



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 11, 2016
AT 7:00 P.M.

When speaking before Town Council, please come to the podium and give your name and address for the record. Please address the Council and not the audience. If you provide Council with any documentation, please also give a copy to the town clerk prior to speaking.

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

The Town of Rocky Mount is pleased to offer assistive listening devices for meeting attendees with special hearing needs. Please ask any staff member or the town clerk for assistance.

A site visit has been scheduled at 6:00 p.m. to the Twin Creek Distillery. Interested Council Members should meet at the Municipal Building.

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Special Items
 - Resolution for Tommy and Ann Roberson
- V. Public Hearing
 - Special Exception Use Request for Twin Creek's Distillery
- VI. Approval of Draft Minutes
 - March 14, 2016
- VII. Approval of Consent Agenda
 - Miscellaneous Action
 - Miscellaneous Resolutions/Proclamations
 - Resolution by the Town of Rocky Mount Town Council Addressing Surety or Town E&S/SWM Projects
 - Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
- VIII. Hearing of Citizens
- IX. Old Business
 1. Moonshine Festival – Update by Cynthia Ellis
- X. New Business
 1. Presentation of FY 2017 Proposed Budget
 2. Request permission for street closure and use of parking lots for Court Days, Christmas

Tree Lighting and Come Home to a Franklin County Christmas

3. Floyd Avenue Fire Station Possible Roof Replacement
4. Christian Heritage Academy Heritage Classic 5K Race

- XI. Committee Reports
- XII. Other Matters, Concerns and Rise 'N Shine Appearances
- 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 (Town Manager's Office).

- XIV. Adjournment

Copies of the agenda packet are available for review at the Town Clerk's Office located at the Rocky Mount Municipal Building, 345 Donald Avenue, Rocky Mount, Virginia, Monday through Friday, during normal working hours (8 a.m. to 5 p.m.), or by going to Town of Rocky Mount website: www.rockymountva.org.

◆
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.

ITEM(S) TO BE CONSIDERED UNDER:

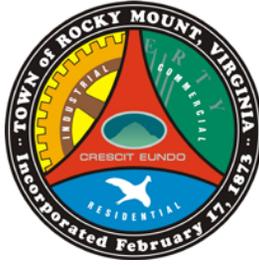
- Hearing of Citizens** **Consent Item** **Old Business** **New Business**
 Committee Report **Other**

FOR COUNCIL MEETING DATED:	April 11, 2016
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	Resolution honoring Tommy & Ann Roberson on their retirement.
ACTION NEEDED:	Mayor presents resolution

Attachment(s):

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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RESOLUTION NO.: 2015.007

RESOLUTION
Honoring Tommy & Ann Roberson on the occasion of their
retirement

WHEREAS, Tommy & Ann Roberson have recently announced their decision to retire from retail after many years of service to the community; and

WHEREAS, on the retirement of Harry Cox, Tommy & Ann Roberson purchased Cox's Fashions after Ann had served as an employee of Mr. Cox, with Tommy joining her in managing the business after retirement from the Virginia Department of Transportation; and

WHEREAS, Tommy & Ann Roberson jointly operated Cox's Fashions, a local department store which endured in downtown Rocky Mount with loyal support from its dedicated customers despite a retail environment slanted toward development of big box stores in large commercial developments; and

WHEREAS, Tommy & Ann Roberson met the needs of their customers through offering a wide selection of fashions, footwear and accessories, through outstanding customer service and through maintaining a unique and distinct brand of their own; and

WHEREAS, Tommy & Ann Roberson have been dedicated & loyal members of the Rocky Mount Lions Club, supporting its goals of promoting healthy eyesight and hearing, improving community and promoting fellowship; and

WHEREAS, Tommy & Ann Roberson have been dedicated to retail, to the growth of downtown and its businesses, and to the health and safety of businesses, residents and visitors of the Town of Rocky Mount;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Rocky Mount, assembled this eleventh day of April 2016, that the Town of Rocky Mount commends and congratulates Tommy & Ann Roberson for their many years of providing excellent retail service in the Town of Rocky Mount and to the citizens of Rocky Mount & Franklin County, thanking them for their dedication to Rocky Mount; and

BE IT FURTHER RESOLVED, that the Town Council of Rocky Mount does declare the week of April 11, 2016 to be Tommy & Ann Roberson Week in the Town of Rocky Mount, and does call the observance thereof to the attention of our grateful citizens.

Steven C. Angle, Mayor

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 11, 2016
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STAFF MAKING REQUEST:	Joshua Gibson, Planner
BRIEF SUMMARY OF REQUEST:	TCD Properties, LLC has applied for a special use permit in order to move their Distillery operation. The Planning Commission met on April 5, 2016 to consider this request and recommended its approval to Town Council.
ACTION NEEDED:	Approve or deny

Attachment(s):

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

BEFORE THE TOWN COUNCIL OF THE TOWN OF ROCKY MOUNT

The property known as **Tax Map Number 207.00-493.00** located in the Town of Rocky Mount

RECOMMENDATION OF THE PLANNING COMMISSION TO THE TOWN COUNCIL OF THE TOWN OF ROCKY MOUNT

WHEREAS, the applicant, **Twin Creeks Distillery, Inc., a Virginia corporation**, and owner, **Robert L. Jones and Arlene A. Jones**, have filed with the Planning and Zoning Administrator a request for a special exception permit for the property known as **Tax Map Number 207.00-493.00** zoned as **Central Business District CBD** in order to use a portion of the building (the lower floor) for the operation of a craft distillery; and

WHEREAS, the request was referred to the Planning Commission of the Town of Rocky Mount; and

WHEREAS, the Planning Commission held a public hearing on **April 5, 2016**, after giving notice as required by Section 5-4-2 of the Zoning and Development Ordinance of the Town of Rocky Mount, Virginia, and Section 15.2-2204 of the Code of Virginia (1950), as amended; and

WHEREAS, at the public hearing all persons who appeared were afforded an opportunity to present their views; and

WHEREAS, the Planning Commission has considered the staff report and recommendation as requested; and

WHEREAS, the Planning Commission has considered the objectives of the Zoning and Development Ordinance of the Town of Rocky Mount, Virginia, and Section 15.2-2200, et seq., of the Code of Virginia (1950), as amended; and

WHEREAS, the Planning Commission has recommended to the Town Council of the Town of Rocky Mount that the special exception permit be **granted on the condition that signage shall be installed which clearly delineates deliveries/pickups and parking patterns on the property.**

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission recommends that the subject use by special exception be **granted on the condition that signage shall be installed which clearly delineates deliveries/pickups and parking patterns on the property.**

Adopted April 5, 2016

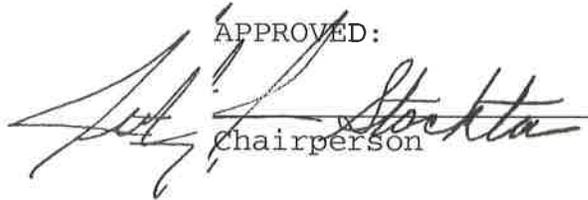
Ayes: B. Blanchard, I. Clements, J. Speidel, J. Stockton, J. Tiggle, D. Hall, and J. Greer.

Nays: None

Abstain: None

Absent: None

APPROVED:


Chairperson

ATTEST:


Clerk

Approved as to form:


Town Attorney



Twin Creek's Distillery Inc.
Rocky Mount, VA

To whom it may concern,

We're applying for a special use permit on the "Jones Building" (510 Franklin St, Rocky Mt, VA 24151) currently owned by, Robert Jones. TCD Properties LLC. would like to purchase this building based on several conditions, one of which is based on the approval of a special use permit.

The plan for this building is to reconfigure the upper level to contain several suites:

1. VA ABC Distillery retail store selling our moonshine products and branded merchandise.
2. Tasting room, banquet hall and moonshine history museum area to attract tourist
3. Twin Creeks Distillery offices
4. Kitchen and prep area currently in place for Bootleggers Cafe (Preexisting)
5. Instrument repair and lesson area (Preexisting)

The lower level will be uplifted to house our distillery equipment currently located at 145 Byrd Lane, Rocky Mount, VA 24151. Our manufacturing equipment will be located inside the building with the exception of a fuel oil tank located behind the building, hidden by a privacy fence. We use steam to manufacture our products, requiring the exterior exhaust of our water based steam to the outdoors a couple times a day based on production runs. Production runs will be one to two days a week at first and at future capacities 4 days per week. This water based steam is nontoxic and carries no carcinogens. The citizens of Rocky Mount will not be affected by additional noise or pollution due to our manufacturing process. Utility usage for this building will remain the same for electric, water and sewage as it has for the previous tenants. We will be requesting permission to have a water well dug on this property. Our impact on traffic will be minimal. Additional traffic will consist of small box trucks for in and outbound deliveries, all of which will be diverted to the lower level parking area. The upper parking lot will remain as it is currently.

We've chosen this building based on its proximity to the Harvester and Downtown Rocky Mount. Being located here would increase tourism and foot traffic for other downtown businesses. Approving this special use permit would be a huge win for local businesses, the Town of Rocky Mount and Franklin County.

Respectfully submitted,

Matt Hartberger

Matt Hartberger
Director of sales and marketing, Twin Creeks Distillery



Town of Rocky Mount SPECIAL ZONING APPLICATION

Date Received:
Received by:
PC/BZA Date:

REZONING REQUEST SPECIAL EXCEPTION/USE VARIANCE

PRE-FILING CONSULTATION WITH THE TOWN PLANNING STAFF TO REVIEW THE PROPOSED REQUEST AND TO OBTAIN RECOMMENDED PROCEDURES AND TECHNICAL ASSISTANCE IS REQUIRED. TO SCHEDULE A PRE-FILING CONSULTATION, PLEASE CONTACT THE TOWN OF ROCKY MOUNT COMMUNITY DEVELOPMENT DEPARTMENT AT 540-483-0907.

APPLICANT NAME: Twin Creeks Distillery

ADDRESS: 145 Bryd lane, Rocky Mount, VA 24151

PHONE: 540-580-9741 EMAIL: matt@audiotronics.com

PROPERTY OWNERS NAME & ADDRESS: JONES ROBERT L & ARLENE A
(IF DIFFERENT FROM APPLICANT)

4449 WAIDSBORO ROAD FERRUM VA 24088

TAX MAP & PARCEL NUMBER: 2070049300 LOT SIZE (ACRES/SQ.FT.) 0.732

CURRENT ZONING: R-1 R-2 R-3 RA RB RPUD POS C-1 C-2 M-1 M-2 CBD CBD-ARTS & CULTURE GB

CURRENT LAND USE: VACANT AGRICULTURAL RESIDENTIAL COMMERCIAL INDUSTRIAL

REZONING REQUEST: PROPOSED ZONING: N/A PROPOSED LAND USE: N/A

SPECIAL EXCEPTION/USE REQUEST OF SECTION(S) 29-1-32 OF THE TOWN ZONING ORDINANCE.

VARIANCE REQUEST OF SECTION(S) _____ OF THE TOWN ZONING ORDINANCE.

NATURE OF REQUEST - BRIEFLY DESCRIBE THE PROPOSED PROJECT AND SPECIFIC DEVIATION REQUEST FROM THE ZONING ORDINANCE.

Upper level:
Kitchen and prep area currently in place for Bootleggers Cafe (continuing)
VA ABC Distillery retail store, selling our moonshine products and branded merchandise.
Tasting room, banquet hall and moonshine history museum area to attract tourist
Corporate offices

Lower level:
Distillery for manufacturing, labeling and shipping our products

I HEARBY CERTIFY THAT I AM ACTING WITH THE KNOWLEGE AND CONSENT OF THE PROPERTY OWNER TO THE REQUEST DESCRIBED ON THE APPLICATION. BY SIGNING BELOW, I AGREE THE INFORMATION PROVIDED ON THE APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Matt Hartberger
APPLICANT SIGNATURE

3/14/2016
DATE

BY SIGNING BELOW, I CERTIFY I AM AWARE OF THE REQUEST SUBMITTED AND THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.

[Signature]
OWNER SIGNATURE

3/30/16
DATE

WHAT IS A REZONING?

A rezoning is a legal change to the Official Zoning Map. The rezoning of property is a legal matter, we strongly recommend applicants consult with an attorney to for assistance with the preparation of the rezoning application. A rezoning may be initiated by the property owner, by a contract purchaser with the owner's written consent, or by the owner's agent. Original signatures are required by all parties.

Rezoning requests will be submitted to the zoning administrator and referred to the planning commission for its review and recommendation. The final determination on the rezoning request will be made by the governing body (Town Council).

1. The written request for rezoning shall be submitted to the planning commission by the zoning administrator.
2. Notice shall be given of the required public hearing in accordance with the requirements of Code of Virginia, § 15.2-2204. Adjacent property owners (front, back and side) and the applicant shall be notified in writing as to the rezoning or conditional zoning request and public hearing date.
3. A public hearing shall be held by the planning commission. If requested, the zoning administrator may make a report and recommendation to the planning commission on the subject request. Other parties may appear in person and present their views.
4. The commission shall make a recommendation to go on the rezoning request after the public hearing is held.
5. The governing body (Town Council) shall then hold its own public hearing in conformity with all notice requirements under Code of Virginia, § 15.2-2204, and make the final determination on the rezoning request.

WHAT IS A SPECIAL EXCEPTION?

A special exception/use permit allows a specific exception to the Town's Zoning Ordinance on a particular parcel of land in a district of a particular zoning character. Uses and dimensional standards allowed only by special exception are those considered to have potentially greater impact upon neighboring properties or the public. The special exception process allows potential impacts to be addressed through conditions. A granted special exception runs with the property.

WHAT IS A VARIANCE?

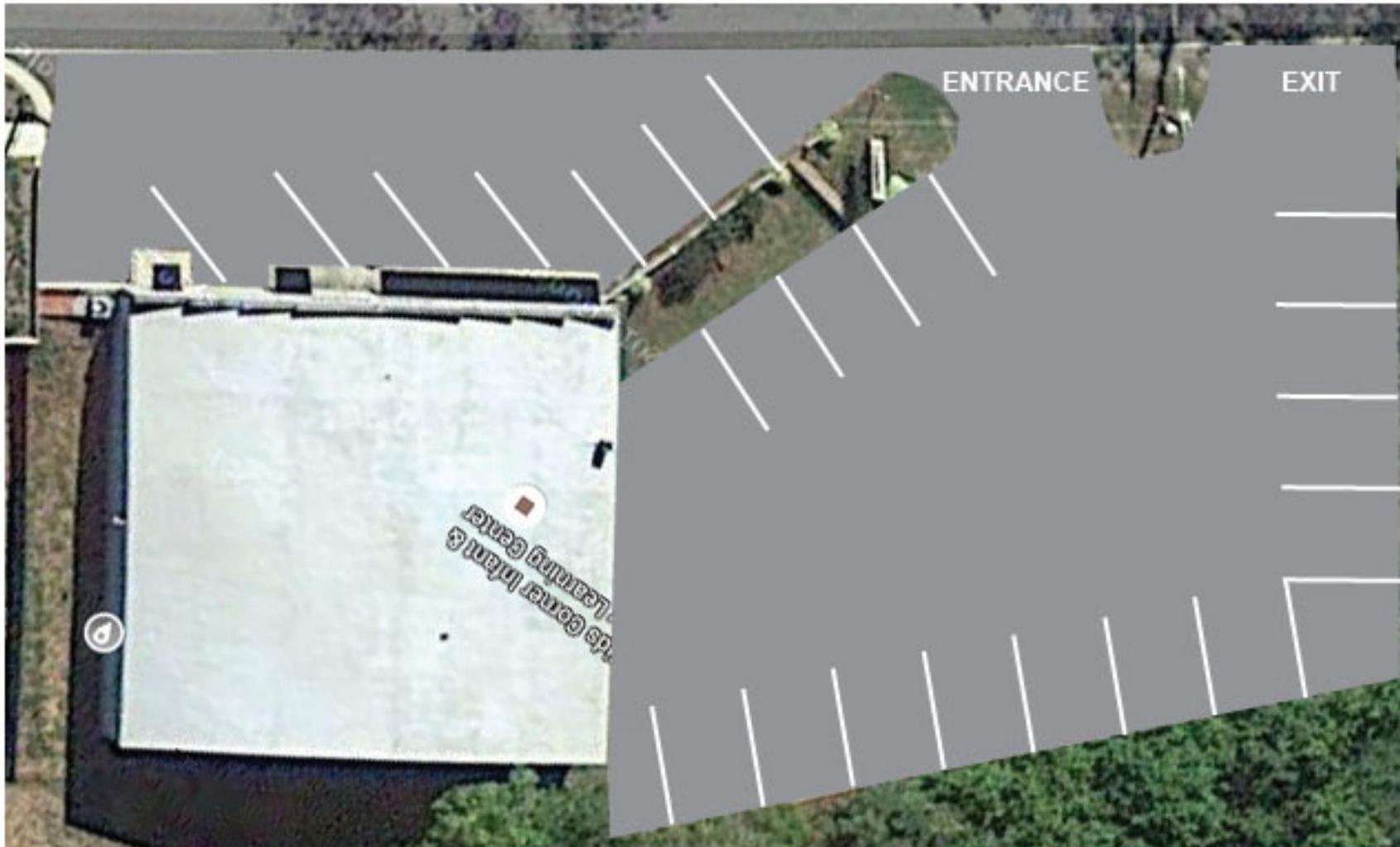
A variance is a request for a reasonable deviation from a provision of the Town's Zoning Ordinance when strict application of the ordinance would result in unnecessary or unreasonable hardship to the property owner. A variance may not allow a use in a district not authorized by district regulations. A granted variance runs with the property.

The authorization to hear and decide on applications for special exception/use permit and a variance request has been delegated to the Board of Zoning Appeals (BZA), a quasi-judicial five (5) member Circuit Court appointed body.

Special Exception and Variance application requests will be submitted to the zoning administrator for review and recommendation; then referred to the to the Board of Zoning Appeals (BZA) for a public hearing. A determination on the application will be made by the Board of Zoning Appeals (BZA). Additional approval and final determinations by the Planning Commission and/or by the governing body (Town Council) could be required to complete the request.

1. The Special Exception or Variance application shall be submitted to the Board of Zoning Appeals (BZA) by the zoning administrator.
2. Notice shall be given of the required public hearing in accordance with the requirements of Code of Virginia, § 15.2-2204. Adjacent property owners (front, back and side) and the applicant shall be notified in writing as to the application request and public hearing date.
3. A public hearing shall be held by the Board of Zoning Appeals (BZA). If requested, the zoning administrator may make report and recommendation to the Board of Zoning Appeals (BZA) on the subject request. Other parties may appear in person and present their views.
4. The Board of Zoning Appeals (BZA) shall make a decision on the application request after the public hearing is held.
5. If additional approval and final determination is needed by the planning commission and/or the governing body (Town Council); each shall then hold its own public hearing in conformity with all notice requirements under Code of Virginia, § 15.2-2204, and will each make the final determination on the application request.

FRANKLIN ROAD/RTE 40



↓
NORTH

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

540.483.7660
FAX : 540.483.8830



TOWN COUNCIL
STEVEN C. ANGLE, MAYOR
GREGORY B. WALKER, VICE MAYOR

BOBBY M. CUNDIFF BOBBY L. MOYER
P. ANN LOVE JON W. SNEAD
BILLIE W. STOCKTON

JOSH GIBSON
TOWN PLANNER

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

STAFF REPORT	
PETITIONER:	TWIN CREEKS DISTILLERY, INC
REQUEST:	Special Exception/Use Permit in the CBD Zoning District (Central Business District) in order to use a portion of a building for light manufacturing (specifically for a craft distillery)
LOCATION:	510 Franklin Street
HEARING DATES:	Planning Commission: April 5, 2016 Town Council: April 11, 2016
TAX PARCEL:	2070049300

PLANNING COMMISSION PUBLIC HEARING SUMMARY

On April 5, 2016, the Town of Rocky Mount Planning Commission held a site visit and a public hearing for the above-listed Special Exception/Use Permit application. The town planner gave a summary of the staff report and recommended approval of the special exception based on comprehensive plan compliance and clear public benefit for the Town. The applicant's representative was present and answered questions from the commission. Discussion and questions involved hours of operation, questions about noise and negative environmental impacts, the permitting process for moving from one location to another, and future plans for by right uses. No one from the public spoke during the public hearing.

The planning commission noted no drawbacks or obvious concerns with the proposed craft distillery use and a motion was made to approve the light manufacturing use for the property with one condition: that as part of zoning/site plan approval, the property should have signage installed which clearly delineates deliveries/pickups and parking patterns on the property.

The motion to approve the special exception/use permit passed unanimously (7-0).

EXECUTIVE SUMMARY:

An application has been submitted by Twin Creeks Distillery for a special exception permit in order to use a portion of the building at 510 Franklin Street for a light manufacturing use (operation of a craft distillery in the lower floor). As is often the case with changes in use requiring a special exception permit, the applicant is contracted to purchase the property from the current owners if the permit is approved. Currently, the distillery operates in Town at a different location on Byrd Lane. Staff has reviewed the application and recommends approval as noted below.

I. APPLICABLE REGULATIONS:

DEFINITIONS

Custom manufacturing: Establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures, involving the use of hand tools, or the use of mechanical equipment commonly associated with residential or commercial uses, or a single kiln.

Manufacture and/or manufacturing: The process and/or converting of raw, unfinished materials or products, or either of them, into articles or substances of different character, or for use for a different purpose.

Craft Distillery (as derived by staff research): A craft distillery is generally an independently-owned, small-scale distillery that produces small quantities and uses a combination of traditional and/or innovative techniques to create products with a unique flavor profile.

34-1. USES BY SPECIAL EXCEPTION PERMIT (applicable here):

29-2-6. Custom manufacturing.

29-1-32. Any use not specifically listed will be reviewed on an individual basis and if approved, permitted by granting of a special exception by town council.

OTHER REGULATIONS OF NOTE

- If approved, a customary minor site plan review will be required for the change in use, showing parking, vehicle access, and other planned exterior improvements. At the time of this application, there are no additional buildings or structure planned and all activities will take place within the interior of the existing building.

II. EXISTING CONDITIONS: The subject property is approximately 0.732 acres situated at the northern terminus of Floyd Avenue where it meets Franklin Road. The property features one building, with an approximately 6,460 square foot footprint, one main story (above street grade) and a basement with walk-out access. The building is currently used for storage, catering, and retail uses, all of which are by-right uses in the Central Business District. In the past the building has housed child care facilities, a personal training business and an alternative education center. Space exists to stripe a few parking spaces on the Franklin Road level (probably ten or fewer), and ample parking is available on the property's lower-level entrance.

III. PROPOSED CONDITIONS:

If approved, the distillery would relocate operations from its current Byrd Lane location. Eventually, the applicants plan to introduce several new uses to the property, including a moonshine history and culture museums, an event space, a sales front for a tasting room/gift shop, and the aforementioned distillery. The distillery/light manufacturing use will be separate from other uses per Virginia ABC rules and regulations, and will occupy only the basement of the building.

According to the Town of Rocky Mount Zoning Ordinance, the distillery use is the only one requiring a special exception as other uses are considered uses by-right. The future tasting room and cultural museum is planned for part of the street-level floor. In the zoning ordinance, a tasting room is permitted by right in the CBD but would be heavily regulated by Virginia Dept. of Alcoholic Beverage Control (strict drink limits, only in-house products served, etc). This use is a separate item and not tied to this special exception permit for light manufacturing use.

The use of the property as a craft distillery is expected to have little impact on traffic safety at the downtown location. The craft distillery will produce small batches, and deliveries will be accepted and sent via small box trucks rather than 18-wheelers or semi rigs. No major changes in property access are planned, other than an improvement in site and parking signage. The vehicle traffic for the

distillery will likely be similar to or less intense than some recent uses, such as the daycare facility. The applicants will require permission to drill a stand-alone well behind the building from the Virginia Dept. of Health for use in water cooling.

The zoning administrator has determined that the proposed use of “craft distillery” falls under the definitions of *custom manufacturing* and *manufacturing*, both of which require a special exception permit.

IV. CONFORMANCE WITH COMPREHENSIVE PLAN:

The Comprehensive Plan promotes a mixture of uses in the downtown district, and the proposed craft distillery fits well within the goals of the Plan and the continued revitalization of the Downtown area. Specific citations of support in the Comprehensive Plan include:

- Encourage new development initiatives that revitalize downtown and uptown and further the unique sense of place that characterizes the central business district of Rocky Mount
- Encourage and pursue businesses, industries, employers, and educational institutions in Rocky Mount that complement and diversify the economic base, provide quality jobs, enhance the quality of life, and sustain the environmental quality of the region
- Retain existing businesses and work to facilitate business growth
- Continue to pursue additional initiatives that build upon the Arts and Culture District, the Harvester, the Farmers Market, and other downtown/uptown attractions
- Planning and revitalization: reuse and redevelopment of older buildings and properties in the Central Business District is encouraged
- Capitalize on the region’s history and culture to contribute to economic growth, tourism, and place-making
- Enhance the economic viability of the central business district

V. STAFF ANALYSIS:

The zoning ordinance recognizes the unique nature of the town’s Central Business District and gives the Town the ability to review uses not specifically anticipated. The ordinance also recognizes that some manufacturing uses in the CBD are appropriate, but requires individual review in order to permit them. This case-by-case consideration is crucial in discouraging high-impact uses.

In this case, not only is the relocation of the craft distillery a potential economic benefit for the public, it also should be a low-impact use in general, manufacturing or otherwise. Staff anticipates that it will be difficult to discern that a distillery exists at the location. There is expected to be no noise, little by-product other than steam, no heavy machinery or equipment, no odors, low traffic and the product itself is small and easily stored and delivered within the confines of the building.

Around Virginia and in our region, communities are clamoring to recruit microbreweries, craft distilleries, wineries and tasting rooms, and similar businesses for their downtowns. Especially when combined with retail and event space components, these types of businesses act as magnets for tourists and help to draw people into our town and keep them coming back for enjoyable experiences. The applicants represent home-grown entrepreneurial spirit, and they are deliberately choosing to locate their small start-up business in the heart of the Town of Rocky Mount.

The distillery’s location next to the Harvester helps capitalize on the cultural strengths of our region. Harvester Performance Center patrons and staff agree that the proposed business will be a clear compliment to the Town’s efforts to give concert goers reason to not only spend time here before and after shows, but to return in the future whether visiting the Harvester or not.

Staff recommends approval with the following conditions:

1. Signage shall be installed which clearly delineates deliveries/pickups and parking patterns on the property.

POSSIBLE MOTIONS:

Approval: I move to approve the special exception request for Tax Map Parcel 2070049300 (on the following grounds, if needed): _____

ONLY IF APPLICABLE:

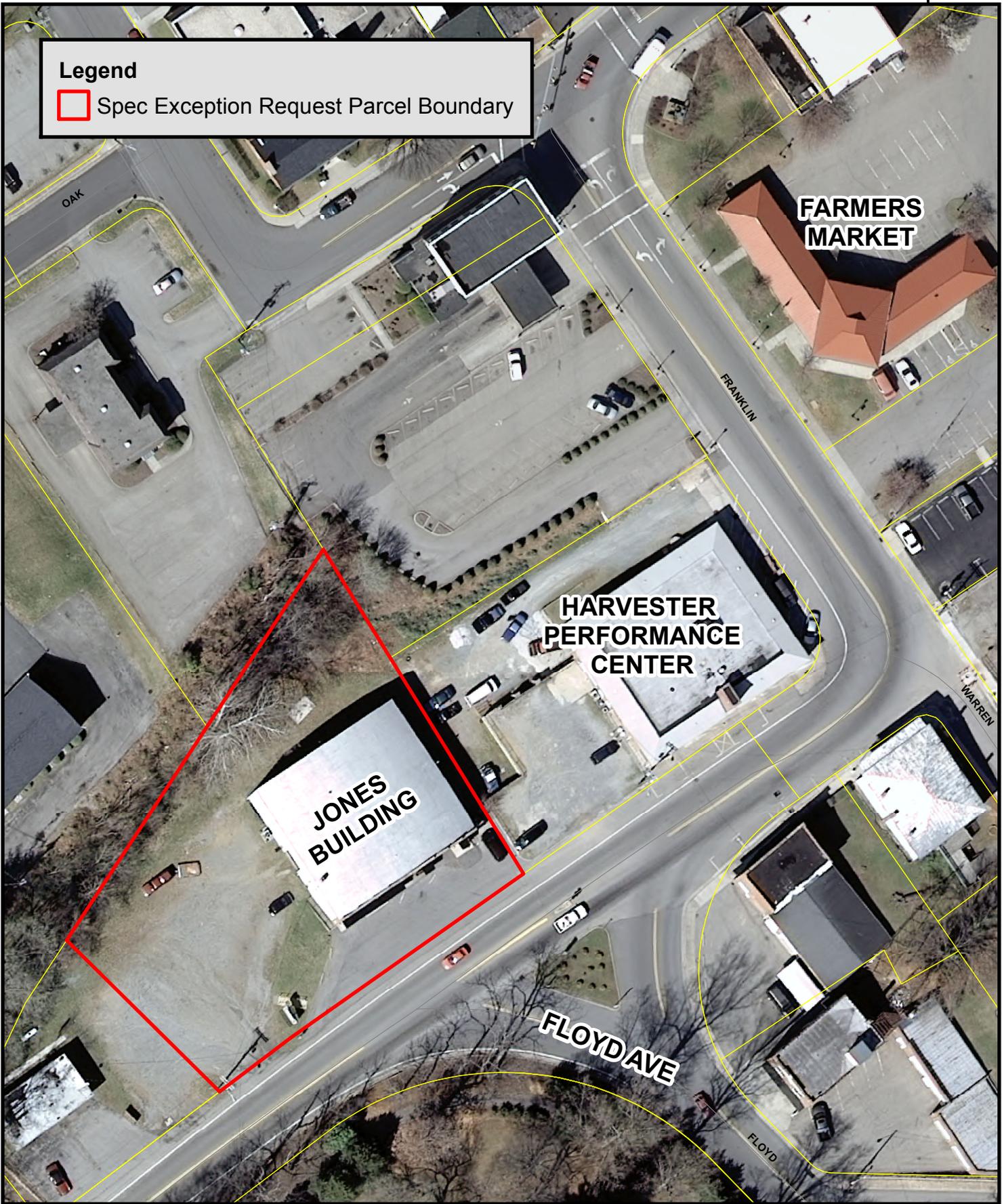
Approval, with Imposed Conditions: I move to approve the special exception request for Tax Map Parcel 2070049300 **with the following conditions:** _____

Denial: I move to deny the special exception request for Tax Map Parcel 2070049300 (on the following grounds, if needed): _____

PREPARED BY: Josh Gibson
HEARING DATES: Town Council, April 11, 2016
ATTACHMENTS: Aerial Map
Zoning Map
Future Land Use Map

Legend

 Spec Exception Request Parcel Boundary

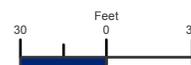


**TWIN CREEKS DISTILLERY
SPECIAL EXCEPTION PERMIT
AERIAL**

DATE CREATED: 3/30/2016
TOWN OF ROCKY MOUNT, VA



1 inch = 67 feet

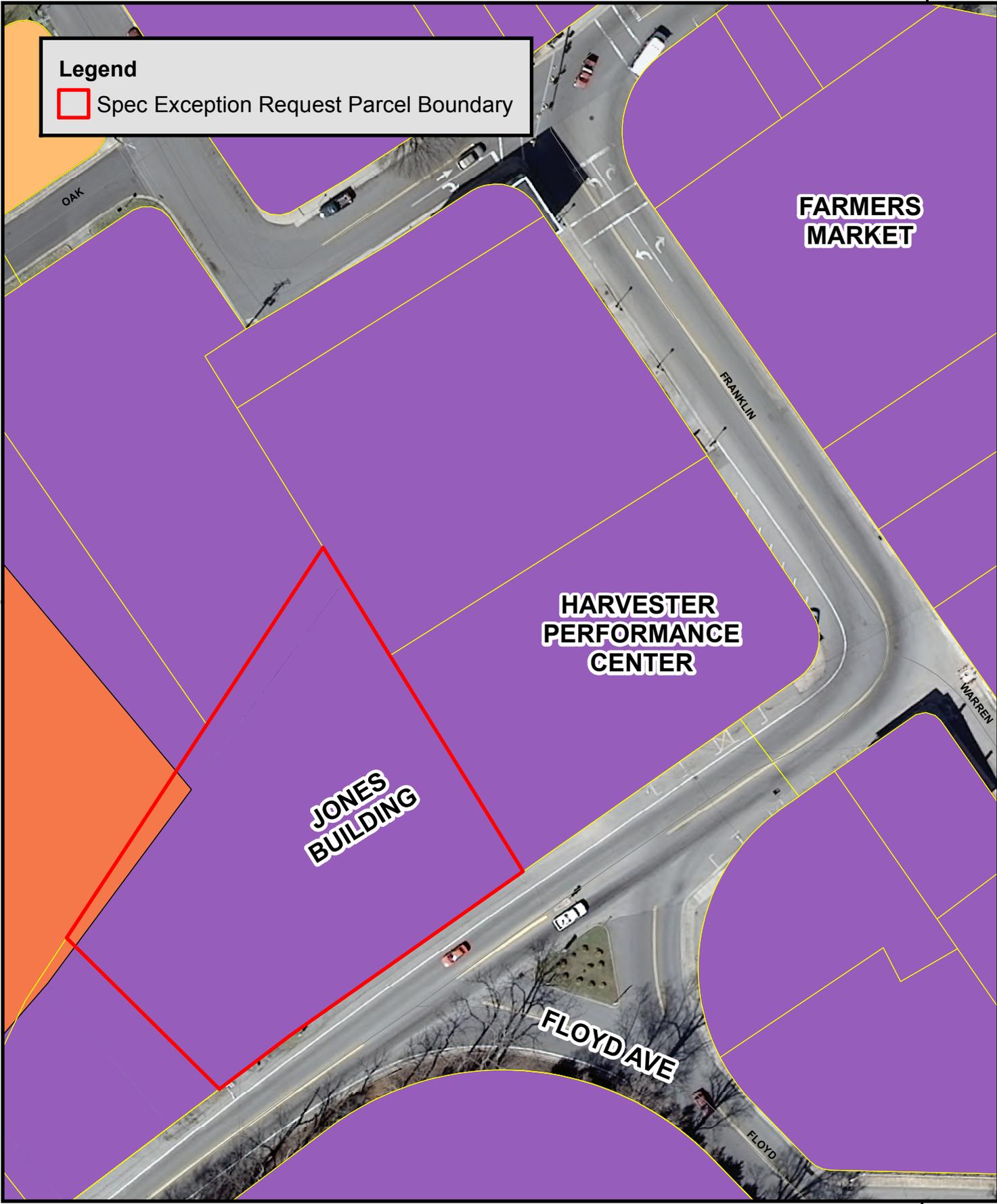


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Map created by jgibson
This map is for general reference and display purposes only.

Legend

 Spec Exception Request Parcel Boundary

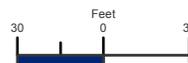


**TWIN CREEKS DISTILLERY
SPECIAL EXCEPTION PERMIT
ZONING MAP**

DATE CREATED: 3/30/2016
TOWN OF ROCKY MOUNT, VA

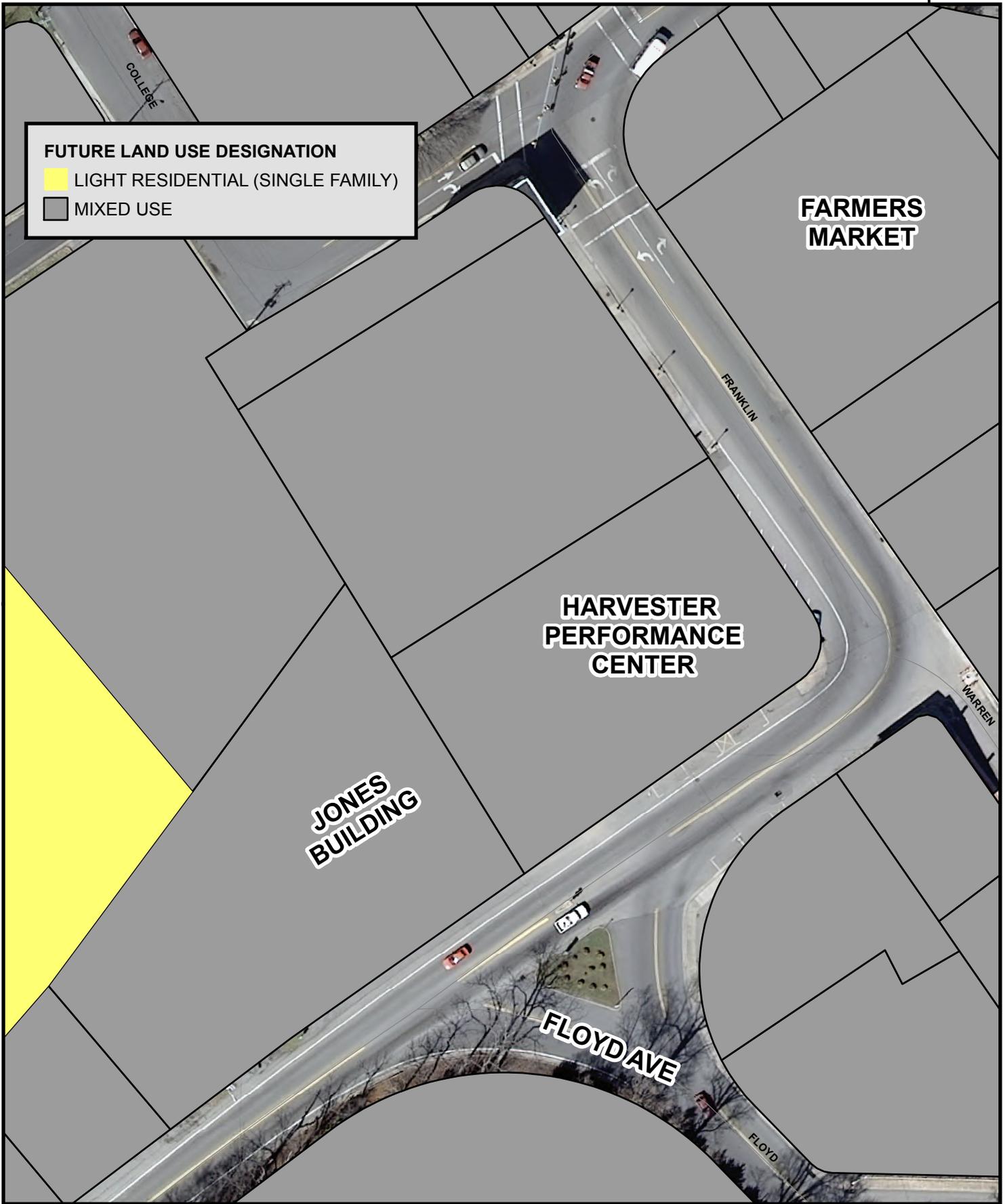


1 inch = 67 feet



Projection: Lambert Conformal Conic
GCS North America 1983
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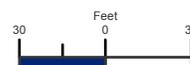


**TWIN CREEKS DISTILLERY
SPECIAL EXCEPTION PERMIT
FUTURE LAND USE**

DATE CREATED: 3/30/2016
TOWN OF ROCKY MOUNT, VA



1 inch = 67 feet



Projection: Lambert Conformal Conic
GCS North America 1983
Datum: D North America 1983

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This map is for general reference and display purposes only.

**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES
MARCH 14, 2016**

The March 14, 2016 regular meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, at 7:00 p.m. with Mayor Steven C. Angle presiding.

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- P. Ann Love
- Robert L. Moyer
- Jon W. Snead
- Billie W. Stockton

The following staff members were also present:

- John Boitnott, Town Attorney
- Tim Burton, Wastewater Treatment Plant Superintendent
- Bob Deitrich, Water Treatment Plant Superintendent
- Rebecca Dillon, Interim Executive Assistant
- C. James Ervin, Town Manager
- Josh Gibson, Town Planner
- Matthew Hankins, Assistant Town Manager
- Mark Lovern, Lieutenant, Rocky Mount Police Department
- Cecil Mason, Public Works Director
- Linda Woody, Finance Director

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

PLEDGE OF ALLEGIANCE

Mayor Angle led in saying the Pledge of Allegiance.

APPROVAL OF AGENDA

Agenda amended to hear the Presentation of FY 2015 Audit in the beginning of the meeting.

Motion: To approve the agenda as amended

Motion By: Vice Mayor Walker

Second: Council Member Snead

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Approve Amended Agenda by a unanimous vote

Presentation of FY2015 Audit (moved from New Business).

Miss Deanna Cox with the auditing firm of Robinson, Farmer, Cox Associates presented the FY2015 audit. Miss Cox went over the financial report by bringing out a few talking points from within the audit which provided for a condensed financial summary of the audit itself.

Motion: To accept audit as presented

Motion By: Council Member Stockton

Second: Council Member Cundiff

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Audit Accepted

PUBLIC HEARINGS

Mayor Angle recessed the meeting to go into public hearing.

Proposed Real Estate Tax Rate Increase: The Town Manager, Mr. Ervin, stated that it is required by state code as part of the budgetary process that if there is a 1% change in either the Town's revenue or expenses, Town Council is to hold a public hearing. This public hearing was to advertise a maximum rate of .13 cents which is the Town's current rate but does not guarantee that is the rate that Council will keep however it sets Council's current rate as the maximum amount that can be charged. Council is setting a ceiling for the budget considerations that may be adjusted but only downward from the advertised .13 cents.

Mayor Angle then opened the floor and asked if anyone there wished to address Council. No one came forward.

Seeing no action was required for the proposed real estate tax rate increase, Mayor Angle moved the meeting back into regular session and then recessed the meeting to go again into public hearing to hear the request of Mr. Ronnie Wray and Rocky Mount Ready Mix Rezoning Request.

Public Hearing for Ronnie Wray and Rocky Mount Ready Mix off Market Place Drive and Route 40 East: Town Planner, Mr. Josh Gibson came forward to give a staff summary and proffers for the property. The following are conditions presented by Mr. Gibson to rezoning that property.

1. The property is to be used to operate a concrete plant.
2. Rocky Mount Ready Mix is to develop the property in substantial conformity with the concept plan prepared and submitted with the application.
3. Any other use of the property which is not allowed, a conditional zoning permit with these proffered conditions will be the subject of a separate application.

With the proposed rezoning of the property, the applicant intends to relocate the majority of the operations from Rocky Mount Ready Mix property on Old Franklin Turnpike to the subject property close by. The benefits would include overall improved traffic safety due to cement trucks using the existing traffic light at Market Place Drive. The concrete plant is to set back several hundred feet from Market Place Drive which is expected to reduce the visual impact from the commercial area.

There are a few concerns however one of which would be the right uses of which could develop on the property with an unrestricted M2 zoning. Another concern is the inconsistency of the comprehensive plans future use map which is the primary measure that the town uses for property rezoning's. Also, a concern is the result of an industrial rezoning of any kind in that area which is a significant reduction in the towns' commercial inventory.

Assistant Town Manager, Mr. Hankins, spoke regarding the comprehensive plan and what it calls for on that property which is to be commercial use. The Mayor opened the floor so that if anyone was there that wished to speak regarding the rezoning they could come forward. At this time Mr. Hankins asks the Mayor if the applicant's attorney could come forth and speak regarding the rezoning.

Mr. Colby Brown, an attorney at 25 East Court Street, Rocky Mount, Virginia who is representing Mr. Ronnie Wray, spoke regarding the almost 60 acres of land that Mr. Wray would like to use to build a concrete plant.

The Mayor asked if there was anyone else that would like to address Council concerning the rezoning request. No one came forward. The Mayor moved the meeting back into regular session.

The Vice-Mayor asks Mr. Hankins, why hasn't the land been developed. Mr. Hankins replied that access was the most frequent concern. Vice Mayor Walker pointed out that the concrete plant will be set back far enough from the road that it will be obscured because of vegetation that is already there and will be allowed to stay there. Mr. Wray intends to keep the pine trees and the vegetation on the property to allow for it to serve as a natural screening that would obscure the concrete plant.

Councilman Jon Snead asked if the proffers were submitted since the Planning Commission meeting. Mr. Hankins stated that the Planning Commission's decision was based on the rezoning without proffers. They had not seen the proffers since they were only submitted the morning of the public hearing for Council.

Vice Mayor Walker asked the question of what Mr. Wray's hopes would be for his current site. Mr. Wray replied that it would cost a lot of money to put the plant in and with that he would have to use the existing site for a while till he gets the other one running.

Council Member Moyer commented that it was a dangerous situation down there for Mr. Wray, his employees and for the people going up and down Route 40 and with the trucks pulling out with no stoplight. Mr. Moyer felt that Council needed to work with Mr. Wray and approve the request.

Council Member Snead spoke that he had a couple of concerns. A couple of business owners had contacted him regarding Market Place Drive. He felt the intersection there was already

stressed enough and that Musefield Road may would be a better option. He asked Mr. Hankins if the proffers changed his concerns at all. He replied that while it doesn't alleviate them completely, it does help some.

Mayor Angle asked Mr. Wray if he had ever considered the Industrial Park for his concrete plant to which Mr. Wray replied that he had made inquiries about it several years ago to the Town Manager and was told that it wasn't available for an existing business in Rocky Mount.

Siting no others wishing to speak, Mayor Angle moved the meeting back into regular session.

Motion: To approve the request

Motion By: Council Member Moyer

Second: Council Member Cundiff

Motion Discussion: None

Roll Call: Snead – Nay, Moyer – Aye, Walker – Aye, Cundiff – Aye, Love – Aye, Stockton - Aye

Action: Approved the request.

APPROVAL OF MINUTES

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

- February 8, 2016 Regular Meeting Minutes

Motion: To approve the draft minutes as presented

Motion By: Council Member Mr. Moyer

Second: Vice Mayor Walker

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Stockton, Snead, Walker

Nays: None

Action: The draft minutes presented were approved by a unanimous vote

APPROVAL OF CONSENT AGENDA

This month's consent agenda consists of the following items:

(1) **Miscellaneous Action:**

Review of Budget and Capital Improvement Plan Schedule for FY 2017

(2) **Miscellaneous Resolutions/Proclamations:** None at this time

(3) **Department Monthly Reports**

- Community Development Department
- Finance Department
- Fire Department
- Police Department
- Public Works Department
- Wastewater Department
- Water Department

Discussion: None

Motion: To approve the consent agenda

Motion By: Council Member Stockton

Second: Council Member Love

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Consent agenda unanimously approved

HEARING OF CITIZENS

Mayor Angle opened the floor to anyone wishing to speak. No one came forward.

OLD BUSINESS: (none at this time)

NEW BUSINESS

Presentation of FY 2015 Audit: Discussed at the beginning of the meeting.

Street Closure Request: 2016 Johnny CASA 5 Miler-5K Run/Walk Event

Mr. Johnny Nolen spoke for the race and the event is planned for October 8th, 2016 at 8:30 a.m.

Discussion: The 2016 Johnny CASA 5 Miler-5K Run/Walk Event has been reviewed by the police department and everything was found to be the same as last year.

Motion: To approve the street closure as ask

Motion By: Council Member Snead

Second: Council Member Love

Motion Discussion: None

Ayes: Cundiff, Love, Snead, Stockton, Walker, Moyer

Nays: None

Action: Request approved by a unanimous vote

Street Closure Request: Franklin County Moonshine Festival on April 23, 2016 from 10-5 p.m.

Mrs. Nancy Bell spoke regarding the United Way of Franklin County and the Moonshine Festival to be held April 23, 2016. Mrs. Bell said that this event is born of the Shine 'n Dine from last year that was a great success and a Saturday event that had nothing to do with alcohol was wanted as well. 40 vendor applications are approved at this time in addition to crafters, food trucks, one church and the Pigg River Community Center, as well as miscellaneous demonstrations and other services. Mrs. Bell stated that there are plans for 30 + cars to be on

display with Franklin County's Moonshine History and there are sponsorships, including one from WDBJ-7.

David Rotenizer, who is the Tourism Director with Franklin County, spoke of the interest in the Moonshine Festival over the many facets of advertising that have been done for the festival.

Aaron Stubbs, of 145 Claiborne Avenue, Rocky Mount, VA., who is the Executive Director for the Center for the Arts in downtown Rocky Mount, spoke. Mr. Stubbs spoke saying that he runs a business downtown and in comparing the Come Home to a Franklin County Christmas and its turnout to what might be expected at this upcoming event, he expressed an interest in closing the street for the event.

Council Member Love spoke for a business owner, Jewell Hunt at 275 Franklin Street who had called Council Member Love to state that she was not against the Moonshine Festival but did not like the closing of Franklin Street and how it affected her business for the day. Council Member Love made it clear that the merchant did not oppose the festival and would be ok with another route but didn't like that it was on a day when she already had a fund raiser event scheduled for the Free Clinic and felt that she would have to reschedule it.

Council Member Cundiff commented that he was a merchant on Franklin Street for 38 years and that the merchants that operate down there do so by purchasing a license that allows them to be open to the public every day of every week. Council Member Cundiff said they have a total investment in the business and he did not feel it was fair to the merchants to close the street during their business hours.

Council Member Moyer spoke that the Moonshine Festival was probably a good idea but he wasn't for closing the streets. Council Member Moyer raised the question of perhaps it could be done in some of the back streets and parking lots where the merchants could still be open to business, and people could still go and come and shop.

James Wray, business owner of Wray Enterprises in downtown Rocky Mount spoke about being a business owner in downtown Rocky Mount and how vendors don't like to come but because the streets were not closed, they didn't come back. Mr. Wray commented that there wasn't enough revenue from the folks in Rocky Mount to keep them going and that they appreciated outside folks coming into town to do business.

Council Member Stockton asked the question, could the hours be adjusted so that you didn't have to close down Franklin Street.

Council Member Moyer thought it a good concept but he also felt it was in the wrong place. He couldn't make a motion to close Franklin Street on Saturday.

Motion: To deny the request as stated.

Motion By: Council Member Moyer

Second: Council Member Cundiff

Motion Discussion: Vice Mayor Walker asks if they deny the request as it stands, could anything else be done tonight. Mr. Ervin said that an alternate motion could be made tonight if Council got a second.

Ayes: Cundiff, Love, Snead, Stockton, Walker, Moyer

Nays: None

Action: Request was denied

The Mayor suggested that the group go outside the meeting room and discuss what they would like to do and as Council came out of executive session, they could finish the discussion and come to a consensus. The item continued.

Street Closure Request: Franklin County Public Safety

Mr. Hankins spoke for the Public Safety Challenge for this year and the partial lane closure between Trinity Packaging and Byrd Lane Cemetery on State Street for the event. The same was held last year without any problem. Staff recommends the request.

Motion: To approve the partial street closure as ask

Motion By: Council Member Love

Second: Council Member Cundiff

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Request approved by a unanimous vote

Request from the First Responders Memorial Commission for use of town property for development of the First Responders Memorial.

Mr. Hankins spoke on behalf of the First Responders Memorial Commission. In 2010 after the unfortunate deaths of Fire Chief Posey Dillon and former Fire Chief Danny Altice, the Town and County jointly created a commission, committing to spend \$10,000 each to fund a memorial for first responders who have died in the line of duty. In addition to the funds that have been pledged, they also have some funds that are remaining from the Lights for Life Campaign. The commission has worked to design a fitting memorial to the first responders and to identify a suitable location. Many sites have been looked at as possibilities but the one believed to be most fitting by the commission is the site at the Public Safety Building on North Main Street. The families believe that the location next to the Public Safety Building will be most fitting to honor the sacrifice of those first responders that we have lost. The Commission would like to begin by putting up the memorial first then proceed with park amenities around the memorial such as benches, trees, landscaping, lighting and flag poles. To help with funding a brick paver memorial honor walkway will be installed similar to the one at Veterans Park except this one would be open to all first responders. The only public funds that would be expended under this are the paving of parking spaces. The Public Utilities Committee met prior to this meeting and unanimously recommended to Council to permit the use of this site for the memorial. Mr. Hankins on behalf of the First Responders Memorial Commission asks that Town Council make its two parcels on North Main Street next to the Public Safety Building as space for the development of the First Responders Memorial.

Motion: To approve the request for use of Town property for the development of the First Responders Memorial.

Motion By: Council Member Moyer

Second: Council Member Snead

Motion Discussion: Vice Mayor Walker spoke to discuss the bricks which would be open to anyone who has ever served as a volunteer first responder.

Town Manager, Mr. Ervin took this opportunity to thank Mr. Hankins for his work on this project.

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Approve the request by a unanimous vote.

Committee Reports have all been covered under various items previously.

OTHER MATTERS & CONCERNS and Rise 'N Shine Appearances

Mr. Ervin was on Rise 'N Shine

CLOSED MEETING & ACTION

Enter Closed Meeting

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

Time: 8:40 p.m.

Virginia Code Section:

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

Motion By: Vice Mayor Walker

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: None

Action: Meeting convened into a closed session by a unanimous vote

Certificate of Closed Meeting Discussion:

Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, March 14, 2016 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

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

Steven C. Angle, Mayor

(Exit Closed Meeting and Reconvene into regular session for the discussion that resumed regarding the Franklin County Moonshine Festival.)

There was much discussion between Council and the representatives for the Franklin County Moonshine Festival but there was finally a general consensus for the following motion.

Motion: The Franklin County Moonshine Festival will be held on April 23, 2016, with the vendors setting up in the private parking lots beginning at 10:00 a.m. and then close Franklin Street from Diamond Avenue to Claiborne Avenue from 12:00 p.m. to 7:00 p.m.

Motion By: Council Member Snead

Second: Council Member Stockton

Motion Discussion: None

Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker

Nays: Council Member Moyer

Action: Motion carries 5 to 1 to close Franklin Street from Diamond Avenue to Claiborne Avenue from 12:00 noon to 7:00 p.m. on April 23, 2016 with the proviso that vendors may begin setting up in the private parking areas that have been designated at 10:00 a.m.

ADJOURNMENT

Motion: To adjourn meeting

Time: 9:20 p.m.

Motion By: Vice Mayor Walker
Second: Council Member Stockton
Motion Discussion: None
Ayes: Cundiff, Love, Moyer, Snead, Stockton, Walker
Nays: None
Action: Meeting convened

Steven C. Angle, Mayor

ATTEST:

Rebecca H. Dillon, Acting Town Clerk

DRAFT

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	04/11/2016
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STAFF MAKING REQUEST:	Joshua Gibson, Planner
BRIEF SUMMARY OF REQUEST:	Attached is a resolution drafted in cooperation with Franklin County. As a part of the County erosion and sediment control (ESC) program, they require ESC bonding on all qualified projects. The Town is a land disturber from time to time, as is the case in the Scuffling Hill drainage revenue sharing project. Since we are not a typical land disturber, the County has agreed to accept the attached resolution for ESC projects in lieu of having the Town provide bonds.
ACTION NEEDED:	Pass and/or modify the resolution.

Attachment(s):

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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**RESOLUTION BY THE TOWN OF ROCKY MOUNT TOWN COUNCIL
ADDRESSING SURETY OF TOWN E&S/SWM PROJECTS
(RESOLUTION # _____)**

WHEREAS, the Virginia Department of Transportation administers a Revenue Sharing Program, in cooperation with participating localities, under the authority of Section 33.2-357, which provides additional funding for use by a county, city, or town to construct or improve the highway systems within such county, city, or town; and

WHEREAS, the Town of Rocky Mount is participating in said Revenue Sharing Program and is administering road, drainage and other improvements throughout Town which may require erosion and sediment control and/or stormwater management measures; and

WHEREAS, the Town of Rocky Mount may in the future undertake other public projects (relating to utilities, roads, downtown revitalization and other community improvements), either through Revenue Sharing or independently, which would also require erosion and sediment control and/or stormwater management measures; and

WHEREAS, the County of Franklin, which administers the erosion and sediment control and stormwater management program throughout Franklin County, including within the Town of Rocky Mount, as outlined in Chapter 7 of the Code of Franklin County, typically requires surety from certain land disturbing projects in the form of bond or letter of credit to ensure the completion of required erosion and sediment control and/or storm water management measures; and

WHEREAS, Sections 7-29 and 7-59 of the Code of Franklin County allows an alternative surety in the form of a legal arrangement acceptable to the County Attorney whereby the Town will guarantee completion of Town-administered projects.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Rocky Mount hereby guarantees completion of all Town-administered projects requiring erosion and sediment control and/or stormwater management measures as required by Chapter 7 of the Code of Franklin County, Virginia. This resolution and guarantee shall stand in lieu of surety in the form of a letter of credit or bonding, as requested and agreed upon by the County of Franklin.

Given under my hand this ___ day of _____, 2016.

This resolution shall become effective immediately upon its adoption.

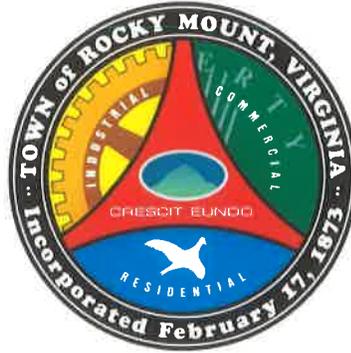
TOWN OF ROCKY MOUNT, VIRGINIA

By: _____
Steven C. Angle, Mayor

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

540.483.7660
FAX : 540.483.8830

E-MAIL: MHANKINS@ROCKYMOUNTVA.ORG
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TOWN COUNCIL
STEVEN C. ANGLE, MAYOR
GREGORY B. WALKER, VICE MAYOR

BOBBY M. CUNDIFF BOBBY L. MOYER
P. ANN LOVE JON W. SNEAD
BILLIE W. STOCKTON

MATTHEW C. HANKINS
Assistant Town Manager
Director, Community Development

MEMORANDUM

To: Mayor Angle & Members of Town Council

From: Matthew C. Hankins
Community Development Director

Date: April 7, 2016

Re: March Monthly Report

Council:

Here are some highlights from the month in Community Development:

- Launched the new Town web site, which is live but content is still being updated.
- Requested proposals from contractors for municipal building HVAC replacement.
- Met with property owners of 100 Goodview. Received verbal commitments to permit the town to demolish the structure.
- Announced major shows at the Harvester, including Jamey Johnson on May 20 and The Wailers in June.
- Worked with town staff and engineers on three projects:
 - Cox Property prospect development.
 - Municipal Building HVAC unit replacement.
 - Traffic control systems.
- Attended the Virginia Economic Developers Conference in Williamsburg. The conference was themed around community and organization branding, including the announcement of the new VEDA brand mark.
 - Received on behalf of the Town the Community Economic Development Award for communities of less than 10,000 residents.
- Responding to inquiries regarding the April 28 absolute auction sale of lots in the Landmark Mountain & Plateau subdivisions on Grassy Hill.
- Worked with Franklin County Tourism to host both a national travel writers group and a Virginia welcome center employees group at various Rocky Mount shops and restaurants, with both taking in performances at the Harvester.
- Hosted Race Night at the Harvester, a joint event with Community Partnership & Ferrum College, featuring Clay Campbell of Martinsville Speedway, who offered a keynote speech about the impact of the speedway on the economy and ways the community can capitalize on visitors.

Community Development & Planning March 2016 Monthly Report

ARTS & CULTURE		TOTAL: 0					
AC FILE NUMBER	BUSINESS NAME	OWNER/OFFICER NAMES	GENERAL LOCATION	TAX MAP NUMBER	MAILING ADDRESS	CITY STATE ZIP	PHONE 1

BANNER PERMITS		TOTAL: 1				
Permit #	Applicant Name	Applicant Contact Info	Wording of Banner	Banner Location	Display Dates	Date Approved
B16-003	FC Stars Soccer Club(Steve Wright)	540-420-2014	FC Star Soccer Tryouts	Floyd/Franklin Intersection	May 1st-May 17th	3/18/2016
File Number	Property Owner	Action	TMPN	Date	Notes	Location

SIGN PERMITS		TOTAL: 2					
Permit #	Applicant Name	Sign Location/TMPN	Zoning	Square Footage	Wording	Date Approved	Notes
S16-001	Mountain to Lake Realty	195 S main Street/2070061600	CBD	REFACE ONLY	Mountain to Lake Realty	3/3/2016	
S16-002	TDM Fitness Inc	410 Tanyard Rd	GB	Existing Replacement	TDM FITNESS & MMA	3/19/2016	

ZONING COMPLIANCE PERMITS		TOTAL: 7 Residential: 3 Commercial: 4					
Permit #	Applicant Name	Property Owner	Property Address/TMPN	Zoning	Proposed Use	Type of Improvement Office for "Herbal	Date Approved
ZC16-010	Rosa E. Sanchez/Eli Cruz (The Best 4 You)	Elisha Holdings (Jon & Sue Arrington)	2070100400	CBD	COMMERCIAL	Life"/personal service Reopening Crooked Stitch	3/7/2016
ZC16-011	Tiffany Powell	Eleven Six Properties LLC	2070105300	CBD	COMMERCIAL	Retail Finishing Basement	3/16/2016
ZC16-012	Patrick Collins	Patrick Collins	2130007100	R1	Residential	No change in footprint	3/18/2016
ZC16-013	John Spangler as agent for Trinity Packaging	Trinity Packaging	2040030700	M2	COMMERCIAL	Removing floor tile and window glazing	3/21/2016
ZC16-014	Adam Robinson	Nicole Marts	2130009500	RA	Residential	200 Amp Service	3/23/2016
ZC16-015	Chesten Ponte	Chesten Ponte	2070102200	CBD	COMMERCIAL	Medical office	3/29/2016
ZC16-016	Alan J Broholm	Alan J. Broholm	2070050200	R2	Residential	Home Occupation	3/29/2016

ZONING PERMITS		TOTAL: 1 Residential: 1 Commercial: 0					
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	CurrentZoning	Date Approved	NOTES
ZP16-004	Johnny L. Guilliams	Building Lot Address Court St, Lot & U095	2070063601	Residential	R-1	3/29/2016	

ZONING LETTER		TOTAL: 0 Residential: 0 Commercial: 0				
Permit #	Applicant Name	Building Lot Address	TMPN	Proposed Use	CurrentZoning	Letter Date

MONTHLY STAFF REPORT

DATE:	April 5, 2016
TO:	Rocky Mount Town Council
FROM:	Linda Woody, Finance Director
DEPARTMENT:	Finance Department
MONTH:	April meeting

This report contains the following monthly information for March 2016 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

Utility billing profiles on customers and consumption

Water Customer Cut-off's chart

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

Utility profiles on water production and wastewater flow

Customer flow for the Finance Department:

614 walk-in transactions

1247 drive-thru transactions

1511 mail transactions

**TOWN OF ROCKY MOUNT
NEW BUSINESS LICENSES
DURING MARCH 2016**

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

REPAIR:

The Best 4 You / Family Center, 140A Franklin St, sampling & information

The Crooked Stitch, 390 Franklin St., retail yarn & knitting services (new owner)

PROFESSIONAL:

New Day Chiropractic, 263 Franklin St., chiropractic services

CONTRACTOR:

Terpence Construction, home on East Court St.

Petro Construction LLC, new construction at 550 Old Franklin Tnpk.

TOWN OF ROCKY MOUNT
Investment Portfolio
at February 29, 2016

<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>
Fixed Income / Bonds:									
FHLMC	3/30/2016	12/30/2020	210,000	100.060	210,126.00	1.99%	2.00%	3134G8BH1	4,200.00
FNMA	12/26/2013	12/26/2017	500,000	100.048	500,240.00	0.99%	0.99%	3135G0SJ3	5,000.00
Bond Totals			<u>710,000</u>		<u>710,366.00</u>	1.49% avg. return			<u>9,200.00</u>
Certificates of Deposits:									
Ally BK Midvale UT		1/2/2018	230,000	100.157	230,361.10	1.49%	1.50%	02006LNA7	3,450.00
Am Express Centurion		5/28/2020	245,000	100.409	246,002.05	2.04%	2.05%	02587DYH5	5,022.50
Bank Hampton Rds. VA		9/27/2017	245,000	99.887	244,723.15	1.00%	1.00%	062492BH5	2,450.00
Bank of Perry Co. Tenn		2/20/2018	248,000	100.734	249,820.32	1.24%	1.25%	06425KBN8	3,100.00
Barclays BK Del Retail		8/20/2019	225,000	101.201	227,702.25	2.07%	2.10%	06740LHV2	4,725.00
CIT BK Salt Lake UT		4/10/2017	190,000	100.054	190,102.60	0.99%	1.00%	17284CBJ2	1,900.00
Com Bk Harrogate TN		8/25/2016	245,000	100.036	245,088.20	0.99%	1.00%	20143PCV0	2,450.00
Discover Bk Greenwood DL		7/22/2020	245,000	101.342	248,287.90	2.26%	2.30%	254671VH0	5,635.00
Essa BK Stroudsburg PA		11/30/2016	245,000	100.097	245,237.65	0.99%	1.00%	29667RGE7	2,450.00
Everbank Jacksonville FL		3/29/2019	245,000	100.861	247,109.45	1.48%	1.50%	29976DW3	3,675.00
First Merchants BK N A		9/30/2019	245,000	101.122	247,748.90	1.97%	2.00%	32082BDS5	4,900.00
Goldman Sachs USA		1/13/2021	245,000	101.733	249,245.85	2.26%	2.30%	38148J5F4	5,635.00
State BK India NY NY		12/5/2019	245,000	101.704	249,174.80	2.16%	2.20%	8562843E2	5,390.00
Synchrony Bk Retail CTF		6/13/2019	230,000	101.286	232,957.80	1.97%	2.00%	87164YAP9	4,600.00
Whitney BK Gulfport MS CTF		8/18/2016	245,000	100.002	245,004.90	59.00%	0.60%	966594AF0	1,470.00
CD Totals			<u>3,573,000</u>		<u>3,598,566.92</u>	5.46% avg. return			<u>56,852.50</u>
Total Investments			<u>4,283,000</u>		<u>4,308,932.92</u>	4.99% avg. return			<u>66,052.50</u>

<u>Month</u>	<u>LGIP</u>	<u>Effective</u>
	<u>Balance</u>	<u>Yield</u>
Feb-15	65,977.38	0.12%
Mar-15	431,251.31	0.12%
Apr-15	448,365.07	0.13%
May-15	965,221.12	0.13%
Jun-15	1,336,421.94	0.13%
Jul-15	1,353,469.46	0.15%
Aug-15	1,427,079.03	0.17%
Sep-15	1,820,172.63	0.17%
Oct-15	1,843,408.19	0.18%
Nov-15	1,459,985.45	0.19%
Dec-15	1,362,202.20	0.28%
Jan-16	1,378,906.26	0.40%
Feb-16	1,395,966.46	0.44%

TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MARCH 31, 2016

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	THIS YEAR
GENERAL FUND - Local Revenues:						
Real Estate Tax	101,056	230,171	565,773	535,331	567,382	99.72%
Public Service Tax	625	28,308	758	41,435	28,605	2.65%
Personal Property Tax	57,251	32,895	295,382	184,428	222,044	133.03%
Machinery & Tools Tax	-	59,537	81,603	105,259	105,563	77.30%
Penalties on Tax	2,201	1,847	7,119	4,300	3,500	203.39%
Interest on Tax	91	208	1,549	2,123	1,700	91.11%
Local Sales Tax	9,733	11,180	98,546	96,164	173,368	56.84%
Meals Tax	117,536	96,859	897,732	856,043	1,386,000	64.77%
Utility Tax	25,468	30,625	220,053	223,209	330,000	66.68%
Communications Tax	15,636	15,878	126,159	130,485	223,200	56.52%
Decals	-	-	-	-	-	0.00%
Bank Stock Tax	-	-	-	-	213,000	0.00%
Penalty-Meals Tax	80	64	2,223	2,764	2,000	111.16%
Interest-Meals Tax	2	3	163	733	800	20.42%
Lodging Tax	8,125	7,043	72,141	67,173	113,388	63.62%
Cigarette Tax	7,391	8,782	66,102	79,499	101,400	65.19%
BPOL-Retail	703	5,312	10,430	12,360	350,000	2.98%
BPOL-Professional	10	510	15,910	10,391	142,000	11.20%
BPOL-Contractor	2,052	945	3,926	2,392	13,750	28.55%
BPOL-Repairs/Services	1,969	1,902	19,008	5,457	131,000	14.51%
BPOL-Alcoholic Beverages	-	-	-	75	650	0.00%
BPOL-Penalty/Interest	-	3	3,211	2,372	2,000	160.53%
BPOL-Amusement	-	-	-	-	200	0.00%
BPOL-Utility	10,555	3,227	10,555	3,227	12,000	87.95%
BPOL-Miscellaneous	-	50	150	183	2,500	6.00%
Solicitor Permits	-	-	-	-	-	0.00%
Farmer's Market Fees	1,200	550	2,359	2,219	3,000	78.63%
Welcome Center Fees	490	320	3,920	3,315	3,500	112.00%
Planning/Zoning Fees	1,415	920	6,952	7,520	8,000	86.90%
Court Fines	3,179	12,756	31,819	36,398	48,000	66.29%
Parking Fines	-	-	165	145	100	165.00%
Garbage Violation Fines	180	-	332	-	-	0.00%
Interest Earnings	-	10,049	29,108	44,936	42,576	68.37%
Return Check Fees	20	80	365	540	450	81.11%
Rental of Property	-	-	420	420	420	100.00%
Bond Proceeds	-	-	-	-	1,500,000	0.00%
Mortgage Payments	256	256	2,305	2,817	3,073	75.00%
Loan Repayment - Paving	-	1,455	7,276	4,366	-	0.00%
Sale of Materials	-	-	-	960	-	0.00%
Sale of Property	-	-	-	-	-	0.00%
Grave Preparation	-	-	1,875	1,500	1,500	125.00%
Security Services	285	-	2,514	1,673	3,660	68.69%
Passport Service Fees	956	2,478	7,342	8,468	10,000	73.42%
Police Reports	63	-	720	739	1,000	72.00%
Fingerprint Service Fees	50	-	330	315	400	82.50%
Garbage Collection Fees	7,758	7,772	60,818	60,492	89,400	68.03%
Truck Rental Program	60	10	240	70	100	240.00%
Credit Card Fees	121	179	1,432	497	1,800	79.53%
Weed Control Fees	101	-	101	153	-	0.00%
Miscellaneous Services	91	-	152	50	100	151.77%
Transfer from Utility Fund	-	-	-	-	-	0.00%
Donations	-	-	47	43	-	0.00%
Merchandise Sales	-	-	214	186	-	0.00%
Miscellaneous	-	301	277	2,234	-	0.00%

**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MARCH 31, 2016**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
Community Grant-Police Dept.	-	-	2,000	-	2,000	100.00%
Recoveries	285	-	3,745	-	-	0.00%
Unrealized Gain on Investments	-	27,221	13,849	22,801	-	0.00%
Appropriated Fund Balance	-	-	-	-	849,082	0.00%
Total Local Revenues	376,994	599,693	2,679,170	2,568,261	6,694,211	40.02%
GENERAL FUND - State Revenues:						
Rolling Stock Tax	-	-	3,748	3,645	3,600	104.12%
Litter Tax	-	-	2,640	2,611	2,500	105.60%
Rental Tax	-	-	91	63	-	0.00%
Fire Programs	-	-	13,689	12,972	12,972	105.53%
PPTRA from the State	-	-	53,861	53,861	53,861	100.00%
VDOT Grants	-	-	17,728	-	-	0.00%
DMV Mini Grants	5,261	1,038	12,852	10,877	5,103	251.84%
Street Maintenance	335,840	320,971	1,007,519	962,912	1,309,366	76.95%
Volunteer Fire Dept.	-	-	15,000	15,000	30,000	50.00%
Law Enforcement-599 Funds	271,115	27,115	81,345	81,345	108,460	75.00%
Police Grants	-	-	4,000	-	6,260	63.90%
FEMA Grants	-	-	-	-	473,400	0.00%
Va. Commission of the Arts Grant	-	-	1,360	-	-	0.00%
Other Categorical Aid-County	-	-	100,000	-	-	0.00%
Other Categorical Aid-Schools	-	-	29,632	29,632	29,632	100.00%
Total State Revenues	612,215	349,124	1,343,464	1,172,918	2,035,154	66.01%
TOTAL GENERAL FUND REVENUES	989,209	948,817	4,022,633	3,741,179	8,729,365	46.08%
UTILITY FUND REVENUES:						
Water Sales	86,454	86,367	729,839	672,573	1,070,400	68.18%
gallons billed	17,389,905	17,160,660	157,788,599	153,920,555		
Water Connections	4,275	18,050	18,825	35,358	22,440	83.89%
Reconnect Fees	275	925	2,775	6,050	4,500	61.67%
Penalties	2,108	2,272	20,625	18,649	17,000	121.32%
Bulk Water Purchases	-	-	1,975	3,217	5,000	39.50%
Sewer Collection Charges	58,481	56,339	471,666	430,047	680,040	69.36%
gallons billed	13,797,825	13,633,724	119,978,062	115,386,691		
Sewer Connections	1,000	18,855	9,000	23,758	9,500	94.74%
Cell Tower Rent	4,226	7,821	33,417	35,193	47,052	71.02%
Recoveries	-	-	441	1,115	-	0.00%
Bond Proceeds	-	-	-	-	-	0.00%
Meals Tax Transfer (in fund 05 for fy 15)	-	-	-	-	-	0.00%
Transfer from General Fund	-	-	-	-	86,888	0.00%
Appropriated Fund Balance	-	-	-	-	769,000	0.00%
TOTAL UTILITY FUND REVENUES	156,818	190,629	1,288,563	1,225,959	2,711,820	47.52%

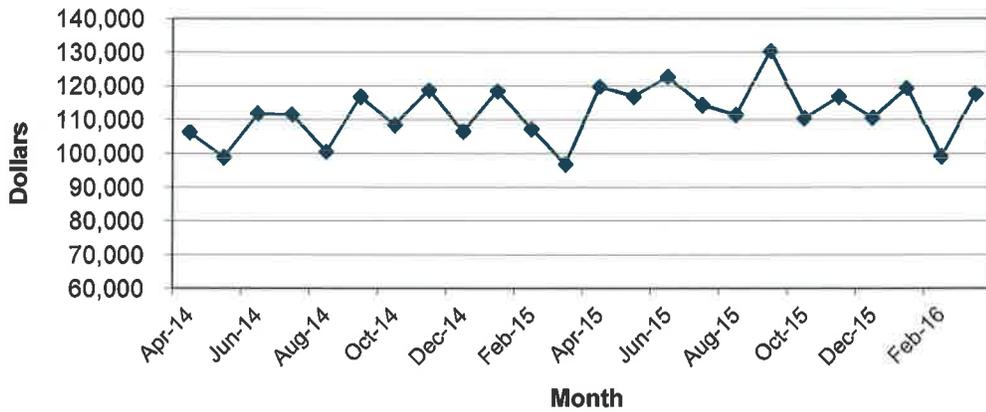
**TOWN OF ROCKY MOUNT
REVENUE COMPARISONS
AS OF MARCH 31, 2016**

REVENUE SOURCE	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
CAPITAL PROJECTS REVENUES:						
Uptown Loan Repayments	-	449	-	9,383	-	0.00%
Microenterprise Loan Payments	190	58	850	233	-	0.00%
Program Income (Needmore project)	-	-	-	3,432	-	0.00%
Historic Tax Credits	-	-	-	-	-	0.00%
Bonds / Loans	-	-	-	-	-	0.00%
EDA Loan Repayment	-	-	544,829	-	-	0.00%
Transfers from General Fund	-	-	-	-	-	0.00%
Appropriated Fund Balance	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS REVENUES	190	508	545,679	13,048	-	0.00%
UTILITY CAPITAL REVENUES:						
Proceeds from Bond	-	-	-	-	65,000	0.00%
Capital Recovery Fees-Water	23,149	18,122	169,604	122,295	201,696	84.09%
Capital Recovery Fees-Sewer	18,894	15,495	140,286	109,588	195,350	71.81%
Capital Recovery Fees-Garbage	1,650	1,654	14,931	14,939	19,945	74.86%
Appropriated Fund Balance	-	-	-	-	47,803	0.00%
Meals Tax Transfer (in fund 02 for fy 14)	-	-	-	257,139	-	0.00%
Transfer from Other Funds	-	-	-	-	-	0.00%
TOTAL UTILITY CAPITAL REVENUES	43,693	35,272	324,821	503,962	529,794	61.31%
PERFORMANCE VENUE REVENUES:						
Transfers from General Fund	-	-	-	-	289,310	0.00%
TOTAL PERFORMANCE VENUE REVENUES	-	-	-	-	289,310	0.00%
9 months of the 12 months of the fiscal year						75.00%

**TOWN OF ROCKY MOUNT
MEALS TAX COLLECTIONS**

Month	Collections
Apr-14	106,223
May-14	98,887
Jun-14	111,723
Jul-14	111,448
Aug-14	100,522
Sep-14	116,710
Oct-14	108,467
Nov-14	118,725
Dec-14	106,535
Jan-15	118,367
Feb-15	107,244
Mar-15	96,859
Apr-15	119,709
May-15	116,730
Jun-15	122,695
Jul-15	114,250
Aug-15	111,303
Sep-15	130,219
Oct-15	110,364
Nov-15	116,664
Dec-15	110,434
Jan-16	119,400
Feb-16	99,134
Mar-16	117,536

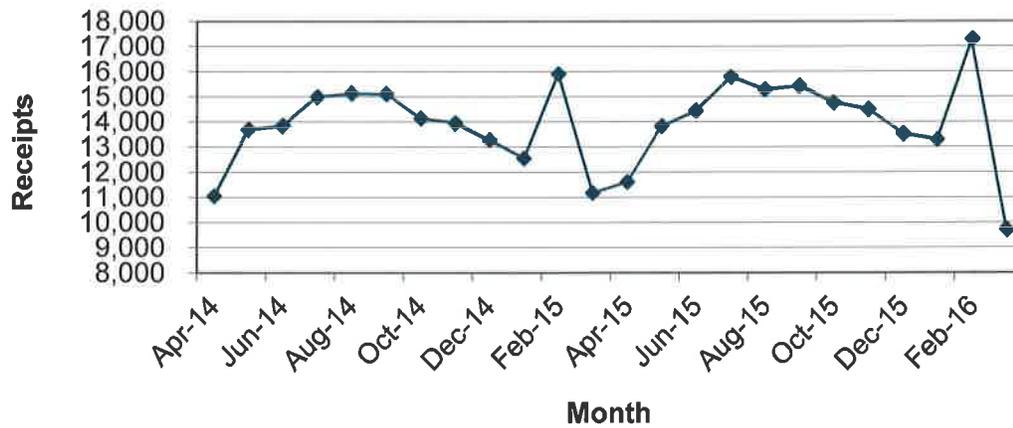
Meals Tax Collections



Town of Rocky Mount
Local Sales Tax

Apr-14	11,061
May-14	13,709
Jun-14	13,862
Jul-14	15,006
Aug-14	15,131
Sep-14	15,111
Oct-14	14,145
Nov-14	13,969
Dec-14	13,288
Jan-15	12,560
Feb-15	15,912
Mar-15	11,180
Apr-15	11,616
May-15	13,835
Jun-15	14,434
Jul-15	15,795
Aug-15	15,283
Sep-15	15,428
Oct-15	14,783
Nov-15	14,500
Dec-15	13,547
Jan-16	13,307
Feb-16	17,249
Mar-16	9,733

Local Sales Tax



TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MARCH 31, 2016

ACTIVITY	MONTH		YEAR TO DATE		BUDGET	% OF
	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR	THIS YEAR	BUDGET THIS YEAR
GENERAL FUND:						
Mayor & Council	4,023	5,528	54,589	67,995	87,008	62.74%
Town Manager	21,436	18,912	176,937	163,501	223,142	79.29%
Town Attorney	5,915	7,228	24,810	24,072	36,240	68.46%
Finance Department	36,701	20,827	233,600	244,490	331,039	70.57%
Electorial Board	-	-	-	-	2,800	0.00%
Police Department	129,337	120,808	1,268,660	1,280,382	1,983,956	63.95%
Volunteer Fire Dept.	20,167	22,114	86,475	99,914	745,978	11.59%
Public Works Admin.	404	963	8,448	34,981	17,133	49.31%
Street Lights	8,637	8,576	78,862	82,721	111,178	70.93%
Traffic Control & Parking	1,845	4,245	47,716	55,124	72,686	65.65%
Streets	40,083	28,505	993,877	657,868	990,287	100.36%
Sidewalks & Curbs	1,110	-	4,315	4,827	13,181	32.74%
40 East Sidewalks/Crosswalks	51,474	-	77,895	58,160	-	0.00%
Scuffling Hill Drainage	1,000	-	67,260	-	462,500	14.54%
Bernard Rd Drainage	-	-	-	-	120,000	0.00%
Street Cleaning	2,160	3,682	15,938	17,547	20,953	76.06%
Refuse Collection	10,147	6,828	162,171	115,066	202,748	79.99%
Snow Removal	7,958	25,905	35,979	28,579	29,408	122.34%
Municipal Building	7,867	4,374	74,059	56,248	137,850	53.72%
Emergency Services Bldg.	6,121	9,027	57,232	78,980	65,650	87.18%
Public Works Building	1,693	2,014	9,840	13,784	22,800	43.16%
Cemetery	315	30	9,880	10,980	21,023	47.00%
Playgrounds	77	195	31,707	16,080	35,670	88.89%
Gilley's Park	-	-	-	-	25,000	0.00%
Veterans Memorial Park Erosion	-	-	-	473	900,000	0.00%
Planning & Zoning	12,450	8,914	99,055	83,225	134,567	73.61%
Community Development	18,865	16,742	157,615	133,289	224,705	70.14%
Citizen's Square	2,746	2,125	11,691	14,752	14,035	83.30%
Hospitality Center	984	1,465	22,923	16,032	32,362	70.83%
Passport Services Expenses	46	77	1,184	340	2,070	57.18%
Economic Development Authority	-	-	123	40	2,000	6.16%
Remediation of Blighted Structures	-	-	-	18,125	20,000	0.00%

**TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MARCH 31, 2016**

	MONTH		YEAR TO DATE		BUDGET	% OF BUDGET
Non-Departmental:						
Wages & Fringes	1,786	1,907	37,324	33,019	61,852	60.34%
Employee Wellness Program	-	-	1,519	4,450	2,381	63.82%
Employee Drug Testing	-	-	437	641	1,577	27.72%
Insurance	-	-	70,531	67,853	81,567	86.47%
Contributions to Others	-	-	16,500	22,500	16,500	100.00%
Debt Service-Principal	-	-	165,000	215,000	220,000	75.00%
Debt Service-Interest	-	-	42,499	67,434	44,574	95.34%
New Debt Service-Principal & Interest	-	-	-	-	158,447	0.00%
Transfer to Utility Operating Fund	-	-	-	-	86,888	0.00%
Transfer to Utility Capital Fund	-	-	-	257,139	-	0.00%
Transfer to Capital Proj. Fund	-	-	-	-	-	0.00%
Transfer to Performance Operations	-	-	-	-	289,310	0.00%
Contingency - General Purposes	-	-	-	-	50,000	0.00%
Contingency - Harvester Operations	-	-	-	-	60,000	0.00%
Contingency - Contributions & Special Event	-	-	-	-	10,550	0.00%
Contingency - Pay Adjustments	-	-	-	-	26,913	0.00%
Contingency - to reimburse fund balance	-	-	-	-	530,837	0.00%
TOTAL GENERAL FUND EXPENDITURES	395,345	320,988	4,146,653	4,045,611	8,729,365	47.50%
WATER & SEWER FUND:						
Water System Operation	8,644	15,183	75,241	120,395	150,486	50.00%
Meter Reading	2,274	2,693	26,949	28,225	42,490	63.43%
Water Plant	50,045	40,082	391,586	378,163	605,080	64.72%
Belmont Dr. Water Line Replacement	-	-	-	30,268	-	0.00%
Wastewater System Operation	15,859	12,135	67,191	74,528	145,936	46.04%
Wastewater Treatment Plant	37,758	35,370	293,854	278,260	475,819	61.76%
Utility Billing & Administration	19,042	12,091	93,636	105,989	162,303	57.69%
Non-Departmental:						
Wages & Fringes	-	-	3,861	3,701	-	0.00%
Insurance	-	-	23,510	22,618	25,131	93.55%
Debt Service-Principal	-	-	280,000	221,000	225,000	124.44%
Debt Service-Interest	-	-	55,061	53,071	91,078	60.45%
Transfer to Capital Projects Fund	-	-	-	-	-	0.00%
Transfer to General Fund	-	-	-	-	-	0.00%
Contingency - Utility Operating Purposes	-	-	-	-	12,500	0.00%
Contingency - Pay Adjustments	-	-	-	-	6,997	0.00%
Contingency - to reimburse fund balance	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	769,000	0.00%
TOTAL WATER & SEWER FUND EXPENSES	133,622	117,553	1,310,890	1,316,216	2,711,820	48.34%
CAPITAL IMPROVEMENTS FUND:						
Microenterprise Loan Program	-	-	15,000	20,000	-	0.00%
Performance Venue Renovations	-	4,000	-	137,946	-	0.00%
Transfer to General Fund	-	-	-	-	-	0.00%
TOTAL CAPITAL PROJECTS EXPENDITURES	-	4,000	15,000	157,946	-	0.00%

TOWN OF ROCKY MOUNT
EXPENDITURE COMPARISONS
AS OF MARCH 31, 2016

	<u>MONTH</u>		<u>YEAR TO DATE</u>		<u>BUDGET</u>	<u>% OF BUDGET</u>
UTILITY CAPITAL FUND:						
Water Distribution Capital	-	3,000	9,116	49,713	20,000	45.58%
Water Treatment Plant Small Capital	-	2,625	5,784	65,143	-	0.00%
Oak St Water Line Replacement	-	-	751	-	-	0.00%
Orchard Ave. Water Line Replacement	-	-	13,085	-	-	0.00%
Pendleton Water Tanks Removal	-	-	-	-	-	0.00%
Water Treatment Plant Chlorine Conversion	-	-	132,943	-	-	0.00%
Water Treatment Plant Pump Impeller	-	-	14,123	-	10,000	141.23%
Water Treatment Plant Parking Lot Repaving	-	-	-	-	18,000	0.00%
Lee Waid Water Line Replacement	-	-	17,189	-	-	0.00%
220 South Water Tank Mixer	-	-	97,739	-	135,000	72.40%
Sewer Collection Capital	-	-	-	39,874	18,000	0.00%
Scuffling Hill Sewer Line	-	-	-	-	65,000	0.00%
Wastewater Plant Small Capital	-	5,641	4,883	77,086	6,000	81.38%
Hillcrest Sewer Replacement	-	-	-	-	48,000	0.00%
Wastewater Plant Clarifier Brushes	-	-	-	-	30,000	0.00%
Wastewater Push Camera	-	-	9,692	-	12,000	80.77%
Non-Departmental - Utility Capital	-	-	-	-	-	0.00%
New Debt Service - Principal & Interest	-	-	-	-	7,177	0.00%
Contingency	-	-	-	-	(75,000)	0.00%
Reserved Fund Balance Transfer	-	-	-	-	-	0.00%
TOTAL UTILITY CAPITAL EXPENDITURES	-	11,266	305,306	231,815	294,177	103.78%
PERFORMANCE VENUE OPERATIONS:						
Performance Venue Operations:						
Wages - Full Time	9,155	8,932	74,762	74,535	119,016	62.82%
Wages - Part Time	1,751	1,661	13,090	16,259	23,000	56.91%
Wages - Security	2,055	975	11,280	20,325	32,000	35.25%
Fringes	5,144	4,387	38,356	42,458	52,010	73.75%
Contractual Services	1,339	-	38,702	33,682	15,260	253.61%
Security Services	-	-	-	1,299	-	0.00%
Custodial Services	-	1,138	-	9,812	-	0.00%
Repairs & Maintenance	-	-	2,908	1,571	2,500	116.31%
Advertising	-	225	-	112,763	-	0.00%
Printing & Binding	-	539	-	5,231	-	0.00%
Postage & Delivery Services	-	63	-	645	-	0.00%
Licenses & Permits	40	-	754	665	-	0.00%
Utilities	-	-	10,451	19,182	35,000	29.86%
Communications	130	578	3,903	6,384	10,524	37.09%
Travel & Training	-	132	-	483	-	0.00%
Dues & Memberships	-	-	-	634	-	0.00%
Stipends	-	-	-	-	-	0.00%
Office Supplies	-	598	-	9,583	-	0.00%
TOTAL PERFORMANCE VENUE EXPENSE	19,615	19,228	194,206	355,511	289,310	67.13%
9 months of the 12 month fiscal year						75.00%

TOWN OF ROCKY MOUNT
 UTILITY BILLING
 WATER CONSUMPTION PERCENTAGES
 FOR THE MONTH OF MARCH 2016

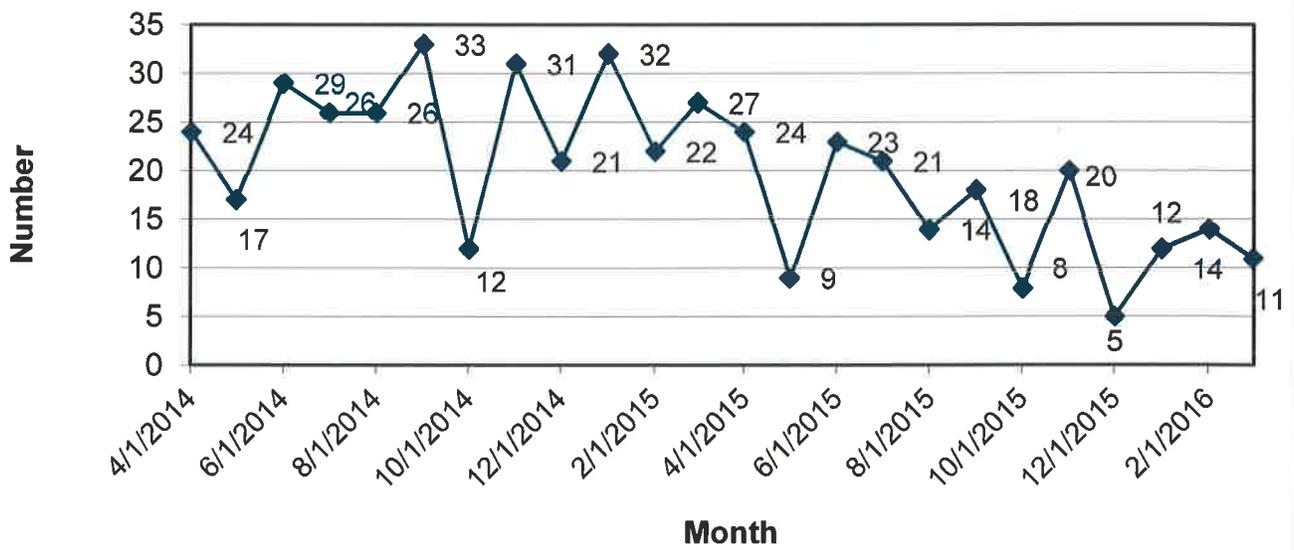
	TOTAL METERS	TOTAL GALLONS	TOTAL REVENUES	% METERS	% GALLONS	% REVENUES
IN-TOWN CUSTOMERS						
RESIDENTIAL	1,748	6,180,889	\$ 40,892	61%	36%	36%
COMMERCIAL	343	5,104,706	23,823	12%	29%	21%
INDUSTRIAL	49	2,878,290	\$ 10,316	2%	17%	9%
TOTAL	2,140	14,163,885	\$ 75,031	74%	81%	66%
OUT-OF-TOWN CUSTOMERS						
RESIDENTIAL	661	2,320,080	\$ 29,814	23%	13%	26%
COMMERCIAL	74	897,940	\$ 9,244	3%	5%	8%
INDUSTRIAL	2	8,000	\$ 81	0%	0%	0%
TOTAL	737	3,226,020	\$ 39,140	26%	19%	34%
				100%	100%	100%
GRAND TOTAL (ALL CUSTOMERS)						
RESIDENTIAL	2,409	8,500,969	\$ 70,707	84%	49%	62%
COMMERCIAL	417	6,002,646	\$ 33,067	14%	35%	29%
INDUSTRIAL	51	2,886,290	\$ 10,397	2%	17%	9%
TOTAL	2,877	17,389,905	\$ 114,171	100%	100%	100%

TOWN OF ROCKY MOUNT
UTILITY BILLING
PERCENT CONSUMPTION & PERCENT REVENUE
PER CUSTOMER CLASS
FISCAL YEAR 2016

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-15	34%	33%	31%	23%	16%	10%	81%	66%	12%	24%	7%	10%	0%	0%	19%	34%
Aug-15	35%	33%	30%	22%	15%	9%	80%	65%	13%	25%	7%	10%	0%	0%	20%	35%
Sep-15	34%	34%	34%	25%	14%	9%	82%	67%	12%	24%	6%	9%	0%	0%	18%	33%
Oct-15	32%	32%	34%	25%	17%	10%	82%	67%	11%	23%	6%	10%	0%	0%	18%	33%
Nov-15	33%	34%	33%	24%	16%	9%	82%	67%	11%	24%	6%	10%	0%	0%	18%	33%
Dec-15	34%	34%	31%	22%	17%	10%	82%	66%	12%	24%	7%	10%	0%	0%	18%	34%
Jan-16	38%	36%	28%	21%	16%	9%	82%	66%	12%	24%	6%	10%	0%	0%	18%	34%
Feb-16	35%	35%	28%	20%	17%	9%	80%	64%	13%	26%	7%	9%	0%	0%	20%	36%
Mar-16	36%	36%	29%	21%	17%	9%	81%	66%	13%	26%	5%	8%	0%	0%	19%	34%
Apr-16																
May-16																
Jun-16																
Average	35%	34%	31%	23%	16%	9%	81%	66%	12%	24%	6%	10%	0%	0%	19%	34%

***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 2016 (year ended 6/30/16).

Number of Water Cut-off's



TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
February-16

Water Plant Finished Water Pumped		<u>21,320,000</u>
Water Consumption Billed	17,389,905	
Meters Read and Not Billed	831,770	
Water Obtained from Water Plant (to bill)	-	
Water Obtained from Public Works Hydrant (to bill)	-	
Flushing Water Lines Reported to WTP or PW	82,000	
Flow Meter Checks at Hydrants	-	
 Grand Total of Water Metered / Consumed / Tracked		 <u>18,303,675</u>
 Percent Finished Water Accounted		 85.85%

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	70
002-0317-30-01	Public Works Bldg-new bldg	1,000
004-1067-00-01	Veteran's Memorial Park	-
005-1300-00-01	Mary Elizabeth Park	-
005-1343-10-01	Harvester Performance Center	7,000
005-1384-00-01	Farmer's Market	500
005-1457-00-01	Municipal Bldg.	3,000
006-1710-00-01	Welcome Center / Depot	200
009-2523-50-01	Emergency Services Bldg.	11,000
011-0050-90-01	Rt 122 Pump Station	-
041-0034-00-01	WasteWater Treatment Plant	143,000
	Water Plant Process	666,000

TOTAL Meters Not Billed		<u>831,770</u>
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Water Line Repairs by Public Works during the month:

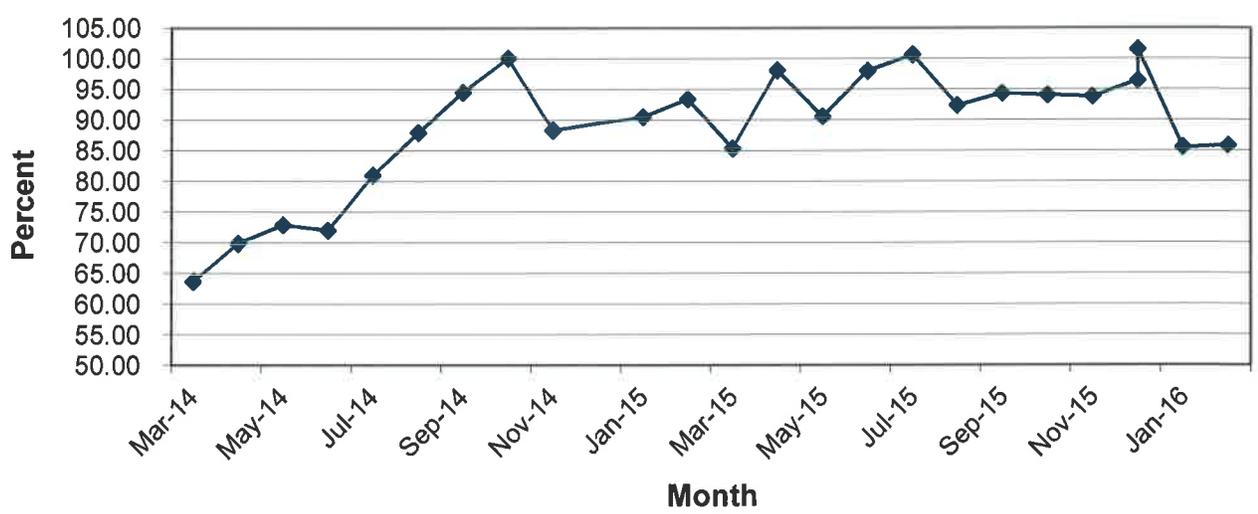
- 6" line on Spring Street
- 2" line on Mary Coger Lane

Sewer Line Repairs by Public Works during the month:

TOWN OF ROCKY MOUNT
WATER ACCOUNTABILITY
FISCAL YEAR 2016

Month	Finished Water Treated	Total Water Gallons Accounted	Percent Accounted	Monthly Gallons Variance	Average Accounted Variance per Quarter	Average Monthly Variance per Quarter
Jul-15	22,100,000	22,249,622	100.68%	(149,622)		
Aug-15	25,140,000	23,225,535	92.38%	1,914,465		
Sep-15	24,600,000	23,207,716	94.34%	1,392,284	95.80%	1,052,376
Oct-15	22,360,000	21,025,298	94.03%	1,334,702		
Nov-15	22,540,000	21,145,508	93.81%	1,394,492		
Dec-15	21,020,000	21,334,334	101.50%	(314,334)	96.45%	804,953
Jan-16	21,500,000	18,395,991	85.56%	3,104,009		
Feb-16	21,320,000	18,303,675	85.85%	3,016,325		
Mar-16				-	85.71%	3,060,167
Apr-16				-		
May-16				-		
Jun-16				-	0.00%	-
AVG.	22,572,500	21,110,960	93.52%	1,461,540	92.65%	1,639,165
TOTAL	180,580,000	168,887,679		11,692,321		
Monthly Avg. Percent Unaccounted =			6.48%			
Monthly Avg. Percent Accounted =			93.52%			
8 out of 8 months this fiscal year > 80% accountability						

Water Accountability %



**TOWN OF ROCKY MOUNT
UTILITY PROFILE
FISCAL YEAR 2016**

Month	Plant Hrs.	Raw Water Drawn	Monthly Avg. % of capacity	Finished water Treated	Monthly Avg. % of capacity	Total Water Gallons Accounted (A)(B)	Pct. Accounted	Connections	Wastewater Monthly Flow	Monthly Avg. % of Capacity	Total Sewer Gallons Billed	Pct. Account ed
Jul-15	294.50	22,910,000	36.95%	22,100,000	35.65%	22,249,622	100.68%	2,900	16,988,000	27.40%	15,241,932	89.72%
Aug-15	313.10	26,260,000	42.35%	25,140,000	40.55%	23,225,535	92.38%	2,900	16,523,000	26.65%	15,263,589	92.38%
Sep-15	312.00	25,830,000	43.05%	24,600,000	41.00%	23,207,716	94.34%	2,878	23,790,000	39.65%	16,375,932	68.84%
Oct-15	285.20	23,060,000	37.19%	22,360,000	36.06%	21,025,298	94.03%	2,903	35,464,000	57.20%	15,313,481	43.18%
Nov-15	288.00	23,420,000	39.03%	22,540,000	37.57%	21,145,508	93.81%	2,903	31,800,000	53.00%	14,416,358	45.33%
Dec-15	282.10	22,100,000	35.65%	21,020,000	33.90%	21,334,334	101.50%	2,890	34,472,000	55.60%	15,867,156	46.03%
Jan-16	288.30	22,380,000	36.10%	21,500,000	34.68%	18,395,991	85.56%	2,888	30,597,000	49.35%	13,701,789	44.78%
Feb-16	284.20	21,970,000	39.23%	21,320,000	38.07%	18,303,675	85.85%	2,877	43,210,000	77.16%	13,797,825	31.93%
Mar-16	294.50	24,200,000	39.03%	23,200,000	37.42%				31,961,000	51.55%		
Apr-16			0.00%		0.00%					0.00%		
May-16			0.00%		0.00%					0.00%		
Jun-16			0.00%		0.00%					0.00%		
AVG.	293.54	23,570,000	38.73%	22,642,222	37.21%	21,110,960	93.52%	2,892	29,422,778	48.62%	14,997,258	57.77%

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

DATE:	March 22, 2016
TO:	Rocky Mount Town Council
FROM:	Jeff Rakes
DEPARTMENT:	Fire Department
MONTH:	February 2016

The Rocky Mount Fire Department had a total of 40 calls for the month of February 2016. There were 19 calls inside town limits and 21 calls in the county.

The Fire Department vehicles traveled a total of 1274 miles answering all of these calls.

A total of 75 gallons of gasoline and 120 gallons of diesel fuel was used.

Of the 40 calls there was 2 structure fires, 1 Vehicle fire, 3 brush fires, 5 utility pole fires, 15 motor vehicle wrecks, 2 false alarms, 2 smoke alarms, 8 fire alarms, 1 gasoline leak, 1 assist rescue squad.

The Rocky Mount Fire Dept. trained for a total of 12 hours for the month of February.

We have 4 members in training at this time in hopes to receive their Firefighter 2 certificate.

MONTHLY STAFF REPORT

DATE:	April 5, 2016
TO:	Rocky Mount Town Council
FROM:	Chief Ken E. Criner, Jr.
DEPARTMENT:	Police Department
MONTH:	March

The 2nd Annual Easter Egg Hunt at Mary Elizabeth Park was a huge success thanks to the numerous donations of local businesses in Town.

ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

DATE: March 2016

JAN.

FEB.

MARCH

	JAN.	FEB.	MARCH
UNIFORM TRAFFIC SUMMONS ISSUED	85	63	145
TRAFFIC STOPS	220	139	343
SPEEDING TICKETS ISSUED	16	20	66
DUI	5	4	10
COLLISIONS INVESTIGATED (TREDS)	19	11	12
MOTORIST AIDES	63	43	55
CRIMINAL ARRESTS "MISDEMEANOR"	57	37	69
CRIMINAL ARRESTS "FELONY"	23	23	11
INCIDENTS ADDRESSED	2208	2042	2935
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	76	64	88
GRAND LARCENY WARRANTS	7	5	2
BREAKING & ENTERING REPORTS	1	0	0
BREAKING & ENTERING WARRANTS	2	0	0
BOLO'S (Be On Look Out)	40	28	40
FOLLOW-UP'S	65	34	48
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	1344	1294	1918
SCHOOL CHECKS	94	77	97
ALARM RESPONSES	25	35	23
OPEN DOORS, WINDOWS, ETC. UNSECURED	10	9	21
COURT HOURS	32.75	27.25	37.25
TRAINING HOURS:	220	407.5	274.5
SPECIAL ASSIGNMENT HOURS:	63.5	62.75	89.25
HARVESTER HOURS WORKED:	18	66.5	90
ECO/TDO	1	2	4
ECO/TDO Hours:	3	2.75	10.5

TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar: throughout the Town, Bernard Road, Greenview Drive, North & South Main Street, Grassy Hill Road, Tanyard Road, Pell Avenue, State Street, Old Franklin Turnpike, Scuffling Hill Road, Glenwood Drive, Green Meadow Lane and Windy Lane.
- ◇ There were 12 reportable accidents with 9 of the accidents on our public streets.

COMMUNITY OUTREACH:

- ◇ Residential Foot Patrols: Altice Mill Road, Anderson Street, Ann Sink Street, Avalon Street, Bernard Road, Bland Street, Booker T. Washington Highway, Brookshire Drive, Buckner Street, Bunny Lane, Byrd Lane, Candlewood Apartments, Cedar Street, Center Street, Circle Drive, Circle View Street, Claiborne Avenue, Cobb Street, Cornell Road, Cromwell Drive, Dent Street, Diamond Avenue, Donald Avenue, East Church Street, East Court Street, East Street, Edgemont Street, Fairlawn Drive, Friendly Street, Frontage Road, Glen Meadow Drive, Glenwood Drive, Goodview Street, Grayson Street, Grassy Hill Road, Green Meadow Lane, Greenview Avenue, Greer Lane, Hale Street, Harvey Street, Hatcher Street, Herbert Street, High Street, Highland Hills Road, Highview Terrace, Hillcrest Drive, Hilltop Drive, Jubal Pass, Knob Apartments, Knollwood Drive, Lakeview Drive, Law Street, Lawndale Drive, Leanor Street, Luke Street, Lynch Drive, Mamie Avenue, Maple Avenue, Mary Coger Lane, Maynor Street, Montview Avenue, Mountain View Drive, Musefield Road, Noel Street, Norris Street, North Main Street, Oak Street, Old Fort Road, Old Franklin Turnpike, Old Furnace Road, Orchard Avenue, Oxford Circle, Parker's Drive, Patterson Avenue, Pell Avenue, Pendleton Street, Perdue Lane, Randolph Street, Riverview Street, School Board Road, Scuffling Hill Road, Smithers Street, Spring Street, State Street, Summit Drive, Sycamore Street, Taliferro Street, Tanyard Village, Trail Drive, Walnut Street, Warren Street, West Church Street, West College Street, West Court Street, Whitten Street, Willow Avenue, Wilson Street, Windsor Drive, Windy Lane, Woodlawn Drive, Wrays Street and Wray's Chapel Road.
- ◇ Business Foot Patrols: Aaron's, ABC Store, Advance Auto Parts, All American Car Wash, Ameristaff, Angle Hardware, Applebee's, Arrington Sports Awards, Auto Zone, BB& T Bank, BFMS, Bojangles, Bootleggers Café, Brookside Swim Club, Burger King, C-Mart, Carter Bank & Trust, Carter' Jewelry, CATCE Center, China City, Christian Heritage Academy, Comfort Inn, Cook Out, Country Kids Day Care, Cox's, CVS, Dairy Queen, Davenport Ga, Davis Law Firm, DMV, Dollar General, Dollar Tree, Domino's, Eagle Cinema, El Rio, El Rodeo, Empire Foods, Family Dollar, Family Pharmacy, Farmer's Market, Fast Stop, FCHS, First Baptist Church, Fisher Auto Parts, Fleetwood Homes, Food Lion, Francis of Assisi, Franklin Auto Glass, Franklin Center, Franklin Community Bank, Franklin County Dialysis, Franklin County Health Department, Franklin Dental Associates, Franklin Finance, Franklin Health Care, Franklin Heights Baptist Church, Franklin Memorial Hospital, Franklin Outdoors, Franklin Street, Frank's Pizza, Free Clinic, Furnace Creek Baptist Church, Get Ur Fix, Goodwill, The Grainery, Gusler's Alignment, Hardee's, Harper's Plumbing, Harvester Center, Haywood's Jewelry, Hema's, Holiday Inn Express, Hub Restaurant, Industrial Avenue, Ippys, J & J Fashions, Kay's Corner, Kentucky Fried Chicken, Kids Corner, Kim's Nails, Kroger, Lee M. Waid, Little Ceasers, Lowe's, Lynch Park, Mary Bethune Park, Mary Elizabeth Park, McDonalds, Member One, ModuKraft, Moose Lodge, NAPA, National Guard Armory, Newbold, North Main Street, Old Franklin Turnpike, Papa Johns, Peebles, Pell Animal Clinic, Pet Clinic, Piedmont Community Services, Pizza Hut, Pizza King, Plygem, Probation & Parole, Quiznos', Radio Shack, Riverside Minute Market, Rocky Mount Bowling Center, Rocky Mount Christian Church, Rocky Mount Elementary, Rocky Mount Public Works, Roses, Schewel's, School Board Road, Sheetz, Shell Station, Shoe Show, South Main Street, Step Inc., Subway, Sun Tan City, Sunoco, Suntrust Bank, Tanyard Road, Trinity Missions, Trinity Packaging, US Cellular, Valley Star Bank, Veteran's Park, Walgreens, Wal-Mart, Wendy's, Women's Shelter, YMCA and The Zone.

MISCELLANEOUS:

- ◇ March 1st, 2016 - Open Door "FCHS"
- ◇ March 1st, 2016 - Open Door "Franklin Auto Glass"
- ◇ March 4th, 2016 - Open Door "265 East Court Street"
- ◇ March 4th, 2016 - Open Door "Edelman Technologies"
- ◇ March 5th, 2016 - Open Door "190 South Main Street"
- ◇ March 6th, 2016 - Open Door "Blue Ridge Performing Arts"
- ◇ March 6th, 2016 - Open Door "Rocky Mount Public Works"
- ◇ March 7th, 2016 - Open Door "Food Bank"
- ◇ March 9th, 2016 - Open Door "575 Franklin Street"
- ◇ March 9th, 2016 - Open Door "354 Franklin Street"
- ◇ March 9th, 2016 - Open Door "375 Franklin Street"
- ◇ March 10th, 2016 - Open Door "Advance Auto Parts"
- ◇ March 10th, 2016 - Open Door "FCHS"
- ◇ March 10th, 2016 - Open Door "508 Franklin Street"
- ◇ March 10th, 2016 - Open Door "354 Franklin Street"
- ◇ March 15th, 2016 - Open Door "FCHS"
- ◇ March 24th, 2016 - Traffic Control for FCHS Tractor Parade
- ◇ March 26th, 2016 - 2nd Annual Easter Egg Hunt at Mary Elizabeth Park
- ◇ March 28th, 2016 - Open Door "FCHS"
- ◇ March 29th, 2016 - Open Door "Brookside Swim Club"
- ◇ March 29th, 2016 - Open Door "The Harvester"
- ◇ March 29th, 2016 - Open Door "375 Franklin Street"
- ◇ March 30th, 2016 - Open Door "BB&T Bank"

CRIMINAL ARRESTS & LOCATIONS:

Possession of Oxycodone	Floyd Avenue
Possession of Oxycodone	South Main Street
Possession of Schedule IV Drug	Floyd Avenue
Possession of Schedule IV Drug	South Main Street
Possession of Schedule I or II Drug	Old Franklin Turnpike (x 2)
Possession of Marijuana	Old Franklin Turnpike (x 3)
Possession of Marijuana	North Main Street (x 2)
Possession of Marijuana	Pell Avenue
Possession of Marijuana	Claiborne Avenue
Possession of Drug Paraphernalia	Floyd Avenue (x 2)
Felony Driving Under the Influence	Green Meadow Lane
Driving Under the Influence – 2 nd Offense	Old Franklin Turnpike
Driving Under the Influence	Old Franklin Turnpike (x 2)
Driving Under the Influence	Bernard Road (x 2)
Driving Under the Influence	Hatcher Street
Driving Under the Influence	Circle Drive
Driving Under the Influence	Tanyard Road
Driving Under the Influence	Donald Avenue
Drunk In Public	Old Franklin Turnpike (x 3)
Drunk In Public	Floyd Avenue (x 2)
Drunk In Public	Bernard Road (x 2)
Drunk In Public	Mamie Avenue
Drunk In Public	Sycamore Street
Drunk In Public	Perdue Lane
Possession of Alcohol Underage	Pendleton Street

Possession of Alcohol Underage	North Main Street
Open Container	North Main Street
Refusal of Blood/Breath Test	Bernard Road
Refusal of Blood/Breath Test	Green Meadow Lane
Malicious Wounding	Old Franklin Turnpike
Domestic Assault	Hatcher Street (x 2)
Domestic Assault	Sycamore Street
Domestic Assault	Wrays Chapel Road
Domestic Assault	Montview Avenue
Simple Assault	Tanyard Road (x 3)
Felony Shoplifting	Old Franklin Turnpike
Shoplifting	Old Franklin Turnpike (x 4)
Shoplifting	Tanyard Road
Credit Card Fraud	Green Meadow Lane
Grand Larceny	Green Meadow Lane
Larceny of Credit Card	Green Meadow Lane
Brandish A Firearm	Tanyard Road
Possession of a Weapon on School Property	Tanyard Road
Disorderly Conduct	Tanyard Road (x 2)
Disorderly Conduct	North Main Street
Disorderly Conduct	Perdue Lane
Threats	Tanyard Road
Provide False Identity to Police	Windy Lane
Underage Possession of Tobacco	North Main Street
Warrant Service (Capias)	Perdue Lane (x 2)
Warrant Service (Capias)	Windy Lane
Warrant Service (Capias)	Circle Drive

Warrant Service (Capias)	East Court Street
Warrant Service (Felony)	Pendleton Street (x 2)
Warrant Service (Misdemeanor)	East Court Street (x 2)
Emergency Custody Order	Windy Lane
Emergency Custody Order	Hatcher Street
Driving Suspended	Floyd Avenue
Driving Revoked	Green Meadow Lane
Driving Revoked	Old Franklin Turnpike
Speeding	Bernard Road

SPEEDING TICKETS ISSUED

North Main Street (x 35)
Tanyard Road (x 9)
Pell Avenue (x 8)
State Street (x 3)
Donald Avenue (x 2)
Green Meadow Lane (x 2)
Old Franklin Turnpike (x 2)
Bernard Road
Altice Mill Road
East Court Street
Grassy Hill Road
School Board Road

MONTHLY STAFF REPORT

DATE:	April 4, 2016
TO:	Rocky Mount Town Council
FROM:	Cecil Mason, Public Works Director
DEPARTMENT:	Public Works Department
MONTH:	March 2016

1. Swept streets and sidewalks 1,2,3,4,7,and 8
2. Clean-up 9 days
3. Walking sewer line, cleaning easements while checking for obstructions or leaks
4. Flushing manholes and lines
5. Read meters 3 days
6. Replaced five meters 5/8" in size
7. Repaired 2" line on Patterson Avenue
8. Repaired 6" line on East Court Street
9. Moved meters to right of way at Mr. Joseph Thurman's and Dr. Barrette's Office. There was a leak.
10. There were two new water services out of Town limits.
11. Installed 6" tap for Ferguson Land and Lumber.
12. Replaced leaking fire hydrant on Spring Street
13. Made two tables for Farmers Market
14. Repaired 15" sewer line in Davis pasture
15. Repaired sewer inflow off Whitten Street
16. Worked on road going to Power Mill Pump Station and wash out in creek
17. Graveled shooting range and made frames for targets

MONTHLY STAFF REPORT

DATE:	April 4, 2016
TO:	Rocky Mount Town Council
FROM:	Tim Burton
DEPARTMENT:	Waste Water Treatment Department
MONTH:	March

Average Daily Flow	1.031 MGD
TSS Reduction	98.3 %
BOD Reduction	98.3 %
Leachate (F.C. Landfill)	253,515 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	76.51 Tons
Rain Total 4.5 inches	Snow Total 0 inches

Received the main pump station pump from the repair shop on March 7, 2016 and installed. It is up and running well. The final bill on the pump was \$15,200. One of the other pumps is developing a problem, but we are going to hold off repairing till after budget.

The WWTP had four afterhours alarms.

We completed the third round of permit renewal testing and 24 hour storm water testing for our permit renewal. This will be put together this month and submitted to DEQ. The new permit will be issued in November. There are plenty of new issues on this permit renewal, so let's hope for the best.

Respectfully Submitted,

Timothy Burton

MONTHLY STAFF REPORT

DATE:	April 4, 2016
TO:	Rocky Mount Town Council
FROM:	Bob Deitrich, Water Plant Superintendent
DEPARTMENT:	Water Department
MONTH:	March 2016

Operation and Production Summary:

For March, the actual water production time (filtering of water) for the entire month averaged 9.5 hours per day which yielded approximately 750,000 gallons of water per day. Rainfall for the month, measured at the water plant, was about 3.3 inches.

Total Raw Water Pumped:	24.2 million gallons
Total Drinking Water Produced:	23.2 million gallons
Average Daily Production:	750,000 gallons per day
Ave Percent of Production Capacity:	37.5%
Flushing of Hydrants/Tanks/FD Use:	60,000 gallons
Plant Process Water:	690,000 gallons (finished water used by the plant)
Bulk Water Sold @ WTP:	None

Testing:

- All routine monthly bacteria samples were free of bacteria. Some random samples were collected from older parts of the water system and checked for lead. Only small traces were detected. We feel very good about our water with regard to the potential corrosion of lead from plumbing. Everything we have been doing to make our water less corrosive is what Flint Michigan should have been doing all along. We will continue to make spot checks to see if there are any seasonal concerns. Our next official set of lead samples is not due till the summer of 2017.

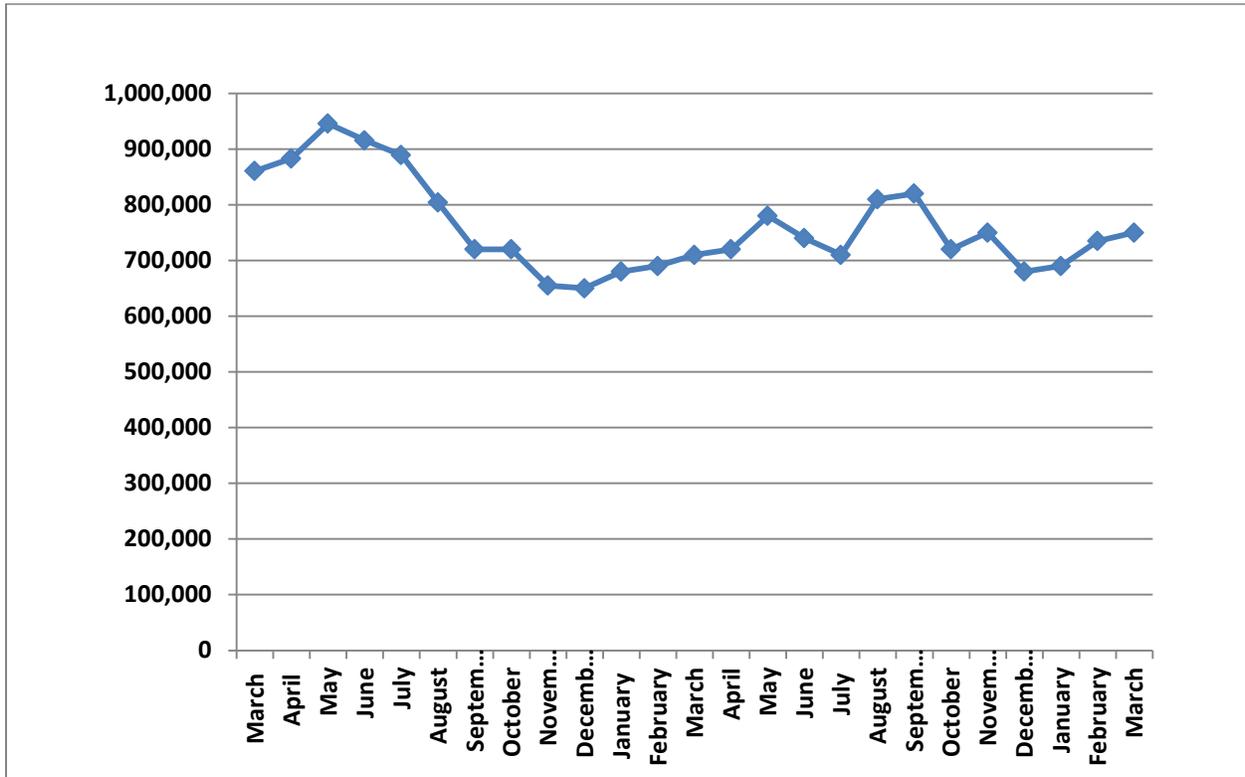
Activities / Maintenance / Improvements

- A number of distribution leaks were reported in March and some sufficiently large enough to notice changing water tank levels. We have been able to keep up without additional hours since the leaks were repaired quickly and overall the system seems tight.
- Staff tested fire hydrants in the Franklin Heights area and along Diamond Avenue.

Upcoming

- Semiannual settling basin drain and clean

Water Plant Production in Gallons Per Day (March 2014 to March 2016)



ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 11, 2016
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Mrs. Cynthia Willis, one of the lead organizers for the Franklin County Moonshine Festival, has advised the Town that based on the premature advertising, they are still coping with an expected early turnout of visitors to the event.</p> <p>The organizers had asked for a street closure from 8 a.m. to 5 p.m., but based on existing business needs and the early morning needs of residents to use the street, Council agreed to close the street from 12 noon to 7 p.m.</p> <p>She is present tonight to update Council on her efforts to solicit vendor buy-in for an earlier closure.</p>
ACTION NEEDED:	Consider street closure as requested for the event.

Attachment(s):

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 11, 2016
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Presented for your consideration is the staff's proposed budget for Fiscal Year 2017, covering Town of Rocky Mount operations from July 1, 2016 to June 30, 2017. Highlights include:</p> <ul style="list-style-type: none"> • Flat Real Estate, Personal Property and BPOL taxes and fees. • Forecast increases in all revenue streams due to the growth of our local economy (Real Estate 2.2%, Property Tax 7.5%, Meals/Lodging 6.5%). • A \$1.00 increase in Refuse Collection charges, going from \$4.98 for residential to \$5.98 (\$2 for commercial going from \$10 to \$12) monthly. This increase is pooling in the Utility Capital Fund for the replacement of the Town's garbage truck in FY2018. The proposal is to move to a one-arm collection process with Town issued trash cans at that point. • Moving the Transient Occupancy (hotel) tax from 5% to 10%, raising \$125,000 to be dedicated to marketing the Town of Rocky Mount. The Community Development Department is proposing this with support of the lodging operators in Rocky Mount in an effort to further increase their lodging sales. The entirety of this new revenue is dedicated to a marketing campaign for the Town to be developed and run in conjunction with the services of a professional branding and marketing firm. • Funds are included for a 2.5% merit increase and a 1% cost of living increase at Council's discretion. • Capital Expenditures that include: <ul style="list-style-type: none"> ○ Participation in the new radio system for \$180,000 ○ Completion of our long planned Wayfinding signage system for \$50,000 ○ Funding the start of our North Main Street redevelopment program by setting aside \$50,000 ○ Two new police Vehicles for \$74,000 ○ Continued work on the Bernard Road sidewalk/stormwater master plan for \$120,000 (a carried over project) ○ Construction on the improvements at Veteran's Memorial Park for \$900,000 (also carried over) ○ Security improvements at the Municipal Building for \$60,000 ○ \$106,000 of improvements to our water plant and

	<p>distributions system and \$168,000 of improvements to our waste water plant and collection system</p> <p>The proposed budget is a balanced budget with \$63,000 deposited into the General Fund Balance and \$180,000 into the Utility Capital Fund Balance. This includes \$120,000 of contingency funding in each of your funds (\$50,000 General, \$10,000 Utility, \$60,000 Utility Capital) and an \$81,000 transfer to the Utility fund to cover the shortfall in operational costs vs rates. This totals \$363,000 of unallocated revenue held in reserve for Council directed changes in the budget or contribution to various fund balances. As your recent audit pointed out, we finished FY2015 with modest fund balance growth and this proposed budget works to continue that trend.</p> <p>Thanks to Ms. Woody your Finance Director for her tireless number crunching and to your Department Heads for submitting requests that further Councils collective vision for the growth and evolution of our government and economy.</p>
<p>ACTION NEEDED:</p>	<p>None</p>

Attachment(s):

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



April 4, 2016

Mr. James Ervin, Town Manager
Mr. Steve Angle, Mayor
Members of The Town of Rocky Mount Town Council
345 Donald Avenue
Rocky Mount, VA 24151

Dear Mr. Ervin,

Community Partnership is planning two major events for 2016; the 2nd annual "Court Day" as a part of the Mountains of Music program and the 13th annual "Come Home to a Franklin County Christmas":

1. **Court Day: June 11, 2016 Saturday Downtown Rocky Mount 10:00 to 4:00 PM**
2. **Christmas Tree Lighting: November 25, 2016 Friday Courthouse Lawn 5:00 to 6:00 PM**
3. **Come Home to a Franklin County Christmas: December 2, 2016 Friday Downtown Rocky Mount 5:00 to 9:00 PM**

Activities for **Court Day** will focus on live music. Several venues will be used for music performances throughout the day. To enrich our music offerings, we are working closely with Gary Jackson of The Harvester. Activities for the **Christmas events** will be the same as in 2015.

We have met with the Rocky Mount Police Department on several occasions. They have been most helpful in the planning process and, of course, we follow their suggestions to insure smooth traffic flow and safety for all event guests. In that regard, we request permission for the following:

Court Day: Request permission to use the municipal parking lot on Claiborne Avenue for General Event parking; reserve use of Mary Elizabeth Park for event activities; close Randolph Street to W. Church Street; and to close Claiborne and High Street from Angle Street to Franklin Street.

Christmas Events: Request permission to close E. Court Street to Maple Avenue on November 25, 2016 during event. Request permission to use the municipal parking lot on Claiborne for Handicapped Parking; close Franklin Street from Floyd Avenue to Main Street on December 2, 2016 during event.

We are pleased to bring these events to Rocky Mount and are most appreciative of your consideration,

Sincerely,

Ms. Carolyn Johnson, CPR President
540-420-6963

4/4/16
Jessica has reserved for them.
RD

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 11, 2016
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Jeff Rakes, Fire Chief Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	The roof at the Floyd Avenue Fire Station is in need of replacement. Interior ceiling tile damage has already occurred. One estimate from McNeil Roofing is \$28,000. This replacement cannot wait until July 1, 2016 and, therefore, must come from the general fund contingency in the current fiscal year (FY 2016).
ACTION NEEDED:	Appropriate the funding needed for the necessary replacement.

Attachment(s):

FOLLOW-UP ACTION: (To be completed by Town Clerk)
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**TOWN OF ROCKY MOUNT
SUPPLEMENTAL APPROPRIATION RESOLUTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

WHEREAS, the Town Council of Rocky Mount approved a budget for the fiscal year beginning July 1, 2015 through June 30, 2016, hereafter known as FY 2016; and

WHEREAS, the roof on the Floyd Avenue Fire Station is in need of replacement and damage to the interior ceiling tiles has already occurred,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Rocky Mount does hereby appropriate the following supplemental adjustment from the general fund contingency for FY 2016:

Account 01.4305.0000.0000.7001 (Emerg. Serv. Bldg.)	\$28,000
Account 01.9102.0000.0000.9959 (contingency)	\$28,000

GIVEN UNDER MY HAND, THIS 11TH DAY OF APRIL 2016:

Steven C. Angle, Mayor

ATTESTED:

Rebecca H. Dillon, Acting Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

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

FOR COUNCIL MEETING DATED:	April 11, 2016
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	The attached letter has been submitted from Eric Miller at Christian Heritage Academy for the 2016 Heritage Classic 5K road race on Glenwood Drive and Scuffling Hill Road on May 21, 2016. It has been approved by your police department.
ACTION NEEDED:	Approve or deny the street closure for use of the event.

Attachment(s):

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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RECEIVED
3/4/16
RD

March 1st, 2016

To: Rebecca Dillon, Acting Clerk
Rocky Mount City Council

From: Eric Miller
Christian Heritage Academy

RE: Heritage Classic 5K

Stacey,

Please put this letter before the Town Council at the next available meeting.

Thanks,

A handwritten signature in black ink, appearing to read 'Eric Miller', written in a cursive style.

Eric Miller

RECEIVED
3/4/16

RD

March 1st, 2016

Members of the Rocky Mount Town Council
345 Donald Ave
Rocky Mount, VA 24151

Dear Council Members:

I would like to ask the members of the Council for their permission to have our annual Heritage Classic 5K road race on Glenwood Drive and Scuffling Hill Road on May 21st. This is a date change from our traditional date on Memorial Day. We had to move because a school calendar conflict. We will be staying on the 3rd Saturday of May. The race will now begin at 8:00 a.m. and has never lasted for more than an hour. The course begins on the campus of Christian Heritage Academy, and goes up the hill of Glenwood Drive. The runners and walkers turn left onto Scuffling Hill Road and go down the left side of that road until they reach Rakes Road. At that point they turn around and return to the campus of the school, again staying on the left side of the road. I would like to clarify that the runners stay on the left side of the road, as they see it, in both directions, as per standard pedestrian rules of the road. We always have people posted on the race course to slow the traffic down for the safety of the runners, both at the Rakes Rd turnaround, and where they leave and re-enter Glenwood Dr. The Police Chief has always been kind to have a deputy helping to monitor the event.

This race is held as a benefit to Christian Heritage Academy. I thank the Council for their help in the past for making this such a successful event in the life of our school.

Thank you for your consideration of this matter.

Sincerely,



Eric Miller