



TOWN COUNCIL
REGULAR MEETING
AGENDA

January 22, 2024
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.

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

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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. Approval of Consent Agenda
 - 4.1. Miscellaneous Action
 - Approval of FY2024-2025 Budget Calendar
 - Resolution Regarding Health Insurance Benefits
 - Supplemental Budgetary Appropriations for FY2023-2024 Budget
 - 4.2. Miscellaneous Resolutions/Proclamations
 - 4.3. Approval of Draft Minutes
 - Rocky Mount Town Council Regular Meeting Draft Minutes - December 11, 2023
 - 4.4. Departmental Monthly Reports
 - Community Development Department
 - Finance Department

Fire Department

Police Department

Public Works Department

Wastewater Department

Water Department

5. Special Items
 - 5.1. 150th History Highlight
6. Public Hearing
 - 6.1. Amending Utility Fees
7. Hearing of Citizens
8. New Business
 - 8.1. Selection of Contractor for Improvements to Cox Property (2040038500) at 755 Weaver Street
 - 8.2. Ordinance to amend definitions in Transient Occupancy Tax section of Town Code
 - 8.3. Discuss Virginia Main Street Program
9. Closed Meeting and Action
 - 9.1. 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.
 - 9.2. 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. Adjournment

ITEM(S) TO BE CONSIDERED UNDER:
Consent Item

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Vincent Copenhaver, Finance Director
BRIEF SUMMARY OF REQUEST:	The FY2024-2025 budget calendar is attached for Council's review. The dates are generally the same as we have followed in years past. Staff recommends approval of calendar as presented.
ACTION NEEDED:	Approve or deny

Attachment(s):

1. 2024.0122 100.1 Budget Calendar FY2024-2025 Council Version

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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Town of Rocky Mount
FY24-25 Budget and Capital Improvement Plan Calendar

<u>Day</u>	<u>Date</u>	<u>Responsible</u>	<u>Activity</u>	<u>Time</u>	<u>Place</u>
Monday	1/22/2024	Town Manager	Approval of Budget/CIP Calendar (Regular Council meeting)	6:00	Municipal Bldg.
Friday	3/1/2024	Planning Commission	Distribution of FY 25-29 CIP to Planning Commission (with copy to Town Council)		
Tuesday	3/5/2024	Planning Commission	Public Hearing & Recommendation of Proposed CIP (regular meeting for Planning Commission)	6:00	Municipal Bldg.
Monday	3/11/2024	Town Manager	Presentation of Proposed FY 25-29 CIP to Town Council	6:00	Municipal Bldg.
Monday	4/8/2024	Town Council	Public Hearing on Tax Rate effect if greater than 1% (Regular Council meeting)	6:00	Municipal Bldg.
Monday	4/8/2024	Manager/Finance Dir	Presentation of FY 25 Budget and FY 25-29 CIP to Council (Regular Council meeting)	6:00	Municipal Bldg.
Thursday	4/11/2024	Town Council	Budget Work Session #1	5:00	Municipal Bldg.
Monday	4/15/2024	Town Council	Budget Work Session #2	5:00	Municipal Bldg.
Monday	5/6/2024	Town Council	Public Hearing on Proposed FY 25 Budget and FY 25-29 CIP	6:00	Municipal Bldg.
Monday	5/13/2024	Town Council	Adoption of FY 25 Budget, FY 25-29 CIP, & Appropriation Resolution (Regular Council meeting)	6:00	Municipal Bldg.

ITEM(S) TO BE CONSIDERED UNDER:
Consent Item

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	This Resolution clarifies eligibility for health insurance benefits.
ACTION NEEDED:	Approval of Resolution.

Attachment(s):

1. 2024.0122 501.a Resolution - Health Insurance Benefits

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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RESOLUTION NO.: 2024.002

**TOWN OF ROCKY MOUNT
RESOLUTION REGARDING HEALTH INSURANCE BENEFITS**

WHEREAS, the Town of Rocky Mount provides all full-time employees with health insurance through a health insurance plan, and

WHEREAS, the Town of Rocky Mount wishes to make members of the Town Council eligible for health insurance under the same terms and conditions as full-time employees; and

WHEREAS, the Town of Rocky Mount reserves the right to modify or discontinue health care plans and third party providers at its discretion; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Rocky Mount does hereby extend the option for members of the Town Council to participate in the health insurance plan beginning July 1, 2024.

GIVEN UNDER MY HAND, THIS 22ND DAY OF JANUARY 2024:

C. Holland Perdue III, Mayor

ATTESTED:

Rebecca Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:
Consent Items

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Vincent Copenhaver, Finance Director
BRIEF SUMMARY OF REQUEST:	Anytime the Town receives additional revenue, Council must appropriate those funds. The attached list of supplemental budget appropriations shows Donations received by the Police and Fire Department and insurance proceeds for vehicle and property claims. \$31,469 is the total amount requested as supplemental appropriations.
ACTION NEEDED:	Staff respectfully requests Council approval of the attached supplemental appropriations

Attachment(s):

1. Supplemental Appropriations January 22, 2024

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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RESOLUTION NO.: 2024.001

Authorization to Revise Budgetary Appropriations

The Rocky Mount Town Council Does Hereby Authorize by Resolution the Following Supplemental Budget Appropriations on January 22, 2024 to the FY2023-2024 Budget

<u>Department</u>	<u>Purpose/Description</u>	<u>Account</u>	<u>Amount</u>
Police	Toy Drive Donations	12031010.54215	\$250
Police	Food Drive Donations	12031010.54216	\$255
Police	MVP Donation	12031015.55213	\$7,500
Police	Insurance Proceeds for Damaged Vehicles	12031010.53331	\$10,613
Volunteer Fire Dept	Olde Towne Social House Donation	12032020.55213	\$500
Public Works	Insurance Proceeds	10091020.61342	\$12,351
	Total Supplemental Appropriations		\$31,469
	Amended FY2023-2024 Budget		\$24,822,142
	Amended FY2023-2024 Budget After 1/22/24 Appropriations		\$24,853,611

Given Under My Hand, this 22nd day of January, 2024:

C. Holland Perdue, III, Mayor

Attest:

Rebecca H. Dillon, Town Clerk



**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES**

**December 11, 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
Vincent Copenhaver, Finance Director
Mark Lovern, Captain, RMPD
Daniel Pinard, Economic & Cultural Development Director
Dennis "Moe" Potter, Wastewater Treatment Plant
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. Mayor Perdue amended the agenda by adding an item to the consent agenda to move the January 8th, 2024 Town Council regular meeting to January 22nd, 2024 at 6:00 p.m. Mayor Perdue also removed the Closed Meeting and Action items from the agenda.

Motion: To approve the amended 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. Special Items

4.1 Presentation of the FY22-23 Financial Report

Ms. Emily Viers with Robinson, Farmer, Cox Associates formally presented a summary of the FY22-23 Financial Report to Council and those in the audience. In the past, some of the Town's Comprehensive Annual Financial Reports were submitted to the Government Finance Officers Association (GFOA) and again this year, the Town will submit to them, and Ms. Viers expects the Town to receive a certificate for the financial report being shared this evening as well. The Town was given a clean, unmodified opinion.

The Finance and Human Services Committee met prior to the Council meeting where a presentation of the annual financial reports was made to the committee and members of Council in attendance. Chairman of the Finance and Human Services Committee, Council Member Mark Newbill, recommended Town Council accept the audit.

Motion: To accept the FY22-23 Annual Financial Reports as presented.

Motion By: Council Member Newbill

Seconded: Vice Mayor Stockton

Motion Discussion: None

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

Approved (6 to 0)

4.2 150th History Highlight

The Community Partnership for Revitalization (CPR) has worked for over 30 years in combination with many different aspects of uptown and downtown revitalization. Among CPR's many accomplishments were the train station (Depot), the farmers' market, the decorative lamp posts downtown, the White Lights Campaign, the Scarecrow Trail in the fall, and the Snowman Trail in the winter. CPR also hosts two events each year, Court Days in June, and Come Home to a Franklin County Christmas in December. Many thanks to CPR for all the work they do for the Town.

4.3 Service Awards

- Mr. Alexander T. Young – 5 years
- Mr. Mark W. Lovern – 10 years
- Ms. Regina F. Stanley – 25 years
- Mr. Tracy L. Tatum – 25 years
- Mr. Christopher D. Hughes – 35 years
- Mr. Johnny L. Holland – 35 years

Mr. Mark Lovern was present to accept his service award. Police Chief Young spoke kind words about Mr. Lovern and how fortunate the police department is to have him and the experience he has not only gained since working with the RMPD, but Mr. Lovern also brought 25 years of experience with him from Roanoke City where he previously worked in the police department prior to coming to Rocky Mount.

5. **Approval of Consent Agenda**

5.1 Miscellaneous Action

5.2 Miscellaneous Resolutions/Proclamations

Destination Marketing Organization (DMO) Designation

5.3 Approval of Draft Minutes

Rocky Mount Town Council Regular Meeting Minutes – November 13, 2023

Rocky Mount Town Council & Planning Commission Joint Worksession Meeting Minutes – November 21, 2023

5.4 Departmental Monthly Reports

Community Development Department

Finance Department

Fire Department

Police Department

Public Works Department

Wastewater Department

Water Department

5.5 Move Rocky Mount Town Council regular meeting from January 8, 2024, to January 22, 2024 at 6:00 p.m.

Motion: To approve the consent agenda as presented

Motion By: Council Member Mullins

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)

6. **Hearing of Citizens**

No one at this time

7. **New Business**

7.1 ***Reorganizational Meeting:***

A. Review and Consideration of Appointment of Town Officer

- a. Mr. Billie W. Stockton, Vice Mayor
- b. Mr. Robert J. Wood, Town Manager
- c. Mrs. Rebecca H. Dillon, Town Clerk
- d. Mr. John T. Boitnott, Town Attorney
- e. Mr. Edward L. Hodges, Fire Marshal & Fire Official

B. Review and Consideration of Appointment of Committee Members for Council Committees as set by Mayor C. Holland Perdue III, in January 2023

C. Review and Consideration of Council Members and other Representatives for the Following Committees:

- a. West Piedmont Planning District
- b. Roanoke Valley-Alleghany Regional Commission

Motion: To continue with all appointments as they are currently named from the Reorganizational Meeting on January 5, 2023, and Council Members as well as other Representatives are to continue to serve West Piedmont Planning District and the Roanoke Valley-Alleghany Regional Commission as they are currently named.

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)

8. **Adjournment**

Motion: To adjourn

Time: 6:13 p.m.

Motion By: Council Member Lee

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

Planning & Zoning Monthly Report

12/01/2023 - 12/31/2023

Permit #	Permit Date	Permit Type	Parcel Address	Main Status	Applicant / Business Name	Owner Name	Description
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Group: Zoning

2023102	12/19/2023	Zoning	520 WEAVER ST	Pending	Price Buildings Inc.	HTI PROPERTIES LLC	Shed on existing concrete pad
2023101	12/5/2023	Zoning		Approved	James P. Williams	James P. Williams & Sherry Dotson Butler	Build single family residential **Variance for reduced setback granted 11/02/23

Group Total: 2

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Total Records: 2

1/4/2024

December 2023 FOIA Monthly Report

Date	Requested By	Topic
12/15/23	Alice Minium	PD roster, PD org chart, PD salaries



Rocky Mount Planning Commission 2023 Annual Report

TO: Rocky Mount Town Council
FROM: Jessica L. Angle, Planning & Zoning Administrator
DATE: January 9, 2024
RE: 2023 Planning Commission Annual Report

The Planning Department is pleased to provide this Annual Report of the Planning Commission and Planning Department activities for the calendar year 2023.

Planning Commission Members: Chair Janet Stockton, Vice Chair Bud Blanchard, Members Ina Clements, John Tiggie, Will Waller, Bill Ball & Bobby Thompson

Planning Commission Activities

The Planning Commission held five Regular Meetings and held four public hearings reviewing the following:

- 335FranklinSt LLC – Special exception permit to operate a boutique hotel – recommended approval to Town Council.
- Capital Improvement Plan 2023-2028, recommended approval of CIP to Town Council.
- Zoning ordinance amendment, Short term rental definition- recommended proposed ordinance changes to Town Council.
- J. Cooke Towing – Special exception to allow inside storage of towed vehicles – recommended approval to Town Council.

The Planning Commission attended four joint work-sessions with Town Council and The Berkley Group working on the Zoning and Subdivision Ordinance updates.

Planning & Zoning Activities

The Planning and Zoning Administrator issued the following in 2023:

- 14 Sign permits
- 43 Zoning compliance permits
- 28 Zoning permits
- 6 Zoning Letters
- 5 plat reviews/approvals
- 6 mobile food unit permits

The Planning and Zoning Administrator reviewed and approved five site plans in 2023

- 335 FranklinSt, LLC
- 325 FranklinSt, LLC
- Rocky Mount Burger Parking Lot Plan
- Bank of Botetourt
- Ferguson Land & Lumber

Looking ahead to 2024/2025

Over the next year, Planning Commission and Town Council will finalize and adopt the revised zoning ordinance and subdivision ordinance through joint work-sessions, open house draft review, pre-adoption work-sessions, and public adoption. After completion of the zoning review, staff will start planning a review and required update of the Rocky Mount Comprehensive plan.



Rocky Mount Board of Zoning Appeals
2023 Annual Report

TO: Rocky Mount Town Council
FROM: Cherie Q. Compton, BZA Clerk
DATE: January 10, 2024
RE: 2023 Board of Zoning Appeals Annual Report

Please find below actions taken by the Board of Zoning Appeals for the calendar year 2023.

Board of Zoning Appeals Members:

- Chair Susan Hapgood
- Vice Chair Lucas Tuning

Members

- Jason Altice
- Lucy Goode
- Bud Blanchard

Board of Zoning Appeals Activities

The Board of Zoning Appeals held 4 Regular Meetings and held 4 public hearings reviewing the following:

- MTM Holdings, LLC, applied for a variance for Franklin County Tax Map and Parcel Number 2100029500, commonly known as 681 South Main Street, located in the Central Business District. They requested a variance of Article 8-14 (D, 5) of the Zoning Ordinance which requires freestanding signs to have a setback of five feet from the property line. The applicant was seeking a zero setback in order to place a freestanding monument sign on their property. (Variance was approved as presented)
- Fostering Champions Inc., applied for a variance of Article 20-8-1 for Franklin County Tax Map and Parcel Number 2100011601, a parcel on Lawndale Street, Rocky Mount, Virginia, to allow a reduced side-yard setback. The applicant was building a single family residence and was requesting a setback of 12 feet. The ordinance requires 15% of the lot width at the building line, which is approximately 20 feet. (Variance was approved as presented)
- Floyd Ave Developers LLC, applied for a variance for Franklin County Tax Map and Parcel Number 2070055000, a vacant lot located on the corner of West Court Street and Floyd Avenue in the Central Business District. The applicant requested a variance of Article 7-2-7 of the Zoning Ordinance which requires all non-residential driveways and parking spaces to be paved with asphalt, concrete, plant mix or brick. The applicant wished to construct a gravel parking lot on the corner of West Court Street and Floyd Avenue to serve as additional parking for downtown Rocky Mount. (Application was withdrawn)
- James P. Williams, applied for a variance for Franklin County Tax Map and Parcel Number 2070036100, a vacant lot located on Spring Street, in the R2 Residential District. The applicant requested a variance of Article 21-6 of the Zoning Ordinance which requires a setback of 60 feet from the center line of any street right-of-way less than 50 feet in width. (Variance was approved as presented)

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 GENERAL FUND							
10090000 USE OF SURPLUS							
10090000 42562 APPROPRIATED FUND B	0	-1,499,335	.00	.00	.00	-1,499,335.00	.0%*
TOTAL USE OF SURPLUS	0	-1,499,335	.00	.00	.00	-1,499,335.00	.0%
11011000 GENERAL PROPERTY TAXES							
11011000 41101 REAL PROPERTY - CUR	-641,476	-641,476	-3,544.33	.00	.00	-637,931.67	.6%*
11011000 41102 REAL PROPERTY - DEL	-35,000	-35,000	-7,976.81	-1,197.74	.00	-27,023.19	22.8%*
11011000 41103 PUBLIC SERVICE - CU	-22,104	-22,104	.00	.00	.00	-22,104.00	.0%*
11011000 41105 PERSONAL PROPERTY -	-340,000	-340,000	-2,713.45	-26.43	.00	-337,286.55	.8%*
11011000 41106 PERSONAL PROPERTY -	-12,200	-12,200	-16,756.65	-1,286.55	.00	4,556.65	137.3%*
11011000 41107 MACHINERY & TOOLS -	-171,902	-171,902	.00	.00	.00	-171,902.00	.0%*
11011000 41110 PENALTIES ON TAXES	-11,500	-11,500	-2,863.92	-233.53	.00	-8,636.08	24.9%*
11011000 41111 INTEREST ON DELINQ	-9,300	-9,300	-2,341.15	-150.82	.00	-6,958.85	25.2%*
TOTAL GENERAL PROPERTY TAXES	-1,243,482	-1,243,482	-36,196.31	-2,895.07	.00	-1,207,285.69	2.9%
11012000 OTHER LOCAL TAXES							
11012000 41201 LOCAL SALES & USE T	-305,819	-305,819	-180,358.79	-60,666.17	.00	-125,460.21	59.0%*
11012000 41202 MEALS TAX	-2,411,304	-2,411,304	-1,368,896.16	-195,454.31	.00	-1,042,407.84	56.8%*
11012000 41203 PENALTY-DEL MEALS T	0	0	-1,494.78	-140.64	.00	1,494.78	100.0%
11012000 41204 INTEREST-DEL MEALS	0	0	-56.01	-12.90	.00	56.01	100.0%
11012000 41205 TRANSIENT OCCUPANCY	-175,211	-175,211	-175,203.34	-24,046.42	.00	-7.66	100.0%*
11012000 41208 CIGARETTE TAX	-84,000	-84,000	-30,555.00	-7,275.00	.00	-53,445.00	36.4%*
11012000 41209 BANK STOCK TAX	-440,000	-440,000	.00	.00	.00	-440,000.00	.0%*
11012000 41210 CONSUMER UTILITY TA	-317,000	-317,000	-157,101.04	-26,577.93	.00	-159,898.96	49.6%*
11012000 41212 TRANSIENT OCCUP TAX	-87,474	-87,474	.00	.00	.00	-87,474.00	.0%*
TOTAL OTHER LOCAL TAXES	-3,820,808	-3,820,808	-1,913,665.12	-314,173.37	.00	-1,907,142.88	50.1%
11012500 BUSINESS LICENSE TAXES							
11012500 41301 BPOL-RETAIL	-400,000	-400,000	-30,288.75	-10.00	.00	-369,711.25	7.6%*

Rocky Mount (Town Of), VA

YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11012500 41302 BPOL-PROFESSIONAL	-186,000	-186,000	-30,021.20	.00	.00	-155,978.80	16.1%*
11012500 41303 BPOL-REPAIRS/PERS S	-114,000	-114,000	-6,057.30	-1,308.57	.00	-107,942.70	5.3%*
11012500 41304 BPOL-CONTRACTOR	-49,750	-49,750	-14,671.51	-4,110.80	.00	-35,078.49	29.5%*
11012500 41305 BPOL-UTILITY	-5,429	-5,429	.00	.00	.00	-5,429.00	.0%*
11012500 41306 BPOL-AMUSEMENT TAX	-500	-500	.00	.00	.00	-500.00	.0%*
11012500 41307 BPOL-MISCELLANEOUS	-8,644	-8,644	-721.27	.00	.00	-7,922.73	8.3%*
11012500 41308 BPOL-ALCOHOLIC BEVE	-650	-650	-50.00	.00	.00	-600.00	7.7%*
11012500 41309 BPOL-PENALTIES & I	-2,000	-2,000	-7,281.83	-311.97	.00	5,281.83	364.1%
TOTAL BUSINESS LICENSE TAXES	-766,973	-766,973	-89,091.86	-5,741.34	.00	-677,881.14	11.6%
11013000 PERMITS & LICENSES							
11013000 42111 PLANNING & ZONING F	-9,000	-9,000	-2,101.64	-190.00	.00	-6,898.36	23.4%*
11013000 42112 FARMERS MARKET FEES	-3,300	-3,300	-1,270.00	-815.00	.00	-2,030.00	38.5%*
11013000 42114 WELCOME CENTER FEES	-10,000	-10,000	-4,155.81	-1,205.81	.00	-5,844.19	41.6%*
11013000 42116 RETURN CHECK FEES	-400	-400	-140.43	.00	.00	-259.57	35.1%*
11013000 42117 CREDIT CARD FEES	-7,500	-7,500	-3,973.15	-792.65	.00	-3,526.85	53.0%*
TOTAL PERMITS & LICENSES	-30,200	-30,200	-11,641.03	-3,003.46	.00	-18,558.97	38.5%
11014000 FINES & FORFEITURES							
11014000 42211 COURT FINEES	-20,000	-20,000	-21,897.24	-2,616.49	.00	1,897.24	109.5%
11014000 42212 PARKING FINES	-70	-70	-40.00	.00	.00	-30.00	57.1%*
TOTAL FINES & FORFEITURES	-20,070	-20,070	-21,937.24	-2,616.49	.00	1,867.24	109.3%
11015000 PROCEEDS FROM USE OF ASSETS							
11015000 42311 INTEREST ON MONEY/I	-275,000	-275,000	-197,679.20	-4,170.39	.00	-77,320.80	71.9%*
11015000 42312 RENTAL OF GENERAL P	-450	-450	-450.00	.00	.00	.00	100.0%
11015000 42318 SALE OF PROPERTY	0	0	-109,890.00	.00	.00	109,890.00	100.0%
11015000 42319 BOND PROCEEDS	0	-5,150,000	-5,150,000.00	.00	.00	.00	100.0%
TOTAL PROCEEDS FROM USE OF ASSETS	-275,450	-5,425,450	-5,458,019.20	-4,170.39	.00	32,569.20	100.6%
11016000 CHARGES FOR SERVICES							
11016000 42411 REFUSE COLLECTION C	-295,176	-295,176	-144,225.84	-24,668.00	.00	-150,950.16	48.9%*

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11016000 42413 TRUCK RENTAL FEES	-1,500	-1,500	-810.00	-30.00	.00	-690.00	54.0%*
11016000 42415 WEED CONTROL CHARGE	-250	-250	.00	.00	.00	-250.00	.0%*
11016000 42418 PASSPORT SERVICE FE	-19,000	-19,000	-11,820.00	-1,015.00	.00	-7,180.00	62.2%*
11016000 42419 SECURITY SERVICES	-17,500	-17,500	-4,381.00	-2,736.00	.00	-13,119.00	25.0%*
11016000 42420 POLICE REPORTS	-1,200	-1,200	-570.00	-70.00	.00	-630.00	47.5%*
11016000 42421 FINGERPRINT SERVICE	-150	-150	-146.75	-25.00	.00	-3.25	97.8%*
11016000 42422 CRISIS INTERVENTION	-45,000	-45,000	-7,971.00	.00	.00	-37,029.00	17.7%*
11016000 42425 ADMIN CHARGES - SER	-100	-100	.00	.00	.00	-100.00	.0%*
11016000 42426 MISCELLANEOUS SERVI	0	0	-1,568.66	.00	.00	1,568.66	100.0%
TOTAL CHARGES FOR SERVICES	-379,876	-379,876	-171,493.25	-28,544.00	.00	-208,382.75	45.1%
11018000 MISCELLANEOUS GENERAL							
11018000 42511 RECOVERIES	0	-60	-34,255.04	-1,732.46	.00	34,195.04*****%	
11018000 42515 DONATIONS	0	-56,780	-65,248.00	-908.00	.00	8,468.00	114.9%
11018000 42524 INSURANCE RECIPITS F	-40,000	-40,000	-31,836.00	.00	.00	-8,164.00	79.6%*
TOTAL MISCELLANEOUS GENERAL	-40,000	-96,840	-131,339.04	-2,640.46	.00	34,499.04	135.6%
18522000 COMMONWEALTH-NONCATEGORICAL							
18522000 43211 PPTRA FROM STATE	-53,861	-53,861	-53,860.60	.00	.00	-.40	100.0%*
18522000 43212 COMMUNICATIONS TAX	-136,000	-136,000	-53,471.63	.00	.00	-82,528.37	39.3%*
18522000 43213 LITTER GRANT	-4,200	-4,200	-5,517.00	.00	.00	1,317.00	131.4%
18522000 43214 ROLLING STOCK TAX	-3,245	-3,245	-3,507.93	.00	.00	262.93	108.1%
18522000 43215 RENTAL TAX	-21,000	-21,000	-19,148.24	.00	.00	-1,851.76	91.2%*
TOTAL COMMONWEALTH-NONCATEGORICAL	-218,306	-218,306	-135,505.40	.00	.00	-82,800.60	62.1%
18524000 COMMONWEALTH-CATEGORICAL							
18524000 43112 SCHOOL RES OFFICER	-49,506	-49,506	.00	.00	.00	-49,506.00	.0%*
18524000 43311 FIRE PROGRAMS-STATE	-18,741	-18,741	.00	.00	.00	-18,741.00	.0%*
18524000 43312 STREET MAINTENANCE-	-1,607,191	-1,607,191	-473,878.70	.00	.00	-1,133,312.30	29.5%*
18524000 43313 LAW ENFORCEMENT AID	-132,620	-132,620	-34,871.00	.00	.00	-97,749.00	26.3%*
18524000 43315 OTHER POLICE CAT AI	0	-12,409	-9,412.56	.00	.00	-2,996.44	75.9%*
18524000 43318 VDOT GRANT	0	0	-96,321.31	.00	.00	96,321.31	100.0%

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL COMMONWEALTH-CATEGORICAL	-1,808,058	-1,820,467	-614,483.57	.00	.00	-1,205,983.43	33.8%
18525000 FEDERAL GOVERNMENT REVENUE							
18525000 43417 BULLET PROOF VEST G	0	0	-1,632.50	.00	.00	1,632.50	100.0%
TOTAL FEDERAL GOVERNMENT REVENUE	0	0	-1,632.50	.00	.00	1,632.50	100.0%
18535000 LOCAL GOVERNMENT AID							
18535000 43111 VOLUNTEER FIRE DEPT	-30,000	-30,000	-59,563.03	.00	.00	29,563.03	198.5%
18535000 43112 OTH AID-SCHOOL RESO	-50,000	-50,000	.00	.00	.00	-50,000.00	.0%*
18535000 43114 COUNTY EXP REIMB FO	-60,000	-60,000	.00	.00	.00	-60,000.00	.0%*
TOTAL LOCAL GOVERNMENT AID	-140,000	-140,000	-59,563.03	.00	.00	-80,436.97	42.5%
TOTAL GENERAL FUND	-8,743,223	-15,461,807	-8,644,567.55	-363,784.58	.00	-6,817,239.45	55.9%
TOTAL REVENUES	-8,743,223	-15,461,807	-8,644,567.55	-363,784.58	.00	-6,817,239.45	
12 FORFEITED ASSETS							
12000000 FORFEITED ASSETS							
12000000 43216 FORFEITED ASSET PRO	0	0	-3,703.00	.00	.00	3,703.00	100.0%
TOTAL FORFEITED ASSETS	0	0	-3,703.00	.00	.00	3,703.00	100.0%
TOTAL FORFEITED ASSETS	0	0	-3,703.00	.00	.00	3,703.00	100.0%
TOTAL REVENUES	0	0	-3,703.00	.00	.00	3,703.00	
20 WATER & SEWER FUND							
25020000 WATER CHARGES							
25020000 42313 PROPERTY RENT (CELL	-134,544	-134,544	-56,362.18	-8,046.12	.00	-78,181.82	41.9%*

YEAR-TO-DATE BUDGET REPORT
 FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

20	WATER & SEWER FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
25020000	45101 WATER SALES	-1,676,346	-1,676,346	-917,204.52	-148,553.34	.00	-759,141.48	54.7%*
25020000	45102 WATER CONNECTIONS	-22,650	-22,650	-55,938.76	-966.64	.00	33,288.76	247.0%
25020000	45103 RECONNECT-CUT OFF F	-10,000	-10,000	-8,960.24	-1,950.00	.00	-1,039.76	89.6%*
25020000	45104 PENALTIES	-30,000	-30,000	-21,282.10	-4,094.68	.00	-8,717.90	70.9%*
25020000	45106 BULK WATER PURCHASE	-1,000	-1,000	-40,846.52	-16,801.12	.00	39,846.52	4084.7%
	TOTAL WATER CHARGES	-1,874,540	-1,874,540	-1,100,594.32	-180,411.90	.00	-773,945.68	58.7%
25530000 SEWER CHARGES								
25530000	45201 WASTEWATER COLLECTI	-1,015,622	-1,015,622	-570,613.00	-97,201.83	.00	-445,009.00	56.2%*
25530000	45202 SEWER CONNECTIONS	-6,000	-6,000	-5,870.85	.00	.00	-129.15	97.8%*
	TOTAL SEWER CHARGES	-1,021,622	-1,021,622	-576,483.85	-97,201.83	.00	-445,138.15	56.4%
	TOTAL WATER & SEWER FUND	-2,896,162	-2,896,162	-1,677,078.17	-277,613.73	.00	-1,219,083.83	57.9%
	TOTAL REVENUES	-2,896,162	-2,896,162	-1,677,078.17	-277,613.73	.00	-1,219,083.83	
	GRAND TOTAL	-11,639,385	-18,357,969	-10,325,348.72	-641,398.31	.00	-8,032,620.28	56.2%
** END OF REPORT - Generated by VINCENT COPENHAVER **								

YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

	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	605,987.35	7,443.02	.00	357,740.65	62.9%
11011010 MAYOR & TOWN COUNCIL	97,852	97,852	54,523.36	6,837.82	.00	43,328.64	55.7%
11012020 TOWN MANAGER	381,412	381,412	184,898.13	38,496.00	.00	196,513.87	48.5%
11012040 TOWN ATTORNEY	69,670	69,670	40,507.19	20,418.19	.00	29,162.81	58.1%
11012130 FINANCE DEPARTMENT	623,468	623,468	316,416.60	59,167.35	.00	307,051.40	50.8%
11081060 PASSPORT PROGRAM	3,125	3,125	386.30	.00	.00	2,738.70	12.4%
12031010 POLICE DEPARTMENT	2,709,633	2,766,339	1,422,060.49	289,694.92	.00	1,344,278.51	51.4%
12031015 POLICE DEPT GRANTS	0	64,909	25,790.84	1,963.81	7,275.00	31,843.16	50.9%
12032020 VOLUNTEER FIRE DEPT	228,450	311,376	95,292.38	17,952.73	78,895.30	137,188.32	55.9%
12043130 IMPOUND LOT	2,500	2,500	65.70	.00	.00	2,434.30	2.6%
13041000 PUBLIC WORKS ADMINISTRATION	1,294,945	816,919	66,467.23	12,333.44	.00	750,451.77	8.1%
13041020 PUB WORKS NON-VDOT ELIGIBLE	3,100	3,100	1,529.99	.00	.00	1,570.01	49.4%
13041040 STREET LIGHTS	95,400	97,380	47,768.92	12,160.49	.00	49,611.08	49.1%
13041070 TRAFFIC CONTROL & PARKING	101,650	111,690	55,439.60	3,716.38	28,902.00	27,348.40	75.5%
13041080 STREETS	395,300	898,486	445,576.83	85,324.88	.00	452,909.17	49.6%
13041090 SIDEWALKS, CURB, GUTTERING	2,800	6,370	4,348.85	.00	.00	2,021.15	68.3%
13042020 STREET CLEANING	4,100	6,066	2,655.37	1,184.97	.00	3,410.63	43.8%
13042030 REFUSE COLLECTION	36,900	85,798	71,267.51	15,892.88	.00	14,530.49	83.1%
13042040 SNOW REMOVAL	21,250	21,250	1,121.60	617.60	.00	20,128.40	5.3%
13042061 STATE OF GOOD REPAIR GRANT	0	1,136,889	34,002.28	.00	80,429.40	1,022,457.32	10.1%
14043041 PARKS-MARY ELIZABETH	11,100	27,767	19,582.68	1,112.14	.00	8,184.32	70.5%
14043042 PARKS-MARY BETHUNE	4,900	10,129	5,827.11	354.89	.00	4,301.89	57.5%
14043043 PARKS-GILLEYS	10,000	11,506	2,845.81	122.76	.00	8,660.19	24.7%
14043044 PARKS-CELESTE	2,100	4,099	1,998.84	92.62	.00	2,100.16	48.8%
14043045 PARKS-VETERANS MEMORIAL	5,470	7,242	5,444.21	35.19	.00	1,797.79	75.2%
14043046 PARKS-FIRST REPSONDERS MEM	5,200	5,965	4,133.33	17.56	.00	1,831.67	69.3%
14043048 TOWN DOG PARK	0	4,675	4,674.54	.00	.00	.46	100.0%
14043080 PARKS & REC - PLAYGROUNDS	0	11,683	11,683.03	2,711.15	.00	-.03	100.0%
14543040 MUNICIPAL BUILDING	68,417	76,958	46,459.13	8,846.61	.00	30,498.87	60.4%
14543050 EMERGENCY SERVICES BLDG	83,600	87,359	59,849.07	8,823.37	7,344.00	20,165.93	76.9%
14543060 PUBLIC WORKS BUILDING	39,615	45,096	19,255.08	25,624.00	.00	25,840.92	42.7%
14543070 PARKS & REC - CEMETERY	2,250	9,087	7,464.36	728.54	.00	1,622.64	82.1%
16081010 PLANNING & ZONING	253,985	306,345	195,447.91	67,744.28	.00	110,897.09	63.8%
16081020 COMMUNITY & ECONOMIC DEV	546,265	5,546,265	5,273,934.80	34,595.84	.00	272,330.20	95.1%
16081030 CITIZENS SQUARE-FARMERS MARKE	36,524	36,524	34,741.97	5,593.70	.00	1,782.03	95.1%
16081040 DEPOT WELCOME CENTER	43,917	43,917	12,277.52	2,703.98	.00	31,639.48	28.0%
16081050 HARVESTER PERFORMANCE CENTER	680,000	680,000	347,300.65	171,818.04	.00	332,699.35	51.1%
16081086 INDUSTRIAL DEVELOPMENT	0	47,000	.00	.00	.00	47,000.00	.0%
16081300 ECONOMIC DEVELOPMENT AUTHORIT	6,863	6,863	1,888.98	269.14	.00	4,974.02	27.5%
16085000 REMED BLIGHTED STRUCTURES	25,000	25,000	.00	.00	.00	25,000.00	.0%

YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2023

FOR 2024 06

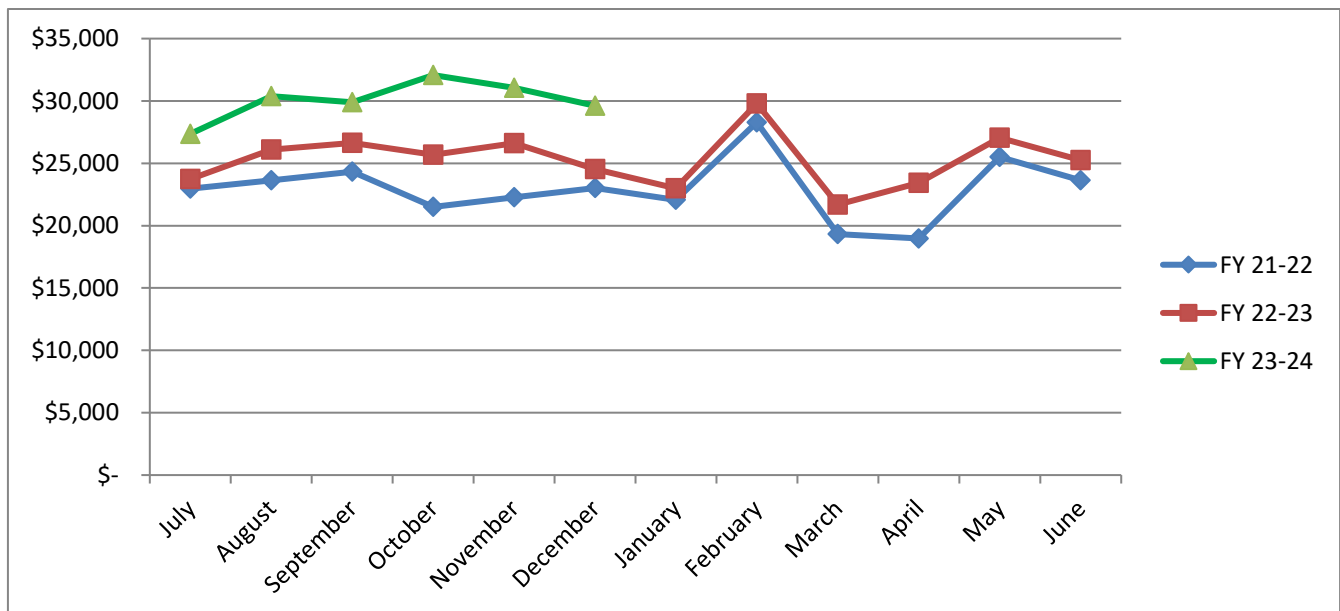
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	8,743,223	15,461,807	9,530,915.54	904,398.29	202,845.70	5,728,045.76	63.0%
20 WATER & SEWER FUND							
20069000 NON-DEPARTL UTILITY OPERATING	447,998	447,998	29,419.00	.00	.00	418,579.00	6.6%
25050000 WATER SYSTEM OPERATIONS	272,616	272,616	163,540.99	17,902.36	.00	109,075.01	60.0%
25050100 METER READING	27,620	27,620	11,746.01	591.24	.00	15,873.99	42.5%
25050500 WATER TREATMENT PLANT	977,492	977,492	479,852.57	84,470.84	1,449.00	496,190.43	49.2%
25062000 UTILITY ADMINISTRATION	389,322	389,322	176,303.69	33,649.46	.00	213,018.31	45.3%
25560000 WASTEWATER SYSTEM OPERATIONS	150,297	150,297	102,193.02	14,655.67	.00	48,103.98	68.0%
25560500 WASTEWATER TREATMENT PLANT	630,817	630,817	321,351.05	63,203.14	13,728.64	295,737.31	53.1%
TOTAL WATER & SEWER FUND	2,896,162	2,896,162	1,284,406.33	214,472.71	15,177.64	1,596,578.03	44.9%
GRAND TOTAL	11,639,385	18,357,969	10,815,321.87	1,118,871.00	218,023.34	7,324,623.79	60.1%

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

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	\$ 31,054	\$ 4,455	14.3%
December	\$ 23,016	\$ 24,524	\$ 29,612	\$ 5,088	17.2%
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	\$ 180,359		

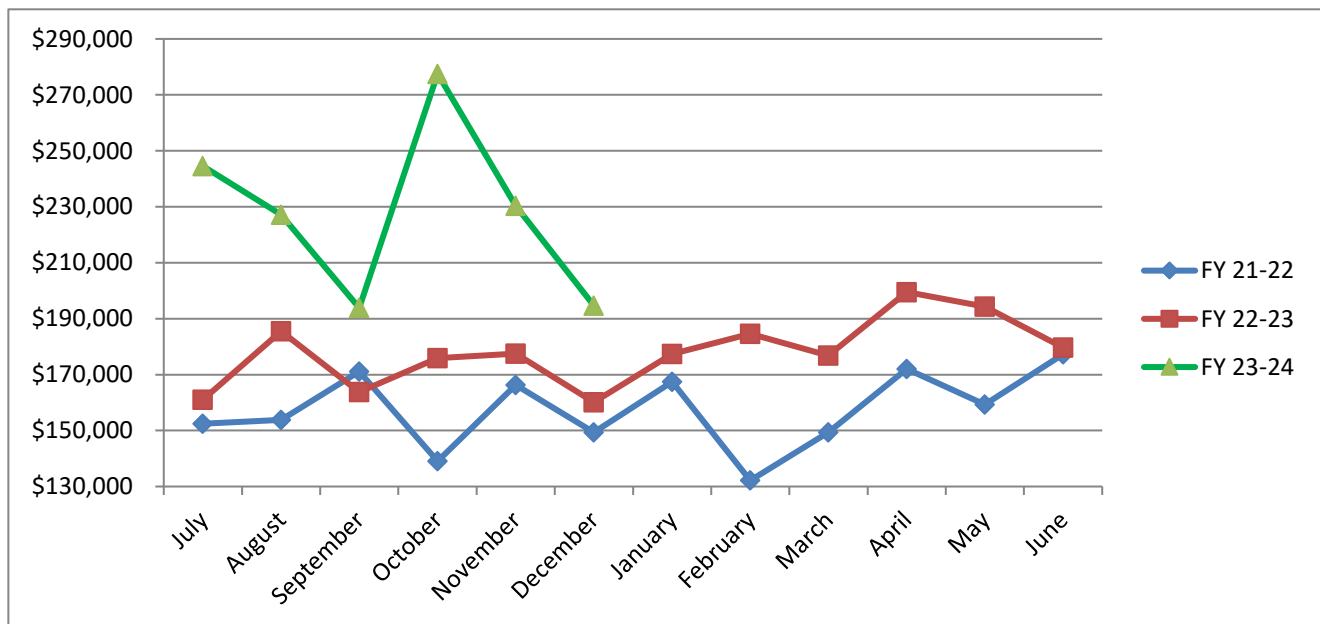
YTD Through December	\$ 137,747	\$ 153,278	\$ 180,359	\$ 27,081	15.0%
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Town of Rocky Mount
Meals Tax Collections by Month

<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	\$ 230,365	\$ 52,859	29.8%
December	\$ 149,361	\$ 160,148	\$ 194,628	\$ 34,480	21.5%
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>\$ 1,368,070</u>		

Year to Date through December	\$ 932,102	\$ 1,023,825	\$ 1,368,070	\$ 344,245	33.6%
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Town of Rocky Mount
Cash Balances and Investment Portfolio
December 31, 2023

Total Cash Held by the Town:

Cash in the Office	\$ 700
Duncan Williams Investments	\$ 2,632,063
Hometrust Bank (Borrowed Funds)	\$ 726,434
Local Government Investment Pool (effective yield 5.685%)	\$ 5,808,639
Truist: Payroll and Flexible Benefits Checking Accounts	\$ 39,678
Carter Bank and Trust: Old Checking Account, Designated Checking Accounts for Police, Farmer's Market and Depot	\$ 402,935
National Bank of Blacksburg	\$ 1,507,656
American National Bank: Town Checking Account	\$ 310,594
Virginia Investment Pool Accounts for American Rescue Plan Act Funds (First Distribution)	<u>\$ 48</u>

Total Cash Balance at Month End	<u><u>\$ 11,428,746</u></u>
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Investment Detail:

Duncan-Williams, Inc.			
Account Statement Dated December 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	\$5,659.61	\$3,543.44	4.39%
Fixed Income - 99% of Portfolio Certificates of Deposit:	<u>Market Value</u>	<u>Estimated Annual Income</u>	<u>Estimated Yield</u>
Total	\$469,564.55	\$16,537.50	3.63%
U.S. Government Bonds:			
Total	<u>\$2,156,838.35</u>	<u>\$40,987.50</u>	3.80%
Total Fixed Income	<u>\$2,626,402.90</u>	<u>\$57,525.00</u>	
Total Portfolio Holdings	<u><u>\$2,632,062.51</u></u>	<u><u>\$61,068.44</u></u>	

MONTHLY STAFF REPORT

DATE:	January 8, 2024
TO:	Rocky Mount Town Council
FROM:	Justin Woodrow
DEPARTMENT:	Fire Department
MONTH:	November 2023

For the period of November 2023, the Rocky Mount Fire Department responded to a total of **56** calls of which 21 were inside the town limits and 35 were outside town limits.

RMFD apparatus traveled a total of 584 miles carrying out duties pertaining to answering calls and support efforts of the department.

RMFD members logged 34 members performing training for a total of 238 hours of training.

Summary of Calls:

<u>Type of Call</u>	<u>Total</u>
<u>Structure Fire</u>	<u>7</u>
<u>Brush/Grass Fire</u>	<u>6</u>
<u>Vehicle Fire</u>	<u>1</u>
<u>Utilities Fire</u>	
<u>MVA</u>	<u>17</u>
<u>Residential Fire Alarm</u>	<u>4</u>
<u>Commercial Fire Alarm</u>	<u>8</u>
<u>Smoke Investigation/Burn</u>	
<u>Violations</u>	<u>12</u>
<u>Odor Investigation</u>	
<u>Debris Removal</u>	<u>1</u>
<u>Hazmat/Spill</u>	
<u>EMS Assist</u>	
	56

MONTHLY STAFF REPORT

DATE:	JANUARY 22, 2024
TO:	Rocky Mount Town Council
FROM:	Chief Phillip S. Young
DEPARTMENT:	Police Department
MONTH:	December

*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: DECEMBER 2023

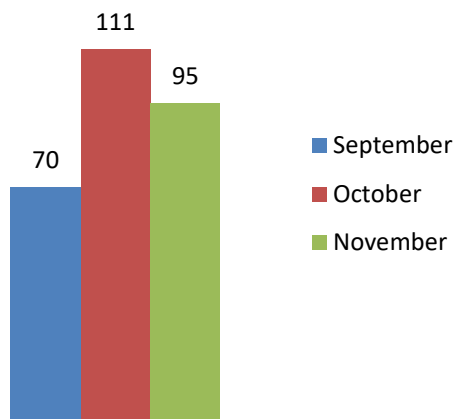
SEPTEMBER

OCTOBER

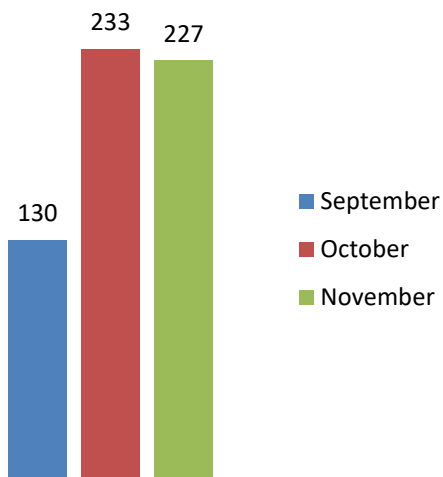
NOVEMBER

UNIFORM TRAFFIC SUMMONS ISSUED	70	111	95
TRAFFIC STOPS	130	233	227
SPEEDING TICKETS ISSUED	14	26	11
DUI	4	1	3
COLLISIONS INVESTIGATED (TREDS)	14	11	17
MOTORIST AIDES	38	41	28
CRIMINAL ARRESTS "MISDEMEANOR"	57	35	52
CRIMINAL ARRESTS "FELONY"	14	9	7
INCIDENTS ADDRESSED	1939	2044	2027
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	88	81	85
GRAND LARCENY WARRANTS	2	0	0
BREAKING & ENTERING REPORTS	0	1	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	19	20	15
FOLLOW-UP'S	47	76	99
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1020	974	997
SCHOOL CHECKS	67	64	40
ALARM RESPONSES	20	22	36
OPEN DOORS, WINDOWS, ETC. UNSECURED	17	7	13
COURT HOURS:	24.5	24	18
TRAINING HOURS:	323.5	282	119
SPECIAL ASSIGNMENT HOURS:	271.5	196	228
HARVESTER HOURS WORKED:	0	24	16
ECO/TDO	5	4	5
ECO/TDO HOURS:	22.5	47	23

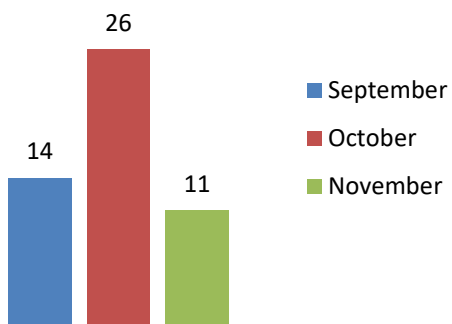
Uniform Traffic Summons Issued



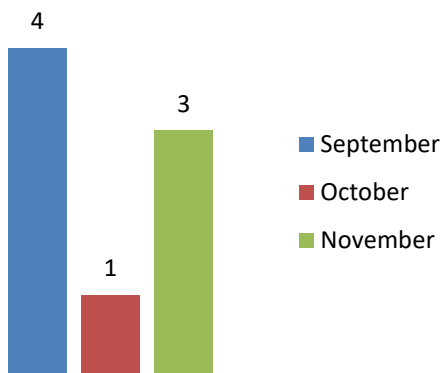
Traffic Stops



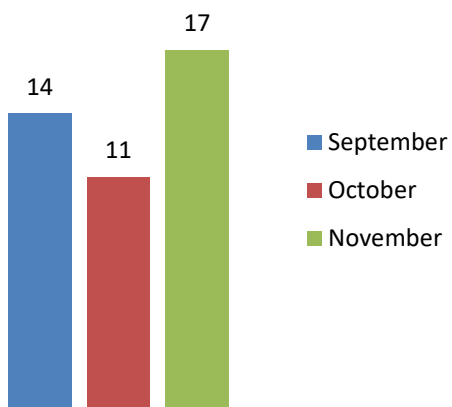
Speeding Tickets Issued



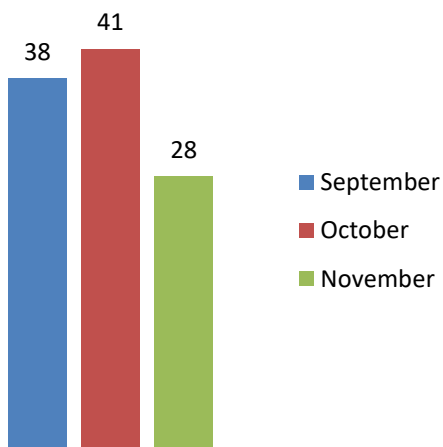
DUI



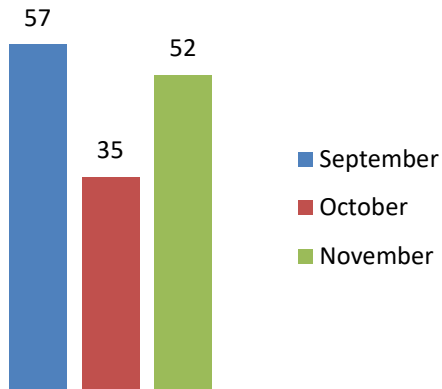
Collisions Investigated (TREDS)



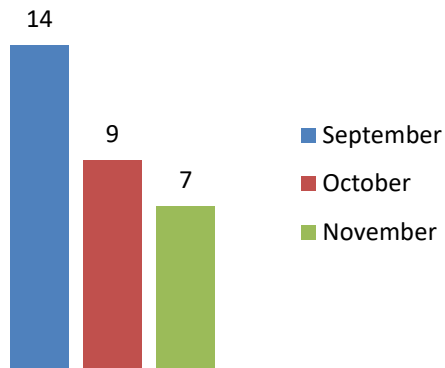
Motorist Aides



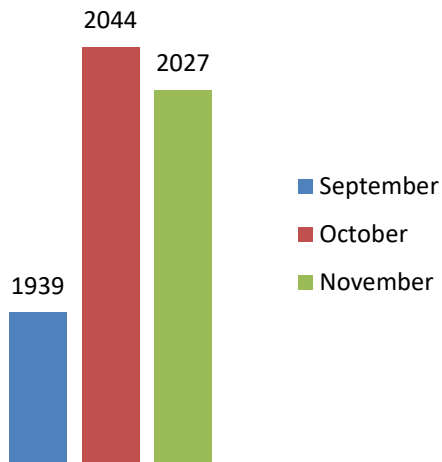
Criminal Arrests "Misdemeanor"



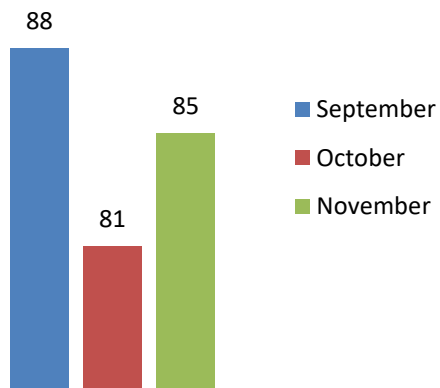
Criminal Arrests "Felony"



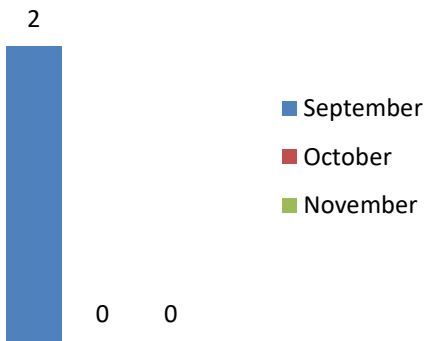
Incidents Addressed



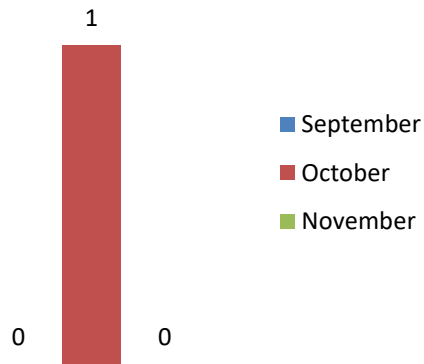
Incidents/Offenses Reportable "RMS"



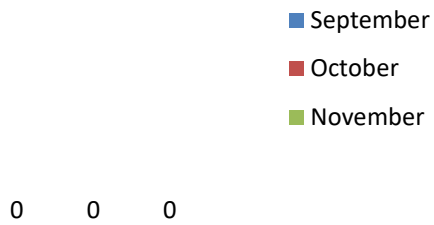
Grand Larceny Warrants



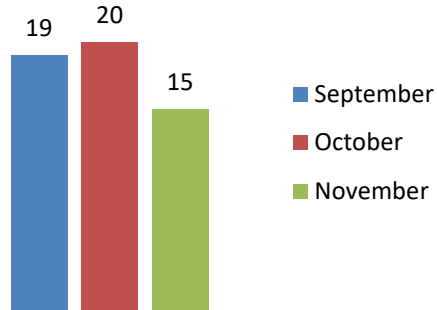
Breaking & Entering Reports



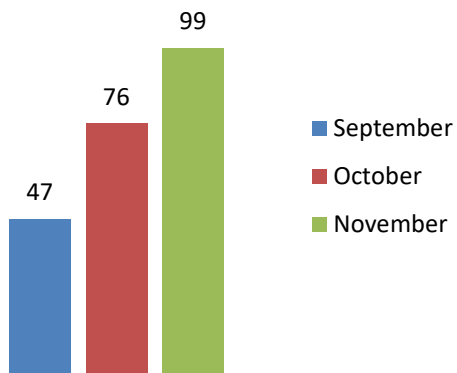
Breaking & Entering Warrants



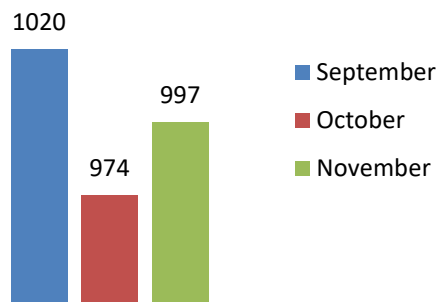
BOLO's (Be On Look Out)



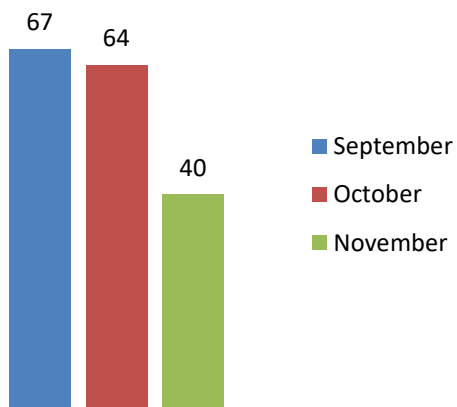
Follow-Ups



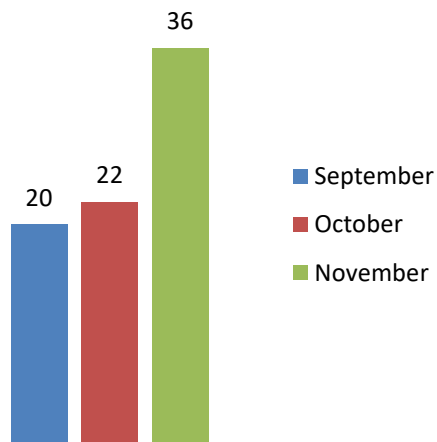
Businesses/Residences Checked "Foot Patrols"



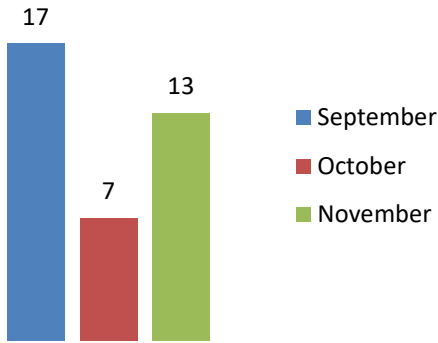
School Checks



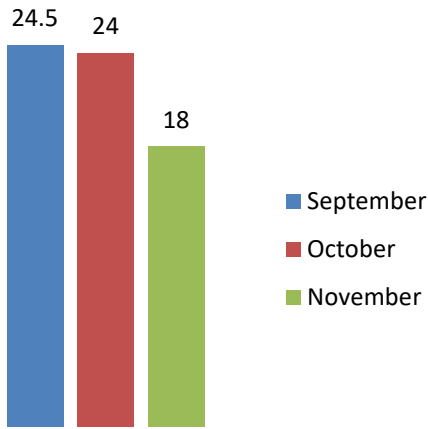
Alarm Responses



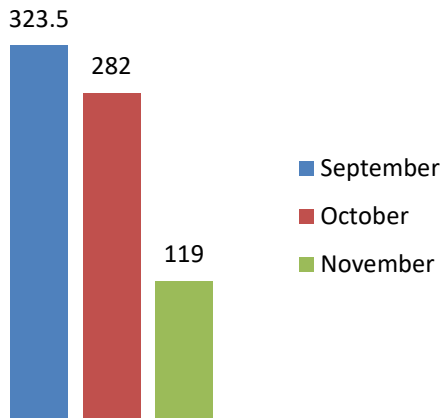
Open Doors, Windows, Etc. Unsecured



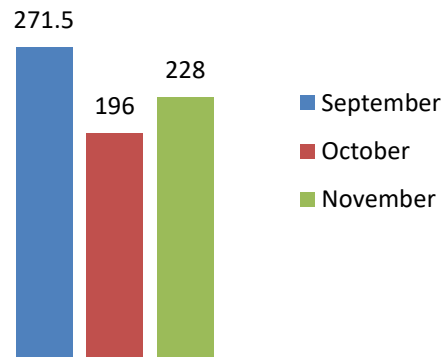
Court Hours



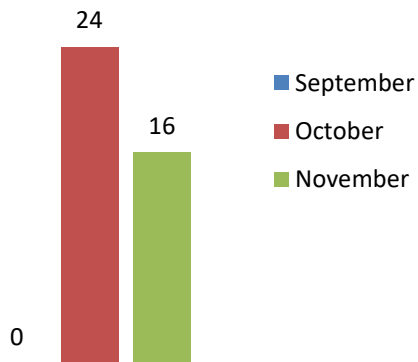
Training Hours



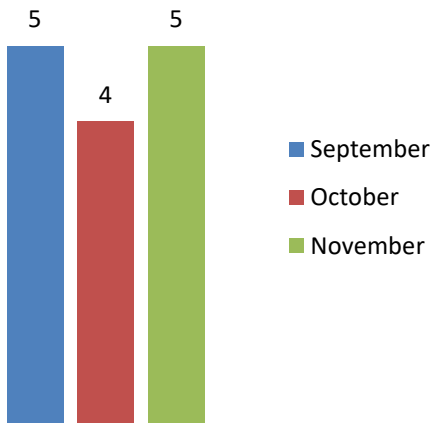
Special Assignment Hours



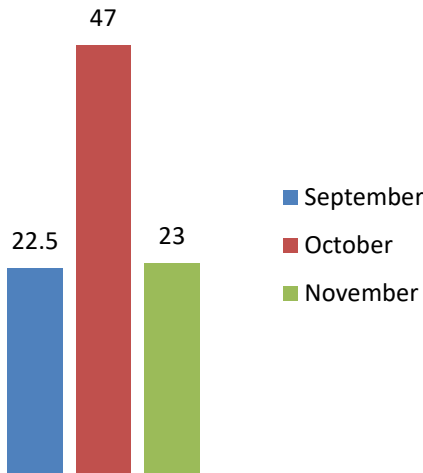
Harvester Hours Worked



ECO/TDO



ECO/TDO Hours



TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar was conducted throughout the Town of Rocky Mount during November
- ◇ Reported streetlights out to Town Manager's office
- ◇ There were 17 reportable accidents with 16 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 Shoplifting, Larceny, Embezzlement and Child Pornography
- ❖ 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
- ❖ Partnership w/ Virginia State Police drug unit to work informants on drug buys
- ❖ Obtained subpoenas through Circuit Court for bank information

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

- ❖ Community planning events attended
- ❖ Appeared on "Rise & Shine" show to announce upcoming events
- ❖ Appeared on "Super Country – B99.9" radio to announce upcoming events
- ❖ Appeared on "WYTI" radio (Community First Segment) to announce upcoming events
- ❖ Provided security at McDonald's for after school issues
- ❖ Delivered donations for the Family Resource Center (Domestic Violence Shelter)
- ❖ Received donation from Mountain Valley Pipeline
- ❖ Kickoff of the Canned Food Drive and Toy Drive
- ❖ Fraud presentation at the Essig Center
- ❖ Performed school checks and walk throughs
- ❖ Participated in Woodman of the World "Shop w/ a Cop"
- ❖ "Girls Safety" Presentation
- ❖ Set up displays for "Christmas Toy Drive"
- ❖ Participated in "Tree Lighting" at Franklin County Court House
- ❖ Provided a tour for Home Schooled students
- ❖ Participated in Harvester Performance Center Tree Ceremony
- ❖ Visited multiple businesses in ref: to "Community First" initiative
- ❖ Attended "Veterans Day" ceremony
- ❖ Interviewed for the Smith Mountain Lake Eagle article
- ❖ Set up tree for "Holiday Chari-Tree" auction display
- ❖ Assisted w/ community lunch for Stepping Stone
- ❖ Numerous meetings and presentations conducted w/ various businesses, schools, organizations, etc.
- ❖ Maintained social media pages

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

- ❖ Diversions: None
- ❖ Petitions: Possession of a Vape Device Underage (x 2) (Holland); Possession of a THC Vape Device Underage (x 1) (Holland); Assault & Battery (x 2) (Holland); Disorderly Conduct (Police); Trespassing (x 1) (Police)
- ❖ Warnings: Possession of Vape Device Underage (x 4) (Holland)
- ❖ Multiple threat assessment meetings attended
- ❖ Multiple follow-ups w/ Assault & Battery's, Child Pornography, Possession of Marijuana and Vaping
- ❖ Assisted schools w/ conducting fire/tornado/bus evacuation/active shooter drills
- ❖ Social media and sexting discussions w/ multiple classes at BFMS and FCHS
- ❖ Petitions and diversions obtained for vaping, underage possession of drugs on school property and underage, assault & battery and disorderly conducts.
- ❖ 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
- ❖ Provided security for basketball games

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

SPEEDING TICKETS ISSUED

North Main Street (x 3)

Old Franklin Turnpike (x 3)

Pell Avenue

State Street

Tanyard Road

Franklin Street

School Board Road

CRIMINAL ARRESTS & LOCATIONS:

Possession of a Marijuana Vape Device Underage	Tanyard Road
Driving Under the Influence	Tanyard Road
Driving Under the Influence	Scuffling Hill Road
Driving Under the Influence	Franklin Street
Intoxicated In Public	Franklin Street
Intoxicated In Public	North Main Street
Intoxicated In Public	Tanyard Road

Intoxicated In Public	Old Franklin Turnpike
Underage Possession of Alcohol	South Main Street
Embezzlement	North Main Street (x 3)
Obtain Money by False Pretense	North Main Street (x 3)
Unauthorized Use of a Motor Vehicle	Muse Field Road
Possession of a Concealed Weapon	Tanyard Road
Possession of a Concealed Weapon	Weaver Street
Simple Assault	Tanyard Road (x 3)
Trespassing	Old Franklin Turnpike
Trespassing	Middle School Road
Disorderly Conduct	Middle School Road
Shoplifting	Old Franklin Turnpike (x 25)
Violation of a Protective Order	Donald Avenue
Possession of a Vape Device Underage	Middle School Road
Possession of a Vape Device Underage	Tanyard Road
Warrant Service (Misdemeanor)	East Court Street
Warrant Service (Misdemeanor)	Old Fort Road
Warrant Service (Misdemeanor)	Tanyard Road
Warrant Service (Misdemeanor)	Byrd Lane
Warrant Service (Misdemeanor)	North Main Street
Driving Revoked – DUI Related	Franklin Street
Driving Revoked – DUI Related	Donald Avenue
Emergency Custody Order	Floyd Avenue (x 4)
Emergency Custody Order	Hillcrest Drive

MONTHLY STAFF REPORT

DATE:	January 22, 2024
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	Public Works Department
MONTH:	December, 2023

1. Read meters (1 day)
2. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts.
3. Meter cutoffs: 25
4. Clean-up 5 days.
5. Cut trees along roads, sidewalks, and parks.
6. Sweeping streets throughout town.
7. Repaired, replaced, or unplugged seven sewer mains or laterals.
8. Repaired four water main.
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. Leaf pick-up ongoing.
14. Maintaining Christmas decorations around town.
15. Weeding and continuing to plant fall flowers and bulbs in our gardens throughout town.

MONTHLY STAFF REPORT

MEETING DATE:	January 22, 2024
TO:	Rocky Mount Town Council
FROM:	Dennis Potter
DEPARTMENT:	Wastewater Treatment Plant
REPORT MONTH:	December, 2023

Average Daily Flow	0.750 MGD
Minimum TSS Reduction	97.0 %
Minimum BOD Reduction	98.2 %
Leachate (F.C. Landfill)	161,330 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	69.67 Tons
Rain Total 5.4 - inches	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.

The staff repaired the high-water float in the influent channel, in the headworks building.

The staff replaced the oil seal on the #6 aerator on the oxidation ditch, that was leaking.

AMR installed 2 Verizon hotspots and 2 Tosi boxes, 1 each at the Main pump station and at the plant, to fix a communication loss between the 2 locations. Underground wire, that had been in place since 1994, had been damaged.

New equipment for the Grit Removal project, that was ordered in December 2022, finally arrived at the plant on December 29, 2023. Installation will begin shortly.

Respectfully Submitted,

Dennis Potter

MONTHLY STAFF REPORT

DATE:	1/22/2024
TO:	Rocky Mount Town Council
FROM:	Michael K. Adkins – Water Superintendent
DEPARTMENT:	Water Department
MONTH:	December 2023

Operation and Production Summary:

The actual water production time (water filtering) averaged for the entire month 10.1 hours a day, which yielded approximately 854,341 gallons per day. Rainfall for this month was 5.0 inches, as measured at the water treatment plant. Therefore, the Blackwater River flow continues to be adequate for regular operation.

Total Raw Water Pumped:	24.90 million gallons
Total Drinking Water Produced:	26.48 million gallons
Average Daily Production:	854,341 gallons per day
Ave Percent of Production Capacity:	42.72 %
Flushing of Hydrants/Tanks/FD Use:	0.0 + 40,000 F.D. gals = 40,000 gallons
Plant Process Water:	880,000 gallons (finished water used by the plant)
Bulk Water Sold @ W.T.P.:	250 gallons
Bulk Water used at PW Shop	6,677 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 suspended the Auto-flushing program in Nov 2023. Due to cold weather. This process reduces TTHM and HAA5 and provides fresher, higher-quality water to lines with low usage and no circulation.

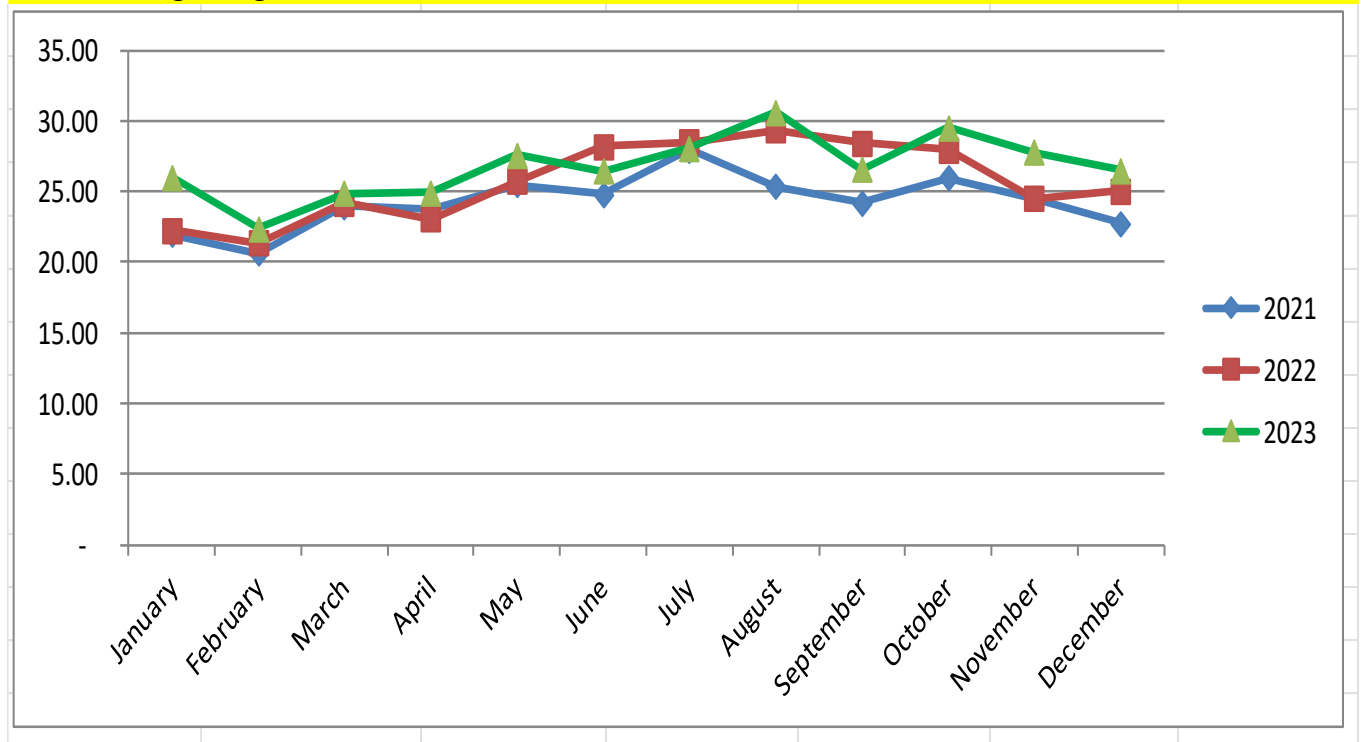
Activities / Maintenance / Improvements

- 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 work on the Lead Service Line inventory list as required by the EPA. The staff has been working on the LSL inventory list grant documents for submittal.
- Contractor installed control panel for Scuffling Hill Tank mixer. Currently waiting on the remainder of the equipment and installation.
- Received results from quarterly TTHM and HAA5 sampling. All results were within Virginia Department of Health standards.

Town of Rocky Mount

Water Production

		Monthly Total In Million Gallons				
<u>Month</u>		<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Change</u>	<u>% Change</u>
January		21.94	22.27	26.00	3.7	14.3%
February		20.61	21.38	22.36	1.0	4.4%
March		23.98	24.18	24.87	0.7	2.8%
April		23.74	23.06	24.94	1.9	7.5%
May		25.50	25.72	27.61	1.9	6.8%
June		24.82	28.20	26.43	(1.8)	-6.7%
July		27.95	28.49	28.07	(0.4)	-1.5%
August		25.34	29.37	30.60	1.2	4.0%
September		24.20	28.44	26.58	(1.9)	-7.0%
October		25.93	27.95	29.51	1.6	5.3%
November		24.53	24.50	27.75	3.3	11.7%
December		22.76	25.04	26.48	1.4	5.4%
Year Totals		291.30	308.60	321.20		
YTD Through August		193.88	202.67	210.88	8.21	3.9%



ITEM(S) TO BE CONSIDERED UNDER:
Public Hearing

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Vincent Copenhaver, Finance Director
BRIEF SUMMARY OF REQUEST:	Last November, Council approved several changes to the Town's utility fees. Changing the disconnection fee to a fixed amount of \$50.00 and the utility deposit amount to \$150.00 requires a public hearing. The public hearing was advertised as required by the Virginia code on January 10 and 17, 2024.
ACTION NEEDED:	Staff respectfully requests Council hold a public hearing on the utility fee changes and then adopt the revised fees as presented.

Attachment(s):

1. 20240.0122 300.1 Utility Billing Update to Town Council
2. 2024.0122 300.3 Ad from Franklin News Post January 17, 2024 (enlarged)
3. 2024.0122 300.4 Column Affidavit for Publication of Ad - Amending Utility Fees

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 now as of 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.

PUBLIC NOTICE

TOWN OF ROCKY MOUNT, VIRGINIA A HEARING ON AMENDING UTILITY FEES

Pursuant to Section 58-5 and Section 58-6 of the Town Code of Rocky Mount, Virginia, as amended, on **Monday, January 22, 2024, at approximately 6:00 p.m.**, the Rocky Mount Town Council will conduct a hearing on amending two utility fees at the Town Municipal Building, 345 Donald Avenue, Rocky Mount, Virginia.

Effective February 1, 2024, the Disconnection fee will change to a fixed amount of \$50.00 for any customer that has utility service disconnected. Also, effective February 1, 2024, the utility deposit amount will change to \$150.00 as the initial deposit to be charged to establish utility service with the Town. An additional deposit of \$150.00 will also be charged after the 3rd, 6th and 9th disconnection with a maximum deposit amount of \$600 held by the Town.

Rebecca H. Dillon, CMC
Town Clerk
Town of Rocky Mount
COL-1500020

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Megan Villanueva, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Franklin News-Post, a newspaper printed and published in the City of Rocky Mount, County of Franklin, State of Virginia, and that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Jan. 10, 2024, Jan. 17, 2024

NOTICE ID: rQE3epCw8NxLbcEi4jSi

PUBLISHER ID: COL-1500020

NOTICE NAME: 2024.0122 PH - On Amending Utility Fees

Publication Fee: 201.09

Ad Size: 2 X 23 L

Category: General Legal Notice

Under penalty of perjury, I, the undersigned affiant swear or affirm that the statements above are true and accurate to the best of my knowledge and belief.

Megan Villanueva

(Signed)

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: 01/17/2024

Nicole Burkholder

Notary Public

This notarial act involved the use of communication technology

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Rebecca H. Dillon, CMC
Town Clerk
Town of Rocky Mount
COL-1500020

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	The Town solicited bids for the following work at the end of Weaver Street: • construction of approximately 200 linear feet of paved roadway • installation of 300 linear feet of 6-inch water line • earthwork, erosion and sediment control, and associated items Two bids for the work were received. A letter from the Town's engineer, Tim Mullins, has been included for your review. It includes a summary of the two bids. The low bidder, Paul R. Shively, Inc. has done quite a bit of work for the Town in the past.
ACTION NEEDED:	Approve the bid for the proposed work.

Attachment(s):

1. 2024.0122 800.1 Bid Evaluation Letter for Cox Property

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

January 17, 2024

Mr. Robert J. Wood
Town Manager
Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151

Re: Cox Site Infrastructure Improvements
T&L Project No. 17779

Dear Mr. Wood:

Bids for the above referenced project were received until 2:00 P.M. on Tuesday January 16, 2024, opened publicly, and read aloud at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia 24151.

Thompson & Litton has reviewed the bids to formulate an opinion of the contractors' responsiveness with respect to the scope of work advertised. The following bids were received:

CONTRACTOR	TOTAL BID	DIFFERENCE	% DIFFERENCE
Engineer's Estimate	\$ 332,050.00	N/A	N/A
Paul R. Shively, Inc.	\$ 191,151.00	(\$140,899.00)	-42.43%
F&B Contractors, Ltd.	\$ 342,000.00	\$ 9,950.00	3.00%

Upon conducting a review and evaluation of the base bids, it appears that the bids were responsive and consistent in all material aspects with the terms of the invitation.

Paul R. Shively, Inc. submitted the lowest bid in the amount of \$ 191,151.00. Based on the information provided by Paul R. Shively, Inc., it is our opinion that they are responsible and have the necessary construction capability to satisfactorily construct this project within the respective contract time frames.

Thompson & Litton recommends that the Town of Rocky Mount consult with its financial advisor and legal counsel for their respective input and recommendations regarding this bid, as well as any other criteria that they may feel are appropriate in making a final determination of award.

A copy of the Attendance Record, Bids Received Form, Bid Tabulation, and the Bid Package of the lowest Bidder are enclosed for your review.



Mr. Robert J. Wood
Cox Site Infrastructure Improvements
January 17, 2024
Page 2

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

Sincerely,

Timothy A. Mullins, PE
Director of Transportation & Utilities

Enclosures: Attendance Record
 Bids Received Form
 Bid Tabulation
 Bid Package: Paul R. Shively, Inc.

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	The Virginia Government Finance Officers Association has recommended that all localities update the definitions in their Transient Occupancy Tax sections of local Codes to better address short-term rentals and so that all localities will use consistent language in their Codes. A proposed ordinance that makes the recommended changes to the definitions has been included for your reference.
ACTION NEEDED:	Adopt the Ordinance.

Attachment(s):

1. 2024.0122 801.1 Transient Occupancy Tax Ordinance (Amend Definitions)

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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IN THE COUNCIL OF THE TOWN OF ROCKY MOUNT

AN ORDINANCE of the Town of Rocky Mount amending Chapter 30, Article VI, of the Code of the Town of Rocky Mount, Virginia (2002), and providing for changes to the levy of a transient occupancy tax.

BE IT ORDAINED by the Council of the Town of Rocky Mount that Chapter 30, Article VI, of the Code of the Town of Rocky Mount, Virginia (2002), is amended and reenacted to read and provide as follows:

ARTICLE VI. TRANSIENT OCCUPANCY TAX

Sec. 30-121. Definitions.

Except where the context clearly indicates a different meaning, the following words and phrases, when used in this article shall, for the purposes of this article, have the meanings ascribed to them in this section:

Accommodations means any room or rooms, lodging, or accommodations in any public or private hotel, motel, inn, apartment hotel, hostelry, tourist camp, tourist cabin, tourist home or house, camping grounds, club, rooming house, any place that offers short-term rental, and any place within the town in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration.

Accommodations fee means the room charge less the discount room charge, provided that the accommodations fee shall not be less than zero dollars

Accommodations intermediary means any person other than an accommodations provider that (1) facilitates the sale of an accommodation and (2) either (i) charges a room charge to the customer and charges an accommodations fee to the customer, which fee it retains as compensation for facilitating the sale; (ii) collects a room charge from the customer; or (iii) charges a fee, other than an accommodations fee, to the customer, which fee it retains as compensation for facilitating the sale. For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

The term "accommodations intermediary" does not include a person (1) if the accommodations are provided by an accommodations provider operating under a trademark, trade name, or service mark belonging to such person; (2) who facilitates the sale of an accommodation if (i) the price paid by the consumer to such person is equal to the price paid by such person to the accommodations provider for the use of the accommodations and (ii) the only compensation received by such person for facilitating the sale of the accommodations is a commission paid from the accommodations provider to such person; or (3) who is licensed as a real estate licensee pursuant to Article 1 (§ 54.1-2100 et seq.) of Chapter 21 of Title 54.1 of the Virginia Code, when acting within the scope of such license.

Accommodations provider means any person that furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession or the sale of the right to use or possess. An accommodations provider may be any public or private hotel, motel, inn, apartment hotel, hostelry, tourist camp, tourist cabin, tourist home or house, camping grounds, club, rooming house, any place that offers short-term rental, and any place within the town in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration.

Affiliate means with respect to any person, any other person directly or indirectly controlling, controlled by, or under common control with such person. For purposes of this definition, "control" (including controlled by and under common control with) shall mean the power, directly or indirectly, to direct or cause the direction of the management and policies of such person through ownership or voting securities or by contract or otherwise.

Discount room charge means the full amount charged by the accommodations provider to the accommodations intermediary, or an affiliate thereof, for furnishing the accommodations.

Lodging Facility means any public or private hotel, motel, inn, apartment hotel, hostelry, tourist camp, tourist cabin, tourist home or house, camping grounds, club, rooming house, any place that offers short-term rental, and any place within the town in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration.

Retail sale means a sale to any person for any purpose other than for resale.

Room charge means the full retail price charged to the customer for the use of the accommodations, before taxes. Room charge includes any fee charged to the customer and retained as compensation for facilitating the sale, whether described as an accommodations fee, facilitation fee, or any other name. The room charge shall be determined in accordance with regulations and related rulings of the Virginia Department of Taxation on the same.

Transient means any person who, for any period of not more than 30 consecutive days, either at that person's expense or at the expense of another, obtains accommodations from any accommodations provider.

The town finance director may rely upon the processes and procedures promulgated by the Virginia Department of Taxation in the construction or interpretation of any of the above definitions and the incidence of the tax authorized by this Article VI of Chapter 30 of the Town Code.

Sec. 30-122. Levied; rate.

There is hereby imposed and levied by the town a tax equivalent to seven and one half percent of the total price paid for the use or possession of any room or space that is suitable or intended for occupancy by transients for dwelling, lodging, or sleeping purposes as set forth in this article and as authorized by Virginia Code §§ 58.1-3840 and 58.1-3843.

Sec. 30-123. Exceptions.

No tax shall be payable under this article in any of these instances:

(a) On room rental paid by any federal, state, county, or town official or employee when on official business.

(b) On room rental paid to any hospital, medical clinic, nursing home, convalescent home, or home for aged people.

Sec. 30-124. Collection.

(a) For any retail sale of accommodations not facilitated by an accommodations intermediary, the accommodations provider shall collect the tax imposed under this article, computed on the total price paid for the use or possession of the accommodations, and shall remit the same to the town and shall be liable for the same.

(b) For any retail sale of accommodations facilitated by an accommodations intermediary, the accommodations intermediary shall be deemed under this article as a facility making a retail sale of an accommodation. The accommodations intermediary shall collect the tax imposed under this article, computed on the room charge. When the accommodations are at a hotel, the accommodations intermediary shall remit the taxes on the accommodations fee to the town and shall remit any remaining taxes to the hotel, which shall remit such taxes to the town. When the accommodations are at a short-term rental, as defined in Virginia Code § 15.2-983, or at any other accommodations, the accommodations intermediary shall remit the taxes on the room charge to the town.

(c) An accommodations intermediary shall not be liable for taxes under this article remitted to an accommodations provider but that are then not remitted to the town by the accommodations provider. For any retail sale of accommodations facilitated by an accommodations intermediary, an accommodations provider shall be liable for that portion of the taxes under this article that relate to the discount room charge only to the extent that the accommodations intermediary has remitted such taxes to the accommodations provider.

(d) In any retail sale of any accommodations in which an accommodations intermediary does not facilitate the sale of the accommodations, the accommodations provider shall separately state the amount of the tax in the bill, invoice, or similar documentation and shall add the tax to the total price paid for the use or possession of the accommodations. In any retail sale of any accommodations in which an accommodations intermediary facilitates the sale of the accommodation, the accommodations intermediary shall separately state the amount of the tax on the bill, invoice, or similar documentation and shall add the tax to the room charge; thereafter, such tax shall be a debt from the customer to the accommodations intermediary, recoverable at law in the same manner as other debts.

(e) The taxes required to be collected under this section shall be deemed to be held in trust by the person required to collect such taxes until they are remitted as required in this article.

Sec. 30-125. Report and remittance.

(a) The town finance director shall prescribe a transient lodging tax collection return form, which shall show the amount of lodging, charges collected and the tax required to be collected. The form shall contain an appropriate signature block and shall call for such other information as the director may require.

(b) Every person responsible under this article for collecting the transient occupancy tax shall complete a transient occupancy tax collection return and submit it and the remittance of the tax to the town finance director on or before the twentieth day of each month. Each return shall cover the amount of tax due and collected during the preceding month.

(c) If the remittance provided for in this section is by check or money order, the same shall be payable to the town.

Sec. 30-126. Failure to collect, report or remit.

(a) If any person shall fail or refuse to collect the tax levied by this article and to make, within the time provided in this article, any report and remittance required by this article, the town finance director shall proceed in such manner as he may deem best to obtain facts and information on which to base his estimate of the tax due. As soon as the director shall procure such facts and information as he is able to obtain upon which to base the assessment of any tax payable by any person who has failed or refused to collect the same and to make such report and remittance, he shall proceed to determine and assess against such person the tax and penalties provided for by this article and shall notify such person by registered mail sent to his last known place of address of the total amount of such tax and interest and penalties, and the total amount shall be payable within ten days from the date of such notice.

(b) If any person shall fail or refuse to remit to the town finance director the tax required to be collected and paid under this article within the time and in the amount specified in this article, there shall be added to such tax by the town finance director a penalty in the amount of ten percent of the tax, or \$10, whichever is greater, up to the amount of tax due, and interest at the rate of ten percent per year on the amount of the tax for each year or portion from the first day following the day upon which the tax is due and payable.

Sec. 30-127. Records to be kept.

It shall be the duty of every person liable for the collection and payment to the town of any tax imposed by this article to keep and preserve, for a period of three years, suitable records as may be necessary to determine the amount of tax, which records the town finance director shall have the right to inspect at all reasonable times.

Sec. 30-128. Cessation of business.

Whenever any person required to collect and pay to the town a tax under this article shall cease to operate or otherwise dispose of his business, any tax payable to the town shall become immediately due and payable and the person shall immediately make a report and pay the tax due.

Sec. 30-129. Violations of article.

Any person violating or failing to comply with any of the provisions of this article shall be guilty of a Class 1 misdemeanor. Conviction of such violation shall not relieve such person from the payment, collection or remittance of the tax provided for in this article.

Sec. 30-130. - Powers and duties of finance director under this article.

It shall be the duty of the town finance director to ascertain the name of every accommodations provider in the town liable for the collection of the tax levied by this article, who fails, refuses or neglects to collect the tax or to make, within the time provided by this article, the reports or remittances required by this article. The town finance director and his duly authorized deputies may have a summons issued for such person, and may serve a copy of the summons upon such person in the manner provided by law and shall make one return of the original to the general district court of the county. Police powers are conferred upon the finance director and his duly authorized deputies while engaged in performing their duties under the provisions of this section and they shall exercise all the powers and authority of police officers in performing their duties.

Secs. 30-131—30-150. Reserved.

This ordinance shall become effective immediately.

Adopted this ____ day of _____, 2024.

Ayes:

Nays:

Present:

APPROVED:

Mayor

ATTEST:

Clerk

Approved as to form:

Town Attorney

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 22, 2024
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STAFF MAKING REQUEST:	Daniel Pinard, Cultural & Economic Development Director
BRIEF SUMMARY OF REQUEST:	Staff will give an overview of the Virginia Main Street Program.
ACTION NEEDED:	

Attachment(s): None

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