

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
DECEMBER 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
 - Special Recognition Honoring Junior Sisk for Contributions to American Arts & Cultures
- V. Public Hearing(s)
- VI. Approval of Draft Minutes
 - November 12, 2013 Regular Council Meeting
 - November 18, 2013 Special Work Session Meeting
 - November 21, 2013 Special Meeting
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations
 - Review and consideration of approval of draft "Certificate of Adoption Resolution by the Rocky Mount Town Council" in relation to the Town of Rocky Mount's Flexible Spending Accounts (FSA).
 - Miscellaneous Action
 - Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
 - A. Update by Superintendent of Water Plant regarding water accountability measures at the Rocky Mount Water Treatment Plant.
 - B. Review and consideration of scheduling a Rocky Mount Town Council work session to discuss Town's health insurance.

- X. New Business
 - A. Review and consideration of request of Free Clinic of Franklin County regarding waiver of water/sewer connection fee for their new facility.
 - B. Review and consideration of approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014" in relation to the installation of a faster internet bandwidth needed for the Rocky Mount Police Department software upgrade and for the new SCADA system to be installed at the Rocky Mount's Water Treatment Plant and Wastewater Treatment Plant.
 - C. Review and consideration of entering into purchase contract for software and approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014" in relation to the software purchase for Rocky Mount Police Department.
 - D. Review and consideration of request of Franklin County YMCA to conduct a fundraising event.
 - E. Review and consideration of request of Town of Rocky Mount Wastewater Treatment Plant for an intern for 2014 through the Virginia Western Community College wastewater training program.
 - F. Review and consideration of Town of Rocky Mount holidays for Christmas and New Years.
- XI. Committee Reports
 - A. Finance & Human Services Committee
 - Review and consideration of janitorial services for the Town of Rocky Mount facilities.
- XII. Other Matters, Concerns and Rise 'N Shine Appearances
 - A. Referrals to Planning Commission from Rocky Mount Town Council
 - B. *Rise 'N Shine* Appearances
- XIII. Closed Meeting and Action
 - Section 2.2-3711(A).1 -Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Manager's Office).
 - Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (location undisclosed).
 - Section 2.2-3711(A).5 - Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (Franklin County/Rocky Mount Industrial Park).
- XIV. Adjournment

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

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

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



COPY

RESOLUTION
Honoring Junior Sisk for Contributions to American Arts & Culture

WHEREAS, over a storied career, Junior Sisk has established an international reputation as an extraordinary bluegrass musician and frontman in the tradition of Bill Monroe, Dr. Ralph Stanley, Ricky Skaggs and Del McCoury; and

WHEREAS, Junior Sisk spreads, through his work, the history and tradition of the Blue Ridge Mountains, Franklin County and Rocky Mount, reaching out to an international audience to convey the authentic nature of traditional music through his resounding vocals and intricate instrumental arrangements with his bandmates, Ramblers Choice; and

WHEREAS, in 2013, Junior Sisk has been recognized for his vocal talent as both the International Bluegrass Music Association Male Vocalist of the Year and Society For the Preservation of Bluegrass Music of America (SPBGMA) Contemporary Male Vocalist of the Year; and

WHEREAS, as a songwriter, Junior Sisk has crafted hit songs as part of the Lonesome River Band, Wyatt Rice & Santa Cruz, BlueRidge and as leader of Ramblers Choice, and has earned honors from both IMBA and SPBGMA for song and album of the year, paving the way for many more years of outstanding musical contributions by Junior and the band; and

WHEREAS, Junior Sisk and Ramblers Choice do a great deal for charity in the region, often performing to benefit such areas of need as the Free Clinic, Wounded Warriors, the Ward Burton Wildlife Foundation, and sick and needy throughout the community.

Now, Therefore, Be It Resolved by the Council of the Town of Rocky Mount, assembled this ninth day of December, 2013, does hereby unanimously and heartily congratulate Junior Sisk on his legendary accomplishments and growing fame, and

With gratitude for his positive promotion of Franklin County and Rocky Mount, do present him with the Key to the Town of Rocky Mount, and hereby declare the week of December 9-15, 2013 to be Junior Sisk Week in the Town of Rocky Mount.

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

Steven C. Angle, Mayor

Attest:

Patricia H. Keatts, Town Clerk

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

The November 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, Finance Director Linda Woody, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, and Town Clerk Patricia H. Keatts.

For the record, the following were absent: Town Planner Patrick Rust, Public Works Director Cecil R. Mason, and Fire Chief Charles Robertson.

The Mayor led the *Pledge of Allegiance*.

APPROVAL OF AGENDA

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

Motion action taken:

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

SPECIAL ITEMS

1. The Mayor recognized the students from Franklin County High School government classes of Mrs. Shepherd and Mr. Buckman.
2. The Chief of Police introduced two newly hired Rocky Mount Police Department personnel: Police Lieutenant Mark Lovern (already trained and certified), and Police Officer Trainee Ashley Vasser (who will be going through the Academy). The Mayor welcomed both to the Town.

PUBLIC HEARING

Let the record show the Mayor recessed the meeting to hold the following public hearing:

- A. Bryan Hochstein requests to rezone a parcel of land located at 50 Floyd Avenue, identified as Franklin County Tax Map and Parcel Number 207005066 and commonly known as “The Grove”. This 9.98 acre parcel is currently zoned Residential District R1 (low density), with the applicant requesting to rezone the parcel to Central Business District (CBD).

The Planning & Zoning Administrator came forward stating the following:

- The Town has received a rezoning request from Bryan Hochstein representing a partnership making an offer to purchase The Grove from Ibby Greer (outlined what the request was).
- The purpose of the rezoning request is to accommodate the proposed use of a bed-and-breakfast establishment to operate on the property, along with outdoor assembly space for weddings, receptions, reunions and other events. Those uses are special exceptions in R1, but by-right uses in CBD.
- The property is currently zoned R1, which is established primarily as an area for low-density residential uses where the density of housing may range from one to three units per acre. Also, the development is limited to relatively low concentrations, and permitted uses are limited basically to dwellings providing homes for the residents, plus, certain additional uses such as schools, parks, churches, and certain public facilities that serve the residents of the district.
- The requested CBD zoning is established to an area where the principal use of land is to promote the harmonious use and development of the historic uptown, downtown, and surrounding areas, which is the traditional commercial, governmental, residential, and cultural center of Rocky Mount. It is the intent of the Town to maintain the unique nature of the district by promoting the use of existing buildings, and maintaining and extending the current building arrangement, architectural style, and scale.
- The adjacent and adjoining parcels are zoned a mix between R1 (low density residential), R2 (medium density residential), and CBD (Central Business District). The CBD borders on the north and east side of the property, and a small portion of this property has been previously zoned CBD. The R1 and R2 districts border on the west and south sides of the property in question. This zoning request would not be spot zoning.
- Council heard similar cases of rezoning properties from residential zones to CBD in 2002 and 2006. These cases were The Claiborne House at 185 Claiborne Avenue, and The Angle House at 215 Claiborne Avenue. Both cases were approved by Council.
- In reviewing the proposed rezoning request, staff reviewed the following aspects: (1) The request is consistent with the current adopted Comprehensive Plan, with the potential future land use map showing this parcel zoned for General Business activities, which complies with the CBD uses; and (2) Based on the vicinity of the existing CBD, the parcel in question would be tied well with the existing conditions and uses.

- After due review and based on these considerations, staff recommends that the rezoning request be approved.
- The Planning Commission held a public hearing regarding the matter on November 6th. The public hearing was attended by one adjacent property owner, who did not speak in favor of or in opposition to the rezoning request. Planning Commission's main areas of concern centered around future expansion of the property and the preservation of the property's historic nature. The applicant addressed these concerns by emphasizing his and his partners' desires to maintain the historical aspects of the property, including its buildings, architectural elements, and name, with the only possible future expansion being the parking adequate enough to support wedding parties, and the possible addition of a residential unit for use by one of the partners who plans to relocate to the property to manage its daily operations.
- Following Planning Commission's discussion, it was the recommendation of the Planning Commission for Council to approve the rezoning request, allowing the parcel identified as Franklin County Tax Map and Parcel Number 2070050600 to be rezoned to Central Business District (CBD). The approval was six for and zero against, with one abstention from Planning Commission Derwin Hall, who abstained due to personal interest in the adjoining property.

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

- Elizabeth Greer of 50 Floyd Avenue, Rocky Mount, Virginia and current owner of The Grove, came before Council stating that she thinks the bed and breakfast would be a wonderful use for the property and the Town, along with the Harvester Performance Center, and eventually even Ferrum.
- Reg Anderson of 900 Lakemont Drive, Moneta, Virginia, came before Council stating that he was a realtor with Long & Foster who had The Grove listed for sale, and he believes this proposed use will be a great asset for the Town.
- Brian Hochstein of 2403 Goldfield Court, Greensboro, North Carolina, came before Council stating that he is very excited about what is going on in the downtown area where the Harvester Performance Center is going, and also turning The Grove into a bed and breakfast.

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

Motion action taken:

Motion was made by Council Member Greer to approve the rezoning request, 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 MINUTES

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

- October 14, 2013 Regular Council Minutes

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

Motion action taken:

Motion was made by Council Member Stockton to approve the draft 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
- Miscellaneous Action
 - Review and consideration of approval of Public Works Department street sweeper contract.
- Departmental Monthly Report
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Waste Water Department
 - Water Department
- Bill List

The Town Manager informed Council that prior to the Council meeting, information had been given to them regarding the Public Works Department street sweeper in order to get the street sweeper ordered in time to help with cleaning the street for several upcoming events. He confirmed to Council that the current sweeper is over 20 years old, in really bad shape, and will be put on the government site to sell for parts.

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

Motion action taken:

Motion was made by Vice Mayor Walker to approve the draft *Consent Agenda* as presented, seconded by Council Member Cundiff. 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 to speak. Let the record show that no one came forward to speak at this time.

OLD BUSINESS

- A. Presentation of "Certificate of Achievement for Excellence in Financial Reporting" award by the Government Finance Officers Association.

The Town Manager informed Council that the Town has had the honor of being once again awarded the "Certificate of Financial Reporting" for its comprehensive annual financial report for the fiscal year ended June 30, 2012. This certificate is awarded by the Government Finance Officers Association (GFOA), which is the highest form of recognition in governmental accounting and financial reporting. This attainment represents a significant accomplishment on part of the Town of Rocky Mount's Finance Department Director and staff. The Town Manager presented the award to the Finance Department Director. The Finance Director accepted the award on behalf of her department, stating that this would not have been possible without the help from her staff, Council, and the department heads.

NEW BUSINESS

- A. Review and consideration of approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ended June 30, 2014" to appropriate funds for a complete Digital Evidence Viewer system for the in-car cameras for the Rocky Mount Police Department vehicles.

The Town Manager presented the request for the approval to appropriate \$6,545 from the General Fund contingency funds to cover the replacement cost for the Rocky Mount Police Department's in-car camera system.

The Chief of Police came before Council stating that the old system that was currently in use did not have the replacement warranties needed and it was now too old to replace.

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

Motion action taken:

Motion was made by Council Member Stockton to approve the draft resolution as presented, with motion on the floor being seconded by Council Member Cundiff. Discussion ensued. The Chief of Police confirmed to Vice Mayor Walker that the new in-car equipment does cover the warranty or service agreement. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

- B. Review and consideration of approval of draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014” to appropriate funds for the repairs to the Town of Rocky Mount Wastewater Treatment Plant Powder Mill pump station.

The Town Manager presented the request for the approval to appropriate \$6,000 from the Utility Fund contingency funds to cover the replacement cost of one of the Powder Mill pump stations.

The Superintendent of the Wastewater Treatment Plant confirmed to Council that one pump is now operational, but two pumps are needed.

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

Motion action taken:

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

- C. Review and consideration of approval of awarding contract for the Supervisory Control & Data Acquisition (SCADA) system for the Town of Rocky Mount’s Water Treatment Plant and Wastewater Treatment Plant.

The Superintendent of the Water Department came before Council stating the following:

- On July 29, 2013, and Request for Proposals (RFP) was issued for professional engineering services. Staff’s goal was to find the right company to develop a new Supervisory Control & Data Acquisition (SCADA) system for the Water Treatment Plant and Wastewater Treatment Plant. Proposals were received on September 5, 2013.
- After careful review and evaluation of the five bids received, meetings were held with the top two candidates. At the conclusion of those meetings, American Mineral Research, Inc. (AMR) was chosen as a highly competent and capable company with sound references, who, in the opinion of himself and Superintendent of the Wastewater Treatment Plant, appeared to have the best understanding of the Town’s needs and the best plan going forward. The project will provide both Water and Wastewater Departments with new hardware and software, wiring and programming.
- Once completed, the Town’s water and wastewater facilities will have a highly secure system that provides improved data monitoring, convenient remote access to current and historical data, and the security of redundant hard drives for fail-safe data storage. The cost of the total project is \$60,000. The work will take approximately three months to complete. Funds to cover the full cost of the project are included in the current Capital Improvement Budget for the Water and Wastewater Departments.

- He, along with the Superintendent of the Wastewater Treatment Plant, are before Council at this time asking for Council's approval to move forward with awarding the contract to AMR, Inc.
- On another note, the current system at the Water Department is so old that if the computer fails, the old SCADA software will not work with the versions of Windows that are currently available on new computers. The proposed SCADA system will not have a problem intergrading with newer Window programs.
- Staff is required to have continuous monitoring and data collection on the Water Plant's filters and chlorine levels, so they are in a situation that almost requires some level of system replacement. What SCADA does for the Water Department is to allow constant monitoring of the Plant's systems, water tank levels, and operation of their pump stations. All this information is recorded and is retrievable in a chart format so that he can look back over a day, month, or a year and see if what staff is doing is working, and what they can do to make improvements.
- If staff has a treatment upsets, the SCADA will alert staff faster in order to help them figure out what happened faster to fix and prevent the problem. This new hardware will allow staff to more tightly regulate water flows and chemical feed, which will help the Town save money.
- The new hardware will allow staff to have more of the Plant's equipment plugged into the system for more detailed data tracking.
- The new SCADA system will allow staff to have access to all the data while they are away from the Water Plant, and staff will have some limited capability to operate the water pumps remotely if there was a fire emergency in the middle of the night.

The Superintendent of the Wastewater Treatment Plant came before Council stating the following:

- The new proposed SCADA system is unique in the fact that it is a one-licensed software package that allows multiple users to operate independently, but provides redundancy between the users, if needed.
- The system provides more and better controls for the Wastewater Treatment Plant, along with data trending that staff does not have at the present time. Government agencies now want to see more trending data.
- The system will also greatly improve the Wastewater Treatment Plant's alarm system by allowing staff to have the ability to tell what the alarm is instead of just an alarm. This will prevent calling people out for non-emergency problems.
- This system is expandable to eventually tie the Wastewater Treatment Plant's pump stations into it and give staff 24/7 monitoring, data collection, and better alarms for quicker response time. Staff will be using its water tanks equipment to pull data from the pump stations to the Wastewater Treatment Plant.
- By approaching this project the way staff has, the Town will see a savings of over \$20,000 in the initial cost of equipment and software.
- This project has truly been a joint effort, with the Town Manager suggesting this approach a few years ago. The Town Manager and Assistant Town Manager have had to answer a lot of questions during the process to help keep both he and the Superintendent of the Water Department straight. The Superintendent of the Water Department did most of the Request for Proposals. This joint effort probably saved the Town over \$10,000 by not hiring an engineering company to get staff to this point.

- If he and the Superintendent of the Water Department does not like AMR, Inc., they can go down the list and use another one because the Town is not locked in on just using AMR, Inc.

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

Motion action taken:

Motion was made by Council Member Greer to approve awarding the Supervisory Control & Data Acquisition (SCADA) contract to American Mineral Research, Inc. (AMR), 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.

- D. Review and consideration of approval of awarding the Town of Rocky Mount cleaning services for the Rocky Mount Municipal Building (Municipal Building), the Community & Hospitality Center (Depot), the Farmers' Market, and park facilities.

The Assistant Town Manager came before Council stating the following:

- Council's staff has put out Requests for Proposals (RFP) for cleaning services for the Municipal Building, Community & Hospitality Center (Depot), Farmers' Market, and park facilities. As mentioned last month, the Police and Fire Departments have requested separate cleaning services and were not included in this RFP.
- The scope of this agreement is for a two-year initial term, with two additional one-year terms by mutual agreement.
- Staff met with three cleaning services for a pre-submission tour of the facilities. Two services submitted responses to the RFP, and staff has evaluated the proposals. Only one company submitted a complete response, including the cost, services schedule, references, background check agreements, and proof of insurance.
- The only complete response was from the current provided, Sarver Cleaning Services, Inc. The amount of the response was \$1,785 per month (\$21,420 annually), with the contractor ordering and the Town paying for consumables at cost. This is higher than the Town's current monthly fee, but includes a higher level of service as specified in the RFP (notably: more frequent Municipal Building carpet cleanings, semi-annual pressure washing of Farmers' Market and park surfaces, and weekend cleaning at the Depot).
- Town staff recommends that Council authorize the Town Manager to negotiate and enter into an agreement with Sarver Cleaning Services, Inc. for the specified cleaning contract starting December 1, 2013 and expiring no later than November 30, 2017.

The Assistant Town Manager explained the following regarding questions from Council:

- Sarver Cleaning Services, Inc. had increased their monthly fee another \$120, with their services increasing due to cleaning more at the Municipal Building, cleaning the parks, and pressure washing at the Farmers' Market and park areas.
- Explained that the other bidder did not submit the requested documents that were supposed to be submitted with the bid, and that after the RFP deadline submittal date, they wanted to submit the information.

- Sarver Cleaning Services, Inc. uses local people to clean.
- Town buys the reusable items, such as toilet paper, paper towels, trash liners, and such items. Council Member Cundiff stated he wants to know what supplies the Town purchases, with the Assistant Town Manager explaining that this came up during the budget process and had been addressed, with Council Member Cundiff asking that he still be provided this information.
- Sarver Cleaning Services, Inc. has been cleaning for the Town for three years.
- Under the original contract, the Fire Department was not cleaned as the former Fire Chief, Posey Dillon, had a separate cleaning services. The Police Department was under the original contract but no longer uses Sarver Cleaning Services, Inc., as they now have their own cleaning services contract with someone else.
- Confirmed that the current contract with Sarver Cleaning Services, Inc. ends at the end of this year.

Mr. Sarver with Sarver Cleaning Services, Inc. came forward to speak and confirmed to Council how many hours per week he cleans the Town facilities. He further stated that the increase is not that much if Council considers the quarterly pressure washing, quarterly striping and waxing of the Municipal Building and carpet cleaning at the Depot and Municipal Building. He also stated that the special cleaning went down from \$25 per hour to \$14 per hour. He relayed to Council that he is in constant communication with Town staff and takes care of any problem promptly. He further relayed that all employees have background checks.

Council Member Moyer stated that the other bid that was rejected was an oversight and in all fairness should rebid, confirming to the Mayor that he would put this in a form of a motion.

Motion action taken:

Motion was made by Council Member Moyer to rebid the cleaning services contract, with motion on the floor being seconded by Council Member Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

E. Review and consideration of approval of Fiscal Year 2014 Comprehensive Economic Development Strategy (CEDS) priority project list.

The Town Manager relayed to Council that annually the West Piedmont Planning District Commission receives from the U.S. Department of Commerce, Economic Development Administration a request for localities to submit their Comprehensive Economic Development Strategy (CEDS) priority project list. Prior to the meeting, Council had received the Town's proposed list for review and consideration of approval. It was explained by the Town Manager that the list was similar to last year, with a couple of projects moving up in priority.

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

Motion action taken:

Motion was made by Council Member Stockton to approve the CEDS list 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.

- F. Review and consideration of approval of a one time extension of the deadline for paying Town of Rocky Mount personal property tax from February 28, 2014 to March 31, 2014.

The Town Manager relayed the following to Council:

- Town decals will be eliminated in the upcoming year (2014), with the fee being rolled into the personal property tax bill.
- The deadline to pay personal property taxes is February 28th. Failure to pay by this date will result in a penalty.
- Given the change in the personal property tax billing process this year, some members of Council have asked to consider making a one time extension of the deadline from February 28th to March 31st.
- Additionally, Council has asked that vehicles with antique plates be exempt from decal fees. Staff has found no authorization in the State Code authorizing the Town to make such an exemption at the local level. It is possible to offer a credit for those who provide evidence that the vehicle is registered as an antique vehicle.
- Prior to the meeting, a summary of the changes by the Town's Finance Director had been submitted to Council for a more comprehensive overview of these changes.
- There is concern that there may be a drop in the revenue as it was decal driven, but the Finance Department is working with Department of Motor Vehicles (DMV), but as right now, may be a wash in the revenue.

The Finance Director stated that the Town's tax rate has not gone up, but there will be a charge for all vehicles registered with DMV.

Council Member Moyer stated that he has something to say on behalf of the antique vehicles as he owns some, and that when he goes to car shows, there is a charge for people to look at the cars, with the monies going towards non-profit groups, and he would think it would be nice to get a break on antique vehicle fees.

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

Motion action taken:

Motion was made by Council Member Moyer to extend the deadline as presented, and give credit to antique vehicles, 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.

G. Review and consideration of Rocky Mount Town Council holding a Utility Fund work session in November 2013.

The Town Manager stated that Council has historically held a Utility Fund review in November; that the Town embarked on a four-year rate adjustment program last year; staff is available to meet in November to review the trends in the Utility Fund's balance; and is Council wishing to hold such a meeting again this month.

Consensus of Council:

It was the consensus of Council that a Council work session be held on Monday, November 18, 2013, at 4:15 p.m. at the Rocky Mount Municipal Building. The Town Clerk so noted.

COMMITTEE REPORTS

A. Public Facilities & Special Events Committee

The Assistant Town Manager came before Council stating the following:

- The Public Facilities & Special Events Committee met on November 1st to consider revisions to policies relating to usage of the Farmers' Market and waiver of fees. The recommendation of the Committee is to ask that Council authorize the Public Facilities & Special Events Committee to waive fees for non-profit groups wishing to hold events.
- This recommendation is made in an effort to streamline the process for applicants and to remove some routine items from Council's monthly agenda so Council can focus on other, frequently more important business.
- The Committee made the recommendation after discussion of what terms staff might use to administratively process waivers and under what limits non-profit organizations should be held in terms of their free use of the Market.
- The Committee asked that non-profits give a 30-day notice prior to their desired date in order to give staff and the Committee time to hear and process the request.
- Additionally, the Committee made the following recommendations, which are being undertaken administratively:
 - Clean up the landscaping around the Market dedication plaque and flagpole.
 - Leaving the center section of Market lights on at night to improve visibility, reducing the possibility of vandalism and encourage fuller use of the Market.
 - Ask Franklin Vendors to change out the vending machine to use smaller drinks at lower prices.
 - Enforce the "one-table-and-one-extra" rule for vendors to maximize the use of the space at the Market.
 - Add a corkboard bulletin board to the Market to encourage posting of public notices.

Council Member Moyer referenced the drink machines currently at the Market and that the drinks need to more convenient to the public, being smaller and costing no more than one dollar.

Vice Mayor Walker stated that regarding political events being held at the Market, signs can be posted but need to be pulled up once the event is over with.

Assistant Town Manager confirmed that he is looking into the auto key system for the Market bathrooms, and the gutter situation, with him confirming that the Public Works Director will take a look at the gutter situation to see how it can be fixed.

The Town Attorney stated that he has no objection to letting staff be able to waive the fees if consistent in doing so. He also stated that Council cannot delegate a committee to vote on a waiver of fees as the request will have to come back before the full Council. The committee could meet and make a recommendation to Council only.

Consensus:

After further discussion, let the record show there was a consensus of no change in the waiving of fees.

The Town Manager did confirmed the following to Council:

- Contractor was putting a dawn to dusk sensor for the lights at the Market.
- Has had conversation with the drink machine vendor (Franklin Vendors).
- The Assistant Town Manager is getting prices today for the bathroom door locks. Very rarely is there a large amount of people at the Market after 10:00 p.m., other than special events like the Warren Street Festival.
- Stacey Sink, Deputy Clerk and Administrative Assistant of the Community Development Department, is searching for a corkboard to place at the Market.
- Should have the rest of the items taken care of by the end of this week.

OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

The Assistant Town Manager stated that staff would ask Council to forward the following issues on to the Planning Commission for review, study and recommendations:

1. The Town has several items in the sign ordinance, particularly regarding temporary signs, that staff recommends studying to clarify and clean up some technical issues.

Consensus:

After further discussion, it was the consensus of Council to continue enforcing the Code as permitted.

2. Additionally, the Town has had several inquiries setting a time limit for the length of time during which political signs may be posted prior to an election.

Consensus:

After further discussion, it was the consensus of Council to leave this alone.

3. Can and should the Town set limits for where and how long recreational vehicles may be parked?

Consensus:

After further discussion, it was the consensus of Council to pass an ordinance to not allow recreational vehicles to park on the street, but it is okay for them to park in their own yard.

4. The Town has had a number of inquiries regarding the keeping of chickens for egg production, and the Town Planner has a list of Town residents who have expressed interest in keeping chickens. Large localities, such as Virginia Beach and Salem, have recently passed regulations regarding the keeping of a small number of chickens in urban areas. Does Council wish to have the Planning Commission study and make recommendations on the keeping of chickens for egg production?

Consensus:

After further discussion, it was the consensus of Council to not change the Code regarding this matter.

B. Rise 'N Shine Appearances

As Monday, November 11, 2013, was Veterans' Day, the Town Manager or the Assistant Town Manager did not appear on the *Rise 'N Shine* show.

COUNCIL CONCERNS

Vice Mayor Walker

There was discussion regarding the Town's Finance Department not accepting more than \$2.00 change.

Consensus:

After further discussion, it was the consensus of Council that the Finance Department will take rolled coins.

The Town Manager confirmed to Council that he will check with the Town auditors on whether or not the Finance Department can accept a Town issued check made payable to someone back as payment on a utility bill (i.e., Council member issued check, or Town issued check for a deposit refund).

Council Member Greer

The Town Manager confirmed he will have the Finance Director look into the possibility of the Town accepting credit cards for payment similar to what Franklin County is doing now.

Council Member Cundiff

The Town Manager confirmed that he has checked with the Town's two sign companies regarding repairing/replacing the Industrial Park signs, but yet has heard from them. He will have a plan for Council by the end of November.

CLOSED MEETING

At 8:30 p.m., motion was made by Council Member Stockton to go into *Closed Meeting*, and seconded by Council Member Love and carried unanimously to discuss the following:

- Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (appointment to the Beautification & Urban Development (BUD) Commission).

At 9:00 p.m., motion was made by Council Member Greer to come out of *Closed Meeting* and to reconvene the meeting back into open session, with motion on the floor being seconded by Council Member Moyer and carried unanimously by those present.

CERTIFICATE OF CLOSED MEETING

Whereas, the Town of Rocky Mount Council has convened a *Closed Meeting* on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires certification by this council that such *Closed Meeting* was conducted in conformity with Virginia Law.

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

Steven C. Angle, Mayor

- Motion was made by Council Member Moyer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body was discussed. Motion was seconded by Council Member Greer. The Mayor swore to adopt the motion on the floor by Council Member Moyer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

ADJOURNMENT

At 9:02 p.m., motion was made by Council Member Cundiff 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
WORK SESSION
NOVEMBER 18, 2013**

The Rocky Mount Town Council special meeting work session was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on November 18, 2013 at 4:15 p.m. with Mayor Steven C. Angle presiding.

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

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

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Finance Director Linda Woody, Superintendent of the Wastewater Department Timothy Burton, Superintendent of the 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, seconded by Vice Mayor Walker and carried unanimously by those present.

PRESENTATION BY TOWN STAFF ON UTILITY OPERATIONS AND THE FISCAL HEALTH OF THE UTILITY FUND

The Town Manager came before Council stating the following:

- Has spent a lot of time over the past several years on making sure the Town is on track with the fiscal health of the Utility Fund.
- The Superintendents of the Wastewater and Water departments will be giving Council a good faith effort overview of their department's expenses over the next five years.
- Budget-wise, both departments have been pretty much spot-on.

- Water Department went through a pretty intense year being on budget and accountable, and now at an average of 87% water accountability.
- See no reason for changing the budget, but at this time, will be looking at the capital improvements for the next five years regarding the Utility Fund.

Wastewater Plant Five-Year Improvement Projections:

The Superintendent of the Wastewater Plant presented the following to Council:

- The Wastewater Plant's Capital Improvement Project (CIP) in the past five years has been limited to replacing analyzers and sensors on the oxidation ditch (\$14,120 in 2011); building an Ultra-Violet (UV) structure with the help of the Public Works Department (\$6,392 in 2011); UV replacement of one of two channels (\$249,736 in 2012-2013); new lab testing equipment (\$6,335 in 2013), new truck (\$22,000 in 2014), and Supervisory Control & Data Acquisition (SCADA) for the Wastewater Department (\$25,000 in 2014). The total for the past five years was \$323,583 (\$276,583 without including those costs for 2014).
- The Town's current CIP list with a cost of \$630,000 is as follows:
 - 2014-15:
 - Headworks Compactor (\$80,000), with this item to replace one that is currently worn out. This item definitely needs to stay in budget as it has to be replaced.
 - SCADA for the pump stations (\$60,000). This number will be reduced significantly this coming year with the new plans staff have developed for the pump stations.
 - Climbing screen for Powder Mill pump station, which will help protect the pumps. (\$110,000). This item has been pushed back for several years and may have to be again.
 - 2015-16:
 - Launder covers for clairfiers (\$80,000). These covers are to help with algae control and maintenance cleaning. It is possible for this to change to brushes instead of covers in the future with all the improving technologies that are now available. This item may also be pushed back due to other equipment needing replacement. There are other ways out there that may come in more reasonable.
 - 2016-17:
 - Has nothing on the list at this present time.
 - 2017-18:
 - The Second UV Channel (\$300,000). This is another item that may get pushed back depending on what has totally work out by that time. Another deciding factor will be how long staff can get support and bulbs for the older system. Not opposed to indefinitely pushing it back as long as staff can get the bulbs and parts for it.

The Wastewater Plant will be 20 years old in May 2014. This is statistically the life of a wastewater plant according to equipment manufacturers. Lots of the equipment is no longer supported and staff cannot get parts to refurbish, with staff having to replace with newer models. This equipment varies a lot in dependability. Most of this equipment would have to be replaced instantly if it was to have a catastrophic failure in order for staff to

maintain their current treatment process. If it all was included in the next five year CIP plan, it would add \$863,000 to the current \$630,000, for a total of \$1,493,000.

Items that are seen as potential, at a best guess estimate, needing to refurbish or replace in the next five years are:

- Three pumps at main pump station at \$60,000 each (\$180,000)
- Climbing screen at main pump station (best guess estimate of \$150,000)
- Climbing screen at Wastewater Plant (\$100,000)
- Grit chambers in headworks building (price not known yet, but could exceed \$100,000)
- Grit screw washer in headworks (price not known yet, but could exceed \$100,000)
- Digester blower (\$7,000)
- Main plant PLC (\$15,000)
- Building heaters (\$10,000)
- Yard light replacement at Wastewater Plant (\$16,000)
- Ph Monitoring equipment (\$10,000)
- Flow meters (\$3,000 to \$5,000 each) (Three out of six have already been replaced)
- Eight Faulk gear drives (\$20,000 each)

The Wastewater Plant is going to need to add another staff member in the near future. The government regulations on the lab has more than doubled in the past three years, resulting in a lot more time operating the lab. The maintenance has really increased over the last few years with the Wastewater Plant aging and staff have the same staff level that was present 20 years ago. It takes a minimum of six years to train a Class I operator to run a wastewater system. In the next five years, the Wastewater Plant has two employees that are eligible to retire and they are also the only two that can currently operate the Wastewater Plant as Class I operators.

During the presentation by the Superintendent of the Wastewater Plant, the following was discussed:

- Explained in detail what a climbing screen for the pump stations would be.
- Explained in detail how the rain water affects the UV system.
- Currently, have two operators that have Class I licenses, being himself and Mr. Brian Sink, with both of them being able to retire within five years (not saying this will happen, but there is the potential to do so). Currently, the Wastewater Plant has one Class II and one Class III, with no employee at the plant having a Class IV. The intern that they had at the plant just recently took a job with Western Virginia Water Authority, the same as the one previously interning for the Town. The intern position paid \$8.00 per hour with no benefits. Will need approval from Council to allow another intern position to be made available in January. There was discussion regarding the process of hiring someone for the Wastewater Plant, with it being explained that the person best fit for the job is considered. The Town Manager explained that with the new State regulations, the Wastewater Plant personnel head count needed to go up. It was confirmed also to Council that the State does not give the Town any funds to help offset the new State regulations. The Town Manager and Finance Director confirmed to Council that they will bring before Council during the next fiscal year budget review consideration of Council having another position opened at the Wastewater Plant.

The Town Manager pointed out that the Superintendent of the Wastewater Plant's submitted list showed a history of the plant starting to show age and why he has asked for the list of items in order to have a five year path to work those items into the budget.

The Mayor asked the Superintendent of the Wastewater Plant to prioritize his list on what is needed when the next fiscal year budget is discussed.

Water Plant Five-Year Improvement Projections:

The Superintendent of the Water Plant presented the following to Council:

- Recent capital improvements at the Water Plant have had a significant impact on the list of long and short-term capital needs.
- Over the last five budgets, capital spending at the Water Plant has been less than \$30,000 per year, up until fiscal year 2013 when a significant upgrade was made to the electrical system.
- Capital spending since fiscal year 2009 has been as follows:
 - o Fiscal year 2009: \$22,000
 - o Fiscal year 2010: \$30,000
 - o Fiscal year 2011: \$7,000
 - o Fiscal year 2012: \$5,000
 - o Fiscal year 2013: \$288,000
- Approximately \$30,000 has been spent at the two water system pump stations for the pump and motor maintenance as well.
- The somewhat more abbreviated list of capital items for the next five years mostly includes rehab of old, but serviceable, equipment.
- Most of the plant's raw and finished water pumps are at the point where they need complete removal, disassembly, machining and part replacement, but if properly serviced, they will last many more years.
- Similar issues at the plant's two pump stations are included.
- Other equipment that will require replacement soon includes some of the plant's water quality monitoring equipment.
- All of the plant's turbidimeters have been obsoleted by the manufacturer and are no longer eligible for factory service. Staff has been procuring used replacements via the internet as a short-term measure so staff can plan for a comprehensive replacement of the system.
- Additional items that are in the planning stages at this point include removal of the Pendleton Street water tank, and the plant's conversion from chlorine gas to a liquid chlorination feed system.
- The Town's current CIP list (showing costs) is as follows:
 - o 2015 (total of \$450,000):
 - Chlorine bleach conversion (\$100,000)
 - Finished water pump rebuild (1 of 3) (\$20,000)
 - Flow meter replacement (\$30,000)
 - Parking lot lighting (replacing 400 watt bulbs to LED) (\$15,00)
 - Blackwater Dam (safety project that cannot be put off due to nature of the project (\$25,000)

- Turbidity meter replacement/steaming current monitor (\$25,000)
- Pendleton Tank removal (\$235,000)
- 2016 (total of \$80,000):
 - Finished water pump rebuild (2 of 3) (\$20,000)
 - Parking lot rehab/security gate (\$30,000)
 - Lower pump station – pump/motor rehab (1 of 2) (\$15,000)
 - Air handler with coils – replacement (\$15,000)
- 2017 (total \$57,500):
 - Finished water pump rebuild (2 of 3) (\$20,000)
 - Lower pump station – pump/motor rehab (2nd of 2) (\$15,000)
 - Upper pump station – pump/motor rehab (2nd of 2) (\$15,000)
 - Basement floor rehab (\$7,500)
- 2018 (total of \$35,000)
 - Sludge collection system replacement (\$50,000)
 - Flocculator mixers – replace all (\$35,000)
- 2019 (total of \$75,000)
 - Raw pump rebuild (2nd of 2) (\$25,000)
 - Tank mixer – 220 South tank (\$50,000)
- Grand total for five year CIP plan is \$697,500

During the presentation by the Superintendent of the Water Plant, the following was discussed:

- The Superintendent of the Water Plant has tried to space the listed items over the next five years, and although some of the items have been pushed back, others may needed immediate need, but allowed flexibility.
- Discussed the conversion of chlorine gas to liquid chlorination feed system, with the Town Manager emphasizing that this is a current high priority for protection of the staff and residents because in the past, a former Water Plant employee had been affected by the chlorine gas.
- Regarding the parking lot, will have information and quotes available about this during the next fiscal year budget process. The Superintendent of the Wastewater Plant indicated that this will be in his budget also and he and the Superintendent of the Water Plant will get together and more than likely, submit as a joint endeavor.
- Discussed that a lot of the cost for the Blackwater Dam project is for the permitting costs. The rocks will only cost about one-half of the projected cost. Town needs to maintain the site safely, and also show that the dam's area in relation to the natural settling is kept up. This project is the first touch-up since the placement of the rock and will have to be looked at again in four years.

Public Works Department Five-Year Improvement Projections:

Due to the Public Works Director not being present, the Town Manager presented the following:

- Replacement of North Main Street 8" water line (\$350,000)
- Convert to radio-read meter reading (\$786,618)

- Extend sewer line on Scuffling Hill Road (\$60,000)
- Extend State Route 40 West sewer line (\$100,000)
- Extend sewer line on Bernard Road (\$25,000)
- Grand total for five year CIP plan is \$1,336.618

During the presentation by the Town Manager in lieu of the Public Works Director, the following was discussed:

- The proposed converting of the radio-read meter reading is more of a wish-list item.
- Have discussed in the past the extension of the sewer line on Scuffling Hill Road in that it is difficult to cost justify the project as it will only serve a few people, which also is the same for the extension of the sewer line on Bernard Road.
- Discussed how far the sewer line now goes on State Route 40 West.
- Discussed if the land where the formerly proposed housing project was going to be on Bernard Road would be developed any time soon, but not sure due to the past decline in the housing industry.

Five Year Estimate of Capital Revenues and Expenses:

Prior to the meeting, Council had received a spreadsheet breakdown showing a five year estimate of capital revenues and expenses, along with the 2013 water/sewer/trash rates, and the proposed 2014 through 2016 water/sewer/trash rates.

There was discussion regarding:

- The Town's proposed rate plans ends at fiscal year 2017-2018.
- In January 2014, the sewer plant will be paid off and should be able to dedicate \$2 million or more for capital expenses.
- If Council looks at everything presented to them at this time, should have an estimated shortfall of \$756,181, which is good news as Council has a fiscal fund in place to pay 78% of costs. If Council stays on the current plan to 2018, will be really close to balance.
- In next fiscal year's budget, will push some things forward to get in the Town in the "black", and will spread the costs out.
- Council will get a budget that has a five year plan that is within reach.
- The proposed water/sewer/trash rates were discussed. By and large, the Town did a massive job in communicating to customers the capital recovery fee for meters. The Town has significantly lowered the elderly/disabled rate. Last year was the heavy lifting, but next year and the following should be very little change.
- Discussed that the Town Manager will make arrangements regarding the debt service.

Council Member Cundiff stated that since the Town is now averaging around 87% of water accountability, he would like to see that the Water Plant has the proper equipment to keep a good average. Discussed replacing the flow meter now to make sure the accountability percentage stays good. The Town Manager advised the Water Plant Superintendent to bid out this item (flow meter replacement) and to bring before Council during the regular December Council meeting.

ASSISTANT TOWN MANAGER'S REQUESTS

The Assistant Town Manager had a couple of items to bring before Council at this time that was not related to the Utility Fund, being:

1. Request to hold a special Council meeting related to an item dealing with the Virginia Tobacco Commission grant funds.
 - After discussing which date best fits for Council to meet, the date of Thursday, November 21, 2013, at 5:00 p.m. was determined to be the best time.
2. Update regarding 20 Spring Street.
 - Trying to deal with 20 Spring Street as a nuisance as the Franklin County Building Inspector has determined that the house is not condemnable.
 - The Town has hired LMW Engineers, with an inspection of the home taking place today. Did discover some structural damage and other issues. Should have a report back from them soon. If the Franklin County Circuit Court Judge determines the house is not livable, the Town does have money in the budget for demolition, if that is what the judge allows.

ADJOURNMENT

At 5:45 p.m., motion was made by Council Member Stockton to adjourn, seconded by Council Member Love and carried unanimously.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

**ROCKY MOUNT TOWN COUNCIL
SPECIAL COUNCIL MEETING
NOVEMBER 21, 2013**

The Rocky Mount Town Council held a special meeting at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on November 21, 2013 at 5:00 p.m. with Mayor Steven C. Angle presiding.

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

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

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

(In lieu of the Town Clerk being present, the Town Manager recorded the minutes.)

APPROVAL OF AGENDA

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

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

REVIEW AND CONSIDERATION OF DEALLOCATION/ALLOCATION OF GRANTS FROM THE VIRGINIA TOBACCO INDEMNIFICATION COMMISSION

The Assistant Town Manager presented to Council a synopsis of the Virginia Tobacco Indemnification Commission (TIC) funding application, with discussion from Council:

- The TIC was set up by the Commonwealth of Virginia after the Tobacco Master Settlement Agreement gave billions of dollars to Virginia for remediating health and community development claims brought by smokers. Over the years, the TIC has funded many improvements for the Town and its economic development prospects.
- The TIC is divided into two service areas: the Southwest and Southside, which includes Franklin County. Each county or city in Southside has an allocation of money from the interest income every year based on its pre-settlement tobacco quotas.

- In January 2012, the TIC granted to the Town of Rocky Mount and Franklin County an amount from the Franklin County allocation to prepare a five-acre graded pad site at the Cox property to increase the site's marketability. Over that two year span, Town staff has worked with Franklin County to try to develop a funding partnership to develop the complete site, not just a sliver.
- The engineering estimates for a completed 20-acre pad site, along with the drainage, stream mitigation and rail grading siding, put the total project costs at \$3.5 million, regardless of how many partners participate in funding the project. To date, the Town and County has no consensus on how to fund the project. The clock is ticking, and if the project is not funded within the next six weeks, the Town and County has no way to complete the pad design, bid out the project, complete the required state and federal permitting, and get construction underway by the following January, when the TIC obligation expires.
- At this point, the Assistant Town Manager is not prepared to recommend that the Town can or should undertake the Cox property grading project, particularly if there is no guarantee of an investor, no defined timeframe in which to find one, and no clear agreement on whether to proceed with rough-grade, final grade, or even proceed with a shell building. The only way to accomplish this at this time would be through a bond issue.
- The short version of what is going on is, is that the Town has been given one bird in the hand. The Town needs six birds in hand to grade a pad site on the Cox property. No one else has given the Town or County any more birds. If no one gives the Town and County more birds by December 13th, the Town and County are going to lose the bird that is in-hand.
- This brings the Town to discuss the funding for the Harvester Performance Center.
- Just after the application was filed with TIC to do the Cox property site work, the Council's priority economic development changed. The Town bid on and won the Lynch Building and have spent most of their effort and energy in designing and renovating that facility.
- Staff has indicated to Council throughout the Harvester's development that Rocky Mount should receive some funding from TIC to fund a portion of the Center. At Council's regular October meeting, Council approved a TIC grant application of \$675,000 toward the Harvester.
- The budget for the Harvester is \$2.6 million, of which approximately \$1 million will be paid back though Historic Property Tax Credits, reducing the taxpayer liability to about \$1.6 million. If the Town gets the full \$588,000 from TIC, net taxpayer liability would come in around \$1 million before any private donors step up to the plate.
- At this point, however, Franklin County allocation has no money available, and will not until the new fiscal year begins in July. At this point, it is unknown whether the Town could receive any funding, as the construction project will be over, and the TIC likes to be in on the front end of projects.
- The TIC staff has given Town staff some indication that, if funding was available now, the Town would likely have a positive recommendation for some funding for the Performance Center. Staff does not know whether the TIC staff will recommend turning the full \$588,000 back over to the Town for the Harvester project, or a portion of that amount.

- While the Town staff has had positive discussions with TIC staff and believes that the Town will receive a positive recommendation regarding the Town's application, staff has no guarantee that the TIC will approve the Town grant. If it does not and the Town has to de-obligate the Cox property funding, the Town cannot have the project reinstated.
- Central questions:
 - Knowing the risks of both propositions, does Council wish to de-obligate the approved funds from the Cox property site with a request that the TIC approve the Town's grant application?
 - If Council does not wish to de-obligate the funds currently available for grading and site work, will Council entertain a bond issue to complete the work prior to the funds automatically de-obligating based on time?

Also before Council for their review and consideration of approval was a draft "Resolution by the Rocky Mount Town Council" regarding formally requesting the Virginia Tobacco Indemnification Commission to de-obligate Grant #2318, return that obligation to the Franklin County allocation, and consider awarding the same amount to fund the Town of Rocky Mount's current application for the Harvester Performance Center.

After further discussion, the Mayor entertained a motion.

Motion action taken:

Motion was made by Vice Mayor Walker to de-allocate the current Virginia Tobacco Indemnification Commission grant and request that the funds be awarded to the Harvester Performance Center, and that staff re-apply for Virginia Tobacco Indemnification Commission funds for the development of the Cox property during the next round of eligibility, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion passed five to one, with Council Member Moyer voting in opposition to the motion on the floor.

REVIEW AND CONSIDERATION OF JANITORIAL OPTIONS FOR THE TOWN OF ROCKY MOUNT

The Assistant Town Manager presented to Council for their current consideration and planned needs regarding the custodial contract analysis. He stated that Vice Mayor Walker has asked for an analysis of janitorial staffing options. Staff has published the updated Request for Proposals that Council directed during their December 9th meeting. This analysis is provided for Council's information

Current consideration and planned needs:

- The Town currently pays \$19,980 annually for cleaning services for non-public safety spaces, not including any special cleaning requested by the Town (carpets, pressure washings, etc.).

- Including public safety spaces, the Town pays a total of \$28,420. This amount does not include dumpster services, paper products, cleaning supplies or cleaning tools, which would have to be purchased or rented, regardless of employment practice.
- The Town does not currently have custodial services for the Harvester Performance Center, but project that it will need approximately 16 hours of cleaning per week (an average of 3.3 shows per week). Staff anticipates issuing a Request for Proposals (RFP) for cleaning services at the Harvester in mid-winter, barring any change in direction here.
- The current lowest hourly wage on the Town of Rocky Mount pay scale is \$12.64 per hour.
- Went over cleaning current annual hours and project hours for non-public safety spaces, the Harvester Performance Center, and Public Safety (police department, fire departments No. 1 and 2).

Went over potential alternatives:

1. Hire/transfer one full-time, one part-time custodian for 3,142 hours of cleaning and to ensure complete coverage for vacancies, vacations, sick time, cleaning all municipal and public safety spaces (went into detail regarding hours and pay).
2. Hire two part-time custodians without benefits, equal time and pay, to clean all municipal and public safety spaces (explained hours and pay).
3. Contract out cleaning services at all facilities (explained hours and pay).
4. Contract Harvester, one full-time janitor for other facilities, reduce cleaning hours (explained hours and pay).
5. Contract Harvester, two part-time janitors for other facilities to ensure coverage (explained hours and pay).

All hiring options do not account for additional costs, including uniforms (\$364/employee/year), insurance (part-time employees are eligible for health insurance and other benefits at a reduced Town contribution rate), and cleaning equipment and supplies that are now furnished by the contractor.

Staff recommendation:

- Wait for the cleaning contract submissions to obtain truer cost estimates. Once more accurate costs become known, re-evaluate to determine whether to issue cleaning contract.
- Based on current figures and analysis, the analysis indicates a wash between contracting for services and hiring two part-time employees to provide the services either now needed or to be provided. From a scheduling standpoint, the staff recommendation is to hire two-part time employees to be assigned by the Public Works Department for supervision and assignment of duties. These employees would be responsible for ordering all supplies, materials and tools necessary to perform their duties.

Discussed that after the Assistant Town Manager gets the cleaning bids back on December 3rd, he can provide the Finance & Human Services Committee prior to their upcoming meeting of December 9th with the information received from the bids submitted so they can

look at them prior to that Committee's December 9th meeting. The Town Manager also noted that information pertaining to the part-time insurance will be made available at that meeting also.

Council asked that the Assistant Town Manager discuss with the Rocky Mount Chief of Police and Fire Chief their thoughts about using someone else to clean their buildings and have that information available during the Finance & Human Services Committee meeting.

ADJOURNMENT

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

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:	December 9, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Federal law regarding Flexible Spending Accounts has changed, allowing a \$500 a year carry-over of funds. The attached memo was given to Town staff explaining the change.</p> <p>The company administering our FSA program requires a resolution adopting the new carry-over option.</p> <p>The draft resolution is attached.</p>
ACTION NEEDED:	Approval/denial as part of the overall approval of "Consent Agenda" items.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**CERTIFICATE OF ADOPTION RESOLUTION
BY THE
ROCKY MOUNT TOWN COUNCIL**

RESOLVED, that the Amendment to the Town of Rocky Mount Plan, allowing a carryover of \$500 from our Flexible Spending Account plan year to the next, is hereby approved and adopted, and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver the Administrator of the Plan one or more counterparts of the Amendment.

Adopted in the Town of Rocky Mount, Virginia this 9th day of December 2013.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

MONTHLY STAFF REPORT

DATE:	December 5, 2013
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director <i>Linda Woody</i>
DEPARTMENT:	Finance Department
MONTH:	December

This report contains the following monthly information for November 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:

769 walk-in transactions

473 drive-thru transactions

1066 mail transactions

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

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

NONE

TOWN OF ROCKY MOUNT
Investment Portfolio
at October 31, 2013

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
Fixed Income / Bonds:									
FNMA	12/26/2013	12/26/2017	500,000	98.658	493,290.00	1.02%	1.00%	3135G0SJ3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	99.247	253,079.85	0.70%	0.70%	313G0E64	1,785.00
Bond Totals			<u>755,000</u>		<u>746,369.85</u>	0.86% avg. return			<u>6,785.00</u>
Certificates of Deposits:									
Ally Bank Midvale UT		12/23/2013	245,000	100.079	245,193.55	1.09%	1.10%	02005QYE7	2,695.00
Am Express Centurion		11/17/2015	225,000	101.773	228,989.25	1.71%	1.75%	02587DGX0	3,937.50
BMW Salt Lake City UT		10/11/2018 A	245,000	99.405	243,542.25	2.06%	2.05%	05568P5S2	5,022.50
Bank Baroda NY		11/12/2013	245,000	99.995	244,987.75	0.25%	0.25%	060624C27	612.50
Bank Hampton Rds. VA		9/27/2017	245,000	100.152	245,372.40	1.00%	1.00%	062492BH5	2,450.00
Bank of China NY		11/1/2013	249,000	100.000	249,000.00	0.20%	0.20%	06426NS78	498.00
Beal BK USA, NV		2/12/2014	225,000	99.919	224,817.75	0.20%	0.20%	07370VF60	450.00
CIT BK Salt Lake UT		10/13/2016	190,000	98.941	187,987.90	1.01%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN		8/25/2016	245,000	100.057	245,139.65	0.99%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingham AL		12/29/2014	230,000	100.420	230,966.00	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood		9/15/2014	245,000	99.328	243,353.60	1.29%	1.30%	254670W40	3,185.00
Essa BK Stroudsburg PA		11/30/2016	245,000	98.853	242,189.85	0.99%	1.00%	29667RGE7	2,450.00
Fifth Third BK OH		11/1/2013	249,000	100.000	249,000.00	0.15%	0.15%	316777LS8	373.50
Flushing Savings NY		7/27/2016	248,000	100.590	249,463.20	0.99%	1.00%	344030ES6	2,480.00
GE Cap Fin'l Retail		12/29/2016	245,000	102.101	250,147.45	2.05%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC		11/3/2014	245,000	100.787	246,928.15	1.48%	1.50%	38143AAP0	3,675.00
Investors BK, NJ		2/24/2014	249,000	99.924	248,810.76	0.25%	0.25%	46176PCA1	622.50
Natl Rep Chicago CTF		1/25/2016	245,000	101.698	249,160.10	0.98%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY		2/9/2015	245,000	100.776	246,901.20	0.74%	0.74%	786580YW4	1,837.50
Security Bk Aiken SC		7/27/2016	245,000	99.933	244,835.85	1.24%	1.24%	81423LAV4	3,062.50
Sovereign Bk Willimngton DE		9/26/2020	245,000	100.271	245,663.95	0.74%	0.75%	84603M2V7	1,837.50
State Bk India Chicago IL		7/25/2017	230,000	100.750	231,725.00	1.54%	1.55%	856283TL0	3,565.00
CD Totals			<u>5,280,000</u>		<u>5,294,175.61</u>	1.00% avg. return			<u>52,999.00</u>
Total Investments			<u>6,035,000</u>		<u>6,040,545.46</u>	0.99% avg. return			<u>59,784.00</u>

NOTE A: This CD replaces a CD with a 1.39% rate

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Aug-13	1,059,777.16	0.11%
Sep-13	1,431,414.99	0.11%
Oct-13	948,361.06	0.12%

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

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	296	1,192	15,765	14,020	585,792	2.69%
Public Service Tax	-	-	-	-	27,135	0.00%
Personal Property Tax	54	33	5,444	1,373	173,526	3.14%
Machinery & Tools Tax	-	-	-	-	105,141	0.00%
Penalties on Tax	373	259	1,872	1,984	2,500	74.89%
Interest on Tax	39	29	179	1,506	1,000	17.87%
Local Sales Tax	13,042	14,877	41,288	46,007	170,730	24.18%
Meals Tax	107,697	96,452	416,770	384,530	1,150,449	36.23%
Utility Tax	25,006	24,987	107,215	106,771	324,563	33.03%
Communications Tax	16,391	15,183	65,668	66,417	202,512	32.43%
Decals	89	277	2,762	4,263	78,597	3.51%
Bank Stock Tax	-	-	-	-	229,064	0.00%
Penalty-Meals Tax	(839)	561	1,287	1,800	1,750	73.54%
Interest-Meals Tax	(86)	57	1,323	577	500	264.61%
Lodging Tax	6,372	10,024	32,664	31,784	97,681	33.44%
Cigarette Tax	8,730	8,905	41,293	38,587	99,094	41.67%
BPOL-Retail	-	-	23,053	4,935	303,831	7.59%
BPOL-Professional	(338)	-	8,591	9,312	137,670	6.24%
BPOL-Contractor	-	187	3,031	5,192	12,000	25.26%
BPOL-Repairs/Services	10	10	667	1,877	115,059	0.58%
BPOL-Alcoholic Beverages	-	-	-	-	800	0.00%
BPOL-Penalty/Interest	4	2	4,854	1,056	1,200	404.49%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	11,408	-	11,408	11,400	0.00%
BPOL-Miscellaneous	-	-	1,250	753	2,800	44.64%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	214	95	1,292	535	2,600	49.69%
Welcome Center Fees	300	475	1,795	2,215	3,000	59.83%
Planning/Zoning Fees	1,420	510	7,889	3,085	6,200	127.24%
Court Fines	8,284	4,123	15,384	21,287	31,088	49.49%
Parking Fines	-	-	45	205	200	22.50%
Interest Earnings	3,700	7,824	16,243	25,113	56,624	28.68%
Return Check Fees	60	40	280	380	700	40.00%
Rental of Property	420	120	420	120	420	100.00%
Sale of Materials	-	-	-	540	-	0.00%
Sale of Property	9,747	-	9,747	660	-	0.00%
Mortgage Payments	256	256	1,024	768	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	-	250	1,500	1,000	1,500	100.00%
Security Services	510	1,500	3,510	7,830	4,000	87.75%
False Alarm Response Fees	-	-	138	-	-	0.00%
Passport Service Fees	480	274	3,084	3,094	10,800	28.55%
Police Reports	121	90	545	554	1,200	45.42%
Fingerprint Service Fees	-	15	165	180	-	0.00%
Garbage Collection Fees	9,379	7,536	36,987	29,538	109,989	33.63%
Truck Rental Program	10	10	80	40	100	80.00%
Weed Control Charges / Mowing	136	-	292	-	-	0.00%
Miscellaneous Services	67	938	493	2,659	350	140.93%
Transfer from Utility Fund	-	-	426,426	-	426,426	100.00%
Donations	-	6	24	58	-	0.00%
Merchandise Sales	-	42	204	385	200	102.12%
Donations - Celeste Park	505	-	765	-	-	0.00%
Miscellaneous	-	1	903	471	300	301.13%
Curb & Gutter Recoveries	-	600	-	600	-	0.00%
Recoveries	(717)	100	(378)	2,294	1,000	-37.79%

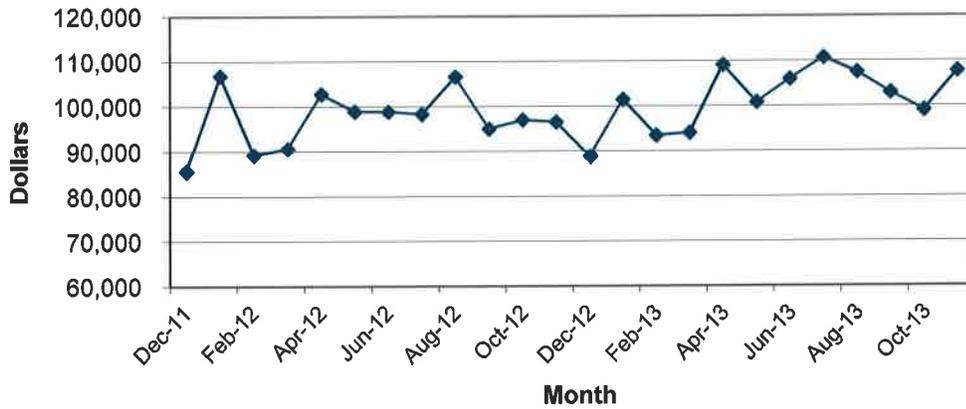
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF NOVEMBER 30, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	5,517	(1,856)	5,036	-	0.00%
Appropriated Fund Balance	-	-	42,149	-	2,731,293	1.54%
Total Local Revenues	211,733	214,764	1,344,125	842,798	7,222,984	18.61%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,827	3,626	3,000	127.55%
Litter Tax	-	-	2,614	2,964	2,100	124.48%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	12,134	1,089	12,000	101.12%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV / 402 Grant	-	-	-	-	-	0.00%
Local Law Enforcement	-	-	-	4,272	4,200	0.00%
DMV Mini Grants	-	20,491	-	20,491	-	0.00%
Street Maintenance	-	-	312,378	303,452	1,238,082	25.23%
VML Safety Grant	-	-	-	3,000	-	0.00%
Volunteer Fire Dept.	-	-	15,000	7,254	30,000	50.00%
Law Enforcement-599 Funds	-	-	27,115	27,115	108,460	25.00%
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	-	20,491	456,560	456,756	1,481,335	30.82%
TOTAL GENERAL FUND REVENUES	211,733	235,255	1,800,685	1,299,554	8,704,319	20.69%
UTILITY FUND REVENUES:						
Water Sales	106,234	91,166	392,117	362,399	1,477,728	26.54%
gallons billed	22,769,321	20,836,182	105,941,105	107,449,213		
Water Connections	-	8,220	4,000	100,020	20,025	19.98%
Reconnect Fees	1,150	595	5,425	1,830	3,000	180.83%
Penalties	1,574	1,590	7,315	7,520	20,000	36.58%
Bulk Water Purchases	357	21	2,276	2,333	2,300	98.95%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	65,297	56,417	246,418	225,376	949,284	25.96%
gallons billed	17,520,385	15,879,589	79,719,158	78,605,774		
Sewer Connections	-	4,000	4,000	86,000	13,500	29.63%
Cell Tower Rent	-	3,832	17,270	20,960	46,349	37.26%
VML Safety Grant	-	-	-	1,000	-	0.00%
Recoveries	175	8,779	4,138	18,812	2,000	206.89%
Bond Proceeds	-	-	-	234,147	-	0.00%
Meals Tax Transfer	107,697	96,452	416,770	386,844	514,278	81.04%
Appropriated Fund Balance	-	-	255,300	-	741,800	34.42%
TOTAL UTILITY FUND REVENUES	282,484	271,072	1,355,029	1,447,240	3,790,264	35.75%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
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
Sep-13	102,900
Oct-13	98,981
Nov-13	107,697

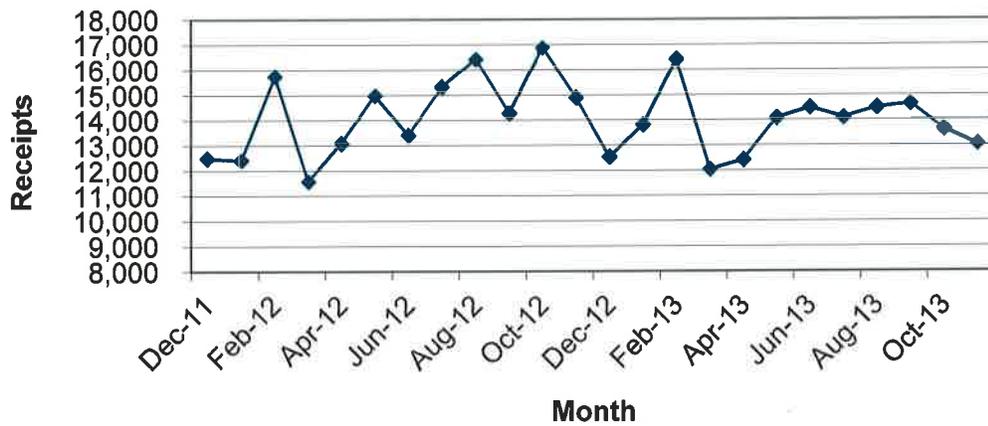
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

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
Sep-13	14,621
Oct-13	13,625
Nov-13	13,042

Local Sales Tax



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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
GENERAL FUND:						
Mayor & Council	6,828	7,322	35,805	44,863	86,103	41.58%
Town Manager	21,246	22,519	80,758	80,668	200,890	40.20%
Town Attorney	-	1,790	11,703	9,075	41,250	28.37%
Finance Department	28,338	24,725	135,978	118,406	332,531	40.89%
Electoral Board	-	-	-	-	3,500	0.00%
Police Department	179,242	177,802	743,815	735,538	1,762,752	42.20%
Volunteer Fire Dept.	1,839	7,038	52,234	51,083	111,540	46.83%
Public Works Admin.	1,542	1,487	6,180	6,176	20,429	30.25%
Street Lights	9,410	7,940	33,934	39,422	112,454	30.18%
Traffic Control & Parking	8,442	10,759	35,733	19,779	123,033	29.04%
Streets	39,157	55,734	249,180	646,969	1,016,118	24.52%
Sidewalks & Curbs	-	-	1,989	734	16,163	12.31%
Grassy Hill Guardrails	-	-	2,878	-	61,624	4.67%
40 East Sidewalks/Crosswalks	520	2,428	4,888	2,428	160,198	3.05%
Street Cleaning	3,333	1,070	8,048	4,278	19,217	41.88%
Refuse Collection	16,577	16,752	61,861	65,541	156,020	39.65%
Snow Removal	-	-	497	489	22,508	2.21%
Municipal Building	4,656	2,825	23,186	29,279	65,800	35.24%
Emergency Services Bldg.	5,358	3,696	19,812	20,751	64,450	30.74%
Public Works Building	784	289	3,293	3,745	13,830	23.81%
Cemetery	1,595	791	13,246	8,428	15,483	85.55%
Playgrounds	1,539	7,031	15,526	17,906	77,089	20.14%
Veterans Memorial Park Erosion	-	8,341	1,345	23,250	26,251	5.12%
Pigg River Dam Safety	-	895	-	895	29,105	0.00%
Planning & Zoning	13,728	10,421	48,996	44,516	123,552	39.66%
Community Development	48,979	19,507	91,999	77,397	193,516	47.54%
Citizen's Square	728	1,205	12,602	4,788	13,523	93.19%
Hospitality Center	8,754	2,364	18,998	13,503	34,754	54.66%
Passport Services Expenses	-	41	924	347	2,360	39.14%
Performing Arts Venue	-	1,669	-	8,770	-	0.00%
Economic Development Authority	123	-	630	-	11,505	5.47%
Remediation of Blighted Structures	-	-	-	63	20,000	0.00%
Non-Departmental:						
Wages & Fringes	1,803	1,618	11,497	6,834	91,068	12.62%
Employee Wellness Program	868	320	1,347	320	1,750	76.95%
Employee Drug Testing	-	64	89	284	1,055	8.39%
Insurance	-	-	65,127	65,093	75,508	86.25%
Contributions to Others	-	10,004	21,750	32,504	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	107,697	96,452	416,770	386,844	514,278	81.04%
Transfer to Capital Proj. Fund	-	-	2,650,000	-	2,575,000	102.91%
Transfer to Performance Operations	-	-	30,169	-	30,169	100.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	113,159	0.00%
TOTAL GENERAL FUND EXPENDITURES	513,085	504,900	4,966,196	2,627,447	8,710,864	57.01%

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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
WATER & SEWER FUND:						
Water System Operation	14,608	12,649	50,647	73,411	169,766	29.83%
Meter Reading	2,076	2,079	13,104	12,506	44,435	29.49%
Water Plant	54,384	66,930	250,220	224,538	569,734	43.92%
Trinity Packaging Water Line Relocation	-	510	-	1,853	-	0.00%
Lilly's Leisue Utility Extension	-	-	-	1,777	-	0.00%
Dent St. Water Line Replacement	-	2,942	-	24,253	-	0.00%
Wastewater System Operations	24,415	4,329	65,544	33,942	147,418	44.46%
Wastewater Treatment Plant	33,895	33,324	150,957	423,969	401,288	37.62%
Utility Billing & Administration	12,693	12,713	47,903	49,634	152,173	31.48%
Non-Departmental:						
Wages & Fringes	-	-	-	-	8,548	0.00%
Insurance	-	-	21,709	21,698	25,169	86.25%
Debt Service-Principal	-	-	262,575	97,183	480,048	54.70%
Debt Service-Interest	-	-	-	36,470	136,405	0.00%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Transfer to General Fund-WTP Electric Proj	-	-	169,287	-	169,287	100.00%
Transfer to General Fund-reimb contrib capital	-	-	257,139	-	257,139	100.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	445,054	0.00%
Depreciation	-	-	-	-	741,800	0.00%
TOTAL WATER & SEWER FUND EXPENSES	142,070	135,476	1,289,084	1,001,234	3,796,264	33.96%
CAPITAL IMPROVEMENTS FUND:						
Uptown Redevelopment Project	-	-	-	108,837	-	0.00%
Industrial Park - Site Improvements	-	-	-	-	-	0.00%
Performance Venue Renovations	202,585	-	493,390	-	2,500,000	19.74%
TOTAL CAPITAL PROJECTS EXPENDITURES	202,585	-	493,390	108,837	2,500,000	19.74%
UTILITY CAPITAL FUND:						
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%
TOTAL UTILITY CAPITAL EXPENDITURES	-	-	-	-	271,660	0.00%
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations:						
Wages and Fringe Benefits	9,069	-	33,064	-	-	0.00%
Contractual Services	-	-	4,629	-	111,715	4.14%
Custodial Services	-	-	-	-	400	0.00%
Ticketing Expenses	-	-	-	-	1,000	0.00%
Talent	2,450	-	4,950	-	-	0.00%
Advertising	-	-	2,432	-	1,500	162.14%
Printing & Binding	-	-	240	-	150	160.00%
Postage & Delivery Services	-	-	6	-	200	2.86%
Utilities	128	-	322	-	1,485	21.66%
Communications	65	-	325	-	900	36.11%
Travel & Training	-	-	1,439	-	-	0.00%
Dues & Memberships	-	-	-	-	150	0.00%
Office Supplies	-	-	227	-	220	103.30%
Merchandise for Resale	-	-	-	-	249	0.00%
TOTAL PERFORMANCE VENUE EXPENSES	11,713	-	47,634	-	117,969	40.38%
5 months of the 12 month fiscal year						41.67%

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)	
Engineering-Removal of Pendleton tanks (8-12-13)		(23,000)
Powder Mill pump station repairs (11-12-13)		(6,000)
PD Digital Evidence Viewer system (11-12-13)	(6,545)	
Broadband Width Increase (tentative 12-9-13)	(3,012)	(1,102)
Broadband Facilities Construction (tentative 12-9-13)		(10,000)
AVAILABLE CONTINGENCY FUND BALANCE	<u>26,443</u>	<u>9,898</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)	
		This Month	Project to Date
Building Purchase		-	248,922.30
Renovations		202,584.81	558,457.52
Design		-	136,972.50
Operations:			
Wages & Fringes		9,134.46	42,387.20
Miscellaneous			15,700.02
Promotions		2,450.00	6,163.88
Utilities		128.43	1,442.84
Performances		-	3,456.34
Total Operations		11,712.89	69,150.28
Grand Total		214,297.70	1,013,502.60

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

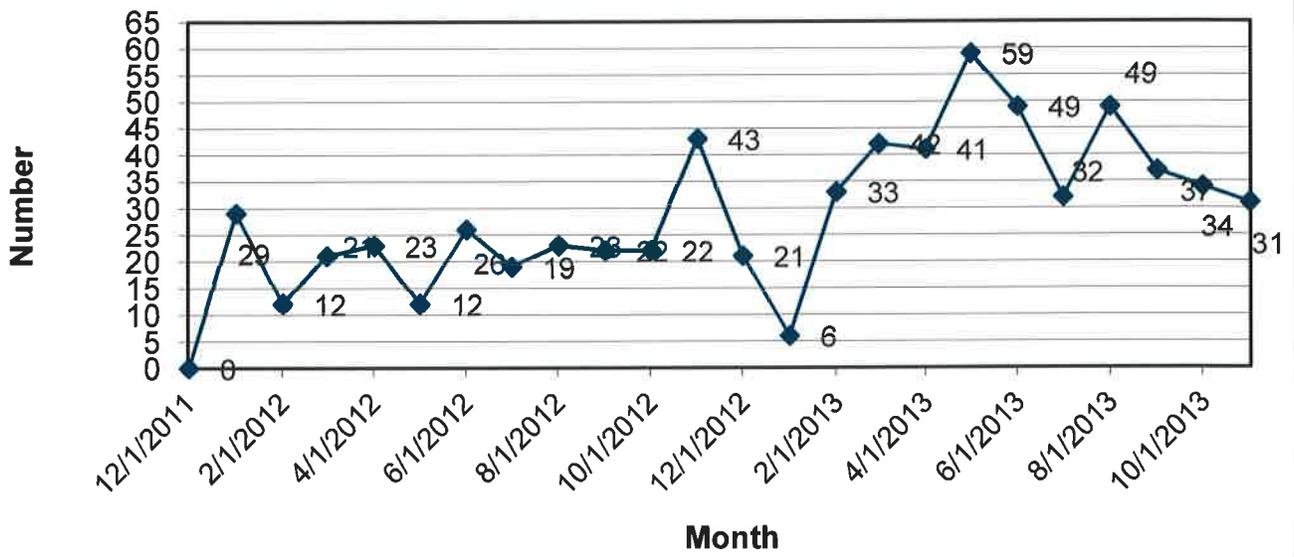
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,753	7,385,436	\$ 34,112	61%	32%	31%
COMMERCIAL	339	6,277,300	\$ 24,914	12%	28%	22%
INDUSTRIAL	48	5,123,992	\$ 17,213	2%	23%	15%
TOTAL	2,140	18,786,728	\$ 76,238	75%	83%	68%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	650	2,520,140	\$ 23,683	23%	11%	21%
COMMERCIAL	74	1,441,853	\$ 11,733	3%	6%	10%
INDUSTRIAL	2	20,600	\$ 147	0%	0%	0%
TOTAL	726	3,982,593	\$ 35,564	25%	17%	32%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,403	9,905,576	\$ 57,795	84%	44%	52%
COMMERCIAL	413	7,719,153	\$ 36,647	14%	34%	33%
INDUSTRIAL	50	5,144,592	\$ 17,360	2%	23%	16%
TOTAL	2,866	22,769,321	\$ 111,802	100%	100%	100%

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	32%	31%	29%	24%	22%	15%	83%	69%	11%	21%	6%	10%	0%	0%	17%	31%
Oct-13	30%	30%	29%	23%	24%	16%	84%	69%	10%	21%	6%	10%	0%	0%	16%	31%
Nov-13	32%	31%	28%	22%	23%	15%	83%	68%	11%	21%	6%	10%	0%	0%	17%	32%
Dec-13																
Jan-14																
Feb-14																
Mar-14																
Apr-14																
May-14																
Jun-14																
Average	33%	31%	28%	23%	22%	15%	83%	68%	11%	22%	6%	10%	0%	0%	17%	32%

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

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
October-13

Water Plant Finished Water Pumped		<u>26,100,000</u>
Water Consumption Billed	22,769,321	
Meters Read and Not Billed	948,690	
Water Obtained from Water Plant (to bill)	23,000	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	82,000	
Flow Meter Checks at Hydrants	-	
	-	
	-	
Grand Total of Water Metered / Consumed / Tracked		<u>23,823,011</u>
Percent Finished Water Accounted		91.28%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	100
001-0188-00-01	Impound Lot	100
002-0317-20-01	Public Works Bldg	150
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	500
005-1300-00-01	Mary Elizabeth Park	400
005-1343-00-04	Performance Venue	-
005-1384-00-01	Farmer's Market	1,500
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	740
009-2523-50-01	Emergency Services Bldg.	9,200
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	356,000
	Water Plant Process	577,000

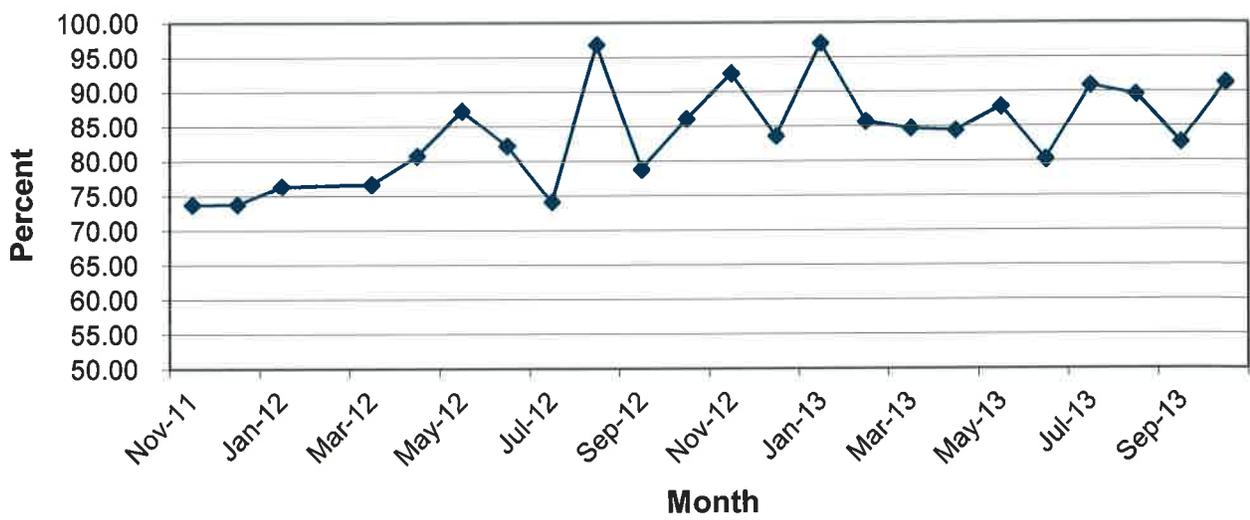
TOTAL Meters Not Billed		<u>948,690</u>
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Water Line Repairs by Public Works during the month:
none

Sewer Line Repairs by Public Works during the month:
none

TOWN OF ROCKY MOUNT						
WATER ACCOUNTABILITY						
FISCAL YEAR 2014						
	Finished	Total			Average	Average
	Water	Water	Percent	Monthly	Accounted	Monthly
	Treated	Gallons	Accounted	Gallons	Variance	Variance
Month	Treated	Accounted	Accounted	Variance	per Quarter	per Quarter
Jul-13	24,370,000	22,147,894	90.88%	2,222,106		
Aug-13	27,000,000	24,190,478	89.59%	2,809,522		
Sep-13	25,900,000	21,408,437	82.66%	4,491,563	87.71%	3,174,397
Oct-13	26,100,000	23,823,011	91.28%	2,276,989		
Nov-13				-		
Dec-13				-	91.28%	2,276,989
Jan-14				-		
Feb-14				-		
Mar-14				-	0.00%	-
Apr-14				-		
May-14				-		
Jun-14				-	0.00%	-
AVG.	25,842,500	22,892,455	88.60%	2,950,045	89.49%	2,725,693
TOTAL	103,370,000	91,569,820		11,800,180		
	Monthly Avg. Percent Unaccounted =		11.40%			
	Monthly Avg. Percent Accounted =		88.60%			
	4 out of 4 months this fiscal year > 80% accountability					

Water Accountability %



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

Month	Plant Hr.	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	330.00	26,000,000	41.94%	27,000,000	43.55%	23,170,908	85.82%	2,862	21,328,000	34.40%	17,583,721	82.44%
Sep-13	318.00	25,300,000	42.17%	25,900,000	43.17%	21,408,437	82.66%	2,864	19,050,000	31.75%	15,439,582	81.05%
Oct-13	341.00	26,400,000	42.58%	26,100,000	42.10%	23,823,011	91.28%	2,866	20,336,000	32.80%	17,520,385	86.15%
Nov-13	336.00	25,000,000	41.67%	25,300,000	42.17%				19,980,000	33.30%		
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%		
AVG.	327.00	25,334,000	41.40%	25,734,000	42.06%	22,637,563	87.66%	2,862	21,408,800	34.95%	16,503,707	77.09%

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").

NOTE ©: The raw water flow meter is 30 years old and no longer provides accurate readings. At \$25,000 to replace, it will be put in the FY 2015 budget as a capital item. An identical meter on the finished water line split open in 2010 partially flooding the basement of the plant.

MEMORANDUM

DATE: November 25, 2013

TO: Rocky Mount Town Employees 

FROM: C. James Ervin, Town Manager

RE: Flexible Spending Account
Changed Rules for Spending

The federal government has changed the rules for usage of your Flexible Spending Account (FSA). They are allowing individuals that have such an account (most of us) to carry over \$500.00 from one year to another. This is great news because one of the challenges of an FSA is that if you don't use all of the funds you put aside you may lose it. This takes some of the pressure off of managing your FSA account and I hope it will encourage more of you to make better use of this tool.

As a recap, the Town contributes \$250 or \$500 a year to a dedicated FSA in your name depending on if you chose an individual insurance plan or a multi-member plan. Most employees then add a certain amount through payroll deduction. These funds are available to use throughout the year via a visa card that employees are issued by "Wageworks", the company that manages our FSA program. You can use the Visa to pay for co-pays at the doctor, prescriptions at the pharmacy and almost any other medical bill you have. The great thing about the FSA is that the funds you put in are taken out prior to calculating your taxes. How this works is if you have to pay a medical bill of \$1,000 and pay 30% of your salary in state and federal taxes, using FSA funds you would only have to work and earn \$1,000 to pay this bill. Using dollars from your take-home pay would require you to work and earn \$1,300 as you would have to pay taxes on the earnings.

Each year at our open-enrollment meeting, we go over the benefits of using an FSA to stretch your salary to cover more medical expenses. This change helps make that easier. If you have any questions about this change or your FSA account in general, feel free to come see either Amy Gordon or myself.

CJE:phk

MONTHLY STAFF REPORT

DATE:	December 2, 2013
TO:	Rocky Mount Town Council
FROM:	Charles Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	October 2013

The Rocky Mount Fire Department answered a total of 25 calls for the month of October 2013. There were six calls inside the Town limits, and 19 calls in the County.

The Department averaged eight members on all calls for the month and accumulated a total of 180 man-hours answering these calls.

The Department traveled a total of 1, 241 miles on all Town vehicles for the month, using a total of 50.8 gallons of gas, and a total of 101.2 gallons of diesel fuel.

The Department accumulated a total of 78 extra man hours training for the month.

For the month, there were 6 structure fires; 1 hazmat incident; 8 motor vehicle accidents, 5 false alarms; 2 sprinkler activation calls; 1 smoke/odor removal calls; 1 electrical (utility pole) fire; and 1 assistance to the rescue squad.

The month of October was also fire safety month. Several members spent several days doing fire safety demonstrations for students at the Rocky Mount Elementary School, as well as Lee Waid Elementary School. Numerous organizations, both school and civic, came to the fire station for fire safety demonstrations and station tours.

Preparations were made for the fire safety art contest held in the County elementary schools. This contest is sponsored by the Rocky Mount Fire Department, as well as Rockingham Mutual Insurance Company. The contest winners are to have the awards ceremony at the fire station in November.

Work continues on developing an accountability scene safety system for Fire Department members. This system should be up and running sometime in the month of December 2013. Structuring and implementing the accountability has been on-going for several months.

The Department started collecting the necessary information to apply for this year's FEMA grants. This year's grant application will be for a new pumper truck and a new utility/rescue truck, replacing vehicles that have out-lived their age and mileage dependability window.

CR:pk

MONTHLY STAFF REPORT

DATE:	December 3, 2013
TO:	Rocky Mount Town Council
FROM:	David Cundiff, Chief of Police
DEPARTMENT:	Police
MONTH:	November 2013

The Rocky Mount Police Department employed Ashley Vasser in the month of November. Ashley will be attending Cardinal Criminal Justice Academy in January.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: **NOVEMBER 2013**

SEPT.

OCT.

NOV.

	SEPT.	OCT.	NOV.
TRAFFIC ARRESTS	166	102	76
TRAFFIC STOPS	287	200	159
CRIMINAL ARRESTS "MISDEMEANOR"	47	26	41
CRIMINAL ARRESTS "FELONY"	8	12	12
BOLO'S (Be On Look Out)	109	93	84
TRAINING HOURS:	33.5	190.25	61.75
FOLLOW-UP'S	78	42	31
ALARM RESPONSES	32	32	28
ACCIDENTS INVESTIGATED (TREDS)	11	12	16
INCIDENTS ADDRESSED	2090	1956	1780
INCIDENTS, OFFENSES REPORTABLE	74	77	68
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	780	808	808
SCHOOL CHECKS	326	252	191
OPEN DOORS, WINDOWS, ETC. UNSECURED	1	1	1
MOTORIST AIDES	73	81	71
BREAKING & ENTERING REPORTS	0	3	1
BREAKING & ENTERING WARRANTS	0	1	1
GRAND LARCENY WARRANTS	0	1	0
UNIFORM TRAFFIC SUMMONS ISSUED	166	102	76
DUI	1	5	4
SPEEDING TICKETS ISSUED	93	53	31
COURT HOURS	19	44.75	33.75
SPECIAL ASSIGNMENT HOURS:	65	64.5	57.75

TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill Road, Glenwood Drive, Green Meadow Lane and Windy Lane.
- ◇ There were 16 reportable accidents with 14 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Ann Sink Street, Bernard Road, Bland Street, Byrd Lane, Candlewood Apartments, Claiborne Avenue, Darlington Drive, Diamond Avenue, Donald Avenue, East Court Street, East Street, Green Meadow Lane, Hatcher Street, Herbert Street, Hillcrest Drive, Leonor Street, Mamie Avenue, Mary Coger Lane, Montview Avenue, Oak Street, Old Furnace Road, Orchard Avenue, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Power Damn Road, Scuffling Hill Road, South Main Street, State Street, Summit Drive, Sycamore Street, Tanyard Village, Trail Drive, Weaver Street, West College Street, Willow Street, Windsor Drive, Windy Lane, Wray Street and Wray's Chapel Road.

- ◇ Business Foot Patrols: BFMS, Burger King, CATCE, CVS, Dollar General, Eagle Cinema, El Rodeo, Farmer's Market, Franklin County High School, Fleetwood Homes, Franklin County Health Department, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Goodwill, Holiday Inn Express, Kroger, Lee M. Waid, Lowe's, Martinsville Dupont Credit Union, McDonald's, Mod-u-Kraf, North Main Street, PlyGem, Quizno's, Rocky Mount Elementary, Roses, Schewel's, School Board Road, Sheetz, Step Inc, Trinity Missions, Walgreen's, Wal-Mart, Wendy's and YMCA.

MISCELLANEOUS:

- ◇ November 2nd, 2013 – SWAT Training
- ◇ November 7th, 2013 – Child Advocacy Meeting
- ◇ November 8th, 2013 – Open Door “The Pet Place”
- ◇ November 11th, 2013 – Memorial Service at “Veteran's Park”
- ◇ November 29th, 2013 – Annual “Christmas Tree Lighting” @ Court House

TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

INVESTIGATIONS:

- ◇ New Criminal Investigations: 15
- ◇ New Drug Investigations: 2
- ◇ Cases Cleared: 18
- ◇ Misdemeanor charges: 7
- ◇ Felony Charges: 4
- ◇ Pending Cases: 12
- ◇ Child Abuse Cases: 0
- ◇ Search Warrants: 2
- ◇ Traffic Stops: 7
- ◇ Drug/Currency Seizures: 0
- ◇ On-Duty Court Time: 11 hrs

MEETINGS:

- ◇ RMPD Staff Meeting (Lt. Brabham and Sgt. Harris)
- ◇ Rocky Mount Town Council Meeting (Lt. Brabham)
- ◇ Johnny CASA Run (Inv. Divers & Inv. Norton)
- ◇ 4 Days of SRO Assignment @ FCHS (Inv. Divers)
- ◇ 4 Days of SRO Assignment @ FCHS (Inv. Norton)
- ◇ Continuation of Evidence Room Audit (Lt. Brabham and Sgt. Harris)
- ◇ CART Meetings (Inv. Norton)
- ◇ Christmas Tree Lighting (Inv. Divers)
- ◇ Meeting at School Board Office (Inv. Divers)
- ◇ Meeting w/YMCA ref. Elderly Scam (Sgt. Harris)
- ◇ Gang Information Meeting @ Court Services (Sgt. Harris)

TRAINING:

- ◇ Virginia Polygraph Association In-Service Seminar (Lt. Brabham)
- ◇ CASA Child Abuse Training (Sgt. Harris and Inv. Norton)

CLASSES TAUGHT:

- ◇ 4 Self Defense for Women classes each Tuesday evening @ YMCA (Sgt. Harris)
- ◇ Traffic Safety Class Taught at FCHS (Inv. Divers)

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Old Franklin Turnpike (x 3)
Possession of Marijuana	Franklin Street
Possession of Marijuana	North Main Street
Possession of Marijuana	Truman Hill Road
Distribution of Marijuana	Franklin Street
Possession of a Controlled Substance	Old Franklin Turnpike (x 3)
Possession of a Controlled Substance	Circle Drive
Possession of Drug Paraphernalia	Old Franklin Turnpike
Driving Under the Influence	Franklin Street
Driving Under the Influence	North Main Street
Driving Under the Influence	Old Franklin Turnpike
Driving Under the Influence	Circle Drive
Drunk In Public	Mary Coger Lane (x 2)
Drunk In Public	Old Franklin Turnpike (x 2)
Refusal of Blood or Breath Test	Franklin Street
Refusal of Blood or Breath Test	North Main Street
Refusal of Blood or Breath Test	Old Franklin Turnpike
Underage Possession of Alcohol	Franklin Street
Assault on a Police Officer	Tanyard Road (x 3)
Simple Assault	Bernard Road
Domestic Assault	Wray's Chapel Road

Domestic Assault	West College Street
Domestic Assault	Old Franklin Turnpike
Shoplifting	Old Franklin Turnpike (x 8)
Felony Shoplifting	Old Franklin Turnpike (x 3)
Felony Shoplifting	Pell Avenue (x 2)
Felony Shoplifting	Old Franklin Turnpike (x 2)
Obstruction of Justice	Old Franklin Turnpike
Obstruction of Justice	Bernard Road
Obstruction of Justice	Tanyard Road
Trespassing	Tanyard Road
Threaten to Burn	East Court Street
Disorderly Conduct	Old Franklin Turnpike
Breaking and Entering	Mamie Avenue
Petit Larceny – 2 nd Offense	Mamie Avenue
Violate Protective Order	West College Street

SPEEDING TICKETS ISSUED

Pell Avenue (x 15)

Tanyard Road (x 6)

North Main Street (x 3)

Hatcher Street (x 2)

State Street

Franklin Street

South Main Street

Mountainview Drive

Green Meadow Lane

MONTHLY STAFF REPORT

DATE:	December 3, 2013
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	November 2013

1. Did cleanup for five days.
2. Read meters for three days.
3. Swept streets November 4, 5, 19, 20, 26, 27.
4. New sweeper delivered November 19th.
5. Ran leaf truck 11 days.
6. Replaced meters: 1 each 2" and 2 each 5/8".
7. Installed 2 each 5/8" meters and 1 each 1" meter.
8. Repaired 2" water line on Orchard Avenue.
9. Repaired 2" water line on Claybrook.
10. Repaired 8" water line on Trail Drive.
11. Repaired 2" water line on Orchard Avenue.
12. Repaired 8" water line on Scuffling Hill Road.
13. Repaired 3/4" water line on Edgemont Street.
14. Repaired 8" sewer line in Tanglewood Hills.
15. Replaced 56' – 10" sewer line between Sycamore Street and Windy Lane (washed out).
16. Cleaned and decorated Town for Christmas season.

MONTHLY STAFF REPORT

DATE:	December 3, 2013
TO:	Rocky Mount Town Council
FROM:	Tim Burton, Superintendent
DEPARTMENT:	Wastewater Treatment Plant
MONTH:	November 2013

Average Daily Flow	0.666 MGD
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	117,035 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	0 Tons
Rain Total 3.53 inches	Snow Total 0.0 inches

Note: The Wastewater Plant received its DEQ inspection report from the 10/21/13 unannounced technical inspection of all pump stations, technical and laboratory inspection of the wastewater plant, storm water inspections for wastewater plant and the Storm Water Pollution Prevention Plan. There were only two minor findings. The first was to finish the repairs at the pump station where we were waiting on the new pump to arrive. The second was to request chain of custody paperwork from an outside lab on our Ammonia testing. Both of these were corrected before we received this report back from DEQ.

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	December 3, 2013
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water Department
MONTH:	November 2013

Operation and Production Summary:

The actual water production time (filtering of water) for the entire month averaged 11.2 hours per day, which yielded approximately 840,000 gallons of drinking water per day.

Total Raw Water Pumped:	25.0 million gallons (possible meter error)
Total Drinking Water Produced:	25.3 million gallons
Average Daily Production:	840,000 gallons per day
Ave Percent of Production Capacity:	42%
Flushing of Hydrants/Tanks/ FD Use:	FD - 20,000 gal., Flushed tanks 1,078,500 gal. Hyd. – 39,000
Plant Process Water:	575,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	26,000 gallons

Operational Issues:

- Demand for this time of year seems a little higher than normal due to tank washouts at Bald Knob and the 1 million gallon tank at the south end of town. Both tanks were drained, pressure washed, disinfected and checked for damage or corrosion. These biannual cleanings benefit the water system as a whole. Draining and filling tanks provides a thorough turnover of the water in the system. Overall water quality is also improved by removing any silt that accumulates on the bottom of the tanks and by eliminating potential biofilm growth within the tanks.
- Our electric bill is running about 9 percent below average as a result of our motor control center replacement project
- All routine monthly water samples were satisfactory.

Repairs/Maintenance:

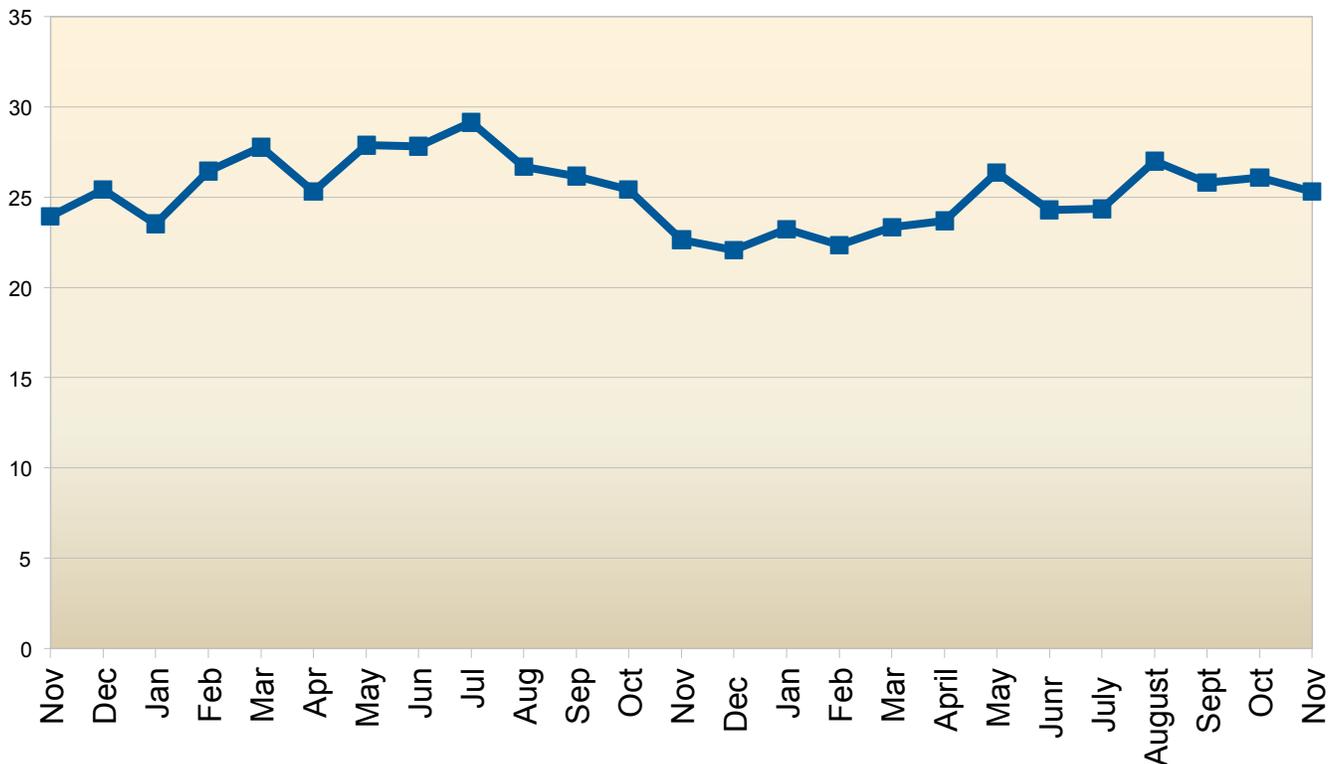
- We are working with an engineering consultant to perform a thorough in-house water accountability study. Based on those findings, we will replace or adjust metering equipment within the water plant as necessary. Report findings will be available in January.

Upcoming:

- SCADA project to begin
- Hydrant flushing

Water Plant Production (in millions of gallons)

November 2011 to November 2013



Water demand in November is higher than normal mainly due to the two tank washouts. An extra 1 million gallons was needed to refill the tanks. A number of distribution system leaks were also found and repaired in November.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	
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STAFF MAKING REQUEST:	Bob Deitrich, Water Plant Superintendent
BRIEF SUMMARY OF REQUEST:	<p>In order to assure that the accuracy of our inter-plant metering is as accurate as possible, we have hired one of our engineering consultant partners to do a thorough accounting of all the water uses and losses within the plant. Hundreds of thousands of gallons a month are used within the plant to wash filters, eliminate waste, and to dilute and apply treatment chemicals. It is necessary to have a proper accounting of that water in order to assess the accuracy of the meters that track raw water drawn from the river and finished water ultimately discharged to the Town's customers.</p> <p>We are currently in the process of tracking and quantifying the many flow streams in the system. These numbers are being inserted into a matrix that will be processed via engineering software. Once that data is compiled and analyzed, we will know which meters may require adjustment or replacement. The goal is to present Council with a comprehensive evaluation of our metering, along with a firm cost estimate for equipment that may be necessary in order to increase the accuracy of our overall water accountability. This process is on-going. Our goal is to provide the final report at the January 2014 Council meeting.</p>
ACTION NEEDED:	No action required.

Attachment(s): No

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 9, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p><u>Council Member Participation in the Town's Health Insurance Program</u></p> <p>For the current plan year, members of Town Council have been classified as full time employees for the calculation of the Town's contribution towards their participation in the Town's health insurance program. Council has indicated that this policy should be altered or reviewed prior to next year's renewal.</p> <p>This plan year will end on June 30, 2014 and definitive direction needs to be given to staff for the upcoming plan year. Staff asks that a Council work session be scheduled for Council's consideration of this issue and make a recommendation in January as to the following:</p> <ul style="list-style-type: none"> • Administrative code of Virginia requires that Council be treated as employees for the purpose of medical insurance • The Town has two classes of employee as it relates to insurance benefits, full time and part time. • The Town currently allows part time employees to buy health insurance through the Town. • Administrative code of Virginia requires that if part time employees are allowed to participate, the Town must contribute at least 50% of the amount contributed towards a full time employee's health insurance plan. The Town meets this requirement. <p>For the FY2015 plan year commencing on July 1, 2014, Council must classify themselves as either Full time or Part time and determine if part time employees of the Town will continue to have access to the Town's health insurance plan.</p>
ACTION NEEDED:	Approval/denial to set up a Council work session as requested.

Attachment(s): No

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 2, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Alise Culbertson, Executive Director of Free Clinic of Franklin County requesting Council's review and consideration of waiver of the \$3,000 water/sewer meter connection fee for a 1" line to their new facility. Attached is a letter from Mrs. Culbertson outlining the request in further detail.
ACTION NEEDED:	Approval/denial of Free Clinic of Franklin County's request.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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490 South Main Street #101
PO Box 764
Rocky Mount, VA 24151
Phone: 540-489-7500
Fax: 540-489-7502
fcclinic@embarqmail.com
www.fcfreeclinic.org

November 15, 2013

Mayor Steve Angle
And Town Council
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 24151

RE: Request for Meter Fee Waiver

Dear Mayor and Council:

The Free Clinic of Franklin County appreciates the support shown by the Town as we construct our new building in Franklin Plaza (Schewel's Shopping Center) at 1171 Franklin Street in Rocky Mount. With this letter, the Clinic is requesting to have the \$3000 water/sewer meter/connection fee waived for a 1" line to the new facility.

Our benefactor, Guy Beatty, gave the Free Clinic funds for a new structure, but stipulated that the funds could not be used for purchase of the land, site preparation, or other non-structure amenities. We were able to obtain a grant to cover some of the site preparation expenses, but other expenses are being covered by operating funds. As a small local non-profit organization providing free services to the poor, our income comes solely from grants and donations, and has not kept pace with the growing need. Without a team of volunteer health care professionals, we would not be able to offer primary medical care and medications to so many in Franklin County who otherwise would go without. For every dollar donated (money, supplies, time), we provide \$7.45 in direct patient care. Every dollar counts!

Note that the clinic paid the Town's \$1000 zoning variance fee this summer, and has not requested any other special financial considerations related to the new building. We value our relationship with the Town and its citizens, and look forward to a mutually beneficial future together as we serve our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Alise Culbertson".

Alise Culbertson
Executive Director

Attached: Official 911 & Mailing Address assignment

GIS & Addressing



Franklin County
A Natural Setting for Opportunity

Official 911 & Mailing Address

1171 FRANKLIN STREET

For: Free Clinic of Franklin County

Date: 11/19/2013
Address Entered: 11/15/2013
Property Owners: FRANKLIN PLAZA PARTNERS LLC
Parcel Number: 2100002200
Subdivision/Legal Description: FRANKLIN PLAZA
Lot Number/ Map Number: SHOPPING CENTER
Permit Number: NONR-10-13-49155

The property located on Franklin St. has been assigned the new address: **1171 Franklin Street
Rocky Mount, VA 24151**

Please post the number **no smaller than 3"** reflective numbers clearly for mail delivery and Emergency 911 purposes. **Lake Properties** please post the same **3"** reflective number on Boat houses.

Maggie Birch
GIS Analyst
Franklin County, VA.
540-352-5732

maggielbirch@franklincountyva.org

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 3, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Police Department is on the verge of a software upgrade (see other agenda item related to Police Department Software). To support this upgrade, the department will require a faster data connection to the E-911 center. Additionally, the Water Treatment Plant and Waste Water Treatment Plant will benefit from faster data transfer now that they are implementing a SCADA system. To accomplish this, I have obtained a quote from Shentel to provide the Town internet service at a faster rate than the existing DSL connection through CenturyLink.</p> <p>This faster access comes at an increased cost. Annually the move from DSL to cable Internet access will cost an additional \$8,200. Shentel will also require a one-time build-out fee of \$10,000 to construct the facilities needed to connect the Water and Waste Water Plants. The long -term plan is to invest in fiber connections between our facilities to reduce this cost and improve service, but that will be a general fund Capital Improvement Project (CIP) in future years.</p> <p>Staff asks that Council appropriate additional funds from the General Fund Contingency to make this change in data service providers. An appropriation resolution is submitted for your consideration.</p>
ACTION NEEDED:	Approval/denial of request and approval of submitted draft appropriation resolution.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2013 through June 30, 2014, hereafter known as FY 2014; and

WHEREAS, a faster internet bandwidth is needed for the Police Department for a software upgrade and for the new SCADA system to be installed at the Water Treatment Plant and at the Wastewater Treatment Plant, requiring an internet move from CenturyLink's DSL connection to Shentel's cable connection at an additional operating cost of \$4,114 for the remainder of the fiscal year 2014; and

WHEREAS, Shentel requires a one-time build out fee of \$10,000 to construct the facilities needed to connect the Water and Wastewater Plants to cable internet.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditures from contingency for FY 2014 to fund the increased cost over the remaining six months of the fiscal year and to fund the one-time build out fee:

Expenditures:

Account 01.4305.0000.0000.5200 (Emergency Services Building)	\$1,296
Account 01.4304.0000.0000.5200 (Municipal Building)	\$1,122
Account 01.4306.0000.0000.5200 (Public Works Building)	\$ 594
Account 02.5050.0000.0000.5200 (Water Plant)	\$ 684
Account 02.6050.0000.0000.5200 (Wastewater Plant)	\$ 418

Contingency:

Account 01.9102.0000.0000.9959 (Contingency-General)	\$3,012
Account 02.6900.0000.0000.9959 (Contingency-Utility)	\$1,102

Expenditures:

Account 02.5050.0000.0000.7003 (Water Plant data processing)	\$5,000
Account 02.6050.0000.0000.7003 (Wastewater Plant data process)	\$5,000

Contingency:

Account 02.6900.0000.0000.9959 (Contingency-Utility)	\$10,000
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Adopted in the Town of Rocky Mount, Virginia this 9th day of December 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:	December 9, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Franklin County's e911 center and the Sheriff's Office have made a mid-year off budget change in the software they use for Records Management (RMS) and Computer Aided Dispatch (CAD).</p> <p>The Town Police Department has long been a data partner with these systems and by virtue of that partnership, has always been required to operate the same software for RMS and CAD. Their change forces the Town to make an equal off-budget mid-year software investment. Submitted for your consideration is a contract for the purchase of the Town's share of the required software and licenses to operate the same product as the e911 center and the Sheriff's Office.</p> <p>The total investment required is \$47,055.00. If Council wishes to change the software used at the Police Department as requested by your Chief of Police, there are three funding options available:</p> <ul style="list-style-type: none"> • Take the funds out of fund balance. If this is the method Council wishes to use, an appropriation resolution is submitted for your consideration. • Finance the purchase. If Council wishes to make the purchase, but not take funds out of fund balance, a short timer financing instrument can be arranged from one of our state investment partners to make the purchase over five years, taking the funds out of dollars that would be set aside for Police Department Capital projects. <p>Your Chief of Police indicates that this change is essential given that the Police Department shares a common dispatch service and jail service with these other agencies.</p>
ACTION NEEDED:	Requested Action: Authorize Town Manager to enter into submitted contract and guide staff as to financing preference, either approving a resolution to use Fund Balance, or authorizing Finance personnel to obtain financing.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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SOUTHERN SOFTWARE, INC.
an employee-owned company

November 20, 2013

Rocky Mount Police Department
Attn: Chief Cundiff
1250 N. Main Street
Rocky Mount, VA 24151

Dear Chief Cundiff:

Steve Libera asked that I send the enclosed Contract for your review. You will find two copies of the contract. To place this order please sign and notarize and return one copy to Southern Software (150 Perry Drive, Southern Pines, NC 28387), the other copy is for your records. To expedite this process you can also fax a copy of the signature pages to my attention at (910) 695-0251.

Thank you for the opportunity and if you have any questions, please call me at 1-800-842-8190.

Sincerely,

Janet Benson
Sales Administrative Assistant

Enclosures



SOUTHERN SOFTWARE, INC.
an employee-owned company

150 Perry Drive • Southern Pines, NC 28387

**CONTRACT FOR
RECORDS MANAGEMENT
SYSTEM (RMS) AND MOBILE DATA
INFORMATION SYSTEM (MDIS)**

NOVEMBER 20, 2013

**ROCKY MOUNT
POLICE DEPARTMENT, VA**

CONTRACT

This contract (the "Contract") made and entered into this _____ day of _____, 2013 by and between SOUTHERN SOFTWARE, a North Carolina Based Corporation with its principal place of business at 150 Perry Drive, Southern Pines, North Carolina 28387 (the "Seller"), and **Town of Rocky Mount**, 345 Donald Ave., Rocky Mount, VA 24151 (the "Buyer").

WITNESSETH

WHEREAS, the Seller is in the business of producing computer software and providing the hardware and installation incident to the use of such software;

AND WHEREAS, the Buyer has contracted to buy and the Seller has agreed to sell software together with the hardware and installation hereinafter described.

NOW THEREFORE, in consideration of the terms and conditions hereinafter provided the parties hereto, intending to be legally bound, agree as follows:

- 1. DESCRIPTION OF GOODS AND SERVICES.** The Buyer has contracted to purchase from the Seller and the Seller has agreed to sell to the Buyer the computer software, hardware and related installation more particularly described on Schedule 1 attached hereto and herein incorporated by reference.
- 2. PURCHASE PRICE.** The purchase price of the computer software, hardware (if any) and related installation being acquired as described in Section 1 above is attached hereto on Schedule 2. Terms of payment are set forth on Schedule 6 also attached hereto. Schedule 2 and Schedule 6 are herein incorporated by reference.
- 3. INSTALLATION.** The commencement and completion date for the installation of the software, hardware and related installation described in Section 1 above is more particularly described on Schedule 3 attached hereto and herein incorporated by reference.
- 4. WARRANTIES.** The warranties being provided to Buyer by Seller or by third parties through the Seller regarding the software, hardware and related installation are more particularly described on Schedule 4 attached hereto and herein incorporated by reference. Buyer acknowledges that except for the warranties set forth on Schedule 4, the Seller makes no warranties expressed or implied regarding the computer hardware or software described herein as same relates to its fitness for the intended uses or for the intended service. NOTWITHSTANDING ANY OTHER PROVISION OF THIS CONTRACT (INCLUDING, BUT NOT LIMITED TO THE INDEMNITIES SET FORTH IN THIS CONTRACT), Seller's liability to Buyer or any party claiming damages or losses through Buyer, to the extent that Seller shall be liable to Buyer for damages or losses pursuant to this Contract, such damages or losses shall be limited in amount to the actual amount paid to Seller by Buyer under paragraph 2 hereof. Seller, however, agrees to maintain general liability insurance with limits of not less than \$1,000,000.00 and to take action to notify buyer of change in said coverage and to provide proof of said coverage upon renewal of each policy term.

- 5. TRAINING SESSIONS.** The Seller's obligation, if any, to provide training to the Buyer's designated personnel and the times for such training sessions, if any, are set forth on Schedule 5 attached hereto and herein incorporated by reference.
- 6. SUPPORT.** Attached hereto and made a part hereof is Schedule 7, Commencement of Support, and Support Agreements (please review support agreements for information regarding support coverage)
- 7. FORCE MAJEURE.** The Seller shall not be required to perform any term, condition or covenant of this Contract so long as such performance is delayed or prevented by force majeure, which shall mean act of God, strikes, lockouts, material or labor restrictions by any government authority, civil riot or floods.
- 8. CAPTIONS.** The underscored captions to the sections contained in this Contract are in no way to be used in construing, interpreting, expanding or limiting any provisions contained herein.
- 9. NOTICES AND ADDRESSES.** Any notice, approval or other communication required or permitted hereunder shall be in writing and (1) delivered personally with receipt acknowledged, or (2) sent by certified mail or overnight delivery, return receipt requested, postage prepaid and addressed as shown below.

All notices personally delivered shall be deemed delivered on the date of delivery. All notices forwarded by mail or overnight delivery shall be deemed received on a date seven (7) days (excluding Sundays and holidays) immediately following the date of deposit in the U.S. Mail or delivery to the overnight courier with receipt acknowledged provided, however, the return receipt, indicating the date upon which all notices were received, shall be prima facie evidence that such notices were received on the date on the return receipt.

If to Seller: Southern Software, Inc
150 Perry Drive
Southern Pines, NC 28387

If to Buyer: Town of Rocky Mount
Attn: C. James Ervin, Town Manager
345 Donald Ave.
Rocky Mount, VA 24151

PD Contact: Lt. Danny Bradham
1250 N. Main Street
Rocky Mount, CA 24151

Phone: (540) 483-8275
E-mail: dbrabham@rockymountva.org

The addresses may be changed by giving notice of such change in the manner provided herein for giving notice. Unless and until such written notice is received, the last address and the last addressee given shall be deemed to continue in effect for all purposes.

- 10. MISCELLANEOUS.** Words of gender or singular/plural shall be construed to fit the context. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns. The Contract shall be construed under and in accordance with the laws of the State of Virginia, specifically the Town of Rocky Mount, Virginia. In case any one or more of the provisions contained in this Contract shall be held to be illegal, such illegality shall not effect any other provisions thereof and this Contract shall be construed as if such illegal provision had never been contained herein. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings, or written or oral contracts between the parties regarding the subject matter. This Contract may not be amended except in writing executed by all parties.
- 11. THIRD PARTY ACQUISITION OF SOFTWARE.** The Seller shall notify the procuring agency in writing should the intellectual property, associated business, or all of its assets be acquired by a third party. The Seller further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition.
- 12. LIMITATION OF LIABILITY.** Customer agrees and acknowledges that, under no circumstances, shall Southern Software or its subcontractors be liable for (a) third party claims against Customer for damages, (b) special, punitive, indirect, lost profits or savings, lost or corrupted data or software, incidental or consequential damages of any type including, but not limited to, products or systems being unavailable for use, whether direct, indirect or otherwise, arising out of or in connection with this Agreement, the Licensed Products, the Purchased Hardware or the Technical Supported Service or arising out of the results or operation of any system resulting from implementation of any recommended plan or design, even if Southern Software or its subcontractors have been advised of the possibility of the damage and even if Customer asserts or establishes a failure of essential purpose of any limited remedy provided in this Agreement. Further, under no circumstances, will Southern Software be liable to Customer for any amount in excess of the fees and charges actually collected and received by Southern Software for services provided in the twelve-(12)-month period immediately preceding the date on which Southern Software is notified by Customer of any claim of liability. This limitation of liability applies to all types of legal theories including, but not limited to, contract, tort (including negligence), professional liability, product liability, and warranty.
- 13. INDEMNIFICATION.** Seller shall indemnify, defend and hold Buyer harmless from and against all damages and costs finally awarded for any infringement of a valid United States patent, trademark, trade secret, copyright or other intellectual property right of a third party in any suit based upon the proper use by Buyer of the System under the license by Seller granted hereunder. In such event, Buyer shall promptly notify Seller of any alleged infringement of which Buyer becomes aware and shall provide to Seller reasonable assistance in the defense of such any alleged infringement.

In the event of an infringement claim against Buyer with respect to the System or in the event Seller believes such claim is likely, Seller shall have the option at its expense to (i) modify or replace the System so that it is non-infringing or (ii) obtain for Buyer a right to

continue accessing the System at no additional cost to Buyer. If neither of the foregoing alternatives is commercially practicable, Seller shall have the right to require the Buyer to return the System and any portions thereof that are the subject of the alleged infringement and the license granted to Buyer shall terminate with no continuing obligation or liability of Seller except that Buyer shall be entitled to a prompt refund of any fees paid to Seller for any such System or parts thereof including hardware and software.

IN WITNESS WHEREOF, the parties have executed this contract in their appropriate capacities the day and year first above written.

(COMPANY SEAL)

SOUTHERN SOFTWARE, INC

By: James Meggs
CEO

ATTEST:

John Roscoe
President

NORTH CAROLINA
MOORE COUNTY

I, a Notary Public of the County and State aforesaid, certify that John Roscoe, personally came before me this day and acknowledged that he is President of **SOUTHERN SOFTWARE**, a North Carolina, Based Corporation and that by authority duly given and as the act of the company, the foregoing instrument was signed in its name and sealed with its company seal by its CEO and attested by John Roscoe as its President.

Witness my hand and official stamp or seal, this 20 day of November, 2013.

Aliu E Winchester
Notary Public

Aliu E Winchester

My Commission Expires:

7-27-2018

TOWN OF ROCKY MOUNT

By: _____

Title: _____

VIRGINIA
_____ COUNTY

The foregoing instrument was acknowledged before me this ____ day of _____, 2013, by _____, as _____, on behalf of the town.

Notary Public

My Commission Expires: _____

**SCHEDULE 1
DESCRIPTION OF GOODS AND SERVICES**

- Records Management System (RMS) 1
 - Incident/Investigation
 - Arrest
 - Citation
 - Case Management
 - Accident
 - Evidence/Stored Property
 - Ordinance
 - Criminal Papers (Warrants)
 - Civil Papers
 - Officer Activity Log
- RMS additional Licenses 7
 - RMS client application
- Data Sharing Network 1
- Mobile Data Information System Server Software 1
- MDIS Interface for NCIC 1
- Mobile Data Information System 7 Concurrent Licenses
 - Access to NCIC/State Database
 - Chat
 - Administrative Capability to Review Chat Messages
 - ESRI Map Data Compliant
 - Display of Turn by Turn Directions
 - Display GPS enabled Field units
 - Allows mobile units to See their unit on the map and See others on their map
 - Administrative AVL Playback
- GPS Device 12
- Project management and Training
 - Manage all aspects of project
 - Administrative training sessions for all applications
 - User training
 - Onsite management at go live
- Support & Maintenance 1 Year
 - RMS Support 24/7
 - MDIS Support 24/7

**SCHEDULE 2
PURCHASE PRICE**

Rocky Mount Police Department, VA

Total RMS	\$31,970.00
Total Mobile Data Information System (MDIS)	\$15,085.00
TOTAL	\$47,055.00

RECORDS MANAGEMENT SYSTEM (RMS) FOR POLICE DEPARTMENTS		Qty
RMS Base - Includes one License	POLICE RECORDS MANAGEMENT SOFTWARE INCLUDES: INCIDENT AND ARREST REPORTING IN ACCORDANCE WITH STATE SPECIFICATIONS.	1
RMS Additional Licenses	ADDITIONAL RMS LICENSE(S) <i>(CONCURRENT LICENSING - FOR WORKSTATIONS OR LAPTOPS ON NETWORK EITHER HARDWIRED OR THROUGH VPN CONNECTION)</i>	7
* Data Sharing Network	DATA SHARING NETWORK <i>(WEB BASED)</i>	FREE
		Total Software: \$18,850.00

PROJECT MANAGEMENT	
Project Management Fee	INSTALLATION, TRAINING AND A PROJECT MANAGER. TRAINING INCLUDES 1 SESSION OF SETUP & MAINTENANCE TRAINING (UP TO 5 PEOPLE) AND 2 SESSIONS OF USER TRAINING (UP TO 10 PEOPLE PER SESSION). IF ADDITIONAL SESSIONS OF TRAINING ARE REQUIRED PLEASE REQUEST AN UPDATED PROPOSAL.
Total Project Management: \$9,170.00	

YEARLY SUPPORT		
RMS Support	8:30-5, M-F RMS ANNUAL SUPPORT FEE COVERS TELEPHONE AND MODEM SUPPORT. THIS INCLUDES REGULAR PROGRAM UPDATES.	1 YEAR
Additional Licenses	SUPPORT FOR ADDITIONAL RMS LICENSE(S)	1 YEAR
Total Support: \$3,950.00		

TOTAL INVESTMENT (STATE TAX AND SHIPPING NOT INCLUDED)	\$31,970.00
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NOTE: MICROSOFT® SQL SERVER 2008™ IS REQUIRED.

NOTE: PROPOSAL DOES NOT INCLUDE PROVISIONS FOR DATA CONVERSION, DATA IMPORT, OR FIELD MAPPING

Southern Software's RMS includes (30) days of free support, including all updates.

Management fees include training, installation, and project management.

Southern Software will install its software products only on computer configurations compatible with these products. Hardware specifications are available upon request.

MOBILE DATA INFORMATION SYSTEM (MDIS)		Qty
MDIS License with AVL		7
<i>Concurrent Licenses - Assumes use of Franklin County Sheriff's Office MDIS Server Software and 12 Installed at Rocky Mount Police Dept.</i>		
GPS Units for AVL		12
		Total Software: \$10,350.00

PROJECT MANAGEMENT	
Project Management Fee - including Installation, Training and Project Management	
Total Project Management: \$2,950.00	

YEARLY SUPPORT		
MDIS Support	24/7	1 YEAR
MDIS Interface for NCIC Support	24/7	1 YEAR
		Total Support: \$1,785.00

TOTAL INVESTMENT (STATE TAX AND SHIPPING NOT INCLUDED) \$15,085.00

SQL Server 2008 and a backup system will be required.

Wireless modems ("Air Cards") are required for each mobile unit (providers include Southern Linc, Sprint, Nextel, Verizon, Alltel, US Cellular, etc.). Wireless service plans are required for each wireless modem and are provided by Agency. (\$35-75/month/user typical)

Cisco ASA 5505 Router may be required the State. (Approximate cost - \$ 500 - to be provided and configured by the Agency)

A VPN Router in addition to the Cisco ASA 5505 Router is required to secure access to the mobile units if RMS is being run in addition to MDIS (NetMotion preferred). (All connections and fees to Agency LAN including hardware provided by Agency. 100MB Ethernet LAN Required.)

Agency must configure all networking for mobile and CAD workstations to ping servers before installation begins. Use a static IP for private address.

Secure High Speed Internet Access (VPN, Remote Desktop, etc) to servers for support provided by Agency.

All connections and fees to State NCIC including hardware provided by Agency. TCP/IP Interface Required.

Hardware Specifications are located at www.southernsoftware.com
 Management fees include training, installation, and project management.

SCHEDULE 3
SCHEDULE OF INSTALLATION/TERMS AND CONDITIONS

- Installation to commence on or about when both parties mutually agree on a date.
- Pre-Installation responsibilities are as follows:

Southern Software Responsibilities:

1. Load, configure and test all products on the appropriate machines
2. Train appropriate administrative staff in the entry of agency specific information and codes necessary to begin implementation of all software products
3. Provide qualified training personnel for applicable software

SCHEDULE 4 WARRANTIES

Southern Software warrants all software products delivered and installed to function as demonstrated and publicized in Schedule 1, Description of Goods and Services, attached hereto. Southern Software warrants the system free of defects in materials and workmanship for a period of 1-year commencing on the date of acceptance or the date the system is put into operation. Southern Software only warrants the product written by Southern Software, Inc.

Platforms on which RMS, MDIS and associated programs are written and warranted by their respective manufacturers and thereby any manufacturer's "Standard Commercial Warranty" shall apply. Southern Software does not warranty that the operation of a product will be uninterrupted or error free or that each defect in a product program be corrected, unless it affects the operation or proper functioning of the system.

This warranty is voided if customer alters or misuses product in any way or in any way modifies the original software provided. Customer understands and acknowledges that the RMS and MDIS associated products are mission critical, networked systems and are to be operated on exclusive network without any other customer installed applications. Any malfunction caused by customer-loaded applications within this network shall be the responsibility of the customer.

Operation and functionality, delivery and installation on all described software products in Schedule 1, Description of Goods and Services, attached hereto is dependent solely upon information and specifications furnished to Southern Software by customer. Any exceptions or modifications to this information may affect the terms and conditions of this Contract.

SCHEDULE 5 TRAINING SESSIONS

Dates for training to be determined.

- For a more effective training session, we recommend that the training site have a classroom with computers available. For example, a community college computer lab or university. The site is to be agreed upon before training begins. The success of this project depends on how well this phase of the contract is implemented. Every effort should be made to locate an adequate training site.

* Southern Software may supply training computers if necessary. Please inquire with Project Manager.

**SCHEDULE 6
PAYMENT SCHEDULE**

30% OF SOFTWARE PLUS 100% MANAGEMENT FEE DUE UPON SIGNING OF CONTRACT
*(NOTE: NO PROJECT MANAGEMENT INCLUDING SCHEDULING OF THIS PROJECT WILL
BEGIN UNTIL THIS PAYMENT IS RECEIVED)* = \$ 20,610.00

60% OF SOFTWARE PLUS 100% OF HARDWARE DUE UPON COMPLETION OF
INSTALLATION AND TRAINING = \$ 17,880.00

FINAL 10% OF SOFTWARE AND 100% OF SUPPORT DUE 30 DAYS AFTER COMPLETION OF
INSTALLATION AND TRAINING = \$ 8,565.00

**SCHEDULE 7
COMMENCEMENT OF SUPPORT**

- Support period will begin after the completion of training.
- The anniversary date for payment of the support fees will coincide with the date of completion of training. Support fees are billed and due at the beginning of the support period.
- Copies of Support Agreements are attached.

SUPPORT FEES

1 Year	RMS ANNUAL SUPPORT – 8/5	\$ 3,950.00
1 Year	MOBILE DATA INFORMATION SYSTEM (MDIS) ANNUAL SUPPORT - 24/7	\$ 1,785.00
	TOTAL PRICE	\$ 5,735.00

SOUTHERN SOFTWARE'S ANNUAL SOFTWARE SUPPORT AGREEMENT MOBILE DATA INFORMATION SYSTEM (MDIS) 24/7

Southern Software's MDIS. This Software Support Agreement covers 24 hours a day, seven days a week support.

Problem Resolution

Southern Software will provide customer software support for mission critical operation of **MDIS** 24 hours a day, seven days a week. This period includes holidays and weekends. This Agreement does not constitute a warranty but provides for mission critical problem resolutions at any time and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. This Agreement is not intended to provide around-the-clock assistance for problems not deemed to be operation critical. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within three hours of notification of the problem from 8:30 a.m. to 5:00 p.m., EST, Monday thru Friday. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer. Any problem deemed mission critical will take top priority over all other calls.
- Telephone response within one hour of notification of the problem after 5:00 p.m., EST and during holidays that fall on a normal work day. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response then a technician will be scheduled for an on site visit. There is no cost to the customer for the on site visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. **Southern Software will charge an hourly fee for virus recovery assistance.**

Items not covered under this annual support agreement -

- Installation and setup of new equipment.
- Transferring of data.
- Moving equipment from one site to another.
- On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.
- Virus damage/recovery repair work.
- Recovery/repair work related to natural disasters such as lightning, floods, etc..
- Replacement of equipment that is out of warranty.
- Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, PcAnywhere™, etc. or cost of updates to operating systems.
- Data Conversions.
- On-site Training.
- Interfaces with third party products.
- Data loss due to drive crashes, machine failures, etc.

Benefits

- The Software Support Agreement only covers software developed by Southern Software and pcAnywhere™.
- Toll-free telephone support, seven days a week, 24 hours a day including holidays.
- 24-hour fax availability

(Benefits continued)

- **Software Updates**
- **Remote System Support**
- **Annual User's Conference**
- **Free hardware/network assessments for upgrades.**
- **Free follow-up/new employee training at Southern Software's office.**

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support. The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Important- Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

This Annual Software Support Agreement provides coverage beginning thirty days after the "go live" date. Support coverage is free during the first thirty days beginning on the "go live" date.

First Year Annual Support for Mobile Data Information System (MDIS) \$1,785.00
(INCLUDED IN THIS CONTRACT)

TOWN OF ROCKY MOUNT, VA
Name of Department

**SOUTHERN SOFTWARE'S
ANNUAL SOFTWARE SUPPORT AGREEMENT
RECORDS MANAGEMENT SYSTEM (RMS)
8:30 a.m., EST to 5:00 p.m., EST**

This Software Support Agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

Problem Resolution

Southern Software will provide customer software support for mission critical operation of **RMS** from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize down time. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response then a technician will be scheduled for an on site visit. There is no cost to the customer for the on site visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update of a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Data Backup Statement

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support contract does not cover assistance in the recovery of damage caused by viruses. **Southern Software will charge a fee for virus recovery assistance.**

Items not covered under this annual support agreement -

- Installation and setup of new equipment.
- Transferring of data.
- Moving equipment from one site to another.
- On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.
- Virus damage/recovery repair work.
- Recovery/repair work related to natural disasters such as lightning, floods, etc..
- Replacement of equipment that is out of warranty.
- Cost of upgrades to third party software including but not limited to Microsoft™ products (ie. Office, SQL, etc.), Anti-virus software, PcAnywhere™, etc. or cost of updates to operating systems.
- Data Conversions.
- On-site Training.
- Interfaces with third party products.
- Data loss due to drive crashes, machine failures, etc.

Benefits

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST
- 24-hour fax availability
- Software Updates
- Remote System Support
- Annual User's Conference

- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network.

This Annual Software Support Agreement provides coverage beginning thirty days after the "go live" date. Support coverage is free during the first thirty days beginning on the "go live" date.

First Year Annual Support for RMS \$3,950.00 (INCLUDED IN THIS CONTRACT)

Important- Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

TOWN OF ROCKY MOUNT, VA

Name of Department

Southern Software's Data Sharing Network Security Addendum

I hereby agree and acknowledge that:

Any information transmitted or received ("Criminal History") via Southern Software's Data Sharing Network (a) is confidential and for official use only by authorized personnel and (b) shall be used solely for the purpose(s) for which it was requested and shall not be reproduced for secondary dissemination to any other entity or agency;

Data Sharing Network is to be used for authorized law enforcement and criminal justice purposes only;

All Data Sharing Network users are, as agency head, under my direct management control and are subject to all applicable laws and regulations regarding dissemination of Criminal History;

Criminal History, by its very nature, is sensitive and has potential for great harm if misused;

Access to Criminal History via Data Sharing Network is therefore limited to the stated purpose(s) for which the government agency in which I serve entered into the contract incorporating this Security Addendum;

Misuse of Data Sharing Network—by, among other things, accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received therefrom for a purpose other than that anticipated by the contract incorporating this Security Addendum—may subject me to administrative, employment, civil, and criminal penalties;

Accessing Data Sharing Network for an appropriate purpose and then using, disseminating or re-disseminating Criminal History for unauthorized purpose(s) also constitutes misuse that may subject me to administrative, employment, civil, and criminal penalties; and

Rocky Mount Police Department, VA ("Agency") shall indemnify, defend, and hold Southern Software, Inc.—and its officers, directors, stockholders, employees, and contractors—harmless from and against all claims, demands, lawsuits, causes of action, penalties, fines, administrative law actions and orders, and expenses thereof—including, but not limited to, a reasonable fee for the service of attorneys employed for any purpose related hereto—resultant from or related to all acts, matters, and transactions undertaken by Agency in violation of the contract incorporating this Security Addendum.

Signature of Law Enforcement Agency Head

Date

Organization and Title

Signature of Contractor Representative

Date

Data Sharing Network Field Exclusions

The following fields are listed for your **exclusion** from the Data Sharing Network. Please be aware that this is not a complete list of all fields that are shared but rather a list of fields that are questionable. The vast majority of participants chose to exclude nothing. Any field that you circle below will **NOT** be visible to any users on the system searching your data. Please circle any field you do **NOT** want to display to other agencies.

Incident Details

<u>Offender</u>	<u>Victim</u>	<u>Others Involved</u>	<u>Officer</u>	<u>Misc.</u>
Home Address	Home Address	Home Address	Rank	Narrative (Notes)
Home Phone #	Home Phone #	Home Phone #	Division	
Date of Birth	Date of Birth	Date of Birth	Email	
Drivers License #			Cell	
			Pager	

Name Details

<u>Employment</u>	<u>Residence</u>	<u>Person</u>
Employer Address	Home Address	Drivers License #
Employer Phone #	Home Phone #	

Citation Details

<u>Person</u>	<u>Vehicle</u>	<u>Misc.</u>
Home Address	VIN	Narrative (Notes)
Date of Birth	License Plate #	
Drivers License #		

Arrest Details

<u>Arrestee</u>	<u>Offense</u>	<u>Misc.</u>
Home Address	Trial Date	Narrative (Notes)
Home Phone #		
Date of Birth		
Drivers License #		

Vehicle Details

<u>Vehicle</u>	<u>Owner</u>
VIN	Home Address
License Plate #	Date of Birth

Pawn Details

<u>Person</u>	<u>Misc.</u>
Home Address	Notes
Date of Birth	
Drivers License #	

Criminal Paper Details

<u>Offender</u>	<u>Misc.</u>
Home Address	Notes
Home Phone	
Date of Birth	

Agency: _____

Full-time sworn officers: _____

Name: _____

Title: _____

Signed: _____

Date: _____



SOUTHERN SOFTWARE, INC.
an employee-owned company



**RESOLUTION TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2013 through June 30, 2014, hereafter known as FY 2014; and

WHEREAS, Franklin County has purchased a new communication software package from Southern Software which requires that the Town of Rocky Mount Police Department participate by purchasing the same software; and

WHEREAS, the Town of Rocky Mount will enter into a five year financing agreement with Government Capital Corporation for the purchase and annual maintenance fees for the software at \$15,246.79 per year for the five years resulting in a total of \$76,233.95.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure from fund balance for FY 2014 to fund the first year of the five year financing agreement for the purchase of the software for the Police Department:

Expenditure:		
Account 01.3101.0000.0000.7003 (Police data processing)		\$15,247
Fund Balance:		
Account 01.4100.9999 (Appropriated Fund Balance)		\$15,247

GIVEN UNDER MY HAND, THIS 9TH DAY OF DECEMBER 2013:

Steven C. Angle, Mayor

ATTESTED:

Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 2, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Franklin County YMCA in Rocky Mount will be conducting a fundraising event on Saturday, January 25, 2014, hosting the first ever RESOLVE 5k/10k event.</p> <p>Attached is a letter from Jennifer G. DeForest outlining the request in further detail.</p> <p>The Rocky Mount Police Department has seen the request and working with them to tweak the route for a safer run.</p>
ACTION NEEDED:	Approval/denial of Franklin County YMCA request.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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December 1, 2013

Jennifer G. DeForest
450 Laurel Run Drive
Callaway VA 24067
540-537-2898
callawaycrna@gmail.com

Dear Council Members,

It is my pleasure to share with you some exciting news regarding a fundraising event for the Franklin County Family YMCA in Rocky Mount. Efforts are underway for the YMCA to host the first ever RESOLVE 5k/10k event on Saturday January 25th, 2014. Both will begin at 9am and wave starts may stagger runners to further enhance safety and minimize impact on traffic.

Initial communications with the Rocky Mount Police Lt. Mark Lovern via email as well as a direct meeting have confirmed support for this event. Based on his recommendation, the time for the event was adjusted to minimize impact on traffic flow through town. The proposed course was deemed safe and acceptable although additional changes may take place as further consideration is given.

The event will be staged at the YMCA and no alternate date is planned. 10k runners will leave the YMCA and head right toward the visitor's center. After that right turn, runners will proceed through downtown to a left on West Church St. After topping the hill, they will turn left and run to the Hub to turn Right on Pell. They will continue to the High School and circle back via Tanyard to top the hill again near El Rio. After a right turn there, they will proceed over the bridge and turn Right on State Street. This will take them back to main and then on to the finish line at the YMCA.

We look forward to sharing the challenging hills of Rocky Mount with runners from all around the greater Roanoke area. As this is the first event, it is difficult to anticipate the number of participants but we are hopeful that this event will generate some greatly needed funds for the YMCA.

We are currently in the process of seeking sponsors and numerous volunteers. We look forward to support from the Town of Rocky Mount and welcome input and ideas to make this event even more successful. We would especially love to have members of our Town Council participating in this first ever RESOLVE 2014 5k/10k.

Sincerely,
Jennifer G. DeForest

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 9, 2013
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STAFF MAKING REQUEST:	Timothy Burton, Superintendent, Wastewater Treatment Plant
BRIEF SUMMARY OF REQUEST:	<p>The Rocky Mount Wastewater Treatment Plant requests approval to make available a 2014 intern position for a person that is participating in the wastewater training program at Virginia Western Community College. Council authorized such an intern in 2013 and stated that any future extension of the intern program would need to be considered by Council.</p> <p>The funds for this position have already been placed in the current budget, not to exceed \$10,000. Last year's intern worked a total of 940 hours for the Town. This experience and training helped him find full time employment in October 2013. The Town reaped many benefits from participating in the program. A major benefit of having an intern is providing coverage during vacations, sick leave and during periods of heavy workloads. While an intern receives valuable training, it also helped our full time staff stay up to date and sharp on their skills.</p>
ACTION NEEDED:	Approval/denial to allow the WWTP to hire an intern in 2014 that is participating with VWCC wastewater training program and under the same conditions of employment as in 2013.

Attachment(s): No

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 9, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Governor has announced that, in addition to December 24th and December 25th, the State will close on Monday December 23rd. Franklin County has indicated that they will follow suit and has officially adopted the opening and closing schedule of the State. The Governor's office has also indicated that it is considering closing the state on December 31st as well as January 1st for New Year's Day.
ACTION NEEDED:	Does the Town wish to follow the State schedule in relation to openings and closings for Christmas and New Years?

Attachment(s): No

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	December 9, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Finance & Human Services Committee will be meeting on December 9, 2013 at 6:00 p.m. to review janitorial services for the Town of Rocky Mount facilities.</p> <p>Due to the lateness of the meeting prior to the regular Council meeting, no recommendation is being made from the Committee at this time.</p>
ACTION NEEDED:	Non-applicable at this time.

Attachment(s): No

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