



**ROCKY MOUNT TOWN COUNCIL**  
**AGENDA**  
**REGULAR COUNCIL MEETING**  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
**JUNE 8, 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.**  
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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
  1. Proposed Mountain Valley Pipeline
- VI. Approval of Draft Minutes
  - May 11, 2015 – regular meeting minutes
- 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
- IX. Old Business (*none at this time*)
- X. New Business
  1. Review and consideration of request of Court Days Planning Committee for road closures for portions of West Church Street and East Court Street during the June 13, 2015 Court Days event
  2. Review and consideration of proposed changes to compensation for the mayor and Council members to be effective July 1, 2016
  3. Review and consideration of request to contract with Municipal Code Corporation to recodify the Code of the Town of Rocky Mount, Virginia, with draft supplement appropriation resolution
  4. Review and consideration of authorizing the financing of various capital projects approved by Town Council in the Capital Improvement Plan for FY 2016 with resolution

- XI. Committee Reports
  - 1. Streets, Sidewalks, & Streetlights Committee report for June 2, 2015
- XII. Other Matters, Concerns and Rise 'N Shine Appearances
  - 1. Referrals from other Town of Rocky Mount Boards, Authorities, & Commissions
  - 2. *Rise 'N Shine* Appearances
- XIII. Closed Meeting and Action
  - 1. Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Manager's Office).
- 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.

**Public Hearing regarding the Proposed Mountain Valley Pipeline**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 8, 2015
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STAFF MAKING OR PRESENTING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Mountain Valley Pipeline has been in the news recently and a number of Town citizens have asked to share input with Town Council on this issue. Though the pipeline is not proposed to go through Rocky Mount, it is proposed to go through an area that is the watershed for our primary water source.</p> <p>To that end, the Town should participate in the planning and consideration process to advocate for the needs of our citizens. The first step in that process is holding a hearing so members of our community can share their ideas and proposals with Town Council.</p> <p>Preference during this hearing will be given to Town residents with non-residents being offered a chance to address Town Council if time permits.</p>
ACTION NEEDED:	None

Attachment(s): Yes. (1) Public Hearing Advertisement Affidavit of Publication

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**AFFIDAVIT OF PUBLICATION**

THE FRANKLIN NEWS-POST  
P.O. BOX 250  
ROCKY MOUNT, VIRGINIA 24151-0250  
540-483-5113

STATE OF VIRGINIA  
COUNTY OF FRANKLIN, to wit:

I, Robin Miller hereby certify that a Notice regarding

Proposed Mountain Valley Pipeline

was published in The Franklin News-Post at Rocky Mount, County of Franklin,

State of Virginia in the month(s) of May in the year 2015

on the following dates: 05/29/15

Robin A. Muth  
Display Advertising Representative

Subscribed to and sworn before me this 29<sup>th</sup> day of May 2015.

My Commission expires:

Anita Blackwell  
(Notary Public)

**COPY OF LEGAL ADVERTISING**

ANITA BLACKWELL  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #349924  
My Commission Expires Aug. 31, 2016

Total Due: \$97.24  
Run Dates: 05/29/15

→  
Over



## **Public Hearing Notice**

### **Proposed Mountain Valley Pipeline**

The Town of Rocky Mount will hold a public hearing on June 8<sup>th</sup>, as part of its regular Town Council Meeting, to take input from citizens on the proposed Mountain Valley Pipeline. The proposed pipeline route will come close to the Town of Rocky Mount. This has potential threats to our environment and potential benefits for our industries and employers. If you have input on how the proposed pipeline may impact our community or ideas for ways to mitigate potential negative impacts, please come to the hearing and share your thoughts.

**Monday, June 8, 2015  
7:00 p.m.**

**Rocky Mount Municipal Building  
345 Donald Avenue  
Rocky Mount, VA 24151**

Written comments may be addressed to the attention of the Town Clerk at the above address or emailed to [government@rockymountva.org](mailto:government@rockymountva.org). Comments received prior to the hearing will be read into the record.

**Stacey B. Sink, Town Clerk**

Any citizen who needs accommodation to fully participate in the public hearing should contact the Town Clerk at 483.7660 at least 48 hours in advance of the meeting.

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
MAY 11, 2015**

The May 11, 2015 regular meeting of the Rocky Mount Town Council (hereafter referred to as "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:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- P. Ann Love
- Robert L. Moyer
- Jon W. Snead
- Billie W. Stockton

The following staff members were present:

- Deanna Alexander, Deputy Clerk
- Allan Arrington, Lieutenant, Rocky Mount Police Department
- John T. Boitnott, Town Attorney
- Tim Burton, Waste Water Treatment Plant Superintendent
- Ken Criner, Chief of Police
- Bob Deitrich, Water Treatment Plant Superintendent
- C. James Ervin, Town Manager
- Josh Gibson, Town Planner
- Matthew C. Hankins, Assistant Town Manager
- Mark Lovern, Lieutenant, Rocky Mount Police Department
- Cecil Mason, Public Works Director
- Stacey Sink, Town Clerk
- Linda Woody, Finance Director

The meeting was called to order by Mayor Steven C. Angle.

**PLEDGE OF ALLEGIANCE**

Mayor Angle led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Additions or Corrections: None

**Motion:** To approve the agenda as presented

**Motion By:** Council Member Snead

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Love, Moyer, Snead, Stockton, Walker  
**Nays:** None  
**Action:** The presented agenda was approved by a unanimous vote

## **SPECIAL ITEMS**

***Special Item No. 1: Special recognition of former Town Clerk Patricia H. Keatts by Delegate Charles Poindexter, 9th District, Virginia House of Delegates***

Delegate Poindexter first addressed the Council and audience with a brief update regarding Virginia's revenues and expenditures for the coming year. He believes that the current estimate regarding Virginia's budget will hold. The direct aid restoration to towns should go forward as scheduled. The Virginia economy is being hurt by reductions in U.S. Department of Defense spending made by the federal government. Much of Virginia's revenue comes from the Tidewater area, and it is down significantly. From the appropriations viewpoint at the state level, the General Assembly is trying to be very cautious.

Following these brief comments, Delegate Poindexter called former Town Clerk Patricia H. Keatts forward. He then presented her with House Resolution 280 commending her on the occasion of her retirement from the Town of Rocky Mount with 25 years of service.

## **APPROVAL OF MINUTES**

Prior to the meeting, Council received the following draft minutes for review and consideration of approval: **March 30, 2015 - Special Meeting Minutes; April 13, 2015 - Regular Meeting Minutes; April 15, 2015 - Special Meeting Minutes; April 20, 2015 - Special Meeting Minutes; and May 4, 2015 - Special Meeting Minutes.**

**Minutes Additions or Corrections:** None

**Motion:** To approve the draft minutes as presented  
**Motion By:** Council Member Stockton  
**Second:** Council Member Snead  
**Ayes:** Cundiff, Love, Moyer, Snead, Stockton, Walker  
**Nays:** None  
**Action:** The presented draft minutes were approved by a unanimous vote

## **APPROVAL OF CONSENT AGENDA**

This month's consent agenda consists of the following items: **Department Monthly Reports including: Community Development Department, Finance Department, Fire Department, Police Department, Public Works Department, Waste Water Department, and Water Department.**

**Discussion:** None

**Motion:** To approve the consent agenda as presented  
**Motion By:** Council Member Love

**Second: Vice Mayor Walker**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The consent agenda was approved by a unanimous vote**

## **HEARING OF CITIZENS**

Let the record show that prior to the meeting no citizen contacted the Town asking to address Council. Mayor Angle opened the floor to any citizen wishing to speak. Let the record show that no one came forward.

Town Manager Ervin noted that one individual did contact the Town about speaking about the proposed Mountain Valley pipeline, but since Town Council is planning to have a public hearing on the matter at the June meeting, this individual agreed to hold his comments until that meeting.

## **OLD BUSINESS**

***Old Business Item No. 1: Review and consideration of reappointment of certain Planning Commission Members for terms ending June 30, 2019***

Staff Report by Assistant Town Manager Hankins: Planning Commission Members Ina Clements, Derwin Hall, John Speidel, and John Tiggle have appointment terms which will expire on June 30, 2015. All have expressed an interest in re-appointment, should it be Council's pleasure.

General Discussion: None

**Motion: To reappoint the planning commissioners listed for another four-year term, ending June 30, 2019**

**Motion By: Council Member Moyer**

**Second: Vice Mayor Walker**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: Planning Commission Members Clements, Hall, Speidel and Tiggle were reappointed for additional four-year terms, ending June 30, 2019**

## **NEW BUSINESS**

***New Business Item No. 1: Adoption of the Town of Rocky Mount Budget for Fiscal Year Ending June 30, 2016 and approval of "Town of Rocky Mount FY 2016 Appropriation Resolution"***

Staff Report by Town Manager Ervin: Town Manager Ervin noted that the annual budget is presented as it has been created over the past several work sessions. A simple majority vote is

needed for the appropriation resolution and adoption of the budget. A super majority vote will be needed for the tax rates resolution in New Business Item No. 2.

General Discussion: Council Member Cundiff advised that he requested information regarding the Harvester Performance Center three weeks ago. He will not vote to approve the budget until he sees a quarterly report for the Harvester Performance Center.

**Motion: To adopt the FY 2016 Budget and to approve the appropriation resolution as presented**

**Motion By: Council Member Love**

**Second: Vice Mayor Walker**

**Motion Discussion: None**

**Ayes: Love, Snead, Stockton, Walker, Angle**

**Nays: Cundiff, Moyer**

**Action: The Town of Rocky Mount Budget for Fiscal Year ending June 30, 2016 and the "Town of Rocky Mount Appropriation Resolution for FY 2016" were adopted and approved by a vote of five in favor and two in opposition**

***New Business Item No. 2: Adoption of Town of Rocky Mount Tax Rates and Fees for FY 2016 and approval of "Town of Rocky Mount FY 2016 Tax Rates and Fees Resolution"***

Staff Report by Finance Director Woody: Tax rates for Fiscal Year 2016 are:

- Real Estate, 13 cents per \$100 of assessed value
- Personal Property, 51 cents per \$100 of assessed value
- Machinery & Tools, 17 cents per \$100 of assessed value
- Interest Rate of 10% per annum
- Other taxes and fees as listed.

The town manager advised there were no increases over last year.

General Discussion: None

**Motion: To adopt the tax rates and fees for FY 2016 and approve the Tax Rates and Fees Resolution as presented**

**Motion By: Council Member Snead**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker, Angle**

**Nays: None**

**Action: The Town of Rocky Mount Tax Rates and Fees for FY 2016 and the "Town of Rocky Mount Tax Rates and Fees Resolution for FY 2016" were approved and adopted by a unanimous vote**

***New Business Item No. 3: Review and consideration of request of Lauren Judson to hold Eagle Strut 5K and 10K events on Saturday, September 12, 2016***

Staff Report by Town Manager Ervin: Lauren Judson with Franklin County High School has requested to hold the annual Eagle Strut 5K and 10K run on Saturday, September 12, 2015

beginning at 8:00 a.m. Ms. Judson met personally with Lt. Lovern of the Rocky Mount Police Department to discuss safety measures for the event. Lt. Lovern approves of the race course, and his memo detailing the Police Department's plans for event control is included in the packet.

Comments of Requester: Lauren Judson and Allison Lynch spoke on behalf of the Franklin County High School Senior Class. Their request is to hold the 5K and 10K races on September 12. This is a rain or shine event. Proceeds support the senior class.

General Discussion: None

**Motion: To approve the event as presented**

**Motion By: Council Member Snead**

**Second: Council Member Love**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker,**

**Nays: None**

**Action: The request of Lauren Judson was approved as presented by a unanimous vote**

***New Business Item No. 4: Review and consideration of request of Southwest Virginia Antique Farm Days to hold annual kick-off tractor parade on Sunday, June 14, 2015***

Staff Report by Town Manager Ervin: Mr. Ray A. Agee, Tractor Parade Coordinator for the Southwest Virginia Antique Farm Days organization has submitted an official request to hold its annual kick-off parade around Town on Sunday, June 14, 2015.

The parade route, which begins at Lowe's, is documented in the letter from Mr. Agee, which is included in the Council packet. As usual, this year's parade will include a one-hour stop at Trinity Mission.

Lt. Lovern with the Rocky Mount Police Department has reviewed and approved this request. His email regarding the event is also included in the packet for Council's consideration.

Comments from Requester: Mr. Ray Agee asked Council for permission to have a tractor parade from Lowes to Trinity Mission then back to Lowes. He said the Police Department did a great job helping them last year, and he would like to do the same thing again. Last year there were twelve tractors. This year he is expecting approximately twenty.

General Discussion: None

**Motion: To approve the request of Southwest Virginia Antique Farm Days as presented**

**Motion By: Council Member Moyer**

**Second: Council Member Cundiff**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The request of Southwest Virginia Antique Farm days to hold a tractor parade was approved as presented by a unanimous vote**

***New Business Item No. 5: Review and consideration of request of the Franklin County Historical Society for street closures dueing its annual Veterans Memorial Day event on Saturday, May 30, 2015***

Staff Report by Town Manager Ervin: Linda Stanley, Special Projects Coordinator for the Franklin County Historical Society has submitted a request for street closures near the courthouse on Saturday, May 30, 2015 in reference to the Historical Society's annual Veterans Memorial Day event.

Details of the requested road closures are outlined in Ms. Stanley's letter which is included in the Council packet.

Chief Criner and Lt. Lovern reported that they met with Mrs. Stanley today regarding her event, and there will be no issues with monitoring the street closure. They are aware that this event is on the same day as the Franklin County High School graduation and do not feel that it will pose any conflicts.

Mrs. Stanley was not present for the meeting.

General Discussion: None

**Motion: To approve the request of the Franklin County Historical Society as presented**

**Motion By: Vice Mayor Walker**

**Second: Council Member Snead**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The request of the Franklin County Historical Society for street closures was approved as presented by a unanimous vote**

***New Business Item No. 6: Review and consideration of changes to Town of Rocky Mount Development Fee Schedule for fees pertaining to site plan review***

Staff Report by Assistant Town Manager Hankins: Since last July, Franklin County now performs all Stormwater and Erosion & Sediment Control inspections for the Town of Rocky Mount. This change occurred following a state legislative and federal regulatory change in stormwater regulations which made it too costly for the Town to continue managing its own program. Due to this change, the Development Fee Schedule needs to be adjusted to delete references to Erosion & Sediment and to adjust related pricing accordingly, considering that developers now face charges for those other services from the County. A suggested Development Fee Schedule revision is included in the Council packet.

General Discussion: Non

**Motion: To approve the proposed fee schedule as presented**

**Motion By: Vice Mayor Walker**

**Second: Council Member Moyer**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action:** The changes to the Development Fee Schedule were approved as presented by a unanimous vote

***New Business Item No. 7: Review and consideration of supplemental appropriation resolution for funds received from Byrne Justice Assistance Grant benefitting the Rocky Mount Police Department***

Staff Report by Town Manager Ervin: The Virginia Department of Criminal Justice Services has awarded the Rocky Mount Police Department a Byrne Justice Assistance Grant for \$5,911 with a local cash match of \$657 for a total award of \$6,568 to be used for supplies or equipment. Replacement bullet-proof vests will be purchased with these grant funds. A supplemental appropriation resolution is needed.

General Discussion: Mayor Angle questioned if the award amount is dependent upon a formula, or population, or some other matter. Chief Criner advised that the state dictates the amount.

**Motion:** To approve the supplemental appropriation resolution for the Byrne Justice Assistance Grant as presented

**Motion By:** Council Member Love

**Second:** Council Member Cundiff

**Motion Discussion:** None

**Ayes:** Cundiff, Love, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** The supplemental appropriation resolution for the Byrne Justice Assistance Grant was approved as submitted by a unanimous vote

***New Business Item No. 8: Review and consideration of 3-year audit services contract with Robinson, Farmer, Cox and Associates***

Staff Report by Town Manager Ervin: A proposed audit contract with Robinson, Farmer, Cox Associations is included in the Council packet. The Town's current auditors, have submitted an additional 3-year proposal for audit services. This will cover the Town's audits for Fiscal Years 2015, 2016, and 2017.

The town manager noted that the Town received proposals from four entities. However, Robinson, Farmer, Cox Associates submitted the best proposal. The finance director recommends acceptance of the audit proposal with Robinson, Farmer, Cox Associates.

General Discussion:

- Mayor Angle confirmed this is the same audit firm the Town currently uses.
- Finance Director Woody confirmed that the firm has been very easy to work with.
- Vice Mayor Walker questioned if a 3% fee increase is typical, with the finance director advising that it is.
- Town Manager Ervin noted that only two of the submitting firms had municipal experience, with Robinson, Farmer, Cox Associates having the most qualifying experience.

**Motion:** To approve the 3-year audit services contract with Robinson, Farmer, Cox Associates as presented

**Motion By:** Council Member Stockton

**Second: Council Member Snead**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The request to enter into a 3-year audit services contract with Robinson, Farmer, Cox Associates was approved by a unanimous vote**

***New Business Item No. 9: Review and consideration of request of Finance Department to purchase new computer hardware using excess FY 2015 funds***

Staff Report by Town Manager Ervin: The FY 2015 budget (current year) had \$19,000 in the Finance Department for the cost of hardware for the acceptance of credit cards. \$2,260 was spent for the card readers, the LAN lines needed, and the PCI (compliance) first year subscription. No other hardware was needed for this project. That left a balance of \$16,740.

The existing computers in the Finance Department are four years old. Rather than put this an item in the FY 2017 capital budget, staff would like to utilize the leftover budgeted funds in FY 2015 to replace five office computers with updated technology in either desk top or lap top computers for \$9,144, to replace 2 desk printers for \$800, and to replace the main office printer, which runs reports from the financial system on the AS 400, for \$2,427. These items are estimated at \$12,371.

The town manager advised he is asking Council's blessing prior to using the funds. He supports the expense but thinks it is a large enough expense for Council to have say over it.

General Discussion:

- The current computers are 4 years old.
- Typically get computers off of state contract or at a better price through the Town's local IT contractor.
- No software to buy. The Town already owns licenses to Microsoft Office, and the rest is basically in the Cloud.
- Vice Mayor Walker questioned how much maintenance is done on office printer with Finance Director Woody advising usually three or four times a year, whenever there is trouble with the machine.
- Mayor Angle questioned if the needed service is because it so old it messes up and needs replacing, with the finance director advising the machine gets used a lot and repairs are usually for some mechanical issue.
- Mayor Angle questioned if this is approved, would there still be excess funds to roll over, with the town manager confirming there would be funds left over.

**Motion: To approve the request of the Finance Department as presented**

**Motion By: Council Member Moyer**

**Second: Council Member Snead**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The request of the Finance Department to use excess FY 2015 funds to update computer equipment for the department was approved, as presented, by a unanimous vote**

***New Business Item No. 10: Discussion and review of proposed revisions to the Town of Rocky Mount refuse collection rules***

Staff Report by Town Manager Ervin: Enclosed in the Council packet are revised rules to be adopted on July 1, 2015 regarding the Town's refuse collection process. These rules will be adopted under the Finance Department's general authorization to formulate rules and policies to implement the services authorized by Town Council.

Council's input on these rules is sought to make them as effective and fair as possible.

Town Manager Ervin noted the following rule highlights:

1 - Must use bag and lid.

2 - A violation of the rules (such as disposing of improper materials, or improperly securing garbage) will result in a \$10 fine. Town staff will still clean up/remove violating garbage. This has come about due to infrequent, but regular, complaints about the issue. The Town has always had rules, but has never had an enforcement mechanism. 99% if citizens follow the rules.

3 - Special rule section for used syringes. The town clerk is working to obtain sharps boxes and provide them to anyone for free. Staff is also currently looking for a place for citizens to dispose of sharps containers.

The town manager noted he is asking for Council's input. He would like to see a July 1 effective date. Plans to do a mailing to all customers, probably a stand-alone mailing rather than an insert in the water bill. One of the biggest issues is commercial entities that do work at citizens homes and then dispose of commercial waste at the curb. Contractors are required to remove their own waste.

General Discussion:

- Council Member Cundiff clarified that it is \$10.00 per occurrence, not just \$10.00 for the month.
- He also noted that he has spoken with some of the guys on the trash truck about what they encounter on a daily basis, as they are the ones picking it up. He thinks the rules and fees are fair.
- Mayor Angle likes the availability of the red sharps boxes.
- Vice Mayor Walker confirmed that there will be no warnings to citizens, with the town manager advising that the letter with the rules will be the only warning.

**Motion: Motion to institute these rules**

**Motion By: Council Member Cundiff**

**Second: Council Member Love**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The institution of proposed new garbage collection rules were approved as presented by a unanimous vote**

***New Business Item No. 11: Review and consideration of approval of Memorandum of Understanding to Retainer Agreement between the Town of Rocky Mount and Thompson & Litton, Inc. for engineering services for the Scuffling Hill Road Improvement Project***

Staff Report by Assistant Town Manager Hankins: With passage of the budget, the Town Council has approved funding for the Scuffling Hill Road curb, gutter and drainage improvement project. With funding approved, the next necessary step is to consider the engineering contract with Thompson & Litton so the firm can complete project engineering.

The amount quoted is \$89,500, and procurement requirements have been met under the Town's general engineering services agreement. This falls into the standard range of pricing for engineering services projects like this. This work will not be billed until after the beginning of the new fiscal year, and 50 percent of the amount (\$44,750) is reimbursable under the revenue sharing agreement with VDOT.

In order to complete this project in a timely fashion, staff respectfully recommends approval of the contract, which is included in the Council packet.

Assistant Town Manager Hankins noted that the fee for the contract is roughly 9% of the total project cost, which is typical of a project of this scope. He would like to move forward with procuring the engineering services and noted that the Town would be billed July 1.

General Discussion:

- Mayor Angle questioned if both sides of Scuffling Hill Road will be adjusted, with Assistant Manager Hankins noting that both sides of the hill from Old Fort to Grayson are planned. Truck traffic will be studied as part of the engineering.
- Town Manager Ervin noted that it was 2010 when the Town asked Thompson & Litton to take the first look at the issue. The figures have been updated since then to \$980,000, with half coming from VDOT and half from the Town. Staff plans to try to stretch the money out as best as possible, and may bring it back before Council depending on the outcome. If managing the water turns out not to be so expensive, then the Town may be able to reduce the overall cost of the project or extend the project out further.
- Council Member Cundiff questioned if the cost includes putting a sewer line in as the work goes, with Town Manager Ervin advising yes, the engineering cost includes the work for the sewer line.

**Motion: To approve the Memorandum of Understanding with Thompson & Litton as presented**

**Motion By: Council Member Love**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The Memoradum of Understanding with Thompson & Litton was approved as presented by a unanimous vote**

***New Business Item No. 12: Review and consideration of request to contract with Hodgesville Heating & Air to provide the installation of new heat pump units at the Town of Rocky Mount Community & Hospitality Center (Depot)***

Staff Report by Assistant Town Manager Hankins: The Town included \$27,500 in the current capital budget to replace failing heating & cooling systems at the Depot. The Town staff has advertised for proposals for upgrades, and has received responses from four qualified contractors.

The assistant town manager met and agreed with contractors on using 18 SEER as the standard for the project, as the units spend more months cooling than heating. The current units are old, outdated and very energy inefficient.

The contractors submitted proposals ranging from replacement of the current units with more energy efficient units to replacing the entire system with ductless units. Costs ranged from \$22,900 to \$40,429. The two best proposals both used Trane equipment (which carries a generous warranty), and are detailed below:

- Hodgesville Heating & Air of Rocky Mount submitted the best proposal using the 18 SEER standard. Hodgesville proposes using two 2-ton units, one each for the smaller spaces in the Depot, and a four-ton unit for the main space, with new air handlers for all three spaces. Thermostat upgrades will permit remote programmable access to allow staff to generate greater energy savings. Another key upgrade proposed is the addition of better return air ducts and more supply ducts to improve air quality and energy efficiency. Hodgesville's bid of \$22,900 offers \$4,600 in savings in the available budget.

- Tin Benders of Callaway submitted a proposal that was \$30 more, but did not upgrade the supply and return air in the same manner as proposed by Hodgesville. Tin Benders also submitted a proposal upgrading the 18 SEER standard to 20 SEER for a price of \$24,845. The additional energy savings from the higher energy efficiency may make up the higher installation cost over time.

Staff recommends Council authorize the assistant town manager to negotiate a final agreement with Hodgesville Heating & Air on the installation of the upgrades presented.

General Discussion:

- Council Member Cundiff noted that there had been prior discussions about using the Depot as a business incubator, and questioned if the proposed units would be functional for that.
- Assistant Manager Hankins advised that the 4-ton unit would be sufficient for a space that size.

**Motion: To approve the request to allow the assistant town manager to enter into an agreement with Hodgesville Heating & Air for new HVAC system at the Depot**

**Motion By: Council Member Moyer**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**

**Nays: None**

**Action: The request was approved as presented by a unanimous vote**

**COMMITTEE REPORTS**

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

**OTHER MATTERS & CONCERNS**

***Referrals from other Town of Rocky Mount Boards, Authorities & Commissions:***

Request of the Town of Rocky Mount Economic Development Authority for ordinance amendment allowing for the appointment of non-resident, business property owners to the EDA board: Assistant Town Manager Hankins noted that the EDA met in April and discussed the vacancy left by Mr. Snead's departure from the board upon his election to Council. The EDA is asking that one spot on the board be designated for a business owner who does not live in town. Mayor Angle asked that this discussion go to the Community & Economic Development Committee for review and recommendation to Council.

***Rise and Shine Franklin County Appearances:***

Town Manager Ervin appeared on the *Rise and Shine Franklin County* show with host Dick Shoemaker this morning. He noted that Mr. Shoemaker is a great cheerleader for Rocky Mount. He has much enthusiasm for his chosen home and community and sees the good things the Town tries to do.

Assistant Town Manager Hankins noted that the Harvester Performance Center has been named the best music venue in Southwest Virginia by Virginia Living Magazine.

***Council Concerns:***

Angle: None at this time.

Cundiff: None at this time.

Love: None at this time.

Moyer: None at this time.

Snead: None at this time.

Stockton: None at this time.

Walker: None at this time.

**CLOSED MEETING & ACTION**

*Entering Closed Meeting:*

**Motion: To go into closed session under the Virginia Code Sections cited below**

**Time: 7:50 p.m.**

**Virginia Code Sections:**

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

**B. Section 2.2-3711(A).5 – Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business's or industry's interest in locating or expanding its facilities in the community (two unnamed prospects not previously engaged or considered).**

**Motion By: Council Member Moyer**  
**Second: Council Member Snead**  
**Motion Discussion: None**  
**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: Meeting convened into a closed session by a unanimous vote**

*Exiting Closed Meeting:*

**Motion: To reconvene back into regular session**  
**Time: 9:24 p.m.**  
**Motion By: Council Member Snead**  
**Second: Council Member Cundiff**  
**Motion Discussion: None**  
**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: The meeting was reconvened into regular session by a unanimous vote**

*Declaration of Closed Meeting Discussion:*

**Motion: To certify that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting**  
**Motion By: Council Member Cundiff**  
**Second: Council Member Moyer**  
**Motion Discussion: None**  
**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: The Mayor swore to adopt the motion on the floor by Council Member Cundiff and reported that no action was taken during the closed meeting.**

*Certificate of Closed Meeting:*

*Whereas, the Rocky Mount Town Council has convened a closed meeting on Wednesday, February 18, 2015 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 (1950), as amended, 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*

## **ADJOURNMENT**

There being no further business to discuss, Mayor Angle entertained a motion to adjourn:

**Motion to Adjourn By: Vice Mayor Walker**  
**Second: Council Member Snead**  
**Motion Discussion: None**  
**Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker**  
**Nays: None**  
**Action: The meeting adjourned by a unanimous vote**  
**Time of Adjournment: 9:30 p.m.**

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

ATTEST:

\_\_\_\_\_  
Stacey B. Sink, Town Clerk

SBS/



Stacey Sink &lt;ssink@rockymountva.org&gt;

---

**Court Days maps and traffic**

1 message

**Adam Lynch** <adam@askadamlynch.com>

Mon, May 11, 2015 at 2:34 PM

To: "James Ervin (jervin@rockymountva.org)" <jervin@rockymountva.org>, Stacey Sink <ssink@rockymountva.org>  
Cc: Jon Snead <jsnead@rockymountva.org>, "Carolyn Johnson (csj140@embarqmail.com)" <csj140@embarqmail.com>

James or Stacey,

Hope you all are having a good day.

I know the town has already given us approval for our Court Days Event on June 13, 2015. After reviewing our plans and speaking with the Rocky Mount Police Department, we have decided that it would be best if we have 2 minor street closures, neither of which will block a major road. However, we are unsure if we have to present this to town council again or if police blessing is enough for us to continue? I just spoke to Chief Criner and he is on board with our traffic plan and street closures as per the attached maps and will relay that to council.

The only 2 places we are asking to close are:

- 1) A small section of W Church St for safe pedestrian foot traffic; from Franklin St to Angle St; between the Farmers Market and Union Bank (8:00am to 6:00pm)
- 2) A small section of E Court St for opening ceremony; from S Main to Maple St. (9:00am to 12:00pm)

In addition, we have asked the police department to:

- 1) Mark areas of Franklin and Randolph with cones as needed; for safe pedestrian traffic.
- 2) Mark Franklin St from Train Depot to Harvester with congested area signs for the event; to ensure drivers are aware of our event.

If we need to present this to council, is there any way to amend the agenda tonight since it is such a small item?

Thank you

All you have to do is ask!

Ask Adam Lynch, REALTOR, GRI

2015 RVAR Board of Directors

Berkshire Hathaway HomeServices

Smith Mountain Lake Real Estate

Cell (540) 420-8657

E-mail [adam@askadamlynch.com](mailto:adam@askadamlynch.com)

Web [www.askadamlynch.com](http://www.askadamlynch.com)

App <http://app.bhhsre.com/BHHSALYNCH>

Licensed REALTOR in the state of Virginia. O15

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**2 attachments**



**2015 Court Days Schedule June 13.pdf**

125K



**2015 Court Days event map June 13.pdf**

715K

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 5, 2015
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Matthew C. Hankins, Assistant Town Manager/CD Director
<b>DEPARTMENT:</b>	Community Development
<b>MONTH:</b>	MAY 2015

Please see attached report and supporting documents.

# COMMUNITY DEVELOPMENT



## Memorial Day Celebration

One of the highlights of the year for Community Development staff is the celebration of Memorial Day at Veterans Park. This year's crowd was a strong one despite an earlier-than-usual date for the observance. The head of Virginia's War Memorial gave the keynote address, and family members of NASCAR Hall of Fame driver Wendell Scott spoke to observe the brick they've placed at the memorial to honor his service as a wartime mechanic for Patton's army. The Wright kids sang, the ROTC presented and guarded the colors, and the crowd enjoyed great weather and a nice setting for the event.

## Miscellaneous Notes

This has been one of the busiest code enforcement seasons of the past 10 years. Staff has cleared nearly 90 percent of the complaints through phone contacts, but we have had to post and send letters to some property owners.

The Depot HVAC system replacement will be complete by mid-June, in time for the Town to achieve the most savings with the hottest months of the year still ahead of us.

We are working to develop a new flexible zoning amendment that would give the Town the ability to create commercial planned unit developments that mix residential and commercial development to appeal to younger residents.

## Available Space

*The most significant current vacancies in the Central Business District and primary commercial corridors include:*

Main: the old Kroger space across from the hospital; the N. Morris Building first floor; Branch Management's office (part); Tuttle's Exxon; Vamenta's clinic; former Franklin Finance office; the former Midway Cleaners Building on Warren Street.

Franklin: Edible Vibe Cafe space; space in the Haywood Building; space in the Basket Creations & More buildings; the former Savings & Loan Building on Oak; space in the Arrington Enterprises building on 40 West.

40 East: Several in Rocky Mount Plaza, one in Marketplace Shopping Center.

## BZA

The Board of Zoning Appeals overturned my order to CenturyLink to remove its nonconforming tower on South Main Street, by agreement between the Town and the company. CenturyLink's potential tenants for the site have been notified of its availability.

The upside for the Town is that town residents should have increased cellular coverage and capacity as a result. The Planning Commission and Town Council will still have to review and approve new attachments to the tower as special uses, per the Town's zoning ordinance.

## Website

Town staff is on pace to complete website upgrades in July. The total new content on the site is up to 45 percent, and we are working to finalize content as quickly as possible. The delay in implementation is caused by the need to update a significant number of images currently in our stock file. We are working to engage a local photographer to update stock images for use in the website and in town marketing materials.

## Staffing

The Town has two new host staff working at the Depot. Will Artis and Nancy Hodges have joined the part-time staff rotation. There is no change to the personnel costs, but hours have changed to noon-6 p.m. Tuesday through Saturday to try to reach more Harvester visitors.

## Development help

Mr. Hankins has reached out to a major new development partner to attract investors to the Cox Property. This new partner has significant overseas contacts. The executive director of this partner will be in the area in July to tour our available sites.

DATE RECEIVED	PROPERTY OWNER	ADDRESS	COMPLAINT/VIOLATION DETAILS	STATUS
4/30/2015	Paul & Malinda Mahan	35 Avon Street	Calling about property in front of mother's house (Peggy Foster) - Thinks neighbor has someone living in a camper	CLOSED
5/2/2015	Bay Rum, Inc - Don Ziehm 801-518-4310	299 Oak Street	High Grass	ACTIVE
5/4/2015	Jonathan Lavinder	Meadowlark Road	High Grass	CLOSED
5/7/2015		75 Taliaferro Street	High Grass & Weeds	CLOSED
5/11/2015		182 Fairlawn	High Grass	ACTIVE
5/11/2015	Jonathan & Christina Linn	200 Hillcrest Drive	High Grass - Not mowed for two weeks	CLOSED
5/15/2015	Bruce Brown	182 Woodlawn	High Grass	ACTIVE
5/15/2015	James Jordan	20 Norris Street	High Grass	CLOSED
5/15/2015	Carolyn Graveley 540-397-0194	20 Spring Street	High Grass	CLOSED
5/15/2015	Dolores & Keith Hudson	25 Lynch Drive	High Grass	CLOSED
5/15/2015		295 Orchard Ave	High Grass	
5/15/2015	Michael Smith	340 Patterson Ave	Excessive Vehicles on Property	ACTIVE
5/15/2015	Dolores & Keith Hudson	35 Lynch Drive	High Grass	CLOSED
5/15/2015	Ollie B Tyree (Life) & Others	360 Patterson Ave	Vines Growing on House	ACTIVE
5/15/2015	Central VA Land Corp Laundry Land 434-793-2011	555 Tanyard	High Grass on back of property behind building	CLOSED
5/15/2015	Earl Pyler 540-489-3308	600 Pell Ave	High Grass	CLOSED
5/15/2015	Earl Pyler 540-489-3308	620 Pell Ave	High Grass	CLOSED
5/15/2015	Robbins Investments	630 Old Franklin Turnpike	High Grass	ACTIVE
5/15/2015	Robbins Investments	660 Old Franklin Turnpike	High Grass	ACTIVE
5/15/2015	Lowes - Ben LaForest 508-305-4775	800 Old Franklin Turnpike	High Grass	CLOSED
5/15/2015	Naturally Yours Salon 540-483-4815	840 Scuffling Hill Rd	High Grass	CLOSED
5/15/2015		Old Fort Road	Fralin Construction - Dirt on Road	ACTIVE
5/19/2015		369 Franklin Street	"Southern Twist" sign in front of Stellar One	CLOSED
5/22/2015	Charles Edwards & Jimmie Edwards	70 Pendleton	High Grass / Property not mowed / Black Snakes in the area	CLOSED
5/25/2015	Beverly Wright	90 Goodview	Work being done inside home; deck added to back of home	CLOSED

## Community Development & Planning May 2015 Monthly Report

ARTS & CULTURE		TOTAL: 0				
FILE NUM	BUSINESS NAME	OWNER/OFFICER NAME	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP

BANNER PERMITS		TOTAL: 1				
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved
B15-005	Rotary Club	540-537-5745	INDEPENDENCE	Rt 40	06/19/2015 to 07/02/2015	5/4/2015

SITE/PLAT FILES		TOTAL: 0			
ID	File Number	Site Plan Name	TMPN	Dates Received/Approved	
191	SP15-001	MURPHY OIL	2020001200 (Walmart)	Received 05/15/2015	

SIGN PERMITS		TOTAL: 3				
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved
S15-006	Image Bright, Inc	400 Old Franklin Turnpike, Suite 100	GB	156.38	(A) Sign 1-2-5-6-7 "American National Bank & Trust Company" (B) Sign 3&4 American National	04/13/2015
S15-007	Budget Signs	265 Old Franklin Turnpike	GB	106.37	Sheetz Always Open Free WIFI Sheetz Bros Coffee	04/17/2015
S15-008	Sav-On-Signs	918 Tanyard Rd	GB	92.13	Little Ceasars	04/22/2015

ZONING COMPLIANCE PERMITS						
TOTAL: 4 Residential: 0 Commerical: 4						
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement
ZC15-023	Lisa Hunn	Lisa Hunn	2010009500	GB	Commerical	Second Business "VA Vape Shack"
ZC15-024	Ibrahim Ibrahim	Ibrahim Ibrahim	2070100600	CBD	Commerical	New Entry to Restaurant Hema's
ZC15-025	F&S Building Innovations, Inc	Carilion Health Systems	2070054200	CBD	Commerical	Doorway into MRI Area of Hospital
ZC15-026	Price Building, Inc.	Francis of Assisi Catholic Church	2100018102	R1	Church	Remodel Restrooms to Make Accessible

ZONING PERMITS						
TOTAL: 2 Residential: 2 Commerical: 0						
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	CurrentZoning	Date Approved
ZP15-023	Bryan & Lori Crouch	437 Leonor Street	2060101200	Residential	RB	5/1/2015 0:00
ZP15-024	R. Franlin Construction	Old Fort Road, Lot 19	2100201900	Residential	RPUD	5/27/2015 0:00

ZONING CERTIFICATION LETTER						
TOTAL: 0						
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	CurrentZoning	Letter Date

# COMMUNITY & HOSPITALITY CENTER

## MONTHLY REPORT

### REPORTING PERIOD

FROM: 4/28/15 TO: 5/30/15

### ANALYSIS OF VISITORS BY DOMICILE

(LIST NUMBER OF VISITORS FROM EACH LOCATION)

VISITORS THAT WERE RESIDENTS OF FRANKLIN COUNTY..... 31  
 VISITORS THAT WERE VIRGINIA RESIDENTS (OUTSIDE OF FRANKLIN COUNTY)..... 22  
 OUT-OF-STATE VISITORS ..... 13  
 INTERNATIONAL VISITORS ..... \_\_\_\_\_  
 TOTAL VISITORS ..... 66

### ANALYSIS OF OUT-OF-STATE AND INTERNATIONAL VISITORS

(LIST THE TOTAL NUMBER OF VISITORS FROM EACH STATE. FOR INTERNATIONAL VISITORS, LIST THE COUNTRY AND THE TOTAL NUMBER OF VISITORS)

ALABAMA	_____	MARYLAND	_____	RHODE ISLAND	_____
ALASKA	_____	MASSACHUSETTS	_____	SOUTH CAROLINA	_____
ARIZONA	_____	MICHIGAN	_____	SOUTH DAKOTA	_____
ARKANSAS	_____	MINNESOTA	_____	TENNESSEE	<u>2</u>
CALIFORNIA	_____	MISSISSIPPI	_____	TEXAS	<u>2</u>
COLORADO	_____	MISSOURI	_____	UTAH	_____
CONNECTICUT	_____	MONTANA	_____	VERMONT	<u>2</u>
DELAWARE	_____	NEBRASKA	_____	WASHINGTON	_____
FLORIDA	_____	NEVADA	_____	WASHINGTON D.C.	_____
GEORGIA	_____	NEW HAMPSHIRE	_____	WEST VIRGINIA	_____
HAWAII	_____	NEW JERSEY	_____	WISCONSIN	_____
IDAHO	_____	NEW MEXICO	_____	WYOMING	_____
ILLINOIS	<u>3</u>	NEW YORK	<u>2</u>	UNKNOWN	_____
INDIANA	_____	NORTH CAROLINA	<u>2</u>	INTERNATIONAL:	_____
IOWA	_____	NORTH DAKOTA	_____	_____	_____
KANSAS	_____	OHIO	_____	_____	_____
KENTUCKY	_____	OKLAHOMA	_____	TOTAL STATES REPRESENTED	<u>6</u>
LOUISIANA	_____	OREGON	_____	TOTAL FOREIGN COUNTRIES	_____
MAINE	_____	PENNSYLVANIA	_____		

### MISCELLANEOUS VISITOR INFORMATION

(LIST NUMBER OF VISITORS PARTICIPATING IN THE FOLLOWING ACTIVITIES)

STAYING THE NIGHT	<u>1</u>	FERRUM COLLEGE	_____
PASSING THRU	<u>22</u>	GENEALOGY	<u>1</u>
VISITING	<u>1</u>	BOOKER T. WASHINGTON	_____
SMITH MOUNTAIN LAKE	_____	FAIRSTONE PARK	_____
PHILPOTT LAKE	_____	CROOKED ROAD	_____
EVENTS	_____	OTHER (LIST):	_____
RESTAURANT	<u>1</u>	<u>Harmeter (1)</u>	<u>3</u>
SHOPPING	<u>1</u>	_____	_____
BLUE RIDGE PARKWAY	_____	_____	_____

**ANALYSIS OF RENTALS**

**TOTAL NUMBER OF RENTALS BY RENTAL TYPE:**

PRIVATE/COMMERCIAL .....	<u>3</u>
NON-PROFIT .....	<u>1</u>
GOVERNMENT .....	<u>4</u>
BOARD ROOM .....	<u>4</u>
TOTAL .....	<u>4</u>

**AVERAGE NUMBER OF EXPECTED GUESTS PER RENTAL**

PRIVATE/COMMERCIAL .....	<u>50</u>
NON-PROFIT .....	<u>30</u>
GOVERNMENT .....	<u>30</u>
BOARD ROOM .....	<u>30</u>

**AVERAGE LENGTH OF RENTAL PERIOD**

PRIVATE/COMMERCIAL .....	<u>3 hrs.</u>
NON-PROFIT .....	<u>2</u>
GOVERNMENT .....	<u>2</u>
BOARD ROOM .....	<u>2</u>

**TOTAL FEES RECEIVED**

PRIVATE/COMMERCIAL .....	<u>279.00</u>
NON-PROFIT .....	<u>          </u>
GOVERNMENT .....	<u>          </u>
BOARD ROOM .....	<u>          </u>
TOTAL .....	<u>279.00</u>

**NOTES (PLEASE USE THIS TO LIST ANY REPORTABLE DAMAGES, MAINTENANCE/SUPPLY REQUESTS, OR OTHER CONCERNS)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**

Patricia E. Jones  
FORM COMPLETED BY

6-4-15  
DATE

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 3, 2015
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	June meeting

Items are links now for easier viewing. Just click on each line to view the corresponding page.

This report contains the following monthly information for May 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:

669 walk-in transactions

1190 drive-thru transactions

1168 mail transactions

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

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

**NO NEW BUSINESSES**



Click on the green  
check mark on each  
page to return to  
the Finance  
Monthly Report  
Cover Page.



**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at April 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>
<b>Fixed Income / Bonds:</b>									
FFCB	10/31/2014	8/1/2019	230,000	99.283	228,350.90	1.45%	1.44%	3133EAD62	3,312.00
FNMA	12/26/2013	12/26/2017	500,000	99.692	498,460.00	1.00%	1.00%	3135G0SJ3	5,000.00
<b>Bond Totals</b>			<u>730,000</u>		<u>726,810.90</u>	1.23% avg. return			<u>8,312.00</u>
<b>Certificates of Deposits:</b>									
Ally BK Midvale UT	12/31/2014		230,000	100.141	230,324.30	1.49%	1.50%	02006LNA7	3,450.00
BMW Salt Lake City UT	10/11/2018		245,000	101.902	249,659.90	2.01%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA	9/27/2017		245,000	100.212	245,519.40	0.99%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn	2/20/2018		248,000	100.986	250,445.28	1.23%	1.25%	06425KBN8	3,100.00
Barclays BK Del Retail	8/20/2019		225,000	100.996	227,241.00	2.07%	2.10%	06740LHV2	4,725.00
CIT BK Salt Lake UT	10/13/2016		190,000	100.140	190,266.00	0.99%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN	8/25/2016		245,000	100.049	245,120.05	0.99%	1.00%	20143PCV0	2,450.00
Discover Bk Greenwood	9/4/2018		245,000	101.783	249,368.35	2.01%	2.05%	254671VH0	5,022.50
Essa BK Stroudsburg P	11/30/2016		245,000	100.061	245,149.45	0.99%	1.00%	29667RGE7	2,450.00
Everbank Jacksonville F	3/29/2019		245,000	100.739	246,810.55	1.48%	1.50%	29976DW3	3,675.00
First Merchants BK N A	9/30/2019		245,000	100.857	247,099.65	1.98%	2.00%	32082BDS5	4,900.00
Goldman Sachs NYC	11/3/2014		245,000	101.294	248,170.30	1.92%	1.50%	38143AAP0	4,777.50
State BK India NY NY	12/5/2014		245,000	101.003	247,457.35	2.17%	2.20%	8562843E2	5,390.00
Synchrony Bk Retail CT	6/13/2019		230,000	101.176	232,704.80	1.97%	2.00%	87164YAP9	4,600.00
Whitney BK Gulfport M	8/18/2016		245,000	100.140	245,343.00	0.59%	0.60%	966594AF0	1,470.00
<b>CD Totals</b>			<u>3,573,000</u>		<u>3,600,679.38</u>	1.53% avg. return			<u>55,382.50</u>
<b>Total Investments</b>			<u>4,303,000</u>		<u>4,327,490.28</u>	1.49% avg. return			<u>63,694.50</u>

NOTE A: new CD that replaces bond with a .85% yeild

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Apr-14	735,621.09	0.10%
May-14	277,966.56	0.10%
Jun-14	634,175.42	0.09%
Jul-14	503,282.33	0.10%
Aug-14	574,086.59	0.10%
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%



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

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	2,116	1,623	548,687	575,275	583,313	94.06%
Public Service Tax	-	-	41,435	27,363	27,690	149.64%
Personal Property Tax	1,752	701	195,959	226,325	268,932	72.87%
Machinery & Tools Tax	-	-	105,259	96,997	97,316	108.16%
Penalties on Tax	1,782	120	6,751	3,928	4,000	168.78%
Interest on Tax	108	22	2,298	1,707	1,700	135.19%
Local Sales Tax	13,835	13,709	121,615	117,776	165,600	73.44%
Meals Tax	116,730	98,887	1,092,482	1,002,965	1,287,518	84.85%
Utility Tax	26,804	26,202	277,801	278,600	324,000	85.74%
Communications Tax	16,490	16,636	163,766	163,504	223,416	73.30%
Decals	-	-	-	2,890	-	0.00%
Bank Stock Tax	230,981	205,267	230,981	220,199	228,070	101.28%
Penalty-Meals Tax	319	182	3,183	3,277	2,000	159.17%
Interest-Meals Tax	28	28	762	1,497	1,100	69.29%
Lodging Tax	8,215	9,982	84,396	80,173	92,880	90.87%
Cigarette Tax	7,391	7,333	95,678	91,332	100,300	95.39%
BPOL-Retail	274,343	88,077	287,019	116,076	322,800	88.92%
BPOL-Professional	80,214	90,238	99,625	104,396	135,700	73.42%
BPOL-Contractor	10,914	10,907	13,365	18,223	13,750	97.20%
BPOL-Repairs/Services	93,766	40,853	99,234	43,584	120,000	82.69%
BPOL-Alcoholic Beverages	600	250	675	250	575	117.39%
BPOL-Penalty/Interest	160	493	2,532	5,928	2,000	126.59%
BPOL-Amusement	200	204	203	204	200	101.41%
BPOL-Utility	12,173	-	12,173	3,454	11,800	103.16%
BPOL-Miscellaneous	7,895	185	3,080	1,535	1,800	171.14%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	365	530	3,044	3,540	2,600	117.08%
Welcome Center Fees	190	760	3,545	5,170	3,500	101.29%
Planning/Zoning Fees	740	1,835	8,912	15,795	6,500	137.11%
Court Fines	3,809	3,048	45,634	49,205	48,960	93.21%
Parking Fines	10	10	155	55	100	155.00%
Interest Earnings	1,500	3,275	50,424	51,759	46,424	108.62%
Return Check Fees	80	-	705	520	600	117.50%
Rental of Property	-	-	420	420	420	100.00%
Mortgage Payments	256	256	3,329	2,561	3,073	0.00%
Paving Loan Payment	728	-	5,821	-	-	0.00%
Sale of Materials	-	-	960	-	-	0.00%
Sale of Property	-	-	-	10,654	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	1,500	-	3,000	3,000	1,500	200.00%
Security Services	-	6,885	4,763	11,895	4,000	119.06%
False Alarm Response Fees	-	-	-	138	-	0.00%
Passport Service Fees	1,013	1,127	11,738	10,904	12,000	97.82%
Police Reports	135	41	1,056	814	1,700	62.12%
Fingerprint Service Fees	-	45	370	480	300	123.33%
Garbage Collection Fees	7,799	7,805	76,042	67,335	86,016	88.40%
Truck Rental Program	60	20	160	160	100	160.00%
Credit Card Fees	198	-	837	-	-	0.00%
Weed Control / Mowing Charges	-	-	153	292	-	0.00%
Administrative Service Charge	-	-	50	628	-	0.00%
Miscellaneous Services	202	133	202	965	750	26.94%
Transfer from Utility Fund	-	-	-	426,426	-	0.00%
Donations	-	5	33	29	-	0.00%
Merchandise Sales	-	106	221	365	200	110.36%
Miscellaneous	-	-	2,234	6,795	830	269.21%
Donations - Celeste Park	-	-	-	815	-	0.00%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%



TOWN OF ROCKY MOUNT REVENUE COMPARISONS AS OF MAY 31, 2015						
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
Recoveries	10	-	11	49	250	4.51%
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	3,010	29,648	(2,078)	-	0.00%
Appropriated Fund Balance	-	-	-	42,149	719,585	0.00%
<b>Total Local Revenues</b>	<b>925,410</b>	<b>640,790</b>	<b>3,742,428</b>	<b>3,898,297</b>	<b>4,955,868</b>	<b>75.52%</b>
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	-	-	3,645	3,827	3,600	101.26%
Litter Tax	-	-	2,611	2,614	2,100	124.33%
Rental Tax	7	-	73	-	-	0.00%
Other Categorical Aid	-	25,386	-	26,086	-	0.00%
Fire Programs	-	-	12,972	12,134	12,134	106.91%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
DMV Grants	-	-	10,877	-	-	0.00%
DMV Mini Grants	-	-	-	-	-	0.00%
Street Maintenance	-	-	962,912	937,134	1,274,502	75.55%
VML Safety Grant	-	-	-	4,000	4,000	0.00%
Volunteer Fire Dept.	-	-	22,500	22,500	30,000	75.00%
Law Enforcement-599 Funds	-	-	81,345	81,345	108,460	75.00%
Police Grants	-	-	-	8,732	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
<b>Total State Revenues</b>	<b>7</b>	<b>25,386</b>	<b>1,180,428</b>	<b>1,181,865</b>	<b>1,518,289</b>	<b>77.75%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>925,417</b>	<b>666,176</b>	<b>4,922,856</b>	<b>5,080,162</b>	<b>6,474,157</b>	<b>76.04%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	101,979	96,172	860,271	880,912	1,070,400	80.37%
gallons billed	20,549,179	18,986,048	192,389,945	198,823,158		
Water Connections	-	8,080	39,107	25,073	24,440	160.01%
Reconnect Fees	165	500	6,890	9,495	7,350	93.74%
Penalties	2,087	1,889	22,605	18,655	18,500	122.19%
Bulk Water Purchases	-	898	3,269	7,193	2,000	163.46%
Sewer Collection Charges	58,272	57,110	544,793	546,006	680,040	80.11%
gallons billed	15,764,459	14,137,048	145,040,975	151,194,447		
Sewer Connections	1,000	5,000	26,550	11,805	12,500	212.40%
Cell Tower Rent	-	3,868	39,103	44,343	46,534	84.03%
Recoveries	-	-	1,115	4,465	1,600	69.70%
Bond Proceeds	-	-	-	-	-	0.00%
Transfer from General Fund	-	-	-	2,240,691	-	100.00%
Meals Tax Transfer (in fund 05 for fy 15)	-	-	-	514,278	-	0.00%
Appropriated Fund Balance	-	-	-	255,300	780,053	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>163,504</b>	<b>173,515</b>	<b>1,543,703</b>	<b>4,558,216</b>	<b>2,643,417</b>	<b>58.40%</b>
<b>CAPITAL PROJECTS REVENUES:</b>						
Uptown Loan Repayments	-	629	10,281	48,438	-	0.00%
Microenterprise Loan Repayments	58	-	350	-	-	0.00%
Program Income-from Needmore project	-	-	3,432	-	-	0.00%
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	500,000	-	500,000	-	500,000	100.00%
Private Foundations / Grants	-	-	-	-	-	0.00%
Historic Tax Credits	-	-	-	-	200,000	0.00%
Bonds / Loans	-	-	-	-	-	0.00%
Transfers from General Fund	-	-	-	2,575,000	-	0.00%
Transfer from Utility Fund	-	-	-	628,390	-	100.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>500,058</b>	<b>629</b>	<b>514,063</b>	<b>3,251,828</b>	<b>700,000</b>	<b>73.44%</b>



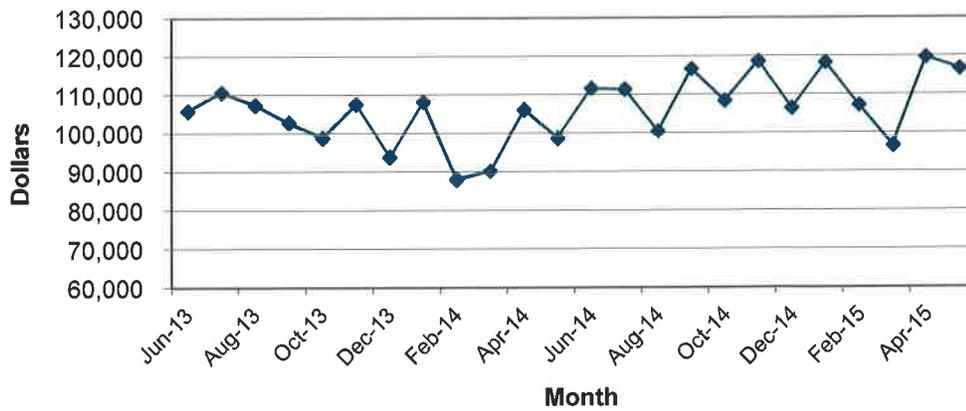
TOWN OF ROCKY MOUNT REVENUE COMPARISONS AS OF MAY 31, 2015							
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR	
<b>UTILITY CAPITAL REVENUES:</b>							
Capital Recovery Fees-Water	18,169	12,692	158,680	119,064	122,380	129.66%	
Capital Recovery Fees-Sewer	15,578	12,048	140,744	113,231	164,216	85.71%	
Capital Recovery Fees-Garbage	1,657	1,663	18,254	26,459	19,874	91.85%	
Appropriated Fund Balance	-	-	-	-	247,412	0.00%	
Meals Tax Transfer (in fund 02 for fy 14)	-	-	257,139	-	257,139	100.00%	
Transfer from Other Funds	-	-	-	75,947	-	0.00%	
<b>TOTAL UTILITY CAPITAL REVENUES</b>	<b>35,404</b>	<b>26,403</b>	<b>574,817</b>	<b>334,700</b>	<b>811,021</b>	<b>70.88%</b>	
<b>PERFORMANCE VENUE REVENUES (Town checking activity only):</b>							
Ticket Sales	-	-	-	-	615,000	0.00%	
Concessions - Food	-	-	-	-	144,000	0.00%	
Concessions - Alcohol	-	-	-	-	120,000	0.00%	
Merchandise Sales - Venue	-	-	-	20	48,750	0.00%	
Merchandise Sales - Band	-	-	-	-	37,800	0.00%	
Rentals - Meeting Rooms	-	-	1,500	-	25,000	6.00%	
Rentals - Local	-	-	-	-	10,000	0.00%	
Rentals - Outside Promoter	-	-	-	-	25,000	0.00%	
Sponsorships - Performance Venue	-	3,380	-	3,380	100,000	0.00%	
Transfers from Other Funds	-	62,500	-	173,669	-	0.00%	
<b>TOTAL PERFORMANCE VENUE REVENUES</b>	<b>-</b>	<b>65,880</b>	<b>1,500</b>	<b>177,069</b>	<b>1,125,550</b>		
						11 months of the 12 months of the fiscal year	91.67%



TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS

Month	Collections
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
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

**Meals Tax Collections**

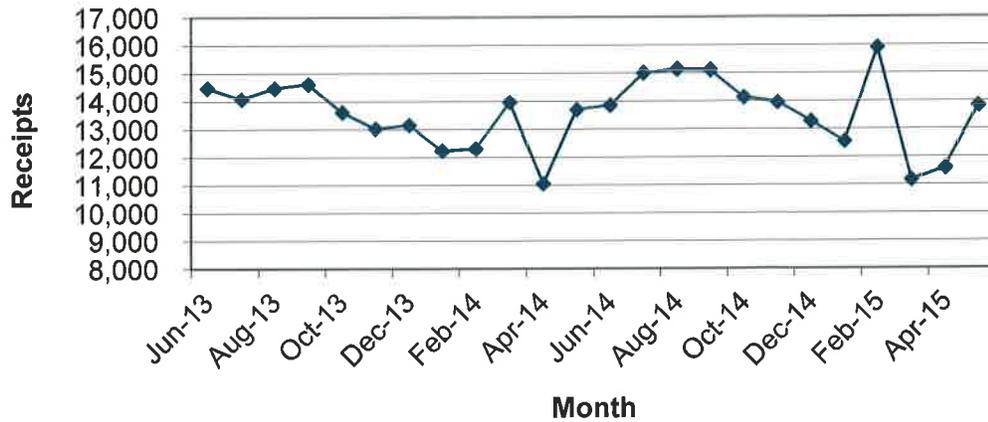




Town of Rocky Mount  
Local Sales Tax

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
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

Local Sales Tax





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

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	6,808	7,538	81,986	77,809	80,642	101.67%
Town Manager	22,949	21,924	210,186	186,787	211,187	99.53%
Town Attorney	2,906	10,855	30,156	26,884	36,100	83.53%
Finance Department	29,906	25,653	294,882	286,890	358,452	82.27%
Electorial Board	-	2,648	-	2,648	-	0.00%
Police Department	182,056	203,370	1,588,012	1,606,410	1,833,954	86.59%
Volunteer Fire Dept.	6,561	4,077	124,950	109,944	188,648	66.23%
Public Works Admin.	1,257	1,081	37,075	12,358	17,105	216.75%
Street Lights	8,462	8,492	100,477	93,525	113,148	88.80%
Traffic Control & Parking	2,298	1,609	63,790	58,030	79,242	80.50%
Streets	59,564	100,138	767,653	533,463	1,134,093	67.69%
Sidewalks & Curbs	-	4,522	4,827	12,778	17,876	27.00%
Grassy Hill Guardrails	-	-	-	45,378	-	0.00%
40 East Sidewalks/Crosswalks	-	4,188	59,210	15,647	-	0.00%
Street Cleaning	997	1,157	20,098	17,757	22,394	89.75%
Refuse Collection	11,545	13,491	136,757	146,842	175,826	77.78%
Snow Removal	-	-	28,857	30,634	26,497	108.91%
Municipal Building	5,898	6,140	68,360	57,122	75,644	90.37%
Emergency Services Bldg.	7,436	2,759	90,842	54,080	136,369	66.62%
Public Works Building	1,750	959	18,931	22,120	22,580	83.84%
Cemetery	5,043	4,502	18,410	18,557	23,844	77.21%
Playgrounds	4,842	7,877	23,020	30,781	68,092	33.81%
Veterans Memorial Park erosion	1,366	3,198	3,839	41,659	557,985	0.69%
Pigg River Dam Safety Improvement	-	-	-	30,000	-	0.00%
Planning & Zoning	15,406	11,636	110,764	107,407	139,183	79.58%
Community Development	21,725	22,077	167,439	168,657	285,608	58.63%
Citizen's Square	859	1,774	16,279	26,032	13,510	120.49%
Hospitality Center	14,542	2,366	31,830	28,847	63,792	49.90%
Passport Services Expenses	35	134	891	2,394	3,600	24.76%
Economic Development Authority	124	8,970	164	14,858	10,638	1.54%
Remediation of Blighted Structures	-	-	18,125	1,085	20,000	90.63%
<b>Non-Departmental:</b>						
Wages & Fringes	6,907	1,821	41,824	43,981	95,551	43.77%
Employee Wellness Program	-	-	4,450	1,347	4,000	111.26%
Employee Drug Testing	-	-	860	596	1,300	66.13%
Insurance	-	-	67,853	65,127	68,788	98.64%
Contributions to Others	-	-	22,500	21,750	22,500	100.00%
Debt Service-Principal	-	-	215,000	197,400	175,800	122.30%
Debt Service-Interest	-	-	67,434	95,273	79,070	85.28%
Transfer to Utility Fund	-	-	-	2,754,969	-	-
Transfer to Utility Capital Fund	-	-	257,139	-	257,139	100.00%
Transfer to Capital Proj. Fund	-	-	-	2,650,947	-	0.00%
Transfer to Performance Operations	-	62,500	-	173,669	-	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>421,244</b>	<b>547,456</b>	<b>4,794,871</b>	<b>9,872,439</b>	<b>6,470,157</b>	<b>74.11%</b>



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

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	16,912	9,331	145,623	114,479	125,869	115.69%
Meter Reading	2,023	2,343	33,006	30,898	50,217	65.73%
Water Plant	53,684	83,132	473,428	583,773	592,303	79.93%
Belmont Dr. Water Line Replacement	-	-	30,268	-	-	0.00%
Oak St. Water Line Replacement	8,904	-	17,290	-	-	0.00%
Wastewater System Operation	10,194	7,979	94,336	129,235	140,978	66.92%
Wastewater Treatment Plant	42,916	49,006	352,684	355,248	470,826	74.91%
Utility Billing & Administration	14,705	12,367	132,015	120,773	159,375	82.83%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	3,701	4,118	6,567	56.35%
Insurance	-	-	22,618	21,709	22,925	98.66%
Debt Service-Principal	-	-	221,000	761,513	210,200	105.14%
Debt Service-Interest	-	-	53,071	26,936	61,605	86.15%
Transfer to Capital Projects Fund	-	-	-	628,390	-	0.00%
Transfer to General Fund	-	-	-	426,426	-	0.00%
Contingency	-	-	-	-	22,500	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	780,053	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>149,337</b>	<b>164,158</b>	<b>1,579,039</b>	<b>3,203,498</b>	<b>2,643,418</b>	<b>59.73%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Performance Venue Renovations	-	334,212	171,441	2,388,689	-	0.00%
Microenterprise Loan Program	-	-	20,000	-	-	0.00%
Transfer to General Fund	-	-	-	-	700,000	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>-</b>	<b>334,212</b>	<b>191,441</b>	<b>2,388,689</b>	<b>700,000</b>	<b>27.35%</b>
<b>UTILITY CAPITAL FUND:</b>						
Public Works Utility Capital Projects	-	-	-	175,947	175,000	0.00%
Water Distribution Utility Projects	61,228	-	111,440	-	321,061	34.71%
Water Treatment Plant Utility Projects	-	-	66,768	30,971	183,960	36.29%
Wastewater Collection Utility Projects	-	-	39,874	-	40,000	99.69%
Wastewater Treatment Plant Utility Projects	-	-	88,182	21,446	106,000	83.19%
Contingency	-	-	-	-	60,000	0.00%
Reserved Fund Balance Transfer	-	-	-	-	100,000	0.00%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>61,228</b>	<b>-</b>	<b>306,264</b>	<b>228,365</b>	<b>986,021</b>	<b>31.06%</b>



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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>PERFORMANCE VENUE OPERATIONS (expenses paid by Town checks only):</b>						
<b>Performance Venue Operations:</b>						
Wages - Full Time	13,398	12,342	97,075	66,087	114,618	84.69%
Wages - Part Time	2,668	-	21,111	-	50,000	42.22%
Wages - Overtime	-	-	11	-	-	-
Wages - Security	3,180	-	24,825	-	20,000	124.13%
Fringes	6,277	4,411	53,428	28,144	51,181	104.39%
Contractual Services	273	2,607	34,459	16,501	30,000	114.86%
Outside Security Services	-	-	1,299	-	-	0.00%
Custodial Services	-	-	9,812	-	25,000	39.25%
Repairs & Maintenance	143	-	1,713	-	5,000	34.27%
Ticketing Expenses	-	-	150	-	5,000	3.00%
Talent	-	-	-	-	400,000	0.00%
Talent Bonuses	-	-	-	-	100,000	0.00%
Band Hospitality	-	-	11,275	-	50,000	22.55%
Advertising	-	19,360	112,763	39,142	42,000	268.48%
Printing & Binding	-	-	5,231	240	12,000	43.59%
Postage & Delivery Services	-	-	645	70	2,500	25.80%
Licenses & Permits	-	-	665	630	-	0.00%
State Sales Tax Expense	-	-	-	-	-	0.00%
Local Meals Tax Expense	-	-	-	-	-	0.00%
Credit Card Transaction Fees	-	-	-	-	-	0.00%
Utilities	-	515	19,182	6,242	50,000	38.36%
Communications	130	130	7,105	1,490	6,000	118.41%
Insurance	-	-	-	8,314	12,000	0.00%
Travel & Training	-	181	483	1,780	9,000	5.36%
Meeting / Event Expenses	-	-	1,066	-	-	0.00%
Stipends	-	-	-	-	25,000	0.00%
Dues & Memberships	-	-	634	415	3,000	21.13%
Books & Subscriptions	-	-	120	789	3,000	4.00%
Miscellaneous Expenses	-	-	-	-	5,000	0.00%
Office Supplies	154	464	7,486	1,370	3,500	213.88%
Janitorial Supplies	-	470	2,133	470	-	0.00%
Merchandise for Resale	-	-	-	-	80,000	0.00%
ABC Purchases	-	-	-	-	-	0.00%
Supplies for Concession Stand	-	-	-	-	-	0.00%
Furniture & Fixtures	323	-	2,742	-	10,000	27.42%
Data Processing Equipment	-	-	-	2,977	5,000	0.00%
Machinery & Equipment	-	-	-	-	5,000	0.00%
<b>TOTAL PERFORMANCE VENUE EXPENSE</b>	<b>26,545</b>	<b>40,479</b>	<b>415,414</b>	<b>174,661</b>	<b>1,123,799</b>	<b>36.97%</b>
<b>Performance Venue Concessions:</b>						
Food / Drink for Resale	-	-	5,919	-	-	0.00%
Merchandise for Resale	-	-	817	-	-	0.00%
Concession Supplies	-	-	945	-	-	0.00%
Furniture & Fixtures	-	-	534	-	-	0.00%
<b>TOTAL HPC CONCESSION EXPENSES</b>	<b>-</b>	<b>-</b>	<b>8,215</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>11 months of the 12 month fiscal year</b>						<b>91.67%</b>



TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2015

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY	50,000	22,500	60,000
COMMITTED:			
Lee M Waid water flow (2/9/15)			(30,000)
Maple Ave. water pressure (4/13/15)			(7,500)
AVAILABLE CONTINGENCY FUND BALANCE	<u>50,000</u>	<u>22,500</u>	<u>22,500</u>
Available / (overexpended)			



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

	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,761	6,936,688	\$ 39,566	61%	34%	33%
COMMERCIAL	345	5,738,487	\$ 24,958	12%	28%	21%
INDUSTRIAL	48	4,075,721	\$ 14,015	2%	20%	12%
TOTAL	<u>2,154</u>	<u>16,750,896</u>	<u>\$ 78,539</u>	<u>74%</u>	<u>82%</u>	<u>66%</u>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	666	2,445,093	\$ 28,187	23%	12%	24%
COMMERCIAL	75	1,316,190	\$ 11,652	3%	6%	10%
INDUSTRIAL	2	37,000	\$ 266	0%	0%	0%
TOTAL	<u>743</u>	<u>3,798,283</u>	<u>\$ 40,105</u>	<u>26%</u>	<u>18%</u>	<u>34%</u>
				100%	100%	100%
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,427	9,381,781	\$ 67,753	84%	46%	57%
COMMERCIAL	420	7,054,677	\$ 36,609	14%	34%	31%
INDUSTRIAL	50	4,112,721	\$ 14,281	2%	20%	12%
TOTAL	<u>2,897</u>	<u>20,549,179</u>	<u>\$ 118,644</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>



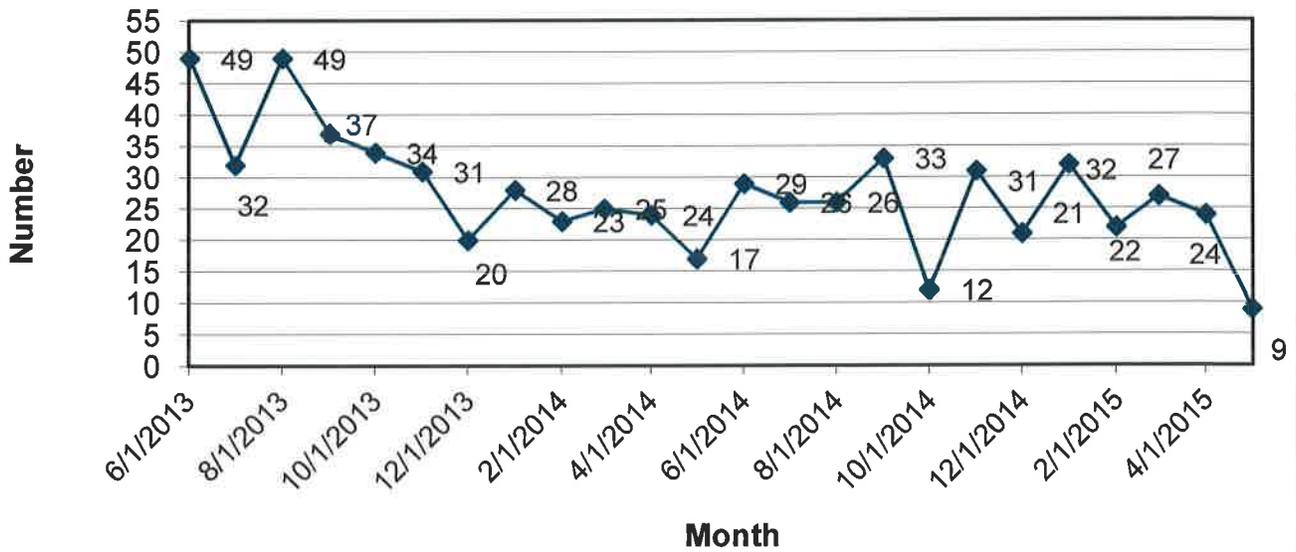
TOWN OF ROCKY MOUNT  
UTILITY BILLING  
PERCENT CONSUMPTION & PERCENT REVENUE  
PER CUSTOMER CLASS  
FISCAL YEAR 2015

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-14	34%	33%	30%	23%	16%	10%	80%	66%	13%	24%	7%	10%	0%	0%	20%	34%
Aug-14	33%	32%	31%	23%	18%	12%	82%	67%	12%	22%	7%	11%	0%	0%	18%	33%
Sep-14	33%	32%	30%	23%	18%	11%	81%	67%	12%	23%	7%	10%	0%	0%	19%	33%
Oct-14	33%	32%	30%	23%	18%	11%	81%	66%	12%	23%	7%	11%	0%	0%	19%	34%
Nov-14	33%	32%	30%	23%	18%	12%	81%	66%	12%	23%	6%	10%	1%	1%	19%	34%
Dec-14	37%	35%	28%	21%	13%	8%	78%	63%	14%	25%	8%	11%	1%	1%	22%	37%
Jan-15	38%	34%	26%	20%	14%	9%	78%	63%	14%	25%	8%	12%	0%	0%	22%	37%
Feb-15	38%	36%	27%	20%	15%	8%	80%	64%	13%	25%	7%	11%	1%	1%	20%	36%
Mar-15	38%	34%	26%	19%	16%	9%	79%	62%	15%	30%	3%	6%	2%	2%	21%	38%
Apr-15	34%	34%	28%	21%	19%	11%	82%	66%	12%	24%	6%	9%	0%	0%	18%	34%
May-15	34%	33%	28%	21%	20%	12%	82%	66%	12%	24%	6%	10%	0%	0%	18%	34%
Jun-15																
Average	35%	33%	29%	22%	17%	10%	80%	65%	13%	24%	7%	10%	0%	0%	20%	35%

\*\*\*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 2015 (year ended 6/30/15).



### Number of Water Cut-off's





TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
April-15

Water Plant Finished Water Pumped		<u>22,150,000</u>
Water Consumption Billed	20,549,179	
Meters Read and Not Billed	894,960	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flushing Water Lines Reported to WTP or PW	288,000	
Flow Meter Checks at Hydrants	-	
 Grand Total of Water Metered / Consumed / Tracked		 <u>21,732,139</u>
 Percent Finished Water Accounted		 98.11%

Meters Read and Not Billed		
001-0122-10-01	Mary Bethune Park	5,700
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	30
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	100
005-1300-00-01	Mary Elizabeth Park	600
005-1343-10-01	Harvester Performance Cente	6,000
005-1384-00-01	Farmer's Market	2,000
005-1457-00-01	Municipal Bldg.	3,000
006-1710-00-01	Welcome Center / Depot	530
009-2523-50-01	Emergency Services Bldg.	18,000
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	244,000
	Water Plant Process	614,000

TOTAL Meters Not Billed		<u>894,960</u>
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Water Line Repairs by Public Works during the month:  
2" line on Claybrook  
replacement line on Oak St.

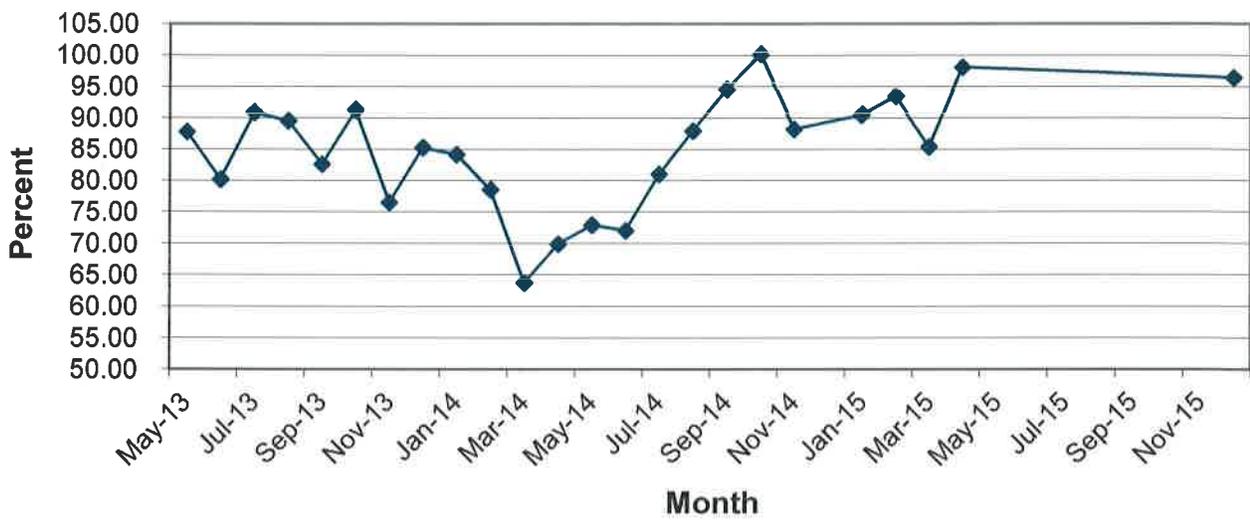
Sewer Line Repairs by Public Works during the month:  
none



TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2015						
Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-14	29,860,000	24,207,682	81.07%	5,652,318		
Aug-14	24,930,000	21,928,819	87.96%	3,001,181		
Sep-14	21,660,000	20,472,144	94.52%	1,187,856	87.85%	3,280,452
Oct-14	22,470,000	22,491,191	100.09%	(21,191)		
Nov-14	19,650,000	17,340,598	88.25%	2,309,402		
Dec-14	20,240,000	19,518,700	96.44%	721,300	94.93%	1,003,170
Jan-15	21,130,000	19,123,821	90.51%	2,006,179		
Feb-15	19,870,000	18,560,350	93.41%	1,309,650		
Mar-15	22,070,000	18,853,551	85.43%	3,216,449	89.78%	2,177,426
Apr-15	22,150,000	21,732,139	98.11%	417,861		
May-15				-		
Jun-15				-	98.11%	417,861
AVG.	22,403,000	20,422,900	91.58%	1,980,101	92.67%	1,719,727
TOTAL	224,030,000	204,228,995		19,801,005		
Monthly Avg. Percent Unaccounted =			8.42%			
Monthly Avg. Percent Accounted =			91.58%			
10 out of 10 months this fiscal year > 80% accountability						



### Water Accountability %





**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2015**

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. Accounted
Jul-14	337.90	28,070,000	45.27%	27,730,000	44.73%	24,207,682	87.30%	2,890	17,701,000	28.55%	16,585,732	93.70%
Aug-14	322.40	25,240,000	40.71%	24,930,000	40.21%	21,928,819	87.96%	2,891	23,529,000	37.95%	15,070,019	64.05%
Sep-14	309.00	21,820,000	36.37%	21,660,000	36.10%	20,472,144	94.52%	2,894	18,600,000	31.00%	14,646,574	78.75%
Oct-14	322.40	23,430,000	37.79%	22,470,000	36.24%	22,491,191	100.09%	2,896	19,220,000	31.00%	15,963,115	83.05%
Nov-14	291.00	20,500,000	34.17%	19,650,000	32.75%	17,340,598	88.25%	2,899	18,510,000	30.85%	11,945,105	64.53%
Dec-14	300.70	21,080,000	34.00%	20,240,000	32.65%	19,518,700	96.44%	2,899	20,429,000	32.95%	13,929,219	68.18%
Jan-15	294.50	22,150,000	35.73%	21,130,000	34.08%	19,123,821	90.51%	2,889	21,421,000	34.55%	13,613,203	63.55%
Feb-15	271.60	20,380,000	36.39%	19,870,000	35.48%	18,560,350	93.41%	2,888	18,200,000	32.50%	13,633,724	74.91%
Mar-15	294.50	22,290,000	35.95%	22,070,000	35.60%	18,853,551	85.43%	2,900	23,560,000	38.00%	13,889,825	58.96%
Apr-15	291.00	22,210,000	37.02%	22,150,000	36.92%	21,732,139	98.11%	2,897	23,160,000	38.60%	15,764,459	68.07%
May-15	303.80	24,130,000	38.92%	24,120,000	38.90%				19,096,000	30.80%		
Jun-15			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>303.53</b>	<b>22,845,455</b>	<b>37.48%</b>	<b>22,365,455</b>	<b>36.70%</b>	<b>20,422,900</b>	<b>92.20%</b>	<b>2,894</b>	<b>20,311,455</b>	<b>33.34%</b>	<b>14,504,098</b>	<b>71.77%</b>
NOTE (A): "Total Water Gallons Accounted" consists of gallons billed and gallons read but not billed plus bulk water sold at the Water Plant plus water used to flush lines or hydrants plus gallons used to fill water tanks.												
NOTE (B): For any given month, "total water gallons accounted" are for "finished water treated" that month. For example, for the month of July, "water gallons accounted" would be water consumed during the month of July by customers and read by the meter readers during the first week of August. Those gallons, however, would not be billed to customers until the end of August during that month's billing cycle. However, those gallons consumed are displayed on the July line to match usage with water plant production ("finished water treated").												

## MONTHLY STAFF REPORT

<b>DATE:</b>	May 25, 2015
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charlie Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	April 2015

- The Rocky Mount Fire Department answered a total of 44 calls for the month of April 2015 – 13 calls were inside the Town limits and 31 calls were in the County.
- There were a total of 939 miles traveled on all Town Fire Department vehicles.
- The Department used a total of 45 gallons of gasoline and a total of 165 gallons of diesel fuel for the month.
- The Department averaged 7.9 members on all calls for the month and accumulated a total of 265 man hours on these calls.
- There were 3 structure fires, 3 motor vehicle fires, 11 woods and grass fires, 15 motor vehicle accidents, 5 false alarms, 1 smoke and odor removal, 2 controlled burns, 2 electrical/utility pole fires, 1 assistance to the rescue squad, and 1 maintenance call.
- The scheduled dates for the hose testing program and the inventory of all fire department equipment was decided and will start in the month of May for the Fiscal Year 2016.

## MONTHLY STAFF REPORT

<b>DATE:</b>	<b>June 1, 2015</b>
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	<b>Chief of Police Ken E. Criner, Jr.</b>
<b>DEPARTMENT:</b>	Police
<b>MONTH:</b>	<b>MAY 2015</b>

Rocky Mount Police Department would like to congratulate Officer Boreika Burwell on her graduation from Cardinal Criminal Justice Academy.

Please see attached report for additional information.

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: MAY 2015	MARCH	APRIL	MAY
UNIFORM TRAFFIC SUMMONS ISSUED	105	92	71
TRAFFIC STOPS	181	125	139
SPEEDING TICKETS ISSUED	34	20	16
DUI	1	3	3
COLLISIONS INVESTIGATED (TREDS)	8	14	18
MOTORIST AIDES	79	63	60
CRIMINAL ARRESTS "MISDEMEANOR"	37	32	29
CRIMINAL ARRESTS "FELONY"	9	8	7
INCIDENTS ADDRESSED	2930	2597	2596
INCIDENTS, OFFENSES REPORTABLE	79	67	91
GRAND LARCENY WARRANTS	5	3	4
BREAKING & ENTERING REPORTS	1	2	2
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	42	41	75
FOLLOW-UP'S	92	126	89
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1907	1566	1600
SCHOOL CHECKS	233	214	197
ALARM RESPONSES	33	22	26
OPEN DOORS, WINDOWS, ETC. UNSECURED	8	6	5
COURT HOURS	20	36.75	17.75
TRAINING HOURS:	392.75	357.25	208
SPECIAL ASSIGNMENT HOURS:	101.5	111.25	87.25
HARVESTER HOURS WORKED:	45.5	45.5	36
ECO/TDO	4	6	5
ECO/TDO Hours:	17.5	8.25	20

#### 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 18 reportable accidents with 17 of the accidents on our public streets.

#### COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Ann Sink Street, Bland Street, Candlwood, Circle Drive, Claiborne Avenue, Cornell Road, Dent Street, Diamond Avenue, Donald Avenue, East Street, Fairlawn Drive, Grassy Hill Road, Grayson Street, Green Meadow Lane, Greenview Drive, Greer Lane, High Street, Highland Hills, Hilltop Drive, Knob Apartments, Knollwood Drive, Lakeview Drive, Law Street, Maple Avenue, Mary Coger Lane, Maynor Street, Montview Avenue, Oak Street, Old Franklin Turnpike, Orchard Avenue, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Scuffling Hill Road, State Street, Summit Drive, Sycamore Street, West Church Street, Windy Lane and Woodlawn Drive.
- ◇ Business Foot Patrols: Applebees, BB& T Bank, BFMS, Bojangles, C-Mart, CATCE Center, Christian Heritage Academy, Comfort Inn, CVS, DMV, Dollar General, Eagle Cinema, El Rio, Family Dollar, Franklin County High School, Fleetwood Homes, Food Lion, Franklin Center, Franklin Memorial Hospital, Franklin Street, Goodwill, Harvester Center, Kids Korner, Kroger, Lee M. Waid, Lowe's, Martinsville Dupont Credit Union, Mary Bethune Park, Mary Elizabeth Park, McDonald's, Member One, Newbold, North Main Street, Old Franklin Turnpike, Riverside Minute Market, Rocky Mount Bowling Center, Rocky Mount Elementary, Rocky Mount Public Works, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shoe Show, South Main Street, Tanyard Road, Trinity Missions, Walgreens, Wal-Mart, Wendy's and the YMCA.

#### MISCELLANEOUS:

- ◇ May 8<sup>th</sup>, 2015 - Strawberry Festival @ "Farmer's Market"
- ◇ May 9<sup>th</sup>, 2015 - Open Door "FCHS" x2
- ◇ May 12<sup>th</sup>, 2015 - RMPD Lineup Meeting
- ◇ May 13<sup>th</sup>, 2015 - RMPD Lineup Meeting
- ◇ May 13<sup>th</sup>, 2015 - Open Door "Mod-U-Kraf" x2
- ◇ May 13<sup>th</sup>, 2015 - Open Door "375 Franklin Street"
- ◇ May 20<sup>th</sup>, 2015 - Cardinal Criminal Justice Academy Graduation
- ◇ May 21<sup>st</sup>, 2015 - Town of the RMPD for BFMS students
- ◇ May 23<sup>rd</sup>, 2015 - Memorial Day Ceremony at Veteran's Memorial Park
- ◇ May 24<sup>th</sup>, 2015 - Outlaw Cruisers Antique Car Show
- ◇ May 25<sup>th</sup>, 2015 - Memorial Day Race at Christian Heritage Academy
- ◇ May 30<sup>th</sup>, 2015 - FCHS Graduation
- ◇ May 30<sup>th</sup>, 2015 - Franklin County Historical Society Veterans Memorial Day Ceremony at Franklin County Court House

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Tanyard Road (x 3)
Possession of Marijuana	North Main Street (x 2)
Possession of Marijuana	Circle Drive
Possession of Marijuana w/ Intent to Distribute	Diamond Avenue
Driving Under the Influence	Pendleton Street
Driving Under the Influence	Woodlawn Drive
Driving Under the Influence	Claiborne Avenue
Drunk In Public	Bernard Road
Drunk In Public	North Main Street
Possession of Alcohol Underage	Tanyard Road
Refusal of Blood/Breath Test	Claiborne Avenue
Breaking & Entering	Ann Sink Street
Grand Larceny	Ann Sink Street
Felony Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Old Franklin Turnpike (x 2)
Felony Issue a Bad Check	Franklin Street
Domestic Assault	Spring Street x 2
Domestic Assault	Hunters Valley Lane
Domestic Assault	East Court Street
Domestic Assault	Franklin Street
Simple Assault	Tanyard Road (x 2)
Driving Suspended	Tanyard Road
Driving Suspended	Franklin Street
Driving Suspended	North Main Street (x 2)

Driving Suspended

Diamond Avenue

Driving Suspended

Green Meadow Lane

Larceny

Old Franklin Turnpike

Warrant Service

North Main Street (x 2)

Warrant Service

Circle Drive (x 2)

Warrant Service

Spring Street

Warrant Service

Grayson Street

Warrant Service

Orchard Avenue

Violate a Protective Order

Tanyard Road

Destruction of Property

Tanyard Road (x 2)

Emergency Custody Order

Scott Street

### SPEEDING TICKETS ISSUED

State Street (x 5)

South Main Street (x 3)

Tanyard Road (x 2)

Old Franklin Turnpike (x 2)

Pell Avenue (x2)

Bernard Road

Franklin Street

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 4, 2015
<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>	May 2015

1. Swept streets: 1, 15, 28, 29
2. Clean-Up: 3 days
3. Read meters: 3 days
4. Repaired water leak on Fairlawn - ¾"
5. Finished water line in Oak Street
6. Mowed street ROWs
7. Starter mowing sewer/water easements
8. Patched pavement on Franklin Street
9. Patched water and sewer ditches in Oak Street (will mill and overlay street later)

Streets to Pave	Streets to Repair
South Main	Floyd
Cromwell Drive	Franklin
Oxford Circle	Grassy Hill
Patterson	Old Fort
Oak	
Willow	

**MONTHLY STAFF REPORT**

<b>DATE:</b>	June 2, 2015
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton
<b>DEPARTMENT:</b>	WWTP
<b>MONTH:</b>	May

Average Daily Flow	0.616 MGD
TSS Reduction	99.8 %
BOD Reduction	99.2 %
Leachate (F.C. Landfill)	111,578 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	83.56 tons
Rain Total      1.23 inches	Snow Total      0 inches

Request: None

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 3, 2015
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Bob Deitrich, Water Plant Superintendent
<b>DEPARTMENT:</b>	<b>Water</b>
<b>MONTH:</b>	May 2015

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

For May, the actual water production time (filtering of water) for the entire month averaged 9.8 hours per day which yielded approximately 780,000 gallons of water per day.

Total Raw Water Pumped:	24.13 million gallons
Total Drinking Water Produced:	24.12 million gallons
Average Daily Production:	780,000 gallons per day
Ave Percent of Production Capacity:	39%
Flushing of Hydrants/Tanks/FD Use:	434,000 gallons
Plant Process Water:	745,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	None

### **Testing:**

- All routine monthly water samples were within normal parameters. Our second quarter disinfection byproducts (DBP) samples were typical of this time of year, but our newest sampling point (required by VDH) is not where it needs to be. Compliance is based on sampling over four calendar quarters. We have placed an automatic hydrant flusher in the area but that alone is not enough to make the difference. Once our chlorine project is complete we will have new options to reduce the organics that help create DBPs at the plant. Ultimately, the answerer may be what many other localities have shown; mixing and aeration equipment placed in water tanks with low turnover will remove DBPs where they form and improve water quality for all customers in the affected area.

### **Activities / Maintenance / Improvements**

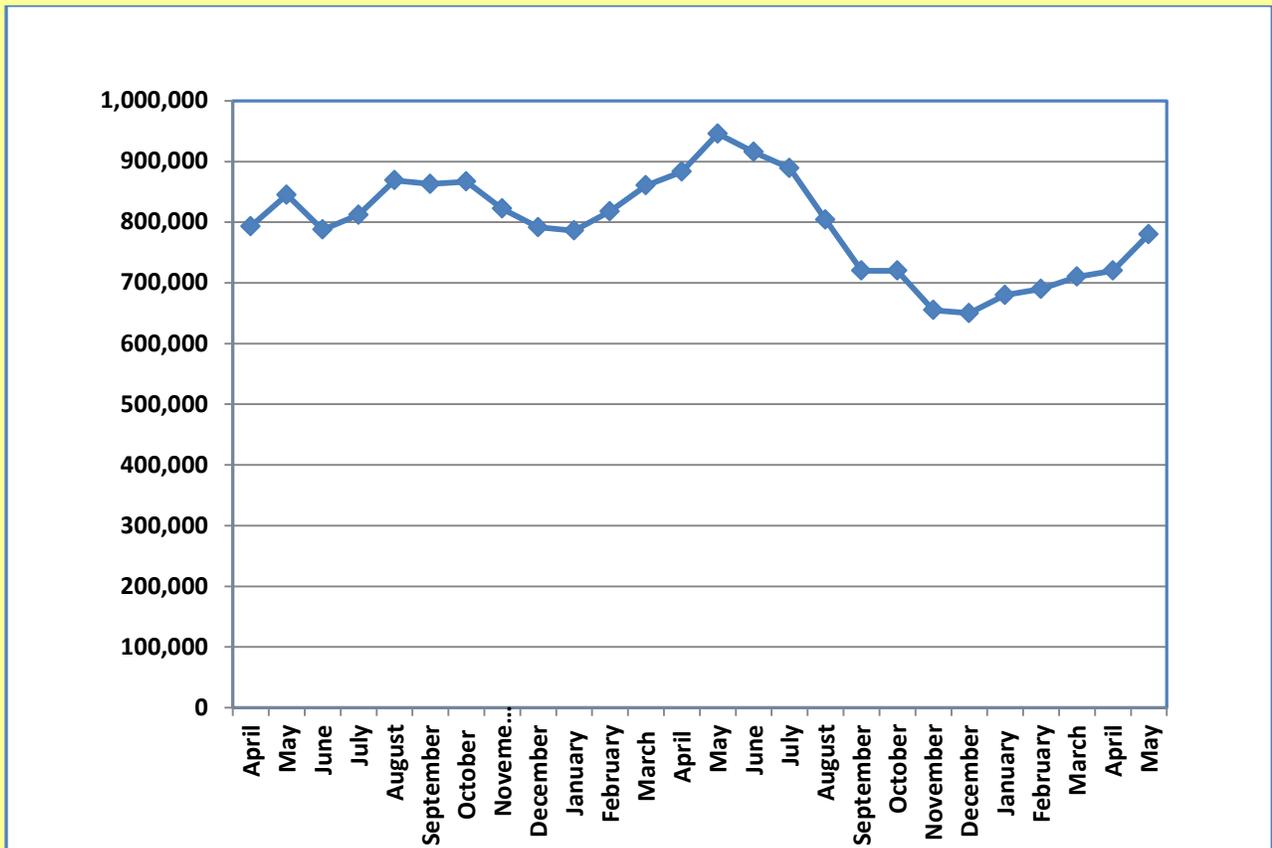
- Water production is up slightly but we drained and filled a water tank for painting and we lost an unknown quality of water through malfunctioning pressure relief valves at our two pump stations. The tank work is finished and the pump station valves have been cleaned and reassembled while we wait on parts for a more comprehensive repair job. Water loss has been stopped for the time being.
- We sent off one of our two filter backwash motors for service. Both motors are original plant equipment and both work well but neither have been serviced for some time. It was prudent to have at least one checked out and in top shape. The motor is due to be returned during the first week of June. Staff helped save some money by handling the removal and installation work.
- Our finished water turbidimeter failed but we had a spare surplus unit that was installed and is working well. Staff handled the troubleshooting and repair which saved the cost of an emergency call to our instrumentation contractor, typically hundreds of dollars.
- Our raw water pump building was cleaned with the help of a local contractor. This is done about twice a year to remove build up of sand and silt from the river.
- Staff reinstalled the pressure sensor and radio equipment at the Pendleton lot to monitor pressure readings. We can't quite get it to work properly (may be an antenna problem). We

will have a service technician check it soon. By monitoring the pressure sensor at this location, we will know if and when the new valve opens during periods of low pressure caused by excessive usage or fire flow.

**Upcoming:**

- Begin construction of chlorine bleach system
- Clean out of settling basins

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



**Review and consideration of request of Court Days Planning Committee for road closures for portions of West Church Street and East Court Street during the June 13, Court Days event**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 8, 2015
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STAFF MAKING OR PRESENTING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Adam Lynch, with the Court Days Planning Committee, has submitted a request for 2 minor street closures to occur during the Court Days event on June 13, 2015.</p> <p>The first request is to close a small section of West Church Street from Franklin Street to Angle Street between the Farmers' Market and Union Bank from 8 a.m. to 6 p.m. This request is to help ensure the safety of pedestrian traffic.</p> <p>The second request is to close a small section of East Court Street during the opening ceremony, from South Main Street to Maple Street, between the hours of 9 a.m. and noon.</p> <p>Details of the request are outlined in the email submitted by Mr. Lynch, which is included in the packet, along with a map of the event.</p> <p>The Rocky Mount Police Department has reviewed the request and approves the request as submitted.</p>
ACTION NEEDED:	Approve or deny the request as presented.

Attachment(s): Yes (1) Email from Adam Lynch  
(2) Map of Court Days Event

<p>FOLLOW-UP ACTION:  (To be completed by Town Clerk)</p>
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Stacey Sink &lt;ssink@rockymountva.org&gt;

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**Court Days maps and traffic**

1 message

**Adam Lynch** <adam@askadamlynch.com>

Mon, May 11, 2015 at 2:34 PM

To: "James Ervin (jervin@rockymountva.org)" &lt;jervin@rockymountva.org&gt;, Stacey Sink &lt;ssink@rockymountva.org&gt;

Cc: Jon Snead &lt;jsnead@rockymountva.org&gt;, "Carolyn Johnson (csj140@embarqmail.com)" &lt;csj140@embarqmail.com&gt;

James or Stacey,

Hope you all are having a good day.

I know the town has already given us approval for our Court Days Event on June 13, 2015. After reviewing our plans and speaking with the Rocky Mount Police Department, we have decided that it would be best if we have 2 minor street closures, neither of which will block a major road. However, we are unsure if we have to present this to town council again or if police blessing is enough for us to continue? I just spoke to Chief Criner and he is on board with our traffic plan and street closures as per the attached maps and will relay that to council.

The only 2 places we are asking to close are:

- 1) A small section of W Church St for safe pedestrian foot traffic; from Franklin St to Angle St; between the Farmers Market and Union Bank (8:00am to 6:00pm)
- 2) A small section of E Court St for opening ceremony; from S Main to Maple St. (9:00am to 12:00pm)

In addition, we have asked the police department to:

- 1) Mark areas of Franklin and Randolph with cones as needed; for safe pedestrian traffic.
- 2) Mark Franklin St from Train Depot to Harvester with congested area signs for the event; to ensure drivers are aware of our event.

If we need to present this to council, is there any way to amend the agenda tonight since it is such a small item?

Thank you

All you have to do is ask!

Ask Adam Lynch, REALTOR, GRI

2015 RVAR Board of Directors

Berkshire Hathaway HomeServices

Smith Mountain Lake Real Estate

Cell (540) 420-8657

E-mail [adam@askadamlynch.com](mailto:adam@askadamlynch.com)

Web [www.askadamlynch.com](http://www.askadamlynch.com)

App <http://app.bhhsre.com/BHHSALYNCH>

Licensed REALTOR in the state of Virginia. O15

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**2 attachments**



**2015 Court Days Schedule June 13.pdf**

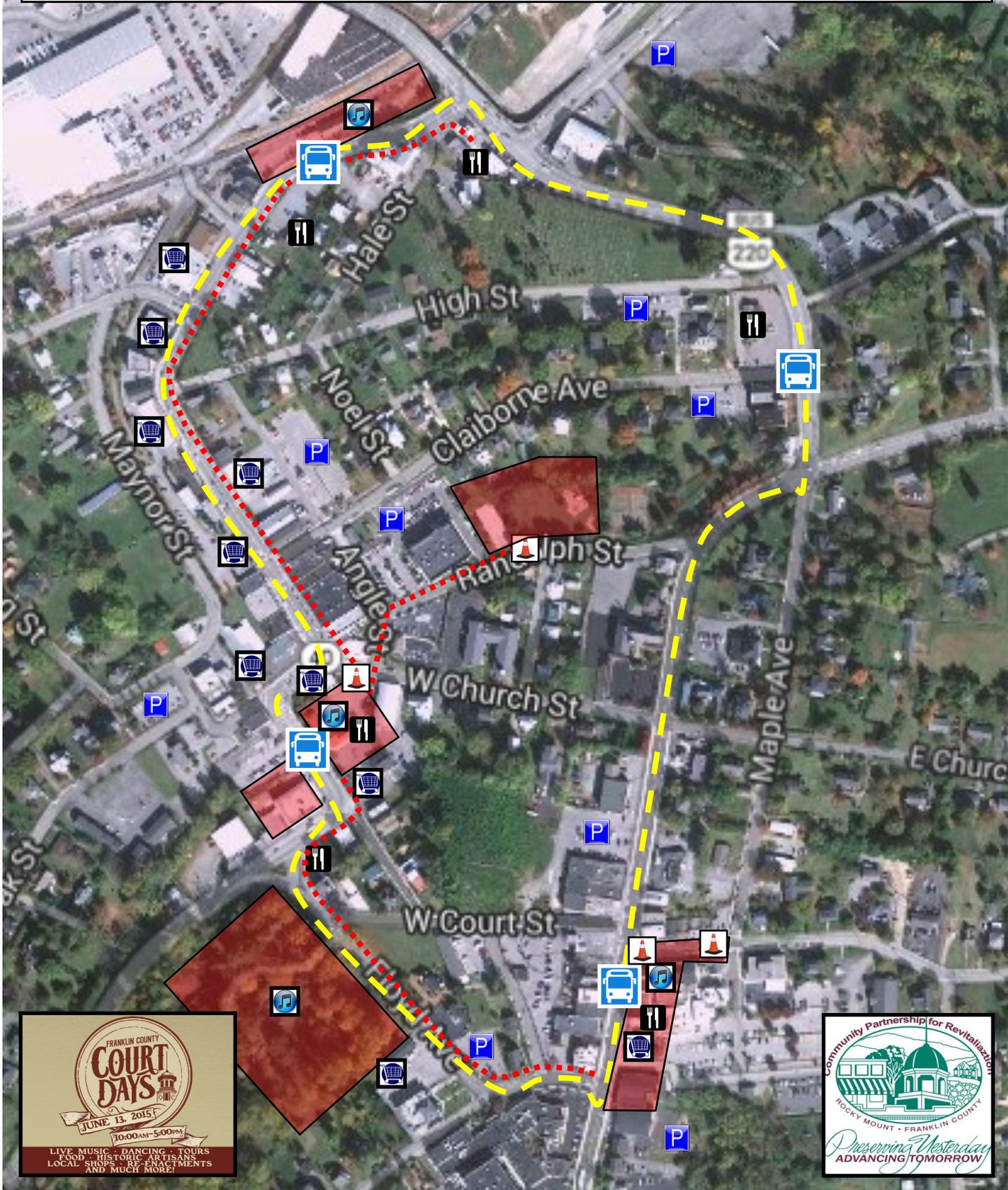
125K



**2015 Court Days event map June 13.pdf**

715K

	Event center		Parking		Shopping		Bus Route
	Entertainment		Road Block		Food		Bus Stop




FRANKLIN COUNTY  
**COURT DAYS**  
JUNE 13, 2015  
10:00AM - 5:00PM

LIVE MUSIC • DANCING • TOURS  
FOOD • HISTORIC ARTISANS  
LOCAL SHOPS • RE-ENACTMENTS  
AND MUCH MORE!



Community Partnership for Revitalization  
ROCKY MOUNT • FRANKLIN COUNTY

*Preserving Yesterday*  
ADVANCING TOMORROW

**Review and consideration of proposed changes to compensation for the mayor and Council members to be effective on July 1, 2016**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 8, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Compensation for serving on Town Council has not changed in 15 years (a summary of changes dating back to 1982 is attached).</p> <p>Currently the Mayor receives \$450 per regular meeting and \$75 per special meeting. Members of Council receive \$250 per regular meeting and \$75 for a special meeting.</p> <p>Two issues are raised. The first is that the IRS would rather see this compensation converted to an annualized amount. The conversion would also be extremely useful to your Finance staff as the amount would be predictable and not subject to accounting error in tracking special meetings, budget work sessions and professional development activities. Secondly, If Council wishes to change the way Town Council is compensated, this must be done prior to an election so that it can take effect at the start of the next fiscal year.</p> <p><b>Proposal:</b> Effective July 1, 2016 (one year away) Council members and the mayor will be compensated at an annual rate. This will be accomplished by 26 payments associated with the Town’s normal payroll check run.</p> <p><b>Rates:</b> Two rate schemes are presented as a starting point for discussion. A flat rate scheme and one with a 10% increase given the length of time it has been since Council compensation has been addressed.</p> <p><b>Flat Rates:</b> The average annual salary paid to the Mayor is \$7,100 (with a high value of \$7,300 and a low value of \$6,525 in the past several years) and the average annual salary paid to a Council member is \$4,200 (with a high value of \$4,525 and a low value of \$3,775 in the past several years). Annualizing the compensation at the current rate structure would result in annual</p>

	<p>salaries for serving as mayor of \$7,100 and for serving as a member of Council of \$4,200.</p> <p><b>Rates with a 10% increase:</b> If Council wishes to adjust the compensation rates given the 15-year lapse since adjusting the rates, a 10% increase would result in an annual salary for mayor of \$7,800 and an annual salary for a member of Council of \$4,600.</p> <p>For comparison sake, a worksheet calculating the average annual compensation for localities of a similar size in Virginia is attached. The average annual compensation for a mayor is \$8,202, and the average compensation for a council member is \$6,099.</p>
<p><b>ACTION NEEDED:</b></p>	<ul style="list-style-type: none"> <li>• Approve or reject an annualized pay plan versus the current per meeting plan.</li> <li>• Set a rate for the Mayor and Members of Council pay using the rates given as a guide.</li> </ul>

Attachment(s): Yes. (1) Council’s most recent pay sheet showing current pay rates.  
(2) Spreadsheet of pay history for Rocky Mount Town Council.  
(3) Chart of similarly sized localities with pay rates for councils and mayors.

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

**TOWN COUNCIL MEETING ATTENDANCE/COMPENSATION SHEET**

Pay Period: 04/29/2015 - 05/26/2015

Vendor Number	Meeting Type	Regular Meeting	Special Meeting	Strategic Planning Retreat	Initial Budget Work Session	Other Work Session	Professional Development & Training	Other Stipends (requires \$ amounts)	WPPDC & RVARC (requires \$ amounts)	TOTAL
157	Steve Angle	1	1							\$525.00
		\$450.00	\$75.00	\$450.00	\$450.00	\$75.00	\$50.00			
153	Bobby Cundiff	1	1							\$325.00
158	Ann Love	1	1							\$325.00
154	Robert Moyer	1	1							\$325.00
156	Jon Snead	1	1							\$325.00
159	Billie Stockton	1	1							\$325.00
155	Gregory Walker	1	1							\$325.00
	AMOUNTS	\$250.00	\$75.00	\$250.00	\$250.00	\$75.00	\$50.00	\$50.00	\$50.00	\$2,475.00

TOWN CLERK APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>REGULAR COUNCIL MEETING (receives stipend regardless of attendance) ATTENDEES</b>	
May 11, 2015	All present
<b>SPECIAL COUNCIL MEETINGS (receives stipend) ATTENDEES</b>	
5/4/2015 - Special meeting & public hearing	All present
<b>PROFESSIONAL TRAINING &amp; DEVELOPMENT (receives stipend) ATTENDEES</b>	
NONE	
<b>WEST PIEDMONT, RVARC, PLANNING &amp; ZONING (receives stipend) ATTENDEES</b>	
(May 28 meetings on next month's pay sheet)	

## Rocky Mount Town Council Pay History

(Per Month Basis)

Fiscal Year	Mayor			Council Members		Comments
	Salary/Stipend	Trav Exp	Spec Mtg	Reg Mtg	Spec Mtg	
1982-1983	1,050.00	125.00		150.00	25.00	
1983-1984	1,050.00	150.00		150.00	25.00	
1984-1985	1,050.00	175.00		150.00	25.00	
1985-1986	1,050.00	175.00		150.00	25.00	
1986-1987	2,000.00	175.00		200.00	50.00	
1987-1988	2,000.00			200.00	50.00	
1988-1989	2,000.00			200.00	50.00	
1989-1990	2,000.00			200.00	50.00	
1990-1991	200.00		50.00	200.00	50.00	
1991-1992	200.00		50.00	200.00	50.00	
1992-1993	200.00		50.00	200.00	50.00	
1993-1994	200.00		50.00	200.00	50.00	
1994-1995	200.00		50.00	200.00	50.00	
1995-1996	200.00		50.00	200.00	50.00	
1996-1997	200.00		50.00	200.00	50.00	
1997-1998						At some point during these fiscal years highlighted, Council changed stipends to what they are in FY 01-02.
1998-1999						
1999-2000						
2000-2001						
2001-2002	450.00		75.00	250.00	75.00	
2002-2003	450.00		75.00	250.00	75.00	Paid regular meeting stipend regardless of attendance.
2003-2004	450.00		75.00	250.00	75.00	
2004-2005	450.00		75.00	250.00	75.00	
2005-2006	450.00		75.00	250.00	75.00	
2006-2007	450.00		75.00	250.00	75.00	
2007-2008	450.00		75.00	250.00	75.00	
2008-2009	450.00		75.00	250.00	75.00	
2009-2010	450.00		75.00	250.00	75.00	
2010-2011	450.00		75.00	250.00	75.00	
2011-2012	450.00		75.00	250.00	75.00	
2012-2013	450.00		75.00	250.00	75.00	
2013-2014	450.00		75.00	250.00	75.00	
2014-2015	450.00		75.00	250.00	75.00	

Locality	Population	Number	Paid an annual salary or paid per meeting?	Council Member Pay	Mayor Pay	Council Member Annualized	Mayor Annualized	How Many Meetings are Scheduled a year?
TOWN OF TAZEWELL	5000		(276) 988-2501 m	\$ 300	\$ 500	\$ 3,600	\$ 6,000	12
COUNTY OF BATH	5048		(540) 839-7221 a	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	12
TOWN OF BRIDGEWATER	5203		(540) 828-3390 a	\$ 3,468	\$ 5,210	\$ 3,468	\$ 5,210	12
TOWN OF BLUEFIELD	5363		(276) 322-4626 m	\$ 650	\$ 450	\$ 7,800	\$ 5,400	12
CITY OF EMPORIA	5665		(434) 634-3332 a	\$ 7,200	\$ 9,000	\$ 7,200	\$ 9,000	24
TOWN OF BIG STONE GAP	5906		(276) 523-0115 m	\$ 75	\$ 100	\$ 1,800	\$ 2,400	24
TOWN OF PURCELLVILLE	6000		(540) 338-7092 a	\$ 4,250	\$ 5,525	\$ 4,250	\$ 5,525	24
CITY OF BEDFORD	6300		(540) 587-6001 m	\$ 250	\$ 333	\$ 6,000	\$ 7,992	24
CITY OF COVINGTON	6303		(540) 965-6300 m	\$ 350	\$ 400	\$ 8,400	\$ 9,600	24
CITY OF BUENA VISTA	6349		(540) 261-8600 m	\$ 220	\$ 275	\$ 5,280	\$ 6,600	24
TOWN OF MARION	6349		(276) 783-4113 m	\$ 378	\$ 756	\$ 9,072	\$ 18,144	24
TOWN OF SMITHFIELD	6750		(757) 365-4200 m	\$ 300	\$ 350	\$ 3,600	\$ 4,200	12
CITY OF GALAX	6837		(276) 236-5773 a	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	24
TOWN OF FARMVILLE	6845		(434) 392-5686 m	\$ 400	\$ 500	\$ 9,600	\$ 12,000	24
CITY OF LEXINGTON	6867		(540) 462-3700 m	\$ 300	\$ 400	\$ 7,200	\$ 9,600	24
TOWN OF ASHLAND	7200		(804) 798-9219 m	\$ 150	\$ 175	\$ 3,600	\$ 4,200	24
TOWN OF WARRENTON	7200		(540) 347-4505 m	\$ 400	\$ 800	\$ 9,600	\$ 19,200	24
TOWN OF ABINGDON	7780		(276) 628-7400 m	\$ 536	\$ 718	\$ 6,432	\$ 8,616	12
TOWN OF VINTON	7782		(540) 983-0607 a	\$ 4,964	\$ 8,275	\$ 4,964	\$ 8,275	24
TOWN OF WYTHEVILLE	7804		(276) 223-3350 m	\$ 230	\$ 269	\$ 5,520	\$ 6,456	24
CITY OF FRANKLIN	8346		(757) 562-8504 a	\$ 7,896	\$ 10,437	\$ 7,896	\$ 10,437	24
TOWN OF SOUTH BOSTON	9500		(434) 575-4200 m	\$ 400	\$ 500	\$ 9,600	\$ 12,000	24
TOWN OF PULASKI	9985		(540) 994-8601 m	\$ 400	\$ 500	\$ 9,600	\$ 12,000	24
						\$ 6,099	\$ 8,202	

**Review and consideration of request to contract with Municipal Code Corporation to recodify the Code of The Town of Rocky Mount, Virginia (with draft supplemental appropriation resolution)**

ITEM(S) TO BE CONSIDERED UNDER:

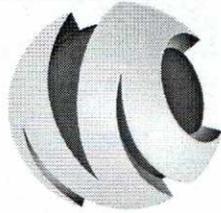
- Hearing of Citizens
- Consent Item
- Old Business
- New Business
- Committee Report
- Other

FOR COUNCIL MEETING DATED:	June 8, 2015
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STAFF MAKING REQUEST:	Stacey B. Sink, Town Clerk C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town Clerk has received a quote from Municipal Code Corporation (Municode), the Town’s current print and on-line code publishing vendor to recodify the Town Code.</p> <p>The process of recodification involves a complete review of the Town’s existing code and ordinances, along with a review for conflicts with state law and case law relating to the Town’s ordinances, the Town Charter, and constitutional principles. Additionally, any new ordinances or amendments enacted since the last supplementation are also reviewed and inserted into the main Code document. Finally, the entire document is republished and reposted on-line.</p> <p>The Code has not been “recodified” or reviewed legally for many years. The quote (copy included) submitted by Municode starts at a base cost of \$15,000. A draft supplemental appropriation resolution is included for Council’s review.</p>
ACTION NEEDED:	Approve or deny the request to contract with Municode and the supplemental appropriation resolution.

Attachment(s): Yes. (1) Municode Recodification Quote  
(2) Supplemental Appropriation Resolution for Fiscal Year Ended June 30, 2016

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



# municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

March 31, 2015

Ms. Stacey Sink  
Town Clerk  
Town of Rocky Mount  
345 Donald Avenue  
Rocky Mount, VA 24151

Sent Via Email: [ssink@rockmountva.org](mailto:ssink@rockmountva.org)

Dear Ms. Sink:

We appreciate your interest in Municode and the services we provide local governments. We understand your community has unique needs and we offer a variety of services to meet those needs.

**ABOUT THE MUNICODE CODIFICATION PROCESS.** Municode's approach to codification sets the standard in the industry. The project starts with a conference call during which you can outline specific issues or concerns. Our attorney will review the existing Code and ordinances giving emphasis to your expressed concerns and look for conflicts with state law, case law relating to the Town's ordinances, the Charter (if applicable) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal memorandum and discussed at a conference between you and our attorney. Following implementation of the agreed upon solutions, proofs of the new Code are sent to you. Upon your return of the proofs, an index is prepared, copies are printed and the new Code is posted on-line. Other aspects of the project, such as the editorial process and satisfying the demand of subscribers are described in greater detail in the proposal.

**WHY USE MUNICODE?** Municode is the most trusted and experienced codifier of local government Codes. In addition, we are family owned and operated which translates into an unmatched commitment to customer service. Our clients tell us the following distinguishes Municode as the best:

- ① **STAFF ATTORNEY AND CONFERENCE** – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you anytime during the project and will conduct the editorial conference. This dialogue ensures that the Code accurately reflects the intent of the ordinances enacted by the elected officials.
- ① **LEGAL MEMORANDUM** – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the memorandum. This approach facilitates collaboration and dissemination among Departments.
- ① **SAMPLE LEGISLATION WEBSITE** – During the project, and afterwards, you can search our website of more than 3,000 Codes for almost any legal topic.
- ① **TECHNOLOGY** – Municode continually invests in technology to benefit our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

If you have any questions or desire additional information, please call and speak with our Regional Sales Representative, Scott Horton, in Raleigh North Carolina, or our Assistant Vice President of Sales, Steffanie Rasmussen, or me in Tallahassee, Florida. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

Eric Grant  
President

WEG/amb  
Enc.

Cc: Scott Horton, Regional Sales Representative,  
919-830-3358 / [shorton@municode.com](mailto:shorton@municode.com)

## EXECUTIVE SUMMARY

Municipal Code Corporation (Municode) was founded in 1951 and offers services to local governments nationwide. We have published more than 4,000 Codes; throughout our history. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to posting the content on-line to shipping a Supplement, Municode ensures the fastest, most accurate delivery of codification services. We work hard to maintain the highest level of service possible for you and your citizens.

### Understanding Your Needs

Our service depends upon fully understanding your unique needs. While the Sales staff works with more than 3,600 accounts, we do so one person at a time. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation. Municode currently provides codification services to 153 clients in the State of Virginia.

### Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month. This scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide free State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments

### Using Technology for Your Benefit

Municode develops technology that benefits our clients. We have created products that are affordable and meet the ever-changing needs of our clients. Municode handles all electronic services in-house. We offer the following format/database options posting the Code Online, FOLIO, HTML, WORD-DOCX and PDF. We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. Municode provides electronic products that provide a variety of ways citizens and staff can access the Code. Web access is supported for industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is interfacing from a mobile device and automatically changes the view to a "mobile-friendly mode." Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

### Internet Stability

Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

### Association Support

Municode supports many Clerk, Attorney, Municipal and Town Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Clients. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

- e. **References.** Municode will provide State Law references within the Code. Editor's notes will be provided as appropriate. Internal references within the Code will be hyperlinked in the on-line version.
- f. **Editing.** Municode will edit the text of the Code to reflect proper grammar and stylistic consistency. Municode will not reword any provision that changes the substantive intent of the Code, unless the Client approves the revision. However, non-substantive revisions to improve readability are a part of the codification process.
- g. **Proofreading.** Municode will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and Municode's attorney are correct.
- h. **Page Format Options.** Municode will review page composition format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (10, 11, 12 point) page layout (single column<sup>1</sup>), graphics appearance and placement, with the Client. We will help you choose a format that results in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- i. **Index and Tables.** Municode will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, and Ordinance Disposition) for the Code as necessitated by the materials. Additional tables required by the Client, such as a schedule of fees, can be created or manipulated for an additional hourly fee.
- j. **Graphics.** Municode will add the graphics provided by the Client in a usable (preferably their native) format and insert them into the printed and electronic versions of the Code. Manipulation, enhancement, reformatting of any graphic supplied by the Client will be performed based upon an additional hourly fee.
- k. **Adopting Ordinance.** Municode will provide an Adopting Ordinance upon completion of the project.

3. **Proofs.** After editing and proofreading, proofs incorporating solutions captured in the legal memorandum will be delivered to the Client. The proofs are an updated legal memorandum indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

Municode guarantees typographical correctness. Any errors attributable to Municode will be corrected at no charge during the term of this Agreement. Municode's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

4. **Delivery of Code.** A summary of features available on municode.com follow. For a more detailed explanation see the page titled "Website Services" at the end of this proposal.

- a. **Electronic Format and Delivery Options.** The new Code can be delivered in a variety of electronic formats and mediums. Supported formats include FOLIO, PDF, WORD-DOCX and posted online and integrated with the dtSearch Engine.
- b. **Electronic Features and Tools.** The Code integrated with dtSearch (either posted on municode.com or as Folio) will have the following tools available to the user, search (simple and Boolean), ranked hit list, search history, print / save selected sections, e-mail selected sections (on-line only), expandable Table of Contents, automatic conversion to "mobile-friendly mode" when viewed from a hand held device, ability to link to individual sections from external content and customization of banner to match Client's website design.
- c. **Printing and Binding.** The number of copies needed by the Client will be printed on acid-free paper in the chosen format. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. The following binder colors are available: dark blue, deep green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

<sup>1</sup> Double column formatting is available, if desired.



## SUPPLEMENT SERVICE

After publication of the new Code, Municode will update the Code as legislation is enacted.

1. **Material.** The Client shall forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to [ords@municode.com](mailto:ords@municode.com). Every ordinance sent to Municode will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Municode will hold legislation pending a schedule or begin the job as established with the Client.
2. **Additional Provisions.** Municode can add provisions (e.g. charter, zoning, land development regulations) not included in the original project through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. Municode will advise of all options and applicable costs.
3. **Editorial Work.** The Supplement editorial team, who is advised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. A Supplement History Table is provided to note all ordinances included. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.
4. **Deliverables.** Updates can be delivered electronically or as printed copies and on a schedule designed to meet the Client's needs.
  - a. **Electronic Updates.** Amendments to the electronic version of the Code are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplement pages at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.
  - b. **Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless the Client chooses to utilize Municode's Distribution Services
  - c. **Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

## WEB HOSTING QUOTATION SHEET FOR TOWN OF ROCKY MOUNT, VIRGINIA

If the Client is interested in bundling the Code online features into one annual fee please review the options below.

- MyMunicode<sup>13</sup>** includes the following: \$995 annually<sup>14</sup>
- i. Code on the Internet
  - ii. CodeBank
  - iii. OrdBank
  - iv. MuniPRO
  - v. Custom Banner

In lieu of purchasing the above package, the Client can purchase each item a la carte or additional services can be added to the bundled MyMunicode package listed above:

- > **Existing Order - Code on Internet with CodeBank** (annually in October) \$550
- MuniPRO** (annually) \$295
- Custom Banner** (onetime fee) \$250
- CodeBank Compare<sup>15</sup>** (annually) \$250
- MuniDocs** Quotation Upon Request

### ORDINANCES PENDING CODIFICATION (Only select one option if selecting services a la carte)

**Option 1) OrdBank**

- Per ordinance fee \$35
- Flat annual fee (recommended if MyMunicode is not selected) \$275

**Option 2) OrdBank + OrdLink**

- Per ordinance fee \$60
- Flat annual fee (recommended if MyMunicode is not selected) \$375

<sup>13</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

<sup>14</sup> Total Value if each item purchased a la carte would be \$1,525 to \$1,725 per year with an average of 8 ordinances adopted annually.

<sup>15</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare technology.

- ⊙ **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your Dashboard.
- ⊙ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

**Custom Banner.** Municode will customize the look and feel of your Code on municode.com to more closely match your municipality's web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site. Initial set up fee of \$250 with no annual charge, unless you would like for us to change your banner.

**Mobile Friendly Site.** The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

**Email (from the Web).** Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

**Print or Save.** Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

**Internal Cross Reference Linking.** Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

**Mouseover (cluetips).** Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

**Static Linking to your Code.** Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

**Pinpoint Searching.** Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

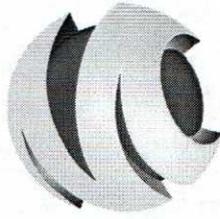
**Scrolling Tables and Charts.** The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

**GIS.** Municode can provide a permalink to any code section and assist staff to create links from their GIS system to relevant code sections.

**Collapsible TOC.** The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item. *This feature is included in your annual Internet fee.*

**In-line Images & PDFs.** Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

**Internet Stability.** Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.



# municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new Code. Thereafter, the Supplement Service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

**MUNICIPAL CODE CORPORATION**

Municode Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by:

**TOWN OF ROCKY MOUNT, VIRGINIA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 39 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and Wyoming.

Roger D. Merriam, Esq., B.A, Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Main, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 13 years of experience in local government law; member of the Florida and South Carolina Bars. Also admitted to practice before the U.S. Supreme Court, U.S. Court of Appeals for the Armed Forces, and the U.S. Court of International Trade. He has completed codes in Georgia, Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia and West Virginia.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, New York; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

Sandra S. Fox, Esq., B.A, Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Missouri, Montana, Oklahoma, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Sally E. Raines, Esq., B.A. (cum laude), University of Florida; J.D., University of Florida - Levin College of Law. Sally started with Municode in 2013 and is gaining experience working in local government law in Florida, Georgia and Texas. Sally is a Member of the Florida Bar and the Texas Bar.

#### Supplementation

Dennis J. Sinnett, Vice President of Supplements. B.S., United States Naval Academy, M.A.S., Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department. In order to ensure that you receive the best service possible, Municode has deployed a team concept. This team organizational structure allows for efficient communication, reduces the turn-around time for the publication of your supplements and helps to ensure you the highest degree of accuracy possible. In addition, because each team is comprised of three editors and one proofreader, it allows for what we call "bench depth" – there is always a backup person who is familiar with the municipality's Code of Ordinances. As the Supplement Department Supervisor, he will work with the lead editor to review the amending ordinances and establish a schedule for the completion of each job. Additionally, he will oversee your code as it progresses through our supplementation process.

Portia R. Thomas, Training Coordinator. B.S., Speech, Language & Communication Pathology, M.S., Audiology, Towson State University. She is a long-time educator in the public school systems, with extensive experience in graphic arts and desktop publishing, she taught Typography classes and visual arts software classes in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat at the college level for 8 years before joining the Municode team. She has worked with the major desktop publishing software Aldus/Adobe PageMaker, QuarkXPress and Adobe InDesign, and graphics software Aldus/Macromedia Freehand, Adobe Illustrator and Adobe Photoshop for more than 20 years combined in her personal desktop publishing business. Her years of teaching experience and knowledge of graphics and knowledge of graphics and desktop publishing has allowed her to develop simple and efficient methods for our legal editors to be able to product the highest quality for the codes at Municode and to train both legal editor and proofreaders in new and available software usage and techniques.

Leslie Mayne, Production Support Account Representative. B.A., English and Anthropology, Florida State University. Ms. Mayne has over 15 years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She is responsible for ensuring that the company's customers receive a superior level of service and assistance with their questions and or concerns. Leslie's goal is simple: Provide timely, superior customer service each and every day.

James Bonneville, Mid-West Regional Sales Representative. B.A., Political Science, University of Minnesota. James worked in State Government, Lobbying and Governmental Sales for over 13 years before joining Municode in 2009. He is our Sales Representative for the following states: Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Tracy Stevanov, Mid-west Inside Sales Representative. B.S., Public Administration, Florida State University School of Social Science. Tracy has over 15 years of sales experience and has worked with Municode since 2008. She enjoys meeting with clients and assisting them in all facets of their account; from demonstrating new products and solutions to problem solving and preparing budgets. Tracy works hand in hand with James ensuring that clients are taken care of.

Gregory Dudiak, West Coast Regional Sales Representative. B.A., University of Washington. Gregory has worked with municipalities and counties in the Code industry for over 44 years. He is located in Seattle, Washington and is available to answer questions and meet with you, as needed. He is a regular exhibitor at State City Clerks Conferences and League of Municipalities Conferences in his region and the national IIMC Conference. He is also supported by our entire staff in Tallahassee.

Krystal Hays, Regional Sales Representative. B.S. Texas Woman's University, Denton, Texas. Krystal worked at the City of Carrollton, Texas for 10 years and she has over 18 years of professional sales experience. She was born and raised in Texas and is our Regional Sales Representative for Arkansas, New Mexico, Oklahoma and Texas.

Scott Horton, Regional Sales Representative. B.A. Business Management / Human Resources North Carolina State University, Raleigh, North Carolina. Scott has worked with both state and local governments for over 10 years and he has over 8 years of professional municipal sales experience. He is a North Carolina native and is our Regional Sales Representative for North Carolina, South Carolina, Virginia, Tennessee, West Virginia, Maryland, Delaware, and Kentucky.

#### **Municipal Code Corporation Executives**

A. Lawton Langford, Esq., Chairman and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years' experience with Municode. Mr. Langford is responsible for the strategic direction of the company. He has a wide set of experiences including: serving as Chairman of a local bank; a medical technology company; and a document management Value Added Reseller. In addition to strategic issues, Mr. Langford focuses on staying abreast of the latest technology that could benefit Municode's local government clients, and assembling the best leaders available so that the Municode organization functions as a high-performing company.

Eric Grant, President, Esq., Eric joined the Municode team in 2007 after graduating from the University of Virginia School of Law. Prior to receiving his Juris Doctorate from the University of Virginia, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. By way of preparation for his career as a United States Marine, Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit. Eric is also actively involved in the Community Foundation of North Florida, Trinity Catholic Elementary School and numerous United Way Charities.

H. E. "Rick" Grant, Esq., Executive Vice President and C.O.O. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He started his position as C.O.O. of Municode in 1997 and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the client a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the client to set up a conference to discuss these issues

Michelle S. Eagen, Chief Financial Officer and Vice President of Finance. Michelle has received her Bachelor of Science in Accounting from the University of Florida and her Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA. Michelle has been with Municode since 2003 and has worked as an accounting professional in the publishing industry since 1993. She and her accounting staff at Municode are committed to providing each customer with accurate, timely invoices and assisting with all client billing inquiries.



RESOLUTION NO.: 2015.010

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

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

**WHEREAS**, \$10,000 was budgeted for the fiscal year 2016 project to re-codify the Town Code, but the quote received from the Municipal Code Corporation (Municode) is \$15,000, so that now the project needs another \$5,000 appointed to it for its completion;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Rocky Mount, Virginia does hereby appropriate the following supplemental adjustment for FY 2016:

**Account 01.1101.0000.0000.3000 (Council contractual services)      \$5,000**  
**Account 01.9102.0000.0000.9959 (General Fund contingency)      \$5,000**

This resolution shall become effective immediately upon its adoption.

**TOWN OF ROCKY MOUNT, VIRGINIA  
GIVEN UNDER MY HAND, THIS 8<sup>TH</sup> DAY OF JUNE 2015:**

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

The undersigned clerk of the Town of Rocky Mount, Virginia hereby certifies that the foregoing instrument constitutes the true and correct resolution duly adopted at a meeting of the Town Council held on June 8, 2015. I hereby further certify that a quorum was present for the meeting and that the minutes of such meeting reflect the attendance of the members, and the voting on the foregoing resolution was as follows:

MEMBERS	ATTENDANCE	VOTE
Bobby M. Cundiff		
P. Ann Love		
Robert L. Moyer		
Jon W. Snead		
Billie W. Stockton		
Gregory B. Walker, Vice Mayor		
Steven C. Angle, Mayor		

**WITNESS MY HAND** and the seal of the Town of Rocky Mount, Virginia, this the 8<sup>th</sup> day of June, 2015.

(SEAL)

By: \_\_\_\_\_  
Stacey B. Sink, Town Clerk

DRAFT

**Review and consideration of authorizing the financing of various capital projects approved by Town Council in the Capital Improvement Plan for Fiscal Year 2016**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 8, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>Attached is the Resolution authorizing the Town to enter into a financing agreement of \$1,500,000 to finance capital projects approved by Town Council in the Capital Improvement Plan for fiscal year 2016.</p> <p>Non-binding interest rates of 2% from Carter Bank and Trust, a range of 2.55 to 2.7% from American National Bank and Trust, and 3% from Fidelity Bank and Trust were obtained for a ten year loan. Annual payments will be \$156,242.40 at the 2% interest rate for ten years. If approved by Council, the application process will begin with Carter Bank and Trust for the \$1,500,000 loan to finance the Scuffling Hill curb, gutter, and sewer project; the Veterans Park bank stabilization project; and the engineering study for Bernard Road drainage. Should funds remain after these projects are funded, other approved projects in the fiscal year 2016 Capital Projects Plan will be financed with the remaining loan proceeds.</p>
ACTION NEEDED:	To approve or deny the loan agreement process and referenced resolution with Carter Bank and Trust for \$1,500,000 to finance capital projects approved in the Capital Improvement Plan for fiscal year 2016.

Attachment(s): Yes. (1) A Resolution of the Council of the Town of Rocky Mount, Virginia Authorizing the Tax-Exempt Financing of Various Capital Projects Approved By Town Council in the Capital Improvement Plan for Fiscal Year 2016

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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RESOLUTION NO.: 2015.009

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF ROCKY MOUNT, VIRGINIA  
AUTHORIZING THE TAX-EXEMPT FINANCING OF VARIOUS CAPITAL PROJECTS  
APPROVED BY TOWN COUNCIL IN THE CAPITAL IMPROVEMENT PLAN FOR FISCAL  
YEAR 2016**

**WHEREAS**, it is deemed necessary and advisable that the Town of Rocky Mount, Virginia (the "Town") purchase certain equipment and improve certain infrastructure within the Town (the "Capital Projects"); and

**WHEREAS**, the Town desires to enter into a tax-exempt financing agreement to finance the Capital Projects (the "Agreement"); and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Rocky Mount, Virginia, as follows:

Section 1. The Town hereby authorizes the Town Manager, (the "Executing Official") on behalf of the Town and without further action by the Council, to negotiate the terms of, and execute and deliver the Agreement and other related documentation necessary to carry out this Resolution and obtain financing for the Capital Projects.

Section 2. *Maintenance of Tax-Exempt Status.* The Town covenants not to take any action or omit any action if the taking or omission would cause interest paid pursuant to the Agreement to be includable in gross income for federal income tax purposes pursuant to Section 103(a) of the Internal Revenue Code of 1986, as amended (the "Code"). The Executing Official may enter into additional covenants on behalf of the Town to protect the tax-exempt status of interest which is payable under the Agreement.

This resolution shall become effective immediately upon its adoption.

**TOWN OF ROCKY MOUNT, VIRGINIA**

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

The undersigned clerk of the Town of Rocky Mount, Virginia hereby certifies that the foregoing instrument constitutes the true and correct resolution duly adopted at a meeting of the Town Council held on June 8, 2015. I hereby further certify that a quorum was present for the meeting and that the minutes of such meeting reflect the attendance of the members, and the voting on the foregoing resolution was as follows:

MEMBERS	ATTENDANCE	VOTE
Bobby M. Cundiff		
P. Ann Love		
Robert L. Moyer		
Jon W. Snead		
Billie W. Stockton		
Gregory B. Walker, Vice Mayor		
Steven C. Angle, Mayor		

**WITNESS MY HAND** and the seal of the Town of Rocky Mount, Virginia, this the 8<sup>th</sup> day of June, 2015.

(SEAL)

By: \_\_\_\_\_  
Stacey B. Sink, Town Clerk

Draft

**Report of the Streets, Sidewalks and Streetlights Committee for meeting held on June 2, 2015**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 8, 2015
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Streets committee was presented with an overview of the proposed replacement Christmas decorations. The committee's recommendation was as follows:</p> <p>AEP Poles - 5' Foot Wreaths to fit on existing pole mounts</p> <ul style="list-style-type: none"> <li>• Glitter decoration balls in Town Colors (Blue, Red, Green, Gold)</li> <li>• Red (Mylar) Bows</li> <li>• 75-100 Lights on each wreath</li> </ul> <p>Continue to decorate the downtown decorative light poles with lighted garland wraps and red bows.</p> <ul style="list-style-type: none"> <li>• Replace wraps with LED lights</li> <li>• Replace bows with new red mylar style to match AEP wreaths</li> </ul> <p>Banners:</p> <ul style="list-style-type: none"> <li>• Red Banner with white snowflakes</li> <li>• Wording on the banner "MERRY CHRISTMAS"</li> </ul> <p>Purchase decorations from Mosca Designs.</p> <p>Samples of these will be requested and shown when available. Thus far the project is on track to come in under budget.</p>
ACTION NEEDED:	Consensus from Council to accept or reject of the Committee's recommendation.

Attachment(s): No.

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