



ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
MAY 11, 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
 - Special recognition of former Town Clerk Patricia H. Keatts by Delegate Charles Poindexter, 9th District, Virginia House of Delegates
- V. Public Hearing (*none at this time*)
- VI. Approval of Draft Minutes
 - March 30, 2015, special meeting minutes
 - April 13, 2015, regular meeting minutes
 - April 15, 2015, special meeting minutes
 - April 20, 2015, special meeting minutes
 - May 4, 2015, special 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
 - A. Review and consideration of reappointment of certain Planning Commission Members for terms ending June 30, 2019.
- X. New Business
 - A. 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"
 - B. 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”

- C. Review and consideration of request of Lauren Judson to hold Eagle Strut 5K and 10K events on Saturday, September 12, 2015
 - D. Review and consideration of request of Southwest Virginia Antique Farm Days to hold annual kick-off tractor parade on Sunday, June 14, 2015
 - E. Review and consideration of request of Franklin County Historical Society for street closures during its annual Veterans Memorial Day event on Saturday, May 30, 2015
 - F. Review and consideration of changes to Town of Rocky Mount Development Fee Schedule for fees pertaining to site plan review
 - G. Review and consideration of supplemental appropriation resolution for funds received from Byrne Justice Assistance Grant benefitting the Rocky Mount Police Department
 - H. Review and consideration of 3-year audit services contract with Robinson, Farmer, Cox Associates
 - I. Review and consideration of request of Finance Department to purchase new computer hardware using excess FY 2015 funds
 - J. Discussion and review of proposed revisions to the Town of Rocky Mount refuse collection rules
 - K. 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 Improvements Project
 - L. 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)
- XI. Committee Reports (*none at this time*)
- XII. Other Matters, Concerns and Rise ‘N Shine Appearances
- A. 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
 - B. *Rise ‘N Shine* Appearances
- XIII. Closed Meeting and Action
- 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).

XIV. Adjournment

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

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

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	During the recent Virginia General Assembly session, Delegate Charles Poindexter sponsored a recognition resolution in honor of Patricia H. Keatts, former town clerk. Delegate Poindexter will present Mrs. Keatts with the resolution during the Special Items portion of tonight's meeting.
ACTION NEEDED:	None

Attachment(s): None

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**ROCKY MOUNT TOWN COUNCIL
SPECIAL MEETING MINUTES
MARCH 30, 2015**

The March 30, 2015 special 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 5:00 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:

- Town Clerk Stacey B. Sink
- Town Manager C. James Ervin
- Finance Director Linda P. Woody

The meeting was called to order by Mayor Angle.

APPROVAL OF AGENDA

Mayor Angle asked for any additions or corrections to the presented agenda, and being none entertained a motion.

Motion: To approve the agenda as presented

Motion By: Council Member Stockton

Second: Vice Mayor Walker

Motion Discussion: None

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

Nays: None

Action: Let the record show the agenda was approved by a unanimous vote

WORKSESSION

Worksession Discussion Topic: Council input regarding FY2016 Budget Preparation

Item 1: Discussion regarding new radios required for use with Franklin County's new radio system

Staff Presentation: The radios for the Police Department will cost \$114,950, and the radios for the Fire Department will cost \$114,448.89, though the chief reports this number may change. The town manager has negotiated with Franklin County to have the County cover an amount of radios for the Fire Department equal to what it would pay for all other County departments. The Town's Fire Department has 36 radios in service, and the allotment for a County department is 21 units. The Town's share, then, for the additional 16 radios is reduced to \$65,447. The total needed for the capital investment in new equipment is, then, approximately \$180,000.00.

The County has offered, tentatively, to allow the Town to purchase these radios under its already negotiated borrowing/bond that is for ten years at 1.73%. This would be an annual payment on the radios of \$20,000.

Question: Should the Town participate in the County's existing debt issue or include the radios in a proposed debt issue of its own?

General Discussion:

- The purchase of the equipment can be depreciated.
- The County has offered to provide 21 fire radios even though the Town has 36 in service.
- The Town's department has grown because the Town funds it well. The town manager has negotiated with the County to get the same amount of radios that all other departments are getting (21). The County is only willing to pay for what they think is a standard number of equipment.
- Mayor Angle noted that the Town has the largest department and answers more calls than all other departments in the county.
- The town manager noted that 100% of the Town's calls are actually in the County.
- Council Member Cundiff noted that Town taxpayers are County taxpayers too, and this is double taxation.
- Mayor Angle suggested that staff take another swing at this in negotiations with the County.
- Vice Mayor Walker understands police radio expense but not the fire.
- Town manager noted that some of the radios can also be cut. Some of the apparatus could be obsoleted.
- The needed radios are for people, vehicles, and office personnel, with approximately 60% handheld units.
- What is the better thing to do if County doesn't change the number being supplied to the Town?
- Town manager thinks that the best answer is to first see what is available to the Town and then compare to the County rate to determine the best option.
- Council Member Cundiff noted will cost \$20,000 in interest to pay back over 10 years.
- The challenge is that all of the fire department members will need radios at one time.

Because they are all volunteers, they are all on-call all the time. Some of the radios that are being replaced have been provided by the fire department in their own fund raising efforts.

- The fire radios cost approximately \$3,200 each.
- 39 police units are needed, but they are simpler/less expensive than the fire radios.
- The radios will have contact with other departments in the County. The new system will have multiple channels, for local area, regional, and even police tie-in.
- The police department purchase is a requirement. Those numbers are locked in. However, Council can try to knock down the fire department number if necessary.
- Consensus from Council that the Town should look at providing its own radios before piggy-backing with the County.
- The Town has good volunteers because it provides nice equipment. Cannot ask people to volunteer without the proper equipment.
- The finance director verified that currently there are 26 line-of-duty volunteers paid for on the Town's insurance, but can actually have up to 35.

Item 2: Discussion regarding capital cost of the radio system

Staff Presentation: The County is spending \$7.3 million on the new radio system and has asked the Town to consider contributing towards the cost of the system. The Town's police and fire radios (the reduced number for the Fire Department radios) represent 6.75% of the system, and the County has asked for a capital contribution of approximately \$0.5 million. The town manager has advised that there are double taxation issues for Town citizens paying for the radio system, as they have already contributed their share to the initial \$7.3 million purchase. Additionally, there is little precedent for a town within a county sharing the capital cost for a radio system. However, there is significant precedent for a town paying a subscriber fee for access to an existing system, and staff proposes that the Town and County enter into an agreement (similar to what Vinton and Roanoke County have), whereby the County provides annual radio access to the Town for a fixed fee. Vinton currently pays \$400 per year per radio and the town manager has used that as a starting point for this conversation. The town manager has also offered to present to Council a higher initial figure that scales down to the lower figure in five years to assist with the out-of-pocket expense of the new system.

Question: What is the consensus of Council on the capital support the Town should provide for the new radio system? What is the consensus of Council on an agreement with the County for annual access to the radio system?

General Discussion:

- Town manager does not think it makes sense for the Town to make a capital contribution to the County for the new radio system; however, there is precedent for counties charging an access charge.
- Council Member Moyer noted that if the Town is cut off from the County's radio system, then the Town has to do a turnkey system. Need to think about this.

- The town manager has a copy of the Vinton agreement with Roanoke County for yearly access.
- \$400 per radio per year equates to \$30,000 per year in access fees.
- The County is asking for \$0.5 million toward the capital costs; however, the town manager has already explained that the County probably needs to make a fairer request.
- The lifespan of the system is probably 10-15 years, depending on how technology changes. Should be a 20-year depreciated asset. The town manager has told the County that the Town has no interest in making a capital contribution because the Town does not want to own part of the system. What if lightning strikes it, or something else damages it?
- Vice Mayor Walker questioned if \$400 per year per radio is a fair access fee, with the town manager confirming, based on his research, yes. The lowest cost would be to let the County build the system it wants, and then pay a fee. This system will allow the Town to talk to Franklin County and Roanoke. It is fair for the County to ask the Town to pay to use it, but it is not fair for the County to ask the Town to pay to build it.
- If the Town paid a capital contribution, what would that amount be? Would the County still want access money?
- Vice Mayor Walker noted that it would take 17 years at \$30,000 to pay \$0.5 million.
- The only leverage the Town has against future increases is to return the County's annual contribution and to refuse to run calls outside of the Town, or to bill the County if calls are run outside of Town.
- Council Member Cundiff noted that the Town covers most of the costs of its department with the town manager confirming that relative to the fire department, the County pays 20% of expenses for 80% of the benefits.
- If the County is not paying its share of the costs already, then the Town should not have to pay extra money for the radio system.
- Can \$400 per radio per year be locked in for a certain period of time?
- The town manager confirmed that there would have to be an agreement, memorandum of understanding, with specific details. Right now, however, he just needs to know how to approach it from a budget planning standpoint.
- The town manager confirmed to Council Member Love that right now he does not know the likelihood that the County will accept any proposal until the deal is made.
- Vice Mayor Walker still has issues, as other departments will not be paying access fees. The town manager noted that the access fee will only be for police radios and non-County supplied radios.
- The town manager's discussions have been with County Administrator Rick Huff. They have had several meetings to discuss the issue. He thinks the right way to go with the budget is "no, can't help you buy it, but..."
- Vice Mayor Walker expressed no problem paying usage fee for police department, but a real problem paying for fire department radios.
- The town manager advised he will budget some money for subscriber fees that Council will have available to use at its discretion later should it choose to go forward with any agreement.
- It was the consensus of Council that there is not much of a desire for helping to buy

a radio system because the Town's citizens have already paid tax dollars for that, and also, there is not a clear understanding of why the Town's fire department is being asked to buy radios for fighting County fires.

Item 3: Discussion regarding employee salaries

Staff Presentation: The budget will feature normal salary changes as included in most every budget. This includes a standard one-step increase for existing staff (2.5%) and a 1% COLA. Additionally, there are some staffing changes contemplated.

Question: Are there any recommended adjustments to our normal salary changes?

General Discussion:

- Several council members questioned what the County is doing as far as employee pay raises. Council Member Love noted that the state has mandated a 1.75% increase for County employees.
- Town Manager Ervin noted that the Town does not have trouble competing for longevity of employees. This is primarily due to the fact that the Town believes in rewarding employees for merit through step-increases, which helps to keep longer tenured employees at wages above entry-level employees.
- Council expressed no desire to make changes to the proposed employee salary adjustments at this time.

Item 4: Discussion regarding new positions and position changes

Staff Presentation: The Police Department is eliminating the captain's position and adding in its place a community development officer (part-time). Staff is also requesting the addition of one support staff to the Municipal Building to staff the reception desk and provide better customer service. This coincides with the end of the volunteer program. During the Town's transition in the town clerk role from Mrs. Keatts to Mrs. Sink, the desk was staffed with a full-time employee, and the impact on customer service was significant.

Question: Is there any input on the current staffing level or how staff is aligned to best meet the needs of the public?

General Discussion:

- Chief Criner wants more "community policing" which is an officer who is more visible in the community. The chief wants to eliminate a command position and put more boots on the ground.
- The proposed position for the Municipal Building is to staff the reception desk and abandon the volunteer program for good.
- Mayor Angle questioned why the abandonment, with the town manager advising many of the volunteers have had to stop due to personal or family illness.

- He would like to have a full-time customer facing person, who can assist the Town Manager's Office, and the Finance and Community Development Departments as needed.
- Council questioned what the proposed salary and benefit costs of the proposed new position might be, with the finance director advising she has looked at pay grade 10, step 2.
- Council made no recommendation on the proposed new positions at this time.

Item 5: Discussion regarding borrowing to fund several large capital items

Staff Presentation: The Town has several large capital items that will be presented in the budget. The choices are to do these items with debt, or to not do them, as the goal is to develop the Town's fund balance back after paying off some recent long-term debt and building the Harvester. The Town's recent audit showed an ending General Fund balance of approximately \$5.6 million, with \$1.7 million due from the Tobacco Commission and DHCD, for an estimated General Fund balance of \$7.3 million. Staff estimates the Town's Utility Capital Fund will start FY2016 with a balance of \$0.5 million. This is just shy of the target fund balance of \$8 million, so the Town is in a period of working to rebuild the balance. This, combined with all-time low interest rates and the Town's record-low debt-per-capita rating, makes debt service attractive for these projects. They are:

Veterans' Memorial Park: \$900,000
 Scuffling Hill Sewer: \$65,000
 Town Match for Scuffling Hill Curb/Sidewalk/Drainage: \$470,000
 Municipal Building HVAC Replacement: \$60,000
 Radios: \$180,000*
 *If the Town procures independently

Staff has applied for a \$500,000 grant to assist with the Veterans' Memorial Park project, but will not know if funds are awarded until after the budget is adopted. Regardless of the funds appropriated, the Town will wait for an award or a denial prior to going to the financial market for funding. The Town's match for the Scuffling Hill project is to qualify for a VDOT grant in the same amount, as the project is approximately \$1 million in total. Council has previously stated that it is not interested in doing sewer in conjunction with the Scuffling Hill project, but the public works director seeks Council's review of this decision, as he still recommends it be installed while the road is demolished for the related project. As the town manager and finance director are still working with staff on the development of the capital list at this point, this list may change. Also, if Council is not interested in joining in the County-issued debt for the purchase of radios, they will be moved to this category. If Council wishes to pursue all of these projects in the upcoming fiscal year, the budget will include a proposed debt issuance of \$1.5 million over 20 years with an estimated annual debt service of \$96,000. A ten-year term would be \$164,000, annually. Staff recommends the Town budget for a twenty-year term but opt for a ten-year term if the Veterans' Park grant is

received.

Question: Are there any projects expected by Council that are not included? Are there any projects that Council wishes not to see in a proposed budget? Is Council interested in a bond issue or a direct-borrow from one of our banking partners? Staff recommends direct negotiation with the Town's bank as a starting point (similar to the County's approach with its radio system financing).

General Discussion:

- Mayor Angle question if the County is participating with the Veterans' Park funding, with Town Manager Ervin confirming that the County has it "at the table," though no funds have yet been approved.
- The town manager noted that he is actually looking at a VML or VACO product or a local bank, not necessarily a bond, and wondered if Council is open to considering this.
- Council Member Moyer advised he was not interested in debt if the Town has \$8 million in fund balance.
- Council Member Cundiff noted that he wants a sidewalk on Bernard to be looked at, as the pedestrian traffic there is very dangerous.
- The town manager advised that Town Council controls the purse strings and asked if money for sidewalks on Bernard would be better spent than on the Scuffling Hill project, noting that the trestle is an issue, but has been resolved somewhat and is much less severe than before. Thinks Council should apply for a VDOT revenue grant to do Bernard in the future.
- Council Member Moyer noted that his neighbors on Scuffling Hill say that they were promised sidewalks but never got them.
- Sidewalks have been promised everywhere.
- Town Manager Ervin noted that Council could do a significant sidewalk project every year. It would not be a bad thing. A community is better with sidewalks.
- Council Member Cundiff noted that a quadrant plan is good because every four years it looks very productive for the citizens.
- If Council wants to do these projects, this is the time. Best interest rates available for a very long time. Can add another project and "go to the well" once. Council can do anything it sets its sights on. Bernard Road and Scuffling Hill are equally needy. Both are equally important.
- The town manager suggested that staff do preliminary engineering work on Bernard, apply for "safe routes to school" money and VDOT money and see where it ends up, and include extra in this budget for preliminary engineering on Bernard.
- The town manager advised that the "perfect storm" is to budget for a debt instrument, which will allow future taxpayers to owe against 20-year improvements too, not just current tax payers.

Item 6: Discussion regarding Council compensation

Staff Presentation: Included with the meeting packet is a list of comparative

compensation rates for council members for similarly sized localities. The mayor has asked that Council consider an update to the elected officials' compensation prior to the May election. The Town Charter requires that any change lay over an election cycle prior to becoming effective, and if Council wishes to make a change that could be effective at the closure of the current fiscal year, this would be the only opportunity to do so as the next election will be prior to the adoption of a budget for fiscal year 2017. This would trigger another two-year window where compensation could not be changed.

Question: Should Council Member compensation be adjusted so that it could become effective on 7/1/2016? This would not impact the current budget.

General Discussion:

- Mayor Angle questioned the last time Council's pay was increased, with Finance Director Woody confirming at least 10 years ago, and Council Member Cundiff noting he thinks it was in 1994-1995.
- It has been suggested that Council receive a flat rate no matter how many meetings are attended.
- Town Manager Ervin noted that Council puts in a lot of effort, more than it is paid for, and he recommends giving a bump. The current pay schedule is getting stale, and the community has grown dramatically in a decade.
- Council Member Love shared her belief that citizens who are willing to run for Council, should be willing to do it for nothing. She is not going to be for any type of compensation increase. Council Members Cundiff and Moyer agreed with Council Member Love.
- Vice Mayor Walker noted that Mayor Angle is not proposing a raise, but just moving to a flat rate.
- Town Manager Ervin advised he would like to propose a 20% across the board increase.
- It was the consensus of Council for staff to gather additional information and to discuss again in June prior to the end of the current fiscal year.

Mayor Angle asked if Council had any additional comments or concerns:

Cundiff:

- Addressed concerns regarding recent Franklin News-Post article concerning Chief David Cundiff's memorial service.
- Feels there needs to be a discussion about the Harvester Performance Center. He does not want the center to fail. Concerned about revenues and expenses and Harvester not operating within its budget.
- Town Manager Ervin noted that the Harvester has its own operating budget, and the expenses paid for were not unforeseen. The revenue was less than expected, but revenue is not included in the budgeting process. The reality is that the Harvester is not overspending on what was foreseen and approved. The deposits are less than expected. Also noted that it is illegal to spend money that Council has not appropriated. If Council has a department head that goes out and spends unappropriated taxpayer dollars then there is serious trouble. All of the money spent

by the Harvester was properly appropriated.

- Council would like the next accounting report regarding the Harvester as soon as possible.

Moyer:

- Entertainers come here and we pay them, why do we pay for their rooms?
- Town Manager Ervin noted that this, sometimes is part of the entertainer's compensation, and is negotiated in the contract.

Snead:

- Would like to sit down as a Council with the leadership from the Harvester and also the Harvester's accountant.

Walker:

- What role does the Economic Development Authority (EDA) play?
- Town Manager Ervin questioned if the EDA needed to be in the worksession Council is contemplating, with the consensus of Council being that the EDA should meet beforehand and review and make recommendations and then fold those ideas into Council's meeting, not a joint meeting.

There being no additional discussion items, Mayor Angle entertained a motion to adjourn:

Motion to Adjourn By: Vice Mayor Walker
Second By: Council Member Love
Discussion: None
Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker
Nays: None
Action: Meeting Adjourned
Time of Adjournment: 6:48 p.m.

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

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Draft

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
APRIL 13, 2015**

The April 13, 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:

- John Boitnott Town Attorney
- Tim Burton, Waste Water Treatment Plant Superintendent
- Bob Deitrich, Water Treatment Plant Superintendent
- C. James, Ervin, Town Manager
- Josh Gibson, Town Planner
- Matthew C. Hankins, Assistant Town Manager
- Cecil Mason, Public Works Director
- Charles Robertson, Fire Chief
- Stacey B. Sink, Town Clerk
- Linda Woody, Finance Director

The meeting was called to order by Mayor Angle.

PLEDGE OF ALLEGIANCE

Mayor Angle led in the Pledge of Allegiance

APPROVAL OF AGENDA

Mayor Angle asked if there were any corrections or additions for the night's agenda, and hearing none, entertained a motion.

Motion: To approve the agenda 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 April 13, 2015 agenda was approved as presented

SPECIAL ITEMS

Let the record show there were no special items for discussion at this time.

PUBLIC HEARINGS

Let the record show that no public hearings were scheduled for this time.

APPROVAL OF MINUTES

Prior to the meeting, Council received for review and consideration of approval the following draft minutes: **March 9, 2015 Regular Meeting Minutes**

Mayor Angle asked if there were any additions or corrections to the presented draft minutes.

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

Motion: To approve the minutes 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 March 9, 2015 regular meeting minutes were approved by a unanimous vote

APPROVAL OF CONSENT AGENDA

Prior to the meeting, Council received, for review and consideration of approval, a list of consent agenda items, which consists of any miscellaneous resolutions, proclamations,

miscellaneous action items, departmental monthly reports, and the bill list. This month's consent agenda consists of the following:

Departmental Monthly Reports: Community Development Department, Finance Department, Fire Department, Police Department, Public Works Department, Waste Water Department, Water Department

There being no discussion, Mayor Angle entertained a motion.

Motion: To approve the consent agenda as presented
Motion By: Council Member Stockton
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 no citizens came forward prior to the meeting asking to speak before Council. Mayor Angle opened the floor to any citizen wishing to speak. Let the record show that no citizen came forward.

OLD BUSINESS

Let the record show there was no old business to discuss at this time.

NEW BUSINESS

New Business Item No. 1: Review and consideration of approval of request of Eric Miller with Christian Heritage Academy to hold annual Heritage Classic 5K road race

Staff report by Town Manager Ervin: Mr. Eric Miller, representative of Christian Heritage Academy, requests permission to hold the Academy's annual Heritage Classic 5K road race on Glenwood Drive and Scuffling Hill Road on Memorial Day (May 25th). The race will begin at 8:45 a.m. and will not last more than one hour. The race course and safety precautions are specified in Mr. Miller's letter, which was provided in the meeting packet.

Lieutenant Allan Arrington with the Rocky Mount Police Department has reviewed this request and has no issues with holding the event as outlined in Mr. Miller's letter.

General Discussion:

- Mayor Angle confirmed that the requested route is the same route that has been used in previous years.

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

Motion: To approve the request as presented

Motion By: Council Member Moyer

Second: Vice Mayor Walker

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: Request to hold the Heritage Classic 5K was approved as presented by a unanimous vote

New Business Item No. 2: Review and consideration of request of Waste Water Treatment Plant to hire an intern for 2015

Staff report by Town Manager Ervin: The Rocky Mount WWTP requests approval to make available a 2015 intern position for a student participating in the Ferrum College Environmental Studies program. Council authorized such an intern in 2012 - 2014 and stated that any future extension of the intern program would need further consideration by Council.

The funds for this position have already been placed in the current budget. The total cost of a Ferrum College intern is less than \$5,000 annually. Last year's intern worked a total of 400 hours (the minimum requirement to receive credit for the internship) during the summer for the Town.

The Town reaped many benefits from participating in the program. A major benefit of having an intern is providing coverage during vacations, sick leave and during periods of heavy workload for the wastewater and water treatment plants, if needed. While an intern receives valuable hands-on training during the internship, the program also helps the Town's full-time staff to stay up-to-date and sharp on their skills. Additionally, an intern would allow the waste water staff to do more inflow/infiltration and video work on the Town's sewer lines.

General Discussion:

- Mayor Angle confirmed that this is for the summer and questioned if past interns have been helpful.
- The waste water treatment plant superintendent advised that last year's intern was a blessing, and noted that he only hires an intern if he finds a good match.

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

Motion: To approve the request as presented
Motion By: Council Member Cundiff
Second: Council Member Snead
Motion Discussion: None
Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker
Nays: None
Action: Request approved as presented by a unanimous vote

New Business Item No. 3: Review and consideration of approval of memorandum of understanding with Thompson & Litton and supplemental appropriation resolution for general engineering services regarding water pressure issues in the area of Maple Avenue

Staff report by Town Manager Ervin: Residents near the apex of Maple have approached the town manager over the past eight years complaining of low water pressure. He has reviewed the fire hydrant test reports for the area and concluded that the elevation of the area reduces the pressure to around 25 pounds per square inch. Though there is sufficient flow, there is very low pressure and the hydrant nearest the top of Maple has diminished fire-fighting capability because of the pressure issue.

He asked the Town's water system consulting engineers to review their existing water model for the Town and to recommend solutions to the low pressure so that the Town can consider those in its capital planning. They have submitted the attached estimate to do the work, and he asks that Council appropriate these funds out of contingency so that staff can initiate the work this year.

General Discussion:

- Mayor Angle confirmed that the money is already available in the contingency fund.
- Vice Mayor Walker questioned if this has been a problem for eight years with the town manager confirming it has and noting that the number of complaints have ratcheted up recently.
- Council Member Love noted that the resident who contacted her about this issue has new pipes and minimal pressure.
- Town Manager Ervin advised there is 530 gallons per minute out of a 6" line, but smaller lines will have less pressure.
- Water Treatment Plant Superintendent Deitrich noted that some of the homes are higher than the hydrants that are tested. Therefore the homes can have less pressure, maybe 12 pounds per square inch.

There being no further discussion, Mayor Angle entertained a motion:

Motion: To approve the Memorandum of Understanding with Thompson and Litton and the Supplemental Appropriation Resolution as presented.
Motion By: Vice Mayor Walker
Second: Council Member Love

Motion Discussion: None**Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker****Nays: None****Action: The Memorandum of Understanding with Thompson and Litton and the Supplemental Appropriation Resolution were approved, as presented, by a unanimous vote.*****New Business Item No. 4: Review and consideration of approval of funding request of Community Partnership for Revitalization for "Old Court Days" tourism event***

Staff report by Assistant Town Manager Hankins: The Community Partnership for Revitalization is requesting \$1,600.00 in funding to help cover advertising expenses for its "Old Court Days" event scheduled for June 13, 2015. This event is part of a larger program called the "Mountains of Music Program" sponsored by the Crooked Road Organization. Assistant Town Manager Hankins gave an overview of the Mountains of Music initiative. Next, he invited one of the Court Days event organizers, Carolyn Johnson with the Community Partnership for Revitalization, to the podium to speak about the event.

Mrs. Johnson noted that her group has been planning this event since January of this year. Because Rocky Mount is the beginning of the Crooked Road, they wanted to be involved in the Mountains of Music festivities. They had to apply to participate. She has sent Council a packet of the events they have planned. People are aware that they are recreating Court Days with music on the streets and vendors. At 10:00 a.m. there will be music at the Courthouse. The Franklin County Historical Society is involved, Rex Stephenson is doing a play, and the Police Department is on board with monitoring. She is requesting \$1,600 in funding to help pay for advertising. Additionally, she asked to use County buses for tours, but her request was denied. The event starts at 8:00 a.m. and ends at 5:00 p.m. CPR hope to make this an annual event. All the other towns have done this before. CPR is new at it.

General Discussion:

- Town Manager Ervin clarified for Council that this can come from next year's budget, as CPR can ask its advertising vendor to allow for payment in July.
- Mayor Angle questioned if she asked the County to contribute with Mrs. Johnson confirming that the County gave them \$1400.
- Barbara Chauncey, another representative of CPR noted that they have a \$4,000 budget for the event, and the biggest piece is advertising.
- Mrs. Johnson detailed the advertising efforts, noting that the Chamber is making an advertising card with 17,000 of them being sent out as far away as Greensboro and Raleigh, NC.
- Council Member Love questioned if event organizers saw this event as having the same scope as the annual Come Home to a Franklin County Christmas Event, with

Mrs. Johnson noting that she think it will be bigger because the Crooked Road is advertising this event locally, statewide, nationally and internationally.

- Council Membr Cundiff questioned if an event such as this falls under the Economic Development budget, advising that if so, it looks like it could come out of the Economic Development/Community Development budget for this fiscal year.
- Vice Mayor Walker questioned what kind of buses CPR was asking to use, with Mrs. Johnson confirming the buses for the aging at the Essex Center. She advised without the use of those buses, CPR will have to find a sponsor because the tour is already planned.

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

Motion: To approve the request for \$1,600 and to pay the funds out of the Community Development budget for FY 2015

Motion By: Council Member Love

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: Request for funding in the amount of \$1,600 was approved by a unanimous vote

Following the vote, Mayor Angle questioned if the group would be coming back and asking for street closures. Mrs. Johnson advised she has been working with Police Chief Croner. They want to keep downtown streets open and do not want to disturb businesses. She only wants to ask for a few side street closures and will come back with a request at a later date

New Business Item No. 5: Overview of Fiscal Year 2016 budget

Staff Report by Town Manager Ervin: The Latin words on the Town seal, Crescit Eundo, literally means "it grows as it goes," which means that as the Town progresses it becomes better. Town Council and staff gets one shot every 12 months to get it right, once a year they can steer the ship in a specific direction through the budget process to make progress on Council's progressive vision and to build consensus around innovation. Tonight he wants to give a quick overview of what is different:

WHAT?: New radios, fire truck, Scuffling Hill Road improvements, Bernard Road sidewalk/stormwater project kickoff, Veterans' Park bank repair.

HOW?: 4.2% revenue growth in general fund, FEMA grant of \$480,000 (for fire truck), VDOT grant for \$450,000, bond proceeds for \$1.6 million, additional five cents on the current ten-cent cigarette tax.

STAFF?: One-step increase and 1% Cost Of Living Adjustment, two new positions, one full-time and one part-time.

HELPING OTHER FUNDS WITH TAX REVENUE: Water/Waste water operations - \$104,000; Harvester operations - \$332,000; Refuse collection - \$118,000.

TIMELINE: April 15 - first work session; April 20 - second work session; April 22 - third work session if needed; April 24 - publish notices; May 4 - public hearing; May 11 - adopt budget.

In closing the Town Manager noted that the proposed budget is not a finished document, though it is in balance, and it can be tweaked for good fiscal stewardship for Rocky Mount.

General Discussion: None

COMMITTEE REPORTS

Committee Report #1: Streets, Sidewalks, & Streetlights Committee Report from meeting held April 9, 2015

Report of Committee by Town Manager Ervin: The Streets, Sidewalks, and Streetlights committee met on Thursday, April 9, 2015 to hear the public works director's recommendation on the use of remaining street maintenance funds for the current fiscal year (approximately \$200,000). Public Works Director Mason recommended a deep milling and paving of Cromwell Drive and Oxford Circle due to the situation created by prior overpaying whereby homeowners are faced with a 1" to 2" pavement height at the edge of the gutter. The Committee agreed with the recommendation and Mr. Mason will proceed with the work, barring an objection from Town Council.

General Discussion:

- The town manager is trying to tie this in to a bid issue for bridge repair, as well as to liquidate some VDOT funds.
- Council Member Love questioned the status of the Patterson issues, with the Town Manager nothing it will be brought back in next year's paving schedule.
- No action is needed from Council. Mr. Mason is moving forward if no issues are raised by Council.
- Vice Mayor Walker questioned if this will use all of outstanding VDOT revenue, with the town manager confirming that the bridge work will be used to eat up whatever is left over after the paving is completed.

Committee Report #2: Public Utilities Committee Report from meeting held April 9, 2015

Report of Committee by Town Manager Ervin: The Public Utilities Committee met on Thursday, April 9, 2015 to review recent complaints regarding loose trash being blown about due to the home occupant not using a trash can with a lid or a trash can liner

(bag). The committee recommended that staff draft new rules for refuse collection that stipulates:

- A can with lid shall be used
- The can cannot exceed 35 gallons of capacity
- Contents in the can shall be in a sealed can liner/s or bag/s
- First time failure to follow these rules will result in a door hanger indicating the issue
- Subsequent violations will result in \$10.00 per occurrence being added to the violator's trash bill
- Trash set out for collection not in compliance with these rules will still be picked up to keep the town streets clean
- Trash that blows out of a non-lidded can or that is picked out by animals is the responsibility of the home occupant to clean
- If the home occupant fails to pick up the loose debris, he/she will be issued a citation for littering and the Town will use Public Works staff to pick up the debris, charging the home owner for services in an identical fashion as our mowing and weed control services.

The objectives of these rules are to keep Town staff safe by keeping trash can weight down to a manageable level and by preventing them from having to grab bags or loose trash by hand which often exposes a hazard (glass, metal or sharp debris). These rules are also designed to keep the Town clean and foster a mutual public/private investment in being a clean and beautiful community. It is estimated that 90% of the Town's refuse collection customers already follow these basic rules.

Assistant Town Manager Hankins noted that the Town receives a litter grant each year from the state, and some of the costs for implementing the new rules can be paid for with grant funds.

General Discussion:

- Mayor Angle questioned how the new rules will be distributed, with the town manager confirming that the notices can be included in the water bill or direct mailed to water customers. There are many good design and printing options available for a brochure.
- Council Member Cundiff recognized that the Town's public works employees do a good job and work hard, getting up and down on a trash truck 2,400 times a week. He also noted that it would cost more than \$1.25 a week to haul garbage to a dumpster.
- Mayor Angle suggested that staff draw something up for Council to look at. It was the consensus of Council that this was the way to proceed.
- Council Member Cundiff noted that he would like to see new policies instituted on July 1 (with the new fiscal year).
- Vice Mayor Walker questioned if there are any rules pertaining to the large item pick-up done on the first Monday of each month.

- Town Manager Ervin advised that the Town does not pick up anything that the landfill will not accept. One of the biggest problems is professional construction waste being placed at the curb (such as carpet).
- Vice Mayor Walker suggested that this would be a good time to include gentle reminders on garbage collection issues and to also remind citizens about dump truck rental.

OTHER MATTERS & COMMENTS

Referrals to Planning Commission: Let the record show there were no referrals to Planning Commission at this time.

Rise and Shine Franklin County: Let the record show that Assistant Town Manager Hankins appeared on the Rise and Shine Franklin County show with host Dick Shoemaker this morning.

COUNCIL CONCERNS

No Council Member concerns were expressed at this time.

CLOSED MEETING

Entering Closed Meeting:

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

Time: 7:45 p.m.

Motion By: Council Member Moyer

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 (Planning Commission appointments).

B. 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 (Board of Zoning Appeals appointments).

C. 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 (new business interest).

Second: Vice Mayor Walker

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: Meeting convened into closed session by a unanimous vote

Exiting Closed Meeting:

Motion: To reconvene back into regular session

Time: 8:32 p.m.

Motion By: Vice Mayor Walker

Second: Council Member Moyer

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: Meeting 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 Love

Second: Council Member Cundiff

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 Love 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 Monday, April 13, 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: Council Member Stockton
Second: Council Member Moyer
Motion Discussion: None
Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker
Nays: None
Action: Meeting adjourned
Time of Adjournment: 8:36 p.m.

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

SBS/

**ROCKY MOUNT TOWN COUNCIL
SPECIAL MEETING MINUTES
APRIL 15, 2015**

The April 15, 2015 special 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 5:00 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:

- Allan Arrington, Lieutenant, Rocky Mount Police Department
- Tim Burton, Waste Water Treatment Plant Superintendent
- Bob Deitrich, Water Treatment Plant Superintendent
- C. James, Ervin, Town Manager
- Amy D. Gordon, Accounting Technician
- Matthew C. Hankins, Assistant Town Manager
- Mark Lovern, Lieutenant, Rocky Mount Police Department
- Cecil Mason, Public Works Director
- Charles Robertson, Fire Chief
- Stacey B. Sink, Town Clerk
- Linda Woody, Finance Director

The meeting was called to order by Mayor Angle.

APPROVAL OF AGENDA

Mayor Angle asked if there were any corrections or additions for the meeting's agenda, and hearing none, entertained a motion.

Motion: To approve the agenda as presented

Motion By: Vice Mayor Walker

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: The April 15, 2015 agenda was approved as presented by a unanimous vote

WORKSESSION

Worksession Discussion Topic: Budget Worksession No.1 for Proposed Budget for Fiscal Year Ending June 30, 2016

General Discussion:

- Page 2 – Transmittal letter – language “changes in the GF revenue for FY 16, etc.” – The first item is a proposed change of five cents per pack. The rest of the changes are anticipated changes in revenue given a flat rate. Would have been better to have include the word “projected revenue.” There are no changes in rates.
- Page 3 – General Fund Revenue highlights - Projected tax revenues increase due to economy, court fines increase due to tickets that Town officers write (equivalent to about one cent on real estate tax rate or \$43,000). - Proceeds from the use of assets, bonds proceeds, \$1.5 million for revenue, Council should be aware this is a revenue line item.
- Page 4 – Charges for services – contains miscellaneous revenue and non-categorical state aid.
- Page 5 - State Aid - Money from schools, \$29,632 to pay for school resource officer, LINE 0414 penciled-in revenue should the Town receive the FEMA grant, which will be used to buy a fire apparatus, also includes the VDOT grant for \$50,000 for sidewalks. Under use of fund balance, \$332,097, appropriated fund balance for Harvester Performance Center operations, and \$60,000 to cover Harvester deficits.
- Confirmed to Council Member Love that \$500,000 for Veterans’ Memorial Park which has not used been used will show as carry over.
- Pages 7-8 – Mayor and Council – details Council’s compensation for meeting attendance.
- Council Member Moyer questioned how Council compensation will be changed, with the Mayor advising there has been talk of switching to a flat annual salary, as opposed to a per meeting schedule. The Mayor noted that nothing has been changed yet and the item is still open for discussion. Finance Director Woody noted that this discussion need not be part of the budget process and should be discussed separately.
- Page 9 – LINE 3000, contractual services, \$12,700 to recodify the Town Code, which involves paying Municode to go through the code, reprocess, renumber and republish it.
- Page 11 – Town Manager – contains a new position for \$48,575, salary grade 10, step 2, \$28,744 actual salary with the remainder being fringe benefits and health insurance.
- Vice Mayor Walker – reference page 133 of the proposed budget, which indicated pay grade 9 as the lowest paying grade.
- The town manager advised this proposed position is still a work in process. The intent is for this position to help backfill accounting, and backup town clerk and Community Development Department, and process passports.
- Council Member Cundiff questioned the estimation for fringes with Finance Director Woody noting that she generally budgets on the high end for insurance (family plan) not knowing what the person hired will actually choose. Generally fringes are figured at about 40% of salary.
- Town Manager Ervin noted that in 2015 the revenue from passports is estimated at \$15,500 and he has budgeted an expected revenue of \$10,000 in 2016. This revenue will help to cover the salary of this additional person. Otherwise, Council may need to decide if this is a program it wishes to keep offering.
- Council Member Cundiff voiced his belief that anything the Town does with taxpayer money should at least pay its own way.

- The town manager noted that there are no functional aspects of government service delivery that can do that - police, public works, finance – none of these departments pay their own way. The best the Town can strive for is a collection of services that are business-like that the Town can try to make pay their way. He also noted that passport customers brag on the service they get here. He reiterated that Town Council must decide if the passport service is worth providing to the citizens.
- Vice Mayor Walker questioned why the position was proposed at grade 10, step 2. The finance director noted that the actual starting grade and step would be according to the hired person's experience. In the long run, Council should anticipate allocating this person's pay across multiple departments but right now it is easier to discuss it in one place.
- Page 13 – Town Attorney - Didn't change a lot from last year.
- Page 15 – Finance Department – Mayor Angle questioned what the budgeted advertising dollars are for, with the finance director confirming tax advertisements and business license advertisements.
- Finance Director Woody noted that there is \$19,000 budgeted for credit card processing in this budget year and only a portion of that was used to implement credit card acceptance. She hopes to use the remaining funds to do a technology refresh for the department.
- Page 17 – Electoral Board – There will be an election next May. The proposed budget is on trend with the past couple of elections.
- Page 19 – Police Department – The Police Department's budget eliminates the captain's position and in its place adds a full time Community Policing Officer. The only other significant changed is adding a part-time police officer which the Department believes will save money over having to pay officers overtime. The position will be 29 hours a week at \$20.00 per hour with no benefits.
- LINE 3006 is the subscription service for public safety radios.
- LINE 7009 is the budgeted amount for new radios, \$114,950.
- Town Manager Ervin noted that these figures are only budgetary place holders. They are not set in stone.
- Mayor Angle questioned what is LINE 3006 is for, with the town manager advising that the County asked the Town to help pay for the new radio system, but instead the town manager agreed that it is okay to pay for using the service but not to pay for the installation of the service.
- LINE 2005 shows a big increase. This is because more officers have taken the family plan with the insurance than in years past.
- The Community Policing Officer will be more of a foot officer, getting to know the folks in neighborhoods, etc. Chief Criner feels the Town does not need a captain, it needs boots on the ground.
- Vice Mayor Walker questioned if Town officers still have bicycles, with the town manager confirming, yes, they use them for special events.
- LINE 7012 is a duplicate and needs to be removed.
- Page 21 – Fire Department – LINE 7012 in the amount of \$6,000 is a duplicated and needs to be removed (one for Police and one for Fire).
- Mayor Angle questioned if the FEMA grant is received for a new fire apparatus, what will in replace, with Fire Chief Robertson confirming it will replace a 1992 vehicle. He tries to replace his vehicles on a 20-year rotation.
- Page 22 - Public Works – The finance director pointed out that the majority of wages and fringes allocations are allotted to street maintenance.
- Page 23 Public Works Administration
- Page 25 – Street Lighting

- Mayor Angle questioned if the utility rates are holding steady. The town manager advised that he negotiated a reduction for the last go round. He also noted that the General Assembly made a gift to the utility companies of no new rates cases heard until 2020, due to the dramatic fall in oil prices. The rates are frozen for companies to invest in renewables. All customers will have frozen utility rates for five years while there are record low energy costs, which will allow the energy companies to bank a lot of money.
- Page 27 – Parking and Traffic Control - Not a lot of changes.
- Page 29 - Street Maintenance - LINE 3000 contractual service reflects paving costs.
- \$12,000 to replace the salt spreader.
- Vice Mayor Walker questioned the condition of the garbage truck following a recent fire, with the town manager noting that the public works director patched it up and it is usable.
- Page 31 – Sidewalks, Curbs and Gutters – There are three capital projects: Scuffling Hill curb, gutter, and drainage at \$462,500; Sidewalks from Floyd to Dent with VDOT grant for \$10,000; and preliminary engineering and design for sidewalks on Bernard Road at \$120,000. Staff plans to look for a cost-share partner on this one.
- Page 35 – Refuse Collection - Replace leaf machine at \$26,500.
- Page 37 – Snow Removal - \$29,600 which is consistent with previous years.
- BUILDINGS AND GROUNDS - Page 39 – Municipal Building Maintenance - Replace HVAC at \$60,000 LINE 7001. Assistant Town Manager Hankins noted that the unit to be replaced was purchased as a used unit, parts of the unit are burning out, and it needs to be replaced due to age and damage.
- Mayor Angle questioned if the unit has to sit on the roof, noting that this would be the wrong place should a fire occur. The assistant town manager advised it would cost more to move the duct work which would be required to remove the unit from the roof.
- Page 41 – Emergency Services Building – No capital items.
- Vice Mayor Walker questioned if all the roof leaks are fixed and if all the repairs have been made to the damage caused by the leaks. It was reported that the roof leaks are fixed and all of the damage has been repaired except for a few light fixtures that need to be replaced and some ceiling tiles that need to be replaced.
- Page 43- Public Works Building – The increase in LINE 3000 contractual is to replace some guttering on the old building.
- Page 45 – Cemetery – no changes.
- Council Member Cundiff questioned if the Town previously increased the price of digging graves, with the public works director confirming it went up to \$750.
- Page 47 – Parks and Play Grounds – The part-time horticulturist position has been eliminated.
- Vice Mayor Walker questioned if the lilies have been removed from Gilley's pond? The town manager advised that the County ran a clean-up event and the County bought a fish that was supposed to eat them.
- Veterans' Park work carryover: \$500,000 of \$900,000 shown is carryover from FY 2015.
- Gilley's Park, \$25,000 for handicap bathroom. Currently there are no restroom facilities there.
- Page 49 – Community Development
- Page 51 – Special events, \$22,500 - LINE 5900 - Footlights of the Blue Ridge is removed.
- Page 52 - LINE 7006 - \$25,000 for vehicle replacement. Taking two older fleet vehicles (Cavalier and Lumina) and trading them in for newer but used. This way will get two updated vehicles without having to buy new.
- Page 53 - 54 – Citizens' Square - Nothing changed.
- Page 56 – Community & Hospitality Center (Depot)

- Vice Mayor Walker questioned the status on trying to move the welcome center to the Harvester. The town manager noted that he prompted a discussion with Council regarding the matter several weeks ago but did not get a lot of response. Therefore, he and the assistant town manager brainstormed and decided to open the Depot from noon to 6 for this season, and next season will ask Council again about moving to the Harvester.
- The community was stirred up over closing the Depot as they think it is important.
- Council Member Moyer questioned the status of parking signs at the Farmers' Market. The town manager questioned what is missing, as he thought all the signs had been erected that had been talked about. Council Member Moyer would like to see more signs on the Cox side of the lot, one at every other parking space.
- Page 58 - Passport Expenses
- Page 60 – Economic Development Authority – Council Member Love questioned the travel and training line item for EDA, with the town manager confirming it is not so much for travel as it is for training.
- Vice Mayor Walker questioned if on Page 48 - Planning Commission – \$100 if certified or \$75 if not – if these rates could be adjusted to encourage greater participation in certification.
- Council Member Cundiff questioned LINE 2002 under Community & Hospitality Center in the amount of \$936. The finance director advised it is for Public Works employee fringes and accounts for work they do throughout the year that is for the Depot.
- Page 62 - Remediation of Blighted Structures – The assistant town manager noted that the money spent this year is for 20 Spring Street. There are now two structures on Dent Street, one on West College Street, and one on Wilson Street that is also a public safety concern. He has asked the building inspector to make a review on this one.
- The mayor confirmed that Town has a lien against 20 Spring Street for \$18,000, which should be collected when the property sells.
- Page 64 – Nondepartmental Outside Agency Funding - Rescue squad has not made a request but money has been placed in the undesignated category earmarked for the squad. The Town can make an unsolicited donation, or hold it until the squad asks for it. The Town usually gives \$5,000.
- Page 150 - Shows the tax status of all organizations.
- Page 65 – LINE 9003, shows new debt service of \$158,447, should staff be instructed to proceed with a debt instrument as requested.
- Council Member Love questioned the status of the historical property tax credit money with Assistant Town Manager Hankins confirming that \$500,000 has been received on the federal side, but still waiting on state credits. Also should be getting Tobacco Commission money within two weeks. The town manager noted that all of the money will be coming at once. The Town will not be getting it over a period of years as previously thought. This will all go back into fund balance, not show up as revenue.
- Federal tax investor was a local bank, and the state credit investor was a consortium of insurance companies.
- Council Member Love advised she would like to know what staff expects to have as non-spent funds by the end of this fiscal year. Vice Mayor Walker added – and how well each department did.
- Town Manager Ervin noted that departments are using close to 100% of line items. He expects to start with around \$7.2 million in the General Fund and \$0.5 million in the Utility Capital Fund.
- The next worksession will be April 20th at 5:00 p.m.

ADJOURNMENT

There being no further discussion, Mayor Angle entertained a motion to adjourn.

Motion to Adjourn By: Council Member Stockton
Second: Vice Mayor Walker
Motion Discussion: None
Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker
Nays: None
Action: Meeting adjourned by a unanimous vote
Time of Adjournment: 6:25 p.m.

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

SBS/

**ROCKY MOUNT TOWN COUNCIL
SPECIAL MEETING MINUTES
APRIL 20, 2015**

The April 20, 2015 special 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 5:00 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:

- Allan Arrington, Lieutenant, Rocky Mount Police Department
- Tim Burton, Waste Water Treatment Plant Superintendent
- Bob Deitrich, Water Plant Superintendent
- C. James Ervin, Town Manager
- Amy D. Gordon, Accounting Technician
- Matthew C. Hankins, Assistant Town Manager
- Mark Lovern, Lieutenant, Rocky Mount Police Department
- Charles Robertson, Fire Chief
- Stacey B. Sink, Town Clerk
- Linda P. Woody, Finance Director

APPROVAL OF AGENDA

Mayor Angle asked for any additions or corrections to the presented agenda and, being none, entertained a motion:

Motion: To approve the agenda 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 agenda was approved by a unanimous vote

WORKSESSION

Worksession Discussion Topic: Budget Worksession No. 2 for Proposed Budget for Fiscal Year Ending June 30, 2016

General Discussion:

- Town Manager Ervin noted he would pick up where Worksession No. 1 left off and will go through the remaining three funds.
- Page 68 – Utility Fund Revenues – This account is flat this year.
- The increases in water rates are going into the Utility Capital Fund, not the Utility Operating Fund where revenues are flat. LINE 0901 is a transfer from the General Fund for utility operation to cover a shortfall from expected expenditures in revenues.
- LINE 9999 – Fund expected depreciation.
- Pg 69 - Expenditure Summary Report.
- Pg 71 – Water Distribution System – Water lines from plant to customers.
- LINE 7000 – Capital Outlays - Did not budget outlays. This is where the public works director puts the major repair work, such as a major water line break, etc.
- Page 73 - Meter Reading – Same as last year.
- Finance Director Woody confirmed that there are no funds budgeted to replace water meter. This has not been funded in a couple of years. The town manager noted that there is a good pooling of funds in the Utility Capital Fund if Council wants to put money towards replacing meters again.
- Council Member Moyer questioned what the problem is with the meters now, with the finance director noting the Town has been replacing manual reads with newer tech touch reads. The town manager confirmed that old meters are typically under-read and they should be replaced every 30-40 years
- Typically staff has budgeted about \$20,000 each year for replacement.
- Vice Mayor Walker pointed out that the Harvester has a \$60,000 contingency fund and he thinks this is too much. He would like to leave \$10,000 for contingency, place \$20,000 in meter replacement, and put the remaining \$30,000 in the Utility Fund for contingency. Others asked to leave it alone until the Utility Capital Fund was reviewed, which according to the town manager is cash rich.
- Page 75 - Water Treatment Plant - Operations only, no capital items.
- LINE 7000 capital outlay is for repairs at the plant should they arise (an emergency fund).
- LINE 5650 dues and memberships is for membership in the Virginia Rural Water Association, which offers free or discounted classes to the Town's employees because they are members. They would not be able to attend trainings without being members.
- Council Member Cundiff questioned the increase in LINE 6014 chemical and materials. This cost is going to be higher because the water plant is switching to bleach instead of chlorine gas.
- Page 77 – Waste Water Collection System – This is the system that collects the wastewater and takes it to the plant.
- LINE 3000 contractual services for \$21,000, includes up to \$10,000 to get rid of roots in the line. The public works director wanted this last year but it was not in the budget.
- Page 79 - Same as last year.
- Page 81 – Nondepartmental Utility Billing
- LINE 3000 contractual services for \$24,000 is to lease a folding machine for utility bills. This cuts one day off of what the finance department does to get the bills in the mail. Leasing and buying about come in at about the same price (less than \$2,000 difference). By leasing, can get the newest technology when the lease is up. The current lease is for three years with Pitney Bowes.
- Page 83 – LINE 1000 personal services and LINE 2001 FICA.
- LINE 9001 shows where the sewer line and Franklin Heights bonds were paid.
- PAGE B of supplement notes, explanation of FUND 05 – Utility Capital Projects Fund. This is where water rate increases/revenue have been placed since December 31, 2012. The

Town is currently on the third of four planned increases. This fund is accumulating so that there are funds available for future utility system needs without having to do a bond issue, should the need arise.

- Page 86 – Utility Capital Revenues
- Page 87 – 88 are the different capital projects for 2013-2016
- General comments about how the failure of the old Power Dam might affect the Waste Water Treatment Plant.
- Council Member Cundiff questioned LINE 7010 for \$20,000 in 2015 that has been zeroed out in 2016, noting that if it was needed in 2015, it seems like it would still be need in 2016. Mr. Deitrich noted that he has two pumps in working order and one has been newly rebuilt, so he feels this item can wait. The finance director noted the possible tank refurbish in 2018 which maybe a more worthwhile project.
- Page 88 - \$7,177 in new debt service for bond for capital projects. This includes Scuffling Hill sewer line extension. There is also a contingency fund of \$60,000.
- Page 92 – Harvester Operating Fund – reference Page B of supplement.
- Transfer from the General Fund of \$332,097.
- Page 93 – Performance Venue Expenses – includes salary and fringes for town employees, and contractual services of \$35,624 (explained on Page B of supplement).
- Council would like to see public works doing the landscaping at the Harvester.
- Page 93 – LINE 3005 - \$20,400 custodial services.
- LINE 1007 public security – This is payment for off-duty Town police officers, not include in Police Department budget.
- LINE 5200 communications – This is for internet and phone service. Needs fast internet. Phone is provided by Centurylink and cable is provided by Shentel.
- Council Member Cundiff questioned if DMS Cleaning should be a cost of operation and therefore, not being covered by the Town. The town manager noted that this is the first transitional budget and administration is saying this year the Town is getting these things, and the Harvester has to get the rest. This year the Town is covering brick and mortar and people expenses. It can be left to debate which expenses are “brick and mortar” and which are operations. He just wanted the Harvester Performance Center to start the year knowing which of its expenses it must carry so that it can set performance goals to accomplish these expenses with its revenues. The town manager thinks that, based on trend, the website, legal fees, and cleaning could be kicked back to operations.
- Mayor Angle questioned if the cleaning at the Harvester was bid out with the assistant town manager noting it was attached to an awarded bid which DMS Cleaning had given for other town facilities. DMS Cleaning is currently two years into a bid that has a maximum of three years.
- The finance director advised she will transfer the website, legal fees, and cleaning over the the Harvester Operations budget. The town manager noted that the Harvester has a contingency built in and staff will have to come before Council to request any additional needed funding from the contingency with an explanation. He also noted that some funds should be left on the Town side for legal fees, just to make sure everything is done correctly.
- Assistant Town Manager Hankins noted that he is outsourcing the Harvester website to Crowdtorch. They are a reputable firm and the current firm has reached its limit as to what it can do, due to the website traffic. The old firm is anxious for the site to be taken off its hands. An example of how this will be beneficial: The Dickie Betts Show was canceled and staff has had to do manual refunds for all the tickets sold. With the new website firm, refunds can be made with the touch of a button
- There are no Harvester Performance Center capital projects coming up in FY 2016.

- The finance director discussed Page A of the Supplement regarding the estimated cash balance from FY 2015.
- Council Member Snead asked if the proposed 10-year loan will have a locked in rate, with the town manager advising he would settle for nothing else – no balloon payments or adjustable rates. He also noted that Council, as a body, would have to approve the offer. Staff would go to market and bring back to council for approval.
- The town manager pointed out that Council has a handful of funds that are unbudgeted, being \$100,000 in the General Fund, considerably more in the Utility Capital Fund. Christmas bonus money has been set aside should Council choose to give bonuses, only because the finance director has to budget ahead for that with FICA should council so choose.
- Mayor Angle asked if the money to upgrade water meters can come from pool, with the town manager advising yes, by bumping up the transfer from the General Fund to the Utility Fund. He also noted that Council could say that it is not in favor of a five-cent increase in the cigarette tax, which would take about \$50,000 from the budget. In this case, the meters could still be funded through the Utility Capital Fund.
- Council Member Cundiff advised he is not in favor of raising the cigarette tax, and Council Member Snead agreed. It was the consensus of Council that it is best to pull the cigarette tax increase from the budget.
- Council Member Moyer noted that he is opposed to securing a loan.
- Town Manager Ervin addressed his concerns advising that he believes it will be a mistake to use money from fund balance to pay for the needed capital improvements. By holding onto its own money, the Town will make more on interest than it is paying by borrowing. By his estimation it will be a \$180,000 mistake to pay for the costs without Town funds instead of borrowing the money. Also, doing so would take the fund balance down to an uncomfortable level. Borrowing will allow for future taxpayers to help pay for the assets instead of only current taxpayers. He also noted that there are not a lot of projects which staff is proposing debt for which are negotiable.
- General discussion about the proposed sidewalk from Floyd to Dent, the pedestrian traffic there, and how the request has come up for years.
- Vice Mayor Walker questioned the plans for the Floyd Avenue-Franklin Street intersection. The planning department is looking at this and studying traffic and will probably come back with some numbers that will justify either putting up a traffic signal or realigning the intersection into a straight “T” with a stop sign.
- Vice Mayor Walker questioned the proposed bridge by Lane to straighten the Pell Avenue-North Main-Franklin Street intersection out. Assistant Manager Hankins advised that House Bill 2 dictated that projects which had not received much funding had to be pulled off the VDOT six-year plan, therefore, this project was removed. There will be a new process set up to get projects put back on the plan, but right now it is kind of stuck in limbo. The Town’s contracted engineer estimates the project at \$3-5 million, but VDOT estimated \$9 million. He is watching it closely and will get the project back on the six-year plan as soon as he is able.
- The town manager noted that he has released the contract for engineer to look at the water pressure issue on Maple. He will be using utility capital funds to tackle the project. He is expecting to need a pump, shed and pressure tank to correct the problem probably at around \$50,000.
- It was the consensus of Council not to meet on Wednesday, though Council Member Cundiff advised he would like an opportunity to go back over the budget, and he wants to see the Harvester Performance Center’s quarter before he votes on the budget.
- Council Member Cundiff asked what the County is doing on wage increases. The schools are doing a 1.7% increase. County employees are are 2%. 2.5% step + 1% COLA is

proposed for the Town. The town manager noted that step increases are for folks who remain in the Town's employ and he is delighted that the best folks come to work for the Town. Shovels do not do the work.

- Council Member Moyer asked about the proposed change in Council pay and whether it is in this budget. The town manager noted that it is not in the budget, and he only brought it up to let Council know it has a six-month window to decide if it wants to change Council's pay. Any change has to sit through an election. Council asked for a decision making package with options, one of which is to shift the pay to an annual salary, with no change in pay. This will make the accounting for the finance department a lot easier. At the July meeting will make recommendations that will be, if approved, effective July 1, 2016. If Council; does not act then it is locked out again for a couple of years.
- Vice Mayor Walker advised that he has not gotten a good feeling about whether council wants to do a loan /debt service or not. This is in the budget and needs to be decided upon.
- Mayor Angle noted that he does not want the fund balance to dip to a level where the Town would not be in a good position if something catastrophic happened. There is money to go forward. If it can save the Town to borrow at 2% or less, then he thinks the Town should go forward with debt service.
- The town manager noted that including it in the enclosed budget means that staff will bring a proposal and Council can still decide to fund the projects or not. Council will not lose anything if the rates do not go up, but will save money if the rates do go up. He truly believes that the Federal Reserve is going to raise the rates.
- The mayor confirmed that including the debt service in the budget does not meant that it will automatically be done. The town manager advised he, as the town manager, cannot encumber the town. He must bring the document back to the Council for approval. Council can choose to do a smaller borrow, and can choose to wait to see what the rates do.
- The next meeting is the public hearing on May 4th at 7:00 p.m. Staff will be advertising no change in tax rate structure.

ADJOURNMENT

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

<p><u>Motion to Adjourn By:</u> Council Member Love <u>Second:</u> Vice Mayor Walker <u>Motion Discussion:</u> None <u>Ayes:</u> Cundiff; Love; Moyer; Snead; Stockton; Walker <u>Nays:</u> None <u>Action:</u> Meeting adjourned by a unanimous vote <u>Time of Adjournment:</u> 6:57 p.m.</p>
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Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

SBS/

Draft

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
MAY 4, 2015**

The May 4, 2015 special 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:

- Allan Arrington, Lieutenant, Rocky Mount Police Department
- Bob Deitrich, Water Treatment Plant Superintendent
- Kenneth Criner, Chief of Police
- C. James, Ervin, Town Manager
- Matthew C. Hankins, Assistant Town Manager
- Charles Robertson, Fire Chief
- Stacey B. Sink, Town Clerk
- Linda Woody, Finance Director

The meeting was called to order by Mayor Angle.

PUBLIC HEARINGS

Public Hearing on the Town of Rocky Mount Proposed Budget for Fiscal Year Ending June 30, 2016

Opening Comments by Town Manager Ervin: Through the year staff adds to a list of goals and objectives, projects that Council and staff wants to get done, such as blight abatement and major road improvements, for example. Then staff puts together a budget document that contains as many of those goals and objectives as possible. Scuffling Hill improvements and Veterans' Park have been on the agenda for many years, trash trucks, fire apparatus, etc. Council then takes the document through work- sessions to make sure it is a good fiscal roadmap. This is the time to make course corrections and to become the locality that the governing body wants to become. Now the Town is moving into the code required process of having a public hearing. The hope is to roll comments and suggestion here tonight into the fiscal policy roadmap for the upcoming year.

After being duly advertised, Mayor Angle recessed the meeting to hold the annual budget public hearing. Although no one had signed up to address Council, the Mayor opened the floor to any

members of the audience wishing to comment.

Ben Pinkard, of 125 Riverview Street, Rocky Mount came forward. He appreciates all that Town Council does for the community. There are a couple of things in the budget that he does not agree with. One is the amount of money that the Town is proposing to spend at Veterans' Park. He respects the park and understands the need to secure the riverbanks at the site. But, this is budgeted at almost \$0.5 million. It seems like there would have been some concern when the park was built due to the water. He was raised there, is 71 years old, and the banks are still the same. He is fully supportive of securing the bank with rocks that were taken out of the cliff when the road was widened, which will cost several thousand, but half a million does not reflect a benefit to the citizens of Rocky Mount. The second thing is a receptionist for the town manager in the amount of \$48,000. He thinks this is excessive. He would like to see some of the staff wear a couple of hats, rearrange the staff a little bit. With the size of this building and the number of departments in it, signs pointing the way are all that is needed. Mr. Ervin has the town clerk as his secretary. Not convinced that Rocky Mount needs a receptionist. The third thing he would like to know more about is the Harvester Performance Center's financials for one year of performances, and he would like to know how the expenses and revenues fell for each of the months to see if it is gaining on the losses. If it has been the same loss averaging each month, then there is no gaining ground on the problem. He has been to one show - beach music - and it was a great show. If it cannot be turned around then there has to be an alternative plan for the outcome of the Harvester. Cannot deplete the surplus year after year. The Town gained \$100,000 in revenue, but by report lost \$600,000 in trying to gain \$100,000 in only 10 months. He would like to see if the losses are constant on the average, month after month, or if the losses are decreasing as time goes along.

Mayor Angle opened the floor, again, for comment.

Barry Smith, of 55 Brookshire Drive, Rocky Mount came forward. He is concerned about subsidizing \$600,000 to keep the Harvester Performance Center in operation. Now the Town is putting in the budget another almost \$400,000 to underwrite the Harvester Performance Center again. If the center cannot stand on its own, then there is a problem, possible bad management, or a bad person scheduling shows, or too low ticket prices. It should not be subsidized with tax payer money. He questioned the town manager if the Harvester Performance Center is set up as an LLC. Following a reminder that he should address his comments to the Council and not the town manager, Mr. Smith noted his lack of respect for Town Manager Ervin and belief that the Town administration is incompetent.

There being no other persons wishing to speak, Mayor Angle closed the floor for comment and called the meeting back into regular session.

WORKSESSION

Worksession Discussion Topic: Discussion of the Town of Rocky Mount Proposed Fiscal Year 2016 Budget Prior to Adoption

General Discussion:

- The town manager noted that it is time to put the budget on Council's agenda for adoption on May 11th. He asked for any changes or comments from Council at this time.
- Mayor Angle asked if Council was ready to advertise this document for adoption.

- Council Member Moyer offered comments on what Mr. Pinkard said in relation to having a receptionist. He feels that it is a whole lot of money that the Town does not need to spend. Can ask for volunteers to answer the phone.
- Mayor Angle pointed out that the \$48,000 includes benefits, not just a salary, includes taxes, fringes, etc.
- The town manager that the principal use of this request is to provide service to the public, [not as a secretary to him]. Staff is at a point where it must decide if it is going to continue passport operations. Yes, there are signs up, but he does not think it is the best customer service. Ultimately, however, Council is the steward of the dollars.
- Responding to questions about rotating workers to the front desk, the town manager pointed out that there are only two admins, one in the planning department and one in the town manager's office. Both are very busy. He hired someone during Mrs. Keatts transition to retirement and there was better customer service during that time. He was astounded at how much better it was, and there were comments from the public about it. Currently there is only one active volunteer though staff has advertised for more without success.
- Council Member Stockton questioned the possibility of part time with no benefits. Town Manager Ervin advised that a part-time position would be a good way to see how the addition of the staff member works.
- It was the consensus of Council to proceed with a part-time position and to also try to recruit volunteers.
- Council Member Cundiff referenced special events, specifically Court Days (Budget Page 51). He thinks that Court Days organizers should have to come before Council to request the FY 2016 funding. They are hoping to make this event an annual thing. This year it was paid out of economic development funds but he thinks the success of the event should be judged before more money is budgeted. The town manager advised the funds can be removed from the undesignated category and placed in the appropriated but undesignated contingency funds. Special event and outside agency contingency which would have to be approved by Council before it can be used. This was the consensus of Council.
- Council Member Cundiff - Page 63 paragraph 4 – asked to be left out. The town manager noted this can be taken out before going to final – there are no designated funds for this. This paragraph is an artifact from a previous requirement that was needed to qualify for the GFOA award.
- Council Member Moyer questioned the amount of the bonus. The mayor advised that there is no bonus unless Council decides to give one later in the year.
- Council Member Moyer commented that he thinks the 3.5% proposed employee raise is out of line with the economy and what the school system is doing. He recommends 2% total.
- It was the consensus of Council to remove the 1% COLA and give the 2.5% step increase.
- Mayor Angle commented that balancing the budget on the backs of the employees is never a good thing to do and he thinks they should be rewarded. It should not matter what the County or school is doing, the town is a stand-alone entity.
- Council Member Cundiff questioned if Vice Mayor Walker's concern of the Harvester Performance Center's \$60,000 contingency was ever settled. It was not. Vice Mayor Walker advised he is not opposed to \$10,000 in contingency, which would be in line with other departments. He wanted \$20,000 to go to water meters for next year but that \$20,000 was found somewhere else. The town manager advised it is a different pool of money – utility capital. The town manager recommends rolling the money into contingency, and it will require Council's action to be spent. Consensus of Council to proceed in this manner.
- Council Member Cundiff – under capital projects, the sidewalk from Floyd to dent. He does not think it is needed. Council Members Love and Moyer agree. Council Member Love would prefer to see the 40 East project finished first.

- The town manager pointed out that he just got a first look at engineering for putting streetlights on Floyd. This can be brought back later. Most of that expense is public works labor. Mayor suggested not taking it off the table but looking at it again next year. The town manager thinks that streetlights are a bigger priority and there is nothing wrong with piece-mealing it. The Town can always ask for a VDOT grant.
- General discussion about adding streetlights to Penny Lane, which cannot happen until a house is actually built on the street.
- Council Member Moyer questioned why staff is considering getting rid of two vehicles and purchasing a used vehicle. The town manager noted this is similar to what the Police Department recently did and is just a good way to get newer vehicles and save money.

There being no further discussion, Mayor Angle entertained a motion to proceed with advertising the budget for adoption.

Motion: To proceed with advertising the budget so Council may vote on the budget at its regular meeting on Monday, May 11, 2015

Motion By: Council Member Love

Second: Vice Mayor Walker

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: The advertisement of the budget for a vote on May 11 was approved by a unanimous vote.

CLOSED MEETING

Entering Closed Meeting:

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

Time: 7:49 p.m.

Motion By: Vice Mayor Walker

Virginia Code Sections:

A. Section 2.2-3711(A).7 – Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open public meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employer or retained by a public body regarding specific legal matter requiring the provision of legal service by such counsel (Board of Zoning Appeals decision).

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker

Nays: None

Action: Meeting convened into closed session by a unanimous vote

Exiting Closed Meeting:

Motion: To reconvene back into regular session

Time: 8:25 p.m.

Motion By: Vice Mayor Walker
Second: Council Member Snead
Motion Discussion: None
Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker
Nays: None
Action: Meeting 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 Love
Second: Council Member Cundiff
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 Love 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 Monday, April 13, 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: Council Member Stockton
Second: Council Member Moyer
Motion Discussion: None
Ayes: Cundiff; Love; Moyer; Snead; Stockton; Walker
Nays: None
Action: Meeting adjourned
Time of Adjournment: 8:27 p.m.

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

SBS/

Draft

MONTHLY STAFF REPORT

DATE:	May 7, 2015
TO:	Rocky Mount Town Council
FROM:	Matthew C. Hankins, Assistant Town Manager/CD Director
DEPARTMENT:	Community Development
MONTH:	APRIL 2015

Please see attached report and supporting documents.*

COMMUNITY DEVELOPMENT

Crooked Road Mountains of Music

The Crooked Road Mountains of Music event is fully set up and prepared for its first ever festival from June 12-20 all along the Crooked Road. The local Crooked Road concert events will be held at the Harvester.

Ronnie Reno & the Reno Tradition headline the June 17 show with The Karl Shiflett & Big Country Show and Fiddlin' Billy Hurt also on the bill. The second show is June 20 and features headliner John McCutcheon with The Lost & Found.

Events are scheduled all along the Crooked Road. In his role as secretary of the Crooked Road Board of Directors, Matt Hankins will be attending several events along the Crooked Road in support of local and regional tourism development.

Tourism Development

Staff is working with Franklin County and the Blue Ridge Institute to clarify an issue coming up in tourism region development. The Roanoke area localities are currently in the process of forming a Virginia Tourism Corporation "Mountain Region" identity. Neither Rocky Mount's council nor the Franklin County Board of Supervisors have voted to enter into this region; participation was based on a letter from the county indicated its interest in participating. This is somewhat at odds with the Southwestern Region also in formation and with which Franklin County and Rocky Mount have been strongly identified for the past decade. We are exploring whether the county can be represented in both tourism districts, which would likely be a boon for our marketing efforts.

Development prospects picking up

Staff has had the opportunity to work with several likely and current economic development prospects over the past month. Properties of interest include the Cox Property, Rocky Mount-Franklin County Joint Industrial Park and several shopping center sites around the community.

Harvester donation

The Harvester Performance Center has received a private, anonymous gift of \$150,000 to sponsor and underwrite shows and special events. The donation will be put to use in the near future, and town staff will work to leverage the donation into more gifts from sponsors, corporate donors and private and state arts foundations.

Veterans Memorial Commission

The Veterans Memorial Commission is preparing for its annual Memorial Day celebration on Saturday, May 23 at 11 a.m. The family of recent NASCAR Hall of Fame Inductee Wendell Scott has purchased a brick and will be included in the program. The event will include speakers and special music followed by a meal at the Henry Fork Church of the Brethren.

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 approved a request from Blue Ridge Towers for a variance for a 120-foot cellular antenna tower in the central business district. The applicant must still go through the special use process to move forward with the tower.

The planning & zoning administrator and the town attorney have advised the BZA to overturn the order to remove the CenturyLink tower. State code overrides local code in this matter, and the property does not meet the requirements of state code to force a removal.

Website

Town staff is on pace to complete website upgrades on June. The new site is cleaner, more vibrant and much more efficient. We are working to finalize content.

Ribbon cutting

Mr. Hankins attended the ribbon cutting for the Farmers Insurance office owned by Todd Norman on South Main Street.

Staffing

Town staff has interviewed and moved to hire two additional part-time depot hosts to work additional days and fill in for staff who are ill. Two of our hostesses are enduring significant medical challenges, and staffing has become more challenging as a result. This will not affect the budget for the Depot, which is now open from 10-6 Tuesday-Friday during the tourism season.

Port Authority

The executive director of the Port Authority of Virginia visited the Cox Property and other local development sites this month. This is a great contact for us to work with on new prospects.

Community Development & Planning April 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
B15-004	Brandon Scott	540-420-3385	FC Star Fall Tryouts	Rt 40	04/27/2015 to 05/11/2015	4/16/2015

SITE/PLAT FILES TOTAL: 0

File Number	Property Owner	Action	TMPN	Date	Notes	Location

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: 9 Residential: 4 Commerical: 1 Gov't: 4

Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC15-014	Strahle Construction - Hill Top	Robbins Investment	2020001500	GB	Commerical	Asbestos Removal	04/01/15
ZC15-015	Contractors	Richard & Teresa Harrell	2070023401	R2	Residential	Tank Removal (Home Underground Storage	04/07/15
ZC15-016	Contractors	Richard & Teresa Harrell	2070022600	R2	Residential	Tank Removal	04/07/15
ZC15-017	MB Contractors, Inc.	Franklin County Public Schools	2080001900	POS	Public School	HVAC Renovations to the Cafeteria of Lee	04/06/15
ZC15-018	Little Creek Home Services	Franklin County Public Schools	2010007000, 2030002200	POS	Public School	Radon Mitigation	04/14/15
ZC15-019	A & A Enviromental	Franklin County Public Schools	2010007000	POS	Public School	Asbestor Floor Title Removal	04/14/15
ZC15-020	Templeton Vest	Franklin County Public Schools	2080001900	POS	Public School	Fire Alarm Upgrade	04/14/15
ZC15-021	Bobby Hodges	Jennifer Quinn	2020109000	R1	Residential	Replace 200 amp panel	04/14/15
ZC15-022	Steven T. Montgomery	Steven & Hope Montgomery	2100009400	R1	Residential	Adding Bedroom 1.5 Bath	04/30/15

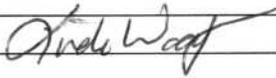
ZONING PERMITS TOTAL: 8 Residential: 7 Commerical: 1

Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	Expected Completion Date
ZP15-015	Ibrahim Ibrahim Empire	45 Hale Street	2070024900	Residential	CBD	04/10/15	07/01/2015
ZP15-016	Commissory, LLC	11243 Cornell Park Drive	2030000101A	Commerical	M2	04/10/15	04/17/2015
ZP15-017	Daniel Burrough	120 Diamond Avenue	2070026200	Residential	R2	04/10/15	4/30/2015
ZP15-018	Bishop Townhomes, Inc	Old Fort Road, Lot 1, Section 1	2100200100	Residential	RPUD	04/13/15	08/27/2015
ZP15-019	Bishop Townhomes, Inc	Old Fort Road, Lot 2, Section 1	2100200200	Residential	RPUD	04/13/15	08/27/2015
ZP15-020	Colbert Brown	295 Diamond Ave	207000393	Residential	R2	04/20/15	5/31/2015
ZP15-021	Richard L Wood	200 Old Furnace Rd	2100013200	Residential	R1	04/21/15	5/31/2015
ZP15-022	Donald Via	233 Leonor Street	2060100100	Residential	RB	04/30/15	7/31/2015

ZONING CERTIFICATION LETTER TOTAL: 0

Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Letter Date

MONTHLY STAFF REPORT

DATE:	May 6, 2015
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director 
DEPARTMENT:	Finance Department
MONTH:	May meeting

This report contains the following monthly information for April 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:

719 walk-in transactions

1374 drive-thru transactions

1110 mail transactions

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

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

CONTRACTOR:

P & G Interiors, Inc., job at BoJangles

REPAIRS / PERSONAL SERVICE:

Moore's Graphic Design, 55 First St., graphic design

MISCELLANEOUS:

Pay Tel Communications, phone reception service

**TOWN OF ROCKY MOUNT
Investment Portfolio
at March 31, 2015**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
Fixed Income / Bonds:									
FFCB	10/31/2014	8/1/2019	230,000	99.374	228,560.20	1.44%	1.44%	3133EAD62	3,312.00
FNMA	12/26/2013	12/26/2017	500,000	99.709	498,545.00	1.00%	1.00%	3135G0SJ3	5,000.00
Bond Totals			730,000		727,105.20	0.81%	avg. return		8,312.00
Certificates of Deposits:									
Ally BK Midvale UT		12/31/2014	230,000	99.967	229,924.10	1.50%	1.50%	02006LNA7	3,450.00
BMW Salt Lake City UT		10/11/2018	245,000	101.660	249,067.00	2.01%	2.05%	05568P5S2	5,022.50
Bank Hampton Rds. VA		9/27/2017	245,000	100.002	245,004.90	0.99%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn		2/20/2018	248,000	100.824	250,043.52	1.23%	1.25%	06425KBN8	3,100.00
Barclays BK Del Retail		8/20/2019	225,000	100.683	226,536.75	2.08%	2.10%	06740LHV2	4,725.00
CIT BK Salt Lake UT		10/13/2016	190,000	100.065	190,123.50	0.99%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN		8/25/2016	245,000	100.044	245,107.80	0.99%	1.00%	20143PCV0	2,450.00
Discover Bk Greenwood DL		9/4/2018	245,000	101.548	248,792.60	2.01%	2.05%	254671VH0	5,022.50
Essa BK Stroudsburg PA		11/30/2016	245,000	100.128	245,313.60	0.99%	1.00%	29667RGE7	2,450.00
Everbank Jacksonville FL		3/29/2019 A	245,000	100.433	246,060.85	1.49%	1.50%	29976DW3	3,675.00
First Merchants BK N A		9/30/2019	245,000	100.533	246,305.85	1.98%	2.00%	32082BDS5	4,900.00
Goldman Sachs NYC		11/3/2014	245,000	101.002	247,454.90	1.93%	1.50%	38143AAP0	4,777.50
State BK India NY NY		12/5/2014	245,000	100.669	246,639.05	2.18%	2.20%	8562843E2	5,390.00
Synchrony Bk Retail CTF		6/13/2019	230,000	100.879	232,021.70	1.98%	2.00%	87164YAP9	4,600.00
Whitney BK Gulfport MS CTF		8/18/2016	245,000	100.058	245,142.10	0.59%	0.60%	966594AF0	1,470.00
CD Totals			3,573,000		3,593,538.22	1.64%	avg. return		55,382.50
Total Investments			4,303,000		4,320,643.42	1.49%	avg. return		63,694.50

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

<u>Month</u>	<u>LGIP</u>	
	<u>Balance</u>	<u>Effective Yield</u>
Mar-14	1,219,124.62	0.11%
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%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF APRIL 30, 2015**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	11,152	5,227	546,394	573,651	583,313	93.67%
Public Service Tax	-	-	41,438	27,363	27,690	149.65%
Personal Property Tax	9,779	4,752	194,080	225,624	268,932	72.17%
Machinery & Tools Tax	-	-	105,259	96,997	97,316	108.16%
Penalties on Tax	662	592	4,953	3,808	4,000	123.83%
Interest on Tax	60	133	2,183	1,685	1,700	128.39%
Local Sales Tax	11,616	11,061	107,780	104,067	165,600	65.08%
Meals Tax	119,709	106,223	975,752	904,077	1,287,518	75.79%
Utility Tax	27,787	28,889	250,997	252,398	324,000	77.47%
Communications Tax	16,791	16,173	147,276	146,868	223,416	65.92%
Decals	-	-	-	2,890	-	0.00%
Bank Stock Tax	-	14,932	-	14,932	228,070	0.00%
Penalty-Meals Tax	107	352	2,871	3,095	2,000	143.55%
Interest-Meals Tax	9	47	742	1,469	1,100	67.46%
Lodging Tax	9,008	9,533	76,181	70,191	92,880	82.02%
Cigarette Tax	8,788	10,301	88,287	83,999	100,300	88.02%
BPOL-Retail	316	995	12,676	27,999	322,800	3.93%
BPOL-Professional	-	5,106	10,391	14,158	135,700	7.66%
BPOL-Contractor	60	-	2,451	7,316	13,750	17.83%
BPOL-Repairs/Services	10	10	5,467	2,730	120,000	4.56%
BPOL-Alcoholic Beverages	-	-	75	-	575	13.04%
BPOL-Penalty/Interest	-	488	2,372	5,434	2,000	118.60%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	298	3,454	3,525	3,454	11,800	29.87%
BPOL-Miscellaneous	500	50	683	1,350	1,800	37.94%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	460	1,010	2,679	3,010	2,600	103.04%
Welcome Center Fees	40	610	3,325	4,410	3,500	95.00%
Planning/Zoning Fees	1,157	1,840	8,677	13,960	6,500	133.49%
Court Fines	5,428	6,191	41,826	46,158	48,960	85.43%
Parking Fines	-	-	145	45	100	145.00%
Interest Earnings	2,300	4,490	47,236	48,484	46,424	101.75%
Return Check Fees	85	20	625	520	600	104.17%
Rental of Property	-	-	420	420	420	100.00%
Mortgage Payments	256	256	3,073	2,305	3,073	0.00%
Paving Loan Payment	728	-	5,093	-	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	-	10,654	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Grave Preparation	-	750	1,500	3,000	1,500	100.00%
Security Services	3,090	210	4,763	5,010	4,000	119.06%
False Alarm Response Fees	-	-	-	138	-	0.00%
Passport Service Fees	2,187	1,364	10,656	9,777	12,000	88.80%
Police Reports	182	84	921	873	1,700	54.18%
Fingerprint Service Fees	55	60	370	435	300	123.33%
Garbage Collection Fees	7,788	7,882	68,280	59,530	86,016	79.38%
Truck Rental Program	30	30	100	140	100	100.00%
Credit Card Fees	142	-	642	-	-	0.00%
Weed Control / Mowing Charges	-	-	153	292	-	0.00%
Administrative Service Charge	-	-	50	628	-	0.00%
Miscellaneous Services	-	215	-	832	750	0.00%
Transfer from Utility Fund	-	-	-	426,426	-	0.00%
Donations	-	-	43	24	-	0.00%
Merchandise Sales	-	40	186	259	200	92.86%
Miscellaneous	-	-	2,234	6,794	830	269.21%

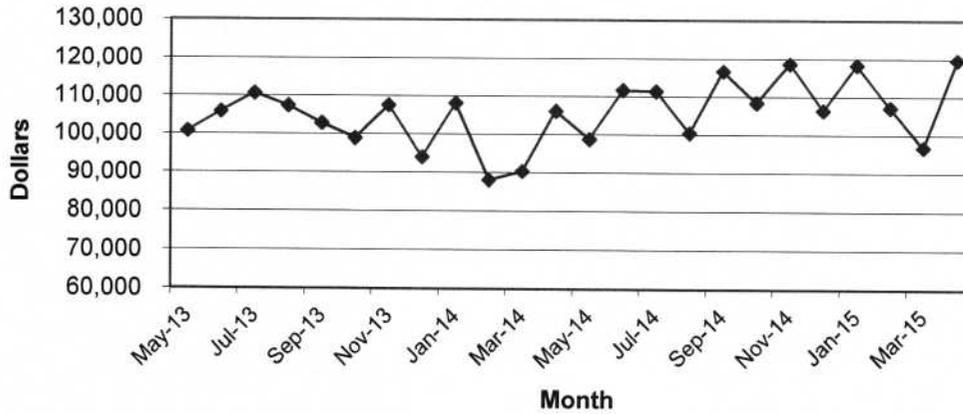
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF APRIL 30, 2015**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
Donations - Celeste Park	-	-	-	815	-	0.00%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	2	-	1	49	250	0.32%
Bond Proceeds	-	-	-	-	-	0.00%
Unrealized Gain on Investments	-	(6,688)	22,801	(5,088)	-	0.00%
Appropriated Fund Balance	-	12,500	-	54,649	719,585	0.00%
Total Local Revenues	240,582	249,182	2,807,632	3,270,105	4,955,868	56.65%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,645	3,827	3,600	101.26%
Litter Tax	-	-	2,611	2,614	2,100	124.33%
Rental Tax	-	-	63	-	-	0.00%
Other Categorical Aid	-	-	-	700	-	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.	7,500	-	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%
Total State Revenues	7,500	-	1,180,418	1,156,479	1,518,289	77.75%
TOTAL GENERAL FUND REVENUES	248,082	249,182	3,988,050	4,426,584	6,474,157	61.60%
UTILITY FUND REVENUES:						
Water Sales	87,985	78,828	760,851	784,741	1,070,400	71.08%
gallons billed	17,920,211	17,311,231	171,840,766	179,837,110		
Water Connections	3,610	1,638	38,968	16,993	24,440	159.44%
Reconnect Fees	675	800	6,725	8,995	7,350	91.50%
Penalties	1,869	1,766	20,517	16,766	18,500	110.90%
Bulk Water Purchases	53	964	3,269	6,295	2,000	163.46%
Sewer Collection Charges	56,489	41,947	486,592	488,896	680,040	71.55%
gallons billed	13,889,825	13,146,296	129,276,516	137,057,399		
Sewer Connections	2,000	-	25,758	6,805	12,500	206.06%
Cell Tower Rent	3,910	5,935	39,103	40,475	46,534	84.03%
Recoveries	-	-	1,115	4,465	1,600	69.70%
Bond Proceeds	-	-	-	-	-	0.00%
Transfer from General Fund	-	2,240,691	-	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%
TOTAL UTILITY FUND REVENUES	156,591	2,372,569	1,382,898	4,384,701	2,643,417	52.31%

TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS

Month	Collections
May-13	100,779
Jun-13	105,948
Jul-13	110,701
Aug-13	107,466
Sep-13	102,900
Oct-13	98,981
Nov-13	107,697
Dec-13	94,103
Jan-14	108,245
Feb-14	88,119
Mar-14	90,391
Apr-14	106,223
May-14	98,887
Jun-14	111,723
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

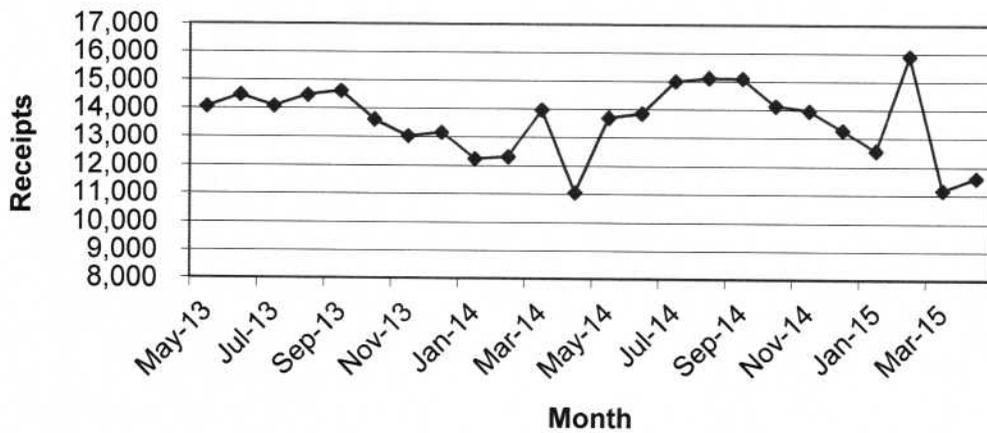
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

May-13	14,068
Jun-13	14,480
Jul-13	14,087
Aug-13	14,475
Sep-13	14,621
Oct-13	13,625
Nov-13	13,042
Dec-13	13,170
Jan-14	12,249
Feb-14	12,323
Mar-14	13,976
Apr-14	11,061
May-14	13,709
Jun-14	13,862
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

Local Sales Tax



**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF APRIL 30, 2015**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	7,288	7,854	75,160	70,271	80,642	93.20%
Town Manager	23,720	15,533	187,345	164,863	211,187	88.71%
Town Attorney	3,178	-	27,249	16,029	36,100	75.48%
Finance Department	19,793	37,824	264,283	261,237	358,452	73.73%
Electorial Board	-	-	-	-	-	0.00%
Police Department	122,782	125,549	1,403,757	1,403,041	1,833,954	76.54%
Volunteer Fire Dept.	17,868	24,702	117,876	105,867	188,648	62.48%
Public Works Admin.	838	521	35,533	11,276	17,105	207.74%
Street Lights	9,294	10,321	92,016	85,034	113,148	81.32%
Traffic Control & Parking	6,302	3,072	61,425	56,421	79,242	77.52%
Streets	48,111	36,112	706,265	433,325	1,134,093	62.28%
Sidewalks & Curbs	-	6,266	4,827	8,256	17,876	27.00%
Grassy Hill Guardrails	-	-	-	45,378	-	0.00%
40 East Sidewalks/Crosswalks	1,050	1,150	59,210	11,459	-	0.00%
Street Cleaning	1,400	1,177	18,948	16,600	22,394	84.61%
Refuse Collection	9,493	11,193	124,559	133,351	175,826	70.84%
Snow Removal	278	6,603	28,857	30,634	26,497	108.91%
Municipal Building	6,214	7,397	62,461	50,982	75,644	82.57%
Emergency Services Bldg.	6,034	4,549	86,014	51,321	136,369	63.07%
Public Works Building	2,670	2,294	17,255	23,661	22,580	76.42%
Cemetery	2,293	118	13,273	14,055	23,844	55.66%
Playgrounds	2,003	3,380	18,083	22,904	68,092	26.56%
Veterans Memorial Park erosion	-	1,815	473	38,460	557,985	0.08%
Pigg River Dam Safety Improvement	-	-	-	30,000	-	0.00%
Planning & Zoning	10,167	10,467	93,392	95,771	139,183	67.10%
Community Development	13,889	4,681	147,177	146,579	285,608	51.53%
Citizen's Square	1,028	4,811	15,779	24,257	13,510	116.80%
Hospitality Center	1,231	2,121	17,263	26,480	63,792	27.06%
Passport Services Expenses	510	279	850	2,260	3,600	23.62%
Economic Development Authority	-	5,135	40	5,888	10,638	0.38%
Remediation of Blighted Structures	-	-	18,125	1,085	20,000	90.63%
Non-Departmental:						
Wages & Fringes	1,899	1,821	34,918	42,160	95,551	36.54%
Employee Wellness Program	-	-	4,450	1,347	4,000	111.26%
Employee Drug Testing	219	199	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	-	-	27,000	197,400	175,800	15.36%
Debt Service-Interest	-	-	42,418	95,273	79,070	53.65%
Transfer to Utility Fund	-	2,240,691	-	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	-	81,000	-	111,169	-	0.00%
Contingency	-	-	-	-	50,000	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
TOTAL GENERAL FUND EXPENDITURES	319,552	2,658,633	4,154,635	9,327,483	6,470,157	64.21%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF APRIL 30, 2015**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
WATER & SEWER FUND:						
Water System Operation	16,701	15,767	137,096	105,148	125,869	108.92%
Meter Reading	2,564	2,366	30,789	28,555	50,217	61.31%
Water Plant	43,545	36,071	427,333	500,641	592,303	72.15%
Belmont Dr. Water Line Replacement	-	-	30,268	-	-	0.00%
Wastewater System Operation	9,507	7,316	87,066	121,255	140,978	61.76%
Wastewater Treatment Plant	31,301	28,659	309,759	306,242	470,826	65.79%
Utility Billing & Administration	11,321	16,520	116,869	108,406	159,375	73.33%
Non-Departmental:						
Wages & Fringes	-	-	3,701	4,118	6,567	56.35%
Insurance	-	-	22,618	21,709	22,925	98.66%
Debt Service-Principal	-	-	409,000	761,513	210,200	194.58%
Debt Service-Interest	-	-	75,497	26,936	61,605	122.55%
Transfer to Capital Projects Fund	-	628,390	-	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%
TOTAL WATER & SEWER FUND EXPENSES	114,939	735,090	1,649,995	3,039,340	2,643,418	62.42%
CAPITAL IMPROVEMENTS FUND:						
Performance Venue Renovations	33,339	575,675	171,285	2,054,477	-	0.00%
Microenterprise Loan Program	-	-	20,000	-	-	0.00%
Transfer to General Fund	-	-	-	-	700,000	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	33,339	575,675	191,285	2,054,477	700,000	27.33%
UTILITY CAPITAL FUND:						
Public Works Utility Capital Projects	-	-	-	175,947	175,000	0.00%
Water Distribution Utility Projects	-	-	46,713	-	321,061	14.55%
Water Treatment Plant Utility Projects	-	-	62,518	30,971	183,960	33.98%
Wastewater Collection Utility Projects	-	-	39,874	-	40,000	99.69%
Wastewater Treatment Plant Utility Projects	11,096	1,500	87,983	21,446	106,000	83.00%
Contingency	-	-	-	-	60,000	0.00%
Reserved Fund Balance Transfer	-	-	-	-	100,000	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	11,096	1,500	237,088	228,365	986,021	24.04%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF APRIL 30, 2015**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
PERFORMANCE VENUE OPERATIONS (expenses paid by Town checks only):						
Performance Venue Operations:						
Wages - Full Time	8,932	8,228	83,467	53,745	114,618	72.82%
Wages - Part Time	2,195	-	18,443	-	50,000	36.89%
Wages - Overtime	-	-	11	-	-	-
Wages - Security	1,320	-	21,645	-	20,000	108.23%
Fringes	4,644	3,440	47,102	23,733	51,181	92.03%
Contractual Services	-	5,279	35,320	13,895	30,000	117.73%
Outside Security Services	-	-	1,299	-	-	0.00%
Custodial Services	-	-	8,674	-	25,000	34.70%
Repairs & Maintenance	-	-	1,571	-	5,000	31.41%
Ticketing Expenses	-	-	654	-	5,000	13.08%
Talent	-	-	-	-	400,000	0.00%
Talent Bonuses	-	-	-	-	100,000	0.00%
Band Hospitality	-	-	11,275	-	50,000	22.55%
Advertising	-	8,032	112,763	19,782	42,000	268.48%
Printing & Binding	-	-	5,231	240	12,000	43.59%
Postage & Delivery Services	-	24	645	70	2,500	25.80%
Licenses & Permits	-	380	665	630	-	0.00%
State Sales Tax Expense	-	-	-	-	-	0.00%
Local Meals Tax Expense	-	-	-	-	-	0.00%
Credit Card Transaction Fees	-	-	-	-	-	0.00%
Utilities	-	4,415	19,182	5,727	50,000	38.36%
Communications	591	710	6,975	1,360	6,000	116.24%
Insurance	-	8,314	-	8,314	12,000	0.00%
Travel & Training	-	-	483	1,598	9,000	5.36%
Meeting / Event Expenses	-	-	1,066	-	-	0.00%
Stipends	-	-	-	-	25,000	0.00%
Dues & Memberships	-	415	634	415	3,000	21.13%
Books & Subscriptions	-	-	120	789	3,000	4.00%
Miscellaneous Expenses	-	-	-	-	5,000	0.00%
Office Supplies	39	470	7,446	906	3,500	212.74%
Janitorial Supplies	-	-	2,133	-	-	0.00%
Merchandise for Resale	-	-	-	-	80,000	0.00%
ABC Purchases	-	-	-	-	-	0.00%
Supplies for Concession Stand	-	-	-	-	-	0.00%
Furniture & Fixtures	-	-	2,419	-	10,000	24.19%
Data Processing Equipment	-	30	-	2,977	5,000	0.00%
Machinery & Equipment	-	-	-	-	5,000	0.00%
TOTAL PERFORMANCE VENUE EXPENS	17,720	39,737	389,222	134,181	1,123,799	34.63%
Performance Venue Concessions:						
Food / Drink for Resale	-	-	5,919	-	-	0.00%
Merchandise for Resale	-	-	817	-	-	0.00%
Concession Supplies	-	-	988	-	-	0.00%
Furniture & Fixtures	-	-	534	-	-	0.00%
TOTAL HPC CONCESSION EXPENSES	-	-	8,258	-	-	0.00%
10 months of the 12 month fiscal year						83.33%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2015

	GENERAL FUND	UTILITY FUND	UTILITY CAPITAL FUND
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 APRIL 2015

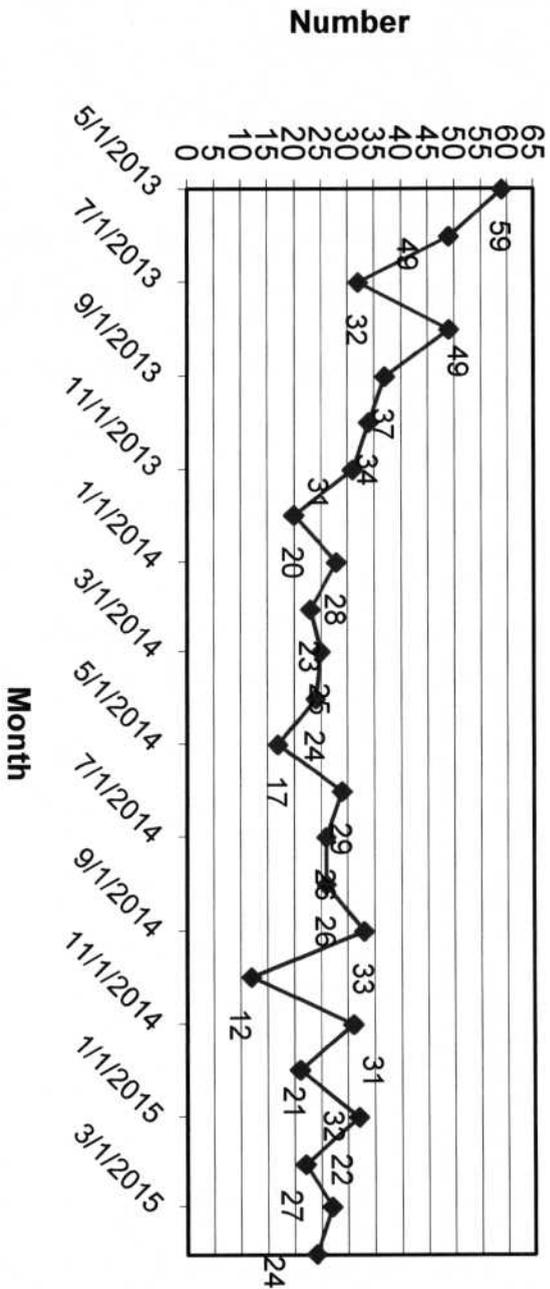
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,765	6,150,365	\$ 37,859	61%	34%	34%
COMMERCIAL	344	4,984,550	\$ 22,738	12%	28%	21%
INDUSTRIAL	48	3,471,810	\$ 12,088	2%	19%	11%
TOTAL	<u>2,157</u>	<u>14,606,725</u>	<u>\$ 72,685</u>	<u>74%</u>	<u>82%</u>	<u>66%</u>
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	666	2,161,926	\$ 26,853	23%	12%	24%
COMMERCIAL	75	1,121,700	\$ 10,468	3%	6%	9%
INDUSTRIAL	2	29,860	\$ 219	0%	0%	0%
TOTAL	<u>743</u>	<u>3,313,486</u>	<u>\$ 37,540</u>	<u>26%</u>	<u>18%</u>	<u>34%</u>
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,431	8,312,291	\$ 64,712	84%	46%	59%
COMMERCIAL	419	6,106,250	\$ 33,206	14%	34%	30%
INDUSTRIAL	50	3,501,670	\$ 12,307	2%	20%	11%
TOTAL	<u>2,900</u>	<u>17,920,211</u>	<u>\$ 110,225</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																
Jun-15																
Average	35%	33%	29%	22%	17%	10%	80%	65%	13%	24%	7%	10%	1%	1%	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-offs



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
March-15

Water Plant Finished Water Pumped	22,070,000	
Water Consumption Billed	17,920,211	
Meters Read and Not Billed	877,840	
Water Obtained from Water Plant (to bill)	500	
Water Obtained from Public Works Hydrant (to bill)	-	
Flushing Water Lines Reported to WTP or PW	55,000	
Flow Meter Checks at Hydrants	-	
Grand Total of Water Metered / Consumed / Tracked	<u>18,853,551</u>	
Percent Finished Water Accounted	85.43%	

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	-
001-0188-00-01	Impound Lot	2,500
002-0317-20-01	Public Works Bldg	40
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	-
005-1300-00-01	Mary Elizabeth Park	100
005-1343-10-01	Harvester Performance Center	5,000
005-1384-00-01	Farmer's Market	1,100
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	100
009-2523-50-01	Emergency Services Bldg.	4,000
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	222,000
	Water Plant Process	640,000

TOTAL Meters Not Billed	<u>877,840</u>	
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Water Line Repairs by Public Works during the month:

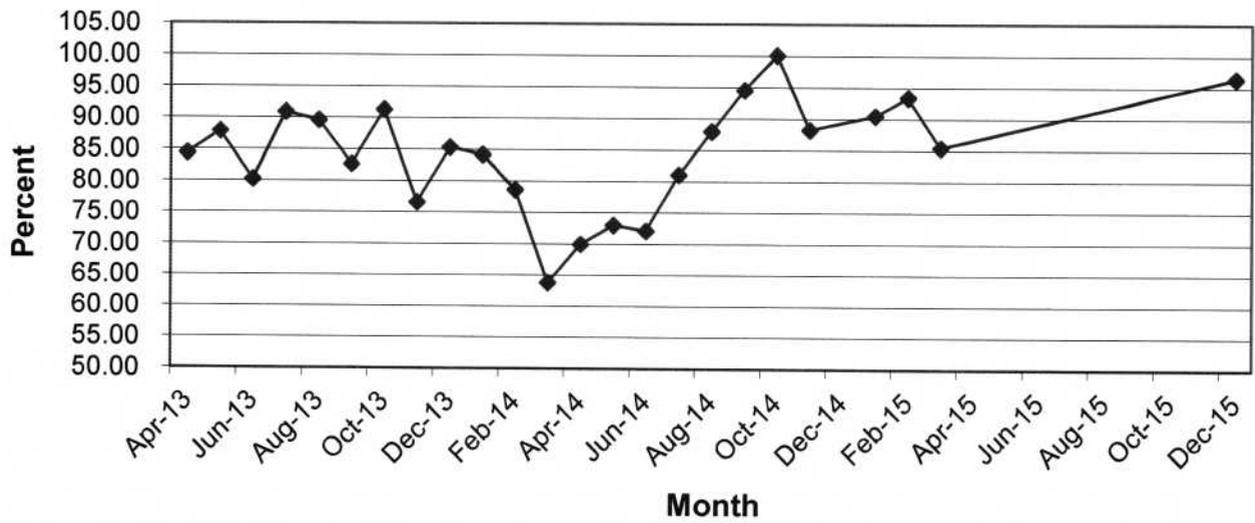
- 1" line Old Fort Rd.
- 10" line Pendleton tank project

Sewer Line Repairs by Public Works during the month:

- new sewer line end of Oak St.

TOWN OF ROCKY MOUNT						
WATER ACCOUNTABILITY						
FISCAL YEAR 2015						
	Finished	Total			Average	Average
	Water	Water	Percent	Monthly	Accounted	Monthly
Month	Treated	Gallons	Accounted	Gallons	Variance	Variance
		Accounted	Accounted	Variance	per Quarter	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				-		
May-15				-		
Jun-15				-	0.00%	-
AVG.	22,431,111	20,277,428	90.85%	2,153,683	90.85%	2,153,683
TOTAL	201,880,000	182,496,856		19,383,144		
Monthly Avg. Percent Unaccounted =			9.15%			
Monthly Avg. Percent Accounted =			90.85%			
9 out of 9 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%				23,160,000	38.60%		
May-15			0.00%		0.00%					0.00%		
Jun-15			0.00%		0.00%					0.00%		
AVG.	303.50	22,717,000	37.34%	22,190,000	36.47%	20,277,428	91.54%	2,894	20,433,000	33.60%	14,364,057	72.19%

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

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

MONTHLY STAFF REPORT

DATE:	May 2, 2015
TO:	Rocky Mount Town Council
FROM:	Charlie Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	March 2015

- The Rocky Mount Fire Department answered a total of 34 calls for the month of March 2015 – 17 calls were inside the Town limits and 17 calls were in the County.
- The Department averaged a total of 7.85 members per call on all calls.
- There were a total of 1134 miles traveled on all vehicles for the month. The fuel usage for the month was 41.5 gallons of gasoline and 84.3 gallons of diesel fuel.
- There was a total of 20 man hours spent on training for the month. The Department hosted the IFSTA training program “Dangers of Suspended Ceilings.”
- For the month there were 10 structure fires, 2 motor vehicle fires, 6 woods and grass fires, 4 motor vehicle accidents, 6 false alarms, 1 service call (sprinkler activation), 2 smoke and odor removal calls, and 3 electrical fires (utility poles).
- March brought about the end of a quarter for the Department and the total calls for the quarter was 123, both Town and County calls.
- The Department started the setup and preparation for the annual hose testing. All hoses are tested in accordance with NFPA standards. This gives the Department the opportunity to inspect and remove any damaged hose and other equipment. All items are inventoried, cataloged and dated.
- The Floyd Avenue Station parking lot repair and repaving will start sometime in the month of April. The prep work will be done by the Public Works Department for the Town, and the paving will be finished when the Town starts the street paving for the summer.

MONTHLY STAFF REPORT

DATE:	May 1, 2015
TO:	Rocky Mount Town Council
FROM:	Chief of Police Ken E. Criner, Jr.
DEPARTMENT:	Police
MONTH:	APRIL 2015

Rocky Mount Police Department held its first ever Easter Egg Hunt at Mary Elizabeth Park on Saturday, April 4th. We had a great turn out to this event and it was a major success!

Three search warrants were executed during the month of April in reference to "Contributing to the delinquency of a minor" and "Child pornography"!

Please see attached report for additional information.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: APRIL 2015

FEB.

MARCH

APRIL

	FEB.	MARCH	APRIL
UNIFORM TRAFFIC SUMMONS ISSUED	53	105	92
TRAFFIC STOPS	120	181	125
SPEEDING TICKETS ISSUED	17	34	20
DUI	2	1	3
COLLISIONS INVESTIGATED (TREDS)	10	8	14
MOTORIST AIDES	60	79	63
CRIMINAL ARRESTS "MISDEMEANOR"	16	37	32
CRIMINAL ARRESTS "FELONY"	10	9	8
INCIDENTS ADDRESSED	2326	2930	2597
INCIDENTS, OFFENSES REPORTABLE	60	79	67
GRAND LARCENY WARRANTS	1	5	3
BREAKING & ENTERING REPORTS	0	1	2
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	43	42	41
FOLLOW-UP'S	89	92	126
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1495	1907	1566
SCHOOL CHECKS	139	233	214
ALARM RESPONSES	27	33	22
OPEN DOORS, WINDOWS, ETC. UNSECURED	1	8	6
COURT HOURS	20.75	20	36.75
TRAINING HOURS:	222.25	392.75	357.25
SPECIAL ASSIGNMENT HOURS:	76.75	101.5	111.25
HARVESTER HOURS WORKED:	35	45.5	45.5
ECO/TDO		4	6
ECO/TDO Hours:		17.5	8.25

TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill Road, Glenwood Drive, Green Meadow Lane and Windy Lane.
- ◇ There were 14 reportable accidents with 11 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Brookshire Drive, Byrd Lane, Candlwood, Circle Drive, Claiborne Avenue, Diamond Avenue, East Court Street, East Church Street, East Street, Fairlawn Drive, Glenwood Drive, Green Meadow Lane, Greenview Drive, Hatcher Street, High Street, Hilltop Drive, Knob Apartments, Knollwood Drive, Law Street, Leonor Street, Lynch Drive, Mamie Avenue, Maple Avenue, Montview Avenue, Mountain View Drive, Oak Street, Old Fort Road, Orchard Avenue, Pell Avenue, Pendleton Street, State Street, Sycamore Street, Tanyard Village, West Church Street, Wilson Street, and Windy Lane.
- ◇ Business Foot Patrols: ABC, Applebee, BFMS, Bojangles, C-Mart, CATCE Center, Christian Heritage Academy, Comfort Inn, Cook Out, CVS, Dairy Queen, DMV, Dollar General, Eagle Cinema, El Rio, Family Dollar, Franklin County High School, Fleetwood Homes, Flower By Jones, Franklin Center, Franklin County Health Department, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Goodwill, Harvester Center, Haywood', Ippy's, Kroger, Lee M. Waid, Lowe's, Mary Bethune Park, Mary Elizabeth Park, McDonald's, Member One, North Main Street, Netelos, Old Franklin Turnpike, Pizza Hut, PlyGem, Rocky Mount Elementary, Rocky Mount Public Works, Roses, Schewel's, School Board Road, Sheetz, South Main Street, Step, Subway, Suntrust Bank, Tanyard Road, Trinity Missions, Wal-Mart, Wendy's and the YMCA.

MISCELLANEOUS:

- ◇ April 3rd, 2015 - Open Door "224 Franklin Street"
- ◇ April 4th, 2015 - RMPD's First Annual Easter Egg Hunt @ Mary Elizabeth Park
- ◇ April 5th, 2015 - Open Door "353 Franklin Street"
- ◇ April 9th, 2015 - Open Door "285 Franklin Street"
- ◇ April 9th, 2015 - Open Door "Verizon Wireless"
- ◇ April 10th, 2015 - Open Door - Eagle Cinema
- ◇ April 10th, 2015 - DUI Check Point
- ◇ April 12th, 2015 - Open Door "Piedmont Community Services"
- ◇ April 15th, 2015 - Forensic Science class at The Gereau Center visited "RMPD"
- ◇ April 18th, 2015 - Chug for the Jug
- ◇ April 20th, 2015 - Open Door "Daily Grind"
- ◇ April 25th, 2015 - Healthy Kids Day at YMCA
- ◇ April 25th, 2015 - FCHS "Prom"
- ◇ April 27th, 2015 - Open Door "Ippy's"
- ◇ April 30th, 2015 - Open Door "School Bus Garage"

CRIMINAL ARRESTS & LOCATIONS:

Possession of Cocaine	Old Franklin Turnpike
Possession of Marijuana	Old Franklin Turnpike
Obtain Prescription by Fraud	Hatcher Street
Driving Under the Influence	Old Franklin Turnpike
Driving Under the Influence	Pell Avenue
Driving Under the Influence Underage	North Main Street
Drunk In Public	East Court Street
Drunk In Public	Franklin Street
Drunk In Public	Old Franklin Turnpike
Drunk In Public	Windy Lane
Drunk In Public	North Main Street
Drunk In Public	Green Meadow Lane
Drunk In Public	Tanyard Road
Refusal of Breath/Blood Test	North Main Street
Embezzlement	Hatcher Street
Destruction of Property	Old Franklin Turnpike (x 3)
Destruction of Property	Diamond Avenue (x 3)
Destruction of Property	North Main Street
Shoplifting	Tanyard Road (x 2)
Shoplifting	Old Franklin Turnpike (x 4)
Felony Shoplifting	Old Franklin Turnpike (x 3)
Aggravated Assault	Diamond Avenue (x 3)

Domestic Assault	Diamond Avenue (x 2)
Domestic Assault	Mamie Avenue
Trespassing	Wilson Street
Possession of a Concealed Weapon	Pell Avenue
Resisting Arrest	Windy Lane
Threaten to Bomb Residence	Floyd Avenue (x 2)
Disorderly Conduct	Tanyard Road
Warrant Service	East Court Street (x 2)
Warrant Service	Circle Drive
Emergency Custody Order	Diamond Avenue
Emergency Custody Order	Windy Lane
Reckless Driving	Grassy Hill Road

SPEEDING TICKETS ISSUED

Pell Avenue (x 8)

State Street (x 5)

Bernard Road (x 2)

Hatcher Street

Glennwood Drive

Grassy Hill Road

South Main Street

Old Franklin Turnpike

MONTHLY STAFF REPORT

DATE:	May 7, 2015
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	April 2015

1. Swept streets: 9, 10, 17, 20
2. Clean-up: 5 days
3. Took dump truck out: 3 days
4. Read meters: 3 days
5. Repaired 2" water line on Claybrook
6. Repaired an additional 2" water line on Claybrook
7. Installed 650 feet of 6" water line on Oak Street
8. Made one 4" sewer tap
9. Duke's Root Control treated 2538 feet of sewer line
10. Fertilized cemeteries and parks
11. Working on parking lot at fire house
12. Mowing

MONTHLY STAFF REPORT

DATE:	May 4, 2015
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	WWTP
MONTH:	April 2015

Average Daily Flow	0.772 MGD
TSS Reduction	99.1 %
BOD Reduction	98.6 %
Leachate (F.C. Landfill)	172,828 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	None
Rain Total 3.92 inches	Snow Total 0 inches

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

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

Operation and Production Summary:

For April, the actual water production time (filtering of water) for the entire month averaged 9.7 hours per day which yielded approximately 720,000 gallons of water per day.

Total Raw Water Pumped:	22.21 million gallons
Total Drinking Water Produced:	22.15 million gallons
Average Daily Production:	720,000 gallons per day
Ave Percent of Production Capacity:	36%
Flushing of Hydrants/Tanks/FD Use:	288,000 gallons
Plant Process Water:	614,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	None

Testing:

- All routine monthly water samples were within normal parameters.

Activities / Maintenance / Improvements

- Work at Pendleton Street is complete with the exception of some touch up work and final testing of the new valve.
- Water demand continues to be flat. It's fair to say we know our base line demand now. Our current schedule keeps adequate water in the tanks although we run long some days to make up for maintenance caused shortages.
- The chlorine bleach project is waiting on the engineer and the contractor to finalize shop drawings. Work should begin by the end of May.
- We have deployed a couple of hydrant flushers in an effort to turn over water at the south end of town. We are also looking to install remote control of the valve at Scuffling Hill Tank to manipulate water flow in the system. Depending on sampling that will occur over the summer, we are considering adding a mixer to the South Tank to keep the water fresher when the summer heat hits.

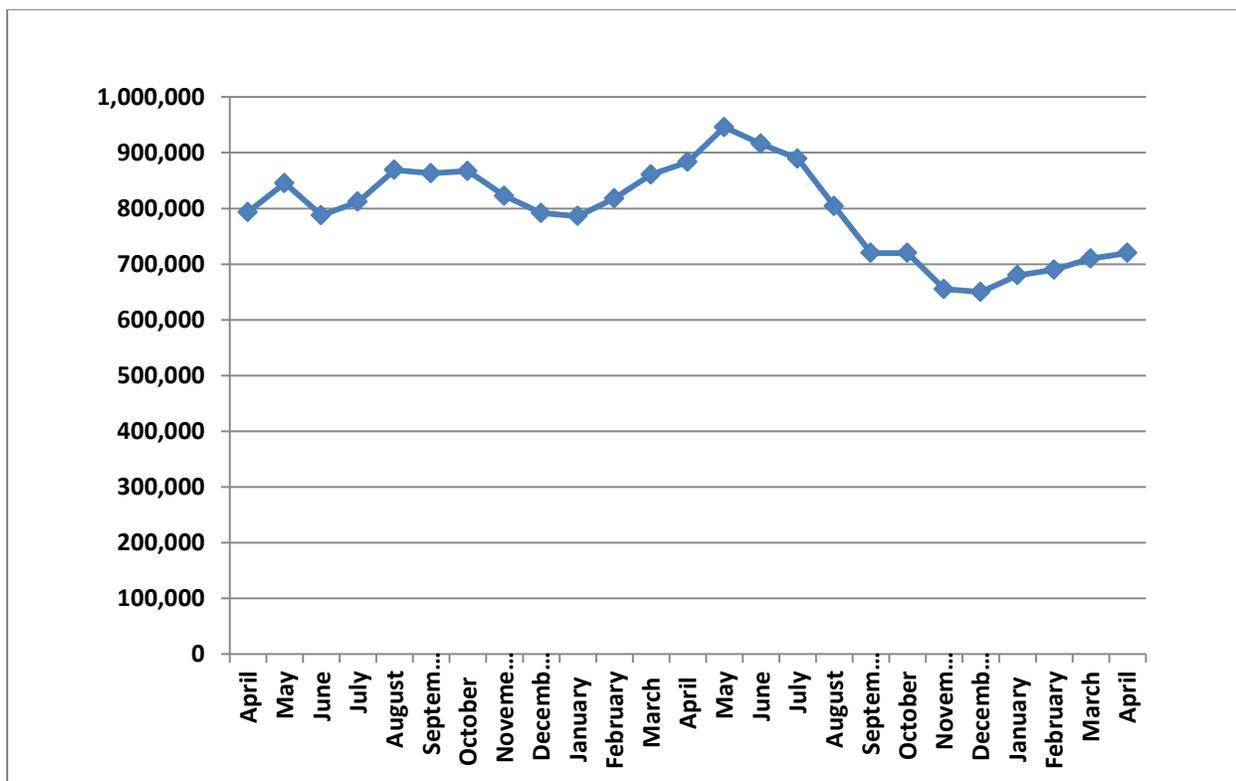
Other

- We are very proud to report that for the fifth year in a row, we were among the waterworks recognized by the Virginia Department of Health with a Water Treatment Plant Performance Award. While we have a number of Bronze and Silver Awards, my staff and I have been working diligently to do even better. In 2014 we struck Gold! By meeting requirements in all three categories: Clarification, Filtration and Backwash, we have earned the top award for the first time. Now the job is to earn Gold every year.

Upcoming:

- Conclusion of the Pendleton Project
- Begin construction of chlorine bleach system
- Clean out of settling basins and raw water pump building

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



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED: May 11, 2015

STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	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.
ACTION NEEDED:	Reappointment of the listed members for an additional 4-year term.

Attachment(s): No.

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	To adopt the budget for Fiscal Year 2016.
ACTION NEEDED:	To adopt the budget for Fiscal Year 2016.

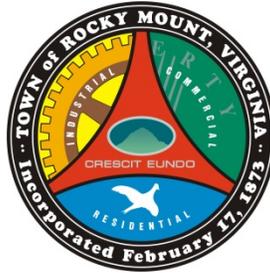
Attachment(s): Yes (1 – Appropriation Resolution)

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

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

540.483.5243
FAX 540.483.8830

E-mail: jervin@rockymountva.org
www.rockymountva.org



TOWN COUNCIL
Steven C. Angle, *Mayor*
Gregory B. Walker, *Vice Mayor*

Bobby M. Cundiff P. Ann Love
Bobby L. Moyer Jon W. Snead
Billie W. Stockton

C. James Ervin, Town Manager

TOWN OF ROCKY MOUNT FY 2016 APPROPRIATION RESOLUTION

WHEREAS, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2015 through June 30, 2016; and

WHEREAS, the Town Council of Rocky Mount met during open public sessions to conduct work sessions to analyze the proposed budget as presented by staff; and

WHEREAS, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on May 4, 2015; and

WHEREAS, after holding such hearing, on May 11, 2015 approved a budget for the fiscal year beginning July 1, 2015 through June 30, 2016, hereafter known as FY 2016;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate revenues sufficient to meet operating and capital expenditures in the following amounts:

GENERAL FUND:

REVENUES:

General Property Taxes	\$ 928,794
Other Local Taxes	2,543,156
Business Licenses	654,100
Permits, Fees, and Licenses	14,500
Fines and Forfeitures	48,100
Proceeds from Use of Assets	1,546,519
Charges for Services	107,960
Non-Categorical Aid from the Commonwealth	72,933
Categorical Aid from the Commonwealth	1,950,858
Use of Fund Balance	846,822
Miscellaneous Revenues	0
TOTAL GENERAL FUND REVENUES	\$8,713,742

EXPENDITURES:

General Government and Administration	\$ 680,229
Public Safety	2,714,311
Public Works	2,040,074
Buildings and Grounds	1,207,992
Community and Economic Development	429,739

Non-Departmental	<u>1,641,397</u>
TOTAL GENERAL FUND EXPENDITURES	\$8,713,742

UTILITY OPERATING FUND:

REVENUES:

Water Use Charges	\$1,119,340
Wastewater Collection Charges	689,540
Miscellaneous Revenue	47,053
Transfers from Other Funds	86,888
Appropriated Fund Balance	<u>769,000</u>
TOTAL UTILITY OPERATING FUND REVENUES	\$2,711,821

EXPENSES:

Water Treatment and Distribution	\$ 798,056
Wastewater Collection and Treatment	621,755
Utility Billing	162,303
Non-Departmental	<u>1,129,707</u>
TOTAL UTILITY OPERATING FUND EXPENSES	\$2,711,821

UTILITY CAPITAL FUND:

REVENUES:

Water Fees	\$ 201,696
Wastewater Fees	195,350
Garbage Fees	19,945
Proceeds from Use of Debt	65,000
Transfer from Other Funds	0
Use of Fund Balance	<u>47,803</u>
TOTAL UTILITY CAPITAL FUND REVENUES	\$ 529,794

EXPENSES:

Water Distribution Capital	\$ 20,000
Water Treatment Plant Capital	28,000
Wastewater Collection Capital	113,000
Wastewater Treatment Plant Capital	48,000
Debt Service	7,177
Contingency	<u>60,000</u>
TOTAL UTILITY CAPITAL FUND EXPENSES	\$ 276,177

CAPITAL PROJECTS - GENERAL FUND:

REVENUES:

Proceeds from Debt	\$1,500,000
Use of Assets	<u>609,497</u>
TOTAL CAPITAL PROJECTS REVENUE	\$2,109,497

EXPENDITURES:

Buildings and Grounds	\$ 985,000
Public Safety	289,497
Public Works	621,000
General Administration	25,000
Utility Projects	<u>189,000</u>
TOTAL CAPITAL PROJECTS EXPENDITURES	\$2,109,497

HARVESTER PERFORMANCE VENUE OPERATIONS:

REVENUES:

Operating	\$ 289,310
TOTAL HARVESTER REVENUES	\$ 289,310

EXPENSES:	
Operating	\$ 289,310
TOTAL HARVESTRER EXPENSES	\$ 289,310

GIVEN UNDER MY HAND, THIS 11th DAY OF MAY, 2015:

Steven C. Angle, Mayor

ATTESTED:

Stacey B. Sink, Town Clerk

Draft

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	To adopt the tax rates for Fiscal Year 2016 of: Real Estate 13 cents per \$100 of assessed value Personal Property at 51 cents per \$100 of assessed value Machinery & Tools at 17 cents per \$100 of assessed value Interest Rate of 10% per annum And other taxes and fees as listed (no changes from last year's fees or rates).
ACTION NEEDED:	To adopt the tax rates for Fiscal Year 2016.

Attachment(s): Yes (1- Tax Rates and Fees Resolution)

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151

540.483.5243
FAX 540.483.8830

E-mail: jervin@rockymountva.org
www.rockymountva.org



TOWN COUNCIL
Steven C. Angle, *Mayor*
Gregory B. Walker, *Vice Mayor*

Bobby M. Cundiff P. Ann Love
Bobby L. Moyer Jon W. Snead
Billie W. Stockton
C. James Ervin, Town Manager

TOWN OF ROCKY MOUNT FY 2016 TAX RATES AND FEES RESOLUTION

C. James Ervin, Town Manager

WHEREAS, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2015 through June 30, 2016; and

WHEREAS, the Town Council of Rocky Mount met during open public sessions to conduct work sessions to analyze the proposed budget as presented by staff; and

WHEREAS, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on May 4, 2015; and

WHEREAS, after holding such hearing, on May 11, 2015 approved a budget for the fiscal year beginning July 1, 2015 through June 30, 2016, hereafter known as FY 2016;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the following tax rates and or fees are effective beginning July 1, 2015, unless otherwise changed by ordinance:

General Property Taxes

There shall be a tax levy pursuant to the powers vested to the Town Council by the Code of Virginia, as amended, on the following:

Real Property Tax - \$0.13/\$100 of assessed value.

Personal Property Tax - \$0.51/\$100 of assessed value.

Public Service Real Property - \$0.13/\$100 of assessed value.

Public Service Personal Property - \$0.51/\$100 of assessed value.

Machinery & Tool Tax - \$0.17/\$100 of assessed value based on original cost and declining depreciation over a 7 year period, until the effective rate at year 7 is \$0.07/\$100 assessed value.

Interest at an annual rate of ten percent (10%) per annum shall be charged on any unpaid general property taxes commencing on the first day of the month following the due date of the unpaid taxes.

Other Local Taxes

Cellular Telephone Tax – 10% of monthly gross charge, not to exceed \$3.00.

Consumer Utility Tax – 10% of monthly gross charge, not to exceed \$2.00 for residential service; \$5.00 for commercial service; \$15.00 for industrial service

Meals Tax – 5.0% of prepared food sold.

Transient Occupancy Tax – 5.0% on charges for overnight lodging.

Cigarette Tax – 10 cents per pack.

Bank Franchise Tax – Maximum allowed by Code of Virginia.

Motor Vehicle Licenses - \$25.00 for autos, trucks & trailers; \$18.00 for motorcycles, trailers \$0 (less than 1,500 lbs.) \$20.00 (1,501 – 4,000 lbs); \$25.00 (over 4,000 lbs.).

Franchise License Tax – 5% of gross receipts from non-exclusive cable television franchise agreement.

Business Licenses

BPOL Retail - \$0.13/\$100 of gross receipts.

BPOL Professional - \$0.50/\$100 of gross receipts.

BPOL Contracting - \$0.16/\$100 of gross receipts.

BPOL Repairs & Personal Service - \$0.30/\$100 of gross receipts.

BPOL Direct Sales - \$0.13/\$100 of gross receipts.

BPOL Alcoholic Beverages - \$50 for on and off premises.

BPOL Wholesalers - \$0.05/\$100 of purchases.

BPOL Miscellaneous – as included in BPOL Ordinance adopted 1/1/97.

Fines and Fees

Overtime Parking - \$10.00.

Miscellaneous Illegal Parking - \$15.00.

Parking in Fire Lane or restricting Access to Fire Hydrant - \$40.00.

Illegal Parking in Handicapped Space - \$75.00.

Zoning Permit - \$40.00 (single family); \$100 (non-residential); other variations as noted on the Development Fee Schedule (adopted November 2012).

Sign Permit - \$50.00 (except street banners); \$40.00 (street banners).

Site Plan Review - \$600.00; and other variations as noted on the Development Fee Schedule (adopted November 2012).

Rezoning Permit - \$600.00 plus postage (up-zoning); \$350.00 plus postage (all other rezonings).

Special Use Permit - \$350.00 plus postage (single family); \$500.00 plus postage (all others).

Variance Review - \$250.00 plus postage (single family); \$125.00 plus postage (post disaster replacement); \$350.00 plus postage (all others).

Appeal to BZA - \$350.00 plus postage.

Amendments to Proffers - \$500.00 plus postage.

Minor Subdivision Review - \$250.00 per plat plus \$25.00 per lot therein plus postage.

Major Subdivision Review - \$1,000.00 per plat plus \$25.00 per lot therein plus postage (both preliminary and final separately).

Vacating Subdivision or line adjustment - \$100.00.

Erosion and Sediment Control Plan Review -- \$350.00.

Changes to approved Control Plan -- \$200.00.

Land Disturbance Permit - \$75.00 plus \$100.00 per acre or partial.

Other fees as noted on the Development Fee Schedule (adopted November 2012).

Charges for Services

Opening and Closing of Graves - \$750 for backhoe dug; \$1,000 for hand-dug; or actual cost, whichever is greater.

Residential Garbage Collection Fees - \$4.98 per month per unit.

Commercial Garbage Collection Fees - \$10.00 per month per unit.

Copies of Police Reports - \$10.00 for offense reports, \$7.00 for accident reports.

Security Services - \$30.00 per hour.

Zoning Maps - \$3.00 black & white; \$5.00 color; \$15.00 poster.

Subdivision Ordinance - \$30.00 each.
 Water and Sewer Use Ordinance - \$30.00 each.
 Zoning & Development Ordinance - \$75.00 each.
 Comprehensive Plan - \$45.00 each.
 Water and Sewer Master Specifications - \$30.00.
 Topographic Maps – Cost to produce plus 10%.
 Digital Copies of Ordinances - \$10.00.
 Miscellaneous Copier Fees - \$0.50 per page.
 Curb and Gutter Cuts - \$60.00 per lineal foot.

Utility Charges:

Water Consumption Charges:

Inside corporate limits - \$5.17 per 1,000 gallons for the first 3,000 gallons of water metered, with \$15.51 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be \$3.35 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$3.25 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$3.15 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - \$10.34 for the first 3,000 gallons of water metered, with \$31.02 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be \$6.70 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$6.50 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$6.30 per 1,000 gallons for 50,001 or more gallons of water metered.

Sewer Use Charges:

Inside corporate limits - \$5.17 per 1,000 gallons for first 3,000 gallons of water metered, with \$15.51 being a minimum charge. For use beyond 3,000 gallons, the rate shall be \$3.30 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$3.15 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$3.05 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - \$10.34 per 1,000 gallons for first 3,000 gallons of water metered, with \$31.02 being a minimum charge. For use beyond 3,000 gallons, the rate shall be \$6.60 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$6.30 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$6.10 per 1,000 gallons for 50,001 or more gallons of water metered.

Elderly and Disabled Program Relief Plan - \$3.75 per 1,000 gallons per month for water and \$3.75 per 1,000 gallons per month for sewer.

Capital Recovery Fees per month

	Water	Sewer
5/8 inch	\$ 0.00	\$ 0.00
1 inch	6.90	20.70
1-1/2 inch	13.80	41.40
2 inch	17.25	51.75
3 inch	34.50	69.00
4 inch	51.75	103.50
6 inch	103.50	207.00

Fire Suppression Connection Fee - \$25.00 per month for less than 10,000 square feet of protection; \$50.00 per month for greater than 10,000 square feet of protection.

Service Connection Fees

Meter Size	Inside Corporate Limits		Outside Corporate Limits	
	Water	Sewer	Water	Sewer
5/8 inch	\$1,000	\$1,000	\$2,000	\$2,000
1 inch	1,500	1,500	3,000	3,000
1-1/2 inch	2,000	2,000	4,000	4,000
2 inch	2,500	2,500	5,000	5,000
2-1/2 inch	3,000	3,000	6,000	6,000
3 inch	3,500	3,500	7,000	7,000

Meters and service connections larger than 3" will be charged at actual costs plus 10% inside the corporate limits, actual costs plus 25% outside the corporate limits.

Utility Impact Fees

A utility impact fee for water and sewer connections is established and is determined by water meter size:

Meter Size	Inside Water	Inside Sewer	Outside Water	Outside Sewer
5/8 inch	\$ 0	\$ 0	\$ 1,250	\$ 1,250
1 inch	\$ 0	\$ 0	\$ 2,000	\$ 2,000
1.5 inches	\$ 500	\$ 500	\$ 5,000	\$ 5,000
2.0 inches	\$ 750	\$ 750	\$ 7,500	\$ 7,500
2.5 inches	\$1,000	\$1,000	\$ 10,000	\$ 10,000
3.0 inches	\$5,000	\$5,000	\$ 20,000	\$ 20,000
Above	\$5,000	\$5,000	\$ 50,000	\$ 50,000

Bulk Water Charges

Bulk water sales shall be at a rate of \$21.00 per 1,000 gallons.

Penalties and Reconnection Charges

Penalties for late utility payments are 10% of actual bill.

Reconnection charges are \$25.00 for first offense, \$50.00 for each subsequent offense within 12 months.

GIVEN UNDER MY HAND, THIS 11th DAY OF MAY, 2015:

Steven C. Angle, Mayor

ATTESTED:

Stacey B. Sink, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
----------------------------	--------------

STAFF MAKING OR PRESENTING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	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.
ACTION NEEDED:	Approve or deny the request as presented.

Attachment(s): Yes (1)

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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Rocky Mount Police Department
1250 North Main Street
Rocky Mount, Virginia 24151



DATE: May 5, 2015
TO: Chief K. E. Criner
FROM: Lt. M. W. Lovern
SUBJECT: FCHS Eagle Pride Run

FCHS Eagle Pride Run

September 12, 2015 08:00 hours

ATTENTION RUNNERS: While running along Pell Avenue, Franklin Street and Tanyard Road, please utilize the sidewalks in these areas due to road design and the lack of traffic cones. On streets such as Greer Lane, Trail Drive, Middle School Road, West Church Street and Maple Avenue, please run on edge of roadway, facing traffic.

5K Run

Start - Franklin County High School

FCHS (west lot), right on Tanyard Rd (east bound), left on Pell Avenue (west bound), right on North Main Street (north bound), right on Greer Lane, left on North Main (south bound), left on Tanyard Road (east bound), and right onto the west lot of FCHS

Stop - Franklin County High School

10K Run

Start - Franklin County High School

FCHS (west lot), right on Tanyard Rd (east bound), left on Pell Avenue (west bound), right on North Main Street (north bound), right on Trail Dr. (cross State Street), left on Middle School Road, left on North Main Street (south bound), right on Franklin Street (west bound), left on West Church Street (cross South Main), left on Maple Avenue/North Main Street (north bound), right on Pell Avenue (east bound), and right on Tanyard Rd. (west bound) and then left onto the west lot of FCHS

Stop – Franklin County High School

Lane closures

Tanyard Rd. – outside, curb lane from Donald Ave to FCHS lot.;

North Main St. – partial north bound lane from Tanyard Rd. to Pell Ave.;

right, north bound lane from Pell Ave. to Middle School Rd.;

Franklin St. – partial east bound lane from North Main St. to the train depot

Warning cones/barricades will be placed in strategic locations on secondary roadways:

Middle School Rd.

Trail Dr.

West Church Ave.

Maple Ave.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
----------------------------	--------------

STAFF MAKING OR PRESENTING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>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.</p> <p>The parade route, which begins at Lowe's, is document in the attached letter from Mr. Agee. As usual, this year's parade will include a one-hour stop at Trinity Mission.</p> <p>Lt. Lovern with the Rocky Mount Police Department has reviewed this request. His email regarding the event is also attached for your consideration.</p>
ACTION NEEDED:	Approve or deny the request as presented.

Attachment(s): Yes (2)

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

April 22, 2015

Town of Rocky Mount

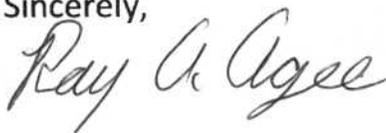
To whom it may concern:

The Southwest Virginia Antique Farm Days would like to request Sunday, the 14th of June for the annual kick-off parade around town. The parade route will begin at 3:00 PM from Lowe's and proceed as follows.

Leaving the Lowe's parking lot and turning left onto Old Franklin Turnpike and on through where it changes into Tanyard. Then we will proceed to take right onto Pell until we take a right onto business 220 North at Angle Bridge and then left on Franklin Street. The parade will continue down Franklin Street (Route 40) and take a right onto Hatcher Street. The group will then be stopping at Trinity Mission of Rocky Mount at approximately 3:30 PM. At close to 4:30 PM the group will leave Trinity Mission taking a right onto Hatcher and then left onto Franklin Street (Route 40). At the intersection of Floyd Ave., we will take at right and then left onto 220 Business and proceed to Tanyard where we will remain until we retrace our route on Old Franklin Turnpike ending at Lowe's at close to 5:00 PM.

Thank you for your time and consideration in this matter. It is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Ray A. Agee".

Ray A. Agee
Tractor Parade Coordinator



Stacey Sink <ssink@rockymountva.org>

RE: Request of Southwest VA Antique Farm Days for tractor parade

1 message

Mark Lovern <mlovern@rockymountva.org>
To: Stacey Sink <ssink@rockymountva.org>

Tue, May 5, 2015 at 4:59 PM

Stacey,

The Chief and I spoke about this event again and we both agreed to carry on the tradition. We just need to know times for June 14th. Thanks...

Mark

From: Stacey Sink [mailto:ssink@rockymountva.org]
Sent: Tuesday, May 05, 2015 4:13 PM
To: Mark Lovern; Allan Arrington; Ken Criner
Subject: Re: Request of Southwest VA Antique Farm Days for tractor parade

Gentleman:

When last speaking to each of you, none of you had spoken to anyone involved with the attached event. Mark responded with a "same as last year, looks good," but I just wanted to make sure that this is definitely good to go for the Council agenda for Monday night, and that you all have this on your radar for June 14th in case any of your policing expertise is required.

Thanks!

Stacey :-)

On Tue, Apr 28, 2015 at 12:20 PM, Stacey Sink <ssink@rockymountva.org> wrote:

Gentlemen:

Please confirm if you have received and/or reviewed the attached request for a tractor parade on Sunday, June 14th.

Thanks!

~S

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
----------------------------	--------------

STAFF MAKING OR PRESENTING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>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.</p> <p>Details of the requested road closures are outlined in Ms. Stanley's attached letter.</p> <p>The Rocky Mount Police Department is currently working with Mrs. Stanley to review her request.</p>
ACTION NEEDED:	Approve or deny the request as presented.

Attachment(s): Yes (2)

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



Franklin County Historical Society

The Flora Morris House – Circa 1925

460 S. Main St. – PO Box 905, Rocky Mount, VA 24151

fchistorical@yahoo.com

Tax ID #54-1045631

Web address: www.franklincountyhistoricalsoc.org

President – Frank Chrzanowski
Vice President – Johnny Bowman
Secretary – Doris Eames
Treasurer – Zachary Wimmer

Carolyn Blanchard – Director
Adam Lynch – Director
Jon Snead – Director
Marsha Fay – Director
Peggie Foster – Director Emeritus

Billy Kingery – Director
Henry Fulcher – Director
Charles Wagner – Director
Ben Pinckard – Director

This is our 47th Anniversary Year!

April 20, 2015

Mayor Steve Angle
345 Donald Avenue
Rocky Mount, VA 24151

Dear Mayor Angle,

Our annual Veterans Memorial Day is scheduled Saturday, May 30 at 10:30 a.m. at the courthouse. I hope you will be able to bring greetings on behalf of the town as in the past.

Also, as in the past, I hope the town will be willing to close the streets around the courthouse briefly for the ceremony. This would be from the intersection with Floyd Avenue to East Court Street (stopping at the Maple Avenue intersection). Closing about 9:45 and done by 11:30 at the latest. The chief suggested this a few years ago for safety but it really helps most with the speakers.

As in the past three years, in conjunction with the courthouse ceremony, a living history Civil War encampment will be at the History Museum Friday through Sunday, May 29-30. The men will plan to march up the street just prior to the 10:30 ceremony.

If you have questions, please contact me. Thank you in advance. Hope to see you at the ceremony and I hope you can visit the camp. These re-enactors are the most patriotic men I've ever met. This is the 57th VA Infantry Co. B from New York.

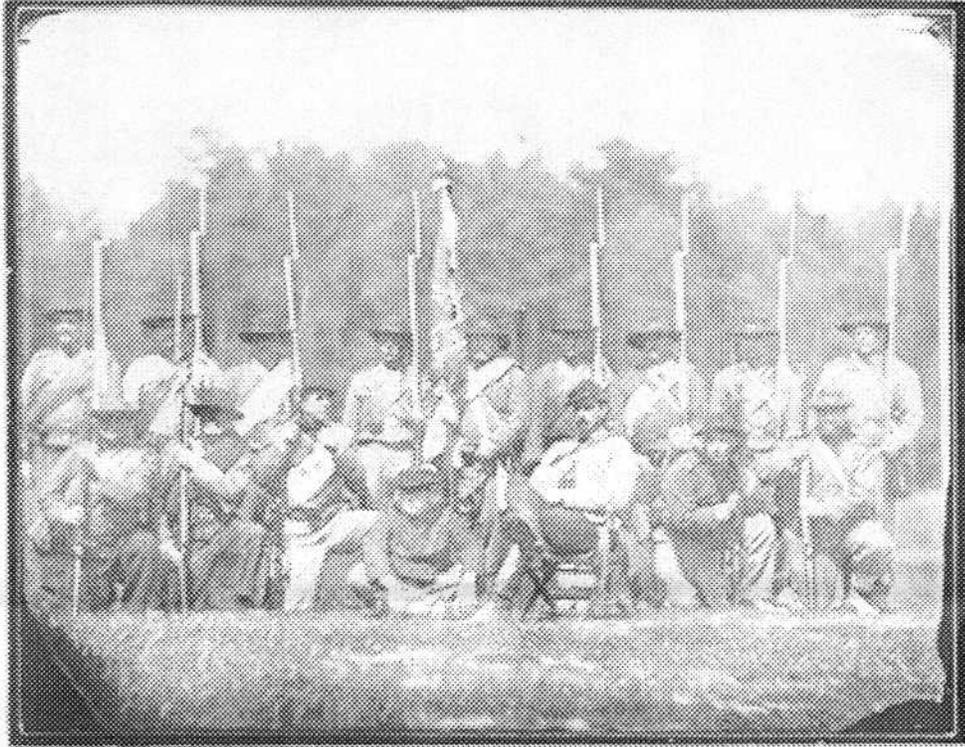
Sincerely,


Linda Stanley, Special Projects Coordinator

Franklin County Historical Society is chartered by the Commonwealth of Virginia for the purpose of collecting, preserving and sharing the history of Franklin County, Virginia.

To that end, we operate a research library and history museum and stage periodic educational events.

We also present meetings for the general public with speakers on topics pertaining to our history, and we publish a newsletter six times a year for members.



57th VA Infantry Co. B

—Living History Encampment—

May 30 & 31

Franklin County History Museum

460 S. Main St., Rocky Mount

**Speak one-on-one with 'soldiers'
and learn the workings of their
camp. Watch drills. Learn about
weapons & the original unit the
men portray.**

Join the re-enactors

May 30 at 10:30 a.m.

Franklin County Courthouse

for the annual

Veterans Memorial Day observance

Admission to the camp is free!

All ages welcome to visit



For more information: Franklin County Historical Society - 540-483-1890

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING OR PRESENTING REQUEST:	Matthew C. Hankins, Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	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 attached.
ACTION NEEDED:	Adoption of the recommended fee schedule as presented.

Attachment(s): Yes (1)

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

Revised May 2015

ZONING	Zoning Permit	Single Family Residential	\$ 40
	Zoning Permit	Single Family Residential- Addition	\$ 30
	Zoning Permit	Accessory Structure <200 sf	\$ 25
	Zoning Permit	Accessory structure >200 sf	\$ 35
	Zoning Permit	All Non-Residential Uses/Zones	\$100
	Zoning Compliance	Permit	\$ 10
	Zoning Letter		\$125
SPECIAL ZONING	Rezoning	Upzoning to more intensive use	\$600+postage
	Rezoning	All other rezonings	\$350+postage
	Special Exception/Use	Single Family Residence	\$350+postage
	Special Exception/Use	All Others	\$500+postage
	Variance	Single Family Residence	\$250+postage
	Variance - Nonconf.	Post-disaster rebuild/replacement	\$125+postage
	Variance	All Others	\$350+postage
	Zoning Appeals		\$350+postage
Amend Proffers		\$500+postage	
SITES	Site Plan Review		\$600
	Minor Site Plan Review		\$250
	Changes to Approved Site Plan/Resubmittal		\$500
	Final Site Inspection		\$150
	Bond Release		\$150
PLATS	Major Subdivision Plat Preliminary		\$1,000+\$25/lot
	Major Subdivision Plat Final		\$1,000+\$25/lot
	Minor/Family Subdivision	Five lots or less	\$ 250+\$25/lot
	Waiver Request		\$1,000
	Line Adjustment/Line Vacation/Easement Plat/Resurvey		\$ 100
SIGNS	Sign Permit		\$ 50
	Banner Permit		\$ 40
MISCELLANEOUS	Maps	Black & white (up to 11x17)	\$ 3
		Color (up to 11x17)	\$ 5
		Poster	\$ 15
	Subdivision Ordinance		\$ 30
	Water & Sewer Ordinance		\$ 30
	Zoning & Development Ordinance		\$ 75
	Comprehensive Plan		\$ 45
	Water & Sewer Specifications		\$ 30
	Digital Data		\$ 10/file or layer
	Digital Copy of Ordinance		\$ 10
	Lamination		\$ 3/foot
Scanning		\$ 1/page	

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING REQUEST:	Linda Woody, Finance Director Ken Criner, Police Chief
BRIEF SUMMARY OF REQUEST:	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.
ACTION NEEDED:	Approval of the supplemental appropriation for \$6,568 for Police Dept. bullet-proof vests funded by the Byrne Justice Assistance Grant.

Attachment(s): Yes (1 – Supplemental Appropriation Resolution)

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



**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
ROCKY MOUNT TOWN COUNCIL
FOR THE FISCAL YEAR ENDING JUNE 30, 2015**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2014 through June 30, 2015, hereafter known as FY 2015;

WHEREAS, the Virginia Department of Criminal Justice Services has awarded the Town Police Department a Byrne Justice Assistance Grant for \$5,911 with a local cash match of \$657 for a total award of \$6,568 and the Byrne Justice Assistance Grant will be used for replacement bullet-proof vests;

WHEREAS, the Town Council of Rocky Mount wishes to thank the Virginia Department of Criminal Justice Services for their generous grant award;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2015:

Account 01.3101.0000.0000.7020 (grant acquisitions) \$6,568

Account 01.2400.0415 (grant revenue) \$5,911

Account 01.4100.9999 (appropriated fund balance) \$657

GIVEN UNDER MY HAND, THIS 11TH DAY OF MAY 2015:

Steven C. Angle, Mayor

ATTEST:

Stacey B. Sink, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	Attached is a three year contract with Robinson, Farmer, Cox Associates, our current auditors, for audit services. This will cover the Town's audits for Fiscal Years 2015, 2016, and 2017.
ACTION NEEDED:	Accept the audit contract with Robinson, Farmer, Cox Associates for fiscal years 2015, 2016, and 2017.

Attachment(s): Yes (1)

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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CONTRACT TO AUDIT THE ACCOUNTS OF THE TOWN OF ROCKY MOUNT, VIRGINIA

This agreement, made this 30th day of April, 2015 by and between Robinson, Farmer, Cox Associates, 108 South Park Dr., Blacksburg, VA 24060, hereinafter referred to as the Auditor, and the Council of the Town of Rocky Mount, 345 Donald Ave., Rocky Mount, Virginia 24151 herein after referred to as the Town provides as follows:

1. The Auditor shall audit the financial statements of the Town for the fiscal years June 30, 2015-2017. The Auditor shall also prepare the following documents as necessary for the Town.
 - Comparative cost transmittal forms
 - Management letter comments
 - SF-SAC form, if applicable
2. The Auditor shall perform the audit and render his reports in accordance with generally accepted government auditing standards, the standards for financial and compliance audits contained in the U. S. General Accounting Office's Government Auditing Standards, Office of Management and Budget Circular A-133, if applicable and the Specifications for Audits of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Accordingly, it shall include such tests of the accounting records and such other auditing procedures as the Auditor deems necessary and appropriate in order to express an opinion on the financial statements.
3. It is agreed that generally accepted auditing standards include a compliance review in connection with the review of the Town's system of internal control for the purpose of submitting our written report to the governing body setting forth findings on material weaknesses in internal control, together with recommendations for improvement. Such review shall include the accountability for funds and adherence to applicable budgetary and other legal requirements.
4. The Auditor shall, after completing his audit, submit to the governing body a written report of audit. This report shall include the financial statements and notes thereto prepared in accordance with generally accepted accounting principles, supplementary information requested by the client for full disclosure under the law and the Auditor's opinion on the material presented. A preliminary draft will be presented for the Town's review by October 15th of each year with final copies submitted upon approval by the locality.
5. It is agreed that time is of the essence in the performance of this contract. However, unavoidable delays shall not render the contract invalid or voidable provided the cause thereof and the estimated completion date are promptly furnished by the Auditor to the Town.

6. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, or should the Town administer new enterprises, or should there be a turnover audit required, or should accounting and/or auditing standards change thereby increasing the scope of service, the Auditor shall inform the governing body and the parties shall negotiate additional compensation required therefore.
7. The Town shall prepare a preclosing trial balance as of June 30th of each year, reconcile all bank accounts, and reconcile and schedule all subsidiary ledgers to the general ledger, including accounts receivable, revenues, expenditures, and general fixed asset schedules not later than September 1st of each year. The Town shall assist in retrieving supporting documentation substantiating transactions and legal compliance and secure working space for the Auditor.
8. In consideration of the satisfactory performance of the provisions of this Agreement, the Town shall pay the Auditor fees upon completion as follows:

<u>Fiscal Year Ending</u>	<u>Audit</u>
June 30, 2015	\$ 24,635
June 30, 2016	25,374
June 30, 2017	26,135

9. The Town has the rights to renew this contract for subsequent years at fees to be negotiated.
10. The payment of the fees for the audit services under this Agreement specified in Paragraph 8 is subject to an annual appropriation for that purpose by the Town. The Town reserves the right to terminate this Agreement if determined to be in the best interest of the Town.
11. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable unless entered into in writing between the parties hereto.

Agreement for Audit Services:

ROBINSON, FARMER, COX ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
BLACKSBURG, VIRGINIA

TOWN OF ROCKY MOUNT, VIRGINIA
ROCKY MOUNT, VIRGINIA

By 
Director

By _____
Town Manager

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
----------------------------	--------------

STAFF MAKING REQUEST:	Linda Woody, Finance Director C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>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 leaves a balance of \$16,740.</p> <p>The existing computers in the Finance Dept. are four years old. Rather than put this an item in the FY 2017 capital budget, we 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.</p>
ACTION NEEDED:	Authorization to utilize the balance of FY 2015 budgeted Finance Department data processing hardware (\$16,740) to update 5 desk top computers, 2 desk printers, and 1 mainframe printer (\$12,371).

Attachment(s): No.

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	Attached 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.
ACTION NEEDED:	Direction to the Finance Department regarding the proposed rules

Attachment(s): Yes (1)

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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Town of Rocky Mount Refuse Collection Information Effective July 1, 2015

Rocky Mount strives to provide a great curbside refuse collection service at a price that makes it easy for our citizens and business to help us create a clean and beautiful community. There are a few rules that we need assistance with so that we can collect your refuse safely and effectively while at the same time keeping the costs as low as possible.

Fees, Requirements and Fines:

Residential service is \$4.98 per month.

Commercial Service is \$10 per month.

Trash must be placed inside a closed bag or can liner.

Bags of trash must be placed inside a trash can no larger than 35 gallons with a tight fitting lid.

Trash collection begins at 7:00 a.m., so trash must be at the curb before 7:00 a.m.

The Town collects garbage on routes once per week using the following schedule:

TUESDAY: Garbage is collected from areas east of Main Street and north of the railroad tracks on North Main Street.

WEDNESDAY: Garbage is collected from areas west of Main Street.

THURSDAY: Garbage is collected on Thursday for the Franklin Heights and 40 East areas.

If necessary, call the Finance Department at 483-5243 to see what day your garbage is collected. Also, be aware of holidays that may affect your day of collection. Notices about trash collection delays are posted on the Town's website (www.rockymountva.org) and Facebook page.

Limited pickup at your home (not at the curb) is available if you are disabled and do not live with anyone physically able to bring the trash to the curb. Please call the Town Manager's Office at 483-7660 to obtain an application for this service that must be signed by your physician.

The following cannot be disposed of at the landfill and will not be accepted by the Town as part of your Refuse Collection service: gasoline, oil, antifreeze, batteries, paint, acid, construction materials, tires, propane tanks, or oil tanks.

Large amounts of brush, leaves, and yard waste should be reserved for the monthly large item pickup dates and not placed alongside regular household waste for collection.

Trash setout for collection in an unapproved container will result in a surcharge of \$10.00 per occurrence. The home occupant must clean up trash that blows out of trash cans or that is disturbed by animals. In the event that the Town is required to clean up loose trash, the actual cost of cleanup will be assessed to your utility bill.

Needles/Syringes

Used syringes are not allowed in your trash. The Town can supply you with a free "sharps" box that you can use and dispose of yourself through normal medical waste channels.

Large Item Pickup:

The Public Works Department will pick up large items and brush the first Monday of every month.

Residents can set out large/bulk items and brush at the curb by 7:00 AM the first Monday of every month with the following guidelines:

Large item and brush pick up is available for residential households only. Commercial properties are ineligible for large item pickup.

Contractor spoils (brick, concrete, roofing shingles, and any material resulting from construction for which a contractor has received payment) may not be disposed of via large item pickup. This includes brush from a paid landscaping service or tree trimming service.

Tree limbs, brush, and hedge trimmings will not be picked up if the resident paid a contractor to perform the service. Either the contractor or homeowner must dispose of this material through another means than large item pickup. Brush must be set-aside in a separate pile from large items for pickup. The same rules on hazardous materials apply to the monthly large item pickup.

"Adopt a Truck"

If you have a great deal of cleaning to do around your home, you can request the Town bring a truck to your residence

and leave it over night so you can place trash into the truck. The fee for this service is \$10 and the following rules apply:

Fee must be paid in advance.

Each residential parcel is allowed to use the truck up to four times per year.

Only household solid waste is allowed. No commercial or business use. Waste and debris generated by commercial activity on your property is not allowed.

Any contractor who performs work at your property MUST properly remove his/her own waste and not leave it for Town pick-up.

Neither hazardous materials nor other debris not accepted at the landfill will be picked up. Examples of materials NOT allowed are gasoline, oil, batteries, paint, acid, construction materials or tires. Construction materials are NOT allowed because the landfill charges the Town for its disposal. Any construction materials in the truck will be a violation and a charge at the prevailing tipping fee for the number of tons disposed will be assessed. This violation will also cause the resident to forfeit future use of the truck at any of his/her residential parcel(s). In the event that a tipping fee is encountered due to the violation of these rules, that fee will be added to the customers' utility bill.

Brush, leaves, and yard waste cut by you is allowed. If you hire someone to cut the brush, then they are responsible for its removal.

Truck will be delivered by 3:30 p.m. on the date reserved. It will be picked up between 7:00 a.m. and 7:30 a.m. on the following workday. The cab will be locked and keys removed.

All items must be placed inside the truck bed by hand.

The Town reserves the right to refuse a truck if the requesting individual has a history of violating these rules and if the Town believes that the request is to dispose of inappropriate materials.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	5/11/2015
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STAFF MAKING REQUEST:	Matthew C. Hankins Community Development Director
BRIEF SUMMARY OF REQUEST:	<p>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 they can complete project engineering.</p> <p>The amount quoted is \$89,500, and procurement requirements have been met under our 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.</p> <p>In order to complete this project in a timely fashion, staff respectfully recommends approval of the attached contract.</p>
ACTION NEEDED:	Consideration for approval.

Attachment(s): (1 - Proposal from Thompson + Litton)

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



THOMPSON & LITTON
Over fifty years of integrity, insight and innovation.

**MEMORANDUM OF UNDERSTANDING NUMBER TWO (2)
TO RETAINER AGREEMENT BETWEEN
THE TOWN OF ROCKY MOUNT, VIRGINIA
AND
THOMPSON & LITTON, INC.
Dated September 30, 2013**

Project: Town of Rocky Scuffling Hill Road Improvements Project
T&L Project # 12309-02

Client: Town of Rocky Mount (Town)
345 Donald Avenue
Rocky Mount, VA 24151

Engineer: Thompson & Litton, Inc. (T&L)
726 Auburn Avenue
Radford, VA 24141

Date: October 2, 2014

Background and Understanding:

T&L completed the Scuffling Hill Road Improvements Letter Report dated December 20, 2011 (Letter Report) which provided an evaluation of extending curb and gutter along Scuffling Hill Road from the intersection of Scuffling Hill Road and Old Fort Road to the intersection of Scuffling Hill Road and Grayson Street along with the extension of sewer service to approximately five (5) homes in close proximity to Avon Street and a future connection to a portion of the Fralin Development. Subsequently, the Town applied for Virginia Department of Transportation (VDOT) Revenue Sharing funds and was ultimately successful in securing said funds. Furthermore, VDOT has allowed for the project to be locally administered by the Town and has required the Town to comply with the VDOT Locally Administered Project (LAP) Manual. It should be noted that the sanitary sewer improvements identified in the Letter Report are not part of the overall project and are not included in the below Scope of Services. With funding in place, the Town now desires to move forward with the design; bidding and advertising; and construction of the Scuffling Hill Road Improvements Project and in order to assist the Town with this endeavor, T&L offers the following scope of services.

Memorandum of Understanding Number Two (2)

October 2, 2014

Page 2 of 4

Scope of Services:

- T&L will provide civil engineering design services associated with the development of construction documents for the Scuffling Hill Road Improvements Project. The construction documents to be prepared by T&L will accommodate the following development activities: finished grading, road improvements, the relocation of on-site utilities as needed, on-site storm water management facilities, erosion and sediment control facilities, and associated appurtenances. The preparation of the construction documents will consist of two phases (i.e., schematic/preliminary phase and construction document phase) to include the following:

Schematic / Preliminary Phase:

- Site Plan (1"=50', 2 Shts)
- E&SC Plan (1"=50', 2Shts)
- Miscellaneous Details (1 Sht)

Construction Documents Phase:

- Sheet Index, General Notes & Legend
 - Existing Site Plan (1"=50', 2 Shts)
 - Site Plan (1"=50', 2 Shts)
 - E&SC Plan (1"=50', 2 Shts)
 - E&SC Details (1 Sht)
 - Storm Sewer Profiles (2 Shts)
 - Standard Storm Sewer Details (2 Shts)
 - Miscellaneous Details (1 Sht)
 - Stakeout Plan (1"=50', 2 Shts)
 - Project Manual (Contract Documents and Technical Specifications)
 - Engineer's Estimate of Probable Construction Cost
- T&L will prepare an Erosion and Sediment Control/Storm Water Management narrative, a Virginia Stormwater Management Permit (VSMP) application and Storm Water Pollution Prevention Plan (SWPPP) in accordance with both local and DEQ requirements. The documents will be developed in accordance with the latest edition of the Virginia Department of Environmental Quality (DEQ) Erosion and Sediment Control/Storm Water Management Handbooks.
 - T&L will assist the Town during the bidding and advertising process. This will include; preparation of all required contract documents for the soliciting of bids, attending a pre-bid meeting, issuance of any required addenda, attendance at the bid opening, bid evaluation and tabulation, issuance of the notice of award, and notice to proceed. T&L's

Memorandum of Understanding Number Two (2)

October 2, 2014

Page 3 of 4

services during the bidding phase assume that the project will be bid as a single contract and that any advertisement costs will be the responsibility of the Town.

- T&L will provide construction contract administration services including; attending the pre-construction conference, review of shop drawings, review and approval of payment applications, providing periodic inspections, conducting the substantial completion inspection and development of an associated punch list, and conducting the final completion inspection and project closeout. To clarify, T&L's periodic inspection during construction assumes that the project will be inspected a total of 12 times during an estimated six (6) month construction period (inspection visits to include substantial and final completion inspections). T&L's services during the construction phase assume that the project will be constructed under a single contract and that substantial completion will be achieved within five (5) months.

Assumptions and Exclusions:

- The base mapping to be utilized for the preparation of the aforementioned construction documents shall be topographic survey provided by the owner.
- The proposed project will be based off of the proposed facilities identified in the Letter Report dated December 20, 2011.
- T&L has been instructed by the Town that VDOT review will not be required.
- T&L assumes that the stormwater/E&S review will be conducted locally.
- The Town will be responsible for obtaining necessary drainage easements.
- The Town is responsible for all activities associated with VDOT administration of the project and complying with the VDOT LAP Manual.
- The sanitary sewer improvements identified in the Letter Report dated December 20, 2011 are not part of this project.

Schedule and Compensation:

T&L shall provide the above described scope of services for a lump sum fee of \$89,500.00 (Eighty-Nine Thousand, Five Hundred Dollars). T&L will submit the construction documents for Owner review within 120 days from receipt of survey.

Memorandum of Understanding Number Two (2)

October 2, 2014

Page 4 of 4

Terms and Conditions:

The terms and conditions, as outlined in the Retainer Agreement dated September 30, 2013, shall remain in effect under this Memorandum of Understanding.

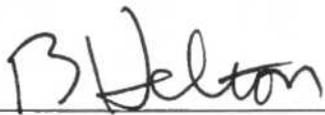
**TOWN OF ROCKY MOUNT,
VIRGINIA**

_____ Title

_____ Date

_____ Attest

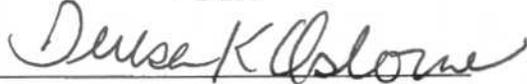
THOMPSON & LITTON, INC.



Ronald G. Helton, P. E.

President
Title

10/2/14
Date



Attest

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	May 11, 2015
----------------------------	--------------

STAFF MAKING REQUEST:	Community Development Assistant Town Manager
BRIEF SUMMARY OF REQUEST:	The current year capital budget allotted \$27,500 to perform a long-needed HVAC upgrade at the Depot. Proposals have been received and reviewed, and are detailed in the attached memorandum.
ACTION NEEDED:	Authorize the assistant town manager to enter into a contract with Hodgesville Heating & Air to provide the installation of new heat pump units at the Depot.

Attachment(s):

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

TOWN OF ROCKY MOUNT
345 DONALD AVE.
ROCKY MOUNT, VIRGINIA 24151

540.483.7660
FAX : 540.483.8830

E-MAIL: MHANKINS@ROCKYMOUNTVA.ORG
WWW.ROCKYMOUNTVA.ORG



TOWN COUNCIL
STEVEN C. ANGLE, *MAYOR*
GREGORY B. WALKER, *VICE MAYOR*

BOBBY M. CUNDIFF BOBBY L. MOYER
P. ANN LOVE JON W. SNEAD
BILLIE W. STOCKTON

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

To: Mayor Angle & Members of Town Council
C. James Ervin, Town Manager

From: Matthew C. Hankins
Assistant Town Manager

Date: May 7, 2015

Re: Depot Heating & Cooling system upgrades

Council:

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.

I 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

Memorandum
Depot Heating & Cooling System Upgrades
May 7, 2015
Page 2 of 2

\$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.