



ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
NOVEMBER 9, 2015
AT 7:00 P.M.

When speaking before Town Council, please come to the podium and give your name and address for the record. Please address the Council and not the audience. If you provide Council with any documentation, please also give a copy to the town clerk prior to speaking.

◆
All cellular phones must be turned off during the Council Meeting.
◆

The Town of Rocky Mount is pleased to offer assistive listening devices for meeting attendees with special hearing needs. Please ask any staff member or the town clerk for assistance.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items (*none at this time*)
- V. Public Hearing
- VI. Approval of Draft Minutes
 - October 12, 2015 – regular meeting minutes
- VII. Approval of Consent Agenda
 - Miscellaneous Action (*none at this time*)
 - Miscellaneous Resolutions/Proclamations
 - Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
- X. New Business
 1. Street closure related to Franklin County Family YMCA Y Resolve 5K/10K event on Saturday, January 23, 2016.
 2. Rocky Mount Police Department community grant of \$2,000.
 3. DMV awarded Rocky Mount Police Department a selective enforcement – alcohol grant for \$5,103 to purchase three RADAR units.
 4. Department of Justice awarded RMPD total grant of \$4,520 for eight ballistic vests
 5. Council Planning Retreat
 6. Report on Exchange Milling fire.
- XI. Committee Reports
 1. Public Facilities and Special Events Committee Meeting Report From October 27, 2015
 2. Finance & Human Services Committee Meeting Report From November 5, 2015

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

XIII. Closed Meeting and Action

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

XIV. Adjournment

XV. Work Session

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

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

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

MONTHLY STAFF REPORT

DATE:	November 5, 2015
TO:	Rocky Mount Town Council
FROM:	Matthew C. Hankins, Assistant Town Manager
DEPARTMENT:	Planning, Zoning & Community Development
MONTH:	October 2015

Community Development Report October 2015

- Mr. Hankins coordinated the Town's storm response to Hurricane Joaquin with the town departments, county and emergency management personnel.
- Planning Commission appointment Mr. Hankins as its clerk until the permanent position is filled.
- Mr. Hankins and Mr. Gibson worked on the future land use map with the comprehensive plan consultant.
- Mr. Hankins met with the Crooked Road executive board on the agency's annual budget and with the full board for its quarterly meeting.
- Mr. Hankins worked with the County and the Roanoke Convention & Visitors Bureau to host travel writers and broadcasters from throughout the country and Canada. The writers ate in Rocky Mount and attended a show at the Harvester. Several have indicated they will be writing about the experience here, similar to the coverage we received recently in the *Dallas Morning News*.
- Mr. Hankins coordinated with several inquiries regarding the Cooper property auction on Marketplace Drive. We anticipate the new owner will be named in early November, and that some development will take place on the site which may require a rezoning consideration from the Council.
- The Microenterprise Loan Board met to consider a loan to a small business in Rocky Mount. Approval is pending.
- Mr. Hankins and Mr. Gibson met with a Virginia Tourism Corporation representative and other town and county agencies and organizations to improve direction for tourism attraction to the Town and County.
- Mr. Hankins met with all the lodging providers regarding an idea to increase funding available for marketing the Town and increasing tourism, hotel room nights and lodging tax funds.
- Mr. Hankins and Mr. Gibson interviewed potential new staff members. Second interviews will be conducted in November with an employment offer by mid-November for a full-time staff person in Community Development and by late November for a part-time receptionist position in the Town Manager's office.
- Staff approved a zoning permit for James Brumfield to add a garage and additional bedroom to 215 Knollwood; zoning compliance permits for Hometown Ice's new location on Weaver Street and a renovation of a rental property on Fairlawn Street; and a sign permit for a new sign at Rocky Mount United Methodist Church.
- Issued request for proposals for custodial services, due in late November.

MONTHLY STAFF REPORT

DATE:	November 2, 2015
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director <i>Linda Woody</i>
DEPARTMENT:	Finance Department
MONTH:	November meeting

This report contains the following monthly information for October 2015 activity:

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

Water accountability reconciliation of finished water gallons pumped vs. metered water gallons consumed

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department:

727 walk-in transactions

822 drive-thru transactions

1323 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING OCTOBER 2015**

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

REPAIR:

Moonshiners Greatroom Escape, 1109 N. Main, entertainment

**TOWN OF ROCKY MOUNT
Investment Portfolio
at September 30, 2015**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
Fixed Income / Bonds:									
FFCB	10/31/2014	8/1/2019	230,000	99.959	229,905.70	1.44%	1.44%	3133EAD62	3,312.00
FNMA	12/26/2013	12/26/2017	500,000	100.164	500,820.00	0.99%	1.00%	3135GOSJ3	5,000.00
Bond Totals			<u>730,000</u>		<u>730,725.70</u>	1.22% avg. return			<u>8,312.00</u>
Certificates of Deposits:									
Ally BK Midvale UT		12/31/2014	230,000	99.803	229,546.90	1.50%	1.50%	02006LNA7	3,450.00
Am Express Centurion		5/28/2020	245,000	98.838	242,153.10	2.07%	2.05%	02587DYH5	5,022.50
BMW Salt Lake City UT		10/11/2018	245,000	100.841	247,060.45	2.03%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA		9/27/2017	245,000	100.006	245,014.70	0.99%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn		2/20/2018	248,000	100.407	249,009.36	1.24%	1.25%	06425KBN8	3,100.00
Barclays BK Del Retail		8/20/2019	225,000	99.938	224,860.50	2.10%	2.10%	06740LHV2	4,725.00
CIT BK Salt Lake UT		10/13/2016	190,000	100.122	190,231.80	0.99%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN		8/25/2016	245,000	100.046	245,112.70	0.99%	1.00%	20143PCV0	2,450.00
Discover Bk Greenwood DL		9/4/2018	245,000	99.761	244,414.45	2.30%	2.30%	254671VH0	5,635.00
Essa BK Stroudsburg PA		11/30/2016	245,000	100.121	245,296.45	0.99%	1.00%	29667RGE7	2,450.00
Everbank Jacksonville FL		3/29/2019	245,000	99.705	244,277.25	1.50%	1.50%	29976DW3	3,675.00
First Merchants BK N A		9/30/2019	245,000	99.810	244,534.50	2.00%	2.00%	32082BDS5	4,900.00
State BK India NY NY		12/5/2014	245,000	100.415	246,016.75	2.19%	2.20%	8562843E2	5,390.00
Synchrony Bk Retail CTF		6/13/2019	230,000	100.103	230,236.90	1.99%	0.99%	87164YAP9	4,600.00
Whitney BK Gulfport MS CTF		8/18/2016	245,000	100.060	245,147.00	0.59%	0.60%	966594AF0	1,470.00
CD Totals			<u>3,573,000</u>		<u>3,572,912.81</u>	1.56% avg. return			<u>56,240.00</u>
Total Investments			<u>4,303,000</u>		<u>4,303,638.51</u>	1.52% avg. return			<u>64,552.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Sep-14	458,047.35	0.10%
Oct-14	174,602.38	0.10%
Nov-14	191,220.60	0.10%
Dec-14	333,032.97	0.10%
Jan-15	49,377.36	0.11%
Feb-15	65,977.38	0.12%
Mar-15	431,251.31	0.12%
Apr-15	448,365.07	0.13%
May-15	965,221.12	0.13%
Jun-15	1,336,421.94	0.13%
Jul-15	1,353,469.46	0.15%
Aug-15	1,427,079.03	0.17%
Sep-15	1,820,172.63	0.17%

TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF OCTOBER 31, 2015

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	2,435	620	12,548	12,503	567,382	2.21%
Public Service Tax	-	-	-	-	28,605	0.00%
Personal Property Tax	721	653	7,760	7,022	222,044	3.49%
Machinery & Tools Tax	-	-	-	-	105,563	0.00%
Penalties on Tax	299	157	4,055	2,129	3,500	115.85%
Interest on Tax	109	11	698	1,746	1,700	41.04%
Local Sales Tax	14,783	14,145	30,210	29,256	173,368	17.43%
Meals Tax	110,364	108,467	333,130	309,054	1,386,000	24.04%
Utility Tax	29,000	26,245	87,093	81,133	330,000	26.39%
Communications Tax	15,571	16,259	47,113	49,270	223,200	21.11%
Decals	-	-	-	-	-	0.00%
Bank Stock Tax	-	-	-	-	213,000	0.00%
Penalty-Meals Tax	23	287	656	751	2,000	32.82%
Interest-Meals Tax	2	1	52	131	800	6.56%
Lodging Tax	10,315	8,798	27,541	30,953	113,388	24.29%
Cigarette Tax	5,834	2,968	26,477	33,917	101,400	26.11%
BPOL-Retail	1,523	1,170	4,997	2,483	350,000	1.43%
BPOL-Professional	-	-	15,234	8,326	142,000	10.73%
BPOL-Contractor	-	65	1,563	1,131	13,750	11.37%
BPOL-Repairs/Services	20	432	4,137	2,451	131,000	3.16%
BPOL-Alcoholic Beverages	-	-	-	-	650	0.00%
BPOL-Penalty/Interest	1	65	2,779	1,625	2,000	138.94%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	-	-	-	12,000	0.00%
BPOL-Miscellaneous	50	30	150	83	2,500	6.00%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	60	36	505	669	3,000	16.83%
Welcome Center Fees	400	325	1,560	1,745	3,500	44.57%
Planning/Zoning Fees	470	225	3,218	3,505	8,000	40.22%
Court Fines	10,383	4,247	12,930	8,453	48,000	26.94%
Parking Fines	-	45	45	60	100	45.00%
Garbage Violation Fines	-	-	-	-	-	0.00%
Interest Earnings	-	4,158	-	14,860	42,576	0.00%
Return Check Fees	-	80	205	300	450	45.56%
Rental of Property	-	-	-	-	420	0.00%
Bond Proceeds	-	-	-	-	1,500,000	0.00%
Mortgage Payments	256	256	1,024	1,024	3,073	33.33%
Loan Repayment - Paving	728	728	3,638	728	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	-	-	-	0.00%
Grave Preparation	1,125	-	1,125	750	1,500	75.00%
Security Services	1,074	-	1,149	-	3,660	31.39%
Passport Service Fees	460	638	2,806	2,172	10,000	28.06%
Police Reports	118	112	316	348	1,000	31.60%
Fingerprint Service Fees	60	45	145	165	400	36.25%
Garbage Collection Fees	7,837	7,772	14,013	21,641	89,400	15.67%
Truck Rental Program	40	30	160	30	100	160.00%
Credit Card Fees	167	-	771	-	1,800	42.83%
Weed Control Fees	-	153	-	153	-	0.00%
Miscellaneous Services	-	50	23	50	100	23.21%
Transfer from Utility Fund	-	-	-	-	-	0.00%
Donations	24	6	33	34	-	0.00%
Merchandise Sales	7	27	207	126	-	0.00%
Miscellaneous	-	681	212	681	-	0.00%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF OCTOBER 31, 2015**

Community Grant-Police Dept.	2,000	-	2,000	-	-	0.00%
Recoveries	-	3	200	-	-	0.00%
Unrealized Gain on Investments	-	2,349	(1,077)	(5,983)	-	0.00%
Appropriated Fund Balance	-	-	-	-	846,822	0.00%
Total Local Revenues	216,257	202,338	651,404	625,474	6,689,951	9.74%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,748	3,645	3,600	104.12%
Litter Tax	2,640	-	2,640	2,611	2,500	105.60%
Other Categorical Aid	-	12	23	37	-	0.00%
Fire Programs	-	-	13,689	12,972	12,972	105.53%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
DMV Grants	-	-	-	-	-	0.00%
DMV Mini Grants	4,410	-	4,410	-	-	0.00%
Street Maintenance	-	-	335,840	320,971	1,309,366	25.65%
Volunteer Fire Dept.	-	-	7,500	7,500	30,000	25.00%
Law Enforcement-599 Funds	-	-	27,115	27,115	108,460	25.00%
Police Grants	-	-	-	-	-	0.00%
FEMA Grants	-	-	-	-	473,400	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Other Categorical Aid-County	-	-	100,000	-	-	0.00%
Other Categorical Aid-Schools	29,632	-	29,632	29,632	29,632	100.00%
Total State Revenues	36,682	12	578,457	458,343	2,023,791	28.58%
TOTAL GENERAL FUND REVENUES	252,939	202,350	1,229,862	1,083,817	8,713,742	14.11%
UTILITY FUND REVENUES:						
Water Sales	102,263	85,747	274,493	231,099	1,070,400	25.64%
gallons billed	22,057,466	19,485,014	64,238,013	62,584,265		
Water Connections	-	-	11,275	15,905	22,440	50.25%
Reconnect Fees	160	325	1,310	2,450	4,500	29.11%
Penalties	2,188	1,940	8,671	7,828	17,000	51.00%
Bulk Water Purchases	-	84	1,283	2,377	5,000	25.65%
Sewer Collection Charges	63,445	58,068	174,521	147,032	680,040	25.66%
gallons billed	16,375,932	14,646,574	46,881,453	46,302,325		
Sewer Connections	-	-	8,000	3,500	9,500	84.21%
Cell Tower Rent	-	1,800	11,739	13,531	47,052	24.95%
Recoveries	-	536	232	700	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Meals Tax Transfer (in fund 05 for fy 15)	-	-	-	-	-	0.00%
Transfer from General Fund	-	-	-	-	86,888	0.00%
Appropriated Fund Balance	-	-	-	-	769,000	0.00%
TOTAL UTILITY FUND REVENUES	168,056	148,501	491,523	424,421	2,711,820	18.13%
CAPITAL PROJECTS REVENUES:						
Uptown Loan Repayments	-	629	-	1,438	-	0.00%
Microenterprise Loan Payments	58	-	252	-	-	0.00%
Historic Tax Credits	-	-	-	-	-	0.00%
Bonds / Loans	-	-	-	-	-	0.00%
EDA Loan Repayment	-	-	544,829	-	-	0.00%
Transfers from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	58	629	545,081	1,438	-	0.00%

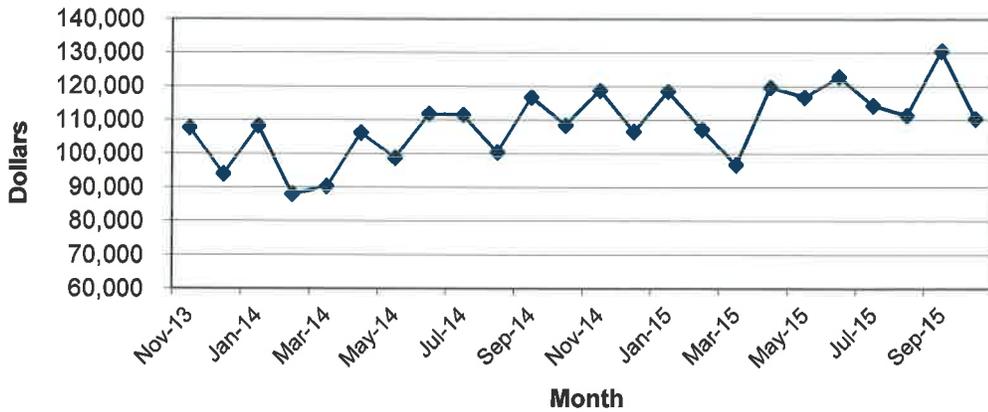
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF OCTOBER 31, 2015**

UTILITY CAPITAL REVENUES:							
Proceeds from Bond	-	-	-	-	65,000	0.00%	
Capital Recovery Fees-Water	17,854	12,736	69,253	47,789	201,696	34.34%	
Capital Recovery Fees-Sewer	15,516	12,155	55,623	42,109	195,350	28.47%	
Capital Recovery Fees-Garbage	1,650	1,659	6,642	6,645	19,945	33.30%	
Appropriated Fund Balance	-	-	-	-	47,803	0.00%	
Meals Tax Transfer (in fund 02 for fy 14)	-	39,907	-	257,139	-	0.00%	
Transfer from Other Funds	-	-	-	-	-	0.00%	
TOTAL UTILITY CAPITAL REVENUES	35,020	66,457	131,519	353,683	529,794	24.82%	
PERFORMANCE VENUE REVENUES:							
Transfers from General Fund	-	-	-	-	289,310	0.00%	
TOTAL PERFORMANCE VENUE REVENUES	-	-	-	-	289,310	0.00%	
4 months of the 12 months of the fiscal year						33.33%	

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
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
Jul-14	111,448
Aug-14	100,522
Sep-14	116,710
Oct-14	108,467
Nov-14	118,725
Dec-14	106,535
Jan-15	118,367
Feb-15	107,244
Mar-15	96,859
Apr-15	119,709
May-15	116,730
Jun-15	122,695
Jul-15	114,250
Aug-15	111,303
Sep-15	130,219
Oct-15	110,364

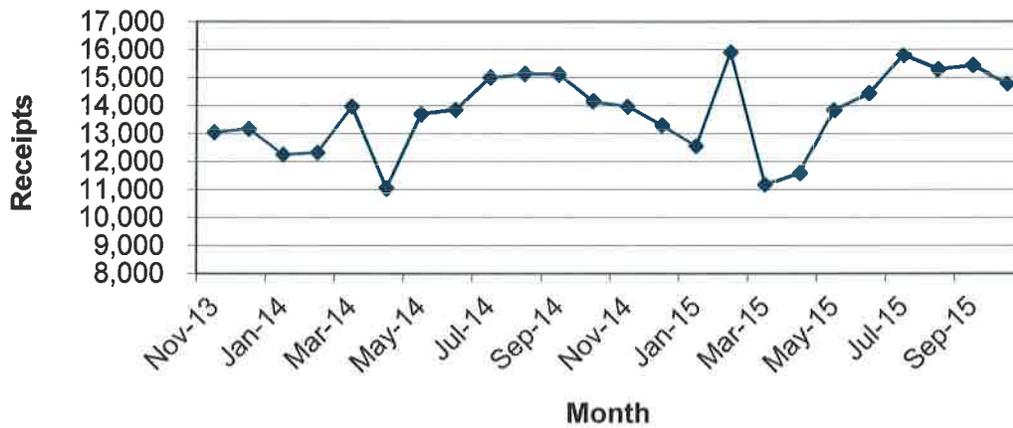
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

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
Jul-14	15,006
Aug-14	15,131
Sep-14	15,111
Oct-14	14,145
Nov-14	13,969
Dec-14	13,288
Jan-15	12,560
Feb-15	15,912
Mar-15	11,180
Apr-15	11,616
May-15	13,835
Jun-15	14,434
Jul-15	15,795
Aug-15	15,283
Sep-15	15,428
Oct-15	14,783

Local Sales Tax



TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF OCTOBER 31, 2015

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	4,305	4,480	23,847	31,418	87,008	27.41%
Town Manager	25,883	24,499	70,665	70,495	223,142	31.67%
Town Attorney	7,003	8,590	9,220	12,620	36,240	25.44%
Finance Department	24,641	27,214	115,044	115,164	331,039	34.75%
Electorial Board	-	-	-	-	2,800	0.00%
Police Department	185,203	178,943	573,852	608,347	1,968,333	29.15%
Volunteer Fire Dept.	10,193	10,812	41,848	42,708	745,978	5.61%
Public Works Admin.	1,313	828	3,411	29,885	17,133	19.91%
Street Lights	8,553	8,594	25,648	26,027	111,178	23.07%
Traffic Control & Parking	4,846	6,741	9,568	42,905	72,686	13.16%
Streets	69,100	49,669	197,927	494,276	990,287	19.99%
Sidewalks & Curbs	40	157	3,022	4,777	13,181	22.92%
40 East Sidewalks/Crosswalks	-	24,220	-	25,684	-	0.00%
Scuffling Hill Drainage	3,228	-	17,793	-	462,500	3.85%
Bernard Rd Drainage	-	-	-	-	120,000	0.00%
Street Cleaning	3,160	2,786	6,295	7,329	20,953	30.05%
Refuse Collection	12,306	11,387	54,869	50,197	202,748	27.06%
Snow Removal	-	-	341	449	29,408	1.16%
Municipal Building	6,883	9,648	18,062	25,696	137,850	13.10%
Emergency Services Bldg.	10,056	23,445	20,559	29,378	65,650	31.32%
Public Works Building	944	2,075	2,365	3,603	22,800	10.37%
Cemetery	1,438	3,246	6,947	8,162	21,023	33.05%
Playgrounds	1,862	3,414	27,430	12,236	35,670	76.90%
Gilley's Park	-	-	-	-	25,000	0.00%
Veterans Memorial Park Erosion	-	-	-	473	900,000	0.00%
Planning & Zoning	12,252	6,146	40,727	31,059	134,567	30.27%
Community Development	17,828	18,840	57,018	52,282	224,705	25.37%
Citizen's Square	1,161	3,366	4,336	6,677	14,035	30.90%
Hospitality Center	3,286	2,832	15,768	7,970	32,362	48.72%
Passport Services Expenses	6	38	577	38	2,070	27.86%
Economic Development Authority	-	40	123	40	2,000	6.16%
Remediation of Blighted Structures	-	-	-	18,125	20,000	0.00%
Non-Departmental:						
Wages & Fringes	1,816	1,907	11,972	8,910	61,852	19.36%
Employee Wellness Program	-	-	-	-	2,381	0.00%
Employee Drug Testing	219	204	219	423	1,577	13.86%
Insurance	-	-	70,531	67,853	81,567	86.47%
Contributions to Others	-	1,000	16,500	22,500	16,500	100.00%
Debt Service-Principal	-	-	-	-	220,000	0.00%
Debt Service-Interest	-	-	22,412	40,690	44,574	50.28%
New Debt Service-Principal & Interest	-	-	-	-	158,447	0.00%
Transfer to Utility Operating Fund	-	-	-	-	86,888	0.00%
Transfer to Utility Capital Fund	-	39,907	-	257,139	-	0.00%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Transfer to Performance Operations	-	-	-	-	289,310	0.00%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Harvester Operations	-	-	-	-	60,000	0.00%
Contingency - Contributions & Special Events	-	-	-	-	10,550	0.00%
Contingency - Pay Adjustments	-	-	-	-	26,913	0.00%
Contingency - to reimburse fund balance	-	-	-	-	530,837	0.00%
TOTAL GENERAL FUND EXPENDITURES	417,524	475,029	1,468,897	2,155,536	8,713,742	16.86%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF OCTOBER 31, 2015

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
WATER & SEWER FUND:						
Water System Operation	17,080	13,068	36,549	60,941	150,486	24.29%
Meter Reading	2,667	2,492	10,870	11,340	42,490	25.58%
Water Plant	66,575	49,985	161,179	161,961	605,080	26.64%
Belmont Dr. Water Line Replacement	-	-	-	30,268	-	0.00%
Wastewater System Operation	6,851	1,930	26,238	11,230	145,936	17.98%
Wastewater Treatment Plant	46,967	38,222	118,645	108,370	475,819	24.93%
Utility Billing & Administration	11,518	14,203	40,011	43,466	162,303	24.65%
Non-Departmental:						
Wages & Fringes	-	-	-	-	-	0.00%
Insurance	-	-	23,510	22,618	25,131	93.55%
Debt Service-Principal	-	-	102,000	100,000	225,000	45.33%
Debt Service-Interest	-	-	7,669	6,683	91,078	8.42%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Transfer to General Fund	-	-	-	-	-	0.00%
Contingency - Utility Operating Purposes	-	-	-	-	12,500	0.00%
Contingency - Pay Adjustments	-	-	-	-	6,997	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	769,000	0.00%
TOTAL WATER & SEWER FUND EXPENSES	151,658	119,899	526,670	556,875	2,711,820	19.42%
CAPITAL IMPROVEMENTS FUND:						
Microenterprise Loan Program	-	-	15,000	-	-	0.00%
Performance Venue Renovations	-	14,575	-	42,765	-	0.00%
Transfer to General Fund	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	-	14,575	15,000	42,765	-	0.00%
UTILITY CAPITAL FUND:						
Water Distribution Capital	-	9,500	500	9,813	20,000	2.50%
Water Treatment Plant Small Capital	20,189	10,978	22,739	15,803	-	0.00%
Oak St Water Line Replacement	-	-	751	-	-	0.00%
Orchard Ave. Water Line Replacement	4,631	-	13,085	-	-	0.00%
Pendleton Water Tanks Removal	-	-	-	-	-	0.00%
Water Treatment Plant Chlorine Conversion	193	-	123,407	-	-	0.00%
Water Treatment Plant Pump Impeller	-	-	-	-	10,000	0.00%
Water Treatment Plant Parking Lot Repaving	-	-	-	-	18,000	0.00%
Lee Waid Water Line Replacement	-	-	17,189	-	-	0.00%
220 South Water Tank Mixer	-	-	-	-	135,000	0.00%
Scuffling Hill Sewer Line	-	-	-	-	65,000	0.00%
Wastewater Plant Small Capital	-	-	-	5,200	6,000	0.00%
Hillcrest Sewer Replacement	-	-	-	-	48,000	0.00%
Wastewater Plant Clarifier Brushes	-	-	-	-	30,000	0.00%
Wastewater Plant PH Monitoring Equipment	-	-	-	-	12,000	0.00%
Non-Departmental - Utility Capital	-	-	-	-	-	0.00%
New Debt Service - Principal & Interest	-	-	-	-	7,177	0.00%
Contingency	-	-	-	-	(75,000)	0.00%
Reserved Fund Balance Transfer	-	-	-	-	-	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	25,012	20,478	177,671	30,816	276,177	64.33%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF OCTOBER 31, 2015**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations:						
Wages - Full Time	13,733	12,855	28,987	30,546	119,016	24.36%
Wages - Part Time	2,114	3,600	6,522	8,997	23,000	28.36%
Wages - Security	1,605	4,110	6,075	14,205	32,000	18.98%
Fringes	5,435	5,948	15,944	18,112	52,010	30.66%
Contractual Services	27,451	10,754	28,688	14,093	15,260	187.99%
Custodial Services	-	190	-	2,765	-	0.00%
Repairs & Maintenance	415	17	-	67	2,500	0.00%
Advertising	-	21,198	-	60,941	-	0.00%
Printing & Binding	-	953	-	2,244	-	0.00%
Postage & Delivery Services	-	39	-	343	-	0.00%
Utilities	3,224	2,298	6,268	10,452	35,000	17.91%
Communications	652	874	2,152	2,302	10,524	20.45%
Travel & Training	-	273	-	273	-	0.00%
Dues & Memberships	-	99	-	99	-	0.00%
Stipends	-	-	-	-	-	0.00%
Office Supplies	-	1,477	-	4,479	-	0.00%
TOTAL PERFORMANCE VENUE EXPENSE	54,630	64,685	94,636	169,918	289,310	32.71%
			4 months of the 12 month fiscal year			33.33%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2016

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY - GENERAL PURPOSES	50,000	12,500	60,000
COMMITTED:			
220S water tank mixer (+ \$75,000 from fund balance)			(60,000)
AVAILABLE CONTINGENCY - GENERAL PURPOSES	<u>50,000</u>	<u>12,500</u>	<u>-</u>
<hr/>			
BUDGETED FOR SPECIAL EVENTS & CONTRIBUTIONS	10,550		
COMMITTED:			
AVAILABLE FOR SPECIAL EVENTS/CONTRIBUTIONS	<u>10,550</u>		
<hr/>			
BUDGETED FOR HARVESTER PERFORMANCE CENTER	60,000		
COMMITTED:			
AVAILABLE FOR HARVESTER PERFORMANCE CENTER	<u>60,000</u>		

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF OCTOBER 2015

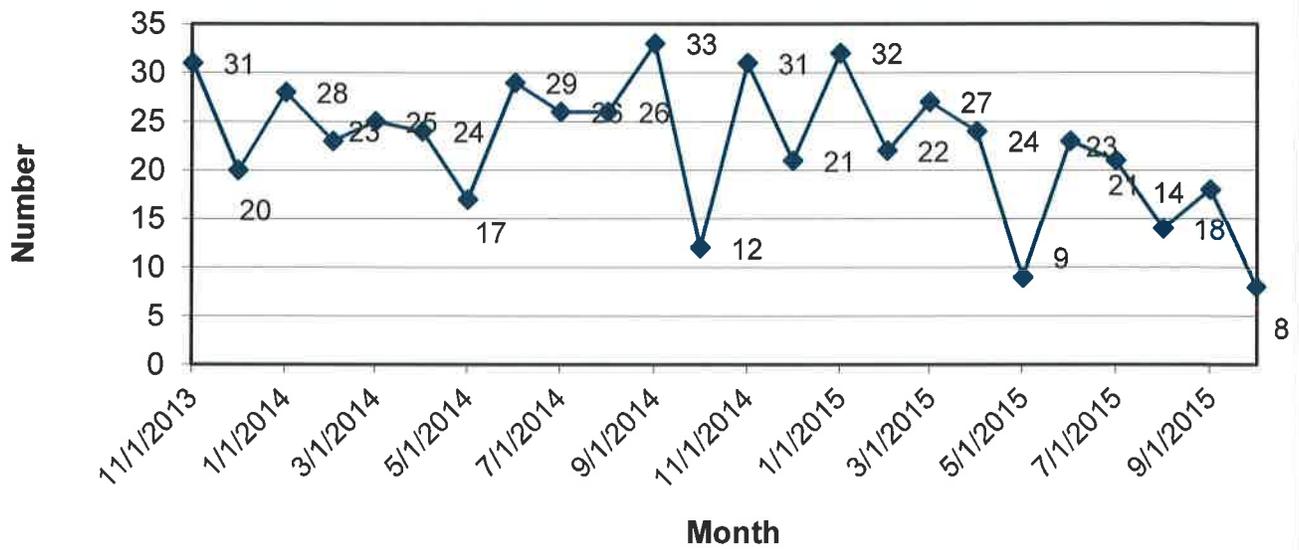
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,751	7,023,782	\$ 39,620	61%	32%	32%
COMMERCIAL	343	7,479,850	\$ 30,134	12%	34%	25%
INDUSTRIAL	48	3,659,890	\$ 12,683	2%	17%	10%
TOTAL	2,142	18,163,522	\$ 82,437	74%	82%	67%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	659	2,483,250	\$ 28,331	23%	11%	23%
COMMERCIAL	75	1,406,694	\$ 11,978	3%	6%	10%
INDUSTRIAL	2	4,000	\$ 69	0%	0%	0%
TOTAL	736	3,893,944	\$ 40,378	26%	18%	33%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,410	9,507,032	\$ 67,951	84%	43%	55%
COMMERCIAL	418	8,886,544	\$ 42,112	15%	40%	34%
INDUSTRIAL	50	3,663,890	\$ 12,751	2%	17%	10%
TOTAL	2,878	22,057,466	\$ 122,815	100%	100%	100%

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 PERCENT CONSUMPTION & PERCENT REVENUE
 PER CUSTOMER CLASS
 FISCAL YEAR 2016

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-15	34%	33%	31%	23%	16%	10%	81%	66%	12%	24%	7%	10%	0%	0%	19%	34%
Aug-15	35%	33%	30%	22%	15%	9%	80%	65%	13%	25%	7%	10%	0%	0%	20%	35%
Sep-15	34%	34%	34%	25%	14%	9%	82%	67%	12%	24%	6%	9%	0%	0%	18%	33%
Oct-15	32%	32%	34%	25%	17%	10%	82%	67%	11%	23%	6%	10%	0%	0%	18%	33%
Nov-15																
Dec-15																
Jan-16																
Feb-16																
Mar-16																
Apr-16																
May-16																
Jun-16																
Average	34%	33%	32%	24%	16%	10%	81%	66%	12%	24%	7%	10%	0%	0%	19%	34%

***NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, comercial, and industrial customers for FY 2016 (year ended 6/30/16).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
September-15

Water Plant Finished Water Pumped		<u>24,600,000</u>
Water Consumption Billed	22,057,466	
Meters Read and Not Billed	1,025,050	
Water Obtained from Water Plant (to bill)	2,200	
Water Obtained from Public Works Hydrant (to bill)	-	
Flushing Water Lines Reported to WTP or PW	123,000	
Flow Meter Checks at Hydrants	-	
Grand Total of Water Metered / Consumed / Tracked		<u>23,207,716</u>
Percent Finished Water Accounted		94.34%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	400	
001-0188-00-01	Impound Lot	-	
002-0317-20-01	Public Works Bldg	70	
002-0317-30-01	Public Works Bldg-new bldg	2,000	
004-1067-00-01	Veteran's Memorial Park	5,600	
005-1300-00-01	Mary Elizabeth Park	300	
005-1343-10-01	Harvester Performance Cent	6,000	
005-1384-00-01	Farmer's Market	1,100	
005-1457-00-01	Municipal Bldg.	3,000	
006-1710-00-01	Welcome Center / Depot	5,480	
009-2523-50-01	Emergency Services Bldg.	5,000	
011-0050-90-01	Rt 122 Pump Station	7,100	(flushing)
041-0034-00-01	WasteWater Treatment Plant	300,000	
	Water Plant Process	689,000	

TOTAL Meters Not Billed		<u>1,025,050</u>
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Water Line Repairs by Public Works during the month:

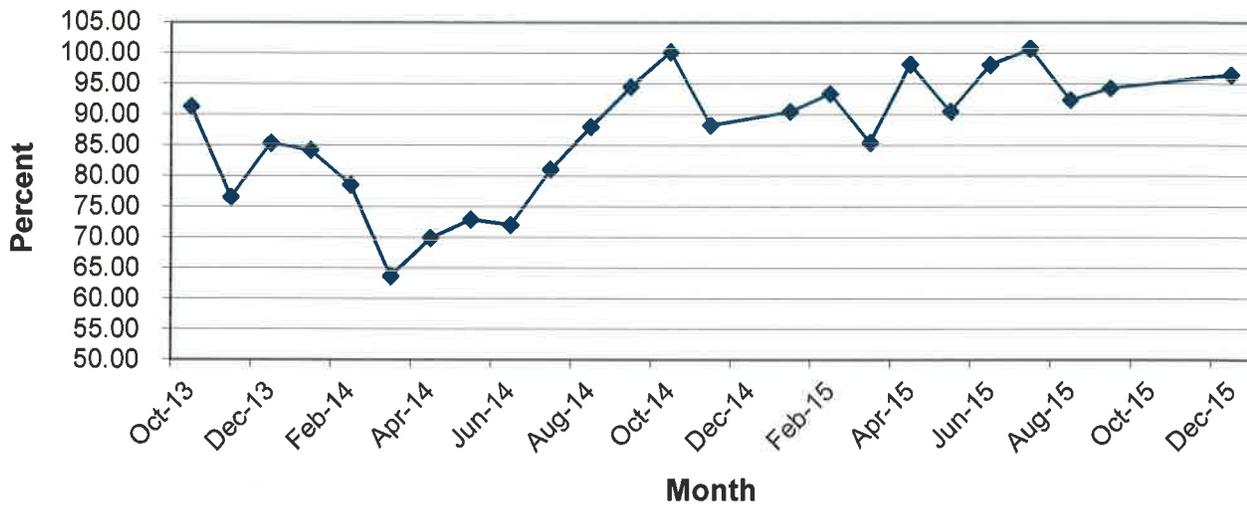
- 6" line on Green Meadow
- 8" line on Scuffling Hill

Sewer Line Repairs by Public Works during the month:

none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2016						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-15	22,100,000	22,249,622	100.68%	(149,622)		
Aug-15	25,140,000	23,225,535	92.38%	1,914,465		
Sep-15	24,600,000	23,207,716	94.34%	1,392,284	143.70%	1,052,376
Oct-15				-		
Nov-15				-		
Dec-15				-	0.00%	-
Jan-16				-		
Feb-16				-		
Mar-16				-	0.00%	-
Apr-16				-		
May-16				-		
Jun-16				-	0.00%	-
AVG.	23,946,667	22,894,291	95.80%	1,052,376	143.70%	1,052,376
TOTAL	71,840,000	68,682,873		3,157,127		
Monthly Avg. Percent Unaccounted =			4.20%			
Monthly Avg. Percent Accounted =			95.80%			
3 out of 3 months this fiscal year > 80% accountability						

Water Accountability %



**TOWN OF ROCKY MOUNT
UTILITY PROFILE
FISCAL YEAR 2016**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Accounted	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-15	294.50	22,910,000	36.95%	22,100,000	35.65%	22,249,622	100.68%	2,900	16,988,000	27.40%	15,241,932	89.72%
Aug-15	313.10	26,260,000	42.35%	25,140,000	40.55%	23,225,535	92.38%	2,900	16,523,000	26.65%	15,263,589	92.38%
Sep-15	312.00	25,830,000	43.05%	24,600,000	41.00%	23,207,716	94.34%	2,878	23,790,000	39.65%	16,375,932	68.84%
Oct-15			0.00%		0.00%					0.00%		
Nov-15			0.00%		0.00%					0.00%		
Dec-15			0.00%		0.00%					0.00%		
Jan-16			0.00%		0.00%					0.00%		
Feb-16			0.00%		0.00%					0.00%		
Mar-16			0.00%		0.00%					0.00%		
Apr-16			0.00%		0.00%					0.00%		
May-16			0.00%		0.00%					0.00%		
Jun-16			0.00%		0.00%					0.00%		
AVG.	306.53	25,000,000	40.79%	23,946,667	39.06%	22,894,291	95.80%	2,893	19,100,333	31.23%	15,627,151	83.64%

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

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

MONTHLY STAFF REPORT

DATE:	October 20, 2015
TO:	Rocky Mount Town Council
FROM:	Jeff Rakes, Fire Chief
DEPARTMENT:	Fire
MONTH:	September

The Rocky Mount Fire Department had a rather large amount of calls in the month of September. The total call amount was 41. There were 16 calls answered inside the town limits and 25 calls answered in the county.

A total of 73 gallons of gasoline and 95 gallons of diesel fuel were used for these calls.

There were 4 structure fires – 1 motor vehicle fire – 3 woods & grass fires – 20 motor vehicle wrecks – 9 false alarms – 1 debris in roadway – 3 utility pole fires.

This was the end of the quarter for the Dept. and The Rocky Mount Fire Dept. trained for a total of 82 man hours. The Dept. had its Bi-yearly CPR & First Aid training. The Dept. also tested more Fire Hose during September.

During the month of September the Fire Chief had all the Fire trucks tested (Annual Pump Testing) and every one passed with a certification.

The Rocky Mount Fire Dept. also helped out with an event at the Farmers Market. We also visited the YMCA to teach the children about Fire Safety.

MONTHLY STAFF REPORT

DATE:	November 2nd, 2015
TO:	Rocky Mount Town Council
FROM:	Chief Ken E. Criner, Jr.
DEPARTMENT:	Police
MONTH:	October

Chief Ken Criner participated in the MDA Lockup and rose close to \$500.

RMPD received a Community Policing Grant from Wal-Mart for \$2,000!

Jakes Event was held at Waid Park and several officers worked this worthy event.

Rocky Mount Police Department held its first annual "Trunk-Or-Treat" at the Emergency Services Building on October 31st, 2015 which was a huge success and a wonderful time was had by everyone.

Officer's Ryan King and Steven Burgoyne participated in a week long bike school.

Southern Software Conference was attended by Lt. Lovern, Sgt. Harris and Sgt. Divers during the month of October.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: October 2015

AUGUST

SEPT.

OCT.

	AUGUST	SEPT.	OCT.
UNIFORM TRAFFIC SUMMONS ISSUED	145	123	137
TRAFFIC STOPS	249	198	209
SPEEDING TICKETS ISSUED	69	40	28
DUI	5	6	6
COLLISIONS INVESTIGATED (TREDS)	11	21	12
MOTORIST AIDES	44	60	51
CRIMINAL ARRESTS "MISDEMEANOR"	36	48	45
CRIMINAL ARRESTS "FELONY"	23	9	8
INCIDENTS ADDRESSED	2534	2154	2257
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	85	97	59
GRAND LARCENY WARRANTS	0	0	1
BREAKING & ENTERING REPORTS	1	1	1
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	52	61	57
FOLLOW-UP'S	55	51	68
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1571	1265	1333
SCHOOL CHECKS	178	106	134
ALARM RESPONSES	42	31	27
OPEN DOORS, WINDOWS, ETC. UNSECURED	3	18	13
COURT HOURS	10	27.5	26.75
TRAINING HOURS:	199.25	189.5	530.5
SPECIAL ASSIGNMENT HOURS:	104	74.25	119.25
HARVESTER HOURS WORKED:	86.5	38.5	42
ECO/TDO	6	7	5
ECO/TDO Hours:	14.5	18.25	15.25

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 12 reportable accidents with 12 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Anderson Street, Bland Street, Candlewood Apartments, Center Street, Claiborne Avenue, Dent Street, Diamond Avenue, East Church Street, Goodview Street, Greenview Drive, Hatcher Street, Highland Hills, Hilltop Drive, Knob Apartments, Lakeview Drive, Maple Avenue, Mary Coger Lane, Mountainview Drive, Musefield Road, North Main Street, Oak Street, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Riverview Street, School Board Road, Scuffling Hill Road, Spring Street, Summit Drive, Sycamore Street, Taliferro Street, Tanyard Village, Trail Drive, Warren Street, West Church Street, Windy Lane, Wray Street and Wrays Chapel Road.
- ◇ Business Foot Patrols: Aaron's, ABC Store, Advance Auto Parts, All American Car Wash, Ameristaff, Angle Hardware, Applebee's, Arby's, Arrington Sports Awards, Auto Zone, BB& T Bank, BFMS, Bojangles, Bootleggers Café, Burger King, C-Mart, Carter Bank & Trust, Carter's Jewelry, CATCE Center, China City, Christian Heritage Academy, Church of God, Coast to Coast, Comfort Inn Cook Out, Country Kids, Cox's, CVS, Dairy Queen, Davenport Gas, Davis Law Firm, DMV, Dollar General, Dollar Tree, Dominos Pizza, Eagle Cinema, El Rio, El Rodeo, Empire Foods, Family Dollar, Family Pharmacy, Farmer's Market, Fast Stop, Franklin County High School, First Baptist Church, Fishers Auto Parts, Fleetwood Homes, Flora Funeral Service, Franklin Community Bank, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Get Ur Fix, Hardee's, Harvester Center, Haywoods Jewelry, Ippys, J & J Fashions, Kentucky Fried Chicken, Kids Korner, Kroger, Lee M. Waid, Little Ceasers, Lowe's, Mary Bethune Park, Mary Elizabeth Park, McDonalds, Member One, Mod-U-Kraf, Moose Lodge, NAPA, Newbold, North Main Street, Old Franklin Turnpike, Peebles, Pet Clinic, Plygem, Quiznos, Riverside Minute Market, Rocky Mount Elementary, Rocky Mount Public Works, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shentel, South Main Street, STEP Inc., Tanyard Road, Trinity Missions, Trinity Packaging, US Cellular, Valley Star Bank, Walgreens, Wal-Mart, Women's Shelter and the YMCA.

MISCELLANEOUS:

- ◇ October 3rd, 2015 - Open Door "Lee M. Waid School"
- ◇ October 4th, 2015 - Open Door "Subway"
- ◇ October 4th, 2015 - Open Gate "School Bus Garage"
- ◇ October 7th, 2015 - Open Door "The Crooked Stitch"
- ◇ October 9th, 2015 - FCHS Football Game
- ◇ October 10th, 2015 - Johnny Casa Run
- ◇ October 10th, 2015 - JAKES Event
- ◇ October 10th, 2015 - Open Door "FCHS"
- ◇ October 13th, 2015 - Open Door "Subway"
- ◇ October 13th, 2015 - SWAT Training
- ◇ October 17th, 2015 - Foot Patrol @ FCHS for Lords Acre Sale
- ◇ October 17th, 2015 - Instructed Defensive Tactics Class at YMCA
- ◇ October 17th, 2015 - Provided assistance with the JAKES Event
- ◇ October 21st, 2015 - Open Door "Subway"
- ◇ October 21st, 2015 - Open Door " Lee M. Waid Elementary School"
- ◇ October 22nd, 2015 - Open Door "Subway"
- ◇ October 22nd, 2015 - Open Door "Lee M. Waid Elementary School"
- ◇ October 22nd, 2015 - Open Door "5 East Court Street"
- ◇ October 23rd, 2015 - Open Door "Tanyard Road - Chinese Restaurant @ Eagle Plaza"
- ◇ October 30th, 2015 - Open Door "70 Wray Street"
- ◇ October 31st, 2015 - First Annual "Trunk-Or-Treat"

SPEEDING TICKETS ISSUED

Tanyard Road (x 11)

Pell Avenue (x 11)

State Street (x 2)

North Main Street (x 2)

Franklin Street

Smithers Street

CRIMINAL ARRESTS & LOCATIONS:

Felony Possession of a Schedule I or II Drug	Old Franklin Turnpike (x 2)
Felony Possession of Methamphetamine	Virgil H. Goode Highway
Possession of Marijuana	Old Franklin Turnpike
Possession of Marijuana	North Main Street (x 2)
Possession of Marijuana	Old Franklin Turnpike (x 2)
Possession of Drug Paraphernalia	Orchard Avenue
Felony Driving Under the Influence – 3 rd Offense	North Main Street
Driving Under the Influence – 2 nd Offense	North Main Street
Driving Under the Influence	North Main Street (x 2)
Driving Under the Influence	Tanyard Road
Driving Under the Influence	Old Franklin Turnpike
Drunk In Public	Diamond Avenue
Drunk In Public	Old Franklin Turnpike (x 3)
Drunk In Public	Windy Lane
Drunk In Public	Franklin Street
Drunk In Public	Bank Street
Refusal of Blood/Breath Test	North Main Street
Felony Assault on a Police Officer	Old Franklin Turnpike (x 2)
Obtain Money by False Pretense	Old Franklin Turnpike
Felony Shoplifting	Old Franklin Turnpike
Shoplifting	Old Franklin Turnpike (x 6)
Indecent Exposure	East Street (x 2)
File False Police Report	Diamond Avenue
Obstruction of Justice w/ Force	Old Franklin Turnpike
Destruction of Property	Old Franklin Turnpike
Violate a Protective Order	East Court Street
Simple Assault	Old Franklin Turnpike
Threaten a Person By Phone	Hatcher Street
Emergency Custody Order	Oak Street
Emergency Custody Order	Windy Lane
Emergency Custody Order	Dent Street
Emergency Custody Order	Technology Drive
Emergency Custody Order	West Church Street
Theft From Motor Vehicle	East Court Street
Violate Conditions of CHINS	North Main Street
Underage Possession of Tobacco	Technology Drive
Warrant Service – Capias	Virgil H. Goode Highway
Warrant Service – Capias	Claiborne Avenue
Felony Warrant Service	East Court Street
Misdemeanor Warrant Service	East Court Street (x 2)
Driving Suspended	South Main Street
Improper Equipment	North Main Street
Driving Revoked – DUI Related	North Main Street
Failure to Keep Right	North Main Street

MONTHLY STAFF REPORT

DATE:	November 3, 2015
TO:	Rocky Mount Town Council
FROM:	Cecil Mason, Public Works Director
DEPARTMENT:	Public Works
MONTH:	October 2015

1. Swept streets 23 – 26
2. Clean-up 4 days
3. Read meters 3 days
4. Replaced five, 5/8” meters
5. New water service in town – 1
6. Repaired 1 ¼” water line at East Church Street
7. Repaired 1 ½” water line at North Main Street
8. Repaired 6” sewer line at Oak Street
9. Repaired 4” sewer line between Pell Avenue and First Street
10. Patched pavement on School Board Road
11. Started on curb and gutter and sidewalk on Old Franklin Turnpike. Worked 3 days.
12. Patterson Brothers paved Oxford Circle, Cromwell Drive, Patterson Avenue, Oak Street, Willow Street
13. Town crew adjusted valve boxes and manholes

MONTHLY STAFF REPORT

DATE:	November 2, 2015
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	WWTP
MONTH:	October

Average Daily Flow	1.144 MGD
TSS Reduction	98.4 %
BOD Reduction	98.6 %
Leachate (F.C. Landfill)	295,024 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	101.3 tons
Rain Total 7.71 inches	Snow Total 0 inches

SCADA Alarms: 9 after hours alarms for September, all due to high flows

The Wastewater Plant came through the heavy rains with no problems. The high flows seemed to flush the sewer lines and temporarily corrected the pH issue at the plant. We expect to see the low pH issue come back when flows return back to normal.

The new doors were installed in the Headworks building on October 23. Very pleased with the work and was able to come in under budget.

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	November 4, 2015
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water
MONTH:	October 2015

Operation and Production Summary:

For October, the actual water production time (filtering of water) for the entire month averaged 9.2 hours per day which yielded approximately 720,000 gallons of water per day. More rainy days depressed water demand early in the month. Rainfall for the month measured at the water plant was 7 inches. Fall water demand is usually the lowest of the year.

Total Raw Water Pumped:	23.06 million gallons
Total Drinking Water Produced:	22.36 million gallons (800,000 gal to refill 220 South after paint)
Average Daily Production:	720,000 gallons per day
Ave Percent of Production Capacity:	36%
Flushing of Hydrants/Tanks/FD Use:	315,000 gallons
Plant Process Water:	631,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	None

Testing:

- All routine monthly bacteria samples were good. Our tank mixer at South Tank will be installed before our next official disinfection byproduct samples are due in November.

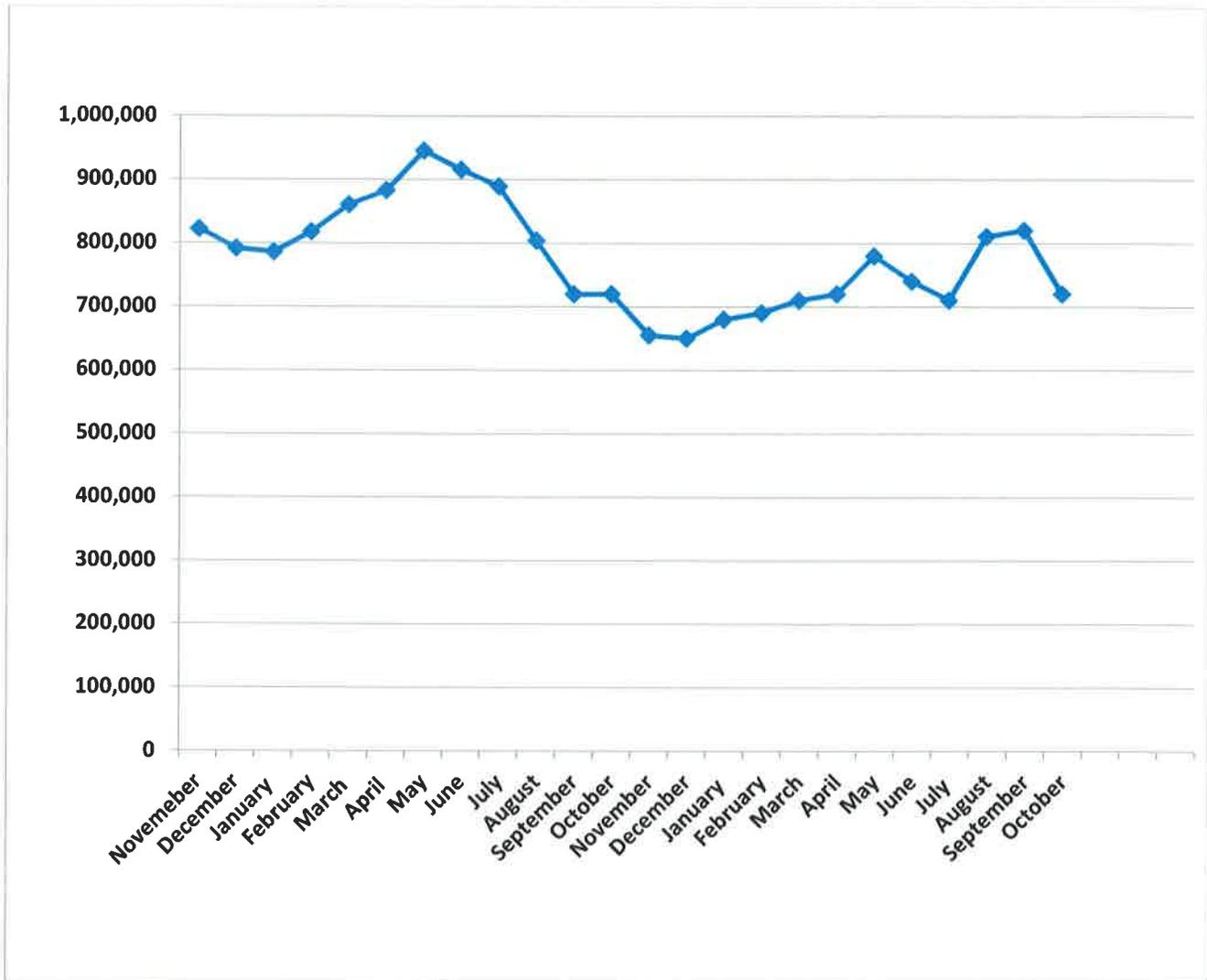
Activities / Maintenance / Improvements

- Our new bleach tank had a leak between the inner and outer containment wall. The manufacturer sent a repair crew to fix the leak. Staff drained the bleach into portable totes that we used to continue operation. Repairs took 3 days and appear to have been successful.
- Preliminary electrical work has been completed for the tank mixer and aeration system for South Tank.

Upcoming:

- Tank mixer aerator to be installed.
- After action meeting with FD regarding mill fire.

Water Plant Production in Gallons Per Day (October 2013 to October 2015)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	November 9, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The attached letter has been submitted from the YMCA regarding a 5K race on January 23, 2016. It has been reviewed by your police department.
ACTION NEEDED:	

Attachment(s):

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

11/5/15

Dear Town Council,

The YMCA will be holding a 5k race on January 23, 2016, as a fund raiser and community development event. This annual race will require the closure of the streets, following the same route that was used last year.

Our intent in writing is to gain the support of the town council for this important community event.

Sincerely,

Randy Simpson, MS

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	November 9, 2015
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STAFF MAKING REQUEST:	Linda Woody, Finance Director Ken Criner, Police Chief
BRIEF SUMMARY OF REQUEST:	The Wal-mart Foundation has awarded the Rocky Mount Police Department a community grant of \$2,000 to be used to fund local children's activities under the Community Policing Initiative. A supplemental appropriation is needed.
ACTION NEEDED:	Approval of the supplemental appropriation for \$2,000 for children's activities under the Community Policing Initiative.

Attachment(s):

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2015 through June 30, 2016, hereafter known as FY 2016;

WHEREAS, the Wal-mart Foundation has awarded the Town of Rocky Mount Police Department a grant in the amount of \$2,000, which will be used to fund local children's activities under the Community Policing Initiative, and

WHEREAS, the Town Council of Rocky Mount wishes to thank the Wal-mart Foundation for their generous grant award, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2016:

Account 01.3101.0000.0000.5410 (activities expenses)	\$2,000
Account 01.1800.9929 (grant revenue)	\$2,000

GIVEN UNDER MY HAND, THIS 9TH DAY OF NOVEMBER 2015:

Steven C. Angle, Mayor

ATTESTED:

Amy D. Gordon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	November 9, 2015
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STAFF MAKING REQUEST:	Linda Woody, Finance Director Ken Criner, Police Chief
BRIEF SUMMARY OF REQUEST:	The Virginia Department of Motor Vehicles has awarded the Town of Rocky Mount Police Department a selective enforcement – alcohol grant for \$5,103 to purchase three RADAR units. There is no required Town match. .
ACTION NEEDED:	Approval of the supplemental appropriation for \$5,103 for the purchase of three RADAR units.

Attachment(s):

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

**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2015 through June 30, 2016, hereafter known as FY 2016;

WHEREAS, the Virginia Department of Motor Vehicles has awarded the Town of Rocky Mount Police Department a selective enforcement – alcohol grant in the amount of \$5,103 to be used to purchase three RADAR units, and

WHEREAS, the Town Council of Rocky Mount wishes to thank the Virginia Department of Motor Vehicles for their generous grant award, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2016:

Account 01.3101.0000.0000.5408 (DMV grant expenses)	\$5,103
Account 01.2400.0109 (DMV mini grant)	\$5,103

GIVEN UNDER MY HAND, THIS 9TH DAY OF NOVEMBER 2015:

Steven C. Angle, Mayor

ATTESTED:

Amy D. Gordon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	November 9, 2015
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STAFF MAKING REQUEST:	Linda Woody, Finance Director Ken Criner, Police Chief
BRIEF SUMMARY OF REQUEST:	The Department of Justice has awarded the Town of Rocky Mount Police Department a total grant of \$4,520 to purchase eight ballistic vests. The Department of Justice share is \$2,260 with the matching Town share also being \$2,260. .
ACTION NEEDED:	Approval of the supplemental appropriation for \$4,520 for the purchase of eight ballistic vests.

Attachment(s):

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

**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2015 through June 30, 2016, hereafter known as FY 2016;

WHEREAS, the Department of Justice has awarded the Town of Rocky Mount Police Department a grant in the amount of \$2,260, with a match from the Town of \$2,260, to be used to purchase eight ballistic vests, and

WHEREAS, the Town Council of Rocky Mount wishes to thank the Department of Justice for their generous grant award, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2016:

Account 01.3101.0000.0000.5445 (uniforms)	\$4,520
Account 01.2400.0415 (Police grant)	\$2,260
Account 01.4100.9999 (appropriated fund balance)	\$2,260

GIVEN UNDER MY HAND, THIS 9TH DAY OF NOVEMBER 2015:

Steven C. Angle, Mayor

ATTESTED:

Amy D. Gordon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Council Planning Retreat</p> <p>It has been some time since we were able to plan a retreat to develop and cultivate a renewed vision for the Town and some actionable steps to move towards that vision. We have as a group completed much of the goals developed at the last significant Council retreat. Staff proposes a one or two day retreat in February or March, using the meeting facilities at the Harvester. Is this an item that Council wishes to pursue and if so what dates and formats work?</p>
ACTION NEEDED:	Purpose dates for a retreat.

Attachment(s):

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:	November 9, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Fire Chief Rakes and staff will give an overview of the fire at Exchange Milling including highlights of the Town's Response and some of the key items that made this battle successful.
ACTION NEEDED:	

Attachment(s):

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:	November 9, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Facilities and Special Events Committee met on October 27, 2015 to consider the proposed security updates to the Municipal Building. This item was referred to committee from the October Town Council meeting.</p> <p>The committee discussed making changes proposed in detail. The committee discussed making changes such that the end result was not making the Municipal Building less customer friendly. There was some concern raised about the percentage of cost that the engineering represented. The committee generally recommended the improvements but could not develop a consensus as to how to move forward either in detail as to which changes were essential or the timeline (now or as a budget item for next year). The committee asked that the entire Council consider this item at a work session at the November meeting.</p>
ACTION NEEDED:	

Attachment(s):

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:	
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Finance and Human Services Committee met on Wednesday November 5 to review and make recommendations on three items:</p> <p>Credit Card Fees: Your Finance Director reported that she has been advised that per our credit card acceptance agreements, passing on a fee to a customer that presents a card for a transaction is not allowed. Ceasing charging a fee would cost the Town an estimated \$2,500 a year at the current usage rate. Staff recommended ceasing the application of a fee on in person transactions, but continuing to charge it for telephone transactions (as is allowed). The committee recommended this approach to Council with an annual review by Council to determine if this program merits continuation. Mr. Cundiff would like to see the General Fund, specifically the Finance Department budget, be used to cover these fees as he does not want them to become pressure on the utility rates where by those who do not use credit/debit cards to pay the town are subsidizing those who do.</p> <p>YMCA Loan: The Committee was briefed on the YMCA's need for funds to replace heaters at their pool due to a Fire Marshal citation. The Committee recommended that no action be taken at the present and that the Town wait and see if the County will loan or supply the funds for the repair as it is their building.</p> <p>Christmas Bonuses: The Committee recommended a bonus for employees and asked that a closed session meeting be scheduled for the November meeting to consider this in detail.</p>
ACTION NEEDED:	Adopt the committee recommendation and direct staff accordingly.

Attachment(s):

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