

ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
NOVEMBER 14, 2011
AT 7:00 P.M.

NOTE: WHEN SPEAKING BEFORE TOWN COUNCIL, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME AND ADDRESS, ADDRESSING THE TOWN COUNCIL AND NOT THE AUDIENCE. WHEN GIVING COUNCIL ANY DOCUMENTATION, COPIES ARE TO BE GIVEN TO TOWN CLERK PRIOR TO SPEAKING.

ALL CELLULAR PHONES MUST BE TURNED OFF DURING COUNCIL MEETING.
THE TOWN OF ROCKY MOUNT IS PLEASED TO OFFER ASSISTANCE DEVICES AT ITS MEETINGS FOR RESIDENTS WITH SPECIAL HEARING NEEDS. ASK ANY STAFF MEMBER OR THE CLERK AND A DEVICE WILL BE LOANED TO YOU.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items
(none at this time)
- V. Public Hearing(s)
(none at this time)
- VI. Approval of Draft Minutes
 - October 10, 2011 Regular Rocky Mount Town Council Meeting
 - October 18, 2011 Rocky Mount Town Council & Planning Commission Joint Work Session
 - November 1, 2011 Rocky Mount Town Council Special Meeting Work Session
- VII. Approval of Consent Agenda
 - Miscellaneous Resolutions/Proclamations
 - Request of West Piedmont Planning District for Town of Rocky Mount Council's review and consideration of approval of draft "Town of Rocky Mount Resolution Adopting a Multi-Jurisdictional Hazard Mitigation Plan for West Piedmont Planning District Commission".
 - Miscellaneous Action
 - Departmental Monthly Reports
 - Community Development
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department

- VIII. Hearing of Citizens
(none at this time)
- IX. Old Business
- A. Electronic Agendas
 - Review and consideration of Rocky Mount Town Council moving forward with electronic devices for those members who are comfortable going to an electronic format
 - B. Update on *Mountain Spirit Festival* by Franklin County Parks 7 Recreation
 - Update by Debra Weir, Tourism & Project Manager of Franklin County Parks & Recreation, on the recently held *Mountain Spirit Festival* event.
 - C. Virginia Rural Water Revolving Loan Funding for Wastewater Treatment Plant
 - Review and consideration of Rocky Mount Town staff's findings regarding proposed funding from Virginia Rural Water Revolving Loan Fund to replace a portion of the Town of Rocky Mount's ultraviolet treatment equipment at the Wastewater Treatment Plant.
 - D. Old Furnace Creek Bank Repair Proposal
 - Review and consideration of proposal submitted by Town Manager from Anderson & Associates that addresses the repair work at the Old Furnace Creek bank.
- X. New Business
- A. Franklin County Request for Matching Funds from 2011 Virginia Tourism Corporation's Marketing Leverage Program
 - Request from Michael Burnette, Director of Franklin County Commerce & Leisure Services, requesting the Town of Rocky Mount Council's review and consideration of matching funds from the Town of Rocky Mount in order for Franklin County to apply for an \$8,500 grant from the 2011 Virginia Tourism Corporation's Marketing Leverage Program.
 - B. Community Partnership for Revitalization (CPR) Request Regarding Street Closure for Two Upcoming Events
 - Request of Whitney Harmon, Executive Director of CPR, for Rocky Mount Town Council's review and consideration of street closures for two events: (1) "Come Home to a Franklin County Christmas"; and (2) lighting of Christmas tree and uptown lights celebration event.
 - C. Request of Tiffany Hudson
 - Tiffany Hudson requesting Rocky Mount Town Council to allow her to have her bridal party to ride on a hay wagon pulled by a tractor from the Franklin Heights Baptist Church to the reception at the YMCA Essig Center.
 - D. Request of Town of Rocky Mount's Wastewater Treatment Plant Superintendent
 - Request of Wastewater Treatment Plant Superintendent for Rocky Mount Town Council's review and consideration of approving an intern position at the Wastewater Treatment Plant.
 - E. Request of Department of Army Virginia National Guard
 - Department of Army National Guard requesting from the Rocky Mount Town Council approval for them to be able to conduct a physical fitness test on November 18, 2011, with event starting at the Veterans' Memorial Park and proceeding to Old Fort Road.

XI. Committee Reports

A. Public Utilities Committee

- Recommendation of Committee regarding update from Rocky Mount Town staff regarding proposed changes to Section 58 of the Town Code that would institute a fire suppression system inspection program and a fee for the fire suppression connections to the Town of Rocky Mount's water system.

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

A. Referrals to Planning Commission from Rocky Mount Town Council
(none at this time)

- B. Council Members Appearing with Town Staff on Rise 'N Shine
- Town Manager appeared on show.

XIII. Closed Meeting and Action

- Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (for industrial use near Franklin County/Rocky Mount Industrial Park).
- 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 meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

XIV. Adjournment

Copies of 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, 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.

AGENDA ITEM	SYNOPSIS AGENDA NOVEMBER 14, 2011 REGULAR ROCKY MOUNT TOWN COUNCIL MEETING
I. Roll Call II. Pledge of Allegiance	
III. Approval of Agenda	<i>Enclosure: Yes</i>
IV. Special Items	<i>Enclosure: No</i>
V. Public Hearing(s)	<i>(none at this time)</i> <i>Enclosure: Yes</i>
VI. Approval of Draft Minutes	<ul style="list-style-type: none"> ● October 10, 2011 Regular Rocky Mount Town Council Meeting Minutes ● October 18, 2011 Rocky Mount Town Council and Planning Commission Joint Work Session Meeting Minutes ● November 1, 2011 Rocky Mount Town Council Special Meeting Work Session <i>Enclosure: Yes</i>
VII. Approval of Consent Agenda	<ul style="list-style-type: none"> ● Miscellaneous Resolutions/Proclamations <ul style="list-style-type: none"> - Request of West Piedmont Planning District for Town of Rocky Mount Council's review and consideration of approval of draft "Town of Rocky Mount Resolution Adopting a Multi-Jurisdictional Hazard Mitigation Plan for West Piedmont Planning District Commission". ● Miscellaneous Action ● Departmental Monthly Reports <ul style="list-style-type: none"> - Community Development - Finance Department - Fire Department - Police Department - Public Works Department - Wastewater Department - Water Department ● Bill List <i>Enclosure: Yes</i>

<p>VIII. Hearing of Citizens</p>	<p>(none at this time)</p> <p>Enclosure: No</p>
<p>IX. Old Business</p>	<p>A. <u>Electronic Agendas</u></p> <p>The Town Manager is requesting a consensus of Rocky Mount Town Council to move forward with proposed plan to use electronic devices for those members who are comfortable going to an electronic format. Enclosed is a summary of that request.</p> <p>Enclosure: Yes</p> <p>B. <u>Update on Mountain Spirit Festival by Franklin County Parks & Recreation</u></p> <p>Debra Weir, Tourism & Project Manager from Franklin County Parks & Recreation, will be giving an update to Rocky Mount Town council on the recently held <i>Mountain Spirit Festival</i> event that was held in the Town of Rocky Mount on October 1, 2011.</p> <p>Enclosure: Yes</p> <p>C. <u>Virginia Rural Water Revolving Loan Funding for Wastewater Treatment Plant</u></p> <p>At the request of the Rocky Mount Town Council during their July 11, 2011 regular Council meeting, Town staff was authorized to investigate funding from the Virginia Rural Water Revolving Loan Fund to replace a portion of the Town of Rocky Mount's ultraviolet treatment equipment at the Wastewater Treatment Plant. Enclosed is a summary of staff's findings regarding proposed funding.</p> <p>Enclosure: Yes</p> <p>D. <u>Old Furnace Creek Bank Repair Proposal</u></p> <p>The Town of Rocky Mount has received proposals from three engineering firms relative to the repair of the Old Furnace Creek bank. Enclosed is a summary regarding a proposal from Anderson and Associates that addresses the repair work.</p> <p>Enclosure: Yes</p>
<p>X. New Business</p>	<p>A. <u>Franklin County Request for Matching Funds from 2011 Virginia Tourism Corporation's Marketing Leverage Program</u></p> <p>The Town of Rocky Mount has received a letter from Michael Burnette, Director of Franklin County Commerce & Leisure Services, requesting the Town of Rocky Mount's review and</p>

<p>X. New Business (continued)</p>	<p>consideration of matching funds from the Town of Rocky Mount in order for Franklin County to apply for an \$8,500 grant from the 2011 Virginia Tourism Corporation's Marketing Leverage Program. Enclosed is a letter outlining his request.</p> <p><i>Enclosure: Yes</i></p> <p>B. <u>Community Partnership for Revitalization (CPR) Request Regarding Street Closures for Two Upcoming Events</u></p> <p>Ms. Whitney Harmon, Executive Director of CPR, is requesting Rocky Mount Town Council's review and consideration of street closures for two of their upcoming events: (1) "Come Home to Franklin County Christmas" event; and (2) lighting of Christmas tree and uptown lights celebration event. Enclosed is a letter outlining her request.</p> <p><i>Enclosure: Yes</i></p> <p>C. <u>Request of Tiffany Hudson</u></p> <p>Tiffany Hudson is requesting that she be allowed to have her bridal party ride on a hay wagon pulled by a tractor from the Franklin Heights Baptist Church to the reception at the YMCA Essig Center. Enclosed is a letter outlining her request.</p> <p><i>Enclosure: Yes</i></p> <p>D. <u>Request of Town of Rocky Mount's Wastewater Treatment Plant Superintendent</u></p> <p>The Wastewater Treatment Plant Superintendent is requesting Council's review and consideration of approving to offer an intern position to a Virginia Western student that is enrolled in the Water and Wastewater Technology Career Studies Certificate Program. Enclosed is a summary of his request.</p> <p><i>Enclosure: Yes</i></p> <p>E. <u>Request of Department of Army Virginia National Guard</u></p> <p>The Department of Army Virginia National Guard is requesting approval to conduct a physical fitness test on November 18, 2011, with event starting at the Veterans' Memorial Park and proceed to Old Fort Road, with them occupying the area from approximately 7:30 a.m. to 9:30 a.m. Enclosed is a letter outlining their request.</p> <p><i>Enclosure: Yes</i></p>
<p>IX. Committee Reports</p>	<p>A. <u>Public Utilities Committee</u></p> <p>The Public Utilities Committee met on November 10, 2011 for a continuation of the September 13, 2011 committee meeting to consider changes to Section 58 of the Town Code that would</p>

<p>IX. Committee Reports (continued)</p>	<p>institute a fire suppression system inspection program and a fee for fire suppression connections to the Town of Rocky Mount's water system. During the September 13th meeting, Town staff was directed to survey other localities to determine what programs they had in place and what fees they charged to recover some of the costs that the Town of Rocky Mount would incur to make large connection available for fire suppression purposes. Due to the lateness of the meeting, any recommendation from the Committee will be made during the November 14, 2011 Rocky Mount Town Council meeting.</p> <p><i>Enclosure: Yes</i></p>
<p>XII. Other Matters, Concerns, and Rise 'N Shine Appearances</p>	<p>A. Referrals to Planning Commission from Town Council <i>(none at this time)</i></p> <p><i>Enclosure: No</i></p> <p>B. Council Members Appearing with Town Staff on Rise 'N Shine - The Town Manager is scheduled to appear on the show.</p> <p><i>Enclosure: No</i></p>
<p>XIII. Closed Meeting Items</p>	<ul style="list-style-type: none"> ● Section 2.2-3711(A).3 - Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (for industrial use near Franklin County/Rocky Mount Industrial Park). ● 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 meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. <p><i>Enclosure: No</i></p>

**ROCKY MOUNT TOWN COUNCIL
REGULAR COUNCIL MEETING
OCTOBER 10, 2011**

The October 10, 2011 regular Council meeting of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 7:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

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

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins (and Planning & Zoning Administrator), Town Attorney John T. Boitnott, Chief of Police David Cundiff, Finance Director Linda Woody, Public Works Director Cecil R. Mason, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts.

The Mayor led the *Pledge of Allegiance*.

APPROVAL OF AGENDA

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

- Motion was made by Council Member Strickler to approve the agenda as presented, seconded by Council Member Love and carried unanimously by those present.

SPECIAL ITEMS

Let the record show that the Franklin County Historical Society, Inc. was to make a presentation before Council. The Town Clerk informed the Mayor that at this time, they have requested that they be allowed to come before Council during the regular Council meeting of November 14, 2011. The Mayor and Council so noted.

PUBLIC HEARING

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

A. Public Hearing for Consideration of Adoption of Local/Regional Water Supply Plan

The Town Manager came before Council stating the following:

- A public hearing was being held as mandated by the State Water Control Board's Local and Regional Water Supply Planning Regulation (9 VAC 25-780) the counties of Bedford, Botetourt, Franklin and Roanoke; the cities of Roanoke and Salem; and the towns of Boones Mill, Buchanan, Fincastle, Rocky Mount, Troutville, and Vinton, who are participating in the Greater Roanoke Regional Water Supply Plan (GRRWSP).
- A final draft of the GRRWSP has been submitted to the Department of Environmental Quality (DEQ) and the participating local governments for review and comment. The draft plan has been available at the Town Clerk's Office for the last 30 days, with the document being in excess of 600 pages. The Town Clerk verified that during those 30 days, to the best of her knowledge no one had come to her office to review the document. Prior to the meeting, Council had received parts of the plan that were relative to the Town, being:
 - o The history of the Water Supply Planning process.
 - o An Executive Summary of the entire plan.
 - o Page 44 to 50 of Appendix E, which is the Rocky Mount's Drought Response Plan.
 - o A draft resolution approving the RVARC Regional Water Supply Plan.
 - o A proposed drought ordinance that implements Rocky Mount's current drought response plan.
- The Town's current drought response plan is not codified as an ordinance and is implemented via Section 58-291 of the Town of Rocky Mount Code, which states.
 - o Section 58-291. Water use restrictions during period of drought or emergency.
 - (a) The manager shall have the authority to designate and formulate all necessary conditions and restrictions concerning conservation of public water during periods of drought or emergency.
 - (b) The manager shall have the authority to permit or not permit sprinkling of grass, gardens, washing of automobiles and other activities involving the use of water from the water system. Such conditions and restrictions shall bear a reasonable relationship to the conservation of water or water pressures, and shall be advertised by the publication of the conditions and restrictions at least once in a newspaper having general circulation in the town.

- (c) Any person who fails to comply with or violates any conditions or restrictions imposed by the manager under the authority of this section shall be guilty of a misdemeanor and shall be punished by a fine not more than \$250.00. (Ord. of 7-11-94, art. XIII, § 1)
- As part of the Regional Water Supply Plan, DEQ requests that the Town of Rocky Mount adopt an ordinance enacting its Drought Response Plan, which has been submitted to Council for review and consideration of adoption.
 - The GRRWSP and drought ordinance must be formally adopted by each participating local government and then submitted to the State Water Control Board on or before November 2, 2011. The resolutions adopting the plan and the ordinance will become part of the formal submittal of the water supply plan.
 - As such, the plan and ordinances will need to be adopted by each participating local government. The Regional Commission will submit the plan upon adoption by all local governments. Mr. Shane Sawyer with the Regional Commission worked with the Town to develop Rocky Mount's specific parts of the plan and is available to discuss the plan with Council.
 - Council is requested to:
 - o Hear public comment on the plan.
 - o Vote on a draft resolution adopting the plan.
 - o Vote on a draft ordinance codifying the Town's Drought Response Plan.

The Mayor opened the floor to anyone wishing to come forward to speak regarding the request. Let the record show that no one came forward to speak at this time.

There being no further discussion, the Mayor reconvened the meeting back into regular session. Council had no questions for the Town Manager.

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

- Motion was made by Council Member Greer to adopt the local/regional water supply plan, with motion on the floor being seconded by Council Member Strickler. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

The Mayor recessed the meeting to hold the second public hearing.

B. Public Hearing for Consideration of Disposition of Real Property

The Assistant Town Manager/Community Development Director came before Council stating the following:

- On at least two occasions over the past six years, Town administration met with and negotiated with Mr. Herman Hunt regarding a land swap of adjacent properties.

- The Town owns 0.806 acres (Tax Map and Parcel Number 20201 10500) adjacent to Mr. Hunt's home, commonly referred to as the old well lot, a part of the former water system that served Franklin Heights. Mr. and Mrs. Hunt have often maintained the lot over the years, both when it was part of the water system and after it was transferred to the Town.
- Mr. Hunt owns a house and adjoining lots next to the Town's public safety building (Emergency Services Building) located on Harvey Street. Mr. Hunt proposes a land exchange, offering to trade a 0.351 acre portion of the lot and extending the public right-of-way to the lot on Harvey Street in exchange for the lot adjacent to his house located on Bernard Road.
- Cornerstone Land Surveying has completed surveys showing the proposed exchange. In the view of the Town staff, the Town has better and more beneficial uses for the lot adjacent to the fire station, and the improved access to the Town's facilities offers a wider variety of future expansion possibilities for the Town and its departments.
- Mr. and Mrs. Hunt have indicated that they are prepared to move ahead with this exchange if it pleases Council.
- In order to complete the transaction, as subdivision agent, the Assistant Town Manager/Community Development Director would need to approve the vacation and relocation of some property lines, but in reviewing this transaction, all required subdivision action would fall within the Town's Subdivision Ordinance requirements.
- Staff recommends that Council authorize both the disposition and acquisition of real property through this exchange, and that Council authorize the Town Attorney to draft, and the Town Manager to execute, the documents necessary to complete the exchange.

The Mayor opened the floor to anyone wishing to come forward to speak regarding the request. Let the record show that no one came forward to speak at this time.

There being no further discussion, the Mayor reconvened the meeting back into regular session.

Council had no questions for the Town Manager.

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

- Motion was by Council Member Cundiff to proceed with the transaction for both the disposition and acquisition of real property through this exchange, and that Council authorize the Town Attorney to draft, and the Town Manager to execute, the documents necessary to complete the exchange, with motion on the floor being seconded by Council Member Greer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF MINUTES

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

- September 12, 2011 Regular Council Meeting

The Mayor asked if there were any corrections, and there being none, the Mayor entertained a motion.

- Motion was made by Council Member Moyer to approve the draft Council meeting minutes as presented, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

APPROVAL OF CONSENT AGENDA

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

- Miscellaneous Resolutions/Proclamations
- Miscellaneous Action
- Departmental Monthly Report
- Bill List

There being no discussion, the Mayor entertained a motion.

- Motion was made by Council Member Love to approve the draft *Consent Agenda*, with motion on the floor being seconded by Council Member Moyer. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

HEARING OF CITIZENS

Let the record show that no one had contacted the Town Clerk's Office requesting to come before Council to speak.

At this time, the Mayor opened the floor to anyone wishing to come before Council. Let the record show that no one came forward.

OLD BUSINESS

Let the record show there were no items to discuss under *Old Business*.

NEW BUSINESS**A. Request of Community Partnership for Revitalization**

Whitney Harmon, Executive Director for Community Partnership for Revitalization (CPR), came before Council requesting the use of certain roadways the morning of October 29, 2011 in order for them to host a 5k and 10k race scheduled that morning. She further mentioned:

- Would like to utilize a similar course used in the 2003 Down Town Dash, which would bring the participants uptown and allow them to celebrate the progress of the Uptown Revitalization Project.
- The race would begin at 8:30 a.m. and conclude the latest at 10:00 a.m. CPR recognizes the need to minimize traffic disruption and welcomed any suggestions and expertise of Council.

The Chief of Police confirmed to the Mayor that he has met with Ms. Harmon regarding the event and the proposed route and has no problem with CPR holding the event as proposed.

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

- Motion was made by Council Member Greer to approve CPR's request, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

B. Consideration of Modifying AT&T Agreement Lease for Space on Scuffling Hill Water Tank

Council was informed by the Town Manager of the following:

- AT&T leases space on the Town's Scuffling Hill water tank. Prior to the meeting, Council had received a copy of the proposed lease. In April of this year, AT&T notified the Town that they wished to renegotiate their lease as part of a company-wide effort to become more competitive. Staff has reviewed their requested changes and has negotiated a set of changes over the past several months that is believed to benefit the Town.
- AT&T has asked for a slight rent reduction (\$100 a month) and the right to expand their services in exchange for a longer guarantee of renting on their end. The Town Manager has spent the last several months going over this with AT&T.
- Given the consolidation in the cellular market, the guarantee of rent for years to come exceeds the small concession. The Town is also eager to open the way to expanded services from AT&T (or any cellular provider for that matter) in Rocky Mount (data specifically), and seeks to encourage AT&T to upgrade their facilities.

- The Town will receive \$1,800 a month for the space on the Scuffling Hill water tank and it will be guaranteed for 36 months.
- Prior to the meeting, Council had received proposed amendments to the lease.

The Town Manager confirmed to Council that AT&T can sublease the space, but they would have to give a percentage of the proceeds to the Town, but as of right now, there is not enough space on the tower to have another partner.

The Town Manager gave a brief history of what the original lease was, with it being \$1,800 per month, but under the new lease, the Town would be holding AT&T to \$1,800 monthly and extending the rental months with a guaranteed amount for a guaranteed lease period.

It was confirmed to Council by the Town Manager that he feels good about the proposed lease agreement as far as the Town being covered.

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

- Motion was made by Council Member Moyer to accept and modify the proposed lease agreement with AT&T for three years at \$1,800 per month, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

C. Consideration of Setting Work Session to Review Town of Rocky Mount Utility Rates

It was explained to Council by the Town Manager that he would like to schedule a work session for Council and Town staff to review the Town's current utility rates. He commented that the Town's utility rates are below the actual costs of production and the Town's utility reserve funds has reached zero. He proposes sitting down as a group for a work session and take a hard look at the numbers and rates. The proposed dates to meet are November 1, 2011 or November 10, 2011.

Council Member Cundiff commented that, personally, he doesn't think that he has the facts and figures to take a look at making a decision like this. The Mayor commented that hopefully by November 1st, Council would have the figures.

The Town Manager stated that the biggest thing staff is working on right now is the meter audit and that they are trying to push accountability higher. He further commented that he believes by having the work session, that by budget time staff will be able to lay out Town plans for the budget push in February, and during this work session, will at least tackle a piece of the budget that involves utility rates. Council Member Cundiff commented that the Town has been struggling with accountability for at least five years.

The Mayor stated that Council would hold the proposed work session on November 1st at 6:00 p.m., with meeting to take place at the Community & Hospitality Center (Depot). The Town Clerk so noted.

D. Consideration of Lease Agreement for Sign Located on State Route 220 North Near North Main Street Exit

The Assistant Town Manager/Community Development Director explained to Council that the sign located north of Rocky Mount on State Route 220 North (currently advertising "Shentel") is available for lease. He pointed out the following:

- Town staff recommends leasing this sign for one year at a cost of \$8,600 to advertise the Town's local businesses.
- The Town would like to encourage motorists to exit at North Main Street for shopping, dining, antiques, arts, music and to visit the Farmers' Market. In doing this, it would help develop the Town's North Main Street corridor, the downtown area, the uptown area, as well as support the burgeoning arts initiative that is seen in Rocky Mount.
- Prior to the meeting, Council had received a draft lease for the sign, and if approved by Council, staff will work with local sign firm (currently working with Indigo Signs) to design a suitable layout that would play on the Town's shopping, dining and cultural opportunities.

The Assistant Town Manager confirmed to Council that the cost of the sign would be paid from left over funding in the amount of \$4,500 from Department of Housing & Community Development that were for the uptown project that were earmarked for marketing, which was part of the uptown project grant, along with the remaining balance being paid from the contractual line item for the Community Development Department. He further commented that the sign will help spur the Town's economy.

The Assistant Town Manager confirmed to Council Member Cundiff that those businesses that wanted a sign have not contacted his office offering to help pay for such a sign. He also confirmed to Council Member Greer that he has contacted other sign companies that have leasing in this area, and they were not as reasonable in cost as the location for the proposed sign.

The Town Manager informed Council that the intent of the proposed sign is to encourage people to come off of State Route 220 and into the Town's downtown area, along with the intent of not advertising for one particular business individually, but in general, all Town businesses are advertised. In doing this, the whole of the Town is marketed. He further informed Council that the sign is highly visible.

Discussion ensued on the Council wanting to see a mock-up of the sign before it is put up, with staff stating that they would bring it before Council for their review. It was also mentioned by staff that this sign would only be available this year to start leasing.

There was also discussion on whether or not the Town could put up another sign if the proposed one is not working. It was confirmed to Council by staff that the Town could replace the sign, but it would be at an extra expense to do so.

Council Member Greer stated that the only reason he would vote for the sign would be because half of it was free through the DHCD funding.

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

- Motion was made by Council Member Strickler to authorize staff to move forward with the lease agreement for the sign with mock-up to be approved by Council before it goes up, with motion on the floor being seconded by Council Member Greer. Let the record show that the motion passed five to one, with Council Member Cundiff voting no.

COMMITTEE REPORTS

A. Public Utilities Committee

The Public Utilities Committee had met on September 13, 2011 to consider changes to Chapter 58 of the Town Code. The Town Manager pointed out the following:

- Council had previously directed staff to review the establishment of a fee for fire suppression connections to the Town's water system, as well as putting in place a requirement that such connections be inspected on an annual basis to ensure that there are no connections between the fire system and the potable water system (resulting in unauthorized water usage and unmetered water usage).
- The following documents were considered and were given to Council prior to the meeting:
 - Proposed updates to Chapter 58 of Town Code.
 - An addition to Chapter 58 to institute a fee for fire suppression service.
 - An update to the Town's Cross Connection Control Program (a program that is on file with the State to verify that the Town complies with State Code).
- The changes in the Code are intended to implement Council's requests to charge a fee for fire suppression service and to inspect the fire suppression systems.
- The Committee recommended that Town staff research other localities' fire suppression programs, and that the Committee reconvene when that information is available.

The Town Manager stated that the information given to them at this time was for informational purposes only and no action was needed from Council at this time.

B. Streets & Sidewalks Committee

The Streets & Sidewalks Committee met on September 13, 2011 to consider options for use of the \$50,000 set aside for sidewalk work in the Town. The Town Manager stated that the following projects were considered:

1. Scuffling Hill Road: The Town's Public Works Director estimated in 2008 that the improvements to Scuffling Hill Road would cost \$476,590. He now believes that amount may be low due to the need to install some sort of storm water retention or detention facility with the improvements. The Town applied for Virginia Department of Transportation (VDOT) revenue sharing funds in 2008 for this project and was awarded \$238,295, with the Town needing to fund the remaining \$238,295. The Town has not had room in the budget in the ensuing three years to fund the Town's share of the project.
2. State Route 40 East: The Planning Department identified two principal sidewalk plans in the State Route 40 East corridor and presented them to the Committee previously:
 - Concept A would require \$33,996 in materials and \$17,720 in traffic signal work.
 - Concept B would require \$21,500 in materials costs and \$11,800 in traffic signal work. The materials costs are projected to come from the \$50,000 set aside for sidewalk work, and the signal cost is projected to come from the traffic signal maintenance funds. The Public Works Director estimates the value of his time and equipment to perform the work to be \$72,635.

The Committee recommended that staff prepare an application to VDOT for the revenue sharing funds to construct Concept A and Concept B of the sidewalk proposal. A draft resolution and application for VDOT revenue sharing funds were given to Council for their consideration.

3. Grassy Hill Road and Sections of Weaver Street: The Committee also discussed the history of accidents on Grassy Hill Road and asked if guard rails could be installed to help make the stretch of Grassy Hill Road in the Town safer. The Public Works Director estimated the cost of guard rails at \$61,624. Town staff has completed an application for VDOT revenue sharing funds to help with this project, with it being submitted for Council's consideration, along with a draft resolution supporting the application. Included in this request is also a little piece for the cul-de-sac on Weaver Street.

There was discussion regarding:

- Where the guardrails would be going on Grassy Hill Road.
- If funds would still be available from VDOT when the Town could find funding for the work on Scuffling Hill Road, and discussed where the work would be done on Scuffling Hill Road.

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

- Motion was made by Council Member Love to approve both draft resolutions, with motion on the floor being seconded by Council Member Strickler. Discussion ensued. The Town Manager confirmed that out-of-pocket expense for Grassy Hill Road will be in the approximate \$30,000 range; for State Route 40 East, about \$20,000 available in budget; and Council can discuss Scuffling Hill Road work during the upcoming work session. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES

A. Referrals to Planning Commission from Town Council

Let the record show there were no referrals to the Planning Commission at this time from Council.

B. Rise 'N Shine Appearances

The Assistant Town Manager/Community Development Director was on the *Rise 'N Shine* show earlier today.

COUNCIL CONCERNS

A. Council Member Cundiff

1. Has received a phone call from someone about two weeks ago about the traffic light located at the intersection of South Main Street and Scuffling Hill Road not functioning properly. The Assistant Town Manager/Community Development Director explained to Council that the Town has had the engineer company that works on the traffic lights come and look at it within the last week, with them replacing the controller.

The Assistant Town Manager/Community Development Director briefed Council on VDOT's plans to replace the Pigg River bridge in the very near future.

2. Has received three complaints about Shentel and their new channel line-up, with them moving some channels from basic to premium, which is increasing the cost to the consumer. Commented that it seems like Shentel could work better with the people they are serving. The Mayor stated that everyone that has Shentel should of received information from Shentel regarding the new prices and new channel line-ups, and because of the new channel line-ups, there has been a reduction in the basic package when some of those channels were moved.

3. Questioned about the progress of the Oaks at Rakes Tavern project. The Assistant Town Manager/Community Development Director stated that the developer has pulled ten permits and has five more to pull. He is keeping a close watch on the project to make sure that they are working on it and that the permits are pulled. Their deadline is December 31, 2011.
4. During the most recent heavy rain, it created more drainage problems on Meadow View Avenue. Discussed if they had enough reserve area for the rain runoff. The Public Works Director confirmed that the drainage system has grates on it and two are fairly stopped up, with the pipe coming into the pond being at least one-third stopped up, and if lowered down, it would help restrict water coming into the pond. The Assistant Town Manager/Community Development Director confirmed that the ponds belong to the developer, which is GKS, and he will ask if they will clear it. He further commented that the developer no longer has a bond on this, but they are pretty good to work with, and if they do not, can ask the Public Works Director to do it and then bill GKS for it. It was further confirmed to Council that if GKS does the work, the Public Works Director will inspect the work to make sure it is done to Town's specifications.

B. Council Member Moyer

Requested that Council consider reinstating the holiday pay from eight hour holiday pay to 12 hour holiday pay for the Police Department. He further pointed out that the Police Department is the only Town department that worked 104 hours more per year than other Town employees; they have 48 hours of unpaid holiday time than other employees as it stands now; they get 96 hours of holiday pay for eight hours per holiday versus 144 of the 12-hour per day that they use to get, with him proposing that the Police Department get that now. The Town Manager went over the history of why the holiday pay was changed a few months back. The Chief of Police confirmed that he wanted to make sure his staff is back up to full staff before this proposal is implemented so he can manage their holiday pay accordingly. Council Member Love asked how the proposed change would affect the other departments and the proposal should be applicable to other departments the holiday pay would affect. Council Member Strickler commented he wanted to make sure all departments are treated fairly. The Town Manager asked if Council would like to first run the proposal by the Finance Director and the Finance & Human Services Committee first. There was discussion regarding having the Public Works Director meet when the matter would be discussed with the Committee, with the Mayor asking if Council Member Moyer would like to withdraw his motion on the floor until after staff and the Committee could review. Council Member Moyer stated he wanted a decision regarding the Police Department during this meeting. The Mayor called for the motion, being:

- Motion was made by Council Member Moyer to pay the Police Department the 12-hour holiday pay, with motion on the floor being seconded by Council

Member Cundiff. A roll call vote was taken. Voting in favor of the motion on the floor were Council Members Cundiff, Love, Moyer, and Strickler. Voting in opposition to the motion on the floor were Vice Mayor Walker and Council Member Greer. Let the record show that the motion on the floor passed four to two.

Council Member Strickler (who is also Chair of the Finance & Human Services Committee) stated that he will get the Committee to meet to consider how to make this fair for other departments.

C. Mayor Angle

Stated that he hopes all Council members have had time to go by the Town Manager's Office to look at the process of the Town going paperless regarding the monthly Council agenda packets.

CLOSED MEETING

Let the record show there were no *Closed Meeting* items at this time.

ADJOURNMENT

At 8:10 p.m., motion was made by Vice Mayor Walker to adjourn, seconded by Council Member Moyer and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts/Town Clerk

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**ROCKY MOUNT TOWN COUNCIL
PLANNING COMMISSION
SPECIAL JOINT WORK SESSION MEETING
OCTOBER 18, 2011**

The October 18, 2011 special joint work session of the Rocky Mount Town Council and Planning Commission was held at the Community & Hospitality Center (Depot) located at 52 Franklin Street, Rocky Mount, Virginia at 5:00 p.m. with Mayor Steven C. Angle presiding on behalf of the Rocky Mount Town Council and Chair Janet Stockton presiding on behalf of the Planning Commission.

(Dinner was served at 5:00 p.m., with meeting starting immediately afterward at 5:15 p.m.)

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

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

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Town Planner Patrick Rust, Town Attorney John T. Boitnott, and Town Clerk Patricia H. Keatts.

On behalf of the Planning Commission, the meeting was called to order by Chair Stockton, with the following members of Planning Commission being present:

Vice Chair John Speidel and Planning Commission Members W. Boyce (Bud) Blanchard, Ina Clements, Jerry W. Greer, Sr., Derwin Hall and John Tiggle.

For the record, Town Clerk Patricia H. Keatts represented both the Rocky Mount Town Council and Planning Commission as Clerk.

APPROVAL OF AGENDA

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

- Motion was made by Planning Commission Member Clements to approve the agenda as presented, with motion on the floor being seconded by Vice Mayor Walker and carried unanimously by those present.

ITEMS FOR JOINT CONSIDERATION

A. Update on Comprehensive Plan Review to Include Time Line and Goals

The Town Planner presented the following:

- The 20-Year Long-Range Plan for 2007 to 2027 was adopted May 14, 2007.
- According to the Code of Virginia, the Town's Comprehensive Plan needs to be revised at least every five years.
- The Planning Commission gave staff direction two years ago for an early partial revision of the Comprehensive Plan. Due to staffing and projects, staff has been unable to complete. Staff will begin work in earnest in November, with expected public meetings and hearings in late spring, with approval in the summer of 2012. Per original direction from the Planning Commission, staff will rewrite the plan and prepare the maps, then give the public the opportunity to comment before submitting to the boards for their approval.
- Also, it was discussed to update sections of the Comprehensive Plan every year, or every two years instead of completely updating the entire Comprehensive Plan at each five-year mark.
- Staff's main objective is to tweak the existing Plan with current statistics, maps, goals and objectives, as the Town has changed and grown over the past five years.
- Staff looks to spruce up the Plan by making it more visually appealing and easier to read.
- Over the next few months, staff will be looking for guidance and suggestions on the Comprehensive Plan update.

At this time, there were no questions or comments for the Town Planner.

B. What Is The Next Big Thing?

The Town Manager commented that Item B and C (Direction from Council and Planning Commission to staff on where to focus the Town's efforts now that the Uptown Project is done.) are basically the same thing. He further commented that about three years ago, the Town was working hard to build a road into the Cox property; extend Old Fort Road; and was in the middle of doing the Uptown Project. With this now being complete, the real big question is what does the Town Council and Planning Commission want to do jointly or independently to give staff guidance on what projects to pursue. He further stated that staff is currently looking at:

- Working on economic development for the Cox property. Franklin County (County) has expressed an interest in sharing that cost and has discussed bringing the Industrial Development Authority on board to do some type of bond. There is a need for more grading on the last remaining parcel before the Town and County can market the site.

- Have discussed a music venue in the past, but the project was stalled due to lack of funding and some opposition from the public regarding the proposed site of Mary Elizabeth Park. Staff questions whether or not Council still wants them to proceed with this.
- Working on items to help retailers and businesses in-town, such as signage. Since losing the Chamber of Commerce and with Community Partnership for Revitalization not helping the Town from a functional standpoint, Town staff has to do more marketing.

Discussion ensued regarding the points brought forth by the Town Manager:

- The Cox property is the last piece of property in the Town and County that is jointly owned in the Industrial Park, and at some point and time, will have to look at another site either individually or jointly with the County. The Cox property site needs to be graded in order to market it. There is a seven year window to put someone on the Cox property before the Town will have to pay approximately \$380,000 back to the Virginia Department of Transportation (VDOT), with this being the reason why the road needs to be graded as soon as possible. Due to the economic downturn in the past three years, quite a few localities are hitting no returns from the funding assistance from VDOT and will be having trouble paying the money back to them. The Town can join those localities in trying to get VDOT to extend the deadline date for the funds to be paid back. May be feasible to get a bond to help with the Cox property site being graded. Discussed what it would take to grade, with a \$2.1 million cost estimate being given when the Town received the last Tobacco Commission grant money. Thompson & Litton engineering firm was paid to do concept work on the proposed grading at that time. Discussed that the Town will have to deal with streams when grading by going through permitting process.
- The Town, at some point and time, will most likely need to look at a boundary adjustment in order to take in more land to market for industrial use. Some of the proposed sites discussed were the approximate 80 acres of the Smithers' property located out in the County behind Sycamore Street, with it having another approximate 100 acres behind it. The County would have to be involved with this.
- Discussed possibly having dirt removed from the property on Byrd Lane where the two houses will be removed and putting it on property behind Bland Street that is behind the old VDOT office, and perhaps using that land for an industry to locate.
- Discussed Town and County possibly working with 84 Lumber (which is located in the County) to see if they can lease their building to another business instead of having it lay vacant for so long.
- Regarding the music venue, it was discussed that the Town needed to keep pursuing it, but perhaps not have it located at Mary Elizabeth Park but instead have either Mod-U-Kraf Homes or Fleetwood Homes build a temporary stage and place it in one of the vacant parking lots (mentioning the old Lane building parking lot), and holding the music venue there, as

there would be plenty of available parking, with it not being that near to residential homes. Also mentioned that a trailer might work. Discussed using the County-owned building located behind the Farmers' Market, with staff commenting that the Town is working with the County regarding this, but due to the County attaching other issues that do not pertain to a music venue to the agreement, this has not been worked out yet with the County. Discussed how well Bill Fuller has managed the "Footlights of the Blue Ridge" concerts with no more than \$3,000 annually, and how successful that event has been. Mentioned how challenging it is to make sure that businesses in the North Main Street and uptown/downtown area can receive the benefits of people coming into the Town for such music venue events, and that wherever the music venue is placed, it needs to draw people into the Town. The Floyd, Virginia events were discussed and how successful it has become, even though it is located in a store. The Town needs to keep those people going to Floyd in the Town for similar events, but the music venue needs to encompass not just bluegrass, but other types of music as well, such as gospel, etc. If music venue was placed in Mary Elizabeth Park and it became successful, questioned how it would grow; therefore, the music venue needs to be in a place that would support such growth.

D. Planning Commission Concerns

- a. Feedback on perceptions of Planning Commission and Town Council:
- Chair Stockton asked what is the perception of Council for the two groups to work together. Discussion ensued regarding the Planning Commission wanting direction from Council and to know what role they are to play in that it seems like things have changed in terms of their function during the last year or so, with the Planning Commission doing less planning and doing more zoning.
 - There was much discussion regarding the role the Planning Commission took in dealing with the application received from Stepping Stone Missions wanting a soup kitchen to be located in a residential area, and that the Planning Commission wants to be mindful of residents. Discussed North Main Street being a mix bag of properties, with the Planning Commission wondering what Council wants for this location, and how does Council want them to put this into the Town's Comprehensive Plan. Further discussed how there were quite a few residents that showed up for the Council public hearing on the soup kitchen; whereas, the Planning Commission had no one to show up voicing a concern over the soup kitchen being located at the proposed site. It was pointed out that Town staff had appeared on the *Rise 'n Shine* show the morning of the Council public hearing, and that quite a few people look at this show; thus, the public was more aware of the Council's public hearing on the soup kitchen. Due to this, the Planning Commission wants to be included in the *Rise 'N Shine* show before their meeting takes place so the public will be more aware of what is on their agenda for their meetings. It was discussed that, currently, staff does public hearing notices

for both the Planning Commission and Council public hearings; certified letters are sent to the adjoining/facing property owners; and a sign of the public hearings is placed on the site, with all this being done prior to the public hearings for the soup kitchen. It was explained that the decision vehicle presented to the Planning commission was functionally identical to a rezoning and that if a special use permit was granted, a rezoning request could be submitted.

- Regarding the Comprehensive Plan, it was decided that the Town Planner needed to make sure that he pull in some of the Planning Commission members to have a different set of eyes looking at the Plan; thus, not encumbering Council as it is now. Also, it was indicated that the Chair of the Planning Commission, along with the Town Manager and Town Planner, needed to sit down at least every two months to discuss matters that may be of interest to the Planning Commission.
- b. Tying together the visual appearance of the Town, including signage, crosswalks and other visual elements.
- Chair Stockton mentioned that the Town needs to work on signage. Discussion ensued that signage did, indeed, needed to be worked on, especially since uptown is completed. Need to show the Town off, with entrance signs announcing Rocky Mount helping to do this. Discussed that the four different entrance signs in the Town were being taken down and refreshed. Also mentioned that way-finding sign concept could be used. Need signage for parking, Farmers' Market, Court House, and different points of interest. Also discussed the new proposed sign located on U.S. 220 North that the Town has recently agreed to lease, and how it will promote all the retailers and businesses and not just one or two individual businesses.

E. Council Concerns

- Briefly discussed making the bridge wider that is located on State Route 40 West that is near the old 84 Lumber site. Discussed that once the Pigg River bridge is replaced, the Town could possibly start looking at having the State Route 40 West bridge placed on VDOT's list of projects for future funding that the Town needs to have fixed.
- Discussed needing sidewalks for Scuffling Hill Road and if there are any funds that may be available through the state. Mentioned that the Town possibly could use maintenance money for this.
- Briefly mentioned that there will be crosswalks and flashing lights on State Route 40 East near the Holiday Inn entrance; and also crosswalks at Sheetz.
- Discussed that there will be two lanes for the proposed replacement bridge at Pigg River, with it being two-lane wide, and the same width of the road coming from South Main Street from the town side (same width as standard road, but new). The bridge should be in the same location.

- Mentioned that when work is being done on the Pigg River bridge, the Town could take that dirt and have it as fill dirt for the erosion site on the Old Furnace Creek bank.
- Discussed that there is also fill dirt needing to be placed on the Pigg River side near the dam where some dirt is sluffing away from the bank near the walkway. Discussed the Town needing to put more than a plastic barrier to keep people away from the bank, such as caution tape. Discussed that when the Pigg River dam is removed, this will lower the water level and help keep the water from rising up so far and taking chunks of the bank away with it.

F. Open Discussion

Mayor mentioned that everything on the agenda had been discussed in an open session.

The Town Manager gave a summarization of items brought forth by Council and Planning Commission:

- Staff needs to take baby steps for the music venue.
- Need to bring the Cox property into play.
- For re-growth strategy, re-think signage in order for it to be a good balance for people to shop.
- Sensed what was discussed on how does staff need to guide people on land use property, with staff needing to sit down with the Planning Commission to look at this.
- Will have Planning Commission involved in working on signage.
- Will follow-up with Mr. Richard Shoemaker on getting the Planning Commission members to appear on the *Rise 'N Shine* show prior to their meetings.

Vice Mayor Walker commented that the Town needs to keep in mind that when the water bond is paid off, he would like to see all, or a good part of it, go back into the fund balance. The Town Manager stated that he agrees to continue to look into spending less each year, and if the budget is looked at in its entirety, there has been a lot of funding put into infrastructure, and on the heels of that, the Town has had three challenging budget years. Vice Mayor Walker stated that he would like to do all that was discussed during the meeting, but the Town cannot economically do it all. The Mayor commented that the Town will need to prioritize the projects and look at what can be done in 20 years.

The Town Manager confirmed to Council Member Greer that he would get with the Chief of Police about the bay area at the Emergency Services Building still leaking when it rains.

ADJOURNMENT

On behalf of the Town Council, at 6:33 p.m. motion was made by Council Member Strickler to adjourn, seconded by Council Member Greer and carried unanimously.

On behalf of the Planning Commission, at 6:33 p.m. motion was made by Planning Commission Vice Chair Speidel to adjourn, seconded by Planning Commission Member Tiggle and carried unanimously.

Steven C. Angle, Mayor
Rocky Mount Town Council

Janet Stockton, Chair
Rocky Mount Planning Commission

ATTEST:

Patricia H. Keatts, Town Clerk

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**ROCKY MOUNT TOWN COUNCIL
WORK SESSION
SPECIAL COUNCIL MEETING
NOVEMBER 1, 2011**

The November 1, 2011 work session special meeting of the Rocky Mount Town Council was held at the Community & Hospitality Center (Depot) located at 52 Franklin Street, Rocky Mount, Virginia at 6:00 p.m. with Mayor Steven C. Angle presiding.

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

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

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Town Attorney John T. Boitnott, Finance Director Linda Woody, and Town Clerk Patricia H. Keatts

APPROVAL OF AGENDA

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

- Motion was made by Council Member Love to approve the amended agenda as presented, seconded by Council Member Cundiff and carried unanimously by those present.

UTILITY RATES

On the agenda to discuss was the following:

1. Overview of Utility Fund balance, revenue and expenditures.
2. Review of Town of Rocky Mount water loss ratio and efforts to track and resolve the ratio.
3. Review of required breakeven rate for water and wastewater operations.
4. Request to set rates for the Fiscal Year 2013 Budget in advance of budget presentations.

The Town Manager informed Council that in May they had postponed serious discussion regarding utility rates, with Council wanting to look at the rates again in the fall. He also pointed out that staff is trying to get the loss ratio up-to-date.

The Finance Director gave the overview of the Utility Fund balance, revenues and expenditures. She referenced material handed out to Council prior to the meeting, which included a spreadsheet showing the revenues and expenses for the Utility Fund for fiscal years 2007 through proposed 2012. She pointed out the following:

- Fiscal Year 2011 is still an “estimate” at this time as the audit journal entries have not been presented or posted to the general ledger. The Fiscal Year 2012 (current year) has a projected deficit of \$106,000 at this time, which corresponds to the reduced water and sewer connection fees derived from the Lilly’s Leisure project.
- The Town has a proposed cash shortage (which is based strictly on revenue less expenses and not considering fund balance) of \$520,750 at the beginning of the current fiscal year (FY 2012). If the Town uses a simple approach to show a steady stream of revenue and expenses each month, the Town will add an additional deficit of \$106,000 to the fund balance. The cash balance at June 30, 2012 (which will be the fiscal year end) would then be <\$626,750> (a deficit / cash shortage).
- The Town can consider that unrestricted fund balance is available to help offset the cash deficit. This would be like tapping the your savings account to supplement your checking account. Only the restricted fund balance, and not the entire fund balance, is available to supplement the utility cash operations.
- At the end of Fiscal Year 2010 (June 30, 2010), the unrestricted balance was \$164,320. The estimated Fiscal Year 2011 (June 30, 2011) unrestricted balance is \$215,889. This number will change as the auditors add journal entries and consolidate for the financial statements. The Finance Director expects it to decrease before the financial statements are produced.
- Right now, with the unrestricted fund balance of \$215,889 available, the beginning cash deficit for Fiscal Year 2012 (the current fiscal year) is <\$304,861> (still a deficit). With the projected additional shortage of \$106,000 during Fiscal Year 2012, the ending cash shortage would be <\$410,861>.
- As adopted in the Fiscal Year 2012 budget with no increase in utility rates, and with the expenses cut to the bare essentials of operations with a stunted investment in infrastructure, the Town will only add to the current cash shortage in utility operations. There really is no further room to reduce expenses if the Town’s current level of operations is to be maintained. That only leaves an increase in revenues to offset the cash shortage.

The Town Manager pointed out that the audit shows that the Town has a Utility Fund, but it is items that have cash value and in reality, the Town has no available cash. It was also pointed out that during this past spring, the Town did use up cash reserve by paying off one of the bonds. He further asked that before Council talks about what the Town can do

about this, or a time table, he would like to discuss what has been talked about when the Public Utilities Committee has met. He pointed out that some of the tasks the Town has done thus far to keep the Town's loss ratio as low as possible are:

- Hired an engineering firm to review the Town's usage and billing records and to make recommendations.
- Replaced and fine tuned the finished water meter at the Water Plant.
- Serviced the Town's altitude valves at the water tanks to help prevent overflowing and inspected those valves while in operation.
- Improved the Town's audit or unread of under read meters.
- Increased the Town's meter reading crews to make the reading and water accounting periods closer in time.
- Increased the Town's accounting for water used for firefighting and for system flushing.
- Increased the Town's accounting of water lost from known leaks as given by the Public Works Director.
- Randomly pulled meters and tested for accuracy, which did not indicate that the Town had a meter reading problem.

The Town Manager also pointed out work that is being planned and in progress:

- Developing rules for the inspection of fire suppression systems, wanting an annual report on this.
- The Town will perform a system-wide meter audit (should have a map to Council showing all this) to verify that:
 - All lots have meters.
 - All large parcels with multiple meters and multiple buildings have each building tagged to a meter.
 - All meters are audited to ensure a correct multiplier.
- Geographically tagging all parcels with a meter location to identify visually any potentially lost meter.
- Mapping water pressure within the system to identify areas of high pressure where leaks would be more likely, with this being done by the Water Plant Superintendent.

The Town Manager pointed out that this work is ongoing and expected to be completed in December. He further pointed out that based on all of the tests, audits and work performed to-date, the Town's water loss is most likely in the distribution system and is representative of actual leaks that need to be addressed through line replacement, lead detection and capital work. This type of investment in the system is one of the items that the Town has had to postpone due to limited revenue from the system. Additionally, it is likely that the loss the Town is encountering does not represent a revenue stream in that it is not water that is consumed in some way that could be billed, and there would be little, if any, return on the investment. He also pointed out that the areas that may represent recoverable revenue include finding unbilled meters and verifying that fire suppression systems are not tapped into for potable water and that the usage of those systems is correctly accounted for, with these initiatives being underway.

The Town Manager stated that it was very hard to find any water leaks between the manufacturing of the water and the billing process. He pointed out that the breakeven water rate is moving forward, and he thought it was imperative that Council sit down with staff to see what type of return the Town needs on its investment. He pointed out that the Town's average is near 80% accountability, which is above average for localities with water systems. The Town has a theoretical maxim of 89% accountability using a formula based on the number of connections, the system pressure, and the length of the piping in the distribution system. The 9% of the Town's water that is lost and could potentially be recoverable represents roughly 2.5 million gallons a month. This is a system-wide leakage of 57 gallons per minute.

Also pointed out by the Town Manager was that the Town has dealt with increased costs by decreasing its capital investment. In each of the recent budget cycles, the Town has had to push capital items into future years. The Town's plant managers believe the Town will need to invest approximately \$1,350,000 in plant maintenance in the next two to three years. There is likely another \$500,000 in the distribution system repairs and maintenance costs as well. It is not likely that the Town will get to its desired water accountability figures without capital work in the distribution system. This list of capital items had been previously circulated to Council. These items can be done incrementally as part of the budget process or as part of a single retrofit project funded by a revenue bond. Staff has proposed utility rates that would allow these capital items to be funded in the past two budget years, but the consensus of Council was that the timing was not right for a utility rate adjustment. The plants and distribution systems have substantial capital needs, but the Utility Fund is running a deficit. Additionally, monthly income from the solid waste and treatment wastewater is less than expenses, making it impossible to fund these repairs out of current revenue. The Finance Director's report indicated that the Town started the current fiscal year with a deficit in the Town's Utility Fund of \$304,861 and it is projected to have a deficit of \$401,861 at the end of the current fiscal year. The Utility Fund is out of money and a rate adjustment is essential at this time. The challenge now is that the Town has a cash deficit and probably can't borrow from a revenue standpoint. Ultimately, thinks the Town has a crisis of unbalance.

The Town Manager suggested that if Council wants to do rates based on a calendar process, the rates would be set and not an item that can be changed during the budget process. Also, Council may want to consider rates proposed from last spring of taking it from \$30.00 to \$40.00, even though the breakeven point is now \$60.00. By taking it to a \$40.00 point, it does not hit the citizens as hard. He explained to Council what the Town's current base of 3,000 gallons for in-town bill was, being \$35.80, with him further explaining the breakeven amounts needed for water and sewer, which was roughly \$50.00 for combined water and wastewater bill. For the projected expenses in the current fiscal year, staff estimates that a breakeven rate for 3,000 gallons of water and wastewater service is \$60.69. The Fiscal Year 2012 budget included a proposed rate increase that would have taken

the base combined bill to \$40.30. This was proposed as a first step in a series of rate changes that would make the Utility Fund self-sufficient. The rates proposed for Fiscal Year 2013 would have been a slight increase from those proposed for Fiscal Year 2012. The Town has not implemented the proposed rates and inflation continues to raise the amount needed to bring the Town's rates in-line. If the Town holds off performing a series of rate increases, those needed increases becoming larger and larger. Ideally, utility rates should be adjusted each year to account for costs and capital needs.

He also pointed out that it is challenging to develop a budget when the rates are undefined, and that staff proposes that Council set the rates as a calendar year process so that utility rates are not contemplated in the budget process. This would enable the Finance Director to report to Council in November of each year, outlining what the current costs are for the Town's utility operations and what the proposed rates would be for the next year. The budget could then be developed based on a known utility rate structure. The capital needs of the Town's Water Plant, Wastewater Plant and water and wastewater distribution systems, combined with the depletion of the Utility Fund balance, point to a significant gap in the amount of revenue received in operating these utilities versus the costs the Town incurs.

Staff recommends:

- Rates be set on a calendar basis outside of the budget process.
- Rates for Calendar Year 2013 be adopted along the lines of those included in the proposed rate sheet (previously given to Council), resulting in a combined minimum of \$40.30 versus an estimated breakeven rate of \$60.69.
- Report annually to Council in November what the estimated breakeven rate is, as well as the state of the Utility Fund balance and recommend a utility rate structure for the next calendar year.

Council Member Strickler questioned how to address the water loss (Council Member Cundiff pointed out that it was at 75% the last time it was checked).

There were questions regarding how the increase of a utility rate would impact the bill, with it being brought out that it would be above \$5.00 per month increase, with the elderly/disabled actually seeing a decrease of approximately \$1.70 per month.

Council Member Love stated it would be smart to do the budget of utility rates outside of the budget process.

Vice Mayor Walker questioned how money would be spent when loan payment on Wastewater Treatment Plant is paid off. Town Manager explained that ideally the \$500,000 would go towards much needed capital expenses since the Town has substantially reduced Fund Balance from years past.

The Mayor indicated that the Town has aging infrastructure that is beginning to be slowly replaced when needed; Town will have to replace meters when needed; Town cannot sell water for less than it costs to make; Town has to reach a point

when water and water/sewer pays for itself; Town is not in business to make money, but it has to pay for itself; it is not a popular thing to do, but one that is necessary; agrees that the utility rates need to be taken out of the budget and discussed separately, with proposed rates being applied calendar year and not fiscal year so that things will not have to be around in the budget as in the past when proposed utility rates were not approved.

Council Member Cundiff agrees with rates being taken out of the budget process, but that he has a problem with the accountability of the water loss, with water leaks getting bigger, not smaller. Questioned why the Town had 50% more help at the Water Plant than "x" number of years ago.

Council Member Greer stated that things are going backwards.

The Mayor explained that Council needs to understand that costs are still going up to run the plants and the rates are still being kept the same.

The Finance Director stated that when looking at accounting for new meters, only found 39 new accounts that were added in the past two years.

There was discussion why the Water Department is running with four operators when less water is being produced. The Town Manager explained that he does not think you can consistently make less water by cutting down the hours and that by doing so, it still will not make up the \$500,000 dollars shortage. To make that amount up, Council would have to get rid of all the Water Department staff and one-half of the Wastewater Treatment Plant staff. He pointed out that both departments ran 89% to 86% less than what their departments' budget was and have worked very hard to continue to do so, and as of right now, does not want more they can carve out of their budgets to decrease cost.

There was discussion where the \$170,000 from the eliminated debt payment on annexed water bond is going, with the Town Manager outlining which projects they were, such as the Wastewater Treatment Plant ultraviolet system and camera and other capital projects as approved by Council, with the entire amount being allocated by Council to be spent.

There was discussion between the Mayor and Vice Member Cundiff regarding where the distribution leak would be, with Vice Member Cundiff noting that if there was such a leak, the Public Works Director should be able to see where it was. The Mayor disagreed, stating that whether it was a distribution leak or not, the Town needs to still set water rates to produce water at a breakeven point. Council Member Cundiff stated that he agrees with Mayor regarding cost is the same whether you account for it or not, but there is something out there they are not finding that is causing the water loss. The Mayor stated that obviously the water is going out that is not reaching a meter, but the loss has no impact on the cost of water being produced.

Council Member Moyer questioned why is it that the Water Department has six employees and they are running several million gallons of water that is less than what it was several years ago, and that you can run just as much with less employees. The Town Manager stated that when they were doing that several years ago, the Water Department was running it hot, which was running it faster without being run with the right permits from the Virginia Health Department. He further pointed out that the Water Plant Superintendent running the department now is running it according to the permit and as safe as possible, doing it the right way to run two million gallons a day. He further explained how the Superintendent was running the Water Department and how you can't budget when a current Council member says what a past Council member has stated about how many staff was needed to run the Water Department, and it is challenging to budget when this happens. He further stated that even if Council got rid of one position at the Water Plant, he is not sure it would make that much difference in the costs.

Council Member Cundiff questioned what the Superintendent of the Water Plant does to participate in manufacturing of treating water. The Town Manager explained it entails quite a lot, such as: collecting all the samples; making sure Water Plant stays within the permit from Department of Environmental Quality; making sure in compliance with Virginia Health Department; helps to make sure all operators are trained and know what they are doing; and ultimately seeing that the water that is produced is acceptable.

The Mayor indicated that the first thing the Town needs to do at this point is to decide if they want to take the utility rate out of the budget and put it on calendar basis. The Town Manager indicated that he and the Finance Director would need every year around October to be able to see if a water rate increase is needed. The Mayor indicated that the Town needs to have a plan in place so the rates will breakeven, but the Town does not need to incorporated this all at one time, but at least within three to four years, and that it is like running a business, you have to sell at a cost to break even.

Vice Mayor Walker stated that the Town needed to remember there are citizens in the Town that have lost their jobs and can't afford any rate increases.

There being no further discussion, the Mayor entertained a motion on having the utility rates operate on a calendar basis from January through December, with it being taken out of the budgeting process all together.

- Motion was made by Council Member Love to have the utility rates operate on a calendar basis from January through December, and to take it out of the budget process, with motion on the floor being seconded by Council Member Strickler. Let the record show that the motion on the floor passed unanimously by those present.

There was discussion regarding any utility rate change at this point, with the Mayor stating that he believes that before any proposed change, would like to get figures from the Finance Director on how much it would cost over the next two to three years to get to a breakeven point, and that it may have to be adjusted on a calendar basis after that. The Town Manager indicated that he will place this on the December regular Council meeting agenda.

SCUFFLING HILL ROAD

The Town Manager stated that Council has asked for a detailed look at the Scuffling Hill Road project during their November 1, 2011 work session. He pointed out the following:

- In 2008, the Town had applied for \$238,295 from the Virginia Department of Transportation (VDOT) to install curb, gutter, sidewalk and storm drain facilities on the most needed part of Scuffling Hill Road. The resolution and application to VDOT had previously been given to Council. The total cost of the project at that time had been estimated to be \$476,000.
- The Public Works Director now estimates that current storm water regulations will increase the cost. The exact amount is unknown unless the Town goes forward and hire a firm to design the storm water aspects of the project.
- The intent was to fund the Town's share of the costs in 2009, but budget years 2009 (Fiscal Year 2010), 2010 (Fiscal Year 2011) and 2011 (Fiscal Year 2012) all resulted in shrinking revenue due to the recession. The project is still on the Town's high priority list, but is dependent on revenue.

There was discussion regarding:

- Public Works Director and Town Managing believing this is something that Council wishes to do, and due to this, would like to see some design work done in order to know what the costs would be to do the project, especially since the Public Works Director believes it is out of his element to come up with the cost figures.
- Residents along Knollwood Drive that were not hooked onto the Town's sewer would possibly now have to hook on due to the work being done.
- Would have to acquire some property for a pond to hold the water runoff. The Public Works Director feels like the Town would need someone with stormwater expertise to figure this out.
- Project was being considered because of the intense erosion problem on Scuffling Hill Road due to the water runoff cutting into the asphalt; constantly getting citizens complaining; and that the Public Works Director believes that in the long run, curb and guttering is needed to address the problems with water runoff.
- Need to at least get preliminary report on the project before proceeding, with the Town being in danger of losing the Virginia Department of Transportation funding that is available to help with this project due to a time line.
- Mentioned other properties in-town also having water runoff problems, specifically mentioning Trail Drive.
- Went over the basis of what a preliminary report would do.

Let the record show that it was the consensus of Council for the Town Manager to go ahead and get a preliminary engineering report on the Scuffling Hill Road proposed project before proceeding any further. The Town Manager so noted.

LEASING THE COMMUNITY & HOSPITALITY CENTER (DEPOT)

The Town Manager went over the history of Community Partnership for Revitalization (CPR) and also the Franklin County Chamber of Commerce managing and operating the Depot for the Town. At present, there is no entity operating the Depot on behalf of the Town. He informed Council that the Town now has Franklin County Retail Merchants Association (RMA) stepping forward and offering to operate the facility, with them submitting a letter of offer. He relayed to Council RMA's key points that they will do if they are allowed to operate the Depot on behalf of the Town:

- The Depot will be staffed and opened 8:30 a.m. to 2:30 p.m., Monday through Friday, and on 8:30 a.m. to 10:00 a.m. Saturday (longer if the Town provides volunteers).
- At the request of RMA, the Town would no longer rent the facility as RMA Executive Director, Dorothy Cundiff, believes that to set up the facility as a visitors' center, some items will need to be placed in the facility that would make it hard to safely rent, with this including merchandise and other sale items relative to Rocky Mount, the Crooked Road, and the Town's history. Rental of the Board Room would still be an option.
- RMA would pay \$50.00 a month to the Town for renting the Depot.
- RMA would have access to the caboose.
- At the request of RMA, the Town would continue paying for the upkeep of the building.

Prior to the meeting, Council had received a copy of the last rental/lease agreement with the Franklin County Chamber of Commerce so they could compare what RMA was asking as to what the Town did for the Chamber of Commerce.

The Town Manager pointed out:

- A compromise to the renting of the facility could be that the Town cease renting the Board Room and allow RMA to place items that they do not want unattended in that space, but to continue renting the Main Hall area. Recommends that if Council wishes to pursue this, the Town asks that the Depot be opened until 5:00 p.m., Monday through Saturday, and that RMA be tasked with recruiting and managing the volunteers.
- Actual receipts from the rental of space at the Depot for Fiscal Year 2011 was \$5,920, up from \$3,491 in Fiscal Year 2010 and \$3,769 in Fiscal Year 2009.
- The Franklin County Historical Society has a stewardship agreement with the Town relative to the caboose (Council had received prior to the meeting a copy of the agreement). This agreement would have to be revised if the Town intends to have the caboose accessible to RMA, and the Town could not agree to allowing RMA access until the agreement is updated.

- An alternative to the proposal is to proceed with hiring part-time staff to operate the Depot. This is estimated to cost \$16,000 per year.

There was discussion regarding the following:

- Board Room is very seldom rented out, maybe twice a month. Main Hall is rented a lot more frequent and rental fees totaled around \$6,000 from last year. The Main Hall is used a lot on Thursdays through Sundays, with the Footlights of the Blue Ridge using it also a lot on Fridays. There are a lot more bookings seasonal for the year for the weekdays.
- Town should not be in the rental business when there are private businesses in-town trying to rent their buildings out, with the Town needing to not compete with private businesses.
- Should let RMA manage the Depot, the Town should let Mrs. Cundiff run it the way she has proposed, and if the Town does not rent out the Main Hall area, let her pay all utilities, even though she is not proposing that now.
- Not convinced Depot needs to be open but for the hours that RMA is proposing.
- The Town Manager indicated that Mrs. Cundiff may be open to making the Depot space available to rent for one event, and that she could store her merchandise in the Board Room.
- Sometimes the utilities can be as high as \$800.00 per month. Perhaps Mrs. Cundiff may be willing to pay one-half of the utility bills.
- The Franklin County Historical Society has stewardship of the caboose, with the Town Manager needing to sit down with the Managing Director, Linda Stanley, to renegotiate the agreement.
- Believes Town can accommodate Mrs. Cundiff's request for a storage building on the site.
- Council needs to know if Mrs. Cundiff wants to renegotiate, and if not, Town will need to put a part-time person in the Depot.

The Town Manager confirmed to Council the following items needing to be negotiated with Mrs. Cundiff, being:

- Expand time that Depot needs to be open.
- Need to continue renting the Main Hall Friday through Sunday.
- Put merchandise in Board Room.

BILLBOARD ART

The Assistant Town Manager stated that he was not satisfied at this time with the proposed billboard art that he was going to present to Council for their review and consideration of approval; therefore, he will send something out to Council in their Friday weekly packet, and then will poll Council before next Tuesday.

There was discussion on what businesses will be advertised on the billboard.

Vice Mayor Walker mentioned that Mrs. Cundiff with Franklin County Retail Merchants had a good idea at one time of putting on the grain tower something like "Welcome to Rocky Mount" and then put the Town's insignia on it.

CLOSED MEETING

At 7:54 p.m., motion was made by Council Member Love to go into Closed Meeting, seconded by Council Member Moyer and carried unanimously by those present to go into Closed Meeting to discuss the following:

- Section 2.2-3711(A).3 – Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (property located in downtown Rocky Mount, Virginia suitable for proposed music venue).

At 8:40 p.m., motion was made by Council Member Strickler to come out of Closed Meeting and to reconvene the meeting back into open session, with motion on the floor being seconded by Council Member Greer and carried unanimously by those present.

CERTIFICATE OF CLOSED MEETING

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

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

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

Steven C. Angle, Mayor

Motion was made by Council Member Love certifying that nothing was discussed in Closed Meeting other than what was stated. Motion was seconded by Council Member Greer. The Mayor swore to adopt the motion on the floor by Council Member Love that this was all that was discussed as defined in Section 2.2-3412 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Robert W. Strickler.

The Mayor reported that no action was taken.

ADJOURNMENT

At 8:41 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Moyer and carried unanimously by those present.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

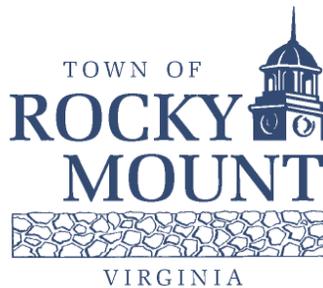
- Consent Item** **Old Business** **New Business** **Committee Report**
 Other

FOR COUNCIL MEETING DATED:	November 2, 2011
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The localities in the West Piedmont Planning District are required to have a Hazard Mitigation Plan. This Plan was developed in 2005 and 2006 and has recently been updated as required by federal regulations. Attached is an executive summary of the Plan and the sections relative to mitigation strategies for the Town of Rocky Mount. The full Plan is on file with the Town Clerk (a 600 page document) and can be reviewed by citizens electronically at the library. Your staff participated in the review and update of the Plan.</p> <p>The attached resolution is requested by the West Piedmont Planning District from each locality.</p>
ACTION NEEDED:	Approval/denial draft resolution.

Attachment(s): Yes

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



Incorporated 1873
**TOWN OF ROCKY MOUNT
RESOLUTION ADOPTING A
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN
FOR
WEST PIEDMONT PLANNING DISTRICT COMMUNITIES**

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance, and

WHEREAS, a Mitigation Advisory Committee (“MAC”) comprised of representatives from the counties of Franklin, Henry, Patrick and Pittsylvania; the cities of Danville and Martinsville; and the towns of Chatham, Boones Mill, Gretna, Hurt, Ridgeway, Rocky Mount and Stuart was convened in order to study the West Piedmont Region’s risks from and vulnerabilities to natural hazards, and to make recommendations on mitigating the effects of such hazards on the West Piedmont Region; and

WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the MAC to update a comprehensive hazard mitigation plan for the West Piedmont Planning District; and

WHEREAS, the efforts of the MAC members and the consulting firm of Dewberry, in consultation with members of the public, private and non-profit sectors, have resulted in an update of the West Piedmont Multi-Jurisdictional Hazard Mitigation Plan including Town of Rocky Mount.

NOW THEREFORE, BE IT RESOLVED by the Rocky Mount Town Council that the West Piedmont Multi-Jurisdictional Hazard Mitigation Plan dated November 2011 is hereby approved and adopted for the Town of Rocky Mount. A copy of the plan is attached to this resolution.

Adopted in the Town of Rocky Mount, Virginia this 14th day of November 2011.

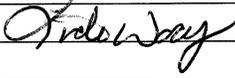
Given under my hand this 14th day of November 2011.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

MONTHLY STAFF REPORT

DATE:	November 7, 2011
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director 
DEPARTMENT:	Finance Department
MONTH:	November Council meeting

This report contains the following monthly information for October 2011 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

Lights for Life campaign update

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Project to date expenditures on the Uptown Revitalization Project & Pigg River Heritage Trail

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

Water Accountability Percent chart

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department is unavailable at this time.

703 walk-in transactions

952 drive-thru transactions

1006 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING OCTOBER 2011**

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

Miscellaneous:

Mr. E J Muse, iterant merchant-perishable

TOWN OF ROCKY MOUNT
Investment Portfolio
at September 30, 2011

<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	7/18/2012	7/18/2016 A	225,000	100.848	226,908.00	2.07%	2.09%	31331KRN2	4,702.50
FHLB	1/26/2012	1/26/2012	500,000	100.545	502,725.00	2.08%	2.10%	3133XSWX2	10,500.00
FFCB	9/24/2012	3/24/2016	500,000	101.826	509,130.00	2.39%	2.44%	31331KFK1	12,200.00
FHLB	10/14/2011	10/14/2015	190,000	100.048	190,091.20	1.74%	1.75%	3133715Z5	3,325.00
FHLB	5/18/2012	11/18/2015	500,000	101.136	505,680.00	2.02%	2.05%	313373PF3	10,250.00
FHIB	5/25/2012	2/25/2016	500,000	101.054	505,270.00	2.02%	2.05%	313373TX0	10,250.00
FHLB	10/28/2011	7/28/2016	250,000	100.104	250,260.00	2.14%	2.15%	313374UD0	5,375.00
FHLM	12/22/2011	6/22/2015	750,000	100.243	751,822.50	1.54%	1.55%	3134G2LL4	11,625.00
FHLM	6/29/2012	6/29/2016	230,000	100.635	231,460.50	1.98%	2.00%	3134G2LW0	4,600.00
FHLB	11/17/2011	2/17/2016	225,000	100.158	225,355.50	1.50%	1.51%	3134G2VU3	3,397.50
FNMA	10 days	4/29/2015	500,000	102.395	511,975.00	1.95%	2.00%	3136FRGH0	10,000.00
FNMA	2/10/2012	8/10/2015	500,000	100.422	502,110.00	1.61%	1.63%	3136FRH30	8,125.00
FNMA	10 days	6/30/2016	250,000	100.178	250,445.00	1.49%	1.50%	3136FRTD5	3,750.00
Bond Totals			<u>5,120,000</u>		<u>5,163,232.70</u>	1.50%			<u>98,100.00</u>

Note A This bond replaced one that was called having a rate of 2.09%

Certificates of Deposits:

BK N Am Salt Lake Utah	5/13/2013	225,000	100.477	226,073.25	0.99%	1.00%	05568PZR1	2,250.00
Discover Bk Greenwood	9/15/2014	245,000	99.541	243,875.45	1.30%	1.30%	254670W40	3,185.00
GE Bk Draper Utah	9/30/2014	245,000	100.000	245,000.00	1.40%	1.40%	36159C3F1	3,430.00
Southside Bk Tyler TX	9/21/2016	245,000	99.166	242,956.70	1.00%	1.00%	84470QDY0	2,450.00
CD Totals		<u>960,000</u>		<u>957,905.40</u>				<u>11,315.00</u>
Total Investments		<u>6,080,000</u>		<u>6,121,138.10</u>				<u>109,415.00</u>

	<u>LGIP</u>	<u>Effective</u>
<u>Month</u>	<u>Balance</u>	<u>Yield</u>
Sep-10	2,188,058.14	0.26%
Oct-10	2,210,326.60	0.24%
Nov-10	2,223,064.08	0.22%
Dec-10	1,830,791.77	0.20%
Jan-11	1,848,061.55	0.19%
Feb-11	1,908,579.80	0.20%
Mar-11	2,627,559.44	0.19%
Apr-11	2,144,710.12	0.17%
May-11	2,162,400.97	0.14%
Jun-11	1,758,838.13	0.11%
Jul-11	1,465,085.58	0.11%
Aug-11	1,533,274.30	0.13%
Sep-11	881,399.90	0.14%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF OCTOBER 31, 2011**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	424	219	9,150	1,834	547,772	1.67%
Public Service Tax	-	-	4	-	25,078	0.02%
Personal Property Tax	60	1	2,415	1	133,679	1.81%
Machinery & Tools Tax	-	-	-	-	85,175	0.00%
Penalties on Tax	25	13	754	530	1,000	75.36%
Interest on Tax	22	0	270	92	500	53.97%
Local Sales Tax	13,146	13,933	27,473	28,919	157,495	17.44%
Meals Tax	94,896	91,547	274,503	266,928	1,030,125	26.65%
Utility Tax	27,349	26,825	83,828	83,063	332,100	25.24%
Communications Tax	17,006	19,859	51,155	54,358	197,880	25.85%
Decals	350	352	3,072	3,829	89,470	3.43%
Bank Stock Tax	-	-	-	-	202,320	0.00%
Penalty-Meals Tax	15	481	1,755	690	750	234.05%
Interest-Meals Tax	38	73	1,006	167	200	502.80%
Lodging Tax	7,768	7,998	24,803	21,008	84,890	29.22%
Cigarette Tax	7,450	-	49,004	-	250,000	19.60%
BPOL-Retail	-	2,600	116,794	5,081	253,157	46.14%
BPOL-Professional	1,526	-	11,315	9,645	119,101	9.50%
BPOL-Contractor	-	-	1,334	504	14,019	9.52%
BPOL-Repairs/Services	54	53	1,194	290	95,845	1.25%
BPOL-Alcoholic Beverages	-	50	-	50	500	0.00%
BPOL-Penalty/Interest	217	7	6,750	1,958	800	843.74%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	-	-	-	6,400	0.00%
BPOL-Miscellaneous	-	-	303	196	2,322	13.05%
Solicitor Permits	-	-	20	60	-	0.00%
Farmer's Market Fees	50	75	515	690	1,900	27.11%
Welcome Center Fees	590	2,885	1,275	3,255	6,000	21.25%
Depot Management Fees	-	-	-	-	-	0.00%
Planning/Zoning Fees	375	100	3,326	1,400	7,500	44.35%
Court Fines	1,467	2,752	7,301	7,812	25,500	28.63%
Parking Fines	75	15	205	55	390	52.56%
Interest Earnings	1,696	6,414	2,881	15,841	72,538	3.97%
Return Check Fees	120	20	260	293	640	40.63%
Rental of Property	-	-	-	-	420	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Sale of Property	-	-	-	925	4,000	0.00%
Grave Preparation	-	-	-	-	1,000	0.00%
Security Services	-	-	-	-	2,500	0.00%
Passport Service Fees	355	331	1,757	356	3,500	50.21%
Police Reports	213	66	608	748	1,500	40.53%
Garbage Collection Fees	7,457	7,446	14,116	29,940	88,350	15.98%
Truck Rental Program	20	30	120	110	300	40.00%
Miscellaneous Services	-	-	762	-	-	0.00%
Donations	-	21,827	340	102,734	-	0.00%
Insurance Recovery	-	447,775	-	447,775	-	0.00%
Merchandise Sales	-	-	-	-	-	0.00%
Miscellaneous	3,749	4,695	11,421	11,822	-	0.00%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	7	1,055	239	1,058	500	47.85%
Bond Proceeds	-	31,877	-	31,877	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
Total Local Revenues	186,519	691,375	712,028	1,135,894	3,847,316	18.51%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF OCTOBER 31, 2011**

% OF

GENERAL FUND - State Revenues:

ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	3,118	-	3,144	3,255	3,000	104.80%
Litter Tax	-	2,501	2,054	2,501	2,500	82.16%
Other Categorical Aid	-	-	-	70,241	-	0.00%
Fire Programs	-	-	-	10,401	10,000	0.00%
FEMA Grants	-	-	-	-	-	0.00%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	30,256	0.00%
DMV / 402 Grant	-	-	-	-	-	0.00%
VDOT Grant	-	-	-	5,794	-	0.00%
Local Law Enforcement	-	-	-	-	-	0.00%
DMV Mini Grants	-	-	-	-	-	0.00%
Street Maintenance	-	-	297,778	279,351	1,117,402	26.65%
Volunteer Fire Dept.	-	-	7,500	7,500	30,000	25.00%
Law Enforcement-599 Funds	-	-	27,115	28,101	112,406	24.12%
Police Grants	-	-	-	1,156	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Va. Dept. of Conservation & Recreation	-	-	-	-	-	0.00%
County Community Funds	-	-	-	-	-	0.00%
Total State Revenues	3,118	2,501	391,451	462,160	1,359,425	28.80%

TOTAL GENERAL FUND REVENUES	189,637	693,876	1,103,480	1,598,054	5,206,741	21.19%
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UTILITY FUND REVENUES:

Water Sales	95,288	77,336	170,352	168,337	1,013,000	16.82%
gallons billed	22,082,273	21,839,519	87,710,592	87,963,843		
Water Connections	-	4,275	5,275	19,225	169,550	3.11%
Reconnect Fees	230	290	1,145	970	2,400	47.71%
Penalties	2,003	2,427	6,636	8,268	18,500	35.87%
Bulk Water Purchases	844	32	1,054	360	1,800	58.57%
County Bulk Water Sales	-	-	-	-	-	0.00%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	58,171	47,783	110,732	114,912	650,964	17.01%
gallons billed	16,482,743	16,303,921	64,190,855	64,125,488		
Sewer Connections	-	1,000	3,000	6,125	152,500	1.97%
Leacheate Collection Charges	-	-	-	-	-	0.00%
Cell Tower Rent	1,913	3,787	9,737	11,362	45,903	21.21%
Bond Proceeds	-	-	69,798	32,000	-	0.00%
VML Safety Grant	-	-	4,000	-	-	0.00%
Meals Tax Transfer	94,896	91,547	274,502	266,928	454,135	60.45%
Recoveries	-	-	-	-	-	0.00%
Transfer from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	675,500	0.00%

TOTAL UTILITY FUND REVENUES	253,345	228,478	656,231	628,488	3,184,252	20.61%
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CAPITAL PROJECTS REVENUES:

CBDG Grant	-	-	-	171,757	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	-	0.00%
Bonds / Loans	-	-	35,754	187,490	-	0.00%
Uptown Loan Repayments	145	-	633	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%

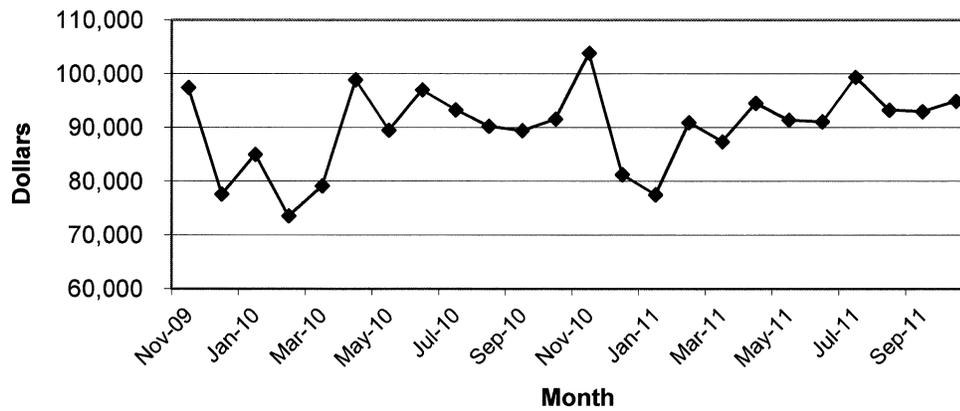
TOTAL CAPITAL PROJECTS REVENUES	145	-	36,387	359,247	-	0.00%
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4 months of the 12 months of the fiscal year 33.33%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
Nov-09	97,438
Dec-09	77,604
Jan-10	84,988
Feb-10	73,567
Mar-10	79,144
Apr-10	98,890
May-10	89,506
Jun-10	97,011
Jul-10	93,303
Aug-10	90,238
Sep-10	89,407
Oct-10	91,547
Nov-10	103,824
Dec-10	81,219
Jan-11	77,485
Feb-11	90,888
Mar-11	87,365
Apr-11	94,522
May-11	91,368
Jun-11	91,062
Jul-11	99,354
Aug-11	93,225
Sep-11	92,951
Oct-11	94,896

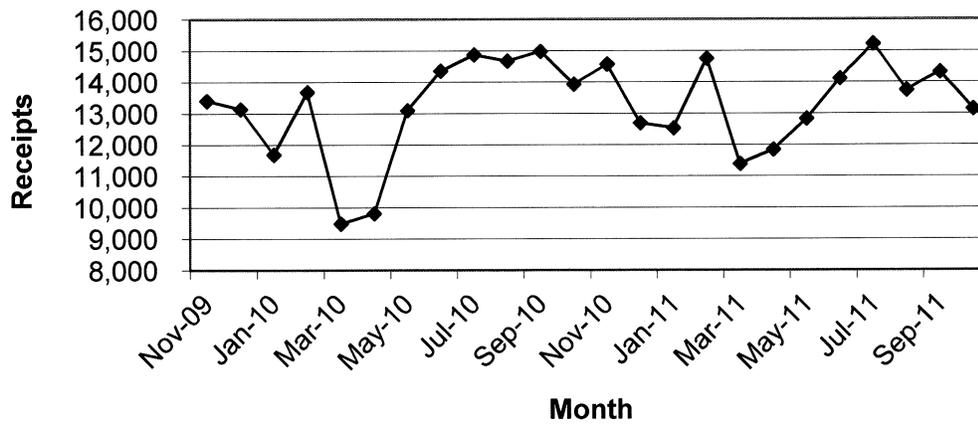
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

Nov-09	13,411
Dec-09	13,145
Jan-10	11,695
Feb-10	13,689
Mar-10	9,492
Apr-10	9,816
May-10	13,100
Jun-10	14,362
Jul-10	14,877
Aug-10	14,677
Sep-10	14,987
Oct-10	13,933
Nov-10	14,572
Dec-10	12,695
Jan-11	12,536
Feb-11	14,761
Mar-11	11,395
Apr-11	11,848
May-11	12,835
Jun-11	14,118
Jul-11	15,223
Aug-11	13,747
Sep-11	14,327
Oct-11	13,146

Local Sales Tax



Town of Rocky Mount Lights for Life Campaign		
Goal		\$ 425,000
	Monthly	Cumulative
Month:	Total Cash	Total Cash
Aug-10	\$ 1,980	\$ 1,980
Sep-10	\$ 129,602	\$ 131,582
Oct-10	\$ 31,429	\$ 163,012
Nov-10	\$ 17,179	\$ 180,191
Dec-10	\$ 32,306	\$ 212,497
Jan-11	\$ 53,891	\$ 266,389
Feb-11	\$ 6,306	\$ 272,694
Mar-11	\$ 1,983	\$ 274,677
Apr-11	\$ -	\$ 274,677
May-11	\$ 50	\$ 274,727
Jun-11	\$ 398	\$ 275,125
Jul-11	\$ 25	\$ 275,150
Aug-11	\$ 315	\$ 275,465
Sep-11	\$ -	\$ 275,465
Oct-11	\$ -	\$ 275,465
Cash Collections		\$ 275,465
Pledges Outstanding		\$ -
Town's Pledge		\$ 150,000
County's Pledge		
Campaign Total		\$ 425,465
Balance to meet Goal		\$ -

TOWN OF ROCKY MOUNT
LIGHTS FOR LIFE (01.4107.5415 & .7054)
PROJECT TO DATE EXPENDITURES
AT 10/31/11

Contributions to Date \$ 425,465

	Expenditures This Month	Project to Date
Engineering	1,223	22,527
Construction	-	182,376
Totals	<u>1,223</u>	<u>204,904</u>

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF OCTOBER 31, 2011**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	7,653	8,225	30,405	32,304	105,481	28.82%
Town Manager	13,817	13,778	58,161	57,978	179,327	32.43%
Town Attorney	2,090	-	18,159	5,034	39,190	46.34%
Finance Department	16,699	26,904	100,689	97,870	311,675	32.31%
Electorial Board	-	-	-	-	3,000	0.00%
Police Department	140,573	100,560	563,865	435,472	1,546,638	36.46%
Volunteer Fire Dept.	13,940	14,642	43,363	30,426	102,829	42.17%
Public Works Admin.	1,463	1,415	4,614	4,344	17,156	26.89%
Street Lights	7,218	7,380	22,582	21,796	91,150	24.77%
Traffic Control & Parking	7,236	25,705	94,713	32,093	78,390	120.82%
Streets	36,339	42,204	433,017	193,487	911,417	47.51%
Sidewalks & Curbs	-	606	2,568	2,145	73,692	3.48%
Old Fort Road Extension	-	41,296	-	41,690	-	0.00%
Street Cleaning	2,065	336	6,002	3,946	16,818	35.69%
Refuse Collection	8,344	5,751	44,070	27,872	154,218	28.58%
Snow Removal	-	-	292	282	25,350	1.15%
Municipal Building	4,746	3,539	14,294	13,739	63,097	22.65%
Emergency Services Bldg.	5,637	5,308	16,240	12,471	58,350	27.83%
Public Works Building	832	1,024	3,354	2,814	19,060	17.60%
Cemetery	1,404	3,714	7,356	7,437	16,293	45.15%
Playgrounds	2,602	2,745	9,068	8,212	26,988	33.60%
Celeste Park	-	-	-	-	-	0.00%
Pigg River Heritage Trail	1,456	13,759	1,456	24,822	-	0.00%
Gilley's Park	-	-	-	-	9,500	0.00%
Pigg River Dam Safety	573	-	573	1,659	30,000	1.91%
Planning & Zoning	6,723	6,072	31,073	35,569	122,353	25.40%
Community Development	10,428	26,753	48,071	58,041	189,073	25.42%
Citizen's Square	852	894	3,364	3,034	15,400	21.84%
Hospitality Center	1,033	761	2,634	2,816	17,150	15.36%
Main Street Program	-	3,597	-	14,459	-	0.00%
Passport Services Expenses	31	-	216	2,071	1,050	20.54%
Remediation Blighted Structures	-	-	576	-	40,000	1.44%
Non-Departmental:						
Wages & Fringes	1,860	2,607	10,014	6,424	45,959	21.79%
Employee Wellness Program	2,839	-	2,889	1,900	7,300	39.57%
Employee Drug Testing	-	196	199	196	1,200	16.55%
Letter of Credit Reimbursement	-	-	80,000	-	250,000	32.00%
Insurance	-	-	58,832	60,854	67,000	87.81%
Contributions to Others	-	-	22,500	25,000	22,500	100.00%
Debt Service-Principal	-	58,478	-	58,478	189,300	0.00%
Debt Service-Interest	-	36,966	68,086	66,632	127,201	53.53%
Transfer to Utility Fund	94,896	91,547	274,503	266,928	454,135	60.45%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	27,500	0.00%
TOTAL GENERAL FUND EXPENDITURES	393,351	546,761	2,077,796	1,660,296	5,456,740	38.08%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF OCTOBER 31, 2011

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	10,415	9,200	87,651	85,799	264,690	33.11%
Meter Reading	1,740	3,671	5,186	6,059	45,332	11.44%
Water Plant	41,649	47,058	148,625	144,210	580,716	25.59%
Water Loss Study	-	-	-	1,800	-	0.00%
Oaks / Fralin Development Sewer Line	-	-	1,075	-	-	0.00%
Diamond Ave. Water Line Replacement	1,807	-	12,556	-	-	0.00%
Wastewater System Operation	3,951	9,998	50,819	21,157	144,077	35.27%
Wastewater Treatment Plant	25,548	30,097	95,122	69,255	379,870	25.04%
Utility Billing & Administration	8,566	11,615	30,750	34,006	135,688	22.66%
Non-Departmental:						
Wages & Fringes	-	-	-	-	-	0.00%
Insurance	-	-	19,611	20,285	22,313	87.89%
Debt Service-Principal	81,369	78,210	81,369	78,210	658,922	12.35%
Debt Service-Interest	46,942	50,102	46,942	37,956	182,444	25.73%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	1,000	94,700	0.00%
Depreciation	-	-	-	-	675,500	0.00%
TOTAL WATER & SEWER FUND EXPENSES	221,987	239,951	579,705	499,737	3,184,252	18.21%
CAPITAL IMPROVEMENTS FUND:						
Needmore	1,000	399	1,000	399	-	0.00%
Uptown Redevelopment Project	81,356	427,796	476,397	592,106	-	0.00%
Industrial Park - Site Improvements	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	82,356	428,195	477,397	592,505	-	0.00%
4 months of the 12 month fiscal year						33.33%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2012

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	27,500	94,700
COMMITTED: nothing at this time		
AVAILABLE CONTINGENCY FUND BALANCE Available / (overexpended)	<u><u>27,500</u></u>	<u><u>94,700</u></u>

		TOWN OF ROCKY MOUNT							
		UPTOWN REVITALIZATION PROJECT (04.3460)							
		THROUGH 10/31/11							
		PROJECT TO DATE EXPENSES BY FUNDING SOURCES:							
3460	UPTOWN PROJECT		EXPENSES	0050	0060	0070	0090	TOTAL	VARIANCE
	CATEGORY:	BUDGET	THIS MONTH	CDBG	VDOT	TOWN	PRIVATE	EXPENDITURES	fav / (unfav)
1000	Administration	80,000	-	-		224,126		224,126	(144,126)
1031	Interim Assistance	-	-	-				-	-
1031	Water Lines	59,000	-			104,631		104,631	(45,631)
1032	Streets (PW crews)	-	-	-	119,233	250,410		369,644	(369,644)
1033	Drainage	95,750	-	162,781	40,697	242,034		445,511	(349,761)
1036	Streetscapes	652,728	81,339	31,347	467,140	1,231,158		1,729,646	(1,076,918)
1037	Marketing	12,500	-	-		2,843		2,843	9,657
1038	Warren Street	73,950	-	-		46,935		46,935	27,015
1044	Warren St. Sewer (nc	-	-			50,084		50,084	(50,084)
1039	West Church Street	100,000	-	-		38,774		38,774	61,226
1040	South Main Street	219,410	-	-		50,994		50,994	168,416
1041	Court St. Parking	204,250	-					-	204,250
1042	Façade Program	308,000	-	54,881				54,881	253,119
1043	Loan Pool	110,000	-	40,000				40,000	70,000
1701	Housing Rehab	149,598	17	110,660		377	5,200	116,236	33,362
	TOTAL PROJECT	2,065,186	81,356	399,669	627,070	2,242,368	5,200	3,274,308	(1,209,122)
								3,274,308	(1,209,122)
	FUNDING CAP FROM OUTSIDE AGENCIES			666,648	405,000		140,000	1,211,648	
	KEPT FOR ADMIN-VDOT				(14,297)				
	REMAINING FUNDS FROM OUTSIDE AGENCIES			266,979	(222,070)		134,800	179,709	
	FUNDING FROM TOWN (BALANCE OF TOTAL PROJECT)					1,293,686			
	REMAINING FUNDS FROM TOWN TO BE EXPENDED					(948,682)			

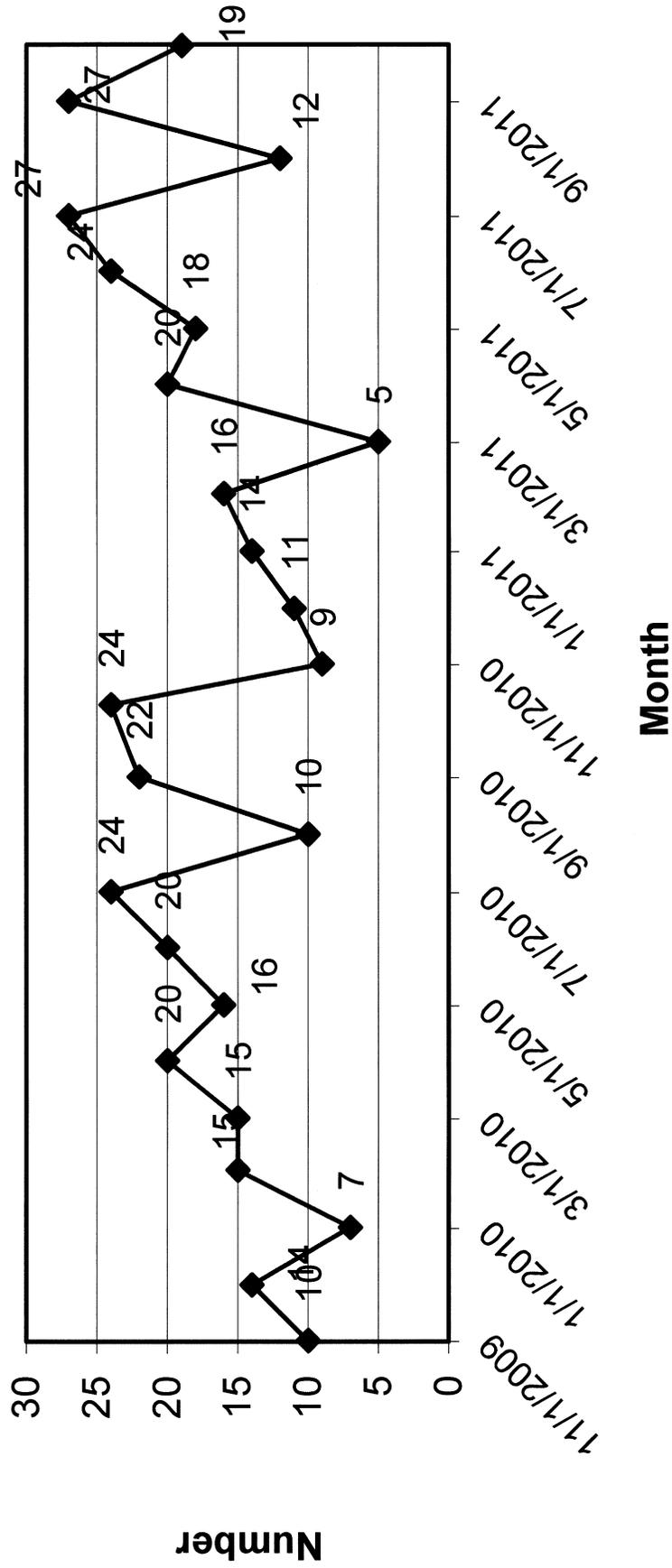
TOWN OF ROCKY MOUNT
PIGG RIVER HERITAGE TRAIL (01.4355)
PROJECT TO DATE EXPENDITURES
AT 10/31/11

	Budget	This Month	Project to Date	Variance
Salaries & Fringes		311	36,932	
Supplies & Materials		-	25,468	
Contractual		1,145	24,481	
Totals	<u>156,500</u>	<u>1,456</u>	<u>86,881</u>	<u>69,619</u>

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF OCTOBER 2011

	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,765	7,529,461	\$ 31,697	63%	34%	31%
COMMERCIAL	297	6,528,782	\$ 23,872	11%	30%	23%
INDUSTRIAL	42	3,760,140	\$ 12,196	1%	17%	12%
TOTAL	<u>2,104</u>	<u>17,818,383</u>	<u>\$ 67,765</u>	<u>75%</u>	<u>81%</u>	<u>66%</u>
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	671	2,832,730	\$ 24,040	24%	13%	24%
COMMERCIAL	46	1,430,760	\$ 10,137	2%	6%	10%
INDUSTRIAL	2	400	\$ 45	0%	0%	0%
TOTAL	<u>719</u>	<u>4,263,890</u>	<u>\$ 34,222</u>	<u>25%</u>	<u>19%</u>	<u>34%</u>
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,436	10,362,191	\$ 55,737	86%	47%	55%
COMMERCIAL	343	7,959,542	\$ 34,009	12%	36%	33%
INDUSTRIAL	44	3,760,540	\$ 12,241	2%	17%	12%
TOTAL	<u>2,823</u>	<u>22,082,273</u>	<u>\$ 101,987</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

Number of Water Cut-offs



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
September-11

Water Plant Finished Water Pumped		<u>26,480,000</u>
Water Consumption Billed	22,082,273	
Meters Read and Not Billed	857,040	
Water Obtained from Water Plant (to bill)	300	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	32,600	
Flow Meter Checks at Hydrants	-	
Filling Water Tanks	-	
 Grand Total of Water Metered / Consumed / Tracked		 <u>22,972,213</u>
 Percent Finished Water Accounted		 86.75%

Meters Read and Not Billed

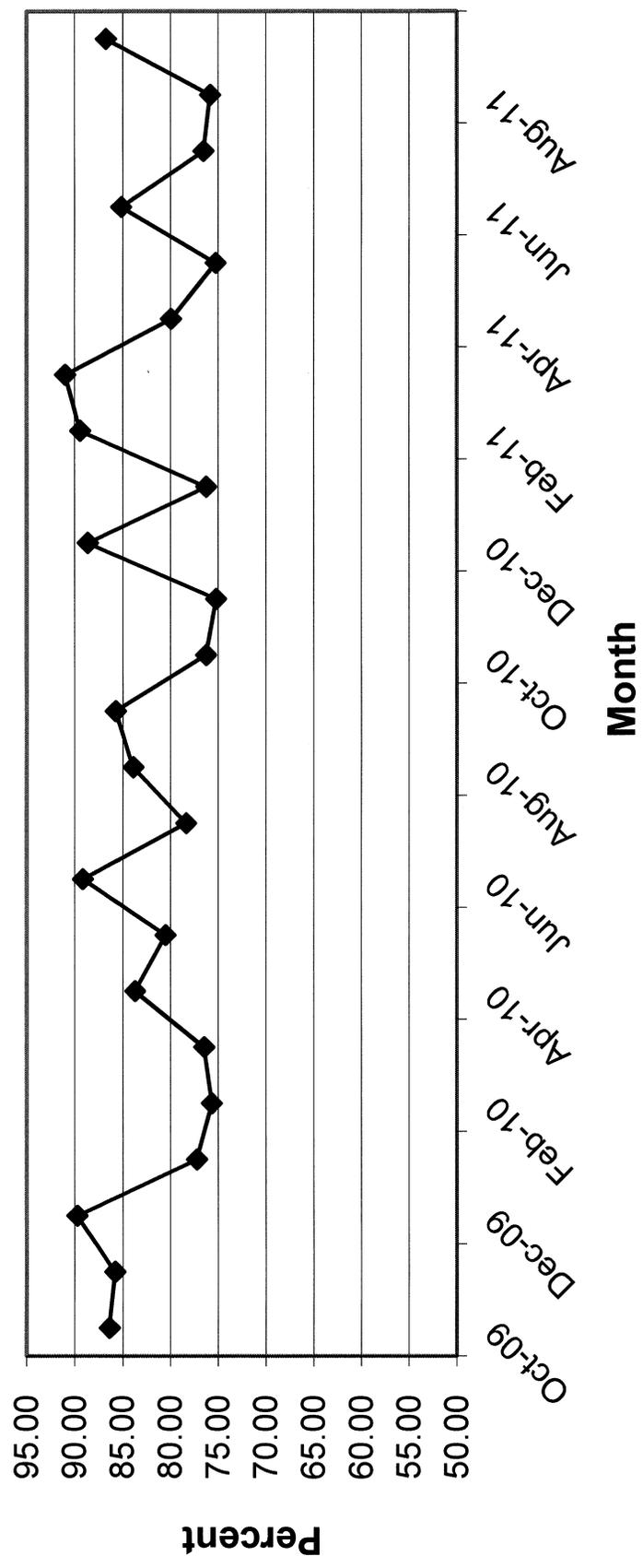
001-0122-10-01	Mary Bethune Park	1,400
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	100
002-0317-30-01	Public Works Bldg-new bldg	3,000
004-1064-00-01	Veteran's Memorial Park	-
005-1300-00-01	Mary Elizabeth Park	500
005-1384-00-01	Farmer's Market	2,600
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	140
009-2523-50-01	Emergency Services Bldg.	7,300
010-3099-00-01	20 Goodview St.	-
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	345,000
	Water Plant Process	495,000

TOTAL Meters Not Billed		<u>857,040</u>
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Water Line Repairs by Public Works during the month:
changed water line on Diamond Ave. for VDOT project
6" line on Law Street
1 1/2" line on Pell Ave.

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2012						
	Finished Water	Total Water Gallons <u>Accounted</u>	Percent <u>Accounted</u>	Gallons <u>Variance</u>	Average Quarterly <u>Accounted</u>	Average Quarterly <u>Variance</u>
<u>Month</u>	<u>Treated</u>					
Jul-11	29,970,000	22,938,756	76.54%	7,031,244		
Aug-11	29,660,000	22,492,662	75.84%	7,167,338		
Sep-11	26,480,000	22,972,213	86.75%	3,507,787	79.71%	5,902,123
Oct-11				-		
Nov-11				-		
Dec-11				-	0.00%	-
Jan-12				-		
Feb-12				-		
Mar-12				-	0.00%	-
Apr-12				-		
May-12				-		
Jun-12				-	0.00%	-
AVG.	28,703,333	22,801,210	79.71%	5,902,123	79.71%	5,902,123
TOTAL	86,110,000	68,403,631				
			Avg. Percent Unaccounted =	20.29%		
			Percent Accounted =	79.71%		
			1 / 3 months > 80% accountability			

Water Accountability %



TOWN OF ROCKY MOUNT

UTILITY PROFILE

FISCAL YEAR 2012

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Gallons Accounted (A)(B)	Pct. Account ed	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-10	337.90	30,790,000	49.66%	29,970,000	48.34%	22,938,756	76.54%	2,832	19,964,000	32.20%	15,260,620	76.44%
Aug-10	331.70	30,570,000	49.31%	29,660,000	47.84%	22,492,662	75.84%	2,837	17,949,000	28.95%	15,975,402	89.00%
Sep-10	309.00	27,300,000	45.50%	26,480,000	44.13%	22,972,213	86.75%	2,823	20,610,000	34.35%	16,482,743	79.97%
Oct-10	310.00	28,650,000	46.21%	26,610,000	42.92%				21,018,000	33.90%		
Nov-10			0.00%		0.00%					0.00%		
Dec-10			0.00%		0.00%					0.00%		
Jan-11			0.00%		0.00%					0.00%		
Feb-11			0.00%		0.00%					0.00%		
Mar-11			0.00%		0.00%					0.00%		
Apr-11			0.00%		0.00%					0.00%		
May-11			0.00%		0.00%					0.00%		
Jun-11			0.00%		0.00%					0.00%		
AVG.	322.15	29,327,500	47.67%	28,180,000	45.81%	22,801,210	79.71%	2,831	19,885,250	32.35%	15,906,255	81.81%

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:	November 1, 2011
TO:	Rocky Mount Town Council
FROM:	Charles Robertson, Fire Chief
DEPARTMENT:	Rocky Mount Fire Department
MONTH:	September 2011

- The Rocky Mount Fire Department answered a total of 30 calls for the month of September 2011.
- A total of seven calls were in the Town limits of Rocky Mount and a total of 23 calls were in the County.
- There were a total of 156 man hours accumulated on all calls for the month.
- The department averaged 9.76 members per call, for all calls.
- There were a total of 905 miles traveled on all department vehicles for the month.
- There were a total of 58.2 gallons of gasoline used for the month, and a total of 32.2 gallons of diesel fuel used for the month.
- There were three structure fires, seven woods and grass fires, 13 motor vehicle accidents, five false alarms, and two assistance to the rescue squad.
- For the month, 13 members accumulated 39 man hours for extra training on service and equipment.
- Work continues of the fire engine that is to replace the engine which was totaled last July 2010. The expected delivery date of the engine will be towards the latter part of December 2011.

MONTHLY STAFF REPORT

DATE:	November 2, 2011
TO:	Rocky Mount Town Council
FROM:	David R. Cundiff, Chief of Police
DEPARTMENT:	Rocky Mount Police Department
MONTH:	October 2011

*Nothing to report for the month of October. Please see attachment.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: OCTOBER 2011

AUGUST

SEPT.

OCT.

	AUGUST	SEPT.	OCT.
TRAFFIC ARRESTS	62	45	51
TRAFFIC WARNING	57	70	35
CRIMINAL ARRESTS	45	40	50
LEGAL DOCUMENTS; TRESPASS NOTICES	0	0	0
JUVENILE REFERRALS P-UPS, ETC.	6	1	4
ALARM RESPONSES	41	30	38
ACCIDENTS INVESTIGATED	23	32	26
INCIDENTS ADDRESSED	1284	1494	1296
INCIDENTS, OFFENSES REPORTABLE	24	22	32
BUSINESSES, RESIDENCES CHECKED	298	518	354
DOORS, WINDOWS, ETC. UNSECURED	2	2	1
MOTORIST AIDES	90	91	69
BREAKING & ENTERING REPORTS	3	3	8
BREAKING & ENTERING WARRANTS	0	0	2
FELONY WARRANTS	3	11	7
GRAND LARCENY WARRANTS	0	2	2
MISDEAMEANOR WARRANTS	34	21	29
DUI	5	7	10

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 22 reportable accidents with 19 of the accidents on our public streets.

INVESTIGATIONS:

- ◇ New Criminal Investigations: 16
- ◇ New Drug Investigations: 0
- ◇ Cases Cleared: 4
- ◇ Misdemeanor charges: 1
- ◇ Felony Charges: 3

TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	East Street
Possession of Marijuana	North Main Street
Possession of a Controlled Substance	Old Franklin Turnpike
Driving Under the Influence	Old Franklin Turnpike (x 3)
Driving Under the Influence	Virgil H. Goode Highway (x 2)
Driving Under the Influence	Bernard Road
Driving Under the Influence	Floyd Avenue
Driving Under the Influence	North Main Street
Driving Under the Influence	Tanyard Road
Driving Under the Influence	East Street
Drunk In Public	Windy Lane
Drunk In Public	Cornell Road
Drunk In Public	North Main Street
Drunk In Public	Tanyard Road
Public Intoxication	Old Franklin Turnpike
Possession of Alcohol Underage	North Main Street
Purchase Alcohol for an Underage Person	North Main Street
Shoplifting	Old Franklin Turnpike (x 3)
Shoplifting	Tanyard Road
Felony Shoplifting	Old Franklin Turnpike
Grand Larceny	Old Franklin Turnpike
Destruction of Property	Oak Street
Breaking & Entering	Oak Street (x 2)
Hit & Run – Property Damage	Bernard Road

Habitual Offender	Bernard Road
Disorderly Conduct	Tanyard Road
Disorderly Conduct	East Court Street
Unauthorized Use of a Motor Vehicle	Darlington Drive
Threats by Electronic Device	Tanyard Road
Simple Assault	Old Franklin Turnpike
Simple Assault	Franklin Street
Domestic Assault	East Court Street (x 2)
Domestic Assault	Darlington Drive
Child Neglect	East Court Street (x 2)
Violate Protective Order	Darlington Drive
Brandish a Firearm	Franklin Street
Trespassing	Old Franklin Turnpike

SPEEDING TICKETS ISSUED

Tanyard Road (x 3)

North Main Street (x 2)

MONTHLY STAFF REPORT

DATE:	November 4, 2011
TO:	Rocky Mount Town Council
FROM:	Cecil R. Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	October 2011

1. Swept streets: October 11, 13, 14, 28, 31.
2. Did cleanup for two days.
3. Mowed street right-of-ways.
4. Painted sign posts.
5. Finished street painting.
6. Patched asphalt where needed.
7. Read meters three days.
8. Repaired 8" water line on Darlington Drive.
9. Repaired 8" water line at high school.
10. Repaired 1" line on Byrd Lane.
11. Replaced two each pressure regulating valves in Franklin Heights.
12. Painted fire hydrants.
13. Mowed sewer and water easements.
14. Finished walk at Veterans' Memorial Park.

MONTHLY STAFF REPORT

DATE:	November 1, 2011
TO:	Rocky Mount Town Council
FROM:	Tim Burton, Superintendent
DEPARTMENT:	Wastewater Treatment Plant
MONTH:	October 2011

Average Daily Flow	0.678 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	18,000 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	80.88 Tons
Rain Total 3.50 inches	Snow Total 0 inch

Request: None

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	November 3, 2011
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Superintendent
DEPARTMENT:	Water Department
MONTH:	October 2011

Operation and Production Summary:

The actual water production time (filtering of water) for the entire month averaged 10.0 hours per day which yielded 858,387 gallons of water per day. On average, the plant was operated at an instantaneous rate of 2.06 million gallons per day or approximately 1431 gallons per minute.

Total Raw Water Pumped:	28.65million gallons
Total Drinking Water Produced:	26.61 million gallons
Average Daily Production:	858,387 gallons per day
Ave Percent of Production Capacity:	43%
Flushing of Hydrants/Tanks:	31,600 gallons
Plant Process Water, Gallons Used:	513,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	5,800 gallons

Operational Issues:

- All routine monthly bacteriological samples were negative (no bacteria detected).
- All other routine samples continue to be within limits.
- Triennial Lead and Copper testing met VDH standards.
- Beverly Hills, Diamond Ave. and Old Fort Road were flushed to improve water quality and increase chlorine residual. Chlorine content and pressure testing were conducted in the area around the Veterans Park to determine how water flows in the area could be improved.

Repairs/Maintenance:

- Warning Buoys on the Pigg and Blackwater had to be untangled or reattached to tethers by plant staff.
- The settling basins were drained and cleaned along with the raw water pump vault. Over 300 cubic feet of sand and mud were removed from the pump pit using shovels and a vac truck. Staff work extended hours to get the plant back into service so that the disruption in production does not extend to a second day.
- Staff has finished rehabbing the flocculator gear reducers by installing bearings, seals and roller chains on unit #1.

Up Coming Activities:

- Staffing will be tight during November due to vacation and holiday leave along with the long term military deployment of one operator.
- Hydrant testing as staffing allows.
- Pump station valve service.

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Re: Electronic Agendas</p> <p>We have tested electronic agendas for three months. Mr. Boitnott and I have used the electronic version of the meeting agenda and packet exclusively during the past three meetings. The process has been developed from a staff workflow standpoint and is ready to roll out to members of Council that wish to be part of the early process.</p> <p>Staff proposes moving forward with electronic devices for those members of Council who are comfortable going to an electronic format.</p> <p>Western Virginia Community College has been contacted regarding a training event for the iPad and the agenda management process.</p>
ACTION NEEDED:	Consensus of Council to move forward with proposed plan.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2001
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Debra Weir, Tourism & Project Manager for Franklin County Parks & Recreation, will be presenting to Council a review of the Mountain Spirit Festival that was held in Rocky Mount on October 1, 2011.
ACTION NEEDED:	For informational purposes only.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>At the Council meeting on July 11, 2011 Council authorized staff to investigate funding from the Virginia Rural Water Revolving Loan fund to replace a portion of our ultraviolet treatment equipment at the Waste Water Treatment plant.</p> <p>The fund has offered the Town a loan of \$278,600 (to include equipment and engineering costs) at an interest rate of 2.35%. The Department of Environmental Quality (DEQ) seeks confirmation that the Town wishes to pursue this financing opportunity in advance of committing the funds.</p> <p>DEQ proposes to issue a General Obligation bond through the Virginia Resource Authority in a term suitable to the Town.</p>
ACTION NEEDED:	Approval/denial for Town to seek funding.

Attachment(s): Yes

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

**DEPARTMENT OF ENVIRONMENTAL QUALITY – WATER DIVISION
 FY 2012 APPLICATION FOR VIRGINIA CLEAN WATER REVOLVING LOAN FUND
 WASTEWATER AND STORMWATER PROJECTS**

SECTION A - ORGANIZATIONAL DATA

Name of Loan Applicant: Town of Rocky Mount
 Applicant Address: 345 Donald Ave.
Rocky Mount Va. 24151
 Contact Person: Timothy Burton
 PHONE: 540-483-1202 FAX 540-483-8830 EMAIL tburton@rockymountva.org

Name of Consulting Engineer: Thompson & Litton
 Engineer Address: 726 Auburn Ave.
Radford Va. 24141
 Contact Person: Brian Tew
 PHONE: 540-633-1897 FAX 540-633-1896 EMAIL btew@t-l.com

SECTION B - PROPOSED FINANCING

PROJECT FUNDING

a) Amount of VRLF Loan Funds Requested \$ 278,600.00

SOURCE	CHECK <input checked="" type="checkbox"/> IF COMMITTED	AMOUNT
1) _____	<input type="checkbox"/>	\$ _____
2) _____	<input type="checkbox"/>	\$ _____
3) _____	<input type="checkbox"/>	\$ _____

b) Total Other Funding Available (1 + 2 + 3 ...) \$ _____

c) Total Project Cost (a + b) \$ _____

5 YEAR CASH FLOW NEEDS PROJECTION (LOANS OF \$10,000,000 OR MORE)

If the Amount of VRLF Loan Funds Requested (*line a above*) is \$10,000,000 or greater, provide a realistic projection of your cash flow needs from this loan over the following calendar years. (*Should add up to the amount of the total loan request in line a*)

2011	2012	2013	2014	2015
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

TYPE OF SECURITY

CHECK THE BOX BESIDE THE TYPE OF SECURITY APPLICANT ANTICIPATES PROVIDING

Pledge of Revenue of the Sewer System Only

Pledge of Revenue of Water and Sewer System

General Obligation of the Locality

11

SECTION C - WATER QUALITY DATA

Location of Project Longitude 79 deg., 51 min., 10 sec. Latitude 36 deg., 59 min., 55 sec.
(Longitude and Latitude of project is a required entry on this application)

NPDES Permit Number: VA VA 0085952
Name of Stream to which flow is, or will be discharged Pigg River
River Basin for Receiving Stream Upper Roanoke Watershed

SECTION D - BRIEF PROJECT DESCRIPTION AND STATEMENT OF NEED

Please include a description of Treatment units, capacities of treatment works, sizes and respective lengths of sewer line, new service being provided, system upgrade and/or expansion, Rehabilitation etc. Describe the need for the proposed project. Needs should be in areas of restoring, protecting or preventing pollution in State waters. Reference and attach all pertinent documentation, i.e.: noncompliance letters from regulatory agencies, Consent or Special Orders, documentation of public health concerns, etc.

(attach additional pages if necessary)

The Town of Rocky Mount is in need of replacing its aging Ultra Violet Disinfection System. The current system has been in service since 1994 and is rapidly becoming less reliable. The average life of electronic components is ten years and Rocky Mount's system is over seventeen years old. The system is starting to see a significant increase in electronic failures. Parts are still available, but are becoming harder to get and more expensive. The Town does not want to get into a situation to where the parts are obsolete. With the rising cost of parts and repairs it only makes sense to invest in a new UV system before the current system becomes obsolete. The new UV systems are a lot more cost efficient to operate while providing better disinfection and reliability. Rocky Mount uses UV disinfection over other means of disinfection because of the endangered Log Perch that is found in the Pigg River.

SECTION E - DEMONSTRATION OF ANY EXTRAORDINARY NEEDS

Describe any extraordinary trends and/or conditions such as reduction or loss in tax base and/or revenues, high utility cost, etc., which should be taken into consideration by reviewing agency.

(attach additional pages if necessary)

Rocky Mount has held water and sewer rates steady through these tough economic times in order to try and help its residents survive this recession. Meanwhile utility cost and fuel cost continue to rise drastically and having a direct impact on the Town's revenues. All of this combined has led to three very rough budget years with expenses being cut and very little capital money being spent.

SECTION F - READINESS-TO-PROCEED

PROJECT STATUS

Status of Preliminary Engineering N/A

Status of Environmental Review N/A

If the Environmental Assessment is complete provide items 1) and 2) below

1) Name of clearance and issuing agency _____

2) Date issued _____

Status of Final Plans & Specifications _____

ANTICIPATED SCHEDULE

<i>Schedule Item Description</i>	<i>Date</i>
a. Submittal of Final Plans	<u>November 2011</u>
b. Plans and Specs Approved (VHD/DEQ)	<u>December 2011</u>
c. Advertise for Bids	<u>January 2012</u>
d. Award Contracts	<u>February 2012</u>
e. Estimated Construction Time	<u>2</u> (expressed in months)

SECTION G - STATISTICAL DATA

SEWER USERS

SERVICE AREA JURISDICTIONS	NUMBER OF EXISTING RESIDENTIAL SEWER CONNECTIONS	NUMBER OF PROJECTED RESIDENTIAL SEWER CONNECTIONS AT COMPLETION OF PROJECT
Town of Rocky Mount	1,707	1,707

Existing Wastewater Treatment Flows (gpd) 801,000

% Domestic Flow 60

% Industrial/Commercial Flow 40

Existing Average Monthly Charge Per Household for Sewer \$ _____ **Attach Currently Approved Sewer Rate Schedule**

Average Residential Connection Fees for Sewer \$ _____

When were rates last increased? Date of Increase _____

Details of Rate Increase _____

SECTION H - PROJECT BUDGET INFORMATION

Administration Expense	\$ _____	
Land, right-of-way	\$ _____	
Architectural Engineering Basic Fees	\$ _____	11,500
Project Inspection Fees	\$ _____	2,500
Other (Explain) _____	\$ _____	
Treatment Plant Construction	\$ _____	
Interceptor Line Construction	\$ _____	
Collector System Construction	\$ _____	
I & I Rehabilitation	\$ _____	
Equipment Purchase/Installation	\$ _____	252,000
Contingencies	\$ _____	12,600
TOTAL		\$ _____ 278,600

SECTION I - FINANCIAL DATA

ANNUAL OPERATION, MAINTENANCE & REPLACEMENT COST (O, M & R) FOR PROPOSED SEWER FACILITIES

a) Labor	\$ _____	
b) Utilities	\$ _____	
c) Materials	\$ _____	
d) Miscellaneous Expenses	\$ _____	
e) Equipment Replacement	\$ _____	
f) Other _____	\$ _____	
g) TOTAL O, M & R COST FOR PROPOSED SEWER FACILITIES		\$ _____

ESTIMATED TOTAL ANNUAL FACILITIES COSTS (SEWER FACILITIES ONLY)

Existing + Proposed Sewer Facilities Only - Exclude water operation cost.

h) Net O, M & R (for existing facilities)	\$ _____	
i) Existing Annual Debt Service	\$ _____	
j) O, M & R for Proposed Facilities (from line g)	\$ _____	
TOTAL ESTIMATED ANNUAL FACILITIES COST (h+i+j)		\$ _____

SOURCES OF REVENUES AS A PERCENTAGE OF TOTAL ANNUAL SEWER REVENUES

Residential Share _____ % Non-Residential Share(Industrial/Commercial) _____ %

SECTION J
(FOR ALL PROJECTS REQUESTING CONSIDERATION FOR GREEN RESERVE PROJECT FUNDING)
DESCRIPTION OF HOW PROJECT RELATES TO
WATER EFFICIENCY/REUSE - ENERGY EFFICIENCY - GREEN INFRASTRUCTURE- ENVIRONMENTAL
INNOVATION

Please include a description of how project relates to Water Efficiency/Reuse, Energy Efficiency, Green Infrastructure and/or Environmental Innovation.

(attach additional pages if necessary)

SECTION K – REQUIRED FOR ALL STORMWATER MANAGEMENT PROJECTS

Has loan applicant adopted a dedicated source of revenue to implement a stormwater control program in accordance with §15.2-2114 ? *(If so, attach program documentation)*

YES NO

Is the loan applicant subject to an MS4 discharge permit in accordance with §10.1-603.2.2 ?

YES NO

Has the loan applicant adopted a stormwater management program in accordance with Article 1.1 (§10.1-603.1 et seq.) of Chapter 6 of Title 10.1 ?

YES NO

SECTION L - ASSURANCES AND CERTIFICATIONS

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and exhibits are true, correct and complete to the best of their knowledge and belief. The undersigned also agrees to clarify or supplement information pertaining to this application upon request.

CHIEF ADMINISTRATIVE OFFICER OF APPLICANT

Name _____

Title _____

Signature _____ Date _____

SECTION M - REQUESTED ATTACHMENTS

- I. Attach one copy of the Latest Interim (unaudited) Financial Statement
- II. Attach two copies of the current year budget
- III. Attach current rate schedule for water and sewer rates
- IV. Attach listing of 10 largest users of sewer system and of water system (reference page 3)

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
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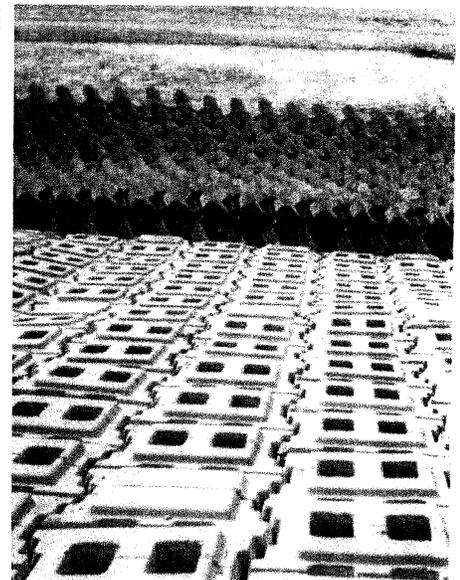
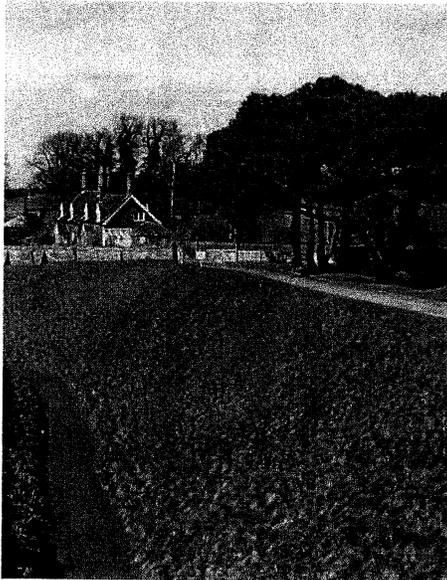
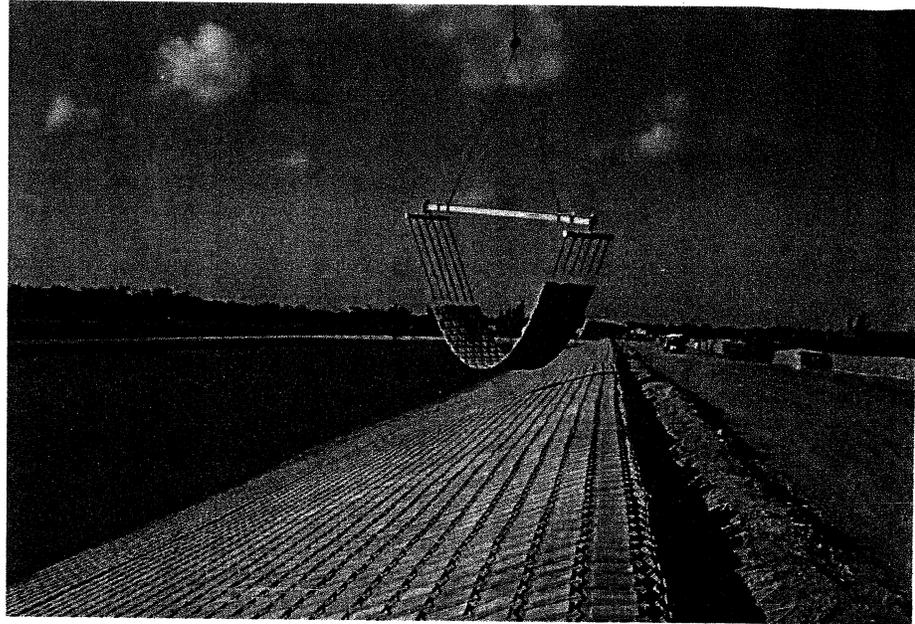
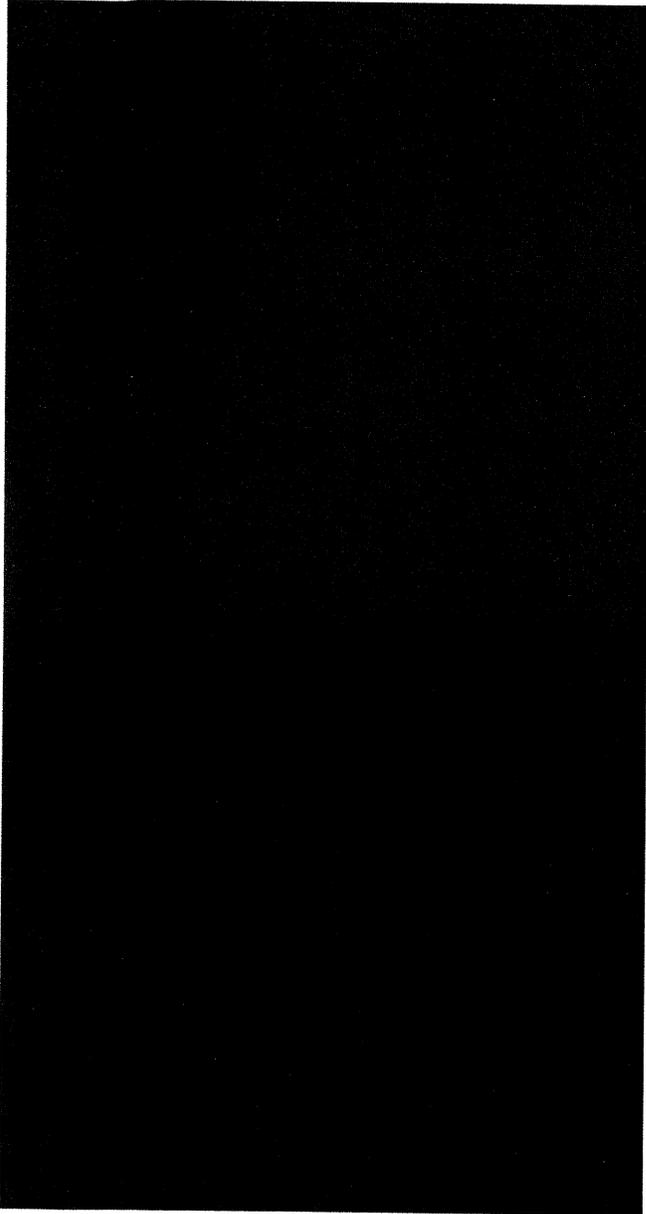
STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town of Rocky Mount has received proposals from three engineering firms relative to the repair of the Old Furnace Creek bank. The firm that most clearly expresses a grasp of the project and the challenges is Anderson and Associates. They have proposed using ArmorFlex in place of rock baskets (see the attached fact sheets). All firms interviewed reported that a retaining wall would be nearly a half million dollar project. The ArmorFlex project is estimated to be cheaper than the rock basket solution and result in a safer slope. A copy of the proposal from Anderson and Associates is attached.</p> <p>Based on the pending road realignment by Virginia Department of Transportation, the Town of Rocky Mount will focus on its repair efforts on the side of the bank adjoining the Park.</p>
ACTION NEEDED:	Approval/denial to authorize Town Manager to enter into a contract for the work proposed and to proceed to bid with the project.

Attachment(s): Yes

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



Engineered Hard Armor Solutions



Channel Lining | Shoreline Protection | Dam & Spillway Protection | Levee Stabilization | Bridge Scour

ArmorFlex: Articulating Concrete Block Mats

The industry leader since 1978, ArmorFlex® articulating concrete block (ACB) mats make a flexible matrix of concrete blocks with uniform size, shape and weight used for hard armor erosion control. ArmorFlex blocks have specific hydraulic capacities and are faced longitudinally with galvanized steel, stainless steel or polyester revetment cables which provide ease of handling and installation.

Applications

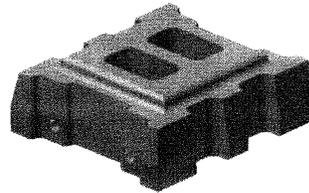
- Channel Lining
- Shoreline Protection
- Boat Ramps & Access Roads
- Dam Overtopping Protection
- Pipeline & Cable Protection
- Bridge Abutment Protection
- Retention Basins
- Levee Stabilization
- Bridge Scour Protection

ArmorFlex has proven to be an aesthetic and functional alternative to dumped stone riprap, gabions, structural concrete and other hard armor erosion protection systems. ArmorFlex is easy to install and has a low life-cycle cost when compared to other permanent solutions. These two benefits can drastically reduce the cost to install and maintain the system. ArmorFlex mats are installed on a prepared subgrade utilizing conventional construction equipment and site-specific filter fabric. While both block types provide protection and stability, only the open-cell specifically offers the void space necessary for revegetation.

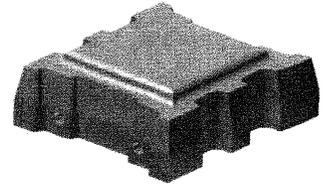
Research Proven Performance

Armortec has carried out extensive research into wave and open channel flow conditions on ArmorFlex in the United States and the Netherlands. Design manuals and computer programs are available to assist in the proper ArmorFlex block selection for your hydraulic conditions.

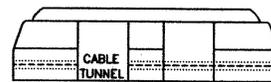
Open-Cell Block



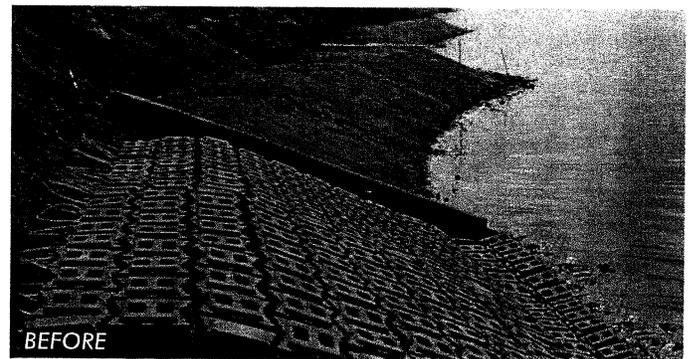
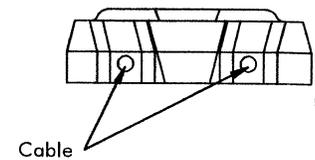
Closed-Cell Block



Side View



End View

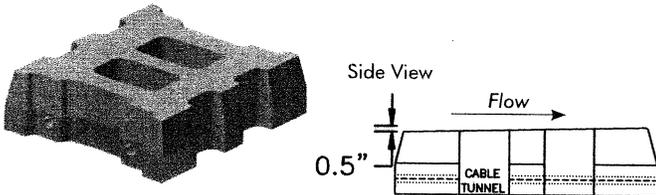


ArmorFlex: Articulating Concrete Block Mats

Tapered Series

Armortec's unique Tapered Series ArmorFlex block design offers superior protection for embankment dams, spillways, high velocity channels and down chutes. The essential design component of ArmorFlex Tapered series is the 0.5 inch taper that virtually eliminates destabilizing impact flow forces, thereby providing a high factor of safety. The ArmorFlex Tapered block system has been successfully tested under hydraulic jump conditions at Colorado State University. Each Tapered series design incorporates a four inch rock drainage layer beneath the system.

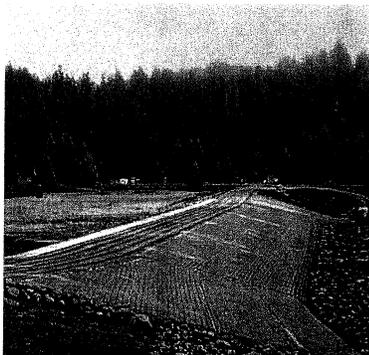
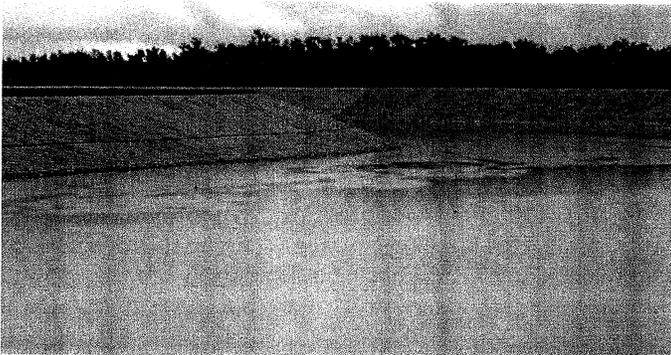
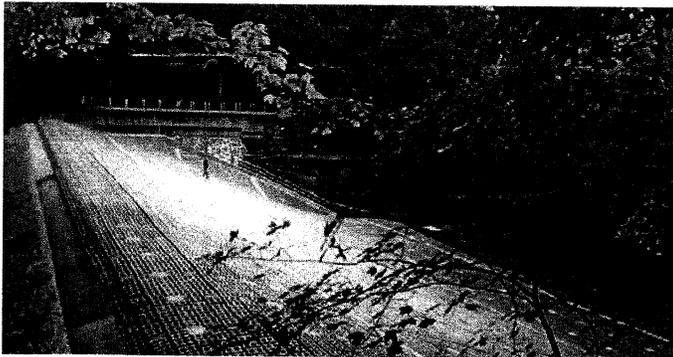
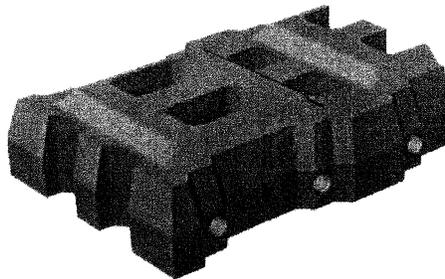
Tapered-Cell Block



Block and A Half

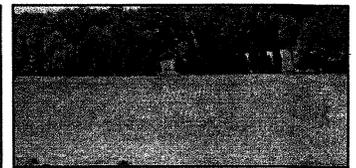
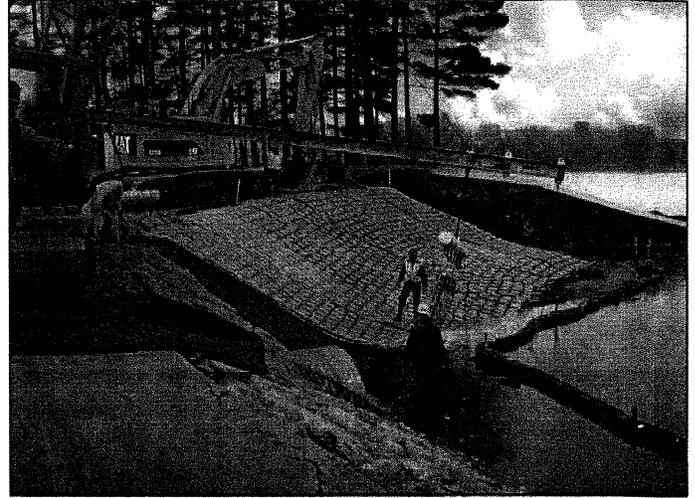
The latest innovation in ACB technology is the ArmorFlex Block and a Half®. This new product introduction increases the factor of safety for the overall system while maintaining the ease of installation and overall benefits of the typical ArmorFlex systems.

Block and A Half Block

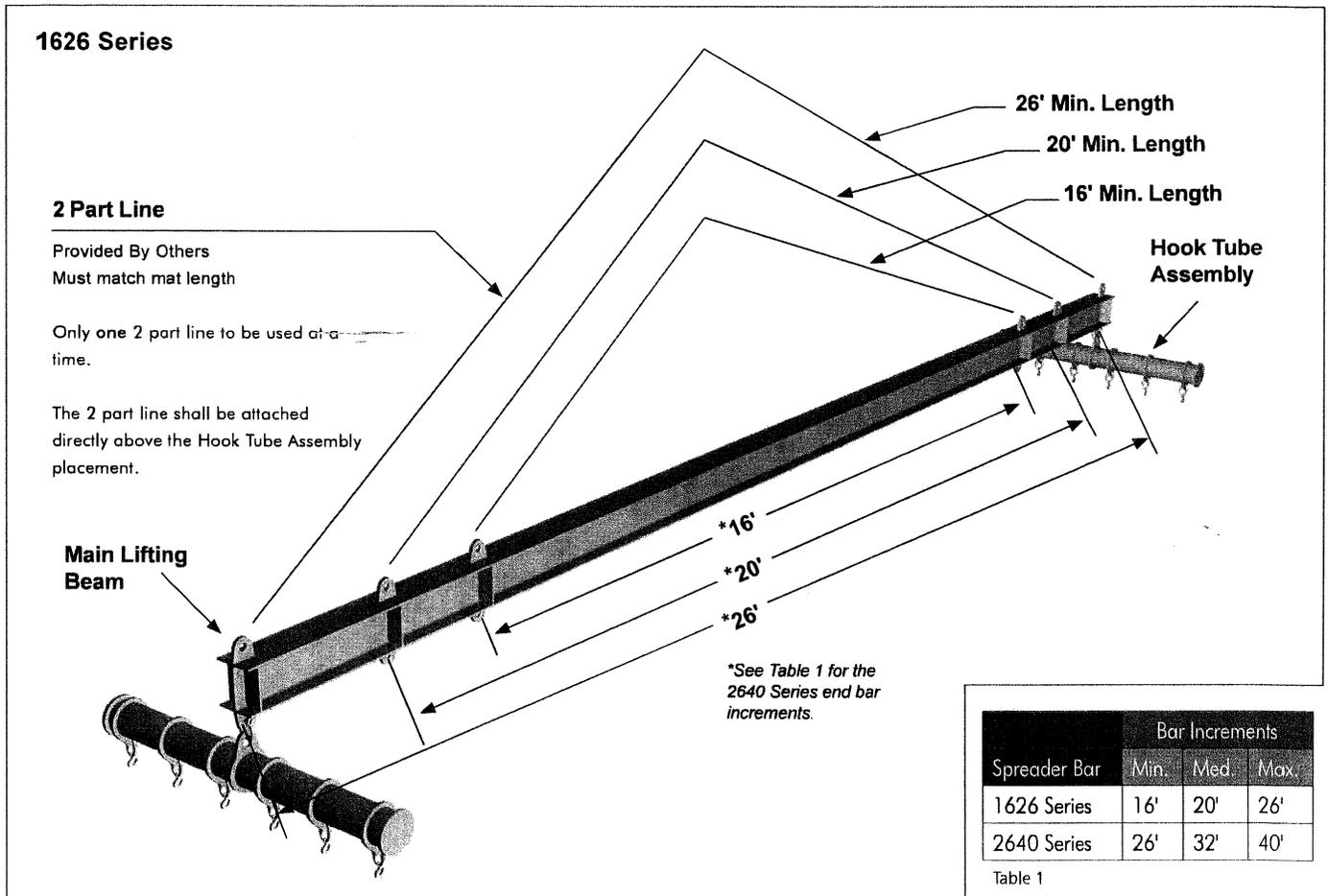


ArmorFlex: Installation

The proper installation of ArmorFlex ACB mats is important to achieving the intended hydraulic performance and maintaining stability against the erosive forces of flowing water. An ACB revetment system consists of a suitably prepared and compacted subgrade, a suitable site-specific filter fabric and properly sized ACB mattresses placed in "intimate contact" with the filter fabric and subgrade. Each individual site will vary, so it is important to follow the engineering project drawings as designed and sealed by a registered Professional Engineer; particularly as they relate to standard termination details. Please refer to the Armortec Installation Guide for further instructions on proper material handling.



Spreader Bar Rigging Detail



October 21, 2011

Mr. C. James Ervin
Town Manager
345 Donald Avenue
Rocky Mount, VA 24151

Re: Veterans Park Slope Stabilization
Furnace Creek
JN 29628

Dear James:

Anderson & Associates, Inc. appreciates the opportunity to provide you a proposal for the design, permitting and construction administration of the slope stabilization along Furnace Creek at Veteran's Park. The proposal will include a survey and delineation of Furnace Creek to update the existing base mapping as required for the slope stabilization design. We will evaluate two different alternatives for the bank stabilization, gabions and concrete mats, and based on input from the Town staff we will prepare the design based on the selected alternative. The selected alternative will also require a floodway model to be developed to meet the requirements of FEMA and local County code. The proposal also includes permitting through the Virginia Marine Resource Commission Joint Permit Application process. However if the existing USFWS permit for the dam removal can be modified, there may be some potential cost and time savings to be considered. We have also included bidding assistance and construction administration to assist the Town in completing the project.

We propose to use Earth Environmental & Civil to help with the field work and a majority of the construction administration to help reduce some costs with the project. We will also use Compass Point Land Surveying for the surveying and mapping work, which will be an additional savings for the Town. These firms will bill the Town directly for their assigned tasks.

The employee owners of Anderson & Associates, Inc. (A&A) are pleased to submit this proposal for professional engineering and surveying services for your consideration.

A. Basic Services

Based on our present knowledge of the project, we propose the following basic services:

1. Survey and Base Map Preparation (Lump Sum)

1.1 Field Survey: Coordinate with Compass Point Land Surveying, P.C. to provide contours, utility locations and planimetrics of the site and to provide any cross sections for HEC RAS modeling required for FEMA flood evaluation

1.2 Delineate WOUS: Delineate Waters of the United States along Furnace Creek to be located and surveyed for the base mapping. This will be combined with the prior delineation done for the dam removal on the Pigg River.

2. Meetings with Client and Regulatory Agencies (Lump Sum)

- 2.1 Initial Project Meeting:** Meet with Town Staff and Review Agencies to discuss the proposed conceptual layouts and alternatives for bank stabilization on Furnace Creek.
- 2.2 Review Design with Town:** Meet with Town to review preliminary design prior to preparing final design documents.
- 2.3 Review Design with Regulatory Agencies:** Meet with Agencies to review preliminary design prior to preparing final design documents and preparing permit application.

3. Site Design, Grading & Slope Stabilization (Lump Sum)

- 3.1 Floodway Model:** Develop a HEC-RAS Model to determine the base flood elevation. This model will be used in evaluating the options for the slope stabilization and meet FEMA requirements.
- 3.2 Evaluation of Design Options:** Review the two alternatives, gabions and concrete mats, for slope stabilization. Provide detailed cost estimates and evaluations for the gabions, and concrete mats. Evaluate safety, aesthetics, construction restraints and floodway impacts.
- 3.3 Slope Stabilization Design:** Once an alternative has been selected by the Town, prepare design calculations and plans for the slope stabilization option.
- 3.4 Technical Specifications:** Prepare technical specifications for the slope design.
- 3.5 Erosion and Sediment Control Plan & Narrative:** Design erosion and sediment control measures necessary for construction. Develop a narrative suitable for approval by the Town and the Department of Conservation & Recreation (DCR).
- 3.6 QA/QC review:** Conduct a final in-house review of the plans and specifications.

4. Project Permitting (Hourly)

Due to the open nature of the permitting process, we have proposed to do this work on an hourly basis. Final costs for the permitting process will largely be based on the ease with which the regulatory agencies work with A&A and the Town during the permitting process.

- 4.1 Prepare Joint Permit Application:** Prepare the Joint Permit Application (JPA) document in accordance with the NWP-13 Bank Stabilization. This task includes conducting initial correspondence for Threatened and Endangered (T&E) species and historic resources. If a Jurisdictional

Determination is required by the USCOE that work will be conducted under a separate scope for an additional fee.

4.2 Submit Documentation to Review Agencies: Submit the completed JPA and related documentation to the appropriated review agencies.

4.3 Address Review Comments: Revise the project plans and permit application as required by agency comment and resubmit for approval.

5. Bidding Assistance (Lump Sum)

5.1 Prepare Bidding Documents: Prepare contract documents in EJCDC format for use in bidding the work for construction.

5.2 Bidding Assistance: Provide the Town with the advertisement for bids. Attend the pre-bid conference with the Town to address contractors' questions and comments about the project. Respond to prospective bidders' questions and assist the Town in evaluating the bids and selecting a contractor.

6. Construction Administration (Hourly)

We have proposed to do the construction administration on an hourly basis because the level of involvement is often directly proportional to the selected contractor and the Town's ability to handle some of the administration with their staff.

6.1 Review Contractor's Payment Requests: Review the contractor's requests for payment.

6.2 Answer Questions and Provide Clarification: During construction, provide clarification on questions.

6.3 Construction Meetings: Attend a preconstruction meeting, two progress meetings as well as a substantial and final completion meeting with the Town and the Contractor.

B. Owner's Responsibilities

The following items are specifically excluded from this contract and will be considered the responsibility of the Owner or others designated by the Owner. These items may or may not be required for completion of the project and are listed here solely to indicate that they are not included in this contract. Many of these items can be provided by Anderson & Associates, Inc. as additional services at our normal hourly rates or under separate lump sum contract.

1. Payment of all review, connection, and permit fees.
2. Legal services for plats, easements, or contract review.
3. Review and approval of concept and final layouts.

4. Subsurface and geotechnical investigations.
5. Offsite engineering for utilities and drainage.
6. Formal meetings and presentations with regulatory personnel, except as specifically described in the Scope of Services above.
7. Testing of earthwork and excavation by a certified soils engineer or testing laboratory.
8. Construction stakeout.
9. Plan revisions after approval of the plans by the appropriate review agencies.
10. Environmental reviews/assessments.
11. All other services not specifically mentioned in the Scope of Services above.

C. Additional Services

The following services are beyond the scope of basic services used to develop the budget of this project. They will be provided on an hourly basis at the request of the Owner.

1. Attendance at additional meetings.
2. Revisions of the site plan during construction and any required resubmittals to the County or other review agencies resulting from these revisions.
3. Revisions to address any additional requirements imposed by DCR during construction inspections.
4. Response to questions and requests for information during construction beyond the hours estimated for this task.
5. Work with the Corps of Engineers to complete a Jurisdictional Determination if required

C. Terms

We propose to work in accordance with our Standard Terms and Conditions – Professional Services, a copy of which is attached.

D. Schedule

We understand that the Town is eager to commence with the construction work, but it is unrealistic to assume that all work can be completed prior to the in-stream work ban that is in effect from February through June. Therefore we, propose to have all design work completed and permit applications submitted by the end of January. The actual construction schedule will largely be dictated by the permitting process, but we would anticipate that the permitting process will take approximately 6 months. This proposal shall be considered valid for thirty (30) calendar days from the date of the proposal. This schedule reflects our working time only. A&A is not responsible for the reviewers' schedules and does not guarantee approval of the site plans by any date.

E. Compensation

We propose to be compensated on a lump sum or hourly basis for the work detailed in the scope. Our compensation for this work shall be as outlined below with monthly billing based on an estimate of the percent of the total work completed. Hourly work will be billed in accordance with our existing term contract.

1. Survey and Base Map Preparation (Lump Sum)	\$1,940
2. Meeting with Client and Regulatory Agencies (Lump Sum)	\$1,440
3. Site Design, Grading and Slope Stabilization (Lump Sum)	\$12,040
4. Project Permitting (Hourly)	\$3,690
5. Bidding Assistance (Lump Sum)	\$3,030
6. Construction Administration (Hourly)	\$4,120
Total	\$26,260

In the event of nonpayment of the account within thirty (30) days after invoices are rendered, you agree to pay a late charge of 1-1/2% per month on the unpaid balance (18% per year) until such account is paid in full.

The compensation amount stipulated in this agreement is conditioned on a period of service not exceeding twelve (12) months. Should such period of service be extended, the compensation amount shall be appropriately adjusted.

F. Attachments

The following attachments are included with and shall be deemed part of this Agreement:

1. Standard Terms and Conditions – Professional Services.
2. Engineering Fee Estimate.

Mr. James Ervin
October 21, 2011
Page 6 of 6

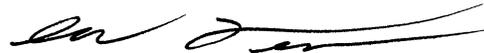
G. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. We will construe the receipt of our copy as our notice to proceed.

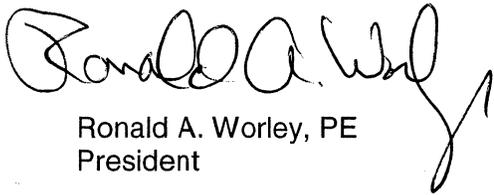
Thank you for letting us be of assistance to you on this project.

Sincerely,

ANDERSON & ASSOCIATES, INC.



Chris S. Fewster, PE
Project Manager



Ronald A. Worley, PE
President

TDG

Enclosure

Accepted by:	Contact Information:
_____ Signature	_____ Accounting Contact Name
_____ Printed Name	_____ Billing Address
_____ Title	_____ City, State, ZIP
_____ Date	_____ Phone & Fax

Anderson & Associates, Inc.
TERMS AND CONDITIONS – PROFESSIONAL SERVICES

1. **Acceptance:** The Proposal to which these Terms and Conditions are attached shall be valid for the length of time noted in the Proposal, or thirty (30) calendar days if not indicated in the Proposal. Once executed, the Proposal, these Terms and Conditions, and all other exhibits identified in the Proposal and attached thereto shall constitute the Agreement between Anderson & Associates, Inc. (A&A) and Client. The parties shall endeavor to ensure that all changes to the scope of work, responsibilities of the parties, schedule, or compensation, shall be made in writing and signed by both parties prior to moving forward with the work on said changes; provided, however, that should the Client direct A&A to proceed with a change in services orally, it shall not thereafter seek to deny compensation based on the assertion that A&A proceeded with the work without having written directive. (See Item 4, Additional Services, below.)
2. **Information Provided by Client:** A&A will accept and may rely on information in digital or other formats supplied by Client or a third party at Client's direction for incorporation into the project documents, plans, or specifications. A&A shall have no responsibility for erroneous information so provided.
3. **Standard of Care:** Subject to the limitations inherent in the agreed scope of work and any other limitations contained in this Agreement, A&A and its agents, employees, and subconsultants shall endeavor to perform the services with that level of care and skill ordinarily exercised under similar circumstances by members of the same profession practicing in the same location at the same time. No other representation, express or implied, and no warranty or guarantee is included or intended by this Agreement. Any claim for breach of this standard may be made only after the Client has secured the opinion of a third-party professional engineer or surveyor, as applicable to the project, licensed in the state where the project is located who through experience can testify as to the applicable standard of care set forth herein.
4. **Additional Services:** Services resulting from changes in scope, extent, or character of work, shall be considered Additional Services, and A&A shall be entitled to additional compensation for such services. Unless otherwise stated, all Additional Services, including, but not limited to, special design, extra work, off-site work, legal action, Client and architectural revisions, revisions due to changes in governmental policy, and property negotiations, will be billed at current hourly rates upon Client's authorization to proceed with such Additional Services.
5. **Changed Conditions:** If, during the course of performance of this Agreement, conditions or circumstances are discovered that could not reasonably be contemplated by A&A at the commencement of this Agreement, A&A shall notify Client in writing of the newly discovered conditions or circumstances. Client and A&A shall negotiate, in good faith, the terms and conditions of any resulting changes to the services and fees presented in this Agreement. If such an amendment to the Agreement cannot be agreed upon within thirty (30) days after notice, A&A may terminate the Agreement and be compensated for all fees and expenses incurred to date.
6. **Ownership/Reuse of Deliverables:** All deliverables, including but not limited to drawings, reports, databases, programs, or other electronic files or documents prepared or furnished by A&A pursuant to this Agreement are instruments of service and shall remain the property of A&A. A&A will provide digital files and reproducible copies of requested documents developed for this project to Client. Such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of the project or on any other project. Any reuse or modification of documents without written verification or adaptation by A&A, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to A&A, and Client shall indemnify and hold A&A harmless for such unauthorized use.
7. **Delays:** The compensation under this Agreement is based on the orderly and continuous progress of the project through all phases of the work. If the project is delayed for reasons beyond A&A's control, an equitable adjustment in such compensation shall be negotiated, taking into consideration the impact of such delay, including, but not limited to, changes in price indices and in hourly billing rates applicable to the period when services are in fact being rendered. A&A shall not accept liability or responsibility for delays beyond its control. The schedule referenced in the Agreement shall be adjusted as necessary to accommodate Additional Services, review time by the Client and regulatory agencies, and any other delays beyond the control of A&A.

**Veterans Park Slope Stabilization Site Preparation
Rocky Mount
JN 29628.00**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>	<u>Subtotal</u>
1.0 Survey and Base Map Preparation (Lump Sum)				
1.1 Field Survey				
Survey Crew			\$1,500.00	
				\$1,500.00
1.2 Delineate WOUS				
Principal	0	\$170.00	\$0.00	
Project Manager	0	\$130.00	\$0.00	
Project Engineer (EEC)	4	\$110.00	\$440.00	
Design Technician	0	\$85.00	\$0.00	
Clerical	0	\$75.00	\$0.00	
				\$440.00
				SURVEY & BASE MAP TOTAL \$1,940.00
2.0 Meeting with Client and Regulatory Agencies (Lump Sum)				
2.1 Initial Project Meeting (w/ Town & Agencies)				
Principal	0	\$170.00	\$0.00	
Project Manager	2	\$130.00	\$260.00	
Project Engineer (EEC)	2	\$110.00	\$220.00	
Design Technician	0	\$85.00	\$0.00	
Clerical	0	\$75.00	\$0.00	
				\$480.00
2.2 Review Design With Town				
Principal	0	\$170.00	\$0.00	
Project Manager	2	\$130.00	\$260.00	
Project Engineer (EEC)	2	\$110.00	\$220.00	
Design Technician	0	\$85.00	\$0.00	
Clerical	0	\$75.00	\$0.00	
				\$480.00
2.3 Review Design With Regulatory Agencies				
Principal	0	\$170.00	\$0.00	
Project Manager	2	\$130.00	\$260.00	
Project Engineer (EEC)	2	\$110.00	\$220.00	
Design Technician	0	\$85.00	\$0.00	
Clerical	0	\$75.00	\$0.00	
				\$480.00
				MEETING TOTAL \$1,440.00
3.0 Site Design, Grading & Slope Stabilization (Lump Sum)				
3.1 Floodway Model				
Principal	0	\$170.00	\$0.00	
Project Manager	2	\$130.00	\$260.00	
Project Engineer	8	\$110.00	\$880.00	
Project Engineer III	12	\$75.00	\$900.00	
Clerical	0	\$75.00	\$0.00	
				\$2,040.00

3.2 Evaluations of Design Options

Principal	0	\$170.00	\$0.00
Project Manager	2	\$130.00	\$260.00
Project Engineer	8	\$110.00	\$880.00
Design Technician	2	\$85.00	\$170.00
Clerical	0	\$75.00	\$0.00

\$1,310.00

3.3 Slope Stabilization Design & Plan Preparation

Principal	0	\$170.00	\$0.00
Project Manager	4	\$130.00	\$520.00
Project Engineer	16	\$110.00	\$1,760.00
Design Technician	20	\$85.00	\$1,700.00
Clerical	0	\$75.00	\$0.00

\$3,980.00

3.4 Technical Specifications

Principal	0	\$170.00	\$0.00
Project Manager	4	\$130.00	\$520.00
Project Engineer	12	\$110.00	\$1,320.00
Design Technician	0	\$85.00	\$0.00
Clerical	4	\$75.00	\$300.00

\$2,140.00

3.5 Erosion & Sediment Control Plan & Narrative

Principal	0	\$170.00	\$0.00
Project Manager	2	\$130.00	\$260.00
Project Engineer	8	\$110.00	\$880.00
Design Technician	8	\$85.00	\$680.00
Clerical	0	\$75.00	\$0.00

\$1,820.00

3.6 QA/QC Review

Principal	2	\$170.00	\$340.00
Project Manager	2	\$130.00	\$260.00
Project Engineer	0	\$110.00	\$0.00
Design Technician	0	\$85.00	\$0.00
Clerical	2	\$75.00	\$150.00

\$750.00**SITE DESIGN & SLOPE STABILIZATION TOTAL \$12,040.00****4.0 Project Permitting (Hourly)**

4.1 Prepare Joint Permit Application (NWP-13 Bank Stabilization)

Principal	0	\$170.00	\$0.00
Project Manager	2	\$130.00	\$260.00
Project Engineer	0	\$110.00	\$0.00
Project Engineer III	16	\$75.00	\$1,200.00
Clerical	0	\$75.00	\$0.00

\$1,460.00

4.2 Submit to Review Agencies

Principal	0	\$170.00	\$0.00
Project Manager	0	\$130.00	\$0.00
Project Engineer III	4	\$75.00	\$300.00
Design Technician	0	\$85.00	\$0.00
Clerical	2	\$75.00	\$150.00

\$450.00

4.3 Address Review Comments & Resubmit

Principal	0	\$170.00	\$0.00
Project Manager	2	\$130.00	\$260.00
Project Engineer	8	\$110.00	\$880.00
Design Technician	4	\$85.00	\$340.00
Clerical	4	\$75.00	\$300.00

\$1,780.00

PERMITTING TOTAL \$3,690.00

5.0 Bidding Assistance (Lump Sum)

5.1 Prepare Bidding Documents

Principal	0	\$170.00	\$0.00
Project Manager	4	\$130.00	\$520.00
Project Engineer	6	\$110.00	\$660.00
Design Technician	0	\$85.00	\$0.00
Clerical	4	\$75.00	\$300.00

\$1,480.00

5.2 Bidding Assistance

Principal	0	\$170.00	\$0.00
Project Manager	4	\$130.00	\$520.00
Project Engineer (EEC)	8	\$110.00	\$880.00
Design Technician	0	\$85.00	\$0.00
Clerical	2	\$75.00	\$150.00

\$1,550.00

BIDDING PHASE TOTAL \$3,030.00

6.0 Construction Administration (Hourly)

6.1 Review Shop Drawings & Payment Requests

Principal	0	\$170.00	\$0.00
Project Manager	0	\$130.00	\$0.00
Project Engineer (EEC)	4	\$110.00	\$440.00
Design Technician	0	\$85.00	\$0.00
Clerical	0	\$75.00	\$0.00

\$440.00

6.2 Answer questions and provide clarification during construction

Principal	0	\$170.00	\$0.00
Project Manager	4	\$130.00	\$520.00
Project Engineer (EEC)	8	\$110.00	\$880.00
Design Technician	0	\$85.00	\$0.00
Clerical	0	\$75.00	\$0.00

\$1,400.00

6.3 Construction Meetings (Preconstruction, 2 Progress Meetings, Substantial and Final Completion)

Principal	0	\$170.00	\$0.00
Project Manager	4	\$130.00	\$520.00
Project Engineer (EEC)	16	\$110.00	\$1,760.00
Design Technician	0	\$85.00	\$0.00
Clerical	0	\$75.00	\$0.00

\$2,280.00

CONSTRUCTION PHASE TOTAL \$4,120.00**TOTAL PROJECT COST \$26,260.00**

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Franklin County intends to apply for funds from the 2011 Virginia Tourism Corporation's Marketing Leverage Program.</p> <p>The County intends to apply for an \$8,500 grant that must be matched on a two to one basis. The matching funds they seek are \$1,500 from the Blue Ridge Institute, \$10,000 from Franklin County, and \$5,500 from the Town of Rocky Mount.</p> <p>The grant and matching funds would total \$25,500 to advertise and market our area.</p>
ACTION NEEDED:	Approval/denial of the request for matching funds from the Town.

Attachment(s): Yes

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



Franklin County
A Natural Setting for Opportunity

October 20, 2011

Mr. James Ervin
Town Manager
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151

Dear James,

Pursuant to our conversation on October 18th, please accept this letter as a formal request from my office for the Town's assistance in applying for a grant to the upcoming 2011 Virginia Tourism Corporation's Marketing Leverage Program. With the Town's approval to become a partner with the County of Franklin and the Blue Ridge Institute, the three entities will be eligible to submit an application for funds to market the area as the eastern gateway to the Crooked Road and to take advantage of the current Civil War 150th anniversary promotions. We are planning an application to the Virginia Tourism Corporation in the amount of \$8,500 to be matched on a two to one basis with \$1,500 from the Blue Ridge Institute and \$10,000 from Franklin County. This leaves a match shortfall of \$5,500 needed to meet the grant requirements. Due to the proposal's direct benefit to the Town through the marketing of the Crooked Road that begins in Rocky Mount, it is hoped that the Town Council will be willing to cover the final \$5,500 needed for the project. If approved, this partnership will have \$25,500 to invest in improving visitation to our area.

Final decisions on specifically what these funds will be used for will be made by all partners at a later date, including Mr. Matt Hankins. However, broad ideas have been developed in order to create the grant application that is due very soon. The program's focus on the eastern gateway to the Crooked Road and on local efforts to promote the 150th anniversary of the Civil War will necessitate specific marketing efforts including, but not limited to: brochures, websites, advertisements and other marketing vehicles.

As you know, the Town, County, and Blue Ridge Institute have partnered on previous such tourism grant opportunities and I believe all have found these ventures to be positive and worthwhile. It is my hope that the Town of Rocky Mount will continue to be a vital member in our local tourism grant endeavors. Please let me know if you have any questions concerning this request. I look forward to hearing from you soon.

At your service, I am,

Michael Burnette
Director

Michael Burnette, Director
Commerce and Leisure Services
1255 Franklin Street - Suite 112
Rocky Mount, VA 24151
540-483-3030
Fax: 540-483-3035

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Whitney Harmon, Executive Director of Community Partnership for Revitalization (CPR), is requesting street closures for two of their upcoming events:</p> <p>(1) "Come Home to a Franklin County Christmas" event that is scheduled to take place on December 2nd from 5:00 p.m. to 9:30 p.m.</p> <p>(2) Lighting of Christmas tree and Uptown Lights celebration event that is scheduled for November 25th from 5:00 p.m. to 6:30 p.m.</p> <p>Enclosed is a letter from Ms. Harmon that outlines the requested street closures in further detail.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

COMMUNITY PARTNERSHIP FOR REVITALIZATION

149 Franklin St.
P.O. Box 184
Rocky Mount, Virginia 24151

Phone: 540-489-3825
Fax: 540-489-3825
E-mail: director@historicrockymount.com

November 1, 2011

Mayor Steven Angle and Town Council
Attn: Pat Keatts
345 Donald Ave
Rocky Mount, VA 24151

Re: Request for Street Closure –
“Come Home to a Franklin County Christmas”

Dear Mayor Angle:

Along with our partners, FC Tourism Department, Parks and Recreation, we are organizing the 8th annual “Come Home to a Franklin County Christmas”. This community Christmas celebration requires partial street closings and we ask for that you consider the closure of Franklin Street from the intersection at College Avenue to the intersection at Diamond Avenue from 5:00 PM to 9:30 PM on Friday December the 2nd. This will allow for the projected 4,000 in visitors to visit all businesses and events in the Down Town section of the Central Business District. This street closure request follows the same pattern as used in 2010.

In addition we request the closure of South Main from the corner of East Court to Floyd Ave from 5pm to 6:30pm on Friday November the 25th for the lighting of the Christmas tree and Uptown Lights celebration.

We look forward to bringing this event to our community and thank you and Town Council for your support.

Thank you,

Whitney Harmon



ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is a letter from Tiffany Hudson who is requesting that she be allowed to have her bridal party ride on a hay wagon pulled by a tractor from Franklin Heights Baptist Church to the reception at the YMCA Essig Center on Saturday, November 19, 2011, at 3:00 p.m. She has spoken with the Chief of Police and he has given them permission to do so as long as a car follows behind them, which they have agreed to do so.
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

323 Hudson Farm Lane
Rocky Mount, VA 24151

October 11, 2011

Mayor Steven C. Angle
Town Council
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, VA 24151

Dear Mayor Angle & Town Council,

I am planning a wedding for the afternoon of November 19, 2011 at Franklin Heights Baptist Church at 3 o'clock. Following the wedding and pictures I would like to have my bridal party ride on a hay wagon pulled by a tractor from the church to the reception at the YMCA Essig Center. This will probably take place between 4:00-4:30pm depending on the length of time it takes for pictures. Chief David Cundiff has given us permission to do so as long as a car follows behind us and we have agreed to do so. We will come out of the Franklin Heights subdivision and left onto North Main Street where we will then end up at the YMCA. Please feel free to contact me with ~~any~~^{any} questions or comments at 540-420-7673.

Sincerely,

A handwritten signature in cursive script that reads "Tiffany Hudson". The signature is written in black ink and is positioned above the printed name.

Tiffany Hudson

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
----------------------------	-------------------

<p>STAFF MAKING REQUEST:</p>	<p>Timothy Burton, Superintendent Wastewater Treatment Plant (WWTP)</p>
<p>BRIEF SUMMARY OF REQUEST:</p>	<p>Re: Intern Position</p> <p>The WWTP was built in 1994 and has provided the Town with excellent service, but age is starting to catch up with it. The amount of maintenance is steadily increasing and the regulations are more stringent and time demanding. The number of lift stations that the staff maintains has also grown from three to six since 1994. The WWTP is still operating with four Classed operators. Three of these operators are eligible for retirement within the next seven years. It takes a minimum of six years to obtain a Class I operator's license without an environmental degree and four years with a degree.</p> <p>The past history of the WWTP has been excellent and saved the Town money and man hours through reduced monitoring and operating hours. Preventive maintenance and staying abreast of changing regulations has become very time demanding.</p> <p>This would be a good time and opportunity for the Town to join forces with Virginia Western Community College and provide an intern position to a person or persons that is currently enrolled in the Water/Wastewater Career Studies Certificate. This would provide additional help on an as needed basis to the WWTP with no long term commitment and provide valuable training to people who are interested in this field of work and needing the hours of training. This would be a great source to find good people to hire and replace retiring staff.</p> <p>Mr. George Scott, Director of Human Resources, for Western Virginia Water Authority states that this program has been a very positive experience. They have provided several internships and have hired nine people in the past two years that have</p>

	<p>completed this program. He also says that Western Virginia Water Authority is facing an aging workforce and that this program has started a great pipeline for creating trained operators.</p> <p>Mrs. Leah Coffman, with Virginia Western Community College, has provided an information sheet (copy attached) that explains the purpose, occupational objectives, and admission requirements for this Career Studies Certificate. She also stated that since 2009, the program has had 22 students. 16 students have graduated with Career Studies Certificate and 13 are now employed in the water/wastewater Industry.</p> <p>The excellent history of the Rocky Mount Wastewater Plant and its operational success make it a perfect fit for this educational program.</p> <p>The WWTP would like Town Council's approval to offer an intern position to a Virginia Western student that is enrolled in the Water and Waste Water Technology Career Studies Certificate program. This position would pay \$10.00/hour, no benefits except on the job training, and a flexible schedule that would be set by the WWTP Superintendent. This would be at a maximum annual cost of \$10,000 to the Town of Rocky Mount.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

Water and Waste Water Technology – Career Studies Certificate

Workforce Development Division

	Curriculum And Other Requirements	Credits								
<p>Purpose The Water and Wastewater Technology career studies certificate program is designed to prepare students to become a water or waste water plant operator in municipal and industrial treatment facilities and laboratories.</p>	<p>ENV 110 Introduction to Water and Wastewater Treatment Technology</p> <p>ENV 115 Water Purification</p> <p>ENV 149 Wastewater Treatment Plant Operation</p> <p>PSY 120 Human Relations</p> <p>SAF 127 Industrial Safety</p> <p>ENV 148 Math for Water and Wastewater Operations</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p>								
<p>Water treatment plant and system operators treat water so that it is safe to drink. Wastewater treatment plant and system operators remove harmful pollutants from domestic and industrial liquid waste so that it is safe to return to the environment. Operators in both types of plants control equipment and processes that remove or destroy harmful materials, chemical compounds, and microorganisms from the water. They also control pumps, valves, and other equipment that moves the water or wastewater through the various treatment processes, after which they dispose of the removed waste materials.</p>	<p>Total Minimum Credits for Certificate</p>	<p>17</p>								
<p>Occupational Objectives Coursework in this program prepares students for the state certification exam required for a water or wastewater operator's license. This license is essential for career advancement. There are minimum educational and experience requirements depending on the various licensure levels. All levels require a high school or GED diploma; training; and on-the-job experience.</p>	<p>¹ Environmental Elective to be selected with department approval</p>									
<p>Operators must pass a state examination certifying that they are capable of overseeing water/wastewater plant operations. There are different levels of certification, depending on the operator's experience and training. Both Water and Waste Water operators are licensed by experience and education by the Virginia Board for Waterworks and Wastewater Works Operators through the Virginia Department of Professional and Occupational Regulation (DPOR).</p>	<p>Suggested Course Sequence</p>									
<p>Admission Requirements Applicants must meet the general admission requirements for admission to the college. To be successful in this program. Students must have demonstrated Math competency to be placed in Pre-Algebra. Developmental courses may be required to correct any deficiencies.</p>	<table border="0"> <thead> <tr> <th data-bbox="691 846 735 873">Fall</th> <th data-bbox="967 846 1036 873">Spring</th> </tr> </thead> <tbody> <tr> <td data-bbox="691 884 781 911">ENV 110</td> <td data-bbox="967 884 1052 911">ENV 149</td> </tr> <tr> <td data-bbox="691 926 781 953">ENV 148</td> <td data-bbox="967 926 1052 953">ENV 115</td> </tr> <tr> <td data-bbox="691 968 776 995">SAF 127</td> <td data-bbox="967 968 1052 995">PSY 120</td> </tr> </tbody> </table>	Fall	Spring	ENV 110	ENV 149	ENV 148	ENV 115	SAF 127	PSY 120	
Fall	Spring									
ENV 110	ENV 149									
ENV 148	ENV 115									
SAF 127	PSY 120									
	<p><i>Additional Classes <u>may</u> be offered for DPOR Water and Waste Water Licensure</i></p>									
	<p>ENV 40 Basic WasteWater Licensure Review Review materials normally associated with the Wastewater Treatment Plant Operator's Class IV or Class III level certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the wastewater operator examinations. Prerequisite - division approval (2 Credits)</p>									
	<p>ENV 47 Basic Water Licensure Review Reviews materials normally associated with the Water Treatment Plant Operator's Class IV or Class III level certification examinations. Utilizes lecture, audiovisual, and workshop sessions to review required materials and to prepare the trainee to complete the water operator examinations. Prerequisite divisional approval. Prerequisite - division approval (2 Credits)</p>									
	<p>NC Basic Math Review for Water and WasteWater Operators Reviews basic math concepts associated with Water and Wastewater Operator certification examinations. (Non-credit)</p>									

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item Old Business New Business Committee Report
 Other

FOR COUNCIL MEETING DATED: November 14, 2011

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is a letter from the Department of Army Virginia National Guard requesting approval to conduct a physical fitness test on November 18, 2011. The event would start at the Veterans' Memorial Park and proceed to Old Fort Road. They have spoken with the Assistant Chief of Police regarding the event and proposed route they will take, and he has no problem with this request.
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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



DEPARTMENTS OF THE ARMY
229th CHEMICAL COMPANY
VIRGINIA ARMY NATIONAL GUARD
280 TANYARD ROAD, ROCKY MOUNT, VIRGINIA 24151

November 4, 2011

REPLY TO
ATTENTION OF

Armory Manager

Patricia H Keatts
Town Clerk
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151

Dear Mrs. Keatts:

The local National Guard Unit is requesting approval to use the Veterans' Memorial and Lynch Park area to conduct our annual physical fitness test on 18 November 2011. We will have approximately 60 National Guardsmen participating in the event. We plan to use the level area just behind the children's play set to conduct the push-up and sit-up portion of the test. The two mile run event will start at the Veterans' Memorial Park and turn left at Old Fort Road and return. We will only need to occupy the area from about 7:30 AM until 9:30 AM.

Per conversation with the Assistant Chief of Police Roger Smith, he does not foresee any issues that would prevent us from using the area and he is willing to send a patrolman to help direct local vehicle traffic during the running event.

If you have any question please contact the undersigned, Sergeant First Class Jody L. Martin at 540-483-0638. I can also be emailed at jody.martin@us.army.mil.

Sincerely,

Jody L. Martin
Armory Manager

ITEM(S) TO BE CONSIDERED UNDER:

- Consent Item**
 Old Business
 New Business
 Committee Report
 Other

FOR COUNCIL MEETING DATED:	November 14, 2011
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Public Utilities Committee met on November 10, 2011 for a continuation of the September 13, 2011 committee meeting to consider changes to Section 58 of the Town Code that would institute a fire suppression system inspection program and a fee for fire suppression connections to the Town's water system. It was the consensus of the committee during the September 13th meeting to direct staff to survey other localities to determine what programs they had in place and what fees they charged to recover some of the costs that the Town incurs to make large connections available for fire suppression purposes.</p> <p>A recommendation from the Public Utilities Committee will be made to Council during the regular Council meeting of November 14th due to the late date of the committee meeting of November 10th.</p>
ACTION NEEDED:	To be determined during the November 14 th regular Council meeting.

Attachment(s): No

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