



TOWN COUNCIL
REGULAR MEETING
AGENDA

November 13, 2023
6:00 PM

Council Chambers, Rocky Mount Municipal Building
345 Donald Avenue, Rocky Mount, Virginia

When speaking before Town Council, please come to the podium and give your name for the record. Please address the Council and not the audience. You will be limited to three (3) minutes and the other rules listed on the sign-up sheet. 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.

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Special Items
 - 4.1. 150th History Highlight
5. Public Hearing
 - 5.1. Amended FY2022-2023 Budget
6. Approval of Draft Minutes
 - 6.1. Special Called Town Council Meeting Draft Minutes - October 9, 2023
 - 6.2. Rocky Mount Town Council Regular Meeting Draft Minutes - October 16, 2023
7. Approval of Consent Agenda
 - 7.1. Miscellaneous Action

2024 Town Meetings Calendar

Request for Community Christmas Tree Lighting November 24, 2023 and Come Home to a Franklin County Christmas December 1, 2023

7.2. Miscellaneous Resolutions/Proclamations

7.3. Departmental Monthly Reports

Community Development Department

Finance Department

Fire Department (Not available at time of packets release)

Police Department

Public Works Department

Wastewater Department

Water Department

8. Hearing of Citizens

9. New Business

9.1. Purchase of Equipment for Water Storage Tank on Scuffling Hill Road

9.2. Paving of Franklin Street between Claiborne Avenue and North Main Street

9.3. Update from Finance Department on Utility Billing and Online Payments

10. Closed Meeting and Action

10.1. 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.

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

10.3. Section 2.2-3711(A).7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

11. Adjournment

ITEM(S) TO BE CONSIDERED UNDER:
Public Hearing

FOR COUNCIL MEETING DATED:	November 13, 2023
----------------------------	-------------------

STAFF MAKING REQUEST:	Vincent Copenhaver, Finance Director
BRIEF SUMMARY OF REQUEST:	Anytime the Town receives additional revenue that exceeds 1% of the adopted or revised budget, then a public hearing must be held by Town Council before the additional funds can be appropriated. The 1% threshold for the revised 2023 budget is \$158,903. The attached list of supplemental budget appropriations shows borrowing proceeds for the five-year purchase of tasers, and in-car and body worn cameras. The total requested supplemental appropriation is \$205,853.
ACTION NEEDED:	Staff respectfully requests Council's approval of the attached supplemental appropriations

Attachment(s):

1. Supplemental Appropriations November 13, 2023

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



RESOLUTION NO.: 2023.019

Authorization to Revise Budgetary Appropriations

The Rocky Mount Town Council Does Hereby Authorize by Resolution the Following Supplemental Budget Appropriations on November 13, 2023 to the FY2022-2023 Budget

<u>Department</u>	<u>Purpose/Description</u>	<u>Account</u>	<u>Amount</u>
Police	Lease Proceeds for Taser Purchase	12031010.61115	\$38,273
Police	Lease Proceeds for In-Car and Body Worn Cameras	12031010.61115	\$167,580
	Total Supplemental Appropriations		\$205,853
	Amended FY2022-2023 Budget		15,890,277
	Amended FY2022-2023 After 11/13/23 Appropriations		\$16,096,130

Given Under My Hand, This 13th day of November, 2023:

C. Holland Perdue, III, Mayor

Attest:

Rebecca H. Dillon, Town Clerk



**ROCKY MOUNT TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES**

**October 6, 2023
12:30 p.m.**

The following members
of Council were present:

Mayor C. Holland Perdue III
Vice Mayor Billie W. Stockton
Council Member A. Ralph Casey
Council Member David K. Clements
Council Member J. Tyler Lee
Council Member Benjamin K. Mullins
Council Member Mark H. Newbill

The following staff
members were also
present:

John T. Boitnott, Town Attorney
Robert J. Wood, Town Manager
Rebecca H. Dillon, Town Clerk/Executive Admin. Assistant
Vincent Copenhaver, Finance Director
Jessica H. Heckman, Planning & Zoning Administrator
Mark W. Moore, Assistant Town Manager
Justin Woodrow, Fire Chief of RMVFD
Brad Basham, Assistant Fire Chief of RMVFD
Mark W. Lovern, Captain of RMPD
Phillip Young, Chief of Police, RMPD

The Regular Council Meeting of the Rocky Mount Town Council (hereafter referred to as “Council”) was held at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, with Mayor C. Holland Perdue III presiding.

1. Roll Call

The Town Clerk called each member of the Rocky Mount Town Council by name to account for all members present.

2. Approval of Agenda

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

Motion: To approve the agenda

Motion By: Council Member Newbill

Seconded: Council Member Lee

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill.

Approved (6 to 0)

3. Closed Meeting and Action

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

Time: 12:31 p.m.

Virginia Code Section:

Section 2.2-3711(A).7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Motion: To go into closed session

Motion By: Council Member Lee

Second: Council Member Casey

Motion Discussion: None

Action: To go into a closed meeting

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill

Approved (6 – 0)

Going Into Closed Session

Returning from Closed Session

Town Clerk Dillon Stated the Recording had Resumed

Time: 12:49 p.m.

Mayor Perdue Called for a Roll Call Vote for each Council Member to Certify Discussion During the Closed Meeting.

A ROLL CALL VOTE WAS REQUIRED:

MEMBERS	ATTENDANCE	VOTE
Vice Mayor Stockton	Present	Certify
A. Ralph Casey	Present	Certify
David K. Clements	Present	Certify
J. Tyler Lee	Present	Certify
Benjamin K. Mullins	Present	Certify
Mark H. Newbill	Present	Certify
Mayor, C. Holland Perdue III	Present	Certify

Certified: (7): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill, and Mayor C. Holland Perdue III

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 Friday, October 6, 2023, 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.

C. Holland Perdue III, Mayor

Motion: To come out of closed session

Motion By: Council Member Newbill

Second: Council Member Casey

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill.

Approved (6 – 0)

4. New Business

4.1 Purchase of tower/ladder truck for Rocky Mount Volunteer Fire Department.

The truck is in the production que at this time, that will allow the Town to pay the \$2,372,557 that has been quoted. If approved, the truck would likely be ready by approximately April of 2025. If the town does not approve this truck, to place and order for the same truck, the price would increase by about \$1,000,000 and would take roughly 4-years to be built from start to finish.

Motion: To approve the purchase of the tower/ladder truck for the Rocky Mount Volunteer Fire Department.

Motion By: Vice Mayor Stockton

Seconded: Council Member Lee

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill.

Approved (6 to 0)

5. **Adjournment**

Motion: To adjourn

Time: 12:52 p.m.

Motion By: Council Member Lee

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill.

Approved (6 to 0)

Action: Meeting was adjourned

C. Holland Perdue III, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk



**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES**

**October 16, 2023
6:00 p.m.**

The following members
of Council were present:

Mayor C. Holland Perdue III
Vice Mayor Billie W. Stockton
Council Member A. Ralph Casey
Council Member David K. Clements
Council Member J. Tyler Lee
Council Member Benjamin K. Mullins
Council Member Mark H. Newbill

The following staff
members were also
present:

John T. Boitnott, Town Attorney
Robert J. Wood, Town Manager
Rebecca H. Dillon, Town Clerk/Executive Admin. Assistant
Michael "Kevin" Adkins, Water Treatment Plant Superintendent
Vincent Copenhaver, Finance Director
Amy D. Gordon, Assistant Finance Director/Human Resource Director
Mark Lovern, 1st Sergeant, RMPD
Mark W. Moore, Assistant Town Manager
Daniel Pinard, Economic & Cultural Development Director
Brian Schofield, Public Works Superintendent
Phillip Young, Chief of Police, RMPD

The 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, with Mayor C. Holland Perdue III presiding.

1. Roll Call

The Town Clerk called each member of the Rocky Mount Town Council by name to account that all members were present.

2. Pledge of Allegiance

Mayor Perdue led in the pledge of allegiance.

3. Approval of Agenda

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

Motion: To approve the agenda

Motion By: Vice Mayor Stockton

Seconded: Council Member Lee

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill.

Approved (6 to 0)

4. Approval of Consent Agenda

4.1 Departmental Monthly Reports

Community Development Department

Finance Department

Fire Department

Police Department

Public Works Department

Wastewater Department

Water Department

4.2 Approval of Draft Minutes

Town Council Regular Meeting Draft Minutes – September 11, 2023

Special Called Meeting Draft Minutes – September 18, 2023

Town Council & Planning Commission Work Session Draft Minutes –
September 18, 2023

4.3 Retainer Agreement for Legal Representation in Class Action Lawsuits regarding PFAS.

Motion: To approve the consent agenda as presented

Motion By: Council Member Lee

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill.

Approved (6 – 0)

5. **Special Items**

5.1 Breast Cancer Awareness Month Proclamation

Mayor Perdue read the proclamation out loud.

5.2 Proclamation Commending United Way of Roanoke Valley on its 100th Anniversary.

Mayor Perdue read the proclamation out loud.

5.3 Recognize Town Planner Jessica Angle for being names 2023 Administrator of the Year by the Virginia Association of Zoning Officials

Assistant Town Manager Moore shared with Council and the audience the achievements that Town Planner Angle had accomplished making Town Planner Angle a candidate to be nominated for 2023 Administrator of the Year.

6. **Hearing of Citizens**

No one at this time

7. **New Business**

7.1 North Main Street Revitalization Planning Grant

The grant has been in process as there are different phases that the Town must go through, for example the first phase was \$5,000 up to a \$50,000 total. In the second phase, the Town is allowed to hire a planning consultant that does work like this for a living so the Town will be better able to come up with a good revitalization plan for North Main Street.

The Town sent out a request for qualifications from consultants (RFQ) and received two good responses. Summitt Design and Engineering Services out of North Carolina but have done work in the Rocky Mount area, and Hill Studio who has done work in the Rocky Mount area previously as well. The packages from both were reviewed and interviews were given. During that time, the Town was pleased with the preparedness of Hill Studio and the fact that they will bring on other consultants to help do the economic analysis and other parts of the planning process. Hill Studio presented in a way that mainstreamed the project into the corridor project that it is instead of a downtown revitalization project. The staff recommendation was to proceed with Hill Studio for this project.

Also, Hill Studio revealed to the Town that likely the project would involve other funding such as state and federal as well as VDOT and one of their subcontractors has experience working with VDOT and were able to foresee what issues might arise.

Kathleen McEroy, Community Development Director with West Piedmont Planning District Commission will be involved with the project as well as she is helping to administer the grant.

Motion: To approve staff's recommendation to enter into an agreement with Hill Studio for the North Main Street corridor project.

Motion By: Council Member Lee

Seconded: Vice Mayor Stockton

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill

Approved (6 – 0)

7.2 Recognize Cultural and Economic Development Director Pinard for his work on the 150 Fest

Town Manager Wood shared an email from Carilion Franklin Memorial Hospital Administrator Mr. Carl Cline complementing what a great event 150 Fest was and how successful it was.

Town Manager Wood also shared an email from Assistant Fire Chief Brad Basham expressing what a great event the 150 Fest was and that participants have shared so much positive feedback with him regarding the event.

Cultural & Economic Development Director Pinard worked tirelessly to make the event possible. Many aspects of the festival came to fruition because of his working with others.

Police Chief Young and Public Works Superintendent Schofield were commended also for all of the work each of them and their departments did to coordinate preparing and working the festival.

Members of Council each shared comments that had been made to them from citizens living in this area and visitors coming to the festival that did not live here at all.

8. **Closed Meeting and Action**

None at this time

9. **Adjournment**

Motion: To adjourn

Time: 6:23 p.m.

Motion By: Council Member Mullins

Seconded By: Vice Mayor Stockton

Motion Discussion: None

Ayes: (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill

Approved (6 – 0)

Action: Meeting was adjourned

C. Holland Perdue III, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:
Consent Item

FOR COUNCIL MEETING DATED:	November 13, 2023
----------------------------	-------------------

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	Each year in November, Town Council adopts a schedule of meeting dates. On the sheet attached, are the proposed dates for 2024. Please review and make your recommendation for the 2024 calendar year.
ACTION NEEDED:	Approve or deny

Attachment(s):

1. 2023.1113 500.1.1 Rocky Mount Meeting Dates 2024

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

Town of Rocky Mount Meeting Dates 2024

Following are the 2024 monthly meeting dates for Rocky Mount boards and Commissions that maintain a regular monthly meeting and filing schedule.

Town Council

Usually meets on the second Monday of each month at 6:00 p.m.

Meeting Date	Filing Date
Monday, January 8	Monday, December 11, 2023
Monday, February 12	Monday, January 15
Monday, March 11	Monday, February 12
Monday, April 8	Monday, March 11
Monday, May 13	Monday, April 15
Monday, June 10	Monday, May 13
Monday, July 8	Monday, June 10
Monday, August 12	Monday, July 15
Monday, September 9	Monday, August 12
Monday, October 21 (Closed Monday Oct. 14, 2024)	Monday, September 16
Tuesday, November 12 (Closed Monday)	Monday, October 21
Monday, December 9	Monday, November 11

Planning Commission

Make planning & zoning policy recommendations to Town Council.

Usually meets on the first Tuesday of each month at 6:00 p.m.

Meeting Date	Filing Date
Tuesday, January 2	Monday, December 11, 2023
Tuesday, February 6	Monday, January 15
Tuesday, March 5	Monday, February 12
Tuesday, April 2	Monday, March 11
Tuesday, May 7	Monday, April 15
Tuesday, June 4	Monday, May 13
Tuesday, July 2	Monday, June 10
Wednesday, August 7 (Tuesday National Night Out)	Monday, July 15
Tuesday, September 3	Monday, August 12
Tuesday, October 1	Monday, September 9
Wednesday, November 6 (Tuesday is Election Day)	Monday, October 14
Tuesday, December 3	Tuesday, November 11

Board of Zoning Appeals

Hears appeals of zoning decisions and variance requests for land use.

Meets at 6:00 p.m. on the first Thursday of the month if appeals are filed.

Meeting Date	Filing Date
Thursday, January 4	Wednesday, December 13, 2023
Thursday, February 1	Wednesday, January 10
Thursday, March 7	Wednesday, February 14
Thursday, April 4	Wednesday, March 13
Thursday, May 2	Wednesday, April 10
Thursday, June 6	Wednesday, May 15
Thursday, July 11	Wednesday, June 12
Thursday, August 1	Wednesday, July 10
Thursday, September 5	Wednesday, August 14
Thursday, October 3	Wednesday, September 11
Thursday, November 7	Wednesday, October 16
Thursday, December 5	Wednesday, November 13



Unless otherwise posted, meetings are held in the Town Council Chambers at 345 Donald Avenue, Rocky Mount, VA 24151. For Town Council Matters, contact the Town Manager's Office at (540) 483-7660. For planning, zoning, land use, or development matters, contact Community Development at (540) 483-0907. Accommodations are available for persons with physical limitations.

ITEM(S) TO BE CONSIDERED UNDER:
Consent Item

FOR COUNCIL MEETING DATED:	November 13, 2023
----------------------------	-------------------

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	The Community Partnership for Revitalization (CPR) is requesting to hold the Community Christmas Tree Lighting scheduled for November 24, 2023 at 5:00 p.m. on the Franklin County Courthouse Lawn, and for the Come Home to a Franklin County Christmas scheduled for December 1, 2023 at 5:30 p.m. at the Downtown Christmas Tree on Franklin Street. This will be the 20th Annual Event for the Come Home to a Franklin County Christmas. CPR is requesting the use of the downtown streets for what is a great event for the whole community. The police department has reviewed and approved the plans for the events.
ACTION NEEDED:	Approve or deny

Attachment(s):

1. 2023.1113 501.1 Request Letter for Community Christmas Tree Light and Come Home to a F C Christmas

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



November 8, 2023

Mayor Holland Perdue
Town Council Members
Town Management and Town Staff

Gentlemen:

We are most pleased to invite you to the following events to open the Christmas season in our community:

Community Christmas Tree Lighting
November 24, 2023 Friday Evening 5:00 PM
Franklin County Courthouse Lawn

Come Home to a Franklin County Christmas (the 20th annual event)
December 1, 2023 Friday Evening 5:30 PM
Downtown Christmas Tree on Franklin Street

We would love to have you make a few comments at the opening of each of the events. We look forward to celebrating these treasured events in Rocky Mount and Franklin County and hope you can join us.

Sincerely,

Barbara R. Chauncey, Volunteer
Community Partnership

Planning & Zoning Monthly Report

10/1/23 - 10/31/23

Permit #	Permit Date	Permit Type	Parcel Address	Main Status	Applicant / Business Name	Owner Name	Description
----------	-------------	-------------	----------------	-------------	---------------------------	------------	-------------

Group: Sign

2023090	10/27/2023	Sign	450 FRANKLIN ST	Approved	The Harvester Performance Center	TOWN OF ROCKY MOUNT	Replace existing signage
2023087	10/16/2023	Sign	5 EAST COURT ST	Approved	Journey Thru Counseling and Wellness LLC	CLEMENTS JOHN L & DIANA L (CO-TR)& CLEMENTS PROPERTIES LLC	New window signage
2023086	10/10/2023	Sign	455 FRANKLIN ST	Approved	Wood Grains Furniture & Gifts	MARCH FIFTH LLC	Existing replacement (Sign destroyed by vehicle)

Group Total: 3

Group: Zoning

2023092	10/31/2023	Zoning	315 BOOKER T WASHINGTON HWY	Approved	John & LaVerne Tiggie	TIGGLE JOHN & LAVERNE	24x35 Garage
2023085	10/4/2023	Zoning	45 HALE ST	Approved	Ibrahim Ibrahim	IBRAHIM M IBRAHIM	Attach a Slope roof to existing structure

2023084	10/2/2023	Zoning	320 KNOLLWOOD DR	Approved	Sally Woody	WOODY PAMELA D & SALLY E	Install a 8x12 storage shed

Group Total: 3

Group: Zoning Compliance

2023091	10/31/2023	Zoning Compliance	550 OLD FRANKLIN TPKE	Approved	Eagle Fire Inc.	WAL MART REAL ESTATE BUSINESS TR PO BOX 8050	Fire sprinkler system upgrade
2023089	10/25/2023	Zoning Compliance	354 FRANKLIN ST	Approved	Southern Charm Creations LLC	350 FRANKLIN LLC	Open new retail shop
2023088	10/23/2023	Zoning Compliance	1135 STATE ST	Approved	H & S Childcare Inc. TA Country Kids Childcare Center	1135 State, LLC	New ownership of exisitng childcare center

Group Total: 3

--	--	--	--	--	--	--	--

Total Records: 9

11/1/2023

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
10 GENERAL FUND						
10090000 USE OF SURPLUS						
10090000 42562 APPROPRIATED FUND B	0	1,356,335	.00	.00	1,356,335.00	.0%
TOTAL USE OF SURPLUS	0	1,356,335	.00	.00	1,356,335.00	.0%
11011000 GENERAL PROPERTY TAXES						
11011000 41101 REAL PROPERTY - CUR	641,476	641,476	3,544.33	.00	637,931.67	.6%
11011000 41102 REAL PROPERTY - DEL	35,000	35,000	4,401.86	2,784.21	30,598.14	12.6%
11011000 41103 PUBLIC SERVICE - CU	22,104	22,104	.00	.00	22,104.00	.0%
11011000 41105 PERSONAL PROPERTY -	340,000	340,000	2,751.31	49.36	337,248.69	.8%
11011000 41106 PERSONAL PROPERTY -	12,200	12,200	11,168.38	7,822.75	1,031.62	91.5%
11011000 41107 MACHINERY & TOOLS -	171,902	171,902	.00	.00	171,902.00	.0%
11011000 41110 PENALTIES ON TAXES	11,500	11,500	2,154.60	1,023.89	9,345.40	18.7%
11011000 41111 INTEREST ON DELINQ	9,300	9,300	1,762.87	932.74	7,537.13	19.0%
TOTAL GENERAL PROPERTY TAXES	1,243,482	1,243,482	25,783.35	12,612.95	1,217,698.65	2.1%
11012000 OTHER LOCAL TAXES						
11012000 41201 LOCAL SALES & USE T	305,819	305,819	119,692.62	32,073.74	186,126.38	39.1%
11012000 41202 MEALS TAX	2,411,304	2,411,304	943,077.38	277,528.25	1,468,226.62	39.1%
11012000 41203 PENALTY-DEL MEALS T	0	0	1,171.01	429.29	-1,171.01	100.0%
11012000 41204 INTEREST-DEL MEALS	0	0	26.32	15.31	-26.32	100.0%
11012000 41205 TRANSIENT OCCUPANCY	175,211	175,211	117,689.43	27,465.03	57,521.57	67.2%
11012000 41208 CIGARETTE TAX	84,000	84,000	21,825.00	7,275.00	62,175.00	26.0%
11012000 41209 BANK STOCK TAX	440,000	440,000	.00	.00	440,000.00	.0%
11012000 41210 CONSUMER UTILITY TA	317,000	317,000	106,678.48	26,301.49	210,321.52	33.7%
11012000 41212 TRANSIENT OCCUP TAX	87,474	87,474	.00	.00	87,474.00	.0%
TOTAL OTHER LOCAL TAXES	3,820,808	3,820,808	1,310,160.24	371,088.11	2,510,647.76	34.3%
11012500 BUSINESS LICENSE TAXES						
11012500 41301 BPOL-RETAIL	400,000	400,000	30,258.75	205.00	369,741.25	7.6%

Rocky Mount (Town Of), VA

YEAR-TO-DATE BUDGET REPORT FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
11012500 41302 BPOL-PROFESSIONAL	186,000	186,000	30,021.20	.00	155,978.80	16.1%
11012500 41303 BPOL-REPAIRS/PERS S	114,000	114,000	3,662.43	831.81	110,337.57	3.2%
11012500 41304 BPOL-CONTRACTOR	49,750	49,750	4,304.57	291.24	45,445.43	8.7%
11012500 41305 BPOL-UTILITY	5,429	5,429	.00	.00	5,429.00	.0%
11012500 41306 BPOL-AMUSEMENT TAX	500	500	.00	.00	500.00	.0%
11012500 41307 BPOL-MISCELLANEOUS	8,644	8,644	43.94	.00	8,600.06	.5%
11012500 41308 BPOL-ALCOHOLIC BEVE	650	650	50.00	.00	600.00	7.7%
11012500 41309 BPOL-PENALTIES & I	2,000	2,000	6,744.66	55.65	-4,744.66	337.2%
TOTAL BUSINESS LICENSE TAXES	766,973	766,973	75,085.55	1,383.70	691,887.45	9.8%
11013000 PERMITS & LICENSES						
11013000 42111 PLANNING & ZONING F	9,000	9,000	1,606.64	621.64	7,393.36	17.9%
11013000 42112 FARMERS MARKET FEES	3,300	3,300	455.00	50.00	2,845.00	13.8%
11013000 42114 WELCOME CENTER FEES	10,000	10,000	2,740.00	850.00	7,260.00	27.4%
11013000 42116 RETURN CHECK FEES	400	400	140.43	.00	259.57	35.1%
11013000 42117 CREDIT CARD FEES	7,500	7,500	2,618.31	715.24	4,881.69	34.9%
TOTAL PERMITS & LICENSES	30,200	30,200	7,560.38	2,236.88	22,639.62	25.0%
11014000 FINES & FORFEITURES						
11014000 42211 COURT FINEES	20,000	20,000	16,187.50	3,802.35	3,812.50	80.9%
11014000 42212 PARKING FINES	70	70	40.00	.00	30.00	57.1%
TOTAL FINES & FORFEITURES	20,070	20,070	16,227.50	3,802.35	3,842.50	80.9%
11015000 PROCEEDS FROM USE OF ASSETS						
11015000 42311 INTEREST ON MONEY/I	275,000	275,000	131,178.56	18,846.96	143,821.44	47.7%
11015000 42312 RENTAL OF GENERAL P	450	450	.00	.00	450.00	.0%
11015000 42319 BOND PROCEEDS	0	5,150,000	5,150,000.00	.00	.00	100.0%
TOTAL PROCEEDS FROM USE OF ASSETS	275,450	5,425,450	5,281,178.56	18,846.96	144,271.44	97.3%
11016000 CHARGES FOR SERVICES						
11016000 42411 REFUSE COLLECTION C	295,176	295,176	94,937.84	24,530.00	200,238.16	32.2%

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
11016000 42413 TRUCK RENTAL FEES	1,500	1,500	690.00	90.00	810.00	46.0%
11016000 42415 WEED CONTROL CHARGE	250	250	.00	.00	250.00	.0%
11016000 42418 PASSPORT SERVICE FE	19,000	19,000	8,560.00	1,580.00	10,440.00	45.1%
11016000 42419 SECURITY SERVICES	17,500	17,500	595.00	490.00	16,905.00	3.4%
11016000 42420 POLICE REPORTS	1,200	1,200	402.00	91.00	798.00	33.5%
11016000 42421 FINGERPRINT SERVICE	150	150	111.75	20.00	38.25	74.5%
11016000 42422 CRISIS INTERVENTION	45,000	45,000	6,321.00	.00	38,679.00	14.0%
11016000 42425 ADMIN CHARGES - SER	100	100	.00	.00	100.00	.0%
11016000 42426 MISCELLANEOUS SERVI	0	0	1,568.66	.00	-1,568.66	100.0%
TOTAL CHARGES FOR SERVICES	379,876	379,876	113,186.25	26,801.00	266,689.75	29.8%
11018000 MISCELLANEOUS GENERAL						
11018000 42511 RECOVERIES	0	60	27,157.61	2,600.29	-27,097.61*****%	
11018000 42515 DONATIONS	0	56,780	56,840.00	.00	-60.00	100.1%
11018000 42524 INSURANCE RECIPITS F	40,000	40,000	31,836.00	.00	8,164.00	79.6%
TOTAL MISCELLANEOUS GENERAL	40,000	96,840	115,833.61	2,600.29	-18,993.61	119.6%
18522000 COMMONWEALTH-NONCATEGORICAL						
18522000 43211 PPTRA FROM STATE	53,861	53,861	53,860.60	.00	.40	100.0%
18522000 43212 COMMUNICATIONS TAX	136,000	136,000	31,513.47	.00	104,486.53	23.2%
18522000 43213 LITTER TAX	4,200	4,200	.00	.00	4,200.00	.0%
18522000 43214 ROLLING STOCK TAX	3,245	3,245	3,507.93	.00	-262.93	108.1%
18522000 43215 RENTAL TAX	21,000	21,000	5,339.80	.00	15,660.20	25.4%
TOTAL COMMONWEALTH-NONCATEGORICAL	218,306	218,306	94,221.80	.00	124,084.20	43.2%
18524000 COMMONWEALTH-CATEGORICAL						
18524000 43112 SCHOOL RES OFFICER	49,506	49,506	.00	.00	49,506.00	.0%
18524000 43311 FIRE PROGRAMS-STATE	18,741	18,741	.00	.00	18,741.00	.0%
18524000 43312 STREET MAINTENANCE-	1,607,191	1,607,191	473,878.70	.00	1,133,312.30	29.5%
18524000 43313 LAW ENFORCEMENT AID	132,620	132,620	.00	.00	132,620.00	.0%
18524000 43315 OTHER POLICE CAT AI	0	12,409	9,412.56	.00	2,996.44	75.9%
18524000 43318 VDOT GRANT	0	0	96,321.31	.00	-96,321.31	100.0%

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
TOTAL COMMONWEALTH-CATEGORICAL	1,808,058	1,820,467	579,612.57	.00	1,240,854.43	31.8%
18525000 FEDERAL GOVERNMENT REVENUE						
18525000 43417 BULLET PROOF VEST G	0	0	1,632.50	.00	-1,632.50	100.0%
TOTAL FEDERAL GOVERNMENT REVENUE	0	0	1,632.50	.00	-1,632.50	100.0%
18535000 LOCAL GOVERNMENT AID						
18535000 43111 VOLUNTEER FIRE DEPT	30,000	30,000	59,563.03	7,102.52	-29,563.03	198.5%
18535000 43112 OTH AID-SCHOOL RESO	50,000	50,000	.00	.00	50,000.00	.0%
18535000 43114 COUNTY EXP REIMB FO	60,000	60,000	.00	.00	60,000.00	.0%
TOTAL LOCAL GOVERNMENT AID	140,000	140,000	59,563.03	7,102.52	80,436.97	42.5%
TOTAL GENERAL FUND	8,743,223	15,318,807	7,680,045.34	446,474.76	7,638,761.66	50.1%
TOTAL REVENUES	8,743,223	15,318,807	7,680,045.34	446,474.76	7,638,761.66	
12 FORFEITED ASSETS						
12000000 FORFEITED ASSETS						
12000000 43216 FORFEITED ASSET PRO	0	0	3,703.00	.00	-3,703.00	100.0%
TOTAL FORFEITED ASSETS	0	0	3,703.00	.00	-3,703.00	100.0%
TOTAL FORFEITED ASSETS	0	0	3,703.00	.00	-3,703.00	100.0%
TOTAL REVENUES	0	0	3,703.00	.00	-3,703.00	
20 WATER & SEWER FUND						
25020000 WATER CHARGES						
25020000 42313 PROPERTY RENT (CELL	134,544	134,544	39,552.86	10,747.70	94,991.14	29.4%

YEAR-TO-DATE BUDGET REPORT
 FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
25020000 45101 WATER SALES	1,676,346	1,676,346	606,460.22	155,658.58	1,069,885.78	36.2%
25020000 45102 WATER CONNECTIONS	22,650	22,650	39,843.38	3,275.00	-17,193.38	175.9%
25020000 45103 RECONNECT-CUT OFF F	10,000	10,000	5,458.74	1,425.00	4,541.26	54.6%
25020000 45104 PENALTIES	30,000	30,000	13,683.55	3,258.48	16,316.45	45.6%
25020000 45106 BULK WATER PURCHASE	1,000	1,000	9,847.50	5,442.57	-8,847.50	984.8%
TOTAL WATER CHARGES	1,874,540	1,874,540	714,846.25	179,807.33	1,159,693.75	38.1%
25530000 SEWER CHARGES						
25530000 45201 WASTEWATER COLLECTI	1,015,622	1,015,622	367,229.85	98,585.05	648,392.15	36.2%
25530000 45202 SEWER CONNECTIONS	6,000	6,000	2,870.85	-379.15	3,129.15	47.8%
TOTAL SEWER CHARGES	1,021,622	1,021,622	370,100.70	98,205.90	651,521.30	36.2%
TOTAL WATER & SEWER FUND	2,896,162	2,896,162	1,084,946.95	278,013.23	1,811,215.05	37.5%
TOTAL REVENUES	2,896,162	2,896,162	1,084,946.95	278,013.23	1,811,215.05	
GRAND TOTAL	11,639,385	18,214,969	8,768,695.29	724,487.99	9,446,273.71	48.1%
** END OF REPORT - Generated by VINCENT COPENHAVER **						

Rocky Mount (Town Of), VA

YEAR-TO-DATE BUDGET REPORT FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 GENERAL FUND							
10091020 NON-DEPARTL GENERAL FUND	846,462	963,728	593,769.74	54,666.60	.00	369,958.26	61.6%
11011010 MAYOR & TOWN COUNCIL	97,852	97,852	36,492.20	9,316.25	.00	61,359.80	37.3%
11012020 TOWN MANAGER	381,412	381,412	117,327.53	27,414.61	.00	264,084.47	30.8%
11012040 TOWN ATTORNEY	69,670	69,670	20,089.00	17,749.00	.00	49,581.00	28.8%
11012130 FINANCE DEPARTMENT	623,468	623,468	158,385.65	39,206.32	.00	465,082.35	25.4%
11081060 PASSPORT PROGRAM	3,125	3,125	359.29	36.66	.00	2,765.71	11.5%
12031010 POLICE DEPARTMENT	2,709,633	2,766,339	928,614.78	220,963.69	.00	1,837,724.22	33.6%
12031015 POLICE DEPT GRANTS	0	64,909	22,028.10	18,412.10	7,275.00	35,605.90	45.1%
12032020 VOLUNTEER FIRE DEPT	228,450	311,376	71,353.66	26,881.79	64,076.33	175,946.01	43.5%
12043130 IMPOUND LOT	2,500	2,500	65.70	34.88	.00	2,434.30	2.6%
13041000 PUBLIC WORKS ADMINISTRATION	1,294,945	1,010,293	46,937.83	7,777.67	.00	963,355.17	4.6%
13041020 PUB WORKS NON-VDOT ELIGIBLE	3,100	3,100	1,529.99	250.00	.00	1,570.01	49.4%
13041040 STREET LIGHTS	95,400	96,475	35,392.10	11,951.66	.00	61,082.90	36.7%
13041070 TRAFFIC CONTROL & PARKING	101,650	107,394	36,185.40	11,910.76	28,902.00	42,306.60	60.6%
13041080 STREETS	395,300	600,311	289,920.73	93,607.81	.00	310,390.27	48.3%
13041090 SIDEWALKS, CURB, GUTTERING	2,800	6,370	4,348.85	.00	.00	2,021.15	68.3%
13042020 STREET CLEANING	4,100	5,126	1,470.40	305.98	.00	3,655.60	28.7%
13042030 REFUSE COLLECTION	36,900	67,823	47,045.82	11,643.11	.00	20,777.18	69.4%
13042040 SNOW REMOVAL	21,250	21,250	504.00	.00	.00	20,746.00	2.4%
13042061 STATE OF GOOD REPAIR GRANT	0	1,136,889	14,743.06	.00	-14,743.06	1,136,889.00	.0%
14043041 PARKS-MARY ELIZABETH	11,100	26,141	17,689.83	2,278.31	.00	8,451.17	67.7%
14043042 PARKS-MARY BETHUNE	4,900	8,528	4,050.93	2,014.87	.00	4,477.07	47.5%
14043043 PARKS-GILLEYS	10,000	11,390	2,306.59	311.79	.00	9,083.41	20.3%
14043044 PARKS-CELESTE	2,100	3,712	1,612.11	.00	.00	2,099.89	43.4%
14043045 PARKS-VETERANS MEMORIAL	5,470	6,898	5,003.96	313.90	.00	1,894.04	72.5%
14043046 PARKS-FIRST REPSONDERS MEM	5,200	5,965	4,101.12	12.88	.00	1,863.88	68.8%
14043048 TOWN DOG PARK	0	4,675	4,674.54	.00	.00	.46	100.0%
14043080 PARKS & REC - PLAYGROUNDS	0	6,241	6,241.34	576.61	.00	-.34	100.0%
14543040 MUNICIPAL BUILDING	68,417	76,188	31,377.55	4,604.44	.00	44,810.45	41.2%
14543050 EMERGENCY SERVICES BLDG	83,600	86,742	44,501.29	21,180.60	.00	42,240.71	51.3%
14543060 PUBLIC WORKS BUILDING	39,615	42,471	-9,345.93	-8,490.30	.00	51,816.93	-22.0%
14543070 PARKS & REC - CEMETERY	2,250	8,532	6,735.82	2,406.11	.00	1,796.18	78.9%
16081010 PLANNING & ZONING	253,985	306,345	108,544.24	22,008.83	26,003.00	171,797.76	43.9%
16081020 COMMUNITY & ECONOMIC DEV	546,265	5,546,265	5,209,297.11	103,022.37	.00	336,967.89	93.9%
16081030 CITIZENS SQUARE-FARMERS MARKE	36,524	36,524	25,778.75	2,326.54	-9,589.19	20,334.44	44.3%
16081040 DEPOT WELCOME CENTER	43,917	43,917	7,016.25	1,974.91	.00	36,900.75	16.0%
16081050 HARVESTER PERFORMANCE CENTER	680,000	680,000	174,102.27	816.81	.00	505,897.73	25.6%
16081086 INDUSTRIAL DEVELOPMENT	0	47,000	.00	.00	.00	47,000.00	.0%
16081300 ECONOMIC DEVELOPMENT AUTHORIT	6,863	6,863	1,160.49	351.60	.00	5,702.51	16.9%
16085000 REMED BLIGHTED STRUCTURES	25,000	25,000	.00	.00	.00	25,000.00	.0%

YEAR-TO-DATE BUDGET REPORT FOR THE 4 MONTHS ENDED OCTOBER 31, 2023

FOR 2024 04

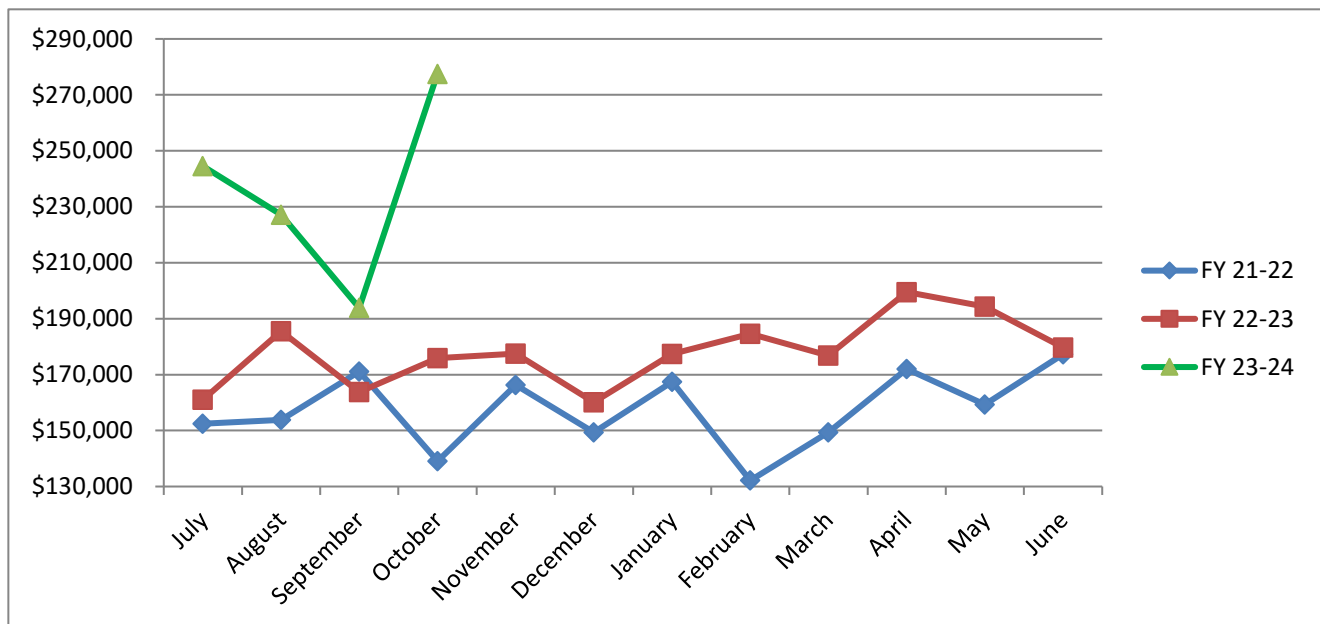
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	8,743,223	15,318,807	8,071,412.09	707,839.16	101,924.08	7,145,470.83	53.4%
20 WATER & SEWER FUND							
20069000 NON-DEPARTL UTILITY OPERATING	447,998	447,998	29,419.00	.00	.00	418,579.00	6.6%
25050000 WATER SYSTEM OPERATIONS	272,616	272,616	124,376.22	33,981.68	.00	148,239.78	45.6%
25050100 METER READING	27,620	27,620	7,195.34	1,615.73	.00	20,424.66	26.1%
25050500 WATER TREATMENT PLANT	977,492	977,492	306,517.58	67,121.44	1,449.00	669,525.42	31.5%
25062000 UTILITY ADMINISTRATION	389,322	389,322	93,305.48	22,757.27	.00	296,016.52	24.0%
25560000 WASTEWATER SYSTEM OPERATIONS	150,297	150,297	69,125.92	12,348.09	.00	81,171.08	46.0%
25560500 WASTEWATER TREATMENT PLANT	630,817	630,817	209,386.81	44,146.34	4,745.01	416,685.18	33.9%
TOTAL WATER & SEWER FUND	2,896,162	2,896,162	839,326.35	181,970.55	6,194.01	2,050,641.64	29.2%
GRAND TOTAL	11,639,385	18,214,969	8,910,738.44	889,809.71	108,118.09	9,196,112.47	49.5%

** END OF REPORT - Generated by VINCENT COPENHAVER **

Town of Rocky Mount
Meals Tax Collections by Month

<u>Month</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>Change</u>	<u>% Change</u>
July	\$ 152,437	\$ 160,978	\$ 244,531	\$ 83,553	51.9%
August	\$ 153,837	\$ 185,503	\$ 227,166	\$ 41,663	22.5%
September	\$ 171,121	\$ 163,751	\$ 193,852	\$ 30,101	18.4%
October	\$ 139,085	\$ 175,939	\$ 277,528	\$ 101,589	57.7%
November	\$ 166,261	\$ 177,506			
December	\$ 149,361	\$ 160,148			
January	\$ 167,488	\$ 177,390			
February	\$ 132,152	\$ 184,585			
March	\$ 149,407	\$ 176,858			
April	\$ 172,047	\$ 199,508			
May	\$ 159,286	\$ 194,326			
June	\$ 177,283	\$ 179,649			
Year Totals	<u>\$ 1,889,765</u>	<u>\$ 2,136,141</u>	<u>\$ 943,077</u>		

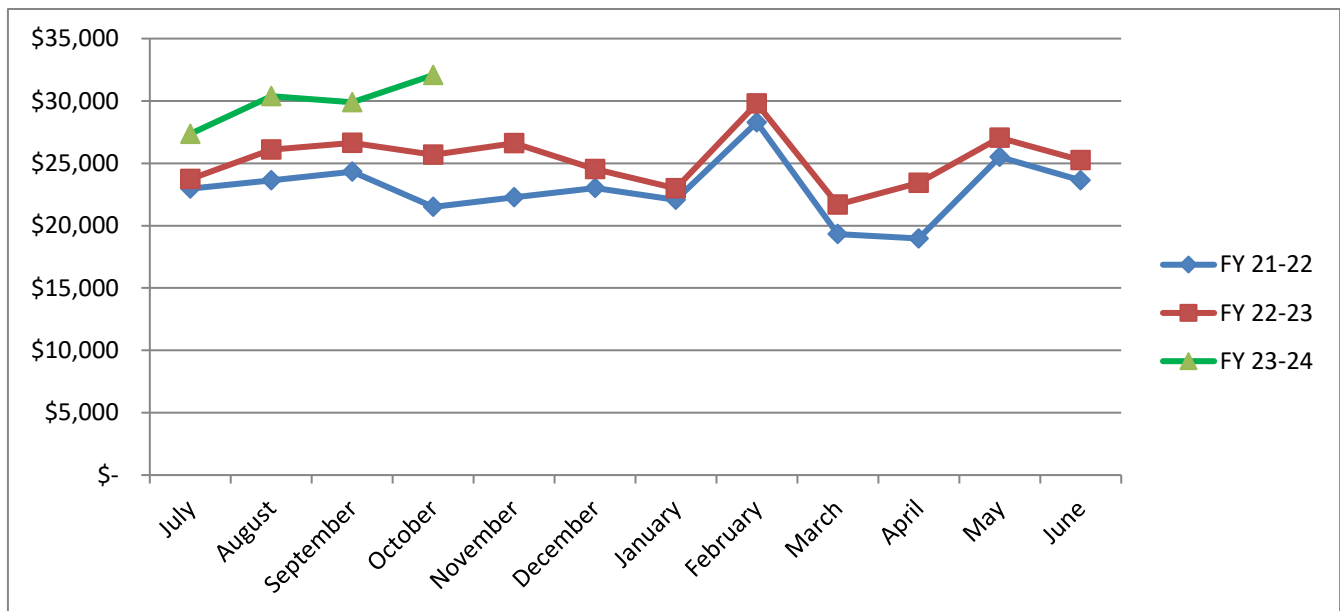
Year to Date through October	\$ 616,480	\$ 686,171	\$ 943,077	\$ 256,906	37.4%
-------------------------------------	-------------------	-------------------	-------------------	-------------------	--------------



**Town of Rocky Mount
Local Sales Tax Collections by Month**

<u>Month</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>Change</u>	<u>% Change</u>
July	\$ 22,978	\$ 23,738	\$ 27,361	\$ 3,623	13.2%
August	\$ 23,622	\$ 26,102	\$ 30,373	\$ 4,271	14.1%
September	\$ 24,336	\$ 26,639	\$ 29,885	\$ 3,246	10.9%
October	\$ 21,514	\$ 25,676	\$ 32,074	\$ 6,398	19.9%
November	\$ 22,281	\$ 26,599			
December	\$ 23,016	\$ 24,524			
January	\$ 22,061	\$ 22,980			
February	\$ 28,289	\$ 29,796			
March	\$ 19,310	\$ 21,687			
April	\$ 18,974	\$ 23,440			
May	\$ 25,516	\$ 27,054			
June	\$ 23,632	\$ 25,252			
Year Totals	\$ 275,529	\$ 303,487	\$ 119,693		

YTD Through October	\$ 92,450	\$ 102,155	\$ 119,693	\$ 17,538	14.7%
----------------------------	------------------	-------------------	-------------------	------------------	--------------



Town of Rocky Mount
Cash Balances and Investment Portfolio
October 31, 2023

Total Cash Held by the Town:

Cash in the Office	\$ 700
Duncan Williams Investments	\$ 2,584,306
Hometrust Bank (Borrowed Funds)	\$ 722,264
Local Government Investment Pool (effective yield 5.633%)	\$ 5,676,947
Truist: Payroll and Flexible Benefits Checking Accounts	\$ 284,076
Carter Bank and Trust: Old Checking Account, Designated Checking Accounts for Police, Farmer's Market and Depot	\$ 402,935
American National Bank: Town Checking Account	\$ 590,438
Virginia Investment Pool Accounts for American Rescue Plan Act Funds (First Distribution)	<u>\$ 310,735</u>

Total Cash Balance at October 31, 2023	<u><u>\$ 10,572,401</u></u>
--	-----------------------------

Investment Detail:

Duncan-Williams, Inc. Account Statement Dated October 31, 2023			
Cash, Money Funds and Bank Deposits - 1% of Portfolio	<u>Closing Balance</u>	<u>Income This Year</u>	<u>30-Day Yield</u>
Federated Hermes Govt Reserves Money Market	\$5,618.22	\$3,502.05	4.35%
Fixed Income - 99% of Portfolio Certificates of Deposit:	<u>Market Value</u>	<u>Estimated Annual Income</u>	<u>Estimated Yield</u>
Total	\$461,097.35	\$16,537.50	3.63%
U.S. Government Bonds:			
Total	<u>\$2,117,590.40</u>	<u>\$40,987.50</u>	3.80%
Total Fixed Income	<u>\$2,578,687.75</u>	<u>\$57,525.00</u>	
Total Portfolio Holdings	<u><u>\$2,584,305.97</u></u>	<u><u>\$61,027.05</u></u>	

MONTHLY STAFF REPORT

DATE:	NOVEMBER 13, 2023
TO:	Rocky Mount Town Council
FROM:	Chief Phillip S. Young
DEPARTMENT:	Police Department
MONTH:	October

*We will be doing the monthly report from RMPD a month behind to allow for more accuracy in numbers that are turned in per Chief Young. This also allows our officers at the end of the month to have time to get all reports and tickets submitted.

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

PSY/rfs

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: OCTOBER 2023

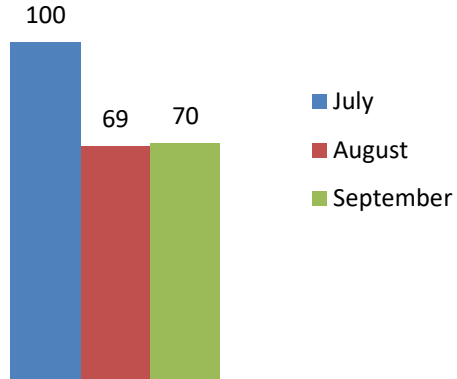
JULY

AUGUST

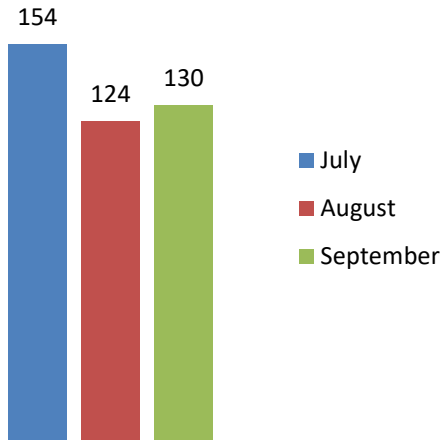
SEPTEMBER

UNIFORM TRAFFIC SUMMONS ISSUED	100	69	70
TRAFFIC STOPS	154	124	130
SPEEDING TICKETS ISSUED	26	15	14
DUI	1	1	4
COLLISIONS INVESTIGATED (TREDS)	6	25	14
MOTORIST AIDES	49	64	38
CRIMINAL ARRESTS "MISDEMEANOR"	69	68	57
CRIMINAL ARRESTS "FELONY"	53	19	14
INCIDENTS ADDRESSED	1903	1976	1939
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	104	116	88
GRAND LARCENY WARRANTS	11	0	2
BREAKING & ENTERING REPORTS	0	1	0
BREAKING & ENTERING WARRANTS	2	0	0
BOLO'S (Be On Look Out)	14	22	19
FOLLOW-UP'S	92	96	47
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	859	871	1020
SCHOOL CHECKS	4	59	67
ALARM RESPONSES	25	40	20
OPEN DOORS, WINDOWS, ETC. UNSECURED	0	8	17
COURT HOURS:	18	20.5	24.5
TRAINING HOURS:	208	328	323.5
SPECIAL ASSIGNMENT HOURS:	72	154.5	271.5
HARVESTER HOURS WORKED:	4	8	0
ECO/TDO	10	8	5
ECO/TDO HOURS:	52	63	22.5

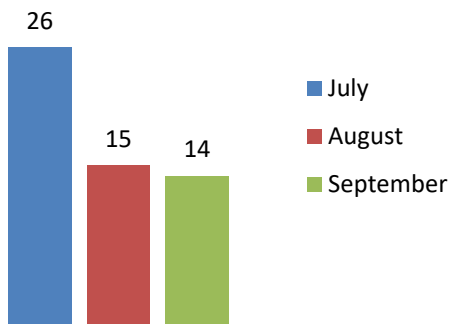
Uniform Traffic Summons Issued



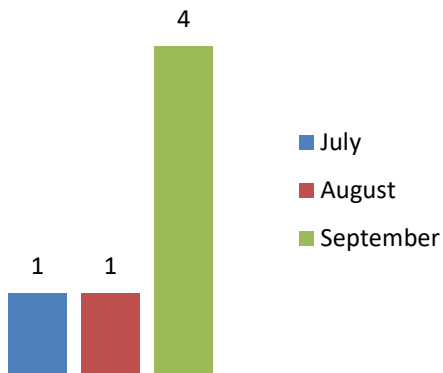
Traffic Stops



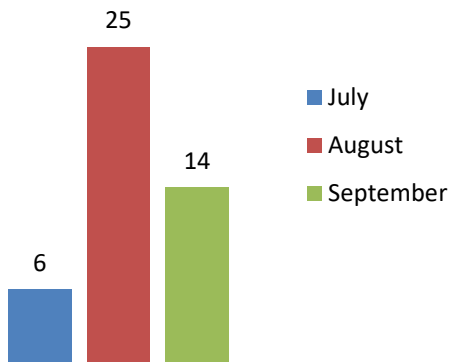
Speeding Tickets Issued



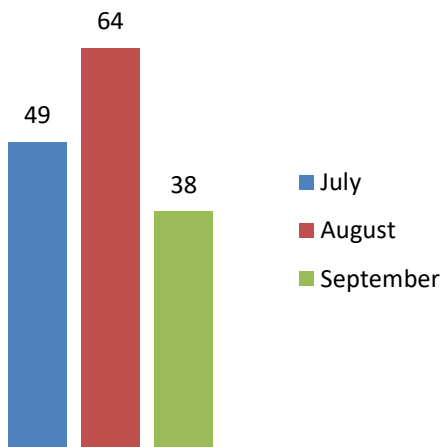
DUI



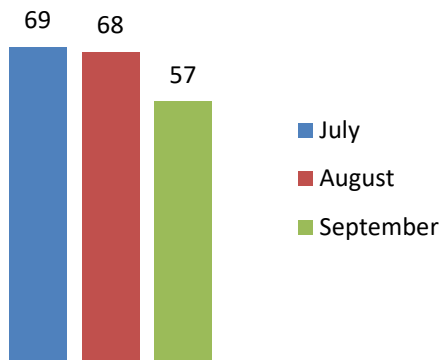
Collisions Investigated (TREDs)



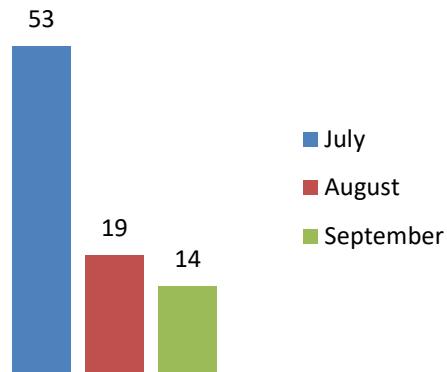
Motorist Aides



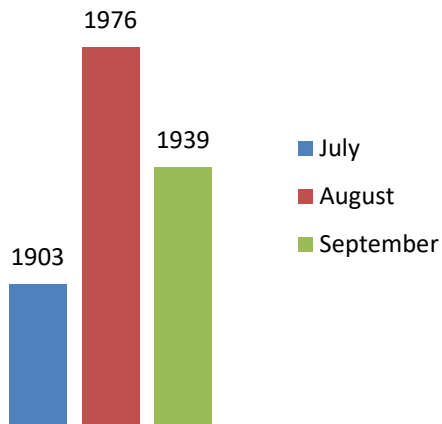
Criminal Arrests "Misdemeanor"



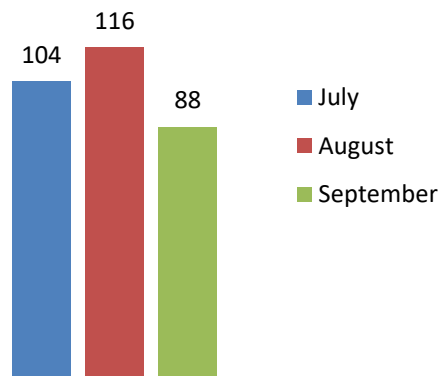
Criminal Arrests "Felony"



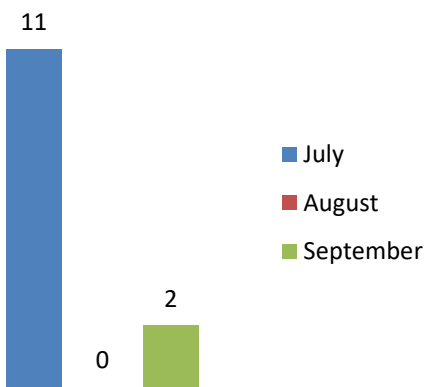
Incidents Addressed



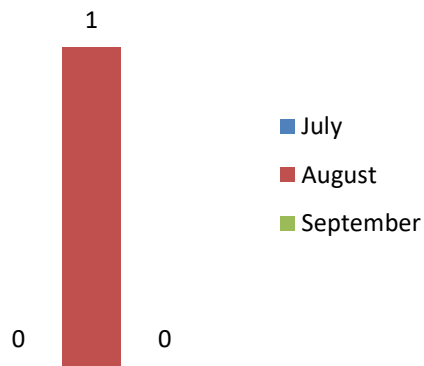
Incidents/Offenses Reportable "RMS"



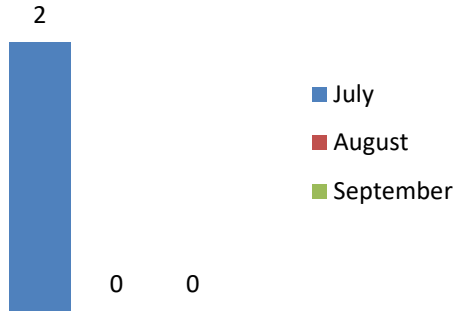
Grand Larceny Warrants



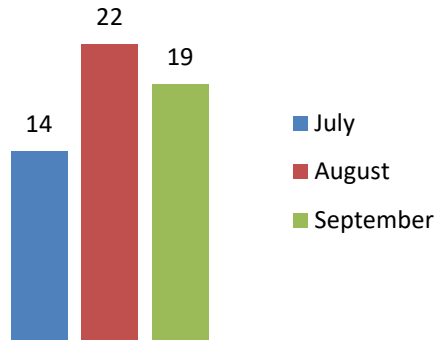
Breaking & Entering Reports



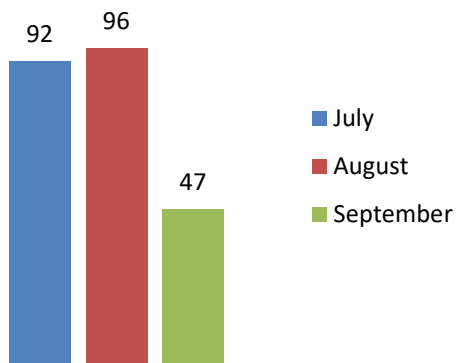
Breaking & Entering Warrants



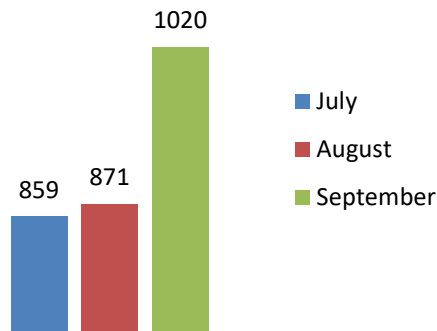
BOLO's (Be On Look Out)



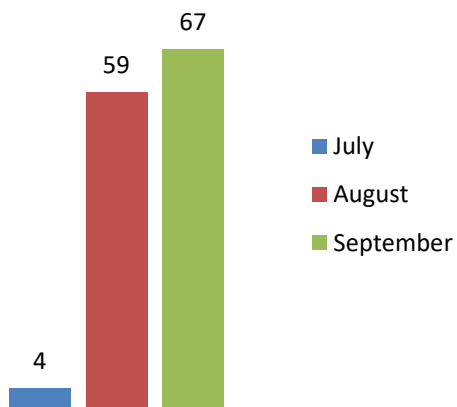
Follow-Ups



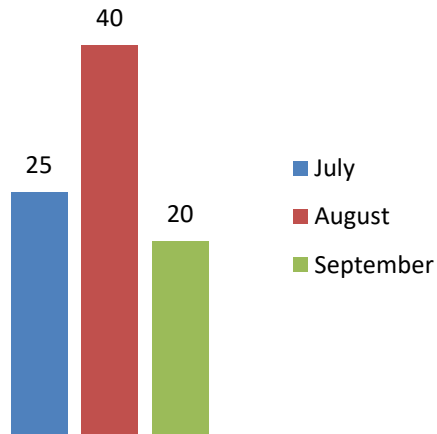
Businesses/Residences Checked "Foot Patrols"



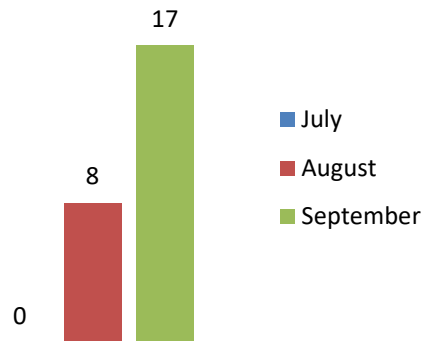
School Checks



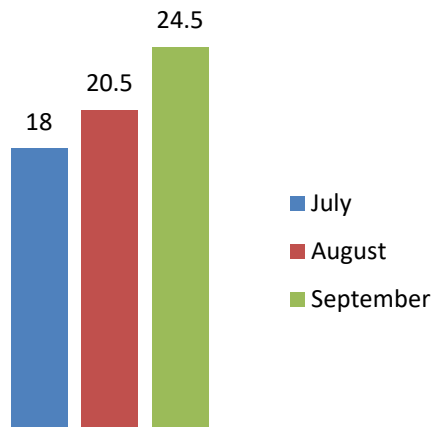
Alarm Responses



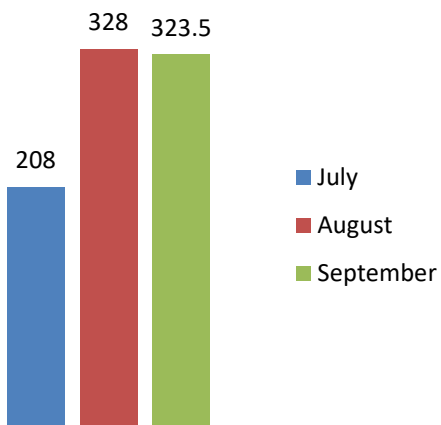
Open Doors, Windows, Etc. Unsecured



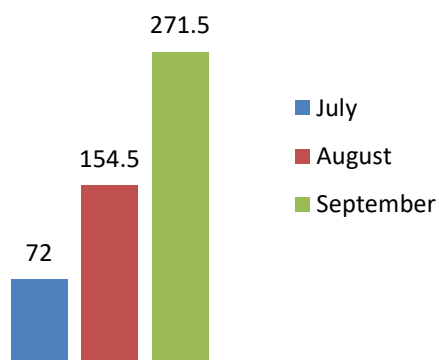
Court Hours



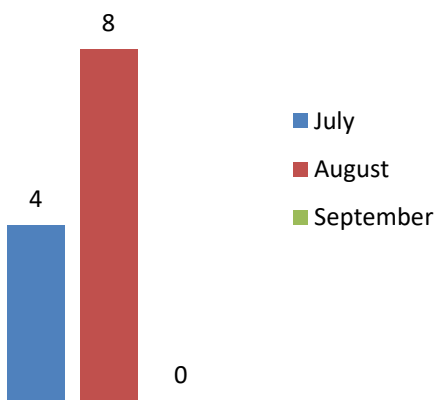
Training Hours



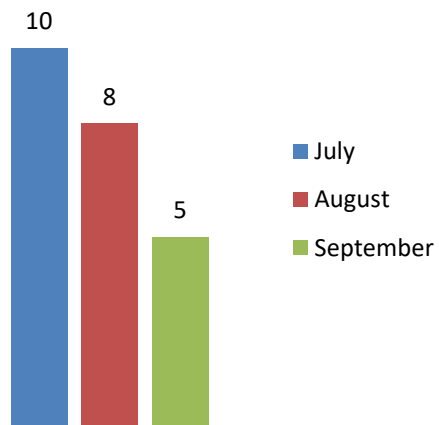
Special Assignment Hours



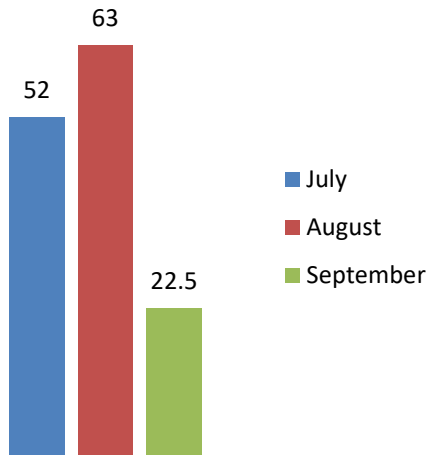
Harvester Hours Worked



ECO/TDO



ECO/TDO Hours



TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar was conducted throughout the Town of Rocky Mount during September
- ◇ Reported streetlights out to Town Manager's office
- ◇ There were 14 reportable accidents with 10 of the accidents on our public streets

INVESTIGATIONS:

Follow Up Investigations: Follow up conducted on multiple cases
Search Warrants: Multiple

- ❖ Evidence/Property room management
- ❖ Transported evidence to State Lab
- ❖ Assist patrol with surveillance
- ❖ Assist patrol with calls for service
- ❖ Assist SROs with increased school checks
- ❖ Maintenance of SRO Grant
- ❖ Fire Inspections and Fire Marshall duties conducted
- ❖ Charges made for multiple counts of forgery, larceny, shoplifting and trespassing
- ❖ Conducted follow ups with ICAC cases. Request for Administrative subpoenas through CA's office
- ❖ Obtained several search warrants for child pornography
- ❖ Active cases include fraud, larceny Embezzlement and Social Services and Adult Protective cases
- ❖ Surveillance of drug activity in various locations of town

**COMMUNITY RESOURCE OFFICER:
MEETINGS/EVENTS (King)**

- ❖ Community events attended
- ❖ Attended "1st Annual Believe In Grace Festival"
- ❖ Attended "Recovery Month Celebration"
- ❖ Attended "Healing Strides Open House for First Responders"
- ❖ Attended "Veterans Ministry Cook-Out" at Faith Fellowship
- ❖ Attended "First Responders Appreciation Lunch" at Faith Fellowship
- ❖ Attended "Law Enforcement Appreciation Lunch" at Faith Fellowship
- ❖ Participated in "Cone w/ a Cop" at Homestead Creamery
- ❖ Windy Lane Block Party attended
- ❖ Participated in "2023 Senior Expo" at Essig Center
- ❖ Attended the "NAACP of Franklin County Freedom Luncheon"
- ❖ Participated in the "Fresh Coalition Family Fun Night"
- ❖ Attended "Autumn Festival"
- ❖ Assisted w/ "150 Fest"
- ❖ Assisted w/ lockdown drill at Life's Academy
- ❖ Appeared on "Rise & Shine" show to announce upcoming events
- ❖ Assisted w/ "Eagle Strut 5K Run"
- ❖ Provided security at McDonald's for home football games
- ❖ Presentation for "Cub Scouts" at Rocky Mount United Methodist Church
- ❖ Presentation at Woodman of the World
- ❖ Attended ribbon cutting at "Crown Studios"
- ❖ Numerous meetings and presentations conducted w/ various businesses, schools, organizations, etc.

**RESOURCE OFFICER REFERRAL'S
(Sanders/Police/Holland):**

- ❖ Diversions: Possession of a Vape Device Underage (x 4) (Holland)
- ❖ Petitions: Possession of THC Vape Device Underage (x 2), Destruction of Property and Simple Assault (Holland); Possession of a Vape Device Underage (x 2) (Police)
- ❖ Paper Service: Emergency Custody Order (Holland)
- ❖ Multiple threat assessment meetings attended
- ❖ Multiple follow-ups w/ Assault & Battery's, Child Pornography, Possession of Marijuana and Vaping
- ❖ Assisted schools w/ conducting bus evacuation and fire/tornado/active shooter drills
- ❖ Social media and Sexting discussions w/ multiple classes at both BFMS and FCHS.
- ❖ Morning and afternoon traffic control for buses
- ❖ Monitored Rocky Mount Plaza after school release
- ❖ Transports to CFMH and Piedmont Community Services for mental health evaluations
- ❖ Assisted w/ "150 Fest"

MEETINGS/EVENTS (SLOAN)

- ❖ Performed multiple fingerprints for walk-ins at the department
- ❖ Counsel patrol officers by answering questions and concerns
- ❖ Dropped off/picked up evidence from the Forensic Lab
- ❖ Scanning of files to email in the records room for retention purposes
- ❖ Assisted with walk-ins and phone calls
- ❖ Dropped off and picked up vehicles due for maintenance
- ❖ Drop off/pick up items from BKT & Town Police Supply
- ❖ Assist with lunch coverage
- ❖ Drop off and pick up tuning forks for calibration

SPEEDING TICKETS ISSUED

North Main Street (x 3)

State Street (x 3)

School Board Road (x 2)

Scuffling Hill Road (x 2)

Tanyard Road

Frontage Road

South Main Street

Old Franklin Turnpike

CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana Vape Device Underage

Tanyard Road (x 2)

Consume a Marijuana Product on School Property

Middle School Road

Driving Under the Influence

Virgil H. Goode Highway

Driving Under the Influence

Knollwood Drive

Driving Under the Influence

Old Franklin Turnpike

Driving Under the Influence

Meadow View Avenue

Drunk In Public	North Main Street
Intoxicated In Public	State Street
Intoxicated in Public	Middle School Road
Intoxicated in Public	Maple Avenue
Assault on a Police Officer	North Main Street
Malicious Wounding	Law Street (x 2)
Felony Eluding Police	Virgil H. Goode Highway
Grand Larceny	Old Franklin Turnpike
Aggravated Assault	Scuffling Hill Road
Larceny of Credit Card	North Main Street
Obtain Money by False Pretense	Virginia Avenue
Obtain Money by False Pretense	Old Franklin Turnpike
Obtain Money by False Pretense	North Main Street
Petit Larceny	Old Franklin Turnpike (x 2)
Shoplifting	Old Franklin Turnpike (x 23)
Possession of Stolen Property	Anderson Street
Trespassing	Old Franklin Turnpike (x 2)
Destruction of Property	Tanyard Road
Contribute to the Delinquency of a Minor	South Main Street
Simple Assault	Tanyard Road
Domestic Assault	Scuffling Hill Road
Domestic Assault	Old Franklin Turnpike
Credit Card Fraud	North Main Street
Driving Revoked (DUI Related)	Grassy Hill Road
Driving Suspended	Virgil H. Goode Highway
Possession of Vaping Device Underage	Middle School Road (x 2)
Warrant Service (PB-15)	Grassy Hill Road (x 3)

Warrant Service (Capias)	Bland Street
Warrant Service (Capias)	Old Franklin Turnpike
Warrant Service (Capias)	Grassy Hill Road (x 2)
Warrant Service (Probation Violation)	Grassy Hill Road
Warrant Service (Summons)	Anderson Street (x 2)
Warrant Service (Misdemeanor)	East Court Street
Warrant Service (Emergency Protective Order)	Windy Lane
Emergency Custody Order	Hollywood Drive (x 2)
Emergency Custody Order	South Main Street
Emergency Custody Order	Perdue Lane
Emergency Custody Order	Floyd Avenue

MONTHLY STAFF REPORT

DATE:	November 13, 2023
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	Public Works Department
MONTH:	October, 2023

1. Read meters (1 day)
2. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts.
3. Meter cutoffs: 36
4. Clean-up 5 days.
5. Cut trees along roads, sidewalks, and parks.
6. Sweeping streets throughout town.
7. Repaired, replaced, or unplugged two sewer mains or laterals.
8. Repaired four water mains.
9. Repaired and/or replaced traffic lights and street signs.
10. Asphalt patching as needed.
11. Continue to work on storm drains throughout town.
12. Ongoing exchanging out of new carts for citizens.
13. Mowing operations are slowing down.
14. Mowing sewer easements.
15. Clean-up and repair of sewer line easements.
16. Weeding and started replanting fall flowers in our gardens throughout town.
17. Reroofed the long pole barn that holds our salt, dust, and dirt.
18. Started leave pickup at the end of the month.

MONTHLY STAFF REPORT

MEETING DATE:	November 13, 2023
TO:	Rocky Mount Town Council
FROM:	Dennis Potter
DEPARTMENT:	Wastewater Treatment Plant
REPORT MONTH:	October, 2023

Average Daily Flow	0.525 MGD
Minimum TSS Reduction	98.2 %
Minimum BOD Reduction	99.2 %
Leachate (F.C. Landfill)	75,712 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	18.85 Tons
Rain Total 1.0-inch	Snow Total 0 inches

The Wastewater Plant had 0 after-hours alarms during the month of October.

The staff worked on regular maintenance at the plant and the pump stations.

The staff assisted Public Works by running camera to check some sewer lines for issues.

Creative Resurfacing completed our clarifier restoration project.

The staff replaced hydraulic drive arm for wipers on UV set of lights.

The staff replaced flappers in Oaks Tavern pump station that was causing pumps to go into high temp alarm.

The staff repaired primer failure on grit system #1.

Respectfully Submitted,

Dennis Potter

MONTHLY STAFF REPORT

DATE:	11/13/2023
TO:	Rocky Mount Town Council
FROM:	Michael K. Adkins – Water Superintendent
DEPARTMENT:	Water Department
MONTH:	October 2023

Operation and Production Summary:

The actual water production time (water filtering) averaged for the entire month 10.7 hours a day, which yielded approximately 952,072 gallons per day. Rainfall for this month was 1.1 inches, as measured at the water treatment plant. Therefore, the Blackwater River flow continues to be adequate for regular operation.

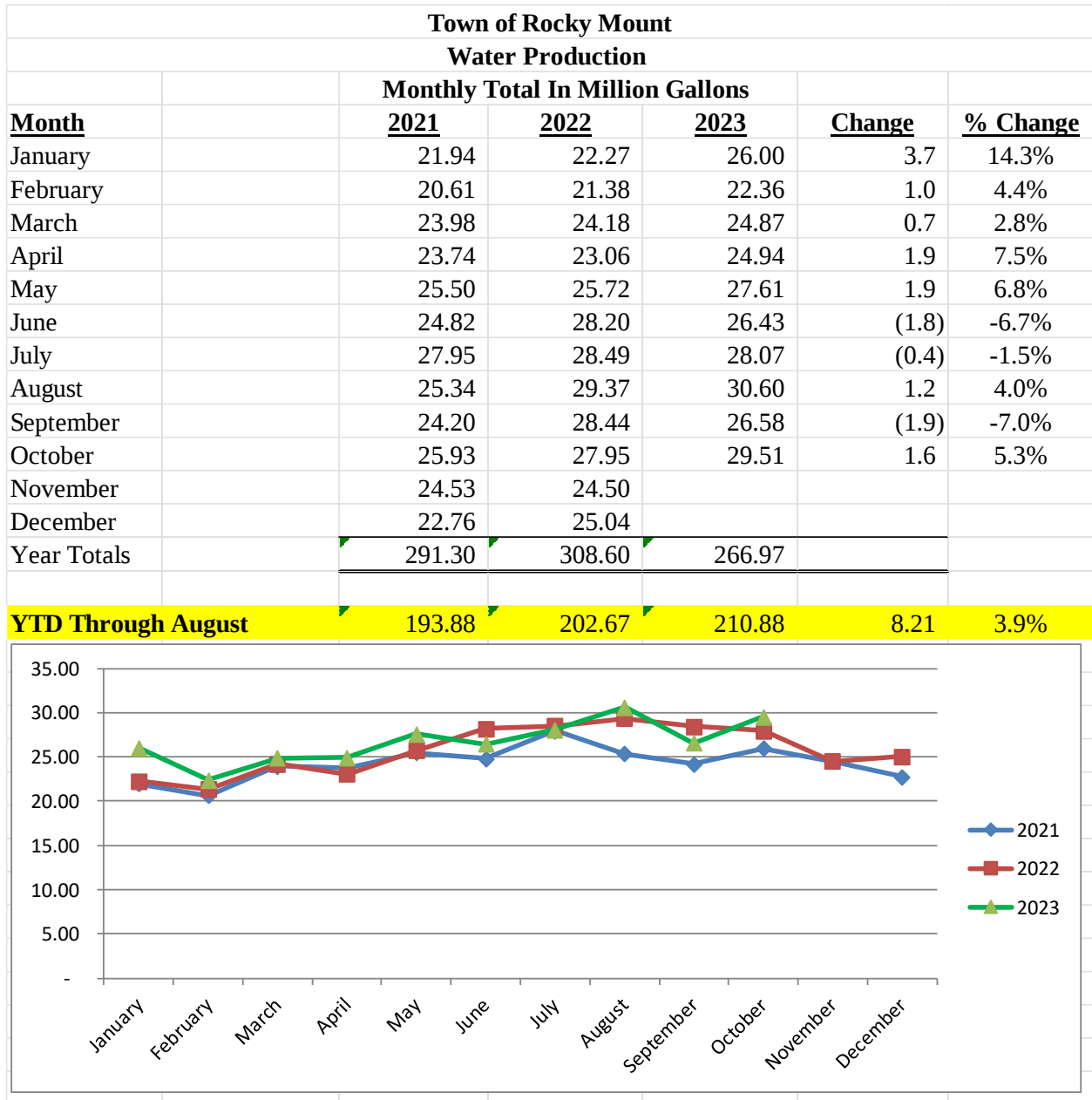
Total Raw Water Pumped:	27.99 million gallons
Total Drinking Water Produced:	29.51 million gallons
Average Daily Production:	952,072 gallons per day
Ave Percent of Production Capacity:	47.60 %
Flushing of Hydrants/Tanks/FD Use:	97,778 + 25,000 F.D. gals = 122,778 gallons
Plant Process Water:	904,000 gallons (finished water used by the plant)
Bulk Water Sold @ W.T.P.:	1,000 gallons
Bulk Water used at PW Shop	1,112 gallons
Tank Cleanout/Drainage/Leak	0.0 gallons
WVWA Water	0.0 million gallons

Testing:

- Our monthly (7 total) routine bacteriological samples were bacteria-free. Therefore, the Town continues to comply with all drinking water standards by E.P.A. requirements.
- We resumed the Auto-flushing program in April 2023. This process reduces TTHM and HAA5 and provides fresher, higher-quality water to lines with low usage and no circulation.

Activities / Maintenance / Improvements

- The staff continued with our weekly checks of the chemical feeders, pump stations, equipment at tank sites, and monthly checklists around the plant, the river, and the dam. In addition, we continue to perform routine maintenance and groundskeeping.
- The interconnect with WVWA supplied approximately 0.0 million gallons of water.
- Staff and public works continued preliminary work on the Lead Service Line inventory list as required by the EPA. The staff has been entering information into the IworQs database.
- Staff continued hydrant flow testing and flushing. This will be an ongoing process until all hydrants are tested and flushed.
- Staff replaced the streaming current monitor pump and repaired piping.
- Staff replaced the diaphragm and springs in the Scuffling Hill tank altitude valve.
- Staff drained and washed out the sedimentation basins at the water plant (Performed twice a year)



ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	November 13, 2023
----------------------------	-------------------

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	Water plant staff recommend that mixing equipment be purchased to improve quality of water in the Scuffling Hill Water Storage Tank. Please see the attached explanation and quote.
ACTION NEEDED:	Approve purchase of equipment.

Attachment(s):

1. 20231113 Scuffling Hill Water Storage Tank Mixing Equipment
2. 20231113 Scuffling Hill Water Storage Tank Mixing Equipment Quote

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



Scuffling Hill Water Storage Tank Mixing Equipment

The Scuffling Hill Tank is an elevated tank with a capacity of 300,000 gallons. The design (shape) of the tank and the elevation of the tank promotes a condition called thermal stratification—a condition in which the water inside the tank is warmed by the sun and the surrounding air, colder water enters from the water system, and the two do not mix adequately. When this incoming water does not mix with the existing water, a layer of older water is formed inside the tank which promotes the dissipation of the chlorine residual. In the hottest summer months, if the thermal stratification continues for an extended period, the available chlorine residual dissipates to levels below health department standards for the distribution system. In short, the chlorine levels can dip below the minimum level required by the health department.

To deal with this issue, water plant staff have changed the amount of flushing performed by the hydrant flushers in that area and drained a large amount of water from the tank numerous times to get the water inside the tank to mix and get the low residual older water out. This is an effective, but not efficient way to deal with this issue as it uses significant amounts of water and requires significant man hours to do.

The equipment we are asking to install inside the tank will keep the water mixed and constantly agitated—preventing thermal stratification and providing fresher and better water quality to a large area of our water customers.



IXOM Watercare
3225 Highway 22, Dickinson, ND 58601
1-866-437-8076 • www.ixomwatercare.com

October 19, 2023

To Whom It May Concern:

This letter verifies that

Common Wealth Engineering & Sales, Inc.
303 Ashcake Road, Suite G
Ashland, VA 23005

Is the authorized dealer for GridBee GS-12, GS-9, AP500 submersible high-flow, water-mixing, wastewater-mixing equipment, within the state of Virginia, is only manufactured at Ixom Watercare Inc. of Dickinson, ND.

Ixom Watercare Inc. is the exclusive manufacturer of this equipment, which encompasses patents pending, and is the sole licensee of this technology, which includes an impeller located within three inches from the floor to ensure all water is picked up and a chemical injection port that allows chemicals to be injected and evenly distributed throughout the tank.

Our GS series mixers are used in unison for additional circulation within the distribution tank. The more movement within the body of water the higher reduction rate of TTHM's from natural aeration whenever TTHM are pushed to the high watermark within a distribution tank. It allows for even spread of chlorine residual to reduce hot spots from incoming distribution water. Additionally the mixer can be used in periods of low TTHM and run without the aerator in operation to reduce overall operational costs.

Sincerely,

A handwritten signature in black ink that reads "William Hotaling".

William Hotaling,
Regional Manager

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	November 13, 2023
----------------------------	-------------------

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	The \$1.2 million VDOT grant that the Town received will cover sidewalk modifications and paving from the west town limits and Claiborne Avenue. The paving is scheduled for the spring. Since the paving work was already competitively bid out, and the contractor will already be in town to pave that portion of Franklin Street, we asked them to give us a price to finish the paving of Franklin Street from Claiborne Avenue to North Main Street. The attached quote includes that pricing (based on the bid that was submitted). The staff recommendation is to approve the expenditure to finish the paving of Franklin Street.
ACTION NEEDED:	Approve expenditure and direct staff to work with contractor to complete the paving of Franklin Street in the spring.

Attachment(s):

1. 20231123 Franklin Street Paving Quote

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

10/30/2023



Page 1

QUOTE FOR CONSTRUCTION

Project & Job#: MILL/OVERLAY RTE 40 CLAIBORNE TO 220 BUS. *****
Date of Letting: CONTRACT TOTAL BID =====> \$143,602.15 *****

Quote To: TOWN OF ROCKY MOUNT

Bidder's Name: ADAMS CONSTRUCTION CO.
Bidder's Address: P.O. BOX 12627, 523 RUTHERFORD AVE. NE
ROANOKE, VA. 24027 (24016 STREET)
PLEASE SEE ADDITIONAL CONDITIONS ON NEXT PAGE

ITEMS OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT
513SD20-0001 MOBILIZATION	LS	1.000	7,250.000	7,250.00
512SD20-0002 MAINT. OF TRAFFIC	LS	1.000	13,500.000	13,500.00
315SD20-0008 ASPHALT CONC. TY. SM-9.5D	TON	795.000	111.870	88,936.65
310SD20-0001 TACK COAT	GAL	500.000	3.920	1,960.00
515SD20-0002 FLEXIBLE PVTM PLANING 0"-2"	SY	6,675.000	4.020	26,833.50
704SD20-0001 TY. A PVTM LINE MRKG 4" YELLOW	LF	3,400.000	1.430	4,862.00
704SD20-0002 TY. A PVTM LINE MRKG 6" WHITE	LF	130.000	2.000	260.00
Bid Total =====>				143,602.15

A COPY OF THIS QUOTATION INCLUDING ALL NOTES AND CONDITIONS MUST BE INCLUDED AS AN EXHIBIT IN ANY SUBCONTRACT AGREEMENT RESULTING FROM THIS QUOTE.

NOTES:

- 1) LIQUID ASPHALT AND FUEL ADJUSTMENT IS TO BE PAID FOR THIS PROJECT FOR ALL APPLICABLE ITEMS FOLLOWING THE VDOT SPECIFICATIONS FOR ADJUSTMENT AND USING THE VDOT INDEX FOR OCTOBER 2023 AS THE BASIS.
- 2) ALL QUANTITIES SHOWN IN THIS PRICING ARE ESTIMATES. PAYMENT IS TO BE MADE BASED ON ACTUAL QUANTITIES PERFORMED IN THE FIELD AND VERIFIED WITH TICKETS AND/OR FIELD MEASUREMENTS. THIS IS NOT A LUMP SUM QUOTE.
- 3) MILL AND OVERLAY IS BASED ON 2" DEPTH.
- 4) ONLY THE ITEMS LISTED ABOVE ARE INCLUDED IN THIS PRICING. ANYTHING NOT SPECIFICALLY LISTED ABOVE IS NOT INCLUDED.
- 5) THE DOUBLE YELLOW CENTERLINE AND WHITE TURN POCKETS ARE THE ONLY STRIPING INCLUDED. STRIPING OF CROSSWALKS AND PARKING STALLS IS EXCLUDED FROM THIS PRICING.
- 6) WORK IS TO START AT THE NORTH END OF THE SGR PAVING RTE 40/FRANKLIN STREET PROJECT AND END AT THE CONNECTION WITH 220 BUSINESS.
- 7) PRICING IS FOR WORK TO BE DONE IN THE SPRING OF 2024, IN CONJUNCTION WITH BUT SEPARATE FROM THE SGR PAVING RTE 40/FRANKLIN STREET PROJECT. PRICING IS FOR NIGHTTIME WORK, SUNDAY THROUGH THURSDAY.

523 Rutherford Avenue, N.E., Roanoke, VA 24016 • P.O. Box 12627, Roanoke, VA 24027

Telephone (540) 982-2366 • Fax (540) 982-2942

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	November 13, 2023
----------------------------	-------------------

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	Please see the attached document from the Finance Department.
ACTION NEEDED:	Approve the recommended changes to deposits and fees for utility accounts.

Attachment(s):

1. Utility Billing Update to Council 11-13-23

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



Utility Billing Update November 13, 2023

Disconnections

Background: During the COVID pandemic, the Town allowed water customers to delay the payment of their bills without the worry of disconnection of service. The State Corporation Commission guidelines on disconnections ended August 29, 2021. At that time, the Town implemented the disconnection of utility services on unpaid balances past **60 days**. The 60-day disconnection policy has been followed since that time.

Prior to COVID, the Town followed a 30-day disconnection policy with a grace period of an additional 15 days. This was the typical monthly schedule:

Monthly utility bills mailed toward the end of the month with a due date of the 25th of the following month.

Disconnection list prepared on the 10th of the next month following the month the bill was due. Payment must be made by the 10th to avoid disconnection on the 11th.

Staff recommends returning to the 30-day disconnection policy effective January 1, 2024. The 60-day disconnection policy currently in place has only compounded the amount due for our customers that are to this point of delinquency, making it much more difficult for them to bring their account into good standing. The 30-day disconnection policy is also the same policy that is followed by the Western Virginia Water Authority (WVWA) and the Bedford Regional Water Authority (BRWA).

Disconnection Fees

Disconnection fees are currently charged as follows:

First disconnection incurs a \$25 fee, second disconnection is a \$50 fee, and the third disconnection is a \$100 fee.

Staff recommends a flat \$50 fee be charged for any customer that has utility service disconnected beginning January 1, 2024. \$50 is also the fee charged by WVWA and BRWA.

Deposits

Water Deposits are currently required for new service applications:

In-Town

Residential	\$100
Commercial	\$200

Out of Town

Residential	\$150
Commercial	\$250

An additional deposit of \$100 is also required after a customer has disconnected three times.

To simplify this process and achieve greater efficiencies in our office, Staff recommends (effective January 1, 2024) an initial deposit amount of \$150 be required for all new utility service applications. \$150 would also be charged after the 3rd, 6th and 9th disconnection with a maximum deposit amount of \$600 held by the Town.

Residential homeowners are eligible to have their deposit refunded after a year of satisfactory payments. Renters may have their deposit refunded after two years of satisfactory payments.

Credit Card Fees

Current Policy for Utility Payments: 2.5% is charged for the use of credit and debit cards over the phone. No fee is charged for in-person use of credit or debit cards. 2.5% is charged for all other payments received by the Town.

The Town is currently paying service fees of approximately 4.33% to our credit card processing company.

As we implement the new utility billing system, the Town will also change to a new credit card processing company. The service fee will be 3.95% effective early January 2024.

Staff recommends changing the transaction fee from 2.5% to 3.95% for any credit card payments received by the Town.

Example:

Current Fee of 2.5%:

Minimum monthly bill in-town of \$51.20 is now charged \$1.50

Proposed Fee of 3.95%:

Minimum monthly bill in-town of \$51.20 multiplied by 3.95% = \$2.02

The proposed fee appears is in-line with other authorities and localities:
Western Virginia Water Authority charges a flat fee of \$2.50 per transaction.
Bedford Regional Water Authority charges \$3.00 per transaction.
The Town of Bedford has flat fee of \$4.95 per transaction.

Returned Checks

Although returned checks are not a major issue for the Town, staff would like to request an additional enforcement option in this area.

The recommendation would be that a returned check, rejected e-check or ACH payment or rejection of other on-line payment could result in disconnection of service if the return item is not paid to the Town within 5 business days.

Staff also recommends raising the fee for any returned item from \$20.00 to \$35.00. After 2 returned items, any future payments to the Town must be made by cash, money order, certified check or credit card. The \$35 returned item fee is also the amount charged by the regional authorities.