a kiln. The Planning Commission recommended approval of the rezoning at that time and it was approved by Town Council.
- In reviewing this rezoning request, staff reviewed the following aspects:
  - o The adjacent and adjoining parcels are mostly zoned M1 for light industrial uses, though the M2 zoning would allow for heavier uses, and it is unlikely that the upzoning would significantly impact the neighboring M1 properties in a material fashion.
  - o A Residential Business-RB zone is also adjacent to the parcel in question. The residential parcel, however, is across State Street behind a naturally wooded screening area. The parcel opens onto Byrd Lane.
  - o The property in question adjoins Norfolk Southern Railroad main and side rails. It is likely that any additional noise, dust or smoke generated by a more intense

- use of the property will be any more of a nuisance than those generated by the rail activity.
- If rezoned to M2, the property would exist as a single M2 parcel and would not be contiguous with any other M2 zone. The closest M2 zone is Trinity Packaging, which is roughly 1,500 feet away.
  - This request is consistent with the Town's current adopted Comprehensive Plan, which calls for the property to be used for manufacturing/industrial purposes.
  - An additional concern addressed during the Planning Commission public hearing was whether, by rezoning, there would be a creation of future problems in the event Great Southern Wood leaves this site. This is a legitimate concern, one which staff believes is tempered by the relatively small size of the lot, but one, which Council should consider in making their decision.
  - During the Planning Commission public hearing, Eric Ferguson (attorney) represented Great Southern Wood Virginia, Inc., and one of the company's representatives spoke to the nature of the kilns. No one from the public spoke either for or against the request.
  - After due review and based on these considerations, the Planning Commission recommended on unanimous vote that Council should rezone Tax Map and Parcel Number 2070008800 from Light Manufacturing-M1 to General Manufacturing-M2.

The Mayor opened the floor to anyone from the public wishing to come before Council to speak regarding the request.

Eric Ferguson, Attorney with Rhodes, Ferguson & Stone (and also lives within the Town corporate limits), came before Council representing Great Southern Wood Virginia, Inc. He pointed out the following:

- Great Southern Wood Virginia, Inc. is formerly known as Rocky Top Wood Preservers. This business has been operating in the Town for a long time.
- Went over the rezoning request.
- Need to expand business to meet demands for their product in the northern part of the United States.
- The expansion will not only be good for the company, but for the Town also.
- Will need to install an additional building with concrete pad for an additional expansion later on; and also to build the two proposed kilns, which are vital to the wood preserving process.
- The Town planning staff pointed out a lot of positives, with only concern of residential area across the street, but this will be shielded by the trees and green space.
- Likelihood of this increasing other M2 uses is limited as this lot is very small.
- Other uses compatible with this are located down the street.

Kent Bathurst, Project Manager for Great Southern Wood Virginia, Inc., confirmed to Council that the kiln will be built on a concrete pad and a warehouse put in, with the second kiln being put in on the other concrete pad.

Deanna Shoemaker of 25 Old Furnace Creek Road, Rocky Mount, Virginia questioned what they would be burning or drying in the kiln, and if that process would omit any odor.

Mark Smith, General Manager of the North East Region of Great Southern Wood Virginia, Inc. explained that the process does not involve burning anything, but it is taking the wood and evaporating the water out so the wood will not shrink; the heat source is propane; water being evaporated does not have any odor, it is just steam coming out of the kilns; and the chemicals being used have the Good Housekeeping seal of approval and are environmentally preferred. He also welcomed Mrs. Shoemaker to come and view the process.

There being no further comments, the Mayor reconvened the meeting back into regular session and entertained a motion.

Motion action taken:

Motion was made by Council Member Greer to approve the rezoning request as presented from Industrial Limited District-M2 (light manufacturing) to Industrial General District-M2 (heavy manufacturing), 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.

The Mayor recessed the meeting to hold the second public hearing.

- B. Bernard Healthcare Center (also known as Free Clinic of Franklin County, Inc.), along with Franklin Plaza, LLC, are requesting a waiver from Section 8-2(a) of the Town of Rocky Mount Subdivision Ordinance, with property being located at 1161 Franklin Street, Rocky Mount, Virginia, and known as Franklin County Tax Map and Parcel Number 2100002200, with property being zoned General Business-GB, and medical offices are a use-by-right in the district for the purpose of creating a new lot by minor subdivision in the Franklin Plaza (Schewels Furniture).

The Mayor opened the floor to anyone wishing to come forward to speak regarding this matter.

The Planning & Zoning Administrator came forward outlining the request:

- The Town has received a subdivision waiver request from Bernard Healthcare Center, formerly the Free Clinic of Franklin County, and Franklin Plaza Partners, LLC, which owns Schewels Plaza Shopping Center on Franklin Street.
- The request is to subdivide a portion of the existing shopping center lot to sell to the Bernard Healthcare Center for the construction of a new medical center to serve the Free Clinic's clients. A subdivision waiver is required because the Town Subdivision Ordinance, Section 8, requires that lots have direct road frontage. This lot would not have road frontage of its own.
- This matter sparked considerable discussion and had several speakers at last week's Planning Commission public hearing.
- The Planning Commission deliberated a great deal over the impact of the runoff of water onto the drainage ditch adjacent to the Franklin County Government Center property, and asked that the Planning & Zoning Administrator coordinate with Mike Thurman (Director of General Properties with Franklin County) to address the County's concerns over the water issue.

- Staff's initial staff report to the Planning Commission recommended passage of the subdivision waiver. Given that some of the original information submitted for this request has changed as the project developed, staff likely would not have given this request a positive recommendation.
- Planning Commission split its vote on whether to recommend to Council approval of this waiver, voting 5 to 2 to recommend approval. Planning Commission Chair Stockton and Planning Commission Member Greer were the votes against a positive recommendation. Their primary concerns were: the impact on adjacent businesses; and the impact of the storm water management issues on adjacent properties, including both Dr. Burt and Franklin County Government Center.
- In making current planning decision, planning staff often look to those decisions, which have been made in the recent past. This request is most directly comparable to the Kroger Fuel Center subdivision waiver. That request subdivided two lots in an existing shopping center, one for the creation and construction of the Kroger Fuel Center, and the second for future development and construction. The lots did not have public street frontage, but did have access through a private street, the entrance to the shopping center and its front parcels. It is not directly comparable, however, because the Kroger Fuel Center had no significant impact on storm water management at the site.
- If Council sees fit to allow the subdivision waiver to proceed, staff should ensure that they do not create future development or access issues. As part of Council's deliberations, Council should determine whether they wish to require conditions related to access and parking, particularly a requirement that the owners of the shopping center provide permanent access and parking easement.
- Staff will attempt to work with the property manager to address the appearance and maintenance issues apparent through the review process.
- Presented to Council two conceptual plans by PowerPoint. Confirmed to the Mayor that these were just conceptual.

Discussion ensued regarding the following:

- Ditch line between the proposed site and Franklin County Government Center, and that an engineering firm has not looked into whether or not it would handle the water runoff as proposed in the conceptual plan. Also discussed that Franklin County Board of Supervisors have proposed by resolution during their work session to contribute \$28,460 to help with the storm water runoff for the project.
- Visibility of the pharmacy, which is located near the proposed site.
- Chief of Police Cundiff had confirmed that the break-ins at the pharmacy were at the drive-in and the side of their building facing the woods, and the proposed location of the Free Clinic should not contribute to any break-ins.
- Discussed the distance of the pharmacy from the proposed site.
- Town Attorney pointed out what the Town's Subdivision Ordinance allows in such cases.
- Planning & Zoning Administrator confirmed that in his judgment, the proposed site does not conflict with the Town's comprehensive plan.

Dr. Jennifer Bratten of Ferrum College came forward to speak on behalf of the donor of the million dollar gift to the Free Clinic, with that person having ties to the area. She explained the following:

- Conditions that were in place for the Free Clinic to be able to use the one million dollar gift, being: a facility must be built within 12 months of the funds being given, with the final date being December 2013, or the gift will be withdrawn; wanted the Free Clinic placed where it was affordable and accessible to all citizens; wanted it close to a pharmacy; wanted it to be a new building so that all people coming to the clinic would feel honored and valued; and that the site it was located on had to be a gift to the Free Clinic (with Schewels agreeing to this).

Eric Ferguson, Attorney with Rhodes, Ferguson & Stone (and also lives within the Town corporate limits), came before Council representing Bernard Health Care Center and also Franklin Plaza Partners, pointing out the following:

- The Free Clinic is in need of a new center.
- They have been trying for eight months to obtain a site, working tirelessly with Franklin Plaza Partners.
- The Free Clinic will pay for the access.
- Working to get a contractor for this facility.
- Went over the current status of the Free Clinic.
- Compared the proposed Free Clinic site to the Kroger Fuel Center location, with the Town graciously approving that site. This site is no different than the Kroger Fuel Center.
- Went over how the storm water issues have been addressed, with them addressing Dr. Burt's concerns.
- Security should not be a problem as voiced by concerns of the pharmacy.
- The Free Clinic will more than likely generate 1,000 more potential people.
- The site is already zoned for medical.
- Went over how the Town can grant this request due to the hardship it presents and with it meeting the Town's requirement as such.
- The only problem with this site is the road frontage.
- Respectfully requests Council to approve the request.

There was discussion if Franklin Plaza, LLC will pave the entire parking lot if the project is allowed to be put in. Mr. Ferguson did confirm that the paving for the Free Clinic will be put in so as it will not be any offset of paving and will be the same height as the existing paving.

Alise Culbutson, Executive Director of the Free Clinic, came before Council, stating the following:

- She has only been in the position of Executive Director three to four months.
- The reason for the lag time between them receiving the funds in December 2012 and until now is due to several things, but one of the biggest challenges is applying for a grant to get an engineer, with this taking several months, and after that, they can start moving forward.
- The one million dollar gift is definitely a gift they need. In 2010, they had 800 clients, and in 2012, there were over 900. They had 19% of uninsured adults, one of the highest in Virginia.

- The Free Clinic does not duplicate services and they make sure what services they do provide are needed.
- The Health Department no longer does dental services, and the Free Clinic is now trying to provide that service. At the current location, there is not enough room.
- Out of the 59 free clinics they have surveyed in Virginia, 51 of them own their own facility with the others not paying rent. Currently where they are located on South Main Street, they do have to pay rent, which takes funds away from being able to provide more services to their clients.

Dr. Lindsey Sherrard, a Board member of the Free Clinic and a local family physician with Carilion Clinic, came forward, informing Council of the following:

- A lot of the Free Clinic patients see her as a physician if they cannot get the service at the Free Clinic. One of the services she sees needs to be provided in which she is uncomfortable doing is the dental care, with bad teeth causing a whole array of medical problems.
- Not talking about a building, but people who truly need services that they can only receive from the Free Clinic. These people do not have money for gas; they use the services provided by the soup kitchen; and even have a difficult time getting from one place to the other for any type of services.
- If the Free Clinic could see more clients and offer more services, this would be a huge help. Medicaid may not be paying as much as a client may need, making the Free Clinic their only option.
- The new clinic will have healthy air for pulmonary patients; dental care; and have a nice building.
- The new location of the Free Clinic will be great for the pharmacy and especially for a family pharmacy.
- Does not feel like the visibility of the location of the Free Clinic will be an issue.

Dr. Charles Burt, local dentist whose business is located at 1175 Franklin Street (in the Franklin Plaza, LLC – Schewels shopping center) came before Council to point out the following:

- He now likes to the new site plan as presented at this meeting.
- He wholeheartedly supports the Free Clinic.
- Would like to know from Dean Stone, the engineer for the proposed project, where the slope will be and how the water will go down into the green space.
- Also concerned about height of the pavement.
- He does not own the land on which his business is located in the shopping center.
- He would like to have the okay to pave his parking area when the Free Clinic area is paved.
- Does not want the project being injurious to his property.

Dean Stone with Stone Engineering of 180 AMT Tech Drive, Rocky Mount, Virginia, and engineer for the project, came before Council and pointed out the following:

- Went over the concept plan and explained the green space and how the water would be draining away from the property. Proposing to re-grade the area to where the water still flows into the center of the green space, and having it depressed and forced into the swell or ditch, but a full grading plan has not been done yet. Explained why drop inlets could not be installed, as they would be unaffordable to do. There is a 30" ditch well in the grass area and it can be designed to take care of

- the water runoff.
- When they submit a site plan, they can write into the plan that the paving will match and tie into the existing pavement grade.
  - The Free Clinic will have an exposed foundation in the back, but there will be no basement.

There being no further comments, the Mayor reconvened the meeting back into regular session and entertained a motion.

Motion action taken:

Motion was made by Council Member Greer to approve the subdivision waiver request, with motion on the floor being seconded by Council Member Cundiff. The Planning & Zoning Administrator asked if the motion on the floor could include the requirement that the Free Clinic provide parking and access easement. Let the record show that Council Member Greer amended his motion on the floor to include the request of the Planning & Zoning Administrator, along with Council Member Cundiff amending his second to the motion on the floor to also include the request. Discussion ensued regarding the additional water going onto Dr. Burt's property, with the Town Manager confirming to Council that staff will make sure the drainage issues are addressed. There being no further discussion, let the record show that the amended motion on the floor passed unanimously by those present.

## **APPROVAL OF MINUTES**

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

- July 8, 2013 Regular Council Meeting

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

Motion action taken:

Motion was made by Council Member Greer to approve the Council meeting minutes as presented 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.

## **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
  - Draft resolution regarding the Town of Rocky Mount maintaining a governmental §457(b) deferred compensation plan for the exclusive benefit of its employees and beneficiaries in relation to Roth contributions.
  - Draft proclamation regarding the support of “Day to Serve”, an event endorsed by the Governor of Virginia.
- Miscellaneous Action
  - Piedmont Community Services update on special use permit.
  - Amended item: Habitat for Humanity for waiver of water and sewer connection fees at the current build located at 34 Bland Street.
- Departmental Monthly Report
  - Community Development
  - Finance Department
  - Fire Department
  - Police Department
  - Public Works Department
  - Waste Water Department
  - Water Department
- Bill List

Council Member Cundiff requested that the item pertaining to the deferred compensation be removed from the *Consent Agenda* at this time and be sent to the Finance & Human Services Committee for review.

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

Motion action taken:

1. Motion was made by Council Member Cundiff to approve removal of the deferred compensation from the draft *Consent Agenda* and refer it to the Finance & Human Services Committee, with motion on the floor being seconded by Council Member Greer. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

2. Motion was made by Council Member Love to approve the remaining portion of the draft *Consent Agenda*, with motion on the floor being seconded by Council Member Stockton. 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’s Office wishing to come before Council to speak.

At this time, the Mayor opened the floor to anyone wishing to come forward.

Let the record show that no one came forward to speak.

## **OLD BUSINESS**

### A. Review and consideration of:

1. Thompson & Litton engineering firm Memorandum of Understanding (MOU) Retainer Agreement between Town of Rocky Mount and Thompson and Litton regarding preliminary engineering report and design documents required by Virginia Department of Health in relation to the proper disposal of the two Pendleton Street water tanks (Tank Hill area).
2. Draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending 2014" for Thompson and Litton proposed contract of \$23,000 to perform the services to fulfill the Virginia Department of Health requirements for the removal of the two Pendleton Street water tanks (Tank Hill area) and replace them with a valve vault.

Dialogue: The Town Manager informed Council that based on a structural evaluation by Caldwell Tank, the Water Department commissioned a study to determine what options were available for removal and replacement of the two Pendleton Street water tanks. The engineering firm of Thompson and Litton (T&L) evaluated the Town's need for water storage and has advised that the tanks can be removed and replaced with a valve vault that will serve the affected area with adequate fire flow, eliminating the need for a new replacement water tank. To move forward with the project, the Virginia Department of Health (VDH) requires that an engineering firm prepare calculations to assure adequate fire flow, plans and specifications for the new valve vault, and for proper disposal of the two water tanks. T&L have proposed a plan to prepare all the required documents and VDH approvals for the lump sum of \$23,000. Once T&L has completed its proposed project, the Town will be in a position to bid out the demolition and construction work for the next budget cycle.

It was further pointed out by the Town Manager that two items were before Council for consideration: (1) Proceed with Thompson and Litton for preparation of the required engineering documents and Virginia Department of Health approvals; and (2) approve draft "Town of Rocky Mount Supplemental Resolution for Fiscal Year Ending 2014" for the Thompson and Litton proposed contract of \$23,000 to perform the services to fulfill the Virginia Department of Health requirements for the removal of the two Pendleton Street water tanks and replace them with a valve vault.

The Water Plant Superintendent explained how the process would work.

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

Motion action taken:

Motion was made by Vice Mayor Walker to approve both requests, 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.

- B. Update on VML/VaCo finance regarding converting two of the Town of Rocky Mount's outstanding bonds to long-term loans to obtain savings for the Town of Rocky Mount.

Dialogue:

The Town Manager pointed out the following:

- Carter Bank and Trust has put in the winning bid for the Town's refinancing of the VML 2006C/2007 bond (original issue amount of \$2,380,000 with an interest rate of 5% and set to mature on February 1, 2037 to finance the Public Works building, the public parking lot on Claiborne Avenue, and the utility and road extension on Old Fort Road), and the VRA 2001 bond (original issue amount of \$3,451,907 with an interest rate of 4% and set to mature on November 1, 2022 to refinance the extension of sewer lines into the annexed area of the Town.
- The tentative closing date is August 15, 2013, with Carter Bank and Trust honoring the interest rate commitment until August 23, 2013.
- Terms for the refinancing of the 2007 bond, which includes closing costs, is for \$2,290,000 at 2.85% to mature on February 1, 2037. This results in an average annual debt service savings of \$10,500 and a net present value of 10.3%% (or \$198,141) savings.
- Terms for the refinancing of the 2001 bond is for the payoff amount of \$2,036,311.49 at 1.85% to mature on August 1, 2022. This results in an average annual debt service savings of \$24,000 and a net present value of 10.7% (or \$215,283) savings.
- The refinancing bonds are broken into 2013A (for the 2007 Public Works bond) and 2013B (for the 2001 sewer bond), with combined total not to exceed \$4,365,000. The interest rate is not to exceed 3% and the net present value is not to exceed 2%. Exact terms will be completed at closing.
- Staff thinks this is extremely in the Town's interest to do because from a finance standpoint, this is a very aggressive offer. The Town can expect to save anywhere from \$15,000 to \$30,000 a year in debt service; and if the Town doesn't do anything, it will pay about a-half a million more.

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

Motion action taken:

Motion was made by Council Member Cundiff to proceed with refinancing and approve the draft bond resolutions, and for the Mayor to sign all documents as long as they are the same in the package, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

**NEW BUSINESS**

- A. Review and consideration of approval of 2013-2014 Student Council Association of Franklin County High School request to hold their Homecoming Parade.

Dialogue: Ms. Anitra Holland, Teacher and Student Council Association Faculty Advisor/Sponsor at Franklin County High School, came before Council stating the following:

- On behalf of the 2013-2014 Student Council Association (SCA) Franklin County High School, she is presenting their request for permission from Council to allow them to hold their Homecoming Parade on Thursday, September 12, 2013, beginning at approximately 5:30 p.m.
- Prior to the meeting, the Chief of Police reviewed the proposed parade route and has no problem with it.

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

Motion action taken:

Motion was made by Council Member Love to grant the request, with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

- B. Presentation of 2012 Annual Planning Commission Report.

Dialogue: The Assistant Town Manager stated that prior to the meeting, Council had received a copy of the 2012 Annual Planning Commission Report for their review.

The Mayor mentioned that he likes the new format of the report.

*No action needed – for informational purposes only.*

- C. Review and consideration of approval of draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014” regarding using General Fund contingency funds to cover the repair costs for the 2001 Pierce aerial fire truck.

Dialogue: The Town Manager and Fire Chief briefed Council on what was needed:

- The 2001 Pierce aerial fire truck is in need of an unanticipated repair to replace the swivel and related hardware at an estimated cost of \$14,000.

- Since this repair is unanticipated and unbudgeted, contingency funds will be needed.
- When the fire truck was inspected, UL would not approve it; therefore, will need to get this truck back into service by getting it repaired.
- Prior to the meeting, Council had received for review and consideration of approval a draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014" that addresses this repair, with \$14,000 coming from the General Fund contingency funds to cover the repair costs.

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

Motion action taken:

Motion was made by Council Member Greer to grant the request, with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

## **COMMITTEE REPORTS**

Let the record show there were no committee reports at this time.

## **OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES**

- A. Referrals to Planning Commission from Town Council: let the record show there were none.
- B. *Rise 'N Shine* Appearances: The Assistant Town Manager appeared on the show this morning with host Richard Shoemaker.

## **COUNCIL CONCERNS**

Vice Mayor Walker commented that under the "Consent Agenda", there was a proclamation presented pertaining to "Day to Serve". In relation to that, he would like to see if it will require any direction from Franklin County Parks & Recreation to have the lily pads removed out of the Gilley's Park ponds due to the fact that if someone is trying to fish out of the ponds, they cannot get their fishing lines out due to the over growth of the lily pads. The Town Manager stated he would see what he could find out about this.

## **CLOSED MEETING**

Let the record show there were no *Closed Meeting* items at this time.

**ADJOURNMENT**

At 9:10 p.m., motion was made by Council Member Greer 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  
SPECIAL COUNCIL MEETING  
AUGUST 13, 2013**

The Rocky Mount Town Council held a special meeting at the Rocky Mount Water Plant located at 200 Shady Lane, Rocky Mount, Virginia on August 13, 2013 at 4:00 p.m. The following members of Council were 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.

Let the record show that Mayor Steven C. Angle was absent.

The meeting was called to order by Vice Mayor Walker.

For the record, the following were present: Members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Superintendent of Water Department Robert Deitrich, 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 action taken:

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

**TOUR OF ROCKY MOUNT WATER PLANT AND OVERVIEW OF UPDATED ELECTRICAL EQUIPMENT AND OPERATION**

The Superintendent of the Water Department conducted a tour of the Water Plant's electrical system upgrade and pointed out the following:

1. Motors: all new for the three finished water pumps and two raw water pumps.
  - a. Higher efficiency rating than the old motors.
2. Variable speed controls on all finished water and raw water pump motors.
  - a. Reduced power spikes.

- b. Allows motors to operate at less than 100%, reducing electrical demand.
  - c. Softer stopping means less water hammer, which can cause damage to pipes in the plant and distribution system.
3. Soft start control for the two backwash water pump motors.
  - a. Reduces spikes in power demand.
4. New electronics for numerous other systems in the plant will be more reliable and more energy efficient.
5. Generator transfer switch.
  - a. Will allow the plant to operate on a generator that will be borrowed or rented during an extended power outage.
6. The new control panel has allowed to be removed from the plant at least a dozen electrical devices that are no longer needed.
7. Digital readouts on new equipment will allow staff to “dial in” the plant’s power consumption.
8. At the other small building near the dam, a smaller similar setup is in place.

Also pointed out by the Superintendent of the Water Plant were items pending completion by the contractor.

1. Testing of #1 finished motor.
2. Completion of generator connection switch.
3. Programming of control pad for variable speed controls.
4. Flash mixer controls.
5. Boiler controls.
6. Wiring diagram will be given to staff.

The Superintendent of the Water Plant informed Council that staff was inspired by the new equipment and have been working to freshen up the condition and appearance of the plant, stating there is still much to do, but as time allows, staff will continue to make cosmetic improvements. He pointed out the recent items accomplished by plant staff:

1. Soda feeders.
  - a. Two (2) new units installed.
  - b. Old ductwork removed and painted to match.
2. Most outdoor equipment around the main building has been painted.
  - a. Outdoor equipment associated with raw water pump building is next.
3. Painted majority of walls in the basement and stairwell areas (project is ongoing).
4. Began to paint pipes but ran into adhesion issues. May need to get help from a professional contractor due to poor condition of the existing coatings, humidity, rust, and difficult areas to access.

The Superintendent of the Water Plant outlined future plans for the plant:

1. Paint basement floor and steps.
  - a. Condition of the basement floors was already poor and this project caused further damage to the finish. Staff may look to professional to assure proper

- bond and durability of the floor finish.
2. Paint office control panel and cover holes.
  3. Finish paint on interior and exterior doors.
    - a. Elevator, etc.
  4. New energy efficient lights for basement and second floor (samples are on order).
    - a. Hope to save money on electricity being used.

There was brief discussion on how the removal of the two Pendleton Street tanks (Tank Hill area) would affect the Water Plant. Staff confirmed that there is approximately 200,000 gallons of useable water in the tanks. It was pointed out by staff that the engineering firm of Thompson and Litton has looked at how this would affect any fire flow, and health and safety issues, and according to Thompson and Litton, there were no problems regarding those issues. Staff also pointed out that the site would be kept as a municipal function as the Town has cellphone towers there already.

### **ADJOURNMENT**

There being no further business to discuss, the Vice Mayor called for an adjournment of the special meeting.

At 4:35 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Stockton and carried unanimously by those present.

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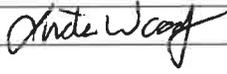
Gregory B. Walker, Vice Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 29, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director 
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	September

This report contains the following monthly information for August 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

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department – not available at this time:  
walk-in transactions  
drive-thru transactions  
mail transactions

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

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

Repairs / Personal Services:

Luci's Salon & Spa, 1035 Franklin St, Suite 208, salon and spa

Itinerant Merchant:

Gold Coast Refining LLC, event at Comfort Inn, purchase jewelry, coins, antiques

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at July 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>
<b>Fixed Income / Bonds:</b>									
FNMA	12/26/2013	12/26/2017	500,000	97.929	489,645.00	1.02%	1.00%	3135G0SJ3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	99.269	253,135.95	0.70%	0.70%	313G0E64	1,785.00
<b>Bond Totals</b>			<u>755,000</u>		<u>742,780.95</u>	0.86% avg. return			<u>6,785.00</u>
<b>Certificates of Deposits:</b>									
Ally Bank Midvale UT	12/23/2013		245,000	100.224	245,548.80	1.09%	1.10%	02005QYE7	2,695.00
Am Express Centurion	11/17/2015		225,000	101.989	229,475.25	1.71%	1.75%	02587DGX0	3,937.50
Bank Baroda NY	11/12/2013		245,000	99.932	244,833.40	0.25%	0.25%	060624C27	612.50
Bank Hampton Rds. VA	9/27/2017		245,000	99.804	244,519.80	0.99%	1.00%	062492BH5	2,450.00
Bank of China NY	11/1/2013		249,000	99.928	248,820.72	0.20%	0.20%	06426NS78	498.00
Beal BK USA, NV	2/12/2014		225,000	99.817	224,588.25	0.20%	0.20%	07370VF60	450.00
CIT BK Salt Lake UT	10/13/2016		190,000	98.616	187,370.40	1.01%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN	8/25/2016		245,000	100.058	245,142.10	0.99%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingha	12/29/2014		230,000	100.441	231,014.30	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwoor	9/15/2014		245,000	100.702	246,719.90	1.29%	1.30%	254670W40	3,185.00
Essa BK Stroudsburg P	11/30/2016		245,000	100.377	245,923.65	0.99%	1.00%	29667RGE7	2,450.00
Fifth Third BK OH	11/1/2013		249,000	99.916	248,790.84	0.15%	0.15%	316777LS8	373.50
Flushing Savings NY	7/27/2016		248,000	100.571	249,416.08	0.99%	1.00%	344030ES6	2,480.00
GE Bk Draper Utah	9/30/2014		245,000	100.745	246,825.25	1.38%	1.40%	36159C3F1	3,430.00
GE Cap Fin'l Retail	12/29/2016		245,000	101.929	249,726.05	2.05%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC	11/3/2014		245,000	100.926	247,268.70	1.48%	1.50%	38143AAP0	3,675.00
Investors BK, NJ	2/24/2014		249,000	99.833	248,584.17	0.25%	0.25%	46176PCA1	622.50
Natl Rep Chicago CTF	1/25/2016		245,000	101.887	249,623.15	0.98%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY	2/9/2015		245,000	100.851	247,084.95	0.74%	0.74%	786580YV4	1,837.50
Security Bk Aiken SC	7/27/2016		245,000	100.341	245,835.45	1.24%	1.24%	81423LAV4	3,062.50
Sovereign Bk Willington	9/26/2020		245,000	100.272	245,666.40	0.74%	0.75%	84603M2V7	1,837.50
State Bk India Chicago	7/25/2017		230,000	100.416	230,956.80	1.53%	1.55%	856283TL0	3,565.00
<b>CD Totals</b>			<u>5,280,000</u>		<u>5,303,734.41</u>	0.97% avg. return			<u>51,406.50</u>
<b>Total Investments</b>			<u>6,035,000</u>		<u>6,046,515.36</u>	0.96% avg. return			<u>58,191.50</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Apr-13	1,097,140.45	0.15%
May-13	1,114,780.62	0.15%
Jun-13	1,462,419.95	0.10%
Jul-13	1,485,391.80	0.11%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF AUGUST 31, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	1,860	10,911	2,396	9,027	585,792	0.41%
Public Service Tax	-	-	-	-	27,135	0.00%
Personal Property Tax	712	725	915	934	173,526	0.53%
Machinery & Tools Tax	-	-	-	-	105,141	0.00%
Penalties on Tax	177	894	271	1,166	2,500	10.82%
Interest on Tax	34	175	34	501	1,000	3.45%
Local Sales Tax	14,475	16,412	14,475	16,412	170,730	8.48%
Meals Tax	107,466	106,578	107,466	106,578	1,150,449	9.34%
Utility Tax	28,294	27,661	28,294	27,661	324,563	8.72%
Communications Tax	16,312	17,505	16,312	17,505	202,512	8.05%
Decals	501	1,565	1,766	3,054	78,597	2.25%
Bank Stock Tax	-	-	-	-	229,064	0.00%
Penalty-Meals Tax	160	286	247	393	1,750	14.10%
Interest-Meals Tax	14	33	1,237	35	500	247.39%
Lodging Tax	8,522	10,429	8,522	10,429	97,681	8.72%
Cigarette Tax	5,907	8,788	13,373	14,783	99,094	13.50%
BPOL-Retail	10,897	664	22,862	4,370	303,831	7.52%
BPOL-Professional	1,415	-	8,429	9,312	137,670	6.12%
BPOL-Contractor	-	317	2,862	317	12,000	23.85%
BPOL-Repairs/Services	200	20	10	1,827	115,059	0.01%
BPOL-Alcoholic Beverages	-	-	-	-	800	0.00%
BPOL-Penalty/Interest	2,367	69	4,719	969	1,200	393.25%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	-	-	-	11,400	0.00%
BPOL-Miscellaneous	500	(160)	1,200	253	2,800	42.86%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	500	-	540	200	2,600	20.77%
Welcome Center Fees	370	695	490	1,240	3,000	16.33%
Planning/Zoning Fees	580	1,655	3,829	1,815	6,200	61.76%
Court Fines	2,533	3,411	2,533	3,411	31,088	8.15%
Parking Fines	-	85	45	85	200	22.50%
Interest Earnings	3,200	2,576	4,016	2,576	56,624	7.09%
Return Check Fees	80	60	120	200	700	17.14%
Rental of Property	-	-	-	-	420	0.00%
Mortgage Payments	-	-	512	256	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	-	660	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	750	750	750	750	1,500	50.00%
Security Services	-	4,740	-	4,740	4,000	0.00%
Passport Service Fees	708	1,048	1,614	1,782	10,800	14.94%
Police Reports	59	33	260	231	1,200	21.67%
Fingerprint Service Fees	-	15	-	15	-	0.00%
Garbage Collection Fees	9,426	7,536	9,426	7,536	109,989	8.57%
Truck Rental Program	10	-	10	-	100	10.00%
Miscellaneous Services	-	246	23	738	350	6.56%
Transfer from Utility Fund	-	-	-	-	426,426	0.00%
Donations	16	21	16	37	-	0.00%
Merchandise Sales	21	111	44	127	200	22.00%
Miscellaneous	-	1	539	468	300	179.77%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	847	-	2,371	-	1,000	237.11%
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	-	(247)	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	2,731,293	0.00%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF AUGUST 31, 2013**

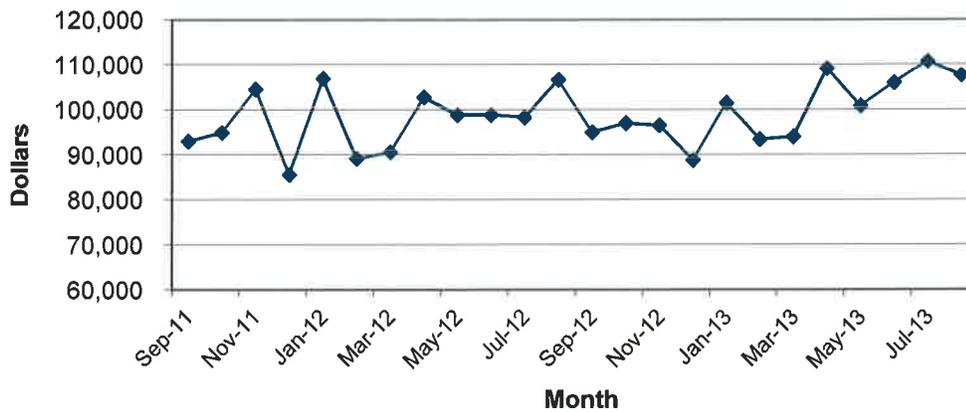
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
Total Local Revenues	218,915	225,855	262,279	252,394	7,222,984	3.63%
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	3,801	26	3,801	26	3,000	126.69%
Litter Tax	-	-	-	-	2,100	0.00%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	-	-	12,000	0.00%
PPTRA from the State	53,861	53,861	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV / 402 Grant	-	-	-	-	-	0.00%
Local Law Enforcement	-	-	-	-	4,200	0.00%
DMV Mini Grants	-	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	1,238,082	0.00%
VML Safety Grant	-	3,000	-	3,000	-	0.00%
Volunteer Fire Dept.	-	-	7,500	7,500	30,000	25.00%
Law Enforcement-599 Funds	-	-	-	-	108,460	0.00%
Police Grants	-	-	-	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Other Categorical Aid-Schools	29,632	-	29,632	-	29,632	100.00%
Total State Revenues	87,293	56,887	94,793	64,387	1,481,335	6.40%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>306,208</b>	<b>282,742</b>	<b>357,073</b>	<b>316,781</b>	<b>8,704,319</b>	<b>4.10%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	99,446	91,653	99,446	91,653	1,477,728	6.73%
gallons billed	21,102,904	20,360,357	39,537,979	42,242,570		
Water Connections	-	5,415	-	82,415	20,025	0.00%
Reconnect Fees	1,325	360	2,125	570	3,000	70.83%
Penalties	1,658	1,727	3,376	3,367	20,000	16.88%
Bulk Water Purchases	834	1,201	1,438	1,243	2,300	62.52%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	58,855	55,134	58,855	55,134	949,284	6.20%
gallons billed	15,471,138	14,815,887	29,176,051	30,326,244		
Sewer Connections	-	3,000	-	80,000	13,500	0.00%
Cell Tower Rent	-	3,832	5,668	9,464	46,349	12.23%
VML Safety Grant	-	1,000	-	1,000	-	0.00%
Recoveries	-	-	-	-	2,000	0.00%
Bond Proceeds	-	181,350	-	181,350	-	0.00%
Meals Tax Transfer	107,466	98,483	107,466	98,483	514,278	20.90%
Appropriated Fund Balance	-	-	-	-	741,800	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>269,583</b>	<b>443,154</b>	<b>278,374</b>	<b>604,678</b>	<b>3,790,264</b>	<b>7.34%</b>
<b>CAPITAL PROJECTS REVENUES:</b>						
Uptown Loan Repayments	280	280	684	1,209	-	0.00%
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	500,000	0.00%
Private Foundations / Grants	-	-	-	-	200,000	0.00%
Historic Tax Credits	-	-	-	-	1,000,000	0.00%
Bonds / Loans	-	-	-	-	-	0.00%
Transfers from General Fund	-	-	-	-	800,000	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>280</b>	<b>280</b>	<b>684</b>	<b>1,209</b>	<b>2,500,000</b>	<b>0.03%</b>



**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

Month	Collections
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
May-13	100,779
Jun-13	105,948
Jul-13	110,701
Aug-13	107,466

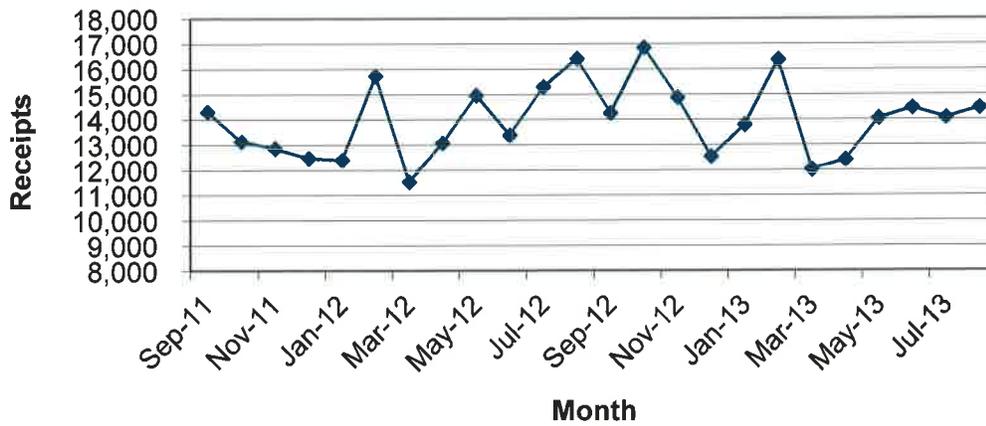
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

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
May-13	14,068
Jun-13	14,480
Jul-13	14,087
Aug-13	14,475

Local Sales Tax



**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF AUGUST 31, 2013**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	5,277	9,805	19,489	20,719	86,103	22.63%
Town Manager	18,108	13,430	35,048	28,020	200,890	17.45%
Town Attorney	-	1,628	-	3,178	41,250	0.00%
Finance Department	18,870	21,107	72,676	51,339	332,531	21.86%
Electorial Board	-	-	-	-	3,500	0.00%
Police Department	159,455	162,311	336,949	295,309	1,756,207	19.19%
Volunteer Fire Dept.	6,068	6,643	24,274	20,783	111,540	21.76%
Public Works Admin.	1,706	1,455	3,017	1,953	20,429	14.77%
Street Lights	8,183	15,475	16,342	15,475	112,454	14.53%
Traffic Control & Parking	12,527	2,061	14,560	3,343	123,033	11.83%
Streets	79,542	413,730	122,927	463,963	1,016,118	12.10%
Sidewalks & Curbs	1,064	-	1,510	734	16,163	9.34%
Grassy Hill Guardrails	475	-	2,400	-	61,624	3.89%
40 East Sidewalks/Crosswalks	-	-	865	-	160,198	0.54%
Street Cleaning	2,077	973	2,814	2,707	19,217	14.64%
Refuse Collection	15,738	8,843	27,130	30,057	156,020	17.39%
Snow Removal	497	-	497	489	22,508	2.21%
Municipal Building	4,485	9,173	9,846	10,498	65,800	14.96%
Emergency Services Bldg.	4,790	8,612	9,934	6,837	64,450	15.41%
Public Works Building	712	2,850	2,513	3,498	13,830	18.17%
Cemetery	2,287	1,436	4,280	3,740	15,483	27.64%
Playgrounds	3,112	1,089	5,881	3,563	77,089	7.63%
Veterans Memorial Park erosion	856	2,297	3,115	2,297	26,251	11.87%
Pigg River Dam Safety	-	-	-	-	29,105	0.00%
Planning & Zoning	9,004	8,014	17,400	14,674	123,552	14.08%
Community Development	11,403	27,058	23,903	29,434	193,516	12.35%
Citizen's Square	1,078	785	2,946	1,285	13,523	21.79%
Hospitality Center	2,727	3,060	4,860	4,139	34,754	13.98%
Passport Services Expenses	536	58	572	124	2,360	24.26%
Performing Arts Venue	-	43	-	43	-	0.00%
Economic Development Authority	9	-	9	-	11,505	0.08%
Remediation of Blighted Structures	-	-	-	63	20,000	0.00%
<b>Non-Departmental:</b>						
Wages & Fringes	3,619	1,151	11,890	2,714	91,068	13.06%
Employee Wellness Program	-	-	-	-	1,750	0.00%
Employee Drug Testing	-	-	-	-	1,055	0.00%
Insurance	65,127	-	65,127	65,093	75,508	86.25%
Contributions to Others	-	-	21,750	22,500	22,500	96.67%
Debt Service-Principal	-	-	-	-	192,000	0.00%
Debt Service-Interest	-	-	53,410	56,484	106,829	50.00%
Transfer to Utility Fund	107,466	98,483	107,466	98,483	514,278	20.90%
Transfer to Capital Proj. Fund	-	-	-	-	2,575,000	0.00%
Transfer to Performance Operations	-	-	-	-	30,169	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	113,159	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>546,803</b>	<b>821,569</b>	<b>1,025,400</b>	<b>1,263,537</b>	<b>8,704,319</b>	<b>11.78%</b>

**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF AUGUST 31, 2013**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	18,827	25,998	20,620	22,376	169,766	12.15%
Meter Reading	4,981	3,406	24,498	5,450	44,435	55.13%
Water Plant	92,541	60,879	319,122	65,928	569,734	56.01%
Lilly's Leisue Utility Extension	-	1,777	-	1,777	-	0.00%
Wastewater System Operation	15,842	7,325	27,364	10,850	141,418	19.35%
Wastewater Treatment Plant	46,416	91,782	70,945	87,820	401,288	17.68%
Utility Billing & Administration	9,143	10,689	30,863	18,107	152,173	20.28%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	-	-	6,548	0.00%
Insurance	21,709	-	21,709	21,698	25,169	86.25%
Debt Service-Principal	262,575	12,526	262,575	12,526	480,048	54.70%
Debt Service-Interest	2,993	3,289	27,023	3,289	136,405	19.81%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Transfer to General Fund	-	-	-	-	426,426	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	445,054	0.00%
Depreciation	-	-	-	-	741,800	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>475,027</b>	<b>217,672</b>	<b>804,719</b>	<b>249,821</b>	<b>3,790,264</b>	<b>21.23%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Uptown Redevelopment Project	-	-	-	-	-	0.00%
Industrial Park - Site Improvements	-	-	-	-	-	0.00%
Performance Venue Renovations	59,318	-	107,054	-	2,500,000	4.28%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>59,318</b>	<b>-</b>	<b>107,054</b>	<b>-</b>	<b>2,500,000</b>	<b>4.28%</b>
<b>UTILITY CAPITAL FUND:</b>						
Public Works Utility Project	-	-	-	-	175,000	0.00%
Water Treatment Plant Utility Project	-	-	-	-	45,000	0.00%
Wastewater Treatment Plant Utility Project	-	-	-	-	47,000	0.00%
Transfer to Reserved Utility Capital Fund Balance	-	-	-	-	4,660	0.00%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>271,660</b>	<b>0.00%</b>
<b>PERFORMANCE VENUE OPERATIONS:</b>						
<b>Performance Venue Operations:</b>						
Wages and Fringe Benefits	6,356	-	12,712	-	-	0.00%
Contractual Services	7,771	-	7,771	-	111,715	6.96%
Custodial Services	-	-	-	-	400	0.00%
Ticketing Expenses	-	-	-	-	1,000	0.00%
Talent	2,500	-	2,500	-	-	0.00%
Advertising	2,153	-	2,153	-	1,500	143.56%
Printing & Binding	694	-	694	-	150	462.84%
Postage & Delivery Services	-	-	-	-	200	0.00%
Utilities	62	-	142	-	1,485	9.58%
Communications	65	-	130	-	900	14.44%
Travel & Training	181	-	181	-	-	0.00%
Dues & Memberships	-	-	-	-	150	0.00%
Office Supplies	74	-	74	-	220	33.72%
Merchandise for Resale	-	-	-	-	249	0.00%
<b>TOTAL PERFORMANCE VENUE EXPENSE</b>	<b>19,857</b>	<b>-</b>	<b>26,359</b>	<b>-</b>	<b>117,969</b>	<b>22.34%</b>
<b>2 months of the 12 month fiscal year</b>						<b>16.67%</b>

TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2014

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	50,000	50,000
COMMITTED:		
Aerial Fire Truck Repairs (8-12-13)	(14,000)	
Removal of Pendleton water tanks (8-12-13)		(23,000)
AVAILABLE CONTINGENCY FUND BALANCE	<u>36,000</u>	<u>27,000</u>
Available / (overexpended)		

		TOWN OF ROCKY MOUNT	
		PERFORMANCE VENUE (01.8108)	
		VENUE OPERATIONS (06.8401)	
		VENUE RENOVATIONS (04.8123)	
		PROJECT TO DATE EXPENSES	
		(EXCLUDING BUILDING PURCHASE)	
			Project
		This Month	to Date
Building Purchase		-	248,922.30
Renovations		50,195.91	127,756.52
Design		15,963.00	136,972.50
Operations:			
Wages & Fringes		6,576.15	20,410.44
Miscellaneous		528.45	11,471.11
Promotions		2,393.36	2,393.36
Utilities		61.92	1,183.13
Performances		3,456.34	3,456.34
Total Operations		13,016.22	38,914.38
Grand Total		79,175.13	552,565.70

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

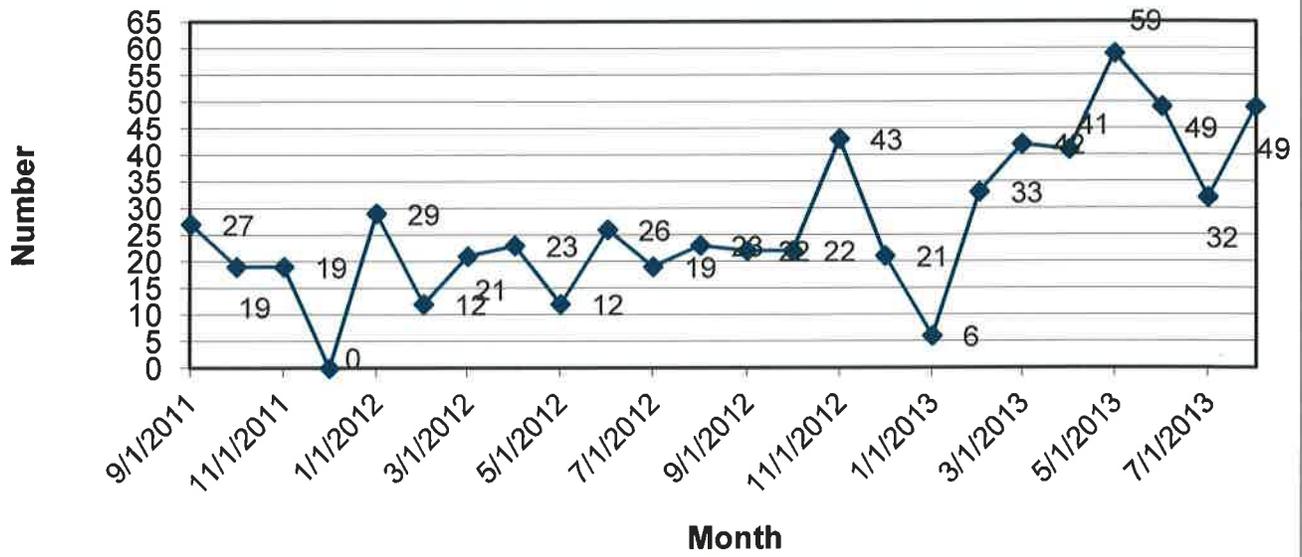
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,751	7,310,471	\$ 33,685	61%	35%	32%
COMMERCIAL	339	5,692,531	\$ 23,207	12%	27%	22%
INDUSTRIAL	48	4,213,452	\$ 14,359	2%	20%	14%
TOTAL	<u>2,138</u>	<u>17,216,454</u>	<u>\$ 71,251</u>	<u>75%</u>	<u>82%</u>	<u>68%</u>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	650	2,497,050	\$ 23,856	23%	12%	23%
COMMERCIAL	65	1,386,400	\$ 10,320	2%	7%	10%
INDUSTRIAL	2	3,000	\$ 50	0%	0%	0%
TOTAL	<u>717</u>	<u>3,886,450</u>	<u>\$ 34,226</u>	<u>25%</u>	<u>18%</u>	<u>32%</u>
				100%	100%	100%
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,401	9,807,521	\$ 57,541	84%	46%	55%
COMMERCIAL	404	7,078,931	\$ 33,527	14%	34%	32%
INDUSTRIAL	50	4,216,452	\$ 14,409	2%	20%	14%
TOTAL	<u>2,855</u>	<u>21,102,904</u>	<u>\$ 105,477</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 2014

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-13	35%	33%	28%	22%	20%	13%	82%	68%	11%	23%	6%	9%	0%	0%	18%	32%
Aug-13	35%	32%	27%	22%	20%	14%	82%	68%	12%	23%	7%	10%	0%	0%	18%	32%
Sep-13																
Oct-13																
Nov-13																
Dec-13																
Jan-14																
Feb-14																
Mar-14																
Apr-14																
May-14																
Jun-14																
Average	35%	33%	28%	22%	20%	14%	82%	68%	12%	23%	7%	10%	0%	0%	18%	32%

\*\*\*NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, comercial, and industrial customers for FY 2014 (year ended 6/30/14).

### Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
July-13

Water Plant Finished Water Pumped		<u>24,370,000</u>
Water Consumption Billed	21,102,904	
Meters Read and Not Billed	949,190	
Water Obtained from Water Plant (to bill)	8,300	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	87,500	
Flow Meter Checks at Hydrants	-	
Drained from Pendleton tank for painting of tank	-	
Filling Water Tanks - Pendleton	-	
 Grand Total of Water Metered / Consumed / Tracked		 <u>22,147,894</u>
 Percent Finished Water Accounted		 90.88%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	1,900
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	30
002-0317-30-01	Public Works Bldg-new bldg	2,000
004-1067-00-01	Veteran's Memorial Park	300
005-1300-00-01	Mary Elizabeth Park	900
005-1343-00-04	Music Venue	150
005-1384-00-01	Farmer's Market	1,300
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	510
009-2523-50-01	Emergency Services Bldg.	7,100
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	354,000
	Water Plant Process	579,000

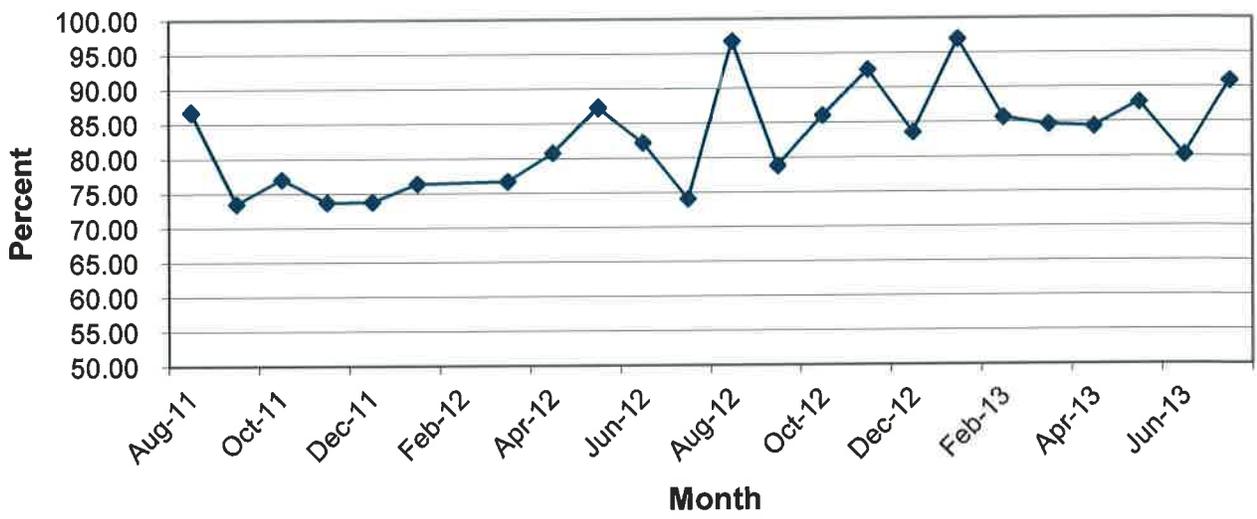
TOTAL Meters Not Billed		<u>949,190</u>
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Water Line Repairs by Public Works during the month:  
2" on Claybrook

Sewer Line Repairs by Public Works during the month:  
none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2014						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-13	24,370,000	22,147,894	90.88%	2,222,106		
Aug-13				-		
Sep-13				-	90.88%	2,222,106
Oct-13				-		
Nov-13				-		
Dec-13				-	0.00%	-
Jan-14				-		
Feb-14				-		
Mar-14				-	0.00%	-
Apr-14				-		
May-14				-		
Jun-14				-	0.00%	-
AVG.	24,370,000	22,147,894	90.88%	2,222,106	90.88%	2,222,106
TOTAL	24,370,000	22,147,894		2,222,106		
Monthly Avg. Percent Unaccounted =			9.12%			
Monthly Avg. Percent Accounted =			90.88%			
1 out of 1 month this fiscal year > 80% accountability						

### Water Accountability %



**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2014**

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-13	310.00	23,970,000	38.66%	24,370,000	39.31%	22,147,894	90.88%	2,855	26,350,000	42.50%	15,471,138	58.71%
Aug-13			0.00%		0.00%					0.00%		
Sep-13			0.00%		0.00%					0.00%		
Oct-13			0.00%		0.00%					0.00%		
Nov-13			0.00%		0.00%					0.00%		
Dec-13			0.00%		0.00%					0.00%		
Jan-14			0.00%		0.00%					0.00%		
Feb-14			0.00%		0.00%					0.00%		
Mar-14			0.00%		0.00%					0.00%		
Apr-14			0.00%		0.00%					0.00%		
May-14			0.00%		0.00%					0.00%		
Jun-14			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>310.00</b>	<b>23,970,000</b>	<b>38.66%</b>	<b>24,370,000</b>	<b>39.31%</b>	<b>22,147,894</b>	<b>90.88%</b>	<b>2,855</b>	<b>26,350,000</b>	<b>42.50%</b>	<b>15,471,138</b>	<b>58.71%</b>
NOTE (A): "Total Water Gallons Accounted" consists of gallons billed and gallons read but not billed plus bulk water sold at the Water Plant plus water used to flush lines or hydrants plus gallons used to fill water tanks.												
NOTE (B): For any given month, "total water gallons accounted" are for "finished water treated" that month. For example, for the month of July, "water gallons accounted" would be water consumed during the month of July by customers and read by the meter readers during the first week of August. Those gallons, however, would not be billed to customers until the end of August during that month's billing cycle. However, those gallons consumed are displayed on the July line to match usage with water plant production ("finished water treated").												

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 1, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charles Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	July 2013

- The Rocky Mount Fire Department answered a total of 37 calls for the month of July 2013.
- 17 calls were answered inside the Town limits and 20 calls were answered in Franklin County.
- There were a total of 276 man hours accumulated on these calls, with an average of 9.18 members per call.
- The department traveled a total of 948 miles on all fire department vehicles for the month.
- The department used a total of 45.5 gallons of gasoline, and a total of 75.7 gallons of diesel fuel for the month.
- There were a total of 87 extra training man-hours accumulated for the month, including re-certification of all members in CPR and first-aid.
- During the month, the department answered 4 structure fires; 2 motor vehicle fires; 3 woods and grass fires; 1 hazmat (oil spill); 1 hazmat (gasoline spill); 14 vehicle accidents; 5 false alarms; 1 control burn; 1 utility pole fire; 3 assistance to the rescue squad; and 2 maintenance calls.
- The department continued its hose-testing program for the year 2013. This program allows the department to inspect all fire hose for any defects and test hose strength under water pressure as required by N.F.P.A. standards. Any hose that fail these tests are pulled from service. All hose are identified by a numbering system and logged into our inventory system. Each hose has an identifiable history from the time it is placed into service until it is removed from the system.
- Plans have been made for various other training programs for the upcoming year, starting with the refresher E.V.O.C. class for all members of the department.
- Plans are being finalized for the September 21<sup>st</sup> spaghetti and bluegrass fund raising dinner. This year's featured band will be Rocky Mount's own "The Wright Kids", which have achieved regional and national accolades.

## MONTHLY STAFF REPORT

<b>DATE:</b>	September 1, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Cecil R. Mason, Public Works Director
<b>DEPARTMENT:</b>	Public Works Department
<b>MONTH:</b>	August 2013

1. Swept streets: August 1, 5, 8, 16.
2. Cleaned for Warren Street Festival.
3. Did street repairs on Franklin Street.
4. Finished water connection at Harvester Performance Center and removed fire hydrant.
5. Read meters for three days.
6. Replaced one (1) each 5/8" water meter.
7. Repaired 6" water line on Spring Street.
8. Made one (1) new sewer connection.
9. Installed manhole in sewer line behind the Harvester Performance Center for lining existing sewer line.
10. Dug one (1) grave.

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 30, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton, Superintendent
<b>DEPARTMENT:</b>	Wastewater Treatment Plant
<b>MONTH:</b>	August 2013

Average Daily Flow	0.688 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	326,646 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	0.00 Tons
Rain Total      4.21 inches	Snow Total      0.0 inches

Note: The Wastewater Plant started receiving leachate from the new landfill on August 19, 2013. 254,646 gallons was received this month from the new landfill and 72,000 gallons was received from the old landfill. This was expected and created no problems for the wastewater plant. The amount of leachate will reduce as the new landfill ages.

Request: None

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 30, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Bob Deitrich, Superintendent
<b>DEPARTMENT:</b>	Water Department
<b>MONTH:</b>	August 2013

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

The actual water production time (filtering of water) for the entire month averaged 11.0 hours per day, which yielded approximately 900,000 gallons of water per day.

Total Raw Water Pumped:	26.0 million gallons (meter error)
Total Drinking Water Produced:	27.0 million gallons
Average Daily Production:	871,000 gallons per day
Ave Percent of Production Capacity:	44%
Flushing of Hydrants/Tanks/ FD Use:	40,000 gallons
Plant Process Water:	591,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	0 gallons

### **Operational Issues:**

- One routine water sample indicated the presence of a common bacteria. As a precaution, the area was flushed and checked for adequate chlorine levels. Additional check samples were negative. As a result, no violation was issued by the Health Department. Other monthly test results are pending. The erroneous sample is attributed to either sampler error or lab error.
- Water demand is increasing with the dryer weather and schools being in session.

### **Repairs/Maintenance:**

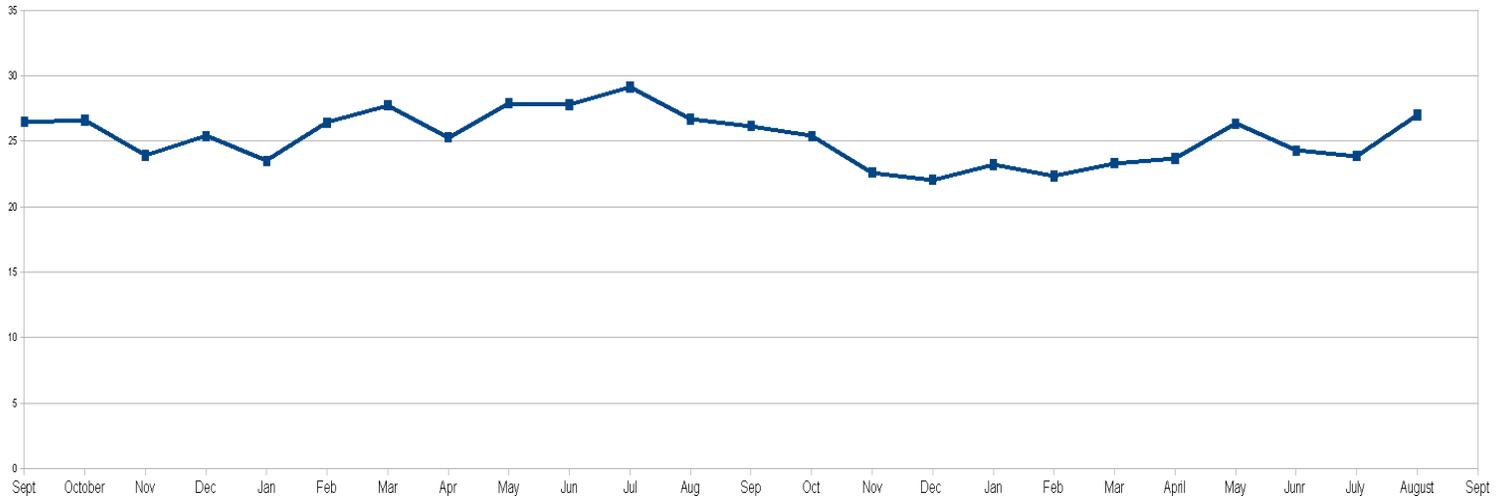
- The electrical upgrade is substantially complete. The contractor is having to redesign the remote control interface but the bulk of the equipment is operational and working well. All totaled, the plant was off-line just shy of 24 hours. Staff worked additional evening hours to keep the water tanks full of water.
- 10 fire hydrants were tested along West Franklin Street.
- The water lubrication system associated with the raw water pumps has failed. Staff is rebuilding the system while a temporary fix is keeping the pumps running.
- Since the last calibration, our raw water meter has been under-reporting. Our instrumentation service has been contacted to recheck.
- Staff replaced the finished pump check valves as part of the upgrade project.

### **Upcoming:**

- Hydrant Flushing
- RFP for new SCADA System. Bid due Sept. 5<sup>th</sup>.
- RFP for conversion to liquid chlorine system to be issued.
- Blackwater Dam safety improvements bids being reviewed at this time.
- Finish repair of pump lubrication system.

# Water Plant Production (in millions of gallons)

## August 2011 to August 2013



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED: September 9, 2013

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Town Council has set a policy to consider Holiday Bonuses annually and to make a determination based on the budget at the time rather than including a specific target figure in the budget. \$32,026 is set aside in the current budget for bonuses.</p> <p>Staff need's Council's guidelines on: -Should a holiday bonus be issued this year? -If so, what are the guidelines that should be used to determine the amount of the bonus?</p>
ACTION NEEDED:	Guidance from Council on how staff is to proceed.

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: September 9, 2013

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>A group of local businesses have planned and proposes the establishment of a significant outdoor business, music and tourism event in Downtown Rocky Mount. The event is proposed for April 12, 2014 from 11:00 a.m. to 5:00 p.m. and will feature local bands, food, and vendors, as well as bring customers in to shop in Town. The event has been in the planning stages since February of this year and represents their attempt at creating a business community driven annual event that leverages the areas best resources for a self-sustaining event.</p> <p>A complete draft of the proposed event is attached. Highlights of the event include:</p> <ul style="list-style-type: none"> <li>-Use of the Farmer's Market</li> <li>-Use of select streets adjacent to the Farmer's Market</li> <li>-A focus on local culture (antique vehicles, Rocky Mount artisans, moonshine heritage, musical talent, the Harvester Performance Hall)</li> <li>-Role forward of funds from one event to the other</li> </ul> <p>They request approval from Town Council to hold this event so that the remaining planning stages can commence from now until April of 2014.</p> <p>Staff recommends approval of this event as the tourism metrics and economic data provided coincide with the same data used to establish the business case for the Harvester Performance Hall. The establishment of the Harvester Performance Hall is the initial step to a ten-year vision of creating, supporting and maintaining a vibrant retail corridor in our Uptown and Downtown area. Just as this has spurred some economic interest in the surrounding area, it is also sparking interest from local businesses to assist and create events and programs that facilitate the growth and development of the Town.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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



# Business, music and tourism promotion on the Market

Downtown Rocky Mount (April 12, 2014 proposed) v082713

Franklin St.  
Rocky Mount, VA 24151

[email@downtownrockymount.com](mailto:email@downtownrockymount.com)  
[www.downtownrockymount.com](http://www.downtownrockymount.com)

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## Event Summary

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In recent years, many businesses across the country have profited from the very things that makes us famous. There have been books, major motion pictures and a world famous TV show. In our own state, legal moonshine sales are booming. Nationally known publications like the *Smithsonian Magazine*, *New York Times* and *Washington Business Journal* all have articles about Smith Mountain Lake, The Crooked Road and Franklin County Moonshine. Ironically, Franklin County is the only area that is not promoting and profiting from our own heritage. Our goal is to create an annual outdoor business, music and tourism festival in the market area of downtown Rocky Mount to promote business, tourism and community to our residents, potential new business owners, the surrounding areas and the rest of the country.

### **Objectives**

Create a self-sufficient event that uses our best resources (Blue Ridge Institute, The Crooked Road, The Harvester, local music, moonshine history, Farmers Market and Smith Mountain Lake) to promote all local businesses and tourism in Rocky Mount and Franklin County by attracting people into the heart of downtown and continue to market our local business and area throughout the year.

### **Mission Statement**

Take advantage of our unique features and strengths to make Rocky Mount and Franklin County a more attractive place for our residents and all current businesses while marketing our community to potential new businesses and visitors from across the state and nation.

### **Highlights**

Live local music, moonshine history and culture, stories from old shiners and law, old vehicles, local businesses promotion, tourism marketing, music venue introduction and community bonding

### **Keys to Success**

Create something very different from what Rocky Mount has done in the past in an attempt to create excitement and show that things are changing in Rocky Mount which will make people feel included and want to be involved. For the local business community, citizens and governments to have an open mind, be willing to look to the future, listen to the needs of the younger citizens and create a willingness for multiple groups to work together for this combined goal.

## Description of Event

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The goal is to establish a self-sufficient annual outdoor business, music and tourism event in downtown Rocky Mount to promote businesses, tourism and our community to our residents, the surrounding areas and the rest of the country.

## Location

Downtown Rocky Mount in the area surrounding the Farmers Market. Closing Franklin St from College St to Floyd Ave. Vendors in the parking lots of the Farmers Market (red box). Music on Franklin St, smaller street performers and music venue (when completed). Seating along Franklin St and surrounding areas (people bring own chairs). Parking downtown with overflow parking throughout Rocky Mount. Other potential partners may be added later.



## Date and Hours of Operation

Saturday, April 12, 2014 - 11:00am to 5:00pm (Streets closed before and after). Held annually in April/May

## Attendance

First year attendance should start above 1000 and grow well above 2000 by year 3 (based on SML business expo numbers). It normally takes 3 years to establish a new event. We are requesting a 4 year guaranteed approval.. Target markets include local residents and non-residents. Average age of local residents 44. Expect 2/3 non-residents between 30 and 60.

## Vendors and Services

Primarily use vendors from Franklin County and Rocky Mount with a few coming from areas that may lead to increased awareness and marketing of our area.

*Music* – Local bands (Barefoot West), Bluegrass (Harwell Grice), “Franklin County Moonshine Song”, Others

*Street performers* – Local musicians to perform between acts. Clowns, balloons, face painting, etc

*Food* – Ippy’s, 2 by 2, The Landing (Bruno’s Truck), Bowling’s Hot Dogs, Homestead Creamery, etc

*Vendors* – Local crafts, farmers and county businesses (Make sure downtown businesses stay open)

## Management

Setup or use an existing entity to run an annual event. Set up as a community board comprised of 7 to 9 members. Members would be from the town and county governments, the Smith Mountain Lake Regional Chamber of Commerce, Retail Merchants and Ferrum College along with other citizens and local business leaders as needed. Within the event management group, subcommittees should be established to be responsible for Finance, Marketing, Performers, Permits, Vendors, etc...

## Expenses and Revenues

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All revenues will go toward the production of each event. Any money above the production cost would be used to promote the next event and the businesses of Rocky Mount and Franklin County. The goal is to make enough money to not only sustain the event but also continuously market Rocky Mount and Franklin County to the surrounding areas. Sponsors and vendors would become eligible for the future advertising opportunities.

## Marketing and Promotion

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Take advantage of our unique features and strengths to encourage residents and non-residents to visit downtown Rocky Mount, promote our local businesses during event, while encouraging attendees to visit dining and entertainment businesses after event and return for future visits.

Additional advertising opportunities should be perused to continually market to surrounding areas. (Opportunities would be for event participants and sponsors only)

## Conclusion

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For years the residents of Rocky Mount and Franklin County have been forced to travel to surrounding communities to spend their money. Many people will drive right through downtown Rocky Mount without ever considering stopping, much less spending money or eating in a local restaurant. The businesses and community of Rocky Mount and Franklin County have a small window to change that trend right now. We need to use our built in brands of moonshine history and cultural heritage as tools to market our area. Celebrate and capitalize on the excitement of the opening of The Harvester Music Venue. Take advantage of the tourism created by The Crooked Road, Harvester Music Venue and Smith Mountain Lake. And create an atmosphere of acceptance for all local businesses and residences. Right now we have an opportunity to change the future and perceptions of Rocky Mount and Franklin County.

# Appendix

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## Milestones

- Research event planning and feasibility - GFC of SML Regional Chamber of Commerce (February 2013)
- Meet with Retail merchants (March 2013)
- Present plan to Rocky Mount and Franklin County Governments (September 2013)
- If approved present tentative plan at September 2013 GFC meeting
- Work on planning and having event Sept 2013 to April 2014
- Start event and community marketing (January 2014)
- Hold event April 2014
- Start planning for next year May 2014

## Miscellaneous Documents

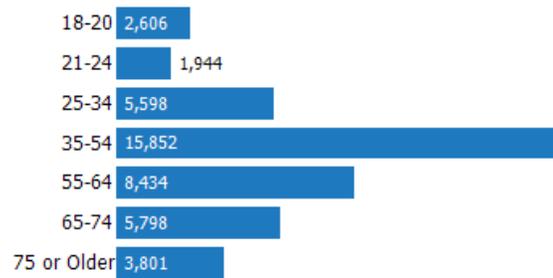
- Franklin County Community Profile (2012)
- Economic Development Advisory Committee (2012)
- June 2013 BMT - SWOT Analysis
- August 2013 BMT – FC Demographics
- August 2013 BMT – Surrounding Populations
- <http://www.nytimes.com/2012/08/29/movies/lawless-with-shia-labeouf-a-film-by-john-hillcoat.html>
- <http://www.smithsonianmag.com/travel/A-Musical-Tour-Along-the-Crooked-Road.html>
- [http://www.bizjournals.com/washington/morning\\_call/2013/02/dramatic-increase-in-moonshine-sales.html](http://www.bizjournals.com/washington/morning_call/2013/02/dramatic-increase-in-moonshine-sales.html)
- [http://www.washingtonpost.com/blogs/the-state-of-nova/post/fairfax-county-native-matt-bondurant-hits-big-screen-with-lawless-film-based-on-va-bootleggers/2012/05/24/gIQA17IGnU\\_blog.html](http://www.washingtonpost.com/blogs/the-state-of-nova/post/fairfax-county-native-matt-bondurant-hits-big-screen-with-lawless-film-based-on-va-bootleggers/2012/05/24/gIQA17IGnU_blog.html)
- [http://www.washingtonpost.com/local/planning-to-get-started-early-for-smith-mountain-lakes-50th-anniversary/2013/08/21/c0496810-0a2f-11e3-89fe-abb4a5067014\\_story.html](http://www.washingtonpost.com/local/planning-to-get-started-early-for-smith-mountain-lakes-50th-anniversary/2013/08/21/c0496810-0a2f-11e3-89fe-abb4a5067014_story.html)

## Business, Music and Tourism Promotion on the Market – FC Demographics

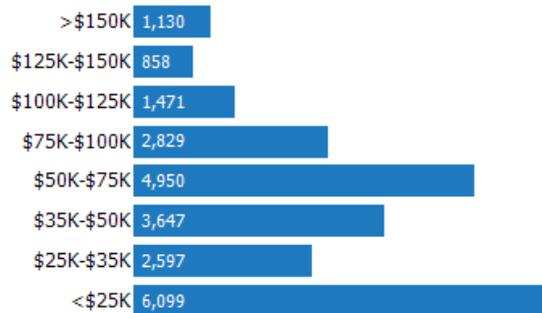
### ▼ People Facts and Stats

	Franklin County	Virginia	United States
Population	55.6K	7.93M	307M
Population Density per Sq Mi	80.6	201	–
Pop Change since 2000	17.6%	12%	9%
Median Age	44	37	37
Male / Female Ratio	49%	49%	49%
High School Graduate	36%	26%	29%
2-Year Degree	28%	27%	29%
Bachelor Degree	11%	20%	18%
Post-graduate degree	6%	14%	10%

### Population of Adults by Age Group



### Household Income Brackets



Information taken from [www.narrpr.com](http://www.narrpr.com)

## Business, Music and Tourism Promotion on the Market – Surrounding Populations

Local Counties (Day trip - up to 1.5 hour drive)		
	Average Age	Est. Population
Bedford	43	74,000
Botetourt	44	33,000
Campbell	41	129,000
Franklin	44	56,000
Floyd	44	15,000
Henry	44	67,000
Montgomery	26	94,000
Patrick	46	18,000
Pittsylvania	44	106,000
Roanoke	43	189,000
<b>TOTALS</b>		<b>781,000</b>
Surrounding Metro Areas (Day trip/overnight - 1.5 to 3.5 hour drive)		
	Average Age	Est. Population
Charlottesville MSA	37	206,000
Greater Richmond	38	1,250,000
Piedmont Triad	36	1,600,000
Research Triangle	35	2,700,000
Tri-Cities	42	480,000
Washington Metro Area	36	5,860,000
<b>TOTALS</b>		<b>12,096,000</b>
States (Day trip / overnight / multiple days)		
	Average Age	Est. Population
Maryland	38	5,740,000
North Carolina	37	9,420,000
Tennessee	38	6,300,000
Virginia	37	7,930,000
West Virginia	41	1,850,000
<b>TOTALS</b>		<b>31,240,000</b>
Stats from <a href="http://www.census.gov">www.census.gov</a> and <a href="http://www.narrpr.com">www.narrpr.com</a>		

Business, Music and Tourism Promotion on the Market - SWOT Analysis

<p><i>Strength</i></p> <ul style="list-style-type: none"><li>• Location ambiance and local culture</li><li>• Built in recognizable brand</li><li>• Crooked Road Network/SML Tourism</li><li>• Excitement of new music venue</li><li>• Excitement of seeing change downtown</li></ul>	<p><i>Weakness</i></p> <ul style="list-style-type: none"><li>• New event</li><li>• Early low awareness in surrounding areas</li></ul>
<p><i>Opportunities</i></p> <ul style="list-style-type: none"><li>• Take advantage of other local and regional advertising campaigns</li><li>• Increase traffic to local businesses at a minimal</li></ul>	<p><i>Threats</i></p> <ul style="list-style-type: none"><li>• Local regulation/backlash</li><li>• Competition from other events</li></ul>

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 9, 2013
----------------------------	-------------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	A request has been received from the United Way of Franklin County requesting waiver of rental fees at the Farmers' Market for their upcoming United Way Kick-off for 2013.  Attached is a letter outlining the event and their request.
ACTION NEEDED:	Approval/denial of request

Attachment(s): Yes

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



## United Way of Franklin County

P.O. Box 446  
Rocky Mount, VA 24151  
(540) 483-4949  
pkoger@fcunitedway.org

August 26, 2013

Matthew Hankins, Asst. Town Mgr.  
345 Donald Avenue  
Rocky Mount, VA 24151

Mr. Hankins:

My name is Barb Magill and I am the Executive Assistant for Franklin County United Way. I am writing you at this time for a request to waive the fees for our upcoming United Way Kick-off for 2013. We are hosting this event at the Farmer's Market on Thursday, September 12, 2013 from 5pm to 8pm.

As the United Way is a non-profit organization this waiver would assist with our budget limits in the upcoming campaign. Any consideration you could afford us would be greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Barb Magill".

Barb Magill  
Executive Assistant  
bmagill@fcunitedway.org

/bgm  
cc

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 9, 2013
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Blue Ridge Association for Sickle Cell Anemia (BRASCA) is requesting to conduct a walk-a-thon on Saturday, September 28, 2013.</p> <p>Attached is a letter from Ms. Fannie Warren, Secretary to the BRASCA, regarding the request and outlining the route that they will be taking. The Chief of Police has approved the proposed route as submitted.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

# Blue Ridge Association for Sickle Cell Anemia

B R A S C A

P.O. Box 1211

540-243-1175

Rocky Mount, VA 24151

August 22, 2013

Patricia H. Keatts, Town Clerk

345 Donald Avenue

Rocky Mount, VA 24151

Dear Ms. Keatts,

This letter is requesting and confirming the time and date for the Sickle Cell Walk-a-thon scheduled for Saturday, September 28, 2013, leaving the Mary Elizabeth Park off North Main using the route the Chief mapped out, southward to the Riverside Minute Market and returning to the park. The time is 9:00a -10:30a. The event is rain or shine, but the walk may be deferred if too inclement.

Someone will attend the town meeting on September 9<sup>th</sup>. The telephone number is above if there are any other questions.

Sincerely,



Fannie Warren, Secretary

Cc: Mary Mack, event planning for Sickle Cell Anemia

From CHIEF - OKAY ✓

Patricia Keatts <pkeatts@rockymountva.org>  
To: David Cundiff <dcundiff@rockymountva.org>  
Cc: "Staff - Criner, Ken Criner" <kcriner@rockymountva.org>  
Re: Request of Blue Ridge Association of Sickle Cell Anemia

August 21, 2013 4:19 PM



Thanks!

On Aug 21, 2013, at 3:21 PM, David Cundiff <[dcundiff@rockymountva.org](mailto:dcundiff@rockymountva.org)> wrote:

I do

On Aug 21, 2013 3:20 PM, "Patricia Keatts" <[pkeatts@rockymountva.org](mailto:pkeatts@rockymountva.org)> wrote:

Below is a request that Fannie Warren gave to me this afternoon to put on Council's September 9th agenda. In her letter, she mentions that you have see the proposed route. Please email me back that you approve.

Thanks!

Begin forwarded message:

**From:** [scanner@rockymountva.org](mailto:scanner@rockymountva.org)  
**Subject:** Attached Image  
**Date:** August 21, 2013 3:54:40 PM EDT  
**To:** "Pat Keatts" <[pkeatts@rockymountva.org](mailto:pkeatts@rockymountva.org)>

Patricia Keatts, MMC  
Town Clerk  
Town of Rocky Mount  
345 Donald Avenue  
Rocky Mount, Virginia 24151  
[\(540\) 483-7660](tel:(540)483-7660)

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

ITEM(S) TO BE CONSIDERED UNDER:

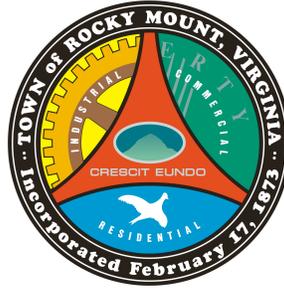
- Hearing of Citizens**   
 **Consent Item**   
 **Old Business**   
 **New Business**  
 **Committee Report**   
 **Other**

FOR COUNCIL MEETING DATED:	September 9, 2013
----------------------------	-------------------

STAFF MAKING REQUEST:	Robert Deitrich, Water Plant Superintendent
BRIEF SUMMARY OF REQUEST:	<p>A supporting resolution is needed to accompany an application for funding from the Virginia Department of Health (VDH) Drinking Water Financial and Construction Assistance Program (FCAP). This application for a planning grant will cover the entire cost of a Preliminary Engineering Report (PER) that will evaluate and describe in detail the costs, benefits and methods of an interconnection between Town of Rocky Mount's existing water system and Western Virginia Water Authority water system.</p> <p>Specifically, the PER would determine the necessary infrastructure that would be required to accomplish the interconnection, including, but not limited to, items such as pipe length and size, meter vaults, pumping facilities, pressure relief valves, SCADA controlled valves, creek crossings, meters, additional water treatment needs, water compatibility issues, and design and permitting requirements. Detailed cost estimates will be generated as well.</p>
ACTION NEEDED:	Approval/denial of the attached resolution supporting the grant application.

Attachment(s): Yes

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



**RESOLUTION  
BY THE  
ROCKY MOUNT TOWN COUNCIL**

**WHEREAS**, The Town of Rocky Mount Town Council has applied for funding for various drinking water projects in the Town; and

**WHEREAS**, the Virginia Department of Health – Office of Drinking Water has funded previous water projects for the Town of Rocky Mount.

**THEREFORE, BE IT RESOLVED**, the Town of Rocky Mount Town Council hereby vote to seek funding from the Financial and Construction Assistance Programs (FCAP) for the Western Virginia Water Authority System Connection Study.

**THEREFORE, BE IT FURTHER RESOLVED**, that the Town of Rocky Mount Town Manager is authorized to sign any and all documents to accept such funding, which will be payable to the selected engineering firm upon completion of the project.

Given under my hand this 9<sup>th</sup> day of September 2013.

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

ATTEST:

\_\_\_\_\_  
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:	September 9, 2013
----------------------------	-------------------

STAFF MAKING REQUEST:	Stacey B. Sink, Deputy Clerk Patricia H. Keatts, Town Clerk
BRIEF SUMMARY OF REQUEST:	<p>During the inception of the Retiree &amp; Student Volunteer Program (RSVP) in April 2010, it was the desire of staff to be able to have student volunteers to be an integral part of the program. This summer, staff had the enjoyment of having student volunteers help out at the Rocky Mount Municipal Building reception area, as well as the Community Development Office and Finance Department. Each assignment they took on with the utmost professional attitude. They not only learned how government basically works, but were mentored by our retiree volunteer staff as well. Both retiree and student volunteers learned a great deal from each other.</p> <p>The students that volunteered are: Levi Sink, Sarah Dickerson, Hannah Sells, Olivia Key, and Lydia Custer. After an initial orientation, they started volunteering June 14, 2013, and since that time, they have logged in an impressive total of 215.5 hours of volunteer time to the Town of Rocky Mount.</p> <p>They are have done an excellent job in representing the best in our future leaders. We look forward to hopefully having them again when their studies allow them to volunteer for the Town.</p>
ACTION NEEDED:	None needed – for informational purposes only.

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:	September 9, 2013
----------------------------	-------------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>There are two positions on the Economic Development Authority Board that are coming up for reappointment, being Adam Lynch and Ann Dillon. Both of their terms expire September 30, 2013.</p> <p>Mr. Lynch and Mrs. Dillon have both agreed to be reappointed, with their terms of appointment being four years, expiring September 30, 2017.</p> <p>Staff requests that Council reappointment Mr. Lynch and Mrs. Dillon to the Economic Development Authority Board for an additional four-year term.</p>
ACTION NEEDED:	Approval/denial of staff request.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	
----------------------------	--

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Presented for Council's consideration and approval are the annual requests to write-off various debts to the Town. These include uncollectable real estate taxes, personal property taxes and utility bills.</p> <p>The Town's auditors ask that we follow a specific schedule for debt write-off so that our net receivables are fairly represented to a potential bond buyer. In simple terms, the expectation is that we will show an amount likely to be collected on our books so that potential bond buyers have a realistic view of the debts we can collect. To keep this figure accurate, our auditor asks that we annually write-off debts that appear uncollectable and simply present a potentially false view of our financial portfolio.</p> <p>This year the amounts are:  Real Estate Taxes: \$2,509.06  Utility Billing Balances: \$6,621.49  Personal Property Taxes: \$3,933.53</p> <p>On each agenda item to follow, your Finance Director has detailed the circumstances of each required write-off.</p>
ACTION NEEDED:	Approval/denial of write-offs as outlined by Finance Director on cover sheets as presented for each item.

Attachment(s): Yes

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 9, 2013
----------------------------	-------------------

STAFF MAKING REQUEST:	Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>We are asking for our once per year write-off of uncollectible utility billing balances. These balances result when accounts are finalled. Sometimes, the customer will call to disconnect service when they move. Other times, the Finance Department will disconnect service if an account has not been paid for two (2) months. If there is any deposit remaining, the outstanding bill is deducted before refunding any balance to the finalled customer. A bill marked "final" is mailed during every billing cycle until it is either paid or written off.</p> <p>Finalled accounts are reviewed as requests come in. If the customer has established a new residence with water service, the balance is collected before service is connected at their new address. Or, the delinquent balance will be transferred to their new account for collection. If there is not a new account established in their name, a note is made to collect this balance should they ever require water service in the future.</p> <p>This year the total to be written off is \$6,621.49, as compared to \$6,055.57 in FY 2012, \$6,027.08 in FY 2011, and \$6,993.76 in FY 2010. The amount to be written off is .36% of total estimated water and sewer revenues for FY 2013 of \$1,847,524.</p>
ACTION NEEDED:	Approval/denial of write-off of uncollectible utility billing accounts.

Attachment(s): Yes (schedule of accounts to be written off)

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

	Town of Rocky Mount				8/27/13	
	Finaled Utility Accounts					
	To Write Off		ACCOUNT ORDER			
	FY 2013					
Last Name	First Name	#	Street	Amount	Account #	Comments
OSBORNE	DANNY	430	EAST COURT #1	96.00	001-0071-16-12	
DUNBAR	JEFFERSON	720	EAST COURT	14.96	001-0079-00-04	
TYREE	ADEAN	163	PATTERSON	196.18	001-0145-00-01	heavy user
SCALES	MAGUIS ANTIONE	166	PATTERSON	35.83	001-0147-00-06	
WILLIAMS	MICHAEL	370	RIVERVIEW	28.17	001-0280-00-06	
POWELL	KAY	555	ORCHARD	84.21	002-0312-00-01	
ARRINGTON	CRYSTAL	1252	SOUTH MAIN	18.91	002-0333-00-06	
LINKOUS	ROBERT JR	195	SUNRISE	279.28	002-0368-00-01	heavy user
SHOCKLEY	JAMES	115	SUNRISE	128.35	002-0373-00-01	
COX	DAVID	26	CHIGGER RIDGE	61.33	002-0419-10-01	
TRAVITZ	BRITNEY	375	NORTHSIDE	2.59	002-0461-40-02	
MCPHERSON	PAUL	194	NORTHSIDE	156.07	002-0462-00-01	
MCPHERSON	PAUL	194	NORTHSIDE	27.52	002-0462-00-03	
JIMENEZ	SHANNON	141	HONEY WOOD RD	156.87	002-0464-00-02	
SETTLE	BRIAN	100	TRIPPLE CREEK	50.04	002-0468-15-03	
WISEMAN	REBECCA	140	TRIPPLE CREEK	158.05	002-0469-00-03	
HOBACK	REVA	323	DOE RUN RD	378.32	002-0482-02-01	owes connection too
PETERS	TAMMY	900	SCUFFLING HILL	30.00	003-0650-00-01	
HOLLAND	HOLLY	35	WHITTEN	55.90	003-0835-00-02	
COLE	CHRISTOPHER	1095	SCUFFLING HILL	44.83	003-0851-00-06	
WALLACE	NATHANIEL	60	PATTERSON	137.53	004-1112-00-10	leak
TROTT	KENTTRELL	105	PATTERSON	10.40	004-1117-00-04	
REYNOLDS	LOU ANNETTE	85	PATTERSON	14.55	004-1119-00-02	
SAUNDERS	ALFRED	45	HILLCREST	61.19	004-1159-00-09	
WERTZ	BEBE	160	OLD FURNACE	19.80	004-1192-00-01	
LOVELL	JAMES	95	HIGH ST	60.00	005-1414-00-05	
WADE	DEBBIE	160	DIAMOND	172.66	006-1736-00-02	
HAIRSTON	REGINA	513	CIRCLE VIEW	77.54	006-1799-24-02	
GILL	EARL	369	CIRCLE VIEW	371.44	006-1804-00-02	leak
WITCHER	KENNETH	336	CIRCLE VIEW	75.41	006-1807-15-02	
CASEY	LAMARKA	57	CIRCLE VIEW	212.13	006-1807-53-01	
MAGNESS	KERRI	20	WINDSOR	51.27	006-1827-00-03	
STCLAIR	DENISE	145	WINDSOR	79.44	006-1843-00-05	
TOLLEY	ASHLEY	152	ANDERSON	5.43	007-1915-20-08	
LOVELAND	LYNN	310	DENT ST	76.48	007-1926-00-08	leak
HARDIN	KRISTEN	30	FAIRLAWN	107.57	007-1978-00-04	
MEADOR	JENNY	60	FAIRLAWN	28.28	007-1981-00-03	
DIXON	BRANDIE	225	HATCHER	32.72	007-2092-00-07	
MARTIN	LOUISE (ESTATE)	365	BYRD LN	19.35	008-2296-00-06	
THOMAS	CORY	275	BYRD LN	7.61	008-2302-00-04	
SCHUELLEIN	BRIAN	275	BYRD LN	71.54	008-2302-00-05	
CASEY	ALLEN	85	PENDLETON	84.92	008-2376-00-01	
MUSE	FREDA	70	PENDLETON	362.52	008-2379-00-01	leak
WILLIAMS	CLARISSA	55	PENDLETON	64.60	008-2386-00-02	
FITZGERALD	CECILE	55	PENDLETON	54.14	008-2386-00-03	
GONZALEZ-HERN	FERNANDO	855	NORTH MAIN	69.34	009-2502-00-10	
CASTILLO	LISA	50	TRAIL DR	129.02	009-2523-00-11	leak
GARDEN	TINA	70	TRAIL DR	61.22	009-2524-00-12	leak
HODGES	KRISTIE	60	JUBALS PASS	87.93	009-2544-04-03	
RODRIGUEZ	ALEJANDRO	84	JUBALS PASS	17.84	009-2544-09-05	
MILLS	BETTY	54	LEFFIE LN	25.02	009-2580-00-03	
YOPP	SARAH	155	LEFFIE LN #40	156.40	009-2602-00-01	leak
MILLER	JESSICA	33	HAMMOCKS #58	83.73	009-2620-00-06	
SNIVELY	SARAH	92	HAMMOCKS #6	6.40	009-2628-00-05	

	Town of Rocky Mount				8/27/13	
	Finaled Utility Accounts					
	To Write Off		ACCOUNT ORDER			
	FY 2013					
Last Name	First Name	#	Street	Amount	Account #	Comments
BLANKENSHIP	JON	134	HAMMOCKS #12	39.67	009-2641-00-02	
VELEZ	AMANDA	168	HAMMOCKS #14	36.22	009-2643-00-07	
DUNCAN	DOUGLASS	189	SHADY LN	154.31	009-2670-00-10	leak
HEDRICK	TINA	1545	N MAIN #500-4	13.97	009-2699-38-03	
YARBORO	CLINTON	1545	N MAIN #800-1	60.16	009-2699-46-07	
CHAUVERS	TYRONE	1545	N MAIN #800-4	154.07	009-2699-56-07	
5 SON'S	CORPORATION	1105	NORTH MAIN	50.45	009-2733-00-04	
MAYO	MARY	220	CIRCLE	107.54	009-2739-00-04	
HAZELBAKER	ROB	225	CIRCLE	19.80	009-2741-00-03	
ALLEN	JOHNATHAN	110	GREEN MEADOW	78.69	010-2906-00-04	
VAUGHN	KERRA	260	GREEN MEADOW	86.05	010-2915-00-03	
STOCKTON	TIFFANY	215	WINDY LN	7.88	010-2946-00-09	
JACKSON	JOE & CAROLYN	90	CIRCLE	116.44	010-2986-00-05	
ST VINCENT	JASON	15	CIRCLE	67.04	010-2991-00-11	
HOLCOMB	TRACIE	695	NORTH MAIN	104.66	010-2994-00-07	
HODNETT	CHERYL	70	SYCAMORE	188.37	010-3004-00-06	
GEURRANDENO	FRANK	400	LEANOR	63.00	010-3071-16-02	
POWELL	TAMMY	175	CORNELL	98.19	011-0073-00-02	
RAY	LUCINIDA	1345	DOE RUN RD	196.52	041-0011-00-01	
PHILLIPS	JAMES	1345	DOE RUN RD	79.63	041-0011-00-02	
				6,621.49		

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 9, 2013
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STAFF MAKING REQUEST:	Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>We are asking for a write-off of uncollectible real estate tax tickets. Each parcel owner on the attached spreadsheet has several years of delinquent real estate tax tickets.</p> <p>Sales of these parcels this past year owned by Cuff, Harth, Hodges, Muse, and Pitts were conducted by either the trustee for the mortgage company or by the attorney for Franklin County for the payment of their delinquent taxes. Proceeds were not great enough to cover the payment of the Town taxes. Parcels owned by McBride were transferred from various family members to another family member and no taxes were collected at the time of the transaction.</p> <p>The total to be written off is \$2,509.06.</p>
ACTION NEEDED:	Approval/denial of write-off of uncollectible real estate tax tickets.

Attachment(s): Yes (Listing of owners, parcel numbers, and years and amounts delinquent)

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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TOWN OF ROCKY MOUNT						2012 RATE =	0.13				
REAL ESTATE TAXES						2011-2008 =	0.12				
WRITE-OFF'S						2007-2005 =	0.14				
June 30, 2013						2004 RATE =	0.11				
						2003 + =	0.12				
						TOTAL					
						VALUE	TAX	PENALTY	MONTHLY		
NAME	ADDRESS	PARCEL	NO	YEAR	DELETED	DELETED		INTEREST	COMMENTS		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	2004	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	2003	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	2002	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	2001	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	2000	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	1999	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	1997	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	1996	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	1995	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE ANNE	25 WOODLAWN DR	204	478	1994	100.00	1.00	0.10	0.01	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2008	19,100.00	22.92	2.29	0.21	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2007	36,000.00	50.40	5.04	0.46	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2006	36,000.00	50.40	5.04	0.46	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2005	36,000.00	50.40	5.04	0.46	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2004	36,000.00	39.60	3.96	0.36	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2003	35,500.00	42.60	4.26	0.39	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2002	35,500.00	42.60	4.26	0.39	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2001	35,500.00	42.60	4.26	0.39	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	2000	35,500.00	42.60	4.26	0.39	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	1999	28,900.00	34.68	3.47	0.32	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	1997	28,900.00	34.68	3.47	0.32	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	1996	28,900.00	34.68	3.47	0.32	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	1995	28,900.00	34.68	3.47	0.32	PROP XFER; NO TAXES PAID		
MCBRIDE DOYLE & ANN	25 WOODLAWN DR	204	480	1994	18,000.00	21.60	2.16	0.20	PROP XFER; NO TAXES PAID		
MUSE DONNA	295 BYRD LN	204	525	2012	14,000.00	18.20	1.82	0.17	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2011	29,000.00	34.80	3.48	0.32	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2010	29,000.00	34.80	3.48	0.32	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2009	29,000.00	34.80	3.48	0.32	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2008	29,000.00	34.80	3.48	0.32	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2007	21,000.00	29.40	2.94	0.27	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2006	21,000.00	29.40	2.94	0.27	DISCHARGE OF DEBT		
MUSE DONNA	295 BYRD LN	204	525	2005	21,000.00	29.40	2.94	0.27	DISCHARGE OF DEBT		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2012	5,000.00	6.50	0.65	0.06	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2011	5,000.00	6.00	0.60	0.05	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2010	5,000.00	6.00	0.60	0.05	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2009	5,000.00	6.00	0.60	0.05	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2008	5,000.00	6.00	0.60	0.05	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2007	5,000.00	7.00	0.70	0.06	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2006	5,000.00	7.00	0.70	0.06	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2005	5,000.00	7.00	0.70	0.06	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2004	5,000.00	5.50	0.55	0.05	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2003	4,000.00	4.80	0.48	0.04	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2002	4,000.00	4.80	0.48	0.04	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2001	4,000.00	4.80	0.48	0.04	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	2000	4,000.00	4.80	0.48	0.04	TRUSTEE PD NO TAXES WHEN SOLD		
PITTS GEORGE/MAMIE	EDGEMONT ST	206	2.01	1999	2,000.00	2.40	0.24	0.02	TRUSTEE PD NO TAXES WHEN SOLD		
						2,509.06					

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 9, 2013
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STAFF MAKING REQUEST:	Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>We are asking for our once per year write-off of uncollectible personal property tax tickets. These tickets have not been paid due to various reasons as noted in the “comments” column. Write-offs are requested from tickets being over five years old which is the maximum length of time before collection efforts must be stopped per the Code of Virginia, businesses closing, or residents moving outside of Town limits (“RPO” means “returned by post office” as undeliverable). Residents who did not receive a 2012 (current tax year) ticket have moved out of Town limits.</p> <p>Normally, any unpaid personal property tax ticket is mailed a second time in that current tax year with “second notice” or “past due” stamped on the ticket. Other notices are sent in subsequent years to any updated addresses.</p> <p>The first tax ticket notice is due on Feb 28<sup>th</sup> but mailed the previous November and is based on where the property was located as of January 1<sup>st</sup> the previous year so we are collecting taxes based on where the property was located thirteen months ago. Both property and people have moved or businesses closed within that thirteen month time frame.</p> <p>This year the total to be written off is \$3,933.53 (owner share of the personal property tax), as compared to \$5,286.27 in FY 2012, \$6,377.82 in FY 2011, and \$2,384.95 in FY 2010.</p>
ACTION NEEDED:	Approval of write-off of uncollectible personal property tax tickets.

Attachment(s): Yes (Spreadsheet of personal property tax tickets to be written-off)

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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TOWN OF ROCKY MOUNT												
PERSONAL PROPERTY TAXES 2012												
WRITE-OFF'S												
June 30, 2013												
ALPHA												
NAME	YEAR	VALUE	TOTAL TAX	PPTR SHARE	OWNER SHARE	PENALTY	COMMENTS					
DELETED	DELETED	DELETED	DELETED	DELETED	DELETED	DELETED	DELETED					
CLEMENTS	2011	333.00	1.70	-	1.70	0.17	NO 2012 TICKET					
CLINE	2011	6,675.00	34.04	-	9.55	0.96	NO 2012 TICKET					
CLINE	2010	7,225.00	36.85	26.38	10.47	1.05	NO 2012 TICKET					
CLYBURN	2011	1,750.00	8.93	6.42	2.51	0.25	NO 2012 TICKET					
COLLINS	2011	1,700.00	8.67	6.24	2.43	0.24	RPO: NO 2012 TICKET					
COLE	2011	3,625.00	18.49	13.30	5.19	0.52	NO 2012 TICKET					
COLE	2010	900.00	4.59	3.29	1.30	0.13	NO 2012 TICKET					
COLE	2009	1,013.00	5.17	3.92	1.25	0.12	NO 2012 TICKET					
COOK	2011	3,775.00	19.25	13.85	5.40	0.54	RPO: NO 2012 TICKET					
COOPER	2011	1,775.00	9.05	6.51	2.54	0.25	NO 2012 TICKET					
COOPER	2011	900.00	4.59	3.30	1.29	0.13	NO 2012 TICKET					
COOPER	2010	950.00	4.85	3.47	1.38	0.14	NO 2012 TICKET					
CREATIVE	2011	1,550.00	7.91	-	7.91	0.79	RPO: NO 2012 TICKET					
CREATIVE	2010	1,550.00	7.91	1.83	6.08	0.61	RPO: NO 2012 TICKET					
CROSS	2011	47,310.00	56.77	-	56.77	5.68	NO 2012 TICKET					
CRUZ	2011	1,400.00	7.14	5.14	2.00	0.20	RPO: NO 2012 TICKET					
CRUZ	2010	1,550.00	7.91	5.66	2.25	0.22	RPO: NO 2012 TICKET					
CUNDIFF	2011	1,900.00	9.69	6.97	2.72	0.27	NO 2012 TICKET					
CUNDIFF	2010	2,025.00	10.33	7.39	2.94	0.29	NO 2012 TICKET					
CUNNINGHAM	2011	1,025.00	5.23	3.76	1.47	0.15	NO 2012 TICKET					
DAY	2011	500.00	2.55	1.83	0.72	0.07	NO 2012 TICKET					
DIVERS	2011	6,150.00	31.37	22.55	8.82	0.88	NO 2012 TICKET					
DONAHUE	2011	6,275.00	32.00	23.02	8.98	0.90	NO 2012 TICKET					
DORRY	2011	2,400.00	12.24	8.81	3.43	0.34	RPO: NO 2012 TICKET					
DOUGLAS	2011	900.00	4.59	3.30	1.29	0.13	NO 2012 TICKET					
DOWDY	2011	3,458.00	17.64	11.47	6.17	0.62	RPO: NO 2012 TICKET					
DOWDY	2010	3,583.00	18.27	11.87	6.40	0.64	RPO: NO 2012 TICKET					
DRAPER	2011	875.00	4.46	3.21	1.25	0.13	NO 2012 TICKET					
DRAPER	2010	900.00	4.59	3.29	1.30	0.13	NO 2012 TICKET					
DUDLEY	2011	12,144.00	61.93	-	61.93	6.19	NO 2012 TICKET					
DUDLEY	2010	19,706.00	100.50	29.94	70.56	7.06	NO 2012 TICKET					
DUDLEY	2009	26,968.00	137.54	22.05	115.49	11.55	NO 2012 TICKET					
DUDLEY	2008	28,846.00	147.11	29.35	117.76	11.78	NO 2012 TICKET					
DUNBAR	2011	2,025.00	10.33	7.43	2.90	0.29	RPO: NO 2012 TICKET					
DUNBAR	2010	1,225.00	6.25	4.47	1.78	0.18	RPO: NO 2012 TICKET					
DUNBAR	2009	1,300.00	6.63	5.03	1.60	0.16	RPO: NO 2012 TICKET					
DUNCAN	2011	1,675.00	8.54	6.15	2.39	0.24	NO 2012 TICKET					
EDWARDS	2011	2,750.00	14.03	10.09	3.94	0.39	RPO: NO 2012 TICKET					
ENGLISH	2011	1,250.00	6.38	4.59	1.79	0.18	NO 2012 TICKET					
EPERLY	2011	333.00	1.70	-	1.70	0.17	NO 2012 TICKET					
EPERLY	2010	333.00	1.70	-	1.70	0.17	NO 2012 TICKET					
EPERLY	2009	333.00	1.70	-	1.70	0.17	NO 2012 TICKET					
EVERHART	2011	5,675.00	28.94	20.81	8.13	0.81	NO 2012 TICKET					
EVERYTHING	2012	150.00	0.77	-	0.77	0.08	OUT OF BUSINESS					
FINNEY	2011	2,300.00	11.73	8.44	3.29	0.33	NO 2012 TICKET					
FINNEY	2010	2,625.00	13.39	9.59	3.80	0.38	NO 2012 TICKET					

TOWN OF ROCKY MOUNT												
PERSONAL PROPERTY TAXES 2012												
WRITE-OFF'S												
June 30, 2013												
ALPHA												
NAME	YEAR	VALUE DELETED	TOTAL TAX DELETED	PPTR SHARE	OWNER SHARE DELETED	PENALTY	COMMENTS					
FLORA	2011	1,100.00	5.61	4.04	1.57	0.16	NO 2012 TICKET					
FLOA	2010	1,250.00	6.38	4.56	1.82	0.18	NO 2012 TICKET					
FORTY WEST	2012	4,295.00	21.90	-	21.90	2.19	OUT OF BUSINESS					
FOX FIRE	2012	2,500.00	12.75	-	12.75	1.28	OUT OF BUSINESS					
FRANCISCO	2011	6,425.00	32.77	23.57	9.20	0.92	RPO: NO 2012 TICKET					
FRANCISCO	2010	9,700.00	49.47	35.42	14.05	1.41	RPO: NO 2012 TICKET					
FREEMAN	2011	3,775.00	19.25	13.85	5.40	0.54	RPO: NO 2012 TICKET					
FREEMAN	2010	4,425.00	22.57	16.16	6.41	0.64	RPO: NO 2012 TICKET					
FRITH	2011	2,000.00	10.20	7.33	2.87	0.29	RPO: NO 2012 TICKET					
GAMBRELL	2011	1,475.00	7.52	5.41	2.11	0.21	NO 2012 TICKET					
GASQUE	2011	1,125.00	5.74	4.13	1.61	0.16	RPO: NO 2012 TICKET					
GILLIAM	2011	13,950.00	71.15	51.18	19.97	2.00	RPO: NO 2012 TICKET					
GRAHAM	2011	2,225.00	11.35	8.16	3.19	0.32	NO 2012 TICKET					
GROGANS	2011	500.00	2.55	1.83	0.72	0.07	RPO: NO 2012 TICKET					
GUE	2011	10,925.00	55.72	40.08	15.64	1.56	NO 2012 TICKET					
HACHBART	2011	1,550.00	7.91	5.69	2.22	0.22	NO 2012 TICKET					
HACHBART	2010	1,675.00	8.54	6.12	2.42	0.24	NO 2012 TICKET					
HACHBART	2009	1,875.00	9.56	7.25	2.31	0.23	NO 2012 TICKET					
HACHBART	2008	1,875.00	9.56	6.49	3.07	0.31	NO 2012 TICKET					
HACHBART	2007	2,200.00	11.22	7.13	4.09	0.41	> 5 YRS: NO 2012 TICKET					
HACHBART	2006	2,700.00	13.77	9.02	4.75	0.48	> 5 YRS: NO 2012 TICKET					
HARPER	2011	3,925.00	20.02	14.40	5.62	0.56	RPO: NO 2012 TICKET					
HARPER	2010	1,875.00	9.56	6.85	2.71	0.27	RPO: NO 2012 TICKET					
HARRELL	2011	1,425.00	7.27	5.23	2.04	0.20	RPO: NO 2012 TICKET					
HARRELL	2010	1,600.00	8.16	5.84	2.32	0.23	RPO: NO 2012 TICKET					
HARRELL	2009	1,725.00	8.80	6.67	2.13	0.21	RPO: NO 2012 TICKET					
HARRELL	2008	1,900.00	9.69	6.58	3.11	0.31	RPO: NO 2012 TICKET					
HARRIS	2011	500.00	2.55	1.83	0.72	0.07	NO 2012 TICKET					
HARRIS	2010	500.00	2.55	1.83	0.72	0.07	NO 2012 TICKET					
HITT	2011	9,000.00	45.90	33.02	12.88	1.29	RPO: NO 2012 TICKET					
HITT	2010	9,400.00	47.94	34.33	13.61	1.36	RPO: NO 2012 TICKET					
HITT	2009	8,950.00	45.65	34.62	11.03	1.10	RPO: NO 2012 TICKET					
HOANG	2011	14,625.00	74.59	53.66	20.93	2.09	NO 2012 TICKET					
HOANG	2010	16,625.00	84.79	60.71	24.08	2.41	NO 2012 TICKET					
HOANG	2009	15,225.00	77.65	58.90	18.75	1.87	NO 2012 TICKET					
HODGES	2012	26,291.00	134.08	82.89	51.19	5.12	MOVED					
HODGES	2011	1,025.00	5.23	3.76	1.47	0.15	RPO: NO 2012 TICKET					
HODGES	2010	1,050.00	5.36	3.83	1.53	0.15	RPO: NO 2012 TICKET					
HOGAN	2011	8,300.00	42.33	30.45	11.88	1.19	RPO: NO 2012 TICKET					
HOLCOMB	2011	2,075.00	10.58	7.61	2.97	0.30	RPO: NO 2012 TICKET					
HOLDEN	2011	1,650.00	8.42	6.05	2.37	0.24	RPO: NO 2012 TICKET					
HOLDEN	2010	1,000.00	5.10	3.66	1.44	0.14	RPO: NO 2012 TICKET					
HOLLAND	2011	5,175.00	26.39	18.99	7.40	0.74	NO 2012 TICKET					
HOLLAND	2011	2,250.00	11.48	8.26	3.22	0.32	NO 2012 TICKET					
HOLLAND	2010	2,450.00	12.50	8.95	3.55	0.35	NO 2012 TICKET					
HOLLAND	2009	3,475.00	17.72	13.44	4.28	0.43	NO 2012 TICKET					

TOWN OF ROCKY MOUNT												
PERSONAL PROPERTY TAXES 2012												
NAME	YEAR	VALUE DELETED	TOTAL TAX DELETED	PPTR SHARE	OWNER SHARE DELETED	PENALTY	COMMENTS	ALPHA				
								WRITE-OFF'S	June 30, 2013			
INTERNATIONAL LOG & TIMBER	2012	1,000.00	5.10	-	5.10	0.51	OUT OF BUSINESS					
JEFFERSON DANIEL	2011	3,625.00	18.49	13.30	5.19	0.52	RPO: NO 2012 TICKET					
JENNINGS KIMBERLY	2011	1,175.00	5.99	4.31	1.68	0.17	NO 2012 TICKET					
JOHNSON DANA	2011	5,675.00	28.94	20.82	8.12	0.81	RPO: NO 2012 TICKET					
JOHNSON DANA	2010	5,450.00	27.80	19.90	7.90	0.79	RPO: NO 2012 TICKET					
JOHNSON DANA	2009	6,250.00	31.88	20.87	11.01	1.10	RPO: NO 2012 TICKET					
JONES SHEREE	2011	1,550.00	7.91	5.69	2.22	0.22	NO 2012 TICKET					
JONES SHEREE	2010	1,850.00	9.44	6.76	2.68	0.27	NO 2012 TICKET					
JORDAN WILLIE	2007	1,310.00	6.68	4.25	2.43	0.24	> 5 YRS: NO 2012 TICKET					
JORDAN WILLIE	2006	1,400.00	7.14	4.68	2.46	0.25	> 5 YRS: NO 2012 TICKET					
KABBARA KATHLEEN	2011	1,975.00	10.07	7.25	2.82	0.28	NO 2012 TICKET					
KABBARA KATHLEEN	2010	2,250.00	11.48	8.22	3.26	0.33	NO 2012 TICKET					
KABBARA KATHLEEN	2009	2,700.00	13.77	10.44	3.33	0.33	NO 2012 TICKET					
KABBARA KATHLEEN	2008	4,100.00	20.91	14.20	6.71	0.67	NO 2012 TICKET					
KAMPSNIDER MICHAEL	2011	5,175.00	26.39	18.99	7.40	0.74	RPO: NO 2012 TICKET					
KARWOSKI VIRGINIA	2011	2,275.00	11.60	8.35	3.25	0.33	RPO: NO 2012 TICKET					
KELLEY MATTHEW	2011	4,050.00	20.66	14.86	5.80	0.58	NO 2012 TICKET					
KROUSE SYNTHIA	2011	3,075.00	15.68	11.28	4.40	0.44	RPO: NO 2012 TICKET					
KROUSE SYNTHIA	2010	3,525.00	17.98	12.87	5.11	0.51	NO 2012 TICKET					
KROUSE SYNTHIA	2009	4,050.00	20.66	15.67	4.99	0.50	NO 2012 TICKET					
LA DESEADA LLC	2012	2,500.00	12.75	-	12.75	1.28	OUT OF BUSINESS					
LATTA JENNY	2011	2,150.00	10.97	7.89	3.08	0.31	RPO: NO 2012 TICKET					
LATTA JENNY	2010	2,250.00	11.48	8.22	3.26	0.33	RPO: NO 2012 TICKET					
LEDBETTER KEVIN	2011	14,577.00	74.34	51.82	22.52	2.25	NO 2012 TICKET					
LITTLE ANGELS LEARNING CENTER	2012	9,625.00	49.09	-	49.09	4.91	OUT OF BUSINESS					
MANDY JARED	2011	1,417.00	7.23	5.20	2.03	0.20	RPO: NO 2012 TICKET					
MANDY JARED	2010	1,500.00	7.65	5.47	2.18	0.22	RPO: NO 2012 TICKET					
MANESS ALEANA	2010	1,550.00	7.91	5.66	2.25	0.22	NO 2012 TICKET					
MANESS ALEANA	2009	1,775.00	9.05	6.87	2.18	0.22	NO 2012 TICKET					
MARTINEZ BERTRAND MARTHA	2011	5,850.00	29.84	21.46	8.38	0.84	RPO: NO 2012 TICKET					
MARTINEZ BERTRAND MARTHA	2010	3,150.00	16.07	11.51	4.56	0.46	RPO: NO 2012 TICKET					
MATHERLY DENA	2011	5,650.00	28.82	20.73	8.09	0.81	RPO: NO 2012 TICKET					
MATHERLY DAVID	2011	839.00	4.28	3.08	1.20	0.12	RPO: NO 2012 TICKET					
MCLUCKIE DAVID	2010	932.00	4.75	3.40	1.35	0.14	RPO: NO 2012 TICKET					
MCPKAKE GLENNA	2011	3,033.00	15.47	11.13	4.34	0.43	NO 2012 TICKET					
MCPKAKE GLENNA	2010	2,500.00	12.75	9.12	3.63	0.36	NO 2012 TICKET					
MELSON ZACHARY	2011	500.00	2.55	1.83	0.72	0.07	RPO: NO 2012 TICKET					
MELSON ZACHARY	2010	500.00	2.55	1.83	0.72	0.07	RPO: NO 2012 TICKET					
MENDEZ JONATHAN	2010	12,025.00	61.33	43.91	17.42	1.74	RPO: NO 2012 TICKET					
MENDEZ JONATHAN	2009	8,825.00	45.01	34.14	10.87	1.09	RPO: NO 2012 TICKET					
MILLER CRAIG	2011	666.00	3.40	-	3.40	0.34	NO 2012 TICKET					
MILLER CRAIG	2010	705.00	3.60	-	3.60	0.36	NO 2012 TICKET					
MIRANDA-RODRIGUEZ JUAN	2011	2,575.00	13.13	9.45	3.68	0.37	NO 2012 TICKET					
MIRANDA-RODRIGUEZ JUAN	2010	2,675.00	13.64	9.77	3.87	0.39	NO 2012 TICKET					
MIRANDA-RODRIGUEZ JUAN	2009	2,525.00	12.88	9.77	3.11	0.31	NO 2012 TICKET					
MOORE BA TRUCKING INC	2012	11,500.00	58.65	-	58.65	5.87	OUT OF BUSINESS					

TOWN OF ROCKY MOUNT										
PERSONAL PROPERTY TAXES 2012										
WRITE-OFF'S										
June 30, 2013										
NAME	YEAR	VALUE DELETED	TOTAL TAX DELETED	PPTR SHARE	OWNER SHARE DELETED	PENALTY	COMMENTS			
ALPHA										
MOORE	2011	2,525.00	12.88	-	12.88	1.29	NO 2012 TICKET			
NANCE	2011	5,225.00	26.65	19.17	7.48	0.75	NO 2012 TICKET			
NEICE	2011	765.00	3.90	2.81	1.09	0.11	NO 2012 TICKET			
NEICE	2010	850.00	4.34	3.10	1.24	0.12	NO 2012 TICKET			
NEICE	2009	900.00	4.59	3.48	1.11	0.11	NO 2012 TICKET			
NEICE	2008	950.00	4.85	3.29	1.56	0.16	NO 2012 TICKET			
NEICE	2007	1,000.00	5.10	3.24	1.86	0.19	> 5 YRS; NO 2012 TICKET			
NEICE	2006	500.00	2.55	1.67	0.88	0.09	> 5 YRS; NO 2012 TICKET			
NGUYEN	2011	20,000.00	102.00	73.38	28.62	2.86	NO 2012 TICKET			
NICE	2011	8,750.00	44.63	-	44.63	4.46	NO 2012 TICKET			
PARRISH	2011	1,775.00	9.05	6.51	2.54	0.25	RPO; NO 2012 TICKET			
PARRISH	2010	1,125.00	5.74	4.11	1.63	0.16	RPO; NO 2012 TICKET			
PENDLETON	2011	3,950.00	20.15	14.49	5.66	0.57	NO 2012 TICKET			
PENSY	2011	4,325.00	22.06	15.87	6.19	0.62	RPO; NO 2012 TICKET			
PENSY	2010	2,500.00	12.75	9.13	3.62	0.36	RPO; NO 2012 TICKET			
PERDUE	2011	1,800.00	9.18	6.60	2.58	0.26	NO 2012 TICKET			
PERDUE	2011	47,029.00	239.85	-	239.85	23.98	NO 2012 TICKET			
PHILLIPS	2011	20,000.00	102.00	73.38	17.38	1.74	NO 2012 TICKET			
PICTURE IT	2012	8,967.00	45.73	-	45.73	4.57	MOVED			
PIUNTI	2011	1,925.00	9.82	7.06	2.76	0.28	NO 2012 TICKET			
PIUNTI	2010	2,150.00	10.97	7.85	3.12	0.31	NO 2012 TICKET			
PIUNTI	2009	1,550.00	7.91	6.00	1.91	0.19	NO 2012 TICKET			
POE	2011	2,225.00	11.35	1.83	9.52	0.95	NO 2012 TICKET			
POWELL	2011	1,125.00	5.74	4.13	1.61	0.16	NO 2012 TICKET			
PRESTON	2011	7,875.00	40.16	28.89	11.27	1.13	NO 2012 TICKET			
PRESTON	2010	8,825.00	45.01	32.23	12.78	1.28	NO 2012 TICKET			
PRESTON	2009	8,300.00	42.33	32.11	10.22	1.02	NO 2012 TICKET			
PROFFITT	2011	2,050.00	10.46	7.52	2.94	0.29	NO 2012 TICKET			
R & D	2012	2,411.00	12.30	-	12.30	1.23	OUT OF BUSINESS			
REA	2011	1,925.00	9.82	7.06	2.76	0.28	NO 2012 TICKET			
RIDGEWAY	2011	1,475.00	7.52	5.41	2.11	0.21	RPO; NO 2012 TICKET			
ROCKY MOUNT	2012	17,525.00	89.38	-	89.38	8.94	OUT OF BUSINESS			
ROCKY MOUNT	2012	9,000.00	45.90	-	45.90	4.59	OUT OF BUSINESS			
ROJAS	2011	2,050.00	10.46	7.52	2.94	0.29	NO 2012 TICKET			
RUIZ	2011	2,000.00	10.20	7.34	2.86	0.29	NO 2012 TICKET			
RUIZ	2010	2,250.00	11.48	8.22	3.26	0.33	NO 2012 TICKET			
RUIZ	2009	2,475.00	12.62	9.57	3.05	0.31	NO 2012 TICKET			
RUIZ	2008	1,925.00	9.82	6.67	3.15	0.31	NO 2012 TICKET			
RUIZ	2007	2,175.00	11.09	7.05	4.04	0.40	> 5 YRS; NO 2012 TICKET			
RUTHERFORD	2011	13,225.00	67.45	48.52	18.93	1.89	NO 2012 TICKET			
SANCHEZ	2011	1,475.00	7.52	5.41	2.11	0.21	NO 2012 TICKET			
SANCHEZ	2010	1,625.00	8.29	5.93	2.36	0.24	NO 2012 TICKET			
SANTOS	2011	7,700.00	39.27	28.25	11.02	1.10	RPO; NO 2012 TICKET			
SANTOS	2011	13,825.00	70.51	50.72	19.79	1.98	RPO; NO 2012 TICKET			
SCHAEFFLER	2011	575.00	2.93	2.11	0.82	0.08	NO 2012 TICKET			
SCHAEFFLER	2010	500.00	2.55	1.83	0.72	0.07	RPO; NO 2012 TICKET			



TOWN OF ROCKY MOUNT											
PERSONAL PROPERTY TAXES 2012											
WRITE-OFF'S											
June 30, 2013											
ALPHA											
NAME	YEAR	VALUE DELETED	TOTAL TAX DELETED	PPTR SHARE	OWNER SHARE DELETED	PENALTY	COMMENTS				
VALLE	2011	546.00	2.78	2.00	0.78	0.08	RPC: NO 2012 TICKET				
LESLIE	2010	607.00	3.10	2.22	0.10	0.01	RPC: NO 2012 TICKET				
LESLIE (BAL)	2011	2,925.00	14.92	10.73	4.19	0.42	NO 2012 TICKET				
PATRICIA	2011	2,025.00	10.33	7.43	2.90	0.29	RPC: NO 2012 TICKET				
MICHELLE	2011	18,155.00	92.59	57.96	34.63	3.46	NO 2012 TICKET				
RICKY KEITH	2010	19,992.00	101.96	68.02	33.94	3.39	NO 2012 TICKET				
RICKY KEITH	2009	28,979.00	147.79	5.13	142.66	14.27	NO 2012 TICKET				
RYAN	2011	12,975.00	66.17	47.60	18.57	1.86	NO 2012 TICKET				
WEBB	2011	3,025.00	15.43	11.10	4.33	0.43	RPC: NO 2012 TICKET				
IEASHA	2011	4,725.00	24.10	17.34	6.76	0.68	RPC: NO 2012 TICKET				
JUSTINE	2010	5,600.00	28.56	20.45	8.11	0.81	RPC: NO 2012 TICKET				
JUSTINE	2011	500.00	2.55	1.83	0.72	0.07	NO 2012 TICKET				
DAVID	2010	500.00	2.55	1.83	0.72	0.07	NO 2012 TICKET				
WHITE	2011	500.00	2.55	1.83	0.72	0.07	NO 2012 TICKET				
KAYLA	2011	1,475.00	7.52	5.41	2.11	0.21	NO 2012 TICKET				
KRISTIE	2011	7,025.00	35.83	25.77	10.06	1.01	NO 2012 TICKET				
DONNA	2011	1,600.00	8.16	5.87	2.29	0.23	NO 2012 TICKET				
JESSICA	2011	825.00	4.21	3.03	1.18	0.12	RPC: NO 2012 TICKET				
OCIE	2011	1,150.00	5.87	4.22	1.65	0.16	NO 2012 TICKET				
MATTHEW	2010	1,275.00	6.50	4.66	1.84	0.18	NO 2012 TICKET				
MATTHEW	2009	1,550.00	7.91	6.00	1.91	0.19	NO 2012 TICKET				
MATTHEW	2008	1,000.00	5.10	3.46	1.64	0.16	NO 2012 TICKET				
CAROLYN	2011	5,925.00	30.22	21.73	8.49	0.85	NO 2012 TICKET				
CAROLYN	2010	4,875.00	24.86	17.80	7.06	0.71	NO 2012 TICKET				
CAROLYN	2009	6,300.00	32.13	24.37	7.76	0.78	NO 2012 TICKET				
DWIGHT	2011	333.00	1.70	-	1.70	0.17	NO 2012 TICKET				
TINA	2011	1,875.00	9.56	-	9.56	0.96	RPC: NO 2012 TICKET				
TINA	2010	2,025.00	10.33	-	10.33	1.03	RPC: NO 2012 TICKET				
WOOLWINE	2011	3,200.00	16.32	11.74	4.58	0.46	NO 2012 TICKET				
CHRISTIE	2010	3,675.00	18.74	13.42	5.32	0.53	NO 2012 TICKET				
CHRISTIE	2009	8,600.00	43.86	33.28	10.58	1.06	NO 2012 TICKET				
CHRISTIE	2008	2,725.00	13.90	9.43	4.47	0.45	NO 2012 TICKET				
JANA LOUISE	2011	3,825.00	19.51	14.03	5.48	0.55	RPC: NO 2012 TICKET				
KIMBERLY	2011	1,850.00	9.44	6.79	2.65	0.26	NO 2012 TICKET				
KIMBERLY	2010	2,025.00	10.33	7.39	2.94	0.29	NO 2012 TICKET				
CINDY	2011	1,400.00	7.14	5.14	2.00	0.20	NO 2012 TICKET				
CURTISS	2011	4,450.00	22.70	16.32	6.38	0.64	NO 2012 TICKET				
CURTISS	2010	4,275.00	21.80	15.61	6.19	0.62	NO 2012 TICKET				
CURTISS	2009	2,175.00	11.09	8.41	2.68	0.27	NO 2012 TICKET				
CURTISS	2008	3,600.00	18.36	12.47	5.89	0.59	NO 2012 TICKET				
CURTISS	2007	1,150.00	5.87	3.73	2.14	0.21	> 5 YRS: NO 2012 TICKET				
LATOYA	2011	1,575.00	8.03	5.78	2.25	0.23	NO 2012 TICKET				
LORENA	2011	8,550.00	43.61	31.37	12.24	1.22	NO 2012 TICKET				
ZDANOWICZ	2011	925.00	4.72	3.39	1.33	0.13	NO 2012 TICKET				
DEBORAH	2010	1,075.00	5.48	3.93	1.55	0.16	NO 2012 TICKET				
ZDANOWICZ	2009	1,125.00	5.74	4.35	1.39	0.14	NO 2012 TICKET				



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	September 9, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Finance &amp; Human Services Committee on August 27, 2013 to review three items:</p> <ol style="list-style-type: none"> <li>Review of Town of Rocky Mount maintaining a Governmental §457(b) Deferred Compensation Plan for the Exclusive Benefit of its Employees and Beneficiaries in Relation to Roth Contributions.</li> </ol> <p>The Committee recommended that the Town allow staff to adopt additional 457(b) plans from time to time as the needs of the employees dictated and recommended that Council adopt the attached resolution adopting a third 457(b) plan.</p> <ol style="list-style-type: none"> <li>Review Employer Match for Governmental §457(b) Deferred Compensation Plan.</li> </ol> <p>Upon reviewing the existing Town match program for the employee retirement options (detailed on the attached memo from your Finance Director), the committee recommended to Council that the Town expend the remaining funds from the Anthem CD transfer and advise the employees that it is likely that there will be no additional or ongoing Town match for these programs once these funds expire. To the extent that these funds expire in the current fiscal year, the Committee agreed that the Town should continue the match until June 30, 2014, but that no new funds be included in the FY 2015 budget.</p> <ol style="list-style-type: none"> <li>Update on Review of Elimination of Town of Rocky Mount Vehicle Decals and Time Line to Accomplish the Same.</li> </ol> <p>The Committee received an update from staff regarding the progress towards eliminating the Town vehicle decal. An ordinance eliminating the decal will be on the September Council agenda. The Committee recommended that the ordinance mirror the County ordinance in regards to exceptions but that antique vehicles with designated plates be exempt from the fee and exempt from the personal property tax.</p>
ACTION NEEDED:	Approval/denial of Committee recommendations

Attachment(s): Yes

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

**RESOLUTION  
BY THE  
ROCKY MOUNT TOWN COUNCIL**

The undersigned authorized representative of the Town of Rocky Mount (hereinafter, the "Employer") hereby certifies that the following resolutions were duly adopted by the Employer's governing body, and that such resolutions have not been modified or rescinded as of the date hereof:

**WHEREAS**, the Employer maintains a governmental §457(b) deferred compensation plan (hereinafter the "Plan") for the exclusive benefit of its employees and beneficiaries; and

**WHEREAS**, the Employer retained the right at any time to amend the Plan, subject to certain terms and conditions set forth; and

**WHEREAS**, the Employer desires to add a designated Roth contribution feature to the plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Plan is hereby modified, effective August 12, 2013, to add a Roth contribution provision subject to the requirements set forth in the Act.

**RESOLVED FURTHER**, that the distribution requirements set forth in the Plan shall remain in effect; and

**RESOLVED FURTHER**, that a duly authorized officer of the Employer shall execute the appropriate amendment or restatement of the Plan, as applicable, within the time period prescribed by the Internal Revenue Service, to properly reflect the Employer's adoption of these new provisions; and

**RESOLVED FURTHER**, that the appropriate representatives of the Employer be, and the same hereby are, authorized and directed to take any and all further action necessary, including the execution and delivery of documents and instruments, as such representatives deem necessary or desirable in their sole discretion to carry out the above resolutions.

Adopted in the Town of Rocky Mount, Virginia this 9<sup>th</sup> day of September 2013.

Given under my hand this 9th day of September 2013.

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

ATTEST:

\_\_\_\_\_  
Patricia H. Keatts, Town Clerk

Town of Rocky Mount  
345 Donald Avenue  
Rocky Mount, Virginia 24151

540.483.5243  
FAX 540.483.8830

E-mail: lwoody@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

Linda Woody, Finance Director  
Finance Department

August 20, 2013

Finance Committee Members and Town Council:

RE: Employer Match for Employee 457 Deferred Compensation Contributions

Anthem gave the Town stock which was sold in 2004. This stemmed from a class action settlement that arose when Blue Cross Blue Shield became Anthem. As part of that agreement, the proceeds from the sale of stock could only be used on the employees who contributed to their health plans. In lieu of specific employees and / or separated employees, the proceeds were allowed to be used for general employee benefits. The Town at the time chose to put the proceeds in a certificate of deposit and use it to match employee contributions to their deferred 457 plans. This match began at the start of fiscal year 2006 (or on July 1, 2005). The CD funds will expire during this current fiscal year (FY 2014).

If this employer match is to continue, Town Council would have to utilize Town funds for the program in fiscal year 2015 and beyond.

Since its inception 8 years ago, employer contributions have totaled \$138,999 and employee contributions have totaled \$439,141. So the employer contributions, overall, have matched 32% of the total employee contributions. The CD balance at July 1, 2013 was \$14,730.

The personnel manual states that a maximum \$500 per employee per fiscal year match will be given to the employee's 457 plan. This is \$19.25 per pay period. The personnel manual further states that the match will be distributed as follows:

<u>Employee Annual Salary</u>	<u>Employer Match of the Employee Contribution</u>
Less than \$30,000	100%
\$30,000 to \$39,999	80%
\$40,000 to \$49,999	60%
\$50,000 to \$59,999	40%
\$60,000 or greater	20%

Past practice has been to provide the maximum \$500 match regardless of salary.

Employee and Employer Contributions have been as follows:

<u>Fiscal Year</u>	<u>Employer Match</u>	<u>Employee Contribution</u>
2006	\$13,983	\$55,235
2007	\$14,578	\$57,315
2008	\$17,985	\$80,843
2009	\$16,332	\$61,522
2010	\$18,183	\$66,945
2011	\$18,380	\$59,607
2012	\$18,065	\$57,349
2013	\$17,209	\$53,972
TOTALS	\$138,999	\$439,141

A few notes of interest from the above chart. FY 2008 was the year the Condrey pay plan adjustment went into effect. FY 2009 began 3 years of no cost of living or merit raises. A COLA adjustment went into effect for FY 2013.

Prior to FY 2006, there was no employer match but employees contributed to their 457 plan which began in FY 2002 as follows:

<u>Fiscal Year</u>	<u>Employee Contribution</u>
2002	\$24,583
2003	\$33,052
2004	\$45,395
2005	\$57,593

The deferred 457 Plan is an important retirement planning tool for the Town employees. Around 2/3 of Town employees do have a 457 Plan through the two carriers of VALIC or ICMA. The Virginia Retirement System is implementing a defined contribution plan (as opposed to their traditional offering of a defined benefit plan) with new employees hired January 1, 2014. The basis of the new VRS plan is to give employees more control of their retirement plan investments as they have now with their independent 457 deferred compensation plans.

The decision that needs to be made is whether to use Town funds of between \$18,000 and \$20,000 to continue funding an employer match of employee contributions to their deferred 457 plans.

Sincerely,



Linda Woody  
Finance Director