

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
FEBRUARY 13, 2012  
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
  - A. Formal Presentation of Town of Rocky Mount Audit
    - Formal presentation of Town of Rocky Mount's audit by Town auditors Robinson, Farmer & Cox Associates
- V. Public Hearing(s)  
*(none at this time)*
- VI. Approval of Draft Minutes
  - January 9, 2012 Regular Council Meeting
  - January 23, 2012 Special Work Session
- VII. Approval of Consent Agenda
  - Miscellaneous Resolutions/Proclamations
  - Miscellaneous Action
    - Review and consideration of approval of request of Franklin County Historical Society for Town assistance in supporting their events; specifically: "Moonshine Express", "History in Bloom", and "Ghosts & More", along with sponsorship fees for tour buses.
  - 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. Rocky Mount Town Council iPad and Electronic Council Agenda Program Orientation
    - Review and consideration of setting up training orientation date and time.
  - B. Financing Options for Replacement of Ultraviolet Equipment at Waste Water Treatment Plant
    - Review and consideration of approval of proposed financing options for replacement of ultraviolet equipment at the Waste Water Treatment Plant.
  - C. Town of Rocky Mount Holiday Policy
    - Review and consideration of approval of proposed revised Holiday Pay Policy for Town of Rocky Mount employees.
  
- X. New Business
  - A. Water Department Request Regarding Replacement of Water Pump Electric Motors
    - Review and consideration of approval of draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2012" for replacing Water Plant's two raw water pump electric motors and three finished water pump electric motors with new energy efficient models.
  - B. Franklin County Family Resource Center Request
    - Review and consideration of approval of request to allow a joint fundraiser with VA Cooperative Extension for the shelter.
  - C. Rocky Mount Breast Cancer Awareness Hearts Desire Request
    - Review and consideration of approval of request for assistance in form of a donation to go towards upcoming survivors' event.
  - D. Habitat for Humanity of Franklin County, Virginia Request
    - Review and consideration of approval of request to consider waiving connection fees for water and sewer for one of Habitat's current builds.
  - E. Outlaw Cruisers Car Club Request
    - Review and consideration of approval of request to close portions of Franklin Street for upcoming annual car show and two Cruise-Ins.
  - F. Franklin County Historical Society Request
    - Review and consideration of approval of request to close portions of East Court Street and Main Street in order to hold annual "Veterans' Memorial Day" event.
  - G. Proposed Fiscal Year 2013 Budget Process Calendar
    - Review and consideration of approval of draft Fiscal Year 2013 budget process calendar.
  
- XI. Committee Reports
  - A. Performance Center Committee
    - Report of Performance Center Committee meeting
  - B. Finance & Human Services Committee
    - Recommendation of Finance & Human Services Committee regarding Town of Rocky Mount Audit
  
- XII. Other Matters, Concerns and Rise 'N Shine Appearances
  - A. Referrals to Planning Commission from Rocky Mount Town Council
  - B. Council Members Appearing with Town Staff on Rise 'N Shine

XIII. Closed Meeting and Action

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

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](http://www.rockymountva.org).*

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

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

<b>AGENDA ITEM</b>	<b>SYNOPSIS AGENDA FEBRUARY 13, 2012 REGULAR ROCKY MOUNT TOWN COUNCIL MEETING</b>
<b>I. Roll Call</b>  <b>II. Pledge of Allegiance</b>	
<b>III. Approval of Agenda</b>	<i>Enclosure: Yes</i>
<b>IV. Special Items</b>	<p>A. Formal Presentation of Town of Rocky Mount Audit by Town Auditors Robinson, Farmer &amp; Cox Associates.</p> <p><i>Enclosure: Yes</i> (Note: Town Council has already received the audit prior to Council meeting.)</p>
<b>V. Public Hearing(s)</b>	<p>(none at this time)</p> <p><i>Enclosure: No</i></p>
<b>VI. Approval of Draft Minutes</b>	<ul style="list-style-type: none"> <li>● January 9, 2012 Regular Council Meeting</li> <li>● January 23, 2012 Special Work Session</li> </ul> <p><i>Enclosure: Yes</i></p>
<b>VII. Approval of Consent Agenda</b>	<ul style="list-style-type: none"> <li>● Miscellaneous Resolutions/Proclamations</li> <li>● Miscellaneous Action <ul style="list-style-type: none"> <li>- Review and consideration of approval of request of Franklin County Historical Society for Town assistance in supporting their events; specifically: "Moonshine Express", "History In Bloom", and "Ghosts &amp; More"; along with sponsorship fees for tour buses.</li> </ul> </li> <li>● Departmental Monthly Reports <ul style="list-style-type: none"> <li>- Community Development</li> <li>- Finance Department</li> <li>- Fire Department</li> <li>- Police Department</li> <li>- Public Works Department</li> <li>- Wastewater Department</li> <li>- Water Department</li> </ul> </li> <li>● Bill List</li> </ul> <p><i>Enclosure: Yes</i></p>

<p><b>VIII. Hearing of Citizens</b></p>	<p>(none at this time)</p> <p>Enclosure: No</p>
<p><b>IX. Old Business</b></p>	<p>A. <u>Rocky Mount Town Council iPad and Electronic Council Agenda Program Orientation</u></p> <p>At the direction of the Rocky Mount Town Council, the Town Manager is setting up a time for Council's orientation for the iPads and electronic Council agenda during the month of March. Enclosed is a breakdown of dates and times for Council's consideration to hold the orientation class.</p> <p>Enclosure: Yes</p> <p>B. <u>Financing Options for Replacement of Ultraviolet Equipment at Waste Water Treatment Plant</u></p> <p>Council has previously authorized the Town to accept a loan offer from Department of Environmental Quality (DEQ) (through the Virginia Clean Water Revolving Loan Fund) in the amount of \$278,600. In an effort to save the Town money and to get the best interest rate, the Town Manager has enclosed information regarding obtaining these funds from VML/VACo via their pooling efforts with banks rather than the DEQ loan.</p> <p>Enclosure: Yes</p> <p>C. <u>Town of Rocky Mount Holiday Policy</u></p> <p>On December 8, 2011, the Finance &amp; Human Services Committee met to give input to a revised Holiday Policy for the Town of Rocky Mount employees, and to receive information from the Finance Department on the issue of compensation for hours worked by Police Officers, with no consensus being reached as to how to alter the policy.</p> <p>Council Member Ann Love has asked that this issue be brought back before the full Council and proposes that the policy be revised allowing those staff working 12 hour shifts to accrue holiday leave rather than being compensated for the holiday (at the rate of eight hours per holiday like all Town staff). Enclosed is the draft new Holiday Policy that implements this request. The Town Manager further explains the general consensus of Council during the December 8, 2011 meeting in the enclosed synopsis.</p> <p>Enclosure: Yes</p>

**X. New Business**

A. Water Department Request Regarding Replacement of Water Pump Electric Motors

Enclosed for Council's review and consideration of approval is the draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2012" for replacing the Water Plant's two raw water pump electric motors and the three finished water pump electric motors with new energy efficient models equipped with soft start capability and variable speed control.

*Enclosure: Yes*

B. Franklin County Family Resource Center Request

The Franklin County Family Resource Center is requesting Council's permission to allow them and the VA Cooperative Extension to hold a joint fundraiser for the shelter. Enclosed is a synopsis of the request, along with a letter explaining their request in detail.

*Enclosure: Yes*

C. Rocky Mount Breast Cancer Awareness Hearts Desire Request

The Rocky Mount Breast Cancer Awareness Hearts Desire is requesting Council's review and consideration of assistance in the form of a donation that will go towards their upcoming survivors' event. Enclosed is a synopsis of the request. Documentation will be presented at the Council meeting regarding the organization.

*Enclosure: Yes*

D. Habitat for Humanity of Franklin County, Virginia Request

The Habitat for Humanity of Franklin County, Virginia is requesting Council to consider waiving connection fees for water and sewer for one of the current builds. Enclosed is a synopsis of the request, along with a letter explaining their request in detail.

*Enclosure: Yes*

E. Outlaw Cruisers Car Club Request

The Outlaw Cruisers Car Club is requesting approval from Council to close portions of Franklin Street for two upcoming events: annual car show on May 27, 2012, and two Cruise-Ins on June 30, 2012 and September 29, 2012. Enclosed is a synopsis of the request, along with a letter explaining their request in detail.

*Enclosure: Yes*

<p><b>X. New Business (continued)</b></p>	<p>F. <u>Franklin County Historical Society Request</u></p> <p>The Franklin County Historical Society is requesting approval from Council to close portions of East Court Street and Main Street in order to hold their annual “Veterans’ Memorial Day” on May 26, 2012. Enclosed is a synopsis of the request, along with a letter explaining their request in detail.</p> <p><i>Enclosure: Yes</i></p> <p>G. <u>Proposed Fiscal Year 2013 Budget Process Calendar</u></p> <p>Enclosed for Council’s review and consideration from the Finance Director is the proposed Fiscal Year 2013 Budget calendar.</p> <p><i>Enclosure: Yes</i></p>
<p><b>IX. Committee Reports</b></p>	<p>A. <u>Performance Center Committee</u></p> <p>The Performance Center Committee met on February 7, 2012 to review the proposed project timeline for the Center’s development; and review RFP responses for architectural and engineering services for the Center. Enclosed is a synopsis of that meeting and any recommendation that the Committee may have at this time.</p> <p><i>Enclosure: Yes</i></p> <p>B. <u>Finance &amp; Human Services Committee</u></p> <p>The Finance &amp; Human Services Committee is scheduled to meet at 6:00 p.m. on February 13, 2012 to discuss the Town’s audit that is being presented by Robinson, Farmer, Cox Associates. A formal presentation will be made later that evening at the regular Council meeting starting at 7:00 p.m. Due to the lateness of this meeting, any recommendation from the Committee will be made during the regular Council meeting at 7:00 p.m.</p> <p><i>Enclosure: Yes</i></p>
<p><b>XII. Other Matters, Concerns, and Rise ‘N Shine Appearances</b></p>	<p>A. Referrals to Planning Commission from Town Council</p> <p><i>Enclosure: No</i></p> <p>B. Council Members Appearing with Town Staff on Rise ‘N Shine</p> <p><i>Enclosure: No</i></p>

February 13, 2012 Synopsis

<b>XIII. Closed Meeting Items</b>	Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (specifically: Town Clerk, Town Attorney, Town Manager).  <i>Enclosure: No</i>
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ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**   
  **Consent Item**   
  **Old Business**   
  **New Business**  
 **Committee Report**   
 **Other (Special Items)**

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	Linda Woody, Finance Director C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Town's auditors, Robinson, Farmer, Cox Associates, will be making a formal presentation of the Town's audit.
ACTION NEEDED:	None at this time.  Any recommendation will be made during the Finance & Human Services Committee portion of Council meeting.

Attachment(s): No

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

**ROCKY MOUNT TOWN COUNCIL  
REGULAR COUNCIL MEETING  
January 9, 2012**

The January 9, 2012 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, Assistant , Assistant Chief of Police Roger Smith and Sgt. David Bowles of the Rocky Mount Police Department, Finance Director Linda Woody, Public Works Director Cecil R. Mason, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, 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.

- Council Member Moyer requested that the agenda be amended to include under "Old Business" an item pertaining to the music venue committee.
- Council Member Love requested that the agenda be amended to included under "Old Business" Council members' insurance.
- Motion was made by Council Member Moyer to approve the amended agenda, seconded by Council Member Love and carried unanimously by those present.

**SPECIAL ITEMS****A. Appearance of Shentel**

At the request of Rocky Mount Town Council, Mr. Christopher Kyle, Vice President of Shentel, came before Council, providing the following information:

- Gave background on his years of service with Shentel.
- They are seeking to build a great network and customer service.
- Gave background of when they purchased everything from JetBroadband and doing upgrades thereafter and not realizing at the time of the purchase how much upgrading was needed, furthering explaining that due to the extensive upgrading, they had an increased volume of telephone calls.
- They have finished the upgrades now and able to prelaunch services, which included an upgrade to their internet speed. Due to the upgrades, the telephone calls have decreased and they have been able to address their customer service calls in a timelier manner.
- Upgrades included expanded video for their cable, and taking away the analog and adding more HD channels. As they continue to have higher band width speed and HD channels, will have to look at their analog channels and groom them, as they take up more capacity with video channels.
- Programming is a challenge faced by all cable providers. Every year, they see significant content price increases in the channels, with rate increases that were passed on to customers being the rate increase they faced as a cable provider.
- Discussed what price increases they expect from the major local channels (i.e., ABC, NBC, CBS, FOX, etc.).
- They are a local cable provider and key to their strategy is for local support to the community, such as working with Franklin County High School channel, with them wanting to make sure they have the equipment they need. Looking forward to the future since they have state-of-the-art equipment.
- Mentioned that Bill Young with Shentel was present with him and that they work together.
- Know they are not perfect, but Council has their names to call if they have any questions or concerns as they are trying to make everyone have an adequate response to their inquiries. Trying to do some retraining so there is a quicker response.
- They look forward to opening up lines of communication.

Council Member Moyer stated that he has had several complaints from several citizens, but personally, he has had the worse service from Shentel, furthering explaining the problem he has run into with his own television screen. Mr. Kyle informed him that they would have a technician come by his home to check out what the problem could be so they can deal with it right away.

Mr. Kyle confirmed to Council Member Love that Shentel plans on continuing to carry the FOX channel. Council Member Love mentioned that several citizens were upset with some of the sports channels being moved to higher tiers (costing more),

and she would like to see this renegotiated. Mr. Kyle informed Council that the sports channels are the worse to deal with and they will not be moving any time in the future; furthermore, they are the most expensive channels.

Mr. Kyle explained to the Mayor how the cost will come into play for the major local channels, and also how the internet speed costs are reflected. He further commented that they do recognize price points. Also confirmed that Shentel will continue to offer bundling packaging, especially if they are to be successful.

The Mayor commented that he knows that price increases are unenviable, but he would like to see Shentel give their customers as much advance notice as possible.

Mr. Kyle confirmed to Vice Mayor Walker that at this time he did not know when the JetBroadband domain for e-mail would be changed, but he would be getting back with him on a definite date.

The Mayor opened the floor to any citizen wishing to come forward to ask Mr. Kyle any questions or voice any concerns they may have. Let the record show that no one came forward to speak.

## **APPROVAL OF MINUTES**

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

- December 12, 2011 Regular Rocky Mount Town Council Meeting

The Mayor asked if there were any changes to the draft minutes.

Council Member Cundiff asked that the following changes needed to be reflected in the minutes:

- On page 4926, second paragraph where the Public Works Director stated there were no significant leaks, the amount should reflect seven million gallons and not seven hundred.
- On page 4927, third paragraph, he had made some remarks concerning the Water Department and some of the points he made should be in the record.
- On page 4935, first paragraph, comments he made about the Lynch Hardware Building, he would like his entire comments to be included in the minutes.

The Mayor pointed out that if Council members need something read into the record, they need to state this up front and let the Town Clerk know. He further stated that the minutes could just be recorded points of motions only, with that significantly decreasing the size minutes, but he likes reading through this, and since Council is moving to go paperless, this kind of defeats the purpose of doing this.

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

- Motion was made by Council Member Greer to approve the corrected 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
  - Review and consideration of amending and re-enacting Section 58-6 of Rocky Mount Town Code to provide for a charge for direct waterworks connections for fire suppression.
- Departmental Monthly Report
- Bill List

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

### **HEARING OF CITIZENS**

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

### **OLD BUSINESS**

#### **A. Council Member Moyer's Request Regarding Music Venue Committee**

Council Member Moyer stated the following:

- Last month when Council was discussing the committee for the music venue building, some things in there that was not said that night that no ways should have happened, referencing page 4933 of the December 12, 2012 minutes concerning points that the Assistant Town Manager had pointed out, specifically: "The committee should be empowered to authorize action by staff, to make recommendations regarding financing, design and tax credits, and to generally

provide oversight to ensure completion of the project in a timely fashion. “ His concern is that anything concerning spending money towards this project should come before the whole Town Council for approval. The Mayor pointed out that the reason there are committees is for them to bring recommendations before the whole Town Council for approval, letting the full Council vote on it, and then allowing them to move forward from there. Council Member Moyer stated again that the committee should not be empowered to make decisions without full Council approval, with the Mayor stating that is exactly what he had just pointed out, that before any monies are expended, it would have to come back before the full Council, further referencing that perhaps some expenditures may be discussed as line items during budget work session, put prior to that happening, any expenditures would have to be brought back before Town Council for approval. Council Member Moyer also stated that there was something else in the comments made by the Assistant Town Manager that was in the minutes that state “that staff and Council have previously discussed doing this work...”, and he wondered when this was discussed. The Mayor stated that Council has been talking about the music venue for years, and discussed it many times with this Council. Council Member Moyer stated that he must not have been at those meetings, with the Mayor stating that he was present during those discussions. The Mayor further stated that the only thing Council has voted on was the purchase of the building, with the committee bringing back recommendations just like any other committee.

**B. Council Member Love’s Request Regarding Council Members’ Insurance**

Council Member Love stated the following: “With the Town Council discussing raising water rates, and Franklin County’s new real estate assessments potentially causing tax increases for Rocky Mount citizens, it’s time to look at ways to tighten our belts. Town employees have gone without raise going on four years, and departments have drastically cut spending to help during these difficult economic times. I feel that it is time for Town Council to step up to the plate. I would like to make a motion that there will be no further insurance benefits, medical or dental, paid by the Town of Rocky Mount for any Council member or their dependents, effective at the end of their current term of office. Should Town Council members, current or future, wish to purchase medical or dental insurance for themselves or their dependents through the Town of Rocky Mount’s group policy, they may do so for 100% of the cost.”

- Let the record show that the motion on the floor stands as stated above in Council Member Love’s stated motion, with motion on the floor being second by Council Member Cundiff. Discussion ensued. Council Member Strickler stated that his only concern was that this item could have been brought up to be discussed during budget work sessions. The Mayor stated that a few months back, this item was discussed previously and the same thing was applied to Council Member Strickler, where he would not be eligible for dependent coverage. Council Member Greer stated what Council Member Love indicated was that this is not dependent coverage, this is coverage completely. The Mayor

stated that Council Member Greer was exactly right, family and single coverage. There being no further discussion, the Mayor called for a roll call vote. Voting in favor of the motion on the floor were Council Members Cundiff, Love and Moyer. Voting in opposition to the motion on the floor were Vice Mayor Walker and Council Members Greer and Strickler. Due to a tie vote, the Mayor voted in favor of the motion on the floor. Let the record show that the motion on the floor passed four to three.

## **NEW BUSINESS**

### **A. November 2012 Regular Rocky Mount Town Council Meeting Date**

The Town Manager stated to Council that every year, the yearly calendar for the Town of Rocky Mount meeting dates need to be advertised. This year, the Deputy Clerk noticed a conflict that Council may wish to address, being that the November 12, 2012 is the second Monday in November and the regular Council meeting is that day; however, this is the date that Veterans' Day holiday is observed by the Town of Rocky Mount. It was also pointed out that although Veterans' Day actually falls on Sunday, November 11<sup>th</sup>, it is normal protocol that when a Town observed holiday falls on a Sunday, the holiday is moved to the following Monday, which means that Town offices will be closed on November 12<sup>th</sup>. Due to this, staff recommends that Council consider either holding its regular November Council meeting the following Tuesday, November 13<sup>th</sup>, or any other day Council so desires.

The Mayor asked if any Council member at this time had a conflict with the meeting date being moved to November 13<sup>th</sup>, with none stating they had at this time.

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

- Motion was made by Council Member Greer to approve the request to move the regular Council meeting date of November 12, 2012 to November 13, 2012, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

### **B. Draft "Resolution of Approval and Acceptance of Conveyance of Raymond A. Peters Property Identified as Tax Map Number 207.01.056.00"**

The Town Attorney presented to Council for their review and consideration of approval draft "Resolution of Approval and Acceptance of Conveyance of Raymond A. Peters Property Identified as Tax Map Number 207.01.056.00".

- Motion was made by Council Member Greer to approve, 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.

C. Comprehensive Economic Strategies (CEDS) List

The Town Manager explained to Council that each year, West Piedmont Planning District Commission (WPPDC) submits to the Town of Rocky Mount a request for the Town to update their Comprehensive Economic Strategies (CEDS) list. Prior to the meeting, Council had received the list for their review and consideration of approval, which showed the proposed updates from the projects to include in the Town of Rocky Mount's submission, along with a synopsis from the Town Manager on which projects are being deleted this year, and those projects that are being added.

Those proposed changes consisted of deleting the following:

- The Alternative Water Source project (it is superseded by the interconnection with the Western Virginia Water Authority).
- The Housing Rehabilitation project (the Town has other locally funded projects that will perform this task).
- The community multi-purpose facility (the Town will have this capacity when the Town's music venue is renovated).

Those proposed additions to the list are the following:

- A feasibility study for a Route 40 bypass in Rocky Mount.
- A feasibility study for the realignment of Franklin Street and Pell Avenue to simplify the complex intersection.

The Town Manager explained to Council that the transportation projects were being added in order for the Town to begin the process of establishing new projects into the Virginia Department of Transportation (VDOT) six year plan (the Town's prior project will soon be under construction, which is the Pigg River Bridge project).

The Town Manager also confirmed to the Mayor that this proposed list would go back to WPPDC to include in their submission.

As members of the WPPDC Board, Vice Mayor Walker and Council Member Greer stated that they did not have any problem with the proposed CEDS list.

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

- Motion was made by Council Member Greer to approve the list as presented, with motion on the floor being seconded by Vice Mayor Walker. Discussion ensued. Council Member Moyer questioned what this would cost the Town, with the Town Manager referring to the CEDS list that had been previously given to Council. Council Member Cundiff mentioned that he thought the Town was supposedly trying to generate traffic for downtown, questioning what would happen if the bypass was put in, with the Town Manager confirming to Council that this is being proposed only to start the process, but in all likelihood, it would be years before this would come up for discussion. There being no further

discussion, let the record show that the motion on the floor passed unanimously by those present.

D. Request of Rocky Mount Lions Club

The Assistant Town Manager informed Council that in 2011, the Rocky Mount Lions Club has asked Council to guarantee its advertising costs for the club in bringing in Dailey & Vincent to the Franklin County High School auditorium. He further stated the following: The guarantee is a hedge against the possibility of inclement weather forcing cancellation of the show. Council agreed and the Lions Club was able to put on the show, quite successfully, without having to use the hedge. Club President James Guilliams is again asking Council's support in guaranteeing this advertising cost of \$800 for Little Roy & Lizzy Show set for January 28, 2012 at 7:30 p.m. The costs include radio, television and print advertising that would be lost in the event of cancellation. In the event the show is cancelled, the Town would reimburse the Rocky Mount Lions Club the advertising costs up to \$800 from the Special Events line item in the Community Development budget. If the show goes on as scheduled, the Town would be out of nothing. The Assistant Town Manager confirmed that he has room in his budget to support the request, and has reviewed the request and recommends that Council approve the guarantee, with him looking to Council for direction on this. He further confirmed to the Mayor that last year he believes the advertising costs were \$750 that they had asked a guarantee for. There was discussion regarding that the Town would not guarantee more than the \$800 requested for.

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

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

**COMMITTEE REPORTS**

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

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

A. Referrals to Planning Commission from Town Council

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

B. Rise 'N Shine Appearances

Let the record show that the Town Manager appeared on the *Rise 'N Shine* show.

**COUNCIL CONCERNS**

Let the record show there were no Council concerns at this time.

**CLOSED MEETING**

At 7:52 p.m., motion was made by Council Member Strickler to go into *Closed Meeting*, and seconded by Council Member Cundiff and carried unanimously to discuss the following:

- 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 (Underwood Vs. Town of Rocky Mount; Agee Vs. Town of Rocky Mount).

At 8:15 p.m., motion was made by Council Member Love 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.

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Steven C. Angle, Mayor

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

The Mayor reported that no action was taken.

### **ADJOURNMENT**

At 8:18 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Strickler and carried unanimously by those present.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts/Town Clerk

/phk

**ROCKY MOUNT TOWN COUNCIL  
SPECIAL COUNCIL MEETING  
WORK SESSION  
JANUARY 23, 2012**

The January 23, 2012 special meeting work session of the Rocky Mount Town Council was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 4:00 p.m. with Mayor Steven C. Angle presiding for the purpose of consideration of establishing priorities for Town of Rocky Mount's Fiscal Year 2012-2013 Budget.

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, 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.

The Mayor requested that the agenda be amended to include Council's review and consideration of approval for request of a draft resolution pertaining to Trinity Packaging.

- Motion was made by Council Member Strickler to add the requested amendment to the agenda, seconded by Council Member Greer and carried unanimously by those present.
- Motion was made by Council Member Love to amend the agenda as requested, seconded by Council Member Greer and carried unanimously by those present.

**DRAFT RESOLUTION PERTAINING TO TRINITY PACKAGING CORPORATION**

The Town Manager presented to Council for the review and consideration of approving draft "Resolution of the Town Council of Rocky Mount, Virginia Endorsing the IARTP Request of Trinity Packaging Corporation". He pointed out that on October 11, 2010, Council had approved the same resolution that allows corporate officials of Trinity Packaging Corporation to apply for Industrial Access Railroad Track Funds from the

Commonwealth of Virginia's Department of Rail and Public Transportation in the amount of \$300,000 to build rail siding, and at this time, that resolution had expired and needed to be replaced; therefore, the reason that the draft resolution is before Council once again in order for the resolution to be valid.

The Town Manager confirmed to Council that Trinity Packaging Corporation is still wishing to pursue the rail siding.

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

- Motion was made by Council Member Strickler to approve the draft resolution as presented, 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.

### **CONSIDERATION OF ESTABLISHING PRIORITIES FOR TOWN OF ROCKY MOUNT'S FISCAL YEAR 2012-2013 BUDGET**

On the agenda to discuss were several items, being:

- Assumptions for Revenue Projections
- Capital Items
- Line Items/Operation Expenses
- Fees and Taxes
- Salaries – COLA/Merit

The Town Manager and Finance Director discussed with Council the following:

- Revenue projections, with them being fairly flat again this year.
  - Currently at 12 cents per \$100,000 for real estate taxes. Will have to do about 14 cents tax rate to keep up with Franklin County's new reassessment, which has lowered property values. Discussed what the Town will stand to lose in tax revenues if the Town's tax rate stays at 12 cents (assuming 100% collection), which should be approximately \$51,345. If the Town goes to 14 cents, the revenue should be approximately \$85,000. This is the fourth year that the Town's real estate rate has stayed at 12 cents. In order to break even, the Town needs at least 13.5 cents rate. At 14 cents, the property owner will see a small increase in their real estate taxes in the amount of approximately \$20 annually. With one 1 cent increase, the Town would receive approximately \$41,000 (with new assessments that Town has to operate from). Finance Director explained how the equation works for the 1 cent to 2 cents. Town Manager explained to Council that the reason staff is asking for information now is so that they can work with the department heads to see how their budget line items will have to be. Finance Director confirmed that Franklin County has indicated that they will more than likely raise the real estate tax to at least 10 cents more. The Finance Director went over the history of the real estate tax increase over the past several

- years, commenting that the Town did lower it to 12 cents four years ago.
  - o Finance Director confirmed that the meals tax is holding its own. May see a small increase of approximately 2%, which will equate around \$30,000 to \$40,000 in revenue. Further confirmed that the amount the meals tax can be raised has not been maxed out.
  - o Discussed state revenue, with the Finance Director confirming that those funds are used for the Police Department and streets, and as right now, those funds are remaining static.
  - o Discussed the cigarette tax. Finance Director informed Council since this was a new tax this year, have left it budgeted at \$250,000. May get around \$110,000 for 11 months. The tax is at 10 cents per pack. Receiving about \$10,000 revenue per month. Explained how this is tracked. Also confirmed that the stamps are pre-sold; thus, this is money in-hand for the Town, with the Town not having to chase the money down. Confirmed that the Town has about 14 to 16 store locations selling cigarettes.
  - o Finance Director confirmed that the water and sewer rates, as they are now, will be used for the budget, which was requested by Council during their December 2011 Town Council meeting. Does not see a whole lot of increase in water usage unless a large business or industry locates in the Town that uses a lot of water. Will see small revenue in the fire suppression fee. Have about 50 to 60 accounts for that, and the revenue should be approximately \$600 for one business per year, with a total of approximately \$30,000 in revenue. Still having the Public Works Director, Superintendent of the Water Treatment Plant, and Planner verify the number of businesses that will be charged the fire suppression fee.
  - o Discussed that the sales tax will probably decrease. The Finance Director explained that the state now has a new formula that is used, with this being based on the state school age children in each locality. The Town was receiving about 4%, but now it will be getting only approximately 3.5% from local sales tax. Had budgeted to get \$157,000 this year, but will probably see only about \$135,000.
  - o Discussed that the estimated new monies coming in is approximately \$120,000 to \$125,000. Finance Director will still need to confirm this.
  - o Town Manager explained that when the revenue checks out in terms of budget, it will be very close to what the Town has for the current budget total; and with the projected increases in other smaller revenue increases, it will probably be flat for this upcoming budget, which will almost be identical to what the Town has right now.
- Discussed capital needs, such as:
- o Laptop computers for the Police Department; sewer work on State Route 40 West and Scuffling Hill Road; sewer line on Bernard Road; Waste Water Treatment Plant climbing screen at Powder Mill Pump Station; replacing the Public Works Department dump truck; and items for the Fire Department and Police Department that were pushed forward.

- Discussed the costs to replace the in-car laptop computers for the Police Department, which is approximately \$20,000. No vehicles for the Police Department are needed as the Town has leased those vehicles for four years. Total laptops needed are probably eight for next fiscal year. These are the toughbook types that are fixed in the vehicles. They will also need approximately \$6,000 for audio and video equipment for the vehicles, which is a very useful tool from the Town's standpoint when the police officers make traffic stops. The Finance Director confirmed to Council Member Greer how many will be needed.
- Town Manager stated that he believes the Public Works Director is not requesting any capital items that he does not need. The dump truck that needs to be replaced now is 25 years old. Finance Director confirmed that the Town does receive some state funding from Virginia Department of Transportation for such things as snow removal, and only includes street-wise work and not cleaning off parking lots, with the Town having to account to the state what they give to the Town.
- Discussed the vehicles at the Rocky Mount Municipal Building, with the Town Manager stating that they are still short one vehicle. Discussed that he has turned his vehicle over to use as a pool vehicle, but emphasized that he would rather see the Public Works Director get something first. There was discussion about the safety of the Cavalier, with several Council members wishing to see it prior to considering having it replaced.
- Town Manager stated that the Community Development Department has requested funds for playground equipment in the amount of approximately \$18,000, and also requested funds to help make Celeste Park work.
- Town Manager pointed out that the Public Works Director is requesting funds in the amount of approximately \$14,000 to have the meter reading truck replaced due to high mileage.
- Town Manager pointed out that there is a request to refurbish Grassy Hill water tank in the amount of approximately \$60,000.
- Town Manager pointed out that there is a long list from the Water Plant that has been pushed forward from last budget.
- Town Manager pointed out that the Town will be fortunate to do about 20% of everything department heads are asking for. Town Manager confirmed to Mayor that the department heads are prioritizing items they need, and this is one reason he and the Finance Director want the department heads to know what the revenue will be to purchase. He further mentioned that staff is looking for what Council wants.
- Discussed setting aside monies for the music venue, with funding possibility being offset revenue from tax credits. Town Manager explained how this would work, with this possibly having to be submitted as a bond to give something to Council that will have a zero balance.
- Council Member Cundiff opened up discussion regarding the \$97,000 that was set aside in contingency last year for the Water Plant and that it is time to take a hard look at what was set aside. In generality, there was discussion that the replacement motors are suppose to be energy efficient, and that the

Town needs to look at keeping the plant updated. Discussed instead of carrying the \$97,000 forward and that the Town could safely replace the motors, but make sure the figures are up-to-date concrete prices and that it not include the cost for the generator. Also discussed that the replacement of the motors do not need to be new monies. Discussed what the old motors could be used or sold for, which would probably be scrap metal.

- Town Manager mentioned that the Public Works Department, Water Department and Waste Water Treatment Department have their expenses way down because they have cut their expenses at the projected budget right now. Discussed what the Water Department has currently spent. The Town Manager indicated that both the Water Department and Waste Water Department have come in below their budgets.
  - Discussed needing an update from the Planner on the information he is working on (specifically, water accountability). The Assistant Town Manager confirmed to Council that the analysis of the information is ongoing but should be completed by the end of this month. The Town Manager stated that this information will be going before the Public Utilities Committee.
  - Town Manager explained that the Town has been getting requests from businesses on State Route 40 West for sewer. He explained the proposed sewer line on Scuffling Hill Road and how it would tie-in to the one being proposed for State Route 40 West. He further explained that the Public Works Director believes the sewer line is needed and that the Scuffling Hill Road one needs to be done first. Regarding proposed sewer lines, also discussed the proposed sewer line by the Public Works Director for the proposed development in Franklin Heights Subdivision that is located at the corner of Bernard Road and Cornell Drive. The Town Manager explained that legally, the Town has to provide sewer to the property line if that development is ever built.
  - Discussed how much debt service was saved when the Town paid off the Franklin Heights Subdivision water/sewer project, with the Finance Director stating that she believes it will be approximately \$120,000. Discussed that at some point, the Town should build its fund balance back up.
- Discussed line items, such as:
- Approximately \$22,500 for outside agencies set aside in this year's budget, which is greatly reduced from previous years. Don't see these contributions changing dramatically, but discussed Council maybe wanting to reduce it down to \$20,000 total funding for outside agencies.
  - Special events: just shy of \$16,000, with these funds coming out of the Community Development's budget. Went over list of what the special events were (i.e., the Crooked Road and Footlights of the Blue Ridge).
  - Still transferring meals tax into the utility funds, which is typically used to balance the budget at the end of the fiscal year.
  - Already discussed meals tax; plan to adjust real estate tax to 14 cents per \$100; proposing to stay at 51 cents per \$100 on personal property tax.

- Discussed that Public Works Director believes that the garbage pickup fees should be increased from \$4 per month to \$6 due to the amount of work that goes into it, and that to break even, the amount should be \$13 monthly. The Finance Director went over what the \$6 monthly fee covers, and confirmed to Council Member Greer that she would get back with him on how many businesses use the Town garbage pickup. Discussed that Council may want to consider increasing the business garbage pickup from \$8 per month to either \$14 or \$15, with this increase not hurting residential users.
- Discussed that the dump truck rental brings in approximately \$300 annually.
- Discussed some localities doing away with the vehicle decals and rolling it into a tax. The Finance Director explained to Council that if Franklin County ever does this, the Town would probably consider following suit, but at this time, having people purchase the auto decals is the best way the Town can make sure people pay their real estate and personal property tax, as they cannot get the decal without doing so. Further stated that this is the easiest collection tool the Town has because if someone does not pay their taxes, they cannot get a vehicle tag with Division of Motor Vehicles. Confirmed to Council that the vehicle decals bring in approximately \$90,000 annually. It was also discussed that somehow the Town needs to relay to the public the importance of being able to collect the taxes, with that being covered by having people to actually buy their vehicle decals, which is a good collection tool to help keep taxes from being increased.
- There was no suggestion from Council on changing any fees at this time.
- Regarding COLA, the Town Manager informed Council that they have a good group of people working for them and that there had been no employee raises since 2008. He further stated that his preference would be to put something in for COLA, suggesting a 2.5% cost of living raise. The Finance Director confirmed to Council that the bonus given to employees this budget year totaled approximately \$39,000. The Mayor mentioned that the bonuses were nice, but still is not a cost of living raise, further mentioning that things are not getting cheaper and it is now going on four years since the Town employees have had a raise, and it is time for the Town to bite the bullet on this; thus, the Mayor asked the Town Manager and Finance Director to look at COLA at a flat rate, 1.5% and 2.5%. Council Member Moyer stated that he believes everyone knows how he feels about this, and he feels like the Town has good employees, but everyone has had to tighten their belts and the Town needs to tighten theirs also, and when the bucket is empty, it is empty. There was brief discussion regarding the economy overall.
- The Town Manager and Finance Director confirmed to Council that the Town has yet to get real numbers on the health insurance, and that the Town partners with the County to get lower rates; that the County has looked at other companies to get better rates, with the County Administrator being pretty good at trying to get the lowest rates. May be looking at possibly a 10% increase in health insurance costs, which would be about \$40 per employee; \$120 for family; and it will be up to Council on how to pay this. Past several years, Council has picked up the extra expense because

employees have not had a raise, and if Council had not picked up the extra expense in the health insurance coverage, employees would have had a decrease in their paychecks.

The Town Manager and Finance Director informed Council that they will begin working on the budget with the department heads, and that they will forward a budget calendar to Council for approval. The Finance Director did confirm that the plans are to have the proposed budget to Council by March 30, 2012.

**ADJOURNMENT**

At 5:23 p.m., motion was made by Council Member Greer to adjourn, seconded by Council Member Strickler and carried unanimously.

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

ATTEST:

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

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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Annually, the Franklin County Historical Society presents for Council's review and consideration of approval assistance in supporting their events, specifically: "Moonshine Express", "History in Bloom", and "Ghosts &amp; More".</p> <p>The Society is asking: (1) permission for the use of the Municipal Building and parking lot to hold all three events for the public to gather and meet the tour buses; and (2) \$300 sponsorship fee for tour buses for the "Moonshine Express" and "Ghosts &amp; More" events (a total of \$600).</p> <p>A letter from the Society is attached.</p>
ACTION NEEDED:	Approval/denial of requests.

Attachment(s): Attachment

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

# FRANKLIN COUNTY HISTORICAL SOCIETY INC.

The Flora Morris House  
460 S. Main Street - PO Box 905  
Rocky Mount, VA 24151  
E-mail: [FChistory@swva.net](mailto:FChistory@swva.net)

Phone: 540-483-1890

Web Address:  
[Franklincountyvirginiahistoricalsoc.org](http://Franklincountyvirginiahistoricalsoc.org)



January 18, 2012

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

Dear Town Manager Sir,

First, I'd like to thank you and other town officials for assistance with our events in previous years - and then ask for more help. The use of the town itself is essential for our character events, and use of the Municipal Building is very convenient for the public to gather and meet the buses. We surely enjoy this historical tourism partnership with the town.

I hope we will be able to use the Municipal Building & Grounds as event headquarters for "Moonshine Express" (Sundays, April 15 & 22), "History in Bloom" (tentatively set for Saturday and ~~Sunday, June 9 & 10~~ <sup>JUNE 2nd</sup>) and "Ghosts & More" (Saturday, Oct. 27) as in previous years. I also hope the town will be able to again sponsor a bus for the two character events. The fee remains at \$300 per bus for "Moonshine Express" and "Ghosts & More" in October. These events continue to bring people into town as well as cater to locals.

Please let me know if I need to make a formal request to Council for use of the grounds and bus sponsorship. Of course, I realize that the town operates on a fiscal year while the Historical Society uses the calendar year for business.

I am sending a separate letter to the Mayor and Council in relation to the annual "Veterans Memorial Day" event on the courthouse lawn - because we are requesting a street closing.

We anticipate leading bus and other group tours of the town again this year as we market our "Old Times are not Forgotten" guide services. I have written the police chief to let him know that we will be providing information and dates as soon as they are firm.

Thank you for your support of our events and for consideration of these requests.

Sincerely,

  
Linda Stanley, Special Projects Coordinator

*Franklin County Historical Society collects, preserves and shares the history of Franklin County, Virginia. We operate a History Museum & Research Library; sponsor periodic history-themed events and programs; distribute educational materials; and publish a newsletter for members six times a year.*

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 9, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Matthew C. Hankins, Assistant Town Manager
<b>DEPARTMENT:</b>	Community Development Department
<b>MONTH:</b>	January 2012

Monthly report will be given to Council prior to the meeting.

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 7, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	January 2012

This report contains the following monthly information for January 2012 activity:

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

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.

924 walk-in transactions

1068 drive-thru transactions

785 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING JANUARY 2012**

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

**Retail:**

Hunn's Auto Sales, 770 Cornell Rd., used auto sales

**Repairs:**

Moyer's Detailing, 470 Glenwood Dr., car detailing

**TOWN OF ROCKY MOUNT  
Investment Portfolio  
at December 31, 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>
<b>Fixed Income / Bonds:</b>									
FHLB	1/26/2012	1/26/2012	500,000	100.110	500,550.00	2.09%	2.10%	3133XSWX2	10,500.00
FFCB	9/24/2012	3/24/2016	500,000	101.508	507,540.00	2.40%	2.44%	31331KFK1	12,200.00
FFCB	7/18/2012	7/18/2016	225,000	100.808	226,818.00	2.07%	2.09%	31331KRN2	4,702.50
FHLB	5/18/2012	11/18/2015	500,000	100.680	503,400.00	2.03%	2.05%	313373PF3	10,250.00
FHIB	5/25/2012	2/25/2016	500,000	100.729	503,645.00	2.03%	2.05%	313373TX0	10,250.00
FHLM	6/29/2012	6/29/2016	230,000	100.596	231,370.80	1.98%	2.00%	3134G2LW0	4,600.00
FHLB	4/13/2012	10/13/2016	255,000	100.235	255,599.25	1.12%	1.13%	3134G2T69	2,868.75
FNMA	10 days	4/29/2015	500,000	101.945	509,725.00	1.96%	2.00%	3136FRGH0	10,000.00
FNMA	2/10/2012	8/10/2015	500,000	100.125	500,625.00	1.62%	1.63%	3136FRH30	8,125.00
FNMA	10 days	12/28/2016 A	500,000	100.093	500,465.00	9.90%	1.00%	3136FTVF3	5,000.00
<b>Bond Totals</b>			<u>4,210,000</u>		<u>4,239,738.05</u>	2.72% avg. return			<u>78,496.25</u>

Note A This bond replaced one that was called having a rate of 1.54%

**Certificates of Deposits:**

Ally Bank Midvale UT	12/23/2013	245,000	99.734	244,348.30	1.10%	1.10%	02005QYE7	2,695.00	
Am Express Centurion	11/17/2015	225,000	99.530	223,942.50	1.75%	1.75%	02587DGX0	3,937.50	
BMW Salt Lake UT	5/13/2013	225,000	100.568	226,278.00	0.99%	1.00%	05568PZR1	2,250.00	
CIT BK Salt Lake UT	10/13/2016	190,000	99.777	189,576.30	2.01%	2.00%	17284AZY7	3,800.00	
Discover Bk Greenwoc	9/15/2014	245,000	99.907	244,772.15	1.30%	1.30%	254670W40	3,185.00	
GE Bk Draper Utah	9/30/2014	245,000	99.797	244,502.65	1.40%	1.40%	36159C3F1	3,430.00	
GE Cap Fin'l Retail	12/29/2016	245,000	99.064	242,706.80	2.10%	2.11%	36160YMM4	5,145.00	
Goldman Sachs NYC	11/3/2014	245,000	99.800	244,510.00	1.50%	1.50%	38143AAP0	3,675.00	
Southside Bk Tyler TX	9/21/2016	245,000	100.047	245,115.15	1.00%	1.00%	84470QDY0	2,450.00	
<b>CD Totals</b>			<u>2,110,000</u>		<u>2,105,752</u>	1.46% avg. return			<u>23,935.00</u>
<b>Total Investments</b>			<u>6,320,000</u>		<u>6,345,489.90</u>				<u>102,431.25</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Oct-11	901,749.88	0.15%
Nov-11	912,347.27	0.17%
Dec-11	374,363.03	0.14%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF JANUARY 31, 2012**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	34,551	84,345	140,177	165,022	547,772	25.59%
Public Service Tax	-	351	4	13,702	25,078	0.02%
Personal Property Tax	10,820	15,895	42,426	34,323	133,679	31.74%
Machinery & Tools Tax	-	1,826	3,347	2,287	85,175	3.93%
Penalties on Tax	40	102	1,144	672	1,000	114.43%
Interest on Tax	43	44	860	179	500	172.09%
Local Sales Tax	12,419	12,536	65,265	68,723	157,495	41.44%
Meals Tax	106,760	77,785	572,141	529,606	1,030,125	55.54%
Utility Tax	27,029	28,418	160,669	161,726	332,100	48.38%
Communications Tax	16,384	16,880	95,735	104,314	197,880	48.38%
Decals	6,904	6,993	10,254	11,205	89,470	11.46%
Bank Stock Tax	-	-	-	-	202,320	0.00%
Penalty-Meals Tax	842	127	2,631	1,360	750	350.86%
Interest-Meals Tax	389	173	1,412	558	200	705.98%
Lodging Tax	4,913	7,487	44,946	45,064	84,890	52.95%
Cigarette Tax	3,201	-	74,671	-	250,000	29.87%
BPOL-Retail	325	-	119,026	5,249	253,157	47.02%
BPOL-Professional	-	1,326	11,568	10,971	119,101	9.71%
BPOL-Contractor	-	-	1,438	534	14,019	10.26%
BPOL-Repairs/Services	10	60	1,204	4,100	95,845	1.26%
BPOL-Alcoholic Beverages	-	-	-	100	500	0.00%
BPOL-Penalty/Interest	-	218	6,820	2,175	800	852.48%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	-	-	-	6,400	0.00%
BPOL-Miscellaneous	50	50	503	296	2,322	21.66%
Solicitor Permits	-	-	20	60	-	0.00%
Farmer's Market Fees	150	10	960	885	1,900	50.53%
Welcome Center Fees	160	310	2,325	4,605	6,000	38.75%
Depot Management Fees	-	-	-	-	-	0.00%
Planning/Zoning Fees	1,540	506	7,251	3,374	7,500	96.68%
Court Fines	1,562	1,875	12,442	15,547	25,500	48.79%
Parking Fines	-	-	205	80	390	52.56%
Interest Earnings	9,664	9,104	21,252	57,810	72,538	29.30%
Return Check Fees	160	140	500	500	640	78.13%
Rental of Property	300	-	420	420	420	100.00%
Sale of Materials	-	-	35	10	-	0.00%
Sale of Property	-	-	-	930	4,000	0.00%
Grave Preparation	-	-	750	-	1,000	75.00%
Security Services	-	-	2,310	2,910	2,500	92.40%
Passport Service Fees	825	720	3,654	1,871	3,500	104.41%
Police Reports	91	188	924	1,120	1,500	61.60%
Garbage Collection Fees	7,457	7,482	36,480	51,735	88,350	41.29%
Truck Rental Program	20	-	160	120	300	53.33%
Miscellaneous Services	21	-	1,352	-	-	0.00%
Donations	-	53,621	340	204,307	-	0.00%
Insurance Recovery	-	-	-	447,775	-	0.00%
Merchandise Sales	-	-	-	-	-	0.00%
Miscellaneous	429	6,796	15,139	28,823	-	0.00%
Curb & Gutter Recoveries	-	450	-	960	-	0.00%
Recoveries	260	4	856	2,339	500	171.20%
Bond Proceeds	-	-	-	31,877	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>Total Local Revenues</b>	<b>247,318</b>	<b>335,824</b>	<b>1,463,618</b>	<b>2,020,223</b>	<b>3,847,316</b>	<b>38.04%</b>

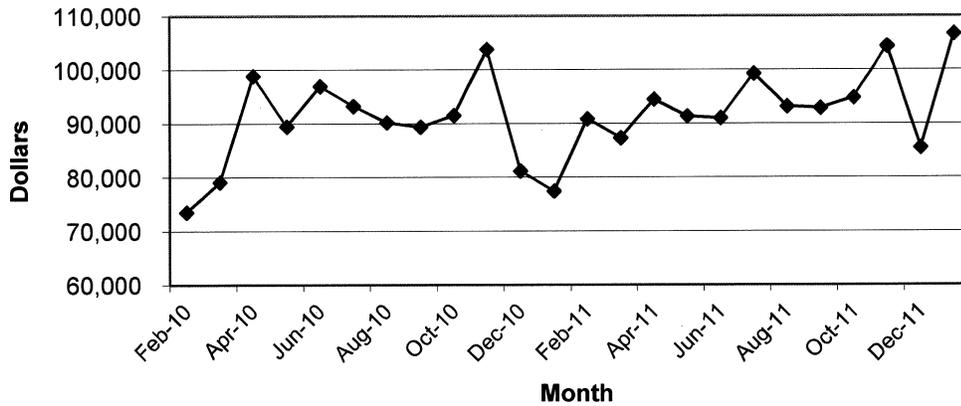
TOWN OF ROCKY MOUNT REVENUE COMPARISONS AS OF JANUARY 31, 2012						
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>GENERAL FUND - State Revenues:</b>						
ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	-	-	3,144	3,255	3,000	104.80%
Litter Tax	-	-	2,054	2,501	2,500	82.16%
Other Categorical Aid	-	-	-	295	-	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	-	-	-	6,989	-	0.00%
VDOT Grant	-	-	-	10,164	-	0.00%
Local Law Enforcement	-	-	-	-	-	0.00%
DMV Mini Grants	-	-	19,110	-	-	0.00%
Street Maintenance	-	-	595,555	558,701	1,117,402	53.30%
Volunteer Fire Dept.	-	7,600	14,455	15,100	30,000	48.18%
Law Enforcement-599 Funds	-	-	54,230	56,202	112,406	48.24%
Police Grants	-	-	-	12,401	-	0.00%
Va. Commission of the Arts Grant	-	-	-	5,000	-	0.00%
Va. Dept. of Conservation & Recreation	-	-	-	-	-	0.00%
County Community Funds	-	-	-	-	-	0.00%
<b>Total State Revenues</b>	-	<b>7,600</b>	<b>742,409</b>	<b>734,869</b>	<b>1,359,425</b>	<b>54.61%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>247,318</b>	<b>343,424</b>	<b>2,206,027</b>	<b>2,755,092</b>	<b>5,206,741</b>	<b>42.37%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	94,020	76,113	424,321	425,048	1,013,000	41.89%
gallons billed	22,062,110	20,441,900	146,087,979	157,191,382		
Water Connections	-	1,000	14,300	20,225	169,550	8.43%
Reconnect Fees	300	165	1,800	1,375	2,400	75.00%
Penalties	1,698	2,282	11,963	13,561	18,500	64.67%
Bulk Water Purchases	42	29	1,388	949	1,800	77.12%
County Bulk Water Sales	-	-	-	-	-	0.00%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	58,295	55,304	273,004	272,535	650,964	41.94%
gallons billed	16,159,480	15,274,989	107,302,992	115,984,587		
Sewer Connections	-	1,000	10,000	7,125	152,500	6.56%
Leacheate Collection Charges	-	-	-	-	-	0.00%
Cell Tower Rent	3,912	3,787	21,472	22,724	45,903	46.78%
Bond Proceeds	-	-	71,797	32,000	-	0.00%
VML Safety Grant	-	-	4,000	-	-	0.00%
Meals Tax Transfer	-	62,307	454,135	514,278	454,135	100.00%
Recoveries	405	-	405	-	-	0.00%
Transfer from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	675,500	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>158,672</b>	<b>201,988</b>	<b>1,288,584</b>	<b>1,309,821</b>	<b>3,184,252</b>	<b>40.47%</b>

TOWN OF ROCKY MOUNT REVENUE COMPARISONS AS OF JANUARY 31, 2012						
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>CAPITAL PROJECTS REVENUES:</b>						
CBDG Grant	-	-	-	171,757	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	-	0.00%
VDOT Grant	-	-	-	-	-	0.00%
Bonds / Loans	-	-	35,754	187,490	-	0.00%
Uptown Loan Repayments	163	-	1,186	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>163</b>	<b>-</b>	<b>36,940</b>	<b>359,247</b>	<b>-</b>	<b>0.00%</b>
			7 months of the 12 months of the fiscal year			58.33%
NOTE (A): There were no cut-offs in December; after calls were made for balances due, we felt there was not enough time to allow for payment and cut-on before the holiday.						

**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

Month	Collections
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
Nov-11	104,455
Dec-11	85,579
Jan-12	106,760

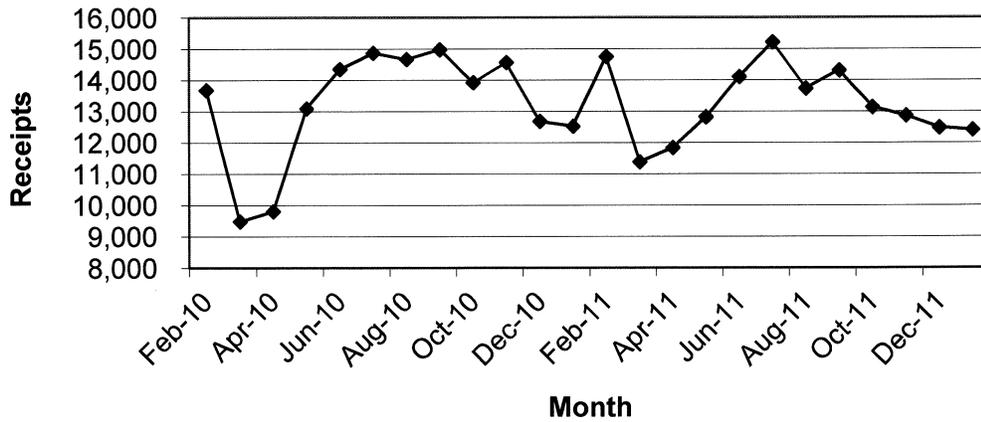
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

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
Nov-11	12,878
Dec-11	12,496
Jan-12	12,419

Local Sales Tax



**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JANUARY 31, 2012**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	7,426	6,897	51,443	54,586	105,481	48.77%
Town Manager	13,265	13,575	106,496	105,111	179,327	59.39%
Town Attorney	7,139	-	30,439	12,992	39,190	77.67%
Finance Department	16,695	16,447	165,689	165,512	311,675	53.16%
Electorial Board	-	-	-	-	3,000	0.00%
Police Department	121,022	111,370	996,967	792,560	1,546,638	64.46%
Volunteer Fire Dept.	11,850	32,668	63,330	73,663	102,829	61.59%
Public Works Admin.	1,882	1,542	8,797	9,163	17,156	51.28%
Street Lights	9,712	8,683	48,835	46,902	91,150	53.58%
Traffic Control & Parking	904	5,944	122,978	41,126	78,390	156.88%
Streets	28,190	26,833	543,241	284,995	911,417	59.60%
Sidewalks & Curbs	-	-	2,568	3,769	73,692	3.48%
Old Fort Road Extension	-	-	-	41,955	-	0.00%
Street Cleaning	1,406	4,028	10,944	10,471	16,818	65.07%
Refuse Collection	14,276	16,582	96,564	78,394	154,218	62.61%
Snow Removal	770	5,123	2,870	12,444	25,350	11.32%
Municipal Building	5,259	4,368	33,103	32,389	63,097	52.46%
Emergency Services Bldg.	5,125	11,518	26,598	26,695	58,350	45.58%
Public Works Building	1,504	1,762	1,606	3,620	19,060	8.43%
Cemetery	-	22	13,023	9,400	16,293	79.93%
Playgrounds	1,023	381	14,198	10,773	26,988	52.61%
Celeste Park	-	-	1,169	-	-	0.00%
Pigg River Heritage Trail	14,186	3,017	22,249	56,161	-	0.00%
Gilley's Park	-	-	-	-	9,500	0.00%
Veterans' Park erosion repairs	-	-	-	-	97,000	0.00%
Pigg River Dam Safety	-	294	573	3,106	30,000	1.91%
Planning & Zoning	5,888	4,858	58,022	51,138	122,353	47.42%
Community Development	11,678	9,971	103,350	93,150	189,073	54.66%
Citizen's Square	1,960	1,064	11,971	5,887	15,400	77.73%
Hospitality Center	2,497	1,178	6,704	5,330	17,150	39.09%
Main Street Program	-	-	-	15,487	-	0.00%
Passport Services Expenses	-	67	491	2,381	1,050	46.79%
Music Venue Operating	144	-	144	-	-	0.00%
Remediation Blighted Structures	2,672	-	4,432	-	40,000	11.08%
<b>Non-Departmental:</b>						
Wages & Fringes	1,327	50	27,228	30,849	45,959	59.24%
Employee Wellness Program	-	-	3,555	2,685	7,300	48.70%
Employee Drug Testing	-	199	397	395	1,200	33.09%
Letter of Credit Reimbursement	-	-	-	-	250,000	0.00%
Insurance	-	-	58,832	60,854	67,000	87.81%
Contributions to Others	-	-	22,500	25,000	22,500	100.00%
Debt Service-Principal	189,300	24,300	189,300	82,778	189,300	100.00%
Debt Service-Interest	58,295	29,666	126,381	96,298	127,201	99.36%
Transfer to Utility Fund	-	62,307	454,135	514,278	454,135	100.00%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	50,000	27,500	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>535,394</b>	<b>404,716</b>	<b>3,431,121</b>	<b>2,912,297</b>	<b>5,553,740</b>	<b>61.78%</b>

**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JANUARY 31, 2012**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
						THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	5,248	4,814	103,386	107,629	264,690	39.06%
Meter Reading	3,159	3,769	14,093	14,764	45,332	31.09%
Water Plant	38,113	46,724	275,913	282,402	580,716	47.51%
Water Loss Study	-	-	-	1,800	-	0.00%
Oaks / Fralin Development Sewer Line	543	6,766	3,756	6,766	-	0.00%
Scuffling Hill Sewer Line	5,000	-	5,000	-	-	0.00%
Diamond Ave. Water Line Replacement	-	-	12,653	-	-	0.00%
Wastewater System Operation	12,571	10,706	78,661	42,217	144,077	54.60%
Wastewater Treatment Plant	20,915	27,469	174,748	170,793	379,870	46.00%
Utility Billing & Administration	8,830	8,865	60,442	65,535	135,688	44.54%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	4,441	6,244	-	0.00%
Insurance	-	-	19,611	20,285	22,313	87.89%
Debt Service-Principal	20,700	20,700	340,761	330,599	658,922	51.71%
Debt Service-Interest	24,883	25,271	78,772	88,677	182,444	43.18%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	1,000	94,700	0.00%
Depreciation	-	-	-	-	675,500	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>139,963</b>	<b>155,085</b>	<b>1,172,236</b>	<b>1,138,709</b>	<b>3,184,252</b>	<b>36.81%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Needmore	-	-	-	-	-	0.00%
Uptown Redevelopment Project	10,362	10,405	607,438	743,077	-	0.00%
Industrial Park - Site Improvements	-	38,150	411	43,985	-	0.00%
Music Venue Development	-	-	248,922	-	246,750	100.88%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>10,362</b>	<b>48,555</b>	<b>856,772</b>	<b>787,062</b>	<b>246,750</b>	<b>0.00%</b>
<b>7 months of the 12 month fiscal year</b>						<b>58.33%</b>

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>27,500</u>	<u>94,700</u>

		TOWN OF ROCKY MOUNT								
		UPTOWN REVITALIZATION PROJECT (04.3460)								
		THROUGH 1/31/12								
		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	-	-		228,493		228,493	(148,493)	
1031	Interim Assistance	-	-	-				-	-	
1031	Water Lines	59,000	-			104,631		104,631	(45,631)	
1032	Streets (PW crews)	-	-	-	224,135	252,525		476,661	(476,661)	
1033	Drainage	95,750	-	162,781	40,697	242,034		445,511	(349,761)	
1036	Streetscapes	652,728	900	32,887	467,140	1,240,006		1,740,034	(1,087,306)	
1037	Marketing	12,500	600	1,869		2,843		4,712	7,788	
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	8,731	63,612				63,612	244,388	
1043	Loan Pool	110,000	-	40,000				40,000	70,000	
1701	Housing Rehab	149,598	61	110,777		377	5,200	116,354	33,244	
	TOTAL PROJECT	2,065,186	10,292	411,926	731,972	2,257,698	5,200	3,406,796	(1,341,610)	
								3,406,796	(1,341,610)	
	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			254,722	(326,972)		134,800	62,549		
	FUNDING FROM TOWN (BALANCE OF TOTAL PROJECT)					1,293,686				
	REMAINING FUNDS FROM TOWN TO BE EXPENDED					(964,012)				

TOWN OF ROCKY MOUNT  
PIGG RIVER HERITAGE TRAIL (01.4355)  
PROJECT TO DATE EXPENDITURES  
AT 1/31/12

	Budget	This Month	Project to Date	Variance
Salaries & Fringes		-	40,454	
Supplies & Materials		-	28,234	
Contractual		14,186	38,987	
Totals	<u>156,500</u>	<u>14,186</u>	<u>107,675</u>	<u>48,825</u>

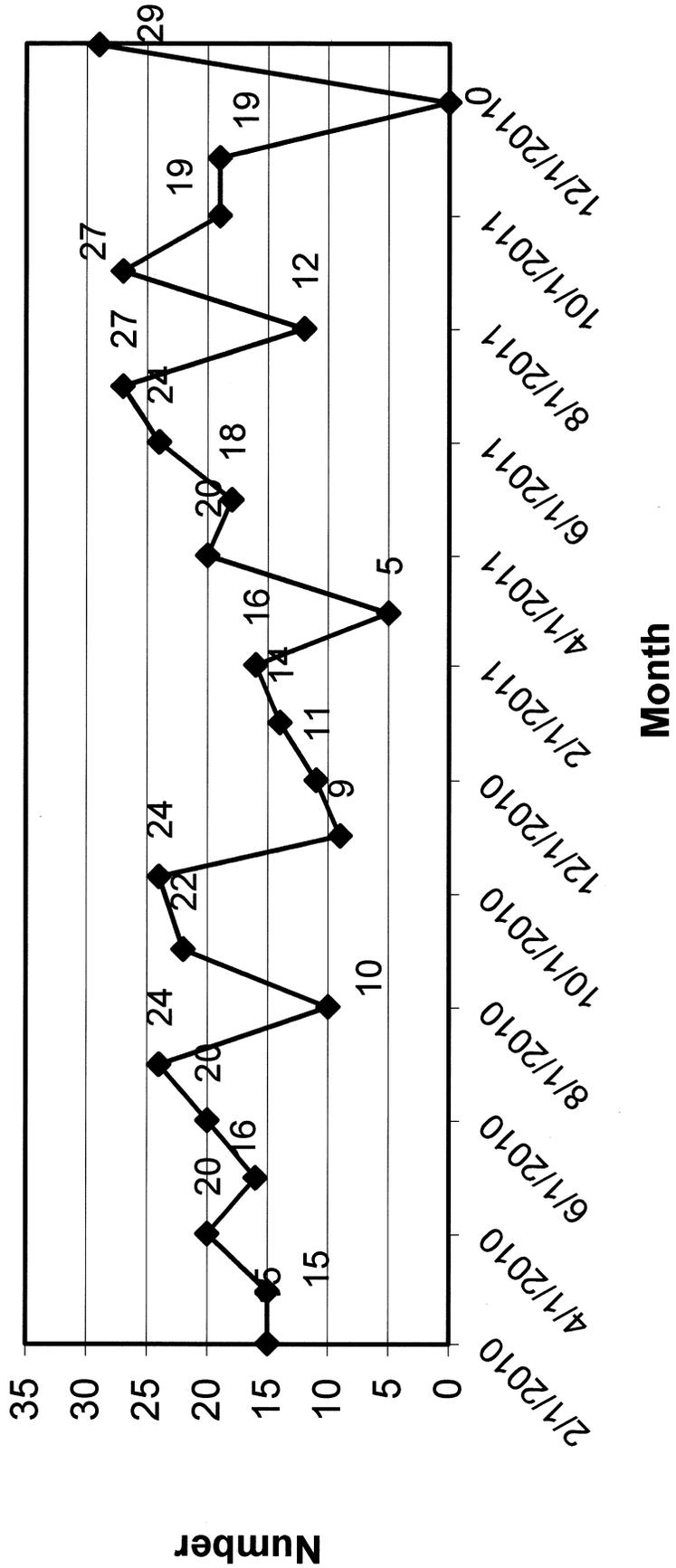
TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 WATER CONSUMPTION PERCENTAGES  
 FOR THE MONTH OF JANUARY 2012

	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,762	7,882,470	\$ 32,499	63%	36%	32%
COMMERCIAL	295	5,682,470	\$ 21,269	10%	26%	21%
INDUSTRIAL	41	3,811,430	\$ 12,308	1%	17%	12%
<b>TOTAL</b>	<b>2,098</b>	<b>17,376,370</b>	<b>\$ 66,076</b>	<b>74%</b>	<b>79%</b>	<b>65%</b>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	672	2,966,260	\$ 24,130	24%	13%	24%
COMMERCIAL	47	1,682,470	\$ 11,724	2%	8%	11%
INDUSTRIAL	1	37,010	\$ 245	0%	0%	0%
<b>TOTAL</b>	<b>720</b>	<b>4,685,740</b>	<b>\$ 36,099</b>	<b>26%</b>	<b>21%</b>	<b>35%</b>
				<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,434	10,848,730	\$ 56,629	86%	49%	55%
COMMERCIAL	342	7,364,940	\$ 32,993	12%	33%	32%
INDUSTRIAL	42	3,848,440	\$ 12,553	1%	17%	12%
<b>TOTAL</b>	<b>2,818</b>	<b>22,062,110</b>	<b>\$ 102,175</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

TOWN OF ROCKY MOUNT UTILITY BILLING PERCENT CONSUMPTION & PERCENT REVENUE PER CUSTOMER CLASS FISCAL YEAR 2012														
Month	In Town						Out of Town							
	Residential % Gal.	Commercial % Gal.	Industrial % Gal.	Total % Gal.	Residential % Rev.	Total % Rev.	Residential % Gal.	Commercial % Gal.	Industrial % Gal.	Total % Gal.	Residential % Rev.	Commercial % Rev.	Industrial % Rev.	Total % Rev.
Jul-11	34%	28%	18%	81%	67%	67%	13%	24%	9%	0%	19%	0%	0%	33%
Aug-11	35%	28%	20%	82%	68%	68%	12%	23%	5%	0%	18%	0%	0%	32%
Sep-11	32%	28%	22%	82%	68%	68%	12%	22%	6%	0%	18%	0%	0%	32%
Oct-11	34%	30%	17%	81%	66%	66%	13%	24%	6%	10%	19%	0%	0%	34%
Nov-11	33%	31%	16%	80%	66%	66%	13%	24%	7%	10%	20%	0%	0%	34%
Dec-11	35%	27%	17%	79%	65%	65%	13%	25%	7%	11%	21%	0%	0%	35%
Jan-12	36%	26%	17%	79%	65%	65%	13%	24%	8%	11%	21%	0%	0%	35%
Feb-12														
Mar-12														
Apr-12														
May-12														
Jun-12														
Average	34%	28%	18%	81%	66%	66%	13%	24%	6%	10%	19%	0%	0%	34%

\*\*\*NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, commercial, and industrial customers for FY 2012 (year ended 6/30/12).

# Number of Water Cut-offs



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
December-11

Water Plant Finished Water Pumped		<u><u>25,400,000</u></u>
Water Consumption Billed	22,062,110	
Meters Read and Not Billed	998,100	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	30,000	
Flow Meter Checks at Hydrants	-	
Filling Water Tanks	-	
Grand Total of Water Metered / Consumed / Tracked		<u><u>23,090,210</u></u>
Percent Finished Water Accounted		90.91%

NOTE: 1-2 man team used 1st wk in Jan. for Dec. usage due to equip failure of 2nd unit

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	-
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg	690
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1064-00-01	Veteran's Memorial Park	1,400
005-1300-00-01	Mary Elizabeth Park	-
005-1343-00-04	Music Venue	230
005-1384-00-01	Farmer's Market	-
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	980
009-2523-50-01	Emergency Services Bldg.	8,900
010-3099-00-01	20 Goodview St.	-
011-0050-90-01	Rt 122 Pump Station	2,900
041-0034-00-01	WasteWater Treatment Plant	395,000
	Water Plant Process	585,000

TOTAL Meters Not Billed		<u><u>998,100</u></u>
-------------------------	--	-----------------------

Water Line Repairs by Public Works during the month:

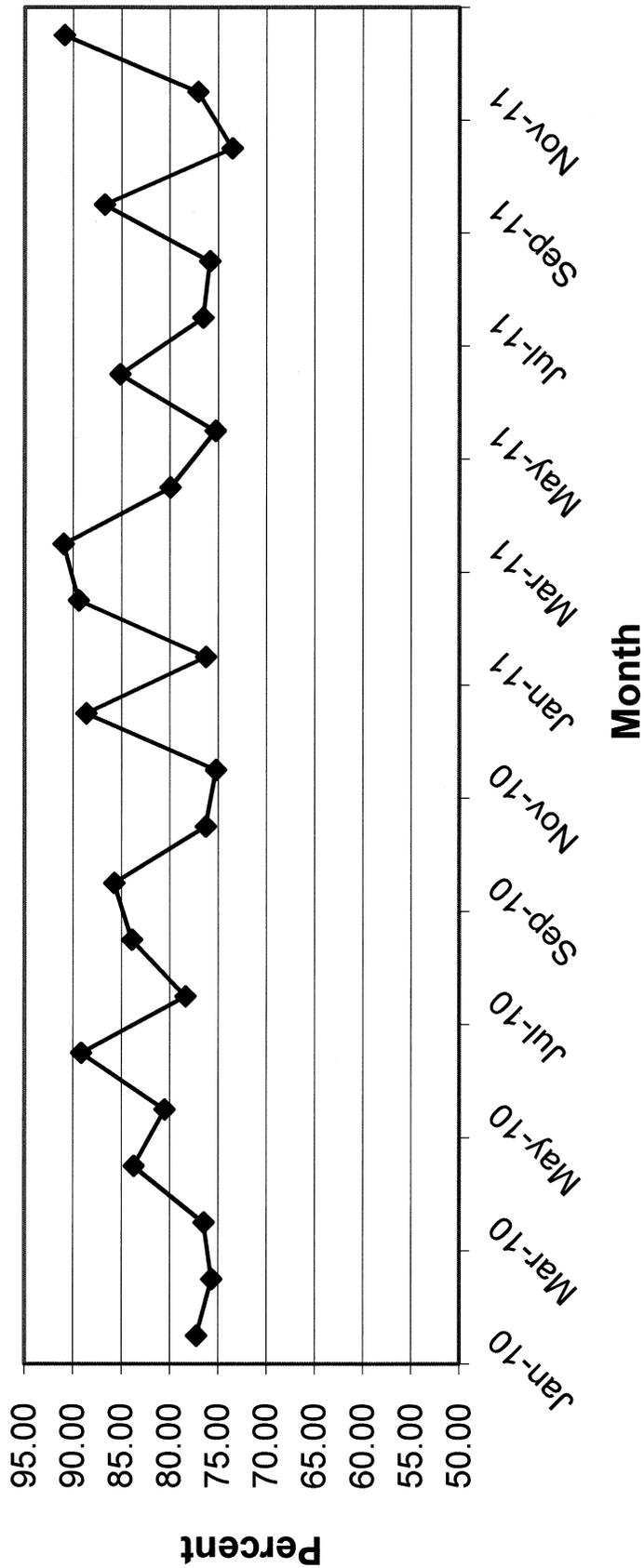
- 4" water line on South Main Street
- plastic water ilne on Byrd Land
- water line on Leonor Street

Sewer Line Repairs by Public Works during the month:

none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2012						
	Finished	Total				
	Water	Water	Percent	Gallons	Average	Average
	Treated	Gallons	Accounted	Variance	Quarterly	Quarterly
Month		Accounted	Accounted		Accounted	Variance
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	26,610,000	19,566,322	73.53%	7,043,678		
Nov-11	23,940,000	18,449,825	77.07%	5,490,175		
Dec-11	25,400,000	23,090,210	90.91%	2,309,790	80.50%	4,947,881
Jan-12				-		
Feb-12				-		
Mar-12				-	0.00%	-
Apr-12				-		
May-12				-		
Jun-12				-	0.00%	-
AVG.	27,010,000	21,584,998	80.11%	5,425,002	80.11%	5,425,002
TOTAL	162,060,000	129,509,988				
			Avg. Percent Unaccounted =	19.89%		
			Percent Accounted =	80.11%		
			2 out of 5 months this fiscal year > 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 Water Gallons Accounted (A)(B)	Pct. Account ed	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-11	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-11	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-11	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-11	310.00	28,650,000	46.21%	26,610,000	42.92%	19,566,322	73.53%	2,828	21,018,000	33.90%	13,998,572	66.60%
Nov-11	285.00	25,370,000	42.28%	23,940,000	39.90%	18,449,825	77.07%	2,814	22,650,000	37.75%	12,954,085	57.19%
Dec-11	331.70	27,180,000	43.84%	25,400,000	40.97%	23,090,210	90.91%	2,818	31,961,000	51.55%	16,159,480	50.56%
Jan-12	306.90	27,540,000	44.42%	26,140,000	42.16%				24,056,000	38.80%		
Feb-12			0.00%		0.00%					0.00%		
Mar-12			0.00%		0.00%					0.00%		
Apr-12			0.00%		0.00%					0.00%		
May-12			0.00%		0.00%					0.00%		
Jun-12			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>316.03</b>	<b>28,200,000</b>	<b>45.89%</b>	<b>26,885,714</b>	<b>43.75%</b>	<b>21,584,998</b>	<b>80.11%</b>	<b>2,825</b>	<b>22,601,143</b>	<b>36.79%</b>	<b>15,138,484</b>	<b>69.96%</b>

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

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

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 1, 2011
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charles Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	December 2011

- The Rocky Mount Fire Department answered a total of 32 calls for the month of December.
- A total of 12 calls were in the town limits and 20 calls were in the County.
- There were a total of 197 man hours accumulated on all calls for the month.
- There were a total of 1410 miles traveled on all vehicles for the month
- There was a total of 117.10 gallons of gasoline used, and a total of 120.00 gals of diesel fuel used,
- There were two structure fires; four woods and grass fires; 17 motor vehicle accidents; three false alarms; one chimney fire; one service call for sprinkler activation; two smoke or odor removal; one control burn; and one utility pole fire.
- During the month, the Truck Committee traveled to Pierce Manufacturing for a final inspection (pre-delivery) for the new fire engine "Pumper 1" .There were a few minor corrections that had to be made before the truck could be delivered. All remaining equipment will have to be received and mounted before the engine can placed into service.
- The Fire Department has one new member finalizing his Firefighter 1 certification. Upon Completion of this, the Department will have a 100% membership certification for the basic program. The certification program is through the Department of Fire Programs for the State of Virginia.

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 2, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Chief David R. Cundiff
<b>DEPARTMENT:</b>	Police
<b>MONTH:</b>	January 2012

\*Nothing to report for the month of January.

Attachment(s): Yes

ROCKY MOUNT POLICE DEPARTMENT

ADM #1

MONTHLY REPORT TO COUNCIL

DATE: January 2012

NOV.

DEC.

JAN.

	NOV.	DEC.	JAN.
TRAFFIC ARRESTS	64	30	52
TRAFFIC WARNING	89	79	48
CRIMINAL ARRESTS	39	36	17
LEGAL DOCUMENTS; TRESPASS NOTICES	0	0	0
JUVENILE REFERRALS P-UPS, ETC.	0	10	1
ALARM RESPONSES	47	61	43
ACCIDENTS INVESTIGATED	24	23	23
INCIDENTS ADDRESSED	1490	1262	1119
INCIDENTS, OFFENSES REPORTABLE	27	41	43
BUSINESSES, RESIDENCES CHECKED	559	330	223
DOORS, WINDOWS, ETC. UNSECURED	2	3	2
MOTORIST AIDES	93	115	77
BREAKING & ENTERING REPORTS	3	2	0
BREAKING & ENTERING WARRANTS	1	0	0
FELONY WARRANTS	4	2	3
GRAND LARCENY WARRANTS	0	0	1
MISDEAMEANOR WARRANTS	25	32	21
DUI	1	4	3

**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 10 reportable accidents with 10 of the accidents on our public streets.

**COMMUNITY OUTREACH:**

- ◇ Residential Foot Patrols: (138) Bernard Road, Byrd Lane, Candlewood Apartments, Circle Drive, Circle View Street, Claiborne Avenue, Cobb Street, Cornell Road, Diamond Avenue, Donald Avenue, East Church Street, East Court Street, East Street, Fairlawn Drive, Goodview Street, Green Meadow Lane, Greer Lane, Hatcher Street, High Street, Highland Hills, Jubal's Path, Knollwood Drive, Leonor Street, Luke Street, Lynch Drive, Mary Coger Lane, North Main Street, Oak Street, Old Franklin Turnpike, Parker's Drive, Patterson Avenue, Pell Avenue, Pendleton Street, Power Damn Road, Smither's Street, South Main Street, Tanyard Road, Trail Drive, West College Street & Windy Lane.
  
- ◇ Business Foot Patrols: (102) Angle Hardware, Applebee's, Auto Zone, Benjamin Franklin Middle School, Burger King, Clift Street, Comfort Inn, Dairy Queen, Dollar General, Family Dollar, Franklin County High School, Flora's Funeral Home, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Frank's Pizza, Hub Restaurant, Kroger, Lee M. Waid School, Los Tres Amigos, Lowe's, Mary Bethune Park, McDonald's, North Main Street, Roses, Schewel's, School Board Road, Scott's Towing, Sheetz, Shoe Show, Step Inc, Tanyard Villiage, Trinity Missions, Two By Two BBQ, Wal-Mart and YMCA.

**MISCELLANEOUS:**

- ◇ January 20<sup>th</sup>, 2012 - SWAT Call Out.
- ◇ January 21<sup>st</sup>, 2010 - Security at Grand Opening of Two By Two BBQ.
- ◇ January 25<sup>th</sup>, 2012 - Open Door "Weaver Street"
- ◇ January 26<sup>th</sup>, 2012 - VCIN Recertification "The Franklin Center"
- ◇ January 27<sup>th</sup>, 2012 - Open Door "Step Inc."

**INVESTIGATIONS:**

- ◇ New Criminal Investigations: 6
- ◇ New Drug Investigations: 0
- ◇ Cases Cleared: 3
- ◇ Misdemeanor charges: 0
- ◇ Felony Charges: 13

**TRAFFIC CONTROL UPDATES:**

- ◇ No new updates for this month.

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	East Court Street (x 3)
Possession of Marijuana	Tanyard Road
Driving Under the Influence – 2 <sup>nd</sup> Offense	Hatcher Street
Driving Under the Influence	Bernard Road
Driving Under the Influence	South Main Street
Drunk In Public	Highland Avenue
Drunk In Public	Leonor Street
Drunk In Public	Cobb Street
Refusal of Blood or Breath Test	Hatcher Street
Shoplifting	Tanyard Road
Shoplifting	Old Franklin Turnpike (x 12)
Perjury	South Main Street
Trespassing	East Court Street
Threaten to Bomb	Floyd Avenue
Defrauding an Innkeeper	Old Franklin Turnpike
Assault on a Police Officer	North Main Street (x 2)

## SPEEDING TICKETS ISSUED

Tanyard Road (x 5)

East Court Street (x 4)

North Main Street (x 3)

Scuffling Hill Road (x 3)

Old Franklin Turnpike (x 3)

State Street (x 2)

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 3, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Cecil R. Mason, Public Works Director
<b>DEPARTMENT:</b>	Public Works Department
<b>MONTH:</b>	January 2012

1. Six days reading water meters.
2. Repaired two each 6" water mains on Green Meadow Lane.
3. Installed fire hydrant extension on Diamond Avenue.
4. Moved water meter out of road on Edgemont Street.
5. Changed one each 5/8" meter.
6. Made one each sewer tap on Old Fort Road.
7. Replaced sewer lateral at 140 Hillcrest Drive.
8. Cleaning sewer easements, checking manholes, and flushing manholes and lines.
9. Removed Christmas decoration.
10. Dug one grave.
11. Did two days cleanup.
12. Repairing and painting tables at Farmers' Market.
13. Street sweeper broke down. Will start sweeping streets as soon as repaired.

**MONTHLY STAFF REPORT**

<b>DATE:</b>	February 2, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton, Superintendent
<b>DEPARTMENT:</b>	WWTP
<b>MONTH:</b>	January 2012

Average Daily Flow	0.776 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	184,500 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	75.69 Tons
Rain Total      1.93 inches	Snow Total      0.5 inch

Request: None

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 1, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Bob Deitrich, Superintendent
<b>DEPARTMENT:</b>	Water Department
<b>MONTH:</b>	January 2011

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

The actual water production time (filtering of water) for the entire month averaged 9.9 hours per day which yielded approximately 840,000 gallons of water per day. Demand was up slightly over December.

Total Raw Water Pumped:	27.54 million gallons
Total Drinking Water Produced:	26.14 million gallons
Average Daily Production:	840,000 gallons per day
Ave Percent of Production Capacity:	41%
Flushing of Hydrants/Tanks:	None
Plant Process Water, Gallons Used:	568,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	300

### **Operational Issues:**

- All routine monthly bacteriological samples were negative (no bacteria detected).
- All other routine samples continue to be within limits.
- A routine VDH inspection was conducted at our plant in December. No significant issues were noted in the report. We will be addressing a plumbing issue in our chlorine system that the inspector pointed out during the inspection.

### **Repairs/Maintenance:**

- The chlorine injectors became fouled and were disassembled and cleaned.
- Staff installed new gaskets and seals on a 6" check valve at the Grassy Hill Pump Station.
- The plant superintendent climbed Bald Knob Tank to check calibration of the level indicator. The altitude valve and level indicator were working properly.
- The electrical system serving the safety flood lights at the Blackwater Dam failed but the repair was made by an electrician on the same day.
- A contractor has been chosen to rebuild our #1 raw water pump. This pump is original equipment and has never been refurbished. We expect the pump to be removed from service by the end of February.
- Quotes are being solicited for replacement chemical feeders. Our volumetric feeders, used to feed granular and powder chemicals, are worn and are becoming unreliable.

### **Other:**

- A cross connection survey of the Rocky Mount Market Place shopping center is underway. Two new back-flow devices have been required. The need for other devices is being evaluated.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Virginia Western Community College is prepared to teach an orientation to the iPad and the electronic Council agenda program on either March 5th, 7th or 14th. The class is expected to take between one and a half and two hours and can start at either 4:00 p.m. or 5:00 p.m.
ACTION NEEDED:	Consensus from Council on what date and time is suitable for the orientation.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Council has previously authorized the Town to accept a loan offer from Department of Environmental Quality (DEQ) (through the Virginia Clean Water Revolving Loan Fund) in the amount of \$278,600. DEQ has offered the Town 2.35% interest for 20 years. Given the current interests rates, there is no reason to take this rate from DEQ when a similar rate can be obtained from the private sector without the DEQ oversight. Attached is a preliminary financing summary from VLM/VACo regarding providing the same funds for a 10 year term. Your Finance Director and I recommend obtaining these funds from VML/VACo via their pooling efforts with banks rather than the DEQ loan. If we take the loan from DEQ, we will have to comply with their procurement rules (Davis-Bacon wage act and pre-bid reviews from their staff). If we can get a lower or identical rate without the heavy state oversight, then it is in the Town's interest to pursue it.</p>
ACTION NEEDED:	Approval/denial of request to obtain funds from VML/VACo via the Town's pooling efforts with banks rather than the DEQ loan.

Attachment(s): Yes

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



**Virginia Local Government  
Finance Corporation**

**Board of Directors**

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Rockbridge County

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**Managing Director**

Robert W. Lauterberg

**General Counsel**

Roger C. Willey

919 E. Main Street

Suite 1100

Richmond, VA 23219

Phone: 804-648-0635

Fax: 804-783-2286

valocalfinance.org

February 6, 2012

Mr. C. James Ervin

Town Manager

Rocky Mount, Virginia

[jerwin@rockymountva.org](mailto:jerwin@rockymountva.org)

*Re: VML/VACo Lease Financing for Wastewater Treatment Plant Equipment*

Dear James:

Please find below preliminary financing terms for the Town's ultra violet treatment equipment for a wastewater treatment plant. The requested loan amount is \$280,000 for ten years.

**VML/VACo Finance Leasing Program**

The VML/VACo Finance Leasing Program is a new financing program being offered to local governments throughout Virginia. This new program provides a low-cost alternative to traditional bond financing for small- to medium-sized fixed rate loans. Through an RFP process, VML/VACo Finance has selected four banking partners. Having multiple partners enables us to arrange the most cost-effective loans for our clients. The following is an outline of the preliminary terms of the proposed financing.

*Preliminary Financing Terms*

<b>Borrower</b>	<i>Town of Rocky Mount</i>
<b>Security Pledge</b>	<i>Equipment Lease</i>
<b>Purpose</b>	<i>Equipment for wastewater treatment plant</i>
<b>Tax-exempt &amp; Bank Qualified</b>	<i>Yes</i>
<b>Amount</b>	<i>\$280,000</i>
<b>Term</b>	<i>10 years</i>
<b>Amortization</b>	<i>10 years</i>
<b>Indicative Interest Rate</b>	<i>2.345% (inclusive of servicing fees)</i>
<b>Payments Due</b>	<i>Semi-annually, in arrears</i>
<b>Bank Closing Costs</b>	<i>None</i>
<b>Local Bond Counsel</b>	<i>Not required for equipment leases under \$5.0 million</i>
<b>Program Closing Costs</b>	<i>\$500</i>
<b>Average Annual Debt Service</b>	<i>\$31,575</i>

*Note: These proposed financing terms are preliminary and subject to final credit approval.*

Mr. C. James Ervin  
February 6, 2012  
*Page 2*

Please find attached a preliminary debt service schedule. I will call you shortly to follow up on this information. In the meantime, please don't hesitate to contact me with any questions.

Thank you again for considering VML/VACo Finance. We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Steven C. Mulroy". The signature is written in dark ink and has a long, sweeping tail that extends to the right.

Steven C. Mulroy  
Deputy Director  
VML/VACo Finance

Cc: Linda Woody, Rocky Mount

Attachment

Dated: 3/1/2012  
 Delivered: 3/1/2012

*Debt Service Schedule*  
 Town of Rocky Mount (Est.)  
 Ultra Violet Treatment Equipment, 10 yrs @ 2.345%

1  
 SLA 30/360 SEMI 7/6  
 Simp Int

Period	Coupon Date	Int Calc Day Cnts	Principal Payment	Effective Coupon Rate	Interest Payment	Credit Enhancements	Periodic Debt Service	Outstanding Balance
1	9/1/2012	180/180	12,504.13	2.34500	3,283.00		15,787.13	267,495.87
2	3/1/2013	180/180	12,650.74	2.34500	3,136.39		15,787.13	254,845.13
3	9/1/2013	180/180	12,799.07	2.34500	2,988.06		15,787.13	242,046.07
4	3/1/2014	180/180	12,949.14	2.34500	2,837.99		15,787.13	229,096.93
5	9/1/2014	180/180	13,100.97	2.34500	2,686.16		15,787.13	215,995.96
6	3/1/2015	180/180	13,254.58	2.34500	2,532.55		15,787.13	202,741.38
7	9/1/2015	180/180	13,409.99	2.34500	2,377.14		15,787.13	189,331.40
8	3/1/2016	180/180	13,567.22	2.34500	2,219.91		15,787.13	175,764.18
9	9/1/2016	180/180	13,726.29	2.34500	2,060.84		15,787.13	162,037.89
10	3/1/2017	180/180	13,887.24	2.34500	1,899.89		15,787.13	148,150.65
11	9/1/2017	180/180	14,050.06	2.34500	1,737.07		15,787.13	134,100.60
12	3/1/2018	180/180	14,214.80	2.34500	1,572.33		15,787.13	119,885.80
13	9/1/2018	180/180	14,381.47	2.34500	1,405.66		15,787.13	105,504.33
14	3/1/2019	180/180	14,550.09	2.34500	1,237.04		15,787.13	90,954.24
15	9/1/2019	180/180	14,720.69	2.34500	1,066.44		15,787.13	76,233.56
16	3/1/2020	180/180	14,893.29	2.34500	893.84		15,787.13	61,340.27
17	9/1/2020	180/180	15,067.92	2.34500	719.21		15,787.13	46,272.35
18	3/1/2021	180/180	15,244.59	2.34500	542.54		15,787.13	31,027.76
19	9/1/2021	180/180	15,423.33	2.34500	363.80		15,787.13	15,604.44
20	3/1/2022	180/180	15,604.44	2.34500	182.96		15,787.40	
			<b>\$280,000.00</b>		<b>\$35,742.82</b>	<b>\$0.00</b>	<b>\$315,742.82</b>	

<i>True Interest Cost (TIC)</i> .....	<b>2.3450012</b>
<i>Arbitrage Yield Limit (AYL)</i> .....	<b>2.3450012</b>
<i>Average Life</i> .....	<b>5.4436229</b>

<i>Face Value of Bond Issue</i> .....	<b>\$280,000.00</b>
<i>Accrued Interest (+)</i> .....	<b>\$0.00</b>
<i>Original Issue Premium/Discount (+)</i> .....	<b>\$0.00</b>
<i>Underwriter Discount (+)</i> .....	<b>\$0.00</b>
<i>Lump-sum credit enhancements (-)</i> .....	<b>\$0.00</b>

Prepared by: VML/VACo Finance  
 Prepared on: 2/6/2012 11:56:14.60 Rpt 01j

:Min-Ease\Main\06  
 ROCKYMOUNT-2012-A

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Finance and Human Services Committee met on December 8, 2011 to give input to a revised Holiday Policy and to receive information from the Finance Department on the issue of compensation for hours worked by Police Officers. No consensus was reached as to how to alter the policy.</p> <p>Ms. Love asked that this issue be brought back before the full Council and proposes that the policy be revised allowing those staff working 12 hour shifts to accrue holiday leave rather than being compensated for the Holiday (at the rate of 8 hours per holiday like all Town staff).</p> <p>Attached is a draft of a new Holiday Policy that implements this request.</p> <p>The general consensus of the Committee during the meeting on December 8<sup>th</sup> was that this draft policy was in keeping with the goals of the Committee. The Committee did consider changing the way overtime was calculated for the Police Department and to pay sworn non-exempt law enforcement officers overtime for hours over 160 in a 28 day pay period, versus being paid overtime for hours over 171 which is our current policy. The Committee requested cost estimates for such an approach. Staff estimated this approach would cost the Town roughly \$16,000 a year. The Town absorbed a similar cost increase when we shifted from accrual of holidays to paid holidays. If moving back to a holiday accrual model, this would be a cost neutral change.</p>
ACTION NEEDED:	<p>Action Requested: (1) Adopt or not adopt the proposed holiday policy or revise as desired.</p> <p>(2) Approve overtime as hours over 160 for sworn officers or keep the current state approved policy of 171.</p>

Attachment(s): Yes

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

## Proposed Revisions to Town of Rocky Mount Holiday Policy TORM VI-03

### 8 Hour with Accrual Method

Paid holidays are approved by Town Council. The following is the current list of approved paid holidays for all full-time employees. Employees will not be scheduled to work these holidays unless determined by their department manager that such work is a necessity. Each holiday is defined as 8 hours.

- New Years' Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day
- Any other day that Town Council may allot as a paid holiday.

If the holiday falls on a Saturday, Friday will be the day observed. If the holiday falls on a Sunday, Monday will be the day observed.

The police department, water treatment plant and waste water treatment plant are essential safety sensitive operations that cannot close for holidays. As such, all non-exempt employees of these departments will accrue holiday hours as stated below.

Sworn non-exempt police officers are scheduled to work a rotating shift which dictates work periods that may fall on an observed holiday. Regardless of being scheduled to work or not on such an observed holiday, the employee in question will accrue 8 hours of leave for the observed holiday. These hours (96 annually) will be placed in a bank for each sworn non-exempt police officer at the beginning of the calendar year. All of the hours must be used by December 31<sup>st</sup> of the year they were accrued in or the employee will forfeit the balance in their bank.

Water treatment operators are scheduled to work a non rotating 12 or 10 hour shift which may fall on an observed holiday. Regardless of being scheduled to work or not on such an observed holiday, the employee in question will accrue 8 hours of leave for the observed holiday.

Waste water treatment operators are required to operate the waste water plant for a portion of each observed holiday. The employee working such hours will accrue hours of leave equal to the actual holiday hours worked on the holiday.

Employees from the water and wastewater treatment plants who accrue holiday hours will have until December 31<sup>st</sup> of the year they were accrued in to use this time. If the employee does not use the leave, they forfeit the leave hours.

All other non-exempt employees will receive 8 hours of pay at their regular rate for the observed holiday, though they will not be required to report to work. In the event that circumstances require non-exempt employees to report to work on an observed holiday, those employees will be compensated according to existing Town pay policy.

All exempt employees will receive 8 hours of pay at their regular rate for the observed holiday though they will not be required to report to work. A department manager may require an exempt employee to work on a declared holiday. When so required, the exempt employee may take off the number of hours worked on the holiday during the same pay period with approval from their department manager. If the hours worked on the holiday are not taken off within the same pay period the employee will be permitted to accrue those hours, up to a maximum of 24.

All holiday hours accrued by any full-time employee must be taken by December 31<sup>st</sup> of the year they were accrued. If not, the employee will forfeit these hours.

ITEM(S) TO BE CONSIDERED UNDER:

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

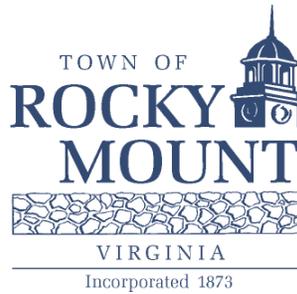
FOR COUNCIL MEETING DATED:	02/13/12
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STAFF MAKING REQUEST:	Bob Deitrich, Water Plant Superintendent
BRIEF SUMMARY OF REQUEST:	<p>In order to achieve a significant reduction in the Water Department's use of electricity and to increase the reliability of the Town's drinking water production facilities, staff is requesting funds to replace the Water Plant's two raw water pump electric motors and its three finished water pump electric motors with new energy efficient models equipped with soft start capability and variable speed control. Proper application of this technology will significantly reduce our monthly energy costs. A breakdown of labor and equipment is attached.</p> <p>The Town's Fiscal Year 2012 Budget has a Utility Fund contingency of \$94,700. Council has requested an estimate of the cost to modernize the equipment listed above so that a portion of the contingency fund can be appropriated toward the purchase of the necessary equipment.</p>
ACTION NEEDED:	Approval/denial of the attached draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2012" appropriating the requested funds.

Attachment(s): Yes

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

Qty	Equipment	Cost
2	40 HP Elec. Motors (Raw Water)	\$10,000
2	Variable Speed Drive	\$6,400
4	Control Interfaces	\$2,100
3	100 HP Elec. Motor (Finished Water)	\$15,000
3	Variable Speed Drive	\$17,500
1	SCADA System (Hardware and Programming)	\$8,000
1	Labor Electrical Work Time and Materials	\$19,000
	Total	\$78,000



**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2012**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2011 through June 30, 2012, hereafter known as FY 2012; and

**WHEREAS**, in order to achieve a significant reduction in our use of electricity and to increase the reliability of our drinking water production facilities, the Town's Water Plant needs to replace the two raw water pump electric motors and the three finished water pump electric motors with new energy efficient models equipped with soft start capability and variable speed control; and

**WHEREAS**, there are sufficient funds available in the FY 2012 utility fund contingency account.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure from contingency for FY 2012 to purchase the replacement energy efficient motors:

Expenditure:		
Account 02.5050.0000.0000.7004 (Equipment)		\$78,000.00
Contingency:		
Account 02.6900.0000.0000.9959 (Contingency)		\$78,000.00

GIVEN UNDER MY HAND, THIS 13<sup>TH</sup> DAY OF FEBRUARY 2012:

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

ATTESTED:

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Cynthia Treadway, Director of Franklin County Family Resource Center, is requesting Council's permission to allow them and the VA Cooperative Extension to hold a joint fundraiser for the shelter. "Walk for Domestic Violence" is scheduled from April 21, 2012, with event starting at 8 a.m. to 10 a.m.</p> <p>The proposed route is outlined in the attached letter.</p> <p>Assistant Chief of Police Roger Smith indicates that he has spoken with Mrs. Treadway regarding the proposed date, time and route of the event and he sees no problem with the request; plus, the Police Department will be assisting them with the walk in any way they can.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

*January 27, 2012*

*Town Council of Rocky Mount  
345 Donald Avenue  
Rocky Mount, VA 24151  
Attn. Mrs. Pat Keatts*

*Dear Town Council Members:*

Once again, The Friends of the Family Resource Center, the VA Cooperative Extension and the Family Resource Center are planning a major awareness project that will also be a fund-raiser for the shelter at the same time. It is a very popular one for Domestic Violence Programs like ours to do. "Walk For Domestic Violence". We have now set the date for April 21, 2012, start time 8am registration, 8:30am speaker, 9am walk, over by 10am.

The goal is to have teams/individuals participate in a one mile walk around the Town of Rocky Mount, wearing the DV awareness shirts they receive at registration, carrying signs they may make pertaining to DV awareness, wearing high heels or not.

Walk Route

Start at Mary Elizabeth Park/Rocky Mount United Methodist Church parking lot-go out of the parking lot to the right and turn left onto north main street at The Red Clay Restaurant- turn left at the light at Tuttle's Exxon-continue thru town to a left on Claiborne Avenue-back to the Rocky Mount United Methodist Church parking lot-at which time the TEAMS would be told how much money was raised by their efforts, which TEAM raised the most money for the cause and their picture would be made with an important person (unidentified at this time). Done. The entire thing would be over by 10am.

I have spoken with Assistant Chief Roger Smith and have received verbal approval from the RMTP and their commitment to support with coverage of traffic control for safety. **At this time I am writing to request approval from the Council for the walk to be held on April 21, 2012, 8am to 10am, following the above route thru the Town of Rocky Mount.**

I would also like to thank the Town of Rocky Mount for considering our request and for continued support of our cause.

*With Sincere Regards,  
Cynthia Treadway, Director Franklin County Family Resource Center*

## Pat Keatts

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**From:** Pat Keatts  
**Sent:** Friday, January 27, 2012 10:39 AM  
**To:** Roger Smith  
**Cc:** 'Treadway, Cindy'  
**Subject:** RE: Walk for Domestic Violence

Thanks!

I'm copying this to Cindy Treadway to let her know it is a "go" for the Feb. 13, 2012 Council meeting agenda.

*Patricia H. Keatts, MMC  
Town Clerk  
Town of Rocky Mount  
345 Donald Avenue  
Rocky Mount, VA 24151  
(540) 483-7660*

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**From:** Roger Smith  
**Sent:** Friday, January 27, 2012 10:38 AM  
**To:** Pat Keatts  
**Cc:** David Cundiff  
**Subject:** Walk for Domestic Violence

Pat I spoke with Cindy Treadway earlier this morning, reference the Walk for Domestic Violence. We discussed the date; time and route she wanted to have for the event. At this time we see no problem and will be assisting with the walk in any way we can.

As we get closer to the date requested, Mrs.Treadway has agreed to contact the Police Department and coordinate with us reference all details again.

Thanks,

**Assistant Chief Roger Smith**  
*Rocky Mount Police Department  
1250 N. Main Street  
Rocky Mount, VA 24151  
(540)483-9275*

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>JoAnne Menefee, Executive Director of Rocky Mount Breast Cancer Awareness Hearts Desire, is asking to come before Council for a donation of funding that will go towards their upcoming survivors' event. Mrs. Menefee understands that the funding for agencies is always done at the beginning of each fiscal year. She is in the process of getting her non-profit status through State of Virginia, and once she receives that, plans on requesting funding from the Town on an annual basis.</p> <p>Currently, she is requesting \$1,000 in funding for the upcoming banquet, but would appreciate any donation the Town can make. Mrs. Menefee indicated that she will be taking a similar request before the Franklin County Board of Supervisors.</p> <p>Staff Recommendation: Staff contacted Mrs. Menefee to inquire as to the current structure of the organization, the membership of their Board, and the number of Rocky Mount citizens served. The group is in the formative stages and has yet to establish a governance structure or a financial accounting history.</p>
ACTION NEEDED:	Staff recommends denying this request pending the receipt standard financial documents and recommends that the request be rolled into the Town's budget development process.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

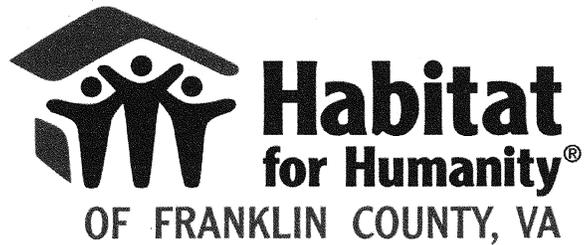
- Hearing of Citizens**   
 **Consent Item**   
 **Old Business**   
 **New Business**  
 **Committee Report**   
 **Other**

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Renaë McBride, Board of Directors member for Habitat for Humanity of Franklin County, Virginia, has submitted a request for Council to consider waiving the connection fees for water and sewer at one of the current builds that is located at 94 Circle View Street in Rocky Mount.</p> <p>A letter regarding their request is attached.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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



January 9, 2012

Dear Mayor Steve Angle and Rocky Mount Town Council,

This is a request on behalf of the Franklin County Habitat for Humanity. We are requesting that the connection fees for water and sewer at our current build be waived. The address for that new house is: 94 Circle View Street, Rocky Mount, VA.

Thank you so much for considering this request since it will certainly make a difference in our effort to provide affordable housing to this homeowner.

Sincerely,

A handwritten signature in cursive script that reads "Renae McBride".

Renae McBride

Board of Directors member

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>On behalf of the Outlaw Cruisers Car Club, Vice President Ray A. Agee is requesting Council's approval for them to hold two events (attached is a letter from Mr. Agee regarding the request):</p> <ol style="list-style-type: none"> <li>1. Annual car show on May 27, 2012 from 1 p.m. to 4p.m., with a rain date of June 3, 2012 (same time frame) in the downtown area.</li> <li>2. Two Cruise-Ins downtown at same location, with dates being Saturday, June 30, 2012; and September 29, 2012 starting at 5:30 p.m. No rain dates have been selected.</li> </ol> <p>For both events, the Club is asking Council's permission for them to close Franklin Street and the streets intersecting it beginning at Arrington Flowers and ending at the stop light intersection of the Post Office.</p> <p>It is the plan of the Club for proceeds from the annual car show to benefit the United Way of Franklin County and other non-profit organizations.</p> <p>Staff recommends approval of this request and requests Council's authorization to use Community Development funds to run advertisements in support of these events so that more visitors/shoppers can be drawn to our community.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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



Rocky Mount Town Council  
Municipal Building  
Rocky Mount, VA 24151

January 31, 2012

To Whom It May Concern:

The Outlaw Cruisers Car Club is beginning to plan our annual car show to benefit the United Way of Franklin County and other non-profit organizations. This event is tentatively scheduled for Sunday, May 27, 2012 from 1PM to 4PM with a rain date of Sunday, June 3, 2012 during the same time. The club would like to request permission for this event downtown at the stated dates.

The club would also like to request permission to have two Cruise-Ins downtown at the same location. The dates of the Cruise-Ins will be Saturday, June 30 and September 29, 2012 from 5:30pm until. No rain dates.

We respectfully request permission to close Franklin Street and the streets intersecting it beginning at Arrington Flowers and ending at the stop light intersection of the Post Office for both the Car Show and Cruise-Ins. Thank you for your time and consideration in this matter.

Sincerely,

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

Ray A. Agee, Vice-President  
Outlaw Cruisers Car Club

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Franklin County Historical Society is requesting from Council permission for a street closing for the May 26, 2012 "Veterans' Memorial Day" event on the Franklin County Courthouse lawn. The time of the event will depend on the time that the Veterans' Memorial Commission hold their event, but in the past two years, the Society has started their event at 9:45 a.m. to accommodate the Veterans' Memorial Commission event at Veterans' Memorial Park.</p> <p>In addition to asking for a closing of a portion of East Court Street during their morning ceremony, they are asking this year for closure of section of Main Street in front of the courthouse for the short duration of their ceremony.</p> <p>Chief of Police David Cundiff has indicated that he has no problem with the Society's request.</p> <p>A letter outlining the request from the Society is attached.</p>
ACTION NEEDED:	Approval/denial of request.

Attachment(s): Yes

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

# FRANKLIN COUNTY HISTORICAL SOCIETY INC.

The Flora Morris House  
460 S. Main Street - PO Box 905  
Rocky Mount, VA 24151  
E-mail: [FChistory@swva.net](mailto:FChistory@swva.net)

Phone: 540-483-1890

Web Address:  
[Franklincountyvirginiahistoricalsoc.org](http://Franklincountyvirginiahistoricalsoc.org)



January 18, 2012

Rocky Mount Mayor Steve Angle  
345 Donald Avenue  
Rocky Mount, VA 24151

Dear Mayor Sir,

Thank you for Council's support of our events in previous years. We appreciate the partnership with the town in promoting historical tourism and in our role of educating the public about local history.

I would like to request a street closing for the Saturday, May 26 "Veterans Memorial Day" event on the courthouse lawn. In previous years, the town has been kind enough to allow us to close a portion of East Court Street during the morning ceremony. This year, we would like to ask if the section of Main in front of the courthouse can also be closed for the short duration of our ceremony.

As you know from attending, traffic noises make hearing the speakers difficult. This year's guest speaker will be Larry Moore. The time of the ceremony depends on the event at Veterans Park. Although the early hour is difficult, in the past two years, we've started at 9:45 to accommodate the other program.

Our event traditionally lasts about an hour which includes the speakers, wreath laying etc. This gives time for everyone to get to Veterans Park to attend that event as well. We expect traffic assistance from the high school Air Force JROTC cadets as usual, so the street would need to be closed the least amount of time for the actual ceremony.

Please let me know if a more formal request should be made and if more information is needed.

I hope that you will be able to attend and provide a welcome on behalf of the town as usual. Thank you for your consideration.

Sincerely,

Linda Stanley, Special Projects Coordinator

*Franklin County Historical Society collects, preserves and shares the history of Franklin County, Virginia. We operate a History Museum & Research Library; sponsor periodic history-themed events and programs; distribute educational materials; and publish a newsletter for members six times a year.*

## **Pat Keatts**

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**From:** David Cundiff  
**Sent:** Wednesday, January 25, 2012 3:44 PM  
**To:** Pat Keatts

I have no problem with the Historical Society request.

**Chief David R. Cundiff**  
Rocky Mount Police Department  
1250 North Main Street  
Rocky Mount, VA 24151

**Phone # (540) 483-9275**  
**[dcundiff@rockymountva.org](mailto:dcundiff@rockymountva.org)**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager & Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	Attached is the proposed calendar for the Fiscal Year 2013 budget process. The budget is scheduled to be delivered to Council on Friday, March 30, 2012 with two budget work sessions scheduled for Monday, April 16, 2012 and Monday, May 7, 2012. The public hearing on the effective tax rate (if needed) is scheduled for your regular May 14, 2012 meeting. The public hearing on the FY 2013 operating and capital budgets is scheduled for Monday, June 4, 2012. The FY 2013 operating budget and CIP is scheduled for adoption during your regular June 11, 2012 Council meeting.
ACTION NEEDED:	To approve the calendar for the Fiscal Year 2013 budget process.

Attachment(s): Yes – Time Line for the Fiscal Year 2013 budget process.

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

<b>TOWN OF ROCKY MOUNT</b>					
<b>FY 13 BUDGET &amp; CAPITAL IMPROVEMENT PLAN SCHEDULE</b>					
<b>Day</b>	<b>Date</b>	<b>Responsible Party</b>	<b>Activity</b>	<b>Time</b>	<b>Place</b>
Mon	2/13/2012	Town Council	Approval of Budget / CIP Calendar	7:00	Municipal Bldg.
Mon	2/13/2012	Manager / Finance Dir	CIP / Budget worksheets to Department Heads		
Fri	2/17/2012	Department Heads	CIP Requests to Finance Director		
Fri	2/24/2012	Finance Director	Revenue Projections		
Fri	2/24/2012	Department Heads	Operating Budget Requests to Finance Director		
Fri	3/2/2012	Manager / Finance Dir	Proposed 5 year CIP finalized by Town Manager & Finance Director		
Fri	3/30/2012	Manager / Finance Dir	Distribution of Proposed FY 13 Budget & FY 13 - 17 CIP		
Mon	4/9/2012	Town Council	Presentation of FY 13 Budget and FY 13 - 17 CIP to Council	7:00	Municipal Bldg.
Mon	4/9/2012	Town Council/Schools	School Spring Break (week of 4/9 - 4/13)		
Mon	4/16/2012	Town Council	Budget Work Session #1	4:00	Municipal Bldg.
Mon	4/23/2012	Clerk / Finance Dir	Public Notice of Planning Commission CIP public hearing		
Tues	5/1/2012	Town Council	Local Election		
Fri	5/4/2012	Finance Director	Public Notice of proposed Budget and public hearings		
Fri	5/4/2012	Finance Director	Public Notice of Tax Rate effect if greater than 1% (if needed) (first year of reassessment for fy 2013)		
Mon	5/7/2012	Town Council	Budget Work Session #2	4:00	Municipal Bldg.

<b>Day</b>	<b>Date</b>	<b>Responsible Party</b>	<b>Activity</b>	<b>Time</b>	<b>Place</b>
Tues	5/8/2012	Planning Commission	Public Hearing & Recommendation of Proposed CIP	6:00	Municipal Bldg.
Mon	5/14/2012	Town Council	Public Hearing on Tax Rate effect if greater than 1% (if needed)(regular mtg)	7:00	Municipal Bldg.
Mon	5/14/2012	Planning Commission & Town Council	Joint Work session on proposed 5 year CIP (during Council meeting)  (optional) (if desired)	7:00	Municipal Bldg.
Mon	6/4/2012	Town Council	Public Hearing on Proposed FY 13 - 17 CIP & FY 13 Budget (special mtg)	7:00	Municipal Bldg.
Wed	6/6/2012	Town Council/Schools	Last Day of School for the students		
Mon	6/11/2012	Town Council	Adoption of FY 13 - 17 CIP, FY 13 Budget, & Appropriation Resolution	7:00	Municipal Bldg.
Fri	6/29/2012	Finance Director	Publication and distribution of Approved Budget and CIP		

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager Community Development Office
BRIEF SUMMARY OF REQUEST:	<p>The Performance Center Committee met on February 7, 2012 to review the proposed project timeline for the Center's development; and review RFP responses for architectural and engineering services for the Center.</p> <p>The Committee reviewed a tentative schedule for the development of the Performance Center, reviewed potential options for external funding, and determined which respondents to interview for Architectural and Design services for the building. The Committee will meet again on Tuesday, February 21, to interview the three firms selected for interviews.</p>
ACTION NEEDED:	Approval/denial of recommendations recommended by staff and Committee.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 13, 2012
----------------------------	-------------------

STAFF MAKING REQUEST:	Linda Woody, Finance Director C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>On February 13, 2012, starting at 6:00 p.m., the Finance &amp; Human Services Committee will discuss the Town's audit, which will be presented by the Town's auditors, Robinson, Farmer, Cox Associates. A formal presentation will be made during the regular Council meeting at 7:00 p.m. under "Special Items".</p> <p>Enclosed is the letter dated February 1, 2012 from the Finance Director that Council has already received.</p>
ACTION NEEDED:	Due to the lateness of the meeting, any recommendation from the Committee will be made during the 7:00 p.m. Council meeting that evening under "Committee Reports".

Attachment(s): Yes

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



**LINDA P. WOODY**  
**FINANCE DIRECTOR**  
**TOWN OF ROCKY MOUNT**  
**345 DONALD AVE**  
**ROCKY MOUNT, VA 24151**

**TELEPHONE (540) 483-5243**  
**FAX (540) 483-8830**  
**E-MAIL: [lwoody@rockymountva.org](mailto:lwoody@rockymountva.org)**

February 1, 2012

Mayor and Council:

Deanna Cox from Robinson, Farmer, Cox Associates will be here at 6:00 p.m. on Monday, February 13<sup>th</sup> for the Finance Committee meeting to discuss the audit. The formal presentation will be during the 7:00 p.m. Council meeting.

She will be able to answer any questions you may have concerning the attached Comprehensive Annual Financial Report for the fiscal year ended June 30, 2011.

The transmittal letter on page 4 provides an overview of the auditing process and an analysis of the financial condition of the Town. The auditor's opinion is on page 8 and the 3<sup>rd</sup> paragraph indicates an unqualified opinion (the highest opinion available). The management's discussion and analysis that begins on page 10 provides an overview of the Town's financial information.

At the bottom of page 18 (Exhibit 1 – Statement of Net Assets), you will see that "unrestricted net assets" or fund balance is \$10,934,072 for the general and capital funds combined and a negative \$1,506,966 for the utility fund. The main factor in the negative utility fund balance is the prepayment of the bond. The combined fund balance for fiscal year 2011 is \$9,427,106 compared with \$10,806,371 for fiscal year 2010 (or a loss of \$1,379,265). A 9 year history of fund balance is presented in Table 1 Net Assets by Component on page 68.

The general fund had \$480,070 more expenditures than revenue in fiscal year 2011 as indicated on page 22 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds).

The utility fund's Statement of Revenues, Expenses, and Changes in Net Assets is on page 25 and indicates an operating loss of \$193,708 (compared to a loss of \$112,409 the previous year). As indicated on page 26 in the Statement of Cash Flows for the utility fund, there is a negative cash balance of \$1,069,748 for fiscal year 2011.

Since the Town received over \$500,000 in federal grants this fiscal year (see page 88), we were subject to a "single audit" for the first time. This "single audit" concept allows our financial auditors (Robinson, Farmer, Cox Associates) while they are here to test our financial records to also test for compliance with federal guidelines imposed in the federal grants so that another set of auditors do not have to come to the Town. There were no findings or questioned costs (see page 89).

If you have any questions or need more detail or explanation, I would be happy to assist you. Just let me know. Thanks to sound fiscal policies, the Town continues to show a stable financial position poised with the ability to take advantage of growth opportunities as they are presented.

Sincerely,  
Linda Woody  
Finance Director