

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
REGULAR COUNCIL MEETING  
TO BE HELD IN COUNCIL CHAMBERS  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VIRGINIA  
APRIL 8, 2013  
AT 7:00 P.M.

**NOTE: WHEN SPEAKING BEFORE TOWN COUNCIL, PLEASE COME TO THE PODIUM AND GIVE YOUR NAME AND ADDRESS, ADDRESSING THE TOWN COUNCIL AND NOT THE AUDIENCE. WHEN GIVING COUNCIL ANY DOCUMENTATION, COPIES ARE TO BE GIVEN TO TOWN CLERK PRIOR TO SPEAKING.**

**ALL CELLULAR PHONES MUST BE TURNED OFF DURING COUNCIL MEETING.**

**THE TOWN OF ROCKY MOUNT IS PLEASED TO OFFER ASSISTANCE DEVICES AT ITS MEETINGS FOR RESIDENTS WITH SPECIAL HEARING NEEDS. ASK ANY STAFF MEMBER OR THE TOWN CLERK AND A DEVICE WILL BE LOANED TO YOU.**

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items
  - Recognition of Retirement for Assistant Chief of Police Roger Smith.  
(for 25 years of service with the Rocky Mount Police Department)
  - Presentation of "Resolution in Honor of National Volunteer Week of April 21-27, 2013".
- V. Public Hearing(s)  
(none at this time)
- VI. Approval of Draft Minutes
  - March 11, 2013 Regular Council Meeting
  - March 20, 2013 Special Council Meeting
- VII. Approval of Consent Agenda
  - Miscellaneous Resolutions/Proclamations
  - Miscellaneous Action
  - Departmental Monthly Reports
    - Community Development
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Wastewater Department
    - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
  - A. Draft Western Virginia Water Authority Water Line Agreement for an interconnection between the Town of Rocky Mount and Franklin County.

- X. New Business
  - A. Presentation of draft Fiscal Year 2014 Budget and Capital Improvement Plant (CIP) by Town Manager and Finance Director.
- XI. Committee Reports
  - A. Streets, Sidewalks & Streetlights Committee regarding request from Brookside Swim Club, Inc. for improvement to the entrance of the swimming pool located on School Board Road.
- XII. Other Matters, Concerns and Rise 'N Shine Appearances
  - A. Referrals to Planning Commission from Rocky Mount Town Council
  - B. Council Members Appearing with Town Staff on Rise 'N Shine
- XIII. Closed Meeting and Action
  - Section 2.2-3711(A).1 - Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (specifically: (1) Town Manager and Town Attorney offices; (2) reappointments to Planning Commission; (3) reappointment to Board of Zoning Appeals; (4) appointment to Economic Development Authority).
  - 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 (property acquisition in downtown area).
  - 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (Enterprise Zone).
- XIV. Adjournment

*Copies of Agenda Packet are available for review at the Town Clerk's Office located at the Rocky Mount Municipal Building, 345 Donald Avenue, Rocky Mount, Virginia Monday through Friday during normal working hours, or by going to Town of Rocky Mount website: [www.rockymountva.org](http://www.rockymountva.org).*

*Notice of intent to comply with Americans With Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Rocky Mount, 345 Donald Avenue, Rocky Mount, Va. 24151, or by calling (540) 483-7660.*

*Thank you for taking the time to participate in your Town Council meeting. The Mayor and members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*

<b>AGENDA ITEM</b>	<b>SYNOPSIS AGENDA APRIL 8, 2013 REGULAR ROCKY MOUNT TOWN COUNCIL MEETING</b>
<b>I. Roll Call</b>  <b>II. Pledge of Allegiance</b>	
<b>III. Approval of Agenda</b>	<i>Enclosure: Yes</i>
<b>IV. Special Items</b>	<ul style="list-style-type: none"> <li>• Recognition of Retirement for Assistant Chief of Police Roger Smith with 25 years of service with the Rocky Mount Police Department.</li> </ul> <p><i>Enclosure: No</i></p> <ul style="list-style-type: none"> <li>• Presentation of "Resolution in Honor of National Volunteer Week of April 21-27, 2013".</li> </ul> <p><i>Enclosure: Yes</i></p>
<b>V. Public Hearing(s)</b>	<p><i>(none at this time)</i></p> <p><i>Enclosure: No</i></p>
<b>VI. Approval of Draft Minutes</b>	<ul style="list-style-type: none"> <li>• March 11, 2013 Regular Council Meeting</li> <li>• March 20, 2013 Special Council Meeting</li> </ul> <p><i>Enclosure: Yes</i></p>
<b>VII. Approval of Consent Agenda</b>	<ul style="list-style-type: none"> <li>• Miscellaneous Resolutions/Proclamations</li> <li>• Miscellaneous Action</li> <li>• Departmental Monthly Reports <ul style="list-style-type: none"> <li>- Community Development</li> <li>- Finance Department</li> <li>- Fire Department</li> <li>- Police Department</li> <li>- Public Works Department</li> <li>- Wastewater Department</li> <li>- Water Department</li> </ul> </li> <li>• Bill List</li> </ul> <p><i>Enclosure: Yes</i></p>

<p><b>VIII. Hearing of Citizens</b></p>	<p>(none at this time)</p> <p>Enclosure: No</p>
<p><b>IX. Old Business</b></p>	<p>A. Enclosed is a draft Western Virginia Water Authority (WVWA) water agreement for an interconnection between the Town of Rocky Mount and Franklin County; along with a brief synopsis prepared by the Town Manager regarding the proposal.</p> <p>Enclosure: Yes</p>
<p><b>X. New Business</b></p>	<p>A. Presentation of draft Fiscal Year 2014 Budget and Capital Improvement Plant (CIP) by Town Manager and Finance Director.</p> <p>Enclosed is an introduction budget letter addressed to Council from the Town Manager.</p> <p>Enclosure: Yes</p>
<p><b>IX. Committee Reports</b></p>	<p>A. Streets, Sidewalks &amp; Sanitation Committee regarding request from Brookside Swim Club, Inc. for improvement to the entrance of the swimming pool located on School Board Road.</p> <p>Enclosed is a memorandum from the Assistant Town Manager regarding the Committee meeting on March 27<sup>th</sup> to review a request from Brookside Swim Club, Inc.</p> <p>Enclosure: Yes</p>
<p><b>XII. Other Matters, Concerns, and Rise 'N Shine Appearances</b></p>	<p>A. Referrals to Planning Commission from Town Council (none at this time)</p> <p>Enclosure: No</p> <p>A. Council Members Appearing with Town Staff on Rise 'N Shine (The Town Manager appeared on the show.)</p> <p>Enclosure: No</p>
<p><b>XIII. Closed Meeting Items</b></p>	<ul style="list-style-type: none"> <li>• 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 (specifically: (1) Town Manager and Town Attorney offices; (2) reappointments to Planning Commission; (3) reappointment to Board of Zoning Appeals; (4) appointment to Economic Development Authority).</li> </ul>

- 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 (property acquisition in downtown area).
- 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter (Enterprise Zone).

*Enclosure: No*

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 8, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Enclosed is a draft resolution honoring those volunteers that provide invaluable services to the citizens of the Town and those visiting our community.
ACTION NEEDED:	No action needed.

Attachment(s): Yes

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



**DRAFT**

**RESOLUTION  
IN HONOR OF  
NATIONAL VOLUNTEER WEEK OF  
APRIL 21 – 27, 2013**

**WHEREAS**, the Town of Rocky Mount, Virginia (Town) recognizes that its volunteers are a very important asset and resource for providing invaluable services to not only the citizens of the Town of Rocky Mount, but also to those visiting our community; and

**WHEREAS**, the Town wishes to support and encourage the continuation and growth of this time honored tradition of dedicated citizens volunteering for their community; and

**WHEREAS**, consistent with the Rocky Mount Town Council to strive to provide the best municipal service to the citizens and customers of the Town, it is important that the volunteers for the Town of Rocky Mount share that commitment; and

**WHEREAS**, in addition to recruiting talented and high-quality volunteers, recognition of hard work by Town volunteers helps to develop good morale and continued volunteer efforts, and allows the Town to undertake tasks, projects and services it might not otherwise be able to afford by utilizing the services of these dedicated services; and

**WHEREAS**, the Town properly recognizes and expresses its appreciation to its volunteers as a group and individually; and

**NOW, THEREFORE, BE IT RESOLVED**, on behalf of the Rocky Mount Town Council, I, Mayor Steven C. Angle, recognize all Town volunteers; and also recognizes April 21<sup>st</sup> thru 27<sup>th</sup>, 2013 as *National Volunteer Week*.

Given under my hand this 8<sup>th</sup> day of April 2013.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

**ROCKY MOUNT TOWN COUNCIL  
REGULAR COUNCIL MEETING  
MARCH 11, 2013**

The March 11, 2013 regular Council meeting of the Rocky Mount Town Council was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 7:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton

The meeting was called to order by Mayor Angle.

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins (and Planning & Zoning Administrator), Town Attorney John T. Boitnott, Lieutenant of Investigations Kenneth Criner, Finance Director Linda Woody, Public Works Director Cecil R. Mason, Town Planner Patrick Rust, Superintendent of Water Department Robert Deitrich, Fire Chief Charles Robertson, and Town Clerk Patricia H. Keatts. Absent were Chief of Police David Cundiff and Superintendent of Wastewater Treatment Plant Timothy Burton.

The Mayor led the *Pledge of Allegiance*.

**APPROVAL OF AGENDA**

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

The Assistant Town Manager requested that the agenda be amended to add under “New Business” discussion regarding State of Virginia requirement for stormwater management regulations and working with Franklin County to address the required mandates.

○ Motion was made by Council Member Greer to approve the agenda as presented, seconded by Council Member Love and carried unanimously by those present.

The Mayor recognized Mr. Buckman’s government class from Franklin County High School.

**SPECIAL ITEMS**

Let the record show there were no special items at this time.

**PUBLIC HEARING**

Let the record show the Mayor recessed the meeting to hold the first of two public hearings:

A. Special Use Request of Peggy Shilling DBA Ceramic Traditions

*(Prior to the meeting, Peggy Shilling DBA Ceramic Traditions had submitted a special use request in order to operate a kiln to the manufacture and retail sale of ceramics for property known as Tax Map and Parcel number 20700 72300, located at 451 South Main Street, with property being zoned Central Business District (CBD).)*

The Assistant Town Manager came forward stating the following:

- Ms. Peggy Shilling, doing business as Ceramic Traditions, has submitted a special use application to operate kilns in relation to the manufacture and sale of ceramics at 451 South Main Street and located at Tax Map and Parcel number 20700 72300.
- Ms. Shilling and her husband, George Scott, intend to operate a ceramics manufacture, instruction, painting and finishing business on this property located across from Carilion Franklin Community Hospital. It is a combination of retail and manufacturing, and the business has over 10,000 molds to make everything from plates to bowls to figurines.
- This is a unique business not just for Rocky Mount, but also the region. Very few businesses like this exist, and by its unique and interactive nature, can attract more visitors and shoppers to the Town from throughout the region, fitting it well with the Central Business District and the Arts & Culture District.
- This property is zoned Central Business District (CBD), in which manufacturing facets are not a use-by-right, but custom manufacturing is a use-by-special exception. Also, businesses using kilns in the CBD require a special use permit, and this business uses a kiln to melt the ceramic clay.
- The kilns to be used are electric powered with digital temperature controls and automatic shutoffs.
- Staff recommended approval to the Planning Commission, and after the site review and public hearing held on March 5<sup>th</sup>, the Planning Commission unanimously recommended by a 6-0 vote that Council approve the special use request on the following:
  - o This art use will enhance the Town's vision of arts and cultural businesses and uses.
  - o The manufacturing use of a kiln does not appear likely to affect the surrounding area and adjoining uses.
  - o This use is consistent with future land use map in the current adopted comprehensive plan.

Council Member Greer (also Planning Commission member) stated that the Planning Commission voted in favor of the request as they did not see anything wrong with it; therefore, recommending to Council approval of this request.

It was confirmed to Council by the Assistant Town Manager that the kiln will not produce any obnoxious or unusual omissions, as they will be heating up clay only.

The Mayor opened the floor to anyone wishing to come forward to speak regarding the request.

- Peggy Shilling (applicant making request) of 3322 Green Level Road, Rocky Mount, Virginia, came forward to speak, stating the following:
  - Introduced her husband, George Scott.
  - The operation of the business will be family-owned.
  - Their business will be the only one in the area.
  - Intends to cater to schools, churches, nursing homes, and also have a web-based on-line store.
  - She has roots in Franklin County.
  - Plans on doing this type of business to help supplement retirement income.
  - The kiln that she will be using is the same type she has for her operation at Garden City Brethren Church, which is located in a small room and the kiln does not get hot, with the kiln having an automatic shut-off.
  - All the paint that is being used is non-toxic.
  - Wants to bring ceramics back to America as an American made product.
  - Wants to enjoy themselves with this endeavor and be able to pass it on to their family as it is a family-owned and operated business.

Let the record show that no one else came forward to speak.

There being no further comments, the Mayor reconvened the meeting back into open session and entertained a motion.

○ Motion was made by Council Member Greer to approve the rezoning request, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor was approved unanimously by those present.

Let the record show the Mayor recessed the meeting to hold the second public hearing:

**B. Rezoning Request of Larry and Glenna Moore**

*(Prior to the meeting, Larry and Glenna Moore had submitted a rezoning request to rezone property from Residential-R2 (medium density residential) to Residential-R3 (high density residential) for the purpose of converting a single-family residence into a 3-unit apartment for property known as Tax Map and Parcel number 20700 22200, located at 85 Claiborne Avenue.)*

The Assistant Town Manager came forward stating the following:

- Larry and Glenna Moore have recently purchased the property at 85 Claiborne Avenue, Tax Map and Parcel Number 20700 22200 and have applied to rezone the property from Residential-R2 to Residential-R3. Their desired use is to convert the single-family residence into three one bedroom apartment units. The building formerly belonged to the Kents and appears to have had separate access and multiple tenancies at some previous point due to the number of kitchens and a separate stairway at the back of the house.
- Claiborne Avenue has a large number of non-conforming structures that have developed over the past 30 years or so as multi-family apartments. The de facto use of many properties on the street is R3, pre-dating the Town's zoning ordinance.
- In Residential-R2, residential properties are limited to single-family dwellings and two-family dwellings. In R3, multiple-family dwellings are a use-by-right.
- Staff issued only a neutral recommendation to the Planning Commission because of the complexity of the issues and values questions that are up to the appointed and elected bodies to determine.
- At its meeting of March 5<sup>th</sup>, the Planning Commission recommended by a 4-2 vote that Council should deny the rezoning request due to unresolved issues over parking and access.
- Subsequently, the Moores have submitted a proffer that they will remove the concrete wall on the property, which limits access and parking.
- Staff does not have a consensus recommendation for Council in this case, and have good arguments for and against approval. Staff's internal consideration and debate has focused on several important issues that Council needs to be resolved based on Council's understanding and long experience:
  - o Why are parts of Claiborne Avenue zoned R2, with others zoned R3? Was R2 implemented to try to limit the number of families able to live on the street, and if so, is that a policy Council wishes to continue?
  - o The surrounding residential properties are generally zoned Residential-R2 and Central Business District. There are no Residential-R3 zoned properties that share property lines to 85 Claiborne Avenue. Nearby uses, however, are consistent with the requirements of R3 zoning, even if they are not classified as such.
  - o The requested use is consistent with the current adopted comprehensive plan, which calls for this and surrounding parcels to be mixed use.
  - o In the event Council rezones this parcel, the applicants must demonstrate ample parking for the residential units. Code requires space to park two automobiles for each dwelling unit either in a private garage or on the lot.

The Assistant Town Manager informed Council that he had received a letter (attached for the record) from Mr. David W. Phillips of 133 Claiborne Avenue, who was against the rezoning request.

The Mayor opened the floor to anyone wishing to come forward to speak regarding the request.

- Lynn Matherly of 65 Claiborne Avenue (corner of Claiborne Avenue and Noel Street) came before Council, stating the following:
  - He lives across from 85 Claiborne Avenue and that his primary concern is the additional parking that may occur due to the lack of parking for the residents of 85 Claiborne Street.
  - If there is additional parking on Noel Street, it will prohibit emergency vehicles, garbage trucks, and large vehicles from being to access the street as Noel Street is a pass through street.
  - Moores may be able to have enough parking for the property, but they would have to tear the garage down in order to make enough room.
  
- David Phillips of 133 Claiborne Avenue came forward, stating the following:
  - Referenced most of his concerns that he has listed in his letter that was sent to Council for the record.
  - His main concern is the street and the conditions of the houses that are on it that are used as rental property and multi-housing, in that they are in disrepair and not kept up like homes that are privately owned on Claiborne Avenue.
  - Appalachian Power Company had come through cutting down the old Oak trees, making the street look not as nice as it was when he first bought his property on Claiborne Avenue.
  
- Mr. Matherly came back before Council stating that he has lived at his residence for a very long time and the house in question (85 Claiborne Avenue) has only been a single-family residence.
  
- Larry Moore (applicant) of 45 Scenic River Drive, Rocky Mount, Virginia, came forward to speak, stating the following:
  - Referenced that he owns the property on Claiborne Avenue known as the Angle House and that those that know him knows that he keeps his properties looking nice, and that he usually restores his homes very nice.
  - One thing that helps bring people to downtown is to bring citizens downtown, and by making 85 Claiborne Avenue a 3-unit apartment, more people will be brought into the downtown area.
  - He is sure that once he restores 85 Claiborne Avenue, it will not be an eyesore.
  - Confirmed to Council Member Stockton that he was not willing to tear down the garage for additional parking due to the historic nature of the house, but that he might consider it and look into it if additional parking is needed.

Discussion ensued regarding if there was enough parking for 85 Claiborne Avenue even if the concrete wall is torn down as proffered by Mr. Moore. Council Member Cundiff stated that the concrete slab is actually a patio, and as he sees it, it would be awfully tight to fit the required parking spaces as proposed. Mr. Moore indicated that if the vehicles are driven straight in, they could back out into the alley; thus, allowing enough space to park on the property. It was discussed that the alley backed up to four lots on High Street and four lots on Claiborne Avenue.

Discussion also ensued regarding:

- How many R3 lots were on Claiborne, with the Assistant Town Manager confirming there were two on the Mary Elizabeth Park side, and one on the High Street side.
- The Assistant Town Manager also confirmed that the zoning allows as many as you can fit in that particular structure and what the building inspector allows for someone to put in.
- How many of the homes on Claiborne Avenue had off-street parking and how many actually uses it, with the Assistant Town Manager stating that he does not know exactly, but would find out if Council so chooses and report back to them later regarding the number.

There being no further discussion, the Mayor reconvened the meeting back into regular session and entertained a motion.

○ Motion was made by Council Member Greer to deny the special use request, with motion on the floor being seconded by Council Cundiff. Let the record show that the motion on the floor passed five to one, with Council Member Stocton voting in opposition to the motion on the floor.

### **APPROVAL OF MINUTES**

Prior to the meeting, Council had received for consideration of approval the following draft minutes:

- February 11, 2013 Regular Meeting Minutes

The Mayor asked if there were any changes to the draft minutes, and there being none, the Mayor entertained a motion.

○ Motion was made by Vice Mayor Walker to approve the Council meeting minutes as presented with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

### **APPROVAL OF CONSENT AGENDA**

The approval of the *Consent Agenda* consists of approving any miscellaneous resolutions/proclamations, miscellaneous action, departmental monthly reports, and bill list that were submitted prior to the meeting for Council's review and consideration.

- Miscellaneous Resolutions/Proclamations
- Miscellaneous Action
  - Review and consideration of approving proposal as submitted by Hawk Manor Falconry in order to address pigeon problems at the Hub Restaurant and grain mill.

- Review and consideration of approving contract for Local Choice health and dental insurance coverage administered by Commonwealth of Virginia for the Town of Rocky Mount.
- Departmental Monthly Report
  - Community Development
  - Finance Department
  - Fire Department
  - Police Department
  - Public Works Department
  - Waste Water Department
  - Water Department
- Bill List

Discussion ensued regarding the proposal submitted by Hawk Manor Falconry regarding addressing the pigeon problems at the Hub Restaurant and the grain mill. The Town Manager went over the history of the problem and confirmed the following:

- Tried to have people volunteer to take care of this matter, but for the most part, they never showed up to do the work. Had to finally go to someone who charges, with that proposal being submitted to Council. This is the Town's fourth option in trying to get this problem resolved.
- The falcons will not be released to stay in the area as they are highly trained for the purpose as detailed in the proposal, and the owner definitely would not let the birds be released to stay in the area, but would take them with him when he left.
- There are about 100 pigeons or more involved, with them not only being a problem for businesses, but also customers as the pigeons are also defecating on the property and vehicles.
- The falconer comes highly recommended and although there is no written consent, the falconer wants to make sure the Town is very satisfied with his work when he finishes.
- The falconer has a very high tech approach in getting rid of the pigeons.
- The two businesses will not be contributing to the expense of having the problem resolved due to the fact that the Town Manager believes they already contribute economically to the Town and have been very long established businesses.
- Council Member Love has been involved with this problem, as she has been approached by the businesses. Council Member Love commented that she hopes the Town can help these two businesses.

There being no comments, the Mayor entertained a motion.

○ Motion was made by Council Member Greer to approve the draft *Consent Agenda*, with motion on the floor being seconded by Council Member Love. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

**HEARING OF CITIZENS**

Let the record show that no one had contacted the Town Clerk requesting to come before Council to speak. At this time, the Mayor opened the floor to anyone wishing to come before Council at this time. Let the record show that none came forward.

**OLD BUSINESS**

Let the record show there was none at this time.

**NEW BUSINESS**

A. Request of Franklin County Parks & Recreation

*(Prior to the meeting, the Town Clerk's Office received a request from the Recreation Programs Manager Marcia Cramblitt on behalf of Franklin County Parks & Recreation for Council's consideration for them to be allowed to hold the following races: (1) 13<sup>th</sup> Annual "Chug for the Jug 5K"; (2) Kids Fun Run; and (3) Carilion Health Walk. These races are scheduled for Saturday, April 27, 2013, starting at 8:30 a.m.)*

On behalf of the Franklin County Parks & Recreation Program Manager Marcia Cramblitt, the Town Manager presented her request that Council consider allowing them to hold their annual "Chug for the Jug" race events at the Farmers' Market on April 27, 2013.

Ms. Cramblitt came before Council confirming that the Chief of Police has reviewed their request and the proposed route and that he voiced no concerns regarding holding the event, indicating also that the Police Department will be assisting them that day. She further thanked Council and the Police Department for their support last year.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Council Member Greer to approve the request, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

B. Presentation of Roanoke Valley-Alleghany Regional Commissions' RIDE Solutions

*(Prior to the meeting, the Town Clerk's Office received a request from Roanoke Valley-Alleghany Regional Commission's RIDE Solutions Program Director Jeremy Holmes to present before Council information regarding their new project.)*

Roanoke Valley-Alleghany Regional Commission's RIDE Solutions Program Director Mr. Jeremy Holmes presented to Council information regarding a project that they have

started within the areas of Rocky Mount and Franklin County to look at ride-sharing opportunities in the area. He briefed Council on their goals, process, and implementation. He further stated:

- They have sent out surveys throughout the community to determine the commuter preferences for transportation options in the Franklin County and Rocky Mount areas.
- He referenced that the Town had only one park and ride location (Intersection of State Route 40 and State Route 220 interchange), and they would like to determine what is needed, and to also have the opportunity to expand their RIDE solutions into the West Piedmont Planning District Commission service area, if warranted.
- They have been working on analyzing existing commuter patterns using readily available data, including census data and Virginia Department of Transportation traffic counts.
- Their final report and marketing plan is to be presented in June 2013.
- Concentrated marketing/outreach effort to be implemented in late 2013 or early 2014 as appropriate.

The Mayor asked that Mr. Holmes keep Council up-to-date and report back to them or Town staff regarding the project.

#### C. Storm Water Management

*(During the beginning of the Council meeting, it was approved to amend the agenda to add under "New Business" discussion regarding State of Virginia requirement for stormwater management regulations and working with Franklin County to address the required mandates.)*

The Assistant Town Manager stated that the Town of Rocky Mount and Franklin County respective staff have been working together for several months in an effort to determine how Franklin County, Rocky Mount and Boones Mill can work together to meet the Commonwealth of Virginia state mandated deadlines implementing new stormwater management regulations. He further pointed out the following:

- Town and County planning staffs met last week and recommend that the County Development Services Department should oversee both the new stormwater management requirements and all erosion and sediment control activities. Eliminating this duplication of service will streamline the process for developers.
- Additionally, the staffs worked to identify the processes needed to ensure that the Town is still able to meet its planning and zoning code requirements, including zoning certifications and site plan reviews, without hindering the County department in the performance of its state-mandated duties.
- If both elected bodies consent to this plan, both development staffs intend to work together in a way that reduces the number of trips and points of contact needed by developers to secure approval of their plans.

It was discussed that the minimal fee that the locality can charge to the developer is \$1,100.00, with the State being able to get 28% of that charge.

The Town Manager explained that two years ago, the Commonwealth of Virginia General Assembly was wanting to pass this state-mandate, with the Town seeing the writing on the wall; therefore, getting with the County on how best to resolve this matter. The pressure is on the County since the Town is not required to take any action, only counties and cities; but, the Town wants to work with the County to make sure the Town can use the County to do this work, especially since the Town citizens pay double taxes (Town and County).

The Town Planner informed Council that he is prepared to give Council any information they may need regarding what his office has done in the past regarding permitting that the Town has done.

Council Member Cundiff requested that staff make sure they point out to the County that since Town citizens pay County taxes, the Town needs to be represented as being County and Town residents. The Town Manager informed Council that he has spoken to the County about this some time back because this is what the Town citizens are paying for already, with the Town partnering with the County regarding the state-mandate.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Council Member Greer to approve the request for the Mayor to submit a letter to Franklin County Board of Supervisors as part of their stormwater management, with motion on the floor being seconded by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor carried unanimously by those present.

## **COMMITTEE REPORTS**

### **A. Performance Center Committee**

*(The Performance Center Committee met on February 12, 2013 to review operational possibilities with member of the Architect's design team.)*

The Assistant Town Manager came before Council and presented for their review a PowerPoint presentation of the business case for the proposed Performance Center that will be located in the former Lynch Hardware Building, with the following being highlighted during his presentation:

- Building a successful venue
  - Underlying assumptions are conservative
    - Revenue projections from an experienced promoter, with over 30 years in music and concert promotion.
    - Showing only ticket revenue growth; other revenue remains static, although likely to grow as venues become more popular.
    - 40 percent average capacity in first year, increasing with age and reputation

to 55 percent in Year 3 (seats have not been decided yet, but for this presentation, 350 seats were used as a number).

- Conservative estimates of auxiliary benefits to community in excess of \$110,000 every year.

➤ Staffing

- Assumes two full-time staff (general manager and assistant general manager) with volunteer and intern staffing.
- Assumes hiring general manager/promoter this spring to book shows a year in advance of opening, with assistant general manager to follow three months before opening.
- Food and beverages managed by a concessionaire, with a share of the profit coming to the venue.
- Not included: only if needed, could add up to three part-time staff at four hours/show, \$8/hour for 175 shows is \$16,800.

➤ Profitable From Year One

- 175 shows per year (roughly one every other night).
- 350 seat capacity (likely higher, depending on seat types and sizes selected by Council).
- In the first year, \$65,750 profit from:
  - \$16.50 average ticket.
  - 24,500 people through the door (40 percent of capacity, or roughly 43 percent of the County's population attending one show per year).
  - \$404,250 in total ticket sales, excluding comps.
  - \$178,000 in ancillary income (share of concessions and band merchandise; sponsorships; venue merchandise; space rentals).
  - \$516,500 in expenses (artists, staff, ticketing, merchandise, security, utilities) with a total profit of \$65,750.

➤ How do we get to 175 shows?

- Example, shows per year:
  - Regular jam night: 50
  - Headline acts: 24
  - Touring acts: 96
  - Other: 5
- Project first year attendance:
  - Regular jam night: 2,500
  - Headline acts: 8,400
  - Touring acts: 12,480
  - Other: 1,025
- Ticket income by types of show
  - Regular jams: \$12,500
  - Headliners: \$223,440
  - Tours: \$156,000
  - Other: \$12,300

➤ Progression of Revenues & Capacity

Capacity	45%	60%	75%
Average Attendance	158	210	263
Annual Attendance, 175 shows	27650	36750	46025
Avg. Ticket			
\$12	\$331,800	\$441,000	\$552,300
\$15	\$414,750	\$551,250	\$690,375
\$18	\$497,700	\$661,500	\$828,450
\$21	\$580,650	\$771,750	\$966,525
\$24	\$663,600	\$882,000	\$1,104,600
\$27	\$746,550	\$992,250	\$1,242,675
\$30	\$829,500	\$1,102,500	\$1,380,750

➤ Projected End-of-Year Results

	Year 1	Year 2	Year 3
Gross Income	582,250	703,000	877,275
Gross Expense	516,500	584,500	672,500
Net Income	65,750	118,500	214,775

There was discussion regarding if the proposed general manager and assistant general manager would be Town employees; how advertising would take place for the events; having a part-time custodian; ticket price for children; and the inclusion of selling alcoholic beverages on-site.

Regarding the sale of alcoholic beverages on-site, Council Members Cundiff and Moyer voiced strong concerns against the sale of alcohol; did not think it was a good idea having someone drinking breathing on you when you are at the event; and concerned people would come to the events and drink more, being disruptive while the event is taking place. The Assistant Town Manager and Town Manager both confirmed to Council that: the Department of Alcoholic Beverage Control (ABC) were pretty particular; whoever the Town partners with will have to go by the strict guidelines set by ABC in order to sell alcohol; people for the most part drink responsibly; and that venues of this type typically have the sale of alcohol. Also stated there would be security in place during the events that would take care of any type of disruptive behavior.

Council Member Greer stated that he goes to different venues all over, and where there is the sale of alcohol, it is managed. He further stated that the Town is shooting itself in the foot before the project is even started, and if this is the case, the Town might as well put a "for sale" sign on the door of the building and sell it. He also stated that the Town's Police Department handles drunks once in a while, and that Council is not asking them to run the Performance Center. He also mentioned that the Town needs to run the Performance Center in a manner that would make it profitable.

The Assistant Town Manager confirmed to Council that off-duty Town police officers would be used for security at \$30 per hour, with this rate being set in the projected figures.

**OTHER MATTERS, CONCERNS AND RISE 'N SHINE APPEARANCES**

A. Referrals to Planning Commission from Town Council

Let the record show there were no referrals to the Planning Commission from Council at this time.

B. Rise 'N Shine Appearances

Let the record show that the Assistant Town Manager appeared on the *Rise 'N Shine* show today.

**COUNCIL CONCERNS**

Let the record show there were no Council concerns at this time.

**CLOSED MEETING**

At 8:22 p.m., motion was made by Council Member Greer to go into *Closed Meeting*, and seconded by Vice Mayor Walker and carried unanimously to discuss the following:

- 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 (consideration of purchase of property in downtown area for a parking lot).

At 9:00 p.m., motion was made by Council Member Love to come out of *Closed Meeting* and to reconvene the meeting back into open session, with motion on the floor being seconded by Council Member Moyer and carried unanimously by those present.

**CERTIFICATE OF CLOSED MEETING**

Whereas, the Town of Rocky Mount Council has convened a *Closed Meeting* on this date 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 requires certification by this council that such *Closed Meeting* was conducted in conformity with Virginia Law.

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

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Steven C. Angle, Mayor

○ Motion was made by Council Member Greer certifying that: (1) only public business matters lawfully exempted from open meeting requirements under this chapter was discussed; 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 was discussed. Motion was seconded by Council Member Stockton. The Mayor swore to adopt the motion on the floor by Council Member Greer that this was all that was discussed as defined in Section 2.2-3712 Code of Virginia. Voting yes were Vice Mayor Gregory B. Walker and Council Members Bobby M. Cundiff, Jerry W. Greer, Sr., P. Ann Love, Robert L. Moyer, and Billie W. Stockton.

The Mayor reported that no action was taken.

**ADJOURNMENT**

At 9:02 p.m., motion was made by Vice Mayor Walker to adjourn, seconded by Council Member Moyer and carried unanimously by those present.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts/Town Clerk

/phk

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**ROCKY MOUNT TOWN COUNCIL  
SPECIAL COUNCIL MEETING  
MARCH 20, 2013**

The Rocky Mount Town Council held a special meeting at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on March 20, 2013 at 5:00 p.m. with Mayor Steven C. Angle presiding.

On behalf of the Rocky Mount Town Council, the meeting was called to order by Mayor Angle, with the following members of Council being present:

Vice Mayor Gregory B. Walker and Council Members Jerry W. Greer, Sr., Bobby M. Cundiff, P. Ann Love, Robert L. Moyer and Billie W. Stockton

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Assistant Town Manager/Community Development Director Matthew C. Hankins, Finance Director Linda Woody, Town Attorney John T. Boitnott, Town Clerk Patricia H. Keatts, and Deputy Clerk Stacey Sink.

**APPROVAL OF AGENDA**

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

- Motion was made by Council Member Stockton to approve the agenda as presented with motion on the floor being seconded by Council Member Love and carried unanimously by those present.

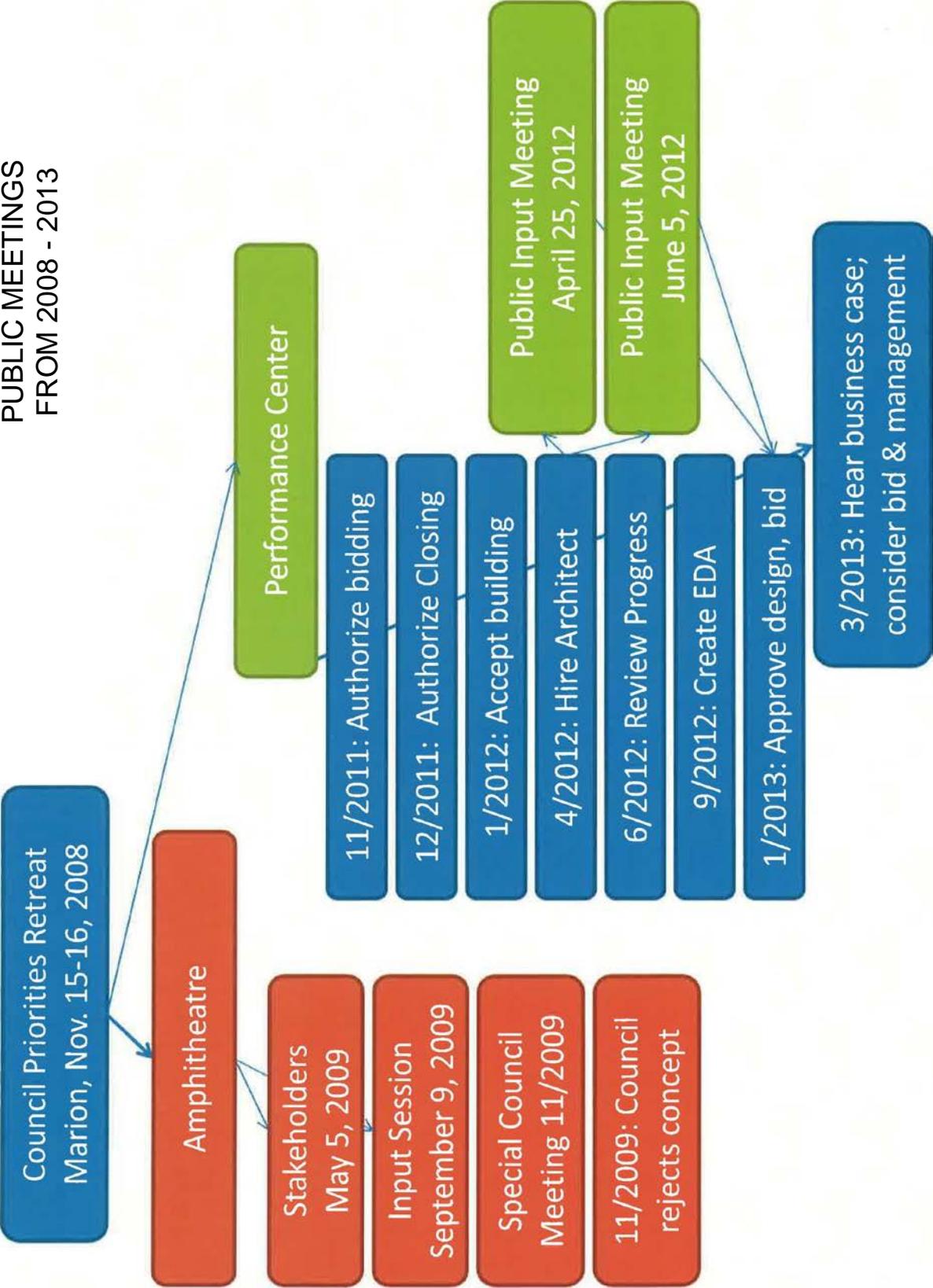
**ITEMS PERTAINING TO PERFORMANCE CENTER PROJECT**

The Mayor stated that the purpose of the meeting was to discuss options the Town has for the Performance Center for the Town.

The Town Manager briefed Council on the historical aspects leading up to the purchase of the former Lynch Hardware Building to be used as a performance center, stating that one of the things Council had tasked him with was for him to establish a music venue. He further briefed Council on the music development, starting from the meeting taking place in Marion, Virginia on November 15-26, 2008, and the public meetings since 2009 to present time.

The Assistant Town Manager presented to Council an outline of a music venue development chart that gave an overall view of the music venue development public meetings from 2008 – 2013:

MUSIC VENUE  
DEVELOPMENT  
PUBLIC MEETINGS  
FROM 2008 - 2013



The following were reviewed and discussed:

- I. Review and make recommendation to Council concerning bid and entering into contract with low bidder for Performance Center project.
  - Presentation regarding bid responses from Hill Studio  
Mr. Hunter Greene with Hill Studio presented an overview to Council:
    - Been working on this project for the last four years.
    - Been quite a lot of input from citizens' side and everyone involved in the project.
    - When project was considered to be in Mary Elizabeth Park, had at least two public input sessions.
    - Have had numerous committee meetings, and in front of Council a number of times to make sure they heard from all sides.
    - Price Builders submitted the low bid. Prices seem to be in order. In looking at the eight different references, they all said that Price Builders is great to work with except for two, who stated there were problems with scheduling. The others stated that there were hardly any change orders. Subcontractors are primarily from Franklin County and Rocky Mount area, with the exception of two. After the review and talking with all references, it is Hill Studio's recommendation for Council to accept the bid and proceed on to the next step in the project.

The Assistant Town Manager and Mr. Greene confirmed to Council Member Greer that to the best of their knowledge, there is no indication that the building basement has leaked in the last four months during the times they have checked the building.

Council Member Greer raised the question if the Community & Hospitality Center (Depot) could be closed as the Town's welcome center and moved to the Performance Center, bringing the monthly music venues to there; and also placing a non-working moonshine still in the basement area as an exhibit and charging a fee for people to see. There was discussion on how best this would work being either in the basement or lobby area, with the Assistant Town Manager stating the upstairs is virtually a blank canvas; and can discuss later moving the welcome center office to the Performance Center, and if this is something Council wants, staff can make that happen.

There was discussion regarding the Price Builders add-on to the bid, which was for the sound, lighting and appliances at the cost of \$400,000. The Assistant Town Manager stated that he has discussed this with Mr. Price and there are some contingencies, but that the quote of \$2.6 million includes all this, and is all-inclusive on what Council will need to open the Performance Center day one, except for the staff and the office equipment.

Mr. Greene confirmed to Council Member Greer how the loading/unloading areas for the outside of the building would work.

There was discussion regarding the branding/logo for the Performance Center, with Council Member Greer agreeing with the Assistant Town Manager that the Town needs to get professional help in the design as soon as possible.

Council Member Greer raised the question on whether or not the Town could do fund raising first before committing to approving the contract, and suggested that the Town get the logo together and work approximately 90 days to raise the \$400,000, then consider approving the contract. The Mayor stated that he disagreed with this proposal by Council Member Greer due to the fact that people will not commit to giving to a project unless there is something concrete in writing, and if the Town is not committed from the beginning, he does not see people wanting to commit funds either. The Assistant Town Manager informed Council that the funding sources he has talked to will not commit unless the Town has something concrete, and also that the bid price submitted by Price Builders is good for only 90 days. Council Member Greer asked Mr. Price of Price Builders if he would consider an extension, with Mr. Price not giving an answer. Council Member Greer ended the discussion by stating that if the Town could start the fund raising process tomorrow before the Town signs a contract, he would feel more comfortable regarding approving the project after having the funding in place. The Assistant Town Manager informed Council that the process for getting the branding/logo is in-depth and it may be 45 days before he can get something to present to Council for approval, then you would have to start proceeding with the fund raising.

The Mayor indicated that right now before Council was consideration for approving the awarding of the Performance Center bid contract to Price Builders since this is Mr. Greene's and the Performance Center Committee's recommendation to Council.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Council Member Love for Council to move forward at this time and award the bid to Price Builders as the low bidder in the amount of \$2.198 million, with motion on the floor being seconded by Vice Mayor Walker. A roll call vote was taken: voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Love and Stockton; voting in opposition to the motion on the floor were Council Members Cundiff, Greer and Moyer; with Mayor Angle breaking the tied vote, with him voting in favor of the motion on the floor. Let the record show that the motion on the floor passed four to three.

II. Review and make recommendation to Council concerning financing for Performance Center project.

The Assistant Town Manager informed Council that as the new major drive of the Town's economy, Council must pay for the renovation, site work and outfitting of the Performance Center up front and be reimbursed from historic property tax credit proceeds, grants, gifts and foundation awards as they are awarded. Council had received a breakdown of the expected construction expenses and expected revenue. He further explained that the architect expects general construction to take ten months to complete, with an additional month for sound, lighting and seating, with it being staff's goal to open the facility by May 2014. He further stated that in order to reach that deadline:

(1) Construction needs to have a notice to proceed by late April; and (2) with that short window to begin construction, staff recommends that Council obligate and appropriate funds for the Performance Center project from the Town's fund balance, requiring a projected net use of less than ten percent of existing fund balance.

The Town Manager informed Council that the Finance Director has indicated that she will manage accordingly and that the CD's will be worked where there is no penalty to the Town. He further stated that at the end of this fiscal year, there may be a cash carried forward from this year's budget, and also staff will work with the 2014 budget to also help with this. He further confirmed to Council that the fund balance should be around \$9.1 million, but that he would not know for sure until after the Town audit.

The Mayor stated that Council had heard the Assistant Town Manager and that the Performance Center Committee's recommendation is to use the money from fund balance for financing the Performance Center project.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Vice Mayor Walker for Council to have the Town use the fund balance to finance the Performance Center project, which includes the appropriation resolution, with motion on the floor being seconded by Council Member Love. Discussion ensued. Council Member Cundiff stated he wanted to make three points for the record, being: (1) the demographics have not been studied nor has the community support been proven; (2) in his opinion, the expenses have been grossly understated and the revenues totals are grossly overstated; and (3) as a former business owner, he would not enter into a transaction like this and he would doubt any Council person would either if they were using their own money. A roll call vote was taken: voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Love and Stockton; voting in opposition to the motion on the floor were Council Members Cundiff, Greer and Moyer; with Mayor Angle breaking the tied vote, with him voting in favor of the motion on the floor. Let the record show that the motion on the floor passed four to three.

The Mayor and Town Manager confirmed to Council Member Cundiff that it requires a super majority vote of Council when borrowing or setting tax rates, but Council can appropriate money on a simple majority.

### III. Review contribution agreement resolution to contribute building funds to Rocky Mount Economic Development Authority.

The Assistant Town Manager presented to Council the draft "Town of Rocky Mount Supplemental Appropriation Resolution for the Fiscal Year Ending June 30, 2013" in relations to the Town Council of Rocky Mount purchasing the former Lynch Hardware Building to renovate as a performance center designed to increase economic activity and investment in its historic downtown; with the Town staff researching a variety of funding sources, such of which requires funding from the Town in advance and the Town's full commitment to completing, staffing and operating the venue as a performance center; with the Town expecting, after recouping proceeds for all sources, to spend less than ten percent of its existing fund balance to create this new engine of

job and investment creation for the citizens of the Town of Rocky Mount; and that the Town Council of Rocky Mount appropriates the following supplemental expenditure and supplemental revenue for Fiscal Year 2013, with the total amount for the Performance Center renovation and construction being \$2,600,000.

The Assistant Town Manager explained to Council that in order to re-coup the tax credits, the Town has a legal structure set up through the Economic Development Authority (EDA) and in order to make this work, the Town has to contribute the amount that is going to be put into the project to the EDA, in the amount of \$2.6 million. The draft resolution was prepared by Town's counsel (Gentry Locke Rakes & Moore) detailing that transaction, with them stating that this is something Council absolutely has to do to re-coup the historic property tax credits funds, with Council having to fund this in advance. He further went over how this is written as a 40-year lease, with a buyout provision after five years, and after that five years, this is when Council can take the option to end all of the necessary legal entities required to make this transaction work.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Council Member Love for Council to move forward with the Economic Development Authority resolution and to adopt it, with motion on the floor being seconded by Vice Mayor Walker. A roll call vote was taken: voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Love and Stockton; voting in opposition to the motion on the floor were Council Members Cundiff, Greer and Moyer; with Mayor Angle breaking the tied vote, with him voting in favor of the motion on the floor. Let the record show that the motion on the floor passed four to three.

#### IV. Review and make recommendation to Council concerning management options for Performance Center.

The Assistant Town Manager brought before Council the following concerning the management options for the Performance Center:

- Since the approval of Council to proceed with renovating and financing the Performance Center, the next critical step is to begin booking acts, assuming a May 2014 opening.
- Council has heard the recommendations from the consulting promoter that the Town should have a facility General Manager/Promoter in place at least a year in advance to the opening. Staff recommends that this position should be a contract position, with compensation and a performance bonus to be negotiated once a candidate is selected. The General Manager/Promoter would report to and be supervised by the Community Development Director.
- The primary duties of the General Manager will be: schedule shows; execute contracts and pay deposits to book talent; set policies and procedures for venue operation; solicit gifts and sponsorships for the venue; solicit concessionaire candidates; negotiate agreements for operation; create advertising and social media presence; marketing and branding of the venue; and other duties as assigned.

- In order to hire a Promoter by mid-May, the Town needs to be able to advertise the position this month, receive applications through early April, conduct interviews, complete negotiations, and hire the most suitable candidate.
- Additionally, expect that the Promoter will need to hire a full-time Assistant General Manager in February 2014 to set up shows, ticketing concessions, rentals and office procedures in support of the General Manager. This position will pay an annual salary of \$25,000, with benefits, totaling approximately \$35,000.

The Assistant Town Manager recommended to Council authorization of these two positions, with this being the Performance Center Committee's recommendation also.

There was discussion that these two positions would be on contract basis, with the Town Manager stating that he, as manager, and the Finance Director will have extremely high expectations this enterprise function as such, and it should in the very near term will have to function as an independent fiscal entity, with this being something staff does not build and have subsidized at the tax payers' expense; obviously the Town is carrying the freight with the initial capital, but on an operating basis, the staff the Assistant Town Manager is referring to, in the very near term, it is his expectation that these positions are paid for out of the actual functioning of the facility, and will be paid ultimately from the revenue taken from the operation of the facility that will pay for this.

The Assistant Town Manager confirmed to Council Member Love that it will be ten months versus 12 months for the Promoter to open the facility, and as the Town is looking at hiring someone by mid-May, the Town is already in that window if staff looks into opening March of next year.

There was discussion regarding using the same committee already in place to be involved in the salary or performances of these two positions, with the Town Manager stating that staff will not do anything without the blessing from Council.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Vice Mayor Walker for Council to approve the recommendation for the General Manager/Promoter and Assistant Town Manager positions on contract basis, with motion on the floor being seconded by Council Member Love. A roll call vote was taken: voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Love and Stockton; voting in opposition to the motion on the floor were Council Members Cundiff, Greer and Moyer; with Mayor Angle breaking the tied vote, with him voting in favor of the motion on the floor. Let the record show that the motion on the floor passed four to three.

- V. Consider proposal by access public relations to prepare materials for branding, fundraising, logo and marketing of the Rocky Mount Performance Center.

The Assistant Town Manager stated to Council the following:

- The Town has solicited and received proposal from **access** Public Relations located in Roanoke, Virginia to aid the Town in developing the branding and marketing

identity and materials for the Performance Center. The proposal includes four parts:

- Campaign Portfolio: Design the campaign materials for foundations and potential donors.
  - Case Statement: Create and design a comprehensive case statement for the capital campaign.
  - Logo Package: Create a logo package for the capital campaign and venue.
  - Style Guide: Create a style guide for the capital campaign, detailing expected usage.
- These materials would be helpful in making the contacts with foundations and potential donors, as well as creating a brand identity and logo for the venue. If Council does not accept the proposal, staff will ask for a revised proposal to complete only the venue logo and branding information and develop the materials in-house.
  - The total proposal amount is \$19,349.99. If approved, the funds would be spent from the Community Development contractual account.

The Assistant Town Manager stated it is the staff's and Performance Center Committee's recommendation to approve the entire package in the amount as stated.

There being no further comments, the Mayor entertained a motion.

○ Motion was made by Council Member Love for Council to approve moving forward in allowing the Town to employ the company for logo and branding in the amount stated, with motion on the floor being seconded by Council Member Stockton. A roll call vote was taken: voting in favor of the motion on the floor were Vice Mayor Walker and Council Members Greer, Love and Stockton; voting in opposition to the motion on the floor were Council Members Cundiff and Moyer. Let the record show that the motion on the floor passed four to two.

Council Member Greer stated that just because he was not willing to spend \$2.6 million, he is still on board for the project all the way.

## **ADJOURNMENT**

At 5:52 p.m., motion was made by Council Member Love to adjourn, seconded by Council Member Stockton and carried unanimously.

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Steven C. Angle, Mayor

ATTEST:

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Patricia H. Keatts, Town Clerk

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 3, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Linda Woody, Finance Director
<b>DEPARTMENT:</b>	Finance Department
<b>MONTH:</b>	April

This report contains the following monthly information for March 2013 activity:

New businesses obtaining a business license during the month

Investment portfolio from the latest bank statement

Revenue comparisons from this fiscal year to last fiscal year

Meals tax collections chart

Local sales tax collections chart

Expenditure comparisons from this fiscal year to last fiscal year

Available contingency funds status

Project expenses for the Performance Venue

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

Water accountability reconciliation of finished water gallons pumped vs. metered water gallons consumed

Water Accountability Percent chart

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department – not available at this time:

980 walk-in transactions

1271 drive-thru transactions

1864 mail transactions

**TOWN OF ROCKY MOUNT  
NEW BUSINESS LICENSES  
DURING MARCH 2013**

The following new businesses obtained their business licenses during the month:

**Retail:**

Under the Sun Natural Foods, 350 Tanyard Rd., retail

**TOWN OF ROCKY MOUNT**  
**Investment Portfolio**  
**at February 28, 2013**

<u>Security</u>	<u>Call Date</u>	<u>Maturity Date</u>	<u>Bond</u>	<u>Market Price</u>	<u>Market Value</u>	<u>Market Yield</u>	<u>Yield to Maturity</u>	<u>Cusip Number</u>	<u>Estimated Annual Interest</u>
<b>Fixed Income / Bonds:</b>									
FHLB	5/24/2013	5/24/2017	255,000	100.197	255,502.35	1.19%	1.20%	3134G3UZ1	3,060.00
FNMA	12/26/2013	12/26/2017 A	500,000	99.919	499,595.00	1.00%	1.00%	3135G0SJ3	5,000.00
FNMA	10 days	4/29/2015	500,000	100.278	501,390.00	1.99%	2.00%	3136FRGH0	10,000.00
FNMA	9/27/2013	9/27/2017	255,000	100.248	255,632.40	0.69%	0.70%	313G0E64	1,785.00
FNMA	5/30/2013	5/30/2017	255,000	100.227	255,578.85	1.19%	1.20%	3136GOJB8	3,060.00
<b>Bond Totals</b>			<u>1,765,000</u>		<u>1,767,698.60</u>	1.21% avg. return			<u>22,905.00</u>
<b>Certificates of Deposits:</b>									
Ally Bank Midvale UT	12/23/2013		245,000	100.460	246,127.00	1.09%	1.10%	02005QYE7	2,695.00
Am Express Centurion	11/17/2015		225,000	102.280	230,130.00	1.71%	1.75%	02587DGX0	3,937.50
BMW Salt Lake UT	5/13/2013		225,000	100.164	225,369.00	0.99%	1.00%	05568PZR1	2,250.00
Bank Hampton Rds. VA	9/27/2017		245,000	101.027	247,516.15	0.99%	1.00%	062492BH5	2,450.00
CIT BK Salt Lake UT	10/13/2016		190,000	100.200	190,380.00	1.99%	2.00%	17284AZY7	3,800.00
Com Bk Harrogate TN	8/25/2016		245,000	100.268	245,656.60	0.99%	1.00%	20143PCV0	2,450.00
Compass Bk Birmingham	12/29/2014		230,000	100.511	231,175.30	0.99%	1.00%	20451PAC0	2,300.00
Discover Bk Greenwood	9/15/2014		245,000	100.912	247,234.40	1.28%	1.30%	254670W40	3,185.00
Essa BK Stroudsburg F	11/30/2016		245,000	100.306	245,749.70	0.99%	1.00%	29667RGE7	2,450.00
F & M Chambersburg	2/8/2016		245,000	100.230	245,563.50	0.99%	1.00%	308693AY6	2,450.00
Flushing Savings NY	7/27/2016		248,000	101.034	250,564.32	0.99%	1.00%	344030ES6	2,480.00
GE Bk Draper Utah	9/30/2014		245,000	100.985	247,413.25	1.38%	1.40%	36159C3F1	3,430.00
GE Cap Fin'l Retail	12/29/2016		245,000	102.844	251,967.80	2.04%	2.10%	36160YMM4	5,145.00
Goldman Sachs NYC	11/3/2014		245,000	101.177	247,883.65	1.48%	1.50%	38143AAP0	3,675.00
Natl Rep Chicago CTF	1/25/2016		245,000	102.243	250,495.35	0.97%	1.00%	63736QRT0	2,450.00
Safra Nat'l NY NY	2/9/2015		245,000	101.021	247,501.45	0.74%	0.74%	786580YVW4	1,837.50
Security Bk Aiken SC	7/27/2016		245,000	100.237	245,580.65	1.24%	1.24%	81423LAV4	3,062.50
Soverign Bk Willington	9/26/2020		245,000	100.318	245,779.10	0.74%	0.75%	84603M2V7	1,837.50
State Bk India Chicago	7/25/2017		230,000	101.576	233,624.80	1.52%	1.55%	856283TLO	3,565.00
<b>CD Totals</b>			<u>4,533,000</u>		<u>4,575,712.02</u>	1.22% avg. return			<u>55,450.00</u>
<b>Total Investments</b>			<u>6,298,000</u>		<u>6,343,410.62</u>	1.22% avg. return			<u>78,355.00</u>

Note A New bond purchased to replace bond called with 1.00% yield

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Feb-12	404,549.92	0.17%
Mar-12	749,548.69	0.17%
Apr-12	770,493.56	0.17%
May-12	791,584.69	0.17%
Jun-12	1,133,569.65	0.16%
Jul-12	1,180,074.35	0.17%
Aug-12	951,766.24	0.19%
Sep-12	1,419,073.79	0.19%
Oct-12	1,142,816.07	0.20%
Nov-12	1,178,741.89	0.19%
Dec-12	1,044,873.62	0.18%
Jan-13	712,455.65	0.15%
Feb-13	729,928.66	0.15%

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF MARCH 31, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND - Local Revenues:</b>						
Real Estate Tax	251,407	35,762	536,733	527,839	569,689	94.22%
Public Service Tax	12,385	343	12,761	26,748	25,822	49.42%
Personal Property Tax	83,948	3,708	150,049	136,172	137,603	109.04%
Machinery & Tools Tax	3,368	18,341	99,515	92,377	92,733	107.31%
Penalties on Tax	1,042	1,572	3,639	3,063	2,730	133.30%
Interest on Tax	268	477	2,574	2,047	500	514.80%
Local Sales Tax	12,044	11,573	100,781	92,574	164,637	61.21%
Meals Tax	93,992	90,554	762,157	751,813	1,079,759	70.59%
Utility Tax	27,453	28,416	216,806	217,361	332,100	65.28%
Communications Tax	16,297	19,487	135,622	111,663	180,668	75.07%
Decals	30,051	31,428	55,347	54,285	87,310	63.39%
Bank Stock Tax	-	-	-	-	203,877	0.00%
Penalty-Meals Tax	334	6	2,456	2,728	1,200	204.70%
Interest-Meals Tax	3	1	729	1,453	650	112.22%
Lodging Tax	6,039	5,673	54,615	56,028	84,596	64.56%
Cigarette Tax	7,323	8,271	72,412	91,846	140,000	51.72%
BPOL-Retail	-	3,706	6,421	147,362	257,550	2.49%
BPOL-Professional	-	-	9,312	11,568	139,380	6.68%
BPOL-Contractor	-	1,170	5,411	2,638	11,000	49.19%
BPOL-Repairs/Services	-	2,018	2,804	3,252	110,120	2.55%
BPOL-Alcoholic Beverages	-	-	-	-	500	0.00%
BPOL-Penalty/Interest	-	-	1,079	6,820	1,000	107.93%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	-	6,121	11,408	6,121	6,400	178.25%
BPOL-Miscellaneous	-	-	803	503	1,800	44.61%
Solicitor Permits	-	-	-	20	-	0.00%
Farmer's Market Fees	820	625	2,215	1,785	2,600	85.19%
Welcome Center Fees	135	50	2,745	2,935	5,500	49.91%
Music Venue Fees	-	-	-	-	10,000	0.00%
Planning/Zoning Fees	220	785	4,335	8,446	9,500	45.63%
Court Fines	5,223	1,330	36,754	15,384	22,160	165.86%
Parking Fines	-	-	380	205	250	152.00%
Interest Earnings	5,675	8,669	51,323	39,800	96,818	53.01%
Return Check Fees	20	-	580	560	640	90.63%
Rental of Property	-	-	420	420	420	100.00%
Sale of Materials	-	55	-	389	-	0.00%
Sale of Property	-	-	660	-	-	0.00%
Bond Proceeds	-	-	-	-	275,000	0.00%
Mortgage Payment Received	-	-	2,049	-	-	0.00%
Grave Preparation	-	-	1,250	1,550	2,300	54.35%
Security Services	540	-	8,550	2,640	3,400	251.47%
Passport Service Fees	4,391	1,298	11,478	6,186	8,046	142.66%
Police Reports	142	147	918	1,268	1,300	70.62%
Fingerprint Service Fees	10	-	300	-	-	0.00%
Garbage Collection Fees	9,411	7,453	63,013	51,366	88,170	71.47%
Truck Rental Program	-	20	60	180	230	26.09%
Miscellaneous Services	250	-	3,169	2,203	250	1267.42%
Donations	-	-	68	340	-	0.00%
Merchandise Sales	-	-	424	-	-	0.00%
Miscellaneous	0	2,930	10,891	18,542	500	2178.11%
Curb & Gutter Recoveries	-	-	600	-	-	0.00%
Recoveries	-	455	2,342	1,060	1,500	156.16%
Unrealized Gain on Investments	-	-	18,131	-	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	177,000	0.00%
<b>Total Local Revenues</b>	<b>572,790</b>	<b>292,444</b>	<b>2,466,091</b>	<b>2,501,540</b>	<b>4,337,408</b>	<b>56.86%</b>

**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF MARCH 31, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND - State Revenues:</b>						
ABC Profits	-	-	-	-	-	0.00%
Wine Tax	-	-	-	-	-	0.00%
Rolling Stock Tax	-	-	3,626	3,144	3,000	120.88%
Litter Tax	-	-	2,964	2,054	1,746	169.76%
Other Categorical Aid	-	-	-	-	-	0.00%
Fire Programs	-	-	12,635	-	10,000	126.35%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
School Resource Officers	-	-	-	-	-	0.00%
DMV / 402 Grant	-	-	-	-	-	0.00%
Local Law Enforcement	-	-	4,272	-	-	0.00%
DMV Mini Grants	-	-	20,491	19,110	-	0.00%
Street Maintenance	303,452	297,778	910,355	893,333	1,191,111	76.43%
VML Safety Grant	-	-	3,000	-	-	0.00%
Volunteer Fire Dept.	-	-	22,500	15,088	30,000	75.00%
Law Enforcement-599 Funds	-	27,115	54,230	81,345	108,460	50.00%
FEMA Grant	-	-	-	-	-	0.00%
Emergency Management	2,511	-	2,511	-	-	0.00%
Police Grants	-	-	-	-	-	0.00%
Va. Commission of the Arts Grant	-	-	-	-	-	0.00%
Dept. of Conservation & Recreation	-	-	10,541	-	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	-	29,632	100.00%
<b>Total State Revenues</b>	<b>305,963</b>	<b>324,893</b>	<b>1,130,618</b>	<b>1,067,934</b>	<b>1,427,810</b>	<b>79.19%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>878,753</b>	<b>617,337</b>	<b>3,596,710</b>	<b>3,569,474</b>	<b>5,765,218</b>	<b>62.39%</b>
<b>UTILITY FUND REVENUES:</b>						
Water Sales	100,149	88,176	733,142	595,071	1,039,832	70.51%
gallons billed	20,738,750	19,201,632	187,083,085	181,108,199		
Water Connections (Lilly's Leisure fy 13)	-	1,000	104,406	15,300	105,525	98.94%
Reconnect Fees	470	330	3,635	2,305	2,400	151.46%
Penalties	1,834	1,537	14,609	15,166	22,000	66.41%
Bulk Water Purchases	-	-	2,375	1,430	2,300	103.27%
Health Dept.	-	-	-	-	-	0.00%
Sewer Collection Charges	61,240	52,122	451,414	373,513	642,781	70.23%
gallons billed	15,685,470	14,287,937	139,159,165	133,467,638		
Sewer Connections (Lilly's Leisure fy 13)	-	2,805	89,000	12,805	88,500	100.56%
Cell Tower Rent	3,832	1,999	36,287	27,382	45,823	79.19%
VML Safety Grant	-	-	1,000	4,000	-	0.00%
Bond Proceeds	-	-	234,147	71,797	-	0.00%
Meals Tax Transfer	-	-	514,278	394,278	514,278	100.00%
Recoveries(FCHS & County manhole fy 13)	-	-	24,886	496	18,000	138.26%
Transfer from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	734,500	0.00%
<b>TOTAL UTILITY FUND REVENUES</b>	<b>167,525</b>	<b>147,969</b>	<b>2,209,180</b>	<b>1,513,543</b>	<b>3,215,939</b>	<b>68.69%</b>

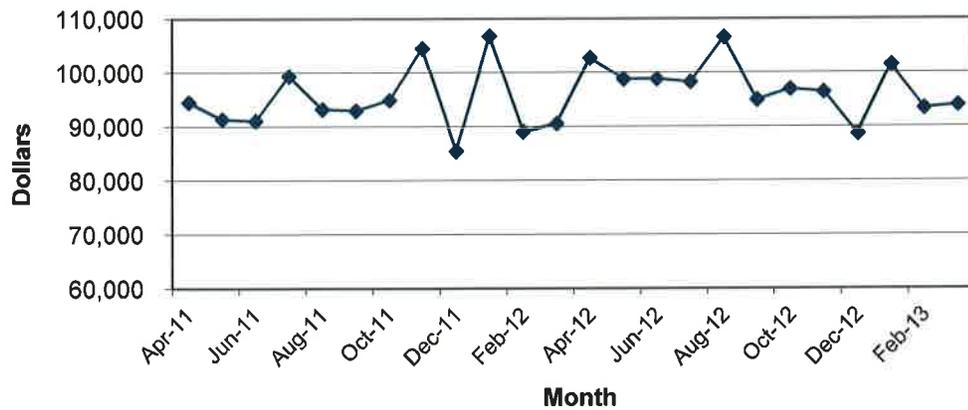
**TOWN OF ROCKY MOUNT  
REVENUE COMPARISONS  
AS OF MARCH 31, 2013**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
<b>CAPITAL PROJECTS REVENUES:</b>						
CBDG Grant	-	-	-	-	-	0.00%
TEA-21 Grant	-	-	-	-	-	0.00%
Tobacco Grant	-	-	-	-	-	0.00%
Bonds / Loans	-	-	-	35,754	-	0.00%
Uptown Loan Repayments	405	163	3,792	1,508	-	0.00%
Recoveries (Norfolk Western fy 12)	-	-	-	144,900	-	0.00%
Appropriated Fund Balance	-	100,000	-	100,000	-	0.00%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>405</b>	<b>100,163</b>	<b>3,792</b>	<b>282,162</b>	<b>-</b>	<b>0.00%</b>
<b>UTILITY CAPITAL RECOVERY REVENUES:</b>						
Water Capital Recovery Fees	2,649	-	5,340	-	-	0.00%
Sewer Capital Recovery Fees	5,367	-	10,770	-	-	0.00%
Transfer from General Fund (Perf Ven fy 12)	-	-	100,000	-	-	0.00%
<b>TOTAL UTILITY CAPITAL RECOVERY REVENUES</b>	<b>8,016</b>	<b>-</b>	<b>116,110</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>9 months of the 12 months of the fiscal year</b>						<b>75.00%</b>

**TOWN OF ROCKY MOUNT  
MEALS TAX COLLECTIONS**

Month	Collections
Apr-11	94,522
May-11	91,368
Jun-11	91,062
Jul-11	99,354
Aug-11	93,225
Sep-11	92,951
Oct-11	94,896
Nov-11	104,455
Dec-11	85,579
Jan-12	106,760
Feb-12	89,118
Mar-12	90,554
Apr-12	102,709
May-12	98,822
Jun-12	98,811
Jul-12	98,258
Aug-12	106,556
Sep-12	94,971
Oct-12	96,938
Nov-12	96,452
Dec-12	88,770
Jan-13	101,446
Feb-13	93,419
Mar-13	93,992

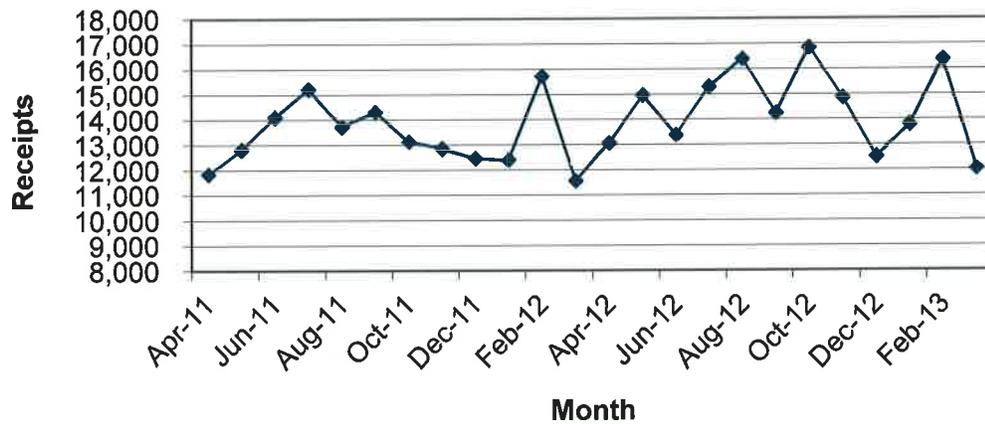
**Meals Tax Collections**



Town of Rocky Mount  
Local Sales Tax

Apr-11	11,848
May-11	12,835
Jun-11	14,118
Jul-11	15,223
Aug-11	13,747
Sep-11	14,327
Oct-11	13,146
Nov-11	12,878
Dec-11	12,496
Jan-12	12,419
Feb-12	15,736
Mar-12	11,573
Apr-12	13,086
May-12	14,974
Jun-12	13,404
Jul-12	15,307
Aug-12	16,412
Sep-12	14,269
Oct-12	16,860
Nov-12	14,877
Dec-12	12,543
Jan-13	13,810
Feb-13	16,378
Mar-13	12,044

Local Sales Tax



**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF MARCH 31, 2013**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>GENERAL FUND:</b>						
Mayor & Council	5,122	15,670	68,260	75,008	81,694	83.56%
Town Manager	16,077	12,110	145,072	131,332	193,327	75.04%
Town Attorney	5,285	7,609	24,054	38,298	45,053	53.39%
Finance Department	43,882	20,573	241,401	239,815	329,941	73.16%
Electorial Board	-	-	-	-	-	0.00%
Police Department	119,936	107,218	1,241,220	1,216,390	1,711,746	72.51%
Volunteer Fire Dept.	4,762	21,798	79,687	89,359	104,656	76.14%
Public Works Admin.	1,623	1,246	11,744	11,477	18,915	62.09%
Street Lights	8,024	8,127	78,135	64,364	93,150	83.88%
Traffic Control & Parking	1,222	125,638	54,010	250,539	59,554	90.69%
Streets	34,725	35,551	802,691	600,880	833,613	96.29%
Sidewalks & Curbs	-	1,332	2,351	3,967	17,024	13.81%
Grassy Hill Guardrails	-	-	-	-	61,624	0.00%
40 East Sidewalks/Crosswalks	7,500	-	14,953	-	167,650	8.92%
Street Cleaning	1,218	4,473	11,446	17,992	16,534	69.23%
Refuse Collection	7,800	10,083	115,763	114,403	150,582	76.88%
Snow Removal	-	2,612	9,841	5,481	24,914	39.50%
Municipal Building	4,933	3,989	59,590	40,771	62,700	95.04%
Emergency Services Bldg.	10,158	5,366	54,556	39,085	56,020	97.39%
Public Works Building	1,497	1,079	35,758	1,967	16,850	212.21%
Cemetery	1,581	182	11,044	13,546	15,734	70.19%
Playgrounds	5,898	451	26,214	15,976	28,994	90.41%
Veterans Memorial Park erosion	11,135	-	46,349	-	97,000	47.78%
Pigg River Heritage Trail	-	-	-	22,223	-	0.00%
Pigg River Dam Safety	-	-	895	573	30,000	2.98%
Planning & Zoning	10,411	7,386	86,621	74,285	121,927	71.04%
Community Development	14,920	19,006	131,877	133,623	185,351	71.15%
Citizen's Square	1,248	1,710	8,838	18,532	14,400	61.37%
Hospitality Center	879	1,412	19,158	9,047	31,703	60.43%
Passport Services Expenses	808	81	1,730	1,013	1,800	96.10%
Performing Arts Venue	42,590	204	101,890	1,641	282,940	36.01%
Economic Development Authority	166	-	2,744	-	-	0.00%
Remediation of Blighted Structures	-	3,999	63	9,283	20,000	0.32%
<b>Non-Departmental:</b>						
Wages & Fringes	14,908	2,482	24,344	44,437	44,000	55.33%
Employee Wellness Program	-	-	320	3,555	4,000	8.00%
Employee Drug Testing	-	-	483	596	1,055	45.81%
Letter of Credit Reimbursement (Landmark)	-	-	-	250,000	-	0.00%
Insurance	-	-	65,093	58,832	65,891	98.79%
Contributions to Others	-	-	32,500	22,500	52,756	61.60%
Debt Service-Principal	-	-	189,300	189,300	189,300	100.00%
Debt Service-Interest	-	-	112,968	126,381	112,968	100.00%
Transfer to Utility Fund	-	-	514,278	394,278	514,278	100.00%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	20,211	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>378,307</b>	<b>421,382</b>	<b>4,427,240</b>	<b>4,330,748</b>	<b>5,879,855</b>	<b>75.30%</b>

**TOWN OF ROCKY MOUNT  
EXPENDITURE COMPARISONS  
AS OF MARCH 31, 2013**

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
<b>WATER &amp; SEWER FUND:</b>						
Water System Operation	16,310	22,359	120,602	122,121	201,112	59.97%
Meter Reading	4,387	3,397	25,777	21,195	67,137	38.40%
Water Plant	64,480	45,211	424,701	349,866	631,716	67.23%
FCHS Ramsey Hall Sewer Extension	-	-	-	-	18,000	0.00%
Trinity Packaging Water Line Relocation	-	-	1,853	-	-	0.00%
Lilly's Leisure Utility Extension	122	-	10,697	-	-	0.00%
Dent Street Water Line	-	-	24,199	-	-	0.00%
Lynch Farm Water Line	-	-	-	3,747	-	0.00%
Knollwood Dr Sewer Line	-	8,201	-	13,201	-	0.00%
Diamond Ave. Water Line Relocation	-	-	-	12,626	-	0.00%
Wastewater System Operation	34,855	13,006	86,256	119,967	115,764	74.51%
Wastewater Treatment Plant	45,058	39,595	319,180	239,656	386,283	82.63%
Utility Billing & Administration	17,654	8,817	104,356	90,175	145,704	71.62%
<b>Non-Departmental:</b>						
Wages & Fringes	-	-	-	8,881	-	0.00%
Insurance	-	-	21,698	19,611	21,965	98.78%
Debt Service-Principal	-	-	376,463	340,761	712,363	52.85%
Debt Service-Interest	-	-	75,314	78,772	181,395	41.52%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Contingency	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	734,500	0.00%
<b>TOTAL WATER &amp; SEWER FUND EXPENSES</b>	<b>182,866</b>	<b>140,586</b>	<b>1,591,096</b>	<b>1,420,579</b>	<b>3,215,939</b>	<b>49.48%</b>
<b>CAPITAL IMPROVEMENTS FUND:</b>						
Uptown Redevelopment Project	-	2,483	129,205	534,100	-	0.00%
Music Venue	-	-	-	248,922	-	0.00%
Industrial Park - Site Improvements	-	1,910	-	2,321	-	0.00%
Transfer to Utility Capital Fund	-	-	100,000	-	-	0.00%
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>-</b>	<b>4,393</b>	<b>229,205</b>	<b>785,344</b>	<b>-</b>	<b>0.00%</b>
<b>9 months of the 12 month fiscal year</b>						<b>75.00%</b>

TOWN OF ROCKY MOUNT  
CONTINGENCY FUNDS  
FISCAL YEAR 2013

	<u>GENERAL FUND</u>	<u>UTILITY FUND</u>
BUDGETED CONTINGENCY	30,211	43,013
COMMITTED:		
WTP electric upgrade (11-13-12)		(43,013)
Stepping Stone land purchase (11-13-12)	(10,000)	
AVAILABLE CONTINGENCY FUND BALANCE	<u>20,211</u>	<u>-</u>
Available / (overexpended)		

TOWN OF ROCKY MOUNT  
PERFORMANCE VENUE (01.8108)  
PROJECT TO DATE EXPENSES  
(EXCLUDING BUILDING PURCHASE)

	This Month	Project to Date
Design	42,013.18	119,174.99
Advertising	497.24	2,735.52
Miscellaneous	1,500.00	1,742.25
Utilities	79.51	900.04
Totals	<u>44,089.93</u>	<u>124,552.80</u>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 WATER CONSUMPTION PERCENTAGES  
 FOR THE MONTH OF MARCH 2013

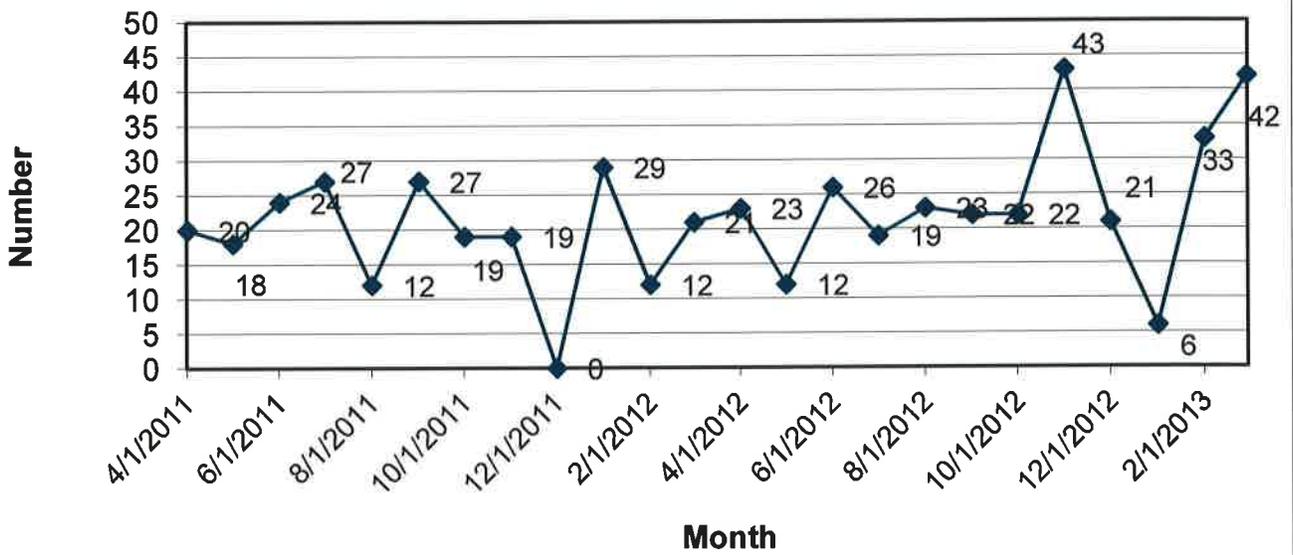
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
<b>IN-TOWN CUSTOMERS</b>						
RESIDENTIAL	1,741	8,145,360	\$ 41,339	61%	39%	37%
COMMERCIAL	339	4,453,710	\$ 19,534	12%	21%	18%
INDUSTRIAL	49	3,891,050	\$ 13,363	2%	19%	12%
<b>TOTAL</b>	<b>2,129</b>	<b>16,490,120</b>	<b>\$ 74,236</b>	<b>75%</b>	<b>80%</b>	<b>67%</b>
<b>OUT-OF-TOWN CUSTOMERS</b>						
RESIDENTIAL	652	2,984,180	\$ 27,087	23%	14%	24%
COMMERCIAL	63	1,232,550	\$ 9,333	2%	6%	8%
INDUSTRIAL	2	31,900	\$ 220	0%	0%	0%
<b>TOTAL</b>	<b>717</b>	<b>4,248,630</b>	<b>\$ 36,640</b>	<b>25%</b>	<b>20%</b>	<b>33%</b>
				<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>GRAND TOTAL (ALL CUSTOMERS)</b>						
RESIDENTIAL	2,393	11,129,540	\$ 68,426	84%	54%	62%
COMMERCIAL	402	5,686,260	\$ 28,867	14%	27%	26%
INDUSTRIAL	51	3,922,950	\$ 13,583	2%	19%	12%
<b>TOTAL</b>	<b>2,846</b>	<b>20,738,750</b>	<b>\$ 110,876</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

TOWN OF ROCKY MOUNT  
 UTILITY BILLING  
 PERCENT CONSUMPTION & PERCENT REVENUE  
 PER CUSTOMER CLASS  
 FISCAL YEAR 2013

Month	In Town								Out of Town							
	Residential		Commercial		Industrial		Total		Residential		Commercial		Industrial		Total	
	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.	% Gal.	% Rev.
Jul-12	32%	30%	26%	21%	22%	15%	80%	66%	12%	22%	8%	12%	0%	0%	20%	34%
Aug-12	34%	32%	31%	25%	19%	14%	84%	71%	13%	23%	3%	5%	0%	0%	16%	29%
Sep-12	33%	30%	27%	23%	23%	17%	83%	70%	12%	21%	5%	8%	0%	0%	17%	30%
Oct-12	32%	30%	28%	23%	23%	16%	82%	69%	12%	22%	6%	9%	0%	0%	18%	31%
Nov-12	33%	31%	30%	24%	19%	14%	83%	69%	11%	22%	6%	9%	0%	0%	17%	31%
Dec-12	35%	32%	26%	22%	20%	14%	81%	68%	12%	22%	7%	10%	0%	0%	19%	32%
Jan-13	38%	31%	24%	19%	18%	11%	80%	61%	13%	30%	7%	9%	0%	0%	20%	39%
Feb-13	42%	33%	23%	20%	18%	13%	82%	67%	11%	23%	6%	10%	0%	0%	18%	33%
Mar-13	39%	37%	21%	18%	19%	12%	80%	67%	14%	24%	6%	8%	0%	0%	20%	33%
Apr-13																
May-13																
Jun-13																
<b>Average</b>	<b>35%</b>	<b>32%</b>	<b>26%</b>	<b>22%</b>	<b>20%</b>	<b>14%</b>	<b>82%</b>	<b>68%</b>	<b>12%</b>	<b>23%</b>	<b>6%</b>	<b>9%</b>	<b>0%</b>	<b>0%</b>	<b>18%</b>	<b>32%</b>

\*\*\*NOTE: The above chart shows the breakdown of in-town customer gallons and revenues vs. out-of-town. It also breaks those gallons & revenues into residential, commercial, and industrial customers for FY 2013 (year ended 6/30/13).

### Number of Water Cut-off's



TOWN OF ROCKY MOUNT  
WATER ACCOUNTABILITY  
February-13

Water Plant Finished Water Pumped		<u>22,390,000</u>
Water Consumption Billed	17,937,890	
Meters Read and Not Billed	887,980	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flusing Water Lines Reported to WTP or PW	361,200	
Flow Meter Checks at Hydrants	-	
Filling Water Tanks	-	
Grand Total of Water Metered / Consumed / Tracked		<u>19,187,070</u>
Percent Finished Water Accounted		85.69%

Meters Read and Not Billed

001-0122-10-01	Mary Bethune Park	-
001-0188-00-01	Impound Lot	-
002-0317-20-01	Public Works Bldg-old bldg	13,130
002-0317-30-01	Public Works Bldg-new bldg	2,000
004-1067-00-01	Veteran's Memorial Park	-
005-1300-00-01	Mary Elizabeth Park	-
005-1343-00-04	Music Venue	20
005-1384-00-01	Farmer's Market	-
005-1457-00-01	Municipal Bldg.	2,000
006-1710-00-01	Welcome Center / Depot	430
009-2523-50-01	Emergency Services Bldg.	4,400
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	286,000
	Water Plant Process	580,000

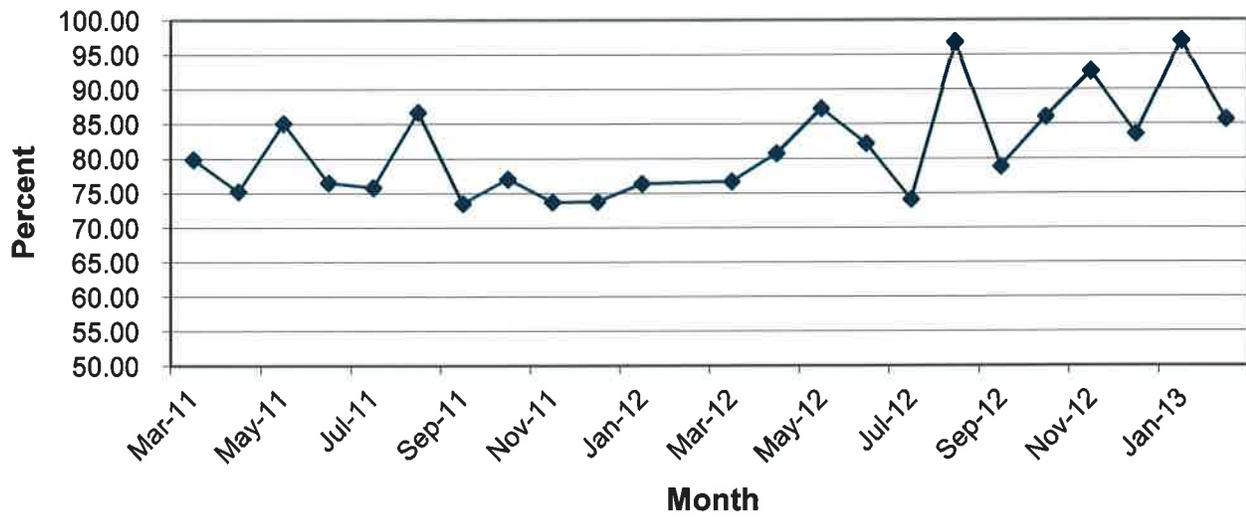
TOTAL Meters Not Billed		<u>887,980</u>
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Water Line Repairs by Public Works during the month:  
none

Sewer Line Repairs by Public Works during the month:  
Fairlawn Drive  
Furnace Creek

TOWN OF ROCKY MOUNT WATER ACCOUNTABILITY FISCAL YEAR 2013						
	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-12	29,140,000	21,591,817	74.10%	7,548,183		
Aug-12	26,700,000	25,852,680	96.83%	847,320		
Sep-12	26,160,000	20,632,411	78.87%	5,527,589	83.26%	4,641,031
Oct-12	25,420,000	21,879,942	86.07%	3,540,058		
Nov-12	22,620,000	20,956,210	92.64%	1,663,790		
Dec-12	22,060,000	18,441,861	83.60%	3,618,139	87.44%	2,940,662
Jan-13	23,170,000	22,474,821	97.00%	695,179		
Feb-13	22,390,000	19,187,070	85.69%	3,202,930		
Mar-13				-	91.35%	1,949,055
Apr-13				-		
May-13				-		
Jun-13				-	0.00%	-
AVG.	24,707,500	21,377,102	86.85%	3,330,399	87.35%	3,176,916
TOTAL	197,660,000	171,016,812		26,643,188		
Monthly Avg. Percent Unaccounted =			13.15%			
Monthly Avg. Percent Accounted =			86.85%			
6 out of 7 months this fiscal year > 80% accountability						

### Water Accountability %



**TOWN OF ROCKY MOUNT  
UTILITY PROFILE  
FISCAL YEAR 2013**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Account ed	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-12	337.90	30,150,000	48.63%	29,140,000	47.00%	21,591,817	74.10%	2,857	17,360,000	28.00%	14,815,887	85.34%
Aug-12	322.40	27,700,000	44.68%	26,700,000	43.06%	25,852,680	96.83%	2,851	17,236,000	27.80%	17,583,140	102.01%
Sep-12	315.00	25,070,000	41.78%	26,160,000	43.60%	20,632,411	78.87%	2,858	16,260,000	27.10%	14,816,801	91.12%
Oct-12	334.80	27,420,000	44.23%	25,420,000	41.00%	21,879,942	86.07%	2,860	16,926,000	27.30%	15,879,589	93.82%
Nov-12	315.00	23,930,000	39.88%	22,620,000	37.70%	20,956,210	92.64%	2,848	15,690,000	26.15%	15,065,590	96.02%
Dec-12	313.10	23,380,000	37.71%	22,060,000	35.58%	18,441,861	83.60%	2,852	17,546,000	28.30%	13,028,561	74.25%
Jan-13	322.40	24,850,000	40.08%	23,170,000	37.37%	22,474,821	97.00%	2,857	29,760,000	48.00%	16,773,770	56.36%
Feb-13	280.00	24,450,000	43.66%	22,390,000	39.98%	19,187,070	85.69%	2,846	19,516,000	34.85%	15,685,470	80.37%
Mar-13	322.40	24,470,000	39.47%	23,330,000	37.63%				24,521,000	39.55%		
Apr-13			0.00%		0.00%					0.00%		
May-13			0.00%		0.00%					0.00%		
Jun-13			0.00%		0.00%					0.00%		
<b>AVG.</b>	<b>318.11</b>	<b>25,713,333</b>	<b>42.24%</b>	<b>24,554,444</b>	<b>40.33%</b>	<b>21,377,102</b>	<b>86.85%</b>	<b>2,854</b>	<b>19,423,889</b>	<b>31.89%</b>	<b>15,456,101</b>	<b>84.91%</b>

NOTE (A): "Total Water Gallons Accounted" consists of gallons billed and gallons read but not billed plus bulk water sold at the Water Plant plus water used to flush lines or hydrants plus gallons used to fill water tanks.

NOTE (B): For any given month, "total water gallons accounted" are for "finished water treated" that month. For example, for the month of July, "water gallons accounted" would be water consumed during the month of July by customers and read by the meter readers during the first week of August. Those gallons, however, would not be billed to customers until the end of August during that month's billing cycle. However, those gallons consumed are displayed on the July line to match usage with water plant production ("finished water treated").

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 1, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Charles Robertson, Fire Chief
<b>DEPARTMENT:</b>	Rocky Mount Fire Department
<b>MONTH:</b>	February 2012

- The Rocky Mount Fire Department answered a total of 29 calls for the month of February 2013. There were a total of 9 calls answered inside the Town limits and 20 calls answered in the County.
- There were a total of 200 man hours accumulated on these calls with an average of 8.82 members per call on all calls.
- There were a total of 963 miles traveled on all vehicles for the month with 94.9 gallons of diesel fuel used and 68 gallons of gasoline used.
- There were a total of 6 structure fires; 1 motor vehicle fire; 4 woods and grass fires; 8 motor vehicle accidents; 6 false alarm calls; 3 smoke and odor removal calls; and 1 electrical (utility pole) fire call.
- Staff conducted 1 fire inspection of a commercial structure during the month.
- The Fire Department participated in 25 ½ hours of departmental training during the month of February.
- Plans were finalized for the annual Fire Department banquet, and final plans were made for several departmental awards.
- Discussions continue to be held on trying to improve recruitment, response times, as well as equipment needed to improve overall quality of the fire service to the community, both residential and commercial.

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 1, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	David R. Cundiff, Chief of Police
<b>DEPARTMENT:</b>	Police Department
<b>MONTH:</b>	March 2013

See attached Monthly Report for additional information.

ROCKY MOUNT POLICE DEPARTMENT  
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: MARCH 2013

JAN

FEB

MARCH

	JAN	FEB	MARCH
TRAFFIC ARRESTS	80	64	114
TRAFFIC STOPS	-	-	165
CRIMINAL ARRESTS "MISDEMEANOR"	41	55	51
CRIMINAL ARRESTS "FELONY"	3	17	9
BOLO'S (Be On Look Out)	-	-	66
TRAINING HOURS: *Currently have 3 attending academy" for Training.	-	-	666.5
FOLLOW-UP'S	-	-	91
JUVENILE REFERRALS P-UPS, ETC.	4	5	0
ALARM RESPONSES	67	39	41
ACCIDENTS INVESTIGATED	27	17	27
INCIDENTS ADDRESSED	1981	1398	1835
INCIDENTS, OFFENSES REPORTABLE	52	54	64
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	608	383	427
SCHOOL CHECKS	-	-	74
OPEN DOORS, WINDOWS, ETC. UNSECURED	2	5	4
MOTORIST AIDES	106	80	82
BREAKING & ENTERING REPORTS	2	0	0
BREAKING & ENTERING WARRANTS	1	0	1
FELONY WARRANTS	3	17	12
GRAND LARCENY WARRANTS	0	0	0
MISDEAMEANOR CRIMINAL WARRANTS	17	45	55
UNIFORM TRAFFIC SUMMONS ISSUED	83	75	114
DUI	3	2	12
SPEEDING TICKETS ISSUED	-	-	44
COURT HOURS	-	-	20.5
SPECIAL ASSIGNMENT HOURS:	-	-	52.5

**TRAFFIC ENFORCEMENT:**

◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill

**TRAFFIC ENFORCEMENT:**

Road, Glenwood Drive, Green Meadow Lane and Windy Lane.

- ◇ There were 14 reportable accidents with 13 of the accidents on our public streets.

**COMMUNITY OUTREACH:**

- ◇ Residential Foot Patrols: (120) Anderson Street, Ann Sink Street, Bernard Road, Bland Street, Candlewood Apartments, Center Street, Circle Drive, Cornell Road, Diamond Avenue, Donald Avenue, East College Street, East Court Street, Fairlawn Drive, Goodview Street, Grassy Hill Road, Greenview Drive, Hatcher Street, Highland Hills, Hillcrest Drive, Hilltop Drive, Jubal's Path, Knob Apartments, Lakeview Drive, Musefield Road, North Main Street, Oak Street, Parker's Drive, Pell Avenue, Pendleton Street, Perdue Lane, School Board Road, Scuffling Hill Road, Smither's Street, South Main Street, State Street, Summit Drive, Sycamore Street, Trail Drive, Warren Street, Willow Street, Windsor Drive, Windy Lane and Wray Street.
- ◇ Business Foot Patrols: (171) Aaron's, ABC Store, Advance Auto, Angle Hardware, Applebee's, BFMS, Bojangles, Burger King, C Mart, China City, Davis Law Firm, DMV, Dollar General, Eagle Cinema, Family Pharmacy, Farmer's Market, Franklin County High School, Fisher's Auto Parts, Fleetwood Homes, Food Lion, Franklin Auto Glass, Franklin Center, Franklin County Health Department, Franklin Health Care, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Goodwill, Hardee's, Haywood's, Kroger, Lee M. Waid, Los Tres Amigos, McDonald's, Napa, North Main Street, Old Franklin Turnpike, Peeble's, Pizza Hut, Pizza King, PlyGem, Quizno's, Riverside Minute Market, Rocky Mount Bowling Center, Rocky Mount Elementary, Roses, Schewel's, School Board Road, Sheetz, Shell Station, South Main Street, Sunoco, Tanyard Road, Trinity Missions, Two By Two BBQ, US Cellular, Walgreen's, Wal-Mart, Wendy's and YMCA.

**MISCELLANEOUS:**

- ◇ March 1<sup>st</sup>, 2013 - Open Door "1535 North Main Street"
- ◇ March 3<sup>rd</sup>, 2013 - Open Door "Franklin Auto Glass"
- ◇ March 14<sup>th</sup>, 2013 - Open Door "J&J Auto Body"
- ◇ March 14<sup>th</sup>, 2013 - Radar Training at RMPD
- ◇ March 24<sup>th</sup>, 2013 - Open Door "FCHS"
- ◇ March 26<sup>th</sup>, 2013 - SWAT Call Out
- ◇ March 29<sup>th</sup>, 2013 - SWAT Call Out

**TRAFFIC CONTROL UPDATES:**

- ◇ No new updates for this month.

**INVESTIGATIONS:**

- ◇ New Criminal Investigations: 11
- ◇ New Drug Investigations: 2
- ◇ Cases Cleared: 7
- ◇ Misdemeanor charges: 2
- ◇ Felony Charges: 8
- ◇ Pending Cases: 5
- ◇ Child Abuse Cases: 1
- ◇ Search Warrants: 0

MEETINGS:

- ◇ FRESH Coalition Meeting
- ◇ Town Council Meeting
- ◇ Staff Meeting
- ◇ Franklin Memorial Hospital Review Meeting
- ◇ Tractor Parade
- ◇ Meeting with CA's Office

TRAINING:

- ◇ None this month

CLASSES TAUGHT:

- ◇ None this month

## CRIMINAL ARRESTS & LOCATIONS:

Possession of Marijuana	Pell Avenue (x 2)
Possession of Marijuana	Highland Hills Road
Possession of Marijuana	North Main Street
Possession of Drug Paraphernalia	North Main Street
Possession of Drug Paraphernalia	Pell Avenue
Driving Under the Influence of Drugs	Hatcher Street
Driving Under the Influence	North Main Street (x 5)
Driving Under the Influence	Pell Avenue
Driving Under the Influence	Circle Drive
Driving Under the Influence	Bernard Road
Driving Under the Influence	Donald Avenue
Driving Under the Influence	Diamond Avenue
Driving Under the Influence	Highland Hills Road
Drunk In Public	North Main Street (x 4)
Drunk In Public	Windy Lane (x 3)
Drunk In Public	Diamond Avenue (x 2)
Drunk In Public	Circle Drive
Drunk In Public	Floyd Avenue
Drunk In Public	Pendleton Street
Drunk In Public	Highland Hills Road
Refusal of Breath or Blood Test	Diamond Avenue
Refusal of Breath or Blood Test	North Main Street

Refusal of Breath or Blood Test

Shoplifting

Simple Assault

Domestic Assault

Aggravated Assault

Assault on Police Officer

Felony Hit & Run

Circle Drive

Old Franklin Turnpike (x 6)

Fairlawn Drive

Old Franklin Turnpike (x 2)

Windsor Drive

Oak Street (x 2)

North Main Street

## SPEEDING TICKETS ISSUED

Pell Avenue (x 13)

Old Furnace Road (x 11)

Tanyard Road (x 5)

Franklin Street (x 5)

Grassy Hill Road (x 3)

North Main Street (x 2)

State Street

Bernard Road

Cornell Road

School Board Road

Virgil H. Goode Highway

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 2, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Cecil R. Mason, Public Works Director
<b>DEPARTMENT:</b>	Public Works Department
<b>MONTH:</b>	March 2013

1. Swept streets: March 1<sup>st</sup>, 27<sup>th</sup>, 28<sup>th</sup>.
2. Cleared snow: March 24<sup>th</sup>.
3. Cleanup: two days.
4. Read meters: three days.
5. Changed 21 each 5/8" meters.
6. Repaired 8" water line on South Main Street and moved meter from house #1222.
7. Fertilized parks, Farmers' Market, Emergency Services Building, Municipal Building yard, High Street and Byrd Lane cemeteries.
8. Sowing grass in area that Public Works Department disturbed.
9. Clearing sewer easements.
10. Raising manhole tops.
11. Flushing lines.
12. Lowering manhole tops in streets where snow plow hit.

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 2, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Tim Burton, Superintendent
<b>DEPARTMENT:</b>	Wastewater Treatment Plant
<b>MONTH:</b>	March 2013

Average Daily Flow	0.791 mgd
TSS Reduction	99 %
BOD Reduction	99 %
Leachate (F.C. Landfill)	108,000 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	69.96 Tons
Rain Total      3.10 inches	Snow Total      3.0 inches

Request: None

Respectfully Submitted,

Timothy Burton

## MONTHLY STAFF REPORT

<b>DATE:</b>	April 2, 2013
<b>TO:</b>	Rocky Mount Town Council
<b>FROM:</b>	Bob Deitrich, Water Plant Superintendent
<b>DEPARTMENT:</b>	Water Department
<b>MONTH:</b>	March 2013

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

The actual water production time (filtering of water) for the entire month averaged 10.4 hours per day which yielded approximately 750,000 gallons of water per day.

Total Raw Water Pumped:	24.47 million gallons
Total Drinking Water Produced:	23.33 million gallons
Average Daily Production:	750,000 gallons per day
Ave Percent of Production Capacity:	38%
Flushing of Hydrants/Tanks/ FD Use:	52,300 gallons
Plant Process Water:	684,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	7,300 gallons
Water Loss at Pigg River Bridge	335,000 gallons (based on feet of water lost from each tank)

### **Operational Issues:**

- All routine monthly bacteriological samples were negative (no bacteria detected). All other routine samples continue to be within limits.

### **Repairs/Maintenance:**

- Rehab and installation of new volumetric chemical feeders continues. The two new feeders are in service and staff is repairing and painting associated equipment.
- In preparation for the new electrical system installation, plant staff is repainting the basement walls. Once installation work is complete we intend to repaint the floor as well.
- A local fence contractor made repairs to our water tank fencing around Bald Knob Tank and the 220 North Tank.
- Staff relocated a cable mounted warning sign above the Blackwater Dam as beavers had nearly chewed through the tree used as an anchor point on the far bank.
- We are getting quotes for replacement of our outside lighting with new LED technology and investigating whether or not the energy savings would pay for the improvements.

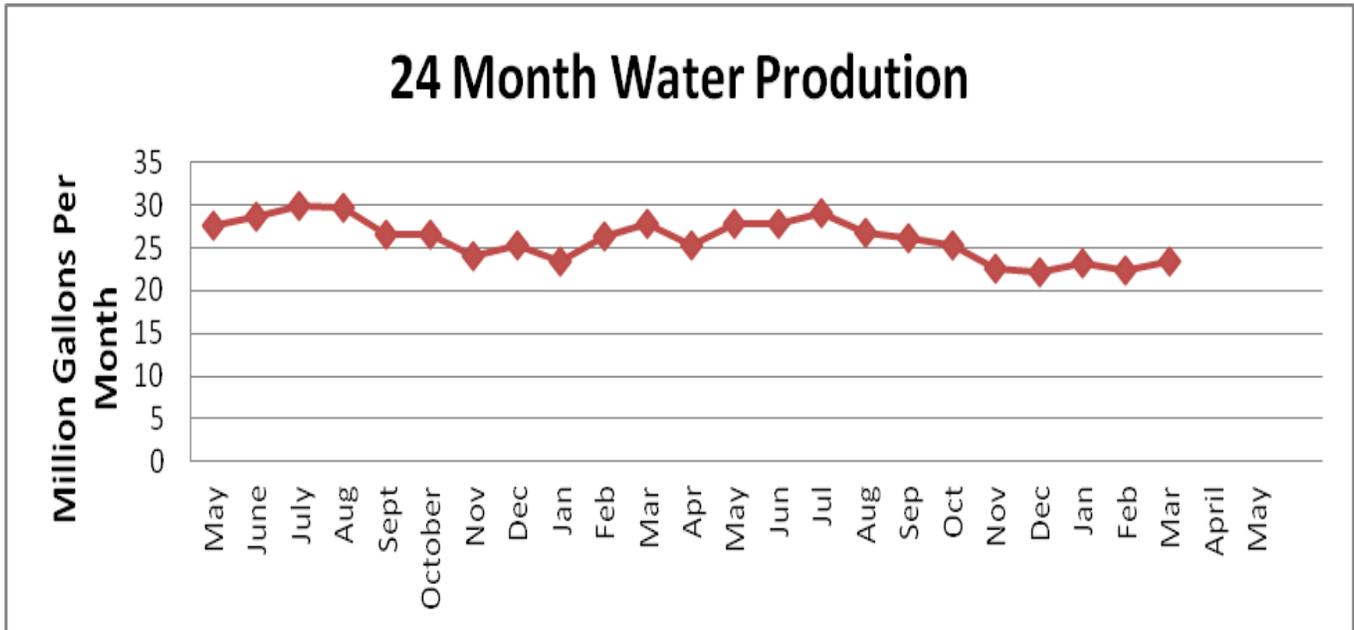
### **Miscellaneous:**

- Hydrants along Doe Run Road and Power Dam Road were flushed and tested in March.
- Staff has assisted Thompson and Litton with pressure/flow testing and data gathering for the ongoing water tank location analysis.

**Upcoming:**

- Minor roof repairs to the WTP
- Replacement of the electrical motors and controls. (still waiting on parts delivery)
- Hydrant Flushing
- Pump station valve repair (parts on order)

**Water Plant Production**



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 8, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Submitted is a draft agreement between the Town of Rocky Mount, Franklin County and the Western Virginia Water Authority (WVWA) for an interconnection between the Town's water system and the WVWA's system.</p> <p>This agreement was negotiated over the past four years. It was originally submitted to the Council in 2009 and Council asked for some additional negotiation regarding financial contributions from the County in the event that capital expenses were needed to support pass through extensions. The County Board of Supervisors also asked for some additional language regarding the guarantee of a pass-through connection. County Administrator Huff and I spent some time negotiating additional language that would meet these needs. Additionally, we had a meeting with the Mayor and the Chairman to go over details where agreement could be reached.</p> <p>Based on a final meeting with Mr. Huff in March, we believe that the document is as final as we can get, representing all parties' input. This was reviewed by our legal counsel for annexation, Mr. James Jennings, and his recommendation is that it is favorable to the Town.</p> <p>The principle items are:</p> <ul style="list-style-type: none"> <li>• The WVWA will connect to the Town's system and the Town will buy water from the WVWA to supplement its manufacturing ability</li> <li>• The County can extend the Town's system to serve County areas, with the Town getting credit for water used at these extension points at a rate that includes the water used times our loss ratio.</li> <li>• The Town has the right to determine any capital needs required to support the extensions.</li> </ul>

	<p>Given the amount of time since the last consideration of this agreement, Council may wish to have a discussion at the April meeting and give staff guidance as to should this item be on the May agenda for formal approval.</p> <p>The County has indicated that they wish to extend utilities to additional areas (including sewer) and it is Mr. Huff's and my mutual hope that this agreement can be the framework around which future cooperative agreements are built. It is likely that this would be the basis of a sewer agreement whereby the Town sells sewage treatment to the County and to the WWA. We have the capacity to be a regional sewage treatment provider.</p>
<p><b>ACTION NEEDED:</b></p>	<p>Approval/denial of agreement, OR, direction to staff on how to proceed.</p>

Attachment(s): Yes

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

## CONTRACT

**THIS CONTRACT** dated as of \_\_\_\_\_, 2009, by and between the Western Virginia Water Authority, a public service authority formed and existing in accordance with the provisions of Chapter 51 of Title 15.2 of the Code of Virginia, 1950, as amended, the Virginia Water and Waste Authorities Act §§ 15.2-5100-15.2-5158 (the "Act"), hereinafter referred to as the "Authority;" Franklin County, Virginia, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as "Franklin County;" and The Town of Rocky Mount, Virginia, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as "Rocky Mount" (Franklin County and Rocky Mount, collectively, the "the Town and County").

### WITNESSETH:

**WHEREAS**, the Authority owns and operates an existing water treatment, transmission and distribution system with all complementary and appurtenant components to serve potable water approved by the Virginia Department of Health and has sufficient capacity to provide water, in addition to the citizens of portions of Franklin County, to the citizens in Rocky Mount; and,

**WHEREAS**, the Authority and Franklin County, Virginia and Roanoke County, Virginia have entered into a contract for construction of a twelve inch (12") water line extending the Authority's water distribution system into Franklin County to the area identified as Wirtz Plaza on Route 220 (the "First Water Line Extension"); and,

**WHEREAS**, the Authority and the Town and County agree that this Contract affords an opportunity to extend the Authority's water transmission and distribution system further within Franklin County and into and through Rocky Mount to deliver public water service to certain additional residents and businesses in Franklin County and to supply a source of water to Rocky Mount's water distribution system and beyond. Initial service contemplated by this Contract shall be generally extended from the proposed termination point of the First Water Line Extension and then south along the Virginia State Route 220 right-of-way to Shady Knoll Lane and to Rocky Mount's water treatment plant; and,

**WHEREAS**, the Authority and the Town and County have determined that it is in their best interests to construct a twelve inch (12") water line extending the Authority's water transmission and distribution system from the currently proposed termination point of the First Water Line Extension at Wirtz road down the Route 220 corridor, generally in accordance with engineering plans to be developed by the Authority along Virginia State Route 220 to the Rocky Mount's water treatment plant located just off State Route 220 on Shady Knoll Lane, including all facilities needed to maintain the quality and pressure of the water (the "Second Water Line Extension"); and

**WHEREAS**, all parties agree that the long term interests of the citizens of the Town and County will be best served by the operation of the Second Water Line Extension;

**NOW THEREFORE**, in consideration of the mutual benefits accruing to each party, the parties do hereby agree as follows:

1. Cost, Financing and Capital Contributions in Aid of Construction. The parties anticipate that the Authority will provide the financing for the Second Water Line Extension, and that Rocky Mount will cover, via a reimbursement to the Authority, the annual debt service on a schedule and in an amount to be agreed to by the Town and the Authority over the term of the bond issue (“Capital Contributions in Aid of Construction”), and that the bond issue will be secured as a parity pledge of the water revenues of the Authority and by a moral obligation by the Town of Rocky Mount, Virginia. The County agrees not to request financial participation from the Town for any water line extensions referenced in Section 4 regarding “Pass Through”.

2. Water Service Rates. The parties agree that all of the customers in Franklin County connecting or required to be connected to the Second Water Line Extension and to other extensions in Franklin County from the Second Water Line Extension including Pass Through Extensions as defined in Section 4 shall be customers of the Authority; that they will pay the Authority’s connection, availability and other fees; and that the Franklin County customers will pay the Authority’s published rates for water service in Franklin County. The Authority and the Town and County agree that the Authority will, from the water service revenues received from businesses and citizens in Franklin County who are connected to the Second Water Line Extension (but excluding Pass Through Extensions as defined in Section 4), retain 25 percent of the difference between

the Franklin County Rate and the published Authority rate for businesses and citizens in Roanoke County (the "Rate Differential") and will pay Rocky Mount 75 percent of the Rate Differential. The 25 percent retainage by the Authority is to account for administrative and operational costs. Based on the current estimated flushing rates, the Authority and Rocky Mount will review and renegotiate the percentage split when the line volume averages materially decrease the need for flushing or 200,000 gallons per day.

The parties agree that the minimum amount of water purchased by the Town of Rocky Mount will be an amount equal to that which creates a total aggregate usage of 100,000 gallons per day or greater from among all connections to the First Water Line Extension and the Second Water Line Extension, as well as any future extensions of the system through Rocky Mount's water distribution system.

The Authority will sell bulk water to Rocky Mount on substantially the same terms it sells bulk water to other localities, at the "Roanoke County Volume Rate" times a multiplier of 1.17 (the "Bulk Water Rate"). This rate will be stated as a Cost per Thousand Gallons (\$/TG) and is currently Three dollars and Forty cents per Thousand Gallons (\$3.40/TG) as of the date of this Contract. The Authority agrees to make a minimum of 500,000 gallons a day available to the Town of Rocky Mount, provided that the Authority has sufficient sources of raw water.

3. Availability Fees. One-half (1/2) of the Authority's availability fees received from customers connecting to the Second Water Line Extension (but excluding

Pass Through Extensions as defined in Section 4) will be paid to Rocky Mount by the Authority to repay Rocky Mount's Capital Contributions in Aid of Construction over a twenty (20) year period beginning the date of this Agreement, as and when they are collected, but no less frequently than monthly. Once Rocky Mount's Capital Contributions in Aid of Construction are returned to Rocky Mount, or at the end of the twenty (20) year period, whichever occurs sooner, the Authority will retain all of its availability fees. Franklin County will use its best efforts to require developers and others to make voluntary contributions for development connecting to the Second Waterline Extension within 1000 feet of State Route 220, which will also be applied to the repayment of Rocky Mount's Capital Contributions in Aid of Construction.

The parties agree and concur that for extensions from the Second Waterline Extension greater than 1000 feet which are consistent with the County's Comprehensive Plan and which have otherwise been approved by the County, the Authority shall have the flexibility to enter into such agreements with developers and other providers of line extensions as may be necessary or convenient to assist the Authority and the developers in the development and payment of such line extensions; and that for line extensions greater than 1000 feet, the Authority shall have the ability to negotiate one half of the availability fees back to the developers to help finance the development of the line extensions. In such instances, the Authority shall share only such availability fees with Rocky Mount as it actually receives from the water line extensions.

4. Pass Through. The parties agree and concur that the Authority may, in conjunction with Franklin County, wish to extend the Authority's water distribution system via additional extensions within Franklin County. These additional extensions may be sought in the form of extensions from Rocky Mount's water distribution system, which requires water to pass from the Authority's distribution system through Rocky Mount's water distribution system and into new Authority constructed water lines in other areas of Franklin County (the "Pass Through Extensions"). Requests for such Pass Through Extensions from the Authority to Rocky Mount will be considered and administratively approved individually based on the technical and engineering feasibility of each pass-through extension with the feasibility to be determined by an engineer who has experience in water systems in general. Such engineer shall mutually agreed to by the Town and County. Feasibility shall consider the potential for any negative impact, including water quality, on the Town of Rocky Mount Water System and its users and a lack of negative impact would result in a determination that such extension was feasible. In addition, pass through requests shall include a review of the capital expenses, if any, required to support the Pass Through usage. The Authority has the right to implement any capital expenses identified to support the Pass Through Extension. Water use at each Pass Through Extension will be metered by the Authority, accounted for and credited to Rocky Mount towards water purchased from the Authority at the Authority's price to Rocky Mount. Rocky Mount will be credited for gallons used at the Pass Through Extension metering point at a rate of (gallons

metered) \* (1 + (1 - The Average Audited Water Accountability Ratio for the Prior 12 Months)). Example: If the Audited Water Accountability Ratio for the Town's water system for the prior 12 months is 84%, and the metered usage at a pass through extension is 120,000 gallons, the formula would be  $120,000 * (1 + (1 - .84))$  resulting in a credit for 139,200 gallons. Such Pass Through Extensions will be operated as consecutive systems unless agreed to otherwise by all parties and will require all parties to operate the consecutive systems cooperatively.

5. Term; Rights on Termination. The term of this Contract shall be twenty (20) years beginning 2009 and ending 2029, unless renewed, terminated or otherwise extended as provided herein. If neither the Authority or Rocky Mount or Franklin County notifies the other of its intent to terminate or renew this Contract, it shall automatically and without further action on the part of either the Authority or Rocky Mount or Franklin County be extended in five year increments, unless and until the Authority or Rocky Mount or Franklin County shall notify the other parties hereto at least one year in advance of its intent to cease to be a party to this Contract at the end of the five year term. Should Rocky Mount or Franklin County cease to be a party hereto, they shall have the option to acquire and operate the Second Water Line Extension and the Pass Through Extensions and all extensions made from the Second Water Line Extension at such price and on such terms as shall be negotiated with the Authority, but under no circumstances shall the payment to the Authority by the Town and County be less than the principal balance due on the Authority's bond and any other indebtedness

for the Second Water Line Extension (the "Bonds"), or any other capital improvement paid for by the Authority in creating extensions to the Second Water Line Extension and the depreciated value of capital investments made by the Authority (less the face amount of the Bonds). The acquisition cost to the Town and County shall be based solely on the depreciated value of capital investments made by the Authority to improve and extend the Second Water Line Extension as shown on the Authority's books, as agreed upon by both the Authority and the Town and County. All system components, with the exception of water boosting stations and related mechanical components, shall be depreciated over a 50-year period and based on actual construction cost. Booster stations and mechanical related components shall be depreciated over a 25-year period and based on actual construction costs. Upon termination, Rocky Mount may continue to purchase bulk water from the Authority at a price to be negotiated by the Authority and Rocky Mount.

The Town and County agree that in the event of termination, that they may operate the Second Water Line Extension and all extensions to it and jointly and in concert pay the acquisition cost to the Authority. Rocky Mount recognizes that the customers who may be served along the route of the Second Water Line Extension and from additional extensions are customers within the current Franklin County water service territory, and that Franklin County therefore reserves and Rocky Mount grants the right to pay the entire acquisition costs to the Authority and reimburse Rocky Mount for the depreciated capital costs paid to the Authority up to the date of

termination, in which event Franklin County will own and operate the Second Water Line Extension as a part of the Franklin County Water System. In the event that Franklin County elects to purchase, own and operate the Second Water Line Extension, Franklin County agrees to and grants Rocky Mount perpetual rights to purchase water from the Authority and to have that water pass through the Second Water Line Extension in accordance with the provisions of this Contract relating to Pass Through Extensions. In the event that the Town or County elect to terminate this Contract and the Town and County elect not to operate the Second Water Line Extension and related extensions to it jointly and the County elects not to contribute to the payment of the acquisition costs to the Authority and not to reimburse Rocky Mount for the depreciated capital expense born by the Town to date, then Rocky Mount will pay the acquisition costs and retain ownership of the Second Water Line Extension and all extensions to it, serving current customers as customers of the Rocky Mount water distribution system.

6. Approval of Extensions & Improvements to the Proposed System. Based on the Code of Virginia and Franklin County Rules, Ordinances, Regulations and Comprehensive Plans, future extensions from the Second Waterline Extension into Franklin County, including Pass Through Extensions, must be approved by the County Administrator and Town Manager. The Town of Rocky Mount agrees that water extensions shall be permitted by right from the Town's water system, provided they are constructed and operated under the terms of this contract. The Town and County also

agree to cooperate with the Authority on such matters as regulation of the construction and operation of water systems, mandatory connections for new customers, and other legislative matters to provide the jurisdictional and legal basis for the development of the water line extensions and extensions from the water line extension consistent with the Authority's published rules and regulations.

7. Water Restrictions. If the Authority decides to restrict water usages or withdrawals due to droughts, emergencies, or other conditions or circumstances, any reductions or restrictions placed on water sold to Rocky Mount shall be the same as placed on all other Authority customers.

8. Quality, System Responsibility and Technical Feasibility. The quality and pressure of the water delivered under this Contract including pass through, shall provide fire flow and shall meet the requirements of the Virginia Department of Health and other state or federal agencies which have jurisdiction over public water supplies. Each party shall be responsible for the maintenance, upkeep, improvement, water quality and water loss in their respective water systems. In the event of a planned improvement for the purpose of adding additional capacity to the Second Water Line Extension or to the Rocky Mount System, the other party shall be given a reasonable opportunity at its cost to participate in the planning and installation of such improvement. All parties agree that this Contract is dependent upon the technical feasibility of comingling the two water distribution systems and the ultimate approval by the Virginia Department of Health of a plan to join the two systems. This Contract

will be voided and nullified by all parties in the event that a technical solution that is mutually acceptable to all parties cannot be developed that is also approved by the Virginia Department of Health.

9. No Waiver. The failure of any party to insist upon strict performance of any of the terms or provisions of this Contract, or to exercise any option, right or remedy contained in this Contract, shall not be construed as a waiver or as a relinquishment for the future of such term, provision, option, right or remedy. No waiver by any party of any term or provision of this Contract shall be deemed to have been made, unless expressed in writing and approved by all parties.

10. Integration of Provisions. If any clause or provision of this Contract is or becomes illegal, invalid or unenforceable because of present or future laws or any rule or regulation of any governmental body or entity, then the remaining parts of this Contract shall not be affected.

11. Governing Law. This Contract shall be construed under and shall be governed by the laws of the Commonwealth of Virginia.

12. Notices. All notices or other communications required or desired to be given with respect to this Contract shall be in writing and shall be delivered by hand or by courier service or sent by registered or certified mail, return receipt requested, bearing adequate postage and properly addressed as provided below. Each notice given by mail shall be deemed to have been given and received when actually received by the party intended to receive such notice or when such party refuses to accept delivery of such

notice. Upon a change of address by any party, such party shall give written notice of such change to the other parties in accordance with the foregoing. Inability to deliver because of changed address or status of which no notice was given shall be deemed to be receipt of the notice sent effective as of the date such notice would otherwise have been received.

To the Authority:

Western Virginia Water Authority  
601 S. Jefferson  
Roanoke, Virginia 24011  
Attention: Executive Director, Water Operations

With copy to:

Harwell M. Darby, Jr.  
Glenn, Feldmann, Darby & Goodlatte  
P. O. Box 2887 (24001)  
210 First Street, S.W., Suite 200  
Roanoke, Virginia 24011

To Franklin County:

Franklin County Board of Supervisors  
40 East Court Street  
Rocky Mount, Virginia 24151  
Attn: County Administrator

With copy to:

B. James Jefferson, Esquire  
5 East Court Street, Suite No. 101  
Rocky Mount, Virginia 24151

To The Town of Rocky Mount:

Rocky Mount Town Council  
345 Donald Ave.

Rocky Mount, VA 24151  
Attn: Town Manager

With copy to:

John Boitnott, Esquire  
Town of Rocky Mount Attorney  
5 East Court Street, Suit 301  
Rocky Mount, VA 24151

13. Binding on Successors. This Contract shall be binding upon and inure to the benefit of the Authority and both the Town and County and their respective successors and assigns.

14. Subject to Future Appropriations. The obligations of the Town under this Contract shall be subject to and dependent upon appropriation being made from time to time by the Town Council for such purpose. Any other provision to the contrary notwithstanding, this Contract and the obligations herein shall not constitute a debt of the Town within the meaning of any limitation on indebtedness of the Town under any constitutional or statutory limitation, and nothing in this Contract shall constitute a pledge of the full faith and credit of the Town under any provision of its Charter, as applicable, or the Constitution of Virginia. The failure of the governing body of the Town to appropriate funds in any year for payment in full of the payments required by the Authority as herein provided, or any other provision of this Contract during such year, shall ipso facto terminate this Contract without any further liability on the part of the Town of any kind, thirty (30) days after the Town Council makes a final determination not to appropriate funds for this Contract for the current fiscal year.

15. Entire Agreement. This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior understandings and writings. This Contract may be amended or modified only by a writing signed by the Authority and the Town and County.

16. Force Majeure. No party shall be liable for any failure to perform its non-monetary obligations under this Contract due to any cause beyond its reasonable control such as wars, riots, civil commotion, strikes, labor disputes, embargoes, natural disasters, and Acts of God, or any other cause or contingency similarly beyond its control.

17. Including. In this Contract, whenever general words or terms are followed by the word "including" (or other forms of the word "include") and words of particular and specific meaning, the word "including" (or other forms of the word "include") shall be deemed to mean "including without limitation," and the general words shall be construed in their widest extent and shall not be limited to persons or things of the same general kind or class as those specifically mentioned in the words of particular and specific meanings.

18. Counterparts. This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall comprise but a single document.

19. Resolution of Disputes. In the event of a dispute among the parties hereto, each is bound to participate in a process of mediation with a mediator to be selected by them (and if they are unable to select a mediator, each name one and those

named select the mediator) with a view toward using their good faith efforts to resolve the dispute with the help of the mediator and the mediation process. Only when the mediator certifies in writing that each has used good faith efforts to resolve the dispute may any party institute legal proceedings to resolve a dispute under this Contract.

WESTERN VIRGINIA WATER AUTHORITY

By: \_\_\_\_\_  
Its:

STATE OF VIRGINIA )  
 )  
CITY/COUNTY OF \_\_\_\_\_ )

to - wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2009, by \_\_\_\_\_ of the Western Virginia Water Authority.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

TOWN OF ROCKY MOUNT, VIRGINIA

By: Steven C. Angle  
Mayor  
Town of Rocky Mount

Approved as to form:

\_\_\_\_\_  
John T. Boitnott, Town Attorney

STATE OF VIRGINIA )  
 )  
CITY/COUNTY OF \_\_\_\_\_ )

to - wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2009, by Steven C. Angle, Mayor of the Rocky Mount Town Council.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

FRANKLIN COUNTY, VIRGINIA

By: Charles Wagner  
Chairman, Franklin County  
Board of Supervisors

STATE OF VIRGINIA )  
 )  
CITY/COUNTY OF \_\_\_\_\_ ) to - wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2009, by Charles Wagner, Chairman of the Franklin County Board of Supervisors.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 8, 2013
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	<p>RE: Proposed FY 2014 Budget</p> <p>Staff presents for your consideration the proposed/draft Fiscal Year 2014 Budget. In its current form, it is balanced with revenues exceeding expenses by \$708,213. We have proposed no tax or fee changes.</p> <p>The proposed surplus is allocated as \$50,000 in contingency to each the General Fund and the Utility Fund, and a deposit to fund balance of \$163,159 to the General Fund balance and \$445,054 to the Utility Fund balance (pages 70 and 88 of the budget). These transfers to fund balance are to offset expenses in FY 2013 for Water Plant repairs and police vehicles. Council may recall staff's plan to have those late FY 2013 purchases offset by deposits to fund balance in FY 2014. Doing so keeps our fund balance healthy. This is also a step towards replenishing the fund balance as we begin approaching other capital projects in the near term.</p> <p>In addition to putting funds aside for past and future expenses, the proposed budget attempts to implement the vision developed by Council over the past five years through our community meetings and citizen input session. We are funding already approved projects and proposing new projects that address issues gathered from working with our citizens.</p> <p>Two new funds are presented in this year's budget: a Utility Capital Fund and a Performance Venue Fund. It is your staff's intent to track these funds separately so that they are, to the extent possible, not co-mingled with or dependent on taxpayer dollars, providing the greatest accountability to you, management and the public.</p> <p>While Capital Project requests from the departments were not extravagant, very few were able to be funded (largely due to the funds recently spent for capital that was attributed to the</p>

proposed FY 2014 budget). In the General Fund, two items were funded, both for Public Works. A \$15,000 walk-behind asphalt roller is used on a frequent basis and makes the streets safe for vehicles and pedestrians. The second piece of equipment for Public Works is \$175,000 for a new street sweeper, which is one of our greatest needs. To pay for the new sweeper, we allocated \$100,000 from the designated fund balance of \$100,000 for Public Works equipment, leaving \$75,000 coming from FY 2014 funds.

In the Utility Fund, three items were funded – a pick-up truck for the Wastewater Treatment Plant for \$22,000 (this was funded in FY 2013 but the department was asked to push it forward a year so that the Town could absorb the unplanned expenses at the Water Treatment Plant), \$57,000 for a combined SCADA system for the Waste Water Treatment Plant and the Water Treatment Plant, and \$10,000 for 8 valve controllers at the Water Treatment Plant.

Carry-overs in the General Fund (where the appropriated fund balance is used to offset the expected expense) for FY 2014 are: \$16,464 for the first responders memorial from Lights for Life donated funds; \$61,624 for guardrails; \$160,198 for the 40 East sidewalks; \$29,105 for the Pigg River Dam Safety project; \$26,251 for the Veterans' Park erosion control; and \$25,451 for the Water Treatment Plant electric upgrade. Some of these expenses (guard rails and sidewalks) will be offset by revenues from VDOT, which are not included in the budget but will improve the Town's fiscal position in the event that they materialize in the next 12 months.

Transfers from the General Fund include \$2,500,000 for the Performance Venue renovation and \$30,169 for the Performance Venue operations (salaries, utilities, contractual, etc.). It is estimated that the venue will cost \$117,969 to operate in FY 2014 and will bring in \$87,800 in revenue given the short operational season of three months. Projected expenses for the renovation are \$100,000 already budgeted in

FY 2013 and the remaining \$2,500,000 in FY 2014. This will be funded entirely by the General Fund appropriated fund balance but is shown as receivables of \$500,000 from tobacco grants, \$200,000 from private foundations and grants, \$1,000,000 in historic tax credits, and \$900,000 from a general fund transfer.

	<p>There is only one payment left on the Wastewater Plant of \$257,139. When this payment is made, the plant will be paid for.</p> <p>As we retire one debt, staff proposes that Council consider undertaking another albeit smaller debt. The budget includes funds for the construction of a lighted, restroom-equipped basketball court in the North Main Corridor. The youth in this corridor need recreational activities that are both interesting and accessible. Relevant and accessible recreation for the youth in this area is one of the top items to come from the Town's community meetings and staff's work in the neighborhoods. Providing safe, open, positive outlets for activity has shown to reduce inappropriate activity in other communities. The amount proposed is \$450,000. This is proposed as revenue from borrowing.</p> <p>Employees also see a partial return to normalcy, with a 2.5% cost-of-living increase for employees as well as restoration of the normal Christmas bonus program. However, we do not fund merit (performance based) raises. The cost-of-living increase will cost \$27,233. Of this, \$20,425 is General Fund and \$6,808 is Utility Fund, most of which is offset by savings reduction in health insurance costs. The Town negotiated a shift to the Local Choice Insurance program and we are able to provide the same level of benefits to the employees as before at a lower cost to the employee and the Town.</p>
ACTION NEEDED:	None at this time.

Attachment(s): No

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

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 8, 2013
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STAFF MAKING REQUEST:	Matthew C. Hankins, Assistant Town Manager Community Development Director
BRIEF SUMMARY OF REQUEST:	<p>The Streets, Sidewalks &amp; Streetlights Committee met on March 27<sup>th</sup> to review a request received from Brookside Swim Club, Inc. for improvement to the entrance of their swimming pool located on School Board Road.</p> <p>After reviewing the request and consultation with the Town's Public Works Director, it was the unanimous decision of the Committee to recommend to Council denial of this request.</p>
ACTION NEEDED:	Denial of request.

Attachment(s): Yes

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

# Brookside Swim Club, Inc.

P.O. box 769 Rocky Mount, Virginia 24151

To: Matt Hankins

From: Nick Shockley

Date: 02/04/2013

Dear Mr. Hankins,

On behalf of the Board of Directors I am requesting that the Town of Rocky Mount consider aiding our membership in improving the entrance of the pool located on School Board road. As you are aware we are located adjacent to the Norfolk and Southern overpass. The lack of visibility coupled with the current condition of our entrance creates a dangerous situation for our members, guests and the motorist traveling on School Board Road. The area of concern is the driveway from our gate to the edge of the road. This area has been filled with rock several times by the club, but this only fixes the problem temporarily. Unfortunately the large amount of water that commonly floods School Board road makes it impossible for us to maintain the driveway in this manner. It is the clubs wish to improve the drive in a more permanent manner either with asphalt or concrete. We have asked our members to exit the pool by turning right onto School Board but it is impossible for us to enforce this request. We have a large number of young drivers that patronize our pool and their safety is paramount. Any help the town could offer in the undertaking of this project whether it be through labor, material or recommendations would be greatly appreciated. Thank you in advance for your consideration.

Respectfully,

Nick Shockley

Member of the Board, Brookside Swim Club, Inc.

[Nickshockley@hotmail.com](mailto:Nickshockley@hotmail.com)

540-243-1694