



**ROCKY MOUNT TOWN COUNCIL**  
**AGENDA**  
**REGULAR COUNCIL MEETING**  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
**FEBRUARY 11, 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 (*none at this time*)
- V. Public Hearing
  - Special Exception/Use Permit for 335 Technology Drive
- VI. Approval of Draft Minutes
  - January 14, 2019 – Regular Meeting Minutes
- VII. Approval of Consent Agenda
  - Miscellaneous Action (*none at this time*)
  - Miscellaneous Resolutions/Proclamations
    1. Re-adoption of the Town Code as per Supplement #2
  - 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 (*none at this time*)
- X. New Business
  1. Budget Calendar For FY 2020
  2. Johnny CASA 5 Miler/5K Run Walk Event
  3. Eagle Strut 5K Race
  4. The Kingdom Run
  5. Friends of the Family Resource Center 5K
  6. 2019 Intern Position at the Waste Water Treatment Plant
  7. Rocky Mount Hill Challenge Run Event
  8. Probation and Parole Office

XI. Committee Reports

1. Finance and Human Services Committee Meeting on January 22, 2019

XII. Referrals to Planning

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

XIV. Closed Meeting and Action

Section 2.2-3711(A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Uptown)

Section 2.2-3711(A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Adjacent to the Water Plant)

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](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.

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
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STAFF MAKING REQUEST:	Jessica Heckman, Town Planner
BRIEF SUMMARY OF REQUEST:	<p>Public Hearing regarding a request for a special use permit by V2 Holdings LLC.</p> <p>V2 Holdings, LLC has applied for a special use permit in order to operate a controlled access storage unit on their Technology Drive property zoned as C2. If approved, the applicant intends to install individual stalls or lockers to be rented to individuals or businesses.</p> <p>Staff has reviewed the application and recommends approval, as does the Planning Commission with a (6-0) vote. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice has been posted on the site.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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TOWN OF ROCKY MOUNT  
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TOWN COUNCIL  
STEVEN C. ANGLE, *MAYOR*  
BILLIE W. STOCKTON, *VICE MAYOR*

BOBBY M. CUNDIFF                      BOBBY L. MOYER  
MARK H. NEWBILL                      JON W. SNEAD  
GREGORY B. WALKER

JESSICA H. HECKMAN  
*Town Planner*

STAFF REPORT	
<b>PETITIONER:</b>	V2 Holdings LLC
<b>REQUEST:</b>	Special Exception/Use Permit in the C2(Commercial Office District) in order to operate controlled access storage units
<b>LOCATION:</b>	335 Technology Drive, Rocky Mount, VA
<b>HEARING DATE:</b>	Planning Commission, February 5, 2019 Town Council, February 11, 2019
<b>TAX PARCEL:</b>	2040012904-B
PLANNING COMMISSION PUBLIC HEARING SUMMARY	
<p>On February 5, 2018, the Town of Rocky Mount Planning Commission held a site visit and a public hearing for the above-listed Special Use Permit application. The town planner gave a summary of the staff report and recommended approval of the special use permit. The applicant's representative was present and answered questions from the commission. The planning commission did not note any concerns. There were no public comments.</p>	
<p><b>The motion to recommend approval of the special use permit was approved (6-0).</b></p>	

**EXECUTIVE SUMMARY:**

V2 Holdings, LLC has applied for a special exception permit in order to operate a controlled access storage unit on their Technology Drive property zoned as C2.

If approved, the applicant intends to install individual stalls or lockers to be rented to individuals.

Currently, the existing building is used for apparel manufacturing and warehouse storage. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice sign been posted on the site.

**I. APPLICABLE REGULATIONS:**

**DEFINITIONS**

**COMMERCIAL OFFICE, GENERAL DISTRICT C2** - Statement of Intent- The C2 district is intended to encourage the orderly development of the existing land area for professional office development. The uses may include professional and business services and other such uses for which existing structures may be adopted. This district requires direct public access, but is protected from heavy traffic which is found in general business zones. This district includes numerous professional activities serving the needs of the community, such as medical offices and clinics, libraries, schools, counseling facilities and services, community services, as well as financial institutions.

**5-3. USES NOT PROVIDED FOR (applicable here):**

5-3-1. A use not provided for is a use that is not included within the text of the permitted district uses. Because of their nature and anticipated impact, these uses require a review by the commission and governing body before approval is granted. Uses not provided for are treated as a zoning amendment and the town council hereby reserves unto itself the right to approve or disapprove uses not provided for.

**II. EXISTING CONDITIONS:**

The building is currently used as an apparel manufacturer with warehouse storage. The applicant intends to continue the current use, but utilize approximately 6000 square feet of unused space in the building. The building is approximately 26,546 square feet and has approximately 17 paved spaces and approximately 48 additional parking spaces in a gravel lot.

**III. PROPOSED CONDITIONS:**

If approved, the applicant intends to install 68 storage lockers/stalls to be rented to individuals to store goods or wares. The lockers/stalls will be in a controlled access environment with no changes to the outside character of the property. There are no known negative impacts to surrounding properties nor do we foresee any traffic impacts. The storage lockers will have a separate keyed entrance that will be available to renters between 7:00 a.m. and 8:00 p.m. According to the Town of Rocky Mount Zoning Ordinance, storage units/lockers is not a use provided for in the C2 - Commercial Office District. The zoning administrator has determined that the proposed use of storage lockers falls under "Uses not provided for" which require a special exception permit.

**IV. CONFORMANCE WITH COMPREHENSIVE PLAN:**

The Comprehensive plan does not address storage facilities but staff considers this an acceptable use in the Commercial district since there will be no expansions or changes to the exterior of the building with this proposed use.

**V. STAFF ANALYSIS**

Staff has reviewed the proposal and can see no negative impacts for approving the use of storage units in a controlled access environment within the current manufacturing building. Staff does not foresee an increase in traffic or any impact on surrounding properties. Having found no negative impacts, staff recommends approval of the special use permit.

**POSSIBLE MOTIONS:**

*Approval:* I move to approve the special exception request for Tax Map Parcel 2040012904B(on the following grounds, if needed):\_\_\_\_\_

**ONLY IF APPLICABLE:**

*Approval, with Imposed Conditions:* I move to approve the special exception request for Tax Map Parcel 2040012904B with the following conditions:\_\_\_\_\_

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*Denial:* I move to deny the special exception request for Tax Map Parcel 2040012904B  
(on the following grounds, if needed): \_\_\_\_\_

**PREPARED BY:** Jessica H. Heckman  
**HEARING DATES:** Planning Commission, February 5, 2019  
Town Council, February 11<sup>th</sup>, 2019

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 14, 2019**

The January 14, 2019 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
- Gregory B. Walker

The following staff members were also present:

- Tim Burton, Waste Water Treatment 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
- Jeff Rakes, Fire Chief
- 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. Let the record show that the agenda was amended to add one additional closed session item Section 2.2-3711(A)(4) The protection of the privacy of individuals in personal matters not related to public business. (Rocky Mount Volunteer Fire Department)

**Motion:** To approve an amended agenda

**Motion By:** Council Member Newbill

**Second:** Council Member Snead

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the amended agenda by a unanimous vote.

## **SPECIAL ITEMS**

Introduction of new Town Police Officers.

1. Christy Witt
2. Jacob Bush
3. Alisha Smith

Ms. Witt is from Bedford County and comes to the Rocky Mount Police Department from Carilion Hospital as a police officer. Ms. Witt is currently on patrol with the Police Department.

Mr. Bush is from Franklin County previously employed through Franklin County Public Safety as a firefighter and an EMT. Mr. Bush is currently enrolled in Cardinal Academy.

Ms. Smith is also from Franklin County and comes to us from the Western Virginia Regional Jail in Salem, Virginia. Ms. Smith is also currently enrolled in Cardinal Academy.

## **PUBLIC HEARING**

None at this time

## **APPROVAL OF MINUTES**

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

- December 13, 2018 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Vice Mayor Stockton

**Second:** Council Member Moyer

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**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**

- Review and Consideration of CEDS Projects

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. 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).

The list of projects were on the diaz for review and consideration by Council at the December 13, 2018 meeting but was overlooked and not addressed. Mr. Ervin asked Council to review and consider for approval.

### **(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:** Council Member Snead

**Second:** Council Member Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**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 of Supplemental Appropriation Resolution for Asphalt Zipper

Town Council was requested to approve the purchase of an asphalt zipper at the December meeting. An asphalt zipper is a device that mills pavement. A telephone poll was conducted among the members of Council and found that Council was generally supportive of the equipment but directed staff to investigate funding of the purchase in ways other than borrowing. The cost of the zipper is \$130,335.

Mr. Ervin stated that there were three methods that could 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 (lease purchase financing at 3.5%)
- C. Use \$66,985 of bond proceeds that remain from our 2017 borrow (that has to be used by April 2019) and \$63,350 from fund balance.

Mr. Ervin stated that staff recommended the use of fund balance combined with the residual bond proceeds. Council would then accept staff's recommendation and authorize the Supplemental Appropriation Resolution for the Asphalt Zipper.

Council Member Cundiff inquired regarding the right of anticipation from Carter Bank and Trust stating that the right of anticipation allows the Town to pay at any time. Ms. Woody stated that the terms of this bond was not set up in that manner. The Town Attorney stated that the note could be paid at any time but the note would have to be paid with Town Revenue; not with Town borrowed money.

Council Member Walker asked to be clear if the money could be used to pay the note. Ms. Woody stated that Town funds would have to be used to pay the debt. Borrowed funds cannot be used to pay off borrowed funds. Borrowed funds can only be used to pay part of the total cost of the zipper.

In regard of the bond; Ms. Woody stated that the bond could be bought back, but it was too early in the process to purchase the bond at this time.

Vice Mayor Stockton stated that the use of \$66,985 of bond proceeds that remain from the Town's 2017 borrow and \$63,350 from fund balance to pay for the Asphalt Zipper was likely the best option for the Town.

Mr. Ervin stated that this discussion did not address the roller but further stated that the roller would be discussed during budget discussions.

Council Member Moyer inquired about renting an asphalt zipper. Mr. Hankins stated that renting a zipper had been looked into but the Town could not find anyone that would rent them out since they are a specialized piece of equipment. Mr. Hankins further stated that likely, renting an asphalt zipper out would be cost prohibitive. The life expectancy on the zipper was 20 - 25 years. The warranty would be for 3 years.

**Discussion:** None

**Motion:** To approve the use of the \$66,985 of bond proceeds that remain from the Town's borrow and \$63,350 from fund balance to fund the purchase of an Asphalt Zipper.

**Motion By:** Vice Mayor Stockton

**Second:** Council Member Snead

**Motion Discussion:** None

**Ayes:** Moyer, Newbill, Snead, Stockton, Walker

**Nays:** Cundiff

**Action:** Approved the purchase of an Asphalt Zipper using \$66,985 of bond proceeds that remain from the Town's borrow and \$63,350 from fund balance. The Asphalt Zipper was approved by a 5 to 1 vote in favor of the Asphalt Zipper.

## **NEW BUSINESS**

None at this time

## **COMMITTEE REPORTS**

1. Finance and Human Services Committee Meeting on January 8, 2019

The Finance and Human Services Committee met on January 8, 2019 to review the proposed utility rate changes for calendar year 2019.

Utility rates have remained the same for at least three years and inflation has created a slight imbalance in revenues vs. expenses. A 5% increase in the rates paid by water and sewer customers calculated out to be \$1.70 a month for an in-town customer being billed a minimum bill.

The committee recommended that the Town increase although modestly, every two years to stay current. It was also recommended that the change in rates be effective on the next billing cycle.

The committee also recommended that the refuse collection fee be raised \$1.30 to help offset the deficiency in the collection of trash.

The Finance and Human Services Committee recommended that no action be taken on the water and sewer rates in regards to homes for sale and there will be no changes in the elderly and disabled rates.

**Discussion:** During the discussion it was decided the increase will become effective on the utility bills that will go out on March 2019 billing.

**Motion:** To accept the recommendation of the Finance and Human Services Committee and implement the proposed rates as well as an increase in refuse collection charges of \$1.30.

**Motion By:** Council Member Snead

**Second:** Council Member Newbill

**Motion Discussion:** None

**Ayes:** Cundiff, Newbill, Snead, Stockton, Walker

**Nays:** Moyer

**Action:** Approved the increase in water, sewer and refuse collection bills on a 5 to 1 vote in favor of the increase.

There will be no change in the elderly and disabled rates.

Also, the Finance and Human Services Committee recommended that no action be taken on the water and sewer rates in regards to homes for sale.

The increase will become effective on the utility bills that will go out on March 26, 2019.

## **REFERRALS TO PLANNING**

None at this time

## **OTHER MATTERS AND CONCERNS**

No one was on Rise n' Shine today.

Mayor Angle praised Mr. Schofield and his crew for a job well done on the Town streets during the previous snow storm.

Council Member Cundiff shared his concern regarding the number of water meter cut-offs for customers called and customers that received notes that were left at the utility customer's place of account.

Council Member Newbill asked if as the new meters were installed, would there be opportunity to cut off some of those utility customer's that were chronic from the Finance Department. Ms. Woody answered yes, the Finance Department hoped to be able to install remote control meters in those places and be able to do cut offs of those meters from the Finance Department office as apposed to a meter reader having to go out in the field to do it.

Council Member Snead asked Council Member Cundiff if he would make the recommendation to take back to the Finance and Human Services Committee a discussion regarding the \$25.00, \$50.00 and \$100.00 reconnection fees for utility customers that have had their service interrupted and would like to be reinstated. Council Member Snead as Chairman of that committee accepted the recommendation.

## **CLOSED MEETING AND ACTION**

Enter Closed Meeting

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

**Time:** 7:31 p.m.

**Virginia Code Section:**

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)

Section 2.2-3711(A)(4) The protection of the privacy of individuals in personal matters not related to public business. (Rocky Mount Volunteer Fire Department)

**Motion By:** Council Member Walker

**Second:** Council Member Newbill

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**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.

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Steven C. Angle, Mayor

**ADJOURNMENT**

**Motion:** To adjourn meeting

**Time:** 8:20 p.m.

**Motion By:** Council Member Newbill

**Second:** Council Member Cundiff

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Adjourned by a unanimous vote

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Steven C. Angle, Mayor

ATTEST:

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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:	February 11, 2019
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	Town staff and the Municipal Code Corporation have completed a Supplement #2 to the Town Code.  The attached ordinance prepared by your Town Attorney is for your review and consideration to readopt and reenact the Code of the Town of Rocky Mount, Virginia (2002), amended for the purpose of updating the Town Code to include all ordinances of a general nature enacted through August 13, 2018.
ACTION NEEDED:	Approve or deny the proposed ordinance to readopt and reenact the Code of the Town of Rocky Mount.

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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**IN THE COUNCIL OF THE TOWN OF ROCKY MOUNT**

**AN ORDINANCE** of the Town of Rocky Mount to readopt and reenact the Code of the Town of Rocky Mount, Virginia (2002), as amended, for the purpose of updating the Town Code to include all ordinances of a general nature enacted through August 13, 2018.

**WHEREAS**, by ordinance adopted June 10, 2002, this Council adopted and enacted a new Code for the Town of Rocky Mount entitled the Code of the Town of Rocky Mount, Virginia (2002), also referred to as the Town Code; and

**WHEREAS**, the Town staff and the Municipal Code Corporation of Tallahassee, Florida, has completed a supplement to the Town Code containing all ordinances of a general nature enacted through August 13, 2018; and

**WHEREAS**, it is the intent of this council to readopt and reenact the Town Code with the inclusion of the supplemental provisions as prepared and printed by the Municipal Code Corporation of Tallahassee, Florida.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Town of Rocky Mount as follows:

1. The Code of the Town of Rocky Mount, Virginia (2002), as amended, published by the Municipal Code Corporation of Tallahassee, Florida, consisting of Chapters 1 through 66 and Appendix A (Zoning) and Appendix B (Subdivisions), each inclusive, as supplemented, is hereby readopted and reenacted and shall

continue to be known as the Code of the Town of Rocky Mount, Virginia (2002), as amended.

2. A copy of the Town Code is on file in the Town Clerk's Office.

3. Except as otherwise provided by this ordinance, the ordinance adopted June 10, 2002, shall remain in full force and effect.

4. This ordinance shall become effective immediately.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

Ayes:

Nays:

Present:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

Approved as to form:

\_\_\_\_\_  
Town Attorney

**Community Development & Planning January 2019 Monthly Report**

<b>ARTS &amp; CULTURE</b>							
		<b>TOTAL: 0</b>					
AC FILE NUMBER	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP	NOTES
<b>BANNER PERMITS</b>							
		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved	
<b>SITE/PLAT FILES</b>							
		<b>TOTAL: 0</b>					
File Number	Property Owner	Action	TMPN	Date	Notes	Location	
<b>SIGN PERMITS</b>							
		<b>TOTAL: 4</b>					
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
S19-001	Turner & Company Inc	377 Franklin St	CBD	30	Elect Andy Turner Commission of Revenue/ Turner & Company, Inc		
S19-002	Gwendolyn Martin "Party with Smoke"	449 S. Main St	CBD	30	Party with Smoke	1/17/2019	
S19-003	Jackson Hewitt Tax Service	1810 Old Franklin Turnpike	CBD	5	Jackson Hewitt Tax Service/ Am High Driving	1/22/2019	
S19-004	Turnoutz VLP/ Stop in Food Stores	1800 N. Main St	GB	28	Arby's	1/29/2019	
<b>ZONING COMPLIANCE PERMITS</b>		<b>TOTAL: 17</b>					
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved
ZC19-001	Martinsville Plumbing Heating & Air	First Baptist Church of Rocky Mount	2070072700	CBD	Commercial	Convert closet into ADA accessible bathroom	1/4/2019
ZC19-002	The Claiborne House	Matthew Vann & Amy Gaydas	2070022700	CBD	Commercial	Chang of ownership/ operate bed & breakfast	1/4/2019
ZC19-003	Virginia Title Center LLC	Hilltop Realty Investments	2070056100	CBD	Commercial	Rental space for real estate title and settlement company	1/8/2019
ZC19-004	Franklin County Public Schools	Franklin County Public Schools	2020000400	POS	Commercial	Renovate the lower level of the School Board Office	1/8/2019
ZC19-005	Brian Tench	Shively Broaddus, Barbara Hall, Hogan Delores	2080000401	R2	Residential	Install gravel driveway	1/9/2018

ZC19-006	Shively Electrical Co Inc	Emily Gunter	2020111600	R1	Residential	Replace electrical service meter base and entrance wire	1/17/2019
ZC19-007	Party with Smoke	Grady Jones Family Limited Partnership	2070072300	CBD	Commercial	Open an event venue/ community room	1/17/2019
ZC19-008	Warren Wingler "CW Electric"	OHI Asset VA Rocky Mount LLC	2060004301	R2	Residential	Replace generator	1/22/2019
ZC19-009	Derek Wilson DBA Jackson Hewitt Tax Service	Bald Knob Holding Co	2100032101	CBD	Commercial	Open tax preparation business	1/22/2019
ZC19-010	Creative Cost Control-ServPro	Danny Perdue	2070023000	CBD	Commercial	Restoration due to fire damage will demo kitchen to studs, replace rafters, framing drywall, electrical & plumbing	1/22/2019
ZC19-011	VSC Fire & Security	Roy Muse	2060001900	GB	Commercial	Install new NFPA72 fire alarm system	1/22/2019
ZC19-012	Mark Eilertsen	Twilight Hills LLC	2070100200	CBD	Commercial	Operate consulting firm at 120 Franklin St	1/24/2019
ZC19-013	Curtis & Mary McGuire	Same	2100032800	R1	Residential	Repairing electrical service from pole to house	1/24/2019
ZC19-014	Stuart Jones	Michele Jones	2070035500	R2	Residential	Operate Home Office	1/25/2019
ZC19-015	JES Evergreen	Arthur & Clementine Divers	2100025400	R1	Residential	Installing 7 wall anchors to stabilize foundation	1/28/2019
ZC19-016	Turnoutz VLP/ Stop in Food Stores	R & J LLC	2010006101A	GB	Commercial	Interior & Exterior remodel of existing Arby's Exterior- Cosmetic only, no change in footprint	1/29/2019
ZC19-017	CB Knox	Same	2040034100	GB	Residential	Replace electrical from house to building	1/31/2019
<b>ZONING PERMITS</b>		<b>TOTAL:0</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
<b>ZONING LETTER</b>		<b>TOTAL: 0</b>					
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: 1				
Permit #	Applicant Name	Location	Reason for Disturbance	Expected Dates		
PFD-003	Better Cable Systems Inc	924 Tanyard	Place fiber optic cable to Valley Star Credit Union	1/23/2019		

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 11, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	<b>Finance Department</b>
<b>MONTH:</b>	February meeting

This report contains the following monthly information for January 2019 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

Bond Reimbursement on Meter Replacement Project

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:

845 walk-in transactions

1166 drive-thru transactions

2043 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING JANUARY 31, 2019**

New business licenses for the month of January 2019:

**PROFESSIONAL:**

DPT Furrow, Inc., East Court St., Settlement Services  
Virginia Title Center, LLC, South Main St., Settlement Services

**CONTRACTOR:**

C W Electric Co, Inc., job on Hatcher St.,

**REPAIRS / PERSONAL SERVICES:**

Tango Charlie 84, LLC, Diamond Ave., Traffic Accident Reconstruction  
Consultant  
Franklin County Design, LLC, Franklin St., Machine Design Service

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at December 31, 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>
<b>Fixed Income / Bonds:</b>									
FHLMC	12/29/2018	12/29/2021	500,000	98.450	492,250.00	2.23%	2.20%	3134GAC28	11,000.00
FHLMC	12/3/2018	3/30/2021	210,000	99.522	208,996.20	1.50%	2.00%	3134G8BH1	2,625.00
FNMA	1/27/2019	1/27/2020	493,000	99.011	488,124.23	1.66%	1.65%	3135GOS46	8,134.50
<b>Bond Totals</b>			<u>1,203,000</u>		<u>1,189,370.43</u>	1.80% avg. return			<u>21,759.50</u>
<b>Certificates of Deposits:</b>									
Am Express Fed Svgs Bk	8/29/2022		245,000	95.959	235,099.55	2.50%	2.40%	02587CFU9	5,880.00
Am Express Centurion	4/5/2022		245,000	96.940	237,503.00	2.52%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS	2/26/2021		245,000	96.181	235,643.45	1.29%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean VA	12/29/2021		230,000	97.277	223,737.10	2.31%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen V.	7/20/2021		245,000	95.877	234,898.65	1.56%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood DL	7/22/2020		245,000	99.071	242,723.95	2.32%	2.30%	254671VH0	5,635.00
Everbank Jacksonville FL	3/29/2019		245,000	99.767	244,429.15	1.50%	1.50%	29976DW3	3,675.00
Goldman Sachs USA	1/13/2021		245,000	98.597	241,562.65	2.33%	2.31%	38148J5F4	5,635.00
HSBC BK McLean VA	3/10/2021		230,000	99.391	228,599.30	2.76%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH	11/30/2020		245,000	97.899	239,852.55	1.94%	1.90%	48126XNJ0	4,655.00
Sallie Mae Salt Lake City UT	1/31/2023		225,000	96.932	218,097.00	2.73%	2.68%	795450J71	5,962.50
State BK India NY NY	5/31/2022		245,000	97.081	237,848.45	2.47%	2.20%	8562843E2	5,880.00
<b>CD Totals</b>			<u>2,890,000</u>		<u>2,819,994.80</u>	2.02% avg. return			<u>58,227.50</u>
<b>Total Investments</b>			<u>4,093,000</u>		<u>4,009,365.23</u>	1.98% avg. return			<u>79,987.00</u>

NOTE: As we transition to the Virginia Investment Pool, one \$190,000 CD that matured 12/10/18 was transferred to American National

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Dec-18	3,165,184.49	2.45%

TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF JANUARY 31, 2019

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
					THIS YEAR	THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	180,602	76,875	250,186	130,797	591,310	42.31%
Real Estate Tax - Delinquent	944	393	4,394	7,402	14,000	31.39%
Public Service Tax	10,060	-	10,060	-	28,162	35.72%
Personal Property Tax	53,905	42,769	86,998	55,460	251,012	34.66%
Personal Property Tax - Delinquent	653	399	6,685	9,787	8,000	83.57%
Machinery & Tools Tax	41,713	1,458	41,713	1,458	139,717	29.86%
Penalties on Tax	94	62	4,436	3,168	5,000	88.73%
Interest on Tax	153	0	2,864	2,130	2,800	102.30%
Local Sales Tax	16,776	14,793	98,320	75,176	189,013	52.02%
Meals Tax	133,631	128,340	760,714	717,734	1,719,037	44.25%
Utility Tax	29,003	29,127	163,656	162,827	329,910	49.61%
Communications Tax	13,879	14,966	84,905	90,528	179,245	47.37%
Bank Stock Tax	-	-	-	-	228,700	0.00%
Penalty-Meals Tax	444	-	840	1,247	2,000	42.00%
Interest-Meals Tax	41	-	69	756	700	9.89%
Penalty-Lodging Tax	-	-	-	47	-	0.00%
Lodging Tax	13,856	10,860	101,271	88,677	186,771	54.22%
Cigarette Tax	8,661	8,760	40,665	40,336	73,288	55.49%
BPOL-Retail	-	2,600	4,792	4,803	320,000	1.50%
BPOL-Professional	950	2,001	14,908	9,897	154,897	9.62%
BPOL-Contractor	365	360	3,905	2,743	21,696	18.00%
BPOL-Repairs/Services	210	190	11,928	7,594	120,679	9.88%
BPOL-Alcoholic Beverages	-	-	-	50	700	0.00%
BPOL-Penalty/Interest	-	1,166	2,323	3,221	3,000	77.43%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	4	-	4	17,551	0.00%
BPOL-Miscellaneous	-	-	530	80	5,500	9.64%
Solicitor Permits	-	-	20	-	-	0.00%
Farmer's Market Fees	-	-	1,620	570	3,180	50.94%
Welcome Center Fees	520	-	3,610	4,155	4,800	75.21%
Farmer's Market EBT's Deposits	-	-	20	754	460	4.35%
Planning/Zoning Fees	1,910	420	6,290	6,058	9,100	69.12%
Court Fines	3,727	4,865	25,643	18,588	46,799	54.79%
Parking Fines	-	-	150	15	100	150.00%
Garbage Violation Fines	90	40	160	480	100	160.00%
Interest Earnings	-	20,984	59,853	56,759	96,507	62.02%
Return Check Fees	100	100	380	434	400	95.00%
Rental of Property	-	-	450	450	450	100.00%
Sale of Property	6,862	-	20,556	6,000	-	0.00%
Bond Proceeds	-	-	-	-	108,216	0.00%
Mortgage Payments	-	256	768	2,193	3,073	25.00%
Paving Loan Repayment	-	-	-	683	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Grave Preparation	-	-	-	1,875	-	0.00%
Security Services	-	-	3,090	2,940	3,305	93.49%
Passport Service Fees	1,926	1,803	8,934	7,135	13,500	66.18%
Police Reports	205	70	726	765	1,260	57.62%
Fingerprint Service Fees	5	10	175	245	400	43.75%
CIT / PAC Room Staffing	-	350	6,300	7,000	10,800	58.33%
Garbage Collection Fees	7,823	7,917	40,893	45,761	93,592	43.69%
Truck Rental Program	20	20	370	290	340	108.82%
Credit Card Fees	380	428	1,890	1,953	3,340	56.58%
Weed Control Charges	(71)	-	136	314	500	27.24%
Administrative Charges for Services	-	-	50	1,184	250	20.00%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF JANUARY 31, 2019**

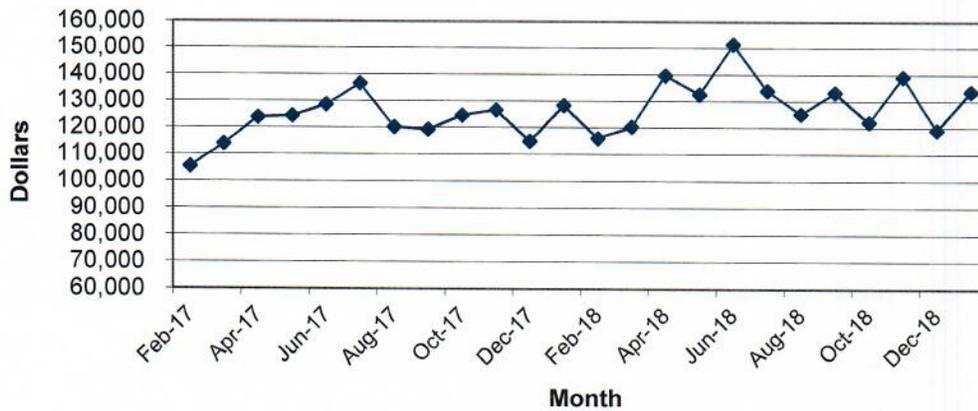
REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
Miscellaneous Services	-	25	-	270	400	0.00%
Bond Reimbursement	-	-	-	-	66,985	0.00%
VML Safety Grant	-	-	4,000	4,000	4,000	0.00%
Donations	-	-	34	3	-	0.00%
Merchandise Sales	-	-	251	2	-	100.00%
Miscellaneous	-	-	23	-	300	7.77%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	473	-	473	7,620	-	0.00%
Unrealized Gain on Investments	-	(16,057)	10,382	(43,173)	-	0.00%
Appropriated Fund Balance	-	-	-	-	492,364	0.00%
<b>Total Local Revenues</b>	<b>529,907</b>	<b>356,354</b>	<b>1,893,410</b>	<b>1,551,243</b>	<b>5,557,417</b>	<b>34.07%</b>
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	-	-	3,346	3,340	3,340	100.18%
Litter Tax	-	-	2,760	2,480	2,480	111.29%
Other Categorical Aid	4,150	65	21,443	574	710	3020.14%
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	-	-	6,920	7,795	-	0.00%
VDOT Grant	-	-	8,015	-	600,000	1.34%
Street Maintenance	-	-	726,061	705,013	1,438,227	50.48%
Va Commission of the Arts	1,530	-	1,530	-	-	0.00%
Volunteer Fire Dept.	7,500	7,500	15,000	15,000	30,000	50.00%
Law Enforcement-599 Funds	-	-	58,046	55,976	111,952	51.85%
Forestry Grant	-	-	1,110	-	1,817	61.06%
Police Grant	-	-	998	4,795	30,229	3.30%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
<b>Total State Revenues</b>	<b>13,180</b>	<b>7,565</b>	<b>945,332</b>	<b>894,511</b>	<b>2,343,292</b>	<b>40.34%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>543,087</b>	<b>363,919</b>	<b>2,838,741</b>	<b>2,445,754</b>	<b>7,900,709</b>	<b>35.93%</b>
<b>UTILITY FUND REVENUES:</b>						
Interest Income	-	-	4,645	-	-	100.00%
Bond Proceeds	-	-	1,100,000	-	-	100.00%
Water Sales	97,458	90,243	531,922	566,128	1,199,083	44.36%
gallons billed	18,520,975	19,012,587	122,283,508	145,401,377		
Water Connections	-	3,275	8,525	26,714	18,435	46.24%
Reconnect Fees	1,925	1,250	9,375	5,335	4,500	208.33%
Penalties	2,842	2,816	14,537	18,335	29,640	49.05%
Bulk Water Purchases	1,449	-	24,322	1,417	1,000	2432.22%
Sewer Collection Charges	60,670	61,580	390,194	364,056	808,767	48.25%
gallons billed	14,478,175	15,318,360	97,669,076	120,190,010		
Sewer Connections	-	-	5,000	2,000	4,500	111.11%
Cell Tower Rent	4,121	4,059	28,849	30,547	107,898	26.74%
Sale of Materials	1,400	-	1,400	-	-	100.00%
Transfer from Other Funds	-	-	-	-	55,970	0.00%
Recoveries	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	808,950	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>169,865</b>	<b>163,223</b>	<b>2,118,769</b>	<b>1,014,533</b>	<b>3,038,743</b>	<b>69.73%</b>
<b>CAPITAL PROJECTS REVENUES:</b>						
Microenterprise Loan Payments	769	1,139	6,364	4,538	-	100.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%



TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS

Month	Collections
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
Jan-19	133,631

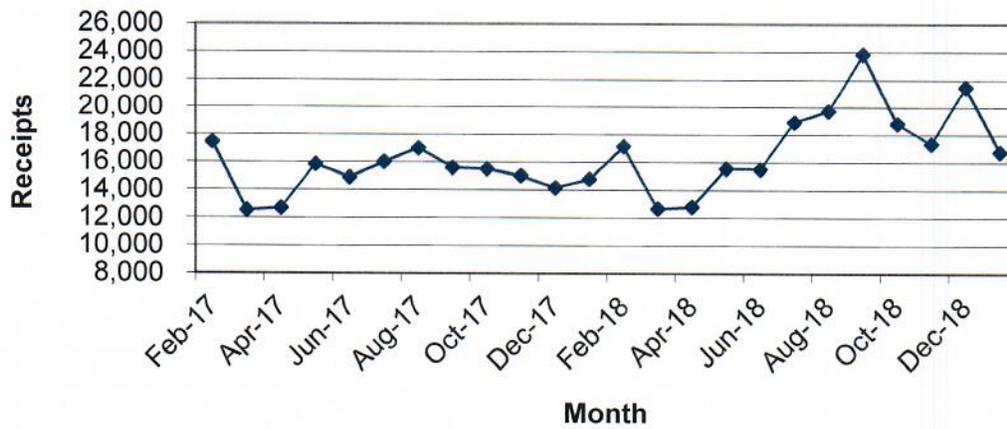
Meals Tax Collections



Town of Rocky Mount  
Local Sales Tax

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
Jan-19	16,776

Local Sales Tax



TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JANUARY 31, 2019

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	9,827	6,925	52,635	43,149	77,311	68.08%
Town Manager	19,552	19,133	144,737	137,947	265,489	54.52%
Town Attorney	3,689	-	26,257	19,061	37,799	69.47%
Finance Department	25,573	27,034	300,962	212,099	745,613	40.36%
Electorial Board	-	-	-	-	-	0.00%
Police Department	184,047	157,999	1,213,899	1,122,633	2,201,415	55.14%
Volunteer Fire Dept.	13,264	24,561	69,306	94,534	174,737	39.66%
Public Works Admin.	14,595	8,131	89,554	62,973	94,237	95.03%
Street Lights	8,508	8,650	52,656	52,406	178,436	29.51%
Traffic Control & Parking	1,472	-	21,041	44,155	106,033	19.84%
Streets	53,946	44,292	616,925	566,783	2,034,684	30.32%
Sidewalks & Curbs	-	-	1,870	10,327	51,456	3.63%
Angle Bridge Repairs	15,949	1,030	21,274	4,901	17,029	0.00%
School Board Rd. Drainage	6,112	-	6,112	-	-	0.00%
Street Cleaning	-	152	4,331	4,763	7,386	58.64%
Refuse Collection	8,535	8,997	69,934	105,869	132,440	52.80%
Snow Removal	4,095	547	37,461	42,844	44,239	84.68%
Municipal Building	4,889	17,451	33,922	75,726	46,081	73.61%
Emergency Services Bldg.	4,580	8,148	53,784	52,531	67,725	79.41%
Public Works Building	4,983	3,695	13,837	17,429	29,354	47.14%
Cemetery	-	4	7,746	13,133	18,833	41.13%
Playgrounds	2,471	-	28,053	37,151	67,080	41.82%
Celeste Park	-	-	-	-	5,245	0.00%
Gilley's Park	-	34,360	-	48,038	-	0.00%
Impound Lot	-	-	906	81,811	-	100.00%
Mary Elizabeth Park	-	-	54,141	32,530	35,571	0.00%
Veterans Memorial Park erosion	-	-	-	51,473	-	0.00%
Planning & Zoning	8,733	8,977	65,390	61,633	123,667	52.88%
Community Development	19,062	19,855	161,173	138,571	327,065	49.28%
Citizen's Square	1,464	1,041	14,189	7,837	22,091	64.23%
Hospitality Center	725	762	10,536	14,362	27,312	38.58%
Passport Services Expenses	30	198	773	1,013	3,000	25.78%
Economic Development Authority	-	447	1,129	1,339	2,855	39.55%
Remediation of Blighted Structures	-	-	-	1,440	10,000	0.00%
<b>Non-Departmental:</b>						
Wages & Fringes	1,529	1,618	41,396	31,462	44,061	93.95%
Employee Wellness Program	480	-	1,960	420	2,600	75.37%
Employee Drug Testing	66	173	308	422	990	31.14%
Insurance	-	-	64,522	64,458	67,681	95.33%
Contributions to Others	-	-	15,450	15,450	16,500	93.64%
Debt Service-Principal	165,000	165,000	290,000	295,000	290,000	100.00%
Debt Service-Interest	10,764	29,224	36,441	52,659	50,162	72.65%
Transfer to Performance Operations	-	-	210,525	-	394,982	53.30%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Supplemental Pay Adjustment	-	-	-	-	29,550	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>593,922</b>	<b>598,403</b>	<b>3,835,136</b>	<b>3,620,333</b>	<b>7,900,709</b>	<b>48.54%</b>

TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JANUARY 31, 2019

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	15,966	17,587	131,078	113,273	219,615	59.69%
Meter Reading	2,894	2,894	18,959	14,791	42,515	44.59%
Water Plant	50,481	42,058	321,819	277,583	676,010	47.61%
Wastewater System Operation	9,612	4,659	91,588	51,658	173,765	52.71%
Wastewater Treatment Plant	40,701	39,554	243,458	235,868	512,260	47.53%
Utility Billing & Administration	13,601	11,815	119,625	83,094	188,004	63.63%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	6,551	4,094	-	0.00%
Insurance	-	-	21,507	21,486	22,560	95.33%
Debt Service-Principal	194,000	187,000	302,000	292,500	302,000	100.00%
Debt Service-Interest	48,055	40,636	54,472	47,571	76,013	71.66%
Contingency - Utility Operating Purposes	-	-	-	-	10,000	0.00%
Contingency - Supplemental Pay Adjustment	-	-	-	-	7,051	0.00%
Depreciation	-	-	-	-	808,950	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>375,309</b>	<b>346,201</b>	<b>1,311,058</b>	<b>1,141,918</b>	<b>3,038,743</b>	<b>43.14%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Transfer to General Fund	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL FUND:</b>						
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	482,639	-	486,836	-	990,000	49.18%
WTP Parking Lot Repaving	-	-	-	10,770	-	0.00%
Diamond Ave Water Line Replacement	-	3,790	4,380	37,900	4,380	100.00%
Scuffling Hill Tank Aerator	-	-	-	68,155	-	0.00%
Grassy Hill Upper Pump Redo	-	-	11,119	-	3,252	0.00%
Eclips Sample Hydrants	-	-	-	-	-	0.00%
Streaming Current Monitor	-	-	-	6,764	-	0.00%
WTP Flucculator Motor Replacement	-	-	4,508	-	-	0.00%
WTP Upgrade Controls & Programming	-	-	-	-	-	0.00%
WTP Pressure Valve & Plumbing	-	-	11,920	-	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	-	-	-	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%
<b>TOTAL UTILITY CAPITAL EXPENDITURES</b>	<b>482,639</b>	<b>3,790</b>	<b>561,586</b>	<b>330,449</b>	<b>1,734,516</b>	<b>32.38%</b>

TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JANUARY 31, 2019

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET
<b>PERFORMANCE VENUE OPERATIONS:</b>						
Performance Venue Operations:						
Wages - Full Time	15,933	12,221	95,108	74,605	228,793	41.57%
Wages - Part Time	-	2,850	4,350	6,825	-	100.00%
Wages - Security	555	1,545	7,125	8,625	22,000	32.39%
Fringes	7,557	6,545	55,563	41,918	75,214	73.87%
Contractual Services	3,278	3,175	24,133	18,744	17,015	141.84%
Custodial Services	1,300	-	5,863	1,200	5,200	0.00%
Repairs & Maintenance	-	-	3,524	-	2,500	140.96%
Advertising	-	-	-	2,075	-	0.00%
Printing & Binding	-	-	-	-	-	0.00%
Licenses & Permits	438	766	790	766	-	0.00%
Postage & Delivery Services	-	-	-	-	-	0.00%
Utilities	2,508	2,653	11,832	12,220	24,600	48.10%
Communications	1,447	1,090	7,109	7,041	13,140	54.10%
Office Supplies	124	289	793	436	200	0.00%
Janitorial Supplies	320	480	3,970	4,094	6,320	62.82%
Furniture & Fixtures	-	-	-	2,927	-	0.00%
Macinery & Equipment	-	-	4,681	-	-	0.00%
<b>TOTAL PERFORMANCE VENUE EXPENSI</b>	<b>33,459</b>	<b>31,615</b>	<b>224,840</b>	<b>181,476</b>	<b>394,982</b>	<b>56.92%</b>
			7 months of the 12 month fiscal year			58.33%

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				1/16/2019
Meter Replacement Project (FY 2019)				
Bond: \$1,121,500 / 3.58% / 15 years				
Deposit to Account = \$1,100,000				
Account 05.5302.7000 Town budget = \$990,000				
		Contract	Reimbursement	Balance on
Vendor		Budget	Requests	Bond Proceeds
CMC Supply		\$ 853,768.50		
	Reimb Request #1		\$ 487,158.93	
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Vendor Balance			\$ 366,609.57
(Concord) Atlantic				
Utility Services		\$ 226,570.00		
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Vendor Balance			\$ 226,570.00
Other		\$ 19,661.50		
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Bond Balance			\$ 19,661.50
		\$ 1,100,000.00	\$ 487,158.93	\$ 612,841.07

TOWN OF ROCKY MOUNT  
UTILITY BILLING  
WATER CONSUMPTION PERCENTAGES  
FOR THE MONTH OF JANUARY 2019

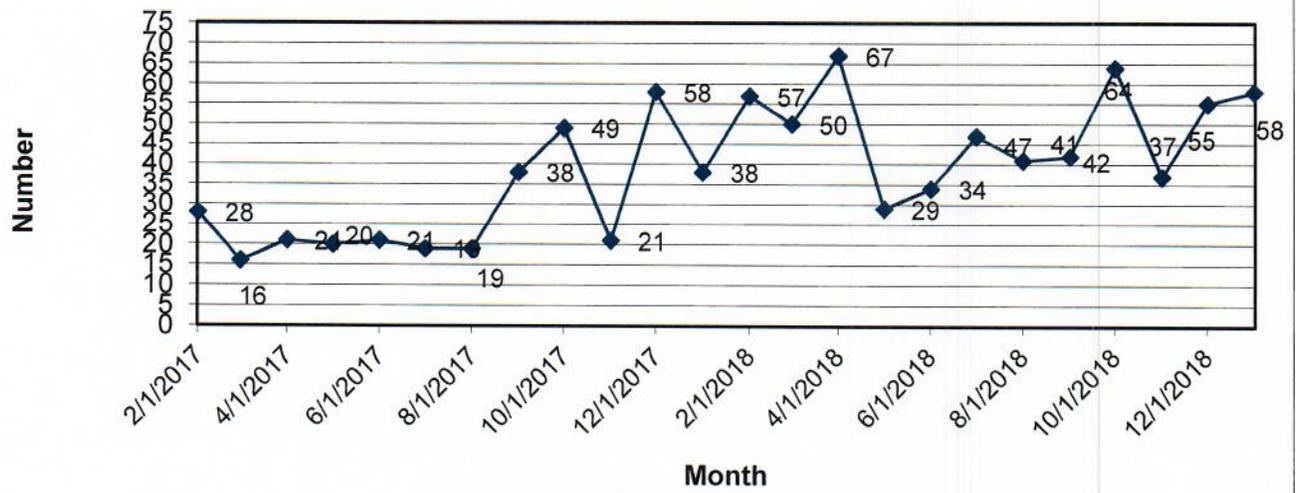
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,742	6,341,525	\$ 41,132	60%	34%	34%
COMMERCIAL	381	5,165,480	24,908	13%	28%	21%
INDUSTRIAL	48	3,333,860	\$ 11,733	2%	18%	10%
TOTAL	<u>2,171</u>	<u>14,840,865</u>	<u>\$ 77,773</u>	<u>74%</u>	<u>80%</u>	<u>65%</u>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	658	2,377,400	\$ 29,956	23%	13%	25%
COMMERCIAL	86	1,286,710	\$ 12,207	3%	7%	10%
INDUSTRIAL	2	16,000	\$ 141	0%	0%	0%
TOTAL	<u>746</u>	<u>3,680,110</u>	<u>\$ 42,305</u>	<u>26%</u>	<u>20%</u>	<u>35%</u>
				100%	100%	100%
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,400	8,718,925	\$ 71,088	82%	47%	59%
COMMERCIAL	467	6,452,190	\$ 37,115	16%	35%	31%
INDUSTRIAL	50	3,349,860	\$ 11,874	2%	18%	10%
TOTAL	<u>2,917</u>	<u>18,520,975</u>	<u>\$ 120,077</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	34%	34%	28%	21%	18%	10%	80%	65%	13%	25%	7%	10%	0%	0%	20%	35%
Feb-19																
Mar-19																
Apr-19																
May-19																
Jun-19																
Average	30%	32%	31%	23%	22%	12%	82%	67%	12%	24%	6%	9%	0%	0%	18%	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  
December-18

Water Plant Finished Water Pumped (Dec 6 - Jan 4) (meters read 1/2 - 1/8)		<u>21,313,718</u>
Water Consumption Billed	18,520,975	
Water Plant Process	941,000	
Flushing Water Lines, Hydrants, Tanks (includes Diamond Ave replacement line flushing)	338,200	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	8,600	
Flow Meter Checks at Hydrants	-	
Meters Read and Not Billed	183,010	
Grand Total of Water Metered / Consumed / Tracked		<u>19,991,785</u>
Percent Finished Water Accounted		93.80%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	-	
001-0188-00-01	Impound Lot (old)	-	
002-0317-20-01	Public Works Bldg	-	
002-0317-30-01	Public Works Bldg-new bldg	21,000	
004-1067-00-01	Veteran's Memorial Park	-	
005-1300-00-01	Mary Elizabeth Park	-	
005-1343-10-01	Harvester Performance Cente	4,000	
005-1384-00-01	Farmer's Market	2,300	
005-1457-00-01	Municipal Bldg.	2,000	
006-1710-00-01	Welcome Center / Depot	710	
009-2523-50-01	Emergency Services Bldg.	7,000	
009-2538-70-01	Impound Lot (new)	-	
011-0050-90-01	Rt 122 Pump Station	-	
041-0034-00-01	WasteWater Treatment Plant	146,000	

TOTAL Meters Not Billed		<u>183,010</u>
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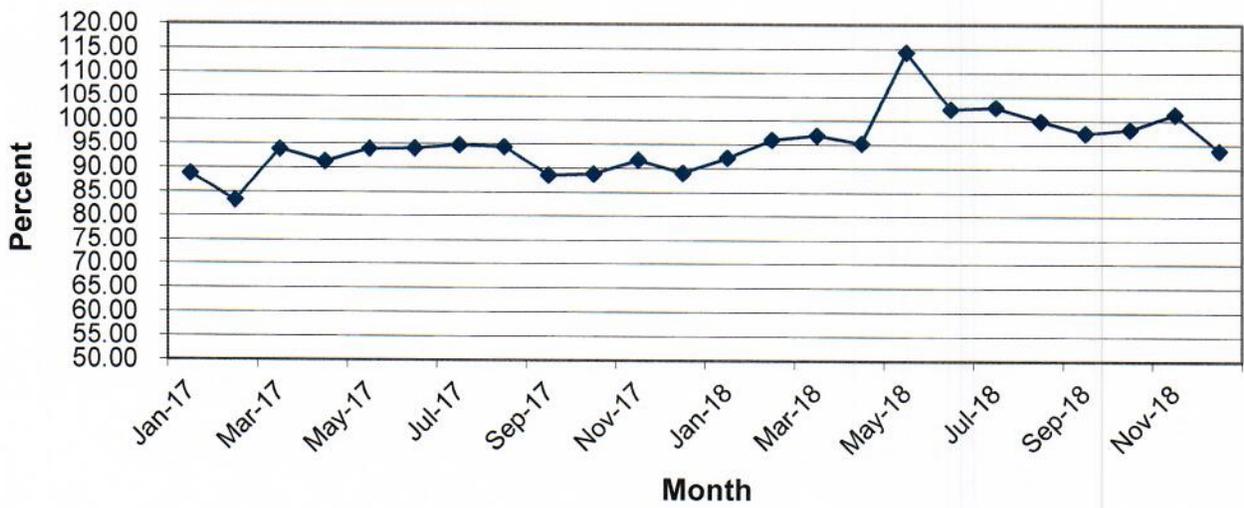
Water Line Repairs by Public Works during the month:  
none

Sewer Line Repairs by Public Works during the month:  
repaired or unplugged 5 sewer mains or laterals

TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
FISCAL YEAR 2019

Month	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	21,313,718	19,991,785	93.80%	1,321,933	97.82%	489,483.67
Jan-19				-		
Feb-19				-		
Mar-19				-	0.00%	-
Apr-19				-		
May-19				-		
Jun-19				-	0.00%	-
AVG.	27,579,108	27,311,204	118.73%	267,904	98.94%	223,253
TOTAL	137,895,539	136,556,019		1,339,520		
Monthly Avg. Percent Unaccounted =			-18.73%			
Monthly Avg. Percent Accounted =			118.73%			
6 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. Accounted	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Accounted
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%	21,313,718	34.38%	19,991,785	93.80%	2,929	47,790,000	77.08%	15,749,105	32.95%
Jan-19			0.00%		0.00%			2,917	40,114,000	64.70%	14,478,175	36.09%
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%		
<b>AVG.</b>	<b>294.92</b>	<b>23,481,667</b>	<b>38.27%</b>	<b>22,815,923</b>	<b>37.17%</b>	<b>22,759,337</b>	<b>99.69%</b>	<b>2,932</b>	<b>38,160,857</b>	<b>62.23%</b>	<b>18,452,469</b>	<b>51.82%</b>
NOTE (A): "Total Water Gallons Accounted" consists of gallons billed and gallons read but not billed plus bulk water sold at the Water Plant plus water used to flush lines or hydrants plus gallons used to fill water tanks.												
NOTE (B): For any given month, "total water gallons accounted" are for "finished water treated" that month. For example, for the month of July, "water gallons accounted" would be water consumed during the month of July by customers and read by the meter readers during the first week of August. Those gallons, however, would not be billed to customers until the end of August during that month's billing cycle. However, those gallons consumed are displayed on the July line to match usage with water plant production ("finished water treated").												

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 11, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Jeff Rakes
<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>MONTH:</b>	December 2018

The Rocky Mount Fire Department had a total of 32 calls during the month of December 2018. There were 14 calls inside Town limits and 18 calls outside town limits.

The Fire Department vehicles traveled a total of 1,202 miles answering all of these calls.

The Fire Department vehicles used a total of 82 gallons of gasoline and 158 gallons of diesel fuel.

Of the 32 calls there were...

- 2- Structure fires
- 1- Vehicle fire
- 1- Brush fire
- 1- Chimney fire
- 19 - Motor vehicle accidents
- 4- Fire alarms
- 1- Service call
- 1- Oil spill
- 1- Debris in roadway
- 1- Assist squad

Respectfully Submitted By,  
Jeff Rakes - Chief

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 11, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Chief Ken E. Criner, Jr.
<b>DEPARTMENT:</b>	<b>Police Department</b>
<b>MONTH:</b>	January 2019

Rocky Mount Police Department would like to welcome Officer Jakob Bush to the department.

Please see attached Monthly Report.

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: January 2019

NOVEMBER

December

January

	NOVEMBER	December	January
UNIFORM TRAFFIC SUMMONS ISSUED	136	132	131
TRAFFIC STOPS	219	240	255
SPEEDING TICKETS ISSUED	29	12	9
DUI	1	3	4
COLLISIONS INVESTIGATED (TREDS)	17	24	25
MOTORIST AIDES	34	63	61
CRIMINAL ARRESTS "MISDEMEANOR"	33	41	46
CRIMINAL ARRESTS "FELONY"	21	13	18
INCIDENTS ADDRESSED	2898	3267	2798
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	88	97	88
GRAND LARCENY WARRANTS	2	1	0
BREAKING & ENTERING REPORTS	1	1	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	30	39	19
FOLLOW-UP'S	34	40	45
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1952	2199	1751
SCHOOL CHECKS	259	257	295
ALARM RESPONSES	37	36	25
OPEN DOORS, WINDOWS, ETC. UNSECURED	2	4	1
COURT HOURS	21.5	17.5	15.75
TRAINING HOURS:	38	45.5	357
SPECIAL ASSIGNMENT HOURS:	34.75	28	39.5
HARVESTER HOURS WORKED:	48	14	17
ECO/TDO	7	7	7
ECO/TDO HOURS:	27.5	32	47.75

## 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 25 reportable accidents with 24 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:**

- January 2<sup>nd</sup>, 2019 - Rocky Mount Police Department welcomed Jakob Bush to the department.
- January 15<sup>th</sup>, 2019 - Attended "Coffee with a Cop" at Whole Bean
- January 21<sup>st</sup>, 2019 - Attended the "Martin Luther King, Jr. Breakfast
- January 31<sup>st</sup>, 2019 - Open Door "Furnace Creek Baptist Church"

**COMMUNITY RESOURCE OFFICER:  
MEETINGS/EVENTS**

- January 7<sup>th</sup>, 2019 - Project Lifesaver - Anderson Street
- January 8<sup>th</sup>, 2019 - Opioid Task Force Board Meeting
- January 10<sup>th</sup>, 2019 - FRESH Coalition Meeting
- January 15<sup>th</sup>, 2019 - Coffee w/ a Cop at Whole Bean
- January 17<sup>th</sup>, 2019 - Project Lifesaver - Byrd Lane
- January 21<sup>st</sup>, 2019 - Attended Martin Luther King, Jr. Breakfast
- January 22<sup>nd</sup>, 2019 - Meeting ref: Iron Dog Competition
- January 25<sup>th</sup>, 2019 - FRESH Coalition Meeting
- January 31<sup>st</sup>, 2019 - Meeting w/ Lisa Landes w/ Woodman of the World

**BFMS SCHOOL RESOURCE OFFICER  
REFERRAL'S 2018/2019:**

- Arrests: = 0
- DIVERSIONS: = 0

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

- Arrest = 0
- Diversions: 4  
(2) Tobacco underage, (1) Threat with a weapon, (1) Possession knife,
- Warnings: 12  
(9) Tobacco underage, (2) Disruptive Student, (1) Disruptive Adult

- Petitions = 5

(1) Tobacco underage, (1) Possession marijuana, (1) Malicious Wounding, (1) Possession alcohol underage, (1) DIP

Worked (2) different runaways.

Lot of missed time at school due to inclement weather.

### SPEEDING TICKETS ISSUED

School Board Road (x 3)

Grassy Hill Road

North Main Street

Old Franklin Turnpike

Scuffling Hill Road

Tanyard Road

Virgil H. Goode Highway

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Meth	Tanyard Road
Possession of Meth	Windsor Drive
Possession of Marijuana	Bernard Road
Possession of Marijuana	North Main Street
Possession of Drug Paraphernalia	Old Franklin Turnpike (x 2)
Possession of Drug Paraphernalia	Bernard Road (x 2)
Possession of Drug Paraphernalia	Windsor Drive
Driving Under the Influence	South Main Street (x 2)
Driving Under the Influence	North Main Street
Driving Under the Influence	Franklin Street
Drunk In Public	Tanyard Road (x 2)
Drinking In Public	Old Franklin Turnpike
Drunk In Public	Woodlawn Drive
Malicious Wounding	Tanyard Road
Malicious Wounding	North Main Street
Domestic Assault (3 <sup>rd</sup> Offense)	Bland Street
Possession of a Firearm by a Convicted Felon	Old Franklin Turnpike
Possession of a Concealed Weapon	Grassy Hill Road
Simple Assault	North Main Street
Domestic Assault	Fairlawn Drive
Threaten to Burn	Bland Street
Possession of Stolen Vehicle	Edgemont Street
Obtain Money by False Pretense	Old Franklin Turnpike
Shoplifting	Old Franklin Turnpike (x 7)
Shoplifting	Tanyard Road (x 2)
Eluding Police	Old Franklin Turnpike
Obstruction of Justice	Old Franklin Turnpike
Warrant Service (Capias)	Old Franklin Turnpike (x 2)
Warrant Service (Capias)	South Main Street
Warrant Service (Capias)	East Court Street
Warrant Service (Capias)	Old Franklin Turnpike
Warrant Service (Capias)	Herbert Street

Warrant Service (Capias – Show Cause)	East Court Street
Warrant Service (Surety's Capias)	East Court Street
Warrant Service (Felony)	East Court Street (x 2)
Warrant Service (Misdemeanor)	East Court Street (x 5)
Warrant Service (Misdemeanor)	Tanyard Road (x 2)
Warrant Service (Misdemeanor)	Windsor Drive
Emergency Custody Order	Floyd Avenue (x 2)
Emergency Custody Order	Technology Drive
Temporary Detention Order	Floyd Avenue (x 2)
Reckless Driving	Franklin Street
Reckless Driving	Old Franklin Turnpike
Fail To Stop At the Scene Of An Accident	Franklin Street
Driving Suspended	Old Franklin Turnpike
Driving Revoked	South Main Street
Fail to Pass on Left	Old Franklin Turnpike
No Inspection	Old Franklin Turnpike
Speeding 40/25	Old Franklin Turnpike

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 11, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Brian Schofield, Public Works Superintendent
<b>DEPARTMENT:</b>	<b>Public Works Department</b>
<b>MONTH:</b>	January 2019

1. Read meters (5 days)
2. Installed Nine 5/8" meters
3. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
4. Meter cutoffs: 59
5. Clean-up 5 days
6. Swept streets
7. Cut trees along roads, sidewalks and parks
8. Repaired or unplugged Three sewer Mains or laterals
9. Repaired Five water mains
10. Repaired and replaced signs
11. Removed all the Christmas decorations from the holiday season.
12. Had one Ice storm, and one morning of some ice
13. Repaired School Board Road
14. Walking Sewer lines and checking for needed maintenance on our lines
15. Started The water meter project
16. Working with the water department to keep service at all times on N.Main Street.

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 11, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton
<b>DEPARTMENT:</b>	<b>Waste Water Treatment Plant</b>
<b>MONTH:</b>	January 2019

Average Daily Flow	1.294 MGD
TSS Reduction	98.9 %
BOD Reduction	99.9 %
Leachate (F.C. Landfill)	746,801 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	44.24 Tons
Rain Total      3.81 inches	Snow Total      1.0 inch

The Wastewater Plant had 2 after hour's alarms during the month of January.

The staff worked on regular maintenance along with servicing all of the lawnmowers.

Joey Cerebe and Tim Burton started implementing the new Asset Essentials Management program at the wastewater plant and pump stations. This will allow us to generate work orders and trend our repairs for better asset management.

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	February 11, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Jeff Gauldin – Water Superintendent
<b>DEPARTMENT:</b>	<b>Water Plant Superintendent</b>
<b>MONTH:</b>	January 2019

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

The actual water production time (filtering of water) for the entire month averaged 9.6 hours a day which yielded approximately 750,000 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:	22.19 million gallons
Total Drinking Water Produced:	23.40 million gallons
Average Daily Production:	750,000 gallons per day
Ave Percent of Production Capacity:	38.0%
Flushing of Hydrants/Tanks/FD Use:	94,500 + (F.D. = 0)
Plant Process Water:	984,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	0 gallons
Bulk Water used at PW Shop	600 gallons

### **Testing:**

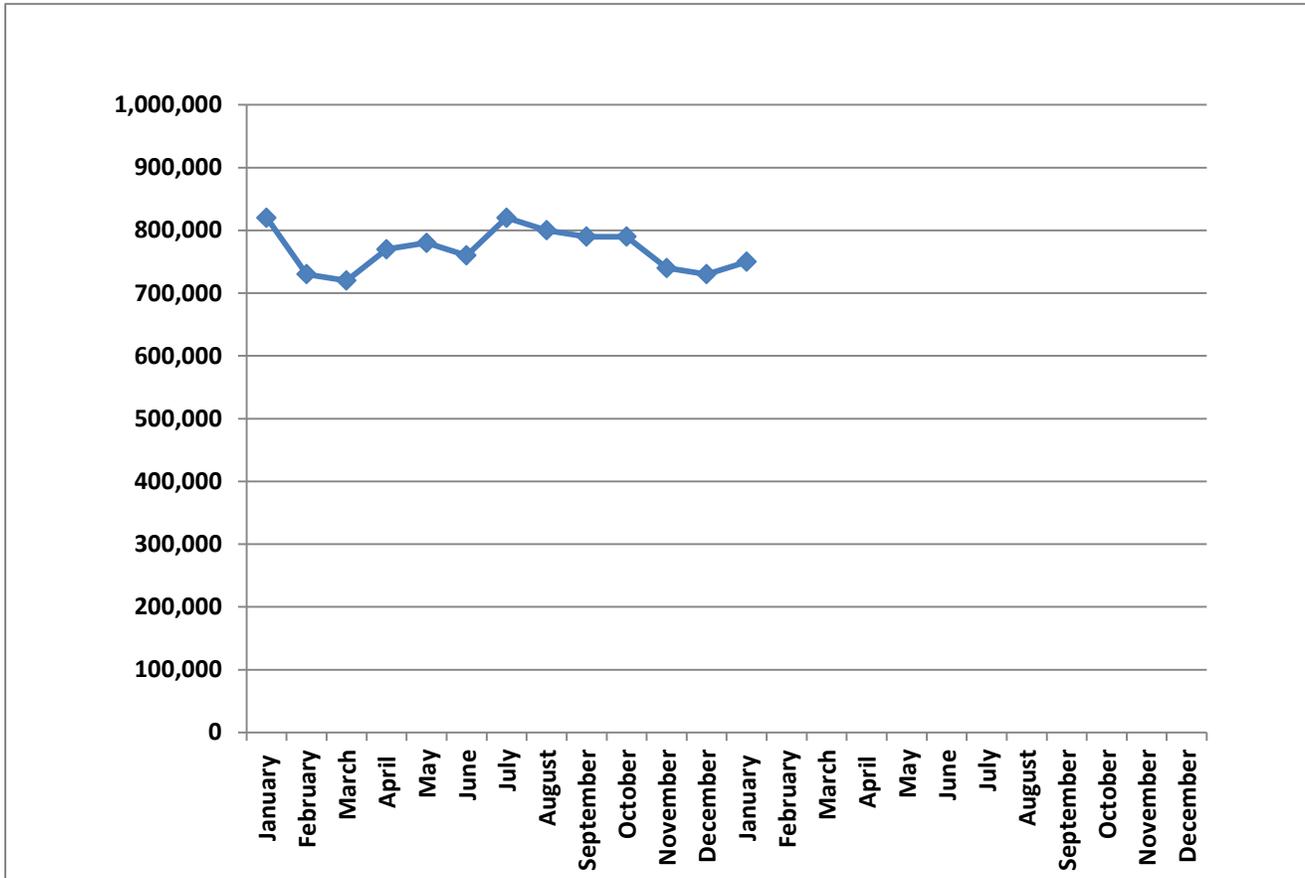
- Our monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to comply with all drinking water standards, by EPA requirements.
- Our THM and HAA-5 results are down in both Doe Run and Beverly Hills. Our next round of test for HAA-5 and THM will be taken the second week of February of 2019.
- Auto flushing was discontinued on the 21<sup>st</sup> of January due to extremely low temperature. It will begin again when temperatures moderate. This month we have flushed **94,500 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 on January 31<sup>st</sup>, pipe installation will start February 5th for the water line connecting the Town and Western Virginia Water Authority Water Systems.

- Western Virginia Water Authority has been contacting the land owners adjacent to the Water plant to gain easements for the new water line connection at the treatment plant.
- We experienced two water line breaks; one on the line from the Grassy Hill Tank and one at the Kroger shopping center. We lost a combined 250,000 gallons of water. We are evaluating options to make these kinds of breaks less impactful.

**Water Plant Production in Gallons Per Day  
(January 2018 to December 2019)**



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is the fiscal year 2020 budget calendar which will culminate in the adoption of the FY 2020 budget and FY 2020 – 2024 Capital Improvements Plan at your May 13, 2019 meeting.
ACTION NEEDED:	Adjust or approve FY 2020 budget calendar.

Attachment(s): Yes – planned calendar for FY 2020 budget.

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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TOWN OF ROCKY MOUNT					
FY 20 BUDGET & CAPITAL IMPROVEMENT PLAN SCHEDULE					
DAY	DATE	RESPONSIBLE PARTY	ACTIVITY	TIME	PLACE
Mon	1/28/2019	Finance Director	CIP worksheets to Department Heads		
Wed	2/6/2019	Department Heads	CIP Requests to Finance Director		
Fri	2/8/2019	Finance Director	Budget worksheets to Department Heads		
Mon	2/11/2019	Town Council	Approval of Budget / CIP Calendar (Regular Council meeting)	7:00	Municipal Bldg.
Mon	3/4/2019	Finance Director	Revenue Projections		
Mon	3/4/2019	Department Heads	Operating Budget Requests to Finance Director		
Wed	3/6/2019	Finance Director	Public Notice of Tax Rate effect if greater than 1%		
Mon	3/11/2019	Manager/Financ Dir	Proposed 5 year CIP finalized		
Fri	3/15/2019	Clerk / Finance Dir	Public Notice of Planning Commission CIP public hearing		
Fri	3/22/2019	Manager/Financ Dir	Proposed budget finalized		
Tues	3/26/2019	Manager/Finance Dir	Distribution of FY 20 - 24 CIP to Planning Commission (with copy to Town Council)		
Mon	4/1/2019	Manager/Financ Dir	Distribution of Proposed FY 20 Budget & FY 20 - 24 CIP to Council		
Tues	4/2/2019	Planning Cmsn.	Public Hearing & Recommendation of Proposed CIP (regular meeting for Planning Commission)	6:00	Municipal Bldg.
Mon	4/8/2019	Town Council	Public Hearing on Tax Rate effect if greater than 1% (Regular Council meeting)	7:00	Municipal Bldg.
Mon	4/8/2019	Manager/Finance Dir	Presentation of FY 20 Budget and FY 20 - 24 CIP to Council (Regular Council meeting)	7:00	Municipal Bldg.
Tues	4/9/2019	Town Council	Budget Work Session #1	5:00	Municipal Bldg.
Thur	4/11/2019	Town Council	Budget Work Session #2	5:00	Municipal Bldg.
Mon	4/15/2019	Town Council (Planning Commission if needed)	If needed: Budget Work Session #3 and / or joint work session with Planning Commission on CIP (special meeting for both) (note: School break is 4/15/19 - 4/19/19)	6:00	Municipal Bldg.
Fri	4/19/2019	Finance Director	Public Notice of proposed Budget and public hearings		
Mon	5/6/2019	Town Council	Public Hearing on Proposed FY 20 Budget and FY 20 - 24 CIP (Special Council meeting)	7:00	Municipal Bldg.
Mon	5/13/2019	Town Council	Adoption of FY 20 Budget, FY 20 - 24 CIP, & Appropriation Resolution (Regular Council meeting)	7:00	Municipal Bldg.
Mon	6/10/2019	Finance Director	Distribution of Approved Budget and CIP		

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Johnny CASA 5Miler-5K Run/Walk Event is scheduled for December 21, 2019 beginning at 9:00 a.m. The course this year is the same as in the previous three years. The organizer/race director is Mr. Johnny Nolen from 78 Cromwell Drive, Rocky Mount. Mr. Nolen has met with your police department and together they have reviewed all information. Your police department has approved the plans for the race.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

Town of Rocky Mount

Re: Johnny CASA 5Miler/5K Run Walk Event

We are looking forward to having our 14th Annual Johnny CASA event to benefit the Southern Virginia Child Advocacy Center located at 300 S. Main St., Rocky Mount, VA. on Saturday, December 21, 2019 with a 9am start.

The town has allowed us to use the streets of Rocky Mount for the past six years with the support of the Rocky Mount Police Department. (The run date has been approved by the RMPD.)

Our event has proven to be more successful each year than it was at Lakewatch Plantation in previous years. We draw runners, walkers and their families to show case the Town of Rocky Mount. The event had over 270 entries for the 2018 event, many from Roanoke join us as well as local residents and our Franklin County elementary schools with run and walk programs. We hope to continue to grow our event in 2019.

Our request is to keep the third Saturday in December as our event date and to coordinate with the Rocky Mount Police Department food drive . This year our food donations contributed around 1,000 non-perishable food items for the needy for the RMPD to distribute.

The proposed race course route request will be the same as in previous years with an out and back beginning on Main Street at the

Church Street intersection. The 5k turnaround is near the RMFD/  
RMPD and the 5 Miler turnaround is at Benjamin Franklin Middle  
School and returns to S. Main with a right on Floyd and a right on  
Bank Street to finish behind the Southern Virginia Child Advocacy  
Center.

Johnny Nolen

A handwritten signature in black ink, appearing to read 'Johnny Nolen', with a large, sweeping flourish extending to the left.

Race Director

78 Cromwell Drive, Rocky Mount, VA 24151

C: (540) 352-8425 [runnolen@gmail.com](mailto:runnolen@gmail.com)

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Eagle Strut 2019 is scheduled for September 14, 2019 beginning at 8:00 a.m. The course this year is the same as in previous years. The organizer from Franklin County High School, Cara Spivey, has met with your police department who reviewed and has approved the plans for the race.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

RECEIVED  
1/17/19 RD  
by email

# Cara Spivey

---

700 Tanyard Road, Rocky Mount, VA 24151 | 540-521-8684 | cara.spivey@frco.k12.va.us

**1/17/2019**

Rocky Mount Town Council  
345 Donald Avenue  
Rocky Mount, VA 24151

**Dear Rocky Mount Town Council :**

My name is Cara Spivey and I am a chemistry teacher at Franklin County High School. In addition to my normal teaching responsibilities, I also happily serve as the Senior Class Sponsor for the current senior class. Each year it is our responsibility as the senior class to pay for and plan graduation, a senior banquet, and a senior picnic. We also try to use our additional funds to pay for raffle prizes for students at the banquet and provide scholarships with extra funds. One of the ways we are able to accomplish all of our duties is through the Eagle Strut 5K race.

Each fall, we host a 5K race as our major fundraiser. Our class officers go out on their own to find corporate sponsors so we can purchase t-shirts, medals, and other race goodies. This past fall we had almost 100 participants sign up. We have grown each year our race occurs. Our course starts at the high school Law parking lot, goes down Pell Avenue toward North Main Street. We turn around at Greer Lane and the runners run up North Main past the Hub Restaurant before turning down Tanyard Road to finish back at the high school. It is a challenging 3.1 mile loop!

This fall we are asking for our race to be held Saturday September, 14<sup>th</sup>. The race will start by 8 AM. Runners will be off the street between 9:00 AM – 9:15 AM. Lieutenant Lovern of the Rocky Mount Police Department has kindly agreed to this date pending your approval. Thank you for your support of the senior class!

**Sincerely,**

**Cara Spivey**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Kingdom Run is a benefit 5K scheduled for August 17, 2019 beginning at 8:00 a.m. The course begins and ends at the location of Rocky Mount Church of God at 1360 North Main Street in Rocky Mount. The event organizer Jacqueline C. Meador has met with your police department who reviewed and approved the plans for the benefit.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

Attention Town Council:

I am approaching the council to ask permission for a benefit 5K on August 17th, 2019 called The Kingdom Run. This would be the 2<sup>nd</sup> annual benefit run and its proceeds would go towards God's Provision Food Pantry located at 1549 Franklin Street, Rocky Mount Va. 24151. God's Provision Food Pantry serves disabled and/or low-income individuals and families in Franklin County. In 2017 God's Provision serviced 2,683 families in our county, equaling a total of 7,448 people who received food and a total of 22,820,469lbs of food. The pantry runs solely on donations and volunteers and operates on a \$1500.00 monthly budget for rent and other operational bills. I am asking for approval to have a 5K on August 17<sup>th</sup>, at 8am, starting and ending location would be at Rocky Mount Church of God located at 1360 North Main Street in Rocky Mount. I am willing to adjust times and or routes to better accommodate the county as I have asked for assistance from the Rocky Mount Police Department. I want to thank you for taking the time to look over my proposal and consider its approval. Last year was a great success and I look forward to helping this wonderful cause that helps so many in Franklin County have the food they need.

Jacqueline C. Meador "SeaJay"

ITEM(S) TO BE CONSIDERED UNDER:

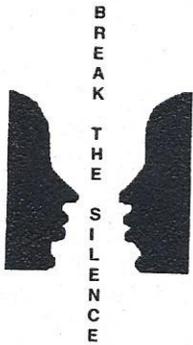
- Hearing of Citizens     Consent Item     Old Business     New Business  
 Committee Report     Public Hearing     Other

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Friends of the Family Resource Center and the Family Resource Center are planning a fundraiser run/walk event for Domestic Violence on October 19, 2019. The organizer, Angela Phillips, Director of the Franklin County Family Resource Center, has met with your police department regarding the beginning time of 9:00 a.m. The event course is the same as last year. Your police department has reviewed and approved the plans for the event.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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



## Franklin County Family Resource Center

PO Box 188  
Rocky Mount, VA 24151

*Tuesday, January 29, 2019*

*Town Council of Rocky Mount  
345 Donald Avenue  
Rocky Mount, VA 24151*

Office Number:  
(540) 483-5088

Hotline Number:  
(540) 483-1234

Fax Number:  
(540) 483-1368

Website:  
[franklincountyva.org/shelter](http://franklincountyva.org/shelter)

TTY Available

*Dear Town Council Members:*

The Friends of the Family Resource Center and the Family Resource Center are planning our awareness events for Domestic Violence Awareness month which is in October, part of that is our 5k fundraiser for the Friends of the Family Resource Center which benefits our clients 100%. If approved, this will be the third annual Friends of the Family Resource Center 5K. Run/walk events are popular for Domestic Violence Programs because of the opportunity for bringing awareness as well as raising much needed funds for victims. Our cause will be "Run/Walk for Domestic Violence". We have chosen to have the event, with your permission, on October 19<sup>th</sup>, 2019, with registration at 8:00 a.m. and race starting at 9 a.m.

At this time, I am writing to request approval from the Council for the walk to be held on October 19, 2019, following the route provided and approved by the Rocky Mount Police Department.

### Walk Route

The Rocky Mount Police departments Mark Lovern helped to map out a safe route. The Race will start at the Farmer's Market back parking lot, with runners/walkers crossing W. Church Street, onto Randolph St. The Race will continue up Randolph and take a left onto Main Street. Race participants will continue on Main Street in designated running lane, runners will turn right onto Trail drive and left into the RMPD back parking lot exiting the parking lot and turning right back onto Main following Main back and taking the right onto Randolph Street and end at the Farmers Market. Participating Walkers will follow the same route but be instructed to use sidewalks at all times during their walk.

We are very appreciative of the Police Department for taking the time to meet with us and provide us an approved route.

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

*With Sincere Regards,*

*Angela Phillips, Director Franklin County Family Resource Center*

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	Timothy Burton – Town of Rocky Mount WWTP
BRIEF SUMMARY OF REQUEST:	<p>The Rocky Mount Wastewater Plant requests approval to make available a 2019 intern position for a person that is participating in an Environmental Science Major program.</p> <p>Council has authorized an intern in the past years and the Wastewater Plant has had nothing but positive experiences with each of the very different interns.</p> <p>The Funds for this position have already been placed in the current budget, not to exceed \$10,000. There will be a need to have funds in the 2019-20 budget to carry the intern past June 30, 2019.</p> <p>A major benefit of having an intern is providing coverage during vacations, sick leave and during periods of heavy workloads. While an intern receives valuable training, it also helps our full time staff stay up to date and sharp on their skills.</p>
ACTION NEEDED:	Approve or deny

Attachment(s):

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
----------------------------	-------------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager Rebecca H. Dillon, Town Clerk
BRIEF SUMMARY OF REQUEST:	The Rocky Mount Hill Challenge Run Event is scheduled for Saturday, September 7, 2019 beginning at 8:00 a.m. The course as well as the run is the same route as last year. The organizer is Mr. Andy Dalton. Mr. Dalton has met with your police department and together they have reviewed all the information. Your police department has approved the plans for the race.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

## **ROCKY MOUNT HILL CHALLENGE**

**At the start of 2018, in connection with The Franklin County Recreation Department, The Franklin County Youth Trail Runners were created. This is a group of 10-15 children between the ages of 8 & 12 introducing them to the sport of trail running to prepare them for entering Cross Country @ the High School level.**

**Being the only group of this type in Virginia left us with no one to compete against. We then decided to run the Mountain Junkie Circuit in Roanoke, along with came a \$40-\$60 entry fee for each child to enter each event, we quickly turned our attention to fundraising to help cover these fees and The Rocky Mount Hill Challenge was created.**

**This is a 5mile run (mostly sidewalks to avoid street closures) incorporating our abundance of hills we have in our county to draw competitors from surrounding areas to raise money and help pay these fees for our runners, also splitting funds with our local No-Kill Animal Shelter, The franklin County Humane Society, to offer a benefit to another great local cause.**

**Our first race was held on Sept. 8<sup>th</sup>, 2018 and was a great success. This years race is set for Saturday, Sept. 7<sup>th</sup> @ 8 am, This will allow us to avoid disrupting local traffic and businesses. I have discussed this with Lt. Mark Lovern with the Rocky Mount Police Department and he is aware of our plans and understands that we will need some but minimal help on street crossings.**

**We are hoping this will also bring extra business into our community an overall promote our groups ideas of a healthier lifestyle and incorporating exercise into their weekly schedule along with helping to cover the entry fees for these outstanding youth runners and their desire to compete.**

**We are presenting this to The Rocky Mount Town Council for your approval in hope of your support again this year.**

**Thank you**

**Andy Dalton**

## 2018 Hill Challenge Sponsors / Results

The first Annual Rocky Mount Hill Challenge was held on Sept. 8<sup>th</sup> here in downtown Rocky Mount. This event was a 5mile race including five of the toughest hills our town has to offer to raise money for The Franklin County Youth Trail Runners and The Franklin County Humane Society. The Youth Trail Running group, in their first year through The Franklin County Parks & Rec Department, compete in The Mountain Junkie Race Circuit locally and consists of male & female runners between the ages of 8 and 15 and can be accessed through Parks & Rec registration web site. Money will go towards the children's entry fees in the 2019 Trail Running season.

Sponsors included Foxfire Towing, Haywood's Jewelers, Fresh Fruit 2 Go & Kilted Timing. Top finishers were Brian Shelor of Roanoke (1<sup>st</sup> Overall Male) & Emily Gramtham ( 1<sup>st</sup> Overall Female). The second Annual Rocky Mount Hill Challenge is set for Sept. 7<sup>th</sup> 2019!

Checks were presented to The Franklin County Rec. Dept. along with Stacy Roberts @ The F.C. Humane Society by Matt Ross – Director of Outdoor Sports Franklin Co. Parks & Rec., Steven Seagraves – Kilted Timing & Andy Dalton -Race Director.

SHRINER

THE ROCKY MOUNT  
HILL CHALLENGE  
FUND

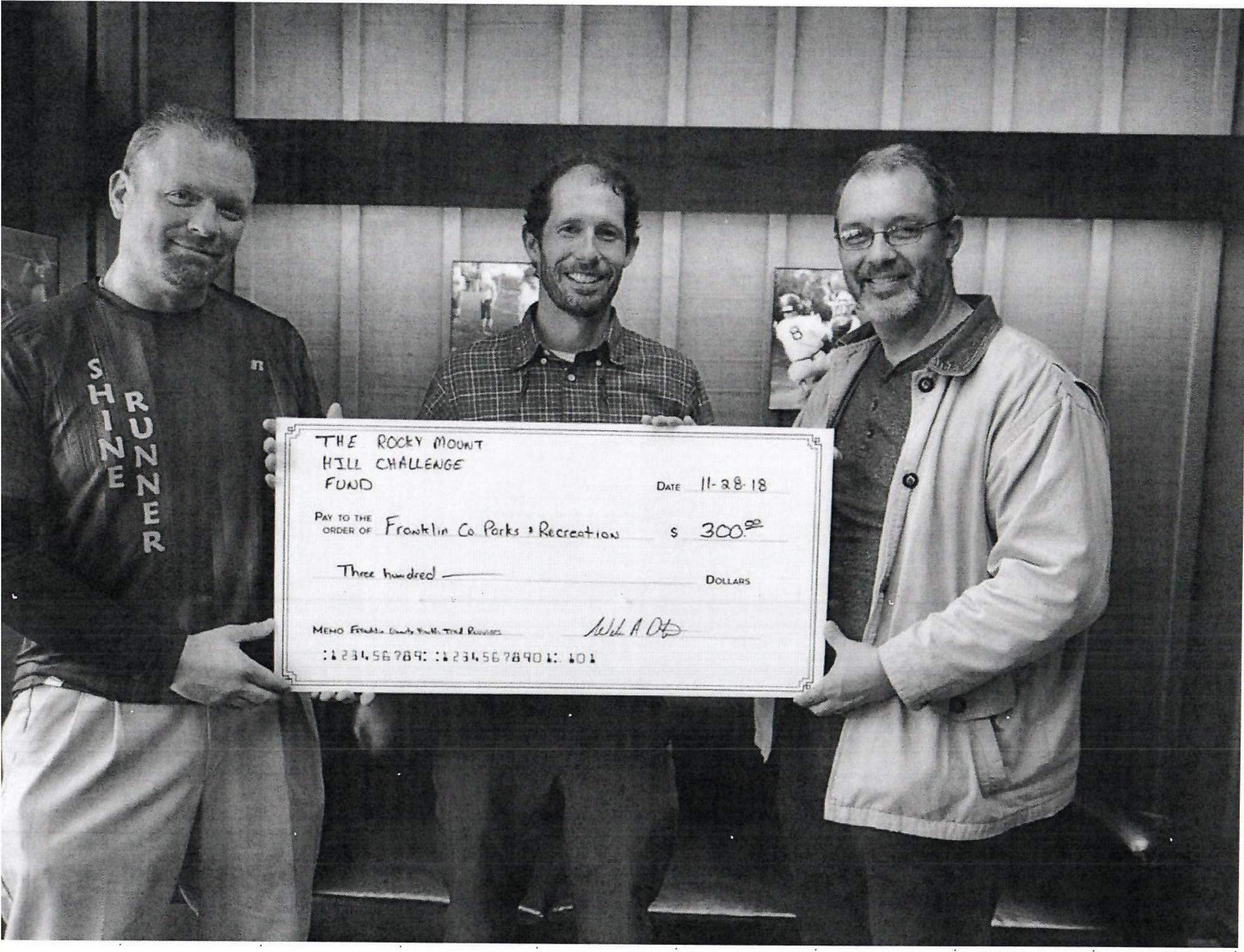
DATE 11-28-18

PAY TO THE ORDER OF Franklin County Humane Society \$ 200.<sup>00</sup>

Two-hundred \_\_\_\_\_ DOLLARS

MEMO *Net A.D.S.*

⑆123456789⑆ : ⑆1234567890⑆ : 10⑆



SHRINER

THE ROCKY MOUNT HILL CHALLENGE FUND		DATE 11-28-18
PAY TO THE ORDER OF	Franklin Co Parks & Recreation	\$ 300. <sup>00</sup>
Three hundred		DOLLARS
MEMO FRANKLIN COUNTY YOUTH TENNIS RANGERS		<i>W.A. O'D</i>
⑆ 23456789 ⑆ ⑆ 234567890 ⑆ ⑆ 101		

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The attached request came from the Department of Corrections alerting the Town to the fact that the Parole Office intends to move to an out parcel of the Schewels Plaza.</p> <p>We have reviewed this from a land use perspective and support this use at the staff level. It is permitted and a more suitable location than the current one. The current location has impacts on parking and nearby residences. A brief memo regarding this land use is attached from your planner.</p> <p>Given that this location is more ideal than the current one, Staff recommends that the Town <b>NOT</b> seek a public hearing on this issue and allow it to proceed without our input.</p>
ACTION NEEDED:	Accept Staff's recommendation or give additional guidance.

Attachment(s): Yes

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

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

540.483.0907  
FAX : 540.483.8830

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



TOWN COUNCIL  
STEVEN C. ANGLE, MAYOR  
BILLIE W. STOCKTON, VICE MAYOR

BOBBY M. CUNDIFF      ROBERT L. MOYER  
MARK NEWBILL          JON W. SNEAD  
GREGORY B. WALKER

JESSICA H. HECKMAN  
TOWN PLANNER

## MEMORANDUM

TO: C. JAMES ERVIN, TOWN MANAGER

FROM: JESSICA H. HECKMAN, PLANNER

DATE: FEBRUARY 4, 2019

RE: PROPOSED LEASE FOR DEPARTMENT OF CORRECTIONS

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The Planning & Zoning Department received the Notice of Proposed Lease for the Department of Corrections and Probation and Parole Office District at the outparcel in front of 1125 Franklin Street, at the Schewels Plaza in Rocky Mount.

We have reviewed the proposal and are supportive of the parole office relocating to this location. The proposed location is zoned General Business and general offices are a use by right. The site offers ample parking for an office use and has sufficient ingress and egress. Pending a site plan review, we foresee no issues and feel the addition of an office building to the out parcel will be a welcomed improvement.



# COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE  
DIRECTOR

*Department of Corrections*

P. O. BOX 26963  
RICHMOND, VIRGINIA 23261  
(804) 674-3000

January 29, 2019

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

Dear Mr. Ervin,

**NOTICE  
PROPOSED LEASE  
DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE OFFICE DISTRICT # 37  
OUT PARCEL, IN FRONT OF 1125 FRANKLIN STREET  
SCHEWELS PLAZA  
ROCKY MOUNT, VIRGINIA 24151**

In accordance with Section 53.1-67.4(B) of the Code of Virginia, as amended, notice is hereby given that the Department of Corrections is considering the leasing of office space at 1125 Franklin Street, Rocky Mount, Virginia 24151 for Probation and Parole Office, District 37. No action will be taken for a period of at least 90 days from the date of this notice.

The local governing body of Rocky Mount is not required to, but may request that the Department hold a public hearing regarding this proposed leasing of office space. The request must be received by the Department no later than the close of business on April 29, 2019. [90 days from date of notice]. The request must be authorized by the local governing body and signed by an authorized individual. A public hearing will be held within the jurisdiction, if so requested. The request shall be sent to:

James H. Thurston  
Architectural & Engineering Services  
Virginia Department of Corrections  
P.O. Box 26963  
Richmond, Virginia 23261-6963

A copy of this notice is being mailed on this date to the adjacent property owners as reflected in the tax records of Rocky Mount Virginia as shown on the attached listing.

If you have any questions regarding this notice, please contact James Thurston at 804-887-8094.

Sincerely,

*James H. Thurston*

James H. Thurston  
Real Estate Coordinator

1125 Franklin Street, Schewels Plaza – Adjacent property owners

Park Dental Solutions  
111 Butler Ct.  
Daleville, Virginia 24083

Free Clinic of Franklin County Inc  
T/a Bernard Health Care Center  
P.O. Box 764  
Rocky Mount Virginia 24151

Franklin Plaza Partners LLC  
C/O Schewel Furniture Company  
1031 Main Street  
Lynchburg, Virginia 24505

Blue Ridge Mountain Cabinets  
1101 Franklin Street  
Rocky Mount, Virginia 24151

Franklin County Virginia  
1225 Franklin Street Suite  
Rocky Mount, Virginia 24151

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	February 11, 2019
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Finance and Human Services Committee met on January 22, 2019 to review the current cut-off numbers and assess Town policy. The committee recommended that staff and Council continue to monitor the cut-offs and to give our recently enacted reconnect fees a chance to have an impact. No policy changes were recommended at this time.
ACTION NEEDED:	Approve or deny the Committee's recommendation

Attachment(s):

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