TOWN COUNCIL
REGULAR MEETING
AGENDA
July 8, 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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<u>All cellular phones must be turned off during the Council Meeting.</u>

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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.

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1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Consent Agenda
    - 4.1. Miscellaneous Action
    - 4.2. Miscellaneous Resolutions/Proclamations
        - Revised Budgetary Appropriations to the FY2023-2024 Budget
    - 4.3. Approval of Draft Minutes
        - Regular Town Council Meeting Draft Minutes - June 10, 2024
    - 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. Rocky Mount Lion's Club Resolution

   5.2. Wellness Day and Employee Appreciation Day for Town Employees

6. Hearing of Citizens

7. New Business

   7.1. New Financial Policies

8. Closed Meeting and Action

   8.1. 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. Adjournment

ITEM(S) TO BE CONSIDERED UNDER:
Consent Item

FOR COUNCIL MEETING DATED:	July 8, 2024

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 Department, insurance proceeds for a vehicle claim and additional meals tax revenue received by the Town. $152,111 is the total amount requested as supplemental appropriations.
ACTION NEEDED:	Staff respectfully requests Council approval of the attached supplemental appropriations resolution.

Attachment(s):
1. 2024.0708 500.1 Supplemental Appropriations Resolution for FY2023-2024 Budget - July 8, 2024

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

Resolution No.: 2024.012

Authorization to Revise Budgetary Appropriations

The Rocky Mount Town Council does hereby authorize by Resolution the following supplemental budget appropriations on July 8, 2024 to the FY2023-2024 Budget:

Department	Purpose/Description	Account	Amount
Police	Davis Heating and Air Donation	12031015.55213	$250
Police	Member One Donation	12031015.55213	$500
Insurance	Insurance receipts for vehicle claims	10091020.61342	$1,361
Town Departments	Appropriate additional meals tax	10091020.61342	$150,000
	revenue to cover departmental		
	expenditures		
	Total supplemental appropriations		$152,111
	Amended FY23-24 Budget		$25,179,271
	Adjusted FY 23-24 Budget		$25,331,382

Given Under My Hand, this 8th Day of July, 2024:

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C. Holland Perdue, III, Mayor

Attest:

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Rebecca H. Dillon, Town Clerk

ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES

June 10, 2024
6:00 p.m.

The following members of Council were present:

Mayor C. Holland Perdue III
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:

Robert J. Wood, Town Manager
Rebecca H. Dillon, Town Clerk/Executive Admin. Assistant
Michael “Kevin” Adkins, Water Treatment Plant Superintendent
Daniel Pinard, Economic & Cultural Development Director
Dennis “Moe” Potter, Wastewater Treatment Plant Superintendent
John T. Boitnott, Town Attorney
Phillip Young, Chief of Police, RMPD
Brian Schofield, Public Works Superintendent
Amy D. Gordon, Assistant Finance Director/Human Resource Director
Jessica Angle, Planning & Zoning Administrator

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.

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1. <u>Roll Call</u>

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

2. <u>Pledge of Allegiance</u>

Mayor Perdue led in the pledge of allegiance.

Now therefore a quorum of the Rocky Mount Town Council had assembled for this meeting, at Town Attorney Boitnott' s direction, a vote was taken to allow Vice Mayor Stockton to participate in this meeting by conference phone due to him being absent in person which was due to illness. The location of Vice Mayor Stockton was his home located at 205 Musefield Road, Rocky Mount, VA 24151. The policy to allow remote participation in the meeting was approved at the Regular Council Meeting on December 12, 2022. It was passed by a unanimous vote.
<u>Motion</u>: To allow Vice Mayor Stockton to participate remotely in this Town Council Regular Meeting as presented by Mayor Perdue.
<u>Motion By</u>: Council Member Lee
<u>Second</u>: Council Member Casey
<u>Motion Discussion</u>: None
<u>Ayes:</u> (5) Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill
<u>Approved (5 to 0)</u>

3. <u>Approval of Agenda</u>

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

Mayor Perdue stated that the agenda needed to be amended to add a second closed meeting section. Section 2.2-3711(A).1 Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body with regard to boards and commissions.

<u>Motion</u>: To approve the amended agenda
<u>Motion By</u>: Council Member Lee
<u>Seconded</u>: Vice Mayor Stockton
<u>Motion Discussion</u>: None
<u>Ayes:</u> (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. Hearing of Citizens

Mrs. Glenna H. Moore of 45 Scenic River Drive, Rocky Mount, shared that in 1965, during Franklin County's Freedom of Choice School Integration System, Mrs. Moore was the only 13-year-old Black girl in her history class. Mrs. Moore's teacher taught about the south and how the Freedmen's Bureau was intrusive and unnecessary during reconstruction. Jubal Early pushed the philosophy prevalent in the south at that time and allowed southerners to declare that the reason for succession from the union was noble and for a good cause of keeping the southern culture.

Mrs. Moore paid homage to the four U.S. Military Officers that were assigned to Franklin County and the Town of Rocky Mount to protect newly freed slaves. Mrs. Moore made noble mention of the 31-year-old Lieutenant DeKnight, who was a White military officer from New York stationed in Rocky Mount between 1865 and 1868 to supervise Franklin County's reconstruction, a requirement for Virginia to renter the union. He represented the United States Bureau of Refugees Freed and Abandoned Lands, more commonly referred to as the Freedman's Bureau. Referencing an article by Charles Wall, Mrs. Moore shared that 1st Lieutenant DeKnight's job was to protect and advance Franklin County's ex-slaves during the immediate aftermath of the Civil War by providing relief in the form of food, clothes, and secure work. The Freedman's Bureau was also informed of their voting rights in the civil rights act of 1866 as well as the 14th Amendment. The Bureau made sure that Franklin County Black males were registered and voted without harassment.

Two schools for Black children and adults were established. One in Gogginsville and one in Rocky Mount. Mrs. Moore shared that it was also during this time that Hanyus behaviors were reported of the white people in the community towards the black people and it was thought a contributing factor to that was the harsh conditions left by the loss of the war and the horrific economic conditions caused by the war.

5. Approval of Consent Agenda

5.1 Miscellaneous Action

Letter to Veterans Commission regarding Veterans Park

Supplement #3 to Rocky Mount Town Code

Revised Budgetary Appropriations to the FY2023-2024 Budget

5.2 Miscellaneous Resolutions/Proclamations

Resolutions for VDOT Funding Applications

5.3 Approval of Draft Minutes

Regular Town Council Meeting Draft Minutes – May 13, 2024

Rocky Mount Town Council & Planning Commission Joint Worksession Draft Minutes – May 21, 2024

5.4 Departmental Monthly Reports

Community Development Department

Finance Department

Fire Department

Police Department

Public Works Department

Wastewater Department

Water Department

Motion: To approve the consent agenda
Motion By: Vice Mayor Stockton
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 to 0)

6. Special Items

6.1 Recognition to RMPD for receiving award from FBI Law Enforcement Executive Development Association

The Rocky Mount Police Department was recognized by the FBI Law Enforcement Executive Development Association (FBI LEEDA). The award was called the FBI Agency Trilogy Award. Command Staff at the Rocky Mount Police Department has gone through a series of training courses offered through the FBI Academy that is an innovative leadership training program designed to strengthen the public leadership role worldwide.

The distinction of this award is that only 134 law enforcement organizations over the entire United States have earned this award.

7. Public Hearing

7.1 Debt Issuance

Davenport Public Finance is the Town’s financial advisor on debt, investments, and any kind of financial matters. The Town advertised they were interested in issuing up to $11 million including $5 million to refinance some current debt depending on the financing terms the Town would be given. The terms were not favorable so $6 million is the final amount the Town will finance.

Mr. Kyle Laux, from Davenport Public Finance, made a presentation to Council. He explained that the debt would be for capital projects that had been approved in the Capital Improvement Plan (CIP) last spring. The process was to competitively bid on the process to finance capital projects which include two fire trucks, water line work, sidewalk improvements, as well as a variety of other things within the town’s adopted CIP.

Mr. Laux shared a slide show with Council. Three proposals were presented from Truist, Webster Bank, and Zions Bank with the best proposal being with Webster Bank. Webster Bank has the lowest interest rate, fixed rate, and gives prepayment flexibility.

Mayor Perdue stated that no one signed up to speak prior to the meeting and there was no one signed up to speak at this time.

Motion: To adopt the resolution as presented
Motion By: Council Member Lee
Second: Council Member Mullins
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)

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

Ayes: 7
Nays: 0
Action: To adopt the resolution with a vote of 7 to 0 including Mayor Perdue voting.

7.2 North Main Street Planning Project

An application was submitted approximately two years ago to the State of Virginia Department of Housing and Community Development (VHCD) for a planning grant. Public information meetings were held during the precontract period after which a planning grant was awarded allowing the Town to hire professional services and put the information out to bid as well as the Town was able to hire Hill Studio from Roanoke. Hill Studio has been working on the North Main Street Planning Project since January 2024 during which time Mr. David Hill from Hill Studio began speaking with business owners in the North Main Street area to get a better understanding of what they would like to see from the project. Cultural and Economic Development Director Pinard shared that the Town applied for the State's lengthy grant process so the town would be eligible for the larger of the grants available called the Community Improvement Grant (CIG). Cultural and Economic Development Director Pinard pointed out the importance of applying for state grant funding rather than local tax payers bearing the burden of local funding. However, Council and staff must remember that the process takes time (4-6 months to apply and 4-6 months to hear back from the application) and with state and federal grants, the Town will have to fall within the state and federal grant guidelines can be used for.

Mr. David Hill of Hill Studio then made a presentation to Council of the North Main Street corridor and what the VHCD would be looking for regarding the planning project there.

If the Town went forward with the grant application for the project, although there was no match required, Mr. Hill recommended that the Town include a deposit to be more competitive.

Mayor Perdue stated that no one signed up to speak prior to the meeting and there was no one signed up to speak at this time.

The Community and Economic Development Committee met prior to the regular Council meeting this evening and have a recommendation to share with Council from that meeting. Chairman Mullins shared their recommendation to adopt the resolution and move forward with the application.

<u>Motion</u>: To adopt the resolution and move forward with the application.
<u>Motion By</u>: Council Member Mullins
<u>Second</u>: Council Member Newbill
<u>Motion Discussion</u>: None
<u>Ayes:</u> (6): Vice Mayor Stockton, Council Member Casey, Council Member Clements, Council Member Lee, Council Member Mullins, and Council Member Newbill
<u>Approved (6 to 0)</u>

8. New Business

8.1 Sludge Collection System Replacement at Water Treatment Plant

The Capital Improvement Plan included approximately $600,000 in the budget for this budget year that Council approved. Premier Group Limited was the lowest bidder at $919,000. The additional funds needed will be appropriated from the general fund fund balance in the amount of $319,000.

The current system in use is just over 40 years old, is part of the original system installed when the plant was built and has since failed on part of it so when cleaned, the basin has to be drained down, and washed out manually with the water hose.

Motion: To move forward and approve project funding request
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)

9. Closed Meeting and Action

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

Time: 6:50 p.m.

Virginia Code Section:

9.1 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.

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.

Motion: To go into closed session
Motion By: Council Member Casey

Second: **Council Member Lee**
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: 7:03 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, 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 Monday, June 10, 2024, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

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C. Holland Perdue III, Mayor

Motion: To come out of closed session
Motion By: Council Member Lee
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)

POST CLOSED SESSION ACTION:
Motion: To proceed with the process needed to finish acquiring the land for the dog park off of Technology Drive in Rocky Mount.
Motion By: Council Member Mullins
Second: Council Member Clements
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)

POST CLOSED SESSION ACTION CONTINUED:

Motion: **To proceed with filling one of the two vacant seats on the Veterans Memorial Commission by making the motion to appoint Mr. Lucas Tuning to the Commission commencing immediately and with a term of no expiration (customary with the Veterans Memorial Commission). The motion was also made to proceed with filling the second vacant seat on the Veterans Memorial Commission by making the motion to appoint Mr. Derek Spencer to the Commission commencing immediately and with a term of no expiration (also customary with the Veterans Memorial Commission).**

Motion By: Council Member Lee

Second: Council Member Clements

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)

10. Adjournment

Motion: To adjourn

Time: 6:56 p.m.

Motion By: Council Member Lee

Seconded By: 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)

Action: Meeting was adjourned

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C. Holland Perdue III, Mayor

ATTEST:

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Rebecca H. Dillon, Town Clerk

Planning & Zoning Monthly Report

06/01/2024 - 06/30/2024

Permit #	Permit Date	Permit Type	Parcel Address	Main Status	Applicant / Business Name	Owner Name	Description
Group: Plat Review							
2024062	6/27/2024	Plat Review		Pending	Creekside of Rocky Mount, LLC	CREEKSIDE OF ROCKY MOUNT LLC	minor subdivision dividing one lot into 3.
2024055	6/4/2024	Plat Review	760 SCUFFLING HILL RD	Approved	James C. & Kitty C. Haynes	HAYNES JAMES C & KITTY C	Deed of vacation, combining 4 lots 2100016700,2100016800,2100016603,2100017101

Group Total: 2

Permit #	Permit Date	Permit Type	Parcel Address	Main Status	Applicant / Business Name	Owner Name	Description
Group: Sign							
2024056	6/6/2024	Sign	400 OLD FRANKLIN TPKE	Approved	Interstate Sign Company, Inc.	K-2 PROPERTIES LLC	Replace exisiting signage (Update brand)

Group Total: 1

Permit #	Permit Date	Permit Type	Parcel Address	Main Status	Applicant / Business Name	Owner Name	Description
Group: Zoning							
2024061	6/24/2024	Zoning	690 SOUTH MAIN ST	Approved	Robert Canipe	CANIPE ROBERT WILLIAM	Install above ground pool with deck

2024060	6/20/2024	Zoning	167 MOUNTAIN TOP DR	Approved	Tuff Shed Inc.	LAWRENCE NICOLE THURMAN	Construct 20x20 Detached garage
2024057	6/10/2024	Zoning	400 MUSE FIELD RD	Approved	Kim Muse	MUSE WEBSTER (LE) & OTHERS	16x66 Manufactured Home on permanent foundation

Group Total: 3

Group: Zoning Compliance

2024064	6/28/2024	Zoning Compliance	263 FRANKLIN ST	Approved	Wickedly Stitched by Kate	MARTIN PARTNERSHIP	open personal service establishment - seamstress-alterations and tayloring
2024063	6/27/2024	Zoning Compliance	373 FRANKLIN ST	Approved	Ashleigh Holland/ Variety Kiicks	373 FRANKLIN LLC	Open operate retail store selling shoes and clothing
2024059	6/17/2024	Zoning Compliance	425 HILLTOP DR	Approved	Jessica Nonella	MUTERSPAUGH TIMOTHY RAY	Home Occupation- home bakery, preorders only, minimal foot traffic (no stocked goods and no signage allowed)

2024058	6/13/2024	Zoning Compliance	461 FRANKLIN ST	Approved	M&M Detailing and Car Cleaning Services	461 FRANKLIN ST LLC	new ownership existing detail business within garage

Group Total: 4

Total Records: 10 **7/1/2024**

Page: 3 of 3

FOIA Monthly Report June 2024

Date	Requested By	Topic
6/13/24	McCormick Law Firm	Police report on Christopher Warren

YEAR-TO-DATE BUDGET REPORT

FOR THE 12 MONTHS ENDED JUNE 30, 2024

FOR 2024 12

	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	-2,152,473	.00	.00	.00	-2,152,473.00	.0%*
TOTAL USE OF SURPLUS	0	-2,152,473	.00	.00	.00	-2,152,473.00	.0%
11011000 GENERAL PROPERTY TAXES							
11011000 41101 REAL PROPERTY - CUR	-641,476	-641,476	-590,415.06	-842.14	.00	-51,060.94	92.0%*
11011000 41102 REAL PROPERTY - DEL	-35,000	-35,000	-24,438.07	-1,098.01	.00	-10,561.93	69.8%*
11011000 41103 PUBLIC SERVICE - CU	-22,104	-22,104	-9,138.98	-4,817.29	.00	-12,965.02	41.3%*
11011000 41104 PUBLIC SERVICE - DE	0	0	-5,806.60	-5,534.37	.00	5,806.60	100.0%
11011000 41105 PERSONAL PROPERTY -	-340,000	-340,000	-432,867.81	-299.73	.00	92,867.81	127.3%
11011000 41106 PERSONAL PROPERTY -	-12,200	-12,200	-47,111.68	-2,071.14	.00	34,911.68	386.2%
11011000 41107 MACHINERY & TOOLS -	-171,902	-171,902	.00	.00	.00	-171,902.00	.0%*
11011000 41110 PENALITIES ON TAXES	-11,500	-11,500	-9,862.75	-1,448.08	.00	-1,637.25	85.8%*
11011000 41111 INTEREST ON DELINQ	-9,300	-9,300	-5,094.00	-179.26	.00	-4,206.00	54.8%*
TOTAL GENERAL PROPERTY TAXES	-1,243,482	-1,243,482	-1,124,734.95	-16,290.02	.00	-118,747.05	90.5%
11012000 OTHER LOCAL TAXES							
11012000 41201 LOCAL SALES & USE T	-305,819	-305,819	-351,375.41	-28,392.42	.00	45,556.41	114.9%
11012000 41202 MEALS TAX	-2,411,304	-2,411,304	-2,829,101.60	-258,284.54	.00	417,797.60	117.3%
11012000 41203 PENALTY-DEL MEALS T	0	0	-5,761.83	.00	.00	5,761.83	100.0%
11012000 41204 INTEREST-DEL MEALS	0	0	-865.37	.00	.00	865.37	100.0%
11012000 41205 TRANSIENT OCCUPANCY	-175,211	-175,211	-291,130.77	-22,537.25	.00	115,919.77	166.2%
11012000 41206 PENALTY-DEL LODGING	0	0	-217.14	.00	.00	217.14	100.0%
11012000 41207 INTEREST-DEL LODGIN	0	0	-18.09	.00	.00	18.09	100.0%
11012000 41208 CIGARETTE TAX	-84,000	-84,000	-62,565.00	.00	.00	-21,435.00	74.5%*
11012000 41209 BANK STOCK TAX	-440,000	-440,000	-378,445.00	-70,990.00	.00	-61,555.00	86.0%*
11012000 41210 CONSUMER UTILITY TA	-317,000	-317,000	-320,601.72	-25,452.70	.00	3,601.72	101.1%
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	-4,240,081.93	-405,656.91	.00	419,273.93	111.0%
11012500 BUSINESS LICENSE TAXES							

YEAR-TO-DATE BUDGET REPORT

FOR THE 12 MONTHS ENDED JUNE 30, 2024

FOR 2024 12

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11012500 41301	BPOL-RETAIL	-400,000	-400,000	-475,847.26	-31,822.45	.00	75,847.26	119.0%
11012500 41302	BPOL-PROFESSIONAL	-186,000	-186,000	-206,889.07	-26,228.86	.00	20,889.07	111.2%
11012500 41303	BPOL-REPAIRS/PERS S	-114,000	-114,000	-132,747.59	-27,406.90	.00	18,747.59	116.4%
11012500 41304	BPOL-CONTRACTOR	-49,750	-49,750	-78,219.12	-9,964.01	.00	28,469.12	157.2%
11012500 41305	BPOL-UTILITY	-5,429	-5,429	-6,473.86	.00	.00	1,044.86	119.2%
11012500 41306	BPOL-AMUSEMENT TAX	-500	-500	.00	.00	.00	-500.00	.0%*
11012500 41307	BPOL-MISCELLANEOUS	-8,644	-8,644	-8,726.43	-1,405.66	.00	82.43	101.0%
11012500 41308	BPOL-ALCOHOLIC BEVE	-650	-650	-1,125.00	-350.00	.00	475.00	173.1%
11012500 41309	BPOL-PENALITIES & I	-2,000	-2,000	-13,493.94	-4,673.88	.00	11,493.94	674.7%
	TOTAL BUSINESS LICENSE TAXES	-766,973	-766,973	-923,522.27	-101,851.76	.00	156,549.27	120.4%
11013000 PERMITS & LICENSES								
11013000 42111	PLANNING & ZONING F	-9,000	-9,000	-7,126.64	-645.00	.00	-1,873.36	79.2%*
11013000 42112	FARMERS MARKET FEES	-3,300	-3,300	-6,365.00	-4,545.00	.00	3,065.00	192.9%
11013000 42113	FARMERS MKT EBT'S D	0	-5,575	-5,575.17	.00	.00	.17	100.0%
11013000 42114	WELCOME CENTER FEES	-10,000	-10,000	-8,040.81	-500.00	.00	-1,959.19	80.4%*
11013000 42116	RETURN CHECK FEES	-400	-400	-1,866.47	.00	.00	1,466.47	466.6%
11013000 42117	CREDIT CARD FEES	-7,500	-7,500	-4,080.52	.00	.00	-3,419.48	54.4%*
	TOTAL PERMITS & LICENSES	-30,200	-35,775	-33,054.61	-5,690.00	.00	-2,720.39	92.4%
11014000 FINES & FORFEITURES								
11014000 42211	COURT FINEES	-20,000	-20,000	-43,015.99	-5,097.32	.00	23,015.99	215.1%
11014000 42212	PARKING FINES	-70	-70	-80.00	-40.00	.00	10.00	114.3%
11014000 42213	GARBAGE VIOLATION F	0	0	551.30	.00	.00	-551.30	100.0%*
	TOTAL FINES & FORFEITURES	-20,070	-20,070	-42,544.69	-5,137.32	.00	22,474.69	212.0%
11015000 PROCEEDS FROM USE OF ASSETS								
11015000 42311	INTEREST ON MONEY/I	-275,000	-413,681	-418,718.64	.00	.00	5,037.64	101.2%
11015000 42312	RENTAL OF GENERAL P	-450	-450	-450.00	.00	.00	.00	100.0%
11015000 42318	SALE OF PROPERTY	0	-109,890	-136,020.00	-12,345.00	.00	26,130.00	123.8%
11015000 42319	BOND PROCEEDS	0	-5,150,000	-5,150,000.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR THE 12 MONTHS ENDED JUNE 30, 2024

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL PROCEEDS FROM USE OF ASSETS	-275,450	-5,674,021	-5,705,188.64	-12,345.00	.00	31,167.64	100.5%
11016000 CHARGES FOR SERVICES							
11016000 42411 REFUSE COLLECTION C	-295,176	-295,176	-292,721.04	-24,821.20	.00	-2,454.96	99.2%*
11016000 42413 TRUCK RENTAL FEES	-1,500	-1,500	-1,770.00	-90.00	.00	270.00	118.0%
11016000 42415 WEED CONTROL CHARGE	-250	-250	.00	.00	.00	-250.00	.0%*
11016000 42418 PASSPORT SERVICE FE	-19,000	-19,000	-26,040.00	-2,215.00	.00	7,040.00	137.1%
11016000 42419 SECURITY SERVICS	-17,500	-17,500	-10,015.50	-1,854.50	.00	-7,484.50	57.2%*
11016000 42420 POLICE REPORTS	-1,200	-1,200	-1,448.00	-126.00	.00	248.00	120.7%
11016000 42421 FINGERPRINT SERVICE	-150	-150	-241.75	-10.00	.00	91.75	161.2%
11016000 42422 CRISIS INTERVENTION	-45,000	-45,000	-33,473.00	.00	.00	-11,527.00	74.4%*
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	-367,277.95	-29,116.70	.00	-12,598.05	96.7%
11018000 MISCELLANEOUS GENERAL							
11018000 42511 RECOVERIES	0	0	-11,329.99	-700.64	.00	11,329.99	100.0%
11018000 42512 MISCELLANEOUS	0	0	-799.89	.00	.00	799.89	100.0%
11018000 42515 DONATIONS	0	-74,315	-73,994.72	-2,250.00	.00	-320.28	99.6%*
11018000 42524 INSURANCE RECIPTS F	-40,000	-229,798	-223,301.29	-1,668.25	.00	-6,496.71	97.2%*
TOTAL MISCELLANEOUS GENERAL	-40,000	-304,113	-309,425.89	-4,618.89	.00	5,312.89	101.7%
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	-118,189.20	.00	.00	-17,810.80	86.9%*
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	-51,263.07	.00	.00	30,263.07	244.1%
18522000 43216 OTHER NON-CATEGORIC	0	0	-119.87	.00	.00	119.87	100.0%
TOTAL COMMONWEALTH-NONCATEGORICAL	-218,306	-218,306	-232,457.67	.00	.00	14,151.67	106.5%
18524000 COMMONWEALTH-CATEGORICAL							
18524000 43112 SCHOOL RES OFFICER	-49,506	-49,506	-82,264.00	.00	.00	32,758.00	166.2%

YEAR-TO-DATE BUDGET REPORT
FOR THE 12 MONTHS ENDED JUNE 30, 2024

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
18524000 43311 FIRE PROGRAMS-STATE	-18,741	-22,076	-22,076.00	.00	.00	.00	100.0%
18524000 43312 STREET MAINTENANCE-	-1,607,191	-1,607,191	-1,421,636.10	.00	.00	-185,554.90	88.5%*
18524000 43313 LAW ENFORCEMENT AID	-132,620	-132,620	-104,613.00	.00	.00	-28,007.00	78.9%*
18524000 43314 LOCAL LAW ENFORCEME	0	-2,265	.00	.00	.00	-2,265.00	.0%*
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	-227,364.90	.00	.00	227,364.90	100.0%
TOTAL COMMONWEALTH-CATEGORICAL	-1,808,058	-1,826,067	-1,867,366.56	.00	.00	41,299.56	102.3%
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	-102,598.46	.00	.00	72,598.46	342.0%
18535000 43112 OTH AID-SCHOOL RESO	-50,000	-50,000	-50,000.00	.00	.00	.00	100.0%
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	-152,598.46	.00	.00	12,598.46	109.0%
TOTAL GENERAL FUND	-8,743,223	-16,581,964	-14,999,886.12	-580,706.60	.00	-1,582,077.88	90.5%
TOTAL REVENUES	-8,743,223	-16,581,964	-14,999,886.12	-580,706.60	.00	-1,582,077.88	
12 FORFEITED ASSETS							
12000000 FORFEITED ASSETS							
12000000 42562 APPROPRIATED FUND B	0	-4,887	.00	.00	.00	-4,886.82	.0%*
12000000 43216 FORFEITED ASSET PRO	0	-3,703	-3,703.00	.00	.00	.00	100.0%
TOTAL FORFEITED ASSETS	0	-8,590	-3,703.00	.00	.00	-4,886.82	43.1%
TOTAL FORFEITED ASSETS	0	-8,590	-3,703.00	.00	.00	-4,886.82	43.1%
TOTAL REVENUES	0	-8,590	-3,703.00	.00	.00	-4,886.82	
20 WATER & WASTEWATER FUND							

YEAR-TO-DATE BUDGET REPORT

FOR THE 12 MONTHS ENDED JUNE 30, 2024

FOR 2024 12

20 WATER & WASTEWATER FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
20080000 TRANSFERS							
20080000 42611 TRANSFER FM GENERAL	0	-219,064	-219,064.00	-81,856.00	.00	.00	100.0%
TOTAL TRANSFERS	0	-219,064	-219,064.00	-81,856.00	.00	.00	100.0%
25020000 WATER CHARGES							
25020000 42313 PROPERTY RENT (CELL	-134,544	-134,544	-127,915.85	-10,868.94	.00	-6,628.15	95.1%*
25020000 45101 WATER SALES	-1,676,346	-1,676,346	-1,810,759.79	-162,008.49	.00	134,413.79	108.0%
25020000 45102 WATER CONNECTIONS	-22,650	-22,650	-72,596.96	-5,241.64	.00	49,946.96	320.5%
25020000 45103 DISCONNECT-CUT OFF	-10,000	-10,000	-27,153.92	-3,350.00	.00	17,153.92	271.5%
25020000 45104 PENALTIES	-30,000	-30,000	-32,805.43	-2,501.67	.00	2,805.43	109.4%
25020000 45105 REBATES & RECOVERIE	0	0	-455.00	-35.00	.00	455.00	100.0%
25020000 45106 BULK WATER PURCHASE	-1,000	-1,000	-60,380.52	-150.48	.00	59,380.52	6038.1%
25020000 45107 FIRE SUPPRESSION CH	0	0	-18,410.88	-3,061.19	.00	18,410.88	100.0%
TOTAL WATER CHARGES	-1,874,540	-1,874,540	-2,150,478.35	-187,217.41	.00	275,938.35	114.7%
25530000 WASTEWATER CHARGES							
25530000 45201 WASTEWATER COLLECTI	-1,015,622	-1,015,622	-1,140,133.28	-98,349.05	.00	124,511.28	112.3%
25530000 45202 SEWER CONNECTIONS	-6,000	-6,000	-7,870.85	-1,000.00	.00	1,870.85	131.2%
TOTAL WASTEWATER CHARGES	-1,021,622	-1,021,622	-1,148,004.13	-99,349.05	.00	126,382.13	112.4%
TOTAL WATER & WASTEWATER FUND	-2,896,162	-3,115,226	-3,517,546.48	-368,422.46	.00	402,320.48	112.9%
TOTAL REVENUES	-2,896,162	-3,115,226	-3,517,546.48	-368,422.46	.00	402,320.48	
GRAND TOTAL	-11,639,385	-19,705,780	-18,521,135.60	-949,129.06	.00	-1,184,644.22	94.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR THE 12 MONTHS ENDED JUNE 30, 2024

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 GENERAL FUND							
10091020 NON-DEPARTL GENERAL FUND	846,462	1,635,393	1,570,748.26	416,865.61	64,713.43	-68.69	100.0%
11011010 MAYOR & TOWN COUNCIL	97,852	108,908	103,701.17	9,319.65	5,000.00	206.83	99.8%
11012020 TOWN MANAGER	381,412	382,828	382,631.10	23,791.98	.00	196.90	99.9%
11012040 TOWN ATTORNEY	69,670	69,670	57,751.19	2,242.50	.00	11,918.81	82.9%
11012130 FINANCE DEPARTMENT	623,468	623,468	596,168.14	6,655.98	.00	27,299.86	95.6%
11081060 PASSPORT PROGRAM	3,125	3,125	1,105.41	26.94	.00	2,019.59	35.4%
12031010 POLICE DEPARTMENT	2,709,633	2,803,102	2,798,690.37	214,472.40	.00	4,411.63	99.8%
12031015 POLICE DEPT GRANTS	0	89,729	41,313.46	162.13	.00	48,415.54	46.0%
12032020 VOLUNTEER FIRE DEPT	228,450	315,211	180,907.57	3,500.32	78,895.30	55,408.13	82.4%
12043130 IMPOUND LOT	2,500	2,500	213.40	33.66	.00	2,286.60	8.5%
13041000 PUBLIC WORKS ADMINISTRATION	1,294,945	208,277	114,099.54	6,591.90	.00	94,177.46	54.8%
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	107,689	102,696.78	10,967.35	.00	4,992.22	95.4%
13041070 TRAFFIC CONTROL & PARKING	101,650	132,858	130,043.03	12,369.16	2,200.00	614.97	99.5%
13041080 STREETS	395,300	1,405,033	819,470.25	64,913.44	.00	585,562.75	58.3%
13041090 SIDEWALKS, CURB, GUTTERING	2,800	15,295	13,273.03	5,816.09	.00	2,021.97	86.8%
13042020 STREET CLEANING	4,100	9,365	7,541.25	1,302.07	.00	1,823.75	80.5%
13042030 REFUSE COLLECTION	36,900	137,057	134,832.31	12,208.81	.00	2,224.69	98.4%
13042040 SNOW REMOVAL	21,250	23,591	12,815.07	-13.47	.00	10,775.93	54.3%
13042061 STATE OF GOOD REPAIR GRANT	0	1,136,889	201,075.87	57,254.96	19,937.73	915,875.40	19.4%
14043041 PARKS-MARY ELIZABETH	11,100	33,426	27,572.94	1,753.61	.00	5,853.06	82.5%
14043042 PARKS-MARY BETHUNE	4,900	12,110	8,808.75	638.88	.00	3,301.25	72.7%
14043043 PARKS-GILLEYS	10,000	12,482	9,170.47	1,330.88	.00	3,311.53	73.5%
14043044 PARKS-CELESTE	2,100	8,061	6,115.53	154.72	.00	1,945.47	75.9%
14043045 PARKS-VETERANS MEMORIAL	5,470	7,483	6,565.36	497.76	.00	917.64	87.7%
14043046 PARKS-FIRST RESPONDERS MEM	5,200	6,165	4,422.51	5.81	.00	1,742.49	71.7%
14043048 TOWN DOG PARK	0	17,255	17,180.78	2,483.61	.00	74.22	99.6%
14043080 PARKS & PLAYGROUNDS	0	12,674	12,671.50	354.85	.00	2.50	100.0%
14543040 MUNICIPAL BUILDING	68,417	110,537	96,886.40	8,068.39	.00	13,650.60	87.7%
14543050 EMERGENCY SERVICES BLDG	83,600	122,503	113,647.83	4,753.51	.00	8,855.17	92.8%
14543060 PUBLIC WORKS BUILDING	39,615	63,327	54,077.93	7,989.46	.00	9,249.07	85.4%
14543070 PARKS & REC - CEMETERY	2,250	13,662	12,282.39	743.07	.00	1,379.61	89.9%
16081010 PLANNING & ZONING	253,985	321,677	313,363.43	17,543.72	.00	8,313.57	97.4%
16081020 COMMUNITY & ECONOMIC DEV	546,265	5,556,265	5,501,369.94	-10,896.14	.00	54,895.06	99.0%
16081030 CITIZENS SQUARE-FARMERS MARKE	36,524	59,635	55,524.44	3,453.98	.00	4,110.56	93.1%
16081040 DEPOT WELCOME CENTER	43,917	43,917	30,404.23	4,779.13	.00	13,512.77	69.2%
16081050 HARVESTER PERFORMANCE CENTER	680,000	680,000	680,000.00	161,266.69	.00	.00	100.0%
16081060 CDBG NORTH MAIN REVIT PLAN	0	52,922	52,921.18	.00	.00	.82	100.0%
16081086 INDUSTRIAL DEVELOPMENT	0	202,912	202,911.66	.00	.00	.34	100.0%
16081300 ECONOMIC DEVELOPMENT AUTHORIT	6,863	6,863	2,740.28	-2.67	.00	4,122.72	39.9%

YEAR-TO-DATE BUDGET REPORT

FOR THE 12 MONTHS ENDED JUNE 30, 2024

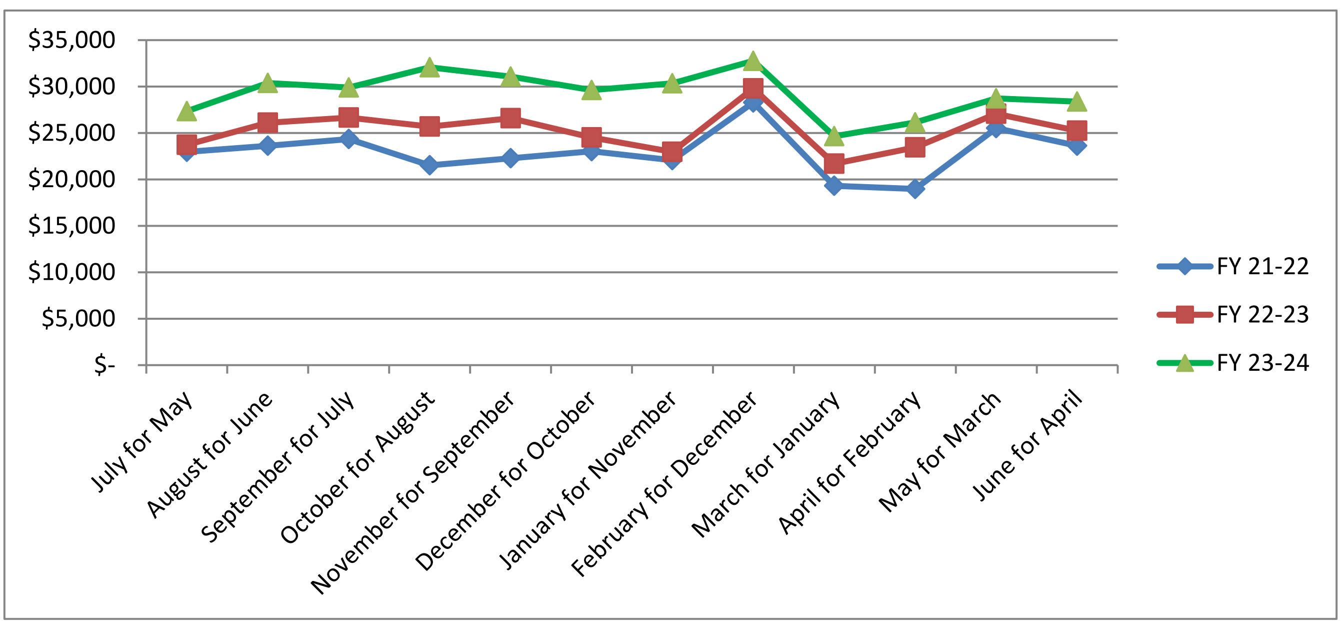
FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16085000 REMED BLIGHTED STRUCTURES	25,000	25,000	.00	.00	.00	25,000.00	.0%
TOTAL GENERAL FUND	8,743,223	16,581,964	14,479,244.74	1,053,400.74	170,746.46	1,931,972.80	88.3%
12 FORFEITED ASSETS							
12031016 STATE FORFEITURE ASSETS	0	8,590	2,495.00	.00	.00	6,094.82	29.0%
TOTAL FORFEITED ASSETS	0	8,590	2,495.00	.00	.00	6,094.82	29.0%
20 WATER & WASTEWATER FUND							
20069000 NON-DEPARTL UTILITY OPERATING	447,998	438,992	431,643.73	.00	.00	7,348.27	98.3%
25050000 WATER SYSTEM OPERATIONS	272,616	394,739	339,118.56	34,761.20	10,627.05	44,993.39	88.6%
25050100 METER READING	27,620	39,199	36,884.88	924.56	.00	2,314.12	94.1%
25050500 WATER TREATMENT PLANT	977,492	989,161	978,717.16	64,063.41	7,212.12	3,231.72	99.7%
25062000 UTILITY ADMINISTRATION	389,322	384,322	342,776.44	21,485.03	.00	41,545.56	89.2%
25560000 WASTEWATER SYSTEM OPERATIONS	150,297	235,659	224,768.20	9,545.71	.00	10,890.80	95.4%
25560500 WASTEWATER TREATMENT PLANT	630,817	633,154	630,914.42	31,879.79	125.00	2,114.58	99.7%
TOTAL WATER & WASTEWATER FUND	2,896,162	3,115,226	2,984,823.39	162,659.70	17,964.17	112,438.44	96.4%
GRAND TOTAL	11,639,385	19,705,780	17,466,563.13	1,216,060.44	188,710.63	2,050,506.06	89.6%

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

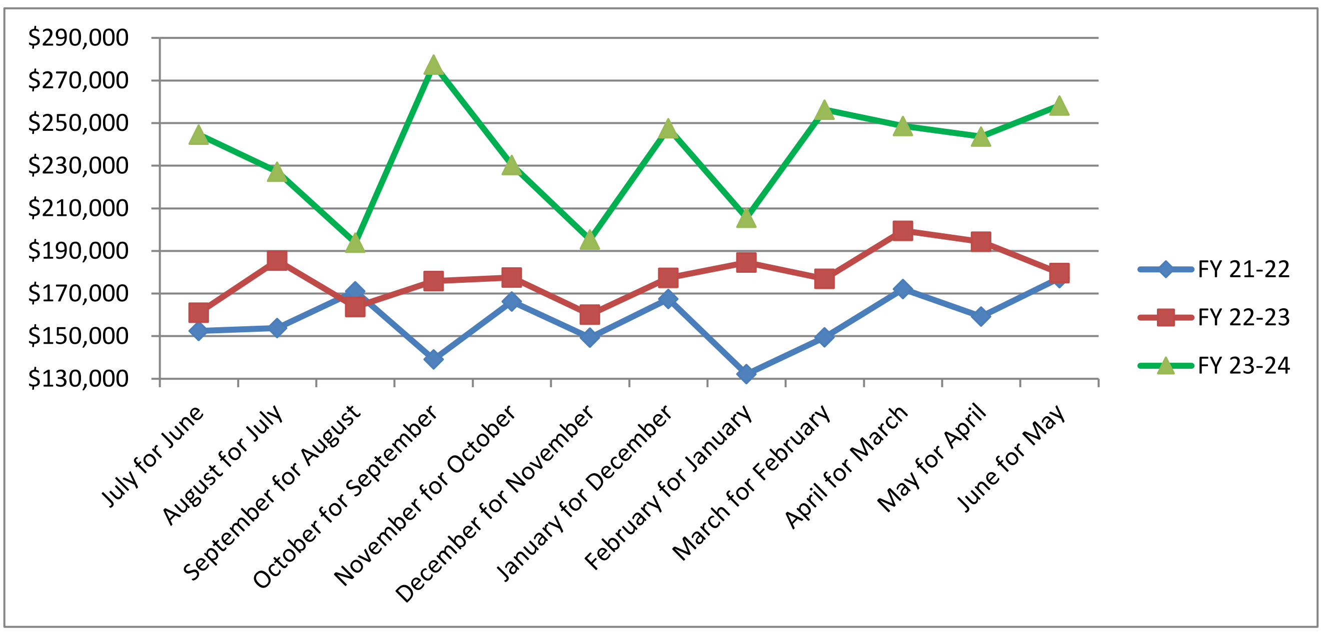
Town of Rocky Mount
Local Sales Tax Collections by Month

Month	FY 21-22	FY 22-23	FY 23-24	Change	% Change
July for May	$ 22,978	$ 23,738	$ 27,361	$ 3,623	13.2%
August for June	$ 23,622	$ 26,102	$ 30,373	$ 4,271	14.1%
September for July	$ 24,336	$ 26,639	$ 29,885	$ 3,246	10.9%
October for August	$ 21,514	$ 25,676	$ 32,074	$ 6,398	19.9%
November for September	$ 22,281	$ 26,599	$ 31,054	$ 4,455	14.3%
December for October	$ 23,016	$ 24,524	$ 29,612	$ 5,088	17.2%
January for November	$ 22,061	$ 22,980	$ 30,352	$ 7,372	24.3%
February for December	$ 28,289	$ 29,796	$ 32,769	$ 2,973	9.1%
March for January	$ 19,310	$ 21,687	$ 24,644	$ 2,957	12.0%
April for February	$ 18,974	$ 23,440	$ 26,124	$ 2,684	10.3%
May for March	$ 25,516	$ 27,054	$ 28,735	$ 1,681	5.9%
June for April	$ 23,632	$ 25,252	$ 28,392	$ 3,140	11.1%
Year Totals	$ 275,529	$ 303,487	$ 351,375	$ 47,888	13.6%



Town of Rocky Mount
Meals Tax Collections by Month

Month Collected	FY 21-22	FY 22-23	FY 23-24	Change	% Change
July for June	$ 152,437	$ 160,978	$ 244,531	$ 83,553	51.9%
August for July	$ 153,837	$ 185,503	$ 227,166	$ 41,663	22.5%
September for August	$ 171,121	$ 163,751	$ 193,852	$ 30,101	18.4%
October for September	$ 139,085	$ 175,939	$ 277,528	$ 101,589	57.7%
November for October	$ 166,261	$ 177,506	$ 230,365	$ 52,859	29.8%
December for November	$ 149,361	$ 160,148	$ 195,454	$ 35,306	22.0%
January for December	$ 167,488	$ 177,390	$ 247,659	$ 70,269	39.6%
February for January	$ 132,152	$ 184,585	$ 205,557	$ 20,972	11.4%
March for February	$ 149,407	$ 176,858	$ 256,350	$ 79,492	44.9%
April for March	$ 172,047	$ 199,508	$ 248,621	$ 49,113	24.6%
May for April	$ 159,286	$ 194,326	$ 243,734	$ 49,408	25.4%
June for May	$ 177,283	$ 179,649	$ 258,285	$ 78,636	43.8%
Year Totals	$ 1,889,765	$ 2,136,141	$ 2,829,102	$ 692,961	32.4%



Town of Rocky Mount
Cash Balances and Investment Portfolio
June 30, 2024

Total Cash Held by the Town:		
Cash in the Office	$	700
Duncan Williams Investments	$	2,646,221
Hometrust Bank (Borrowed Funds)	$	221,248
Local Government Investment Pool (avg monthly yield 5.419%)	$	5,825,640
Truist: Payroll and Flexible Benefits Checking Accounts	$	106,910
Carter Bank and Trust: Old Checking Account, Designated Checking Accounts for Police, Farmer's Market and Depot	$	401,058
National Bank of Blacksburg	$	1,370,561
Atlantic Union Bank: Town Checking Account	$	1,333,499
Total Cash Balance at Month End	$	11,905,836

Investment Detail:

Duncan-Williams, Inc.
Account Statement Dated June 30, 2024

Cash, Money Funds and Bank Deposits - 1% of Portfolio	**Closing Balance**	**Income This Year**	**30-Day Yield**
Federated Hermes Govt Reserves Money Market	$5,783.90	$124.29	4.36%

Fixed Income - 99% of Portfolio **Certificates of Deposit:**	**Market Value**	**Estimated Annual Income**	**Estimated Yield**
Total	$472,068.45	$16,537.50	3.55%
U.S. Government Bonds:			
Total	$2,168,368.48	$40,987.50	3.80%
Total Fixed Income	$2,640,436.93	$57,525.00	
Total Portfolio Holdings	$2,646,220.83	$57,649.29	

MONTHLY STAFF REPORT

DATE:	July 8, 2024
TO:	Rocky Mount Town Council
FROM:	Justin Woodrow
DEPARTMENT:	**Fire Department**
MONTH:	May 2024

For the period of May 2024, the Rocky Mount Fire Department responded to a total of 53 calls of which 16 were inside the town limits and 37 were outside town limits.

RMFD apparatus traveled a total of 816 miles carrying out duties pertaining to answering calls and support efforts of the department.

RMFD members logged 28 members performing training for a total of 224 hours of training.

Summary of Calls:

Structure Fire
9
Fire Alarm
6
Brush Fire
1
Utilities Fire
3
Smoke Report
1
Vehicle Fire
5
HazMat
1
Motor Vehicle Accident
21
Assist EMS Crews
1
Public Service Call
5

MONTHLY STAFF REPORT

DATE:	JULY 8, 2024
TO:	Rocky Mount Town Council
FROM:	Chief Phillip S. Young
DEPARTMENT:	**Police Department**
MONTH:	June

*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…..

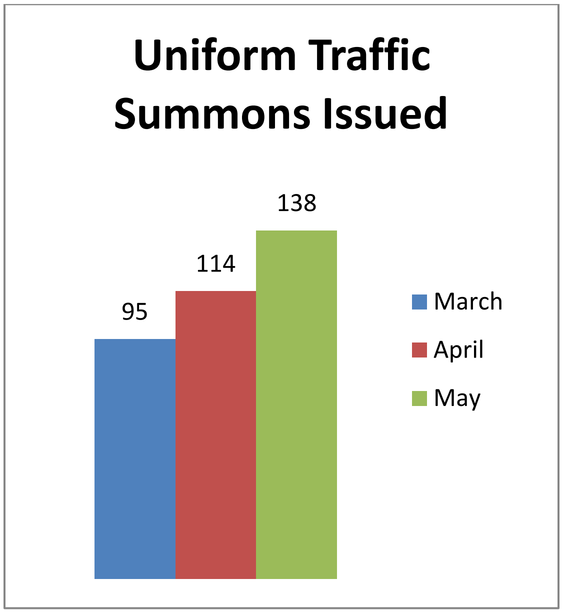
PSY/rfs

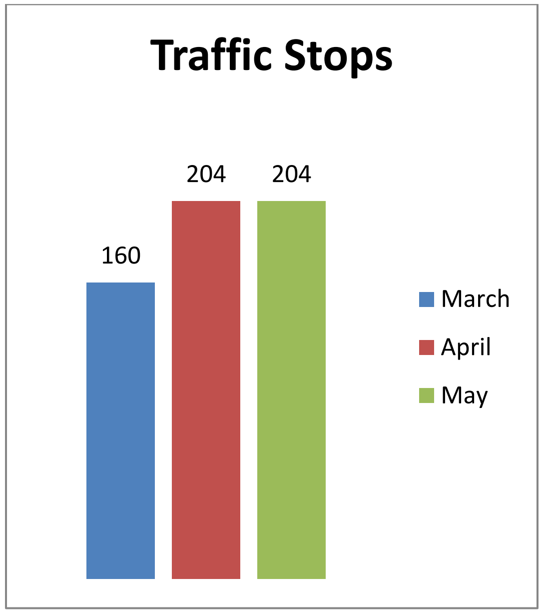
ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

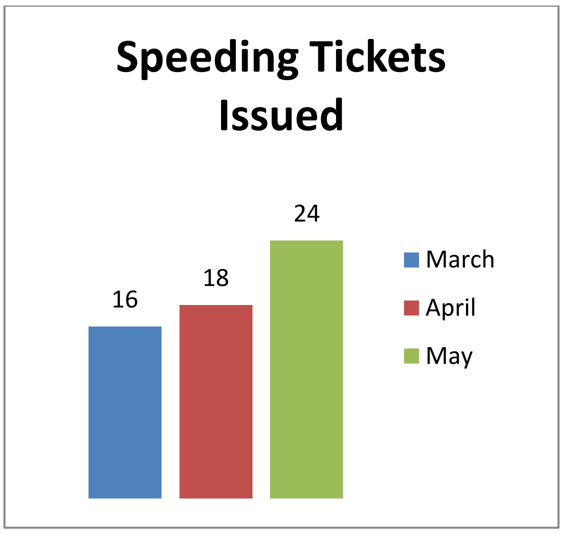
ADM #1

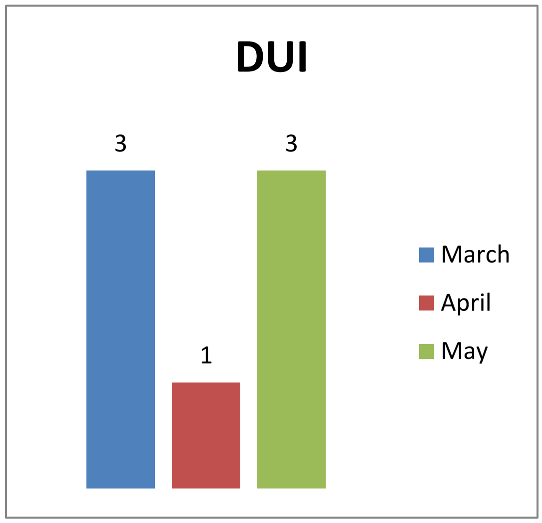
DATE: JUNE 2024

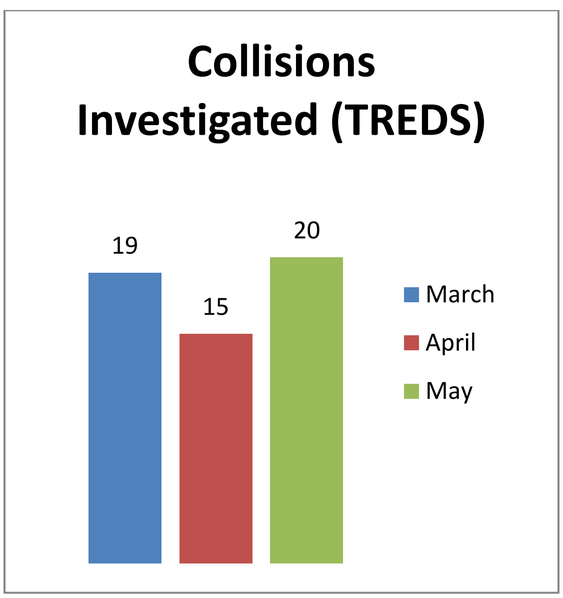
	MARCH	APRIL	MAY
UNIFORM TRAFFIC SUMMONS ISSUED	95	114	138
TRAFFIC STOPS	160	204	204
SPEEDING TICKETS ISSUED	16	18	24
DUI	3	1	3
COLLISIONS INVESTIGATED (TREDS)	19	15	20
MOTORIST AIDES	59	46	62
CRIMINAL ARRESTS “MISDEMEANOR”	52	37	44
CRIMINAL ARRESTS “FELONY”	17	5	18
INCIDENTS ADDRESSED	2068	1998	2015
INCIDENTS, OFFENSES REPORTABLE IN “RMS”	101	89	98
GRAND LARCENY WARRANTS	0	0	0
BREAKING & ENTERING REPORTS	0	0	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO’S (Be On Look Out)	16	15	12
FOLLOW-UP’S	100	43	73
BUSINESSES, RESIDENCES CHECKED “FOOT PATROLS”	885	1042	937
SCHOOL CHECKS	51	43	26
ALARM RESPONSES	29	15	22
OPEN DOORS, WINDOWS, ETC. UNSECURED	5	5	11
COURT HOURS:	24	17	42
TRAINING HOURS:	92	363	43
SPECIAL ASSIGNMENT HOURS:	180	92	112
HARVESTER HOURS WORKED:	0	23	8
ECO/TDO	9	6	6
ECO/TDO HOURS:	44	63	52

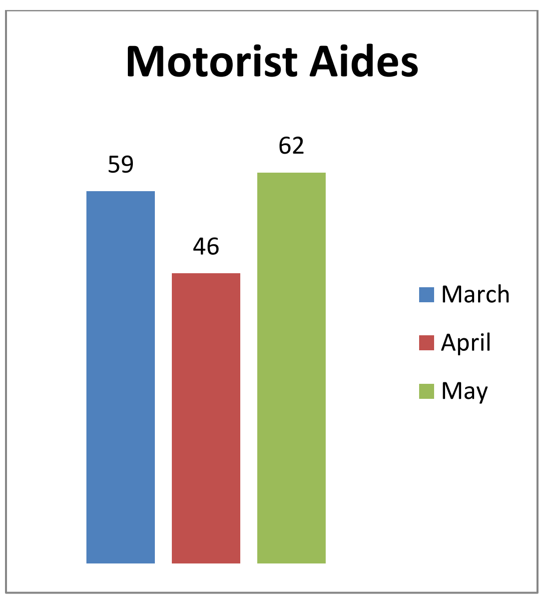

Uniform Traffic Summons Issued
95
114
138
March
April
May

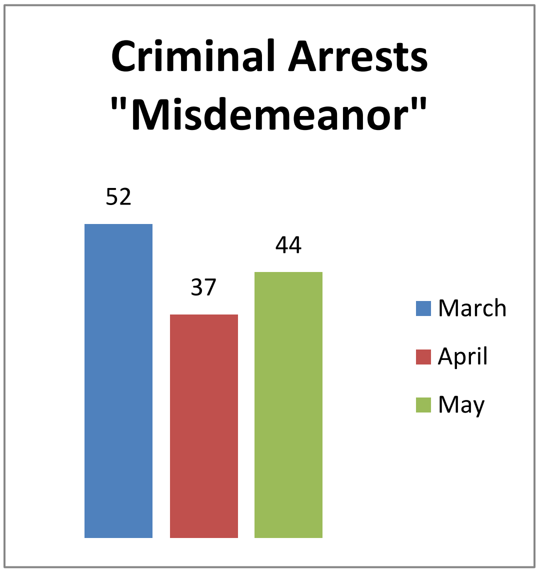

Traffic Stops
160
204
204
March
April
May

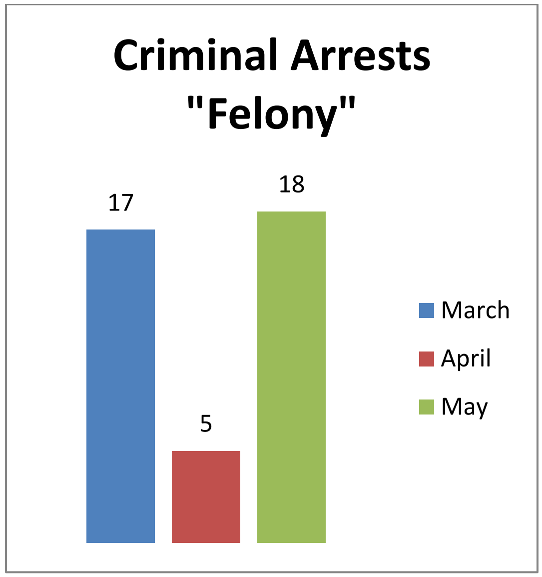

Speeding Tickets Issued
16
18
24
March
April
May

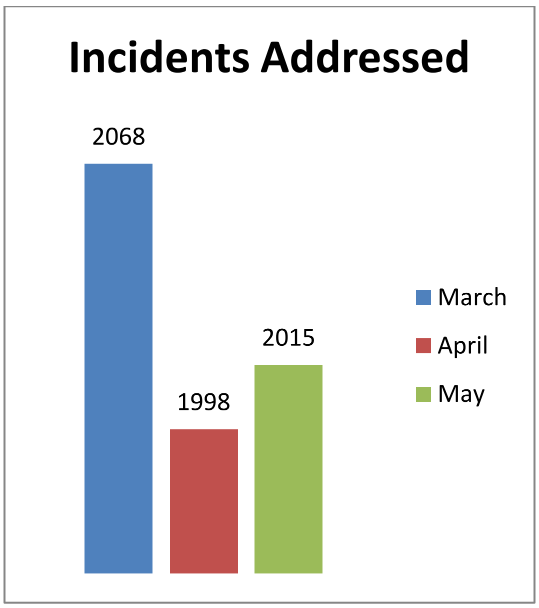

DUI
3
1
3
March
April
May

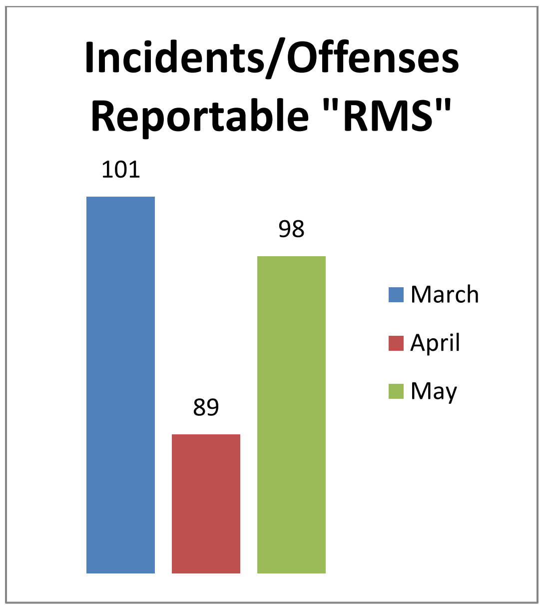

Collisions Investigated (TREDS)
19
15
20
March
April
May

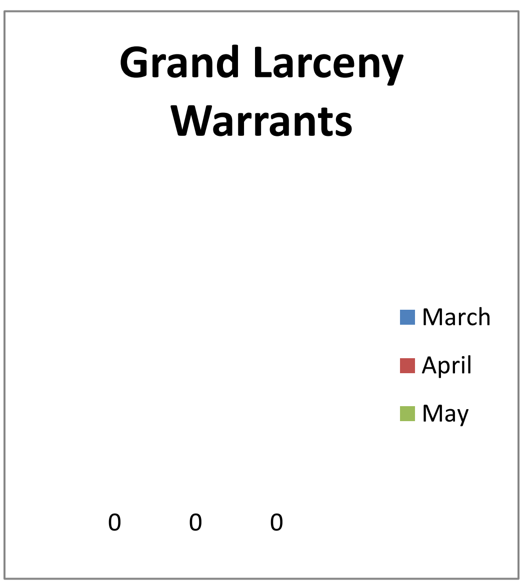

Motorist Aides
59
46
62
March
April
May

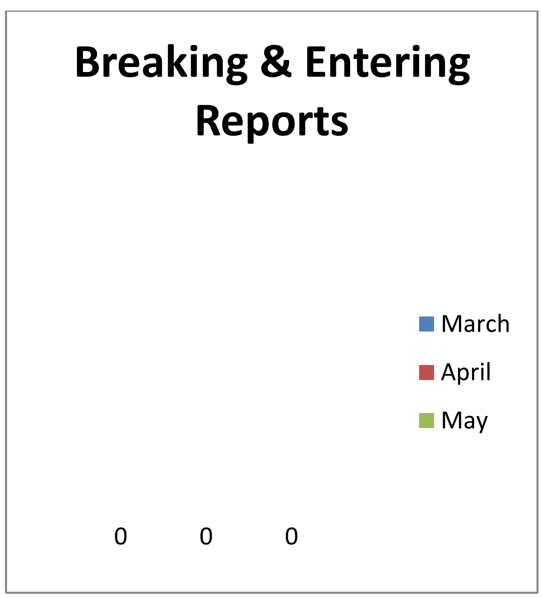

Criminal Arrests "Misdemeanor"
52
37
44
March
April
May


Criminal Arrests "Felony"
17
5
18
March
April
May

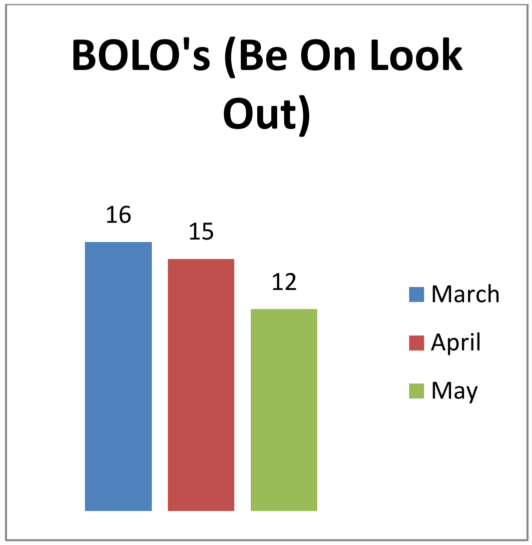

Incidents Addressed
2068
1998
2015
March
April
May

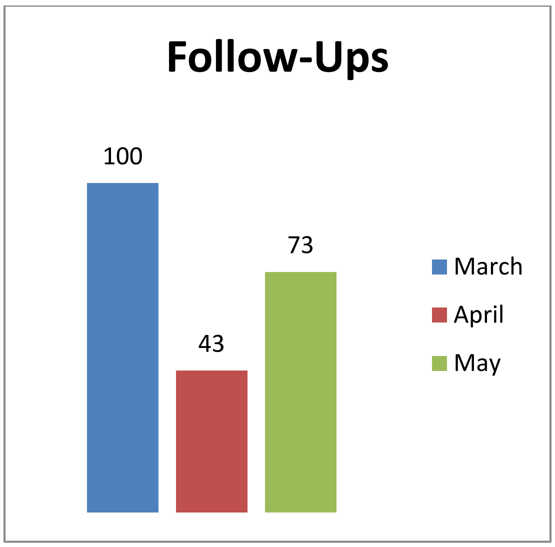

Incidents/Offenses Reportable "RMS"
101
89
98
March
April
May

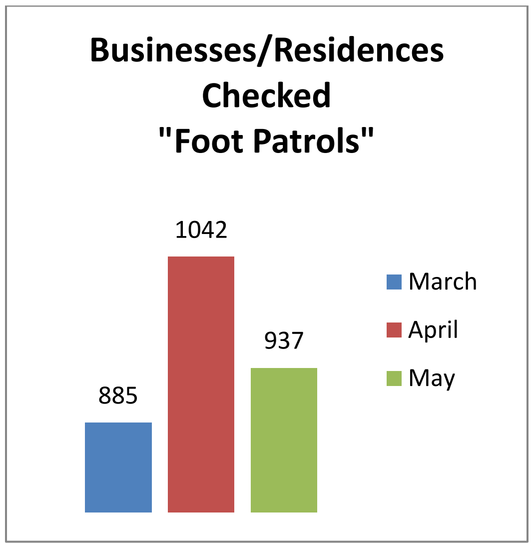

Grand Larceny Warrants
March
April
May
0 0 0

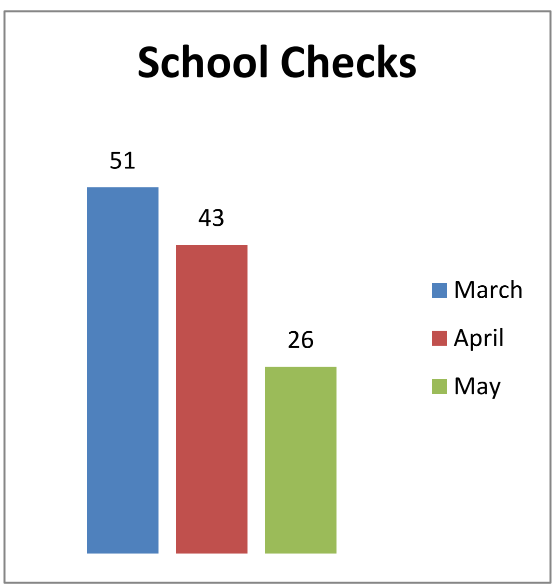

Breaking & Entering Reports
March
April
May
0 0 0

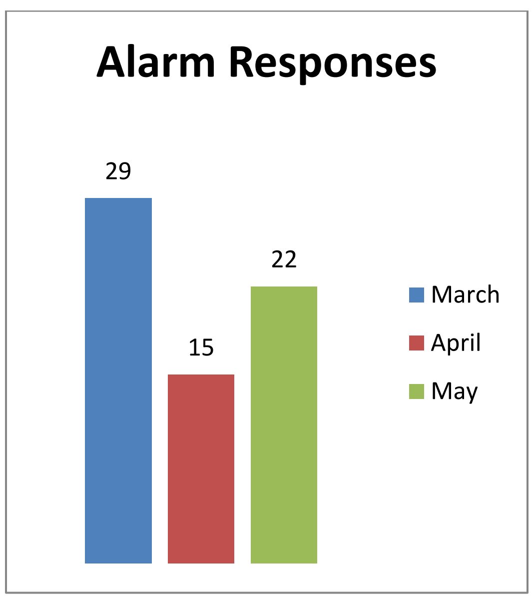

Breaking & Entering Warrants
0
0
0
March
April
May

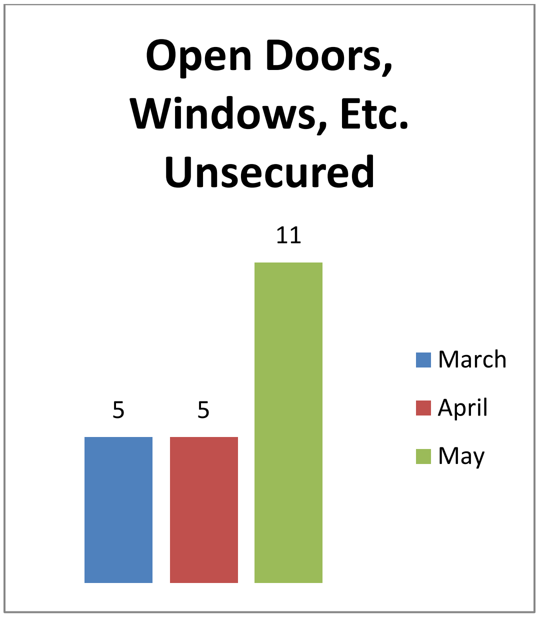

BOLO's (Be On Look Out)
16
15
12
March
April
May

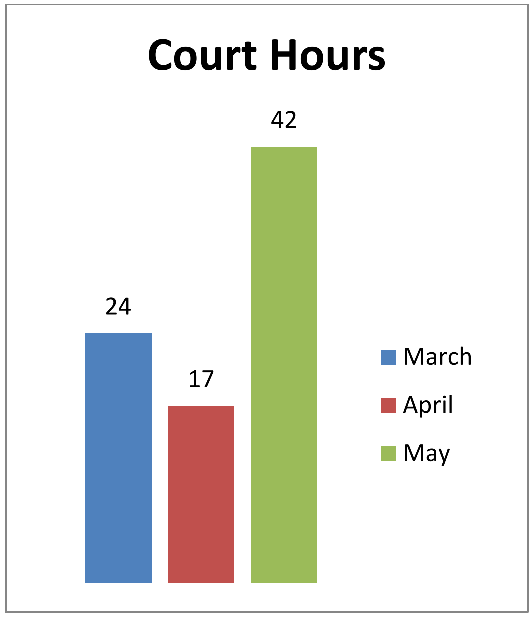

Follow-Ups
100
43
73
March
April
May

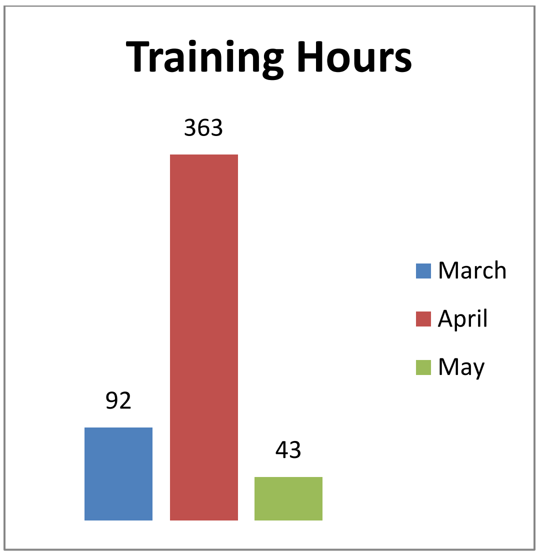

Businesses/Residences Checked "Foot Patrols"
885
1042
937
March
April
May

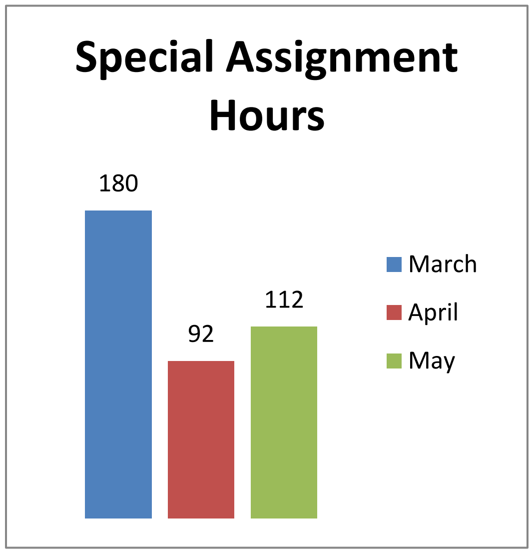

School Checks
51
43
26
March
April
May

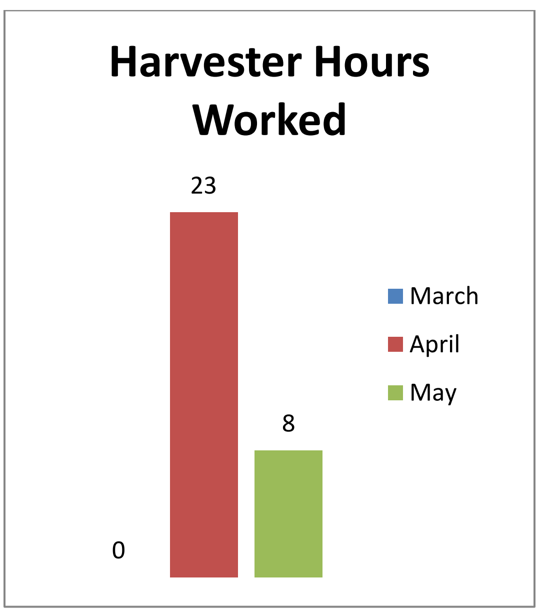

Alarm Responses
29
15
22
March
April
May

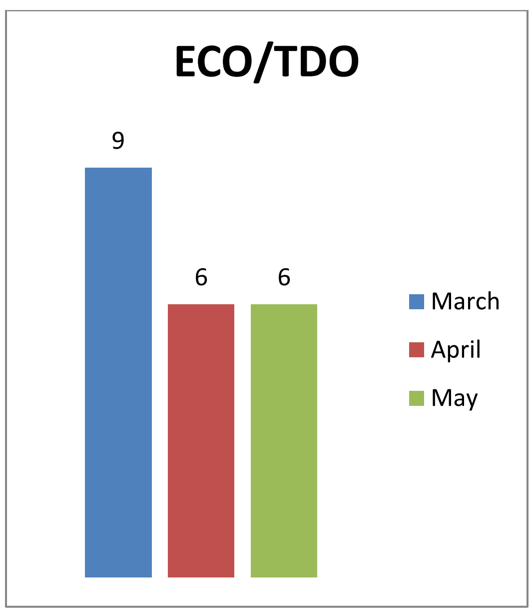

Open Doors, Windows, Etc. Unsecured
11
5
5
March
April
May

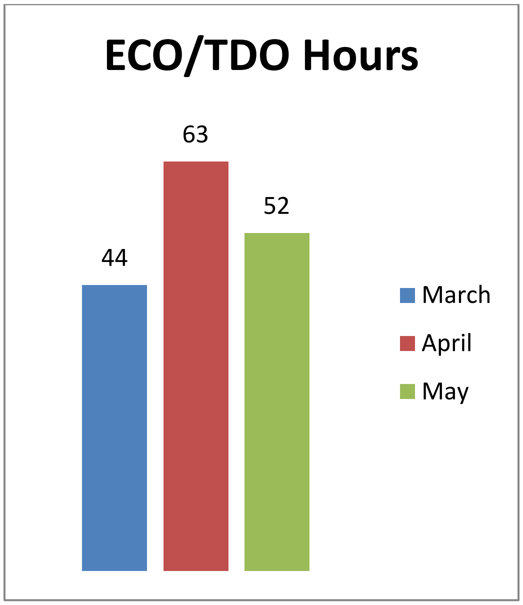

Court Hours
42
24
17
March
April
May


Training Hours
363
92
43
March
April
May


Special Assignment Hours
180
112
92
March
April
May


Harvester Hours Worked
23
8
0
March
April
May


ECO/TDO
9
6
6
March
April
May



TRAFFIC ENFORCEMENT:

- ◊ Moving and stationary radar was conducted throughout the Town of Rocky Mount during May
- ◊ Reported streetlights out to Town Manager's office
- ◊ There were 20 reportable accidents with 13 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 obtained for multiple counts of Shoplifting, Larceny and Child Pornography
- ❖ Conducted follow ups with ICAC cases. Request for Administrative subpoenas through CA's office
- ❖ Obtained several search warrants
- ❖ Active cases include Fraud, Larceny, Property Damage, Embezzlement, 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
- ❖ Multijurisdictional roundtable w/ other agencies

COMMUNITY RESOURCE OFFICER:
MEETINGS/EVENTS (King)

- Attended meetings in ref: Community Planning Events
- Meeting with Wal-Mart and Franklin County Public Schools in ref: “Pack the Bus”
- Meeting w/ Probation & Parole
- Meeting w/ Franklin County Sheriff’s Office in ref: “National Night Out”
- Site Survey completed at “STEP Inc.”
- WYTI Radio (Community First Segment)
- Rise and Shine interview/discussion
- B99.9 Radio Segment
- Franklin County Department of Social Servies Presentation at Franklin Center on Human Trafficking
- School Checks
- Suicide Prevention Coalition meeting
- Meeting w/ Franklin County High School Band Director and Cheerleading Coach in ref: “National Night Out”
- Attended Franklin County Parks & Recreation meeting
- Numerous meetings conducted with different businesses, School Civic groups, etc.
- FRESH/CHILL Coalition “After Action” After Prom meeting attended
- Attended FRESH/CHILL Coalition meeting
- Graduated “Leadership Academy” training
- Visited multiple businesses in reference to “Community First Initiative”
- Various meetings with sponsors for upcoming events
- Attended Essig Center Veterans meeting
- Assisted with Jakes Event at Franklin County Recreation Park
- Assisted with Strawberry Festival at the Farmer’s Market
- Continued updates on social media pages
- Provided traffic control/security for shows at the Harvester
- Instructed classes at Cardinal Criminal Justice Academy
- Attended CHAT meeting at Carilion
- Attended Franklin County Department of Social Services Coalition meeting
- Vehicle unlocks & assisted with calls of service
- Meeting w/ Member One Federal Credit Union who is going to be a Gold Sponsor for upcoming events
- Delivered Stepping Stone donations
- New Guard Safety meeting attended
- Delivered items for Nurses’ Appreciation Week
- Attended “Taco w/ a Cop”
- Family Resource Board meeting attended
- Community Partnership Board meeting attended
- Attended HRA meeting
- Participated in “Career Works Fair”
- Attended weekly meetings w/ Chief Young
- Presentation of a check from “Mountain Valley Pipeline”
- Presentation on personal safety for “Boys & Girls”

(Continued)

- Worked “Miracle Hope 5K Race”
- Attended Memorial Day Service at the Veterans Park
- Designed and created social media and event flyers

RESOURCE OFFICER REFERRAL’S (Sanders/Police/Holland):

- Diversions: Possession of Tobacco Underage (Police)
- Petitions: Simple Assault (x 2 - Police); Threats of Death or Bodily Harm (Police)
- Vapes Confiscated:2
- Warrant Service: 2 – Felony/2 – Misdemeanor (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, possession of drugs on school property and underage, assault & battery and threats of bodily harm.
- Morning and afternoon traffic control for buses
- Monitored Rocky Mount Plaza after school release
- Assist patrol w/ calls for service

SPEEDING TICKETS ISSUED

North Main Street (x 7)

State Street (x 5)

Grassy Hill Road (x 2)

Old Franklin Turnpike (x 2)

Booker T. Washington Highway (x 2)

Tanyard Road

Franklin Street

South Main Street

Scuffling Hill Road

Powder Creek Lane

Virgil H. Goode Highway

CRIMINAL ARRESTS & LOCATIONS:

Possession of Meth	Floyd Avenue
Possession of Schedule IV Drug	Tanyard Road
Distribution of Marijuana Under One Ounce	Tanyard Road
Driving Under the Influence	Old Franklin Turnpike
Driving Under the Influence	Scuffling Hill Road
Driving Under the Influence	Grassy Hill Road
Drunk In Public	Old Franklin Turnpike (x 2)
Drunk In Public	Mary Coger Lane
Drunk In Public	Avalon Drive
Intoxicated In Public	Franklin Street (x 2)
Intoxicated in Public	South Main Street (x 2)
Possession of Ammo by a Convicted Felon	South Main Street
Assault on a Law Enforcement Officer	Franklin Street
Brandish an Air Soft Gun	Tanyard Road (x 2)
Motor Vehicle Theft	Middle School Road
Threats of Death or Bodily Harm	Middle School Road
Forgery	Tanyard Road (x 5)
False Identity to Law Enforcement	Tanyard Road
Identity Theft	Tanyard Road
Simple Assault	Middle School Road (x 2)
Simple Assault	Tanyard Road (x 2)

Obstruction of Justice	Franklin Street
Disorderly Conduct	Franklin Street
Shoplifting	Old Franklin Turnpike (x 10)
Possession of a Vape Underage	Middle School Road
Warrant Service (Felony)	Tanyard Road (x 2)
Warrant Service (Felony)	Grassy Hill Road
Warrant Service (Felony)	Floyd Avenue
Warrant Service (Felony)	Powder Creek Lane
Warrant Service (Felony)	Perdue Lane
Warrant Service (Misdemeanor)	Diamond Avenue (x 3)
Warrant Service (Misdemeanor)	Tanyard Road (x 2)
Warrant Service (Misdemeanor)	East Court Street
Warrant Service (Misdemeanor)	Old Franklin Turnpike
Warrant Service (Misdemeanor)	Leanor Street
Warrant Service	Tanyard Road (x 2)
Driving Revoked	Middle School Road
Reckless Driving	Middle School Road
Emergency Custody Order	Floyd Avenue (x 3)
Emergency Custody Order	East Court Street (x 3)

MONTHLY STAFF REPORT

DATE:	July 8, 2024
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	**Public Works Department**
MONTH:	June 2024

1. Read meters (1 day)
2. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts.
3. Meter cutoffs: 67
4. Clean-up 5 days.
5. Cut trees along roads, sidewalks, and parks.
6. Repaired, replaced, or unplugged two sewer mains or laterals.
7. Repaired no water mains.
8. Repaired and/or replaced traffic lights and street signs.
9. Continue to work on storm drains throughout town.
10. Contacted citizens for lead & copper survey and started potholing.
11. Ongoing exchanging out of new carts for citizens.
12. Rebuilt the traffic light at State Street and Angle Bridge.
13. Finished the sidewalk and handicap ramp at State and N. Main St
14. Relandscaped the Depot area.
15. Mowing operations in full swing for the summer.
16. Mowed sewer easements throughout the system.
17. Worked on weeding mulched flower beds.
18. Swept town weekly with rental sweeper.
19. Poured concrete pad for the entrance into the dog park and poured the pads for new benches.
20. Installed new people and dog fountain at the dog park.

MONTHLY STAFF REPORT

MEETING DATE:	July 8, 2024
TO:	Rocky Mount Town Council
FROM:	Dennis Potter
DEPARTMENT:	**Wastewater Treatment Plant**
REPORT MONTH:	June, 2024

Average Daily Flow		0.617 MGD	
Minimum TSS Reduction		99.4 %	
Minimum BOD Reduction		99.3 %	
Leachate (F.C. Landfill)		473,803 gallons	
VPDES Violations		None	
Sludge (Land filled @ F.C.)		63.68 Tons	
Rain Total	0.95 - inches	Snow Total	0 - inches

The Wastewater Plant had 0 after-hours alarm during the month of June.

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

The staff replaced the fan motor at Oaks Tavern Pump Station.

The staff repaired the air line at Powder Mill Pump Station.

The staff cleaned the washer boxes on the belt filter press and checked for obstructions.

Respectfully Submitted,

Dennis Potter

MONTHLY STAFF REPORT

DATE:	7/08/2024
TO:	Rocky Mount Town Council
FROM:	Michael K. Adkins – Water Superintendent
DEPARTMENT:	**Water Department**
MONTH:	June 2024

Operation and Production Summary:

The actual water production time (water filtering) averaged for the entire month 11.3 hours a day, which yielded approximately 1,038,590 gallons per day. Rainfall for this month was 1.4 inches, as measured at the water treatment plant. Therefore, the Blackwater River flow continues to be adequate for regular operation.

Total Raw Water Pumped:	28.79 million gallons
Total Drinking Water Produced:	31.16 million gallons
Average Daily Production:	1,038,590 gallons per day
Ave Percent of Production Capacity:	51.93 %
Flushing of Hydrants/Tanks/FD Use:	250,000 + 40,000 F.D. gals = 290,000 gallons
Plant Process Water:	909,000 gallons (finished water used by the plant)
Bulk Water Sold @ W.T.P.:	64,300 gallons
Bulk Water used at PW Shop	6,592 gallons
Tank Cleanout/Drainage/Leak	0 gallons
WVWA Water	717,170gallons

Testing:

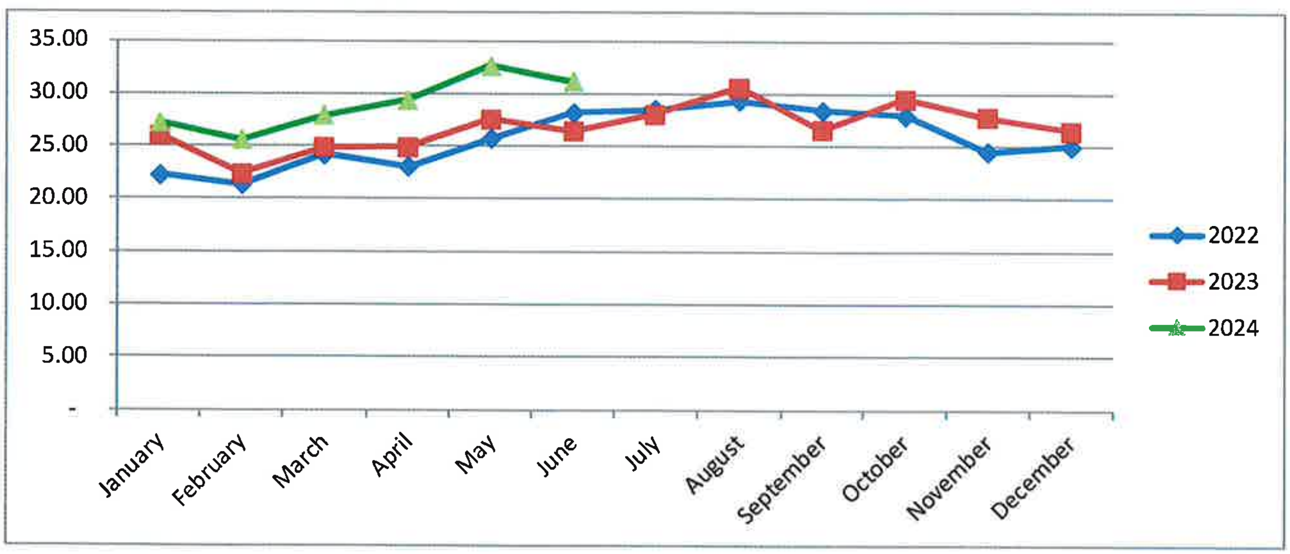
- Our monthly (7 total) routine bacteriological samples were bacteria-free. Therefore, the Town continues to comply with all drinking water standards by E.P.A. requirements.
- Staff restarted the Auto-flushing program in April 2024. This process reduces TTHM and HAA5 and provides fresher, higher-quality 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 717,170 gallons of water.
- Staff and public works continued work on the Lead Service Line inventory list as required by the EPA.
- Staff Rebuilt two failing valves at the upper Grassy Hill Pump Station. New Valves were ordered.
- Staff worked with the vendor to repair the 911 Emergency Phone at River.
- Staff Collected 2nd required PFAS Sample in compliance with UCMR 5.
- Staff received Fluoride Grant from VDH for a year's supply of Fluoride
- Contractor installed telemetry controls at Bald Knob Tank for valve control.

Town of Rocky Mount
Water Production
Monthly Total In Million Gallons

Month	2022	2023	2024	Change	% Change
January	22.27	26.00	27.25	1.3	4.6%
February	21.38	22.36	25.60	3.2	12.7%
March	24.18	24.87	27.88	3.0	10.8%
April	23.06	24.94	29.43	4.5	15.3%
May	25.72	27.61	32.67	5.1	15.5%
June	28.20	26.43	31.16	4.7	15.2%
July	28.49	28.07			
August	29.37	30.60			
September	28.44	26.58			
October	27.95	29.51			
November	24.50	27.75			
December	25.04	26.48			
Year Totals	308.60	321.20	173.99		0.0%
YTD Through June	144.81	152.21	173.99	21.78	12.5%



ITEM(S) TO BE CONSIDERED UNDER:
Other

FOR COUNCIL MEETING DATED:	July 8, 2024

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	Congratulations to the Rocky Mount Lion's Club on their milestone!
ACTION NEEDED:	No action needed at this time

Attachment(s):
1. 2024.0408 Resolution for Lions Club 100th Anniversary (Fully Executed)

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

TOWN OF ROCKY MOUNT VIRGINIA

RESOLUTION NO.: **2024.011**

RESOLUTION FOR THE LION'S CLUB 100TH ANNIVERSARY

WHEREAS, the Lions Club International was founded in Chicago in 1917 by Melvin Jones, and the Rocky Mount Lions Club was organized in 1924, and

WHEREAS, in 1925 the Lions accepted the challenge from Helen Keller to become Knights for the Blind, and

WHEREAS, local Lions Clubs continue to provide services for the Blind and Sight Impaired and continue to build relationships and improve the world through kindness, and

NOW THEREFORE, I, C. Holland Perdue, III, Mayor of the Town of Rocky Mount, Virginia do hereby proclaim June 23, 2024 as " Rocky Mount Lions Club 100th Anniversary Day" in Rocky Mount; and

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Rocky Mount, Virginia to be affixed on the 23rd day of June, 2024.

GIVEN UNDER MY HAND, THIS 23rd DAY OF JUNE 2024:

C. Holland Perdue III, Mayor

ATTESTED:

Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:
Other

FOR COUNCIL MEETING DATED:	July 8, 2024

STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	This item is being included to allow staff to let Council know about these two upcoming events.
ACTION NEEDED:	None

Attachment(s): None

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

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	July 8, 2024

STAFF MAKING REQUEST:	Vincent Copenhaver, Finance Director
BRIEF SUMMARY OF REQUEST:	The Town's auditors recommended adding two written polices to ensure compliance related to federal programs. These polices include Conflict of Interest Policy and a Uniform Guidance Policy (Grant Administration). There are two other policies attached for your review. The fund balance policy formally establishes the different components of fund balance and also recommends the Town maintain a minimum general fund unassigned fund balance of no less than 20% of general fund operating revenues at the end of the fiscal year (June 30th). The fixed asset capitalization policy outlines dollar limits for the capitalization of assets for financial reporting purposes.
ACTION NEEDED:	Staff respectfully requests Council's approval of the attached policies.

Attachment(s):
1. 2024.0708 800.1 Conflict of Interest Policy (1)
2. 2024.0708 800.2 Uniform Guidance Policy (Grant Administration)
3. Fund Balance Policy
4. Fixed Asset Capitalization Policy

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

TOWN OF ROCKY MOUNT VIRGINIA

Conflict of Interest Policy

Conflicts of Interest
This policy shall affirm standards of conduct established to ensure that Council members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

Conflict or **Conflict of interest** shall mean use by a Council member or employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Council member or employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

Apparent Conflict of Interest shall mean a situation in which a reasonable person would perceive that a decision-maker's (Council member or employee) judgment is likely to be compromised.

De minimis economic impact shall mean an economic consequence which has an insignificant effect.

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Each employee, Council Members and appointed officials shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Council prohibits members of the Council and employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

All Council members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it.

Disclosure of Financial Interests

No Council member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.

Standards of Conduct *(This section specifically addresses requirements of 2 CFR § 200.318)*

The Town of Rocky Mount maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Council members engaged in the selection, award and administration of contracts.

No employee or Council member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Council member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The Town of Rocky Mount shall not enter into any contract with a Council member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at $500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Council has determined it is in the best interests of the Town of Rocky Mount to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Council member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

When advertised formal bidding is not required or used, such as an emergency procurement, an open and public process shall include at a minimum:

1. Public notice documenting the basis for the emergency procurement, identifying that which was procured and the date of the procurement or award.
2. This notice shall be posted in a public place including the Town's website.

Any Council member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.

No public official or public employee shall accept an honorarium.

Council members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Council policy.

Improper Influence

No person shall offer or give to a Council member, employee or nominee or candidate for the Council, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Council member, employee or nominee or candidate for the Council would be influenced thereby.

No Council member, employee or nominee or candidate for the Council shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Council member, employee or nominee or candidate that the vote, official action or judgment of the Council member, employee or nominee or candidate for the Council would be influenced thereby.

Organizational Conflicts

Organizational conflicts of interest may exist when due to the Town of Rocky Mount's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the Town of Rocky Mount may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Town Manager or designee to determine whether it is likely that the Town of Rocky Mount would be unable or appear to be unable to be impartial in making the award. If such likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any Town of Rocky Mount employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Council has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Town Manager or Finance Director. If the Town Manager or Finance Director is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Mayor.

Any perceived conflict of interest of a Council member that is detected or suspected by any employee, or third party shall be reported to the Mayor. If the Mayor is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Town Manager or Town Attorney.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Town of Rocky Mount shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Town of Rocky Mount staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action. Disciplinary actions shall be consistent with Council policies, procedures, applicable collective bargaining agreements and state and federal laws.

Policy effective date: July 1, 2024.

GRANT ADMINISTRATION INCLUDING FEDERAL AWARDS ADMINISTRATION

The Town of Rocky Mount does not have a centralized grants department; therefore it is the responsibility of each department obtaining a grant to care for and be familiar with all grant documents and requirements. If a grant is Federal, the department should immediately notify the Finance Director for inclusion in the Town of Rocky Mount's Single Audit. For the purpose of this policy "Program Director" applies to the individual within a given department who will be responsible for the grant.

1. Grant Development, Application, and Approval
   a. Legislative Approval – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by "an individual authorized by the legislative body", then Council approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the department head may, at his or her discretion, approve grant applications. In this case, a copy of the application shall be sent to the Town Manager's office. If an award is given, a copy of the agreement shall also be furnished to the Town Manager's office. Electronic copies are preferable.
   b. Matching Funds – Grants that require cash local matches must be coordinated through the Town Manager's office. At a minimum, funds must be identified within the existing budget to provide the match, or a budget adjustment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)
   c. Grant Budgets – Most grants require the submission of an expenditure budget. The department head should review this portion of the grant request prior to submission. The Finance Director will need to be contacted regarding personnel projections.

2. Grant Program Implementation –
   a. Notification and Acceptance of an Award – Official notification of a grant award is typically sent by a funding agency to the program director and/or other official designated in the original grant proposal. However, the authorization to actually spend grant funds is derived from the Board through the approval of a grant budget. This is done with the adoption of the Government-wide operating budget, as the grant budget is a component of such.
   b. Establishment of Accounts – The department that obtained the grant will provide the Finance office with information needed to establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget.

c. Purchasing Guidelines – All other Town of Rocky Mount purchasing and procurement guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork, staff approvals, and bidding requirements apply. When in doubt, the Program Director should contact the Town Manager of Finance office for further assistance.

3. Financial and Budgetary Compliance –

a. Monitoring Grant Funds – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures and budgetary compliance, however all such financial information will also be maintained in the Town of Rocky Mount's finance software at some level. The finance software is considered to be Town of Rocky Mount's "official" accounting system. Ultimately, the information in this system is what will be audited and used to report to governing boards, not information obtained from offline spreadsheets. Program Directors are strongly encouraged to use inquiries and reports generated directly from the finance software to aide in grant tracking. If any "off-system" accounting records are maintained, it is the responsibility of the Program Director to ensure that the program's internal records agree to the Town of Rocky Mount's accounting system.

b. Fiscal Years – Occasionally, the fiscal year for the granting agency will not coincide with the Town of Rocky Mount's fiscal year. This may require adjustments to the internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the department head to oversee grant budgets within his/her department and to bring such discrepancies to the attention of the Town Manager's office at the time the grant accounts are established.

c. Grant Budgets – When the accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Program Director be authorized to exceed the total budget authority provided by the grant.

If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Program Director to notify the Finance Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carry-forwards. This can be done during the Town of Rocky Mount's normal annual budgeting process. Carry-forwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the Uniform Guidance compliance supplement.

d. Capital Assets – Town of Rocky Mount is responsible for maintaining an inventory of assets purchased with grant monies. The Town of Rocky Mount is accountable for them and must make them physically available for inspection during any audit. The Finance Director must be notified immediately of any sale of these assets.

Customarily, the proceeds of the sale can only be used on the grant program that purchased them. In most cases, specific governing regulations can be found in the original grant.

The individual department overseeing the grant will coordinate this requirement. All transactions that involve the acquisition or disposal of grant funded fixed assets must be immediately brought to the attention of the Finance Director.

4. Record Keeping –

   a. Audit Workpapers – The external auditors audit federal grant awards in conformity with the Uniform Guidance. The department who obtained the grant will prepare the required audit workpapers. These will then need to be sent to the Director of Finance within a reasonable time following year end.

   b. Record Keeping Requirements – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The Program Director within a department applying for a grant will maintain copies of all grant draw requests, and approved grant agreements (including budgets). Records shall be retained for a minimum of 5 years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit or cognizant agency for indirect costs.

Uniform Guidance Compliance Supplement - General Information

Council Policies. The Town Council has adopted various financial policies independent of those now required for federal awards under the Uniform Guidance. These policies may be incorporated into this document by reference. All of the established council policies also apply to federal grants where appropriate.

Purchasing Policy and Procedures (Updated March 11, 2024)
Fund Balance Policy
Credit Card Policy and Procedures
Fixed Asset Capitalization Policy
Other Financial related policies as adopted by Town Council

Uniform Guidance Compliance Supplement - Activities Allowed/Unallowed and Allowable Costs/Cost Principles

The requirements for allowable costs/cost principles are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, Town of Rocky Mount policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program and treatment will be consistent with the policies and procedures the Town of Rocky Mount would apply to non-federally financed work.
2. Grant expenditures will be approved by the department head when the bill or invoice is received. The terms and conditions of the Federal Award will be considered when approving. The approval will be evidenced by the department head's initials on the original bill or invoice. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personal services will be handled as set out in §200.430 and compensation for fringe benefits will follow §200.431 of the Uniform Guidance.
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Town of Rocky Mount personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The Town of Rocky Mount must follow these rules when charging these specific expenditures to a federal grant. When applicable, staff must check costs against the selected items of cost requirements to ensure the cost is allowable.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428

Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469

Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

Uniform Guidance Compliance Supplement - Cash Management

Source of Governing Requirements – The requirements for cash management are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. Most of the Town of Rocky Mount's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken in order to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients according to §200.302 (6) of the Uniform Guidance. Expenditures will be compared with budgeted amounts for each Federal award.

2. Cash draws will be initiated by the Program Director who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the Town of Rocky Mount's existing Accounts Payable policies and in accordance with §200.305 (payments) and §200.474 (travel costs) of the Uniform Guidance.
3. The physical draw of cash will be processed in the Town of Rocky Mount's finance software, or through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

Uniform Guidance Compliance Supplement - Eligibility

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The following policies and procedures will also be applied:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the Program Director based on the grant award/contract. Sufficient documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

Uniform Guidance Compliance Supplement - Equipment and Real Property Management

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The following policies and procedures will also be applied:

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, in other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment records will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When assets with a current per unit fair market value of $5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the grantor agency as to what to do with the property/equipment prior to sale or relocation. The Town of Rocky Mount shall abide with the requirements set out in §200.311 and §200.313 of the Uniform Guidance in this regard. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

Uniform Guidance Compliance Supplement - Matching, Level of Effort and Earmarking

Source of Governing Requirements – The requirements for matching are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The Town of Rocky Mount defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount of percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of the Program Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

Uniform Guidance Compliance Supplement - Period of Performance

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the Program Director. All AP disbursements are subject to the review and approval of accounts payable staff and the Finance Director as part of the payment process.

Uniform Guidance Compliance Supplement - Procurement, Suspension and Debarment

Source of Governing Requirements – The requirements for procurement are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained in OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the Town of Rocky Mount, and to the provisions of the uniform guidance as detailed below. (See Town of Rocky Mount procurement policy.)
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition.
4. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.
5. The Town of Rocky Mount will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The Town of Rocky Mount will also analyze other means, as described in §200.318 of the Uniform Guidance, in order to ensure appropriate and economic acquisitions.
6. The Town of Rocky Mount is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

   "Covered transactions" include those procurement contracts for goods and services awarded under a nonprocurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed $20,000 or meet certain other specified criteria. All nonprocurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

7. The Town of Rocky Mount will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Government immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.

   The Program Director or designee will be responsible for running a year-to-date transaction report from the Town of Rocky Mount's accounting system. Any vendor with accumulated transactions equaling or exceeding $20,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is not on file will be subject to additional procedures. The Program Director or designee will check the Excluded Parties List System (EPLS), https://www.sam.gov/portal/public/SAM/ maintained by the General Services Administration (GSA) for the vendor name. A potential match will be followed-up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.

8. If a vendor is found to be suspended or debarred, the Town of Rocky Mount will immediately cease to do business with this vendor.

9. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the Program Director.

10. When a request for purchase of equipment, supplies, or services for a federal program has been submitted the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance regulations apply.

    A. Micro-purchases not requiring quotes or bidding (up to $10,000)

       For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies, or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of $10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently published and published in the Federal Register shall apply if other than $10,000.

       The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

       To the extent practicable, the Town of Rocky Mount distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Micro-purchases may be awarded without soliciting competitive quotations if the Town of Rocky Mount considers the price to be reasonable. Evidence will be maintained of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

B. Small Purchase Procedures (Between $10,000 and $100,000)

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as micro-purchase and do not exceed $100,000. Small purchase procedures cannot be used for purchases of equipment or supplies for construction, repair or maintenance services costing more than $100,000 because the Town of Rocky Mount purchasing policy requires formal competitive bidding at that level of cost.

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained.

C. Publicly Solicited Sealed Competitive Bids (Purchase exceeds $100,000)

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in the Town of Rocky Mount's procurement policy.

D. Competitive Proposals (Purchase exceeds $100,000)

For purchases of qualifications based procurement of architectural/engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources; and
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

E. Noncompetitive Proposals (Sole Source)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source; or
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

11. The Town of Rocky Mount must use the micro-purchase and small purchase methods only for procurements that meet the applicable criteria under 2 CFR sections 200.320(a) and (b). Under the micro-purchase method, the aggregate dollar amount does not exceed $10,000. Small purchase procedures must be used for purchases that exceed the micro-purchase amount but do not exceed the simplified acquisition threshold of $100,000. Micro-purchases may be awarded without soliciting competitive quotations if the Town of Rocky Mount considers the price to be reasonable (2 CFR section 200.320(a)). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources (2 CFR section 200.320(b)).

Uniform Guidance Compliance Supplement - Program Income

Source of Governing Requirements – The requirements for program income are found in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, Town of Rocky Mount has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds, rebates, credits, discounts, refunds, etc., or interest earned on any of these items unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award. It will also not include proceeds from the sale of equipment or real property.
2. The Town of Rocky Mount will allow program income to be used in one of three methods:
   a. Deducted from outlays
   b. Added to the project budget
   c. Used to meet matching requirements

   Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.
3. Program income, when applicable, will be accounted for as a revenue source in the same program code as the Federal grant.

Uniform Guidance Compliance Supplement - Reporting

Source of Governing Requirements – Reporting requirements are contained in the following documents:

Uniform Guidance, Performance reporting, 2 CFR section 215, Performance reporting, 2 CFR section 215.51, program legislation, ARRA (and the previously listed OMB documents and future additional OMB guidance documents that may be issued), the Transparency Act, implementing requirements in 2 CFR part 170 and the FAR, and previously listed OMB guidance documents, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.

4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will either be prepared or reviewed by the Program Director and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of Program Director. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic timestamps of approval.
7. Copies of submitted reports with preparer and reviewer signatures and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

Uniform Guidance Compliance Supplement – Subrecipient Monitoring

Source of Governing Requirements – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

The Town of Rocky Mount will review and oversee subrecipient activity and obtain a copy of their single audit. Additionally, the Town of Rocky Mount will evaluate the subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate monitoring procedures as required by the Uniform Guidance Title 2 CFR 200.331. Other oversight processes and procedures will be established on a case by case basis, dependent on grant requirements and the level of activity of the subrecipient.

Uniform Guidance Compliance Supplement - Special Tests and Provisions

Source of Governing Requirements – The laws, regulations, and the provisions of contract or grant agreements pertaining to the program.

Additional Policies and Procedures. The following policies and procedures will also be applied:

In order to ensure compliance with these requirements, the Town of Rocky Mount has implemented the following policies and procedures:

The Program Director will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

Uniform Guidance– Federal Program Travel Costs

The Town of Rocky Mount shall reimburse administrative, professional, and support employees, and officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For the purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business as a federal grant recipient.

Employees shall comply with the applicable Town of Rocky Mount policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all employees shall be determined by the Finance Director.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the Town of Rocky Mount's non-federally funded activities, and in accordance with the Town of Rocky Mount's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by Administration for other Town of Rocky Mount travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Administration.

If travel reimbursement costs are charged directly to a federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award, and (2) the costs are reasonable and consistent with the Locality's/Organization's established policy.

Policy effective date: July 1, 2024.

Fund Balance Policy

Purpose

The Town believes that sound financial management principles require that sufficient funds be retained by the Town to provide a stable financial base at all times. Adequate levels of fund balance are essential to protect against reducing service levels because of temporary revenue shortfalls or unanticipated expenditures. Fund balance helps to ensure stable tax rates because it can be used to cover revenue shortfalls instead of increasing taxes. It provides resources during the time it takes to develop and implement a long-term financial solution. Fund balance is also crucial in long-term financial planning and financing as credit markets carefully monitor levels of fund balance to evaluate credit worthiness.

Components of Fund Balance

Fund balance is the difference between the assets and liabilities reported in a governmental fund. The following individual items shall constitute fund balance:

- **Nonspendable Fund Balance** – Amounts that cannot be spent such as inventories and prepaid amounts and/or amounts that must be maintained legally intact or contractually intact such as principal of a permanent fund.

- **Restricted Fund Balance** – Amounts constrained for specific purposes by external parties (such as grantors, bondholders, and higher levels of government), through constitutional provisions or by enabling legislation

- **Committed Fund Balance** – Amounts constrained for a specific purpose by Town Council using its highest level of decision-making authority. To be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

- **Assigned Fund Balance** – Amounts the Town intends to use for a specific purpose. This intention can be expressed by the governing body, an official, or a body to which the governing body delegates the authority.

- **Unassigned Fund Balance** – Amounts that are available for any purpose and not classified as nonspendable, restricted, committed, or assigned.

Committed Fund Balance Policy:
Town Council is the Town's highest level of decision-making authority. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by Town Council. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made.

Assigned Fund Balance Policy:
Town Council has authorized the Town Manager and the Director of Finance as the officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy. Either the Town Manager or the Finance Director may approve as assignment.

Minimum Unassigned Fund Balance Policy:
The Town will maintain an unassigned fund balance in the general fund of no less than 20% of general fund operating revenues. If the unassigned fund balance falls below an amount equal to 20% of general fund operating revenues after the conclusion of the preceding fiscal year annual audit, a plan to replenish the fund balance within twelve months will be presented to Town Council.

Policy effective date: July 1, 2024

Fixed Asset Capitalization Policy

Purpose

The Town has prepared this policy to define certain financial reporting policies. These policies are consistent with Governmental Accounting Standards Board statements and Generally Accepted Accounting Principles.

Policy

- Capitalization Threshold – Assets with an estimated useful life of longer than one year and an original purchase price of $5,000 will be reported as an asset in the Town's audited financial statements. Assets with an original purchase price of less than $5,000 will not be capitalized.

- Capitalization Threshold for Aggregate Purchases – The capitalization threshold for aggregate purchases will be $25,000 for items purchased at one time with a useful life of longer than one year. Items purchased as a group or a similar set of items purchased at one time will be capitalized and reported as an asset in the Town's audited financial statements if the original purchase price is $25,000 or greater, regardless of the original purchase price of the individual item.

- Lease of the Right to Use an Asset – The lease of the right to use a certain asset will be considered material to the audited financial statements of the Town if the total price of payments for the right to use the asset is $25,000 or greater over the term of the lease.

Policy effective date: July 1, 2024