

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
JUNE 11, 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
  - Resolution honoring The Claiborne House located at 185 Claiborne Avenue, Rocky Mount, Virginia for its national recognition and publication in *Outdoor Design & Living Guide*
- V. Public Hearing(s)  
*(none at this time)*
- VI. Approval of Draft Minutes
  - May 14, 2012 Rocky Mount Town Council Regular Meeting Minutes
  - June 4, 2012 Rocky Mount Town Council Fiscal Year 2013 Budget and Capital Projects Public Hearing Meeting Minutes
- VII. Approval of Consent Agenda
  - Miscellaneous Resolutions/Proclamations
  - Miscellaneous Action
  - Departmental Monthly Reports
    - Community Development
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Wastewater Department
    - Water Department
- VIII. Hearing of Citizens  
*(none at this time)*

IX. Old Business

A. Mr. Richard Shively of Shively Electric Company\Lighthouse Productions, Inc. Request

- Review and consideration of approving request of Mr. Richard Shively of Shively Electric Company\Lighthouse Productions, Inc. for the Town of Rocky Mount to let him operate Town of Rocky Mount's Public Service Announcement government channel 13 without restrictions from the Town of Rocky Mount.

B. Contract Award for Ultra Violet Work at Waste Water Treatment Plant

- Review and consideration of approving contract to lowest bidder for ultra violet (UV) a work at the Waste Water Treatment Plant.

X. New Business

A. Proposed Fiscal Year 2013 Budget and Capital Projects

- Review and consideration of adoption of proposed Fiscal Year 2013 Budget and Capital Projects

B. Virginia Retirement System (VRS) Proposed Resolutions

- Review and consideration of adoption of two proposed VRS resolutions:
  - o "Resolution by the Rocky Mount Town Council Employer Contribution Rates for Counties, Cities, Towns, School Divisions and Other Political Subdivision (in accordance with 2012 Appropriation Act Item 468(H))"
  - o "Resolution by the Rocky Mount Town Council Member Contributions by Salary Reduction for Counties, Cities, Towns, and Other Political Subdivision"

C. Proposed Supporting Resolution Related to Water Department

- Review and consideration of approval of supporting resolution to accompany an application for funding from the Virginia Department of Health Drinking Water Financial and Construction Assistance Program (FCAP).

D. Proposed Fiscal Year 2012 Paving Plan

- Review and consideration of approval of Fiscal Year 2012 paving plan to lowest bidder and to authorize staff to issue a Notice of Intent to award, and to issue a Notice to Proceed once lowest bidder has supplied the required bid bond, proof of a local business license, and a Certificate of Insurance as required in the bid documents.

E. 20 Goodview Street, Rocky Mount, Virginia (Relocation House) Proposed Loan

- Review and consideration of approval of staff recommendation to allow relocation house to be sold

XI. Committee Reports

A. Public Utilities Committee

- Review and consideration of the Town of Rocky Mount charging a minimum for each separate unit served by one water meter If the customer elects to serve more than one unit with one meter.

B. Finance & Human Services Committee

- Review and consideration of approval of adoption of proposed Fund Balance Policy
- Review and consideration of approval of proposed FY 2013 health insurance options and rates

- C. Performance Center Committee
  - Review and consideration of approval of recommendation of Committee regarding director to the architect for the completion of interior floor plan design
  
- 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  
*(none at this time)*
  
- 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.*

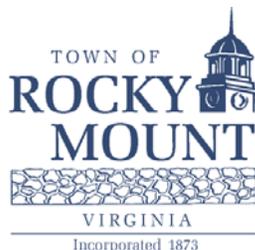
*Thank you for taking the time to participate in your Town Council meeting. The Mayor and members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*

<b>AGENDA ITEM</b>	<b>SYNOPSIS AGENDA JUNE 11, 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>	Resolution honoring Claiborne House located at 185 Claiborne Avenue, Rocky Mount, Virginia for its national recognition and publication in <i>Outdoor Design &amp; Living Guide</i> .  <i>Enclosure: Yes</i>
<b>V. Public Hearing(s)</b>	<i>(none at this time)</i>  <i>Enclosure: No</i>
<b>VI. Approval of Draft Minutes</b>	<ul style="list-style-type: none"> <li>• May 14, 2012 Rocky Mount Town Council Regular Meeting Minutes</li> <li>• June 4, 2012 Rocky Mount Town Council Fiscal Year 2013 Budget and Capital Projects Public Hearing Meeting Minutes</li> </ul> <i>Enclosure: Yes</i>
<b>VII. Approval of Consent Agenda</b>	<ul style="list-style-type: none"> <li>• Miscellaneous Resolutions/Proclamations <i>(none at this time)</i></li> <li>• Miscellaneous Action <i>(none at this time)</i></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> <i>Enclosure: Yes</i>
<b>VIII. Hearing of Citizens</b>	<i>(none at this time)</i>  <i>Enclosure: No</i>

<p><b>IX. Old Business</b></p>	<p>A. <u>Mr. Richard Shively of Shively Electric/Lighthouse Productions, Inc. Request</u></p> <p>Enclosed is a synopsis from the Town Manager regarding Mr. Richard Shively's request to take over the operation of the Town's Public Service Announcement government Channel 13, along with an outline of the request being reviewed by the Town Attorney and Town Manager.</p> <p><i>Enclosure: Yes</i></p> <p>B. <u>Contract Award for Ultra Violet (UV) Work at Waste Water Treatment Plant</u></p> <p>Enclosed is a synopsis from the Town Manager and Superintendent of the Waste Water Treatment Plant regarding bids received for the UV update for the Waste Water Treatment Plant; and also, the lowest bidder information received.</p> <p><i>Enclosure: Yes</i></p>
<p><b>X. New Business</b></p>	<p>A. <u>Proposed Fiscal Year 2013 Budget and Capital Projects</u></p> <p>On June 4, 2012, the Rocky Mount Town Council held a public hearing to receive public input on the proposed Fiscal Year 2013 Budget and Capital Projects. In compliance with the Virginia State Code and Rocky Mount Town Charter, Council action cannot be taking for seven days; therefore, provided for Council's review and consideration of approval is draft "Town of Rocky Mount FY 2013 Appropriation Resolution", along with draft "Town of Rocky Mount FY 2013 Tax Rates &amp; Fees Resolution" to be reviewed during the regular Council meeting of June 11, 2012.</p> <p><i>Enclosure: Yes</i></p> <p>B. <u>Virginia Retirement System (VRS) Proposed Resolutions</u></p> <p>Enclosed is a synopsis from the Town Manager and Finance Director regarding two proposed resolutions that VRS requires prior to July 1, 2012 for Council's review and consideration of approval:</p> <ol style="list-style-type: none"><li>1. "Resolution by the Rocky Mount Town Council Employer Contribution Rates for Counties, Cities, Towns and School Divisions and Other Political Subdivisions (In accordance with 2012 Appropriation Act Item 468(H))".</li><li>2. "Resolution by the Rocky Mount Town Council Member Contributions by Salary Reduction for Counties, Cities, Towns, and Other Political Subdivision".</li></ol> <p><i>Enclosure: Yes</i></p>

<p><b>X. New Business (continued)</b></p>	<p>C. <u>Proposed Supporting Resolution Related to Water Department</u></p> <p>Enclosed is a synopsis from the Water Department Superintendent requesting Council's review and consideration of approving a supporting resolution to accompany an application for funding from the Virginia Department of Health (VDH) Drinking Water Financial and Construction Assistance (FCAP), which will cover the entire cost of a Preliminary Engineering Report (PER) that will evaluate and describe in detail, the costs, benefits and methods of an interconnection between the Town of Rocky Mount's existing water system and Western Virginia Water Authority water system.</p> <p><i>Enclosure: Yes</i></p> <p>D. <u>Proposed Fiscal Year 2012 Paving Plan</u></p> <p>Enclosed is a request from the Town Manager regarding Council's review and consideration of approval of the proposed Fiscal Year 2012 paving plan, and to authorize staff to issue a Notice of Intent to Award to the lowest bidder, along with issuing a Notice to Proceed once the lowest bidder has supplied the Town the required bid bond, proof of a local business license, and a Certificate of Insurance as required in the bid documents.</p> <p><i>Enclosure: Yes</i></p> <p>E. <u>20 Goodview Street, Rocky Mount, Virginia (Relocation House) Proposed Loan</u></p> <p>Enclosed is a synopsis from the Town Manager and the Assistant Town Manager regarding a proposal to sell the relocation house used in the latest Community Development Block Grant (CDBG) housing rehabilitation project located at 20 Goodview Street, and the best solution to place a low to moderate (LMI) family in the property.</p> <p><i>Enclosure: Yes</i></p>
<p><b>IX. Committee Reports</b></p>	<p>A. <u>Public Utilities Committee</u></p> <p>The Public Utilities Committee met on May 15, 2012 to consider the complaint received from Dr. Brian Alexander, DDS. Enclosed is a synopsis from the Town Manager regarding the recommendation of the Committee.</p> <p><i>Enclosure: Yes</i></p> <p>B. <u>Finance &amp; Human Services Committee</u></p> <p>The Finance &amp; Human Services Committee met on May 21, 2012 to consider two items: (1) adoption of a Fund Balance Policy; and</p>

<p><b>IX. Committee Reports (continued)</b></p>	<p>(2) review of proposed FY 2013 health insurance options and rates. Enclosed is a synopsis from the Town Manager and Finance Director regarding the recommendation of the Committee.</p> <p><i>Enclosure: Yes</i></p> <p>C. <u>Performance Center Committee</u></p> <p>Enclosed is a synopsis of the Performance Center Committee meeting on June 7, 2012 to review public input session with Hill Studio, and to provide direction to the architect for the completion of interior floor plan design. Due to the lateness of the meeting prior to the June 11, 2012 Rocky Mount Town Council packet being sent to Council members, a recommendation from the Committee will be presented during the June 11, 2012 regular Council meeting.</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 <i>(none at this time)</i></p> <p><i>Enclosure: No</i></p> <p>B. Council Members Appearing with Town Staff on <i>Rise 'N Shine</i></p> <p>The Town Manager appeared on the <i>Rise 'N Shine</i> show.</p> <p><i>Enclosure: No</i></p>
<p><b>XIII. Closed Meeting Items</b></p>	<p><i>(none at this time)</i></p> <p><i>Enclosure: No</i></p>



**RESOLUTION  
BY THE  
ROCKY MOUNT TOWN COUNCIL**

**WHEREAS**, the Claiborne House Bed & Breakfast is a family-owned and -operated commercial lodging establishment located within the Town of Rocky Mount, providing guests with respite, refreshment, Blue Ridge hospitality and an introduction to the charms of living within the Town of Rocky Mount and Franklin County; and

**WHEREAS**, the innkeepers of the Leete family make a consistent and constant effort to promote the Town of Rocky Mount, Franklin County, the Blue Ridge, Smith Mountain Lake and the amenities, cultural offerings and visitor attractions throughout the region using social media, blogs and advertisements; and

**WHEREAS**, Outdoor Design & Living Guide, an upper-Midwest magazine, prominently features the Claiborne House Bed and Breakfast on its Spring 2012 cover, further featuring quotes from innkeeper Shelley Leete about the benefits of front porches for relaxation and community interaction; and

**WHEREAS**, through this exposure, it may reasonably be expected that the Claiborne House Bed & Breakfast may attract additional visitors to the Town of Rocky Mount from new markets; and

**WHEREAS**, as fans of the community, the Leete family helps to create the sort of inviting atmosphere desired by the Town Council of Rocky Mount to attract visitors, commercial investment and industrial expansion.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Rocky Mount, assembled in public session this eleventh day of June, in the year of our Lord 2012, that the Town Council of Rocky Mount does express its congratulations to the Claiborne House Bed & Breakfast and the Leete family for earning this additional exposure for the Town of Rocky Mount and surrounding communities, and

**BE IT FURTHER RESOLVED** that we earnestly express our appreciation for the Claiborne House and Leete Family support of the Town of Rocky Mount and do hereby proclaim Friday, June 15, 2012 as Leete Family Day in the Town of Rocky Mount and do call recognition of this honor to the attention of our grateful citizens.

Adopted in the Town of Rocky Mount, Virginia this 11<sup>TH</sup> day of June 2012.

Given under my hand this 11<sup>th</sup> day of June 2012.

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

ATTEST:

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

**ROCKY MOUNT TOWN COUNCIL  
REGULAR COUNCIL MEETING  
MAY 14, 2012**

The May 14, 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, Chief of Police David Cundiff, Finance Director Linda Woody, Public Works Director Cecil R. Mason, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Superintendent of Wastewater Department Timothy Burton, Fire Chief Charles Robertson, Deputy Clerk Stacey B. Sink, and Town Clerk Patricia H. Keatts.

The Mayor led the *Pledge of Allegiance*.

**APPROVAL OF AGENDA**

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

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

The Mayor recognized and welcomed the students from Franklin County High School government class of Mrs. Shepherd that attended the Rocky Mount Council meeting.

**SPECIAL ITEMS**

- A. Proclamation for Franklin County Historical Society Ladies of the Daughters of the American Revolution

The Mayor presented to the Daughters of the American Revolution (DAR) a

“Proclamation by the Rocky Mount Town Council” to acknowledge the efforts of the Virginia’s Old Carolina Road Chapter National Society Daughters of the American Revolution in cooperation with Franklin County Historical Society to honor the Robert Hill Family’s part in American history with an event to take place June 3, 2012 in Rocky Mount. Members of DAR accepted the proclamation and invited Council to the event.

**B. Resolution Honoring General Burt K. Thompson**

The Mayor read for the record “Resolution of the Council of the Town of Rocky Mount Honoring General Burt Thompson on His Promotion to Brigadier General” that recognized his personal career achievements that reflect well on his time in Franklin County and Rocky Mount, and that his unique accomplishments have earned him a place of honor in military history of Franklin County and Town of Rocky Mount.

**C. Proclamation Honoring Brenda Webb Muse, Principal of Benjamin Franklin Middle School**

The Mayor read for the record “Resolution of the Town Council of Rocky Mount, Virginia Honoring Brenda Webb Muse” for being appointed Principal of Benjamin Franklin Middle School by the School Board of Franklin County, a position well deserved because of educational achievement, an outstanding record of leadership, and well-known personal traits expected of a leader who should serve as a role model for students, parents and educators within a large campus.

**D. Resolution by the Rocky Mount Town Council Honoring Patricia H. Keatts**

The Mayor read for the record “Resolution by the Rocky Mount Town Council Honoring Patricia H. Keatts” on behalf of the Rocky Mount Town Council and presented to Town Clerk Patricia H. Keatts said resolution. Mrs. Keatts thanked the Mayor, stating that she was honored and humbled by the designation. She stated it was so rare that a small municipality is chosen, and that this goes to prove that small towns have the highest quality of people in its councils, committees and staff. She further stated that she is thankful to the Mayor and those Council members that submitted her name to be considered for the award, and thankful to the Town Manager, Deputy Clerk and Finance Director for submitting her name before the Virginia Municipal Clerks Association nominating committee for Clerk of the Year for the state of Virginia. In conclusion, Mrs. Keatts thanked her family members for attending.

**PUBLIC HEARING**

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

**A. Piedmont Community Services Special Use Request**

The Assistant Town Manager informed Council that Piedmont Community Services submitted a special use application for its Mental Health Support program to offer on-site mental health client programming at its 50 West Church Street location, known as Tax Map and Parcel Number 2070058300, in Rocky Mount, Virginia, and is zoned Central Business District (CBD). The program currently uses this location for office space, but would like to begin offering on-site services, which may include, but is not limited to, skill building and socialization opportunities for adult clients with serious mental illnesses. Currently, there are no outpatient mental health facilities in Rocky Mount. Several public and private mental health care providers now call Rocky Mount home; however, these facilities provide home visits and do not have clients coming to the office(s) for on-site services. In the Central Business District, outpatient mental health facilities are a use by special exception.

The Assistant Town Manager further informed Council that the Planning Commission held a public hearing to hear the request on May 8, 2012. Three representatives of Piedmont Community Services attended the meeting, with two of them speaking in reference to the request, being Jim Tobin (Executive Director), and Terri Crews (Clinical Manager). During the Planning Commission public hearing, let the record show that no one from the public spoke for or against the special use request. It was the recommendation of the Planning Commission to Council to recommend approval of the special use request of Piedmont Community Services located at 50 West Church Street, Tax Map and Parcel Number 2070058300, with the following conditions: (1) the days of operation shall be Monday through Friday only; (2) the number of mental health workers will be limited to five; and (3) the applicant will come back to Planning Commission in six months to report its activities. The Assistant Town Manager confirmed to Council that there would be no additional impact to parking.

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

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

There being no further discussion regarding this portion of the public hearing, the Mayor entertained a motion.

- Motion was made by Council Member Greer to approve the request with the conditions as recommended by the Planning Commission, 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.

Let the record show the Mayor recessed the meeting to hold the following public hearing.

**B. Notice of Proposed Town of Rocky Mount Real Property Tax Increase**

The Town Manager and Finance Director presented the following:

The current real estate tax is 12 cents per \$100 of assessed value. Due to the 9.6% decreased assessment for real estate, parcels within the Town corporate limits to go into effect for the 2013 fiscal year, a real estate tax rate of 13.2 cents per \$100.00 of assessed value is needed to equalize the real estate tax revenue. The proposed fiscal year 2013 budget now includes a rate of 13 cents per \$100 of assessed value. The Virginia State Code indicates that if taxes collected in the upcoming fiscal year yields a 1% variance with current real estate tax revenue, a public hearing must be held. The 1% threshold is \$5,626 (1% of the \$562,584 expected from current year fiscal year 2012 assessments and collections). The 13 cents rate would yield \$8,742 less than fiscal year 2012 collections (\$553,842 total estimated collections). Therefore, a public hearing on the effective tax decrease was needed.

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

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

Let the record show that no motion was needed at this time.

The Town Manager confirmed to Vice Mayor Walker that the proposed real property tax will decrease or increase for some, as it is dependent on the Franklin County reassessment, and that the Town's will actually be a decrease in the aggregate taxes.

**APPROVAL OF MINUTES**

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

- April 2, 2012 Rocky Mount Town Council Special Meeting
- April 9, 2012 Rocky Mount Town Council Regular Meeting
- April 16, 2012 Rocky Mount Town Council Budget Work Session No. 1
- May 7, 2012 Rocky Mount Town Council Budget Work Session No. 2

The Mayor asked if there were any changes to the draft minutes, with Vice Mayor Walker requesting that on page 5014 of the May 7, 2012 draft Rocky Mount Town Council Budget Work Session No. 2 minutes reflect that he was also in favor of the Town employees getting the suggested 2.5% Cost of Living Allowance (COLA).

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

- Motion was made by Vice Mayor Walker to approve the draft Council meeting minutes as presented 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.

### **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
  - Review and consideration of approval of draft "Resolution by the Rocky Mount Town Council Proclaiming June 16<sup>th</sup> Through June 24<sup>th</sup>, 2012 as Amateur Radio Week"
- Miscellaneous Action
- Departmental Monthly Report
- Bill List

There being no comments, the Mayor entertained a motion.

- Motion was made by Vice Mayor Walker 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**

#### **A. Request of Dr. Brian Alexander**

Dr. Brian Alexander (dentist office located at 1656 North Main Street, Rocky Mount, Virginia) came before Council regarding his concern of being charged for two water meters at his place of business, voicing strong opposition of being charged for both units (with one meter). He gave a brief history of his past water bills, and was only having to pay the minimum water bill charge. He did confirm that he once lived in the space that is now rented out to another business, and while he was living there, he was only charged for one unit.

The Town Manager and Finance Director had submitted prior to the meeting a synopsis of Dr. Alexander's concern and what the Town had done in the past and present:

- In February 2005, was being charged only for one unit since the lower office was not being used by a separate client, with Dr. Alexander actually living in the lower unit while his house was being build, with the Town only continuing to charge for one unit since he occupied both units.

- Dr. Alexander started renting the lower unit to TPG Staffing. Once this began, the Town started charging Dr. Alexander for two units last month. Even with the two units fully occupied, Dr. Alexander is a minimum (under 3,000 gallons) water consumer. His average monthly consumption is 1,871 gallons.
- As a minimum customer with one unit, Dr. Alexander paid \$22.50 (no garbage fees). As a minimum customer with two units, Dr. Alexander's bill is now \$45 (two minimum charges of \$22.50 charges – one for each unit).
- Dr. Alexander feels that this is unfair since he is a minimum water consumer and has only one connection, despite having two units. He feels he should only be charged for one unit for the one connection.

The Town Manager informed Council that under Item C in *New Business*, the issue regarding charging for two water connections will be discussed.

With this being said, Council moved directly to Item C under *New Business*, being:

Ordinance Proposed to Change Town of Rocky Mount Code Section 58-6(3)

The following information was provided to Council by the Town Manager and Finance Director:

- The Finance Director recommends that the Town codify the long standing practice of allowing multiple units to connect via a single meter, but requiring that such a connection pay at least one minimum per unit.
- The Town Attorney has drafted an ordinance that amends Chapter 58, Article I, Section 58-6 of the Code of the Town of Rocky Mount. The only change from the current code section is the addition of a new clause: (3) Multiple Buildings: Where one water connection serves a multiple unit building (residential or commercial) rather than a separate connection for each unit in the building, the monthly charges for water and sewer are as follows: *For each unit in the multiple unit building, the minimum use charge shall be made for each unit. For purposes of computing the gallons of metered water, the total consumption shall be distributed equally among the number of units. The charges for each unit shall be determined by the distributed consumption and the applicable rate. The total charge shall be in the summation of all unit charges, subject to the minimum use charge.*

There was discussion amongst Council, Town Manager and Finance Director regarding the proposed change and how this would affect the customers financially.

The Town Manager confirmed to Council that if Council does away with the current practice of doing away with allowing customers to connect multiple units through a single meter, it would ultimately cost the customer more as they would have to pay for separate meters. He further stated that the Town Attorney had drafted the amendment to the ordinance that addresses this issue in helping customers to save that additional expense. The Finance Director confirmed to Council that at this time, there are currently 125 people that use this practice of using this in order to avoid paying the connection fee. It was also discussed

that if Council bypasses amending the ordinance, Dr. Alexander would have to pay another connection fee.

Vice Mayor Walker stated he had too many questions regarding the proposed ordinance amendment and would like to see this referred to the Public Utilities Committee.

It was the consensus of Council that no action be taken at this time regarding Dr. Alexander's concern, or changing the proposed ordinance, but to instead refer to the Public Utilities Committee to review, than bring back before the full Council.

**OLD BUSINESS**

A. Leak Detection Services

The Town Manager informed Council that Council had authorized the issuance of Request for Proposal (RFP) for leak detection services and appropriated contingency funds to cover the costs of those services. Prior to the meeting, Council had received a proposal from Utility Services Associates. The Town Manager confirmed that the proposal meets the needs of the Town and staff requests authorization from Council for the Town to enter into a contract for the proposed services at a cost of \$21,337. He further confirmed to Council: that if the proposal is approved, the work will be scheduled as soon as possible, starting with the uptown area; Town staff will get daily repair schedules and do spot repairs, if necessary; and he will call Utility Services Associates to see what their schedule is, getting something in writing from them.

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

- Motion was made by Council Member Cundiff to authorize the Town Manager to enter into contract with Utility Services Associates, 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.

**NEW BUSINESS**

A. Request of Christian Heritage Academy

Council was informed by the Town Manager that Mr. Eric Miller with Christian Heritage Academy would like to request approval from Council to be able to hold their annual Memorial Day road race on Glennwood Drive and Scuffling Hill Road on May 28, 2012, with race starting at 9:15 a.m., and not lasting more than an hour. The Chief of Police confirmed that this request has been reviewed by the Rocky Mount Police Department and they have no problem with the proposed route.

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 on the floor passed unanimously by those present.

B. Line of Duty Act (LODA) Proposed Resolution

The Town Manager reported to Council that Item 58 of the 2010 Appropriation Act, a Line of Duty Act (LODA) Fund was established to be administered by the Virginia Retirement System (VRS). The Town Manager pointed out the following:

- The State of Virginia required VRS to charge localities on an actuarial basis to fund the LODA fund to pay LODA benefits to covered employees.
- Based on a review of the costs proposed by VRS to cover the Town's police officers and volunteer firemen, it is in the Town's best interest not to participate in the VRS LODA Fund and to instead purchase LODA through the Town's normal insurer, Virginia Municipal League (VML) Insurance.
- In order to not participate in the LODA Fund, the Town must officially, via resolution, opt out of the LODA Fund. Presented to Council for their review and consideration of approval is a draft resolution (*Resolution by the Rocky Mount Town Council Irrevocable Election Not to Participate in Line of Duty Act Fund*) that specifies that the Town will not participate in the LODA Fund and will cover the fiscal risks of the LODA through the Town's insurer (VML).

The Town Manager confirmed to the Mayor that by the Town opting out, it does not penalize those affected by it; that the Town is only self-insuring and assuming all liability; will participate in VML ran fund and it is equal to what Town had through VRS.

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 Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

C. Ordinance Proposed to Change Town of Rocky Mount Code Section 58-6(3)

Let the record show that this was discussed under *Hearing of Citizens* – Dr. Alexander's concerns, with matter being referred to Public Utilities Committee.

D. Appropriation Resolution Regarding Rocky Mount Police Department Grant

The Town Manager informed Council that the Virginia Department of Criminal Justice Services had awarded the Rocky Mount Police Department a Byrne Justice

Assistance Grant in the amount of \$4,272, with a local cash match of \$475, for a total award of \$4,747 to be used for equipment. Presented to Council for their review and consideration of approval was draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2012".

The Chief of Police confirmed to Council that if approved, funds would be used for security equipment for the offices located upstairs in the Rocky Mount Police Department building.

The Town Manager confirmed to Council that these funds would help with next year's budget by using this grant.

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

- Motion was made by Vice Mayor Walker to approve the request, 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.

E. Town of Rocky Mount Issuing a Request for Proposal (RFP) for Acceptance in Relations to Debit/Credit Cards for Form of Payment

It was presented to Council by the Town Manager that the Finance Department would like to issue a RFP for the acceptance of debit and credit cards from customers who appear in the office at either the counter or the drive-thru, but not over the internet at this time. He further stated that the Town would like to absorb the convenience fees as a Town expense, rather than pass them onto the customer. He pointed out that \$9,760 is in the proposed Fiscal Year 2013 budget to cover the convenience fees. He also stated that it is staff's hopes that a local bank will partner with the Town, and then the whole issue will be brought back to Council.

The Finance Director would like authorization to proceed to take this issue before the Finance & Human Services Committee, then bring back before Council for review.

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

- Motion was made by Vice Mayor Walker to approve the Finance Director to allow an Request for Proposal to go forward and see what responses are received, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

F. Town of Rocky Mount Formal Adoption of Fund Balance Policy

The Finance Director pointed out the following to Council:

- The Town's auditors, (Robinson, Farmer, Cox) have recommended that the Town adopt a formal fund balance policy which would incorporate a new Government Auditing Standards Board (GASB) Statement 54 terminology and guidelines. The proposed policy was given to Council prior to the Council meeting for Council's review.
- The proposed policy divides the fund balance into the categories of non-spendable, restricted, committed, assigned, and unassigned (in order of the most restricted to least restricted). It also establishes an unassigned fund balance of 10% of General Fund revenues on an annual basis.
- Non-spendable fund balance would contain the water and sewer inventory and any pre-paid asset.
- Restricted fund balance would contain funds that have restrictions placed on its use from external agencies. Examples would be grant proceeds or bond proceeds.
- Committed fund balance would be for a specific purpose as voted formally by Council.
- Assigned fund balance would be for a specific purpose informally "assigned" by either Council or the Town Manager. An encumbrance (a contract has been signed by not completed at year-end) would be an example.
- Unassigned fund balance would be whatever funds are left after allocation to the four categories as explained. This fund balance is available for future periods.

The Town Manager explained to Council that this proposal was mentioned in the auditors' letter last year that was addressed to Council that this is needed to track certain processes when purchasing, with this also helping staff to guide Council.

Council Member Cundiff stated that he would like to see Council have a little time to look this policy over.

At the suggestion of the Town Manager, it was the consensus of Council that this matter be referred to the Finance & Human Services Committee for review.

G. Request of Mary Wray

Mary Wray, proprietor of Basket, Creations & More and The Artisan Center (both located on Franklin Street in Rocky Mount) came before Council requesting that a portion of the street located in front of her two businesses be closed during the "White Lighting Arts & Crafts Festival" scheduled for Saturday, June 16, 2012, from 7:00 a.m. to 5:00 p.m.

It was explained by the Town Manager to Council that the Town has had a variety of issues during the past years regarding closing streets and have recommended closures being okay for events that are held Sunday or Saturday afternoons.

Mrs. Wray explained to Council the following:

- Event is the day before Father's Day.
- During the last event similar to this one being proposed, a lot of people had indicated they would like to see more of these types of events take place; plus, they have had a lot of artisans and crafters wanting to sign up for future events.
- These type of events brings a lot of people from out-of-town.
- Also considering having either a car show or cruise-in if Town allows more of the Franklin Street area to be closed.
- In closing Franklin Street in front of her businesses, it should not impact other businesses on that street as they will have detours around the event that will enable them to conduct their businesses along that Franklin Street.
- If Town can only close the street for four hours, perhaps Council will allow Maynor Street to be closed during the time frame she has requested.
- Reasoning for having the events that she does is to bring more people in to that area to shop and eat; and if they can extend the events to a two day weekend events, it would bring more people into the area that would be staying overnight, with them using not only the hotels, but also frequenting more of the restaurants located within the Town.

The Chief of Police indicated that for Mrs. Wray's event, he has no problem closing the street for four hours, but not for the entire time as requested, as he would have to have manpower in place to direct not only the usual flow of traffic, but also the large truck traffic. He indicated that Maynor Street would be the better option to hold the event, but he would suggest that Angle Hardware be contacted to make sure they do not have any problems with this.

There was discussion between Council, Town Manager, Chief of Police and Mrs. Wray on the best way to allow Mrs. Wray to have her event within the time frame she needed without it impacting the flow of traffic or other businesses located on Franklin Street.

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

- Motion was made by Council Member Love to approve the request, but to move the event to Maynor Street, close it from 7:00 a.m. to 5:00 p.m., and that Mrs. Wray check with Angle Hardware to make sure that the closing does not impact Bob Mills' business negatively, with motion on the floor being seconded by Council Member Greer. Discussion ensued. The Mayor confirmed to Council Member Moyer that the motion did include that Mrs. Wray will have to check with Angle Hardware first, but that if Mr. Mills says he is not willing for Maynor Street to be closed, will have to go back to the drawing board, but since this event is only one month away, would like this settled as soon as possible. The Town Manager confirmed to Council that he would contact Mr. Mills with Angle Hardware first thing in the morning to see how he feels about the proposed street closure. There being no further discussion, let the record show that the motion on the floor passed unanimously by those present.

H. Request of Franklin County Commerce & Leisure Services

Debra Weir, Tourism/Special Events Coordinator for Franklin County Commerce & Leisure Services, came before Council requesting street closure on Saturday, September 29, 2012, in relations to their “Mountain Spirits Festival” from 10:00 a.m. to 3:00 p.m.. They are requesting: closure of Franklin Street at High Street and Claiborne Avenue, allowing traffic to flow freely up High Street, Claiborne Avenue, Angle Street, Maynor Street and Diamond Avenue.

The Town Manager reminded Council that last year when the same request came before Council, it was requested by Council that this event be held on a Sunday if it came back before Council. Mrs. Weir explained that they cannot get enough authors committed to having the event on a Sunday. She further explained that the main reason for asking for the street closure is to slow traffic down on Franklin Street so people that attend the event can cross the street more safely. They are also thinking about adding food and craft vendors and by closing the street, this will allow more space for them. There was discussion about the event being held on Maynor Street, with Mrs. Weir indicating that this would not work as the authors need to be close to Franklin County Library located on Franklin Street. She also indicated that she has talked to other businesses located on Franklin Street about the proposed street closure, and they have kind of embraced this event and welcome the foot traffic from those attending. Mrs. Weir confirmed that she will bring back to her Board about the closing of Maynor Street, but until then, wanted to know if Council would approve the use of the Town’s Municipal parking lot.

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

- Motion was made by Council Member Strickler to approve the use of the Town’s Municipal parking lot for the “Mountain Spirits Festival” and that the reserved parking spaces are not to be used by those attending the event, 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 was carried 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 at this time.

**B. Rise 'N Shine Appearances**

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

**COUNCIL CONCERNS**

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

**CLOSED MEETING**

At 8:30 p.m., motion was made by Council Member Moyer to go into *Closed Meeting*, and seconded by Council Member Cundiff and carried unanimously to discuss the following:

- Section 2.2-3711(A).5 - Discussion concerning a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community (existing business/Industrial Park).
- Section 2.2-3711(A).7 - Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel (historic tax credits).

At 9:10 p.m., motion was made by Council Member Greer 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 Strickler 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 Council Member Love. 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.

### **OTHER MATTERS AND CONCERNS**

*(Let the record show as a point of reference and background information that on November 9, 2009, Mr. Richard Shively of Cable 12 Television came before Council proposing the following for Council's review and consideration: a vision he has had never went away from wanting to air some of The Crooked Road events on Channel 6 (Town's channel), resulting in a meeting with the Town Manager regarding this. Mr. Shively had pointed out that at this time, Shively Electric is underwriting everything involved in doing this. He further emphasized that this will not be in competition with Cable 12; the programming on Channel 6 will be advertisement free; the programming is now on the air in a test mode, with Shively Electric's signal being strong, but as of right now, working with Jetbroadband (cable provider at that time) to make sure their own cable signal is good. He stated that he hopes the Town will appreciate what they will see. He further pointed out that on behalf of Shively Electric, they are committed to the community and have donated equipment, installation, and time to have this programming on Channel 6 work. It was also pointed out by Mr. Shively that this has been given to the Town with no strings attached, and that Cable 12 supports this endeavor, but did not have the funding to take on anything else; therefore being underwritten by Shively Electric. At that time, Council concluded that the Town will assist with communicating to JetBroadband about working with Mr. Shively regarding this matter.)*

At the request of Mr. Richard Shively of Cable 12 Television and also Lighthouse Productions, Inc. (also proprietor of Shively Electric Company), Council allowed Mr. Shively to be heard after the *Closed Session* portion of the Rocky Mount Town Council meeting dated this date, May 14, 2012.

Mr. Shively came before Council stating that he wanted to discuss the Town of Rocky Mount's public service announcement (PSA), which is now channel 13 (formerly channel 6).

The Town Manager informed Council that Mr. Shively had been augmenting the Town's government channel with The Crooked Road music, but that Mr. Shively decided several months back to go in a direction that Town staff did not think it should be. *(Let the record show that when restrictions were put on what programming could be put on channel 13, Mr. Shively removed his equipment; thus, ending the programming he was providing.)*

Mr. Shively indicated that he would like to see the entire channel 13 be turned over to him to operate fully, with him wanting it to be done May 9, 2012 (which is already passed). The Town Manager handed to Council the proposal that Mr. Shively wanted Council to review and make a decision on to release channel 13 to him.

Mr. Shively proceeded to give a brief history of his roots in Franklin County and what all he has done to promote the County. While using channel 13 through Town staff guidance, he stated his main contention was not being able to allow any religious announcements, nothing political could be put on the channel, no advertising, and that everything he wanted to put on the channel was being scrutinized by Town staff. *(Let the record show that as a government channel, the Town cannot allow the type of programming he wanted to air.)* He reminded Council that while he was also putting on The Crooked Road music, he had paid for everything to do this, such as providing all the equipment and that the Town does not own one piece of the equipment. He further mentioned that the Town Manager had offered on several occasions to buy the equipment for the Town to use, but he did not want to give up the equipment to the Town since he had provided it. He further indicated he wants to operate channel 13 independent of the Town and will contract to the Town all of the services they currently have, but that he will train Town staff on what they will need to do for them to put on any community announcements and make emergency announcements on behalf of the Town. He also stated that he already operates and owns channel 12, but he wants that channel to be for local football, the ramble, and to take it up one notch for The Crooked Road channel, and that channel 12 does not have the time slots he needs to run The Crooked Road music that he needs to run, stressing that his scheduling is important to him, further stating that he wants channel 13 to compliment his channel 12. He further informed Council that the Town staff is having a hard time seeing the value of this. He concluded by saying he knows his proposal will have to be looked at from a legal standpoint, but if he is given the Town's channel 13, he will also be allowed to advertise to help with his expenses of running channel 13, which the Town cannot do. He asked that Council look at his proposal as soon as possible. He also informed Council that with the restrictions that Town staff has imposed, and him not meaning to sound self-serving, he has walked the high road with this, and if allowed to run channel 13, he will contract to the Town for the services the Town needs. He ended by stating that he cannot run channel 13 with the restrictions that a government channel has.

The Mayor informed Mr. Shively that at this time, Council would have to review the proposal before making any decision.

**ADJOURNMENT**

At 9:30 p.m., motion was made by Council Member Strickler to adjourn, seconded by Vice Mayor Walker 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  
PROPOSED FISCAL YEAR 2013  
BUDGET & CAPITAL PROJECTS  
PUBLIC HEARING  
JUNE 4, 2012**

The June 4, 2012 proposed Fiscal Year 2013 Budget and Capital Projects public hearing of the Rocky Mount Town Council was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 7:00 p.m. with Mayor Steven C. Angle presiding.

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

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

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

## **APPROVAL OF AGENDA**

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

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

## **PUBLIC HEARING ON PROPOSED FISCAL YEAR 2013 BUDGET AND CAPITAL PROJECTS**

The Mayor recessed the meeting to hold a public hearing on the proposed Fiscal Year 2013 Budget and capital projects, stating the following regarding the proposed FY 2013 budget:

1. Setting a tax levy of \$0.13/\$100 of assessed value on real estate, public service corporation property, and mobile homes, pursuant to the authority of 58.1-3200, 58.1-3201, 58.1-3202, 58.1-3203, 58.1-3204, 58.1-3205 of the Code of Virginia, as amended.

**DRAFT**

2. Setting a tax levy of \$0.51/\$100 of the assessed value of personal property, pursuant to the authority of 58.1-3500, 58.1-3501, 58.1-3502, 58.1-3503, 58.1-3506 of the Code of Virginia, as amended.
3. Setting a tax levy of \$0.17/\$100 of the assessed value on machinery and tools based on original cost and declining depreciation over a 7-year period. By the seventh year of depreciation, the effective rate is \$0.07/\$100 assessed value. This rate is levied pursuant to the authority of 58.1-3507(B) of the Code of Virginia, as amended.
4. Interest at an annual rate of ten percent (10%) per annum shall be charged on any unpaid taxes commencing the first day of the first month following the due date of the unpaid taxes.
5. Setting the Personal Property Tax Relief percentage at 71.94%.

The Town Manager stated that he did not have anything else to add to the Mayor's comments, but only that the public hearing is set forth by the Virginia State Code and the Town of Rocky Mount Town Charter.

The Mayor pointed out that no one had signed up to speak before Council regarding the proposed budget, and at this time, he opened the floor to anyone wishing to come before Council to speak. Let the record show that no one came forward.

At this time, the Mayor reconvened the meeting back into regular session, stating that no action can be taken by Council at this time for seven days, with the proposed FY 2013 budget and capital projects being considered during the regular Rocky Mount Town Council meeting of June 11, 2012.

### **ADJOURNMENT**

At 7:05 p.m., motion was made by Council Member Strickler to adjourn, seconded by Vice Mayor Walker and carried unanimously.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

# COMMUNITY DEVELOPMENT MONTHLY

Matthew C. Hankins, Director • Planner Patrick Rust • Planning Technician Stacey Sink

June 2012



**Code Complaints** - This is normally the time of year when the Community Development Department receives the most code complaints. We have received a significant number of complaints regarding 182 Woodlawn, which partially burned this winter and has been abandoned since. Mr. Rust is making an effort to determine how the property owner will proceed, but we may have to request a nuisance declaration to force action. In the meantime, Public Works will be undertaking mowing at the site.



## Ever wonder how Google does it?

- The Google Streetview car visited Rocky Mount and Franklin County for a few days around May 11, when this picture was taken at the Hub intersection. The Streetview car drives around a community's public roads, and the soccer-ball-shaped instrument high above it takes panoramic views of the streets, houses, intersections and properties visible from the street. Google normally takes several months to process the images and get all of the data uploaded to its Maps feature, so the May 2012 data still doesn't show on the site. When it does show up, we will use the updated data to confirm a variety of information about properties in town. This no-cost tool frequently proves to be a valuable resource for the Community Development staff.



**Hospital infrastructure improvements** - Town staff spend a significant amount of time working with Carilion Franklin Memorial Hospital to complete an upgrade of its emergency utility capacity. The hospital is adding capacity for emergency water storage and emergency generator connections in the event of a major power outage. Staff worked with the hospital physical plant manager to manage access for Taliaferro Street residents during

two days of street closures. The hospital notified all residents of alternate routes by letter and by personal visit at the request of your staff. The new gear is complete and operational, so all the hospital would need would be an external generator to pull up on Taliaferro Street and begin operations if power was off for an extended period of time. This concept is similar to one previously proposed by your water plant staff for the treatment plant.

## Code enforcement & planning

Mr. Rust has worked on a number of significant projects in May. He sent out four code enforcement letters and has had several significant rainfalls, demanding frequent inspections of our open Erosion & Sediment Control projects. The most significant E&S problems at Oaks at Rakes Tavern are

expected to be addressed in early June.

He is also working on planning the North Main Welcome Garden, site plan review, and map production.

Mr. Rust has also sold a surplus town Police vehicle on eBay, and will list more in June.



Brig. Gen. Burt Thompson addresses the Memorial Day crowd at Vets Park. Staff was heavily involved in preparing for the annual celebration.

### May 2012 Activity

**Zoning Permit:** None.

**Zoning Compliance:**

*Bradley Baker*, Upgrade electrical service from 200 amp to 400 amp, R1, May 2.

*Kimberly Hunt*, new day care center, zoned CBD, May 3.

*La Deseada*, restaurant and retail store (replacing La Oaxaquena II across from the high school), GB, May 4.

*Nelson Automotive Group*, automotive tent sale at Walmart in June, zoned GB, May 29.

*David Heating & Air Conditioning*, replacing oil furnace and air conditioner, zoned R2, May 30.

*James Haynes*, remove underground fuel storage tank, CBD, May 31.

**Sign Permits:** Two:

*La Deseada*, 555 Tanyard Road, restaurant sign, zoned GB, May 4.

*Benjamin Franklin Middle School*, Middle School Drive, LED message board sign replacing current letterboard, zoned POS, May 29.

**Enterprise Zone:** CRS Performance Films, corner of Byrd and North Main, zoned M1, May 23.

**Site Plan:** Reviewing site plan for a proposed quick service restaurant on Old Franklin Turnpike.

**Bond reviews:** Request for new bond amount at the Oaks at Rakes Tavern to account for public improvements completed. (review pending)

**Banners:** None.

**Facility Tour:** Toured the Weaver Mirror plant, which is now vacant and available to market for industrial development.

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 6, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	May 2012

This report contains the following monthly information for May 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

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.

1057 walk-in transactions

976 drive-thru transactions

1032 mail transactions

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

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

Repairs / Personal Services:

The Edge, 510 Franklin St., fitness studio

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at April 30, 2012**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
<b>Fixed Income / Bonds:</b>									
FFCB	9/24/2012	3/24/2016	500,000	100.853	504,265.00	2.41%	2.41%	31331KFK1	12,200.00
FFCB	7/18/2012	7/18/2016	225,000	100.383	225,861.75	2.07%	2.08%	31331KRN2	4,702.50
FHLB	5/18/2012	11/18/2015	500,000	100.086	500,430.00	2.04%	2.04%	313373PF3	10,250.00
FHIB	5/25/2012	2/25/2016	500,000	100.125	500,625.00	2.04%	2.04%	313373TX0	10,250.00
FHLM	6/29/2012	6/29/2016	230,000	100.242	230,556.60	1.99%	1.99%	3134G2LW0	4,600.00
FHLB	4/13/2012	10/13/2016	255,000	100.222	255,566.10	1.12%	1.12%	3134G2T69	2,868.75
FNMA	10 days	4/29/2015	500,000	101.584	507,920.00	1.96%	1.96%	3136FRGH0	10,000.00
FNMA	10 days	12/28/2016	500,000	100.368	501,840.00	0.99%	0.99%	3136FTVF3	5,000.00
<b>Bond Totals</b>			<u>3,210,000</u>		<u>3,227,064.45</u>	1.83% avg. return			<u>59,871.25</u>

**Certificates of Deposits:**

Ally Bank Midvale UT	12/23/2013	245,000	100.318	245,779.10	1.10%	1.09%	02005QYE7	2,695.00	
Am Express Centurion	11/17/2015	225,000	101.171	227,634.75	1.74%	1.72%	02587DGX0	3,937.50	
BMW Salt Lake UT	5/13/2013	225,000	100.672	226,512.00	0.99%	0.99%	05568PZR1	2,250.00	
CIT BK Salt Lake UT	10/13/2016	190,000	100.340	190,646.00	1.99%	1.99%	17284AZY7	3,800.00	
Discover Bk Greenwood	9/15/2014	245,000	100.571	246,398.95	1.29%	1.29%	254670W40	3,185.00	
F & M Chambersburg	2/8/2016	245,000	100.330	245,808.50	0.99%	0.99%	308693AY6	2,450.00	
GE Bk Draper Utah	9/30/2014	245,000	100.513	246,256.85	1.39%	1.39%	36159C3F1	3,430.00	
GE Cap Fin'l Retail	12/29/2016	245,000	100.814	246,994.30	2.08%	2.08%	36160YMM4	5,145.00	
Goldman Sachs NYC	11/3/2014	245,000	100.607	246,487.15	1.49%	1.49%	38143AAP0	3,675.00	
Natl Rep Chicago CTF	1/25/2016	245,000	100.965	247,364.25	0.99%	0.99%	63736QRT0	2,450.00	
Safra Nat'l NY NY	2/9/2015	245,000	100.099	245,242.55	0.74%	0.74%	786580YW4	1,837.50	
Security Bk Aiken SC	7/27/2016	245,000	100.994	247,435.30	1.23%	1.23%	81423LAV4	3,062.50	
Southside Bk Tyler TX	9/21/2016	245,000	100.157	245,384.65	0.99%	0.99%	84470QDY0	2,450.00	
<b>CD Totals</b>			<u>3,090,000</u>		<u>3,107,944.35</u>	1.31% avg. return			<u>40,367.50</u>
<b>Total Investments</b>			<u>6,300,000</u>		<u>6,335,008.80</u>				<u>100,238.75</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Jan-12	390,911.37	0.16%
Feb-12	404,549.92	0.17%
Mar-12	749,548.69	0.17%
Apr-12	770,493.56	0.17%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF May 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	2,849	6,304	548,097	538,112	547,772	100.06%
Public Service Tax	-	-	26,748	26,119	25,078	106.66%
Personal Property Tax	605	1,863	142,558	134,647	133,679	106.64%
Machinery & Tools Tax	-	-	104,752	102,736	85,175	122.98%
Penalties on Tax	331	507	6,922	4,009	1,000	692.24%
Interest on Tax	6	52	2,092	1,637	500	418.49%
Local Sales Tax	14,974	12,835	120,634	119,562	157,495	76.60%
Meals Tax	98,822	91,368	953,345	893,449	1,030,125	92.55%
Utility Tax	24,820	26,005	268,281	277,101	332,100	80.78%
Communications Tax	17,431	17,313	145,672	156,629	197,880	73.62%
Decals	3,847	3,468	80,791	85,175	89,470	90.30%
Bank Stock Tax	197,317	195,451	197,317	195,451	202,320	97.53%
Penalty-Meals Tax	311	23	3,328	1,845	750	443.73%
Interest-Meals Tax	60	2	1,534	1,113	200	767.14%
Lodging Tax	7,467	11,716	72,026	72,408	84,890	84.85%
Cigarette Tax	9,254	-	109,950	-	250,000	43.98%
BPOL-Retail	209,544	199,518	356,906	211,127	253,157	140.98%
BPOL-Professional	76,021	105,257	97,043	116,581	119,101	81.48%
BPOL-Contractor	5,991	6,363	10,203	7,752	14,019	72.78%
BPOL-Repairs/Services	65,397	98,405	69,311	109,794	95,845	72.32%
BPOL-Alcoholic Beverages	475	475	475	575	500	95.00%
BPOL-Penalty/Interest	10	561	6,830	2,737	800	853.70%
BPOL-Amusement	200	202	200	202	200	100.00%
BPOL-Utility	-	-	6,121	-	6,400	95.64%
BPOL-Miscellaneous	2,625	2,459	3,178	8,815	2,322	136.86%
Solicitor Permits	-	-	20	60	-	0.00%
Farmer's Market Fees	430	700	2,640	2,565	1,900	138.95%
Welcome Center Fees	180	(150)	3,200	5,880	6,000	53.33%
Depot Management Fees	-	-	-	-	-	0.00%
Planning/Zoning Fees	638	615	9,464	5,384	7,500	126.19%
Court Fines	2,626	3,474	21,405	25,199	25,500	83.94%
Parking Fines	-	80	205	495	390	52.56%
Interest Earnings	10,000	13,756	55,909	122,548	72,538	77.08%
Return Check Fees	80	120	640	766	640	100.00%
Rental of Property	-	-	420	420	420	100.00%
Sale of Materials	262	-	651	1,996	-	0.00%
Sale of Property	-	-	-	-	4,000	0.00%
Grave Preparation	-	-	1,550	2,250	1,000	155.00%
Security Services	-	-	3,210	3,450	2,500	128.40%
Passport Service Fees	633	1,193	7,432	6,003	3,500	212.34%
Police Reports	77	38	1,463	1,516	1,500	97.53%
Garbage Collection Fees	7,469	7,487	66,276	66,598	88,350	75.02%
Truck Rental Program	30	10	250	190	300	83.33%
Miscellaneous Services	-	446	2,484	461	-	0.00%
Donations - Celeste Park	100	-	880	-	-	0.00%
Donations - Lights for Life	-	50	340	212,284	-	0.00%
Donations - Other	6	-	6	1,291	-	0.00%
Insurance Recovery	-	-	-	447,775	-	0.00%
Merchandise Sales	-	-	-	-	-	0.00%
Miscellaneous	-	1	18,542	35,958	-	0.00%
Curb & Gutter Recoveries	-	138	-	1,098	-	0.00%
Recoveries	4	60	614	12,681	500	122.89%
Bond Proceeds	-	-	-	1,673,515	-	0.00%
Appropriated Fund Balance	-	-	-	-	116,846	0.00%
<b>Total Local Revenues</b>	<b>760,892</b>	<b>808,165</b>	<b>3,531,916</b>	<b>5,697,957</b>	<b>3,964,162</b>	<b>89.10%</b>

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

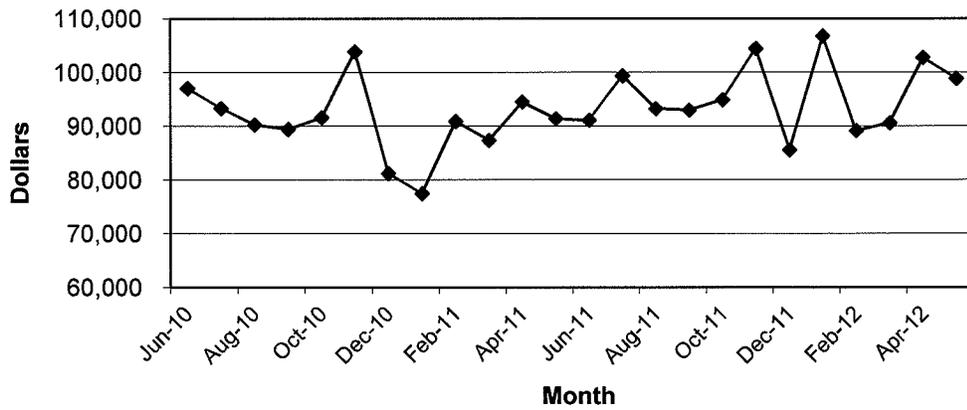
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
<b>GENERAL FUND - State Revenues:</b>						
ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	-	-	3,144	3,255	3,000	104.80%
Litter Tax	-	-	2,054	2,501	2,500	82.16%
Other Categorical Aid	3,443	-	3,443	342	-	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	-	-	-	15,126	59,888	0.00%
DMV / 402 Grant	-	-	-	6,989	-	0.00%
VDOT Grant	-	-	-	-	-	0.00%
Local Law Enforcement	-	-	-	4,421	-	0.00%
DMV Mini Grants	-	-	19,110	-	-	0.00%
Street Maintenance	-	-	893,333	838,052	1,117,402	79.95%
Volunteer Fire Dept.	-	-	22,500	22,600	30,000	75.00%
Law Enforcement-599 Funds	-	-	81,345	84,303	112,406	72.37%
Police Grants	-	-	4,146	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>3,443</b>	<b>-</b>	<b>1,082,935</b>	<b>1,059,250</b>	<b>1,389,057</b>	<b>77.96%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>764,334</b>	<b>808,165</b>	<b>4,614,851</b>	<b>6,757,207</b>	<b>5,353,219</b>	<b>86.21%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	91,977	85,264	773,011	772,605	1,013,000	76.31%
gallons billed	19,489,068	17,619,978	221,553,585	233,479,566		
Water Connections	1,000	1,805	16,300	32,525	169,550	9.61%
Reconnect Fees	235	220	2,775	2,245	2,400	115.63%
Penalties	262	1,872	18,461	20,746	18,500	99.79%
Bulk Water Purchases	95	-	1,640	1,924	1,800	91.12%
County Bulk Water Sales	-	-	-	-	-	0.00%
Health Dept.	-	-	-	-	-	0.00%
Va. Water Grant - water loss	-	-	-	25,000	-	0.00%
Sewer Collection Charges	52,326	49,847	482,449	480,332	650,964	74.11%
gallons billed	13,754,398	13,094,535	162,457,028	172,914,888		
Sewer Connections	1,000	1,000	13,805	13,125	152,500	9.05%
Leachate Collection Charges	-	-	-	-	-	0.00%
Cell Tower Rent	5,372	7,640	36,666	37,939	45,903	79.88%
Bond Proceeds	-	-	71,797	32,000	-	0.00%
VML Safety Grant	-	-	4,000	-	-	0.00%
Meals Tax Transfer	-	-	394,278	514,278	394,278	100.00%
Recoveries	-	12,507	496	12,569	-	0.00%
Transfer from General Fund	-	-	-	-	59,857	0.00%
Appropriated Fund Balance	-	-	-	-	675,500	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>152,267</b>	<b>160,155</b>	<b>1,815,678</b>	<b>1,945,287</b>	<b>3,184,252</b>	<b>57.02%</b>

TOWN OF ROCKY MOUNT							
REVENUE COMPARISONS							
AS OF May 31, 2012							
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF	
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR	
<b>CAPITAL PROJECTS REVENUES:</b>							
CBDG Grant	-	-	-	-	-	0.00%	
TEA-21 Grant	-	-	-	-	-	0.00%	
Tobacco Grant	-	-	-	-	-	0.00%	
VDOT Grant	-	-	-	390,703	-	0.00%	
Bonds / Loans	-	-	35,754	78,420	-	0.00%	
Other Contributions (Uptown from Co.)	-	-	-	45,000	-	0.00%	
Uptown Loan Repayments	350	75	2,083	225	-	0.00%	
Recoveries	-	15,041	144,900	15,041	-	0.00%	
Appropriated Fund Balance	-	-	100,000	-	246,750	40.53%	
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>350</b>	<b>15,116</b>	<b>282,737</b>	<b>529,389</b>	<b>246,750</b>	<b>114.58%</b>	
				11 months of the 12 months of the fiscal year		91.67%	

**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

Month	Collections
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
Feb-12	89,118
Mar-12	90,554
Apr-12	102,709
May-12	98,822

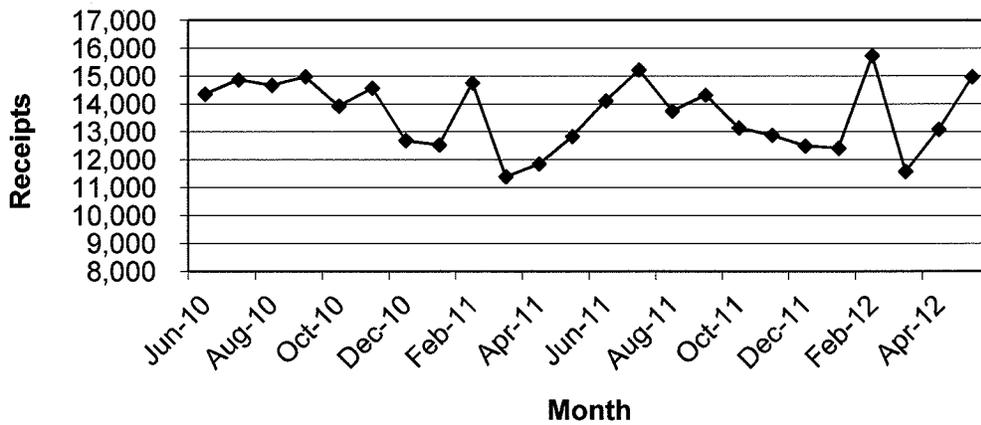
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

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
Feb-12	15,736
Mar-12	11,573
Apr-12	13,086
May-12	14,974

Local Sales Tax



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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	6,792	6,686	90,249	81,134	105,481	85.56%
Town Manager	13,871	13,862	159,723	159,541	179,327	89.07%
Town Attorney	-	2,221	41,946	26,261	39,190	107.03%
Finance Department	17,149	18,096	274,657	258,871	311,675	88.12%
Electorial Board	1,232	-	1,232	-	3,000	41.06%
Police Department	95,141	108,654	1,426,638	1,274,025	1,596,117	89.38%
Volunteer Fire Dept.	9,931	7,816	117,702	502,149	102,829	114.46%
Public Works Admin.	1,142	1,290	14,211	14,717	17,156	82.84%
Street Lights	7,352	7,145	79,200	87,187	91,150	86.89%
Traffic Control & Parking	10,691	3,610	262,134	64,528	78,390	334.40%
Streets	37,620	37,322	676,280	460,988	911,417	74.20%
Sidewalks & Curbs	4,045	2,814	12,634	8,651	73,692	17.14%
Old Fort Road Extension	-	-	-	41,955	-	0.00%
Street Cleaning	491	1,321	19,464	15,473	16,818	115.74%
Refuse Collection	7,322	7,897	132,470	109,901	154,218	85.90%
Snow Removal	-	6,503	5,481	18,947	25,350	21.62%
Municipal Building	4,037	12,237	49,218	57,758	63,097	78.00%
Emergency Services Bldg.	2,974	6,697	51,244	70,373	61,350	83.53%
Public Works Building	2,148	731	13,368	8,982	37,060	36.07%
Cemetery	2,144	2,487	17,848	15,527	16,293	109.55%
Playgrounds	4,647	3,426	20,250	16,499	26,988	75.03%
Celeste Park	-	-	1,163	-	-	0.00%
Gilley's Park	-	-	-	-	9,500	0.00%
Veterans' Park erosion repairs	-	-	2,558	-	97,000	2.64%
Pigg River Heritage Trail	-	-	22,223	62,420	-	0.00%
Pigg River Dam Safety	-	-	573	3,106	30,000	1.91%
Planning & Zoning	6,159	2,627	89,781	69,506	122,353	73.38%
Community Development	8,539	9,143	156,391	135,450	189,073	82.71%
Citizen's Square	4,038	892	23,632	9,634	20,400	115.85%
Hospitality Center	5,066	2,161	21,150	12,951	17,150	123.32%
Main Street Program	-	-	-	15,487	-	0.00%
Passport Services Expenses	203	153	1,326	2,794	1,050	126.26%
Music Venue Operating	54	-	1,830	-	-	0.00%
Remediation Blighted Structures	-	-	11,005	-	40,000	27.51%
<b>Non-Departmental:</b>						
Wages & Fringes	901	1,304	46,239	38,700	45,959	100.61%
Employee Wellness Program	-	-	3,555	2,685	7,300	48.70%
Employee Drug Testing	150	150	746	743	1,200	62.14%
Letter of Credit Reimbursement	-	-	250,000	-	250,000	100.00%
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	1,666,226	189,300	100.00%
Debt Service-Interest	-	-	126,381	165,407	127,201	99.36%
Transfer to Utility Fund	-	-	394,278	514,278	454,135	86.82%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	50,000	1,500	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>253,837</b>	<b>267,245</b>	<b>4,889,410</b>	<b>6,128,706</b>	<b>5,603,219</b>	<b>87.26%</b>

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

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
	<b>WATER &amp; SEWER FUND:</b>					
Water System Operation	2,762	8,229	133,495	136,642	281,390	47.44%
Meter Reading	2,802	2,796	25,970	38,505	45,332	57.29%
Water Plant	56,489	41,224	438,603	444,421	658,716	66.58%
Water Loss Study	-	-	-	1,800	-	0.00%
Oaks / Fralin Development Sewer Line	-	-	3,747	6,766	-	0.00%
Scuffling Hill Sewer Line	-	-	5,000	-	-	0.00%
Diamond Ave. Water Line Replacement	-	-	12,626	-	-	0.00%
Knollwood Dr Sewer Extension	-	-	8,201	-	-	0.00%
Trinity Packaging Water Line Relocation	10,071	-	10,071	-	-	0.00%
Wastewater System Operation	4,958	7,696	130,661	104,245	144,077	90.69%
Wastewater Treatment Plant	29,829	30,513	304,629	294,574	379,870	80.19%
Utility Billing & Administration	7,990	8,067	107,880	106,471	135,688	79.51%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	8,881	6,244	-	0.00%
Insurance	-	-	19,611	20,285	22,313	87.89%
Debt Service-Principal	-	-	423,758	2,420,373	658,922	64.31%
Debt Service-Interest	-	-	124,086	214,411	182,444	68.01%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	1,000	-	100.00%
Depreciation	-	-	-	-	675,500	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>114,902</b>	<b>98,526</b>	<b>1,757,219</b>	<b>3,795,736</b>	<b>3,184,252</b>	<b>55.18%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Needmore	-	-	-	-	-	0.00%
Uptown Redevelopment Project	25,049	285,710	559,246	1,519,712	-	0.00%
Industrial Park - Site Improvements	-	3,579	2,321	49,064	-	0.00%
Music Venue Development	-	-	248,922	-	246,750	100.88%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>25,049</b>	<b>289,289</b>	<b>810,490</b>	<b>1,568,776</b>	<b>246,750</b>	<b>0.00%</b>
11 months of the 12 month fiscal year						91.67%

TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2012

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	27,500	94,700
COMMITTED:		
WTP Replacement Electric Motors -- Feb 2012		(78,000)
Water Line Leak Detection Study -- March 2012		(16,700)
Public Works Security Fencing -- March 2012	(18,000)	
Police Impound Lot Fencing Repairs -- March 2012	(3,000)	
Farmers' Market Security Cameras -- March 2012	(5,000)	
AVAILABLE CONTINGENCY FUND BALANCE	<u>1,500</u>	<u>-</u>
Available / (overexpended)		

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

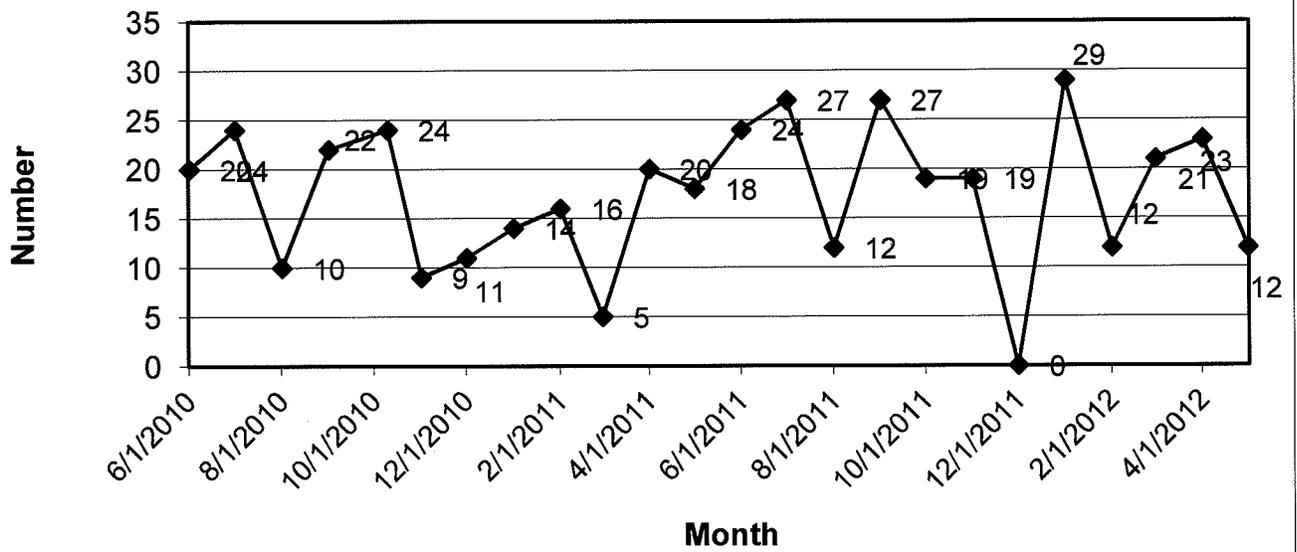
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,759	6,413,018	\$ 29,137	62%	33%	31%
COMMERCIAL	315	5,820,680	\$ 20,790	11%	30%	22%
INDUSTRIAL	50	3,717,220	\$ 12,849	2%	19%	14%
<b>TOTAL</b>	<b>2,124</b>	<b>15,950,918</b>	<b>\$ 62,777</b>	<b>75%</b>	<b>82%</b>	<b>68%</b>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	672	2,293,140	\$ 21,038	24%	12%	23%
COMMERCIAL	47	1,241,710	\$ 8,960	2%	6%	10%
INDUSTRIAL	2	3,300	\$ 45	0%	0%	0%
<b>TOTAL</b>	<b>721</b>	<b>3,538,150</b>	<b>\$ 30,043</b>	<b>25%</b>	<b>18%</b>	<b>32%</b>
				<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,431	8,706,158	\$ 50,175	85%	45%	54%
COMMERCIAL	362	7,062,390	\$ 29,751	13%	36%	32%
INDUSTRIAL	52	3,720,520	\$ 12,894	2%	19%	14%
<b>TOTAL</b>	<b>2,845</b>	<b>19,489,068</b>	<b>\$ 92,820</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		Commercial		Industrial		Total		Residential		Commercial		Industrial		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-11	34%	31%	28%	23%	18%	13%	81%	67%	13%	24%	6%	9%	0%	0%	19%	33%
Aug-11	35%	32%	28%	22%	20%	14%	82%	68%	12%	23%	5%	9%	0%	0%	18%	32%
Sep-11	32%	30%	28%	23%	22%	15%	82%	68%	12%	22%	6%	9%	0%	0%	18%	32%
Oct-11	34%	31%	30%	23%	17%	12%	81%	66%	13%	24%	6%	10%	0%	0%	19%	34%
Nov-11	33%	31%	31%	24%	16%	11%	80%	66%	13%	24%	7%	10%	0%	0%	20%	34%
Dec-11	35%	32%	27%	21%	17%	11%	79%	65%	13%	25%	7%	11%	0%	0%	21%	35%
Jan-12	36%	32%	26%	21%	17%	12%	79%	65%	13%	24%	8%	11%	0%	0%	21%	35%
Feb-12	35%	32%	25%	22%	18%	12%	79%	66%	13%	24%	7%	10%	1%	1%	21%	34%
Mar-12	33%	30%	25%	22%	22%	15%	80%	67%	12%	22%	8%	11%	0%	0%	20%	33%
Apr-12	34%	31%	28%	23%	19%	13%	81%	67%	12%	22%	7%	10%	0%	0%	19%	33%
May-12	33%	31%	30%	22%	19%	14%	82%	68%	12%	23%	6%	10%	0%	0%	18%	32%
Jun-12																
Average	34%	31%	28%	22%	19%	13%	81%	67%	13%	23%	7%	10%	0%	0%	19%	33%

\*\*\*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-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
April-12

Water Plant Finished Water Pumped		<u>25,300,000</u>
Water Consumption Billed	19,489,068	
Meters Read and Not Billed	933,720	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	20,000	
Flow Meter Checks at Hydrants	-	
Drained from Pendleton tank for painting of tank	-	
Filling Water Tanks	-	
 Grand Total of Water Metered / Consumed / Tracked		 <u>20,442,788</u>
 Percent Finished Water Accounted		 80.80%

Meters Read and Not Billed		
001-0122-10-01	Mary Bethune Park	12,000
001-0188-00-01	Impound Lot	24,200
002-0317-20-01	Public Works Bldg	1,040
002-0317-30-01	Public Works Bldg-new bldg	2,000
004-1067-00-01	Veteran's Memorial Park	100
005-1300-00-01	Mary Elizabeth Park	400
005-1343-00-04	Music Venue	-
005-1384-00-01	Farmer's Market	900
005-1457-00-01	Municipal Bldg.	3,000
006-1710-00-01	Welcome Center / Depot	780
009-2523-50-01	Emergency Services Bldg.	14,300
010-3099-00-01	20 Goodview St.	-
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	300,000
	Water Plant Process	575,000

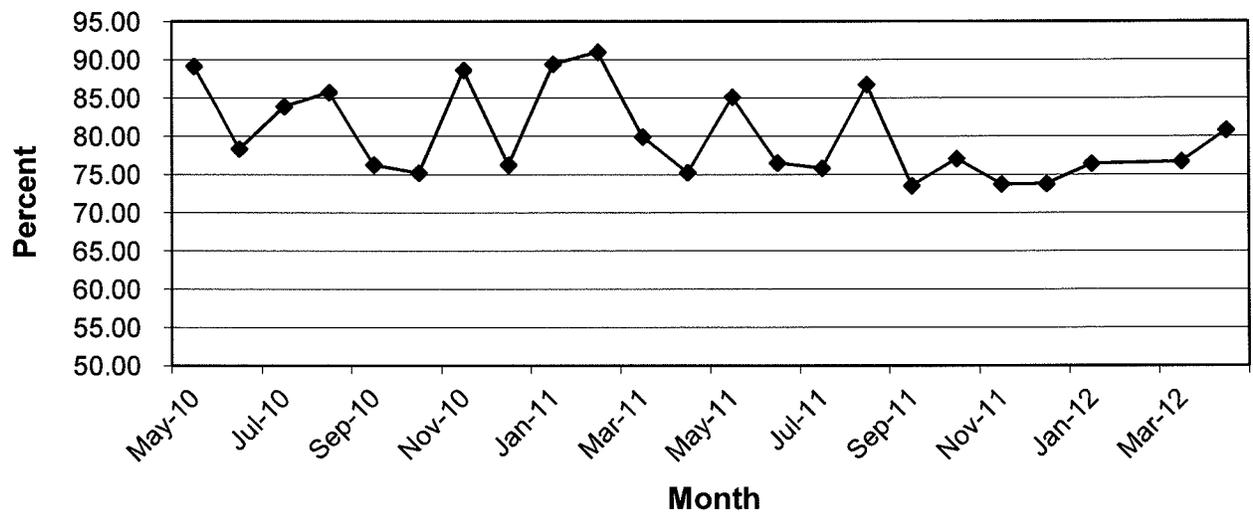
TOTAL Meters Not Billed		<u>933,720</u>
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Water Line Repairs by Public Works during the month:  
none

Sewer Line Repairs by Public Works during the month:  
none

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2012							
	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Gallons Variance		Average Quarterly Accounted	Average Quarterly Variance
Month							
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	31,320,000	23,090,210	73.72%	8,229,790	A	74.77%	6,921,214
Jan-12	23,509,800	17,346,077	73.78%	6,163,723	B		
Feb-12	26,440,000	20,201,732	76.41%	6,238,268			
Mar-12	27,760,000	21,300,509	76.73%	6,459,491		75.64%	6,287,161
Apr-12	25,300,000	20,442,788	80.80%	4,857,212			
May-12				-			
Jun-12				-		80.80%	4,857,212
AVG.	27,098,980	20,880,109	77.12%	6,218,871		77.73%	5,991,928
TOTAL	270,989,800	208,801,094					
			Avg. Percent Unaccounted =	22.88%			
			Percent Accounted =	77.12%			
			2 out of 10 months this fiscal year > 80% accountability				
NOTE A: water produced was increased 9 days because only 1 - 2 man team could read meters due to equipment failure. Original 30 day production = 25,400,000. Revised to 31,320,000.							
NOTE B: water produced was decreased by 6 days because only 3 weeks of water was read due to 5 weeks being read in Dec (previous month) due to equipment failure. Original 30 day production = 26,140,000. Revised to 23,509,800.							

### 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%	17,346,077	66.36%	2,846	24,056,000	38.80%	12,321,442	51.22%
Feb-12	298.70	26,440,000	47.21%	25,270,000	45.13%	20,201,732	79.94%	2,844	20,010,000	35.73%	14,287,937	71.40%
Mar-12	319.30	26,660,000	43.00%	27,760,000	44.77%	21,300,509	76.73%	2,840	24,800,000	40.00%	14,790,259	59.64%
Apr-12	303.00	26,000,000	43.33%	25,300,000	42.17%	20,442,788	80.80%	2,845	20,400,000	34.00%	13,754,398	67.42%
May-12	328.60	29,000,000	46.77%	27,900,000	45.00%				23,529,000	37.95%		
Jun-12			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>314.71</b>	<b>27,772,727</b>	<b>45.59%</b>	<b>26,766,364</b>	<b>43.94%</b>	<b>20,880,109</b>	<b>78.45%</b>	<b>2,833</b>	<b>22,449,727</b>	<b>36.83%</b>	<b>14,598,494</b>	<b>66.95%</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>	June 5, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charles Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	April 2012

- The Rocky Mount Fire Department answered a total of 37 calls for the month of April. --12 calls were inside the Town limits of Rocky Mount and 25 calls were in the County.
- There were a total of 377 man hours accumulated on all the calls for the month.
- The Department averaged 10.08 members on each call for the month.
- The Department used a total of 176.2 gallons of diesel fuel for the month, and 54.6 gallons of gasoline.
- There was a total of 1,705 miles traveled on all Fire Department vehicles.
- There were 4 structure fires—7 woods and grass fires—17 motor vehicle accidents—7 false alarms—1 smoke and odor removal—1 utility pole fire.
- There were 4 members that received State certifications in Vehicle Extrication through the VAVRS/VDFP.
- There were a total of 80 hours of “in house” training accumulated by the remaining members. This training consisted of large scale storms awareness and preparation,

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 4, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Chief David R. Cundiff
<b>DEPARTMENT:</b>	Police
<b>MONTH:</b>	May 2012

The Rocky Mount Police Department hired two new Patrolman positions. We would like to welcome Andrew B. Cowen and James M. Slate to the Rocky Mount Police Department.

Sergeant Don A. Brown will be making a lateral move into the position "Sergeant of Investigations".

Congratulations to Patrolman Brian Garland who was promoted to "Patrol Sergeant".

ROCKY MOUNT POLICE DEPARTMENT  
ADM #1  
MONTHLY REPORT TO COUNCIL

DATE: MAY 2012

MARCH

APRIL

MAY

	MARCH	APRIL	MAY
TRAFFIC ARRESTS	61	108	90
TRAFFIC WARNING	75	69	66
CRIMINAL ARRESTS	45	20	54
LEGAL DOCUMENTS; TRESPASS NOTICES	0	0	0
JUVENILE REFERRALS P-UPS, ETC.	14	0	7
ALARM RESPONSES	46	44	46
ACCIDENTS INVESTIGATED	33	20	19
INCIDENTS ADDRESSED	1224	1309	1574
INCIDENTS, OFFENSES REPORTABLE	24	44	60
BUSINESSES, RESIDENCES CHECKED	335	375	398
DOORS, WINDOWS, ETC. UNSECURED	5	3	2
MOTORIST AIDES	91	90	79
BREAKING & ENTERING REPORTS	0	1	0
BREAKING & ENTERING WARRANTS	0	0	0
FELONY WARRANTS	18	4	3
GRAND LARCENY WARRANTS	15	0	1
MISDEAMEANOR WARRANTS	37	12	43
DUI	8	5	7

<b>TRAFFIC ENFORCEMENT:</b>
<ul style="list-style-type: none"> <li>◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North &amp; 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.</li> <li>◇ There were 14 reportable accidents with 14 of the accidents on our public streets.</li> </ul>

#### COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: (154) Bernard Road, Candlewood Apartments, Circle Drive, Cornell Road, Dent Street, Diamond Avenue, Donald Avenue, East Court Street, East Street, Edgemont Street, Friendly Street, Green Meadow Lane, Greer Lane, Hatcher Street, Highland Hills Road, Hilltop Drive, Lakewood Drive, Leonor Street, Mamie Avenue, Montview Avenue, North Main Street, Oak Street, Orchard Avenue, Patterson Avenue, Pendleton Street, Power Dam Road, Scuffling Hill Road, South Main Street, State Street, Tanyard Road, Trail Drive, Wilson Street, Windy Lane, Woodlawn Drive and Wray's Chapel Road.
- ◇ Business Foot Patrols: (160) Applebees, Bojangles, China City, Comfort Inn, CVS, Dairy Queen, Dollar General, Eagle Cinema, Family Pharmacy, Franklin County High School, Fleetwood Homes, Franklin Center, Franklin Community Bank, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Frank's Pizza, Goodwill, Hub Restaurant, Industrial Drive, Ippy's, Jones Produce, Kroger, Los Tres Amigos, Lowe's, Mary Bethune Park, Mary Elizabeth Park, McDonald's, Mod-U-Kraf, North Main Street, Old Franklin Turnpike, Quizno's, Riverside Minute Market, Roses, School Board Road, Sheetz, South Main Street, STEP Inc., Trinity Missions, Walgreens, Wal-Mart, and YMCA.

#### MISCELLANEOUS:

- ◇ May 2<sup>nd</sup>, 2012 - RMPD "Firearms Qualifications"
- ◇ May 4<sup>th</sup>, 2012 - Open Door "Tanyard Road"
- ◇ May 10<sup>th</sup>, 2012 - SWAT Training
- ◇ May 11<sup>th</sup>, 2012 - Strawberry Festival "Farmer's Market"
- ◇ May 12<sup>th</sup>, 2012 - Open Door "Subway"
- ◇ May 12<sup>th</sup>, 2012 - Spring Fling "Franklin Street"
- ◇ May 19<sup>th</sup>, 2012 - PROM
- ◇ May 19<sup>th</sup>, 2012 - Pig River Ramble
- ◇ May 23<sup>rd</sup>, 2012 - RMPD "Firearms Qualifications"
- ◇ May 26<sup>th</sup>, 2012 - Traffic control at Franklin County Court House
- ◇ May 26<sup>th</sup>, 2012 - Traffic control for Veteran's Park Ceremony
- ◇ May 28<sup>th</sup>, 2012 - Traffic control for CHA Race

#### TRAFFIC CONTROL UPDATES:

- ◇ No new updates for this month.

## INVESTIGATIONS:

- ◇ New Criminal Investigations: 7
- ◇ New Drug Investigations: 9
- ◇ Cases Cleared: 13
- ◇ Misdemeanor charges: 2
- ◇ Felony Charges: 7
- ◇ Pending Cases: 3
- ◇ Child Abuse Cases:

## MEETINGS:

- ◇ FRESH Coalition
- ◇ Patrolman Applicant Interviews
- ◇ Synthetic Marijuana Town Hall Meeting
- ◇ Completed interview process for the SERGEANTS test
- ◇ Henry County/Testing
- ◇ Written & Agility test for New Officer

## TRAINING:

- ◇ K9 Training

## CLASSES TAUGHT:

- ◇ Officer Survival @ Cardinal Criminal Justice Academy
- ◇ Three sessions "Self Defense Class for Women @ YMCA

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	School Board Road
Possession of Marijuana	Tanyard Road
Possession of Marijuana	Windy Lane
Possession of Marijuana	Trail Drive
Possession Schedule III Controlled Substance	East Court Street
Driving Under the Influence	School Board Road
Driving Under the Influence	East Court Street (x 2)
Driving Under the Influence	Grassy Hill Road
Driving Under the Influence	North Main Street
Driving Under the Influence	Old Franklin Turnpike
Felony Driving Under the Influence	North Main Street
Refusal of Blood or Breath Test	East Court Street
Refusal of Blood or Breath Test	Grassy Hill Road
Drunk In Public	East Court Street (x 3)
Drunk In Public	North Main Street (x 2)
Drunk In Public	Highland Hills Road
Trespassing	East Court Street (x 3)
Shoplifting	Old Franklin Turnpike (x 5)
Shoplifting	Pell Avenue
Felony Shoplifting	Old Franklin Turnpike (x 2)
Larceny	Weaver Street
Obstruction of Justice	East Court Street
Obstruction of Justice	North Main Street
Unauthorized Use of a Motor Vehicle	Tanyard Road
Property Damage	Old Franklin Turnpike
Eluding Police	Old Franklin Turnpike
Littering	Old Franklin Turnpike

## SPEEDING TICKETS ISSUED

Tanyard Road (x 14)

School Board Road (x 5)

West College Street (x 4)

State Street (x 2)

East Court Street (x 2)

Old Furnace Road (x 2)

North Main Street

South Main Street

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 4, 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>	May 2012

1. Did cleanup for three days.
2. Moved water lines for Trinity Packaging and lowered sewer line.
3. Read meters three days.
4. Made water taps: 1 in-town; 1 out-of-town.
5. Mowing water and sewer easements.
6. Made sewer tap on Whitten Street.

## MONTHLY STAFF REPORT

<b>DATE:</b>	June 4, 2012
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton, Superintendent
<b>DEPARTMENT:</b>	WWTP
<b>MONTH:</b>	May 2012

Average Daily Flow	0.759 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	67,500 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	0.0 Tons
Rain Total      5.06 inches	Snow Total      0.0 inches

Request: None

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

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

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

The actual water production time (filtering of water) for the entire month averaged 10.6 hours per day, which yielded approximately 899,000 gallons of water per day.

Total Raw Water Pumped:	29.0 million gallons
Total Drinking Water Produced:	27.9 million gallons
Average Daily Production:	899,000 gallons per day
Ave Percent of Production Capacity:	45%
Flushing of Hydrants/Tanks:	80,000 (Pendleton Refill) 25,000 Plant Washout, 50,000 - Hydrant Testing, Rocky Mount FD – 6,000
Plant Process Water, Gallons Used:	657,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	1,000

### **Operational Issues:**

- All routine monthly bacteriological samples were negative (no bacteria detected). All other routine samples were also within limits.
- We had two short production days due to flooding of the river and routine cleaning at the Water Plant. Water tank levels were affected but were never critically low.

### **Repairs/Maintenance:**

- The smaller of the two Pendleton Street water tanks has been refilled, disinfected and placed back into service. Due to its age and condition, this tank may need to be taken out of service within the next 5 to 10 years.
- Our clear-well electronic level sensor failed. A replacement has been ordered and will be installed by plant staff.
- OSHA required inspections of the plant boiler and cable hoists have been conducted.
- Marker buoys on the Pigg and Blackwater Rivers were reset by plant staff after heavy rain broke them loose.

### **Other:**

- Plant staff flushed and tested 20 fire hydrants between Diamond Avenue and West Franklin Street.

### **Up-coming**

- Our consulting engineer will be installing power testing equipment early in June to assure compatibility with new controls and motors that will be installed.

ITEM(S) TO BE CONSIDERED UNDER:

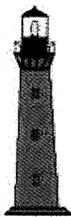
- Hearing of Citizens**    
 **Consent Item**    
 **Old Business**    
 **New Business**  
 **Committee Report**    
 **Other**

FOR COUNCIL MEETING DATED:	June 11, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mr. Richard Shively has submitted the attached offer to take over operation of the Town's cable television channel.</p> <p>Your Attorney and I have reviewed the offer and our current cable television franchise. The Town's cable television channel is made available to the Town via language in the cable television franchise agreement that has been transferred to Shentel (see the attached excerpt from the agreement). Based on the language in the agreement, there is no provision for the Town to sublet or transfer the operation of the channel. The channel is provided "solely for government access solely for the Town". In addition, the channel is also a citizen owned asset.</p> <p>If Council wishes to consider Mr. Shively's request, certain preliminary actions would have to be taken:</p> <ul style="list-style-type: none"> <li>· The Cable Television Franchise would need to be renegotiated with Shentel to allow the proposed use of the channel.</li> <li>· The Town would need to solicit bids from all interested entities that would want to provide such services, so that the process of allowing a private entity to obtain profits from a public asset was open to all (just as we would go through an open process to lease or sell government property).</li> </ul> <p>The Town has investigated the equipment needed to provide audio on the station similar to what was provided before. It is estimated that the equipment will cost \$250 and will be operable by June 15<sup>th</sup>.</p> <p>Though Mr. Shively's offer is generous and he has a long history of assisting the Town, staff recommends against the offer due to the fact that the government channel was intended to be a resource for the Town and the current franchise with Shentel provides for a local origination channel (currently with Mr. Shively / Cable12). An alternative would be to assist Mr. Shively in negotiations with Shentel to obtain an additional channel. However, in order for it to be an analog channel, it would have to bump a channel from the lower tier of cable channels (2-22). Our current franchise expires in March of 2016 and negotiation on the renewal will begin in the next 24 months.</p>
ACTION NEEDED:	Approval/denial of allowing Mr. Shively operation of Town's channel.

Attachment(s): Yes

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



*Lighthouse Productions, Inc.*

*Phone (540) 483-7131*

*721 Iron Ridge Rd.*

*P. O. Box 795*

*Rocky Mount, VA 24151*

## MEMO

To: Town of Rocky Mount  
Attn: Mr. James Ervin

Date: May 9, 2012

From: Richard Shively

Re: Media Proposal

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Please find attached our proposal to provide media services for the Town of Rocky Mount through Channel 13 on the local Shentel cable system.

We are proposing to operate an independent local origination channel highlighting Crooked Road music and local content. This station would not be classified as a government channel and, therefore, not under the guidelines and restrictions of a government run channel.

We are offering to provide to the town a source to air town related government announcements and maintain the emergency access live system as needed.

We are prepared to make the initial investment of equipment and installation to facilitate this service. The town needs to make no investment to facilitate this. The town will only need to make Power Point slides for town announcements, because we will do all the regular community event announcements, thus freeing some time for Pat.

Because there are no additional analog channels available on the Shentel system, we will need to broadcast on existing Channel 13.

I look forward to giving more details of the proposed community channel when I meet with the board on Monday night, May 14, 2012.

## MEDIA PROPOSAL

**TO:** TOWN OF ROCKY MOUNT

**FROM:** LIGHTHOUSE PRODUCTIONS, INC. - ROCKY MOUNT VA

**DATE:** May 14, 2012

### BACKGROUND:

- LIGHTHOUSE PRODUCTIONS, INC. is a VA Corporation based in Rocky Mount VA. Richard Shively is the sole stockholder/president of the corporation and Karen Shively is Sec/Treas.
- The primary function of Lighthouse Productions, Inc. (LP) is video production and distribution of family oriented local programming. LP has been producing and airing family programming since 1997 on the local Franklin County cable station 12 and on Martinsville channel 21 since 2001.
- Richard Shively is currently a minority stockholder and Sec/Treas of Gabriel Communications Corp. which operates Cable 12 in Redwood. Richard is chairman of the board of directors at BTW21 in Collinsville, which operates channel 21 in Martinsville.
- LP has produced programs for airing on PAX TV in Roanoke. LP is currently producing music programs for airing on Shentel cable systems in some counties in southwest VA, parts of West Virginia and Maryland. These programs primarily promote the Crooked Road music trail.
- LP produced, aired and maintained the local channel 13 for the Town of Rocky Mount for approximately 2 ½ years until January of 2012. LP helped coordinate and update engineering requirements with local cable franchise Shentel to clean up the signal for the town's announcement board. During the 2 ½ year period of channel 13 management LP produced hundreds of local Crooked Road music series programs promoting local musicians and Crooked Road venues. LP also produced and aired special programs highlighting Town of Rocky Mount personnel, such as Christmas greetings and Farmers Market events.
- With the amount of programs LP has produced, we have been able to unofficially create a network of local and regional musicians with a central focus point to promote and highlight Crooked Road tourist appeal.
- Lighthouse Productions was able to accomplish all of the work for channel 13 with private support at no cost to the Town of Rocky Mount.

### BUSINESS PLAN:

- Lighthouse Productions plan is to operate an independent local origination station airing on Shentel channel 13 in Franklin County and parts of Bedford County. Currently channel 13 is used exclusively for Bulletin Board announcements maintained at the town clerks office in the Town of Rocky Mount municipal building.
- The format of the new channel will be primarily Crooked Road music, local community events and programming. Support for the new channel will come from businesses and local community minded individuals. There are no plans to air national infomercials.
- Programming on the new channel will be structured to compliment programming on local Cable 12. Programs will be aired on a posted schedule with computer-controlled devices.
- Channel 13 will run local announcements provided by the town of Rocky Mount in addition to announcements from local community organizations between regular scheduled programs.
- Offices, production and editing studio will be located in the Shively Electric building at 1647 Franklin Street (Route 40 West) Rocky Mount.
- Lighthouse Productions will make channel 13 available for emergency live communications from a location at the town municipal building.

- Lighthouse Productions shall maintain insurance and be the sole responsible party for liability issues relating to programming on channel 13.

**Services Provided to Town of Rocky Mount:**

- Air local town announcements provided by the town
- Provide emergency connections to interrupt programming as needed by the town
- Train and coordinate town personnel on emergency media communication logistics
- Promote local community programming highlighting the town of Rocky Mount
- Promote the Crooked Road music trail, venues and musicians

**Cost to town of Rocky Mount:**

- Lighthouse Productions agrees to provide the services listed above at no cost

**Term of Proposal:**

- The length of this proposal shall be for a period of 3 years with an automatic 3-year renewal unless either party expresses a desire to terminate the agreement at least 90 days prior to the renewal date.
- The Town of Rocky Mount shall have the option to terminate this agreement if the town elected board determines Lighthouse Productions has operated channel 13 in a means that negatively affects the town. Lighthouse Productions will have 90 days to remedy any formal written complaints from the board.
- Lighthouse Productions shall have the option to terminate this agreement with 60 days notice to the town board if it is determined the channel is not able to support itself.

**General Considerations:**

- Programming on the Shentel cable system must meet Shentel guidelines
- Lighthouse Productions shall be responsible for all equipment needed to air programming as detailed above

**ACCEPTED:**

*Town of Rocky Mount*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

**ACCEPTED:**

*Lighthouse Productions, Inc.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

equivalent, to all k-12 public and private schools, museums, Town owned or leased buildings, libraries, police, fire and rescue facilities receiving such service on the effective date of this Franchise. Additional buildings, meeting the above criteria, will receive free drops up to two hundred and fifty feet (250') in length. For new drops in excess of two hundred and fifty feet (250'), the Town or the affected institution shall reimburse the Franchisee for the additional drop footage at the Franchisee's own cost of construction. Franchisee shall also provide, at no cost, any converters or other equipment necessary to view such services. Franchisee shall retrofit municipal and government buildings upon the request of the Town or the School. In such instances, the School or Town shall reimburse the Franchisee under its construction rates.

- C. *Internal Wiring.* Franchisee shall connect its service to subscribers who have installed internal wiring not owned or installed by Franchisee, providing such wiring is compatible with the cable system and meets FCC standards. Franchisee shall make technical specifications for such installation available upon request of subscribers.

## **XI. ACCESS AND LOCAL ORIGINATION CHANNELS**

In order to develop and promote access programming for the system, Franchisee hereby agrees to provide the following:

- A. *Access and Local Origination Channels.* Franchisee shall within six months, upon the written request of the Town, provide access channels as specified below:
1. No less than one (1) downstream channel for educational access solely for the Franklin County Schools and other local educational institutions.
  2. No less than one (1) dedicated downstream channel solely for government access solely for the Town.
  3. No less than one (1) dedicated downstream channel for local origination solely to serve for the Town and Franklin County and as set forth in paragraph G of this Section.
- B. *Access Channels on Basic.* All channels identified in paragraph A of this section shall be placed on the basic tier of service. The Franchisee shall use its best efforts to maintain the cable channel positions of the access and local origination channels throughout the term of this Franchise Agreement. Franchisee shall not move or otherwise relocate access and local origination channels without providing sixty (60) days prior written notice to the Town and provide the Town with \$2,000 per channel to defray the related costs Franchisee shall allow the access and local origination channels to use musical selections from the digital

music service offered on the system as background for the access and local origination channels on an as needed basis. Franchisee shall provide the music service and equipment necessary for such use at no charge.

- C. *Facilities and Equipment.* Within sixty (60) days of the effective date of this Franchise Agreement, Franchisee shall provide any software or hardware necessary to alleviate the need to periodically reboot the government access channel. Upon the one year anniversary of the effective date of this Franchise Agreement and thereafter, the Franchisee agrees to provide the Town, on a quarterly basis, with funds equivalent to sixty (60) cents per subscriber per month for access equipment and facilities. Such funds shall be increased annually for inflation using the regional Consumer Price Index. The Town shall expend such funds solely for initial and replacement access facilities and equipment. Both parties agree such funds shall not be deducted from the franchise fee but may be passed through to all Basic Subscribers in the Town as a separate line item on Subscriber billing statements. At such time as the Franchisee converts access channels that are programming on analog channels to digital channels, the Franchisee, at its own expense, shall provide the headend and transmission equipment needed for the operators of the access channels to originate digitally, unless state or federal law or regulation shall provide otherwise.
- D. *Publicity.* Franchisee agrees to provide the following publicity services at its own expense:
1. If the Franchisee offers an electronic or written guide to subscribers, then a generic listing of the type of access programming being provided will be listed free of charge throughout the term of the Franchise Agreement.
  2. When provided by the Town, Franchisee shall include written information about educational and government access programming and activities in its customer information materials given to new subscribers. The Town shall coordinate the type and size of such information with the cable system general manager.
  3. Town may bi-annually print and supply bill stuffers to the Franchisee and the Franchisee shall include such stuffers when space is available, but at least bi-annually. The Town shall coordinate with the cable system general manager on distribution.
- E. *Origination Sites.* For each access channel provided for in Section A above, the Franchisee, at its own expense, shall provide or construct and maintain origination facilities to allow broadcast quality cablecasting of access and/or local origination programming at such time as video is being cablecast over the channel. Such origination facility to the municipal building shall use fiber optics. The origination site(s) shall be at the origination locations in place on the effective date of this

Franchise Agreement. If an origination site(s) is changed (e.g., a new municipal building is built) Franchisee shall provide such origination facilities from the new site within six months of receipt of a written request by the Town. Franchisee shall provide the necessary activation (e.g., lasers, transmitters) equipment needed for cablecasting from the origination sites.

F. *Signal Quality.* Franchisee shall assure that the access and local origination channel delivery system from the origination site specified herein meet the same technical standards as the remainder of the system as set forth herein. Franchisee shall use its best efforts to respond to any signal quality problems on the access channels or origination line as soon as possible, but no later than four (4) hours from a request by the Town. The signal quality from the origination sites specified in Section E above shall be tested upon request and the results shall be promptly provided to the Town or the schools.

G. *Local Origination.*

1. Franchise shall continue provided local origination programming on cable channel 12 in the same manner and with comparable local programming as provided on the effective date of this Franchise Agreement until January 1, 2008.
2. Franchisee, at its own expense, shall provide the building and utilities for local origination in the Town throughout the term of the franchise and such facilities shall be the same or equal to the facilities provided for local origination on the effective date of this franchise.
3. The Town shall assume responsibility for the local origination channel, including its funding, on January 2, 2008 and may select and contract with a third party to program the local origination channel and utilize the facilities specified in 2 above. The Town may seek other funding sources to support local origination programming. Such third party shall agree to reasonable conditions of occupancy as specified by the Franchisee.

## **XII. NON-DISCRIMINATION**

Franchisee agrees that it shall not discriminate in providing service to the public or against any employee or applicant for employment because of race, color, creed, religion, sex, disability, national origin, age, or marital status. In the employment of persons, Franchisee shall fully comply with applicable local, state and federal law, and shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, disability, national origin, age, or marital status.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 11, 2012
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager Timothy Burton, Superintendent, Waste Water Treatment Plant
BRIEF SUMMARY OF REQUEST:	<p>Bids for the ultra violet (UV) upgrade for the Waste Water Treatment Plant were opened on June 5, 2012 at 2:00pm. Upon conducting a review and evaluation of the bids, it was Thompson and Litton's opinion that Sun Contracting &amp; Developers, LLC submitted the lowest responsive bid, and that this contractor is responsible and has the necessary equipment and experience to satisfactorily construct this project.</p> <p>Sun Contracting &amp; Developers LLC total base bid was \$39,887.00 and an alternate bid was \$4,260.00 for a total of \$44,147.00. This is only for installation as the Town has procured the materials separately.</p> <p>The contract was not available at the time the Council packet was prepared, but will be on the dais for the June 11, 2012 Council meeting.</p>
ACTION NEEDED:	Approval/denial of authorizing staff to enter into a contract for the installation of the UV equipment.

Attachment(s): Yes

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



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

June 6, 2012

Mr. Tim Burton  
Wastewater Plant Superintendent  
Town of Rocky Mount  
345 Donald Ave.  
Rocky Mount, VA 24151

Re: UV Replacement for the Town of Rocky Mount WWTP  
Bid Evaluation  
T&L Project No. 10853-04

Dear Mr. Burton:

Bids for the above referenced project were received, opened publicly, and read aloud at the Town of Rocky Mount Municipal Building on Tuesday, June 5, 2012 at 2:00 p.m. Please see attached attendance record.

Thompson & Litton (T&L) has reviewed the bids to formulate an opinion of the contractors' responsiveness with respect to the scope of work advertised.

<b><u>CONTRACTOR</u></b>	<b><u>TOTAL BASE BID</u></b>	<b><u>ADD ALTERNATE I</u></b>
Sun Contracting & Developers LLC	\$39,887.00	\$4,260
T&B Contractors, Inc.	\$63,700.00	\$7,500

Upon conducting a review and evaluation of the bids, it is our opinion that Sun Contracting & Developers LLC submitted the lowest responsive bid. It is further T&L's opinion that this Contractor is responsible and has the necessary equipment and experience to satisfactorily construct this project.

Mr. Tim Burton  
June 6, 2012  
Page 2 of 2

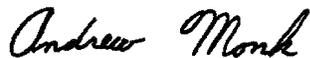
Therefore, T&L would recommend that the Town of Rocky Mount consult with their Legal Counsel for their input and recommendations regarding this bid, as well as any other criteria that they feel may be appropriate prior to making a final determination of award.

Should the Town of Rocky Mount elect to make the award, we will prepare the notices for your signature to be forwarded along with the appropriate agreement forms to the Contractor.

A copy of the Bid Tabulation Sheet, Attendance Record, and copies of bid information (i.e., bid documents scanned to T&L by Town) packages are attached for your review.

Please contact us if you need further information or have questions regarding our evaluation.

Sincerely,



Andrew Monk, E.I.T.

Attachments: Bid Tabulation Sheet  
Attendance Record  
Bid Packages: Sun Contracting & Developers LLC  
T&B Contractors, Inc.

pc: Brian Tew, T&L  
T&L Construction Dept. File

**BID TABULATION**

Project: UV Replacement for the Town of Rocky Mount WWTP

Owner: Town of Rocky Mount

Engineer: Thompson & Litton

T&L Project No.: 10853-04

Date: June 6, 2012

### BID EVALUATION

Item	Description	Sun Contracting & Developers LLC	T&B Contractors, Inc.
I	Installation of new UV Disinfection System to include Ultraviolet Modules, System Control Center, Power Distribution Centers, Hydraulic System Center, Level Controller, Water Level Sensor and Reduction Baffles, all Anchors/Connections, Electrical, and all related appurtenances, complete in place.	\$39,887.00	\$63,700.00
Add Alternate I	Demolition/Removal of existing UV Disinfection Equipment and all related appurtenances, complete, in place.	\$4,260.00	\$7,500.00
<b>Bid Total</b>		<b>\$44,147.00</b>	<b>\$71,200.00</b>

THIS BID TABULATION WAS PREPARED AND  
CERTIFIED BY ANDREW MONK, EIT  
OF THOMPSON & LITTON

LOW BID                      \$39,887.00  
HIGH BID                     \$63,700.00

## **ATTENDANCE RECORD**



## BIDS RECEIVED FORM

**PROJECT:** UV REPLACEMENT FOR THE TOWN OF ROCKY MOUNT WWTP  
**OWNER:** TOWN OF ROCKY MOUNT, VIRGINIA  
**BIDS OPENED:** JUNE 5, 2012 AT 2:00 P.M. - T&L PROJECT NO. 10853-04

CONTRACTORS	VA REG. NO.	BID SEC?	ADDENDA NO 1 REC'D?	TOTAL BASE BID	TOTAL BID ADD ALTERNATE I
SUN CONTRACTORS & DEVELOPMENT, LLC		yes	yes	39,887. <sup>00</sup>	\$ 4,260. <sup>00</sup>
T&B CONTRACTORS, INC.		yes	yes	163,700. <sup>00</sup>	\$ 7,500

**THOMPSON & LITTON**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 11, 2012
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>The Rocky Mount Town Council has held budget work sessions on April 16, 2012 and May 7, 2012, and has held a public hearing on June 4, 2012 on the Fiscal Year 2013 budget, which will begin on July 1, 2012 and run through June 30, 2013.</p> <p>The Fiscal Year 2013 budget is contained in the attached Appropriation Resolution and the Tax Rates and Fees Resolution.</p>
ACTION NEEDED:	Approval/denial of the Fiscal Year 2013 Appropriation Resolution and the Fiscal Year 2013 Tax Rates and Fees Resolution.

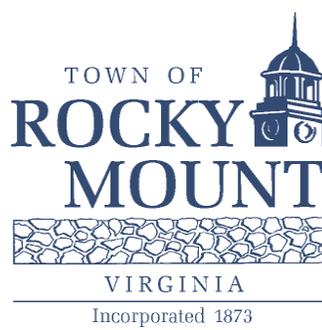
Attachment(s): Yes

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

345 Donald Ave.  
Rocky Mount, Virginia 24151

540.483.7660  
FAX 540.483.8830

www.rockymountva.org



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

Bobby M. Cundiff      Bobby L. Moyer  
Jerry W. Greer, Sr.    Robert W. Strickler  
P. Ann Love

C. James Ervin, *Town Manager*  
Linda Woody, *Finance Director*

**TOWN OF ROCKY MOUNT  
FY 2013 APPROPRIATION RESOLUTION**

**WHEREAS**, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2012 through June 30, 2013; and

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

**WHEREAS**, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on June 4, 2012 and

**WHEREAS**, after holding such hearing, on June 11, 2011 approved a budget for the fiscal year beginning July 1, 2012 through June 30, 2013, hereafter known as FY 2013;

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

<b>General Fund Revenues:</b>	
General Property Taxes	\$ 829,077
Other Local Taxes	2,274,797
Business & Occupational Licenses	527,950
Other Permits, Licenses & Fees	27,600
Fines & Forfeitures	22,410
Proceeds from the Use of Assets	372,878
Charges for Services / Misc.	105,696
Use of Fund Balance	177,000
Aid from Other Government	1,427,810
<b>Total General Fund Revenues</b>	<b>\$5,765,218</b>

<b>General Fund Expenditures:</b>	
General Government & Administration	\$ 650,015
Public Safety	1,816,402
Public Works	1,328,922
Buildings & Grounds	307,298
Community & Economic Development	658,122
Debt Service	302,268
Transfer to Utility Fund	514,278
Non-Departmental	187,913
<b>Total General Fund Expenditures</b>	<b>\$5,765,218</b>

<b>Utility Fund Revenues:</b>	
Water Use Charges	\$ 1,172,057
Wastewater Use Charges	731,281
Miscellaneous	63,823
Transfer from General Fund	514,278
Use of Fund Balance	<u>734,500</u>
<b>Total Utility Fund Revenues</b>	<b>\$ 3,215,939</b>

<b>Utility Fund Expenses:</b>	
Water Treatment & Distribution	\$ 856,952
Wastewater Collection & Treatment	520,047
Utility Billing	145,704
Debt Service	893,758
Depreciation	734,500
Other Non-Departmental	<u>64,978</u>
<b>Total Utility Fund Expenses</b>	<b>\$ 3,215,939</b>

<b>Capital Projects Fund Revenues:</b>	
Transfers from Other Funds	<u>\$ 627,466</u>
<b>Total Capital Projects Fund Revenues</b>	<b>\$ 627,466</b>

<b>Capital Projects Fund Expenditures:</b>	
Buildings and Grounds	\$ 407,000
Public Safety	41,600
Public Works	114,637
Utility Projects	<u>64,229</u>
<b>Total Capital Projects Expenditures</b>	<b>\$ 627,466</b>

GIVEN UNDER MY HAND, THIS 11<sup>th</sup> DAY OF JUNE, 2012:

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

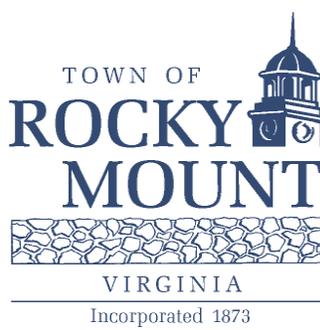
ATTESTED:

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

345 Donald Ave.  
Rocky Mount, Virginia 24151

540.483.7660  
FAX 540.483.8830

www.rockymountva.org



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

Bobby M. Cundiff      Bobby L. Moyer  
Jerry W. Greer, Sr.      Robert W. Strickler  
P. Ann Love

C. James Ervin, *Town Manager*  
Linda Woody, *Finance Director*

## TOWN OF ROCKY MOUNT FY 2013 TAX RATES & FEES RESOLUTION

**WHEREAS**, the Town Council of Rocky Mount has been presented a budget by its staff for the purpose of establishing revenues and expenditures necessary to carry out the operations of its general government and utility system, as well as major capital expenses for the period of July 1, 2012 through June 30, 2013; and

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

**WHEREAS**, upon reaching a consensus upon alterations of the budget as proposed by staff after careful review during various work sessions open to the public, the Town Council duly advertised the proposed altered budget and related revenues and held an open public hearing on June 4, 2012 and

**WHEREAS**, after holding such hearing, on June 11, 2011 approved a budget for the fiscal year beginning July 1, 2012 through June 30, 2013, hereafter known as FY 2013;

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the following tax rates and or fees are effective beginning July 1, 2012, unless otherwise changed by ordinance:

### General Property Taxes

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

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

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

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

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

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

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

### Other Local Taxes

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

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

Meals Tax – 5.0% of prepared food sold.

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

Cigarette Tax – 10 cents per pack.

*(Town of Rocky Mount – FY 2013 Tax Rates & Fees Resolution – continued)*

Bank Franchise Tax – Maximum allowed by Code of Virginia.

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

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

Business Licenses

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

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

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

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

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

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

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

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

Fines and Fees

Overtime Parking - \$10.00.

Miscellaneous Illegal Parking - \$15.00.

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

Illegal Parking in Handicapped Space - \$75.00.

Zoning Permit - \$40.00 (single family); \$60 (all others).

Sign Permit - \$40.00 (except street banners); \$20.00 (street banners).

Site Plan Review - \$725.00 non-Enterprise Zone; \$450.00 for Enterprise Zone.

Rezoning Permit - \$375.00 plus postage (single family); \$575.00 plus postage (all others).

Special Use Permit - \$375.00 plus postage (single family); \$475.00 plus postage (all others).

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

Appeal to BZA - \$350.00 plus postage (single family); \$350.00 plus postage (all others).

Amendments to Proffers - \$375.00 plus postage.

Minor Subdivision Review - \$100.00 per plat plus \$20.00 per lot therein plus postage.

Major Subdivision Review - \$150.00 per plat plus \$20.00 per lot therein plus postage.

Vacating Subdivision - \$80.00.

Erosion and Sediment Control Plan Review -- \$325 non-Enterprise Zone; \$200 Enterprise Zone. Changes to approved Control Plan -- \$150.

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

Charges for Services

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

Residential Garbage Collection Fees - \$4.00 per month.

Commercial Garbage Collection Fees - \$8.00 per month.

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

Security Services - \$30.00 per hour.

Zoning Maps - \$15.00 each.

Subdivision Ordinance - \$30.00 each.

Water and Sewer Use Ordinance - \$30.00 each.

Zoning Ordinance - \$30.00 each.

Comprehensive Plan - \$45.00 each.

Water and Sewer Master Specifications - \$30.00.  
Topographic Maps – Cost to produce plus 10%.  
Digital Copies of Ordinances - \$10.00.  
Miscellaneous Copier Fees - \$0.50 per page.

**Water Consumption Charges**

Inside corporate limits - \$3.75 per 1,000 gallons for the first 3,000 gallons of water metered, with \$11.25 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be \$3.35 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$3.25 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$3.15 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - \$7.50 for the first 3,000 gallons of water metered, with \$22.50 being a minimum charge. For consumption beyond 3,000 gallons, the rate shall be \$6.70 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$6.50 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$6.30 per 1,000 gallons for 50,001 or more gallons of water metered.

**Sewer Use Charges**

Inside corporate limits - \$3.75 per 1,000 gallons for first 3,000 gallons of water metered, with \$11.25 being a minimum charge. For use beyond 3,000 gallons, the rate shall be \$3.30 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$3.15 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$3.05 per 1,000 gallons for 50,001 or more gallons of water metered.

Outside corporate limits - \$7.50 per 1,000 gallons for first 3,000 gallons of water metered, with \$22.50 being a minimum charge. For use beyond 3,000 gallons, the rate shall be \$6.60 per 1,000 gallons for 3,001 to 10,000 gallons of water metered; \$6.30 per 1,000 gallons for 10,001 to 50,000 gallons of water metered; \$6.10 per 1,000 gallons for 50,001 or more gallons of water metered.

**Service Connection Fees**

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

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

Utility Impact Fees

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

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

Bulk Water Charges

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

Penalties and Reconnection Charges

Penalties for late utility payments are 10% of actual bill.  
Reconnection charges are \$10.00 for first offense, \$25.00 for each subsequent offense within 12 months.

GIVEN UNDER MY HAND, THIS 11<sup>th</sup> DAY OF JUNE, 2012:

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

ATTESTED:

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

ITEM(S) TO BE CONSIDERED UNDER:

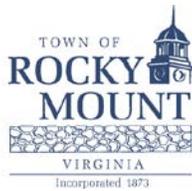
- Hearing of Citizens**   
 **Consent Item**   
 **Old Business**   
 **New Business**  
 **Committee Report**   
 **Other**

FOR COUNCIL MEETING DATED:	June 11, 2012
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>The Virginia Retirement System requires two resolutions from the Town of Rocky Mount prior to July 1, 2012.</p> <p>The first is a resolution adopting a contribution rate that is either the certified rate proposed by VRS or an "alternate rate" that is 70% of the actuarial valuation of assets and liabilities for the upcoming fiscal year. Your Finance Director and I recommend paying the certified rate and that is the rate that is included in the budget. Paying the lower rate would simply defer our costs to future years.</p> <p>The second is a resolution outlining how the Town will comply with the mandate to pass up to 5% of the VRS costs on to the employee. In that the proposed budget includes a full exchange of the 5% in FY2013 (the employee starting to pay the 5% in exchange for a offsetting salary change), the resolution is drafted showing that all Town staff (plan 1 and plan 2 employees) will pay 5% of their VRS retirement effective July 1, 2012.</p>
ACTION NEEDED:	Approval/denial of adoption of the two above mentioned draft resolutions.

Attachment(s): Yes

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



**RESOLUTION  
BY THE  
ROCKY MOUNT TOWN COUNCIL  
EMPLOYER CONTRIBUTION RATES FOR COUNTIES, CITIES, TOWNS,  
SCHOOL DIVISIONS AND OTHER POLITICAL SUBDIVISIONS  
(In accordance with 2012 Appropriation Act Item 468(H))**

**BE IT RESOLVED**, that the Town of Rocky Mount 55353 does hereby acknowledge that its contributions rates effective July 1, 2012 shall be based on the higher of (a) the contribution rate in effect for FY 2012, or (b) seventy percent of the results of the June 30, 2011 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2012-14 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(l) resulting from the June 30, 2011 actuarial value of assets and liabilities (the "Certified Rate"); and

**BE IT ALSO RESOLVED**, that the Town of Rocky Mount 55353 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2012:

(Check only one box)

The Certified Rate of 14.76 %

The Alternate Rate of 12.75%; and

**BE IT ALSO RESOLVED**, that the Town of Rocky Mount 55353 does hereby certify to the Virginia Retirement Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

**NOW, THEREFORE**, the officers of the Town of Rocky Mount 55353 are hereby authorized and directed in the name of the Town of Rocky Mount to carry out the provisions of this resolution, and said officers of the Town of Rocky Mount are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Town of Rocky Mount for this purpose.

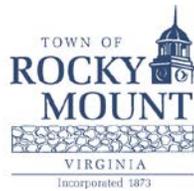
\_\_\_\_\_  
Governing Body/School Division Chairman

**CERTIFICATE**

I, \_\_\_\_\_, Clerk of the Town of Rocky Mount certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Town of Rocky Mount held at Rocky Mount, Virginia at 7:00 p.m. o'clock on June 11<sup>th</sup>, 2012. Given under my hand seal of the Town of Rocky Mount this 11<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Clerk

**This resolution must be passed prior to July 1, 2012 and  
Received by VRS no later than July 10, 2012.**



**RESOLUTION  
BY THE  
ROCKY MOUNT TOWN COUNCIL  
MEMBER CONTRIBUTIONS BY SALARY REDUCTON FOR  
COUNTIES, CITIES, TOWNS, AND OTHER POLITICAL SUBDIVISION**

**WHEREAS**, the Town of Rocky Mount 55353 employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012 (“FY2013” Employees” for purposes of this resolution), shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

**WHEREAS**. The Town of Rocky Mount 55353 employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

**WHEREAS**, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees’ contributions equal five percent of creditable compensation; and

**WHEREAS**, the Town of Rocky Mount 55353 may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees’ contributions equal five percent of creditable compensation; and

**WHEREAS**, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2012, to each such employee in service on June 30, 2012, to offset the cost of member contributions, such increase in total creditable compensation to be equal to the difference between five percent of the employee’s total creditable compensation and the percentage of the member contribution paid by such employee of January 1, 2012.

**BE IT THEREFORE RESOLVED**, that the Town of Rocky Mount 55353 does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2012 (i.e., FY2013);

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	0%	5%
Plan 2	0%	5%
FY2013 Employees	0%	5%

**(Note: Each row must add up to 5 percent.); and**

**BE IT FURTHER RESOLVED**, that such contributions, although designated as member contributions, are to be made by the Town of Rocky Mount in lieu of member contributions; and

**BE IT FURTHER RESOLVED**, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

**BE IT FURTHER RESOLVED**, that member contributions made by the Town of Rocky Mount under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

**BE IT FURTHER RESOLVED**, that nothing herein shall be construed so as to permit or extend option to VRS members to receive the pick up contributions made b the Town of Rocky Mount directly instead of having them paid to VRS; and

**BE IT FURTHE RESOLVED**, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Town of Rocky Mount shall be reduced by the amount of member contributions picked up by the Town of Rocky Mount on behalf of such employee pursuant to the foregoing resolutions.

**NOW, THEREFORE**, the officers of Town of Rocky Mount 55353 are hereby authorized and directed in the name of the Town of Rocky Mount to carry out the provisions of this resolution, and said officers of the Town of Rocky Mount are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town of Rocky Mount for this purpose.

---

Governing Body Chairman

**CERTIFICATE**

I, \_\_\_\_\_, Clerk of the Town of Rocky Mount, certify that the foregoing is true and correct copy of a resolution passed at a lawfully organized meeting of the Town of Rocky Mount held at Rocky Mount, Virginia at 7:00 p.m. o'clock on June 11, 2012. Given under my hand and seal this 11<sup>th</sup> day of June, 2012.

---

Clerk

---

**This resolution must be passed prior to July 1, 2012 and  
Received by VRS no later than July 10, 2012.**

ITEM(S) TO BE CONSIDERED UNDER:

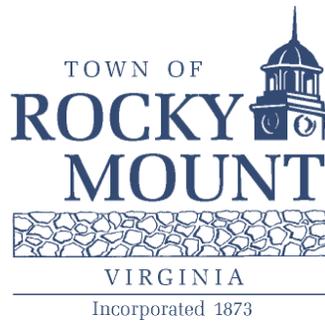
- Hearing of Citizens**   
 **Consent Item**   
 **Old Business**   
 **New Business**  
 **Committee Report**   
 **Other**

FOR COUNCIL MEETING DATED:	June 11, 2012
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STAFF MAKING REQUEST:	Robert Deitrich, Superintendent Water Department
BRIEF SUMMARY OF REQUEST:	<p>A supporting resolution is requested to accompany an application for funding from the Virginia Department of Health (VDH) Drinking Water Financial and Construction Assistance Program (FCAP). This application for a Planning Grant will cover the entire cost of a Preliminary Engineering Report (PER) that will evaluate and describe in detail, the costs, benefits and methods of an interconnection between Rocky Mount's existing water system and Western Virginia Water Authority water system.</p> <p>Specifically, the PER would determine the necessary infrastructure that would be required to accomplish the interconnection including, but not limited to, items such as pipe length and size, meter vaults, pumping facilities, pressure relief valves, SCADA controlled valves, creek crossings, meters, additional water treatment needs, water compatibility issues and design and permitting requirements. Detailed cost estimates will be generated as well.</p>
ACTION NEEDED:	Approval/denial of draft resolution in support of grant application.

Attachment(s): Yes

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



**DRAFT**

**RESOLUTION  
BY THE  
ROCKY MOUNT TOWN COUNCIL**

**WHEREAS**, The Town of Rocky Mount Town Council has applied for funding for various drinking water projects in the Town; and

**WHEREAS**, the Virginia Department of Health – Office of Drinking Water has funded previous water projects for the Town of Rocky Mount; and

**THEREFORE, BE IT RESOLVED**, the Town of Rocky Mount Town Council hereby vote to seek funding from the Financial and Construction Assistance Programs (FCAP) for the Western Virginia Water Authority System Connection Study.

**THEREFORE, BE IT FURTHER RESOLVED**, that the Town of Rocky Mount Town Manager is authorized to sign any and all documents to accept such funding, which will be payable to the selected engineering firm upon completion of the project.

Adopted in the Town of Rocky Mount, Virginia this 11th day of June 2012.

Given under my hand this 11th day of June 2012.

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Steven C. Angle, Mayor

ATTEST:

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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:	June 11, 2012
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin Town Manager
BRIEF SUMMARY OF REQUEST:	Town staff issued a request for bids for the Fiscal Year 2012 paving in May with bids due on May 31, 2012. The streets to be resurfaced are noted on the attached list. The apparent low bidder was Patterson Brothers Paving, Inc., with a bid of \$308,608.10. It is your staff's intent to issue a letter of Notice of Intent to Award to Patterson Brothers Paving, Inc.
ACTION NEEDED:	Approval/denial of the Fiscal Year 2012 paving plan and authorize staff to issue a Notice of Intent to Award to Paterson Brothers Paving, and to issue a Notice to Proceed once Patterson Brothers Paving has supplied the required bid bond, proof of a local business license, and a Certificate of Insurance as required in the bid documents.

Attachment(s): Attachment

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

<b>TOWN OF ROCKY MOUNT – FY 2012 STREET PAVING BID SHEET</b>									
<b>STREET</b>	<b>BEGINNING</b>	<b>ENDING</b>	<b>APPROX, LENGTH (FT.)</b>	<b>APPROX. SQ. YARD</b>	<b>APPROX. WIDTH (FT.)</b>	<b>MILL</b>	<b>ESTIMATED TONNAGE</b>	<b>ESTIMATED COST</b>	<b>PRICE PER TON</b>
Wilson Street	Dent Street	End of street	634	1338	19	No	110		
Luke-Brown	Hatcher Street	Dent Street	792	1408	16	No	116		
Old Fort Road	Scuffling Hill Road	Street extension	1,320	4400	30	No	363		
Trail Drive	Main Street	State Street	1,843	3481	17	No	287		
Green Meadow Lane	Circle Drive	End	2,006	6686	30	No	552		
Diamond Avenue	Railroad	Bridge	845	2347	25	No	194		
Windsor Drive	Diamond Avenue	End	1,426	2535	16	No	209		
Avon Street	Knollwood Drive	End	370	822	20	No	65		
Knollwood Drive	Scuffling Hill Road	Scuffling Hill Road	3,010	6687	Variable 20	Part of	552		
Foster Street	Knollwood Drive	Private drive	106	188	16	No	15		
Woodland Drive	Scuffling Hill Road	Norris Street	950	2533	Variable 24	Part Of	204		
Whitten Street	Woodland Drive	To each end	1,056	3051	26	Part of	252		
Norris Street	Woodland Drive	End	530	1296	22	No	107		
Montview Avenue	Orchard Avenue	End of street	1,320	2933	20	No	242		
Riverview Street	Main Street	Orchard Avenue	1,320	2933	20	No	242		
			<b>TOTAL:</b>	<b>42,638</b>					
	<b>TOTAL BID</b>								
	<b>COMPANY</b>								
	<b>NAME (PRINT)</b>								
	<b>SIGNATURE</b>								
	<b>DATE</b>								

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 11, 2012
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Matthew C. Hankins, Assistant Town Manager Community Development Director
BRIEF SUMMARY OF REQUEST:	<p>The Town of Rocky Mount has been trying to sell the relocation house used in the latest Community Development Block Grant (CDBG) housing rehabilitation project located at 20 Goodview Street. The asking price is \$25,292. We have been targeting families (one or more children) that fall in the low to moderate income (LMI) bracket as established by the Department of Housing and Community Development. Due to the LMI status of these families, all prospective buyers have not had success in obtaining a loan to purchase the property.</p> <p>In reviewing this issue with the Community Development Director and the Town Attorney, the best solution presented to place an LMI family in the property would be for the Town to carry the financing for the property. Given that the Town already owns the property, there is no financial outlay proposed. Rather than requiring the purchasers to obtain financing, the Town could record a note and a deed of trust to consummate the sale and collect monthly payments from the buyer.</p> <p>Staff recommends allowing the home to be sold at an interest rate of 4% and a term of ten years to the buyer currently recommended by the Housing Rehabilitation Board.</p>
ACTION NEEDED:	Approval/denial of staff recommendation. If approved, authorization for the Town Manager to execute all documents required to complete the sale and recordation of the deed and note.

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:	June 11, 2012
----------------------------	---------------

STAFF MAKING REQUEST:	C. James Ervin Town Manager
BRIEF SUMMARY OF REQUEST:	The Public Utilities Committee met on May 15, 2012 to consider the complaint raised by Dr. Brian Alexander, DDS. The Town charges a minimum for each separate unit served by one water meter if the customer elects to serve more than one unit with one meter. Dr. Alexander objected to this. Ms. Linda Woody gave an overview of the instances where such service was provided (see the attached memo). The Committee agreed that the method currently adopted allowed the consumer to avoid excessive costs of connecting multiple units via separate meters and separate connection fees and in the long run was the least expensive option of the consumer. The Committee recommended continuing the current practice but asked that new construction be encouraged/required to connect via a single meter for each unit served. Additionally, the Committee recommended that no change in Town Code is required for this to practice to continue.
ACTION NEEDED:	Approval/denial of recommendation of Public Utilities Committee.

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

May 22, 2012

TO: Utilities Committee and Council

RE: utility billing per unit vs per actual consumption

Where more than one unit is served by one meter, the Town of Rocky Mount assigns the number of units to that water account. Each unit is allocated up to 3,000 gallons per month. Each month, the utility billing system calculates the charge based on actual consumption versus number of units multiplied by 3,000 gallons. Whichever charge is greater (actual consumption or per unit x 3,000 gallons) is printed on the utility bill.

There are 183 accounts with multiple units associated with it. That is 6% of the total 2,840 water accounts at April 2012.

Based on the calculations below, the majority of multiple unit accounts (62%) have minimum charges exceeding actual consumption charges.

Of these 183 accounts, there are 84 commercial and 99 residential accounts.

Of the 183 accounts, 113 or 62% have minimum charges greater than actual charges. 70 accounts or 38% have actual usage greater than the minimum gallons.

Of the 84 commercial accounts which include nursing homes, motels, shopping centers, and professional offices, there are 54 accounts or 64% where the minimum charge is greater than the actual consumption charge. 30 accounts or 36% have actual usage greater than minimum gallons.

Of the 99 residential accounts, there are 59 accounts or 60% where the minimum charge is greater than the actual consumption charge. 40 accounts or 40% have actual usage greater than minimum gallons.

The total annual loss if the minimum per unit charges is not imposed would be \$29,717. Of this amount, \$14,707 would be from commercial accounts and \$15,010 from residential accounts.

Sincerely,  
Linda Woody  
Finance Director

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 11, 2012
----------------------------	---------------

<p>STAFF MAKING REQUEST:</p>	<p>C. James Ervin, Town Manager Linda Woody, Finance Director</p>
<p>BRIEF SUMMARY OF REQUEST:</p>	<p>The Finance &amp; Human Services Committee met on May 21, 2012 to consider two items:</p> <p><u><i>Adoption of a Fund Balance Policy:</i></u></p> <p>The Committee had a diverse opinion on the policy and recommended that Council review it in June. One member objected to the implication that the policy put pressure on the utility fund to be in balance. The document proposed is a guideline for optimal management of the Town's fund balance and the lack of a policy will be a management item in our FY 2012 audit if not adopted during the June meeting. The impact of not being in compliance with the Government Auditing Standards Board statement number 54 will be increased difficulty in obtaining grants and loans.</p> <p><u><i>Review of proposed FY 2013 Health Insurance Options and Rates:</i></u></p> <p>The Committee recommended that Council approve the attached plan and coverage options for Town Staff as part of the FY 2013 budget process and directed staff to communicate this plan with Town employees during the meetings that are scheduled to take place between the date of the Committee meeting and the date of the June Council meeting.</p> <p>The County and Town have negotiated with Anthem to offer two insurance plans to staff in the coming year. Attached is a summary of the two plans. They are KeyCare 15 and 25. By offering alternative plans, it is the hope that employees can purchase a level of coverage that they feel meets their needs. The KeyCare 25 Plan has a \$500 per individual deductible and a \$1,000 deductible for multi person plans. Just as the County has done, the Town proposes contributing to a Flexible Spending Account (FSA) for those who select one of those plans. The philosophy is that by encouraging an employee to move to a higher deductible plan and</p>

	<p>offsetting part of the deductible, the Town and the employee each save. Employees that want to keep the KeyCare 15 plan will be allowed to do so, but will have to contribute towards the purchase of the coverage.</p> <p>We have budgeted \$515,088.00 for insurance costs for the next budget year. It is expected that \$31,520 of this will be used for our Delta Dental renewal, leaving \$483,568 to fund the Anthem options. This amount is allocated on the attached spreadsheet which indicates rates for each level of coverage, the amount of an increase for the employee and the total costs to the Town. The proposal is to keep the Town contribution percentages the same for the KeyCare 25 plan which results in very small increases for the employee (the highest is \$20.69 for family coverage). This results in a savings to the Town of \$18,251 from what was budgeted. This savings is used to fund the FSA contribution to offset the deductible for the employees. The end result is an estimate that with the rates proposed, the Town will come in approximately \$1,000 under budget for health insurance in FY 2013.</p>
<p><b>ACTION NEEDED:</b></p>	<p>Approval/denial of:  (1) Proposed Fund Balance Policy  (2) Proposed FY 2013 health insurance options and rates.</p>

Attachment(s): Yes

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

## FUND BALANCE POLICY ROCKY MOUNT, VA

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### I. Purpose

The Town Council of Rocky Mount recognizes the significance of maintaining an appropriate level of fund balance as one component of sound financial management; and, therefore, formally establishes this policy for the Town's Fund Balance. An adequate fund balance level is an essential element in both short-term and long-term financial planning, and serves to mitigate the impact of future risks, sustain operations during economic downturns, and enhance creditworthiness. Through the maintenance of adequate levels of fund balance, the Town can help stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt. The Town has achieved a prudent level of fund balance to enable it to set aside the funds needed to meet the target established herein.

### II. Scope

This policy establishes the Town's Fund Balance management. This includes the levels deemed appropriate for Town operations, and the protocol for the use and maintenance of the established levels for fund financial statements.

### III. Components of Fund Balance

Fund Balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board prescribes the classification scheme for components of fund balance (found in GASB Statement 54). The types of fund balance components are:

Types	Definition	Example
<b>Non-spendable:</b>	Amounts that <u>cannot be spent because they are not in a spendable form</u> , or for legal or contractual reasons, must be kept intact	<ul style="list-style-type: none"> <li>• Inventory,</li> <li>• Prepaid assets,</li> <li>• Long-term receivables</li> <li>• Corpus of an endowment fund</li> </ul>
<b>Restricted:</b>	Amounts with constraints placed on the use of the resources. Such <u>constraints are either externally imposed by creditors, grantors, contributors, or other governments; or imposed by law through constitutional provisions or enabling legislation</u>	<ul style="list-style-type: none"> <li>• Federal grants,</li> <li>• Unspent bond proceeds,</li> <li>• Bond covenants,</li> <li>• Taxes raised for a specific purpose</li> </ul>

The policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of the following three types:

Types	Definition	Example
<b>Committed:</b>	Financial resources that <u>can only be used for specific purposes pursuant to constraints imposed by formal action of the Town Council.</u> Constraints may only be removed or changed by taking the same type of action previously committing these amounts.	<ul style="list-style-type: none"> <li>• Requires action by the highest level of decision making authority. No delegation of authority is allowed</li> <li>• Limitation imposed no later than the close of the reporting period</li> <li>• “Rainy Day” funds with limitation imposed by formal action pursuant to this category</li> </ul>
<b>Assigned:</b>	That portion of fund balance <u>intended to be used for a specific purpose as expressed by the Town Council, a local body, or official</u> to which the Town Council has delegated the authority to assign amounts including but not limited to the Town Manager.	<ul style="list-style-type: none"> <li>• Recommended use of fund balance at year-end</li> <li>• Encumbrances (amounts imposed by informal action pursuant to this category, but that are neither restricted nor committed)</li> </ul>
<b>Unassigned:</b>	That portion of fund balance that <u>has not been committed or assigned for other uses;</u> therefore, it is available to spend in future periods.	10% set aside for emergency needs as approved by Town Council

IV. Fund Balance Requirements

- A. The Government Finance Officers Association recommends a minimum of the total of committed, assigned and unassigned fund balance, in the General Fund of not less than two months of operating revenues or expenditures.
- B. The Town sets the level of unassigned fund balance needed to mitigate risks and minimize costs associated with debt as follows:
  1. The minimum level of unassigned fund balance at each fiscal year end shall be set at ten percent (10%) of general operating revenues.
  2. Ten percent (10%) is identified as the minimum amount needed to safeguard the Town’s financial stability and as one component in maintaining its bond ratings.
- C. Fund balances shall be invested in such instruments as deemed appropriate by the Town Treasurer, and unless otherwise specified, investment revenue shall accrue to the General Fund

V. Fund Balance Uses

- A. Appropriations from the fund balance below the minimum of ten percent of operating revenue shall occur only in the event of emergency needs as approved by the Town Council.
- B. Unassigned fund balance amounts that exceed ten percent may be transferred to the Capital Projects Fund construction reserve account for future construction needs.
- C. Fund balance shall be evaluated during the annual budget process. It shall be the goal of the Town Council to adopt a budget that maintains the target established herein.
- D. When both restricted resources and other resources are available to be used for the same purpose, it is the Town's policy to use restricted resources first, and then committed, assigned and unassigned fund balance as they are needed.

VI. Policy Compliance

- A. The Town's Finance Department in coordination with the Town Manager shall submit an annual report to the Finance Committee upon completion of the audit. If the Town does not meet its target, a compliance plan shall be submitted to the Town Council for approval which will meet this policy by the end of the subsequent fiscal year.
- B. The Town shall demonstrate compliance with this policy in its annually adopted budget.

VII. Governmental Fund Categories and Fund Types

A. General Fund

The Town's general operating fund accounts for all governmental activities unless required to be accounted for in another fund.

B. Capital Projects Fund

- 1. Fund balances in the Capital Projects Fund are maintained to support the projects adopted in the Capital Improvement Program. The balances in these funds are either committed or assigned for specific projects/uses.
- 2. Annually, cash transfers are made from the supporting operating fund for projects that are approved as cash basis.
- 3. The fund balance in these funds minimizes any potential liability for the General Fund.

C. Proprietary Funds

- 1. The Town currently has a Proprietary Fund which accounts for the water distribution system, the Water Treatment Plant, the sewer collection system and the Wastewater Treatment Plant.
- 2. These operations are intended to be self-supporting. As such, the charges for services should be adjusted to cover any deficits.

In the event of deficits, the General Fund may approve an outright transfer or a loan to cover the deficit with an appropriate repayment schedule. The fund balance target established for the General Fund takes

Town of Rocky Mount		Budgeted	515,088.00															
Anthem Options		(Dental)	(31,520.00)															
FY 2013		Avail Health	483,568.00															
Current KeyCare 15 Figures					KeyCare 15 No Deductable						KeyCare 25 \$500/\$1000 Deductable							
	12	fy 2012	fy 2012	Town	EE	13	KC 15	KC 15	Town	EE	EE	13	KC 25	KC 25	Town	EE	EE	
	cur	current	current	cost	cost	fy 2013	fy 2013	premium	cost	cost	monthly	fy 2013	fy 2013	premium	cost	cost	monthly	
	#	%	premium			#	%					#	%					
EE	25	100.0000%	460.31	460.31	-	8	90%	503.39	453.05	50.34	50.34	17	100%	481.24	481.24	-	-	
EE/Child	8	81.4555%	704.26	573.66	130.60	2	72%	770.18	554.53	215.65	85.05	6	82%	736.29	603.76	132.53	1.93	
EE/Spouse	13	81.4555%	966.65	787.39	179.26	4	72%	1,057.12	761.13	295.99	116.73	9	82%	1,010.61	828.70	181.91	2.65	
Family	12	73.3770%	1,288.86	945.73	343.13	1	65%	1,409.50	916.18	493.33	150.19	11	73%	1,347.48	983.66	363.82	20.69	
	58					15						43						
								Cost:	104,329.77					Cost:	360,986.32			
													FSA Contribution:					
												17	250.00	4,250.00				
												26	500.00	13,000.00				
								Total Cost:	465,316.09									
								Savings:	(18,251.91)									
								Less FSA Funds:	17,250.00									
								Savings:	(1,001.91)									

# Town of Rocky Mount

## 2012-2013

CARRIER	Anthem	Anthem
	KeyCare 15	KeyCare 25/500
IN-NETWORK	CALENDAR YEAR BENEFIT	CALENDAR YEAR BENEFIT
Plan Year Deductible	N/A	\$500/1000
Office Visit Copay	\$15/30	\$25/50
Inpatient Deductible	\$300 -- 80/20 of AC	80% of AC after Deductible
Outpatient Deductible	\$150/200 ER -- 80/20 of AC	80% of AC after Deductible
Benefit Period	Calendar Year	Calendar Year
Out-of-Pocket	\$2500/5000	\$3000/6000
Retail Rx -- 30 days	\$10/30/50 or 20% <sup>(1)</sup>	\$10/30/50 or 20% <sup>(1)</sup>
Mail Rx - 90 days	\$10/60/150 or 20% <sup>(1)</sup>	\$10/60/150 or 20% <sup>(1)</sup>
Contraceptive Coverage	Yes	Yes
Coinsurance	80% of AC after Deductible	80% of AC after Deductible
Preventive Care	100% of AC No Deductible	100% of AC No Deductible
Well Baby Care	100% of AC No Deductible	100% of AC No Deductible
Vision	\$15 OV/Material Copay/Discounts	\$15 OV/Material Copay/Discounts
Dependent Age	26M	26M
Dependent Maternity	80% of AC after Deductible	80% of AC after Deductible
Autism Spectrum Coverage	Included Age 2 through 6	Included Age 2 through 6
Home Health Care	100 Visits @ 80% AC	100 Visits @ 80% AC
Prosthetic Devices	80% After Deductible	80% After Deductible
OUT-OF-NETWORK		
Plan Year Deductible	\$400/800	\$750/1500
Out-of-Pocket	\$4250/8500	\$4500/9000
Coinsurance	70/30	60/40
Vision	\$30	\$30

(1)Brand Name 20% to \$200 Maximum on Retail or \$400 on Mail Order; \$3500 Annual Out of Pocket Maximum



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	June 11, 2012
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager Community Development Director
BRIEF SUMMARY OF REQUEST:	<p>The Performance Center Committee met on June 7, 2012 to review public input session with Hill Studio, and to provide direction to the architect for the completion of interior floor plan design.</p> <p>Due to the lateness of the meeting prior to the June 11, 2012 Rocky Mount Town Council packet being sent to Council members, a recommendation from the Committee will be presented during the June 11, 2012 regular Council meeting.</p>
ACTION NEEDED:	<i>(Any recommendation from the Committee will be presented at time of June 11 2012 regular Council meeting)</i>

Attachment(s): No

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