

Bradley E. Grose, Mayor
Robert R. Altice, Council Member
Carolyn D. Fidler, Vice Mayor
Matthew S. Hare, Council Member
William "Wes" Nance, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

Vinton Town Council
Regular Meeting
Tuesday, March 6, 2012

AGENDA

Consideration of:

A. 6:00 p.m. - WORK SESSION

1. Request for funding Presentations by Community Agencies:
 - a. Vinton Area Chamber of Commerce
 - b. Roanoke Valley Resource Authority
 - c. Vinton Dogwood Festival
 - d. Roanoke Valley-Alleghany Regional Commission
 - e. RVTV-3
 - f. Vinton Historical Society/Museum

B. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG

E. CONSENT AGENDA

1. Consider approval of minutes for the Council in the Neighborhood meeting of February 21, 2012.

F. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Roanoke Valley Greenway Commission

G. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.

H. PUBLIC HEARING

1. VA DHCD Community Development Block Grant (CDBG) for the Downtown Business District Revitalization Project.

- a. Report from Staff
- b. Open Public Hearing
 - Receive public comments
 - Close Public Hearing
- c. Council discussion and questions
- d. Consider adoption of a Resolution designating the Downtown Redevelopment Area
- e. Consider adoption of a Resolution authorizing the Town Manager to execute the application for said Grant

I. TOWN ATTORNEY

J. TOWN MANAGER

ITEMS REQUIRING ACTION - NEW BUSINESS

- 1. Consider adoption of a Resolution establishing penalties for parking violations in the Town

BRIEFINGS

- 2. Real estate tax levy for calendar year 2012
- 3. Amendment No. 2 to the Roanoke Valley Regional Cable Television Agreement.

K. MAYOR

L. COUNCIL

M. WORK SESSION CONTINUED

- 2. Request for funding Presentations:
 - a. Vinton Volunteer Fire Department
 - b. Vinton Volunteer First Aid Crew

N. ADJOURNMENT

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.

Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

- March 20, 2012 – 6:30 p.m. (Meet and Greet to begin at 6:00 p.m.) – **Council in the Neighborhood Meeting** – Herman L. Horn Elementary School, 1002 Ruddell Road

FY 2013 REQUEST FOR FUNDING APPLICATION



Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your organization.
3. **Attach organization's most recent audit. May be submitted later if not currently available.**
4. Sign, date and send the completed application to:

Christopher Lawrence, Town Manager
311 South Pollard Street
Vinton, VA 24179

Applicant Information Non-Profit Public Other Private Association
(Circle One)

| | | |
|---|-------|------------|
| Name of Organization & Tax ID or EIN number | | |
| Vinton Area Chamber of Commerce | | 54-0543122 |
| Address | | |
| 116 S. Poplar Street, Suite 1-A | | |
| City | State | Zip |
| Vinton | VA | 24179 |

CONTACT PERSON

| | |
|--------------------|--------------|
| Name | |
| Angie C. Lewis | |
| Title | Phone |
| Executive Director | 540/343-1364 |

ORGANIZATION INFORMATION

| | |
|--|---|
| Describe your organization's mission | |
| To promote economic development that will benefit the people of the Vinton area. This includes attracting new | |
| Business, holding events to attract area citizens to town, lead and coordinate educational training and expand | |
| Networking opportunities. | |
| | |
| | |
| | |
| How many people are served by your organization? 215 businesses | |
| How many Vinton Residents are served by your organization? | |
| All Vinton and surrounding Roanoke, Bedford and Botetourt county residents | |
| Geographic area served by your organization: | Year the organization was established: 1951 |
| Vinton and surrounding area | |

SERVICES PROVIDED

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|--|
| Describe the service your organization provided to Town of Vinton citizens: (Detailed Project or Event Description – Tell us about what you want to do and when (include dates, names of co-sponsors, etc) Vinton Image Magazine and Special insert in The Roanoker Magazine Wine Festival, May 18 |
| Fall Festival, October 12 |
| Halloween Trick or Treating, October 31 |
| Mingle At the Market, June through September |
| Citizens Police Academy – co-sponsored with Vinton Police Senior Expo, March 26 |
| Christmas Parade, December 5 Gala, December 31 |

FUNDING

| | | |
|---|------------------|--------------------|
| List all funding received and requested from surrounding jurisdictions: (List the Town of Vinton first) | | |
| Jurisdiction (i.e other towns , cities, counties, companies, etc) | Received FY 2011 | Requesting FY 2012 |
| TOWN OF VINTON | \$10,000.00 | \$10,000.00 |
| Roanoke County | \$10,000.00 | \$10,000.00 |
| | | |
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IMPACT STATEMENT

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| Describe in detail the positive and negative impacts to the community in the following areas: 1. Fiscal/Economic Impact 2. Environmental Impact 3. Quality of Life Impact To be effective as a Chamber we continue to work to attract people to our community to live and begin their businesses. The Chamber’s function is to provide for our business community promotions that will enhance their Business and also want to attract new businesses to the Vinton area. |
|---|


Signature

1/27/2012
Date



The Regional Commission

313 Luck Avenue, SW / PO Box 2569 / Roanoke, Virginia 24010

TEL: 540.343.4417 / FAX: 540.343.4416 / www.rvarc.org / rvarc@rvarc.org

January 5, 2012

Mr. Christopher Lawrence
Vinton Town Manager
311 S. Pollard Street
Vinton, Virginia 24179

Dear Chris,

RE: CHARTER REPORT AND FY 2013 MEMBERSHIP DUES REQUEST

As required by the Charter of the Roanoke Valley-Alleghany Regional Commission, I am enclosing the Commission's budget request for FY 2013. The request for financial support from the Town of Vinton is based upon the 2010 U.S. Census Bureau figures. Statements are sent early to help aid localities in their preliminary budget preparations. The final dues invoice will be sent in May of this year, with payment requested by July 31, 2012.

Also enclosed is a copy of the Commission's **2011 Annual Report**, which illustrates the diversity of services provided to our 11 member governments. For every \$1.00 in local funds provided to our organization, the Regional Commission leverages \$7.90 in additional outside funding. The Commission staff is in the preliminary stage of developing project ideas for inclusion in its FY 2012-13 work program. All projects will be examined and a work program will be developed based on staff and budget considerations.

The Commission looks forward to working with Vinton in the months ahead. Should you have any questions or need additional information, please do not hesitate to contact me.

Yours truly,

Wayne G. Strickland
Executive Director

Enclosures



The Regional Commission

313 Luck Avenue, SW / PO Box 2569 / Roanoke, Virginia 24010
TEL: 540.343.4417 / FAX: 540.343.4416 / www.rvarc.org / rvarc@rvarc.org

January 5, 2012

STATEMENT

Mr. Chris Lawrence
Vinton Town Manager
311 South Pollard Street
Vinton, Virginia 24179

Fiscal Year 2012-2013 Membership Dues to the Roanoke Valley-Alleghany Regional Commission:

| <u>Population</u> | <u>Amount Due @.75 Cents Per Capita</u> |
|-------------------|---|
| 8,098* | \$6,073 |

*Source: 2010 U.S. Bureau of the Census

Vinton Historical Society and Museum
210 Jackson Ave.
P.O. Box 32
Vinton, Virginia 24179

RECEIVED
JAN 19 2012

January 18, 2012

Mayor. Bradley Grose
311 S. Pollard Street
Vinton, VA 24179

Dear Brad,

We thank the Town Council for the grant of \$1,500.00 for the operation of the Museum last year. We used this, a \$2,100.00 grant from Roanoke County a grant from the Melva P. Jones Fund and VHS fund raisers to operate the Museum 3 days a week and on special occasions such as the Fall Festival and other special Vinton days. We found that this small effort paid large dividends for the community. Our visitors continue to increase in numbers and our good reputation is spreading beyond the Roanoke Valley. We also are in hopes that the Town will continue to cover the cost of the internet since it has proven to be a very valuable tool in publicizing the Museum.

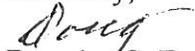
This year we opened the "Vinton Room" and it has been well received by visitors. We now have fully occupied the Upson House and there no room left for expansion. We believe the Vinton Museum is now a destination attraction and we are sure it enhances the cultural heritage of Vinton. By providing internet service to the Museum, we have been able to "spread the word" much more efficiently.

It is only through grants that we will be able to continue the operation of the Vinton Museum. We are requesting a \$2000.00 cash grant this year to enable us to continue to grow in our service to Vinton and the surrounding area and we request that the Town continue to cover the cost of the internet since it has proven to be a very valuable tool in publicizing the Museum.

Also the Vinton Historical Society, in the past, has met at the Vinton War Memorial for its four (4) membership meetings each year. We were fortunate enough to do so in 2012 due to the Town supporting us and not charging rent. We are requesting that the Town Council give the Vinton Historical Society the same consideration for the coming year. This will enable us to have our meetings in a regular location and will stabilize our meeting location so that in our recruiting efforts we can be specific.

It is only through Town Council's generous support that we have been able to establish and operate the Vinton Museum for the past 23 years. By permitting us to use the Upson House and your outstanding maintenance on the structure has enabled us to operate the Museum at a level befitting the community of Vinton. Thank you.

Sincerely,


Douglas C. Forbes, Treasurer - Vinton Historical Society

CC: Barbara Hargis
✓ Chris Lawrence



FY 2013 REQUEST FOR FUNDING APPLICATION

Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your organization.
3. **Attach organization's most recent audit. May be submitted later if not currently available.**
4. Sign, date and send the completed application to:

Christopher Lawrence, Town Manager
 311 South Pollard Street
 Vinton, VA 24179

Applicant Information Non-Profit Public Other Private Association (Circle One)

| | | |
|--|--------------------|---------------------|
| Name of Organization & Tax ID or EIN number <i>VINTON HISTORICAL SOCIETY-MUSEUM SA-1326986</i> | | |
| Address <i>PO Box 32</i> | | |
| City <i>VINTON</i> | State <i>VA</i> | Zip <i>24179</i> |

CONTACT PERSON

| | |
|---------------------------------------|--------------------------------|
| Name <i>DOUG FORBES, TREASURER</i> | |
| Title <i>TREASURER</i> | Phone <i>(540) 890-2331</i> |

ORGANIZATION INFORMATION

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|---|---|
| Describe your organization's mission: <i>OPERATE THE VINTON MUSEUM</i> | |
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| | |
| How many people are served by your organization? <i>THE ENTIRE VALLEY +</i> | |
| How many Vinton Residents are served by your organization? <i>THE ENTIRE TOWN</i> | |
| Geographic area served by your organization: <i>ANYWHERE PEOPLE ARE INTERESTED</i> | Year the organization was established: <i>1985</i> |

SERVICES PROVIDED

Describe the service your organization provided to Town of Vinton citizens: (Detailed Project or Event Description - Tell us about what you want to do and when (include dates, names of co-sponsors, etc))

*WE OPERATE THE MUSEUM FOR THE ENTIRE COMMUNITY;
SPECIAL EVENTS, SCHOOL CLASSES, REUNIONS, PUBLIC.*

FUNDING

List all funding received and requested from surrounding jurisdictions: (List the Town of Vinton first)

| Jurisdiction (i.e. other towns, cities, counties, companies, etc) | Received FY 2012 | Requesting FY 2013 |
|---|-----------------------------|-------------------------------|
| TOWN OF VINTON | <i>\$ 1500⁰⁰</i> | <i>\$ 2000⁰⁰</i> |
| <i>ROANOKE COUNTY</i> | <i>\$ 2100⁰⁰</i> | <i>\$ 10,000⁰⁰</i> |
| <i>MELVA P. JONES FUND FOR M&A</i> | <i>\$ 2380⁰⁰</i> | <i>?</i> |
| | | |
| | | |
| | | |

IMPACT STATEMENT

Describe in detail the positive and negative impacts to the community in the following areas:

1. Fiscal/Economic Impact
2. Environmental Impact
3. Quality of Life Impact

WE DO ATTRACT VISITORS FROM OTHER AREAS AND STATES.

Doug Forbes
Signature

Jan 18, 2012
Date



FY 2013 REQUEST FOR FUNDING APPLICATION

Instructions

1. Please type or print.
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3. **Attach organization's most recent audit. May be submitted later if not currently available.**
4. Sign, date and send the completed application to:

Christopher Lawrence, Town Manager
 311 South Pollard Street
 Vinton, VA 24179

Applicant Information Non-Profit Public Other Private Association (Circle One)

| | | |
|---|---------------------|---------------------|
| Name of Organization & Tax ID or EIN number VINTON VOLUNTEER FIRE DEPT. | | |
| Address P.O. BOX 426 | | |
| City VINTON | State VA. | Zip 24179 |

CONTACT PERSON

| | |
|------------------------------|---|
| Name RICHARD OAKES | |
| Title FIRE CHIEF | Phone 540-933-0629 / 540-312-8942 ^{CELL} |

ORGANIZATION INFORMATION

| | |
|---|--|
| Describe your organization's mission: | |
| <p style="font-size: 1.2em;">THE MISSION OF THE VINTON VOLUNTEER FIRE DEPT. IS TO PROTECT THE CITIZENS OF THE TOWN OF VINTON AND EAST ROANOKE COUNTY FROM FIRE OR OTHER EMERGENCY'S THAT MAY OCCUR.</p> | |
| How many people are served by your organization? | 8,000 PLUS ALL OF EAST RD. CO. |
| How many Vinton Residents are served by your organization? | 8,000 |
| Geographic area served by your organization: | Year the organization was established: |
| TOWN OF VINTON, ROANOKE COUNTY, ROANOKE CITY BEDFORD COUNTY AND ANY OTHER LOCATION THAT REQUEST AID. | 1925 |

SERVICES PROVIDED

Describe the service your organization provided to Town of Vinton citizens: (Detailed Project or Event Description – Tell us about what you want to do and when (include dates, names of co-sponsors, etc)

PROTECT LIFE AND PROPERTY FOR THE CITIZENS AND MERCHANTS THAT LIVE AND WORK IN THE TOWN OF VINTON.

FUNDING

List all funding received and requested from surrounding jurisdictions: (List the Town of Vinton first)

| Jurisdiction (i.e. other towns, cities, counties, companies, etc) | Received FY 2012 | Requesting FY 2013 |
|---|------------------|--------------------|
| TOWN OF VINTON | \$ 15,300 | \$ 19,000 |
| ROANOKE COUNTY ALLOCATED FUND FOR ALL 12 FIRE DEPARTMENTS | \$ 4,833.44 | \$ 4,838.44 |
| | | |
| | | |
| | | |

IMPACT STATEMENT

Describe in detail the positive and negative impacts to the community in the following areas:

1. Fiscal/Economic Impact
2. Environmental Impact
3. Quality of Life Impact

1- SAVES MONEY IN SALARIES/BENEFITS BY VOLUNTEER STAFFING, PROTECTION OF LIFE, PROPERTY LOSS TO LOCAL BUSINESSES AND RESIDENTS!
 2- RESPOND & MITIGATE AND HAZARDOUS MATERIAL INCIDENTS.
 3- PROTECTION IMPROVES QUALITY OF LIFE.

Richard Oates
 Signature

01/20/2012
 Date



FY 2013 REQUEST FOR FUNDING APPLICATION

Instructions

1. Please type or print.
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4. Sign, date and send the completed application to:

Christopher Lawrence, Town Manager
 311 South Pollard Street
 Vinton, VA 24179

Applicant Information Non-Profit Public Other Private Association (Circle One)

| | | | | | |
|---|-----------|--------------|-------------------------------|--|--|
| Name of Organization & Tax ID or EIN number | | | <i>Vinton First Aid Crew.</i> | | |
| Address | | | | | |
| <i>110 W. Jackson Ave</i> | | | | | |
| City | State | Zip | | | |
| <i>Vinton</i> | <i>VA</i> | <i>24179</i> | | | |

CONTACT PERSON

| | | | |
|---------------------|---------------------|---------------------|--|
| Name | | <i>Tom Philpott</i> | |
| Title | Phone | | |
| <i>Rescue Chief</i> | <i>540-765-7916</i> | | |

ORGANIZATION INFORMATION

| | |
|--|--|
| Describe your organization's mission: | |
| <i>Provide emergency medical services to Vinton and east Roanoke County.</i> | |
| | |
| | |
| How many people are served by your organization? <i>15,000 - 25,000</i> | |
| How many Vinton Residents are served by your organization? <i>All</i> | |
| Geographic area served by your organization: | Year the organization was established: |
| <i>Vinton - East Roanoke Co.</i> | <i>1939</i> |
| | |

SERVICES PROVIDED

Describe the service your organization provided to Town of Vinton citizens: (Detailed Project or Event Description - Tell us about what you want to do and when (include dates, names of co-sponsors, etc))

We provide emergency medical services as well as public service assistance to Vinton and Roanoke Co. citizens as well as provide stand by assistance for large municipal, public and private events. We also provide training to the public.

FUNDING

List all funding received and requested from surrounding jurisdictions: (List the Town of Vinton first)

| Jurisdiction (i.e. other towns, cities, counties, companies, etc) | Received FY 2012 | Requesting FY 2013 |
|---|------------------|--------------------|
| TOWN OF VINTON | <i>15,300</i> | <i>17,000</i> |
| <i>Roanoke County</i> | <i>5,100</i> | <i>6,000</i> |
| <i>VA 4 for life</i> | <i>2,440</i> | <i>2,440</i> |
| | | |
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IMPACT STATEMENT

Describe in detail the positive and negative impacts to the community in the following areas:

1. Fiscal/Economic Impact
2. Environmental Impact
3. Quality of Life Impact

Emergency medical services has a life saving impact on our citizens. Our volunteers provided services on over 1,000 emergency calls and provides over 20,000 man hours of instruction availability during the same period.

Signature *Gorm Pughatt*

Date *1-26-2012*



County of Roanoke

FINANCE DEPARTMENT

REBECCA E. OWENS
Director of Finance

July 22, 2011

Volunteer Rescue Tom Philpott
Vinton First Aid and Rescue Squad
110 W. Jackson
Vinton VA 24179

RE: Agreed Upon Procedures for Volunteer Fire and Rescue Departments

Dear Volunteer Philpott:

Thank you for your assistance in providing the records to Brown Edwards and Company for the agreed upon procedures of the volunteer fire and rescue departments. Enclosed is the final report from the auditor.

The Department of Finance for the County of Roanoke will be happy to answer any questions you have with regards to the report. Also, we will provide any assistance requested with regards to recommendations of best practices for the agreed upon procedures.

Should you have any questions, please contact Rebecca Owens, 540-772-2020, ext. 327.

Sincerely,

Rebecca Owens
Director of Finance

Enclosure

**COUNTY OF ROANOKE VOLUNTEER FIRE AND
RESCUE ORGANIZATIONS**

AGREED-UPON PROCEDURES

March 31, 2011

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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED-UPON PROCEDURES**

Ms. Rebecca Owens
Director of Finance
County of Roanoke, Virginia

We have performed the procedures enumerated on pages 4 through 6, which were agreed to by you, to selected accounting records and transactions of the County of Roanoke Volunteer Fire and Rescue Organizations for the period April 1, 2009 to March 31, 2011. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report and County management. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the County of Roanoke Volunteer Fire and Rescue Organizations' financial statements or specified elements, accounts or items thereof. Accordingly, we do not express such an opinion. Also, we express no opinion on the effectiveness of the County of Roanoke Volunteer Fire and Rescue Organizations' internal control over financial reporting or any part thereof. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Our responsibility is limited to the period covered by our agreed-upon procedures and does not extend to any later periods for which we are not engaged.

This report is intended solely for the use of the specified users listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency for the procedures for their purposes.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
May 20, 2011

COUNTY OF ROANOKE VOLUNTEER FIRE AND RESCUE ORGANIZATIONS

PROCEDURES PERFORMED

Bank Reconciliations

Randomly select two month-end bank reconciliations for each bank account (cash, certificate of deposit, etc.) that the entity maintains and perform the following procedures:

- Trace the bank balance on the reconciliation to the bank statement.
- Determine if the reconciliation is mathematically accurate, including detailed supporting schedules.
- For the two bank reconciliations selected, determine if the balance during the month exceeded FDIC limits.
- Review the cash receipts and disbursements ledgers for each bank account for five business days before and after month end to identify interbank transfers, checks, and deposits. Determine whether all items were recorded and accounted for in the proper period.
- Document when the bank reconciliation was performed.
- Document whether someone other than the preparer is reviewing and approving the bank reconciliations.
- Perform the following procedures:
 - Document reasons why checks greater than \$200 did not clear the bank within 30 days.
 - Trace all deposits in transit to the subsequent bank statement. Document reasons for delays greater than five business days in being credited to the bank account.
 - Trace all deposits over \$200 from books to bank statements for the month. Document any reasons for delays greater than five business days in being credited to the bank account.
 - Trace checks from bank statements for the month to disbursement journal.
 - Determine the mathematical accuracy of the cash journals for the two months selected.
 - Determine the propriety of other reconciling items individually over \$200 and that they cleared on the subsequent month's bank statement.

Meeting Minutes

Review all meeting minutes for the period and document when and how often the meetings occurred, whether the meetings were being documented, whether the minutes were subsequently approved, and whether the meeting minutes were signed.

Capital Assets

Inquire and inspect as to whether the entity maintains a listing of equipment and other capital assets owned and regularly updates the listing for additions or disposals.

COUNTY OF ROANOKE VOLUNTEER FIRE AND RESCUE ORGANIZATIONS

PROCEDURES PERFORMED

(Continued)

Disbursements

Using the manual ledgers and bank statements, select a random sample of twenty-five (25) disbursements from the manual ledger less than \$2,500, five (5) disbursements from the bank statement less than \$2,500, five (5) disbursements from the manual ledger greater than \$2,500, and three (3) disbursements from the bank statements greater than \$2,500 (total 38 items) and perform the following:

- Payee, amount, and date recorded in the ledger agree to the cancelled check returned from the bank.
- Payee and amount agree to the supporting documentation (i.e., invoice, purchase order, receiving documentation, as applicable).
- Disbursement appears coded to the appropriate expense account.
- Cancelled checks were maintained and included signatures according to the policy set by the individual entity.

Form 990

Determine whether a Form 990 was filed with the Internal Revenue Service in a timely manner.

Reimbursement

Randomly select five (5) disbursements which were considered reimbursement in nature and perform the following:

- Supporting documentation exists to support the disbursement.
- The proper mileage rate was used as allowed by the department but in no case greater than the amount allowed by the IRS.
- Determine if any alcohol purchases were reimbursed.
- The mileage amount claimed appears reasonable based on beginning and ending destinations.

Review of Check Register and Cancelled Checks

Review the manual check register and the cancelled checks returned from the bank during the period under review noting:

- Duplicate check numbers used.
- Gaps in check sequence.
- Voided checks have been properly marked and added back into the balance in the cash account.

COUNTY OF ROANOKE VOLUNTEER FIRE AND RESCUE ORGANIZATIONS

PROCEDURES PERFORMED
(Continued)

Receipt Tests

Using the Organizations' receipt listing or book (bank statement if these do not exist), select a random sample of twenty (20) receipts less than \$1,000 and ten (10) receipts greater than \$1,000 noting:

- Payer and amount agree to supporting documentation.
- Items were deposited within fifteen (15) business days of receipt by the entity.
- Receipt was coded to an appropriate revenue account.
- Whether a receipt was recorded and issued to the payer.

Determine all funds allocated by the County of Roanoke were deposited within fifteen (15) business days of their receipt in an entity account.

COUNTY OF ROANOKE VOLUNTEER FIRE AND RESCUE ORGANIZATIONS

RESULTS OF PROCEDURES PERFORMED
(Continued)

VINTON FIRST AID AND RESCUE SQUAD

Bank Reconciliations

The bank reconciliation for August of 2009 was prepared on September 11, 2009. The reconciliation for February of 2011 was prepared on March 10, 2011.

Reconciliations are not being reviewed and signed off by someone other than the preparer.

Meeting Minutes

Executive board meetings were held on 4/16/09, 6/18/09, 10/15/09, 6/17/10, 10/21/10, 1/20/11.

Business meetings were held on 4/20/09, 5/18/09, 6/15/09, 7/20/09, 8/17/09, 9/21/09, 10/19/09, 11/16/09, 1/11/10, 2/8/10, 3/15/10, 4/5/10, 5/3/10, 6/21/10, 7/12/10, 8/2/10, 9/13/10, 10/4/10, 11/1/10, 12/6/10, 1/3/11, 2/7/11, 3/7/11.

There were no business meeting minutes for the month of December due to bad weather conditions.

There was no subsequent approval of minutes during the 4/20/09 meeting. There is also no signature of minutes when they are prepared.

Capital Assets

No exceptions noted.

Disbursements

No exceptions noted.

Form 990

No exceptions noted.

Reimbursement

No exceptions noted.

Review of Check Register and Cancelled Checks

No exceptions noted.

Receipt Tests

No supporting documentation was provided for any deposits.

The Organization keeps a record of donations in their computerized accounting system. However, based on how the information is entered, we are unable to tell if receipts are deposited within fifteen business days of receipt.

MINUTES OF A COUNCIL IN THE NEIGHBORHOOD MEETING OF VINTON TOWN COUNCIL
HELD AT 6:30 P.M. ON TUESDAY, FEBRUARY 21, 2012, AT W. E. CUNDIFF ELEMENTARY
SCHOOL LOCATED AT 1200 HARDY ROAD, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Vice Mayor Carolyn D. Fidler
Robert R. Altice
William W. Nance

MEMBERS ABSENT: Matthew S. Hare

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Consuella Caudill, Assistant Town Manager/Economic Development
Manager
Ben Cook, Police Chief
Joey Hiner, Assistant Public Works Director
Christopher Linkous, Fire/EMS Captain
Lauren Hodges, Facilities Manager
Barry Thompson, Finance Director/Treasurer
Anita McMillan, Planning and Zoning Director
Mary Beth Layman, Special Programs Director
Stephanie Dearing, Human Resources Director
Mark Vaught, Police Lieutenant-Services
Glenn Austin, Police Lieutenant-Patrol

The Mayor opened the meeting at 6:30 p.m. and welcomed everyone in attendance. He then invited any comments from citizens in attendance. Lynn Andrews of 208 Minnie Bell Lane indicated she would like to see a yellow dividing line on Preston Avenue. Traffic traveling down Fairmont onto Preston to get to Hardy Road has problems with oncoming traffic crossing the center of the road. Bob Andrews, also of 208 Minnie Bell Lane also indicated he has experienced the same problem and Vice Mayor Fidler commented on the road being narrow at that point. Ms. Andrews next mentioned the traffic in the morning on Hardy Road that is backed up from the intersection past the school. Traffic that is trying to turn right or left cannot because the intersection is blocked. If traffic coming westbound could be stopped a little bit longer and let the traffic on Hardy Road flow a little longer, it might help with the problem.

Ms. Andrews then commented on a gray Ford Explorer on Tobias that is parked on the street every day and wonders if they are storing their car there. Mr. Nance asked if the stickers were kept up to date and Mr. Andrews responded he thinks they are. Chief Cook then responded that about two weeks ago the Department received a complaint and they talked with the owner of the vehicle. The stickers are up to date and he is legally parked. However, they are monitoring how long the vehicle is sitting there and if it is not moved for more than four days then they will address that. The other complaint was parking in front of the mailbox and the

Postal Service said there is no federal law that says you cannot park in front of someone's mailbox. Ms. Andrews then commented that there are a lot of kids in their neighborhood and some people are not aware of this and drive too fast.

The Town Manager then commented on the section in the Town Code that states a vehicle cannot be parked for more than four days on the street.

Paul St. Clair of 960 Colbourne Avenue and who also works at Vinton Appliance thanked the Town for painting the curbs downtown. He would like to see crosswalks back in the Town because in the morning people are not paying attention to pedestrians. Mr. St. Clair then commented on the parking issue in downtown. He indicated there are some merchants in downtown that still park in front of their businesses and are bragging that they do not get a ticket. He thinks if they would get a first ticket of \$10, the next one of \$50 and then get towed, it might help. Mr. St. Clair then commented on the light at Clearview. If you come down Clearview Avenue and get down to the light and you are facing the new Family Dollar, he has seen people run the red light because it will not turn. If you come out of Family Dollar it changes, but not if you are coming down the hill.

Mr. Altice indicated we need to raise the fees on parking to get their attention and Mr. St. Clair agreed. Vice Mayor Fidler commented about why people complain about the parking in Vinton but they will go to a shopping center and walk a mile. Mr. Nance then commented about trying to be pro-business and at the same time trying to please the citizens. There is parking available downtown if you are willing to walk a block and a half. If friendly reminders do not work, then he indicated you should go the next step by issuing parking tickets. Mr. St. Clair commented that the Town has sent letters out, but the merchants that are doing it are laughing that they do not get a ticket and that is not right. The law says you can park there two hours and some are parked there all day, every day that their businesses are open. Mr. Altice indicated that some go out and move their vehicles every two hours which makes it hard to enforce.

The Town Manager indicated that he will work with Public Works on the crosswalks issue to see what can be done not only in the downtown area but in other areas such as Washington Avenue. Regarding the parking, Town staff has sent two letters to business owners regarding parking. He indicated that no one on his staff is telling business owners that it is okay. He then commented that the ticket price was increased last year as part of the regular budget to \$20, but new tickets were not ordered, so it has not been implemented. Council will officially adopt the new rates at their March 6, 2012 meeting and new tickets will be ordered to reflect the changes.

Chief Cook indicated that he has watched some of the business owners go out and move their vehicles every two hours to avoid getting a ticket. Mr. St. Clair commented that sometimes people call their store and indicate that because they could not find parking close by, they went and made their purchase somewhere else. The Town Manager commented further about the available parking downtown.

The issue of the light at Clearview was addressed by Joey Hiner. The light is timed after it is triggered. They have had a contractor look at it, make some adjustments and it will be fine for four or five days and then resets itself again. We know there is some sort of timing issue and we have even bumped up the sensitivity level.

The Town Manager commented that part of the Hardy Road concern is linked back to the Clearview intersection. Mr. Hiner indicated that the problem seems to be the light at Bypass Road. The Town does not have a synchronized light system and it is very expensive. Mr. Hiner indicated that we have to look at timing issues and because Route 24 is a State road, it has to have a little more priority. Ms. Andrews mentioned maybe putting up a sign that says "Do not block the intersection" would help.

Mr. Hiner indicated they would review the issue on Preston of putting a yellow center line. He agreed that the crest is very steep. They did just recently put a white line on Fairmont because of complaints of the edge. Ms. Andrews commented that the owner of Leonard's Copy parks his truck behind his business on Fairmont and it is hard to see.

The Mayor made comments about a pool of water for decades at the intersection of Aragona and Broad Hill that was very dangerous especially in the winter and the recent work that Public Works had done to alleviate the problem. Mr. Hiner commented that they had put in a dry well and that there are four of these wells in the Town. These systems seem to work well, but they do not drain immediately. You have to give it an hour or so to soak down. The Mayor expressed his appreciation to Public Works for addressing this problem and how effective it is.

Town Staff and Council then introduced themselves to the audience.

The Mayor called the regular meeting to order at 7:15 p.m. The Clerk called the roll with Council Member Altice, Council Member Nance, Vice Mayor Fidler and Mayor Grose present. Mr. Hare was absent.

Roll Call

The Mayor introduced the Moment of Silence and Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Mr. Nance made a motion to approve the consent agenda as presented; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) - Altice, Nance, Fidler, Grose; Nays (0); Absent (1).

Approved minutes of February 7, 2012 and adopted Resolution No. 1952 authorizing the Town Manager to execute a Mutual Aid Agreement with Bedford County and Roanoke County for Emergency Fire and EMS Services

Mr. Nance read a letter from Chief Cook naming Officer Timothy Lawless as Police Officer for the month of January.

Under citizens' comments, Mr. St. Clair commented about the nursing home that is in his back yard and the noise that they make cleaning their hoods between 10:00 p.m. and midnight. He has complained to the Police Department and they have responded, but it appears there is nothing that can be done. The Town Manager indicated that we could follow up with the facility. Ms. Andrews thanked the Town for the terrific refuse pick up and snow removal during the weekend snowfall.

Officer Stephen Foutz arrived at the meeting and introduced himself.

The next item on the agenda was a Public Hearing for citizen comments on the submission of the VA DHCD Community Development Block Grant (CDBG) for the Downtown Business District Revitalization Project. The Town Manager gave a brief history of the grant application and then turned the meeting over to Anita McMillan for the report from staff. He indicated that we applied for the grant in March 2011, but the request was not funded. The biggest hurdle we struggle with is not having enough private investment partnerships.

Ms. McMillan then made brief comments on the requirements of the grant to have two public hearings. There are three national objectives for the funding which are low and moderate income benefit; slum and blight elimination and urgent community development needs. The Town's application for \$700,000 will focus on the area of slum and blight elimination. There is \$19 million in CDBG funding available with \$9 million allocated to competitive grants. In May of 2009 the Town received a \$35,000 Planning Grant which they used to develop a Downtown Revitalization Master Plan. She mentioned the Downtown Management Team Meeting at the War Memorial on Friday, February 24, 2012 at 8:00 a.m. and invited any business owners to attend. The second public hearing will be at the March 6, 2012 Council meeting.

Mr. Andrews mentioned the blight property at the corner of Gus Nicks Boulevard and Pollard Street and Mr. Nance indicated that Council and staff were aware of that property and we are

diligently working to see what options the Town has to address the problem. Mr. Andrews asked if there are guidelines to entice businesses to change their façade. Ms. McMillan and Ms. Caudill commented on the current preferred design guidelines. However, Ms. Caudill indicated that they try to work with the property owners to try and comply with the guidelines as far as colors, uses and materials to try to preserve the architectural components that were a part of the Town back in the 40's and 50's when the majority of the buildings were built.

Mr. Andrews then asked if there are any particular types of businesses that the Town is seeking to draw for the empty buildings or spaces. Ms. McMillan indicated that part of the planning grant identified types of businesses and a Market Retail Data Analysis was completed. Vice Mayor Fidler commented on new businesses that have come into the Town.

Barney Arthur of 204 Minnie Bell Lane asked what are the disadvantages to obtaining this grant. What strings are the feds or state going to put on the grant? Ms. McMillan mentioned there will be matching funds required and a guarantee required that private investments will be there for the long term, not just funding from the Town. The Town Manager commented that some strings attached relate to minorities and the contract labor the Town would use. If some of the money is spent on housing, we may have to guarantee that the properties will be rented to low to moderate income individuals for a period of ten years.

Ms. McMillan commented on the grant that the Town received back in early 2000 to purchase the property in flood-proned areas and that the Town had to guarantee that they would not develop that property. Vice Mayor Fidler commented on the gentleman who made the investment in Floyd and the Town Manager mentioned that we need those types of private investments in the Town.

Ms. McMillan indicated that the Town will still receive comments and suggestions up to March 6, 2012. Mr. Andrews asked about the developers who have come here from Richmond and the Tidewater area to develop the properties in the City of Roanoke. Ms. Caudill indicated that Mr. Bill Chapman who is doing the lofts on Salem Avenue met with her, and took a tour of the Town. However, his feeling and those of other investors is that there has to be business investments to drive the residential investment in a community.

The Mayor indicated that the Staff report went right into public comments and considered that the Public Hearing was open. Paul St. Clair asked about any future plans for the Vinton Ford Motors property or is there anything that can be done to make it more presentable for visitors coming into the Town. He also commented on what is there to draw a family to Vinton, to keep

Public Hearing opened

a family in Vinton and what is the Town doing actively to improve the Town. He also thanked the churches that assisted with the pool and stated that there is nothing else in the Town for children to do, everything else is out in the County.

The Mayor then responded that part of the planning grant that was mentioned earlier had three different options to develop the Vinton Ford Motors property. The current economic situation has affected the future development of the property. The Mayor indicated that although Roanoke County handles our parks and recreation activities, there are five parks within two miles of the Town and we do have the Greenway.

The Mayor then mentioned the quality of life, the low crime rate and that development was going well until the economy took a downturn. He then commented on his first term as Mayor that the War Memorial was renovated and money was spent on some capital improvements for several of the Town departments. The purchase of the Dunman property for the future Vinton Library Branch is a positive investment for our Town. Town staff has done a great job doing a lot with a reduced budget and has been able to maintain our core services. He thinks the Town has a great future but there are some challenges to maintain our quality life with a reduced budget. We are going to have to depend more on partnerships and volunteerism. Hearing no more comments, the Mayor closed the Public Hearing at 8:07 p.m.

Public Hearing closed

The Town Manager clarified that the second Public Hearing on the CDBG grant application will be at the March 6, 2012 meeting and Council will consider adoption of the resolution to allow us to apply for the grant.

Comments from Council – Vice Mayor Fidler expressed agreement with the Mayor about the future of the Town and the positive impact the future library branch will have. Mr. Altice said that we are all struggling with the economy and that more partnerships are going to be needed. Mr. Nance expressed appreciation for the Neighborhood meetings. He stated that the Town cannot drive the engine of the economy, it takes private investors. The best use of the citizens' money over the past four years during the tight economy has been to maintain our core services. He mentioned Kroger's, Bojangles, McDonald's, Burger King and other businesses who have invested new funds in their businesses and the fact that several other new businesses have opened in the Town.

The Mayor commented on the Veterans' Monument and the fact that it was a citizen-driven project. Vice Mayor Fidler also mentioned the opening of The Charity Cottage.

Mr. St. Clair said there is no destination spot in the Town of Vinton like there was years ago to bring people to the Town. Ms. Andrews indicated that people will drive to other areas for good places to eat.

Vice Mayor Fidler moved that the meeting be adjourned, the motion was seconded by Mr. Nance and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) - Altice, Nance, Fidler, Grose; Nays (0); Absent (1). The regular meeting was adjourned at 8:17 p.m.

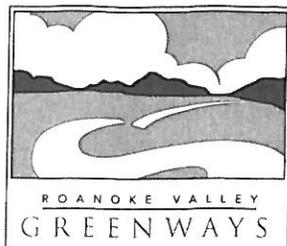
APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

January 31, 2012



Mr. Christopher Lawrence
Vinton Town Manager
311 South Pollard St.
Vinton, VA 24179

Dear Mr. Lawrence:

In accordance with the Intergovernmental Agreement, I am transmitting to you the budget for the Roanoke Valley Greenway Commission for FY 2013. This budget of \$87,905 was reviewed and approved by the Commission on January 25. The budget request to the localities, \$87,500, has not increased since FY 2010. While the costs of fringe benefits for our one staff person and of an audit continue to increase, other funding is being used in order to have no net increase to the localities. The Town's population is 3.8% of the Valley total, and thus the Commission is seeking that percentage of its request, or **\$3,300**, in funding from the Town, the same as last year.

We always enjoy working with and in the Town and particularly appreciate the hard work of Anita McMillan. The success of Wolf Creek Greenway is testimony to the Town's leadership. We are glad that the Town was able to complete acquisition from Mr. Woods for Gladetown Trail, and our volunteers will be starting on that bridge soon. As each piece of greenway is built, more and more residents realize the importance of this capital project to the health and welfare of our citizens and the economic development of the region. With the City's connection from Tinker Creek Greenway to Roanoke River Greenway ready to open, Vinton residents will soon have access to our longest trail section.

The Greenway Commission recognizes that Vinton's support has been important to the greenway program. We attribute the greenway success to long-time supporters like Brad Grose and other Council members, as well as staff. We look forward to updating Council on March 6 and to a continuing partnership for the benefit of all our citizens. Feel free to call me about the budget at 355-6526 or Liz Belcher at 387-6060.

Sincerely,

Mark J. McClain, Chairman
Roanoke Valley Greenway Commission

Attachment: Roanoke Valley Greenway Commission FY 2013 Budget
cc: Anita McMillan, Planning Director
Barry Thompson, Finance Director

**ROANOKE VALLEY GREENWAY COMMISSION
OPERATIONS BUDGET
FY 13**

| | | | Budget FY 2013 | |
|--|---------------------------------------|----------------|---|----------------------------|
| EXPENDITURES | | | Submitted Feb. 1, 2012 | |
| PERSONNEL | | | | |
| 1010 | Salary | | \$ | 53,700 |
| 2100 | FICA - Employer Contribution | | \$ | 4,108 |
| 2200 | Retirement - VRS | | \$ | 10,208 |
| 2202 | Deferred Compensation Match | | \$ | 650 |
| 2300 | Group Health Insurance | | \$ | 5,486 |
| 2310 | Group Dental Insurance | | \$ | 253 |
| 2400 | Life Insurance | | \$ | 709 |
| 2500 | Long Term Disability | | \$ | 164 |
| 2750 | VRS Retiree Health Credit | | \$ | 129 |
| 2830 | Accrued leave | | \$ | 1,000 |
| | Subtotal Personnel | | \$ | 76,410 |
| OTHER OPERATIONS | | | | |
| 3014 | Audit | | \$ | 5,100 |
| 3510 | Printing | | \$ | - |
| 3630 | Special Events | | \$ | 700 |
| 5210 | Postage | | \$ | 60 |
| 5230 | Telephone | | \$ | 1,100 |
| 5315 | Insurance | | \$ | 310 |
| 5501 | Travel - mileage | | \$ | 2,400 |
| 5503 | Travel - lodging, meals | | \$ | 300 |
| 5504 | Travel - conferences | | \$ | 350 |
| 5520 | Dinner Meetings and Luncheons | | \$ | 75 |
| 5540 | Training | | \$ | 100 |
| 5801 | Dues and Membership | | \$ | 100 |
| 5890 | Purchases | | \$ | 50 |
| 6010 | Office Supplies | | \$ | 300 |
| 6011 | Photocopies | | \$ | 100 |
| 6013 | Small Equipment | | \$ | 300 |
| 6020 | Food | | \$ | 50 |
| 6101 | Photography | | \$ | - |
| 6201 | Books and Subscriptions | | \$ | 100 |
| | Subtotal Operations | | \$ | 11,495 |
| | Total Personnel and Operations | | \$ | 87,905 |
| REVENUE | | | | |
| | | Population* | % of Population and of Funding Request | Revenue Request FY 2013 |
| | CITY OF ROANOKE | 97,206 | 45.2% | \$ 39,600 |
| | ROANOKE COUNTY+ | 84,589 | 39.4% | \$ 34,400 |
| | CITY OF SALEM | 24,970 | 11.6% | \$ 10,200 |
| | TOWN OF VINTON | 8,098 | 3.8% | \$ 3,300 |
| | Subtotal Localities | 214,863 | 100.0% | \$ 87,500 |
| | Funding from Other Sources | | | \$ 405 |
| | Total Revenue | | | \$ 87,905 |
| * Weldon Cooper updated population numbers January 30, 2012. | | | | |
| + County population minus Town of Vinton. | | | | |

TO: TOWN MANAGER'S OFFICE

FROM: Anita J. McMillan, Planning and Zoning Director

DATE: March 1, 2012

**SUBJECT: VA DHCD 2012 CDBG CIG FUNDS APPLICATION
DOWNTOWN VINTON REVITALIZATION PROJECT**

ISSUE/PURPOSE: The Town was awarded \$35,000 Community Development Block Grant (CDBG) Planning Grant in 2009 and the fund was used to complete the Downtown Revitalization Master Plan: Economic Restructuring and Marketing Plan; and the Downtown Physical Improvement Plan. Staff submitted a CDBG BDR Competitive Grant for Downtown Revitalization Project in March 2011, but the request was not funded. Staff will be submitting the Downtown Revitalization Project for 2012 CDBG BDR Competitive Grant with a deadline of March 28, 2012. The first public hearing was conducted on February 21, 2012 at the W.E. Cundiff Elementary School. A second meeting was held at the Vinton War Memorial on February 24, 2012 with members of the Downtown Management Team and other interested citizens. A second public hearing will be held on Tuesday, March 6, 2012 in the Council Chambers of the Vinton Municipal Building.

ACTION REQUESTED: A resolution by the Town Council authorizing the Town Manager to submit an application for Virginia Community Development Block Grant (VA CDBG) funds in the amount of \$700,000.00 and to authorize the Town Manager to sign and submit all appropriate information necessary to constitute a proposal for the CDBG funds. Additionally, for projects with Central Business District Revitalization products, a local government resolution is required acknowledging the requirement that CDBG slum and blight removal activities occur in accordance with Title 36, Article 7 of the Code of Virginia, and that the Town of Vinton will develop a Redevelopment Plan in accordance with the Code of Virginia if deemed necessary in the implementation of the projects.

JUSTIFICATION: The Town of Vinton 2004-2024 Comprehensive Plan and the Downtown Vinton Revitalization Master Plan provided a roadmap for Town leaders to begin transforming Vinton's physical and economic character and strengthening its regional position by recognizing the assets of the downtown and developing strategies that are specifically based within these local assets.

One of the most important parts of the development of both Plans was the planning and participatory process undertaken by the members of the downtown management team, citizens, town staff, and consultants. The Vinton Comprehensive Plan planning process beginning in May 2003 and completed in September 2004, consisted of a series of citizens and stakeholders meetings. The Downtown Revitalization Master Plan planning process consisted of a series of management team meetings, visioning workshops, surveys, and public meetings from May 2009 through September 2010. The Downtown Master Plan identified community assets and opportunities to improve the

most pressing economic and physical needs in the Downtown Vinton. The CDBG fund will enable the Town of Vinton to implement some of the identified revitalization projects identified in the Plan.

BUDGETARY IMPACT: Funds from VA DHCD CDBG are on a reimbursable basis.

DATE ACTION NEEDED: March 6, 2012, Town Council's regularly scheduled meeting to adopt two resolutions:

1. Authorizing the Town Manager to file and application for the allocation of the Community Development Block Grant (CDBG) funds administered by the Virginia Department of Housing Community Development (DHCD) for Town of Vinton Downtown Central Business District Revitalization Project; the amount of CDBG funds requested; the amounts of local, state, or other funds that are part of the total project cost; and that citizen participation requirements have been met by holding at least two public hearings.

2. Development and Implementation Redevelopment Area - For projects with Central Business District Revitalization products, a local government resolution is required to acknowledge the provisions of Title 36, Article 7 of the Code of Virginia, in which the Town of Vinton will develop and implement a Redevelopment Plan in accordance with the Code of Virginia if deemed necessary in the implementation of the projects.

Attachments: Resolutions and Cost Estimates for the Downtown Business District Revitalization Project.

| Applicant: Town of Vinton; Project: Downtown Vinton Business District Revitalization Project | | | | | | | | |
|---|------|-------|-----------|----|----------------|-------------------|------------------|---|
| 2012 CDBG Competitive Grant Project | | | | | | | | |
| | | | | | TOTAL COST | CDBG | Other Funding | Notes |
| Washington Avenue/Pollard Street Intersection and Gateway Improvements: Install New Crosswalks at the Intersection of Washington Avenue and Pollard Street | | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | | |
| Milling and Paving | | | | \$ | 21,684 | \$ 21,684 | \$ - | |
| Pavement Imprinting | | | | \$ | 23,760 | \$ 23,760 | \$ - | |
| Traffic Loop Detectors Replacement | | | | \$ | 3,520 | \$ 3,520 | \$ - | |
| Pavement Striping & Markings | | | | \$ | 500 | \$ 500 | \$ - | |
| Handicap Ramps and Sidewalk Improvements | | | | \$ | 5,189 | \$ 5,189 | \$ - | |
| <i>Subtotal:</i> | | | | \$ | 54,653 | \$ 54,653 | \$ - | |
| Architect/Engineering Services | | | | \$ | 4,483 | \$ 4,483 | \$ - | Negotiated based on DHCD fee schedule |
| TOTAL | | | | \$ | 59,136 | \$ 59,136 | \$ - | |
| Virginia Avenue/Pollard Street Gateway Improvements | | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | | |
| Landscaping/Gateway Signage at Existing Median on Virginia Avenue | 1 | l.s. | \$ 9,000 | \$ | 9,000 | \$ 9,000 | \$ - | Match: Town/volunteer labor (plantings) |
| Engineering Fee | | | | \$ | 1,000 | \$ 1,000 | \$ - | Negotiated based on DHCD fee schedule |
| TOTAL | | | | \$ | 10,000 | \$ 10,000 | \$ - | |
| Vinton Farmers Market Area and Greenway Link | | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | | |
| Sidewalks/Landscaping | 1 | l.s. | \$ 35,000 | \$ | 35,000 | \$ 35,000 | \$ - | |
| Parking Areas | 24 | space | \$ 1,100 | \$ | 26,400 | \$ 26,400 | \$ - | |
| Post-Office Parking Reorientation and Resurfacing | 1 | l.s. | \$ 23,000 | \$ | 23,000 | \$ 23,000 | \$ - | |
| Farmers Market Upgrade and Lighting Improvement | | | | \$ | 20,000 | \$ 20,000 | \$ - | |
| <i>Subtotal:</i> | | | | \$ | 104,400 | \$ 104,400 | \$ - | |
| Engineering Fee (14%) | | | | \$ | 14,616 | \$ 14,616 | \$ - | 14% based on DHCD fee schedule |
| TOTAL | | | | \$ | 119,016 | \$ 119,016 | \$ - | |
| Streetscape Improvements | | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | | |
| Remove Existing Utility Poles and Cobra Lights | 15 | pole | \$ 2,500 | \$ | 37,500 | \$ 37,500 | \$ - | |
| Conduit for Lighting | 2000 | lf | \$ 22 | \$ | 44,000 | \$ 44,000 | \$ - | |
| Streetlights - 2 Blocks of Pollard St & 1 Block of Lee Ave to Farmers Mkt | 35 | light | \$ 3,000 | \$ | 105,000 | \$ 105,000 | \$ - | |
| Directional and Wayfinding Signage | 1 | l.s. | \$ 10,000 | \$ | 10,000 | \$ 10,000 | \$ - | |
| <i>Subtotal:</i> | | | | \$ | 196,500 | \$ 196,500 | \$ - | |
| Engineering Fee (14%) | | | | \$ | 27,510 | \$ 27,510 | \$ - | 14% based on DHCD fee schedule |
| TOTAL | | | | \$ | 224,010 | \$ 224,010 | \$ - | |
| Miscellaneous Improvements | | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | | |
| Canopy Trees for Parking Lots | 1 | allow | \$ 15,000 | \$ | 15,000 | \$ 15,000 | \$ - | |
| Demolition of Town-owned Storage Buildings - Completed October 2011 | 2 | l.s. | \$ 9,000 | \$ | 18,000 | \$ - | \$ 18,000 | Town Fund |
| Rehabilitation of Former Storage Buildings Site | | | | \$ | 20,000 | \$ - | \$ 20,000 | Town Fund |
| Retaining Wall | 1 | l.s. | \$ 5,000 | \$ | 5,000 | \$ 5,000 | \$ - | |
| Green/Pervious Parking Areas | 20 | space | \$ 1,500 | \$ | 30,000 | \$ 30,000 | \$ - | |
| <i>Subtotal:</i> | | | | \$ | 88,000 | \$ 50,000 | \$ 38,000 | |
| Engineering Fee | | | | \$ | 8,800 | \$ 5,000 | \$ 3,800 | 10% based on DHCD fee schedule |
| TOTAL | | | | \$ | 96,800 | \$ 55,000 | \$ 41,800 | |

| | | | | TOTAL COST | CDBG | Other Funding | Notes |
|---|-----|-------|------------|--------------|----------------|---------------|--|
| Façade Improvements | | | | | | | |
| Description | Qty | Unit | Unit Cost | | Estimated Cost | | |
| 107 W. Lee Avenue - Vinton Hair Stylists: Completed in Sept. 2010 | 1 | allow | \$ 7,068 | \$ 7,068 | \$ - | \$ 3,534 | Town/County Fund |
| 105 W. Lee Avenue - IDK Restaurant: Completed in December 2010 | 1 | allow | \$ 15,192 | \$ 15,192 | \$ - | \$ 5,000 | Town/County Fund |
| 212 S. Pollard Street - Neely's Accounting: Completed in Feb 2011 | 1 | allow | \$ 10,873 | \$ 10,873 | \$ - | \$ 5,000 | Town/County Fund |
| 301 South Pollard Street - Charity Cottage | 1 | allow | \$ 21,776 | \$ 21,776 | \$ 10,888 | \$ 10,888 | Town/County/Owner Fund |
| 113 W. Lee Avenue - Christ Fellowship Church | 1 | allow | \$ 2,500 | \$ 2,500 | \$ 1,250 | \$ 1,250 | Town/County/Owner Fund |
| 117 W. Lee Avenue - Charme Beauty Shop | 1 | allow | \$ 2,900 | \$ 2,900 | \$ 1,450 | \$ 1,450 | Town/County/Owner Fund |
| 119 W. Lee Avenue - Allstate Insurance | 1 | allow | \$ 3,500 | \$ 3,500 | \$ 1,750 | \$ 1,750 | Town/County/Owner Fund |
| 123 W. Lee Avenue - Cornerstone Antique | 1 | allow | \$ 11,500 | \$ 11,500 | \$ 5,750 | \$ 5,750 | Town/County/Owner Fund |
| 109 South Pollard Street - OMA Training | 1 | allow | \$ 5,850 | \$ 5,850 | \$ 2,925 | \$ 2,925 | Town/County/Owner Fund |
| 111 South Pollard Street - United Pentecostal Church | 1 | allow | \$ 7,950 | \$ 7,950 | \$ 3,975 | \$ 3,975 | Town/County/Owner Fund |
| 119 South Pollard Street - US Post Office | 1 | allow | \$ 9,600 | \$ 9,600 | \$ 4,800 | \$ 4,800 | Town/County/Owner Fund |
| 201 South Pollard Street - Bank of America | 1 | allow | \$ 78,500 | \$ 78,500 | \$ 39,250 | \$ 39,250 | Town/County/Owner Fund |
| 217 South Pollard Street - Azteca de Oro Tienda y Taqueria | 1 | allow | \$ 13,000 | \$ 13,000 | \$ 6,500 | \$ 6,500 | Town/County/Owner Fund |
| 303 South Pollard Street - Angelo's Restaurant | 1 | allow | \$ 18,600 | \$ 18,600 | \$ 9,300 | \$ 9,300 | Town/County/Owner Fund |
| | | | | \$ 208,809 | \$ 87,838 | \$ 101,372 | |
| | | | | \$ 208,809 | \$ 87,838 | \$ 101,372 | |
| Future Roanoke County Vinton Branch Library Development | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | |
| Real Estate Acquisitions: Completed June 2011 | 2 | | | \$ 1,255,000 | \$ - | \$ 1,255,000 | Town of Vinton: \$627,500/Roanoke County: \$627,500 Fund |
| | | | | \$ 1,255,000 | | \$ 1,255,000 | |
| Business Development | | | | | | | |
| Description of Work | Qty | Unit | Unit Cost | | Estimated Cost | | |
| Business Revolving Loan Pool | 1 | | \$ 100,000 | \$ 100,000 | \$ 100,000 | | |
| Marketing Microgrant | 1 | | \$ 10,000 | \$ 10,000 | \$ 5,000 | \$ 5,000 | Town of Vinton |
| Downtown Shopping and Dining Guide | 1 | | \$ 10,000 | \$ 10,000 | \$ - | \$ 10,000 | Town of Vinton |
| Marketing/Promotional Events at the Farmers Market | | | | \$ 4,600 | \$ - | \$ 4,600 | Foundation of Roanoke Valley/VA Farm Bureau |
| | | | | \$ 124,600 | \$ 105,000 | \$ 19,600 | |
| CDBG Grant Administration | | | | | | | |
| Grant and Program Administration | | | | | | | Can be 10% of grant amount or up to \$70,000 |
| Execution of DHCD Contract | 1 | | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | 15% of Admin total |
| Execution of Project Contract(s) | 1 | | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ - | 15% of Admin total |
| Contract Monitoring | 1 | | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - | 20% of Admin total |
| Construction Completion | 1 | | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - | 20% of Admin total |
| Achievement of Benefits | 1 | | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | 25% of Admin total |
| Administrative Project Closeout | 1 | | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 5% of Admin total |
| | | | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ - | |
| | | | | \$ 2,137,371 | \$ 700,000 | \$ 1,417,772 | |

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, MARCH 6, 2012, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

**RESOLUTION OF THE TOWN COUNCIL OF
TOWN OF VINTON, VIRGINIA
DESIGNATING THE DOWNTOWN REDEVELOPMENT AREA**

WHEREAS, the downtown area has been the center for many community activities, the place of Town government, government services such as the U.S. Postal Service, health services which include Carilion Health Systems and the Roanoke County/Vinton Health Department, antique stores, restaurants, retail and service establishments, financial institutions, and other professional offices; and

WHEREAS, the Town of Vinton became an Affiliate Community of the Virginia Main Street Program with the adoption of Resolution 1272 on August 15, 2000; and

WHEREAS, the Vinton Town Council has invested and continues to invest in Downtown Vinton with improvements to the sidewalks; brick pavers at the intersection of South Pollard Street and Lee Avenue; improvements to the Vinton Farmers Market; hosting of annual downtown events and special events at the Farmers' Market; and

WHEREAS, in October 2009, the Town of Vinton was awarded a Planning Grant in the amount of \$35,000 from the Virginia Department of Housing and Community Development (VA DHCD), which allowed for the completion of Downtown Economic Restructuring/Marketing Plan and Downtown Physical Improvement Plan; and

WHEREAS, under the provisions of Title 36, Article 7 of the Code of Virginia, as amended, local public agencies are empowered to undertake and carry out redevelopment activities in eligible redevelopment areas; and

WHEREAS, in the preparation and adoption of the Town of Vinton 2004-2024 Comprehensive Plan, followed by the completion of the Downtown Vinton Revitalization Master Plan in September 2010, the Town of Vinton has completed a participatory planning process with input from the public, property owners, and business owners; and

WHEREAS, the studies undertaken during the Town of Vinton Downtown Revitalization Plan process have determined the Downtown Redevelopment Area to be blighted both physically and economically. Based on the evaluation of existing buildings and property conditions located within the Redevelopment Area, 32.0 percent of property are blighted by virtue of building conditions, blighting factors, or environmental deficiencies and the Redevelopment Area in general suffers from poorly designed, improper lot layouts and location of structures, vacant or obsolete buildings, incompatible land uses, large expanses of asphalt, and lack of pedestrian access; and

WHEREAS, by reasons of such conditions, the area is detrimental to the safety, health, morals, or welfare of the community; and

WHEREAS, the members of the Vinton Town Council have been apprised of these facts and conditions, and have general knowledge of the conditions that prevail in the Redevelopment Area; and

WHEREAS, it is necessary that the Vinton Town Council take appropriate action to designate the redevelopment area and an area eligible for redevelopment under Title 36, Article 7 of the Code of Virginia, as amended.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Vinton, Virginia:

- A. That it is hereby found and determined that the Redevelopment Area comprising the program is a blighted and deteriorated area and is qualified as an eligible Redevelopment Area under Title 36, Article 7 of the Code of Virginia, as amended;
- B. That it is hereby found and determined that physical improvements identified in the Plan are required in order for the objectives of the Redevelopment Plan to be accomplished;
- C. That it is hereby found and determined that the Redevelopment Plan conforms to the Town of Vinton 2004-2024 Comprehensive Plan and Downtown Vinton Revitalization Plan; and
- D. That it is hereby found and determined that the Redevelopment Plan will afford maximum opportunity, consistent with the needs of the locality as a whole, as well as the Central Business District, for the revitalization the area.

This Resolution adopted on motion by Council Member _____, and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST

Susan N. Johnson, Town Clerk

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, MARCH 6, 2012, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF VINTON, VIRGINIA
APPLICATION FOR
VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
FOR DOWNTOWN VINTON REVITALIZATION PROJECT**

A **RESOLUTION** authorizing the Town Manager for and on behalf of the Town of Vinton, to file an application for allocation of the Community Development Block Grant (CDBG) funds administered by the Virginia Department of Housing Community Development (DHCD); establishing a project title; setting forth the amount of funds requested; identifying beneficiaries, authorizing the Town Manager to sign and submit all appropriate information necessary to constitute a proposal for the use of the funds.

WHEREAS, the Council of the Town of Vinton has been advised of the availability of a Community Improvement Grant (CIG) from the Virginia Department of Housing and Community Development (VA DHCD) Community Development Block Grant (CDBG) funds pursuant to the Housing and Community Development Act of 1974; and

WHEREAS, the Town of Vinton has completed a participatory planning process with input from the public, property owners, and business own to create an overall Downtown Vinton Revitalization Plan; and

WHEREAS, the Virginia Community Development Block Grant citizen participation requirements have been met; and

WHEREAS, the Plan has identified a list of projects that fit within the objectives of a Community Improvement Grant (CIG); and

WHEREAS, the Town of Vinton wishes to undertake a Downtown/Central Business District Revitalization Project to assist in the prevention and elimination of slum and blight in the Town of Vinton Redevelopment Area; and

WHEREAS, the following non-Virginia Community Development Block Grant funds and activities will be a part of the Downtown Vinton Revitalization Project;

| | |
|--|----------------|
| Town of Vinton/Roanoke County Fund for Real Estate Acquisitions: | \$1,255,000.00 |
| Town of Vinton/Roanoke County Façade Fund since July 1, 2010: | \$ 13,534.00 |
| Town of Vinton General Fund (Pending): | \$ 38,800.00 |
| Town of Vinton/Roanoke County Façade Fund (Pending): | \$ 43,919.00 |

| | | |
|---|----|-----------|
| Private Funds for Façade Improvement (Pending): | \$ | 43,919.00 |
| Virginia Farm Bureau (Pending): | \$ | 3,000.00 |
| Foundation for Roanoke Valley (Pending): | \$ | 1,600.00 |

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Vinton, Virginia, wishes to apply for Virginia Community Development Block Grant (VA CDBG) funds in the amount of \$700,000.00.

BE IT FURTHER RESOLVED that the Town Manager for and on behalf of the Town of Vinton, has been authorized to sign and submit all appropriate information necessary to apply for Virginia Community Development Block Grant (VA CDBG) funds.

This Resolution adopted on motion by Council Member _____, and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, MARCH 6, 2012, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, LOCATED AT 311 S. POLLARD STREET, VINTON, VIRGINIA.

A RESOLUTION to establish penalties for parking violations within the Town of Vinton.

WHEREAS, Town Council adopted the FY2012 Budget by Ordinance No. 916 on June 21, 2011, which said Ordinance provided for penalties to be imposed for three new parking violations and for an increase in a current violation; and

WHEREAS, Section 90-111 of the Town Code states that penalties for said parking violations can be established by resolution of Town Council; and

WHEREAS, at the time the FY2012 Budget was adopted, a separate resolution was not adopted providing for said parking penalties.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Vinton, Virginia, that the parking penalties set out below are hereby **ADOPTED** and, in accordance with Section 90-111 of the Town Code, the Clerk is directed to place an attested copy of this Resolution on file in the office of the Town Treasurer.

| | |
|--|----------|
| Overtime parking | \$ 20.00 |
| No parking zone..... | \$ 20.00 |
| Parking in handicapped zone..... | \$100.00 |
| Restricted parking area..... | \$ 10.00 |
| No stopping or standing zone | \$ 10.00 |
| Blocking traffic..... | \$ 10.00 |
| Fire lane or within 15 feet of fire hydrant..... | \$ 50.00 |
| Parking in front or public or private driveway..... | \$ 10.00 |
| Parking in wrong direction..... | \$ 20.00 |
| 3 rd violation within seven (7) day period..... | \$100.00 |
| Parking without valid state license..... | \$ 15.00 |
| Parking without valid state inspection..... | \$ 15.00 |
| Parking over four (4) days..... | \$ 15.00 |
| Parking commercial vehicle-residential area..... | \$ 10.00 |
| Other..... | \$ 10.00 |

This resolution adopted on motion made by Council Member _____ and seconded by
Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

TO: TOWN MANAGER'S OFFICE
FROM: Barry W. Thompson, Finance Director/Treasurer
DATE: March 1, 2012
ISSUE/PURPOSE: Set Public Hearing on Real Estate Tax Rate for Calendar Year 2012

ACTION

REQUESTED: Authorize the advertisement of a Public Hearing for March 20, 2012 to receive public input on the proposed real estate levy for calendar year of \$.03 per \$100 of assessed value.

JUSTIFICATION: Section 58.1-3321 of the 1950 Code of Virginia, as amended, requires that certain notices be published and a public hearing be held when the annual real estate assessment results in an increase of 1% or more of the total real estate tax levy. The Town of Vinton's real estate tax levy has decreased by approximately (.64) % for the calendar year 2012. A summary of the preliminary assessed values and corresponding tax levies are shown below:

| | |
|------------------------------|--------------------------|
| Assessed Values: | |
| Year 2012 | \$ 466,502,000 |
| Year 2011 | - <u>469,499,100</u> |
| Total Decrease | \$ (2,997,100) |
| | |
| Year 2012 | \$ 466,502,000 |
| Less New Construction | <u>-1,011,600</u> |
| Net Assessed Value | 465,490,400 |
| Year 2011 | - <u>469,499,100</u> |
| Net Increase | \$ (4,008,700) |
| Tax Levy: | |
| Year 2012 | \$ 139,951 |
| Year 2011 | <u>140,850</u> |
| Decrease Tax | \$ (899) |

Assessment Decrease - (0.0064) or (.64%)

Even though the Town's Assessment decreased by only (.64)% an advertisement needs to be placed in the *Vinton Messenger* for a public hearing at the March 20, 2012 Council Meeting in order to set the tax rates.

TO: TOWN COUNCIL
FROM: Christopher S. Lawrence, Town Manager
DATE: March 1, 2012
SUBJECT: RVTV Amendment 2

ISSUE/PURPOSE:

As part of the Town's budget deliberations for FY 2011/2012 budget last spring, the question arose as to what happens if a locality decides to withdraw from the RVTV partnership. The answer according to the agreement was that RVTV would cease to exist and all assets would be sold. This was not a very realistic action for RVTV to simply discontinue. To this end, a committee was created including the board's three elected officials from the three respective members, Roanoke City, Roanoke County, and the Town of Vinton. The committee worked over the past year with RVTV's legal counsel and the Board of Directors to develop an amendment to the agreement to layout the process and condition by which a member may withdraw and/or terminate from the partnership.

The attached amendment is included for your review. The primary change is on page 3, Section V, Termination. This section lays out the process and conditions by which a party can withdraw and/or termination of the agreement between the three parties. The withdrawing party shall give notice prior to June 30 of the then current fiscal year. The withdrawal will not be effective until the end of the following fiscal year, providing at least 12 months notice. The agreement then protects the assets of RVTV and the withdrawing party will not receive any financial or other compensation for the equipment, assets, etc. used or held for the benefit of RVTV. The remaining parties, if any, shall then have the authority to decide how to restructure and redistribute the expenses and board make up.

ACTION REQUESTED: For the Town Council to take final action on the proposal and approve the agreement.

DATE ACTION NEEDED: by March 20, 2012

**AMENDMENT NO. 2 TO ROANOKE VALLEY
REGIONAL CABLE TELEVISION COMMITTEE
AGREEMENT**

RECITALS

THIS Amendment No. 2 is dated _____, 2012, by and between the CITY OF ROANOKE, a municipal corporation of the Commonwealth of Virginia, (“City”), the COUNTY OF ROANOKE, a charter county and political subdivision of the Commonwealth of Virginia (“County”), and the TOWN OF VINTON, a municipal corporation of the Commonwealth of Virginia (“Town”);

WHEREAS, by the Roanoke Valley Regional Cable Television Committee Agreement, by and between the City, the County, and the Town, dated as of June 9, 1992 (the “Agreement”), the City, the County, and the Town authorized the creation of the Roanoke Valley Regional Cable Television Committee (the “Committee”) and authorized that Committee to provide for the development, administration, and operation of cable television governmental, educational, and institutional facilities and programming;

WHEREAS, by Ordinance Nos. 36503-100603, 102803-12, and 792, effective October 31, 2003, respectively (the “New Ordinances”), the City, the County, and the Town have repealed and superceded Ordinances Nos. 30478-42291, 42391-5, and 545, respectively (the “Ordinances”), with the New Ordinances governing the granting and regulation of one or more franchises to construct, operate, and maintain one or more cable television systems within their jurisdictions;

WHEREAS, pursuant to the New Ordinances, the City, the County, and the Town have entered into new Cable Television Franchise Agreements with CoxCom, Inc., d/b/a Cox Communications Roanoke, effective November 1, 2003 (“New Franchise Agreements”);

WHEREAS, the City, the County, and the Town desire, subject to the terms set forth herein and in the Agreement, to continue the Agreement and the operation of the Committee during the term of the New Franchise Agreements;

WHEREAS, by Ordinances Nos. 36578-121503, 030904-3, and 797, the City, the County, and the Town, respectively, adopted Amendment No. 1, dated March 10, 2004, to the Agreement; and

WHEREAS, the City, the County, and the Town desire to further amend this Agreement to provide more specific notice requirements and other conditions for the termination of the Agreement and other modifications to the current Agreement, as amended.

WITNESSETH

THAT FOR AND IN CONSIDERATION of the mutual covenants and agreements contained herein, the parties hereto, pursuant to the provisions of Section 15.2-1300 of the Code of Virginia (1950), as amended, do covenant and agree to amend the Agreement and continue such Agreement and the operation of the Committee upon the terms and conditions as set forth herein and in the Agreement as amended by Amendment No. 1 and this Amendment No. 2.

Section 1. Amendment. The Agreement is hereby amended as follows:

- a) **Section III, PURPOSE AND ADMINISTRATION,** of the Agreement is amended by deleting only the second sentence which reads “The administration of all such activities shall be undertaken by the Committee.” and substituting in its place the following sentences: “The Committee may operate under the procedures

of one of its members and/or have such member be the fiscal agent for the Committee. The parties hereby acknowledge that the Committee presently operates under Roanoke County procedures and that Roanoke County is the fiscal agent for the Committee. The Committee shall exercise the authority and responsibility for all such activities to include, without limitation, the employment, direction, and supervision of the employees of the Regional Cable Television operations, the making of policies for the Committee and/or its operations, and the establishment of subcommittees.”

- b) **Section V, TERMINATION**, of the Agreement is amended by deleting the existing Section V of the Agreement in its entirety and replacing it with the following language:

“V. WITHDRAWAL OF A PARTY AND/OR TERMINATION OF AGREEMENT.

A. Any party to this Agreement may withdraw from the Roanoke Valley Regional Cable Television Committee and terminate such party’s participation in the Roanoke Valley Regional Cable Television Committee Agreement only as set forth herein by:

- 1) Such party’s governing body must take appropriate action by ordinance or resolution authorizing such withdrawal and termination; and
- 2) The party seeking to withdraw from such party’s participation shall deliver in person or by U.S. certified mail return receipt requested a formal written notice to the Chief Executive

Officer of the other parties to this Agreement on or before June 30 of the then current fiscal year, but which notice shall not be effective until midnight on June 30 of the following fiscal year. The purpose of this notice requirement is to give the nonwithdrawing party or parties at least twelve (12) months notice of the withdrawing party's decision to no longer participate in the Committee and Agreement.”

- B. Any party to this Agreement who gives a notice of withdrawal shall be responsible for complying with such Agreement until the effective date of the withdrawal notice as referred to in subsection A above.
- C. Any party withdrawing from the Committee and terminating such party's participation in the Agreement shall not be entitled to and shall not receive any financial or other compensation, adjustment, or credit of any type for the value of equipment, assets, grant or other funds, real, personal, tangible or intangible property, accounts receivable, or any other items the Committee may own or control or that may be used or held for the benefit of RVTV or the Committee and/or for the operation of the Educational-Governmental (EG) channel(s) RVTV or its successor(s) may operate.
- D. Upon a party's notification of withdrawal to another party or parties, the nonwithdrawing party or parties, in their sole

discretion, may continue the EG Regional Cable Television operations under the Agreement with such modifications as may be deemed appropriate by the nonwithdrawing party or parties or under a new agreement that such nonwithdrawing party or parties deem appropriate. The withdrawing party shall have no vote or right to object to the actions of the nonwithdrawing party or parties. The withdrawing party shall also have no further right to use or receive the benefits of the EG Regional Cable Television operations after the effective date of withdrawal.

- E. The withdrawing party shall cooperate with the nonwithdrawing party or parties in order to provide for a smooth transition of operations and control to such nonwithdrawing party or parties, including, but not limited to, executing any documents and/or providing any information the nonwithdrawing party or parties may reasonably request.
- F. If at any time the surviving party or parties decide to no longer operate the EG Regional Cable Television operations, such party or parties may do so only upon such terms and conditions as such party or parties may deem appropriate and only in accordance with the direction of the governing body of each such surviving party.
- G. The withdrawing party may rescind such party's notice to withdraw only during the first 60 days after the date such notice was given. After such 60 day time period, the withdrawing party

may only request that such withdrawal notice be rescinded, but any such rescission request shall require the written consent of all of the nonwithdrawing parties.”

Section 2. Effective Date. The effective date of this Amendment No. 2 shall be _____, 2012.

Section 3. Continuation of Agreement. The Agreement shall continue in full force and effect, as amended by Amendment No. 1, and as further amended by this Amendment No. 2.

SIGNATURE PAGE TO FOLLOW.

WITNESS the following signatures and seals:

CITY OF ROANOKE

By: _____

Title: _____

ATTEST

By: _____

Title: _____

COUNTY OF ROANOKE

By: _____

Title: _____

ATTEST

By: _____

Title: _____

TOWN OF VINTON

By: _____

Title: _____

ATTEST

By: _____

Title: _____

Approved as to form:

By: _____
City Attorney

Approved as to execution:

By: _____
City Attorney

Approved as to form:

By: _____
County Attorney

Approved as to execution:

By: _____
County Attorney

Approved as to form:

By: _____
Town Attorney

Approved as to execution:

By: _____
Town Attorney

ORDINANCE NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, MARCH , 2012, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

AN ORDINANCE approving and authorizing execution of Amendment No. 2 to the Roanoke Valley Regional Cable Television Committee Agreement (Agreement) among the City of Roanoke, the County of Roanoke and the Town of Vinton; and

WHEREAS, the City of Roanoke, the County of Roanoke and the Town of Vinton previously entered into an Agreement dated June 9, 1992, that authorized the Committee to provide for the development, administration, and operation of a cable television for governmental, educational, and institutional facilities and programming; and

WHEREAS, the three jurisdictions have enacted Cable Television Franchise Ordinances effective October 31, 2003, and entered into Cable Television Franchise Agreements, pursuant to those ordinances, with CoxCom, Inc., d/b/a Cox Communications Roanoke, effective November 1, 2003; and

WHEREAS, the three jurisdictions enacted Ordinances and adopted Amendment No. 1 to the Agreement dated March 10, 2004; and

WHEREAS, the three jurisdictions desire to further amend said Agreement to provide more specific notice requirements and other conditions for the termination of the Agreement and other modifications to the current Agreement.

NOW THEREFORE, BE IT HEREBY ORDAINED by the Council of the Town of Vinton, Virginia, that:

1. The Town Manager and the Town Clerk are hereby authorized, for and on behalf of the Town, to execute and attest, respectively, Amendment No. 2 to the Agreement referenced in this Ordinance.

2. All documents necessary to accomplish this acceptance shall be in form approved by the Town Attorney.

3. The Town Manager is authorized to take such further action and execute such additional documents as may be necessary to implement and administer such Amendment No. 2 to said Agreement.

This ordinance shall take effect immediately upon passage.

This Ordinance adopted on motion made by Council Member _____ and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk