

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
JULY 14, 2014  
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
- V. Public Hearing(s) *(none at this time)*
- VI. Approval of Draft Minutes
  - July 9, 2014 Regular Council Meeting
  - June 16, 2014 Special Meeting Council Work Session
  - June 30, 2014 Special Council Meeting
  - July 1, 2014 Council Reorganizational Meeting
- VII. Approval of Consent Agenda
  - Miscellaneous Resolutions/Proclamations *(none at this time)*
  - Miscellaneous Action *(none at this time)*
  - Departmental Monthly Reports
    - Community Development Department
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Wastewater Department
    - Water Department
- VIII. Hearing of Citizens *(none at this time)*
- IX. Old Business *(none at this time)*

- X. New Business
  - A. Review and consideration of request of Franklin County High School regarding holding their annual homecoming parade.
  - B. Review and consideration of request of Blue Ridge Association for Sickle Cell Anemia to hold a walk-a-thon.
  - C. Review and consideration of request of Beautification and Urban Design (BUD) Commission regarding appointment to the Commission.
  - D. Review and consideration of holding a Council retreat.
  - E. Review and consideration of abandonment of paper alleys.
- XI. Committee Reports (*none at this time*)
- 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  
(*none at this time*)
- XIV. Adjournment

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

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

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

**ROCKY MOUNT TOWN COUNCIL  
REGULAR COUNCIL MEETING  
JUNE 9, 2014**

The June 9, 2014 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, Captain Kenneth Criner (Rocky Mount Police Department), Finance Director Linda Woody, Public Works Director Cecil R. Mason, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts.

Absent were Town Planner Patrick Rust and Chief of Police David Cundiff.

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.

The Assistant Town Manager requested the agenda be amended to include an item under "New Business": request from Warren Preston Coleman, II and Tacoma, Inc. to take into the Town's public road system the spur road off of Marketplace Drive.

The Mayor requested to amend the agenda to include an item under "Closed Meeting" regarding personnel, specifically, Town Manager's Office.

#### **Motion Action Taken:**

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

## **SPECIAL ITEMS**

1. Captain Kenneth Criner of the Rocky Mount Police Department informed Council that the Rocky Mount Police Department has been awarded a “Cop in the Box” award by the Altavista Moose Lodge, which will enable the Town’s police department the ability to go after on-line predators. He explained that this is basically a computer to monitor the on-line predators. The award is about \$3,500 and confirmed to the Mayor that this award does not require an in-kind match from the Town, and is basically free money. He stated that Bedford County would be assisting them in getting this program started.
2. The Town Manager referenced the award nomination that was completed and drafted by the Assistant Town Manager for an award through the Virginia Municipal League (VML) for the Harvester Performance Center. If the award is given to the Town, the Town will get a chance to be recognized at the VML conference during the fall in Roanoke, Virginia.

## **PUBLIC HEARING(S)**

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

## **APPROVAL OF MINUTES**

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

- May 12, 2014 Regular Council meeting.

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 Cundiff. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.**

## **APPROVAL OF CONSENT AGENDA**

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

- Miscellaneous Resolutions/Proclamations (*none presented*)
- Miscellaneous Action (*none presented*)
- Departmental Monthly Report
  - Community Development
  - Finance Department
  - Fire Department

- Police Department
- Public Works Department
- Waste Water Department
- Water Department
- Bill List

There being no comments, the Mayor entertained a motion.

**Motion Action Taken:**

*Motion was made by Council Member Love to approve the "Consent Agenda" as presented, 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.*

**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.

**OLD BUSINESS**

Let the record show there were no items under "Old Business" to discuss at this time.

**NEW BUSINESS**

- A. Review and consideration of request of Franklin County High School Senior Class for approval of their "Eagle Pride 5k/10k Race".

On behalf of the Franklin County High School Senior Class, Senior Class President Marnia Toney and Senior Class Secretary Kelly Keith came forward and presented their request for approval to hold their "Eagle Pride 5k/10k Race" on Saturday, September 27, 2014. Captain Kenneth Criner with the Rocky Mount Police Department confirmed to Council that the proposed race routes had been revamped for safety reasons by the Police Department and was workable with the Senior Class advisors, with Council receiving prior to the meeting the new routes.

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

**Motion Action Taken:**

*Motion was made by Council Member Greer to approve the race as approved by the Rocky Mount Police Department, 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.*

B. Review and consideration of approving draft Virginia Retirement System (VRS) resolution “Employer Contribution Rates for Counties, Cities, Towns, School Divisions and Other Political Subdivisions” reflecting the Town of Rocky Mount’s desire to fund the employer share.

The Town Manager explained to Council that the Virginia Retirement System (VRS) needs an adopted resolution by the Rocky Mount Town Council reflecting the Town of Rocky Mount’s desire to fund the employer share at 14.61%, which is the certified rate determined by the VRS actuarial report for the Town of Rocky Mount for fiscal years 2015 and 2016. He further explained:

- The alternate rate of 12.75% would not fully fund the employer obligation for the retirement liability.
- The employer unfunded liability is shown on the Town’s annual financial reports.
- The Fiscal Year 2015 budget contains funds for the 14.61% employer contribution.
- The Town employee would still contribute their own 5% share, explaining the three tiers that the Town employee has.
- This is mandated by the State of Virginia.

The Town Manager requested Council to consider approving the draft resolution as presented to Council.

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

***Motion Action Taken:***

*Motion was made by Council Member Stockton to approve the draft “Employer Contribution Rates for Counties, Cities, Towns, School Divisions and Other Political Subdivisions” resolution as presented, 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 presented.*

C. Review and consideration of approval of draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014” for the Virginia Municipal League Insurance Program award to the Rocky Mount Police Department in the amount of \$4,000 to offset the purchase of patrol car laptops.

The Town Manager explained to Council the need for the approval of the proposed draft “Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2014” where the Virginia Municipal League (VML) Insurance Program is awarding the Rocky Mount Police Department a safety grant in the amount \$4,000 to offset the purchase of patrol car laptops. It was confirmed to Council by the Town Manager that this is basically free money as there is no matching in-kind funds required from the Town.

The Town Manager requested approval of the draft resolution.

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

**Motion Action Taken:**

*Motion was made by Council Member Greer approving 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.*

- D. Review and consideration of approval to allow the Planning Commission to study the keeping of chickens in the Town of Rocky Mount, which would require an amendment to the Town of Rocky Mount's Planning & Zoning Ordinance.

The Town Manager informed Council that the Town Planner had received a letter from Mr. Sterling White (who lives at 260 Maple Avenue) wanting the Town's Zoning Ordinance changed that would allow residents to keep chickens at their home. His residential address is currently zoned Residential-1 (R1). Under Town of Rocky Mount Town Code, keeping of fowl is not allowed in any zoning district except Residential Agricultural (RA).

The Town Manager stated further the following:

- Mr. White currently has chickens on his property and upon a complaint received by the Town, the Town Planner inspected the property and found the complaint had merit.
- A letter was sent from the Town Planner to Mr. White explaining the Town Code and that chickens are not allowed on his property.
- Mr. White expressed his desire to keep his chickens, with Town staff recommending Mr. White to write a letter addressing Council to consider changing the Town Code.
- Explained further to Council the Town Planner has relayed to him that over the past several years, staff has received numerous inquiries about keeping chickens in-town; and, that it is his understanding that other nearby localities have made code amendments allowing the keeping of fowl in residential areas, so there are local examples available for comparative review.

There was brief discussion regarding this matter between Council and the Town Manager.

Council Member Greer (and also Planning Commission member) relayed to Council that he thinks this needs to be looked into further, with Vice Mayor Walker stating that he agrees with Council Member Greer that the Town needs to look into this further and to see what surrounding localities do.

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

**Motion Action Taken:**

*Motion was made by Vice Mayor Walker to allow the Planning Commission to study the issue and report back to Council, with motion on the floor being seconded by Council Member Greer. Voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Greer, Moyer, Love and Stockton. Voting in opposition to the motion on the floor was Council Member Cundiff. Let the record show that the motion on the floor passed five to one.*

E. Review and consideration of approval of agreement for professional services with Hill Studio for Town of Rocky Mount's Comprehensive Plan update.

The Assistant Town Manager came before Council stating the following:

- The Town of Rocky Mount's Planning Department staff solicited proposals from community development consulting firms interested in leading development of the Town's next comprehensive plan. The Town Planner led the effort and received six proposals. Staff narrowed the list down to three highly qualified firms.
- The Town Planner, Planning Technician, and Mr. John Speidel (member of the Town of Rocky Mount's Planning Commission and Board of Zoning Appeals) interviewed all the firms. The Assistant Town Manager was unable to interview the first firm; therefore, did not vote on the selection. Staff was impressed by the quality of the applicants and the scope of work proposed by all three firms.
- Staff's recommendation to the Planning Commission, after due consideration of the benefits to the Town, was to enter into a contract with Hill Studio of Roanoke, Virginia. Hill Studio has worked with the Town on a number of projects, is familiar with many of the Town's goals, and is qualified to offer the skilled advice needed to advance the Comprehensive Plan. The Assistant Town Manager has conferred with several colleagues who have used Hill Studio in the past, and the firm comes highly recommended both for the quality of its work, and the timeliness of its effort. Hill Studio states that it can complete the Town's Comprehensive Plan six months after engagement. Staff rationally expects a few bumps in the road; however, this puts the expected completion date in early 2015.
- If approved, Hill Studio's lead staff on this project will be Evie Sloan. The Town Planner and Ms. Sloan developed a draft contract, which was presented to the Planning Commission at its June meeting. The contract falls within the Town's budgeted allocation for completion of this project. It was a unanimous recommendation of the Planning Commission that the presented Agreement for Professional Services with Hill Studio be approved by Town Council. The contract is presented for Council's review and consideration.

There was discussion between Council and the Assistant Town Manager regarding Hill Studio completing the project on a timely basis.

Council Member Moyer stated that he did not understand the need for the Town to enter into contract with a professional firm to do the comprehensive plan. The Town Manager and Assistant Town Manager informed Council that the State mandates that the comprehensive plan be updated every five years, and at this point and time, the Town's need for an update is going into the seventh year; therefore, the Town is lagging behind in getting the update. The Assistant Town Manager confirmed to Council that Hill Studio would meet those needs mandated by the State.

Council Member Greer informed Council that the last comprehensive plan document that was completed was done so by using Town staff and the Planning Commission, and he does not believe the Planning Commission wanted to have to undertake doing it again as it was very time-consuming. The Assistant Town Manager also stated that the document the Town has now was not only not up-to-date, but the Town needs one that is stream-lined and more in-line to the Town's needs.

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

**Motion Action Taken:**

***Motion was made by Council Member Greer to approve to enter into contract with Hill Studio for the Town's Comprehensive Plan update, 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.***

- F. Review and consideration of approval of setting a new rate for curb/gutter installation, effective July 1, 2014.

The Town Manager informed Council that the Town of Rocky Mount has charged \$30 per foot for curb cuts and curb/gutter installation since approximately 1990 (25 years), and a review of the practice by the Public Works Director shows the actual cost to the Town is approximately \$80 a foot. The Public Works Director and Town Manager recommends a new rate be set by the Rocky Mount Town Council of \$85 a linear foot for curb cuts and curb/gutter installation, effective July 1, 2014.

There was discussion between Council, Town Manager and Public Works Director on what the costs should be, with some Council members voicing concern of raising the costs so much at one time.

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

**Motion Action Taken:**

***Motion was made by Council Member Moyer to increase the cost for curb/gutter installation to \$60 per linear foot, effective July 1, 2014, with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show the motion on the floor passed unanimously by those present.***

- G. Amended agenda item to add under "New Business" regarding request of Warren Preston Coleman, II and Tacoma, Inc. to take into the Town's public road system the spur road off of Marketplace Drive.

The Assistant Town Manager informed Council that he has received a request from Warren Preston Coleman, II and Tacoma, Inc. for the Town of Rocky Mount to take into the public road system the spur road off of Marketplace Drive. He further stated that Arrington Paving recently completed the current road to Town specifications, and the developer is asking that the Town accept the road and maintain it as a Town street.

The Town's Public Works Director and the Community Development Director have reviewed the road and find it meets the Town's specifications for public improvements, and recommend that Council approve the Town accepting the road.

The Assistant Town Manager informed Council that before them at this time were two draft resolutions for accepting the improved right-of-way into the public transportation network: Option 1: draft resolution showing names for the street; and Option 2: draft resolution leaving the proposed street names off.

Mr. Tim Reith, President of Tacoma, LLC, came before Council basically confirming what the Assistant Town Manager had stated. He also confirmed where Taco Bell will be located (behind Bojangles).

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

**Motion Action Taken:**

**Motion was made by Council Member Love to accept Option No. 2 draft "Resolution for Accepting the Improved Right-of-Way into the Public Transportation Network" (where no names for the street are mentioned), with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.**

**COMMITTEE REPORTS**

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

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

A. Referrals to Planning Commission from Town Council

The Assistant Town Manager confirmed to Council that there were no referrals at this time.

B. Rise 'N Shine Appearances

The Assistant Town Manager confirmed to Council that he appeared on the *Rise 'N Shine* show this morning.

**COUNCIL CONCERNS**

The Mayor thanked Council Member Greer for all his years of service to the Town, stating that he has done a good job and has had insight to the Council that no one else has had, and he thanks him very much for this.

**CLOSED MEETING**

At 7:45 p.m., motion was made by Vice Mayor Walker to go into *Closed Meeting*, and seconded by Council Member Stockton and carried unanimously to discuss the following:

- Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (specifically, Town Manager's Office).

At 8:05 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.

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Steven C. Angle, Mayor

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

The Mayor reported that no action was taken.

### **ADJOURNMENT**

At 8:10 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Stockton and carried unanimously by those present.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts/Town Clerk

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**ROCKY MOUNT TOWN COUNCIL  
SPECIAL MEETING  
WORK SESSION  
JUNE 16, 2014**

The Rocky Mount Town Council held a special meeting work session at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on June 16, 2014 at 5:30 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, Finance Director Linda Woody, Assistant Town Manager/Community Development Director Matthew C. Hankins, Town Attorney John T. Boitnott, Deputy Clerk Stacey B. Sink, and Town Clerk Patricia H. Keatts.

### **APPROVAL OF AGENDA**

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

The Town Manager requested the agenda to be amended to add two items: (1) paving of Jubals Retreat; and (2) house located at 20 Spring Street.

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

### **Reclassification of Certain Town Positions**

Prior to the meeting, Council had received a detailed list showing a breakdown of proposed reclassification of certain Town positions. The Town Manager presented the following:

- Went over the history of when Condrey & Associates was hired by the Town to do a salary survey and recommended pay back in 2006, with it being realized at this time that some of the positions are not a good fit.
- Staff is now taking a swing on what should fit, with the intent being to get individuals on a pay plan so the positions can be attractive when there is a need to hire someone for those positions.

- Went over what the proposed positions are to be, with most being less than 3% change. One big change is for Amy Gordon's position from Accounting Technician to Assistant Finance Director from grade 17 to grade 22; Pat Keatts' Executive Assistant position from a grade 14 to a grade 21; and Matthew Hankins' Assistant Town Manager from a grade 26 to a grade 30, with the intent not being raises or promotions, but the proposals are designed to place positions on grades commensurate with similar positions in the Town.

Council Member Cundiff questioned why there were 23 positions being looked at now, versus the seven that were brought before them during a prior Finance & Human Services Committee meeting when this was discussed. The Town Manager explained that it was not the intent to leave the other positions off of the list.

The Town Manager confirmed the reclassifications were above and beyond the 2.5% and .5% raises given to all employees, and the reclassifications were for positions and not people.

The Finance Director confirmed to Vice Mayor Walker that the proposed reclassifications were in the budget, but not discussed. Vice Mayor Walker stated that the proposed reclassifications should have been discussed in April during the budget discussions, with Council Members Greer and Love agreeing. Vice Mayor Walker further stated the proposals now are sort of the last hour and this was not part of the budget original discussion. The Town Manager informed Council that it was mentioned in the Town Manager's narrative budget cover letter to Council.

The Town Manager commented to Council that if it is the consensus of Council not to look at the reclassification, ultimately, do have a need to transition to replace the Finance Director, and Executive Assistant position; and in the long run, trying to move bands and not so much dollars.

The Mayor stated that he does not think the intent was to give certain people more money than the 2.5% and .05% as discussed, but he took it as trying to get these positions on a level to filling people's positions.

Council Member Moyer stated that it should have been handled earlier. The Town Manager apologized and stated he tried to make it clear this was long term, and if Council does not want to consider it at this time, can roll it forward.

Council Member Greer stated he believes it is the consensus of Council not to discuss the matter at this time.

Council Member Cundiff pointed out that he believes the Town is paying decent salaries; that there is only one place to go to accommodate the proposed increases and that would be for the Town to have to raise taxes; also, if you pay out the proposed reclassification amounts, you will not have any funds in the budget to pay for other needed items; and also referenced people on limited incomes of \$20,000.

**Consensus Action Taken:**

The Mayor stated that the consensus of Council at this time was to leave the proposed reclassification of certain Town positions alone and address it at the next budget session for the next fiscal year.

**Review of Utility Capital Fund**

The Town Manager referenced the letter dated June 9, 2014 that was given prior to the meeting to Council from the Finance Director that went into detail regarding the Town's fund balance policy, and what is recommended by the Government Finance Officers Association.

There was discussion between Council, Town Manager and Finance Director on how best to fund the Utility Capital Fund. Council Member Cundiff voiced concerns that the Utility Capital Fund would be depleted and stripped of its funds in the first year of having it set up, and that was not the intent. Discussion proceeded on moving funds from the General Fund to the Utility Capital Fund in times of need to proceed with the utility fund projects that have to come out of the Utility Capital Fund, and these projects will need to be taken care of. Discussion also ensued regarding the Town borrowing from the General Fund and putting those funds into the Utility Capital Fund. The Town Manager stated that if this was the route Council wanted to take, he could put together a transfer document from the Town to itself. There was discussion on how much money to transfer and when to do so.

**Consensus Action Taken:**

It was the consensus of Council to have the Finance Director alert Council when the Utility Capital Fund is getting low and upon the direction of Council, to transfer funds from the General Fund into the Utility Capital Fund.

**Fiscal Year 2015 Capital Items**

The Town Manager referenced a memorandum dated May 14, 2014 that was given prior to the Council from the Finance Director that included updated sheets for the Fiscal Year 2015 budget document due to an updated capital items schedule. The Town Manager stated that staff wants to make sure they have all the guidance from Council regarding what capital items they felt were essential. The Chief of Police confirmed to the Mayor that he has not received any update on the proposed replacement of radios, from Franklin County yet, but that he will be attending a workshop on June 26<sup>th</sup> and will know more about it at that time. The Finance Director confirmed to Vice Mayor Walker that the Town will be charging a 3% convenience fee to the customer on credit card payments.

### **Footlights of the Blue Ridge**

The Town Manager informed Council that he wanted to keep them in the loop regarding conversations that staff has had with Mr. Bill Fuller bringing his brand of music (Footlights of the Blue Ridge) into the Harvester Performance Center. These performances were previously held at the Community & Hospitality Center (Depot) and the Farmers' Market. There was discussion on how best to make the transition as there are a lot of technical problems involved with bringing that brand of music over due to the Harvester's sound system being highly technical and Mr. Fuller will have to be taught how to use it. Discussed bringing Mr. Fuller in on a part time basis, but that there would be a six to eight month period to teach him how to use the Harvester equipment as it was very different from how the Footlights of the Blue Ridge was operated. Town Manager did confirm to the Mayor that Mr. Fuller's schedule will be coordinated between Mr. Fuller and Mr. Gary Jackson (General Manager of the Harvester Performance Center).

At the request of the Town Manager, the Assistant Town Manager gave Council an update on the Harvester, pointing out that it looks like the numbers are trending in more of a direction of more profitability and it looks like the Town will exceed revenues as presented in the budget. The Town Manager informed Council that BT's Tax and Business Services in Rocky Mount, Virginia will be auditing the Harvester Performance Center account.

### **Paving at Jubals Retreat**

The Town Attorney presented to Council for review and consideration of approval three documents related to the paving at Jubals Retreat:

- Memorandum of Agreement between the Town of Rocky Mount and Bonbrook LLC (owners of Jubals Retreat).
- Promissory Note between Town of Rocky Mount and Bonbrook LLC.
- Credit Line Deed of Trust between Town of Rocky Mount and Bonbrook LLC.

There was discussion regarding: (1) that the documents needed to be approved as soon as possible since the street paving company that the Town had previously hired were already in-town paving some Town streets; (2) payments from Bonbrook LLC would not be due for three years and there is no installment payments, and it would be a lump payment with no interest in 36 months; and (3) Town Attorney anticipates that if Bonbrook LLC is not able to pay, they will have to get additional funds from their lender (Franklin Community Bank) to pay the Town.

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

### **Motion Action Taken:**

Motion was made by Council Member Moyer to approve the three documents as presented by the Town Attorney, with motion on the floor being second by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

**House Located at 20 Spring Street**

The Town Attorney updated Council on the status of 20 Spring Street and the process it has gone through so far within the Franklin County Court system, with the Town possibly looking at the remediation of the property within 30 days.

**Council Concerns**

- The Assistant Town Manager confirmed to Vice Mayor Walker that the Farmers' Market bathroom locks have been installed. Discussed the need to replace the refrigerator at the Farmers' Market also, along with the lights in front.
- Town Manager confirmed that Indigo Signs is still working on the "In God We Trust" sign that will be placed in the Council Chambers.
- Town Manager confirmed that the South Main Street site at the corner of Herbert Street is for residential use, with the property owner submitting a zoning permit for a residential pad.
- Confirmed that a HVAC system will not be put in at the Community & Hospitality Center (Depot) until after its use will be determined since the Harvester Performance Center is now up and running.
- Assistant Town Manager relayed that there has been interest from businesses for micro-enterprise loans, but cannot take any action of this as there is not a full board in place. Mayor requested that this item be put on the July regular Rocky Mount Town Council agenda.

**ADJOURNMENT**

At 6:45 p.m., motion was made by Council Member Greer to adjourn, seconded by Vice Mayor Walker and carried unanimously.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

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**ROCKY MOUNT TOWN COUNCIL  
SPECIAL COUNCIL MEETING  
WORK SESSION  
JUNE 30, 2014**

The Rocky Mount Town Council held a special meeting at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on June 30, 2014 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, Town Attorney John T. Boitnott, and Town Clerk Patricia H. Keatts.

Let the record further show that Council Member-Elect Jon W. Snead was present.

**APPROVAL OF AGENDA**

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

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

**CLOSED MEETING**

At 5:03 p.m., motion was made by Vice Mayor Walker to go into *Closed Meeting*, and seconded by Council Member Stockton and carried unanimously to discuss the following:

- Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (specifically, annual evaluations for Town Clerk, Town Attorney, and Town Manager).

At 8:30 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 Greer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body was discussed. Motion was seconded by Council Member Moyer. The Mayor swore to adopt the motion on the floor by Council Member Greer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

**ADJOURNMENT**

At 8:33 p.m., motion was made by Council Member Moyer to adjourn, seconded by Council Member Love and carried unanimously.

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

ATTEST:

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

**ROCKY MOUNT TOWN COUNCIL  
REORGANIZATIONAL MEETING  
JULY 1, 2014**

The reorganization meeting of the Rocky Mount Town Council was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on July 1, 2014 at 4:00 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 Bobby M. Cundiff, P. Ann Love, Robert L. Moyer, Jon W. Snead 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, Chief of Police David Cundiff, Fire Chief Charles Robertson, Town Attorney John T. Boitnott, Deputy Clerk Stacey B. Sink and Town Clerk Patricia H. Keatts.

**APPROVAL OF AGENDA**

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

Council Member Love requested that the agenda be amended to include discussion regarding the Economic Development Authority (EDA).

There being no further discussion, the Mayor entered a motion.

**Motion Action Taken:**

*Motion was made by Vice Mayor Walker to approve the amended agenda as presented, with motion on the floor being seconded by Council Member Cundiff. There being no discussion, let the record show the motion on the floor passed unanimously by those present.*

**REORGANIZATIONAL MEETING**

A. Review and consideration of appointment of Town officers:

- Town Manager
- Town Clerk
- Town Attorney
- Town Fire Marshal

There being no discussion, the Mayor entertained a motion.

***Motion Action Taken:***

*Motion was made by Council Member Stockton to approve the appointments of C. James Ervin as Town Manager, Patricia H. Keatts as Town Clerk, John T. Boitnott as Town Attorney, and Charles Robertson as Town Fire Marshal, 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.*

B. Review and consideration of appointment of Vice Mayor.

There being no discussion, the Mayor entertained a motion.

***Motion Action Taken:***

*Motion was made by Council Member Love to reappoint Vice Mayor Gregory B. Walker as Vice Mayor, with motion on the floor being seconded by Council Member Snead. There being no discussion, let the record show the motion on the floor passed unanimously by those present (absent of a vote by Vice Mayor Walker).*

C. Review and consideration of appointment of committee members.

Prior to the meeting, Council members had received from the Mayor a list of proposed committee assignments. The Mayor explained that the first name on the list was Chair, second name Vice Chair, and the third name was the Voting Member. He also stated that he tried to line-up each appointment as requested from Council members, but if they had questions regarding this, to please let him know.

For the record, the committee assignments proposed are:

- Community & Economic Development:
  - Jon Snead (Chair)
  - Bobby Cundiff (Vice Chair)
  - Billie Stockton (Voting Member)
- Finance & Human Services:
  - Billie Stockton (Chair)
  - Robert Moyer (Vice Chair)
  - Gregory Walker (Voting Member)
- Public Facilities & Special Events:
  - Robert Moyer (Chair)
  - Gregory Walker (Vice Chair)
  - Ann Love (Voting Member)
- Public Safety:
  - Gregory Walker (Chair)
  - Ann Love (Vice Chair)
  - Robert Moyer

- Public Utilities:
  - Bobby Cundiff
  - Billie Stockton
  - Jon Snead
- Streets, Sidewalks & Streetlights:
  - Ann Love
  - Jon Snead
  - Bobby Cundiff

*Let the record show that no action was taken or necessary as committee appointments are at the Mayor's discretion.*

- D. Review and consideration of appointment of Council member to Town of Rocky Mount's Planning Commission.

There was discussion regarding the necessity of appointing a Council member to the Town of Rocky Mount's Planning Commission, with Council Member Cundiff stating that he thinks personally that it leaves a lot to be desired if a Council member has two votes on an issue, with this not being fair to the public.

*Let the record show no action was taken to appoint a Council member to the Town of Rocky Mount's Planning Commission.*

- E. Review and consideration of appointment of Council member to West Piedmont Planning District Commission (WPPDC).

There was discussion regarding Council needing to appoint a Council member to replace the vacancy left by former Council Member Jerry W. Greer, Sr., who had served as one of the Council members on WPPDC. It was confirmed that Vice Mayor Walker was still serving.

There being no discussion, the Mayor entertained a motion.

***Motion Action Taken:***

*Motion was made by Council Member Stockton to appoint Jon Snead to fill the vacant space left by Mr. Greer, with motion being seconded by Council Member Cundiff. Discussion ensued. Vice Mayor Walker stated that WPPDC would really like for Mr. Greer to continue as a citizen on the board due to his longevity on WPPDC. The Mayor stated that the proper thing to do was first see if Mr. Ralph Casey (current citizen serving the board as a representation of a Town resident) is still interested in serving and also to encourage him to attend more of the meetings; and to have Council revisit this matter if Mr. Casey does not want to continue serving. The Town Manager indicated he would check into seeing if Mr. Casey still wants to serve. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.*

- F. Review and consideration of appointments to Roanoke Valley-Alleghany Regional Commission (RVARC) (one non-elected and one elected representative).

Current serving members Town Manager C. James Ervin (as non-elected member) and Bobby Cundiff (as elected member) stated they would be willing to continuing serving.

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

***Motion Action Taken:***

***Motion was made by Council Member Love to have Town Manager C. James Ervin and Council Member Bobby Cundiff continue serving on the RVARC, with motion on the floor being seconded by Council Member Snead. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.***

- G. Review and consideration of appointment of Council member to Beautification and Urban Design (BUD) Commission.

The Mayor stated that he has served on the BUD Commission and would do so if time permits. It was confirmed that the BUD Commission meets at 5:00 p.m. Based on the starting time being 5:00 p.m., the Mayor agreed to serve.

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

***Motion Action Taken:***

***Motion was made by Vice Mayor Walker for the Mayor to continue serving on the BUD Commission, 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.***

- H. Review and consideration of appointment of Assistant Town Manager as Planning & Zoning Administrator.

The Town Manager confirmed to Council that the appointment was necessary.

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

***Motion Action Taken:***

***Motion was made by Vice Mayor Walker to appoint Matthew C. Hankins (Assistant Town Manager/Community Development Director) as the Town of Rocky Mount's Planning & Zoning Administrator, with motion on the floor being seconded by Council Member Snead. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.***

- I. Review and consideration of amended item pertaining to Economic Development Authority (EDA)

Council Member Love stated that when Council set up the EDA originally, a Council member could not serve on the EDA board, and since then, Mr. Jon Snead (current

member of the EDA), is now a Rocky Mount Town Council member. It was discussed that Mr. Snead will need to submit to Council a letter of resignation, and that the Assistant Town Manager will need to submit to Council a list of names of those who would potentially like to serve on the EDA.

The Mayor requested that this be done as quickly as possible, and hopefully be able to review in August.

The Assistant Town Manager confirmed to Council that the EDA membership had been reduced down to five members.

**ADJOURNMENT**

At 5:20 p.m., motion was made by Council Member Cundiff to adjourn, seconded by Vice Mayor Walker and carried unanimously.

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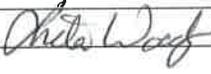
Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

## MONTHLY STAFF REPORT

<b>DATE:</b>	July 7, 2014
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director 
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	July meeting

This report contains the following monthly information for June 2014 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

Capital 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:

647 walk-in transactions

614 drive-thru transactions

1618 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING JUNE 2014**

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

**RETAIL:**

Mountain View Farms Market Thrift & Gift Shop, gift shop, 750 N. Main St.

**PROFESSIONAL:**

Absolute Accounting Service, Inc., accounting services, 240 S. Main St.

**CONTRACTOR:**

Belfor Property Restoration, job at Ply Gem

Coleman-Adams Construction Inc., Taco Bell construction

**REPAIRS / PERSONAL SERVICE:**

Jessica Alley, hair dresser, 580 Pell Ave.

Lidia Dowdy, cleaning services, 170 Windsor Dr.

Workforce Unlimited, LLC, staffing, 1656 N. Main St.

**MISCELLANEOUS:**

Ingram Home Furnishings, iterant merchant sofas and chairs

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at May 31, 2014**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
<b>Fixed Income / Bonds:</b>									
FNMA	12/26/2013	12/26/2017	500,000	98.924	494,620.00	1.01%	1.00%	3135G0SJ3	5,000.00
FNMA	9/27/2013	9/27/2017	255,000	99.902	254,750.10	70.00%	0.70%	313G0E64	1,785.00
<b>Bond Totals</b>			<u>755,000</u>		<u>749,370.10</u>	35.51% avg. return			<u>6,785.00</u>
<b>Certificates of Deposits:</b>									
Am Express Centurion		11/17/2015	225,000	101.673	228,764.25	1.72%	1.75%	02587DGX0	3,937.50
BMW Salt Lake City UT		10/11/2018	245,000	100.560	246,372.00	2.04%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA		9/27/2017	245,000	99.303	243,292.35	1.00%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn		2/20/2018	248,000	99.922	247,806.56	1.25%	1.25%	06425KBN8	3,100.00
CIT BK Salt Lake UT		10/13/2016	190,000	99.967	189,937.30	1.00%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN		8/25/2016	245,000	100.026	245,063.70	1.00%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingham		12/29/2014	230,000	100.340	230,782.00	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood		9/4/2018	245,000	100.488	246,195.60	2.04%	2.05%	254671VH0	5,022.50
Essa BK Stroudsburg PA		11/30/2016	245,000	99.677	244,208.65	1.00%	1.00%	29667RGE7	2,450.00
GE Cap Fin'l Retail		12/29/2016	245,000	102.481	251,078.45	2.04%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC		11/3/2014	245,000	99.676	244,206.20	1.95%	1.50%	38143AAP0	4,777.50
Natl Rep Chicago CTF		1/25/2016	245,000	100.357	245,874.65	0.99%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY		2/9/2015	245,000	100.148	245,362.60	0.74%	0.74%	786580YVW4	1,837.50
Security Bk Aiken SC		7/27/2016	245,000	100.109	245,267.05	1.24%	1.24%	81423LAV4	3,062.50
Sovereign Bk Willington DI		9/26/2020	245,000	100.162	245,396.90	0.74%	0.75%	84603M2V7	1,837.50
State Bk India Chicago IL		7/25/2017	230,000	101.611	233,705.30	1.52%	1.55%	856283TL0	3,565.00
<b>CD Totals</b>			<u>3,818,000</u>		<u>3,833,313.56</u>	1.33% avg. return			<u>51,307.50</u>
<b>Total Investments</b>			<u>4,573,000</u>		<u>4,582,683.66</u>	5.13% avg. return			<u>58,092.50</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Nov-13	965,054.02	0.10%
Dec-13	1,330,260.31	0.09%
Jan-14	847,014.84	0.10%
Feb-14	864,003.17	0.10%
Mar-14	1,219,124.62	0.11%
Apr-14	735,621.09	0.10%
May-14	277,966.56	0.10%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF JUNE 30, 2014**

\* contains no accruals for either year

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	(1,073)	636	574,201	568,304	585,792	98.02%
Public Service Tax	-	-	27,363	27,803	27,135	100.84%
Personal Property Tax	584	256	226,909	136,137	173,526	130.76%
Machinery & Tools Tax	-	-	96,997	102,804	105,141	92.25%
Penalties on Tax	127	86	4,054	5,084	2,500	162.18%
Interest on Tax	49	16	1,756	3,270	1,000	175.57%
Local Sales Tax	13,862	14,480	131,637	141,756	170,730	77.10%
Meals Tax	111,723	105,948	1,114,688	1,077,967	1,150,449	96.89%
Utility Tax	25,958	25,336	304,558	297,545	324,563	93.84%
Communications Tax	16,437	16,575	179,941	169,019	202,512	88.85%
Decals	-	1,613	2,890	87,563	78,597	3.68%
Bank Stock Tax	29,027	43,379	249,226	211,311	229,064	108.80%
Penalty-Meals Tax	27	416	3,304	2,887	1,750	188.81%
Interest-Meals Tax	11	35	1,508	831	500	301.60%
Lodging Tax	10,035	8,357	90,208	77,923	97,681	92.35%
Cigarette Tax	4,481	11,791	95,814	100,413	99,094	96.69%
BPOL-Retail	210,116	12,768	326,192	306,144	303,831	107.36%
BPOL-Professional	47,895	18,642	152,291	135,509	137,670	110.62%
BPOL-Contractor	3,804	1,591	22,027	14,993	12,000	183.56%
BPOL-Repairs/Services	85,492	45,763	129,076	132,596	115,059	112.18%
BPOL-Alcoholic Beverages	425	-	675	525	800	84.38%
BPOL-Penalty/Interest	521	964	6,449	2,417	1,200	537.41%
BPOL-Amusement	-	-	204	203	200	101.98%
BPOL-Utility	9,767	-	13,221	25,083	11,400	115.97%
BPOL-Miscellaneous	8,047	2,676	9,582	9,109	2,800	342.22%
Solicitor Permits	-	10	-	10	-	0.00%
Farmer's Market Fees	28	30	3,568	2,486	2,600	137.23%
Welcome Center Fees	670	520	5,840	3,985	3,000	194.67%
Planning/Zoning Fees	600	350	16,396	6,440	6,200	264.44%
Court Fines	3,435	(240)	52,640	45,437	31,088	169.33%
Parking Fines	-	-	55	470	200	27.50%
Interest Earnings	2,500	3,600	54,259	78,265	56,624	95.82%
Return Check Fees	20	100	540	840	700	77.14%
Rental of Property	-	-	420	420	420	100.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	10,654	660	-	0.00%
Mortgage Payments	256	256	2,817	2,817	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	-	750	3,000	2,000	1,500	200.00%
Security Services	720	2,250	12,615	11,160	4,000	315.38%
False Alarm Response Fees	-	-	138	-	-	0.00%
Passport Service Fees	791	998	11,695	15,376	10,800	108.28%
Police Reports	143	50	1,057	1,176	1,200	88.08%
Fingerprint Service Fees	25	-	505	350	-	0.00%
Garbage Collection Fees	7,719	9,437	75,054	100,525	109,989	68.24%
Truck Rental Program	20	30	180	120	100	180.00%
Curb & Gutter Recoveries	660	-	660	600	-	0.00%
Weed Control Charges / Mowing	-	185	292	451	-	0.00%
Miscellaneous Services	370	180	1,963	3,610	350	560.74%
Transfer from Utility Fund	-	-	426,426	-	426,426	100.00%
Donations	-	24	29	99	-	0.00%
Merchandise Sales	22	113	387	542	200	193.74%
Donations - Celeste Park	-	-	815	-	-	0.00%
Miscellaneous	-	-	6,795	11,435	300	2265.12%
Recoveries	633	25	682	4,075	1,000	68.17%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF JUNE 30, 2014**

\* contains no accruals for either year

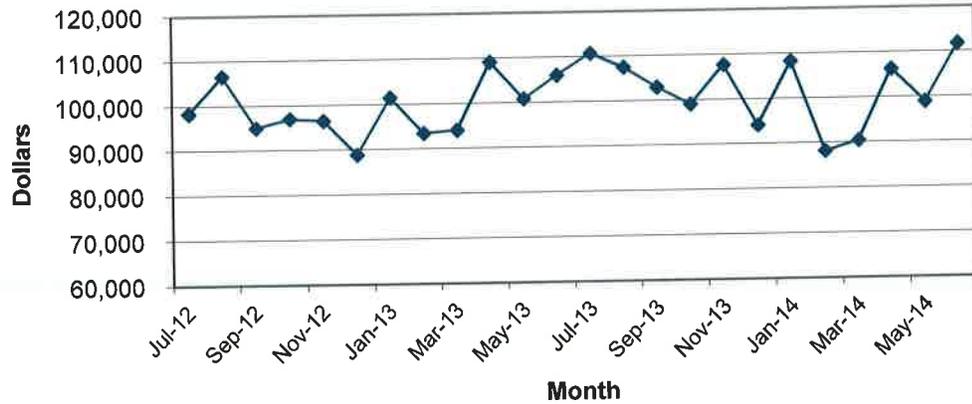
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	-	(2,078)	11,193	-	0.00%
Appropriated Fund Balance	-	-	42,149	-	2,731,293	1.54%
<b>Total Local Revenues</b>	<b>595,925</b>	<b>329,996</b>	<b>4,494,322</b>	<b>3,941,738</b>	<b>7,222,984</b>	<b>62.22%</b>
<b>GENERAL FUND - State Revenues:</b>						
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	12,635	12,000	101.12%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV Grants - Guardrails	-	-	25,386	-	-	0.00%
Local Law Enforcement	-	-	-	4,272	4,200	0.00%
DMV Mini Grants	-	-	8,732	20,491	-	0.00%
Street Maintenance	312,378	303,452	1,249,512	1,213,807	1,238,082	100.92%
VML Safety Grant	-	-	4,000	3,000	-	0.00%
Volunteer Fire Dept.	-	-	22,500	22,500	30,000	75.00%
Law Enforcement-599 Funds	27,115	27,115	108,460	108,460	108,460	100.00%
FEMA Grant	-	-	-	2,511	-	0.00%
Police Grants	-	-	700	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	10,541	-	0.00%
Dept. of Conservation & Recreation	-	-	29,632	29,632	29,632	100.00%
Other Categorical Aid-Schools	-	-	-	-	1,481,335	102.70%
<b>Total State Revenues</b>	<b>339,493</b>	<b>330,567</b>	<b>1,521,358</b>	<b>1,488,301</b>	<b>1,481,335</b>	<b>69.11%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>935,418</b>	<b>660,563</b>	<b>6,015,680</b>	<b>5,430,039</b>	<b>8,704,319</b>	<b>69.11%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	125,750	106,128	1,006,662	1,047,169	1,477,728	68.12%
gallons billed	21,354,105	19,056,608	220,177,263	224,491,033	-	-
Water Connections	3,805	-	28,878	110,406	20,025	144.21%
Reconnect Fees	800	1,125	10,295	7,130	3,000	343.17%
Penalties	1,798	1,588	20,452	19,576	20,000	102.26%
Bulk Water Purchases	591	95	7,784	2,771	2,300	338.45%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	86,021	66,640	632,027	664,963	949,284	66.58%
gallons billed	15,498,805	15,378,208	166,693,252	168,294,443	-	-
Sewer Connections	4,000	-	15,805	90,000	13,500	117.07%
Cell Tower Rent	-	-	44,343	43,951	46,349	95.67%
VML Safety Grant	-	-	-	1,000	-	0.00%
Recoveries	3,036	-	7,500	31,272	2,000	375.01%
Bond Proceeds	-	45,907	-	280,054	-	0.00%
Transfer from General Fund-neg cash& fd bal	-	-	2,240,691	-	-	0.00%
Meals Tax Transfer	-	-	514,278	514,278	514,278	100.00%
Appropriated Fund Balance	-	-	255,300	-	741,800	34.42%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>225,800</b>	<b>221,483</b>	<b>4,784,015</b>	<b>2,812,570</b>	<b>3,790,264</b>	<b>126.22%</b>



**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

Month	Collections
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
Dec-13	94,103
Jan-14	108,245
Feb-14	88,119
Mar-14	90,391
Apr-14	106,223
May-14	98,887
Jun-14	111,723

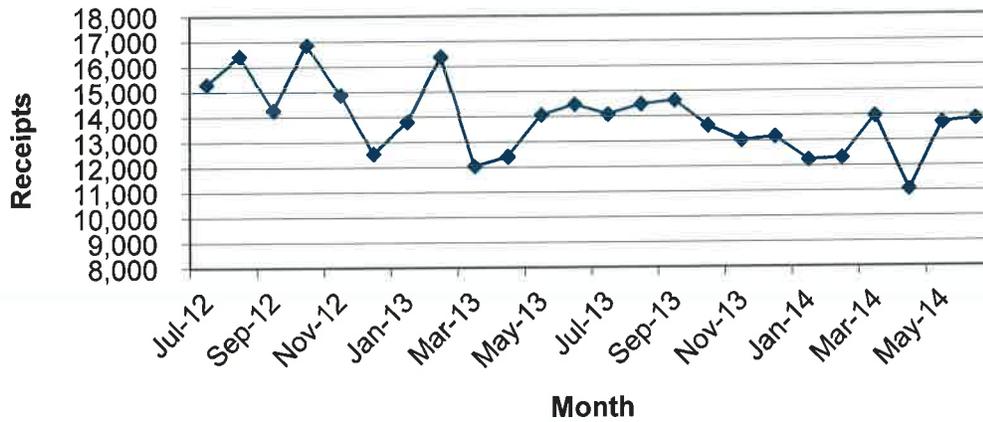
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

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
Dec-13	13,170
Jan-14	12,249
Feb-14	12,323
Mar-14	13,976
Apr-14	11,061
May-14	13,709
Jun-14	13,862

Local Sales Tax



**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JUNE 30, 2014**

\* neither year contains accruals

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	4,476	4,405	82,285	84,864	86,103	95.57%
Town Manager	14,994	14,502	201,781	195,722	200,890	100.44%
Town Attorney	-	1,844	26,884	29,463	41,250	65.17%
Finance Department	18,420	19,474	305,310	302,353	332,531	91.81%
Electorial Board	-	-	2,648	-	3,500	75.67%
Police Department	191,730	180,430	1,798,140	1,717,372	1,809,807	99.36%
Volunteer Fire Dept.	1,148	3,563	111,092	115,675	125,540	88.49%
Public Works Admin.	1,245	1,515	13,603	16,016	20,429	66.59%
Street Lights	8,432	8,183	101,957	102,438	112,454	90.67%
Traffic Control & Parking	2,866	2,424	60,896	61,535	123,033	49.50%
Streets	41,751	48,723	575,215	972,172	1,016,118	56.61%
Sidewalks & Curbs	467	647	13,244	7,082	16,163	81.94%
Grassy Hill Guardrails	-	2,350	45,378	3,470	61,624	73.64%
40 East Sidewalks/Crosswalks	1,331	-	16,978	18,510	160,198	10.60%
Street Cleaning	1,175	1,288	18,932	16,008	19,217	98.52%
Refuse Collection	9,313	9,976	156,155	146,371	156,020	100.09%
Snow Removal	-	4,466	30,634	18,104	22,508	136.10%
Municipal Building	9,229	4,325	66,351	74,519	66,922	99.15%
Emergency Services Bldg.	7,438	2,886	67,518	66,157	65,746	102.70%
Public Works Building	745	1,454	22,865	39,127	14,424	158.52%
Cemetery	1,488	1,433	20,045	16,258	15,483	129.47%
Playgrounds	947	2,700	31,727	32,729	77,089	41.16%
Veterans Memorial Park Erosion	1,140	5,584	42,799	65,362	26,251	163.04%
Pigg River Dam Safety	-	-	30,000	895	29,105	103.08%
Planning & Zoning	8,752	8,077	116,159	114,219	123,552	94.02%
Community Development	10,882	19,455	179,539	180,015	193,516	92.78%
Citizen's Square	1,495	680	27,527	15,197	13,523	203.56%
Hospitality Center	1,816	1,792	30,663	24,387	34,754	88.23%
Passport Services Expenses	72	18	2,467	2,448	2,360	104.53%
Performing Arts Venue	-	8,776	-	120,729	-	0.00%
Economic Development Authority	-	64	14,858	2,932	11,505	129.15%
Remediation of Blighted Structures	-	-	1,085	63	20,000	5.43%
<b>Non-Departmental:</b>						
Wages & Fringes	1,893	343	45,875	34,185	91,068	50.37%
Employee Wellness Program	-	-	1,347	320	1,750	76.95%
Employee Drug Testing	369	199	964	1,030	1,055	91.40%
Insurance	-	-	65,127	65,093	75,508	86.25%
Contributions to Others	-	-	21,750	51,309	22,500	96.67%
Debt Service-Principal	-	-	197,400	189,300	192,000	102.81%
Debt Service-Interest	-	-	95,273	112,968	106,829	89.18%
Transfer to Utility Fund - negative cash & f/b	-	-	2,240,691	-	-	0.00%
Transfer to Utility Fund - meals tax	-	-	514,278	514,278	514,278	100.00%
Transfer to Capital Proj. Fund-Perf Venue	-	-	2,650,947	-	2,575,000	102.95%
Transfer to Performance Operations	-	-	173,669	-	30,169	575.65%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	113,159	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>343,616</b>	<b>361,576</b>	<b>10,222,055</b>	<b>5,530,675</b>	<b>8,774,931</b>	<b>116.49%</b>

**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JUNE 30, 2014**

\* neither year contains accruals

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	9,600	6,617	124,079	180,395	192,766	64.37%
Meter Reading	2,544	2,614	33,442	35,754	44,435	75.26%
Water Plant	39,320	71,751	623,093	637,197	575,418	108.29%
Trinity Packaging Water Line Relocation	-	-	-	1,853	-	0.00%
Lilly's Leisue Utility Extension	-	-	-	10,697	-	0.00%
Dent St. Water Line Replacement	-	-	-	24,199	-	0.00%
Wastewater System Operations	6,128	6,088	135,363	112,351	147,418	91.82%
Wastewater Treatment Plant	23,317	26,931	378,565	413,193	406,706	93.08%
Utility Billing & Administration	8,853	10,155	129,627	138,912	152,173	85.18%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	4,118	-	6,548	62.88%
Insurance	-	-	21,709	21,698	25,169	86.25%
Debt Service-Principal	-	249,595	761,513	712,407	480,048	158.63%
Debt Service-Interest	-	7,544	26,936	124,819	136,405	19.75%
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%
Transfer to Capital Projects Fund - due to	-	-	628,390	-	-	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	445,054	0.00%
Depreciation	-	-	-	-	741,800	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>89,763</b>	<b>381,295</b>	<b>3,293,261</b>	<b>2,413,474</b>	<b>3,830,366</b>	<b>85.98%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Uptown Redevelopment Project	-	28,875	-	184,205	-	0.00%
Industrial Park - Site Improvements	-	-	-	-	-	0.00%
Performance Venue Renovations	212,753	30,210	2,601,441	30,210	2,500,000	104.06%
Transfer to Utility Capital Fund	-	-	-	100,000	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>212,753</b>	<b>59,085</b>	<b>2,601,441</b>	<b>314,415</b>	<b>2,500,000</b>	<b>104.06%</b>
<b>UTILITY CAPITAL FUND:</b>						
Public Works Utility Project	-	-	175,947	-	175,000	100.54%
Water Treatment Plant Utility Project - SCADA	-	-	30,971	-	45,000	68.82%
Wastewater Treatment Plant Utility Project-SCADA	-	-	21,446	-	47,000	45.63%
Transfer to Reserved Utility Capital Fund Balance	-	-	-	-	4,660	0.00%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>228,365</b>	<b>-</b>	<b>271,660</b>	<b>84.06%</b>



TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2014

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	50,000	50,000
COMMITTED:		
Aerial Fire Truck Repairs (8-12-13)	(14,000)	
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	
		VENUE RENOVATIONS (04.8123)	
		PROJECT TO DATE EXPENSES	
			Project
		This Month	to Date
Building Purchase		-	248,922.30
Design		-	138,224.58
Renovations		212,118.07	2,636,171.81
Grand Total		212,118.07	3,023,318.69
			3,023,318.69
			-

TOWN OF ROCKY MOUNT  
UTILITY BILLING  
WATER CONSUMPTION PERCENTAGES  
FOR THE MONTH OF JUNE 2014

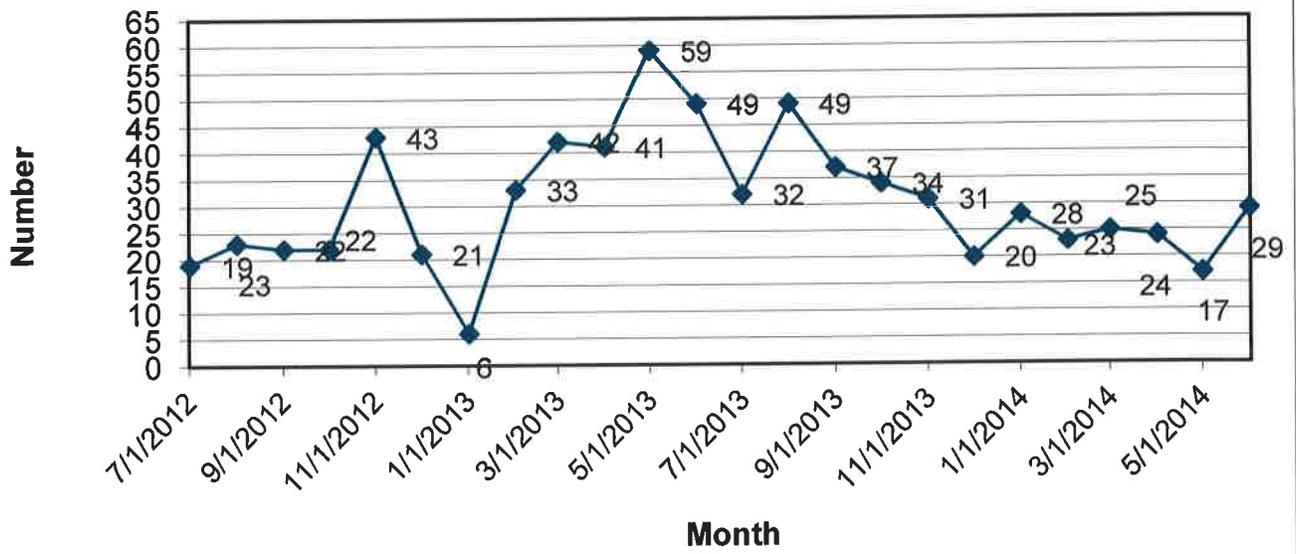
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,766	7,326,755	\$ 37,676	61%	34%	33%
COMMERCIAL	339	6,502,320	\$ 26,704	12%	30%	23%
INDUSTRIAL	48	3,332,250	\$ 11,628	2%	16%	10%
TOTAL	<u>2,153</u>	<u>17,161,325</u>	<u>\$ 76,008</u>	<u>74%</u>	<u>80%</u>	<u>66%</u>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	663	2,758,970	\$ 27,431	23%	13%	24%
COMMERCIAL	74	1,400,510	\$ 11,797	3%	7%	10%
INDUSTRIAL	2	33,300	\$ 235	0%	0%	0%
TOTAL	<u>739</u>	<u>4,192,780</u>	<u>\$ 39,463</u>	<u>26%</u>	<u>20%</u>	<u>34%</u>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,429	10,085,725	\$ 65,107	84%	47%	56%
COMMERCIAL	413	7,902,830	\$ 38,501	14%	37%	33%
INDUSTRIAL	50	3,365,550	\$ 11,863	2%	16%	10%
TOTAL	<u>2,892</u>	<u>21,354,105</u>	<u>\$ 115,471</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

TOWN OF ROCKY MOUNT  
UTILITY BILLING  
PERCENT CONSUMPTION & PERCENT REVENUE  
PER CUSTOMER CLASS  
FISCAL YEAR 2014

Month	In Town								Out of Town							
	Residential		Commercial		Industrial		Total		Residential		Commercial		Industrial		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-13	35%	33%	28%	22%	20%	13%	82%	68%	11%	23%	6%	9%	0%	0%	18%	32%
Aug-13	35%	32%	27%	22%	20%	14%	82%	68%	12%	23%	7%	10%	0%	0%	18%	32%
Sep-13	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	34%	34%	30%	23%	22%	14%	86%	72%	12%	22%	3%	6%	0%	0%	14%	28%
Jan-14	35%	32%	27%	21%	19%	12%	81%	66%	12%	23%	7%	11%	0%	0%	19%	34%
Feb-14	36%	34%	25%	20%	19%	12%	81%	66%	12%	23%	7%	11%	0%	0%	19%	34%
Mar-14	32%	33%	30%	21%	19%	12%	82%	66%	12%	23%	6%	10%	0%	0%	18%	34%
Apr-14	34%	34%	29%	22%	18%	11%	81%	66%	12%	24%	7%	11%	0%	0%	19%	34%
May-14	34%	33%	28%	21%	18%	11%	80%	65%	12%	23%	7%	11%	0%	0%	20%	35%
Jun-14	34%	33%	30%	23%	16%	10%	80%	66%	13%	24%	7%	10%	0%	0%	20%	34%
Average	34%	33%	28%	22%	20%	13%	82%	67%	12%	23%	6%	10%	0%	0%	18%	33%

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

### Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
May-14

Water Plant Finished Water Pumped		<u>30,850,000</u>
Water Consumption Billed	21,354,105	
Meters Read and Not Billed	1,059,890	
Water Obtained from Water Plant (to bill)	24,100	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	71,800	
Flow Meter Checks at Hydrants	-	
Grand Total of Water Metered / Consumed / Tracked		<u>22,509,895</u>
Percent Finished Water Accounted		72.97%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	37,400
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	20
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	900
005-1300-00-01	Mary Elizabeth Park	600
005-1343-10-01	Performance Venue	6,000
005-1384-00-01	Farmer's Market	3,500
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	870
009-2523-50-01	Emergency Services Bldg.	8,600
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	327,000
	Water Plant Process	672,000

TOTAL Meters Not Billed

1,059,890

Water Line Repairs by Public Works during the month:

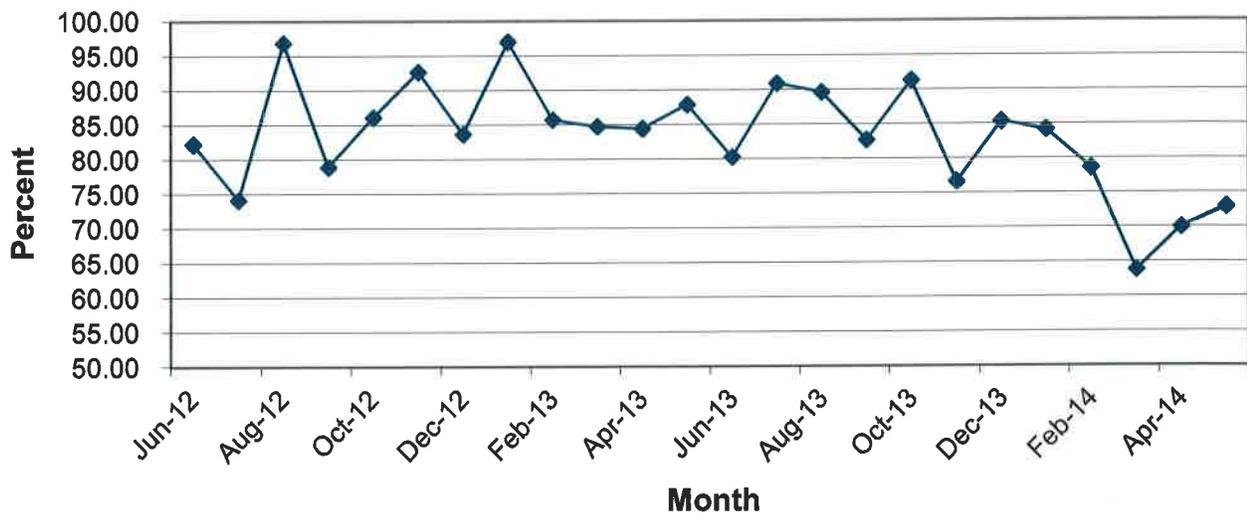
- 3/4" line on Fairlawn Drive
- 2" line on Riverview Street
- water line at Kroger parking lot

Sewer Line Repairs by Public Works during the month:

- replaced sewer line Wendover Drive

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2014						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-13	24,370,000	22,147,894	90.88%	2,222,106		
Aug-13	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	25,300,000	19,380,434	76.60%	5,919,566		
Dec-13	24,500,000	20,908,470	85.34%	3,591,530	84.41%	3,929,362
Jan-14	26,500,000	22,316,135	84.21%	4,183,865		
Feb-14	24,900,000	19,572,795	78.61%	5,327,205		
Mar-14	28,800,000	18,369,101	63.78%	10,430,899	75.53%	6,647,323
Apr-14	28,800,000	20,146,238	69.95%	8,653,762		
May-14	30,850,000	22,509,895	72.97%	8,340,105		
Jun-14				-	71.46%	8,496,934
AVG.	26,638,182	21,342,990	80.53%	5,295,192	79.78%	5,562,004
TOTAL	293,020,000	234,772,888		58,247,112		
	Monthly Avg. Percent Unaccounted =		19.47%			
	Monthly Avg. Percent Accounted =		80.53%			
	6 out of 11 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. Accounted	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Accounted
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%	19,380,434	76.60%	2,839	19,980,000	33.30%	13,992,414	70.03%
Dec-13	325.50	24,200,000	39.03%	24,500,000	39.52%	20,908,470	85.34%	2,872	29,667,000	47.85%	15,033,940	50.68%
Jan-14	353.40	26,400,000	42.58%	26,500,000	42.74%	22,316,135	84.21%	2,874	27,063,000	43.65%	16,203,465	59.87%
Feb-14	322.00	24,200,000	43.21%	24,900,000	44.46%	19,572,795	78.61%	2,880	27,664,000	49.40%	13,995,485	50.59%
Mar-14	356.50	28,800,000	46.45%	29,000,000	46.77%	18,369,101	63.34%	2,880	27,962,000	45.10%	13,146,296	47.01%
Apr-14	330.00	29,000,000	48.33%	28,800,000	48.00%	20,146,238	69.95%	2,888	28,950,000	48.25%	14,137,048	48.83%
May-14	347.20	31,870,000	51.40%	30,850,000	49.76%	22,509,895	72.97%	2,892	22,010,000	35.50%	15,498,805	70.42%
Jun-14	344.10	29,680,000	49.47%	29,860,000	49.77%				18,011,000	30.02%		
<b>AVG.</b>	<b>334.48</b>	<b>26,735,000</b>	<b>43.96%</b>	<b>26,923,333</b>	<b>44.28%</b>	<b>21,250,302</b>	<b>80.15%</b>	<b>2,870</b>	<b>24,030,917</b>	<b>39.54%</b>	<b>15,274,753</b>	<b>64.16%</b>

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

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

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.

## MONTHLY STAFF REPORT

<b>DATE:</b>	July 1, 2014
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charles Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	May 2014

The Rocky Mount Fire Department answered a total of 41 calls for the month of May 2014.

There were a total of 11 calls inside the Town limits and a total of 30 calls answered in the County.

There were a total of 854 miles traveled on all Fire Department vehicles.

The Department used a total of 63.3 gallons on gasoline, and a total of 56 gallons of diesel fuel.

There were 7 structure fires; 5 motor vehicle fires; 10 woods and grass fires; 9 motor vehicle accidents; 6 false alarms/false calls; 2 service calls (sprinklers); 1 electrical (utility pole); and 1 maintenance call.

The Department accumulated an extra 68 man hours in departmental training for the month; plus, 24 man hours in VDFP training.

The Department began its yearling hose testing operations as required by NFPA and ISO. This will continue until all hoses have been tested.

The Department set the date of June 28<sup>th</sup> for a departmental training. This training will be on water shuttle, elevated master streams, water drafting operations, and pump operations.

## MONTHLY STAFF REPORT

<b>DATE:</b>	July 2, 2014
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	David Cundiff, Chief of Police
<b>DEPARTMENT:</b>	Police Department
<b>MONTH:</b>	June 2014

The Rocky Mount Police Department would like to welcome newest Council Member "Jon Snead".

Please see attached monthly report for June statistics.

MONTHLY REPORT TO COUNCIL

DATE: **JUNE 2014**

APRIL

MAY

JUNE

	APRIL	MAY	JUNE
TRAFFIC ARRESTS	70	122	74
TRAFFIC STOPS	137	247	124
CRIMINAL ARRESTS "MISDEMEANOR"	28	34	26
CRIMINAL ARRESTS "FELONY"	11	14	20
BOLO'S (Be On Look Out)	81	123	88
TRAINING HOURS:	360	187.5	43.25
FOLLOW-UP'S	37	49	66
ALARM RESPONSES	35	39	33
ACCIDENTS INVESTIGATED (TREDS)	15	14	13
INCIDENTS ADDRESSED	1894	2410	2028
INCIDENTS, OFFENSES REPORTABLE	80	86	72
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1040	1223	1133
SCHOOL CHECKS	143	244	138
OPEN DOORS, WINDOWS, ETC. UNSECURED	5	2	5
MOTORIST AIDES	71	70	84
BREAKING & ENTERING REPORTS	2	0	0
BREAKING & ENTERING WARRANTS	2	0	0
GRAND LARCENY WARRANTS	2	0	0
UNIFORM TRAFFIC SUMMONS ISSUED	70	121	74
DUI	3	6	2
SPEEDING TICKETS ISSUED	31	44	18
COURT HOURS	24.25	39.55	29.25
SPECIAL ASSIGNMENT HOURS:	77	29	30
HARVESTOR HOURS WORKED:	49	67.5	106.50

**TRAFFIC ENFORCEMENT:**

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

### COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Bernard Road, Candlewood Apartments, Circle Drive, Claiborne Avenue, Cornell Road, Dent Street, Diamond Avenue, East Court Street, Edgemont Street, Fairlawn Drive, Goodview Street, Grassy Hill Road, Green Meadow Lane, Hatcher Street, High Street, Hillcrest Drive, Hilltop Drive, Knob Apartments, Knollwood Drive, Lakeview Drive, Law Street, Lynch Drive, Mamie Avenue, Maple Avenue, Mary Coger Lane, Mountainview Drive, Musefield Road, North Main Street, Old Franklin Turnpike, Old Furnace Road, Orchard Avenue, Oxford Circle, Pell Avenue, Perdue Lane, Scuffling Hill Road, Spring Street, State Street, Summit Drive, Sycamore Street, Trail Drive, Whitten Street, Willow Street, Windy Lane and Woodlawn Drive.
- ◇ Business Foot Patrols: Aaron's, ABC, Angle Hardware, Arrington Sports Award, Auto Zone, BFMS, Bojangle's, C Mart, Carter's Jewelry, China City, Christian Heritage Academy, Comfort Inn, Country Kids, CVS, Dairy Queen, DMV, Eagle Cinema, El Rodeo, Empire Foods, Family Dollar, Farmer's Market, Franklin County High School, Fleetwood Homes, Franklin Auto Glass, Franklin Health Care, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Goodwill, Harvester Center, Haywood's, Holiday Inn Express, Hub Restaurant, Ippy's, Kentucky Fried Chicken, Kroger, Lee M. Waid, Lowe's, Martinsville DuPont Credit Union, Mary Bethune Park, Mary Elizabeth Park, Member One, Mod-u-Kraf, Newbold, North Main Street, Old Franklin Turnpike, Papa John's, Pell Animal Clinic, PlyGem, Quizno's, Riverside Minute Market, Rocky Mount Elementary, Roses, School Board Road, Sheetz, Shell Station, South Main Street, SunTrust, Trinity Missions, Walgreens, Wal-Mart and YMCA.

### MISCELLANEOUS:

- ◇ June 3<sup>rd</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 4<sup>th</sup>, 2014 – Open Door “355 Franklin Street” Franklin County Library
- ◇ June 4<sup>th</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 5<sup>th</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 6<sup>th</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 6<sup>th</sup>, 2014 – Southern Software Training at RMPD
- ◇ June 7<sup>th</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 8<sup>th</sup>, 2014 – Provided Traffic Control “Antique Tractor Parade”
- ◇ June 11<sup>th</sup>, 2014 – RMPD Range Qualifications
- ◇ June 11<sup>th</sup>, 2014- Provided Security & Traffic Control @ Harvester
- ◇ June 12<sup>th</sup>, 2014 – RMPD Range Qualifications
- ◇ June 12<sup>th</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 13<sup>th</sup>, 2014 – Provided Security & Traffic Control @ Harvester
- ◇ June 18<sup>th</sup>, 2014 - Provided Security & Traffic Control @ Harvester
- ◇ June 18<sup>th</sup>, 2014 – Two Open Doors @ FCHS
- ◇ June 19<sup>th</sup>, 2014 - Provided Security & Traffic Control @ Harvester

- ◇ June 20<sup>th</sup>, 2014 - Provided Security & Traffic Control @ Harvester
- ◇ June 25<sup>th</sup>, 2014 – Ribbon Cutting Ceremony “Free Clinic”
- ◇ June 25<sup>th</sup>, 2014- Open Door @ Raine & Perdue Law Offices
- ◇ June 26<sup>th</sup>, 2014 - Provided Security & Traffic Control @ Harvester
- ◇ June 27<sup>th</sup>, 2014 - Provided Security & Traffic Control @ Harvester
- ◇ June 29<sup>th</sup>, 2014 – Open Door @ FCHS

**TRAFFIC CONTROL UPDATES:**

- ◇ No new updates for this month.

**INVESTIGATIONS:**

- ◇ New Criminal Investigations: 18
- ◇ New Drug Investigations: 4
- ◇ Cases Cleared: 5
- ◇ Misdemeanor charges: 3
- ◇ Felony Charges: 9
- ◇ Pending Cases: 12
- ◇ Child Abuse Cases: 0
- ◇ Search Warrants: 1
- ◇ Traffic Stops: 4
- ◇ Drug/Currency Seizures: 3
- ◇ On-Duty Court Time: 7

MEETINGS:

- ◇ June 5<sup>th</sup>, 2014 – Family Pharmacy Drop Box Emptied (Lt. Brabham & Inv. Norton)
- ◇ June 11<sup>th</sup>, 2014 – Benefits Meeting at Town Bldg. (Lt. Brabham, Sgt. Harris, Inv. Divers & Inv. Norton)
- ◇ June 19<sup>th</sup>, 2014 – Family Pharmacy Drop Box Emptied (Lt. Brabham & Inv. Norton)
- ◇ June 20<sup>th</sup>, 2014 - FRESH Meeting (Lt. Brabham)
- ◇ Southern Software Weekly Conference Calls (Lt. Brabham)
- ◇ Meetings with Commonwealth Attorney “X7” (Lt. Brabham, Inv. Divers and Inv. Norton)
- ◇ Follow up Investigation @ MCV in Richmond, VA (Inv. Divers)
- ◇ Assist Virginia State Police w/Narcotics Investigations “X15” (Sgt. Harris)

TRAINING:

- ◇ Clandestine Lab School (Sgt. Harris)

CLASSES TAUGHT:

- ◇ Gang Awareness Training @ Best Practices Court “Ferrum College” (Sgt. Harris)

**CRIMINAL ARRESTS & LOCATIONS:**

Possession of Cocaine	North Main Street
Possession of Marijuana	North Main Street
Possession of Marijuana	Tanyard Road
Possession of Marijuana	Penny Lane
Distribution of Marijuana to a Minor	North Main Street
Distribution of Marijuana on School Property	North Main Street
Driving Under the Influence	Franklin Street
Driving Under the Influence	Windy Lane
Drunk In Public	Old Franklin Turnpike (x 5)
Drunk In Public	Green Meadow Lane (x 2)
Drunk In Public	Powder Creek Lane
Motor Vehicle Theft	Orchard Avenue
Destruction of Property	Orchard Avenue
Simple Assault	Orchard Avenue
Simple Assault	Green Meadow Lane
Domestic Assault	Green Meadow Lane
Grand Larceny	Tanyard Road
Possession of a Firearm by a Convicted Felon	Woodlawn Drive
Possession of Ammunition by a Convicted Felon	Woodlawn Drive
Hit & Run	North Main Street
Trespassing	Technology Drive
Driving Revoked	Tanyard Road
Shoplifting	Tanyard Road
Shoplifting	Old Franklin Turnpike
Contribute to the Delinquency of a Minor	North Main Street

## **SPEEDING TICKETS ISSUED**

Pell Avenue (x 8)

State Street (x 3)

Bernard Road (x 2)

Green Meadow Lane

Old Furnace Road

Scuffling Hill Road

Tanyard Road

Franklin Street

## MONTHLY STAFF REPORT

<b>DATE:</b>	July 7, 2014
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Cecil R. Mason, Public Works Director
<b>DEPARTMENT:</b>	Public Works Department
<b>MONTH:</b>	June 2014

1. Read meters for three days.
2. New water services: one each 5/8"; two each 1", and 1 each 1 1/2".
3. Replaced 2 each 5/8" water meters.
4. Repaired 8" water line on Market Place Drive.
5. Repaired two each 2" water lines at Claybrook.
6. Repaired 2" water line on Belmont Drive (off of Scuffling Hill Road).
7. Swept streets: June 2, 16, 17, 30.
8. Mowed sewer and water line easements.
9. Installed 8" gate valve on water line on Coleman property (off 40 East at future Taco Bell building site).
10. During cleanup week: three days chipping.
11. Mowing right-of-ways.
12. Checked water flow at EMS (fire department and police department building) – near 150 gallons per minute.
13. Planted signposts for sidewalk project on 40 East.

## MONTHLY STAFF REPORT

<b>DATE:</b>	July 2, 2014
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton, Superintendent
<b>DEPARTMENT:</b>	Wastewater Treatment Plant
<b>MONTH:</b>	June 2014

Average Daily Flow	0.581 MGD
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	132,607 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	64.24 Tons
Rain Total      2.61 inches	Snow Total      0 inches

Request: None

Respectfully Submitted,

Tim Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	July 2, 2014
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Bob Deitrich, Water Plant Superintendent
<b>DEPARTMENT:</b>	Water Department
<b>MONTH:</b>	June 2014

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

The actual water production time (filtering of water) for the entire month averaged 11.1 hours per day, which yielded approximately 995,000 gallons of water per day. Water production has been rising since January but seems to have stabilized over the last two months.

Total Raw Water Pumped:	29.68 million gallons
Total Drinking Water Produced:	29.86 million gallons
Average Daily Production:	995,000 gallons per day
Ave Percent of Production Capacity:	50%
Flushing of Hydrants/Tanks/ FD Use:	91,000 gallons
Plant Process Water:	663,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	49,700 gallons

### **Operational Issues:**

- All routine monthly water samples were within normal parameters.
- Water demand remains high. With the plant running at our permitted limit, we are able to keep pace with current water demand with our normal schedule.
- All of our water plant operations staff took turns helping out at the WWTP while they were short staffed during the first week of June.
- The first 10 of 20 lead and copper samples have been collected and analyzed. All were within limits. 10 additional samples must be collected by the end of September. These samples, which are actually collected from customer's homes, are required every three years.

### **Repairs/Maintenance:**

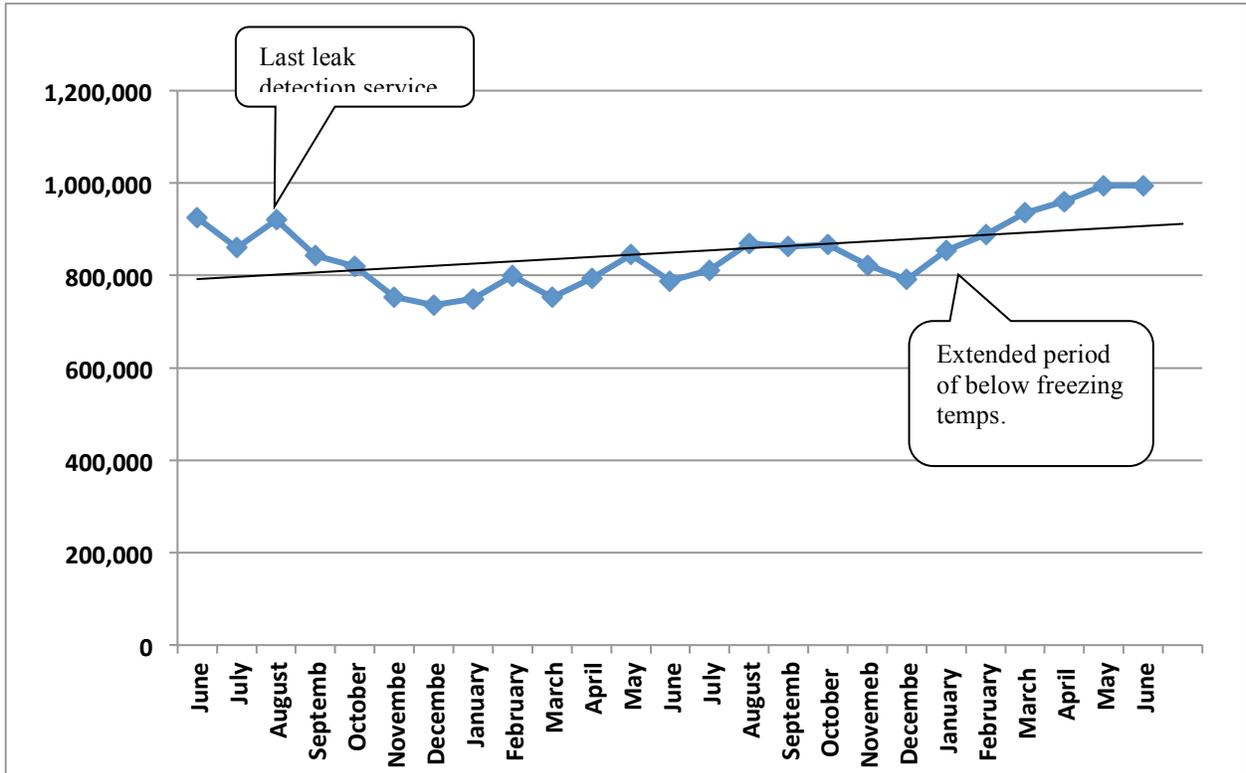
- Extensive diagnostics on our raw and filter flow meters found errors that could indicate we are over reporting finished water production approximately 7 percent. This could equate to about 2 million gallons per month. Once we have the report from the calibration technician, we will provide corrected numbers to our engineer, who will analyze all of the water streams throughout the plant to confirm these preliminary findings. I hope to have something definitive to report to council by the July meeting.

### **Upcoming:**

- We had to re-advertize for our Blackwater Dam Improvement Project. Bids are now due July 17th.
- Bleach Conversion Project – engineering plans under development
- Tank Hill Project – bid package to be prepared

## Water Plant Production in Gallons Per Day (June 2012 to June 2014)

Our average daily output seems to have leveled off; however, we are producing more water per day than we should be. Even if we determine that our reported water production numbers are higher than actual by a few percent, this would not diminish the fact that we are having to run at full capacity to keep the tanks at acceptable levels.



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	July 14, 2014
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Ms. Anitra L. Holland, Teacher &amp; Student Council Association Faculty Sponsor at Franklin County High School, has submitted a request for permission from the Rocky Mount Town Council to sponsor their annual homecoming parade on Thursday, October 16, 2014 beginning at 5:00 p.m.</p> <p>Attached is a letter from Ms. Holland that outlines the proposed route. Captain Kenneth Criner of the Rocky Mount Police Department has approved the proposed route.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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



## FRANKLIN COUNTY PUBLIC SCHOOLS

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### Franklin County High School

700 Tanyard Road ♦ Rocky Mount, VA 24151-1510  
(540) 483-0221 ♦ FAX (540) 483-5306

July 3, 2014

Rocky Mount Town Council  
Rocky Mount Municipal Building  
345 Donald Avenue  
Rocky Mount, VA 24151

Rocky Mount Town Council Members:

The Franklin County High School Student Council Association (SCA) requests permission from the Rocky Mount Town Council to sponsor its annual homecoming parade on Thursday, October 16, 2014 beginning at 5:00 p.m. SCA looks forward to continuing this tradition as it positively promotes school spirit amongst students, faculty, staff, and the community while supporting the children in Franklin County Public Schools.

Captain Ken Criner has given his support and approval of the parade. In addition, he will arrange and provide police security services along the parade route. Captain Criner has approved the following route: Exit FCHS on Perdue Lane, Left on Tanyard Road, Right on Pell Avenue, Left on North Main Street, Left on Tanyard Road, ending back at FCHS.

The SCA student officers are eager to begin working specific details for the homecoming festivities. Please support the student council and its goal to provide an opportunity for all to participate, support, and demonstrate *Eagle* pride in their schools and community. Feel free to contact me with any further questions at (540) 484-3233.

Sincerely,

Ms. Anitra L. Holland  
Teacher & Student Council Association Faculty Sponsor  
Franklin County High School

cc: Mr. Steven C. Angle, Town Mayor  
Mr. C. James Ervin, Town Manager

**From:** Patricia Keatts pkeatts@rockymountva.org  
**Subject:** Re: Request from Anitra Holland  
**Date:** July 7, 2014 at 10:26 AM  
**To:** Kenneth Criner kcriner@rockymountva.org



Thanks!

On Jul 7, 2014, at 10:04 AM, Ken Criner <[kcriner@rockymountva.org](mailto:kcriner@rockymountva.org)> wrote:

The letter from Ms. Holland is correct. The route has been approved.

Thanks, Ken

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**From:** Patricia Keatts [mailto:[pkeatts@rockymountva.org](mailto:pkeatts@rockymountva.org)]  
**Sent:** Monday, July 07, 2014 9:38 AM  
**To:** Criner, Ken  
**Subject:** Request from Anitra Holland

Attached is the letter that I just received from Ms. Holland. Please give me your final stamp of approval. This letter reflects the new starting date. I need your approval today.

Many thanks!

Begin forwarded message:

**From:** [scanner@rockymountva.org](mailto:scanner@rockymountva.org)  
**Subject:** Attached Image  
**Date:** July 7, 2014 at 10:30:57 AM EDT  
**To:** "Pat Keatts" <[pkeatts@rockymountva.org](mailto:pkeatts@rockymountva.org)>

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	July 14, 2014
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town has received a request from Blue Ridge Association for Sickle Cell Anemia (BRASCO) to hold a Sickle Cell Walk-A-Thon for Sunday, September 28, 2014.</p> <p>Attached is a letter from them that outlines the proposed route. Captain Kenneth Criner of the Rocky Mount Police Department has approved the proposed route.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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# Blue Ridge Association for Sickle Cell Anemia

B R A S C A

P.O. Box 1211

540-243-1175

Rocky Mount, VA 24151

June 25, 2014

Patricia H. Keatts, Town Clerk

345 Donald Avenue

Rocky Mount, VA 24151

Dear Ms. Keatts,

This letter is requesting and confirming the site and date for the Sickle Cell Walk-a-thon scheduled for Sunday, September 28, 2014, leaving the Farmers Market and using the route the Chief will map out, southward to the Riverside Minute Market and returning to the Market square. The time is to be determined. The event is rain or shine, but the walk may be deferred if too inclement.

Someone will attend the town meeting. We will ask for a waived deposit, as we are a non-profit organization. The telephone number is above if there are any other questions.

Sincerely,

*Fannie S. Warren*

Fannie Warren, Secretary

Josephine Edwards, President

Cc: Mary Mack, event planning for Sickle Cell Anemia 540-556-7997.

*lu*

**From:** Patricia Keatts pkeatts@rockymountva.org  
**Subject:** Re: Requests for Homecoming Parade and Sickle Cell Anemia  
**Date:** July 1, 2014 at 3:18 PM  
**To:** Kenneth Criner kcriner@rockymountva.org



Thanks.

This email should suffice in what I need. I will print one off for each request to put with cover sheet.

On Jul 1, 2014, at 3:03 PM, Ken Criner <[kcriner@rockymountva.org](mailto:kcriner@rockymountva.org)> wrote:

Both have been approved by the Police Department. Just a reminder that the FCHS Parade is on Oct. 16<sup>th</sup> at 5:00pm and the Home Coming is Oct. 18<sup>th</sup> at 8:00pm- 12:00pm.

You still need a letter on letter head for the okay?

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**From:** Patricia Keatts [<mailto:pkeatts@rockymountva.org>]  
**Sent:** Tuesday, July 01, 2014 12:12 PM  
**To:** Cundiff, David; Kenneth Criner  
**Subject:** Requests for Homecoming Parade and Sickle Cell Anemia

1. As I discussed earlier with you, Ms. Holland has requested to add to the July Council agenda their homecoming parade that I believe she said is scheduled for July 30th. I understand that you have already discussed this with her. I have requested that she send me a letter for the agenda regarding her request. Once I receive it, I will forward to you to make sure the letter is exactly what you have given her verbal approval for. Once you receive the letter and it meets your approval, I will need an email from you stating it is okay to go.

2. Late yesterday afternoon I received the attached letter from the Blue Ridge Association for Sickle Cell Anemia to also add their event to Council's July agenda for their event scheduled for September 28. I advised her this request would be pending approval from the P.D. If it meets with your approval, please send me via email your approval. In the letter they do not specify a time, stating it is to be determined. I think a telephone call coming from you may carry more weight if you want to express to her that the time element needs to be determined prior to going before Council, unless you are comfortable with working that issue out at a later time between you and them. Council's approval could be based on the time element meeting your approval. I wanted to go over the letter with the person who dropped it off (not sure who it was, but I know it wasn't Josephine Edwards, and it may have been Mary Mack), but she seemed to be in a hurry and did not want to take the time to let me review it to make sure it had everything we needed to know.

You guys are the best in helping me keep all these requests in-line with your prior approval, which is paramount before going before Council for final approval.

Begin forwarded message:

**From:** [scanner@rockymountva.org](mailto:scanner@rockymountva.org)  
**Subject:** Attached Image

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	July 14, 2014
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is a letter dated June 19, 2014 to the Mayor and Town Council from Ann Cook, Chairman of the Rocky Mount Beautification and Urban Design (BUD) Commission, requesting Council's review and consideration of appointing Mr. Dennis Headington to be appointed to a three-year term as a voting member of the BUD Commission. Mr. Headington has consented to serve if appointed.
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

**ROCKY MOUNT BEAUTIFICATION  
AND  
URBAN DESIGN COMMISSION  
19 JUNE 2014**

Mayor and Town Council  
Town of Rocky Mount  
345 Donald Ave  
Rocky Mount, VA 24151  
RE: B.U.D. Commission Appointment

Dear Mayor Angle:

At its June meeting the Commission approved the following recommendation to Town Council:

That Dennis Headington be appointed to a three-year term as a voting member of the B.U.D. Commission. He has consented to serve if appointed.

The Commission would appreciate consideration of this recommendation at the July Council meeting.

Please call me at 540-483-5738 if you have any questions or need further information.

Sincerely,



Ann Cook

Chairman

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	July 14, 2014
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	It has been many years since Town Council engaged in a retreat. The prior retreat established many long term goals and objectives, the majority of which have been accomplished. Staff proposes a facilitated retreat during either the first and second weekend in September, traveling Friday to Abingdon and working during Saturday with a representative from the Weldon Cooper Center for Government.
ACTION NEEDED:	Approval/denial of which weekend to hold retreat.

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:	July 14, 2014
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
	<p>Over the years, many developers have created small subdivisions in Rocky Mount and filed plats of record dedicating portions of land as an alley or as public access space. Though the majority of these spaces were never improved to Town standards, they exist as a mater of record and are technically referred to as “paper alleys” (they exist on paper but not in practice).</p> <p>Periodically, the Town is drawn into a dispute over such paper alleys. Examples include a request to improve and maintain them, requests to remove trees from them planted by prior homeowners, requests to enforce access, and requests to remove encroachments. The Town declines these requests because the alley was created with no permission from the Town and was never improved to the point where it could be maintained. This practice is not allowed today.</p> <p>State code has specific procedures for abandoning such paper alleys (along with any other public right-of-ways).</p> <p>I would like to have your planning staff work with your attorney to begin bringing Council actionable agenda items to implement the legal abandonment of such unimproved paper alleys.</p>
ACTION NEEDED:	Approval/denial to have the Town’s planning staff work with the Town Attorney to bring Council actionable agenda items to implement the legal abandonment of such unimproved paper alleys.

Attachment(s): No

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