



TOWN COUNCIL
REGULAR MEETING
AGENDA

January 9, 2023
6:00 PM

AMENDED AGENDA

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

When speaking before Town Council, please come to the podium and give your name for the record. Please address the Council and not the audience. You will be limited to three (3) minutes and the other rules listed in the sign-up sheet. If you provide Council with any documentation, please also give a copy to the Town Clerk prior to speaking.

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

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

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Special Items
 - 4.1. Adoption of Ordinance to amend Town Code to set the start time for regular Town Council meetings to 6:00 pm.
 - 4.2. Resolution of Appreciation for Arrington Flowers & Gifts - 57 years
 - 4.3. Resolution of Appreciation for Carter's Fine Jeweler's - 36 years
5. Public Hearing
 - 5.1. 335FranklinSt LLC, represented by Phillip Bane, has applied for a special exception permit in order to operate a boutique hotel on the 2nd floor of property located in the Central Business District.
6. Approval of Draft Minutes
 - 6.1. December 12, 2022 - Regular Meeting Draft Minutes
 - 6.2. December 15, 2022 - Special Called Meeting Draft Minutes

7. Approval of Consent Agenda
 - 7.1. Miscellaneous Action
 - 7.2. Miscellaneous Resolutions/Proclamations
 - 7.3. Departmental Monthly Reports
 - Community Development Department
 - Finance Department
 - Fire Department
 - Police Department
 - Public Works Department
 - Wastewater Department
 - Water Department
8. Hearing of Citizens
9. Old Business
 - 9.1. Designated Outdoor Refreshment Area (DORA)
10. New Business
 - 10.1. Comprehensive Economic Development Strategies (CEDs)
 - 10.2. Amend Ordinance regarding eligibility to serve on the Board of Directors for the Economic Development Authority.
 - 10.3. Approval of Budget Calendar for consideration and adoption of Fiscal Year 2023-2024 Budget
 - 10.4. Zoning & Subdivision Ordinance Update Project
 - 10.5. Discussion regarding review of Town Charter including, but not limited to, term limits.
 - 10.6. **Purchase of in-car and body worn cameras for Police Department**
11. Committee Reports
 - 11.1. Community & Economic Development Committee Meeting December 7, 2022
12. Closed Session and Action
 - 12.1. Section 2.2-3711(A).1 Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.
 - 12.2. Section 2.2-3711(A).7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.
13. Adjournment

ITEM(S) TO BE CONSIDERED UNDER:
Other

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	At the January 5th meeting, Council voted to change the start time of regular Town Council meetings to 6:00 pm. Town Attorney Boitnott is preparing an ordinance to make that change to the Town Code. Due to the short time between meetings, the proposed ordinance will be given to Council for review at the Monday meeting.
ACTION NEEDED:	Adoption of the proposed ordinance.

Attachment(s): None

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:
Public Hearing

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Jessica Heckman, Planning & Zoning Administrator
BRIEF SUMMARY OF REQUEST:	335FRANKLINST LLC, represented by Phillip Bane, has applied for a special exception permit in order to operate a boutique hotel on the 2nd floor of property located in the Central Business District. If approved, the applicant intends to develop a boutique hotel to include four rooms for lodging. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice has been posted on the site. The Planning Commission held a public hearing on the application and voted to recommend approval of the special exception permit. The vote was 6-0. There were no public comments.
ACTION NEEDED:	Approve or Deny

Attachment(s):

1. Staff Report
2. Proposed Floor Plan
3. 335FranklinSt, LLC Application
4. 335FranklinSt, LLC Public Hearing Ad

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



STAFF REPORT

PETITIONER: 335FRANKLINST, LLC

REQUEST: Special Exception Permit in the CBD(Central Business District) to allow a boutique hotel use on the second floor

LOCATION: 335 Franklin Street, Rocky Mount, VA

HEARING DATE: Planning Commission, January 3, 2023
Town Council, January 9, 2023

TAX PARCEL: 2070103400

EXECUTIVE SUMMARY:

335FRANKLINST LLC, represented by Phillip Bane, has applied for a special exception permit in order to operate a boutique hotel on the 2nd floor of property located in the Central Business District. If approved, the applicant intends to develop a boutique hotel to include four rooms for lodging. This application has been advertised in the Franklin News-Post as required by law, and the public hearing notice has been posted on the site.

I. APPLICABLE REGULATIONS:

DEFINITIONS

Central Business District - Statement of Intent - The purpose of this district is to promote the harmonious use and development of the historic uptown, downtown and surrounding areas, which is the traditional commercial, governmental, residential, and cultural center of Rocky Mount. The central business district is characterized by an uptown professional office district and a downtown commercial district, which surrounds a residential core. The central business district is distinct due to the historic architecture that lines and is directly adjacent to the pedestrian way and the street. It is the intent of the town to maintain the unique nature of the district by promoting the use of existing buildings, and maintaining and extending the current building arrangement, architectural style, and scale.

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.

29-2 Use by special exception (applicable here): For the purposes of this ordinance, the town council reserves unto itself the right to grant or refuse special exceptions as provided by 15.2-2286(A)(3) of the Code of Virginia(1950), as amended.

II. EXISTING CONDITIONS:

The subject property is located between the 325 Franklin Street development and the Franklin County Library. The two story structure is approximately 6000 square feet, roughly 3000 per floor.

III. PROPOSED CONDITIONS:

If approved, the applicant intends to develop a boutique hotel on the second floor to include four rooms for lodging. Per the applicant, the boutique hotel will be managed by the same firm that will manage the Morris Hotel at 325 Franklin Street but will be a separate entity.

With the addition of only four rooms for lodging, staff does not foresee any negative impacts to surrounding properties and the proposed use is expected to have little impact on traffic safety at the downtown location. The property is located a short distance from ample public parking and it meets requirements per Town code.

IV. CONFORMANCE WITH COMPREHENSIVE PLAN:

The Comprehensive plan calls for us to encourage economic development as well as tourism. In order to encourage a healthy tourism economy, Rocky Mount's lodging capacity needs to grow beyond its current offerings. 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
- 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
- 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 it also recognizes that there may be uses that are appropriate for the district, but require individual review in order to permit them. This case-by-case consideration is crucial in discouraging high-impact uses.

Staff has reviewed the proposal and foresees no negative impacts for allowing the boutique hotel use that will add four additional rooms for lodging in downtown Rocky Mount. It is essential for downtown businesses to be open and thriving for the Town to have continued economic growth. The proposed business will further support tourism in Rocky Mount and possibly increase lodging tax revenues as Harvester patrons and other visitors are able to find accommodations in Town versus seeking lodging in surrounding areas. Staff recommends approval of the boutique hotel on the second floor.

POSSIBLE MOTIONS:

Approval: I move to approve the special exception request for Tax Map Parcel 2070103400 (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 2070103400 **with the following conditions:**_____

Denial: I move to deny the special exception request for Tax Map Parcel 2070103400 (on the following grounds, if needed):_____

PREPARED BY: Jessica H. Heckman
HEARING DATES: Planning Commission, January 3, 2023
Town Council, January 9, 2023



TAS DESIGN, INC
2507 BLUFF ROAD
ROANOKE, VA 24014
Tel: 540.400.7889

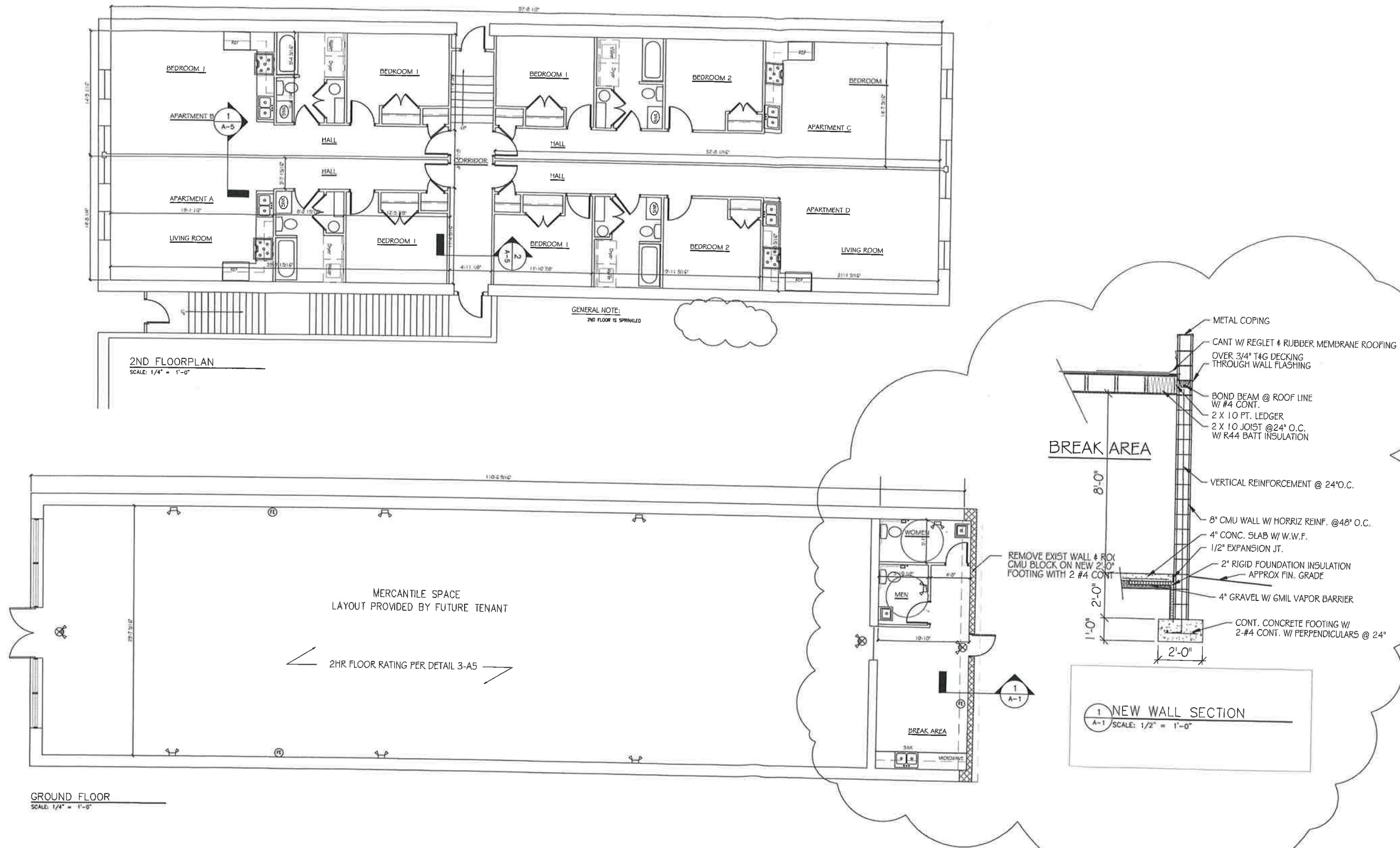
Tenant Upfit
335 Franklin Street
Rocky Mount, VIRGINIA 24014
PHILIP BANE

REVISIONS
1-1-3-23

GROUND FLOOR
AND SECOND FLOOR
FLOORPLANS

DRAWN BY
DS
ISSUE
07.14.22
PROJECT NO.
2346

A-1





Town of Rocky Mount SPECIAL ZONING APPLICATION

☐ REZONING REQUEST ☒ SPECIAL EXCEPTION/USE ☐ VARIANCE

Date Received	11/28/22
Received by	[Signature]
PC/BA Date	1/3/22

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: 335FranklinSt, LLC

ADDRESS: PO Box 854 Rocky Mount VA 24151

PHONE: _____ EMAIL: _____

PROPERTY OWNERS NAME & ADDRESS:
(IF DIFFERENT FROM APPLICANT) _____

TAX MAP & PARCEL NUMBER: 2070103400 LOT SIZE (ACRES/SQ.FT.) _____

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: _____ PROPOSED LAND USE: _____

☒ 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.

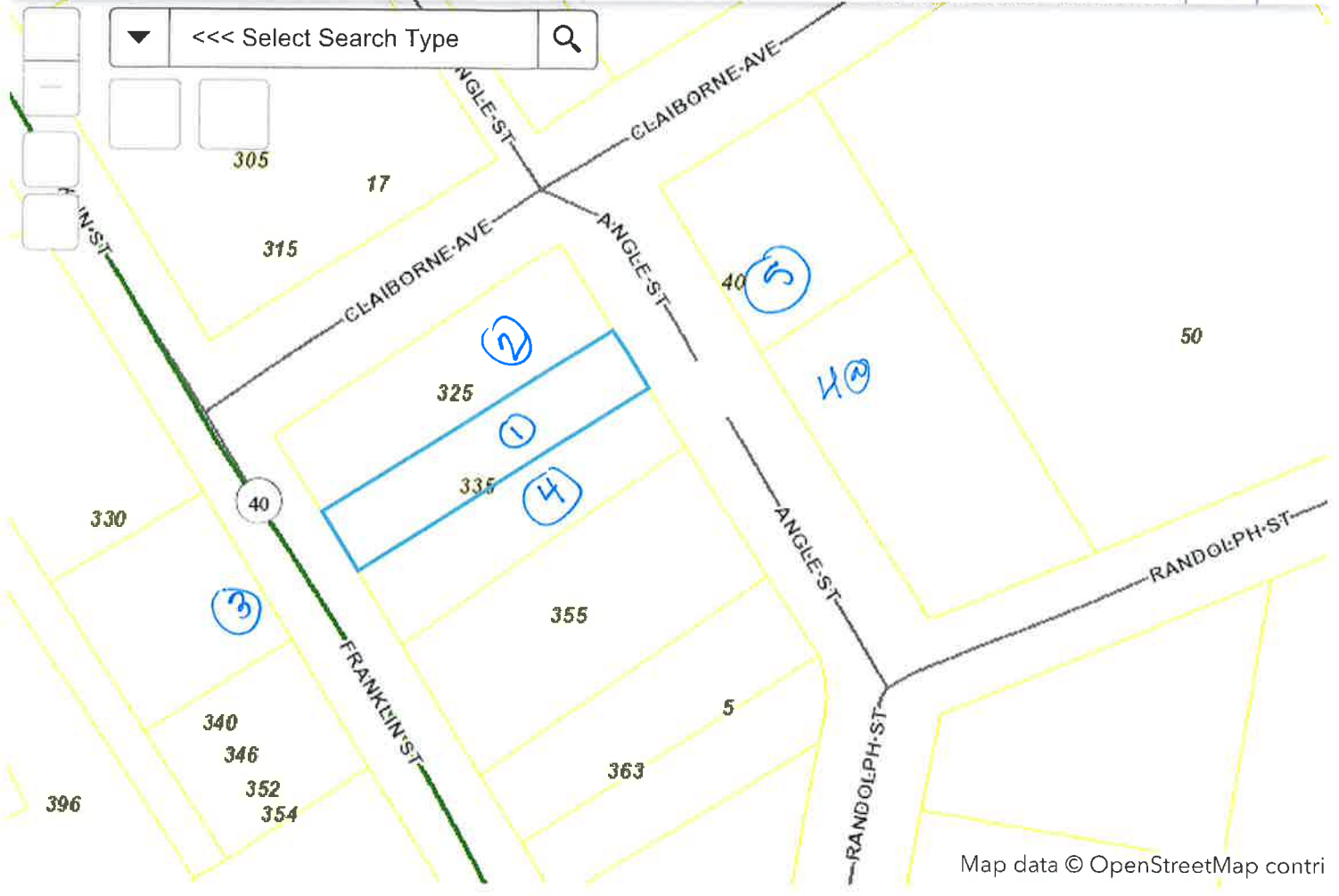
To use the second floor for a boutique hotel.

I HEARBY CERTIFY THAT I AM ACTING WITH THE KNOWLEDGE 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.

APPLICANT SIGNATURE [Signature] DATE 11/28/22

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

OWNER SIGNATURE [Signature] DATE 11/28/22



Order Confirmation

Order# 0001389611

Ad Content Proof

Note: Ad size does not reflect actual ad

Pursuant to the Town Code of Rocky Mount and the Code of Virginia, public hearings will be held by Rocky Mount Planning Commission and Town Council to review a special exception permit application to which the public and all interested parties are invited to hear the following:

335FranklinSt, LLC is requesting a special exception permit to operate a boutique hotel on the second floor at property located at 335 FRANKLIN STREET, ROCKY MOUNT, VA, 24151, Franklin County Tax Map and Parcel Number 2070103400. The property is zoned CBD (Central Business District). A site visit will be held at the property at 5:15 p.m. Tuesday, January 3, 2023, prior to the Planning Commission Public Hearing.

Rocky Mount Planning Commission will hold a public hearing on the application at 6 p.m., Tuesday, January 3, 2023, in the Council Chambers at the Rocky Mount Municipal Building, 345 Donald Avenue, Rocky Mount.

Rocky Mount Town Council will hold a public hearing on the same application at 7 p.m., Monday, January 9, 2023, in the Council Chambers at the Rocky Mount Municipal Building, 345 Donald Avenue.

Documents relating to the public hearings are available for inspection at the Planning and Community Development Department, located at 345 Donald Avenue, from 8:00 a.m. to 5:00 p.m., Monday through Friday. If you are unable to attend the public hearings and would like to send comments in writing, please address them to the Planning Commission Clerk, Attention: Public Hearing, 345 Donald Avenue, Rocky Mount, VA 24151 or email them to cocompton@rockymountva.org by 3 p.m. January 3, 2023 in order to be included in the record.



**ROCKY MOUNT TOWN COUNCIL
REGULAR MEETING MINUTES**

**December 12, 2022
7:00 p.m.**

The following members
of Council were present:

Mayor Steven C. Angle
Vice Mayor Jon W. Snead
Council Member A. Ralph Casey
Council Member J. Tyler Lee
Council Member Mark H. Newbill
Council Member Billie W. Stockton

Council Member Robert L. Moyer was absent.

The following staff
members were also
present:

John T. Boitnott, Town Attorney
Robert J. Wood, Town Manager
Brad Basham, Assistant Fire Chief
Vincent Copenhaver, Finance Director, CPA
Rebecca H. Dillon, Town Clerk/Executive Admin. Assistant
Jason Divers, 1st Sergeant of Patrol
Kevin Adkins, Water Treatment Plant Superintendent
Dennis "Moe" Potter, Interim Wastewater Treatment Plant Superintendent
Amy Gordon, Assistant Finance Director/Human Resources Director
Jessica Heckman, Planning & Zoning Administrator
Mark Moore, Assistant Town Manager
Daniel Pinard, Cultural Economic Development Director
Brian Schofield, Public Works Superintendent
Phillip Young, Chief of Police/RMPD

The Regular Council Meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, with Mayor Steven C. Angle presiding.

1. Roll Call

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

2. Pledge of Allegiance

Mayor Angle led in saying the pledge of allegiance. Mayor Angle then asked for everyone to observe a moment of silence for former Town Council Member Sadie W. Tuning who passed away on December 8, 2022.

3. Approval of Agenda

Prior to the meeting, Council received the agenda for review and consideration of approval. Mayor Angle amended the agenda to include the VDOT Resolution on the dais, under the Consent Agenda.

Motion: To approve the amended agenda

Motion By: Council Member Casey

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 to 0)

4. Special Items

4.1 Presentation of the FY21-22 Financial Report

Ms. Emily Viers with Robinson, Farmer, Cox Associates formally presented a summary of the FY21-22 Financial Report to Council and those in the audience. Some of the Town's prior Comprehensive Annual Financial Reports were submitted to the Government Finance Officers Association (GFOA) and the Town received a Certificate of Achievement for Excellence in Financial Reporting. Ms. Viers expects the Town to receive a certificate for the financial report being shared this evening as well. The Town was given a clean, unmodified opinion.

The Finance and Human Services Committee met prior to the Council meeting where a presentation of the annual reports were made to the committee and members of Council

in attendance. Chairman of the Finance and Human Services Committee, Vice Mayor Jon Snead, recommended Town Council accept the audit.

Motion: To accept the FY21-22 Financial Reports as presented.

Motion By: Vice Mayor Snead

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 to 0)

4.2 Resolution of Gratitude for Years of Service from the Town of Rocky Mount to Mr. Robert L. Moyer as a Council Member.

Though Council Member Moyer was not able to be in attendance due to illness, Mayor Angle will see that he receives the items given to him at a later date.

4.3 Resolution of Gratitude for Years of Service from the Town of Rocky Mount to Mr. Jon W. Snead as Vice Mayor

Mayor Angle read aloud the resolution prepared. Then, Vice Mayor Snead shared his appreciation for having held public office not just as Vice Mayor, but prior to that as a Council Member too. Vice Mayor Snead challenged the remaining Council members he had served with to carry on the government for all.

4.4 Resolution of Gratitude for Many Years of Service from the Town of Rocky Mount to Mr. Steven C. Angle as Mayor.

Vice Mayor Snead read aloud the resolution prepared. Mayor Angle shared that he did have some comments, but that he would save them for the end of the meeting.

4.5 Service Awards – Mr. Brandon MacPherson
– Mrs. Cherie Compton
– Mr. Brandt Gawor

Neither Mr. MacPherson nor Mr. Gawor were able to be present but their awards will be given to them at a later date. Mrs. Compton was present to receive her award and gave thanks to Council for receiving it.

4.6 Recognition and Honor to Mrs. Rebecca H. Dillon in Achievement of Receiving the Rank of Certified Municipal Clerk (CMC).

Mayor Angle presented a plaque and a lapel pin to Town Clerk Dillon as he read aloud the letter he received congratulating Town Clerk Dillon for achieving the prestigious award of becoming a Certified Municipal Clerk. The designation is given upon earning it through

education and experience as well as being a member of the International Institute of Municipal Clerks.

5. **Public Hearing**

5.1 Disposition of Real Property on Weaver Street in the Franklin County Rocky Mount Industrial Park

Council Goes Into Recess

Franklin County Department of Economic Development was contacted by a local shipping company, J&S Hauling, interested in purchasing a vacant parcel in the Franklin County-Rocky Mount Industrial Park parcel ID number 2040038405. Franklin County and the Town of Rocky Mount jointly own the 3.05-acre parcel. Staff recommended that Council authorize the transfer of property as well as any paperwork needed to complete the transfer of property to take place. The transfer is contingent upon authorization of the sale by the Franklin County Board of Supervisors. An ad was placed in the Franklin News Post to meet the legal requirements of holding this public hearing.

Council Goes Back into regular Session

Motion: To approve the authorization to transfer the property contingent upon authorization of the sale by the Franklin County Board of Supervisors.

Motion By: Council Member Lee

Seconded: Council Member Stockton

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 to 0)

6. **Approval of Draft Minutes**

- November 14, 2022 – Regular Meeting Draft Minutes

Motion: To approve the draft minutes as presented.

Motion By: Vice Mayor Snead

Seconded: Council Member Newbill

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 to 0)

7. **Approval of Consent Agenda**

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

7.1 Miscellaneous Action

7.2 Miscellaneous Resolutions/Proclamations

VDOT Resolution

7.3 Departmental Monthly Reports

Community Development Department

Finance Department

Fire Department

Police Department

Public Works Department

Wastewater Department

Water Department

Motion: To approve the consent agenda as presented

Motion By: Council Member Stockton

Seconded: Vice Mayor Snead

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 – 0)

8. **Hearing of Citizens**

No one came forward.

9. **Old Business**

None at this time

10. **New Business**

10.1 Disposition of Real Property on Weaver Street in the Franklin County Rocky Mount Industrial Park

This item was covered during the public hearing.

10.2 Policy for the Remote Participation of Members of Town Council

A state statute was adopted that allows for remote participation in meetings of the Town Council, Planning Commission, Board of Zoning Appeals, and the Economic Development Authority of the town. Town Attorney Boitnott prepared a draft policy for Council which was included in the Council packet for review. Remote participation can be exercised if a Council, Board, or Commission member either has a personal matter or an illness and cannot be physically present for the meeting. The member not physically present would be able to participate in the meeting remotely while taking part in the discussion, the voting process, and the closed meeting part of the meeting once the policy is adopted.

Motion: To approve the adoption of a Policy for the Remote Participation of Members of Town Council as presented.

Motion By: Council Member Stockton

Seconded: Council Member Casey

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 – 0)

10.3 Selection of Contractor for Town Hall Improvements

In the current Capital Improvement Projects, funding was approved in the amount of \$100,000 for repairs and improvements to be made to and around the Municipal Building. The quote given to the Town was a total of \$103,850.97. Through state procurement, the Town secured a state contract and contractor with Gordian. The Town procurement policy requires bids at and above \$100,000 to come before Council for approval. The remaining funds of \$3,850.97 needed for the project will be covered in the current Town operational budget.

Motion: To approve the repairs and improvements needed for Town Hall previously approved for a certain amount in the FY2023 Capital Improvement Projects with the balance being funded from the current Town operational budget.

Motion By: Council Member Stockton

Seconded: Council Member Newbill

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 – 0)

11. Committee Reports

None at this time

12. Referrals to Planning

None at this time

13. Other Matters, Concerns and Rise 'N Shine Appearances

Mayor Angle and Assistant Town Manager Moore were on Rise 'N Shine.

Council Member Newbill as well as several other Council members thanked Public Works for cleaning up after the Rotary Club Christmas Parade on Sunday.

Council Member Stockton thanked Mayor Angle for the leadership he had displayed while on Council and while fulfilling his Mayoral duties. Council Member Stockton applauded the Mayor for knowing the difference between right and wrong in making certain decisions. Council Member Stockton thanked Mayor Angle for his tenure during the 10 years that Council Member Stockton served the Town with him.

Council Member Stockton thanked Vice Mayor Snead for the friendship the two men shared and for his service to the Town, while they served with each other for the past 8 years.

FINAL THANKS:

Mayor Angle began by thanking the citizens of the Town of Rocky Mount for their confidence the citizens displayed in allowing Mayor Angle to serve them. Mayor Angle shared that serving the citizens of the Town of Rocky Mount was the second biggest honor of his life next to his wife Lisa agreeing to marry him. Mayor Angle thanked the former Council Members that he had the pleasure to serve with over the years as he called each one by name.

Mr. Steve Agee, Mr. Doug Beatty, the late Mrs. Ann Cook, the late Mr. Hunt Cooper, and Mr. Bobby Cundiff

Mr. Arnold Dillon, Sr. whom Mayor Angle expressed a special thanks and a great gratitude to for "taking an interest in him" when first elected to Council and really trying to teach him and develop him as a Council member and help him understand what was involved in actually being a Council member with the issues that were going on at the time. Mayor Angle shared he appreciated all of Mr. Dillon's guidance regarding local government.

Mayor Angle continued: the late Mr. Posey Dillon, Mr. Jerry Greer, the late Mr. James Larry, the late Mr. John Lester, Ms. Ann Love, the late Mrs. Peggy Love, the late Mrs. Alice Mills, the late Mr. Willie Mills, Mr. Benjamin Pinckard, the late Mr. Charles Santrock, Mr. Roger Seale, the late Mr. Broaddus Shively, Mr. Robert Strickler, the late Mrs. Sadie Tuning, Mr. Gregory Walker, and the late Robert Wray.

Mayor Angle thanked the Town Managers that the Town of Rocky Mount has had. Mayor Angle was grateful he was able to work with all of the Town Managers that have served the town. Mr. Mark Henne, Mr. Keith Holland, Mr. Jack Gross, and Mr. C. James Ervin.

Mayor Angle thanked former Staff members, Ms. Linda P. Woody, the late Patricia H. Keatts.

Mayor Angle thanked all past and current Department Heads.

Mayor Angle thanked the current Staff members, Mr. Robert J. Wood, Mr. Mark W. Moore, Ms. Jessica Heckman, Mrs. Cherie Compton, Mr. Vincent Copenhaver, Mrs. Amy D. Gordon.

Mayor Angle thanked Town Clerk Rebecca H. Dillon and shared that there really was no way to thank Mrs. Dillon enough for all she has done to keep the Council informed, all paperwork to the Council in a timely manner, etc. Mayor Angle shared that all Mrs. Dillon does for the Council was just invaluable and thanked Mrs. Dillon very much.

FINAL THOUGHTS TO TOWN COUNCIL:

Mayor Angle then addressed each and every one of his constituents on Council, Council Member Ralph Casey, Council Member Billie Wayne Stockton, Vice Mayor Jon Snead, Council Member Mark Newbill, Council Member Moyer, Council Member Tyler Lee and shared that it had been an honor and a privilege to have served with each of them. Together all of the Council members were able to do amazing things for the Town of Rocky Mount and its citizens. Mayor Angle shared he was very proud to have accomplished so

much in his 32 years of serving the Town and its citizens that will be seen for many years to come. Mayor Angle encouraged the members of Council remaining on Council to go forward and always remember that "it is not about you; it is always about the citizens and the Town." "That statement has to be the foremost thing in your mind when you are considering things and getting ready to vote. How will it affect the citizens and the town has got to be the most important thing."

FINAL THOUGHTS TO THE NEWLY ELECTED:

Lastly, Mayor Angle wished the Newly Elected well as each one begins to take on their new roles that they have been elected to and he offered as did Vice Mayor Snead, if he could be of service in the future, not to hesitate to reach out as he would be glad to help.

14. Closed Meeting and Action

Mayor Angle read aloud the section.

Enter Closed Meeting

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

Time: 7:47p.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.

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

Motion By: Vice Mayor Snead

Second: Council Member Stockton

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 – 0)

Action: To go into a closed meeting

Mayor Angle thanked everyone for attending; wished everyone a wonderful holiday season with family and friends, and a Merry Christmas to all.

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, December 12, 2022, 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

15. Adjournment

Motion: To adjourn

Time: 8:03 p.m.

Motion By: Vice Mayor Snead

Seconded By: Council Member Stockton

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 to 0)
Action: Meeting was adjourned

Steven C. Angle, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk



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

**December 15, 2022
4:00 p.m.**

The following members
of Council were present:

Mayor Steven C. Angle
Vice Mayor Jon W. Snead
Council Member A. Ralph Casey
Council Member J. Tyler Lee
Council Member Mark H. Newbill
Council Member Billie W. Stockton

Council Member Robert L. Moyer participated by conference phone

The following staff
members were also
present:

John T. Boitnott, Town Attorney
Robert J. Wood, Town Manager
Rebecca H. Dillon, Town Clerk/Executive Admin. Assistant
Mark Moore, Assistant Town Manager

The Special Called Council Meeting of the Rocky Mount Town Council (hereafter referred to as “Council”) was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, with Mayor Steven C. Angle presiding.

1. Roll Call

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

Now therefore a quorum of the Rocky Mount Town Council had assembled for this meeting, at Town Attorney Boitnott's direction, a vote was taken to allow Council Member Moyer to participate in this meeting by conference phone due to him being absent in person which was due to illness. The location of Council Member Moyer was his home located at 470 Glenwood Drive, Rocky Mount, VA 24151. The policy to allow remote participation in the meeting was approved at the Regular Council Meeting on December 12, 2022. It was passed by a unanimous vote.

Motion: To allow Council Member Moyer to participate remotely in this Town Council Special Called Meeting as presented by Mayor Angle.

Motion By: Council Member Casey

Second: Council Member Stockton

Motion Discussion: None

Ayes: (5): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Newbill and Council Member Stockton

Approved (5 to 0)

2. Approval of Agenda

Prior to the meeting, Council received the agenda for review and consideration of approval. Mayor Angle amended the agenda to include as a Special Item for the presentation and reading of the resolution and plaque to Council Member Moyer who was not in attendance at the Regular Council Meeting on December 12, 2022 due to illness.

Motion: To approve the amended agenda as presented

Motion By: Council Member Newbill

Second: Council Member Casey

Motion Discussion: None

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

Approved (6 to 0)

Resolution of Gratitude for Years of Service from the Town of Rocky Mount to Mr. Robert L. Moyer as Council Member

Mayor Angle read aloud the resolution prepared. Council Member Moyer served three four-year terms on Town Council. Council Member Moyer expressed his thanks.

3. Closed Session

Mayor Angle read aloud the section.

Enter Closed Meeting

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

Time: 4:08 p.m.

Virginia Code Section:

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

Motion By: Council Member Moyer

Second: Council Member Stockton

Motion Discussion: None

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

Approved (6 – 0)

Action: To go into a closed meeting

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 Thursday, December 15, 2022, 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

POST CLOSED SESSION ACTION

Motion: To move forward with the dismissal of Ms. Amy Worley as a member of the Economic Development Authority.

Motion By: Council Member Stockton

Seconded By: Council Member Casey

Motion Discussion: None

A ROLL CALL VOTE WAS REQUIRED:

MEMBERS	ATTENDANCE	VOTE
J. Tyler Lee	Present	Yes
Robert L. Moyer	Remotely Present By Conference Phone	Yes
Mark H. Newbill	Present	Yes
Jon W. Snead	Present	Yes
Billie W. Stockton	Present	Yes
A. Ralph Casey	Present	Yes
Mayor, Steven C. Angle	Present	Yes

Ayes: (7): Vice Mayor Snead, Council Member Casey, Council Member Lee, Council Member Moyer, Council Member Newbill and Council Member Stockton, and Mayor Steven C. Angle

Approved (7 to 0)

15. **Adjournment**

Motion: To adjourn

Time: 4:26 p.m.

Motion By: Council Member Lee

Seconded By: Council Member Stockton

Motion Discussion: None

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

Approved (6 to 0)

Action: Meeting was adjourned

Steven C. Angle, Mayor

ATTEST:

Rebecca H. Dillon, Town Clerk

DRAFT

Mobile Food Vendor Permits - December 2022

Permit #	Applicant Name	Locations	Zoning	Date Approved
MFV22-002	Palumbo's Hoagie House	Carilion and Living Proof	CBD	11/14/22

Plat Review-December 2022

File Number	Property Owner	Action	TMPN	Notes	Location
P22-006	Roy R. & Patricia Beatty	Plat of Subdivision	2110000100	Dividing a large tract already physically divided by street.	Active
P22-007	Town of Rocky Mount	Boundary Line Adjustment	N/A Angle Street	Vacating boundary line between Angle street and 40 Claiborne (Giving 40 Claiborne the former street)	Active

Sign Permits- December 2022

Permit #	Applicant Name	Sign Location/TMPN	Wording	Date Approved
S22-020	Hallmark	400 Old Franklin Tpke/2030007804	Hallmark Gold Crown	12/27/28

Zoning Compliance Permits -December 2022

Permit #	Applicant Name	Property Address/TMPN	Zoning	Date Approved	Type of Improvement
ZC22-092	Murraydaff LLC	373 Franklin St	CBD	12/5/2022	Demolition and upfit of first floor rental space for new proposed tenant.
ZC22-093	John T. Morgan Roofing & Sheet Metal Co. Inc	960 Tanyard Road	GB	12/8/2022	Re-roof structure
ZC22-094	Blue Ridge Remodeling Heating & Air	620 Pell Avenue	R1	12/8/2022	replace breaker panel, breakers, and service entrance cable
ZC22-095	Franklin Finance	1480 North Main St	GB	12/9/2022	relocate business to 1480 North Main
ZC22-096	Thor Construction LLC	700 Tanyard Rd	POS	12/15/2022	Handrails in the stadium
ZC22-097	Proampac	160 Industrial / 2040038700	M2	12/16/2022	New electrical service
ZC22-098	Seay's Historic Inn	155 East Court/ 2070063000	CBD	12/19/2022	Home occupation bed & Breakfast
ZC22-099	Fire & Safety Equipment Co	864 Tanyard/ 2030002900	GB	12/22/2022	Install fire suppression system
ZC22-100	JES Foundation Repair	145 Claiborne/2070023400	R2	12/27/2022	Stabilize foundation with wall anchors

Zoning Permits - December 2022

Permit #	Applicant Name	Building Lot Address	TMPN	Zoning	Date Approved	NOTES
ZP22-031	Luis Van Beek	60 Whitten St	2130001600	R1	12/2/2022	Close in room/ back porch 10x20
ZP22-032	James Ricky Overton	55 Grayson Street	2100016601	R1	12/6/2022	Covered front porch/16x12
ZP22-033	Gardner Contruction	Lot Lawndale	2100011601	R1	12/20/2022	Single Family Residence

FOIA Requests - December 2022

Date	Requested By	Topic
12/7/22	Bryan Hochstein	Business entities that Town Council, BZA, EDA, PC has an equity interest in
12/21/22	Bryan Hochstein	Food truck vendor applications for FY23, Mama Joes, Ella's Eats, food trucks at Living Proof
12/27/22	Trudian Mills	Purchasing log for SmartProcure (semi annual request)

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
10 GENERAL FUND						
10090000 USE OF SURPLUS						
10090000 42562 APPROPRIATED FUND B	0	41,142	.00	.00	41,142.00	.0%
TOTAL USE OF SURPLUS	0	41,142	.00	.00	41,142.00	.0%
11011000 GENERAL PROPERTY TAXES						
11011000 41101 REAL PROPERTY - CUR	655,043	655,043	7,061.99	212.55	647,981.01	1.1%
11011000 41102 REAL PROPERTY - DEL	40,000	40,000	17,732.65	2,371.93	22,267.35	44.3%
11011000 41103 PUBLIC SERVICE - CU	26,412	26,412	.00	.00	26,412.00	.0%
11011000 41105 PERSONAL PROPERTY -	310,000	310,000	4,135.89	.00	305,864.11	1.3%
11011000 41106 PERSONAL PROPERTY -	26,000	26,000	22,683.32	1,065.62	3,316.68	87.2%
11011000 41107 MACHINERY & TOOLS -	163,609	163,609	.00	.00	163,609.00	.0%
11011000 41110 PENALTIES ON TAXES	9,700	9,700	4,639.32	331.98	5,060.68	47.8%
11011000 41111 INTEREST ON DELINQ	7,800	7,800	897.58	669.10	6,902.42	11.5%
TOTAL GENERAL PROPERTY TAXES	1,238,564	1,238,564	57,150.75	4,651.18	1,181,413.25	4.6%
11012000 OTHER LOCAL TAXES						
11012000 41201 LOCAL SALES & USE T	277,000	277,000	153,278.61	24,524.13	123,721.39	55.3%
11012000 41202 MEALS TAX	1,849,000	1,849,000	1,023,824.52	160,147.58	825,175.48	55.4%
11012000 41203 PENALTY-DEL MEALS T	0	0	1,430.31	1,241.20	-1,430.31	100.0%
11012000 41204 INTEREST-DEL MEALS	0	0	1,003.55	996.04	-1,003.55	100.0%
11012000 41205 TRANSIENT OCCUPANCY	152,076	152,076	136,290.73	16,511.84	15,785.27	89.6%
11012000 41208 CIGARETTE TAX	80,750	80,750	43,650.00	8,730.00	37,100.00	54.1%
11012000 41209 BANK STOCK TAX	385,400	385,400	180,724.00	.00	204,676.00	46.9%
11012000 41210 CONSUMER UTILITY TA	320,000	320,000	131,421.15	25,662.41	188,578.85	41.1%
11012000 41212 TRANSIENT OCCUP TAX	75,924	75,924	.00	.00	75,924.00	.0%
TOTAL OTHER LOCAL TAXES	3,140,150	3,140,150	1,671,622.87	237,813.20	1,468,527.13	53.2%
11012500 BUSINESS LICENSE TAXES						
11012500 41301 BPOL-RETAIL	357,643	357,643	6,361.15	1,206.10	351,281.85	1.8%

YEAR-TO-DATE BUDGET REPORT
 FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
11012500 41302 BPOL-PROFESSIONAL	178,570	178,570	19,185.85	5,535.68	159,384.15	10.7%
11012500 41303 BPOL-REPAIRS/PERS S	128,607	128,607	27,842.79	3,860.42	100,764.21	21.6%
11012500 41304 BPOL-CONTRACTOR	27,804	27,804	1,619.18	233.92	26,184.82	5.8%
11012500 41305 BPOL-UTILITY	5,841	5,841	.00	.00	5,841.00	.0%
11012500 41306 BPOL-AMUSEMENT TAX	855	855	.00	.00	855.00	.0%
11012500 41307 BPOL-MISCELLANEOUS	7,724	7,724	736.97	.00	6,987.03	9.5%
11012500 41308 BPOL-ALCOHOLIC BEVE	835	835	.00	.00	835.00	.0%
11012500 41309 BPOL-PENALTIES & I	1,832	1,832	2,610.71	304.80	-778.71	142.5%
TOTAL BUSINESS LICENSE TAXES	709,711	709,711	58,356.65	11,140.92	651,354.35	8.2%
11013000 PERMITS & LICENSES						
11013000 42111 PLANNING & ZONING F	10,000	10,000	3,650.00	1,040.00	6,350.00	36.5%
11013000 42112 FARMERS MARKET FEES	15,000	15,000	1,905.00	685.00	13,095.00	12.7%
11013000 42114 WELCOME CENTER FEES	2,500	2,500	5,653.00	1,020.00	-3,153.00	226.1%
11013000 42116 RETURN CHECK FEES	225	225	359.00	119.00	-134.00	159.6%
11013000 42117 CREDIT CARD FEES	3,000	3,000	3,651.67	648.25	-651.67	121.7%
TOTAL PERMITS & LICENSES	30,725	30,725	15,218.67	3,512.25	15,506.33	49.5%
11014000 FINES & FORFEITURES						
11014000 42211 COURT FINEES	9,000	9,000	18,614.80	4,305.47	-9,614.80	206.8%
11014000 42212 PARKING FINES	200	200	40.00	.00	160.00	20.0%
TOTAL FINES & FORFEITURES	9,200	9,200	18,654.80	4,305.47	-9,454.80	202.8%
11015000 PROCEEDS FROM USE OF ASSETS						
11015000 42311 INTEREST ON MONEY/I	45,000	45,000	84,546.24	.00	-39,546.24	187.9%
11015000 42312 RENTAL OF GENERAL P	450	450	450.00	.00	.00	100.0%
TOTAL PROCEEDS FROM USE OF ASSETS	45,450	45,450	84,996.24	.00	-39,546.24	187.0%
11016000 CHARGES FOR SERVICES						
11016000 42411 REFUSE COLLECTION C	269,000	269,000	122,169.00	20,388.00	146,831.00	45.4%

Rocky Mount (Town Of), VA

YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
11016000 42413 TRUCK RENTAL FEES	725	725	965.34	150.00	-240.34	133.2%
11016000 42415 WEED CONTROL CHARGE	520	520	.00	.00	520.00	.0%
11016000 42418 PASSPORT SERVICE FE	11,000	11,000	9,430.00	1,565.00	1,570.00	85.7%
11016000 42419 SECURITY SERVICES	12,000	12,000	10,482.50	.00	1,517.50	87.4%
11016000 42420 POLICE REPORTS	1,200	1,200	496.00	.00	704.00	41.3%
11016000 42421 FINGERPRINT SERVICE	100	100	65.00	.00	35.00	65.0%
11016000 42422 CIT/PAC ROOM STAFFI	25,000	25,000	18,340.00	5,600.00	6,660.00	73.4%
11016000 42425 ADMIN CHARGES - SER	300	300	50.00	.00	250.00	16.7%
11016000 42426 MISCELLANEOUS SERVI	0	0	450.00	50.00	-450.00	100.0%
TOTAL CHARGES FOR SERVICES	319,845	319,845	162,447.84	27,753.00	157,397.16	50.8%
11018000 MISCELLANEOUS GENERAL						
11018000 42511 RECOVERIES	0	0	22,324.16	51.95	-22,324.16	100.0%
TOTAL MISCELLANEOUS GENERAL	0	0	22,324.16	51.95	-22,324.16	100.0%
18522000 COMMONWEALTH-NONCATEGORICAL						
18522000 43211 PPTRA FROM STATE	53,861	53,861	53,860.60	.00	.40	100.0%
18522000 43212 COMMUNICATIONS TAX	140,000	140,000	56,822.62	.00	83,177.38	40.6%
18522000 43213 LITTER TAX	3,500	3,500	.00	.00	3,500.00	.0%
18522000 43214 ROLLING STOCK TAX	3,164	3,164	3,244.66	.00	-80.66	102.5%
18522000 43215 RENTAL TAX	9,000	9,000	8,979.49	.00	20.51	99.8%
18522000 43216 OTHER NON-CATEGORIC	0	0	915.94	.00	-915.94	100.0%
TOTAL COMMONWEALTH-NONCATEGORICAL	209,525	209,525	123,823.31	.00	85,701.69	59.1%
18524000 COMMONWEALTH-CATEGORICAL						
18524000 43112 OTHER AID-SCHOOL RE	29,632	29,632	64,431.64	.00	-34,799.64	217.4%
18524000 43311 FIRE PROGRAMS-STATE	18,471	18,471	.00	.00	18,471.00	.0%
18524000 43312 STREET MAINTENANCE-	1,508,140	1,508,140	401,797.81	.00	1,106,342.19	26.6%
18524000 43313 LAW ENFORCEMENT AID	120,632	120,632	66,310.00	.00	54,322.00	55.0%
TOTAL COMMONWEALTH-CATEGORICAL	1,676,875	1,676,875	532,539.45	.00	1,144,335.55	31.8%
18535000 LOCAL GOVERNMENT AID						
18535000 43111 VOLUNTEER FIRE DEPT	30,000	30,000	45,118.24	.00	-15,118.24	150.4%

Rocky Mount (Town Of), VA



YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
18535000 43112 OTH AID-SCHOOL RESO	42,329	42,329	.00	.00	42,329.00	.0%
18535000 43114 COUNTY EXP REIMB FO	50,000	50,000	.00	.00	50,000.00	.0%
TOTAL LOCAL GOVERNMENT AID	122,329	122,329	45,118.24	.00	77,210.76	36.9%
TOTAL GENERAL FUND	7,502,374	7,543,516	2,792,252.98	289,227.97	4,751,263.02	37.0%
TOTAL REVENUES	7,502,374	7,543,516	2,792,252.98	289,227.97	4,751,263.02	
12 FORFEITED ASSETS						
12000000 FORFEITED ASSETS						
12000000 42562 APPROPRIATED FUND B	0	5,925	.00	.00	5,924.52	.0%
TOTAL FORFEITED ASSETS	0	5,925	.00	.00	5,924.52	.0%
TOTAL FORFEITED ASSETS	0	5,925	.00	.00	5,924.52	.0%
TOTAL REVENUES	0	5,925	.00	.00	5,924.52	
20 WATER & SEWER FUND						
25020000 WATER CHARGES						
25020000 42313 PROPERTY RENT (CELL	120,000	120,000	91,248.49	10,669.80	28,751.51	76.0%
25020000 45101 WATER SALES	1,409,680	1,409,680	813,589.80	124,192.32	596,090.20	57.7%
25020000 45102 WATER CONNECTIONS	20,000	20,000	16,100.00	.00	3,900.00	80.5%
25020000 45103 RECONNECT FEES	7,000	7,000	7,885.00	1,300.00	-885.00	112.6%
25020000 45104 PENALTIES	15,000	15,000	18,788.55	3,286.88	-3,788.55	125.3%
25020000 45106 BULK WATER PURCHASE	5,000	5,000	451.43	78.62	4,548.57	9.0%
TOTAL WATER CHARGES	1,576,680	1,576,680	948,063.27	139,527.62	628,616.73	60.1%
25530000 SEWER CHARGES						
25530000 45201 SEWER COLLECTION CH	863,867	863,867	488,231.99	77,566.07	375,635.01	56.5%
25530000 45202 SEWER CONNECTIONS	12,000	12,000	2,925.71	1,000.00	9,074.29	24.4%
TOTAL SEWER CHARGES	875,867	875,867	491,157.70	78,566.07	384,709.30	56.1%

YEAR-TO-DATE BUDGET REPORT

FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT USE/COL
TOTAL WATER & SEWER FUND	2,452,547	2,452,547	1,439,220.97	218,093.69	1,013,326.03	58.7%
TOTAL REVENUES	2,452,547	2,452,547	1,439,220.97	218,093.69	1,013,326.03	
GRAND TOTAL	9,954,921	10,001,988	4,231,473.95	507,321.66	5,770,513.57	42.3%
** END OF REPORT - Generated by VINCENT COPENHAVER **						

YEAR-TO-DATE BUDGET REPORT FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10 GENERAL FUND							
10091020 NON-DEPARTL GENERAL FUND	513,734	513,734	341,792.31	5,488.19	.00	171,941.69	66.5%
11011010 MAYOR & TOWN COUNCIL	92,896	92,896	47,993.39	9,069.55	.00	44,902.61	51.7%
11012020 TOWN MANAGER	416,027	416,027	221,238.66	43,453.42	.00	194,788.34	53.2%
11012040 TOWN ATTORNEY	74,370	74,370	25,592.05	11,793.25	.00	48,777.95	34.4%
11012130 FINANCE DEPARTMENT	664,091	664,091	308,858.64	49,043.42	.00	355,232.36	46.5%
11013010 BOARD OF ELECTIONS	5,000	5,000	.00	.00	.00	5,000.00	.0%
11081060 PASSPORT PROGRAM	2,375	2,375	1,788.54	348.53	.00	586.46	75.3%
12031010 POLICE DEPARTMENT	2,231,624	2,232,768	1,196,888.15	249,381.11	.00	1,035,879.85	53.6%
12032020 VOLUNTEER FIRE DEPT	178,910	178,910	88,445.04	19,303.99	.00	90,464.96	49.4%
12043130 IMPOUND LOT	0	0	207.61	40.68	.00	-207.61	100.0%
13041000 PUBLIC WORKS ADMINISTRATION	1,285,759	762,734	49,751.51	10,165.69	.00	712,982.49	6.5%
13041020 PUB WORKS NON-VDOT ELIGIBLE	3,100	3,100	2,047.79	.00	.00	1,052.21	66.1%
13041040 STREET LIGHTS	107,850	107,094	30,586.50	10,907.13	.00	76,507.50	28.6%
13041070 TRAFFIC CONTROL & PARKING	68,540	72,116	55,590.96	11,122.99	18,990.00	-2,464.96	103.4%
13041080 STREETS	385,300	762,979	763,292.16	111,379.92	.00	-313.16	100.0%
13041090 SIDEWALKS, CURB, GUTTERING	1,500	46,488	45,987.88	.00	.00	500.12	98.9%
13041200 ANGLE BRIDGE REPAIRS	0	0	2,974.93	2,974.93	.00	-2,974.93	100.0%
13042020 STREET CLEANING	3,045	5,417	2,804.14	358.84	.00	2,612.86	51.8%
13042030 REFUSE COLLECTION	22,790	69,263	68,877.95	11,992.72	.00	385.05	99.4%
13042040 SNOW REMOVAL	17,750	17,750	3,373.71	2,951.76	.00	14,376.29	19.0%
14043041 PARKS-MARY ELIZABETH	2,400	13,301	11,819.28	3,379.72	.00	1,481.72	88.9%
14043042 PARKS-MARY BETHUNE	2,200	5,201	3,639.31	130.22	.00	1,561.69	70.0%
14043043 PARKS-GILLEYS	7,170	8,121	1,920.70	.00	.00	6,200.30	23.7%
14043044 PARKS-CELESTE	2,200	43,658	20,349.00	251.71	.00	23,309.00	46.6%
14043045 PARKS-VETERANS MEMORIAL	5,470	8,688	6,734.73	53.36	.00	1,953.27	77.5%
14043046 PARKS-FIRST RESPONDERS MEM	5,320	5,890	4,355.07	49.55	.00	1,534.93	73.9%
14043080 PARKS & REC - PLAYGROUNDS	0	8,886	9,694.80	2,463.18	.00	-808.80	109.1%
14543040 MUNICIPAL BUILDING	56,922	58,839	33,345.10	8,880.55	.00	25,493.90	56.7%
14543050 EMERGENCY SERVICES BLDG	59,800	63,115	33,900.94	5,291.40	.00	29,214.06	53.7%
14543060 PUBLIC WORKS BUILDING	36,640	43,691	16,419.34	8,772.84	.00	27,271.66	37.6%
14543070 PARKS & REC - CEMETERY	900	8,323	8,076.02	218.73	.00	246.98	97.0%
16081010 PLANNING & ZONING	226,694	226,694	123,656.16	24,663.51	.00	103,037.84	54.5%
16081020 COMMUNITY & ECONOMIC DEV	421,343	421,343	252,602.57	45,456.36	.00	168,740.43	60.0%
16081030 CITIZENS SQUARE	26,874	26,874	10,678.97	3,603.64	9,589.19	6,605.84	75.4%
16081040 DEPOT WELCOME CENTER	41,567	41,567	14,724.36	3,177.36	.00	26,842.64	35.4%
16081050 HARVESTER PERFORMANCE CENTER	483,300	483,300	223,319.65	5,547.26	.00	259,980.35	46.2%
16081300 ECONOMIC DEVELOPMENT AUTHORIT	3,913	3,913	1,489.34	837.61	.00	2,423.66	38.1%
16085000 REMED BLIGHTED STRUCTURES	45,000	45,000	.00	.00	.00	45,000.00	.0%
TOTAL GENERAL FUND	7,502,374	7,543,516	4,034,817.26	662,553.12	28,579.19	3,480,119.55	53.9%

12 FORFEITED ASSETS

YEAR-TO-DATE BUDGET REPORT
 FOR THE SIX MONTHS ENDED DEC 31, 2022

FOR 2023 06

12	FORFEITED ASSETS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12031016	STATE FORFEITURE ASSETS	0	5,925	.00	.00	.00	5,924.52	.0%
	TOTAL FORFEITED ASSETS	0	5,925	.00	.00	.00	5,924.52	.0%
20 WATER & SEWER FUND								
20069000	NON-DEPARTL UTILITY OPERATING	447,712	447,712	43,571.75	.00	.00	404,140.25	9.7%
25050000	WATER SYSTEM OPERATIONS	162,078	162,078	103,103.82	12,996.95	15,515.00	43,459.18	73.2%
25050100	METER READING	24,570	24,570	5,243.14	1,344.55	.00	19,326.86	21.3%
25050500	WATER TREATMENT PLANT	796,843	796,843	432,923.95	78,611.56	15,826.95	348,092.10	56.3%
25062000	UTILITY BILLING & ADMIN	286,732	286,732	129,939.78	22,739.71	.00	156,792.22	45.3%
25560000	WASTEWATER SYSTEM OPERATIONS	128,578	128,578	81,543.32	16,598.30	.00	47,034.68	63.4%
25560500	WASTEWATER TREATMENT PLANT	606,034	606,034	302,736.91	65,461.86	.00	303,297.09	50.0%
	TOTAL WATER & SEWER FUND	2,452,547	2,452,547	1,099,062.67	197,752.93	31,341.95	1,322,142.38	46.1%
	GRAND TOTAL	9,954,921	10,001,988	5,133,879.93	860,306.05	59,921.14	4,808,186.45	51.9%

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

Town of Rocky Mount
Cash Balances and Investment Portfolio
December 31, 2022

Total Cash Held by the Town:

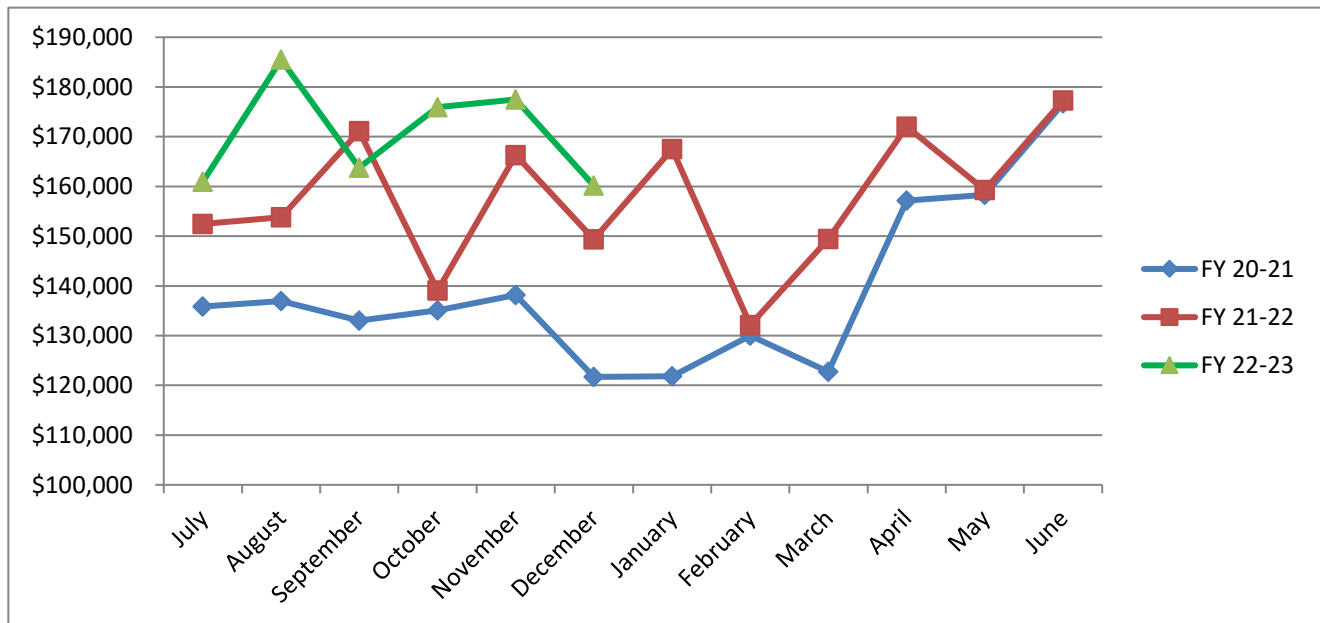
Duncan Williams	\$ 2,579,012
Local Government Investment Pool (effective yield 3.80%)	\$ 6,114,356
Truist: Payroll and Flexible Benefits Checking Accounts	\$ 109,365
Carter Bank and Trust: Old Checking Account, Designated Checking Accounts for Police, Farmer's Market and Depot	\$ 381,829
American National Bank: Town Checking Account	\$ 1,098,920
Virginia Investment Pool Accounts for Angle Bridge and American Rescue Plan Act Funds (First Distribution)	<u>\$ 787,285</u>
 Total Cash Balance at December 31, 2022	 <u><u>\$ 11,070,767</u></u>

Investment Detail:

Duncan-Williams, Inc. Account Statement Dated December 31, 2022					
Cash, Money Funds and Bank Deposits - 3% of Portfolio			<u>Closing</u>	<u>Income</u>	<u>30-Day</u>
			<u>Balance</u>	<u>This Year</u>	<u>Yield</u>
Federated Hermes Govt Reserves Money Market			\$73,455.29	\$3,229.60	1.38%
 Fixed Income - 97% of Portfolio					
Certificates of Deposit:	<u>Quantity</u>	<u>Market</u>	<u>Market</u>	<u>Estimated</u>	<u>Estimated</u>
		<u>Price</u>	<u>Value</u>	<u>Annual Income</u>	<u>Yield</u>
Capital One Natl Assn	245,000.00	96.438	\$234,928.05	\$8,207.50	3.36%
Capital One Bank Natl Assn	245,000.00	95.505	\$232,838.20	\$8,330.00	3.41%
Sallie Mae Bank	225,000.00	99.7	\$224,718.75	\$5,962.50	2.65%
 U.S. Government Bonds:					
Federal Home Loan Banks Cons Bd	500,000.00	88.969	\$437,004.75	TBD	3.37%
Federal Home Loan Banks Cons Bd	700,000.00	93.355	\$655,340.00	\$7,700.00	1.17%
Federal Home Loan Banks Cons Bd	430,000.00	96.929	\$417,555.80	\$15,587.50	3.73%
Federal Home Loan Mtg Corp Medium	320,000.00	94.477	\$303,171.20	\$7,200.00	2.38%
 Total Fixed Income	<u>2,665,000.00</u>		<u>\$2,505,556.75</u>	<u>\$52,987.50</u>	
 Total Portfolio Holdings			<u><u>\$2,579,012.04</u></u>	<u><u>\$56,217.10</u></u>	

Town of Rocky Mount
Meals Tax Collections by Month

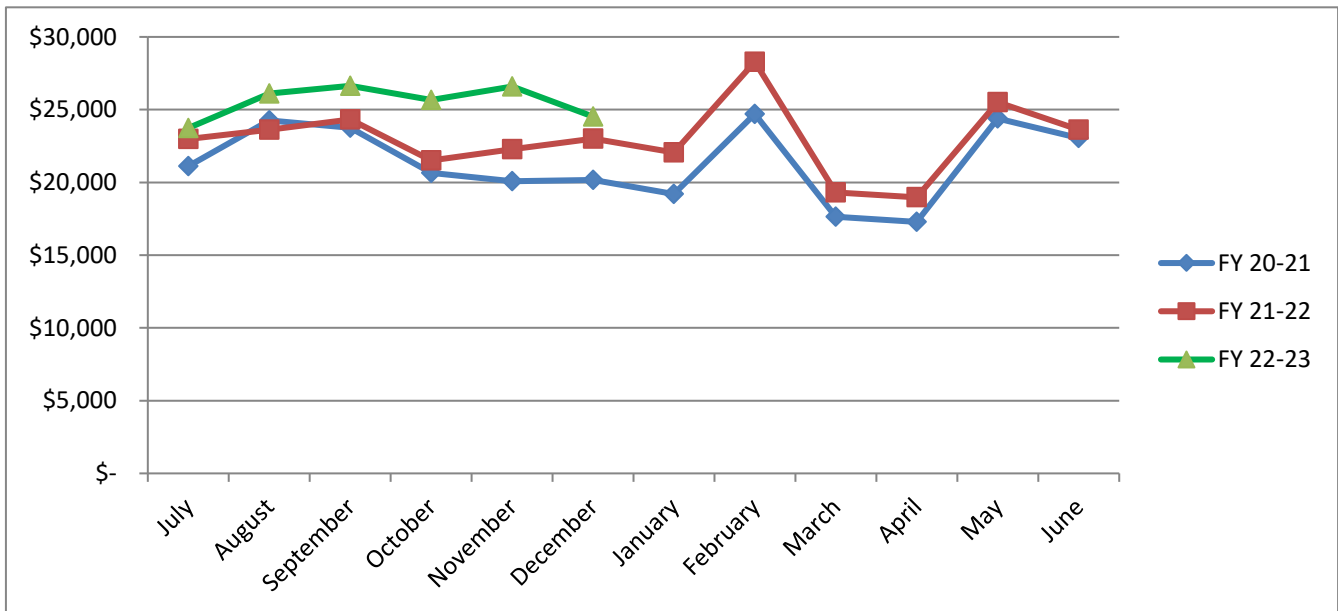
<u>Month</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Change</u>	<u>% Change</u>
July	\$ 135,840	\$ 152,437	\$ 160,978	\$ 8,541	5.6%
August	\$ 136,975	\$ 153,837	\$ 185,503	\$ 31,666	20.6%
September	\$ 133,052	\$ 171,121	\$ 163,751	\$ (7,370)	-4.3%
October	\$ 135,097	\$ 139,085	\$ 175,939	\$ 36,854	26.5%
November	\$ 138,177	\$ 166,261	\$ 177,506	\$ 11,245	6.8%
December	\$ 121,697	\$ 149,361	\$ 160,148	\$ 10,787	7.2%
January	\$ 121,833	\$ 167,488			
February	\$ 130,016	\$ 132,152			
March	\$ 122,758	\$ 149,407			
April	\$ 157,165	\$ 172,047			
May	\$ 158,320	\$ 159,286			
June	\$ 176,690	\$ 177,283			
Year Totals	<u>\$ 1,667,620</u>	<u>\$ 1,889,765</u>	<u>\$ 1,023,825</u>	<u>\$ 91,723</u>	
Year to Date through November	\$ 679,141	\$ 782,741	\$ 863,677	\$ 69,691	8.9%



Town of Rocky Mount
Local Sales Tax Collections by Month

<u>Month</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Change</u>	<u>% Change</u>
July	\$ 21,106	\$ 22,978	\$ 23,738	\$ 760	3.2%
August	\$ 24,250	\$ 23,622	\$ 26,102	\$ 2,480	9.5%
September	\$ 23,756	\$ 24,336	\$ 26,639	\$ 2,303	8.6%
October	\$ 20,642	\$ 21,514	\$ 25,676	\$ 4,162	16.2%
November	\$ 20,088	\$ 22,281	\$ 26,599	\$ 4,318	16.2%
December	\$ 20,173	\$ 23,016	\$ 24,524	\$ 1,508	6.1%
January	\$ 19,191	\$ 22,061			
February	\$ 24,702	\$ 28,289			
March	\$ 17,630	\$ 19,310			
April	\$ 17,285	\$ 18,974			
May	\$ 24,392	\$ 25,516			
June	\$ 23,044	\$ 23,632			
Year Totals	\$ 256,259	\$ 275,529	\$ 153,278	\$ 15,531	

Year to Date through November	\$ 109,842	\$ 114,731	\$ 128,754	\$ 9,705	7.5%
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MONTHLY STAFF REPORT

DATE:	January 9, 2023
TO:	Rocky Mount Town Council
FROM:	Brad Basham for Justin Woodrow
DEPARTMENT:	Fire Department
MONTH:	November 2022

For the period of November 2022, the Rocky Mount Fire Department responded to a total of 50 calls of which 23 were inside the town limits and 27 were within Franklin County.

RMFD apparatus traveled a total of 884 miles carrying out duties pertaining to answering calls and support efforts of the department.

RMFD members logged 26 members performing training for a total of 182 hours of training.

Summary of Calls:

<u>Type of Call</u>	<u>Total</u>
<u>Structure Fire</u>	3
<u>Brush/Grass Fire</u>	3
<u>Vehicle Fire</u>	1
<u>Utilities Fire</u>	1
<u>MVA</u>	24
<u>Residential Fire Alarm</u>	4
<u>Commercial Fire Alarm</u>	6
<u>Smoke Investigation</u>	
<u>Odor Investigation</u>	
<u>Debris Removal</u>	2
<u>Hazmat/Spill</u>	1
<u>EMS Assist</u>	5
	50

Respectfully Submitted By,
Chief Justin Woodrow

MONTHLY STAFF REPORT

DATE:	January 9, 2023
TO:	Rocky Mount Town Council
FROM:	Chief Phillip S. Young
DEPARTMENT:	Police Department
MONTH:	December

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

PSY/rfs

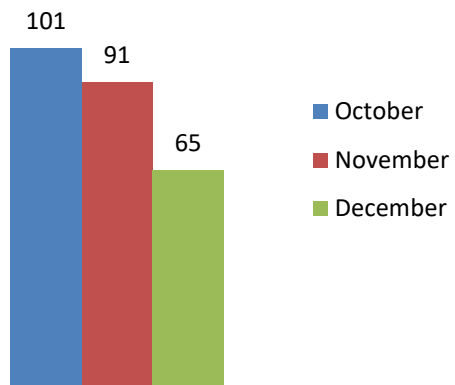
ROCKY MOUNT POLICE DEPARTMENT
MONTHLY REPORT TO COUNCIL

ADM #1

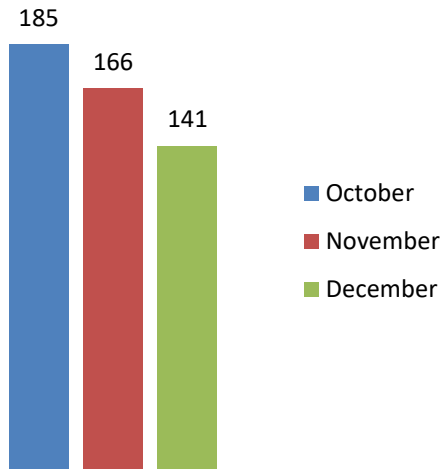
DATE: DECEMBER 2022

	OCTOBER	NOVEMBER	DECEMBER
UNIFORM TRAFFIC SUMMONS ISSUED	101	91	65
TRAFFIC STOPS	185	166	141
SPEEDING TICKETS ISSUED	32	28	11
DUI	3	5	4
COLLISIONS INVESTIGATED (TREDS)	14	18	11
MOTORIST AIDES	51	53	67
CRIMINAL ARRESTS "MISDEMEANOR"	45	36	58
CRIMINAL ARRESTS "FELONY"	11	14	16
INCIDENTS ADDRESSED	4804	4032	3717
INCIDENTS, OFFENSES REPORTABLE IN "RMS"	93	73	90
GRAND LARCENY WARRANTS	0	1	0
BREAKING & ENTERING REPORTS	0	0	0
BREAKING & ENTERING WARRANTS	0	0	0
BOLO'S (Be On Look Out)	30	19	25
FOLLOW-UP'S	38	34	37
BUSINESSES, RESIDENCES CHECKED "FOOT PATROLS"	3707	3162	2800
SCHOOL CHECKS	51	65	68
ALARM RESPONSES	28	20	66
OPEN DOORS, WINDOWS, ETC. UNSECURED	7	2	4
COURT HOURS:	27.5	26	20
TRAINING HOURS:	64	44	121
SPECIAL ASSIGNMENT HOURS:	156	93	146
HARVESTER HOURS WORKED:	8	13	0
ECO/TDO	3	1	13
ECO/TDO HOURS:	19.5	15	59
CIT - PAC HOURS:	160	100	110

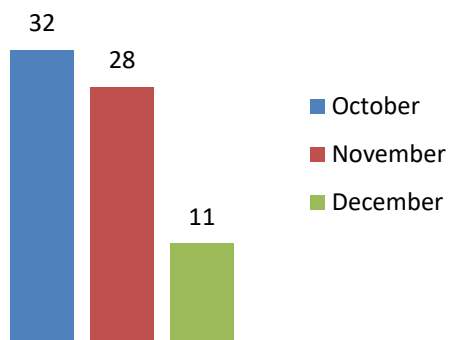
Uniform Traffic Summons Issued



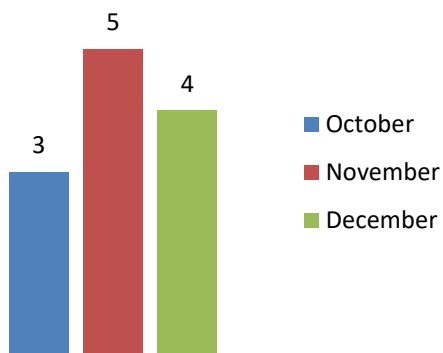
Traffic Stops



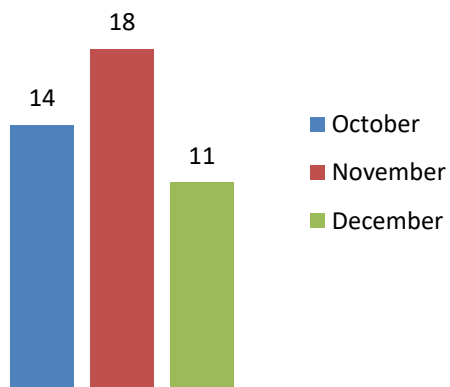
Speeding Tickets Issued



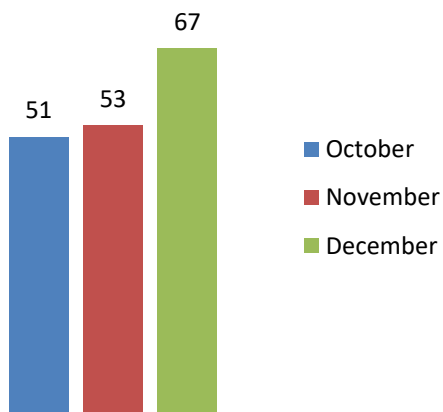
DUI



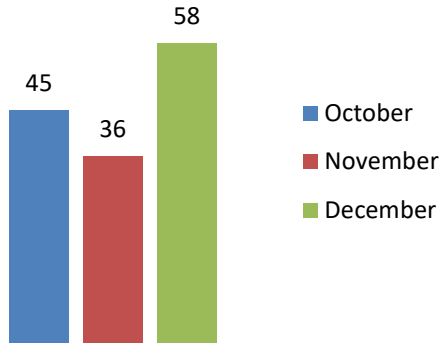
Collisions Investigated (TREDs)



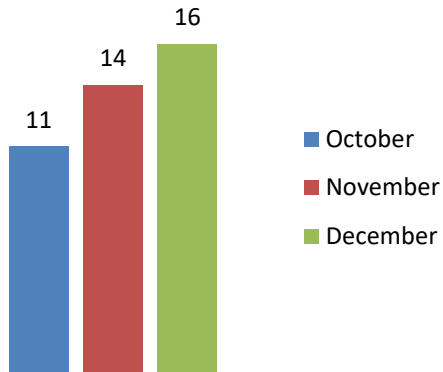
Motorist Aides



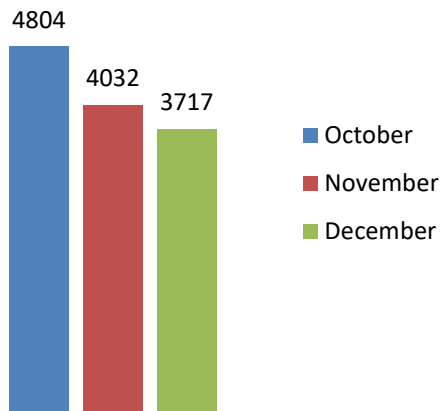
Criminal Arrests "Misdemeanor"



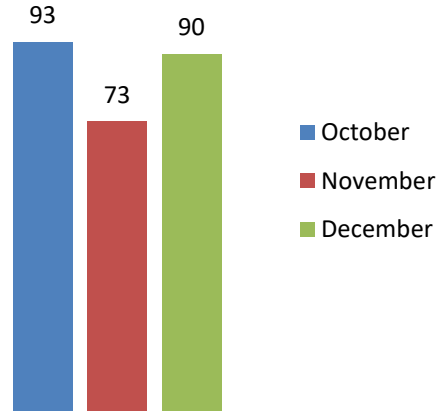
Criminal Arrests "Felony"



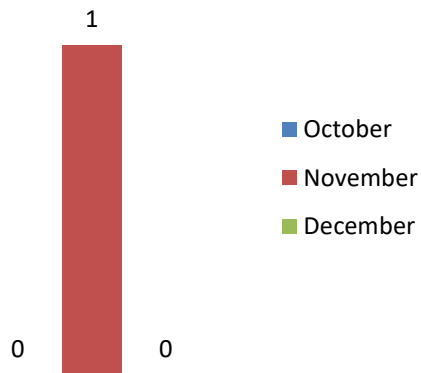
Incidents Addressed



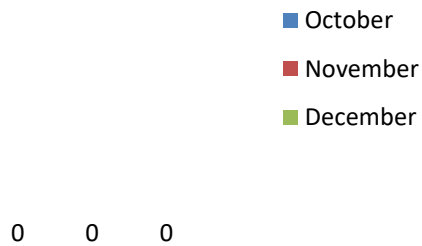
Incidents/Offenses Reportable "RMS"



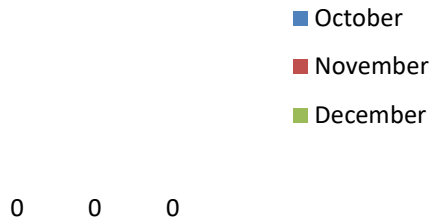
Grand Larceny Warrants



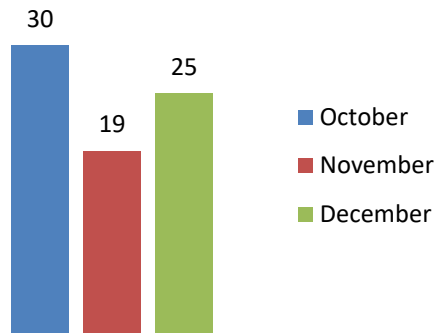
Breaking & Entering Reports



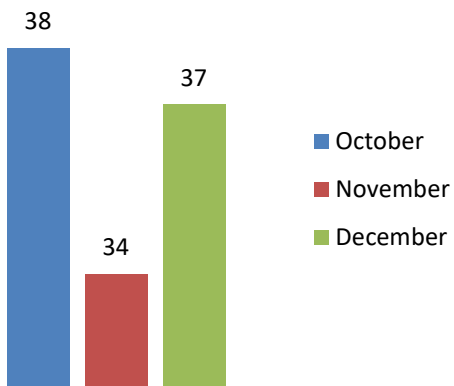
Breaking & Entering Warrants



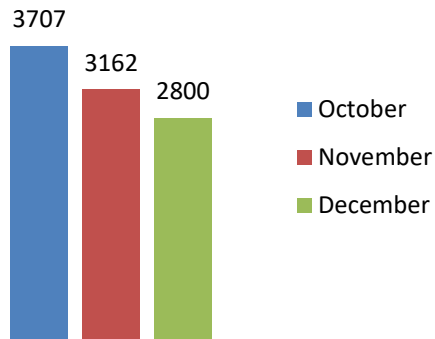
BOLO's (Be On Look Out)



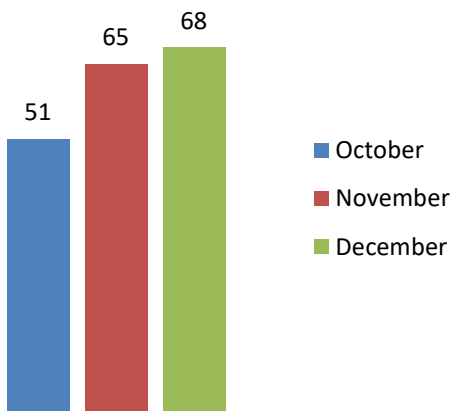
Follow-Ups



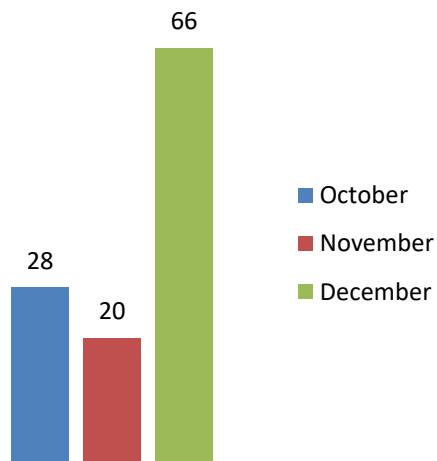
Businesses/Residences Checked "Foot Patrols"



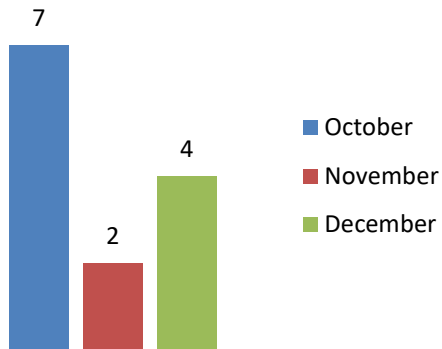
School Checks



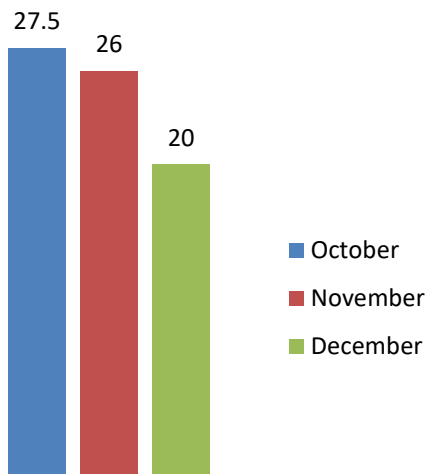
Alarm Responses



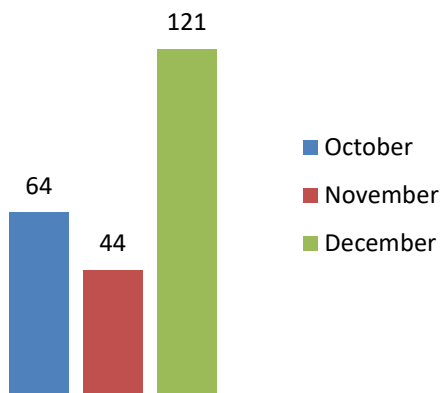
Open Doors, Windows, Etc. Unsecured



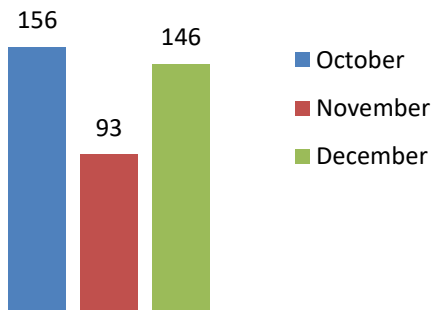
Court Hours



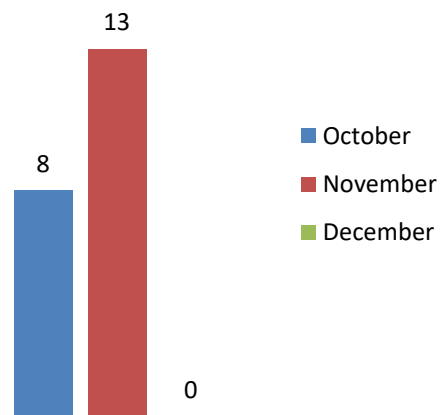
Training Hours



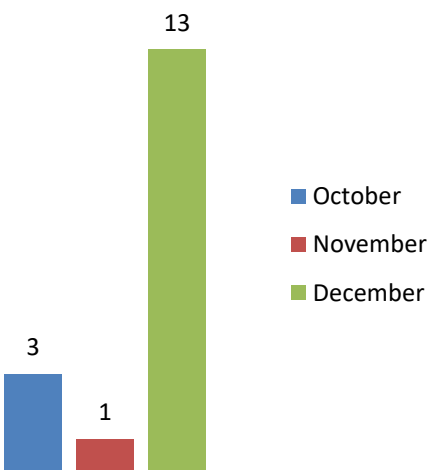
Special Assignment Hours



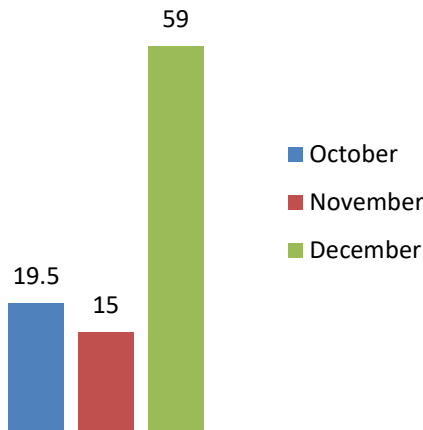
Harvester Hours Worked



ECO/TDO



ECO/TDO Hours



TRAFFIC ENFORCEMENT:

- ◇ Moving and stationary radar was conducted throughout the Town of Rocky Mount during December
- ◇ Reported streetlights out to Town Manager's office
- ◇ There were 11 reportable accidents with 10 of the accidents on our public streets

INVESTIGATIONS:

Follow Up Investigations: Follow up conducted on multiple cases

Search Warrants: Multiple

- ❖ Evidence/Property room management and inventory
- ❖ Court liaison duties conducted
- ❖ Assist patrol with heavy call volume and traffic enforcement
- ❖ Taser maintenance and training performed
- ❖ Assist with review of Department policy and procedures manual for accreditation
- ❖ Court discovery and camera downloads for the Department
- ❖ Transported evidence to the State Lab
- ❖ Assisted patrol with surveillance
- ❖ Maintenance of SRO Grant
- ❖ Maintenance of CESF Grant
- ❖ Fire inspections and Fire Marshal duties conducted
- ❖ Assisted w/ planning and operations of Come Home to a Franklin County Christmas and Christmas parade
- ❖ Assisted with Rocky Mount Elementary School Pancake Breakfast
- ❖ Attended Internet Crimes Against Children training
- ❖ Active cases include: fraud, larceny and cases with Social Services and Adult Protective Services

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

- ❖ Performed multiple fingerprints for walk-ins at the department
- ❖ Oversee inmates (pick up/drop off from jail/watch them at the PD)
- ❖ Counsel patrol officers by answering questions and concerns
- ❖ Dropped off/picked up evidence from the Forensic Lab
- ❖ Scanning of files to email in the records room for retention purposes
- ❖ Took lost property report for walk-in
- ❖ Returned property to walk-in
- ❖ Advice given to mother and daughter walk-in ref: school issues
- ❖ Assisted with loading and unloading of food for Food Drive
- ❖ Took Food Drive checks to town building for deposit
- ❖ Dropped off and picked up vehicles due for maintenance
- ❖ Administered written test for new applicants
- ❖ Administered run testing for new applicants
- ❖ Assisted with supervision of Davis Heating & Air during repairs

**RESOURCE OFFICER REFERRAL'S
(Sanders/Lovelace):**

- ❖ Diversions: None Obtained
- ❖ Petitions: Simple Assault (x 5), Possession of Marijuana Underage on School Property and Possession of Nicotine Vape Device Underage on School Property (Sanders)
- ❖ Sgt. Sanders wrote multiple reports and assisted with supervision of patrol during Christmas break.

SPEEDING TICKETS ISSUED

North Main Street (x 4)

Tanyard Road (x 2)

Grassy Hill Road (x 2)

Scuffling Hill Road (x 2)

Booker T. Washington Highway

CRIMINAL ARRESTS & LOCATIONS:

Possession of Meth	Old Franklin Turnpike (x3)
Possession of Meth	South Main Street
Possession of Suboxone	South Main Street
Possession w/ Intent to Distribute Marijuana	South Main Street
Possession of Marijuana Underage	South Main Street (x 2)
Possession of Drug Paraphernalia	Old Franklin Turnpike
Driving Under the Influence	West College Street
Driving Under the Influence	Knollwood Drive
Driving Under the Influence	Old Franklin Turnpike
Driving Under the Influence	Tanyard Road
Refusal of Blood or Breath Test	West College Street
Refusal of Blood or Breath Test	Knollwood Drive
Drunk In Public	North Main Street
Open Container	Old Franklin Turnpike
Destruction of Property	Tanyard Road
Felony Property Damage	West College Street
Felony Child Endangerment	Pendleton Street
Domestic Aggravated Assault	East Court Street
Domestic Assault	East Court Street
Simple Assault	Tanyard Road (x 5)
Simple Assault	Old Franklin Turnpike
Simple Assault	Hatcher Street
Forgery of Public Documents	Old Franklin Turnpike (x 2)
False Identity to Avoid Arrest	Old Franklin Turnpike (x 2)

Hit and Run	West College Street
Obtain Money by False Pretense	Old Franklin Turnpike
Obstruction of Justice	Old Franklin Turnpike
Obstruction of Justice	East Court Street
Trespassing	Old Franklin Turnpike
Trespassing	East Court Street
Shoplifting	Old Franklin Turnpike (x 22)
Warrant Service (Felony)	East Court Street
Warrant Service (Capias)	Grassy Hill Road
Warrant Service (PB-15)	Grassy Hill Road (x 4)
Warrant Service	Mary Coger Lane
Warrant Service (Misdemeanor)	Old Franklin Turnpike (x 2)
Warrant Service (Misdemeanor)	Tanyard Road (x 2)
Warrant Service (Misdemeanor)	East Court Street
Warrant Service (Misdemeanor)	Scott Street
Emergency Custody Order	Floyd Avenue (x 3)
Emergency Custody Order	Hatcher Street (x 2)
Emergency Custody Order	Circle Drive
Emergency Custody Order	Dent Street
Emergency Custody Order	East Court Street
Emergency Custody Order	Old Franklin Turnpike
Temporary Detention Order	Floyd Avenue (x 2)

MONTHLY STAFF REPORT

DATE:	January 9, 2023
TO:	Rocky Mount Town Council
FROM:	Brian Schofield, Public Works Superintendent
DEPARTMENT:	Public Works Department
MONTH:	December 2022

1. Read meters (1 day)
2. Meter repairs: replaced touch pads, trimmed bushes, gasket leaks, and cleanouts.
3. Meter cutoffs: 27
4. Clean-up 5 days
5. Cut trees along roads, sidewalks, and parks.
6. Repaired, replaced, or unplugged five sewer mains or laterals.
7. Repaired one water main leaks or breaks.
8. Repaired and/or replaced traffic and street signs throughout town.
9. Repaired traffic lights two which had broken hangers from high winds.
10. Had to install generators with power outages for traffic lights.
11. Continue to work on storm drains throughout town.
12. Had to cleanup some trees and chip from the storms and high winds.
13. Ongoing exchanging or new additional carts for citizens.
14. Ongoing leaf pickup.
15. Walk sewer line right-a-ways.
16. Facilitated with the Christmas events in town.
17. Weeding and planting of perennial bulbs for flowers in our gardens throughout town.
18. Continue to work on new pole shed for equipment between projects.
19. Sent two people for CDL school which finished and passed.
20. Dealt with many water leaks in buildings with the cold weather.
21. Had to apply some salt in areas from the broken water pipes from buildings running into the road.

MONTHLY STAFF REPORT

MEETING DATE:	January 9, 2023
TO:	Rocky Mount Town Council
FROM:	Dennis Potter
DEPARTMENT:	Wastewater Treatment Plant
REPORT MONTH:	December, 2022

Average Daily Flow	0.858 MGD
Minimum TSS Reduction	97.7 %
Minimum BOD Reduction	95.4 %
Leachate (F.C. Landfill)	236,912 gallons
VPDES Violations	None
Sludge (Land filled @ F.C.)	55.02 Tons
Rain Total 5.0 inches	Snow Total 0 inches

The Wastewater Plant had 8 after hours alarms during the month of December, mainly due to the power outages that the Town experienced.

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

The staff pumped down clarifier 2, repaired fixed rubber seal on tow bro and refilled.

The staff replaced motor on clarifier 1 scum pump, with motor in stock.

Respectfully Submitted,

Dennis Potter

MONTHLY STAFF REPORT

DATE:	1/9/2023
TO:	Rocky Mount Town Council
FROM:	Michael K. Adkins – Water Superintendent
DEPARTMENT:	Water Department
MONTH:	December 2022

Operation and Production Summary:

The actual water production time (water filtering) for the entire month averaged 10.2 hours a day, which yielded approximately 807,930 gallons per day. Rainfall for this month was 6.7 inches, as measured at the water treatment plant. Therefore, the Blackwater River flow continues to be adequate for regular operation.

Total Raw Water Pumped:	23.59 million gallons
Total Drinking Water Produced:	25.04 million gallons
Average Daily Production:	807,930 gallons per day
Ave Percent of Production Capacity:	40.39%
Flushing of Hydrants/Tanks/FD Use:	0 + 40,000 F.D. gals = 40,000 gals
Plant Process Water:	884,000 gallons (finished water used by the plant)
Bulk Water Sold @ W.T.P.:	500 gallons
Bulk Water used at PW Shop	3,359 gallons
Tank Cleanout/Drainage	0.0 gallons
WVWA Water	0.0 million gallons

Testing:

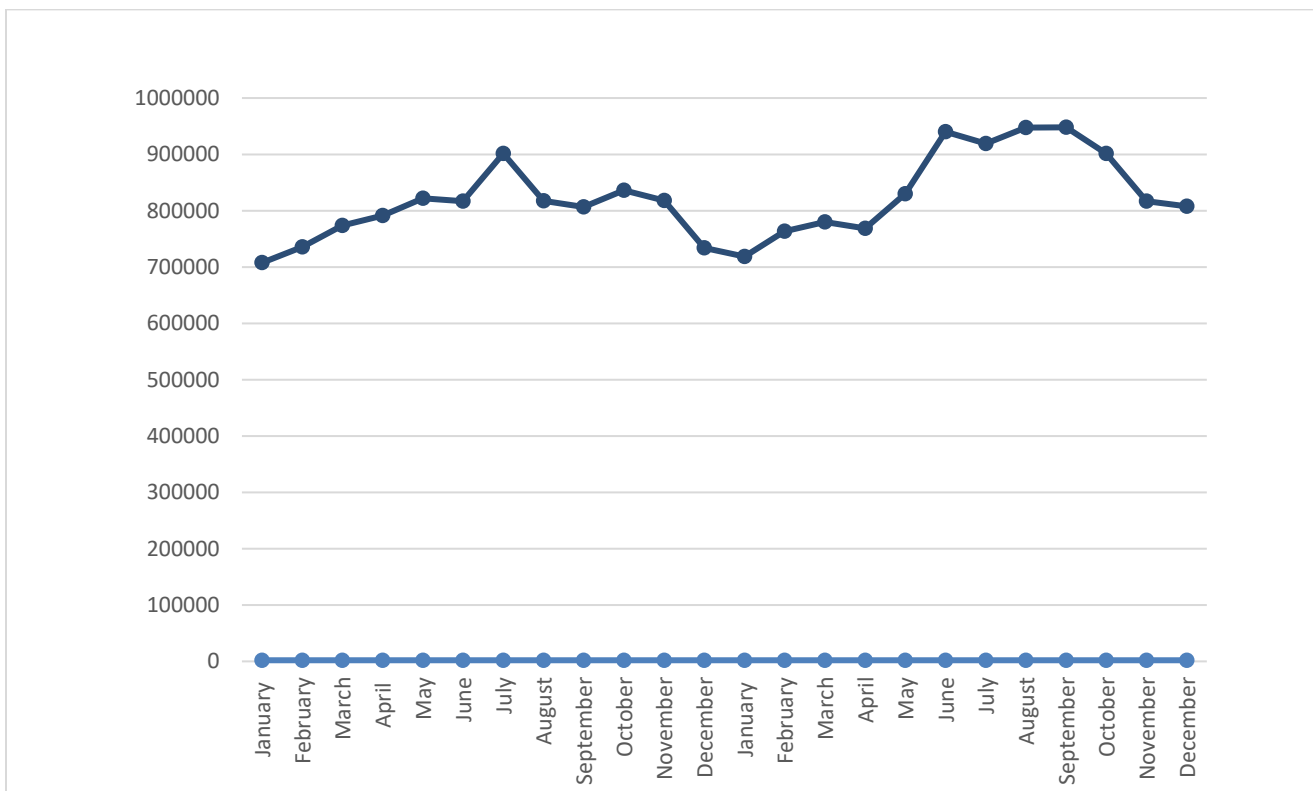
- Our monthly (7 total) routine bacteriological samples were free of bacteria. Therefore, the Town continues to comply with all drinking water standards by E.P.A. requirements.
- We stopped the Auto-flushing program on Nov 20, 2022. Due to cold weather. This process reduces TTHM and HAA5's and provides higher quality water to lines with low usage and no circulation. Staff will restart program when temperatures allow.

Activities / Maintenance / Improvements

- The staff continued with our weekly checks of the chemical feeders, pump stations, equipment at tank sites, and monthly checklists around the plant, the river, and the dam. In addition, we continue to perform routine maintenance and groundskeeping.
- The interconnect with WVWA supplied 0.0 million gallons of water, which averages 0 gallons a day. Due to low chlorine residual from WVWA, connection has been cut off until problem can be corrected. Connection has been off since June.
- Staff in conjunction with public works continued preliminary work on Lead Service Line inventory list as required by the EPA. Staff has been entering information into IworQs database
- The generators located at the water plant and the pump stations proved invaluable with the recent power outages the area experienced. The staff at the water plant was able to operate the plant and fill the tanks without any interruption in service.
- Contractor installed two new Rotork actuators for the filter rewash valves.
- Staff installed conduit and wiring at the pump stations for SCADA contractor to add remote generator monitoring.

- Staff coordinated with Environmental Options to drain and remove sediment from the raw pump station. This is completed twice a year.

Water Plant Production in Gallons Per Day (Jan 2021 to December 2022)



ITEM(S) TO BE CONSIDERED UNDER:
Old Business

FOR COUNCIL MEETING DATED:	January 9, 2023
----------------------------	-----------------

STAFF MAKING REQUEST:	Daniel Pinard, Cultural & Economic Development Director
BRIEF SUMMARY OF REQUEST:	The Community & Economic Development Committee met on December 7, 2022 to discuss the possibility of the Town applying for a Designated Outdoor Refreshment Area (DORA) Alcoholic Beverage Control (ABC) license that would allow patrons to carry open containers of alcohol sold at licensed establishments at select, controlled events. The committee voted to recommend proceeding with the application. ABC Special Agent Nathan Haefer will be available via phone to answer questions.
ACTION NEEDED:	Vote whether to proceed with the DORA ABC License application

Attachment(s):

1. Draft DORA Map
2. Draft DORA Budget
3. ABC Consulting Services

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

Little Lam
Christian Pr



Virginia Career Works
- Franklin Center



ROCKY MOUNT
FARMERS
MARKET
& CITIZEN SQUARE

Trinity Ep



Franklin Cou
General District



Emergency Room
- Carilion Franklin

Carilion Franklin
Memorial Hospital

Olde
Towne

DORA Projected Budget

Initial Costs			
	Application Fee	\$	195
	Administrative Fee	\$	185
	License Fee	\$	300
	Background Check Fee	\$	15
	Total Fees		\$ 695
	Legal Publication		\$ 250
	Signage		\$ 500
Optional	ABC Consulting		\$ 1,500
Total Initial Costs			\$ 2,945

Discounted Rate - Normal Rate is \$3250

Annual Costs			
	License Renewal		\$ 300
Optional	ABC Consulting		\$ 2,100
Total Annual Costs			\$ 2,400

Per Event Costs			
	Safety Plan		\$ 350
	Sanitation Plan		\$ 100
	Advertising		\$ 100
Total Per Event Cost			\$ 550

Services provided by ABC-Consulting

~~\$3250~~ \$1,500.00 Consulting: (This fee renews at a monthly fee of \$175.00 in 12 months, you can cancel with 60 day notice)

- Application assistance with completing and submitting the VA alcohol license application on your behalf complete through license approval
- Legal publication and NOTICE posting
- Review of ALL necessary documents required for license approval (lease, SCC, EIN, bylaws, etc.)
- Alcohol seller/server training for all employees
- Temp. license audits and documentation submission for permanent license
- Member/officer change
- Monthly monitoring of sales for compliance.
- Assistance with VA ABC application Hearing if applicable.
- License renewal
- License Extensions
- 12 months of consulting which includes happy hour/advertising guidance, record keeping guidance, and any correspondence to VA ABC Authority.

License Fees:

- \$195 Application Fee
- \$185 Admin Fee
- \$300 DORA
- \$250 Legal Publication fee
- \$15 Criminal Background Fee for all owners who are a VA resident

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Daniel Pinard, Cultural & Economic Development Director
BRIEF SUMMARY OF REQUEST:	Each year the federal Economic Development Administration (EDA) requires every regional Economic Development District to update a list of Comprehensive Economic Development Strategies (CEDS). The Town of Rocky Mount is located in the West Piedmont Economic Development District which is managed by the West Piedmont Planning District Commission (WPPDC). The attached list shows the draft items for the 2023/2024 list.
ACTION NEEDED:	Vote to adopt the 2023/2024 CEDS list.

Attachment(s):

1. DRAFT Rocky Mount 2023-2024 CEDS PPL

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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WEST PIEDMONT COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

PRIORITY PROJECTS

April 1, 2023 - March 31, 2024

LOCALITY	PROJECT NAME / DESCRIPTION	PRIORITY	TYPE	STATUS	COST	ANTICIPATED BENEFITS / OUTCOMES
Rocky Mount	Franklin County/Rocky Mount Industrial Park improvements	1	Economic	In Progress	\$2,000,000	300-500 Jobs
Rocky Mount	Rocky Mount Sidewalk Trail Development	2	Community	Idea	\$20,000	Additional community asset for improved quality of life
Rocky Mount	Natural Gas Service Extension--Rocky Mount/Franklin County Industrial Park to promote industrial development	1	Economic	Idea	\$12,500,000	300+ Jobs
Rocky Mount	Economic Restructuring via heritage tourism development	1	Community	Planning Phase	\$2,000,000	Create supporting structures and events to complement the growing culture and economy surrounding the Harvester Performance Center and Crooked Road Heritage Music Trail
Rocky Mount	Rocky Mount/Franklin County Blueway access point improvements	1	Tourism	Idea	\$500,000	Infrastructure and marketing improvements to blueway access points to tap into growing natural resource based tourism
Rocky Mount	Rocky Mount Economic Development Strategic Plan	1	Economic	Idea	\$60,000	Town-wide strategic plan
Rocky Mount	Agribusiness Incubator - Establish shared space to encourage local agriculture based business startups.	2	Economic	Idea	\$500,000	15 Jobs
Rocky Mount	Construction of a dog park for community enhancement	1	Community	Planning Phase	\$40,000	Additional community asset for improved quality of life
Rocky Mount	Citizens Square Expansion	2	Tourism	Planning Phase	\$500,000	Improved community sense of place
Rocky Mount	Coworking Incubator	2	Economic	Idea	\$500,000	20 Jobs. Creation of pipeline for business startups and infrastructure for teleworking
Rocky Mount	North Main Corridor Revitalization	1	Economic	Planning Phase	\$1,000,000	Revitalization and Economic Restructuring of the North Main Corridor
Rocky Mount	Uptown/Downtown Connectivity	1	Community	Planning Phase	\$100,000	Promote connectivity and pedestrian traffic between Uptown and Downtown to

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	
BRIEF SUMMARY OF REQUEST:	Town Attorney Boitnott is drafting an ordinance that will modify eligibility to serve on the Board of Directors of the Economic Development Authority. The proposed ordinance will be presented to Council at the meeting for consideration.
ACTION NEEDED:	Adoption of the Ordinance.

Attachment(s): None

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	Attached is the fiscal year 2023-2024 budget calendar for Council's review.
ACTION NEEDED:	Approve FY2023-2024 budget calendar.

Attachment(s):

1. Budget Calendar FY 2024 - Council Version

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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Town of Rocky Mount
FY23-24 Budget and Capital Improvement Plan Calendar

<u>Day</u>	<u>Date</u>	<u>Responsible</u>	<u>Activity</u>	<u>Time</u>	<u>Place</u>
Monday	1/9/2023	Town Manager	Approval of Budget/CIP Calendar (Regular Council meeting)	6:00	Municipal Bldg.
Tuesday	1/31/2023	Planning Commission	Distribution of FY 24-28 CIP to Planning Commission (with copy to Town Council)		
Tuesday	2/7/2023	Planning Commission	Public Hearing & Recommendation of Proposed CIP (regular meeting for Planning Commission)	6:00	Municipal Bldg.
Monday	2/13/2023	Town Manager	Presentation of Proposed FY 24-28 CIP to Town Council	6:00	Municipal Bldg.
	March 2023	Manager/Finance Dir	Possible Utility and Solid Waste Rates Work Session		
Friday	3/31/2023	Manager/Finance Dir	Distribution of Proposed FY 24 Budget & FY 24-28 CIP to Council		
Monday	4/10/2023	Town Council	Public Hearing on Tax Rate effect if greater than 1% (Regular Council meeting)	6:00	Municipal Bldg.
Monday	4/10/2023	Manager/Finance Dir	Presentation of FY 24 Budget and FY 24-28 CIP to Council (Regular Council meeting)	6:00	Municipal Bldg.
Tuesday	4/11/2023	Town Council	Budget Work Session #1	5:00	Municipal Bldg.
Thursday	4/13/2023	Town Council	Budget Work Session #2	5:00	Municipal Bldg.
Monday	4/17/2023	Town Council	Budget Work Session #3 (if needed)	6:00	Municipal Bldg.
Monday	5/1/2023	Town Council	Public Hearing on Proposed FY 24 Budget and FY 24-28 CIP (Special Council meeting)	6:00	Municipal Bldg.
Monday	5/8/2023	Town Council	Adoption of FY 24 Budget, FY 24-28 CIP, & Appropriation Resolution (Regular Council meeting)	6:00	Municipal Bldg.

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Jessica Heckman, Planning & Zoning Administrator
BRIEF SUMMARY OF REQUEST:	Please find the attached proposal from The Berkley Group for the Zoning & Subdivision Ordinance Update. The Berkley Group will conduct an assessment of the Town's zoning and subdivision ordinances and will identify Code of Virginia mandates to be incorporated into the ordinances and include guiding best practices recommendations, along with recommendations for alignment with applicable Town policy documents (e.g., Comprehensive Plan). Berkely will hold project management meetings, stake holder meetings, public input workshops and issue surveys to gather information for the assessment. Berkely will also lead joint work sessions and public hearings regarding the updates. The project is expected to take approximately two years to complete.
ACTION NEEDED:	Authorize the Town Manager to accept the work order proposal.

Attachment(s):

1. Work Order 3 - Zoning Subdivision Ordinance Update

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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December 13, 2022

Mr. Robert Wood
Town Manager
345 Donald Avenue
Rocky Mount, VA 24151

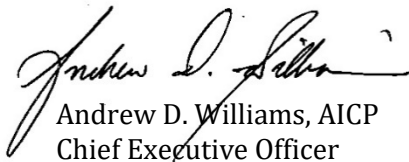
RE: Work Order 3: Zoning and Subdivision Ordinances Update

Dear Mr. Wood:

We are pleased to present the associated scope and fee to support a Zoning and Subdivision Ordinance Update for the Town of Rocky Mount.

If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. Williams".

Andrew D. Williams, AICP
Chief Executive Officer

I have reviewed the scope and fee for the associated work order and I hereby give the consultant notice to proceed for the work described herein.

Mr. Robert Wood, Town Manager

Date

SCOPE OF WORK

Deliverables:

The Scope of Work to update the Town's Zoning and Subdivision Ordinances will include the deliverables as outlined below:

1. The Town will receive a Land Use Diagnostic Report. This will be submitted in digital (pdf) format to the Town.
2. The Town will receive an updated Zoning Ordinance. This will be submitted in digital (pdf) and word (.docx) format to the Town.
3. The Town will receive an updated Subdivision Ordinance (incorporated into the Zoning Ordinance). This will be submitted in digital (pdf) and word (.docx) format to the Town.

Assumptions:

1. **Initiation:** The Town will provide up-to-date copies of the current zoning ordinance, subdivision ordinance, and map in original format (.docx and Esri-compatible GIS)
2. **Contact Person:** The Town will provide a single contact staff that will be responsible for collecting and transmitting data, resources, and reviews from other departments to the Berkley Group.
3. **Project Management Meetings:** Project meetings with Town staff will occur virtually up to one hour per month. If the project schedule is extended, project meetings will be charged based on hourly rates for each staff by position unless a work order amendment occurs.
4. **Diagnostic and Land Use Report:** The Berkley Group will conduct an assessment of the Town's zoning and subdivision ordinances. The Berkley Group will identify Code of Virginia mandates to be incorporated into the ordinances and include guiding best practices recommendations, along with recommendations for alignment with applicable Town policy documents (e.g., Comprehensive Plan). The Berkley Group will also interview staff knowledgeable of the zoning and subdivision regulations to incorporate staff-identified strengths and weaknesses into the diagnostic analysis. All staff interviews will be conducted virtually. This scope assumes no more than one (1) round of review and associated revision to the Land Use Report. The report will be submitted in digital (pdf) format to the Town.
5. **Public Input Workshop:** The Berkley Group will facilitate one public input workshop. The workshop will include a brief introduction to the Zoning and Subdivision Ordinance update followed by an interactive small group discussion on land use and zoning issues. The Town will advertise and promote the meeting and coordinate meeting location, printing, and set up. The Berkley Group will provide 1 promotional flyer and a summary overview of results of the public input workshop for Council/Commission consideration.
6. **Focus Group Interviews:** The Berkley Group will conduct up to four (4) interviews with focus groups, which will be identified and coordinated by Town staff. It is assumed that stakeholder interviews will be conducted on the same day as the public workshop, or virtually by Zoom/phone. The Berkley Group will summarize the results of the stakeholder interviews for Council/Commission consideration.
7. **Survey:** The Berkley Group will conduct an open link community-wide survey utilizing the online SurveyMonkey tool. The survey will also be provided to the Town as a PDF to be distributed in hard copy format. The Town will collect hard copy surveys and transmit them electronically to the Berkley Group for manual entry into SurveyMonkey.

8. **Project Webpage:** The Berkley Group will provide information for a project webpage to be hosted on the Town website and managed by the Town.
9. **Joint Public Officials Meetings:** The project investigation phase includes up to two (2) joint public officials' meetings with Town Council and Planning Commission. These meetings will focus on community engagement planning and policy discussions requiring input from both bodies.
10. **Joint Work Sessions:** The Berkley Group will facilitate drafting work sessions with the Planning Commission and Town Council. Up to six (6) joint drafting work sessions will be conducted in person. One (1) joint pre-adoption work session is anticipated during the adoption phase to focus on final edits prior to the public hearing.
11. **Public Hearings:** The scope of work assumes one (1) joint public hearing with the Planning Commission and Town Council for ordinance adoption.
12. **Comments & Revisions:** One (1) round of revisions is anticipated per article during the drafting phase. Comments from the Council/Commission will be provided in a consolidated comment response format to the Berkley Group for review and consideration prior to each joint work session. The fee estimate for drafting are based on revisions directed during the work sessions identified in the scope of work. Final Revisions includes incorporating edits from the public comment, one Town legal review, and pre-adoption work sessions. Revisions associated with additional work sessions or meetings will require a scope amendment and additional fee.
13. **Meeting Materials:** Meeting materials will be provided in digital format up to, but not earlier than, five (5) business days before a work session. Printing of hardcopy materials necessary for meetings, surveys, documentation, or public review will be the responsibility of the Town. Berkley Group will print large format maps and poster boards.
14. **Meeting Cancellations:** Meetings and work sessions cancelled with notice of less than 7 business days will be counted toward the scoped work sessions, and the client will be charged for the preparation hours for the cancelled meeting.
15. **Graphics:** The final ordinance will contain up to six (6) simple illustrations depicting concepts such as measuring building height, measuring sign square footage, and full cut-off lighting. Additional graphics may be incorporated for an additional fee.
16. **Zoning Map:** This scope of work does not anticipate zoning map amendments.
17. **Zoning & Regulation Development:** The ordinance will follow the Virginia regulations style manual to the extent feasible. Any stylistic or formatting preferences shall be identified by Town staff prior to drafting.
18. **Draft Ordinance:** Prior to public hearings and adoption, the Berkley Group will provide a clean draft ordinance in PDF format and summary memo highlighting major changes.
19. **Legal Review:** Legal review is not included as part of the Berkley Group scope of work.
20. **Public Notification:** The Town will be responsible for public notification requirements (e.g., newspaper ads and mailings) associated with the project. The Berkley Group will advise Town staff on public hearing notification requirements. The Town should be advised that public hearing newspaper advertisements are lengthy, typically including 1,500 or more words, and the Town should ensure funds are available to cover the associated costs.
21. **Post-Adoption Services:** This scope of work does not include post-adoption services (e.g., updated forms, handouts, submittal checklists, or procedures manual). Post-adoption services may be separately scoped if desired by the Town.
22. **COVID-19 Policy:** Berkley Group staff will adhere to all public health best practices as recommended by the Center for Disease Control (CDC) or state/local regulations, whichever is more stringent
23. **Indirect Fee:** The indirect fees include the printing of poster-sized boards and materials, meals, travel, and lodging associated with the scoped meetings.

Fee:

The Scope of Work to update the Town's Zoning and Subdivision Ordinances will include the tasks and associated fees outlined below. If the work order is not signed and work commenced within three (3) months, the proposed fee expires, and the Berkley Group may propose a new fee.

Phase	Task	Task Description	Total Cost	Est. Hours
Investigation	A1	Project Management / Staff Input	\$ 3,860.00	53
	A2	Project Kickoff (Virtual)	\$ 720.00	10
	A3	Document Review / Diagnostic	\$ 7,760.00	128
	A4	Public Workshop (Up to 1)	\$ 3,000.00	49
	A5	Public Outreach Survey (Online & Paper)	\$ 3,000.00	49
	A6	Stakeholder Listening Sessions (up to 4)	\$ 3,080.00	50
	A7	Joint Public Officials Meeting (up to 2)	\$ 6,160.00	98
Development	B1	Joint Work Sessions (up to 6)	\$ 18,480.00	294
	B2	Table of Contents	\$ 3,280.00	52
	B3	Definitions	\$ 4,320.00	68
	B4	General, Admin, Nonconformity	\$ 3,720.00	58
	B5	Permits & Application Provisions	\$ 4,640.00	72
	B6	Districts Standards	\$ 10,880.00	180
	B7	Overlay & Special Districts	\$ 5,760.00	92
	B8	Use Matrix	\$ 5,760.00	92
	B9	Use Performance Standards	\$ 4,320.00	68
	B10	Community Design Standards	\$ 5,120.00	84
	B11	Subdivision Article	\$ 8,720.00	144
	B12	Graphics/Formatting	\$ 2,040.00	34
	B13	Changes Summary	\$ 1,420.00	25
	B14	Compiled Draft Ordinance Review	\$ 1,640.00	26
Adoption	C1	Open House (Public Draft Review)	\$ 3,920.00	60
	C2	Pre-Adoption Work Session	\$ 3,280.00	54
	C3	Incorporate Final Revisions	\$ 5,420.00	89
	C4	Public Adoption	\$ 5,280.00	80
	C5	Post-Adoption Materials	\$ 3,000.00	52
Subtotal			\$ 128,580.00	781
Non-direct expenses including, but not limited to, travel, printing, supplies, etc. (4% of project cost)			\$ 5,143.20	
TOTAL			\$ 133,723.20	

The following supplemental services may be employed for an additional fee:			SUB FEE	TOTAL
Optional Services	D1	Fully illustrated ordinance with graphics (e.g., plans, vignettes,		\$25,000
	D2	Additional Virtual Work Session		\$2,500/meeting
	D3	Additional In Person Work Session		\$3,500/meeting
	D4	Current versus Proposed Ordinance Development Plans (price to be determined based on need)		\$5,000 and up
	D5	Post-adoption forms, user guides, and handouts (price to be determined based on need)		\$3,000-\$10,000

Schedule:

The Berkley Group proposes to perform the tasks included in this Work Order according to the schedule outlined below. This schedule is predicated on the assistance of locality staff in providing timely documentation, guidance, and scheduling of necessary meetings and work sessions. If the work order is not signed and returned within 30 days, the proposed schedule expires, and the Berkley Group may propose a new schedule.

PROJECT TIMELINE																								
Phase	#	Task Description	2023												2024									
			February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November
Investigation	A1	Project Management / Staff Input																						
	A2	Project Kickoff (Virtual)	V																					
	A3	Document Review / Diagnostic																						
	A4	Joint Public Officials Meeting (up to 2)		X		X																		
	A5	Public Outreach Survey (Online & Paper)																						
	A6	Stakeholder Listening Sessions (up to 4)			X																			
	A7	Public Workshop (up to 1)			X																			
Development	B1	Joint Work Sessions (up to 6)						X		X		X		X		X		X						
	B2-12	Drafting																						
	B13	Changes Summary																						
	B14	Compiled Draft Ordinance Review																						
Adoption	C1	Open House (Public Draft Review)																		X				
	C2	Pre-Adoption Work Session																			X			
	C3	Incorporate Final Revisions																						
	C4	Public Adoption																					X	
	C5	Post-Adoption Materials																						
X = Anticipated In-person Attendance; V = Virtual Attendance																								

ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	Mayor Perdue would like to have a discussion regarding a review of the Town Charter.
ACTION NEEDED:	Staff recommend that the matter be referred to the newly created Charter Review Committee.

Attachment(s): None

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:
New Business

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Phillip Young, Police Chief
BRIEF SUMMARY OF REQUEST:	
ACTION NEEDED:	

Attachment(s): None

FOLLOW-UP ACTION: (To be completed by the Town Clerk)
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ITEM(S) TO BE CONSIDERED UNDER:
Committee Report

FOR COUNCIL MEETING DATED:	January 9, 2023
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STAFF MAKING REQUEST:	Robert J. Wood, Town Manager
BRIEF SUMMARY OF REQUEST:	The Community and Economic Development Committee met on December 7, 2022 to discuss the potential submission by the Town of an application to the Virginia Alcoholic Beverage Commission for a Designated Outdoor Refreshment Area license that would allow for the consumption of alcoholic beverages in public in limited areas and with restrictions. The Committee referred the matter to the Town Council.
ACTION NEEDED:	Please see item number 9.1 in Old Business.

Attachment(s): None

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