



**ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
AUGUST 12, 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 (*none at this time*)
- VI. Approval of Draft Minutes
  - July 8, 2019 – Regular Meeting Minutes
  - July 18, 2019 – Special Called Meeting Minutes
- VII. Approval of Consent Agenda
  - Miscellaneous Action (*none at this time*)
  - Miscellaneous Resolutions/Proclamations (*none at this time*)
  - Departmental Monthly Reports
    - Community Development Department
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Wastewater Department
    - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
  1. Town Towing Ordinance
  2. School Resource Officer Presentation to Town Council
  3. Cost Estimate for Rock Wall on North Main Street
  4. Planning Commission Reappointments
- X. New Business
  1. Franklin County Paranormal Ghost Walking Tour
  2. Consider Planning and Zoning Administrator
  3. Security Upgrades for Town Properties
  4. Write-offs of Uncollectible Taxes

5. Write-offs of Uncollectible Finalled Utility Billing Balances
6. Byrne Justice Grant for Rocky Mount Police Department

XI. Committee Reports

1. Public Safety Committee Meeting August 12, 2019 which was past the time to be included in the packet.

XII. Referrals to Planning (*none at this time*)

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

XIV. Closed Meeting and Action

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

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

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. (Route 40)

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.

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
JULY 8, 2019**

The July 8, 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 W. Stockton
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Gregory B. Walker

The following staff members were also present:

- Allan Arrington, Lt. of Investigations
- Tim Burton, Waste Water Treatment Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk / Executive Administrative Assistant
- C. James Ervin, Town Manager
- Ed "Jeff" Gauldin, Water Superintendent
- Matthew Hankins, Assistant Town Manager
- Brian Schofield, Public Works Superintendent
- Justin Woodrow, Fire Chief
- 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 meeting item under Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Economic Development Authority)

**Motion:** To approve an amended agenda

**Motion By:** Council Member Walker

**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**

Although there were no special items listed on the agenda, Mayor Angle made honorable mention of Mr. Ervin being elected president of the Virginia Local Government Management Association.

### **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:

- June 3, 2019 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Council Member Moyer

**Second:** Council Member Walker

**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**
- (2) **Miscellaneous Resolutions/Proclamations** (none at this time)
- (3) **Department Monthly Reports**
  - Community Development Department
  - Finance Department
  - Fire Department
  - Police Department
  - Public Works Department
  - Wastewater Department
  - Water Department

**Discussion:** None

**Motion:** To approve the consent agenda as presented.

**Motion By:** Vice Mayor Stockton

**Second:** Council Member Moyer

**Motion Discussion:** None

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

Mr. Eric Ferguson who resides at 335 Cromwell Drive and also practices law at 305 South Main Street in Rocky Mount, VA with the firm Rhodes, Ferguson & Stone. Mr. Ferguson spoke regarding the Town towing policy. Mr. Ferguson stated that there were several towing operators to accompany him to the Council meeting of whose names had been removed from the Town's Towing Rotation list. Mr. Ferguson asked that those operators be reinstated to the Town's Towing Rotation list until the Town takes such other action regarding the list. Mr. Ferguson asked if there was to be a committee meeting regarding the Town's Towing Rotation list then Mr. Ferguson would like to be made aware of that meeting so he might be able to attend and anyone else that wanted to attend might be able to attend as well.

Mr. Morris Ledbetter, 5165 Ledbetter Lane, Rocky Mount, VA. Mr. Ledbetter is a towing operator and spoke regarding the Town's Towing Rotation contract. Mr. Ledbetter's name was removed from the rotation list and he asked for his name to be reinstated to the list.

Mr. Earl Young, 3115 Alean Road, Boones Mill, VA. Mr. Young when called upon by Mayor Angle had no comments to share with members of Council.

## **OLD BUSINESS:**

1. Follow up to Town Election Questions From Registrar

Council Member Newbill had previously indicated that it may be in the Town's interest to move the Town's elections to November. During budget discussions, the topic was discussed again as moving the election to November was thought to save the Town funds each year. During the June 3, 2019 Regular Council Meeting, it was the general consensus of Council for Mr. Ervin to collect more information from the Voter Registrar. That information was reported back to Council and additionally research by the Town Attorney was also reported which was that the Town could change the election from May to November by ordinance without needing a Charter Amendment. Specifically "town may provide by ordinance that the mayor, if an elected mayor is provided for by charter, and council shall be elected at the November general election date of any cycle as designated in the ordinance, for terms to commence January 1. No such ordinance shall be adopted between January 1 and the May general election date of the year in which city or town elections regularly are scheduled to be held therein".

November elections have been encouraged because of participation and efficiency. The alternative view is that May elections provide a chance to focus on local issues without state or federal issues being brought into the mix.

After some discussion between Council Members, Council Member Newbill shared with Council that it should be the position of the Council to make things easier for the citizens of Rocky Mount and to consider the cost involved with an election. Mayor Angle spoke to keep the election for Town Council Members in May to keep the focus on the Town and any issues that might be going on in the Town at that time. There was also discussion on moving the town election to an off year.

**Discussion: None**

**Motion: To authorize moving the Town Council election to the month of November.**

**Motion By: Council Member Newbill**

**Second: Council Member Snead**

**Motion Discussion: None**

**Ayes: Newbill, Snead**

**Nays: Cundiff, Moyer, Stockton, Walker**

**Action: The motion was defeated. Mayor Angle stated that the election will continue to be in the month of May.**

## **NEW BUSINESS**

### 1. Department of Criminal Justice Grant

The Town was awarded a School Resource Officer Grant for the new fiscal year. The grant was awarded in the amount of \$30,229 with a local match of \$19,771. The School Resource Officer Grant awarded is a continuation of the Town's current SRO position.

Officer Jeff Sanders spoke for a moment sharing with Council on a small scale what his role was like each day at each of the schools he is stationed to. Officer Sanders shared with Council how important the School Resource Officer is to the schools and thanked Council for their support.

**Discussion: None**

**Motion:** To approve the request for the School Resource Officer Grant that was awarded to the Town's current School Resource Officer position.

**Motion By:** Council Member Newbill

**Second:** Council Member Snead

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the motion by a unanimous vote.

## 2. Town Code Update for Towing Ordinance

For various reasons the Town Police Department will request Towing operators on behalf of vehicle owners. The Town prefers that the vehicle owners share their preference of a Towing Operator but when the vehicle owners do not have a preference in selecting a Towing Operator, then the Town must have an official rotation of Towing Operators so the Town does not show a preference for the vehicle owner. The Town code currently regulates how the Town manages such a rotation however, there were some discrepancies found between the current code and § 46.2-1217 of the Code of Virginia which mandates the methods and means. State code requires a Towing Advisory Board to work with the Town to create and enhance the regulations related to Town requested Towing.

Council Member Newbill requested that a committee meeting be called for the Public Safety Committee to discuss the Town Code update for Towing Ordinance.

Mayor Angle asked that the Town Manager's Office notify Mr. Ferguson and anyone else that wishes to attend the committee meeting of the time and date.

Council Member Newbill asked if there was a business license on file for each of them, could the towers go back to towing until the matter could be straightened out. Mayor Angle and Mr. Ervin discussed that it would be best not to make any changes until after the Public Safety Committee could meet.

## 3. Transient Occupancy Tax Ordinance

Each year with the adoption of the budget, Town Council sets the rate annually for the transient occupancy tax. The tax is currently 7.5%. Before Council was an amendment to Chapter 30, Article VI, of the Town Code that corrects the rate as well as making some other changes to keep the application and collection of this tax in keeping with the schedules and methods used for the Meals Tax. The Transient Occupancy and Meals Tax will now be due by the 20<sup>th</sup> of the month and for tax collected, a penalty of 10% is applied after the 20<sup>th</sup> of the month and 10% interest after the 20<sup>th</sup> of the month. The records of both taxes will be required to be kept for 3 years and failure to collect and remit the tax will be a Class 1 misdemeanor for violation.

**Discussion:** None

**Motion:** To approve the Transient Occupancy Tax Ordinance.

**Motion By:** Council Member Walker

**Second:** Council Member Snead

**Motion Discussion:** None

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

**Nays:** None

**Action:** Approved the motion by a unanimous vote.

### **COMMITTEE REPORTS**

None at this time

### **REFERRALS TO PLANNING**

None at this time

### **OTHER MATTERS AND CONCERNS**

Mr. Hankins was on Rise n' Shine today.

Council Member Snead inquired about the LOVE sign. Mr. Hankins shared that the sign had been assembled but the rough in work was still to be done. Mr. Hankins further shared that he hoped to have the sign ready to make a permanent fixture at the Farmers' Market this coming fall.

Vice Mayor Stockton asked about the First Responders Memorial. Mr. Hankins stated that the deadline to receive bricks had been extended. Mr. Hankins stated that there had been 170 bricks ordered however, more were expected. The deadline for the initial order was July 31, 2019.

Council Member Snead stated that if it would be pleasing to Council, Council Member Snead would like to finish facing all of the rock walls from South Main Street to North Main Street in Rocky Mount. Mr. Ervin will bring cost numbers to Council the next regular Council meeting.

Council Member Newbill has received several phone calls in regard of the stoplight at the top of Tanyard Road and in regard of the stoplight at the Veterans' Park. Council Member Newbill asked if the timers could be looked at to better accommodate when people drive into town in the mornings and leave town in the evenings. Mr. Hankins stated he would have the timers looked at and adjusted if possible.

Council Member Walker asked about the pond at Gilley's Park. Mr. Hankins gave Council an update regarding the pond, the allergy bloom and that the pond would be treated in the upcoming days.

Council Member Newbill asked how the Town was able to handle the large amount of rain that the Town received several nights prior. Mr. Ervin stated that the rain had clogged some culverts, washed some mud into the streets and that the Town had received some calls that the Town followed up on to try to help the Town citizens.

Council Member Walker asked about the billboard on 220 North. Council Member Walker asked if the Town was still using the billboard? Mr. Hankins stated that the Town and County jointly owned the property that the old billboard was on and that the Harvester Performance Center was going to be covering that billboard.

### **CLOSED MEETING AND ACTION**

Enter Closed Meeting

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

**Time: 7:45 p.m.**

**Virginia Code Section:**

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

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

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

**Motion By: Council Member Walker**

**Second: Council Member Snead**

**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:** 8:10 p.m.

**Motion By:** Council Member Walker

**Second:** Council Member Snead

**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

**ROCKY MOUNT TOWN COUNCIL  
SPECIAL CALLED MEETING MINUTES  
JULY 18, 2019**

The July 18, 2019 Special Called 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 5:00 p.m. with Mayor Steven C. Angle presiding.

The following members of Council were present:

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

The following staff members were also present:

- Lt. Allan P. Arrington, Investigator
- Ken E. Criner, Chief of Police
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Matthew C. Hankins, Assistant Town Manager

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

**APPROVAL OF AGENDA**

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

**Motion:** To approve the agenda

**Motion By:** Council Member Moyer

**Second:** Vice Mayor Stockton

**Motion Discussion:** None

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

**Nays:** None

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

**CLOSED MEETING AND ACTION**

Enter Closed Meeting

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

**Time: 5:02 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)

**Motion By: Council Member Snead**

**Second: Council Member Walker**

**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: 5:50 p.m.**

**Motion By: Council Member Snead**

**Second: Council Member Walker**

**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

DRAFT

**Community Development & Planning July 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: 1</b>
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes	
S19-012	Atlantic Union Bank	369 Franklin Street	CBD	105	Atlantic Union Bank	7/8/2019		
<b>ZONING COMPLIANCE PERMITS</b>								<b>TOTAL: 9</b>
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement	Date Approved	
ZC19-066	Southern Trust Home Service	Justin Orozco	2070027100	R2	Residential	Replace existing 400 AMP panel with new 400 amp panel	7/1/2019	
ZC19-067	Stephen Wasileski	same	2070039600	R2	Residential	Operate home office (Bail Bonds)	7/15/2019	
ZC19-068	CP Rankin Inc	OHI Asset Rocky Mount LLC	206004301	R2	Residential	Roof replacement remove existing material, install fully adhered 060 TOP roof system	7/19/2019	
ZC19-069	Washenberger Construction	Goodwill Industries	2040028400	M1	Industrial	Interior remodel-building interior classrooms	7/19/2019	
ZC19-070	Hurt & Profit Inc					AEP will subcontract Hurt Electrical Contracting LLC to install overhead fiber on existing distribution poles for 4.91 miles	7/8/2019	

ZC19-071	Helping Hand Construction	James Hurd	2130003800	R1	Residential	moving electrical meter and upgrading panel box	7/22/2019
ZC19-072	TAS Design	Step Inc	2070040900	R2	Commercial	Adding metal roofing to existing roof on step building	7/23/2019
ZC19-073	Paul Shively Inc	County of Franklin	2040051500	M1	Commercial	Remove underground fuel tank	7/25/2019
ZC19-074	Paul Shively Inc	Junior Bolling	2040041800	GB	Residential	Demolition of residential home	7/26/2019
<b>ZONING PERMITS</b>		<b>TOTAL:4</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Date Approved	NOTES
ZP19-015	Frith Construction Company Inc			Commercial		7/9/2019	Temporary office trailer (FC Animal Hospital)
ZP19-016	Jason Divers	100 Lawndale St	2100011800	Residential	R1	7/10/2019	Install an accessory structure
ZP19-017	Helping Hand Construction	90 Norris Street	2130003800	Residential	R1	7/22/2019	Attaching permanent addition to front carport and building rear deck
ZP19-018	Eldon & Jane Strike	230 Hilltop Drive	2020104900	Residential	R1	7/25/2019	Install concrete driveway with retaining wall
<b>ZONING LETTER</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	Current Zoning	Letter Date	
<b>MOBILE FOOD UNIT PERMITS</b>		<b>TOTAL: 0</b>					
Permit #	Applicant Name	Locations		Approval Date			
<b>Public Facilities Disturbance Application</b>		<b>Total: 1</b>					
Permit #	Applicant Name	Location	Reason for Disturbance			Expected Dates	
PFD19-002	Appalachian Power		Install fiber on existing distrubution overhead infrastrucure			7/9/19-12/31/19	

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 12, 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>	August meeting

This report contains the following monthly information for July 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:

876 walk-in transactions

700 drive-thru transactions

1051 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING JULY 2019**

New business licenses for the month of July 2019:

**CONTRACTOR:**

C P Rankin Inc., job on Hatcher St.

Washenberger Construction, job on North Main St.

Helping Hands Construction, job on Norris St.

TAS Design Build, architect / contractor

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at June 30, 2019**

<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	100.045	500,225.00	2.19%	2.20%	3134GAC28	11,000.00
FHLMC	12/3/2018	3/30/2021	210,000	100.047	210,098.70	1.99%	2.00%	3134G8BH1	2,625.00
FNMA	1/27/2019	1/27/2020	493,000	99.711	491,575.23	1.65%	1.65%	3135GOS46	8,134.50
<b>Bond Totals</b>			<u>1,203,000</u>		<u>1,201,898.93</u>	1.94% avg. return			<u>21,759.50</u>
<b>Certificates of Deposits:</b>									
Am Express Fed Svgs Bk		8/29/2022	245,000	99.761	244,414.45	2.40%	2.40%	02587CFU9	5,880.00
Am Express Centurion		4/5/2022	245,000	100.136	245,333.20	2.44%	2.45%	02587DN38	6,002.50
Bank Deerfield WIS		2/26/2021	245,000	98.462	241,231.90	1.26%	1.25%	061785DM0	3,062.50
Capital One Nat'l McLean VA		12/29/2021	230,000	100.042	230,096.60	2.24%	2.25%	14042RFF3	5,175.00
Capital One BK Glen Allen VA		7/20/2021	245,000	98.484	241,285.80	1.52%	1.50%	140420ZW3	3,675.00
Discover Bk Greenwood DL		7/22/2020	245,000	100.128	245,313.60	2.29%	2.30%	254671VH0	5,635.00
Goldman Sachs USA		1/13/2021	245,000	100.241	245,590.45	2.29%	2.31%	38148J5F4	5,635.00
HSBC BK McLean VA		3/10/2021	230,000	101.007	232,316.10	2.72%	1.30%	40434AP45	2,990.00
JP Morgan Chase, OH		11/30/2020	245,000	99.598	244,015.10	1.90%	1.90%	48126XNJ0	4,655.00
Sallie Mae Salt Lake City UT		1/31/2023	225,000	100.740	226,665.00	2.63%	2.68%	795450J71	5,962.50
State BK India NY NY		5/31/2022	245,000	100.401	245,982.45	2.39%	2.20%	8562843E2	5,880.00
<b>CD Totals</b>			<u>2,645,000</u>		<u>2,642,244.65</u>	2.19% avg. return			<u>54,552.50</u>
<b>Total Investments</b>			<u>3,848,000</u>		<u>3,844,143.58</u>	2.14% avg. return			<u>76,312.00</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
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%
Jan-19	2,591,029.99	2.59%
Feb-19	2,644,149.07	2.60%
Mar-19	3,029,767.74	2.60%
Apr-19	3,056,051.13	2.61%
May-19	3,079,023.84	2.57%
Jun-19	3,525,115.05	2.48%

**REVENUE COMPARISONS  
AS OF JULY 31, 2019**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	898	15,099	898	15,099	603,101	0.15%
Real Estate Tax - Delinquent	131	751	131	751	8,900	1.47%
Public Service Tax	-	-	-	-	27,500	0.00%
Personal Property Tax	868	1,297	868	1,297	227,963	0.38%
Personal Property Tax - Delinquent	331	442	331	442	12,000	2.76%
Machinery & Tools Tax	-	-	-	-	150,469	0.00%
Penalties on Tax	192	1,863	192	1,863	6,300	3.05%
Interest on Tax	116	1,367	116	1,367	3,200	3.61%
Local Sales Tax	18,864	18,923	18,864	18,923	216,371	8.72%
Meals Tax	130,456	133,965	130,456	133,965	1,623,266	8.04%
Utility Tax	23,958	27,974	23,958	27,974	330,100	7.26%
Communications Tax	13,770	14,308	13,770	14,308	179,245	7.68%
Bank Stock Tax	-	-	-	-	322,000	0.00%
Penalty-Meals Tax	149	82	149	82	2,000	7.47%
Interest-Meals Tax	47	-	47	-	300	15.57%
Penalty-Lodging Tax	-	-	-	-	-	0.00%
Interest-Lodging Tax	0	-	0	-	-	0.00%
Lodging Tax	19,680	21,375	19,680	21,375	207,671	9.48%
Cigarette Tax	8,730	2,910	8,730	2,910	81,000	10.78%
BPOL-Retail	-	3,916	-	3,916	334,040	0.00%
BPOL-Professional	10	6,249	10	6,249	180,000	0.01%
BPOL-Contractor	1,668	3,143	1,668	3,143	19,000	8.78%
BPOL-Repairs/Services	994	3,111	994	3,111	128,695	0.77%
BPOL-Alcoholic Beverages	-	-	-	-	800	0.00%
BPOL-Penalty/Interest	118	1,758	118	1,758	3,000	3.93%
BPOL-Amusement	-	-	-	-	208	0.00%
BPOL-Utility	-	-	-	-	11,475	0.00%
BPOL-Miscellaneous	50	-	50	-	5,300	0.94%
Solicitor Permits	-	20	-	20	-	0.00%
Farmer's Market Fees	290	285	290	285	4,500	6.44%
Welcome Center Fees	652	330	652	330	6,400	10.19%
Farmers Mkt EBT's Deposits	-	-	-	-	-	0.00%
Planning / Zoning Fees	975	1,330	975	1,330	10,300	9.47%
Court Fines	4,159	4,132	4,159	4,132	49,000	8.49%
Parking Fines	30	-	30	-	100	30.00%
Garbage Violation Fines	-	20	-	20	150	0.00%
Interest Earnings	-	-	-	-	157,000	0.00%
Return Check Fees	60	40	60	40	400	15.00%
Rental of Property	-	-	-	-	450	0.00%
Sale of Property	-	-	-	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Mortgage Payments	356	-	356	-	1,792	19.87%
Loan Repayment - Paving	-	-	-	-	-	0.00%
EDA Loan Repayment (for HPC)	-	-	-	-	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Grave Preparation	-	-	-	-	-	0.00%
Security Services	-	-	-	-	3,930	0.00%

**REVENUE COMPARISONS  
AS OF JULY 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
<b>GENERAL FUND - Local Revenues:</b>						
Passport Service Fees	1,292	1,385	1,292	1,385	15,300	8.44%
Police Reports	167	79	167	79	1,300	12.85%
Fingerprint Service Fees	20	25	20	25	360	5.56%
CIT / PAC Room Staffing	1,050	2,800	1,050	2,800	8,400	12.50%
Garbage Collection Fees	10,536	7,986	10,536	7,986	96,874	10.88%
Truck Rental Program	80	100	80	100	600	13.33%
Credit Card Fees	354	214	354	214	3,400	10.41%
Weed Control Charges	-	260	-	260	650	0.00%
Administrative Charges for Services	-	100	-	100	150	0.00%
Miscellaneous Services	-	-	-	-	-	0.00%
Bond Reimbursement	-	-	-	-	-	0.00%
VML Safety Grant	-	-	-	-	-	0.00%
Donations	1,390	23	1,390	23	-	0.00%
Merchandise Sales	-	2	-	2	-	0.00%
Miscellaneous	-	-	-	-	-	0.00%
Donations - Gilley's Park	-	-	-	-	-	0.00%
Donations - Police K-9	-	-	-	-	-	0.00%
Firefighters Memorial Donations	-	-	-	-	-	0.00%
Curb & Gutter Recoveries	-	-	-	-	-	0.00%
Recoveries	0	36	0	36	-	0.00%
Unrealized Gain on Investments	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	30,500	0.00%
<b>Total Local Revenues</b>	<b>242,440</b>	<b>277,700</b>	<b>242,440</b>	<b>277,700</b>	<b>5,075,460</b>	<b>4.78%</b>
<b>GENERAL FUND - State Revenues:</b>						
Rolling Stock Tax	3,337	-	3,337	-	3,340	99.92%
Litter Tax	-	-	-	-	2,750	0.00%
Rental Tax	-	-	-	-	21,000	0.00%
Other Categorical Aid	1,366	-	1,366	-	-	0.00%
Fire Programs	-	-	-	-	16,611	0.00%
PPTRA from the State	-	-	-	-	53,861	0.00%
Law Enforcement Grants	-	-	-	-	-	0.00%
DMV Grants	-	-	-	-	-	0.00%
VDOT Grant	-	-	-	-	-	0.00%
CDBG Grant	-	-	-	-	-	0.00%
Street Maintenance	-	-	-	-	1,473,904	0.00%
VML Safety Grant	-	-	-	-	-	0.00%
Volunteer Fire Dept.	-	-	-	-	30,000	0.00%
Law Enforcement-599 Funds	-	-	-	-	116,092	0.00%
FEMA Grant	-	-	-	-	29,500	-
USDA Grant	-	-	-	-	-	0.00%
Fire / Forestry Grant	-	-	-	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
State School Resource Officer Grant	-	-	-	-	-	0.00%
Other Categorical Aid-County	-	-	-	-	-	0.00%
Other Categorical Aid-Police	-	-	-	-	-	0.00%
Other Categorical Aid-Schools	-	-	-	-	29,632	0.00%
<b>Total State Revenues</b>	<b>4,704</b>	<b>-</b>	<b>4,704</b>	<b>-</b>	<b>1,776,690</b>	<b>0.26%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>247,144</b>	<b>277,700</b>	<b>247,144</b>	<b>277,700</b>	<b>6,852,150</b>	<b>3.61%</b>

**REVENUE COMPARISONS**

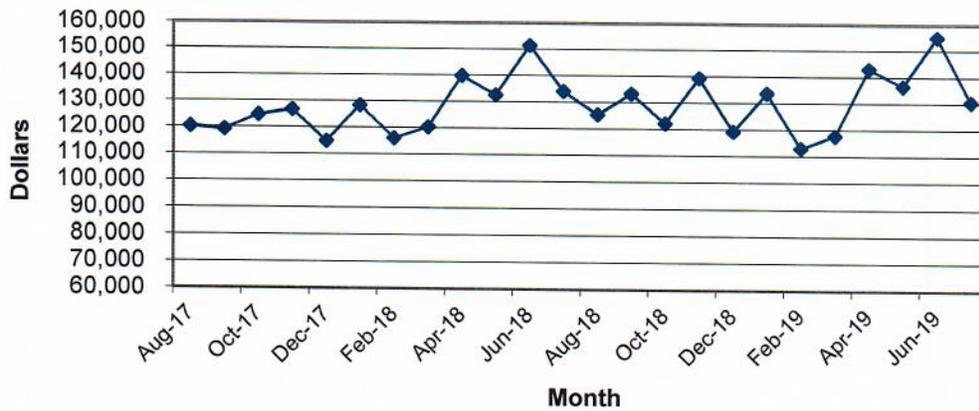
AS OF JULY 31, 2019

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
<b>UTILITY FUND REVENUES:</b>						
Interest Income	-	-	-	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Water Sales	109,737	92,981	109,737	92,981	1,540,000	7.13%
gallons billed	21,345,005	22,914,697	21,345,005	22,914,697		
Water Connections	-	1,000	-	1,000	12,000	0.00%
Reconnect Fees	2,525	1,060	2,525	1,060	16,625	15.19%
Penalties	6,687	2,334	6,687	2,334	26,000	25.72%
Bulk Water Purchases	1,453	374	1,453	374	1,000	145.32%
Sewer Collection Charges	67,897	74,209	67,897	74,209	903,778	7.51%
gallons billed	16,096,718	19,417,846	16,096,718	19,417,846		
Sewer Connections	-	1,000	-	1,000	6,000	0.00%
Cell Tower Rent	28,790	6,011	28,790	6,011	99,852	28.83%
VML Safety Grant	-	-	-	-	-	0.00%
Sale of Materials	-	-	-	-	-	0.00%
Recoveries	-	-	-	-	-	0.00%
Transfer from Utility Capital Projects Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	814,012	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>217,089</b>	<b>178,969</b>	<b>217,089</b>	<b>178,969</b>	<b>3,419,267</b>	<b>6.35%</b>
<b>CAPITAL PROJECTS REVENUES:</b>						
Microenterprise Loan Payments	769	1,475	769	1,475	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>769</b>	<b>1,475</b>	<b>769</b>	<b>1,475</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL REVENUES:</b>						
Proceeds from Bond	-	-	-	-	-	0.00%
Capital Recovery Fees-Water	23,901	23,705	23,901	23,705	294,237	8.12%
FEMA Grant	-	-	-	-	150,000	0.00%
Capital Recovery Fees-Sewer	19,864	19,396	19,864	19,396	235,532	8.43%
Capital Recovery Fees-Garbage	1,690	1,691	1,690	1,691	20,247	8.34%
Appropriated Fund Balance	-	-	-	-	110,193	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
<b>TOTAL UTILITY CAPITAL REVENUES</b>	<b>45,455</b>	<b>44,792</b>	<b>45,455</b>	<b>44,792</b>	<b>810,209</b>	<b>5.61%</b>
<b>PERFORMANCE VENUE REVENUES:</b>						
Rent from EDA	-	-	-	-	85,200	0.00%
Transfers from General Fund	-	-	-	-	355,484	0.00%
<b>TOTAL PERFORMANCE VENUE REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>440,684</b>	<b>0.00%</b>
			1 month of the 12 months of the fiscal year			8.33%

**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

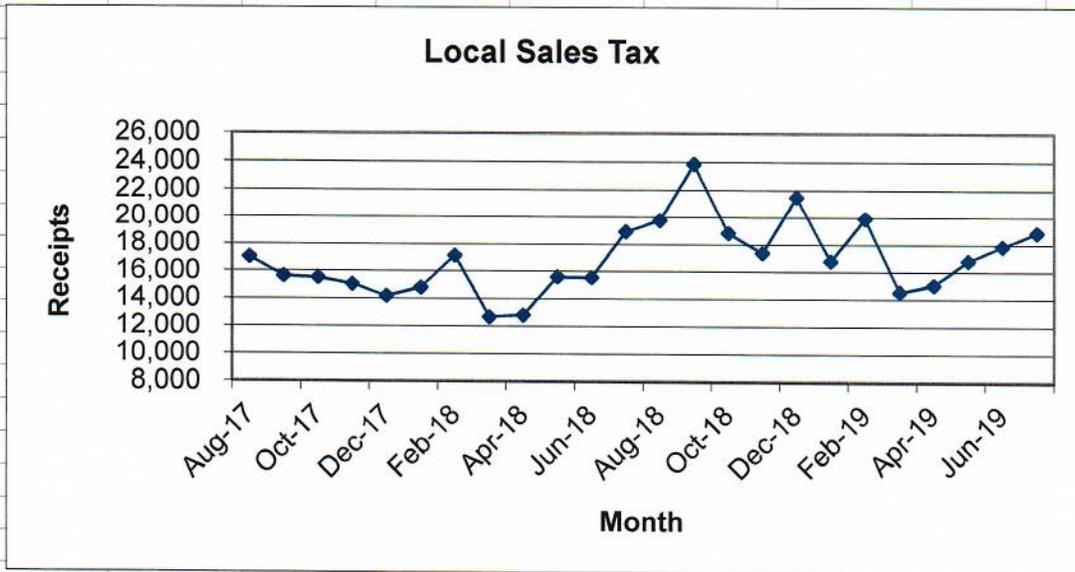
Month	Collections
Aug-17	120,248
Sep-17	119,236
Oct-17	124,629
Nov-17	126,641
Dec-17	114,825
Jan-18	128,340
Feb-18	115,988
Mar-18	120,285
Apr-18	139,665
May-18	132,498
Jun-18	151,336
Jul-18	133,965
Aug-18	125,245
Sep-18	133,202
Oct-18	122,081
Nov-18	139,223
Dec-18	119,084
Jan-19	133,631
Feb-19	112,951
Mar-19	117,703
Apr-19	142,949
May-19	136,339
Jun-19	155,015
Jul-19	130,456

**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

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
Feb-19	19,909
Mar-19	14,516
Apr-19	15,009
May-19	16,812
Jun-19	17,851
Jul-19	18,864



**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF JULY 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	13,423	5,784	13,423	5,784	77,841	17.24%
Town Manager	31,624	17,971	31,624	17,971	286,789	11.03%
Town Attorney	-	-	-	-	37,799	0.00%
Finance Department	56,377	20,626	56,377	20,626	381,541	14.78%
Electorial Board	-	-	-	-	5,100	0.00%
Passport Services Expenses	27	-	27	-	3,000	0.90%
Police Department	363,605	175,331	363,605	175,331	2,273,169	16.00%
Volunteer Fire Dept.	20,330	5,728	20,330	5,728	169,295	12.01%
Public Works Admin.	16,726	8,239	16,726	8,239	100,474	16.65%
Street Lights	8,480	797	8,480	797	117,430	7.22%
Traffic Control & Parking	6,493	557	6,493	557	525,421	1.24%
Streets	114,235	237,535	114,235	237,535	987,486	11.57%
Sidewalks & Curbs	288	-	288	-	51,699	0.56%
Street Cleaning	695	508	695	508	7,507	9.26%
Refuse Collection	14,741	8,012	14,741	8,012	136,119	10.83%
Snow Removal	288	549	288	549	44,919	0.64%
Playgrounds	4,641	2,025	4,641	2,025	58,295	7.96%
Municipal Building	4,967	1,794	4,967	1,794	80,781	6.15%
Emergency Services Bldg.	7,639	1,636	7,639	1,636	66,625	11.47%
Public Works Building	3,840	1,070	3,840	1,070	29,354	13.08%
Cemetery	1,526	1,269	1,526	1,269	6,267	24.35%
Celeste Park	-	-	-	-	5,245	0.00%
Gilley's Park	-	-	-	-	1,000	0.00%
Impound Lot	-	2,138	-	2,138	-	0.00%
Planning & Zoning	17,086	8,084	17,086	8,084	127,473	13.40%
Community Development	27,852	15,209	27,852	15,209	283,065	9.84%
Citizen's Square	1,340	-	1,340	-	22,333	6.00%
Hospitality Center	1,475	926	1,475	926	28,839	5.11%
Economic Development Authority	394	125	394	125	4,055	9.72%
Remediation of Blighted Structures	-	-	-	-	20,000	0.00%
<b>Non-Departmental:</b>						
Wages & Fringes	8,116	2,724	8,116	2,724	70,061	11.58%
Employee Wellness Program	-	-	-	-	3,960	0.00%
Employee Drug Testing	45	-	45	-	1,100	4.12%
Insurance	-	-	-	-	65,167	0.00%
Contributions to Others	10,500	20,450	10,500	20,450	16,500	63.64%
Debt Service-Principal	128,000	125,000	128,000	125,000	288,000	44.44%
Debt Service-Interest	21,020	25,677	21,020	25,677	40,652	51.71%
Transfer to Performance Operations	-	-	-	-	355,484	0.00%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	29,550	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>885,775</b>	<b>689,764</b>	<b>885,775</b>	<b>689,764</b>	<b>6,859,395</b>	<b>12.91%</b>
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	17,870	9,289	17,870	9,289	238,213	7.50%
Meter Reading	3,830	3,114	3,830	3,114	39,620	9.67%
Water Plant	69,445	39,476	69,445	39,476	712,756	9.74%
Utility Billing & Administration	24,390	11,376	24,390	11,376	182,248	13.38%
Wastewater System Operation	12,009	13,169	12,009	13,169	208,073	5.77%
Wastewater Treatment Plant	55,629	33,334	55,629	33,334	558,377	9.96%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	-	-	-	0.00%
Insurance	22,344	-	22,344	-	21,722	102.86%
Debt Service-Principal	57,240	108,000	57,240	108,000	363,240	15.76%
Debt Service-Interest	19,985	38,506	19,985	38,506	108,504	18.42%
Contingency - Utility Operating Purposes	-	-	-	-	10,000	0.00%
Contingency - Supplemental Pay Adjustments	-	-	-	-	7,051	0.00%
Depreciation	-	-	-	-	814,012	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>282,743</b>	<b>256,264</b>	<b>282,743</b>	<b>256,264</b>	<b>3,263,816</b>	<b>8.66%</b>



TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2020

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>	<u>UTILITY CAPITAL FUND</u>
BUDGETED CONTINGENCY - GENERAL PURPOSES COMMITTED:	50,000	10,000	60,000
8-12-19: Security Improvements (tentative)	(16,500)	(9,300)	(60,000)
8-12-19: North Main rock wall (tentative)	(10,536)		
AVAILABLE CONTINGENCY - GENERAL PURPOSES	<u>22,964</u>	<u>700</u>	<u>-</u>
<hr/>			
BUDGETED FOR SUPPLEMENTAL PAY ADJUSTMENTS COMMITTED:	29,550	7,051	
AVAILABLE FOR SUPPLEMENTAL PAY ADJUSTMENTS	<u>29,550</u>	<u>7,051</u>	
<hr/>			

Town of Rocky Mount				7/12/2019
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				
Vendor		Contract Budget	Reimbursement Requests	Balance on Bond Proceeds
CMC Supply		\$ 853,768.50		
	Reimb Request #1		\$ 487,158.93	
	Reimb Request #2		\$ 43,595.84	
	Reimb Request #3		\$ 46,675.04	
	Reimb Request #4		\$ 55,723.34	
	Reimb Request #5		\$ 77,549.67	
	Reimb Request #7		\$ 12,494.89	
	Reimb Request #8		\$ 20,489.99	
	Reimb Request #9		\$ 67,916.61	
	Reimb Request #11		\$ 6,354.57	
	Reimb Request #			
	Vendor Balance			\$ 35,809.62
(Concord) Atlantic				
Utility Services		\$ 226,570.00		
	Reimb Request #5		\$ 63,156.00	
	Reimb Request #6		\$ 32,580.00	
	Reimb Request #8		\$ 10,455.00	
	Reimb Request #10		\$ 22,350.00	
	Reimb Request #11		\$ 20,857.00	
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Vendor Balance			\$ 77,172.00
Other		\$ 19,661.50		
	Reimb Request #3		\$ 4,650.00	
	Reimb Request #5		\$ 64.17	
	Reimb Request #6		\$ 198.86	
	Reimb Request #7		\$ 12,905.60	
	Reimb Request #9		\$ 4.87	
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Reimb Request #			
	Other Balance			\$ 1,838.00
Add: Interest	project to date			\$ 11,189.37
		\$ 1,100,000.00	\$ 985,180.38	\$ 126,008.99

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

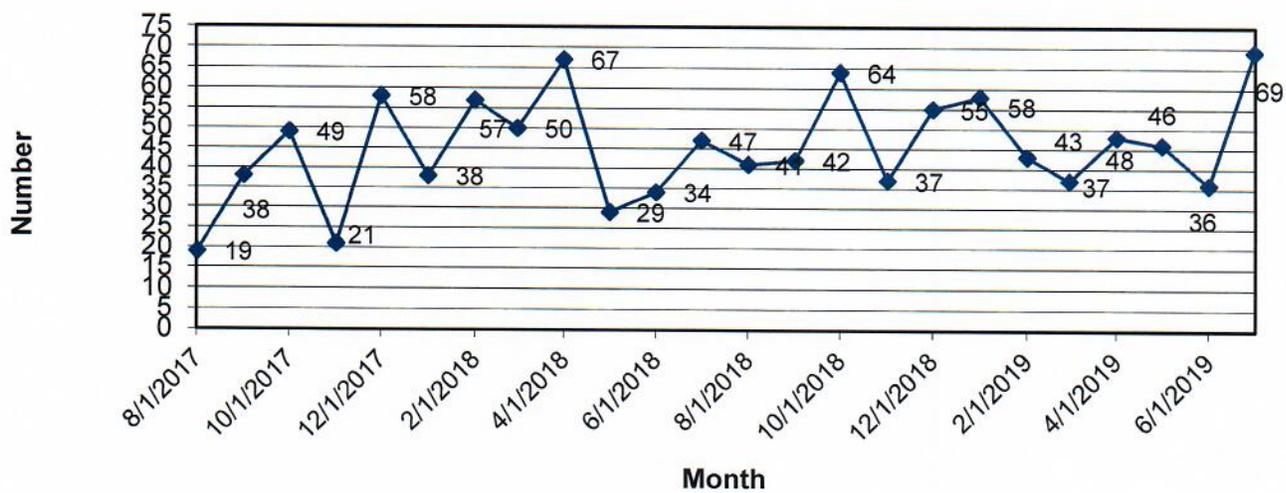
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,750	6,725,328	\$ 44,126	60%	32%	30%
COMMERCIAL	379	6,401,533	44,126	13%	30%	30%
INDUSTRIAL	48	4,410,333	\$ 15,804	2%	21%	11%
<b>TOTAL</b>	<b>2,177</b>	<b>17,537,194</b>	<b>\$ 104,055</b>	<b>74%</b>	<b>82%</b>	<b>70%</b>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	665	2,461,411	\$ 31,879	23%	12%	21%
COMMERCIAL	86	1,327,400	\$ 12,960	3%	6%	9%
INDUSTRIAL	2	19,000	\$ 162	0%	0%	0%
<b>TOTAL</b>	<b>753</b>	<b>3,807,811</b>	<b>\$ 45,001</b>	<b>26%</b>	<b>18%</b>	<b>30%</b>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,415	9,186,739	\$ 76,005	82%	43%	51%
COMMERCIAL	465	7,728,933	\$ 57,085	16%	36%	38%
INDUSTRIAL	50	4,429,333	\$ 15,967	2%	21%	11%
<b>TOTAL</b>	<b>2,930</b>	<b>21,345,005</b>	<b>\$ 149,057</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 PERCENT CONSUMPTION & PERCENT REVENUE  
 PER CUSTOMER CLASS  
 FISCAL YEAR 2020

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-19	32%	30%	30%	30%	21%	11%	82%	70%	12%	21%	6%	9%	0%	0%	18%	30%
Aug-19																
Sep-19																
Oct-19																
Nov-19																
Dec-19																
Jan-20																
Feb-20																
Mar-20																
Apr-20																
May-20																
Jun-20																
Average	32%	30%	30%	30%	21%	11%	82%	70%	12%	21%	6%	9%	0%	0%	18%	30%

\*\*\*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  
June-19

Water Plant Finished Water Pumped (Jun 6 - Jul 7) (meters read 7/2 - 7/3; 7/9)		<u>24,650,000</u>
Water Consumption Billed	21,345,005	
Water Plant Process	905,000	
Flushing Water Lines, Hydrants, Tanks (includes Diamond Ave replacement line flushing)	208,000	
Water Obtained from Water Plant (to bill)	10,950	
Water Obtained from Public Works Hydrant (to bill)	-	
Bulk Water Used at Public Works Shop	19,100	
Tank Cleanout / Drainage (220 North)	200,000	
Flow Meter Checks at Hydrants	-	
Meters Read and Not Billed	210,330	
Grand Total of Water Metered / Consumed / Tracked		<u>22,898,385</u>
Percent Finished Water Accounted		92.89%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	1,895
001-0188-00-01	Impound Lot (old)	-
002-0317-20-01	Public Works Bldg	1
002-0317-30-01	Public Works Bldg-new bldg	2,610
004-1067-00-01	Veteran's Memorial Park	4,447
005-1300-00-01	Mary Elizabeth Park	379
005-1343-10-01	Harvester Performance Center	9,000
005-1384-00-01	Farmer's Market	2,400
005-1457-00-01	Municipal Bldg.	2,445
006-1710-00-01	Welcome Center / Depot	509
009-2523-50-01	Emergency Services Bldg.	9,000
009-2538-70-01	Impound Lot (new)	14
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	177,630

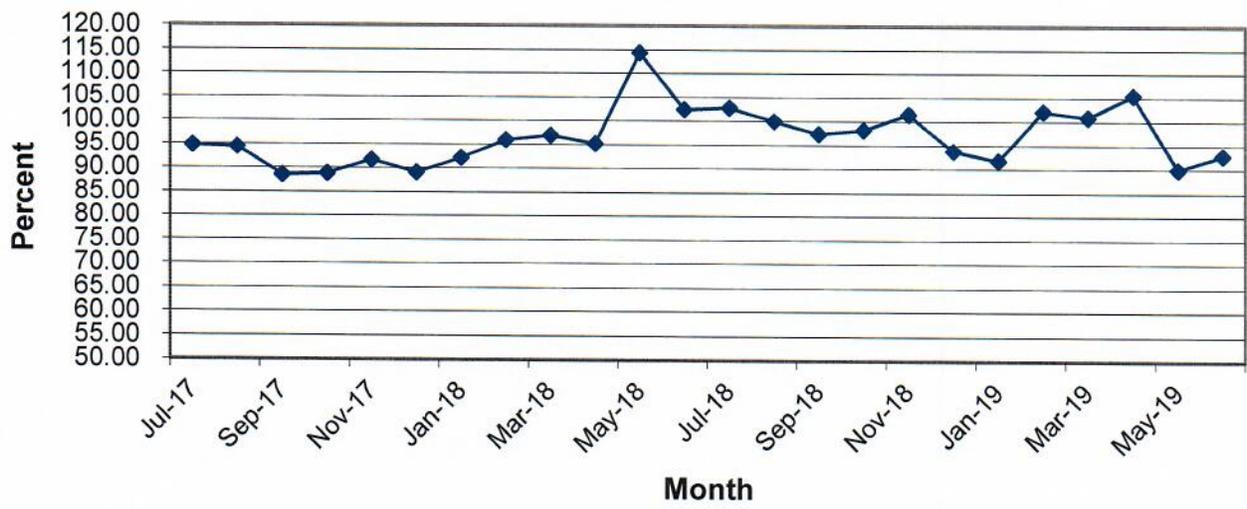
TOTAL Meters Not Billed		<u>210,330</u>
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Water Line Repairs by Public Works during the month:  
repaired 1 water main

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

TOWN OF ROCKY MOUNT						
WATER ACCOUNTABILITY						
FISCAL YEAR 2019						
	Finished	Total		Monthly	Average	Average
	Water	Water	Percent	Gallons	Accounted	Monthly
Month	Treated	Gallons	Accounted	Variance	Variance	Variance
		Accounted			per Quarter	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	23,790,075	21,819,448	91.72%	1,970,627		
Feb-19	18,940,164	19,335,660	102.09%	(395,496)		
Mar-19	19,566,086	19,741,647	100.90%	(175,561)	98.23%	466,523.33
Apr-19	21,121,096	22,396,462	106.04%	(1,275,366)		
May-19	27,710,000	24,916,931	89.92%	2,793,069		
Jun-19	24,650,000	22,898,385	92.89%	1,751,615	96.28%	1,089,772.67
AVG.	22,806,080	22,305,379	98.10%	500,701	98.10%	500,701
TOTAL	273,672,960	267,664,552		6,008,408		
Monthly Avg. Percent Unaccounted =			1.90%			
Monthly Avg. Percent Accounted =			98.10%			
12 out of 12 months this fiscal year > 80% accountability						

### Water Accountability %



**TOWN OF ROCKY MOUNT**

**UTILITY PROFILE**

**FISCAL YEAR 2019**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Account ed	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-18	313.10	25,910,000	41.79%	22,907,493	36.95%	24,577,188	107.29%	2,932	22,661,000	36.55%	19,417,846	85.69%
Aug-18	303.80	24,600,000	39.68%	26,270,290	42.37%	26,269,192	100.00%	2,937	29,915,000	48.25%	16,574,703	55.41%
Sep-18	297.00	22,900,000	38.17%	20,753,937	34.59%	20,214,271	97.40%	2,934	49,230,000	82.05%	19,233,902	39.07%
Oct-18	297.60	24,100,000	38.87%	24,921,926	40.20%	24,484,113	98.24%	2,943	37,696,000	60.80%	25,739,384	68.28%
Nov-18	282.00	21,720,000	36.20%	20,728,175	34.55%	21,019,470	101.41%	2,930	39,720,000	66.20%	17,974,171	45.25%
Dec-18	276.00	21,660,000	34.94%	21,313,718	34.38%	19,991,785	93.80%	2,929	47,790,000	77.08%	15,749,105	32.95%
Jan-19	297.60	22,190,000	35.79%	23,790,075	38.37%	21,819,448	91.72%	2,917	40,114,000	64.70%	14,478,175	36.09%
Feb-19	257.60	19,090,000	34.09%	18,940,164	33.82%	19,335,600	102.09%	2,912	40,824,000	72.90%	16,322,261	39.98%
Mar-19	279.00	20,610,000	33.24%	19,566,086	31.56%	19,741,647	100.90%	2,905	36,456,000	58.80%	14,611,433	40.08%
Apr-19	279.00	20,610,000	34.35%	21,230,000	35.38%	22,396,462	105.49%	2,925	28,800,000	48.00%	14,711,156	51.08%
May-19	303.80	23,000,000	37.10%	27,710,000	44.69%	24,916,931	89.92%	2,927	32,953,000	53.15%	16,340,834	49.59%
Jun-19	291.00	21,870,000	36.45%	24,650,000	41.08%	22,898,385	92.89%	2,926	34,170,000	56.95%	17,905,139	52.40%
<b>AVG.</b>	<b>289.79</b>	<b>22,355,000</b>	<b>36.72%</b>	<b>22,731,822</b>	<b>37.33%</b>	<b>22,305,374</b>	<b>98.43%</b>	<b>2,926</b>	<b>36,694,083</b>	<b>60.45%</b>	<b>17,421,509</b>	<b>49.66%</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").

**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-19	303.80	23,350,000	37.66%	24,900,000	40.16%		0.00%	2,930	30,845,000	49.75%		0.00%
Aug-19			0.00%		0.00%					0.00%		
Sep-19			0.00%		0.00%					0.00%		
Oct-19			0.00%		0.00%					0.00%		
Nov-19			0.00%		0.00%					0.00%		
Dec-19			0.00%		0.00%					0.00%		
Jan-20			0.00%		0.00%					0.00%		
Feb-20			0.00%		0.00%					0.00%		
Mar-20			0.00%		0.00%					0.00%		
Apr-20			0.00%		0.00%					0.00%		
May-20			0.00%		0.00%					0.00%		
Jun-20			0.00%		0.00%					0.00%		
AVG.	303.80	23,350,000	37.66%	24,900,000	40.16%	0	0.00%	2,930	30,845,000	49.75%	0	0.00%

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>	August 12, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Justin Woodrow
<b>DEPARTMENT:</b>	<b>Fire Department</b>
<b>MONTH:</b>	May 2019

For the period of May 2019, the Rocky Mount Fire Department responded to a total of 49 calls of which 18 were inside the town limits and 49 were within Franklin County.

RMFD apparatus traveled a total of 2,744 miles carrying out duties pertaining to answering calls and support efforts of the department.

RMFD members logged 15 members 31 hours of training on top of responding to 51 calls.

RMFD also added Matt Dudley to the roster as probation members.

<b>Number of Calls</b>	<b><u>Summary of Calls:</u> Type of Call</b>	<b>Notes or Special Circumstances</b>
6	Structure Fires	
0	Vehicle Fire	
2	Brush Fires	
0	Chimney Fire	
20	Motor Vehicle Accidents	
2	Utility Pole Fires	
8	Fire Alarms	
1	Smoke Reports	
5	Hazardous Road Conditions	
4	Assist EMS	
0	Illegal Burns	

Respectfully Submitted By,  
Chief Justin Woodrow

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 12, 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>	July 2019

Rocky Mount Police Department worked the Rotary Club Independence Day Festival at Franklin County High School on Wednesday, July 3<sup>rd</sup> with no incidents.

Rocky Mount Police Department combined with the Virginia State Police conducted a DUI Checkpoint on July 6<sup>th</sup> with numerous tickets written.

We would like to congratulate Officer Travis Dillon and K-9 Britt who completed K-9 training on July 26, 2019.



PLEASE SEE ATTACHED REPORT FOR MORE DETAILED INFORMATION ON MONTHLY CHARGES AND STATS.....

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: July 2019

MAY

JUNE

JULY

	MAY	JUNE	JULY
UNIFORM TRAFFIC SUMMONS ISSUED	114	137	117
TRAFFIC STOPS	222	303	212
SPEEDING TICKETS ISSUED	16	18	10
DUI	4	1	1
COLLISIONS INVESTIGATED (TREDS)	23	12	12
MOTORIST AIDES	66	57	67
CRIMINAL ARRESTS "MISDEMEANOR"	50	34	44
CRIMINAL ARRESTS "FELONY"	62	16	12
INCIDENTS ADDRESSED	2429	2245	2356
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	110	86	90
GRAND LARCENY WARRANTS	14	2	4
BREAKING & ENTERING REPORTS	0	1	2
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	34	74	28
FOLLOW-UP'S	63	69	69
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1299	1040	1332
SCHOOL CHECKS	246	218	159
ALARM RESPONSES	31	29	45
OPEN DOORS, WINDOWS, ETC. UNSECURED	5	2	1
COURT HOURS	25	30	12.5
TRAINING HOURS:	108.5	232.5	477
SPECIAL ASSIGNMENT HOURS:	132	112.25	42
HARVESTER HOURS WORKED:	36	46	31
ECO/TDO	5	4	5
ECO/TDO HOURS:	12.75	34	25.5

## 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 12 reportable accidents with 11 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, Doom's Day Tactical, Eagle Cinema, Edward Johnson Investment, El Rio, El Rodeo, Empire Foods, Enterprise Rent-A-Car, Essig Center, 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, 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, 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, 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:

- July 3<sup>rd</sup>, 2019 - Assisted with traffic control and foot patrol at the Rotary Club Independence Day Festival at FCHS.
- July 6<sup>th</sup>, 2019 - Assisted Virginia State Police with DUI Check Point
- July 28<sup>th</sup>, 2019 - Open Door "FCHS - Law Cafeteria"

INVESTIGATIONS:

**Search Warrants: 2**

**Arrests: 9**

**Follow Up Investigations: 35**

**1 Alleged Rape**

**2 cases of B&E**

**Recovered Items to include:** Utilizing Leads Online search tool located a stolen lawnmower in Danville.

**Multiple larcenies of Town water addressed.**

**Thefts from motor vehicles on Taliaferro Street:** \$500 in currency taken from vehicles. No other items of value were disturbed or taken. Investigation is ongoing.

**Inventory of Evidence storage room completed.** Awaiting destruction order from Judge.

**Charges pending on Multijurisdictional larceny case.** Assisted by the Leads Online search tool pawned items from a local larceny were located in Henry Co. and a confession was obtained from the suspect.

**Multiple thefts of lawn and garden equipment reported.**

**Grants:** 3 projects pending for funds to purchase a LED Message Board to be utilized by Public Works and RMPD. One Byrne/ Justice Grant application is in the works for surveillance equipment for the RMPD Investigations unit. A Byrne/ Justice Grant Award was received for \$3,700 which will be used to purchase (3) WatchGuard patrol body cameras.

COMMUNITY RESOURCE OFFICER:

MEETINGS/EVENTS

- July 8<sup>th</sup>, 2019 - Community Planning Meeting
- July 9<sup>th</sup>, 2019 - Meeting w/ Fire Department in reference to National Night Out
- July 12<sup>th</sup>, 2019 - Fresh Coalition Board Meeting
- July 12<sup>th</sup>, 2019 - Participated in a fundraiser at Wal-Mart
- Multiple Project Lifesaver visits and maintenance performed

BFMS SCHOOL RESOURCE OFFICER  
REFERRAL'S 2018/2019:

School was out for the Summer

SCHOOL RESOURCE OFFICER REFERRAL'S  
2018/2019:

School was out for the Summer

FCHS SCHOOL RESOURCE OFFICER  
REFERRAL'S:

School was out for the Summer

### SPEEDING TICKETS ISSUED

Grassy Hill Road (x 5)

Virgil H. Goode Highway (x 3)

State Street (x 2)

### CRIMINAL ARRESTS & LOCATIONS:

Possession of Schedule I Drug

Tanyard Road

Possession of Schedule II Drug

Tanyard Road (x 2)

Possession of Schedule III

Old Franklin Turnpike

Possession of Schedule IV

Old Franklin Turnpike

Possession of Drug Paraphernalia

Tanyard Road

Possession of Drug Paraphernalia

Old Franklin Turnpike

Driving Under the Influence

Franklin Street

Drunk In Public	Tanyard Road (x 2)
Drunk In Public	Old Franklin Turnpike (x 2)
Drunk In Public	Law Street
Strangulation	Pendleton Street
Domestic Assault	Oxford Circle (x 2)
Domestic Assault	Pendleton Street
Unauthorized Use of Motor Vehicle	Pendleton Street
Felony Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Old Franklin Turnpike (x 17)
Petit Larceny	North Main Street
Petit Larceny	Old Franklin Turnpike
Trespassing	Old Franklin Turnpike
Refusal to Identify Self to Law Enforcement	Windy Lane (x 2)
Obstruction of Justice	Windy Lane (x 2)
Disorderly Conduct	Windy Lane (x 2)
Warrant Service (Felony)	East Court Street
Warrant Service (Felony)	Pendleton Street
Warrant Service (Capias)	Old Franklin Turnpike
Warrant Service (Misdemeanor)	Windy Lane (x 2)
Warrant Service (Misdemeanor)	Pendleton Street
Warrant Service (Misdemeanor)	Old Franklin Turnpike
Driving Revoked	Windy Lane
Emergency Custody Order	Green Meadow Lane
Emergency Custody Order	Tanyard Road
Emergency Custody Order	North Main Street
Emergency Custody Order	Floyd Avenue
Temporary Detention Order	Floyd Avenue

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 12, 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>	July 2019

1. Read meters (3 days)
2. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts
3. Meter cutoffs: 88
4. Clean-up 10 days
5. Swept streets
6. Cut trees along roads, sidewalks and parks
7. Repaired or unplugged two sewer mains or laterals
8. Repaired one water main
9. Repaired and/or replaced traffic and street signs
10. Cleanup from heavy storms that have gone through
11. Water meter project proceeding along well
12. Continued work in Mary Elizabeth Park to finish the playing courts project
13. Project Management for the Weaver Street sewer main project is completed
14. Continue to asphalt patch when possible
15. Mowing operations continue
16. Started asphalt overlay on 40 East
17. Mowed sewer lines

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 12, 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>	July 2019

Average Daily Flow	.995 MGD
TSS Reduction	99.9 %
BOD Reduction	99.0 %
Leachate (F.C. Landfill)	517,385 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	62.18 Tons
Rain Total        4.06 inches	Snow Total        0.0 inch

The Wastewater Plant had 9 after hour's alarms during the month of July.

The staff worked on regular maintenance around the plant and the pump stations along with mowing, weed eating, bush hogging and spraying weeds this month.

Repairs above normal maintenance this month included;

- Cleaning up after the July 4 storms and adding new gravel at Green Oaks.
- Rebuilding limit switch at Powder Mill Pump Station.
- Replacing lower belt on the Belt Filter Press. This was an emergency repair due to the existing belt ripping in half during operation.
- Replacing temperature sensors on Influent sampler due to lightning strike.

The staff also walked sewer line for two days looking for manhole lids blown off during flash flooding at the end of June and the first of July. They found 1 lid completely off and another that was tilted.

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	August 12, 2019
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Jeff Gauldin – Water Superintendent
<b>DEPARTMENT:</b>	<b>Water Treatment Plant</b>
<b>MONTH:</b>	July 2019

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

The actual water production time (filtering of water) for the entire month averaged 9.8 hours a day, which yielded approximately 800000 gallons of water per day. Rainfall for this month was 8.0 inches as measured at the water treatment plant. The Blackwater River flow continues to be adequate for normal operation.

Total Raw Water Pumped:	23.35 million gallons
Total Drinking Water Produced:	24.90 million gallons
Average Daily Production:	800,000 gallons per day
Ave Percent of Production Capacity:	40.0%
Flushing of Hydrants/Tanks/FD Use:	180,500 gals. + F.D. 15,000 gals = 195,500 gals.
Plant Process Water:	946,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	72,300 gallons
Bulk Water used at PW Shop	12,000 gallons
Tank Cleanout/Drainage	214,000 gallons(Bald Knob)

### **Testing:**

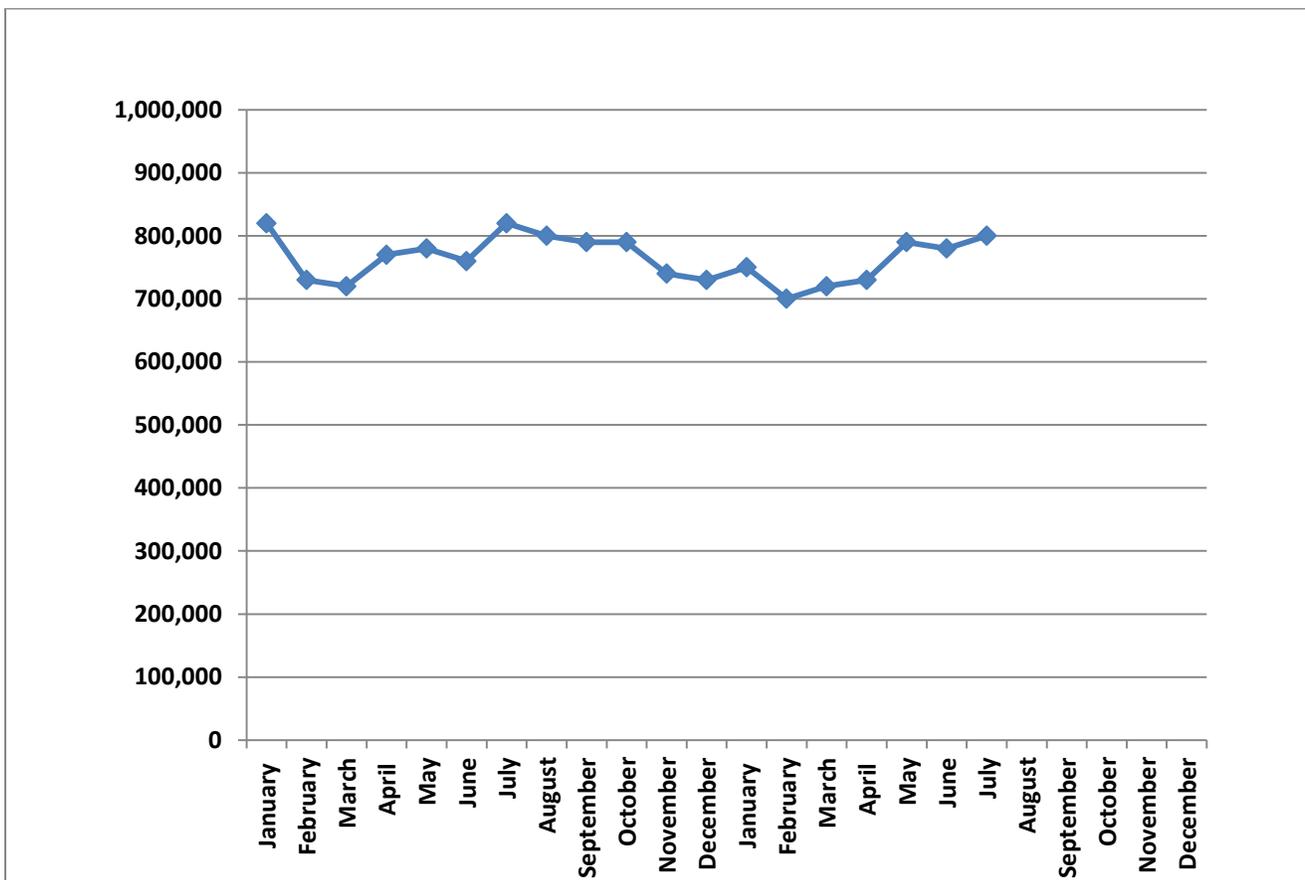
- Our monthly (6 total) routine bacteriological samples were free of bacteria. The Town continues to comply with all drinking water standards, by EPA requirements.
- Our THM and HAA-5 results are down in both Doe Run and Beverly Hills. Our next round of test for HAA-5 and THM will be taken the second week of August of 2019. All the analysis for May 2019 came back well within limits.
- We continue with the Auto-flushing program. This month we have flushed 193,000 gallons of water (included in Flushing number) through these areas. We have seen a marked reduction in TTHM and HAA5's year over year, so 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 the dam. We continue to perform routine maintenance and groundskeeping.
- Western Virginia Water Authority has moved the line installation to 220 North and is boring under the Blackwater River. We are currently working with Western Virginia Water authority to position the connection vault at the Rocky Mount Water Plant. Grindstaff underground has hit a dense patch of rock under the river which has slowed the process. We will get a new projected completion date at the August progress meeting

- We had the VFD drive, on Pump Number Two at the Upper Grassy Hill Pump station, refurbished
- We repaired the Bald Knob Tank inlet pipe; it had developed a small leak that was making its way down the hill. No other issues were noted with this tank.

### 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:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>The Town Police Department frequently requests Towing operators on behalf of vehicle owners due to either wrecks or the arrest or other incapacity of the owner. We prefer such an owner to have a towing operator that they want us to call, but in the event that they do not have a preference, we have to have an official rotation of Towing operators so that we show no preference in selecting a Towing operator on behalf of a vehicle owner.</p> <p>The Town of Rocky Mount code currently regulates how we manage this rotation, but there are minor discrepancies between current code and § 46.2-1217 of the Code of Virginia. The attached ordinance brings our code in-line with the Code of Virginia and authorizes the Town Manager to create rules for Town requested Towing when initiated due to the actions of the Police Department.</p> <p>State code requires a Towing Advisory Board to work with the Town to create and enhance the regulations related to Town requested Towing.</p> <p>The initial members submitted for Council's approval are:</p> <p>Town Representative: Matt Hankins  Police Department: Lt. Arrington  Towing Representative: Scott Foley  Citizen Representative: Brad Basham</p> <p>These initial members will solicit an additional advisory board member once established.</p> <p>Council considered this ordinance during their July meeting and asked the Public Safety Committee to review it prior to their August meeting. The meeting just prior to this Council meeting.</p>
ACTION NEEDED:	Adopt the ordinance and appoint initial members of the advisor board.

Attachment(s): Yes

FOLLOW-UP ACTION:
-------------------

(To be completed by Town Clerk)



## IN THE COUNCIL OF THE TOWN OF ROCKY MOUNT

**AN ORDINANCE** of the Town of Rocky Mount amending Chapter 62, Article I, of the Code of the Town of Rocky Mount, Virginia (2002), and providing for the enactment of Section 62-14 relating to a towing advisory board and Section 62-15 relating to police towing requests.

**BE IT ORDAINED** by the Council of the Town of Rocky Mount that Sections 62-14 and 62-15 of Chapter 62, Article I, of the Code of the Town of Rocky Mount, Virginia (2002), are enacted to read and provide as follows:

### **Sec. 62-14. Towing advisory board.**

(a) There is hereby created in the town a towing advisory board to advise the town council and town manager with regard to the appropriate provisions of the town's ordinances, contracts and agreements related to towing services. The board shall consist of five members. The members shall include representatives of local law enforcement agencies, towing and recovery operators, and the general public. The members shall be appointed by town council for such terms as the council may direct. Any vacancy shall be filled by the council for the unexpired portion of a term

(b) Members of the board shall serve without compensation.

(c) Any member of the board may be removed by council upon good cause appearing to the council.

### **Sec. 62-15. General powers and duties of town manager with respect to police towing requests.**

(a) The town manager is hereby authorized and directed to make, promulgate, and enforce rules and regulations, consistent with the provisions of § 46.2-1217 of the Code of Virginia (1950), as amended, and any other town ordinance, establishing criteria for eligibility of persons and firms to provide towing services at the request of the town police or other law enforcement personnel.

(b) This section is not applicable to towing not at the request of the town police or other law enforcement personnel.

(c) Notwithstanding this section or any agreement executed pursuant to it, all persons and firms authorized to provide towing services shall remain independent contractors and shall not be deemed to be employees of the town.

This ordinance shall become effective immediately.

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

Ayes:

Nays:

Present:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

Approved as to form:

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	Presentation by School Resource Officer
BRIEF SUMMARY OF REQUEST:	<p>Definition of a School Resource Officer:</p> <p>A school resource is a law enforcement officer who works in local school divisions to ensure a school's safety by serving as a law enforcement officer with in the school, teaching a class related to law enforcement, serving as a community resource, and as a role model for students. SRO's are often referred to as Community Resource Officers (CRO's), school liaison officer, youth safety officer, and other titles that may have been developed locally by the community or school division. An SRO is a certified law enforcement Officer hired by the local Law Enforcement Agency to provide security services to Virginia public and secondary schools.</p> <p>Role of School Resource Officer:</p> <p>The goals of well-founded SRO programs include providing safe learning environments in our nation's schools, providing valuable resources to school staff members, fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students, so that they can reach their fullest potential. NASRO considers it a best practice to use a "triad concept" to define the three main roles of school resource officers: educator (i.e. guest lecturer), informal counselor/mentor, and law enforcement officer.</p> <p>My role as a school resource officer is to ensure the safety of all who work or attend the schools located in the Town of Rocky Mount. I currently serve six different schools as a "roving SRO". I patrol Head Start learning center, Christian Heritage, Life's Academy, Lee M. Waid School, Rocky Mount Elementary School, and the Gereau Center. At every school I ensure that I conduct a school safety check of all doors and windows of the building both inside and out. I make sure that I walk the halls so the students can see the officer presence in the schools and that they know who they can talk with in case of problems. I work with school officials when issues arise during the school day (discipline/legal issues). I assist with "lockdowns" at the request of the school. I also work closely with the schools to ensure they are knowledgeable of the law (what is law related and school related). An SRO wears many hats, i.e. mentor, counselor, LE Officer, Liaison, Safety Officer, and Community Resource Officer.</p> <p>My goal as an SRO is to educate both the school staff and the students</p>

	<p>about the law and what is considered law related issues and what is school related issues. I educate the students and staff by verbal means. I sit down with them and explain what constitutes as a violation of Virginia Code and what is a violation of school rules. Most violations of law usually consist of the juvenile smoking on school property (including buses), fighting, bullying, and sexting. There are other issues that are non-law enforcement related that I deal with, i.e. social media drama and violation of school rules. Sometimes school staff gets confused on what is law and what is a rule. I also make sure the students are safe while they congregate in the Rose's parking lot. This is to ensure that the students don't fight in the parking lot and cause a scene. Again this is to keep the students and the community safe.</p>
<p><b>ACTION NEEDED:</b></p>	<p>No action needed</p>

Attachment(s):

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Council asked for an estimate to continue our stone facing of cement walls up North Main Street.</p> <p>To face the wall in front of Goodwill Industries of the Valley, Inc. and Great Southern Wood Preservers (YellaWood), will cost an estimated \$10,535.66. An estimate is attached.</p> <p>If Council wishes to proceed with this project, funds can be appropriated out of the General Fund contingency and a resolution doing so is attached.</p>
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

# Estimate

Ron Mitchell and Son Landscaping/Hardscapes  
 223 Miracle Road  
 Rocky Mount, Virginia 24151

Date	Estimate #
7/16/2019	1862

**Name / Address**

Town of Rocky Mount  
 Brian Schofield  
 345 Donald Avenue  
 Rocky Mount, VA 24151

P.O. No.	Terms:	Project	Other

Description	Qty	Rate	Total
Estimate is to install rock on wall at N main in front of good will and Yellowwood			
Rock for wall (8 baskets)	8	255.00	2,040.00
Type S Mortar (58 bags)	58	6.00	348.00
Mortar Sand	1	115.00	115.00
tax on materials	1	132.66	132.66
Labor to pressure wash wall and install new rock	1	7,900.00	7,900.00
Out-of-state sale, exempt from sales tax		0.00%	0.00

Please note that our company will not be responsible for any yard washouts due to weather. Our company will not be held responsible for any residential water or sewer lines that are not marked by Miss Utility. If you would like to make a change with your project please notify Ronnie Jr. so a change order can be on file. Thank you and we appreciate your business!

**Subtotal** \$10,535.66

**Total** \$10,535.66

Signature \_\_\_\_\_



RESOLUTION NO.: **2019.012**

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2019 through June 30, 2020, hereafter known as FY 2020;

**WHEREAS**, there is a concrete wall on North Main Street that needs a rock wall facing to be consistent with other concrete walls within the Town limits,

**WHEREAS**, there are available funds in the Town's general fund contingency,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental contingency expenditure for FY 2020:

Account 13041090.53100 (Sidewalks, Curbs)	\$10,536
Account 10091020.56151 (contingency)	\$10,536

**GIVEN UNDER MY HAND, THIS 12<sup>TH</sup> DAY OF AUGUST 2019:**

---

Steven C. Angle, Mayor

ATTESTED:

---

Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Planning & Zoning Administrator
BRIEF SUMMARY OF REQUEST:	Planning Commissioners serve staggered four-year terms and are appointed in years in which there is no council election. Ina Clements, Derwin Hall, John Speidel and John Tiggle are up for re-appointment and all have consented to serve. All are certified or have met previous council requirements for service. Staff asks that you re-appoint all four members for terms expiring June 30, 2021.
ACTION NEEDED:	Consider appointment of planning commissioners.

Attachment(s):

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The Franklin County Virginia Paranormal (FCVAP) would like to conduct a ghost walking tour on the streets of downtown Rocky Mount. The walk is planned for September 21st, 28 <sup>th</sup> and October 5 <sup>th</sup> . The walk will be guided with a narrator. This event has been approved by your police department.
ACTION NEEDED:	Approve or deny

Attachment(s): Yes

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

**Franklin County VA**

**Paranormal**

**540-352-0402**

**fcvap53@yahoo.com**

**July 24,2019**

**Town of Rocky Mount**

**Town Council**

**345 Donald Ave**

**Rocky Mount, Virginia 24151**

**Council:**

**My group, Franklin County VA Paranormal (FCVAP), wish to conduct a ghost walking tour in Rocky Mount,VA. The walk will be in Sept/ October, downtown, on the sidewalks, guided, with a narrator and guides,,there will be no actors. The walk will be roughly 1 mile long, stopping at points of interest. There will be no one in the street and only crossing a few side streets. The walk will be conducted in a professional,educational,informative manner.**

**Tentatively,,Ive planned a walk on the evenings of Sept 21,Sept 28, and Oct 5th,, if I have the interest and your blessing to do so..**

**The walk attendees will meet us in the public parking lot behind Old's Cool, planned route as follows,,up High st ,down Claiborne Ave, west on Franklin St ,east on Floyd Ave, up S. Main St, west on W, Court St., down Warren St, east on Franklin St..**

**Thank you ,**

**James Williams II**

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	Matthew C. Hankins, Planning & Zoning Administrator
BRIEF SUMMARY OF REQUEST:	Staff respectfully requests that Town Council consider the appointment of Jessica H. Heckman as the planning & zoning administrator and Matthew C. Hankins as deputy planning & zoning administrator. Planning Commission appointed Mrs. Heckman as the subdivision agent August 6 at staff's request.
ACTION NEEDED:	Review and consideration.

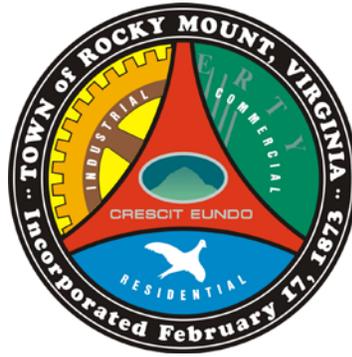
Attachment(s): Yes

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

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

540.483.7660  
FAX : 540.483.8830

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



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

MATTHEW C. HANKINS  
*Assistant Town Manager*  
*Director, Community Development*

## MEMORANDUM

To: Mayor Angle & Members of Rocky Mount Town Council  
C. James Ervin, Town Manager  
Jessica Heckman, Town Planner

From: Matthew C. Hankins, Planning & Zoning Administrator

Date: August 7, 2019

Re: Planning & Zoning Administrator Designation

### Members of Council:

I have held the position of Planning & Zoning Administrator for 127 months since my appointment by Town Council in January 2009, making me the longest serving in that role since the Zoning Ordinance passed.

Despite the fact that the town has employed three other planners (Hankins, Rust, Gibson, Heckman) during this time, Council has continued to entrust me with this important role, overseeing plan approval, making zoning determinations, and staffing both the Planning Commission and Board of Zoning Appeals. As Mr. Ervin works toward retirement, I will be shifting some of my current roles and responsibilities to other staff as I shoulder new and different administrative tasks.

Your Zoning Ordinance, Section 4, defines the zoning administrator: "The town official charged with enforcement of the zoning ordinance. The administrator may be any appointed or elected official who is by formal resolution designated to the position by the governing body. He may serve with or without compensation as determined by the governing body."

Jessica Heckman is your town planner. She holds a bachelor's degree in business administration and worked in management roles for Carter Bank & Trust prior to her application to join the Town. Since being promoted to the planner position in 2017, she has attended and successfully passed certification courses in planning and planning administration, and the Virginia Association of Zoning Officials (VAZO) has designated her as a Certified Zoning Administrator (CZA). She is qualified to sit for the AICP certification, and I have encouraged her to do so.

The Planning Commission designated her as the subdivision agent last week, with me as the deputy subdivision agent.

I encourage you to designate Jessica Heckman as your planning & zoning administrator. For the sake of timely customer service, I would ask that you authorize me as the department head to act on her behalf during her absence and have attached a draft resolution to that effect.



RESOLUTION NO.: **2019.015**

## RESOLUTION Designating Responsibilities of Planning & Zoning Administrator

**WHEREAS**, Rocky Mount Town Council is charged by law with administering the Zoning Ordinance of the Town of Rocky Mount; and

**WHEREAS**, Article 4 of the Zoning Ordinance defines the responsibilities of the Planning & Zoning Administrator as the “town official charged with enforcement of the zoning ordinance”, further defined in Article 5 as having “all necessary authority on behalf of the governing body to administer and enforce the zoning ordinance, including the ordering in writing of the remedying of any condition found in violation of this ordinance, and the bringing of legal action to insure compliance with the ordinance, including injunction, abatement, or other appropriate action or proceeding”; and

**WHEREAS**, the volume and frequency of work, best zoning practice and heightened customer service call for trained professionals in the employ of the Town of Rocky Mount to serve as the Planning & Zoning Administrator; and

**WHEREAS**, Jessica Hubbard Heckman has since 2016 been employed by the Town of Rocky Mount and since 2017 has been employed as the Town Planner; and

**WHEREAS**, Jessica Heckman is recognized as a Certified Zoning Officer by the Virginia Association of Zoning Officials, recognizing her training, skills and knowledge of law in the use and application of zoning ordinance and principles; and

**WHEREAS**, Matthew Charles Hankins serves as Director of Community Development and supervises and evaluates Mrs. Heckman’s work, having served as Planning & Zoning Administrator since appointed by this Council in January 2009;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Rocky Mount, Virginia, this twelfth day of August, 2019, that Council hereby appoints Jessica H. Heckman as Planning & Zoning Administrator, authorizing Community Development Director Matthew C. Hankins to act in that capacity at such times during her times of absence as deputy planning & zoning administrator.

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

ATTESTED:

\_\_\_\_\_  
Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	C. James Ervin, Town Manager																														
BRIEF SUMMARY OF REQUEST:	<p>Security Improvements at Town Facilities</p> <p>In the wake of the shooting at Virginia Beach we have evaluated our process and approach to similar exposures. Our first and most successful efforts are reminding everyone that staff are people first and employees second and to be mindful of their struggles and their situation in life. To that end we also strive to see that we have a rich benefit package especially as it relates to mental health. Supporting staff and giving them the tools to stay healthy is our first and primary reaction to such a tragedy.</p> <p>However, there are tactical changes that we could make to protect our staff. Though we have made many changes recently to improve the general security of the Municipal Building, we have significant exposure at the other departments. To address that I have had your departments meet with our existing security systems vendor and come up with additional measures to make those worksites as safe as possible. Principally this equates to gates at the water and waste water plant and camera systems or improved camera systems at each site. While addressing this issue we are also expanding some of the monitoring at the Municipal Building and adding additional monitors so that staff can be alerted to issues.</p> <p>The cost for these changes is as follows:</p> <table border="0"> <tr> <td style="padding-right: 20px;">Waste Water</td> <td style="padding-right: 20px;">Cameras</td> <td>\$5,000</td> </tr> <tr> <td></td> <td>Gate</td> <td>\$21,000</td> </tr> <tr> <td>Water</td> <td>Cameras</td> <td>\$5,000</td> </tr> <tr> <td></td> <td>Gate</td> <td>\$21,000</td> </tr> <tr> <td>Municipal Building</td> <td>Cameras</td> <td>\$5,000</td> </tr> <tr> <td></td> <td>Monitors</td> <td>\$3,000</td> </tr> <tr> <td>Public Works</td> <td>Cameras</td> <td>\$10,000</td> </tr> <tr> <td></td> <td>Locks</td> <td>\$1,500</td> </tr> <tr> <td>Total</td> <td></td> <td>\$71,500</td> </tr> <tr> <td>With Contingency</td> <td></td> <td>\$85,800</td> </tr> </table>	Waste Water	Cameras	\$5,000		Gate	\$21,000	Water	Cameras	\$5,000		Gate	\$21,000	Municipal Building	Cameras	\$5,000		Monitors	\$3,000	Public Works	Cameras	\$10,000		Locks	\$1,500	Total		\$71,500	With Contingency		\$85,800
Waste Water	Cameras	\$5,000																													
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	Locks	\$1,500																													
Total		\$71,500																													
With Contingency		\$85,800																													

	<p>Split into our funds, the general fund portion is \$16,500 and the utility fund portion is \$69,300.</p> <p>A gate at Public Works is omitted for now as the entrance to the site is slope challenged and an effective way of installing a gate cannot be determined.</p> <p>Staff asks that rather than waiting until the next budget cycle to address these improvements that the Town take these funds from fund balance and initiate the work now. Should Council wish to fund these expenditures, an appropriation resolution is attached.</p> <p>A grant has been requested from Virginia Risk Sharing Association (formerly VML Insurance) to offset these costs but no award has been made yet.</p>
<p><b>ACTION NEEDED:</b></p>	<p>Approve or deny</p>

Attachment(s): Yes

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



RESOLUTION NO.: **2019.013**

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2019 through June 30, 2020, hereafter known as FY 2020; and

**WHEREAS**, additional security measures are needed at the Town's facilities to make the work sites as safe as possible, which include cameras and a gate at both the Water Treatment Plant and the Wastewater Treatment Plant, cameras and a lock for the existing gate at the Public Works complex, and additional cameras and monitors at the Municipal Building, and

**WHEREAS**, contingency funds will be used from the General Fund (\$16,500), the Utility Operating Fund (\$9,300), and the Utility Capital fund (\$60,000),

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2020:

Account 55050718.61101 (WTP land & buildings)	31,200	
Account 55560715.61101 (WWTP land & buildings)	31,200	
Account 14543040.61101 (Mun Bldg land & bldgs.)	9,600	
Account 14543060.61101 (Pub Works Bldg land & bldgs.)	13,800	
Account 50069000.56151 (U/C/F contingency)		\$60,000
Account 20069000.56151 (U/O/F contingency)		9,300
Account 10091020.56151 (G/F contingency)		16,500

**GIVEN UNDER MY HAND, THIS 12<sup>TH</sup> DAY OF AUGUST 2019:**

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

ATTESTED:

\_\_\_\_\_  
Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
----------------------------	-----------------

STAFF MAKING REQUEST:	Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>Periodically Town Council must give its authorization to write-off uncollectible real estate, personal property, and machinery &amp; tools taxes.</p> <p>There are no real estate taxes to write-off this year. The previous write-off occurred in 2018 and was for \$27.95.</p> <p>Machinery and tools tax of \$1,720.15 needs to be written off because of bankruptcy per the attached list. The previous write-off occurred in 2018 and was for \$1,563.77 due to bankruptcy.</p> <p>Personal property taxes and license fees of \$5,324.88 needs to be written off according to the reasoning per the attached list but mostly due to bankruptcies or being out of business several years. Of this amount, \$4,810.90 (or 90%) is for the current year's tax tickets. The previous write-off occurred in 2018 and was for \$3,866.13.</p> <p>Further options for collection include state debt set-off (from individual state income tax refunds and lottery winnings) and DMV vehicle registration withholding (DMV stops). The new financial software will help us with these two steps.</p>
ACTION NEEDED:	Approval of write-off of uncollectible real estate, machinery and tools, and personal property taxes.

Attachment(s): Yes

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

TOWN OF ROCKY MOUNT					2012 RATE =	0.13
REAL ESTATE TAXES					2011-2008 =	0.12
WRITE-OFF'S					2007-2005 =	0.14
June 30, 2019					2004 RATE =	0.11
					2003 + =	0.12
Name	Year	Parcel #	Value	Tax w/off	Reason	
none						

TOWN OF ROCKY MOUNT			
MACHINERY / TOOLS			
ABATED M/T TAXES			
June 30, 2019			
Name		Value	Tax
none			
Totals		-	-
WRITE-OFF M/T TAXES:			
Excel Homes	2018	1,011,850.00	1,720.15
Totals		1,011,850.00	1,720.15

TOWN OF ROCKY MOUNT	2013	year that decal fees appeared		
PERSONAL PROPERTY TAXES		on tax tickets		
WRITE-OFF'S				
June 30, 2019				
Name	Year	Value	Tax + Lic Fee	Comments
Daily Grind Coffee House	2018	6,589.00	33.60	out of business
Excel Homes	2018	799,545.10	4,077.68	bankrupt/out of bus
Forry Shane	2018	518.00	26.13	bankrupt
Franklin Outdoors	2018	14,837.00	75.67	out of business
La Petite Salons	2018	2,736.00	13.95	out of business
Radio Shack	2018	16,553.00	84.42	out of business
Tim Young's Painting	2018	441.00	27.25	out of business
Tim Young's Painting	2018	2,950.00	40.05	out of business
Young Tim & Sarah	2018	3,075.00	50.62	out of business
Young Timothy	2018	35,952.94	183.36	out of business
Young's Painting & Remoc	2018	38,856.86	198.17	out of business
		922,053.90	4,810.90	
Forry Shane	2017	576.00	26.19	bankrupt
Franklin Auto Glass	2017	5,625.00	53.69	old owner/out of bus
Lakeysa's Baskets	2017	3,661.00	18.67	out of business
Nachito's Bakery	2017	10,000.00	51.00	out of business
		19,862.00	149.55	
Crooked Stitch	2016	1,922.00	9.80	out of business
Forry Shane	2016	640.00	26.27	bankrupt
J & S Cleaning Services	2016	2,750.00	14.03	out of business
Lakeysa's Baskets	2016	3,328.00	16.97	out of business
MDM Transport	2016	3,025.00	15.43	out of business
Timeless Designing	2016	3,328.00	16.97	out of business
Wilson David Consulting	2016	330.00	1.68	out of business
		15,323.00	101.15	
Carroll Randy & Richardsc	2015	857.00	26.75	duplicate
Experienced Movers	2015	3,661.00	18.67	out of business
Forry Shane	2015	711.00	26.46	bankrupt
J & S Cleaning Services	2015	2,500.00	12.75	out of business
Lakeysa's Baskets	2015	3,025.00	15.43	out of business
MDM Transport	2015	2,750.00	14.03	out of business
Richies Sportscards	2015	300.00	1.53	out of business
Timeless Designing	2015	3,025.00	15.43	out of business
U Name It Embroidery	2015	2,696.00	13.75	out of business
		19,525.00	144.80	

TOWN OF ROCKY MOUNT 2013 year that decal fees appeared				
PERSONAL PROPERTY TAXES		on tax tickets		
WRITE-OFF'S				
June 30, 2019				
Name	Year	Value	Tax + Lic Fee	Comments
Experienced Movers	2014	3,328.00	16.97	out of business
Lakeysa's Baskets	2014	2,750.00	14.03	out of business
MDM Transport	2014	4,500.00	47.95	out of business
Timeless Designing	2014	2,750.00	14.03	out of business
		13,328.00	92.98	
Lakeysa's Baskets	2013	2,500.00	12.75	out of business
Timeless Designing	2013	2,500.00	12.75	out of business
		5,000.00	25.50	
plus multiple	2012			> 5 years
Grand Totals		995,091.90	5,324.88	

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	August 12, 2019
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STAFF MAKING REQUEST:	Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>Periodically Town Council must give its authorization to write-off uncollectible finalled utility billing balances.</p> <p>Finalled accounts occur when either the customer calls the Town when they move or when the customer does not pay to have service restored when it has been cut off for non-payment. The meter readers also investigate to see if anyone is living in the house before the Finance Department finals the account.</p> <p>If there is an existing deposit, that is deducted before refunding any balance to the finalled customer. If the deposit is inadequate, there will be a balance billed every month until it is either paid or written off</p> <p>If the customer has established a new account (new address), the balance of their former account is transferred. If the customer comes in for new water service at a later time, the balance is collected along with their new deposit before establishing water service.</p> <p>This year the total to be written off is \$20,296.40, as compared to \$10,498.10 in 2018, and \$18,767.14 in 2016. Of the proposed accounts to be written off, 58% are due to bankrupt businesses. The amount to be written off is 1% of total estimated water and sewer revenues for FY 2019 of \$1,877,260.</p>
ACTION NEEDED:	Approval of write-offs of uncollectible utility billing accounts.

Attachment(s): Schedule of accounts to be written off.

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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	Town of Rocky Mount				8/6/2019	
	Finaled Utility Accounts					
	To Write Off		ACCOUNT ORDER			
	FY 2018 - 19		(last w/o was Aug 2018)			
Last Name	First Name	#	Street	Amount	Account #	Comments
Hodges	Lisa	170	Orchard	85.80	001-0132-00-02	
Bailey	Shelby	290	Patterson	8.01	001-0149-00-03	
Hammons	Megan	50	Montview	2.57	001-0215-00-04	
Doss	Elizabeth	495	Orchard	102.04	001-0266-00-04	
Hyde	Brianna	328	Doe Run	54.89	002-0468-09-22	
Andrews	Tameria	585	Doe Run	37.42	002-0477-10-17	
Rakes	Jodi	685	Tripple Creek	508.85	002-0478-00-05	
Bowles	Belvie	55	Highview	42.00	003-0633-00-02	
Kuchler	Jean	40	Oxford	42.00	004-1047-00-01	
Philpott	Greg	489	Old Fort	(8.82)	004-1063-20-01	
Scalf	Brandon	592	Old Fort	42.00	004-1064-10-03	
Flint	Sonny	653	Old Fort	85.80	004-1065-82-02	
Yaffe	Dan	555	Old Fort	88.21	004-1065-91-02	
Dunbar	Lynsey	133	Herbert	46.21	004-1082-30-14	
Hall	William	133	Herbert	42.00	004-1082-30-15	
Butler	Redina	117	Herbert	76.43	004-1083-00-05	
Anthony	Max	117	Herbert	225.38	004-1083-00-07	
Witcher	Latoria	295	Hillcrest	63.26	004-1149-00-06	
Hudson	Scott	65	Mountain	(16.00)	004-1178-00-01	
Counts	Earl	260	Maple	144.94	004-1251-00-05	
Songer	Trisha	55A	Taliaferro	135.42	005-1367-00-05	
Willie	Brenda	70	Donald	138.90	005-1432-00-02	
Clark	Jimmy II	145	Donald	152.34	005-1439-00-07	
Hancock	Ywakaita	405	Perdue	58.84	005-1505-00-04	
Muse	Justin	219	Perdue	27.28	005-1514-02-04	
Wilcox	Brandon	250	Muse Field	262.26	005-1556-00-03	
Hughes	Ricky	404	Muse Field	146.52	005-1572-00-02	
Kirk	Christy	465	Pell	129.75	006-1654-00-07	
Preston	Josephine	135	Friendly	259.99	006-1769-20-01	
Mattox	Dana	542	Highland Hills	291.93	006-1798-00-02	
Brown	Thomas	160	Circle View	125.99	006-1800-36-07	
Murphy	Shawn	57	Circle View	236.63	006-1807-53-03	
Conner	Lacy	35	Anderson	33.74	007-1904-00-08	
Corte	Marisol	123	Dent	96.20	007-1941-00-04	
Chillin	Smokes/Deli	955	Franklin	3.58	007-1975-00-03	
Townes	Dontell	70	Fairlawn	81.27	007-1982-00-10	
Hairston	Anthony	160	Fairlawn	73.81	007-1988-00-12	
Ouellette	Carolyn	235	Fairlawn	151.75	007-1996-00-01	
Bates	Tyjina	215	Fairlawn	58.45	007-1997-00-02	
Smith	Jade	100	Wilson	138.63	007-2020-00-02	
Edwards	Terrie	119	Wilson	60.30	007-2025-00-07	
Trinity	Mission RM	300	Hatcher	11,094.69	007-2049-00-01	
Trinity	Mission RM	300	Hatcher	81.80	007-2050-00-01	
Jones	Spencer	225	Hatcher	71.60	007-2092-00-11	
Gowdy	Jared	225	Hatcher	46.21	007-2092-00-12	
Gowdy	Jared	30	W College	42.90	007-2141-00-08	
Wilkins	Robert	40	Spring	134.42	007-2144-00-02	
Thomas	Timothy	80	Spring	171.49	007-2146-00-07	

	Town of Rocky Mount				8/6/2019	
	Final Utility Accounts					
	To Write Off	ACCOUNT ORDER				
	FY 2018 - 19	(last w/o was Aug 2018)				
<u>Last Name</u>	<u>First Name</u>	<u>#</u>	<u>Street</u>	<u>Amount</u>	<u>Account #</u>	<u>Comments</u>
Williams	Charles	10	Willow	129.13	008-2215-00-04	
Dudley	Jalin	90	Walnut	114.26	008-2237-10-19	
McKown	Jennifer	40	Scott	57.01	008-2255-00-07	
Yatzor	Craig	207	Byrd	332.70	008-2305-00-02	
Keatts	Jennifer	186	Woodlawn	46.21	008-2337-00-17	
Mitchum	Randee	112	Bland	132.12	008-2344-00-02	
Altisource	Single Family	175	Pendleton	17.42	008-2368-00-02	
Redford	Lisa	125	Pendleton	58.91	008-2374-00-12	
Robertson	Vanessa	55	Pendleton	28.15	008-2386-00-09	
Hansen	Leslie	50	Trail	69.81	009-2523-00-14	
Saul	Lindsay	380	Trail	11.63	009-2542-00-09	
Dubois	Robert	67	Jubals Pass	80.81	009-2544-47-10	
Waddle	Shayann	61	Jubals Pass	28.12	009-2544-50-12	
Mathias	Dawn	14	Hunters Valley	58.84	009-2570-17-04	
Woods	Richard Jr	54	Leffie	40.26	009-2580-00-05	
Jones	Samantha	142	Leffie	9.75	009-2589-00-08	
Gladfelter	Steffany	55	Hammocks	243.78	009-2613-00-03	
Richards	Marcella	205	Bonbrook	112.26	009-2656-24-12	
Jaster	Jaquelyn	195	Shady	127.97	009-2666-00-04	
Sawyers	Chris	1545	N Main 200-3	40.49	009-2699-16-11	
Creedon	Katelyn	215	Circle	42.00	009-2742-00-07	
Crowe	Holly	110	Green Meadow	63.26	010-2906-00-11	
Barber	Sherenthea	10	Law	35.07	010-2964-00-03	
Higgins	Samantha	130	Law	57.01	010-2971-00-03	
Fralin	Brandy	90	Circle	64.64	010-2986-00-13	
Zeigler	Fatimah	55	Circle	128.70	010-2989-00-05	
Wade	Zaneta	695	N Main	144.83	010-2994-00-10	
Jennings	Kimberly	105	Mamie	307.16	010-2995-00-01	
Townes	Laquisha	95	Sycamore	7.59	010-3028-00-08	
Cumming	Tachyiana	85	Leonor	96.60	010-3048-00-06	
Page	Christopher	100	Leonor	3.90	010-3052-00-11	
Perdue	Crystal	45	Edgemont	38.59	010-3092-00-12	
Hodges	Amee	30	Goodview	128.70	010-3100-00-17	
Layne	Jennifer	505	Bernard	39.99	011-0023-00-05	
Dudley	Kaitlin	120	Booker T Washin	48.87	011-0044-00-13	
Moore	Rosemary	316	School Board	34.42	011-0381-00-09	
Woody	Barry Jr	60	Wrays Chapel	318.32	011-0402-00-06	
Carroll	Toni	111	Wrays Chapel	623.47	011-0421-00-03	
Ziegler	Betty	663	Power Dam	168.45	041-0001-00-01	
Hodges	James	180	Power Dam	72.14	041-0019-00-08	
Callaway	Joey	1112	Power Dam	153.38	041-0033-50-01	
				20,296.40		





RESOLUTION NO.: **2019.014**

**TOWN OF ROCKY MOUNT  
SUPPLEMENTAL APPROPRIATION RESOLUTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**WHEREAS**, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2019 through June 30, 2020, hereafter known as FY 2020;

**WHEREAS**, the Virginia Department of Criminal Justice Services has awarded the Town Police Department a Byrne Justice Assistance Grant for \$3,728 with no local match and the Byrne Justice Assistance Grant will be used for the purchase of body cameras,

**WHEREAS**, the Town Council of Rocky Mount wishes to thank the Virginia Department of Criminal Justice Services for their generous grant award,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of Rocky Mount does hereby appropriate the following supplemental expenditure and supplemental revenue for FY 2020:

Account 12031010.61113 (audio visual equipment)	\$3,728
Account 18524000.43315 (other Police categorical aid)	\$3,728

**GIVEN UNDER MY HAND, THIS 12<sup>TH</sup> DAY OF AUGUST 2019:**

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

ATTESTED:

\_\_\_\_\_  
Rebecca H. Dillon, Town Clerk