



ROCKY MOUNT TOWN COUNCIL
AGENDA
REGULAR COUNCIL MEETING
TO BE HELD IN COUNCIL CHAMBERS
ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE
ROCKY MOUNT, VIRGINIA
JANUARY 14, 2019
AT 7:00 P.M.

When speaking before Town Council, please come to the podium and give your name and address for the record. Please address the Council and not the audience. If you provide Council with any documentation, please also give a copy to the town clerk prior to speaking.

◆
All cellular phones must be turned off during the Council Meeting.
◆

The Town of Rocky Mount is pleased to offer assistive listening devices for meeting attendees with special hearing needs. Please ask any staff member or the town clerk for assistance.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items
 - Introduction of new Town Police Officers
 1. Christy Witt
 2. Jacob Bush
 3. Alisha Smith
- V. Public Hearing (*none at this time*)
- VI. Approval of Draft Minutes
 - December 13, 2018 – Regular Meeting Minutes
- VII. Approval of Consent Agenda
 - Miscellaneous Action
 - Review and Consideration of CEDS Projects
 - Miscellaneous Resolutions/Proclamations (*none at this time*)
 - Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
 1. Review and Consideration of Supplemental Appropriation Resolution for Asphalt Zipper
- X. New Business (*none at this time*)
- XI. Committee Reports
 1. Finance and Human Services Committee Meeting on January 8, 2019

- XII. Referrals to Planning (*none at this time*)
- XIII. Other Matters, Concerns and Rise 'N Shine Appearances
- XIV. Closed Meeting and Action

Section 2.2-3711(A)(7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probably litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. (Rocky Mount Police Department)

- XV. Adjournment

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

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

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

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
DECEMBER 13, 2018**

The December 13, 2018 Regular Council Meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, at 7:00 p.m. with Mayor Steven C. Angle presiding.

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Billie Wayne Stockton
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead

The following staff members were also present:

- Allan Arrington, Lt. of Investigations
- Tim Burton, Waste Water Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Edward "Jeff" Gauldin, Water Superintendent
- Matthew Hankins, Assistant Town Manager
- Jessica Heckman, Town Planner
- Mark Lovern, Lt. of Patrol
- Brian Schofield, Public Works Superintendent
- Linda P. Woody, Finance Director

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

PLEDGE OF ALLEGIANCE

Mayor Angle led in saying the Pledge of Allegiance.

APPROVAL OF AGENDA

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

Motion: To approve the agenda
Motion By: Vice Mayor Stockton
Second: Council Member Newbill
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton
Nays: None
Action: Approved the agenda by a unanimous vote.

SPECIAL ITEMS

- Presentation of Town of Rocky Mount Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2018

Ms. Woody introduced Ms. Emily Viers of Robinson, Farmer, Cox Associates who gave the audit report to Council. The audit resulted in an “unmodified opinion”.

The Finance and Human Services Committee met prior to the regular Council meeting during which Ms. Viers gave an indepth explanation of the audit to members of the committee. Chariman of the Finance and Human Services Committee, Council Member Jon Snead, recommended to Council to accept the auditor’s yearly report.

Motion: To approve the recommendation of the Finance and Human Services Committee to accept the yearly audit which was for fiscal year ended 2018.
Motion By: Council Member Snead
Second: Council Member Newbill
Motion Discussion: None
Ayes: Cundiff, Moyer, Newbill, Snead, Stockton
Nays: None
Action: Approved the recommendation by a unanimous vote.

Let the record show that the Town did receive a clean audit for the last fiscal year ended 2018.

PUBLIC HEARING

1. 90 Woodland Drive - Nuisance

A public hearing was held to discuss the property at 90 Woodland Drive to request public input and make a determination if the property was or was not a public nuisance. Mr. Hankins stated that the owner of the property at 90 Woodland Drive had been advised by the Town of its intent to declare the property a nuisance. The owner was notified of the public hearing. The property, which was purchased out of foreclosure, has had many problems for an extended period of time. Staff recommended that Council declare the property a nuisance and authorize the remediation of the property, putting the costs for repair on the parcel’s tax file.

Mayor Angle opened the floor for public comment but no one came forward.

An advertisement was placed in the local newspaper for this public hearing and it was posted on the property.

Motion: To authorize the Town to proceed and declare this property to be a nuisance.

Motion By: Council Member Moyer

Second: Vice Mayor Stockton

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Approved the recommendation by a unanimous vote.

Council Member Newbill asked to what extent would the Town expend money on fixing up the property? Mr. Hankins stated that the Town would only spend money to the extent necessary to abate the nuisance.

APPROVAL OF MINUTES

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

- November 13, 2018 – Regular Meeting Minutes

Discussion: None

Motion: To approve the draft minutes as presented.

Motion By: Council Member Newbill

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Approved the motion by a unanimous vote.

APPROVAL OF CONSENT AGENDA

This month's consent agenda consists of the following items:

(1) Miscellaneous Action

- Award of Contract for Meter Installation Services

Mayor Angle stated that the contract for Meter Installation Services had changed. Mr. Hankins then explained that the contractor did not have a Virginia Contractor's License to be legal in the state of Virginia. The Town had received nine bids so the original one was declared a non-responsive bid and the Town proceeded onto the next bid since the cost schedule was very similar to the first bid.

(2) Miscellaneous Resolutions/Proclamations (none at this time)

(3) Department Monthly Reports

- Community Development Department
- Finance Department
- Fire Department
- Police Department
- Public Works Department
- Wastewater Department
- Water Department

Discussion: None

Motion: To approve the consent agenda as presented.

Motion By: Vice Mayor Stockton

Second: Council Member Moyer

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Approved the consent agenda as presented by a unanimous vote.

HEARING OF CITIZENS

Mayor Angle opened the floor to any citizens wishing to speak.

Let the record show that no one came forward.

OLD BUSINESS:

1. Review and Consideration for Approval of the Western Virginia Water Authority Agreements

On January 29, 2015 Town Council approved an agreement with Franklin County and the Western Virginia Water Authority (WVWA). The Town will pay debt service on 75% of the cost to connect the Town to the WVWA. The agreement is part of the long term strategic plan for the Water and Waste Water operations of the Town, providing a diversity of water sources for our citizens, businesses, industries and community facilities.

The Master Financing Agreement that was brought before Council established a 20 year amortization schedule with a 3% initial interest rate. Mr. Ervin stated that there would be two phases of the project. The first phase would be from Iron Ridge Road to the Blackwater River and the second would be from the end of the first project to the Town's Water Treatment Plant. Combined together, the total of the Town's cost for the project would be \$1,155,544. The WVWA would be paying \$385,562 towards the connection and Mountain Valley Pipeline would be contributing \$300,000. The project cost for the complete interconnection would be \$1,841,106. The Town saved a significant amount by partnering with regional entities to establish the connection between WVWA and the Mountain Valley Pipeline.

The WVWA approved the agreements at the November 2018 Council meeting and a public hearing was held on this agreement in November with an advertised amount of \$1,300,000.

Discussion: None

Motion: To approve the Master Financing Agreement as well as support documents and authorize the Town Manager to execute the same.

Motion By: Vice Mayor Stockton

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Approved both agreements as presented by a unanimous vote.

NEW BUSINESS

1. Review and Consideration of Town Holiday on December 31, 2018

This year, New Year's day falls on a Tuesday. Council has in the past allocated the preceding Monday as an additional Holiday for the Town of Rocky Mount. The State and the County of Franklin will be closed on this day. Staff seeks your guidance or approval to consider December 31, 2018 a Town Holiday.

Discussion: None

Motion: To approve December 31, 2018 as a Town Holiday. The Town Offices will be closed on that day.

Motion By: Council Member Newbill

Second: Vice Mayor Stockton

Motion Discussion: Council Member Cundiff stated that the State did not have anything to do with the Town therefore the Town did not need to take into consideration what the State did. Council Member Moyer asked how many days Council had given during the year 2018. Mr. Ervin answered only one, due to a snow storm, at the time of this meeting.

Ayes: Newbill, Snead, Stockton

Nays: Cundiff, Moyer

Action: Approved the motion by a 3 to 2 vote in favor of December 31, 2018 being a Town Holiday with the Town Offices being closed that day.

2. Review and Consideration of Utility Rate Adjustment

The last utility rate adjustment for the Town of Rocky Mount was on January 1, 2016. The Town's rates were generally current based on expenses at the time of the last adjustment and staff recommend an inflation adjustment in the rates to avoid a significant increase in rates in future years.

Mr. Ervin stated that a 5% increase effective January 1, 2019 would balance the 2016 rates with current costs. The in Town Residential Customers would see a \$1.70 increase while the out of Town customers would see a \$3.40 increase. Mr. Ervin stated it was important to note that the elderly and disabled who qualify for the Town's special rate plan would not change.

Also, Council Member Moyer requested that as council was considering a change within the rate structure, Town Council should also consider extending the existing Elderly and Disabled rate to vacant properties that would be for sale so while property owners have a listing on the market, the listing would not be charged with paying a minimum. The Elderly and Disabled rate simply charges per usage.

While Council Member Cundiff asked to discuss the rate adjustment further in closed session, Mayor Angle suggested holding a committee meeting and advised Council that perhaps the Finance and Human Services Committee could look at the matter.

Ms. Woody stated to Mayor Angle that administratively, tracking all of the properties that would have vacancies would be tough to manage.

It was agreed that after January 1, 2019, the Finance and Human Services Committee would meet to discuss further the Utility Rate Adjustments and the application of the Elderly and Disabled rate to vacant properties.

3. Review and Consideration for Approval of 2019 Town Meeting Calendar

Each year in January, Town Council are presented with a calendar schedule of meeting dates. The meeting dates were proposed dates for the calendar year 2019. Staff asks Council to make their recommendation regarding the calendar.

Mayor and Council were in agreement with all dates that were presented with the exception of one date that Mayor Angle could not be present at which was March 11, 2019. That date was changed to March 12, 2019. The Town Meeting Calendar will now go before the Planning Commission to be agreed upon and if it is agreed upon, to be advertised to the public.

Discussion: None

Motion: To approve the proposed 2019 calendar of meeting dates.

Motion By: Council Member Cundiff

Second: Vice Mayor Stockton

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Approved the motion by a unanimous vote.

4. Review and Consideration for Asphalt Zipper

Mr. Hankins stated that the Town has needs in repair and maintenance particularly where the proper equipment is lacking as the right equipment to make the asphalt in an asphalt paving job last longer, recycle usable materials into base and make the Town's repairs more effective.

In the past summer, the Town staff have spent in excess of six weeks repairing damaged roadway and ditches on Muse Field Road. The shoulder was caving in, damaging the roadway surface and creating hazards for motorists. The equipment that the Town currently uses requires the removal of asphalt, the rebuilding of the structures, the installation of a new base

and to repave. All of those steps result in time away from other needed projects. The pavement results still do not rise to the Town's management expectations for pavement quality.

Mr. Hankins requested Council authorize the purchase of two pieces of equipment. The first piece was a Roller priced at \$29,500. Mr. Hankins also brought a quote for a 2017 model priced at \$9,850. The lifetime expectancy use for how often the Town would use the Roller would be 15-20 years. The funding would come from contingency or from the operations budget. If the Roller was purchased, the machinery that the Town currently uses would likely be sold on GovDeals.

The second piece of equipment was a milling machine called an Asphalt Zipper. The Zipper creates compacted tailings that can be reused. The equipment was priced at \$129,835.

Council Member Newbill asked if the Town would be better off to go to a local bank and ask to borrow the money for both pieces of equipment. Mr. Ervin recommended both items and purchasing through a lease purchase agreement for a suitable length of time. The Town has financial vendors that are well suited to doing lease purchase for heavy industrial equipment. Funding would come from Public Works.

After discussion between Mr. Ervin and Council, it was decided that Mr. Ervin would bring more information to Council by way of a phone call with more concrete numbers and more information.

COMMITTEE REPORTS

1. Finance and Human Services Committee Meeting met on December 13, 2018 which was past the time to be included in the packet.

The information had already been covered in Special Items.

REFERRALS TO PLANNING

None at this time.

OTHER MATTERS AND CONCERNS

Mayor Angle spoke highly of Mr. Schofield to Council regarding the good job the Public Works men performed during the last snow storm.

CLOSED MEETING AND ACTION

Enter Closed Meeting

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

Time: 8:07 p.m.

Virginia Code Section:

Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Rocky Mount Police Department)

Motion By: Vice Mayor Stockton

Second: Council Member Moyer

Motion Discussion: None

Ayes: Cundiff, Moyer, Snead, Stockton, Newbill

Nays: None

Action: To go into a closed meeting

Certificate of Closed Meeting Discussion:

Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, March 14, 2016 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia (1950), as amended, requires certification by this Council that such closed meeting was conducted in conformity with Virginia law;

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

Steven C. Angle, Mayor

ADJOURNMENT

Motion: To adjourn meeting

Time: 8:45 p.m.

Motion By: Council Member Newbill

Second: Council Member Moyer

Motion Discussion: None

Ayes: Cundiff, Moyer, Newbill, Snead, Stockton

Nays: None

Action: Adjourned by a unanimous vote

Steven C. Angle, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 14, 2019
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The United States Department of Commerce, Economic Development Administration requires that the Town keep on file and update annually a list of our comprehensive economic development strategies (CEDS) and that this list be filed through our local planning district. This has devolved to an annual list of projects that are approved and submitted through the West Piedmont Planning District. Attached is our proposed list for 2019. Projects must be on the CEDS list to apply for federal funding (though in the past decade all of the projects accomplished that were once on the CEDS list, have been done with local dollars).</p> <p>The attached list of projects was on the diaz for review and consideration by Council at the December 13, 2018 meeting but was oversighted and not addressed. Please review and consider for approval.</p>
ACTION NEEDED:	Staff asks that Council consider and approve the list of projects and authorize the attached letter to be sent by the Town Manager.

Attachment(s): Yes

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

PHONE : 540.483.7660
FAX : 540.483.8830

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



TOWN COUNCIL
Steven C. Angle, *Mayor*
Billie W. Stockton, *Vice Mayor*

Bobby M. Cundiff Mark H. Newbill
Jon W. Snead Bobby L. Moyer
Gregory B. Walker

C. James Ervin, *Town Manager*
Rebecca H. Dillon, *Executive
Administrative Assistant*

December 11, 2018

Ms. Linda Cruz-Carnall, Regional Director
U.S. Department of Commerce
Economic Development Administration
Philadelphia Regional Office
Robert N. C. Nix Federal Building
900 Market Street, Room 602
Philadelphia, PA 19107

Dear Ms. Cruz-Carnall:

Whereas the local governing body of The Town of Rocky Mount supports the West Piedmont Economic Development District Designation, this is to advise that we have elected to be covered by the Year 2019 Comprehensive Economic Development Strategy for the West Piedmont Planning District in its capacity as an EDA Economic Development District. The projects included in the document's prioritized project list have been endorsed by the local governing body at its meeting on December 10, 2018 for assistance in improving the economy of our area.

On behalf of my community, thank you for the opportunity to participate in the Economic Development Administration's Economic Development District Program.

Sincerely yours,

C. James Ervin
Town Manager

CJE:rh

cc: Leah Manning, WPPDC

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

PRIORITY PROJECTS

July 1, 2018 - June 30, 2019

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON- MENTAL IMPACT	NO. OF JOBS
<i>Franklin County/Rocky Mount Industrial Park-- Franklin Co/Town of Rocky Mount</i>	1/1	Development of industrial sites, water and sewer, site improvements, and rail spur to serve expansion of existing heavy industrial site (This project is ready to bid.)	Local EDA VTC	\$1,200,000 \$600,000 \$600,000	\$2,400,000	NA	300-500
<i>Natural Gas Service Extension--Franklin Co/Town of Rocky Mount</i>	1/3	Complete 12-mile service extension of Roanoke Gas to Franklin County/Rocky Mount Industrial Park to promote industrial development	VTC USDA-RD Local Private	\$3,000,000 \$3,000,000 \$3,000,000 \$3,500,000	\$12,500,000	Positive	300+
<i>Economic Restructuring Via Heritage Tourism Development--Town of Rocky Mount</i>	1/2	Create supporting structures and events to complement the growing culture and economy surrounding the Harvest Performance Center and the Crooked Road Heritage Mu	Local EDA VTC	\$800,000 \$600,000 \$600,000	\$2,000,000	Positive	10-20
<i>North Main Street Development--Town of Rocky Mount</i>	2/3	Provide public infrastructure in roads, signals, and public utilities to development sites	VDOT Local CDBG	\$500,000 \$500,000 \$700,000	\$1,500,000	None	250-300
<i>Shell Building- Franklin County/Rocky Mount</i>	2/3	Shell building of 100,000+ SF to attract industry	EDA CDBG Local	\$1,000,000 \$700,000 \$300,000	\$2,000,000	NA	400-600
<i>Route 40 Bypass in Rocky Mount</i>	3/3	Feasibility study for the establishment of a Route 40 bypass in the Town of Rocky Mount	Local VDOT	\$10,000 \$90,000	\$100,000	Positive	unknown
<i>Realignment of Franklin and Pell in Rocky Mount</i>	3/3	Feasibility study and preliminary engineering to realign Franklin and Pell in Rocky Mount	Local VDOT	\$10,000 \$90,000	\$100,000	Positive	unknow
<i>North Main Park Development</i>	2/3	Development of a youth/teen oriented park in the North M corridor	Local VDCR	\$100,000 300,000	\$400,000	NA	NA
<i>Housing Stock Survey and Redevelopment</i>	3/3	Inventory housing stock in Rocky Mount to determine new areas for funded housing programs and initiate programs	Local DHCD	\$300,000 \$700,000	\$1,000,000	NA	NA

ABBREVIATIONS:

ARC = Appalachian Regional Commission	TBD = to be determined	USDA-RD = U.S. Dept of Agriculture, Rural Development
CDBG = Community Development Block Grant	TEA-21 = VDOT Transportation Enhancement Act Program	USCAIP = US Community Adjustment & Investment Program
CIT = Center for Innovative Technology	for the 21st Century	VASBI = Virginia Shell Building Initiative
CORD = Center on Rural Development	VDBA = VA Department of Business Assistance	VA-DOA = Virginia Dept of Aviation
EDA = Economic Development Administration	WIA = Workforce Investment Act	VDOT = VA Department of Transportation
EPA STAG = Environmental Protection Agency State & Tribal Assistance Grant	VTC = Virginia Tobacco Indemnification and Community Revitalization Commission	VDH = VA Department of Health
DCR = Dept of Conservation & Recreation	SERCAP = Southeast Rural Community Assistance Project, Inc	VHDA = Virginia Housing Development Authority
FAA = Federal Aviation Administration	USACE = US Army Corps of Engineers	VHPPF = Virginia Housing Partnership Fund
FHWA = Federal Highway Administration	ISDF = Industrial Site Development Fund (VDHCD)	VRA = Virginia Resources Authority
GO Bonds = General Obligation Bonds	LWCF = Land & Water Conservation Fund	VTC = Virginia Tobacco Commission
REEG = Rural Business Enterprise Grant	SWCB = State Water Control Board	VWP = Virginia Water Projects
RD = Rural Development	WVWA = Western VA Water Authority	VWQIP = water quality improvement funds (VA)
		HUD = Housing and Urban Development

Community Development & Planning December 2018 Monthly Report

ARTS & CULTURE							
TOTAL: 0							
AC FILE NUMBER	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP	NOTES
BANNER PERMITS							
TOTAL: 0							
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved	
SITE/PLAT FILES							
TOTAL: 0							
File Number	Property Owner	Action	TMPN	Date	Notes	Location	
SIGN PERMITS							
TOTAL: 2							
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
S18-020	Cora Physical Therapy	2040057300	RB	48	Physical Therapy, Cora Kids, A Cora Physical Therapy Program, 540-484-1456, Lower Level	12/17/2018	
S18-021	McDonalds	2030002901	GB	160	McDonalds	12/18/2018	
ZONING COMPLIANCE PERMITS							
TOTAL: 5							
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC18-079	Davis Decorative Stamping & Curbing	Danny Perdue	2030007600	GB	Commercial	Alteration/ Expanding existing business	11/26/2018
ZC18-080	Oliver Construction Inc	Trinity Episcopal Church	2070020600	CBD	Commercial	Interior remodel, including removal of wall-adding support beams	12/3/2018
ZC18-081	Southern Trust Home Services	Elizabeth Blankenship	2010006900	R1	Residential	Replace existing gas furnace and ac	12/18/2018
ZC18-082	Mark Ingram	Melanie Potter	2040055400	RB	Commercial	Remodel of garage to make an apartment	12/19/2018
ZC18-083	Christy Holland	Skillen & Willard Ent. LLC	2040055700	RB	Commercial	Warehouse storage of Lula Roe	12/27/2018
ZONING PERMITS							
TOTAL:1							
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES

ZP18-024	Scott Frye/Stimmel Associates	970 Tanyard	2030002901	Commercial	GB	12/13/2018	McDonalds Remodel ADA fixes, Drive thru upgrade, lobby & restroom, new building fascade
ZONING LETTER		TOTAL: 0					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Letter Date	
MOBILE FOOD UNIT PERMITS		TOTAL: 0					
Permit #	Applicant Name	Locations	Approval Date				
Public Facilities Disturbance Application		Total: 0					
Permit #	Applicant Name	Location	Reason for Disturbance	Expected Dates			
PFD-002	Better Cable Systems Inc	1230 N. Main Street	Place Fiber Optic Cable to Franklin County Govt Center				

MONTHLY STAFF REPORT

DATE:	January 14, 2019
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director
DEPARTMENT:	Finance Department
MONTH:	January meeting

This report contains the following monthly information for December 2018 activity:

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

Water accountability reconciliation of finished water gallons pumped vs. metered water gallons consumed

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department:

583 walk-in transactions

1132 drive-thru transactions

1180 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING DECEMBER 2018**

New business licenses for the month of December 2018:

RETAIL:

Christy Holland, Scuffling Hill Rd, clothing sales

CONTRACTOR:

Mark Ingram, 580 Pell Ave., renovations

TOWN OF ROCKY MOUNT
Investment Portfolio
at November 30, 2018

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
Fixed Income / Bonds:									
FHLMC	12/29/2018	12/29/2021	500,000	97.357	486,785.00	2.25%	2.20%	3134GAC28	11,000.00
FHLMC	12/3/2018	3/30/2021	210,000	99.153	208,221.30	1.51%	2.00%	3134G8BH1	2,625.00
FNMA	1/27/2019	1/27/2020	493,000	98.723	486,704.39	1.67%	1.65%	3135GOS46	8,134.50
Bond Totals			<u>1,203,000</u>		<u>1,181,710.69</u>	1.81% avg. return			<u>21,759.50</u>
Certificates of Deposits:									
Am Express Fed Svgs Bk	8/29/2022		245,000	95.727	234,531.15	2.50%	2.40%	02587CFU9	5,880.00
Am Express Centurion	4/5/2022		245,000	96.671	236,843.95	2.53%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS	2/26/2021		245,000	95.902	234,959.90	1.30%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean	12/29/2021		230,000	97.013	223,129.90	2.31%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen	7/20/2021		245,000	95.585	234,183.25	1.56%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood D	7/22/2020		245,000	98.904	242,314.80	2.32%	2.30%	254671VH0	5,635.00
Everbank Jacksonville FL	3/29/2019		245,000	99.716	244,304.20	1.50%	1.50%	29976DW3	3,675.00
Goldman Sachs USA	1/13/2021		245,000	98.408	241,099.60	2.33%	2.31%	38148J5F4	5,635.00
HSBC BK McLean VA	3/10/2021		230,000	99.227	228,222.10	2.77%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH	11/30/2020		245,000	97.652	239,247.40	1.94%	1.90%	48126XNJ0	4,655.00
Finl BK Chicago Ill	12/10/2018		190,000	99.973	189,948.70	1.10%	1.10%	55266CSB3	2,090.00
Sallie Mae Salt Lake City L	1/31/2023		225,000	96.833	217,874.25	2.73%	2.68%	795450J71	5,962.50
State BK India NY NY	5/31/2022		245,000	96.864	237,316.80	2.47%	2.20%	8562843E2	5,880.00
CD Totals			<u>3,080,000</u>		<u>3,003,976.00</u>	2.10% avg. return			<u>60,317.50</u>
Total Investments			<u>4,283,000</u>		<u>4,185,686.69</u>	2.05% avg. return			<u>82,077.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Nov-17	2,813,253.35	1.24%
Dec-17	2,818,160.75	1.34%
Jan-18	2,837,042.26	0.15%
Feb-18	2,636,434.63	0.15%
Mar-18	2,657,359.55	0.17%
Apr-18	3,029,119.05	0.19%
May-18	3,049,499.27	0.19%
Jun-18	3,452,867.92	2.03%
Jul-18	3,075,310.70	2.13%
Aug-18	2,757,299.84	2.13%
Sep-18	2,694,858.15	2.19%
Oct-18	2,720,685.29	2.32%
Nov-18	2,748,420.98	2.35%

TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF DECEMBER 31, 2018

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	64,806	51,824	68,503	53,922	591,310	11.58%
Real Estate Tax - Delinquent	767	2,055	3,450	7,009	14,000	24.64%
Public Service Tax	-	-	-	-	28,162	0.00%
Personal Property Tax	25,752	6,655	32,996	12,691	251,012	13.15%
Personal Property Tax - Delinquent	688	165	5,959	9,388	8,000	74.48%
Machinery & Tools Tax	-	-	-	-	139,717	0.00%
Penalties on Tax	104	189	4,342	3,106	5,000	86.85%
Interest on Tax	105	302	2,696	2,129	2,800	96.29%
Local Sales Tax	21,497	14,180	81,544	60,382	189,013	43.14%
Meals Tax	119,084	114,825	627,083	589,394	1,719,037	36.48%
Utility Tax	27,051	27,222	134,653	133,700	329,910	40.82%
Communications Tax	14,109	15,797	56,917	75,561	179,245	31.75%
Bank Stock Tax	-	-	-	-	228,700	0.00%
Penalty-Meals Tax	1	-	397	1,247	2,000	19.83%
Interest-Meals Tax	0	-	29	756	700	4.08%
Penalty-Lodging Tax	-	-	-	47	-	0.00%
Lodging Tax	16,421	13,430	87,416	77,817	186,771	46.80%
Cigarette Tax	2,910	7,275	32,004	31,576	73,288	43.67%
BPOL-Retail	114	-	4,792	2,203	320,000	1.50%
BPOL-Professional	-	-	13,958	7,896	154,897	9.01%
BPOL-Contractor	122	80	3,540	2,383	21,696	16.32%
BPOL-Repairs/Services	-	10	11,718	7,404	120,679	9.71%
BPOL-Alcoholic Beverages	-	-	-	50	700	0.00%
BPOL-Penalty/Interest	-	-	2,323	2,055	3,000	77.43%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	-	-	-	17,551	0.00%
BPOL-Miscellaneous	500	-	530	572	5,500	9.64%
Solicitor Permits	-	-	20	-	-	0.00%
Farmer's Market Fees	190	180	1,620	570	3,180	50.94%
Welcome Center Fees	970	575	3,090	4,305	4,800	64.38%
Farmer's Market EBT's Deposits	-	667	20	754	460	4.35%
Planning/Zoning Fees	190	755	4,380	5,638	9,100	48.13%
Court Fines	3,962	4,089	21,796	13,723	46,799	46.57%
Parking Fines	-	-	150	15	100	150.00%
Garbage Violation Fines	40	(10)	70	440	100	70.00%
Interest Earnings	-	8,565	51,283	35,775	96,507	53.14%
Return Check Fees	60	20	280	334	400	70.00%
Rental of Property	450	-	450	450	450	100.00%
Sale of Property	11,923	-	13,694	6,000	-	0.00%
Bond Proceeds	-	-	1,100,000	-	108,216	0.00%
Mortgage Payments	-	181	768	1,937	3,073	25.00%
Paving Loan Repayment	-	-	-	683	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Grave Preparation	-	1,125	-	1,875	-	0.00%
Security Services	1,200	540	3,090	2,940	3,305	93.49%
Passport Service Fees	1,290	915	7,008	5,331	13,500	51.91%
Police Reports	-	195	521	695	1,260	41.35%
Fingerprint Service Fees	-	35	170	235	400	42.50%
CIT / PAC Room Staffing	1,050	1,050	6,300	6,650	10,800	58.33%
Garbage Collection Fees	7,969	7,916	33,046	37,844	93,592	35.31%
Truck Rental Program	-	-	350	270	340	102.94%
Credit Card Fees	262	224	1,510	1,526	3,340	45.20%
Weed Control Charges	-	-	207	314	500	41.49%
Administrative Charges for Services	-	-	50	1,184	250	20.00%
Miscellaneous Services	-	75	-	245	400	0.00%

TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF DECEMBER 31, 2018

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
VML Safety Grant	-	-	4,000	4,000	4,000	0.00%
Donations	1	20,000	34	20,003	-	0.00%
Merchandise Sales	1	-	251	2	-	100.00%
Miscellaneous	-	-	223	-	300	74.44%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	102	(49)	102	7,620	-	0.00%
Unrealized Gain on Investments	-	(12,006)	(3,297)	(27,116)	-	0.00%
Appropriated Fund Balance	-	-	-	-	276,354	0.00%
Total Local Revenues	323,690	289,050	2,426,034	1,215,531	5,274,422	46.00%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,346	3,340	3,340	100.18%
Litter Tax	-	-	2,760	2,480	2,480	111.29%
Other Categorical Aid	4,296	58	17,293	5,305	710	2435.70%
Fire Programs	-	-	16,611	16,044	16,044	103.53%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
CDBG Grant	-	-	-	-	25,000	0.00%
DMV Grants	-	4,889	6,920	7,795	-	0.00%
VDOT Grant	-	-	8,015	-	600,000	1.34%
Street Maintenance	363,031	352,507	726,061	705,013	1,438,227	50.48%
Volunteer Fire Dept.	-	-	7,500	7,500	30,000	25.00%
Law Enforcement-599 Funds	29,023	27,988	58,046	55,976	111,952	51.85%
Forestry Grant	-	-	1,110	-	1,817	61.06%
Police Grant - School Resource Officer	-	-	-	-	30,229	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
Total State Revenues	396,350	385,441	931,154	886,946	2,343,292	39.74%
TOTAL GENERAL FUND REVENUES	720,039	674,491	3,357,189	2,102,477	7,617,714	44.07%
UTILITY FUND REVENUES:						
Water Sales	94,624	99,192	441,226	475,884	1,199,083	36.80%
gallons billed	19,733,305	20,262,599	103,762,533	126,388,790		
Water Connections	1,000	-	8,525	23,439	18,435	46.24%
Reconnect Fees	1,550	20	7,450	4,085	4,500	165.56%
Penalties	2,387	2,537	11,695	15,519	29,640	39.46%
Bulk Water Purchases	6,353	147	22,873	1,417	1,000	2287.32%
Sewer Collection Charges	60,957	64,370	264,844	302,476	808,767	32.75%
gallons billed	15,749,105	15,860,960	83,190,901	104,871,650		
Sewer Connections	1,000	-	5,000	2,000	4,500	111.11%
Cell Tower Rent	6,352	4,059	24,727	26,488	107,898	22.92%
Dept of Health Grant	-	-	-	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Transfer from Other Funds	-	-	-	-	55,970	0.00%
Recoveries	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	808,950	0.00%
TOTAL UTILITY FUND REVENUES	174,224	170,325	786,341	851,309	3,038,743	25.88%

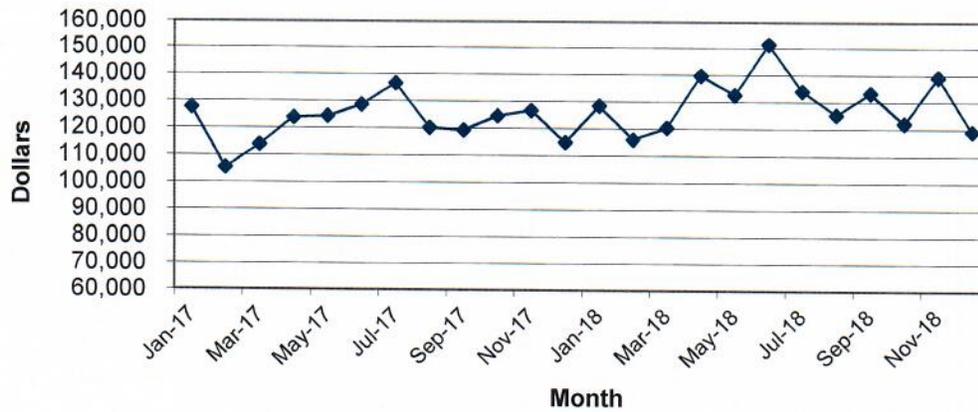
TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF DECEMBER 31, 2018

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
CAPITAL PROJECTS REVENUES:						
Microenterprise Loan Payments	869	347	5,596	3,398	-	100.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	869	347	5,596	3,398	-	0.00%
UTILITY CAPITAL REVENUES:						
Proceeds from Bond	-	-	-	-	1,000,000	0.00%
Capital Recovery Fees-Water	23,730	23,661	138,576	138,503	283,504	48.88%
Capital Recovery Fees-Sewer	19,456	19,383	108,480	108,963	231,198	46.92%
Capital Recovery Fees-Garbage	1,690	1,688	10,150	10,108	21,001	48.33%
Appropriated Fund Balance	-	-	-	-	179,261	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
TOTAL UTILITY CAPITAL REVENUES	44,875	44,732	257,206	257,573	1,714,964	15.00%
PERFORMANCE VENUE REVENUES:						
Transfers from General Fund	-	-	170,165	-	394,982	43.08%
TOTAL PERFORMANCE VENUE REVENUES	-	-	170,165	-	394,982	43.08%
					6 months of the 12 months	50.00%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
Jan-17	127,602
Feb-17	105,380
Mar-17	113,755
Apr-17	123,775
May-17	124,351
Jun-17	128,601
Jul-17	136,527
Aug-17	120,248
Sep-17	119,236
Oct-17	124,629
Nov-17	126,641
Dec-17	114,825
Jan-18	128,340
Feb-18	115,988
Mar-18	120,285
Apr-18	139,665
May-18	132,498
Jun-18	151,336
Jul-18	133,965
Aug-18	125,245
Sep-18	133,202
Oct-18	122,081
Nov-18	139,223
Dec-18	119,084

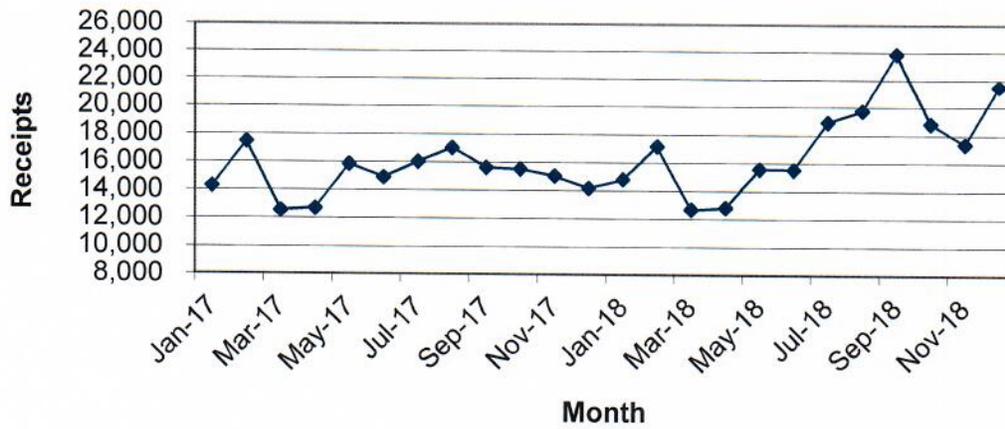
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

Jan-17	14,275
Feb-17	17,453
Mar-17	12,547
Apr-17	12,710
May-17	15,859
Jun-17	14,918
Jul-17	16,034
Aug-17	17,021
Sep-17	15,631
Oct-17	15,529
Nov-17	15,043
Dec-17	14,180
Jan-18	14,793
Feb-18	17,151
Mar-18	12,675
Apr-18	12,810
May-18	15,592
Jun-18	15,540
Jul-18	18,923
Aug-18	19,743
Sep-18	23,846
Oct-18	18,834
Nov-18	17,366
Dec-18	21,497

Local Sales Tax



TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF DECEMBER 31, 2018

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
GENERAL FUND:						
Mayor & Council	4,505	8,219	42,417	36,224	77,311	54.86%
Town Manager	23,672	20,667	125,408	118,814	264,739	47.37%
Town Attorney	4,502	2,647	22,588	19,061	37,799	59.76%
Finance Department	64,519	42,248	274,444	185,066	745,613	36.81%
Electorial Board	-	-	-	-	-	0.00%
Police Department	123,831	169,731	1,031,366	964,633	2,150,686	47.96%
Volunteer Fire Dept.	3,230	2,501	55,469	69,972	171,104	32.42%
Public Works Admin.	9,155	10,071	75,038	54,842	94,237	79.63%
Street Lights	16,579	8,777	44,148	43,757	113,436	38.92%
Traffic Control & Parking	1,807	4,324	19,569	58,149	106,033	18.46%
Streets	59,374	124,407	561,463	522,491	1,904,349	29.48%
Sidewalks & Curbs	-	490	1,870	10,327	51,456	3.63%
Angle Bridge Repairs	3,483	946	5,325	3,871	-	0.00%
Street Cleaning	1,849	1,069	4,331	4,611	7,386	58.64%
Refuse Collection	12,058	8,593	60,703	96,873	132,440	45.83%
Snow Removal	31,272	15,020	32,110	42,297	44,239	72.58%
Municipal Building	5,383	6,372	29,304	58,276	46,081	63.59%
Emergency Services Bldg.	6,737	8,889	49,133	44,383	67,725	72.55%
Public Works Building	1,961	3,653	12,182	13,734	29,354	41.50%
Cemetery	-	39	7,743	13,129	18,833	41.11%
Playgrounds	3,662	41,480	25,579	71,364	67,080	38.13%
Celeste Park	-	-	-	-	-	0.00%
Gilley's Park	-	430	-	13,678	-	0.00%
Impound Lot	-	574	906	81,811	-	100.00%
Mary Elizabeth Park	1,152	32,530	54,141	32,530	-	0.00%
Veterans Memorial Park erosion	-	-	-	51,473	-	0.00%
Planning & Zoning	9,404	9,639	56,851	52,657	123,667	45.97%
Community Development	16,037	26,234	136,699	118,717	298,729	45.76%
Citizen's Square	1,039	920	12,675	6,796	22,091	57.38%
Hospitality Center	2,156	1,899	10,510	13,600	27,312	38.48%
Passport Services Expenses	6	128	603	814	3,000	20.09%
Economic Development Authority	340	-	1,129	893	2,855	39.55%
Remediation of Blighted Structures	-	-	-	1,440	10,000	0.00%
Non-Departmental:						
Wages & Fringes	3,538	18,265	14,012	29,844	44,061	31.80%
Employee Wellness Program	16	-	1,480	420	2,600	56.91%
Employee Drug Testing	-	-	242	249	990	24.43%
Insurance	-	-	64,522	64,458	67,681	95.33%
Contributions to Others	-	-	15,450	15,450	16,500	93.64%
Debt Service-Principal	-	-	125,000	130,000	290,000	43.10%
Debt Service-Interest	-	-	25,677	23,435	50,162	51.19%
Transfer to Performance Operations	-	-	170,165	-	394,982	43.08%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	29,550	0.00%
TOTAL GENERAL FUND EXPENDITURES	411,267	570,763	3,170,251	3,070,136	7,564,081	41.91%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF DECEMBER 31, 2018

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
WATER & SEWER FUND:						
Water System Operation	6,336	17,683	115,107	95,686	219,615	52.41%
Meter Reading	2,940	2,626	16,087	11,897	42,515	37.84%
Water Plant	52,033	41,405	272,078	235,525	676,010	40.25%
Wastewater System Operation	9,634	6,302	81,902	46,999	173,765	47.13%
Wastewater Treatment Plant	37,457	42,188	202,973	196,314	512,260	39.62%
Utility Billing & Administration	25,063	16,893	106,084	71,280	188,004	56.43%
Non-Departmental:						
Wages & Fringes	-	4,094	-	4,094	-	0.00%
Insurance	-	-	21,507	21,486	22,560	95.33%
Debt Service-Principal	-	-	108,000	105,500	302,000	35.76%
Debt Service-Interest	-	-	6,418	6,935	76,013	8.44%
Contingency - Utility Operating Purposes	-	-	-	-	10,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	7,051	0.00%
Depreciation	-	-	-	-	808,950	0.00%
TOTAL WATER & SEWER FUND EXPENSES	133,464	131,193	930,156	795,717	3,038,743	30.61%
CAPITAL IMPROVEMENTS FUND:						
Transfer to General Fund	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	-	-	-	-	-	0.00%
UTILITY CAPITAL FUND:						
Public Works Utility Capital Items	-	-	-	144,511	-	0.00%
Water System Operation	-	-	-	-	55,970	0.00%
Water Distribution Utility Projects	-	-	-	-	-	0.00%
Utility Billing Software	-	-	-	-	115,000	-
Meter Reading Replacement	40	-	4,197	-	990,000	0.42%
WTP Parking Lot Repaving	-	-	-	10,770	-	0.00%
Diamond Ave Water Line Replacement	-	18,950	4,380	34,110	-	0.00%
Scuffling Hill Tank Aerator	-	9,300	-	68,155	-	0.00%
Grassy Hill Upper Pump Redo	-	-	11,119	-	-	0.00%
Eclips Sample Hydrants	-	-	-	-	-	0.00%
Streaming Current Monitor	-	-	-	6,764	-	0.00%
WTP Flucculator Motor Replacement	692	-	4,508	-	-	0.00%
WTP Upgrade Controls & Programming	-	-	-	-	-	0.00%
WTP Pressure Valve & Plumbing	-	-	11,920	-	-	0.00%
Ground Penetrating Radar (PW)	-	-	33,850	-	35,000	96.71%
WTP Replace Flocculators	-	-	-	-	161,000	0.00%
WTP Replace Mower	-	-	8,973	-	8,500	105.56%
Wastewater Collection Utility Projects	-	-	-	-	-	0.00%
Sewer Pump Stations SCADA	-	-	-	24,037	-	0.00%
Wastewater Rapid Assessment Tool	-	1,064	-	25,524	-	0.00%
WWTP Parking Lot Repairs	-	-	-	12,787	-	0.00%
WWTP Replace Building Heaters	-	-	-	-	-	0.00%
WW Main Pump Station Climbing Screen	-	-	-	-	60,000	0.00%
Hillcrest Sewer Line Replacement (PW)	-	-	-	-	108,000	0.00%
New Debt Service	-	-	-	-	121,494	0.00%
Contingency	-	-	-	-	60,000	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	732	29,314	78,947	326,659	1,714,964	4.60%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF DECEMBER 31, 2018

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations:						
Wages - Full Time	17,665	12,221	80,907	62,384	228,793	35.36%
Wages - Part Time	-	2,725	4,350	3,975	-	100.00%
Wages - Security	1,035	1,005	6,570	7,080	22,000	29.86%
Fringes	8,002	6,197	46,881	35,373	75,214	62.33%
Contractual Services	9,095	3,656	20,855	15,569	17,015	122.57%
Custodial Services	1,163	1,200	4,563	1,200	5,200	0.00%
Repairs & Maintenance	1,597	-	3,524	-	2,500	140.96%
Advertising	-	1,600	-	2,075	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	-	-	352	-	-	0.00%
Postage & Delivery Services	-	-	-	-	-	0.00%
Utilities	1,956	2,184	9,325	9,567	24,600	37.91%
Communications	776	1,080	5,662	5,950	13,140	43.09%
Office Supplies	-	70	669	147	200	0.00%
Janitorial Supplies	937	810	3,650	3,614	6,320	57.75%
Furniture & Fixtures	-	-	-	2,927	-	0.00%
Machinery & Equipment	-	-	4,681	-	-	0.00%
TOTAL PERFORMANCE VENUE EXPENSES	42,225	32,747	191,988	149,861	394,982	48.61%
			6 months of the 12 month fiscal year			50.00%

TOWN OF ROCKY MOUNT
CONTINGENCY FUNDS
FISCAL YEAR 2019

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY - GENERAL PURPOSES COMMITTED:	50,000	10,000	60,000
AVAILABLE CONTINGENCY - GENERAL PURPOSES	<u>50,000</u>	<u>10,000</u>	<u>60,000</u>
<hr/>			
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS COMMITTED:	29,550	7,051	
SUPPLEMENTAL PAY ADJUSTMENTS			
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	<u>29,550</u>	<u>7,051</u>	
<hr/>			

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF DECEMBER 2018

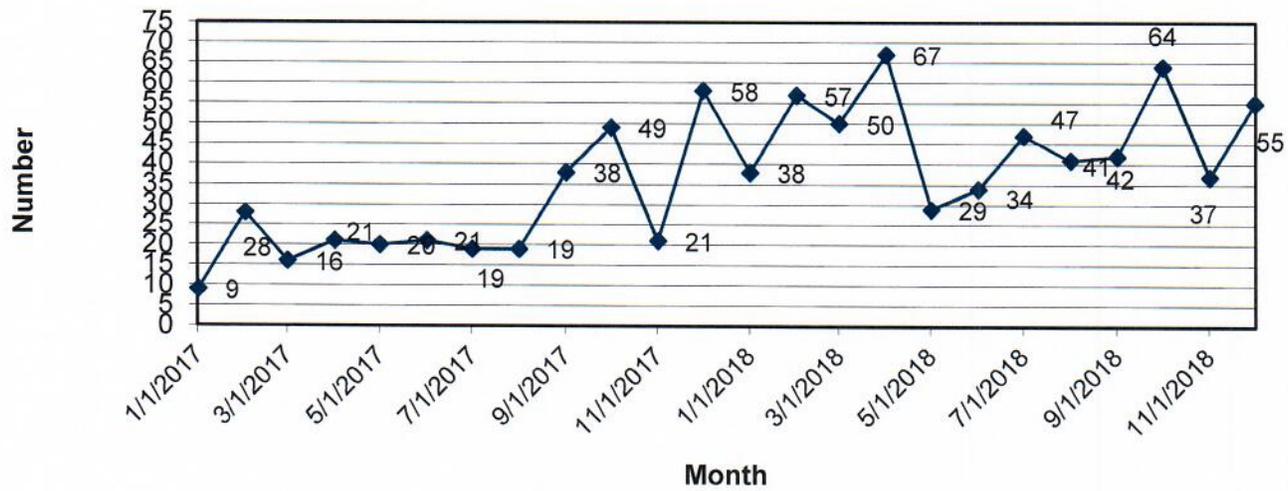
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,748	6,360,605	\$ 41,826	60%	32%	33%
COMMERCIAL	382	5,506,820	25,895	13%	28%	21%
INDUSTRIAL	48	4,299,930	\$ 15,459	2%	22%	12%
TOTAL	<u>2,178</u>	<u>16,167,355</u>	<u>\$ 83,180</u>	<u>74%</u>	<u>82%</u>	<u>67%</u>
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	662	2,348,480	\$ 29,834	23%	12%	24%
COMMERCIAL	87	1,201,470	\$ 11,794	3%	6%	9%
INDUSTRIAL	2	16,000	\$ 154	0%	0%	0%
TOTAL	<u>751</u>	<u>3,565,950</u>	<u>\$ 41,782</u>	<u>26%</u>	<u>18%</u>	<u>33%</u>
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,410	8,709,085	\$ 71,660	82%	44%	57%
COMMERCIAL	469	6,708,290	\$ 37,689	16%	34%	30%
INDUSTRIAL	50	4,315,930	\$ 15,613	2%	22%	12%
TOTAL	<u>2,929</u>	<u>19,733,305</u>	<u>\$ 124,961</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 PERCENT CONSUMPTION & PERCENT REVENUE
 PER CUSTOMER CLASS
 FISCAL YEAR 2019

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-18	29%	32%	32%	23%	23%	13%	83%	68%	11%	23%	6%	9%	0%	0%	17%	32%
Aug-18	30%	32%	34%	24%	19%	11%	83%	68%	11%	24%	5%	9%	0%	0%	17%	32%
Sep-18	29%	31%	31%	23%	23%	14%	84%	68%	11%	23%	5%	9%	0%	0%	16%	32%
Oct-18	29%	30%	32%	24%	23%	13%	85%	68%	11%	23%	5%	9%	0%	0%	15%	32%
Nov-18	27%	29%	30%	22%	23%	13%	80%	65%	14%	26%	6%	9%	0%	0%	20%	35%
Dec-18	32%	33%	28%	21%	22%	12%	82%	67%	12%	24%	6%	9%	0%	0%	18%	33%
Jan-19																
Feb-19																
Mar-19																
Apr-19																
May-19																
Jun-19																
Average	29%	31%	31%	23%	22%	13%	83%	67%	12%	24%	6%	9%	0%	0%	17%	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 2019 (year ended 6/30/19).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
November-18

Water Plant Finished Water Pumped (Nov 6 - Dec 5) (meters read 12/3 - 12/7)		<u>20,728,175</u>
Water Consumption Billed	19,733,350	
Water Plant Process	926,000	
Flushing Water Lines, Hydrants, Tanks (includes Diamond Ave replacement line flushing)	175,500	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	4,500	
Flow Meter Checks at Hydrants	-	
Meters Read and Not Billed	180,120	
Grand Total of Water Metered / Consumed / Tracked		<u>21,019,470</u>
Percent Finished Water Accounted		101.41%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	16,800
001-0188-00-01	Impound Lot (old)	-
002-0317-20-01	Public Works Bldg	130
002-0317-30-01	Public Works Bldg-new bldg	17,000
004-1067-00-01	Veteran's Memorial Park	100
005-1300-00-01	Mary Elizabeth Park	-
005-1343-10-01	Harvester Performance Centre	6,000
005-1384-00-01	Farmer's Market	1,600
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	490
009-2523-50-01	Emergency Services Bldg.	8,000
009-2538-70-01	Impound Lot (new)	-
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	128,000

TOTAL Meters Not Billed		<u>180,120</u>
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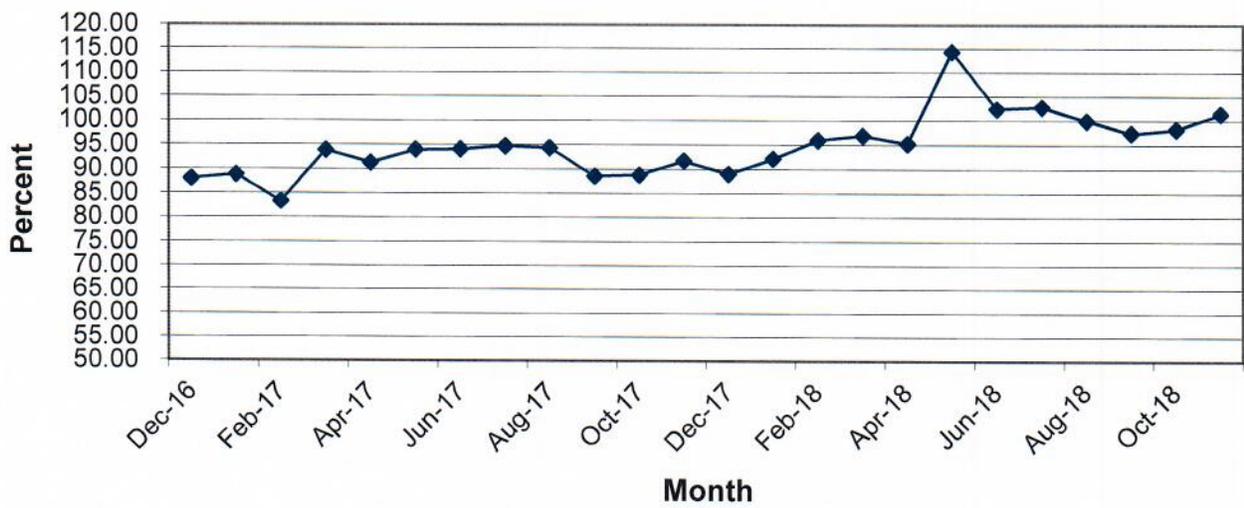
Water Line Repairs by Public Works during the month:
none

Sewer Line Repairs by Public Works during the month:
repaired or unplugged 4 sewer mains or laterals

TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
FISCAL YEAR 2019

	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-18	23,907,493	24,577,188	102.80%	(669,695)		
Aug-18	26,270,290	26,269,192	100.00%	1,098		
Sep-18	20,753,937	20,214,271	97.40%	539,666	100.07%	(42,977.00)
Oct-18	24,921,926	24,484,113	98.24%	437,813		
Nov-18	20,728,175	21,019,470	101.41%	(291,295)		
Dec-18				-	99.82%	73,259.00
Jan-19				-		
Feb-19				-		
Mar-19				-	0.00%	-
Apr-19				-		
May-19				-		
Jun-19				-	0.00%	-
AVG.	23,316,364	23,312,847	99.97%	3,517	99.94%	15,141
TOTAL	116,581,821	116,564,234		17,587		
Monthly Avg. Percent Unaccounted =			0.03%			
Monthly Avg. Percent Accounted =			99.97%			
5 out of 12 months this fiscal year > 80% accountability						

Water Accountability %



TOWN OF ROCKY MOUNT

UTILITY PROFILE

FISCAL YEAR 2019

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-18	313.10	25,910,000	41.79%	22,907,493	36.95%	24,577,188	107.29%	2,932	22,661,000	36.55%	19,417,846	85.69%
Aug-18	303.80	24,600,000	39.68%	26,270,290	42.37%	26,269,192	100.00%	2,937	29,915,000	48.25%	16,574,703	55.41%
Sep-18	297.00	22,900,000	38.17%	20,753,937	34.59%	20,214,271	97.40%	2,934	49,230,000	82.05%	19,233,902	39.07%
Oct-18	297.60	24,100,000	38.87%	24,921,926	40.20%	24,484,113	98.24%	2,943	37,696,000	60.80%	25,739,384	68.28%
Nov-18	282.00	21,720,000	36.20%	20,728,175	34.55%	21,019,470	101.41%	2,930	39,720,000	66.20%	17,974,171	45.25%
Dec-18	276.00	21,660,000	34.94%		0.00%			2,929	47,790,000	77.08%	15,749,105	32.95%
Jan-19			0.00%		0.00%					0.00%		
Feb-19			0.00%		0.00%					0.00%		
Mar-19			0.00%		0.00%					0.00%		
Apr-19			0.00%		0.00%					0.00%		
May-19			0.00%		0.00%					0.00%		
Jun-19			0.00%		0.00%					0.00%		
AVG.	294.92	23,481,667	38.27%	23,116,364	37.73%	23,312,847	100.87%	2,934	37,835,333	61.82%	19,114,852	54.44%

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

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

MONTHLY STAFF REPORT

DATE:	January 14, 2019
TO:	Rocky Mount Town Council
FROM:	Jeff Rakes
DEPARTMENT:	Fire Department
MONTH:	November 2018

The Rocky Mount Fire Department had a total of 42 calls during the month of November 2018. There were 17 inside town limits and 25 outside town limits.

The Fire Department Vehicles traveled a total of 2,006 miles answering all of these calls. The Fire Department vehicles used a total of 86 gallons of gasoline and 150 gallons of diesel fuel.

Of the 42 calls there were...

- 5 – Structure Fires
- 1 – Vehicle Fire
- 20 – Vehicle Accidents
- 10 – Fire Alarms
- 3 – Smoke Reports
- 2 – Debris in Roadway
- 1 – Assist Squad

The Rocky Mount Fire Department trained with 9 members for 18 man hours.

Respectfully Submitted By,
Jeff Rakes - Chief

MONTHLY STAFF REPORT

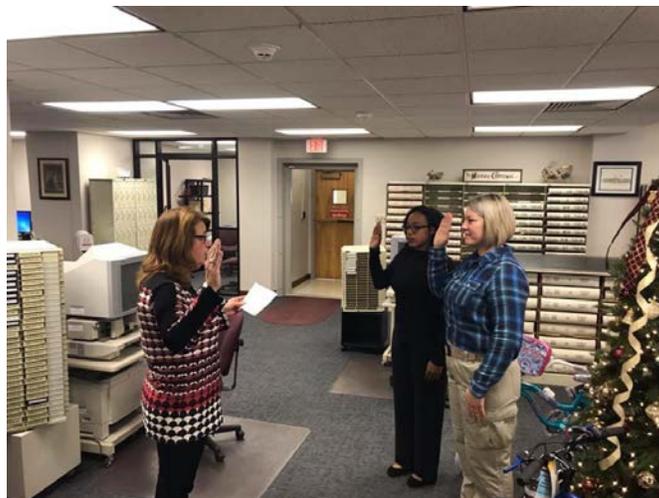
DATE:	January 14, 2019
TO:	Rocky Mount Town Council
FROM:	Chief Ken E. Criner, Jr.
DEPARTMENT:	Police Department
MONTH:	December 2018

Rocky Mount Police Department helped 39 families/individuals on Thursday, December 19th this year and also donated items to Stepping Stones for a total of 40.



RMPD went shopping on 12/18/2018 for our Toy Drive pictures can be located on our Facebook page

We also welcomed two new officers in the month of December. Please join us in welcoming Officer Alisha Smith who starts the academy in January and Officer Christy Witt.



ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: December 2018

OCTOBER

NOVEMBER

DEC.

	OCTOBER	NOVEMBER	DEC.
UNIFORM TRAFFIC SUMMONS ISSUED	144	136	132
TRAFFIC STOPS	314	219	240
SPEEDING TICKETS ISSUED	22	29	12
DUI	1	1	3
COLLISIONS INVESTIGATED (TREDS)	21	17	24
MOTORIST AIDES	55	34	63
CRIMINAL ARRESTS "MISDEMEANOR"	39	33	41
CRIMINAL ARRESTS "FELONY"	11	21	13
INCIDENTS ADDRESSED	3115	2898	3267
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	88	88	97
GRAND LARCENY WARRANTS	3	2	1
BREAKING & ENTERING REPORTS	0	1	1
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	57	30	39
FOLLOW-UP'S	47	34	40
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1884	1952	2199
SCHOOL CHECKS	259	259	257
ALARM RESPONSES	37	37	36
OPEN DOORS, WINDOWS, ETC. UNSECURED	2	2	4
COURT HOURS	23.25	21.5	17.5
TRAINING HOURS:	202	38	45.5
SPECIAL ASSIGNMENT HOURS:	90.75	34.75	28
HARVESTER HOURS WORKED:	40	48	14
ECO/TDO	10	7	7
ECO/TDO HOURS:	58.25	27.5	32

TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill Road, Glenwood Drive, Green Meadow Lane and Windy Lane.
- ◇ There were 24 reportable accidents with 23 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Altice Mill Road, Anderson Street, Ann Sink Street, Avalon Street, Bernard Road, Bland Street, Booker T. Washington Highway, Brookshire Drive, Buckner Street, Bunny Lane, Byrd Lane, Candlewood Apartments, Cedar Street, Center Street, Circle Drive, Circle View Street, Claiborne Avenue, Cobb Street, Cornell Road, Cromwell Drive, Dent Street, Diamond Avenue, Donald Avenue, East Church Street, East Court Street, East Street, Edgemont Street, Fairlawn Drive, Friendly Street, Frontage Road, Glen Meadow Drive, Glenwood Drive, Goodview Street, Grayson Street, Grassy Hill Road, Green Meadow Lane, Greenview Avenue, Greer Lane, Hale Street, Harvey Street, Hatcher Street, Herbert Street, High Street, Highland Hills Road, Highview Terrace, Hillcrest Drive, Hilltop Drive, Jubal Pass, Knob Apartments, Knollwood Drive, Lakeview Drive, Law Street, Lawndale Drive, Leonor Street, Luke Street, Lynch Drive, Mamie Avenue, Maple Avenue, Mary Coger Lane, Maynor Street, Montview Avenue, Mountain View Drive, Musefield Road, Noel Street, Norris Street, North Main Street, Oak Street, Old Fort Road, Old Franklin Turnpike, Old Furnace Road, Orchard Avenue, Oxford Circle, Parker's Drive, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Randolph Street, Riverview Street, School Board Road, Scuffling Hill Road, Smithers Street, Spring Street, State Street, Summit Drive, Sycamore Street, Taliferro Street, Tanyard Village, Trail Drive, Walnut Street, Warren Street, West Church Street, West College Street, West Court Street, Whitten Street, Willow Avenue, Wilson Street, Windsor Drive, Windy Lane, Woodlawn Drive, Wrays Street and Wray's Chapel Road.
- ◇ Business Foot Patrols: Aaron's, ABC Store, Advance Auto, AEP, All American Car Wash, American National Bank, Ameristaff, Angle Hardware, Applebee's, Arby's, Arrington Sports Awards, Auto Zone, BB& T Bank, BFMS, Bojangles, Brookside Swim Club, Buddy's BBQ, Burger King, Burt's Dentistry, C-Mart, Carter Bank & Trust, CATCE Center, Catch A Tan, Center Stage Catering, Check Into Cash, China City, Christian Heritage Academy, Coast to Coast, Comfort Inn, Cook Out, Country Kids, Crooked Stitch, Curves, CVS, Dairy Queen, Davenport Gas, Davis Law Firm, Department of Social Services, DMV, Dollar General, Dollar Tree, Domino's, Eagle Cinema, Edward Johnson Investment, El Rio, El Rodeo, Empire Foods, Enterprise Rent-A-Car, Essig Center, Family Dollar, Family Pharmacy, Farmer's Market, Fast Stop, Fast Tan, FCHS, First Baptist Church, Fisher Auto Parts, Fleetwood Homes, Flora Funeral Home, Flowers By Jones, Foley's Automotive, Food Lion, Francis of Assisi, Franklin Auto Glass, Franklin Center, Franklin Community Bank, Franklin County Dialysis, Franklin County Health Department, Franklin County Library, Franklin Dental Associates, Franklin Health Care, Franklin Heating & Air, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Frank's Pizza, Free Clinic, Furnace Creek Baptist Church, Get Ur Fix, Goodwill, The Grainery, Gusler's Alignment, H & R Block, Hair Fashions, Hardee's, Harper's Plumbing, Harvester Center, Haywood's Jewelry, Hema's, Highlander Laundry, Hodgesville Penicostal Holiness Church, Holiday Inn Express, Hollywood Beauty Salon, Hub Restaurant, Hutchinson Insurance, Ideal Building Supply, Industrial Avenue, Ippys, J & J Fashions, Jackson Hewitt, Jammin Apparel, Kay's Corner, Kentucky Fried Chicken, Kim's Nails, Kroger, Kupkavery, Lee M. Waid, Lesley Wray Photography, Little Ceasers, Long & Foster Realty, Los Tres Amigos, Lowe's, Lynch Park, Mary Bethune Park, Mary Elizabeth Park, McDonalds, Member One, Mod-U-Kraf, Moose Lodge, NAPA, National Guard Armory, Newbold, Nice Nails, Ntelos, Oasis Salon, Old's Cool, Olympia Sports, Papa Johns, Peebles, Pell Animal Clinic, Pet Clinic, Piedmont Community Services, Pizza Hut, Pizza King, Plygem, Prillaman's Auto Sales, Probation & Parole, Quiznos', Real Estate Rentals, Rent-A-Center, Retail Merchants, Riverside Minute Market, Rocky Mount Auto Repair, Rocky Mount Bowling Center, Rocky Mount Christian Church, Rocky Mount Church of God, Rocky Mount Elementary, Rocky Mount Public Works, Rocky Mount Ready Mix, Rocky Mount Rehab, Rocky Mount United Methodist Church, Ron Ayers Motorworks, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shentel, Sherwin Williams, Shoe Show, State Farm, Step Inc., Subway, Sun Tan City, Sunoco, Suntrust Bank, Team Nurse, Trinity Packaging, Turner's Ready Mix, US Cellular, Union Bank, Valley Star Credit Union, Veteran's Park, Vintage Spa, Walgreens, Wal-Mart, Wendy's, Women's Shelter, Wood Grains, YMCA and The Zone.

MISCELLANEOUS:

- December 2nd, 2018 - Christmas Parade
- December 4th, 2018 - Open Door "Union Bank"
- December 5th, 2018 - Open Door "Eagle Cinema"
- December 7th, 2018 - Foot Patrol/Traffic Control "Welcome Home to a Franklin County Christmas"
- December 19th, 2018 - Deliveries for 2018 Needy Families Food Drive
- December 23rd, 2018 - Open Door "Rocky Mount Elementary"
- December 27th, 2018 - Open Door "Christian Heritage Academy"

**COMMUNITY RESOURCE OFFICER:
MEETINGS/EVENTS**

- During the absence of CRO Taylor others within the Dept. stepped up to continue regular meetings and events during the month of November.

**BFMS SCHOOL RESOURCE OFFICER
REFERRAL'S 2017/2018:**

- Arrests: = 0
- DIVERSIONS: = 10
Possession of tobacco underage (x8)
Possession of marijuana (x2)

**FCHS SCHOOL RESOURCE OFFICER
REFERRAL'S:**

- Arrest = 0
- Diversions = 2
Abusive language to teacher
Disorderly conduct
- Warnings = 0
- Petitions = 1
Disorderly Conduct

SPEEDING TICKETS ISSUED

Tanyard Road (x 5)
Grassy Hill Road (x 2)
Old Franklin Turnpike (x 2)
North Main Street
School Board Road
West College Street

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Donald Avenue (x 2)
Possession of Marijuana	Diamond Avenue
Possession of Marijuana	Franklin Street
Possession of Drug Paraphernalia	Donald Avenue (x 2)
Possession of Drug Paraphernalia	Tanyard Road
Possession of Drug Paraphernalia	Old Franklin Turnpike
Possession of Drug Paraphernalia	Franklin Street
Driving Under the Influence	North Main Street (x 2)
Driving Under the Influence	Franklin Street
Drunk In Public	North Main Street (x 2)
Drunk In Public	West Church Street
Drunk In Public	Maynor Street
Drunk In Public	Oxford Circle
Open Container	Old Franklin Turnpike

Possession of Alcohol Underage	Powder Creek Lane
Rape	Windy Lane
Embezzlement	Tanyard Road
Drive Vehicle w/out Ignition Interlock System	Franklin Street
Assault on a Police Officer	Anderson Street
Felony Domestic Assault	South Main Street
Domestic Assault	Anderson Street
Simple Assault	Smithers Street
Obstruction of Justice	Anderson Street
Disorderly Conduct	South Main Street
Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Tanyard Road
Trespassing	Old Franklin Turnpike (x 2)
Trespassing	Tanyard Road (x 2)
Trespassing	East Court Street
Carry a Concealed Weapon	Circle Drive
Warrant Service (Indictment)	North Main Street
Warrant Service (Capias)	Tanyard Road (x 4)
Warrant Service (Capias)	Cornell Road (x 2)
Warrant Service (Capias)	East Court Street
Warrant Service (Misdemeanor)	West College Street
Temporary Detention Order	Floyd Avenue (x 3)
Emergency Custody Order	Floyd Avenue (x 2)
Emergency Custody Order	Technology Drive
Emergency Custody Order	Bernard Road
Possession of Tobacco Underage	Tanyard Road
Failure to Maintain Proper Control	Franklin Street

Defective Equipment

North Main Street

Driving Suspended

Franklin Street

Driving Suspended

North Main Street

Driving Revoked

Franklin Street

MONTHLY STAFF REPORT

DATE:	January 14, 2019
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	Public Works Department
MONTH:	December, 2018

1. Read meters (5 days)
2. Installed Zero 5/8" meters
3. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
4. Meter cutoffs: 56
5. Clean-up 5 days
6. Swept streets
7. Cut trees along roads, sidewalks and parks
8. Repaired or unplugged five sewer Mains or Lateral
9. Worked on Storm drains throughout town
10. Maintained the Christmas Decorations throughout the town
11. Leaf pickup for citizens
12. Repaired and replaced signs
13. Participated in and worked the Christmas Parade and Welcome Home to a Franklin County Christmas
14. Snow removal from Major snow storm

MONTHLY STAFF REPORT

DATE:	January 14, 2019
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	Waste Water Treatment Plant
MONTH:	December 2018

Average Daily Flow	1.593 MGD		
TSS Reduction	98.9 %		
BOD Reduction	99.9 %		
Leachate (F.C. Landfill)	749,550 gallons		
VPDES Violations	None		
Sludge (Land filled @ F.C.)	71.29 Tons		
Rain Total	6.9 inches	Snow Total	18.0 inches
2018 Total	72.38 inches	2018 Total	32.0 inches

The Wastewater Plant had 8 after hour's alarms during the month of December.

The wastewater system has continued to come through the storms fairly well. There were a few sleepless nights monitoring the system and acknowledging the alarms throughout the night. The plant flows continue to be well above average for this time of year. The yearly average will be the highest on record at 1.062 MGD.

It has been a real challenge with the weather, holidays and vacations, but all maintenance has been kept up and on schedule. All repair work seems to be running about average.

In the last five months, the wastewater staff has been remarkable in keeping up with the constant changing conditions. They have had to do things different from any other year and have maintained some stability in the treatment system. They have had multiple days each of the last five months that they have operated the plant well above designed capacity and have not even come close to a violation.

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	January 14, 2019
TO:	Rocky Mount Town Council
FROM:	Jeff Gauldin – Water Superintendent
DEPARTMENT:	Water Department
MONTH:	December, 2018

Operation and Production Summary:

The actual water production time (filtering of water) for the entire month averaged 9.2 hours a day which yielded approximately 730,000 gallons of water per day. Rainfall for this month was 10.0 inches as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	21.66 million gallons
Total Drinking Water Produced:	22.72 million gallons
Average Daily Production:	730,000 gallons per day
Ave Percent of Production Capacity:	37.0%
Flushing of Hydrants/Tanks/FD Use:	338,200 + (F.D. = 5000 gallons/EI Rio)
Plant Process Water:	941,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	0 gallons
Bulk Water used at PW Shop	8,600 gallons

Testing:

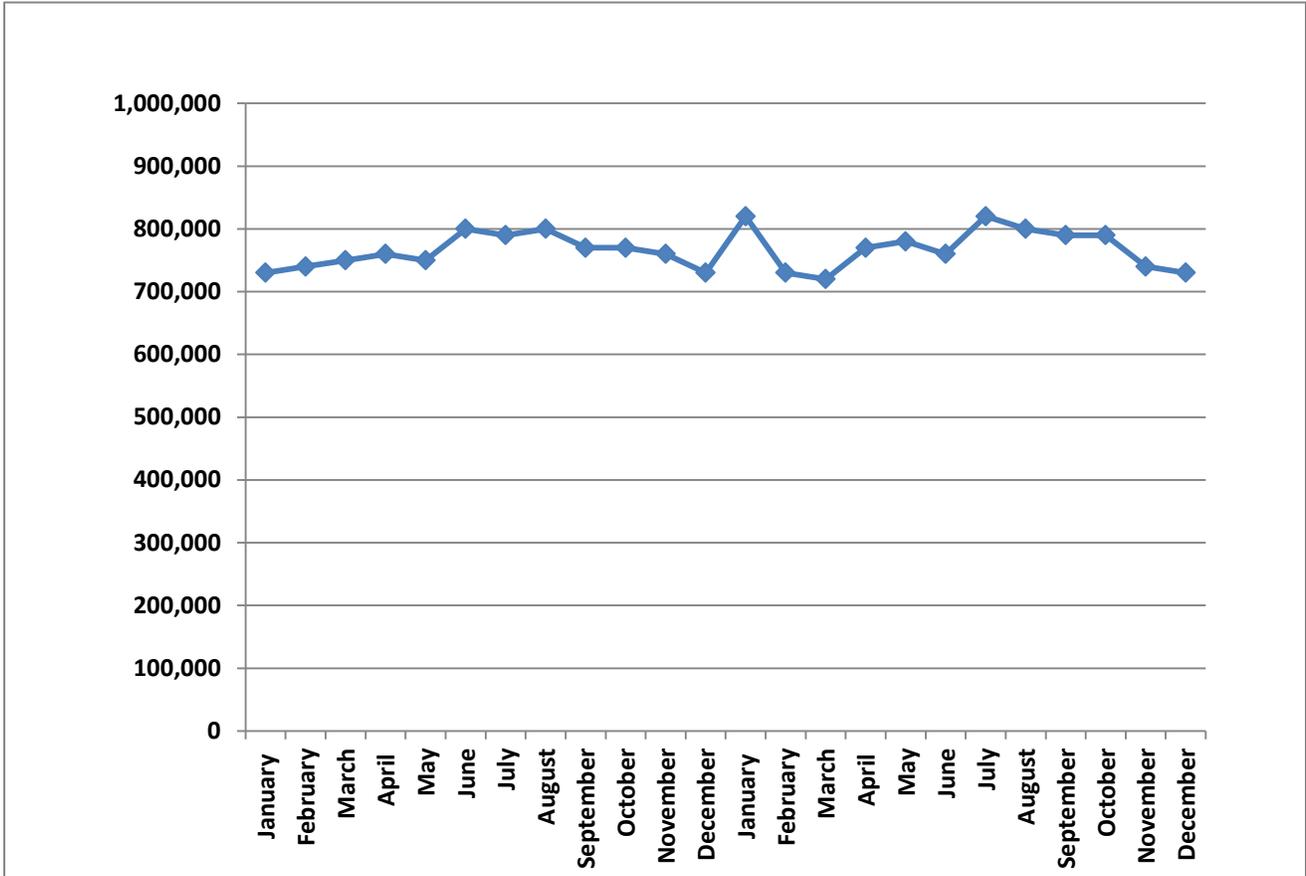
- Our monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to comply with all drinking water standards, by EPA requirements.
- Our THM and HAA-5 results are down in both Doe Run and Beverly Hills. Our next round of test for HAA-5 and THM will be taken the second week of February of 2019.
- Auto flushing has been continued into December and continues to provide a positive effect on our Chlorine system residuals. This month we have flushed **135,000 gallons of water (included in Flushing number)** through these areas. As mentioned earlier we see better numbers on our test results so far in these areas. We are continuing in this process for now.

Activities / Maintenance / Improvements

- The staff continued with our weekly checks of the chemical feeders, pump stations, equipment at tank sites, and monthly checklist around the plant, the river, and dam.
- We met with Western Virginia Water Authority, VDOT and Grindstaff Underground Utilities to discuss the routing of the connecting water line between the Town and Western Virginia Water Authority.
- We had Cornerstone Surveying do a complete boundary survey and create a new plat for the Water Plant at 200 Shady Lane. A meeting is scheduled for January 8th to discuss the establishment of an easement to establish a connection between the Town and Western Virginia Water Authority.

- Snow storm: as we all know we had a monster snow storm on December the 10th all the operators performed exceptionally well during this extreme weather event. The plant was run until the tanks were filled the night of the storm and the scheduled shift was at the plant on time the next morning. The road into the plant, the parking lots and the sidewalks were all cleared by the 12th. The small tractor we have at the plant was damaged by the stress of having to push such a heavy snow and will have to be repaired.
- We are continuing to flush the Doe Run and Beverly Hills area with our Auto Flushers.

Water Plant Production in Gallons Per Day (January 2017 to December 2018)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 14, 2019
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Town Council was requested to approve the purchase of an asphalt zipper, a device that mills pavement, at the December meeting. Council was supportive of the purchase but directed staff to investigate financing.</p> <p>The zipper will cost \$130,335.</p> <p>There are three methods that can be used to fund this expense. A) Take the full amount out of fund balance, B) Enter into a lease purchase agreement for a ten year period for the equipment (the Town has been offered lease purchase financing at 3.5%) and C) Use \$66,985 of bond proceeds that remain from our 2017 borrow and \$63,350 from fund balance.</p> <p>Given that we have to use the remaining bond proceeds prior to April and that Council has indicated that they are not in complete consensus to enter a lease purchase agreement (some support financing equipment and some do not), staff recommends the use of fund balance combined with the residual bond proceeds.</p> <p>To accomplish this, an appropriation resolution is attached that allocates these funds.</p>
ACTION NEEDED:	Approve the use of fund balance combined with the residual bond proceeds and authorize the Supplemental Appropriation Resolution for the Asphalt Zipper.

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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RESOLUTION NO.: **2019.001**

**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2018 through June 30, 2019, hereafter known as FY 2019; and

WHEREAS, the Town wishes to purchase an Asphalt Zipper, a milling machine which allows for recycled asphalt to be used as base material, and

WHEREAS, the remaining 2017 bond proceeds will be used to partially fund the purchase with remaining funds coming from fund balance,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental adjustment for FY 2019:

Account 01.4108.0000.0000.7004 (Streets equipment)	\$130,335
Account 01.1800.0101 (bond reimbursement)	\$66,985
Account 01.4100.9999 (appropriated fund balance)	\$63,350

GIVEN UNDER MY HAND, THIS 14TH DAY OF JANUARY 2019:

Steven C. Angle, Mayor

ATTESTED:

Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	January 14, 2019
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Finance and Human Services Committee met on January 8, 2019 to review the proposed utility rate changes for calendar year 2019.</p> <p>Utility rates have been unchanged for the last three years and inflation has created a slight imbalance in revenues vs expenses. A 5% rate increase was proposed that would offset an estimated 5.6% of inflation in the period since the last adjustment. This would be an increase of \$1.70 a month for an in-town customer that receives the minimum bill.</p> <p>The committee recommended that the Town continue to implement modest increases every year or two years to keep the rates current versus making large rate adjustments ever a decade and recommended that Town Council adopt the proposed rates effective on the next billing cycle.</p> <p>Additionally the committee discussed the refuse collection fee, currently at \$4.98. Waste collection charges are estimated to bring in \$93,000 this year with \$151,000 of expenses in 2018 excluding the new refuse collection truck. The committee recommended that the refuse collection fee be raised \$1.30 to help offset the deficit in the collection of trash. The .30 will round out the minimum bill to an even dollar figure making it easier to pay the bill.</p> <p>The recommended rates are attached to this report.</p>
ACTION NEEDED:	Approve or deny the Committee's recommendation

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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Proposed CY2019 Water and Sewer Rates

Effective on bills issued after January 1, 2019

Rates per Gallons of Usage

	Inside	Outside
Water		
1 to 3,000 gallons	\$ 5.95	\$ 11.91
3,001 to 10,000	\$ 3.52	\$ 7.04
10,001 to 50,000	\$ 3.41	\$ 6.83
50,001 and up	\$ 3.31	\$ 6.62
Sewer		
1 to 3,000 gallons	\$ 5.95	\$ 11.91
1 to 10,000 gallons	\$ 3.47	\$ 6.93
10,001 to 50,000	\$ 3.31	\$ 6.62
50,001 and up	\$ 3.20	\$ 6.41

Rates change for the first 3,000 gallons of usage, impacting the minimum bill.

Base Charges

Meter Size	Water	Sewer
5/8"		
1"	\$ 7.56	\$ 22.68
1.5"	\$ 15.12	\$ 45.36
2"	\$ 18.90	\$ 56.70
3"	\$ 37.80	\$ 75.60
4"	\$ 56.70	\$ 113.40
6"	\$ 113.40	\$ 226.80

The Base Charge increases 5% for larger meters.

Estimated Bills

	Inside	Outside
5000 Gallons		
Water	\$ 24.90	\$ 49.79
Sewer	\$ 24.79	\$ 49.58
Total	\$ 49.69	\$ 99.37
Minimum Bill		
Water	\$ 17.86	\$ 35.72
Sewer	\$ 17.86	\$ 35.72
Total	\$ 35.72	\$ 71.44
CY2016 Minimum	\$ 34.02	\$ 68.04

In Town Residential Customers see a \$1.70 increase and out of Town customers see a \$3.40 increase.

Increase in minimum from Current Rates

	Inside	Outside
	\$ 1.70	\$ 3.40

Elderly and Disabled Rate Plan

	Inside	Outside
Current Rates		
Water	\$ 3.75	\$ 7.50
Sewer	\$ 3.75	\$ 7.50
2,000 Gallon Bill	\$ 15.00	\$ 30.00
New Rates		
Water	\$ 3.75	\$ 7.50
Sewer	\$ 3.75	\$ 7.50
2,000 Gallon Bill	\$ 15.00	\$ 30.00

No Change in the Elderly and Disabled Bill

Fire Suppression Connection Fee

\$50.00