

Bradley E. Grose, Mayor
William "Wes" Nance, Vice Mayor
I. Douglas Adams, Jr., Council Member
Robert R. Altice, Council Member
Matthew S. Hare, Council Member



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

**Vinton Town Council
Regular Meeting
Council Chambers
311 South Pollard Street
Tuesday, September 3, 2013**

AGENDA

Consideration of:

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

1. Briefing on the update to the Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan.
2. Briefing on Stormwater Programs Development Study/Stormwater Utility Feasibility Study.

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

F. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Introduction of new Police Officer William Welch
2. Acceptance of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2012 awarded to the Treasurer/Finance Department
3. Proclamation for National Preparedness Month

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

H. TOWN ATTORNEY

I. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute contracts with Fidelity Power Systems in the total amount of \$116,244.00 for a permanent and mobile generator and appropriating funds not already in the FY2013-2014 budget in the amount of \$16,319.00.
2. Consider adoption of a Resolution appropriating funds in the amount of \$3,315.00 received through the VML Insurance Programs Risk Management Safety Grant Program to the Public Works budget.
3. Consider adoption of a Resolution authorizing the Town Manager to execute a contract with Elevation Advertising LLC for branding and marketing services.

UPDATE ON OLD BUSINESS

J. MAYOR

K. COUNCIL

1. Financial report for July 2013.

L. ADJOURNMENT

M. WORK SESSION CONTINUED

1. Briefing on outdoor venue space at the War Memorial.
2. Further briefing on new catering policy for the War Memorial

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.

NEXT TOWN COMMITTEE/COUNCIL MEETINGS:

September 3, 2013 – 5:00 p.m. – Finance Committee – Finance Department Conference Room

September 13, 2013 – 8:00 a.m. – Public Safety Meeting – Town Conference Room

September 17, 2013 – 6:00 p.m. – Work Session following by Regular Council Meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Planning & Zoning

Issue

Briefing on the update of the Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan.

Summary

The FEMA approved Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan is in effect for five years after the original approval date (March 29, 2006). The Plan must be updated and resubmitted for approval within five years of the approval date in order for jurisdictions to maintain eligibility for the Hazard Mitigation Grant Program, the Pre-Disaster Mitigation Program, and the Flood Mitigation Assistance Program. The Roanoke Valley-Alleghany Regional Commission (RVARC) is serving as the central point of contact for monitoring implementation of the plan and the required five-year updates.

In September 2010, the RVARC received funding from the Virginia Department of Emergency Management to update the Regional Pre-Disaster Mitigation Plan. The Plan update process consisted of public participation, risk assessment, mapping, mitigation strategies, and plan maintenance procedures. A key component of the effort was an update of the mitigation project listing for each jurisdiction.

The whole document of the Mitigation Plan can be downloaded and/or viewed on RVARC website at www.rvarc.org.

Attachments

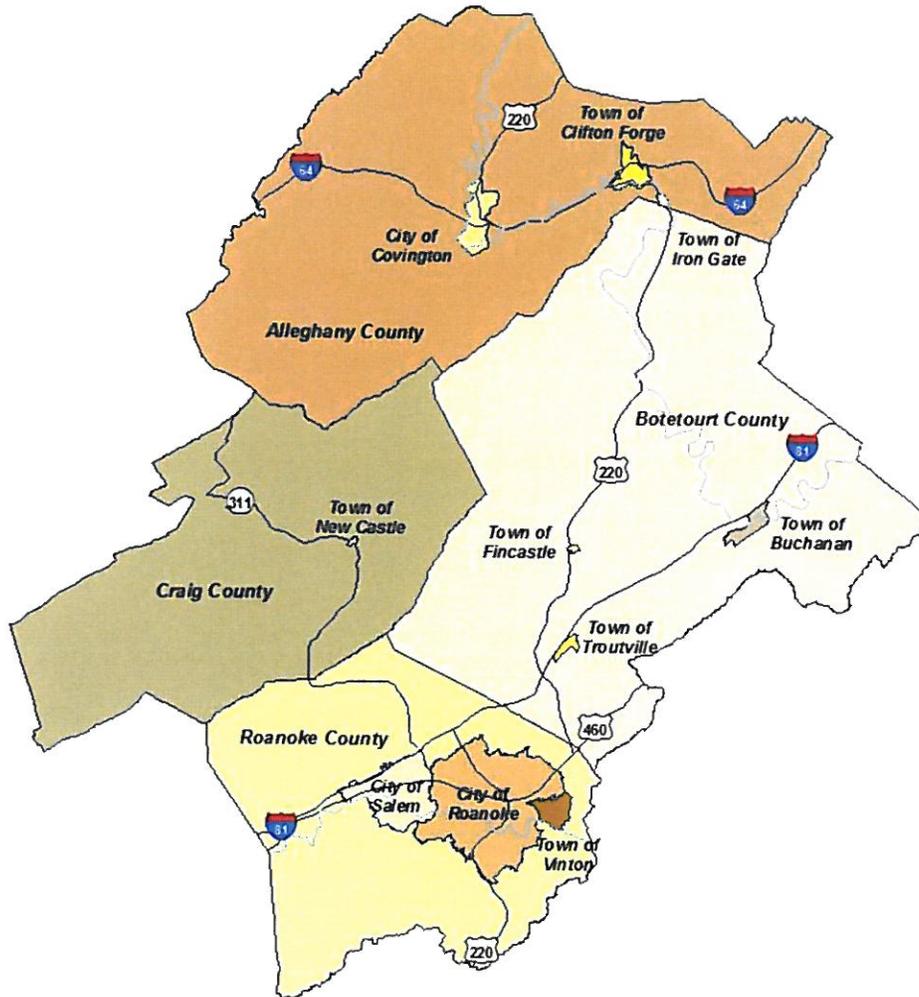
Pertinent pages of the Plan

Recommendations

No action required

Roanoke Valley-Alleghany Regional Commission

Regional Pre-Disaster Mitigation Plan



DRAFT



Roanoke Valley-Alleghany
REGIONAL
commission

Prepared by:
Roanoke Valley - Alleghany Regional Commission
June 2013

**Roanoke Valley-Alleghany Regional Commission
Pre-Disaster Mitigation Plan Committee**

Ryan Muterspaugh, Director of Public Safety, Alleghany County
Spencer Suter, Assistant County Administrator, Botetourt County
Harry Gleason, Main Street Manager, Town of Buchanan
Don Ford, Director of Community Development, Town of Clifton Forge
Steve Carroll, City Engineer, City of Covington
Jim Cady, Director of Emergency Systems, Craig County
Alan Williams, Mayor, Town of Iron Gate
Mike Guzo, Emergency Management Coordinator, City of Roanoke
George Simpson, County Engineer, Roanoke County
Joey Stump, Division Chief, Roanoke County Fire and Rescue Department
Charles Grant, GIS Analyst, City of Salem
Karla Turman, Associate Planner, Town of Vinton
Marc Davis, Outreach Coordinator, Blue Ridge Independent Living Center
Peter Corrigan, Service Hydrologist, NOAA
Phil Hysell, Warning Coordination Meteorologist, NOAA
Stan Crigger, Regional Coordinator, Virginia Department of Emergency Management
Bob Boeren, Forester, Virginia Department of Forestry
Rob Logan, Assistant Director, Western Virginia EMS

**Roanoke Valley-Alleghany Regional Commission
Planning Staff**

Matt Miller, Manager of Information Services
Eddie Wells, Senior Planner

EXECUTIVE SUMMARY

The Disaster Mitigation Act of 2000 requires that local governments, as a condition of receiving federal disaster mitigation funds for Presidential Disaster Declarations, have a mitigation plan that describes the process for identifying hazards, risks and vulnerabilities, identifies and prioritizes mitigation actions, encourage the development of local mitigation and provide technical support for those efforts. The Roanoke Valley-Alleghany region has had twenty (20) Presidential Disaster Declarations since 1969.

The Federal Emergency Management Agency (FEMA) defines Mitigation as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation, also known as prevention, encourages long-term reduction of hazard vulnerability. The goal of mitigation is to save lives and reduce property damage. Mitigation can accomplish this, and should be cost-effective and environmentally sound. This, in turn, can reduce the enormous cost of disasters to property owners and all levels of government. In addition, mitigation can protect critical community facilities, reduce exposure to liability, and minimize community disruption. Examples include land use planning, adoption of building codes, and elevation of homes, or acquisition and relocation of homes away from floodplains.

It has been demonstrated time after time that hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster actually occurs. However, in the past, many communities have undertaken mitigation actions with good intentions but with little advance planning. In some of these cases, decisions have been made "on the fly" in the wake of a disaster. In other cases, decisions may have been made in advance but without careful consideration of all options, effects, and/or contributing factors. The results have been mixed at best, leading to less than optimal use of limited resources.

In 2002 VDEM requested that PDCs take the lead in developing regional pre-disaster mitigation plans. This document is an update of the previous plan that was approved by FEMA in 2006. The purpose of this plan is to fulfill local Pre-Disaster Mitigation Plan requirements. While the plan does not establish any legal requirements for the localities, it does provide a framework for planning for natural hazards. The plan identifies hazards; establishes individual locality goals and objectives and select mitigation activities that are appropriate for the Roanoke Valley-Alleghany Region.

Planning Area

The Regional Pre-Disaster Mitigation Plan affects unincorporated areas, towns, cities and counties within the Roanoke Valley-Alleghany Regional Commission service area except Franklin County and the towns of Boones Mill and Rocky Mount which are covered by the West Piedmont PDC's plan. The localities addressed in this plan include: the counties of Alleghany, Botetourt, Craig and Roanoke; the cities of Covington, Roanoke and Salem; and the towns of Buchanan, Clifton Forge, Fincastle, Iron Gate, New Castle, Troutville and Vinton.

The Regional Mitigation Plan

The purpose of this planning initiative is to develop a Plan that meets all State and Federal requirements. The Plan will help localities maintain their eligibility for certain future Federal funding, especially the Hazard Mitigation Grant Program. A FEMA-approved Mitigation Plan is also required to participate in the Emergency Management Performance Grant Program and in projects under the Pre- Disaster Mitigation Grant Program.

The plan outlines general actions designed to address and reduce the impact of a full range of natural hazards facing region, including such natural hazards as floods, hurricanes, winter storms and wildfires. A multi-jurisdictional planning approach was utilized. By having multiple jurisdictions work together on common hazards/risks, the planning process eliminated the need for each local jurisdiction to devise its own approach and prepare its own separate document. Further, this type of planning effort resulted in a common plan format and loss estimation technique that will help the State Department of Emergency Management and FEMA understand the area's vulnerabilities when evaluating future policies and projects.

While a single, regional plan was developed, please note that each local jurisdiction has its own separate section outlining goals, objectives and projects as part of the overall plan.

Hazard Identification

The RVARC worked with the Regional Pre-Disaster Mitigation Plan Committee to compile data on natural hazards. Information was compiled on the occurrence of natural hazard events in the region. Hazards that affect the area were identified based on historical and other available data. Each local jurisdiction has been given an opportunity to review the hazard events data and make amendments as appropriate.

The region has experienced nearly all types of natural disasters, the major ones being flooding, straight-line winds, winter storms, and wildfires. Other disasters that might occur in the region include earthquakes, hurricanes, landslides and tornados. Based on past occurrences and probability, the Pre-Disaster Mitigation Plan Committee selected the following disasters for inclusion in this Plan: earthquakes, flooding, hurricanes, straight line wind, karst, landslides, tornados, wildfires, and winter storms.

Risk Assessment and Loss Estimates

RVARC assessed potential impacts from each hazard using available geographic information system (GIS) layers and local government tax parcel databases. Loss estimates were performed only for flooding. Other disasters are too variable and widespread to determine any useful loss estimates.

Mitigation Strategy Development

Based on the findings of the risk assessment, RVARC, working with local governments, drafted an overall mitigation strategy for the region and each individual locality. During this step, goals, objectives and actions to reduce the damage from each hazard were identified for the planning area.

Committee Meetings

Committee meetings were held on an as needed basis at critical times in the document's development and for review of the draft and final versions of the Plan. Committee meeting agendas and attendance sheets are included in Appendix A.

Localities, state and federal agencies, and other local groups were invited to serve on the Roanoke Valley-Alleghany Regional Commission Pre-Disaster Mitigation Plan Committee. Local governments were asked to appoint the staff and/or citizens that would be the most appropriate representative(s) to the Committee and responded with a wide range of appointees: Elected Officials, Emergency Service Coordinators, Engineers, Planners, City and Town Managers, and fire and rescue personnel. Locality representatives attended the Committee meetings on a regular basis. RVARC staff also worked directly with localities (Clifton Forge, Iron Gate) during development of local goals/projects.

Additional groups that the Committee felt would be of assistance were also invited to participate. These included Virginia Department of Forestry, U.S. Forest Service, and the National Weather Service. Chambers of Commerce were asked to notify their members, through newsletters or web sites, about the mitigation plan.

Public Participation

The public was invited to attend one or more of three meetings that were held to seek input about hazards that have impacted the area. Participants were given the opportunity to review maps, historical hazard data, damage estimates, and information about the Disaster Mitigation Act and the pre-disaster planning requirements. Information gathered at the meetings was used in developing strategies to mitigate natural hazards in the region.

Three public input meetings were held in the early evening at 6 p.m. the week of June 20, 2011 in Clifton Forge, Fincastle and Roanoke. The meetings were advertised as display ads in two daily and four weekly local newspapers as well as through email and Facebook postings. Meeting announcements, sign-in sheets, news articles, brochures, and handout materials were available at the meetings. Documentation is included in Appendix A.

Plan Review, Adoption and Maintenance

In accordance with Federal and State requirements, the governing bodies of each participating jurisdiction must review and approve that portion of the overall plan that affects their jurisdiction. FEMA has requested that each locality review the final version of the plan and adopt it by resolution. The plan will then be sent to the Virginia Department of Emergency Management and FEMA for review and approval.

Following FEMA approval, the plan may then be officially adopted by each locality. No changes to the plan should be made following FEMA's approval of the document. If changes are necessary, they should be noted in the resolution and addressed in the next plan update.

The Plan Maintenance section of this document, Chapter 7, details the process that will ensure that the Mitigation Plan remains an active and relevant document. The process includes a schedule for monitoring the Plan on an annual basis and producing the required plan revision every five years and describes how the localities will integrate public participation throughout the plan maintenance process.

Table of Contents

Chapter 1 – Introduction.....	1
Natural Hazards Mitigation Planning	1
Regional Profile	5
Chapter 2 – Hazard Specific Information.....	15
Hazards	15
Earthquake	17
Flood.....	21
Updated Flood Studies and FIRM	28
Repetitive Loss Strategy	30
Hurricane	37
Karst.....	46
Landslide	47
Straight Line Winds	50
Tornado.....	52
Wildfire.....	57
Winter Storms	60
Chapter 3 – Vulnerability Assessment	67
Capabilities Assessment	72
Earthquake	73
Flood.....	74
Hurricane	106
Karst.....	107
Landslide	112
Straight Line Winds	114
Tornado.....	116
Wildfire.....	119
Winter Storm	129
Chapter 4 – Loss Estimation	136
Chapter 5 – Regional Mitigation Strategies	144
Earthquake	146
Flood.....	146
Hurricane	148
Karst.....	148
Landslide	148
Straight Line Winds	149
Tornado.....	149
Wildfire.....	150
Winter Storms.....	150
Regional Mitigation Projects	152

Chapter 6 – Local Mitigation Goals, Strategies and Proposed Projects.....	156
Alleghany County.....	157
Town of Clifton Forge.....	166
Town of Iron Gate.....	176
City of Covington.....	184
Botetourt County and Towns of Buchanan, Fincastle and Troutville.....	194
Craig County and Town of New Castle.....	209
Roanoke County.....	221
Town of Vinton.....	233
City of Roanoke.....	247
City of Salem.....	257
 Chapter 7 – Plan Maintenance.....	 269
Evaluating and Updating the Plan.....	269
Public Involvement.....	270
Coordinating Body.....	271
Plan Adoption.....	271
Implementation Through Existing Programs.....	272

List of Tables

Table 1 Pre-Disaster Mitigation Plan Meetings.....	4
Table 2 Population Trends.....	8
Table 3 Average Annual Total Residential Building Permits Issued.....	10
Table 4 Residential Building Permits Issued 2000-2011.....	11
 Table 5 Modified Mercalli Earthquake Intensity Levels.....	 19
Table 6 Repetitive Loss Statistics Alleghany County (unincorporated area).....	31
Table 7 Repetitive Loss Statistics Botetourt County.....	31
Table 8 Repetitive Loss Statistics Town of Buchanan.....	31
Table 9 Repetitive Loss Statistics Town of Clifton Forge.....	32
Table 10 Repetitive Loss Statistics City of Covington.....	32
Table 11 Repetitive Loss Statistics Craig County.....	32
Table 12 Repetitive Loss Statistics City of Roanoke.....	33
Table 13 Repetitive Loss Statistics Roanoke County (unincorporated area).....	33
Table 14 Repetitive Loss Statistics City of Salem.....	33
Table 15 Repetitive Loss Statistics Town of Vinton.....	34
Table 16 Repetitive Loss Statistics Region Total.....	34
Table 17 Presidential Disaster Declarations for Flooding, 1969 to 2010.....	35
Table 18 State Emergency Declarations for Flooding, 1985 to 2010.....	36
Table 19 Saffir-Simpson Hurricane Damage Scale.....	38
Table 20 Presidential Disaster Declarations for Hurricanes, 1972 to 2010.....	43
Table 21 State Emergency Declarations for Hurricanes, 1987 to 2010.....	44
Table 22 Presidential Disaster Declarations for Landslides, 1965 to 2010.....	48
Table 23 State Emergency Declarations for Landslides, 1987 to 2010.....	49
Table 24 Fujita Scale of Tornado Winds and Damage.....	53
Table 25 Regional Wildfire Statistics 1995 – 2008.....	57

Table 26 State Emergency Declarations for Wildfires, 1987 to November 2010.....	58
Table 27 Presidential Disaster Declarations for Winter Storms, 1965 to June 2003	62
Table 28 State Emergency Declarations for Winter Storms, 1987 to February 2003.....	63
Table 29 Regional Snowfall Index.....	65
Table 30 Probability of Hazard Occurrence.....	68
Table 31 Extent of Disaster.....	69
Table 32 Past Hazard Occurrences	70
Table 33 Overall Hazard Vulnerability.....	71
Table 34 Capabilities Assessment.....	73
Table 35 National Flood Insurance Program Communities.....	75
Table 36 NFIP Policy Statistics	75
Table 37 NFIP Claims 1978-2011	76
Table 38 Flood Prone Roadways Alleghany County.....	93
Table 39 Flood Prone Roadways Botetourt County	94
Table 40 Flood Prone Roadways Town of Clifton Forge	95
Table 41 Flood Prone Roadways City of Covington	95
Table 42 Flood Prone Roadways Craig County.....	96
Table 43 Flood Prone Roadways City of Roanoke.....	96
Table 44 Flood Prone Roadways Roanoke County	97
Table 45 Flood Prone Roadways City of Salem	99
Table 46 Flood Prone Roadways Town of Vinton.....	99
Table 47 Virginia Dam Classification System.....	101
Table 48 National Inventory of Dams Data, 2006	104
Table 49 Karst Areas in the Roanoke Valley-Alleghany Region	107
Table 50 Woodland Home Community Fire Risk Alleghany County	123
Table 51 Woodland Home Community Fire Risk Town of Clifton Forge	123
Table 52 Woodland Home Community Fire Risk City of Covington	123
Table 53 Woodland Home Community Fire Risk Botetourt County	124
Table 54 Woodland Home Community Fire Risk Craig County.....	125
Table 55 Woodland Home Community Fire Risk Roanoke County	125
Table 56 Woodland Home Community Fire Risk City of Roanoke	126
Table 57 Woodland Home Community Fire Risk City of Salem	126
Table 58 Woodland Home Community Fire Risk Town of Vinton.....	126
Table 59 Alleghany County Flood Loss Estimate	136
Table 60 Town of Clifton Forge Flood Loss Estimate	137
Table 61 Town of Iron Gate Flood Loss Estimate	137
Table 62 City of Covington Flood Loss Estimate.....	137
Table 63 Botetourt County (unincorporated areas) Flood Loss Estimate	138
Table 64 Town of Buchanan Flood Loss Estimate	138
Table 65 Town of Fincastle Flood Loss Estimate.....	138
Table 66 Town of Troutville Flood Loss Estimate	139
Table 67 Craig County (unincorporated area) Flood Loss Estimate.....	139
Table 68 Roanoke County (unincorporated area) Flood Loss Estimate	140
Table 69 Town of Vinton Flood Loss Estimate.....	141
Table 70 City of Roanoke Flood Loss Estimate	142
Table 71 City of Salem Flood Loss Estimate	143
Table 72 Regional Hazard Mitigation Projects.....	152
Table 73 Alleghany County Hazard Mitigation Projects.....	163
Table 74 Town of Clifton Forge Hazard Mitigation Projects	172

Table 75 Town of Iron Gate Hazard Mitigation Projects	181
Table 76 City of Covington Hazard Mitigation Projects	191
Table 77 Botetourt County Hazard Mitigation Projects	201
Table 78 Town of Buchanan Hazard Mitigation Projects.....	205
Table 79 Town of Fincastle Hazard Mitigation Projects	207
Table 80 Town of Troutville Hazard Mitigation Projects.....	208
Table 81 Craig County Hazard Mitigation Projects.....	216
Table 82 Town of New Castle Hazard Mitigation Projects	220
Table 83 Roanoke County Hazard Mitigation Projects	229
Table 84 Town of Vinton Hazard Mitigation Projects.....	242
Table 85 City of Roanoke Hazard Mitigation Projects.....	254
Table 86 City of Salem Hazard Mitigation Projects	264

List of Figures

Figure 1 Planning Area Map.....	7
Figure 2 Hurricane Tracks Map.....	42
Figure 3 High Wind Events Map	51
Figure 4 Tornado Events Map	54
Figure 5 Wildfire Incidents Map.....	59
Figure 6 Earthquake Hazard Map	73
Figure 7 Karst Regions and Historical Subsidence Map	109
Figure 8 Landslide Incidence and Susceptibility Map.....	113
Figure 9 HAZUS 100-Year Wind Speeds Map	115
Figure 10 Tornado Hazard Frequency Map.....	117
Figure 11 Significant Tornado Hazard Frequency (F2+) Map	118
Figure 12 Regional Wildfire Risk Assessment Map.....	127
Figure 13 Woodland Home Communities Map.....	128
Figure 14 Average Number of Days with at Least 3 inches of Snow Map.....	130
Figure 15 Frequency of 3 or More Days with at Least 3 inches of Snow Map	131
Figure 16 Average Number of Days Entirely at or Below 32° F Map	132
Figure 17 Frequency of 5 or More Days Entirely at or Below 32° F Map	133
Figure 18 Average Number of Days with at Least 6 inches of Snow Map.....	134
Figure 19 Frequency of 1 or More Days with at Least 12 inches of Snow Map	135

Appendices

Appendix A – Planning Process and Public Participation

Appendix B – Flood Hazard Maps

TOWN OF VINTON

Current and Past Mitigation Measures

Floodplain Management – The floodplain management regulations were originally adopted in 1982. Vinton has two floodplain districts, one for the floodway and one for the flood fringe. These regulations are designed as overlays and adopted as part of the 1995 Zoning Ordinance and 2007 amendments. The 2007 amendment to Section 4-59(a)(3) of the Vinton Zoning Ordinance requires that new residential structures be at least two (2) feet above flood elevation, and that new non-residential structures be at least one (1) foot above flood elevation.

Roanoke River Corridor Conservation and Overlay District – The Town of Vinton has adopted a Roanoke River Corridor Conservation and Overlay District. Although primarily designed to protect water quality, it also helps reduce siltation, which in turn protects the channel that is carrying floodwaters. In this overlay district, smaller sites (2,500 square feet in lieu of standard 10,000 square feet minimum) must meet erosion and sediment controls standards.

Stormwater Management – The Town has a Stormwater Management Ordinance (updated in 2007) that is part of the Town Code. It was developed to bring the Town into compliance with state laws on stormwater management and erosion and sedimentation control. Vinton uses the Virginia Department of Conservation and Recreation’s guidelines as stormwater management standards.

Roanoke Valley Regional Stormwater Management Plan – All four Roanoke Valley jurisdictions participated in the development of the plan that was coordinated through the efforts of the Fifth Planning District Commission (Roanoke Valley-Alleghany Regional Commission). It offers alternative solutions for both flooding and flash flooding problems. These alternatives include clearing stream channels, enlarging drainage openings, constructing regional detention facilities, and flood proofing individual structures. The plan presents a total of 138 individual projects to address flooding in the 16 watersheds. These are ranked in order of priority within each watershed but no overall ranking within the valley is presented. Cost estimates are presented for each project, but neither individual project benefits, nor cumulative benefits are discussed.

It would be essential to analyze the benefits of these projects before the plan can be used as a guideline for specific activities. The identified projects would cost a total of \$66 million in 2001 dollars, not including land acquisition or efforts to flood proof or move over 2,200 buildings. A formal quantification of the corresponding benefits would go a long way toward justifying this cost, which can initially seem overwhelming to both citizens and community officials. For example, the 1997 plan reports that between 1972 and 1992, floods caused over \$200 million in damages in the valley, and resulted in 10 deaths. The plan's Financing Options Report recommends creation of a regional stormwater utility as a means of funding the identified work.

National Flood Insurance Program – The Town participates in, and is in good standing with, the National Flood Insurance Program (NFIP) by enforcing floodplain management regulations that meet federal requirements. This program allows property owners to purchase flood insurance from NFIP. There are currently 52 NFIP policies in force in the Town.

Dam Safety – Carvin Cove Reservoir Dam, located on a tributary of the Carvin Creek and owned by the Western Virginia Water Authority could impact the western side of the Town of Vinton.

Erosion and Sediment Control – The Town of Vinton has adopted the regulations, references, guidelines, standards and specifications promulgated by the Virginia Soil and Water Conservation Board (and any local handbook or publication of the board) for the effective control of soil erosion and sediment deposition to prevent the unreasonable degradation of properties, stream channels, waters and other natural resources. Such regulations, references, guidelines, standards and specifications for erosion and sediment control are included in, but not limited to, the Virginia Erosion and Sediment Control Regulations and the Virginia Erosion and Sediment Control Handbook, as amended from time to time. Roanoke County administers the Vinton program under the handbook guidelines.

IFLOWS – The Town participates in a flood warning system developed by the National Weather Service called Integrated Flood Observing and Warning System (IFLOWS). Through the use of radio-transmitted information, this system provides advanced flood forecasting to the Town Emergency Operation Center Roanoke County/Town of Vinton Communications Center and to the Town Emergency Operation Center. There are no IFLOW stations located in the Town.

Project Impact Roanoke Valley – Project Impact Roanoke Valley was a partnership of FEMA, Roanoke County, the cities of Roanoke and Salem and the Town of Vinton to reduce destruction to life and property during disasters through planning and mitigation. The Project Impact Roanoke Valley Steering Committee and its work groups evaluated hazard mitigation needs from 1998 to 2001. The four work groups were: Hazard Mitigation, Public Information and Community Education, Stormwater Management and Partnership and Resource group. The Stormwater Management group was responsible for the preparation of over 1,500 floodplain elevation certificates. The Public Information and Community Education and Partnership and Resource groups met with community organization, civic groups, businesses and the general public to promote hazard mitigation activities. The Land Use group focused on how local plans and ordinances relate to hazard mitigation and published Hazard Mitigation through Land Use Planning in 2001. The Hazard Mitigation group addressed flooding, wildfire, meteorological events, and hazardous materials incidents in its report Hazard Analysis.

Town of Vinton Mitigation Goals and Strategies

During the late 1990s, under the Project Impact initiatives, the Roanoke Valley Project Impact Steering Committee and its work groups actively addressed hazard mitigation needs. The Steering Committee and the work groups were composed of representatives from the Cities of Roanoke and Salem, County of Roanoke, and Town of Vinton. The Stormwater Management work group was responsible for the preparation of over 1,500 floodplain elevation certificates for residential structures in flood-prone sections of the community. The Hazard Mitigation work group prepared a report identifying potential hazards including wildfires and flooding, and maps identifying hazard areas from the report were distributed through the local newspaper. The Public Information and Community Education work group and the Partnership and Resource Development work group met with community organizations, businesses, and decision makers to promote cooperative hazard mitigation activities. The Land Use work group focused on the analysis of how local plans and ordinances relate to hazard mitigation and how these documents might be changed to protect the community more effectively. The goal of the work group was to ensure that local land use, development, and building codes minimize the potential impact of floods and other disasters on the natural and built environment.

In developing mitigation strategies for the region and each locality, a wide range of activities were considered in order to achieve the goals and to lessen the vulnerability of the area to the impact of natural

hazards. **All goals, strategies and projects are dependent on the availability and timeliness of non-local funding.**

Goals and Strategies were prioritized by each locality. Prioritization was completed in order of relative priority – high, medium or low – based on the benefit to cost criteria and the strategy’s potential to mitigate the impact from natural hazards. Consideration was also given to availability of funding, the department/agency responsible for implementation, and the ability of the locality to implement the project. Under each identified hazard, applicable local government departments will be the lead in making sure that each project or action will be implemented in a timely manner with other departments, other local government’s representatives and/or other regional agencies.

The anticipated level of cost effectiveness of each measure was a primary consideration when developing the list of proposed projects. Since mitigation projects are an investment of public funds to reduce damages, localities selected and prioritized projects based on the benefit to cost of each project in hopes of obtaining the maximum benefit. Projects were categorized as high, medium or low benefit to cost based on the available information for each proposed project. Reduced damages over the lifespan of the projects, the benefits, are likely to be greater than the project cost in all cases. Although detailed cost and benefit analysis was not conducted during the mitigation action development process, these factors were of primary concern when prioritizing and selecting the proposed projects.

Earthquake

Goal: Increase public awareness of the probability and potential impact of earthquakes.

Responsible Department(s): Administration, Planning, Emergency Services, and Roanoke County Department of Community Development

Strategies:

1. Publish a special section in local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices, the American Red Cross, and hospitals.
2. Develop “critical area” maps based on geotechnical information to identify locations where damage potential is high.

Flood

Goal: Mitigation of loss of life and property from flooding and flood related disasters.

Responsible Department(s): Administration, Public Works, Planning, Emergency Services, and Roanoke County Department of Community Development

Strategies:

1. Support a comprehensive, regional public information and education program on flooding, living in the floodplain, flood risks, low cost simple flood mitigation measures, flood insurance, stream remediation, hydrology, floodplain ordinances, and NFIP. This can be accomplished through regional workshops and educational materials for citizens, business, local staff, and elected officials.
2. Utilize existing documents and programs from FEMA, NFIP, VDEM, and the National Weather Service to educate the public about hazards and mitigation opportunities.
3. Coordinate with and support Community Emergency Response Team (CERT) information distribution activities in the community.
4. Develop and maintain an inventory of flood prone roadways in cooperation with local governments and the Virginia Department of Transportation.
5. Develop and maintain an inventory of flood prone critical regional facilities such as hospitals, public utility sites, airports, etc.
6. Maintain an inventory of flood prone residential properties and repetitive loss properties.
7. Develop and maintain damage assessment information.
8. Continue the acquisition of elevation certificates for flood prone properties.
9. Continue the flood proofing/acquisition of flood prone properties.
10. Revise stormwater management and floodplain management ordinances.
11. Obtain Community Rating System (CRS) classification, which will allow residents and business owners to receive a discount on their flood insurance premiums.
12. Participate in, and remain in good standing with, the National Flood Insurance Program (NFIP) by enforcing floodplain management regulations that meet federal requirements.
13. Acquisition of flood prone properties followed by the appropriate mitigation action of demolition or relocation.

Goal: Update existing GIS data layers related to natural hazards.

Responsible Department(s): Planning and Roanoke County Department of Community Development

Strategies:

1. Consider seeking funding and support programs that update FEMA's Flood Insurance Rate Maps (FIRM). Continue participation in FEMA's Cooperating Technical Partners (CTP) program that establishes partners with local jurisdictions to develop and maintain up-to-date flood maps.
2. Utilize GIS to inventory at risk infrastructure and public and private structures within flood prone areas.
3. Continue participate in FEMA's Digital Flood Insurance Rate Maps (DFIRM) program.
4. Support FIRM remapping projects that address areas in the region that have the most serious mapping problems and where flooding is a repetitive problem.

Goal: Provide early warning of flooding.

Responsible Department(s): Emergency Services, Social Media Administrators, and Roanoke County/Town of Vinton's Communications Center.

Strategies:

1. Identify areas with recurring flood problems and request additional IFLOW stream/rain gauges as appropriate to ensure that these areas are adequately covered and monitored.
2. Consider a reverse 911 early warning system.
3. Consider on-site notification of flood prone properties.
4. Implement early warning system using social media (webpage, Facebook, Twitter, etc.). (Strategy completed)

Goal: Identification of structural projects that could mitigate the impact of flooding.

Responsible Department(s): Planning, Administration, Public Works

Strategies:

1. Consider seeking funding to prepare site-specific hydrologic and hydraulic studies that look at areas that have chronic and repetitive flooding problems.
2. Support Virginia Department of Transportation and adjoining jurisdictions projects that call for improved ditching, replacement of inadequate and undersized culverts, enlargements of bridge openings and drainage piping needed to minimize flooding.
3. Update the Roanoke Valley Regional Stormwater Master Plan.

4. Expand the number of watersheds studied in the master plan and develop watershed plans for each.

Goal: Maintain an accurate database and map of repetitive loss properties

Responsible Department(s):

Strategies:

- A. Work with VDEM and FEMA to update list of repetitive loss properties annually.
- B. Obtain updated list of repetitive loss properties annually from VDEM/FEMA.
- C. Review property addresses for accuracy and make necessary corrections.
- D. Determine if and by what means each property has been mitigated.
- E. Map properties to show general site locations (not parcel specific in order to maintain anonymity of the property owners).
- F. Determine if properties have been mitigated and inform FEMA/VDEM through submission of an updated list/database and mapping.

Hurricane

Goal: Mitigate the impact of hurricanes in the Roanoke Valley-Alleghany Region.

Responsible Department(s): Emergency Services, Social Media Administrators, and Roanoke County/Town of Vinton's Communications

Strategies:

1. Research and consider participating in the National Weather Service "*Storm Ready*" program.
2. Encourage voluntary use of the National Weather Service or private warning mechanisms, such as The Weather Channel NOTIFY! and the Specific Area Message Encoding (SAME).
3. Develop reverse 911 warning systems to activate by National Weather Service.
4. Educate the public regarding the need to pre-plan for weather emergencies.
5. Implement early warning system using social media (webpage, Facebook, Twitter, etc.).
(Strategy completed)

Landslide

Goal: Improved Hazard Mapping and Assessments for landslides.

Responsible Department(s): Planning and Roanoke County Department of Community Development

Strategies:

1. Encourage the delineation of susceptible areas and different types of landslide hazards at a scale useful for planning and decision-making by USGS and State geological surveys.
2. Work with state and Federal agencies to develop data that will assist in reducing and eliminating impacts from landslides risk to life and property.
3. Develop steep slope ordinance/guidelines for development in steep slope/marginal soils areas.

Tornado

Goal: Mitigate the impact of tornados.

Responsible Department(s): Administration and Emergency Services, Social Media Administrators, and Roanoke County/Town of Vinton's Communications.

Strategies:

1. Conduct a series of public workshops about how to protect yourself during a tornado in case you are at home, in a car, at the office, or outside.
2. Educate the public regarding the need to pre-plan for weather emergencies and provide an informational brochure or handout on emergency planning.
3. Encourage voluntary use of the National Weather Service or private warning mechanisms, such as The Weather Channel NOTIFY! and the Specific Area Message Encoding (SAME).
4. Implement early warning system using social media (webpage, Facebook, Twitter, etc.).
(Strategy completed)

Wildfire

Goal: Mitigation of the impacts of wildfire to life and property.

Responsible Department(s): Emergency Services, Planning, and Roanoke County Department of Community Development, Social Media Administrators, and Roanoke County/Town of Vinton's Communications

Strategies:

1. Encourage residents and developers to use FireWise building design, siting, and materials for construction.
2. Conduct Community Wildfire Assessments in cooperation with VDOF staff using the Wildland Urban Interface Fire Protection Program's *Woodland Community Wildfire Hazard Assessment* form.
3. Identify buildings or locations vital to the emergency response effort and buildings or locations that, if damaged, would create secondary disasters in forested areas.
4. Implement early warning system using social media (webpage, Facebook, Twitter, etc.).
(Strategy completed)

Winter Storms

Goal: Mitigate the effects of extreme weather by implementing programs that provide early warning and preparation.

Responsible Department(s): Emergency Services, Social Media Administrators, and Roanoke County/Town of Vinton's Communications

Strategies:

1. Research and consider participating in the National Weather Service "*Storm Ready*" program.
2. Develop reverse 911 warning systems to be activated by National Weather Service input.
3. Participate in special statewide outreach/awareness activities, such as Winter Weather Awareness Week, Flood Awareness Week, etc.
4. Provide an informational brochure or handout on emergency for weather events.
5. Encourage voluntary use of the National Weather Service or private warning mechanisms, such as The Weather Channel NOTIFY! and the Specific Area Message Encoding (SAME).
6. Implement early warning system using social media (webpage, Facebook, Twitter, etc.).
(Strategy completed)

**Table 84
Town of Vinton Hazard Mitigation Projects**

Project	Hazard Mitigated	Benefit	Cost Estimate	Benefit-to-Cost	Priority	Funding Partners	Implementation/Lead Agency	Status	Proposed Schedule
Publish a special section in local newspaper with emergency information on earthquakes	Earthquake	Increased level of knowledge and awareness in citizens	\$2,500	High	Low	FEMA, VDEM	Local government	Not started; lack of funding	
Develop "critical area" maps for earthquake zones	Earthquake	Identification of earthquake hazard locations	\$75,000	Medium	Medium	FEMA	Local government	Not started; lack of funding	
Public education workshops for tornado drills (public, businesses and schools)	Tornado	Public informed about how to protect yourself during a tornado in case you are at home, in a car, at the office, or outside	\$5,000	High	Medium	Local government	Local government	Not started; lack of funding	
Implement early warning system using social media	All Hazards	Public made aware of impending danger	Unknown	High	High	Local government	Local government	In Progress	Ongoing
Encourage voluntary use of the National Weather Service or private warning mechanisms, such as The Weather Channel NOTIFY! and the Specific Area Message Encoding (SAME)	All Hazards	Public able to receive warnings from appropriate sources	Unknown	High	High	Local government	Local government	In Progress	Ongoing
Participate in special statewide outreach/awareness activities, such as Winter Weather Awareness Week, Flood Awareness Week, etc	All Hazards	Inform public about hazards and mitigation options	\$10,000	High	High	VDEM, FEMA, NWS	Local government	In progress	Ongoing events

Project	Hazard Mitigated	Benefit	Cost Estimate	Benefit-to-Cost	Priority	Funding Partners	Implementation/Lead Agency	Status	Proposed Schedule
Provide an informational brochure or handout on emergency for weather events	All Hazards	Public better informed about hazards.	Unknown	Medium	Medium	Local government VDEM FEMA	Town of Vinton	Not started; lack of funding	
Reverse 911	All Hazards	Reduced loss through improved warning system	\$100,000	High	Middle	FEMA, VDEM, Local Government	Town of Vinton and RVARC	Not started; lack of funding	2011-2013
Communication equipment interoperability	All Hazards	Improved coordination among jurisdictions; improved response times	\$100,000	High	High	FEMA, Local government	Town of Vinton, Fire & Emergency Services, & Police Department	Not started; lack of funding	Ongoing
Participate in, and remain in good standing with, the National Flood Insurance Program (NFIP)	Flooding	Reduction of future flood damage through enforcement of floodplain ordinances and availability of discounted flood insurance for property owners	Unknown	High	High	FEMA	Local government	In Progress	Ongoing
Maintain an accurate database and map of repetitive loss properties	Flooding	Identification of repetitive loss properties that should be mitigated	Unknown	High	High	FEMA, VDEM	Local government	Not started; lack of funding	
Seek funding to prepare site-specific hydrologic and hydraulic studies that look at areas that have chronic and repetitive flooding problems	Flooding	Possible determination of solutions to repetitive loss properties.	\$15,000	High	Medium	Local governments	Local governments	Not started; lack of funding	

Project	Hazard Mitigated	Benefit	Cost Estimate	Benefit-to-Cost	Priority	Funding Partners	Implementation/Lead Agency	Status	Proposed Schedule
Identify locations for additional IFLOWS monitoring and additional stream gauges	Flooding / Heavy Rains	Provide better, more timely information to allow faster, more accurate warnings to be issued to the public	\$25,000	High	Medium	VDEM / FEMA / LOCAL GOVT	Local Government	Not started; lack of funding	
Additional hazard related GIS layers/data	All Hazards	Increased accuracy of hazard mitigation planning	\$100,000	Medium	High	USGS, NOAA, FEMA, VDEM, VDOT, VDOF	RVARC, County of Roanoke, and Town of Vinton	Ongoing	Ongoing
Flood hazard mapping update/modernization	Flooding	Increased accuracy of flood maps and more effective regulation and enforcement of regulations	\$50,000	Medium	High	FEMA, VDEM	RVARC, County of Roanoke, and Town of Vinton	Complete	Completed
Develop and maintain an inventory of flood prone roadways	Flooding	Inventory of flood prone roadways for planning purposes (road improvements, limitation of development)	\$25,000	Medium	Medium	FEMA, VDEM, RVARC, VDOT, Local government	RVARC	In progress	Ongoing updates
Support Virginia Department of Transportation projects that minimize flooding	Flooding	Clear debris and repair banks along roads to prevent backup, erosion and flooding of existing drainage systems	\$1,400,000	N/A	Medium	FEMA, VDEM, VDOT	Local government or VDOT	Not started; lack of funding	
Maintain an inventory of flood prone residential properties and repetitive loss properties	Flooding	Available inventory of repetitive loss properties that could be used for planning purposes	Unknown	Unknown	Unknown	VDEM	Local government	Not started; lack of funding	
Develop and maintain damage assessment information	Flooding	Knowledge of hazard caused damage for planning and disaster recovery efforts	Unknown	High	Medium	VDEM	Local government	Ongoing	Ongoing
Coordinate with and support Community Emergency Response Team (CERT)	All Hazards	Coordinated information distribution	Unknown	Unknown	Unknown	Unknown	Unknown	Ongoing	Ongoing

Project	Hazard Mitigated	Benefit	Cost Estimate	Benefit-to-Cost	Priority	Funding Partners	Implementation/Lead Agency	Status	Proposed Schedule
Additional hazard field data	Flooding	Elevation certificates for residential, business and critical facilities; increased accuracy of hazard mitigation planning	\$50,000	Medium	High	FEMA, VDEM, Local governments	Town of Vinton	Ongoing	Ongoing, as funding become available
Structure acquisition – single family and commercial units	Flooding	Removal of households from flood hazard areas; reduce repetitive loss; reduce loss of life and property	\$10,000,000	High	High	FEMA, VDEM	Town of Vinton Planning and Zoning Department	Ongoing	Purchased 2 in 2006 and as funding become available
Public education	All hazards	Inform public about hazards and mitigation options	\$50,000	Medium	High	FEMA, VDEM, Local government	Town of Vinton and RVARC	Ongoing	Ongoing
Update Regional Stormwater	Flooding	Watershed/mitigation planning and project identification	\$500,000	Medium	High	FEMA, VDEM, Local government	Town of Vinton and other Valley governments	Ongoing	As funding becomes available
Stormwater facilities construction	Flooding	Reduce frequency and impact of flooding	\$10,000,000	Medium	High	FEMA, VDEM	Town of Vinton	Ongoing	2011-2015, as funding become available
Upgrade/repairs to stormwater system	Flooding	Reduce frequency and impact of flooding	\$20,000,000	Medium	High	FEMA, VDEM, VDOT	Town of Vinton	Ongoing	2006-2010, as funding becomes available
Drainage system maintenance	Flooding	Clear debris and repair banks to prevent backup, erosion and flooding of existing drainage systems	\$100,000, Annually	Medium	High	FEMA, VDEM, VDOT	Town of Vinton Public Works Department	Ongoing	Ongoing
Determine the need for generators at public infrastructure facilities, emergency shelters, and public buildings	All hazards	Ensure that water and sewer service can be operational during hazard events. Needed services can be provided during emergency events.	\$20,000	High	High	FEMA, Local government	Town of Vinton Public Works Department and Police Department	Ongoing	As funding becomes available

Project	Hazard Mitigated	Benefit	Cost Estimate	Benefit-to-Cost	Priority	Funding Partners	Implementation/Lead Agency	Status	Proposed Schedule
Evaluate public utilities for floodproofing	Flooding	Evaluation of public utilities for retrofitting or floodproofing to prevent failure during disasters	\$50,000	High	Medium	FEMA, Local government	Town of Vinton Public Works Dept.	Ongoing	2 projects completed. Additional projects as funding becomes available.
Participate in CRS	Flooding	Reduction in flood insurance rates; reduction in flood loss	\$10,000, Annually	Medium	High	FEMA, Local government	Town of Vinton Planning and Zoning Department	Ongoing	As staff and funding becomes available
Local codes review	All hazards	Review development codes to evaluate need for changes that would improve disaster mitigation	\$100,000	Medium	High	FEMA, Local government	Town of Vinton Planning and Zoning Department	Ongoing	Ongoing
Identify funding and resources for delineating landslide hazards	Landslide	Landslide Tool for planning and decision-making; limitation of new development.	\$15,000	Low	Medium	VDEM, DCR	DCR	Not started; lack of funding	
Develop steep slope ordinance/guidelines for development in steep slope/marginal soils areas	Landslide	Landslide Tool for planning and decision-making; limitation of new development.	\$10,000	Medium	Medium	DCR	Local government	Not started	
Encourage residents and developers to use Fire-Wise building design, siting, and materials for construction	Wildfire	Reduction in damages from wildfire	\$5,000	High	Medium	VA Dept. of Forestry, Local government	Local government	Not started; lack of funding	
Community Wildfire assessments	Wildfire	Reduction of loss to wildfire	\$50,000	Medium	Medium	VDOF	Town of Vinton	Ongoing	As funding becomes available



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Planning & Zoning

Issue

Briefing on Stormwater Programs Development Study/Stormwater Utility Feasibility Study

Summary

Currently, under the Virginia Pollutant Discharge Elimination System (VPDES) General Permit, the Town is responsible for operating a stormwater program (mandated beginning March 2003). It includes a local Stormwater Management (SWM) Ordinance which is in accordance with current state regulations including review of SWM design for new construction and redevelopment; verification of the Virginia Stormwater Management Program (VSMP) coverage prior to issuance of permits; construction inspections by Roanoke County inspectors of erosion and sediment control only (stormwater management is not performed by the Town/County since the state is the VSMP Authority); and periodic post-construction inspection of SWM Best management Practices (BMPs) by Town/County personnel (through the signed MOU between the Town and County in August 2013).

By July 1, 2014, the Town, like the rest of the MS4s localities, will have to enforce the new SWM regulations and will also become the VSMP Authority. Becoming the local VSMP Authority will result in the need for a new SWM Ordinance to align with the new SWM regulations; DEQ required training for the VSMP Administrator, Reviewers, and Inspectors; increased efforts for SWM reviews due to the need for a more holistic review of site plans and stormwater management; additional office coordination with DEQ prior to permit issuance; increased construction inspection efforts due to the requirement to inspect stormwater management during construction; increased post-construction inspections to inspect each SWM BMP at least once every 5 years; and increased recordkeeping and reporting requirements.

In February 2013, a formal letter from the Town Manager was sent to the County Administrator requesting that the County provide stormwater plan review and stormwater facilities post-construction services to the Town. Additionally, we also requested that the Town be included in all future discussions regarding stormwater program development.

In April 2013, Staff was contacted by Roanoke County personnel of their plan to solicit proposals for the County stormwater program services. The Town and the County are covered by

the General Permit for Discharges of Stormwater from Small Municipal Storm Sewer Systems (MS4) Permit. Subsequently, the Town and the County also have Waste Load Allocations (WLA's) for bacteria and sediment for impaired streams (Upper Roanoke River Watershed). A Total Maximum Daily Load (TMDL) Implementation Plan is currently under development for these TMDLs. A draft of the DEQ's TMDL Implementation Plan is due at the end of September 2013.

The intent of the County's Request For Proposal (RFP) was to select a consultant to assist the County in evaluating existing stormwater programs, define effective stormwater programs that are compliant with regulations, evaluate various funding scenarios to develop a funding recommendation that adequately and consistently funds stormwater programs in a fair and equitable manner, and other related stormwater services for program implementation and training.

The Consultant's anticipated tasks are to consist of:

1. Stormwater Advisory Committee Facilitation
2. County Stormwater Programs Evaluation
3. Levels of Service (LOS) Scenarios Development
4. Program Funding Scenarios Development
5. Briefings and Education
6. Stormwater Utility Implementation Services

On July 16, and August 13, 2013, Vinton Town Council and Roanoke County Board of Supervisors approved the two Memorandums of Understanding (MOU) between the County and Town for the County to provide the two stormwater services to the Town.

On August 28, 2013, Staff was contacted by County personnel and informed that they have selected AMEC for the stormwater program development study. The estimated cost for the study is \$168,999. The County was successful in receiving a grant from the Department of Environmental Quality to subsidize the study for \$48,621 for a total price of \$119,378. Through discussions with County staff, we agreed that the town's portion of the study would be based on our population percentage calculation. The town's population is 8.5% of the total County population. Therefore, we would fund approximately \$10,000 of the study. A formal agreement between the Town and County on the Town's share of the consultant's fees will be prepared for Town Council's review and action for the September 17th meeting.

Attachments

None

Recommendations

Staff feels very strongly that it will be much more cost effective for the Town to share the consultant's costs with the County to evaluate the Town's existing stormwater programs and to recommend various scenarios to develop funding mechanisms to meet the new stormwater regulations and requirements, which include TMDL implementation requirements.



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Police

Issue

Introduction of new Police Officer William Welch

Summary

Chief Cook will introduce Officer Welch.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Finance/Treasurer

Issue

Acceptance of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2012 awarded to the Treasurer/Finance Department

Summary

Town of Vinton has been notified that its comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2012, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive “spirit of full disclosure” to clearly communicate the Town’s financial story and motivate potential users and user groups to read the CAFR.

Attachments

Award and Certificate

Recommendations

Accept the Award



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Vinton
Virginia**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2012

Executive Director/CEO



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Barry W. Thompson

Treasurer/Finance Director
Town of Vinton, Virginia



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date May 21, 2013



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Administration

Issue

Proclamation for National Preparedness Month

Summary

Each year the month of September is recognized as National Preparedness Month (NPM), founded after 9/11 to increase preparedness in the U.S., a fitting time to join the effort to help our community prepare for an emergency. Preparedness is a shared responsibility; it takes a whole community. Sponsored by the Ready Campaign and Citizen Corps, this year's National Preparedness Month will focus on strengthening our communities through public events and online communities.

Attachments

Proclamation

Recommendations

Read Proclamation



PROCLAMATION

WHEREAS, “National Preparedness Month” creates an important opportunity for every resident of the Town of Vinton to prepare their homes, businesses and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses and communities can reduce fatalities and economic devastation in our communities and in our nation; and

WHEREAS, the Federal Emergency Management Agency’s *Ready* Campaign, Citizen Corps, and other federal, state, local, tribal, territorial, private and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen of the Town of Vinton, and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, all citizens of the Town of Vinton are encouraged to participate in citizen preparedness activities and are asked to review the *Ready* campaign at Ready.gov or Listo.gov (in Spanish) and become more prepared.

NOW, THEREFORE, I, Bradley E. Grose, Mayor of the Town of Vinton and on behalf of Town Council and all our citizens do hereby proclaim September 2013 as National Preparedness Month and encourages all citizens and businesses to develop their own emergency preparedness plan and work together toward creating a more prepared society.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 3rd day of September, 2013.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Public Works

Issue

Consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute contracts with Fidelity Power Systems in the total amount of \$116,244.00 for a permanent and mobile generator and appropriating funds not already in the FY2013-2014 budget in the amount of \$16,319.00.

Summary

Based on Council's decision at the August 20th Work Session to move forward with Option 1 recommendation for generator and associated equipment selection and purchasing, the Department is now requesting the consideration of Council for the purchase of Two Generators, a 255kW Mobile Diesel Unit that will be Utilized as an Emergency Backup Electrical Power Source for Town's Water System Facilities in the event of an electrical power outage and a 100kW Permanent Unit that will Replace the existing Third Street Sanitary Sewer Lift Station generator. The purchase price for both Units is \$116,244.00. However, this price does not reflect the final contract amount. The Department will need to come back to Council at a later date once bids have been received for the electrical service upgrades to the essential wells as outlined in the Work Session.

Attachments

Power Point Presentation
Resolution

Recommendations

Motion to adopt Resolution

Mobile Generator Bids

Fidelity Power Systems – Low Bidder

- Furnished Mobile Generator – 250 KW, \$86,348.00 or 300 KW, \$92,348.00
- Permanent Mount Generator – 100 KW, \$29,896.00

H & E Equipment Services

- Furnished Mobile Generator – 290 KW, \$107,500.00

Cummins Atlantic

- Furnished Mobile Generator – 250 KW, \$97,868.00.00

Mobile Generator

Cost For Electrical Connections

•Craig Well House for Third Street Tank – 200 AMP / 3 Phase / 480 Volts	\$5,621.00
•Mansard Square Parkway Tank – 300 AMP / 3 Phase / 480 Volts	\$9,356.00
•Bush # 1 Well Parkway Tank – 200 AMP / 3 Phase / 480 Volts	\$5,621.00
•Bush #2 Well Chestnut Mtn. Tank – 300 AMP / 3 Phase / 480 Volts	\$9,356.00
•Chestnut Mtn. Booster – 100 AMP / 1 Phase / 240 Volts	\$3,261.00
•Toddsbury Booster – 200 AMP / 1 Phase / 240 Volts	\$4,826.00
Total	\$38,041.00

Mobile Generator

Additional Cost For Electrical Connections

for

Future Emergency Service to All Wells

•Chestnut Well – 100 AMP / 3 Phase / 400 Bolts	\$3,712.00
•Melissa Well – 400 AMP / 1 Phase / 240 Volts	\$8,856.00
•Stonebridge Well – 300 AMP / 3 Phase / 480 Volts	\$9,356.00
•Route 24 Well – 300 AMP / 3 Phase / 480 Volts	\$9,356.00
•Spring Grove Well – 300 AMP / 3 Phase / 480 Volts	\$9,356.00

Total \$40,638.00

Grand Total \$78,679.00

RECOMMENDATIONS

Option 1 – Permanent Mount Generator, 100 KW	\$29,896.00
Furnished Mobile Generator, 250 KW	\$86,348.00
Electrical Connection System	<u>\$38,041.00</u>
Total Option 1	\$154,285.00
Option 2 – Furnished Mobile Generator, 250 KW	\$86,348.00
Electrical Connection System	<u>\$38,041.00</u>
Total Option 2	\$124,389.00
Option 3 – Permanent Mount Generator, 100 KW	\$28,896.00
Furnished Mobile Generator, 250 KW	<u>\$86,348.00</u>
Total Option 3	\$116,244.00

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, SEPTEMBER 3, 2013 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the 3rd Street Sanitary Sewer Lift Station Permanent Generator Unit that services the Town has exceeded its useful life and it has been determined by the Public Works Department that the best course of action is to replace the Unit with a new 2013, 100kW Kohler 100REOZJF Permanent Generator; and

WHEREAS, the Department has also determined that the best interest of the Town's citizens, public infrastructure, and public safety during an Emergency Event necessitates the purchase of a 2013, 255kW Kohler 250REOZJF Mobile Generator for supplemental electrical power; and

WHEREAS, the Department solicited quotes from competent generator vendors and Fidelity Power Systems met the specifications and had the lowest quotes of \$29,896.00 and \$86,348.00 for the Permanent and Mobile Generators, respectively, for a total cost of \$116,244.00; and

WHEREAS, the amount of \$99,925.00 is already in the Capital Outlay Account in the FY2013-2014 budget; however, the balance of \$16,319.00 needs to be appropriated from the Reserve for Contingencies Expenditure Account to the Capital Outlay Account; and

WHEREAS, Council needs to award the bids, authorize the Town Manager to execute the contracts for the generators and approve the appropriation of the funds.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby grant two contracts to Fidelity Power Systems, one in the amount of \$29,896.00 for a Permanent Generator and one in the amount of \$83,348.00 for a Mobile Generator for a total of \$116,244.00 and authorize the Town Manager to execute said contracts and any other necessary documents, approved as to form by the Town Attorney.

BE IT FURTHER RESOLVED that the Vinton Town Council does hereby approve the following:

FROM:	300.9900.996	Reserve for Contingencies	\$16,319.00
TO:	300.9500.799	Capital Outlay	\$16,319.00

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



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Public Works

Issue

Consider adoption of a Resolution appropriating funds in the amount of \$3,315.00 received through the VML Insurance Programs Risk Management Safety Grant Program to the Public Works budget.

Summary

The Department is requesting that Council adopt the Resolution that appropriates funding received from VML Insurance Programs Risk Management Safety Grant Program in the amount of \$3,315.00. The grant was approved for the Department's reimbursement or purchase of Six (6) CP200 146-174Mhz 1-5w 4ch two-way radios and accessories from Teltronic. VML Insurance Programs (VMLIP) has offered the Risk Management Safety Grant program since 2000 to assist and encourage safety efforts for localities. The radios were needed to replace and add additional equipment into our inventory to enhance staffs' ability to communicate during both emergency and working operations.

Attachments

Teltronic Invoice
VML Grant Approval letter
Resolution

Recommendations

Motion to adopt Resolution

July 23, 2013

Mr. Gary Woodson
Director of Public Works
Town of Vinton
311 S. Pollard St
Vinton, VA 24179

Re: 2013-2014 Risk Management Grant VML #043 Qualifying Level: Tier III

<u>Reimbursement</u>	<u>Application Received</u>	<u>Description of Items or Services</u>
\$3,315.00	7/17/2013	Mobile radios, chargers, antenna, belt cases, batteries

Dear Mr. Woodson:

Please accept this letter confirming receipt of your grant application and accompanying proof of purchase for the item(s) noted above. Your granted award will be mailed to your attention within four to six weeks.

Every year since 2000, VML Insurance Programs (VMLIP) has offered the Risk Management Safety Grant to assist and encourage safety efforts within our participating member entities. Purchases such as yours confirm this program to be a vital and integral part of your membership. Assisting you in providing a safe work environment for your employees and the public is a top priority.

Thank you for your participation in this program. We are pleased to be a part of your efforts to enhance your risk management program.

Sincerely,



Beth Rosenthal
Director of Safety Services

Cc: Mr. Christopher Lawrence, Town Manager
Mr. Matt Reid



Teltronic



1629 Centre Ave
 Roanoke, Virginia 24017
 (540) 342-8513 Fax: (540) 342-1250

Invoice NO.: 111369 - 00
 DATE: 7/15/13
 TERMS: NET 30
 DELIVERY:

14101
 TO: Vinton Public Works
 Attn: Joey Hiner
 Attn: Brenda McGuire
 Address 804 3rd Street
 Vinton, VA 24179

Please reference Invoice No. on
 Correspondence & purchase orders.
 Prices firm for 30 days.

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
6	AAH50KDC9AA1	CP200 146-174Mhz 1-5w 4ch	354.00	2,124.00
6	STDPKG0018AC	Standard Radio Package		
2	ACDC6MOT11	Universal Rapid 6Bank Charger Adapter cup for CP200/PR400	380.00	760.00
6	NAD6502AR	Antenna VHF 146-174MHZ	11.75	70.50
1	HLN9701A	Thin Batt Beltloop Case Nylon	24.00	24.00
6	NNTN4497AR	Li-ion, 2190 mAh, 7.5V Battery RSER: Will Program RSAL: will deliver	56.00	336.00
			Item summary	3,314.50

Continued on following page

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY **Ron Graf** 0 -

THIS QUOTE IS SUBJECT TO REVIEW BY MANAGEMENT FOR COMPLETENESS AND ACCURACY.

Accepted

by _____
 LEGAL NAME OF PURCHASER

P.O. No. _____

 AUTHORIZED SIGNATURE

Date _____



MOTOROLA
 Authorized Two-Way
 Radio Dealer

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, SEPTEMBER 3, 2013 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Town participated in a Risk Management Safety Grant Program through the VML Insurance Programs and received a check for \$3,315.00; and

WHEREAS, the funds were not recorded as additional revenues available to spend by the Public Works Department, and

WHEREAS, funds need to be appropriated to the Public Works grant related expenditure account and the appropriate revenue account for the June 30, 2014 Budget.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the following:

FROM:	200.2404.040	VML Risk MGMT Grant	\$3,315.00
TO:	200.4101.722	VML Grant MGMT Expend.	\$3,315.00

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



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Administration

Issue

Consider adoption of a Resolution authorizing the Town Manager to execute a contract with Elevation Advertising LLC for branding and marketing services.

Summary

The Town issued a RFP in May 2013 to solicit responses from firms for Branding and Marketing Services for the Town and Vinton War Memorial. The Town received 12 responses. A committee was formed to review all of the proposals of Town Staff and a business owner and member of the chamber of commerce. From these 12 responses a scoring matrix was formed and the list was eliminated down to five (5) firms who were then interviewed. Of the interviewed firms two were local and three were from outside the area. From these five firms the two were asked to come back in for a second interview at which time one was chosen by the committee. The firm that was chosen is Elevation out of Richmond, Va.

Elevation has worked with the Richmond City Chamber of Commerce with their RVA campaign, Shockhoe Bottom District in Richmond, with the Virginia Economic Development Partnership (VEDP) and other state and private entities. Their methodology is similar to the other finalist in discovering the brand is very creative and input driven. Their marketing methodology is very tech driven with a focus on information on websites, app creation and other digital formats which the committee thinks will be suitable for Vinton's market and target audience. They are also very familiar with traditional formats such as pamphlets and guides.

The deliverables from Elevation will be a dining guide for the Downtown Business District, a Brand and possible tagline or logo for the Town, if appropriate a new brand message for the Vinton War Memorial and a marketing strategy and guide book for the Town.

The total cost of the project is \$20,000 with a \$1,000 set aside for incidentals. The CDBG Project will pay for \$15,000 through the grant with the remaining \$6,000 coming from the advertising budget line item in Economic Development.

The next steps are for the Branding Committee to meet with Elevation for an initial kick-off meeting where parameters and expectations will be set. The Branding Committee consists of Vice Mayor Nance, Chris Lawrence, Ryan Spitzer, Kevin Kipp, Mary Beth Layman, Sabrina Weeks and a Town citizen (Bootie Chewning).

Attachments

Contract Agreement
Resolution

Recommendations

Motion to adopt Resolution



A MARKETING SERVICES PROPOSAL FOR THE TOWN OF VINTON

Vinton seeks a marketing consultant who can offer branding services for the town. Elevation is uniquely positioned with the creative and strategic resources to fulfill these needs. We propose to develop a branding platform and marketing plan using the following process:

STEP ONE: INFORMATION GATHERING (1 week)

We will meet with Vinton officials to solidify project goals and gather initial information.

STEP TWO: INTERNAL INTERVIEWS (2 weeks)

Upon completion of due diligence, we begin the planning process by starting on the inside of the town by conducting in-depth interview sessions with key stakeholders. We will interview up to 30 key community leaders—as many as possible during a one-day interview session to be held on-site in Vinton, and the remainder by phone, with each phone interview lasting 20-30 minutes.

STEP THREE: COMPETITIVE REVIEW (concurrent with steps above)

Using information about key competitors gathered in Steps One and Two, we will conduct an audit of competitors' materials, so we see how those competitors are communicating their brand promises.

STEP FOUR: COMMUNITY RESEARCH (2-3 weeks)

We will then conduct an internet-based survey with residents. The town will assist Elevation with promotion of the survey in order to maximize community participation. The survey will allow us to reveal the underlying messages/value propositions associated with the brand—as well as needs, expectations and attitudes toward the town.

STEP FIVE: DEVELOPMENT OF THE BRAND MESSAGING PLATFORM (2 weeks)

Upon completion of the interviews, strengths and unique attributes of the town will be outlined. At this stage, we will identify Vinton's core identity, and formulate the brand position, including brand attributes, key messages and other brand-related elements (a brand positioning statement, etc.).

A messaging platform will be developed to provide all internal constituents and external marketing partners with a common "brand vocabulary" to use when promoting Vinton to its targeted audiences. The messages will be grouped according to target audience.

STEP SIX: STRATEGIC CREATIVE RECOMMENDATIONS (concurrent with step above)

Elevation will make strategic recommendations relating to creative/design of marketing materials based on the approved messaging platform. These recommendations will provide a creative strategy document that should be used for creation of future marketing materials.



STEP SEVEN: DEVELOPING THE MARKETING PLAN (2 weeks)

All the information gathered will then be compiled in a strategic plan, which will clearly outline the goals of a marketing campaign. This information will be presented to Vinton, and revisions will be made if necessary. Once consensus is reached with the client on these key elements of the strategic plan, tactical recommendations will be made, including tactics for advertising, public relations, social media, direct marketing, website and Internet marketing, collateral development, etc. as needed. The plan will include budgets for tactics so the town can plan for budgeting of future implementation. The plan will also include recommendations for how to best market the Vinton War Memorial.

STEP EIGHT: DESIGN OF A DOWNTOWN BUSINESS GUIDE (2 weeks)

Using the brand messaging developed through this process, we will design a business guide brochure. This proposal includes design services, but does not include photography or printing. These items, if necessary, can be estimated separately based on the final design and quantities required for the brochure.

Fee for services as described: \$20,000

Except as noted above, the quoted fee only includes creative services and does not include Elevation's out of pocket expenses, including without limitation expenses for duplicating, courier or overnight delivery services. Those out of pocket expenses will be capped to not exceed \$1,000. Client agrees to reimburse Elevation for all such expenses incurred in connection with the performance of the services outlined in this Estimate. All fees and costs are subject to applicable taxes. All amounts not paid within 30 days of the invoice date shall be subject to an interest charge of 1.5% per month until paid. Client shall pay all costs and reasonable attorney's fees incurred by Elevation in collecting or attempting to collect any amount due under this Estimate.

Approved by:

Title:

Date:

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL ON TUESDAY, SEPTEMBER 3, 2013, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUIDLING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Town of Vinton received a Community Development Block Grant from the Virginia Department of Housing and Community Development for economic development and revitalization in the downtown business district; and

WHEREAS, a portion of the grant monies was to support business development through a branding and marketing effort; and

WHEREAS, the Town of Vinton solicited responses for branding and marketing services through the RFP process and received twelve (12) responses that were reviewed by a panel consisting of the Assistant to the Town Manager, War Memorial Facilities Director, Director of Special Programs, a citizen and the Town Manager; and

WHEREAS, a selection committee conducted a competitive review process and narrowed the proposals down to one (1), finding the company had the technical expertise to perform the work required, and that the company clearly demonstrated their understanding of the complexities of the work required; and

WHEREAS, the firm selected was Elevation Advertising LLC. (Elevation); and

WHEREAS, the contract with Elevation followed the Town’s Purchasing Procedure Guidelines, Section 2.2-4300 et seq., Code of Virginia, 1950, as amended and the federal guidelines for solicitation of minority and women owned businesses.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby authorize the Town Manager to enter into a contract, approved as to form by the Town Attorney, for branding and marketing services, with Elevation Advertising LLC.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

Finance/Treasurer

Issue

Financial Report for July 2013

Summary

The Financial Report for the period ending July 31, 2013 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee will meet on Tuesday, September 3, 2013 at 5:00 pm to discuss the report and will make a presentation of the report to Council during the Council Comment Section of the Regular Meeting.

Attachments

Financial Report Summary

Recommendations

Motion to approve the July 2013 Financial Report

**Financial Report Summary
Month Ending July 31, 2013**

THE TOWN OF
VINTON
V I R G I N I A



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	7,905,867	383,464	384,994	384,994	1,530	100%
Accrued Revenue Adjustment			270,263	270,263		
Total Adj. Revenues	7,905,867	383,464	655,257	655,257	271,793	171%
Expenditures	7,905,867	847,388	747,428	747,428	(99,960)	88%
Revenues over/(under) Expenditures		(463,924)	(92,171)	(92,171)		
Utility Fund 300						
Revenues	3,429,380	104,341	97,959	97,959	(6,382)	94%
Less: Tinker Creek Project Revenue		0	0	0		0%
Less: Bond Series 2013		0	0	0		
Operating Revenues	3,429,380	104,341	97,959	97,959	(6,382)	94%
Expenditures	3,429,380	501,507	838,702	838,702	337,195	167%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013			500,000	500,000		
Operating Expenditures		501,507	338,702	338,702	(162,805)	68%
Revenues over/(under) Expenditures		(397,166)	(240,743)	(240,743)		
Total All Funds						
Revenues	11,335,247	487,806	753,216	753,216	265,411	154%
Expenditures	11,335,247	1,348,895	1,086,131	1,086,131	(262,765)	81%
Revenues over/(under) Expenditures		(861,090)	(332,914)	(332,914)		

*excludes Tinker Creek Project

*excludes 2013 Bond Issue

TOWN OF VINTON, VIRGINIA
 COMBINED BALANCE SHEET FOR
 ALL FUNDS AS OF 31Jul2013

	GENERAL FUND	UTILITY FUND	CAPITAL IMPROVEMENT FUND	SPECIAL REVENUE FUND	CURRENT TOTAL
A S S E T S					
CASH	278,971.11	224,574.18			503,545.29
INVESTMENTS	2,934,647.48	7.76			2,934,655.24
BOND PROCEEDS		1,423,475.61			1,423,475.61
UTILITY DEPOSITS		10,600.00			10,600.00
MISC. ASSETS	4,551.44				4,551.44
A / R WATER & SEWER SERVICE		310,892.66			310,892.66
MISC. A/R	107,653.00				107,653.00
ACCRUED INTEREST RECEIVABLE	.16	(.96)			(.80)
RESERVE FOR ACCTS. RECEIVABLE	(117,472.69)	(56,800.00)			(174,272.69)
TOTAL	3,203,799.06	489,274.43			3,693,073.49
PREPAID EXPENSES	15,517.00				15,517.00
INVENTORY	729.60	40,615.38			41,344.98
A/R FROM STATE	60,903.00				60,903.00
A/R FROM ROANOKE COUNTY	252,532.00				252,532.00
A/R FROM FEDERAL GOVERNMENT					
OTHER ASSETS	7,919.51				7,919.51
ASSETS HELD IN TRUST					
LONG TERM ASSET		62,116.50			62,116.50
TOTAL	353,118.11	102,731.88			455,849.99
TAXES RECEIVABLE 2011	11,374.18				11,374.18
DELINQUENT TAXES	22,759.69				22,759.69
OTHER TAX RECEIVABLES	121,716.11				121,716.11
TOTAL	155,849.98				155,849.98
PROPERTY, PLANT & EQUIPMENT:					
INVESTMENT IN PLANT, EQPT & SYS	87,041.91	22,614,744.28			22,701,786.19
ACCUMULATED DEPRECIATION		(11,424,689.75)			(11,424,689.75)
GEN FUND CAPITAL ASSETS	17,817,226.69				17,817,226.69
ACCUMULATED DEPRECIATION	(8,147,259.33)				(8,147,259.33)
TOTAL	9,757,009.27	11,190,054.53			20,947,063.80
TOTAL	13,454,259.42	11,782,060.84			25,236,320.26
	=====	=====	=====	=====	=====

TOWN OF VINTON, VIRGINIA
 COMBINED BALANCE SHEET FOR
 ALL FUNDS AS OF 31Jul2013

	GENERAL FUND	UTILITY FUND	CAPITAL IMPROVEMENT FUND	SPECIAL REVENUE FUND	CURRENT TOTAL
LIABILITIES & EQUITY					
CUSTOMER DEPOSITS PAYABLE		12,000.00			12,000.00
OTHER LIABILITIES	914,874.21	277,109.45			1,191,983.66
TOTAL	914,874.21	289,109.45			1,203,983.66
LONG TERM LIABILITIES:					
BONDS PAYABLE	3,920,958.00	8,518,316.36			12,439,274.36
BOND RESERVE	(3,920,958.00)				(3,920,958.00)
RESERVE FOR TAXES RECEIVABLE	643,573.96				643,573.96
OTHER LIABILITIES	(374,938.82)				(374,938.82)
TOTAL	268,635.14	8,518,316.36			8,786,951.50
FUND BALANCE:					
UNAPPROPRIATED SURPLUS	2,136,778.97	1,411,528.95	3,701,525.00		7,249,832.92
SURPLUS INVESTED IN CAPITAL ASSETS	9,757,009.27	103,837.56			9,860,846.83
CONTROL ACCOUNTS			(3,701,525.00)		(3,701,525.00)
RESERVE FOR SINKING FUND					
DESIGNATED FUND BALANCE	528,127.00				528,127.00
SURPLUS INVESTED IN PLANT		3,459,940.04			3,459,940.04
CONTRIBUTED CAPITAL		204,703.87			204,703.87
REALIZED REVENUE	10,119,887.44	3,106,633.33			13,226,520.77
EXPENDITURES	(10,158,705.56)	(3,888,533.90)			(14,047,239.46)
TOTAL	12,383,097.12	4,398,109.85			16,781,206.97
TOTAL	13,566,606.47	13,205,535.66			26,772,142.13
	=====	=====	=====	=====	=====



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

War Memorial

Issue

Briefing on outdoor venue space at the War Memorial.

Summary

The Vinton War Memorial would like to install 500 square feet of flagstone, to match the front porch of the building, at the side entrance where the current junipers and liriopse are located (see sketch). The crepe myrtles will also be removed creating a more inviting entrance to the side of the building and a space where ceremonies can occur. The cost is approximately \$2,000 and will be paid for after only two booked events.

This project will give the War Memorial additional space for clients to hold outdoor events and a competitive advantage over other area wedding and business venue locations. When looking for a venue, brides are interested in having the option of an outdoor space. Having this option is a major factor in their decision of where to have their ceremony or reception. Most wedding venues have an outdoor picture with their advertisements in magazines because this is what sells in the market place. Currently, the only such location is the front lawn at the War Memorial. The front lawn is not ideal because of the topography and distance from the main building.

Attachments

Project Proposal
Sketch of the Outdoor Space

Recommendations

Consensus of Council to proceed

Vinton War Memorial Landscape/Hardscape Project

The War Memorial would like to install 500 square feet of flagstone at the side entrance to the building replacing the junipers and liriopse. The crepe myrtles will also be removed at the side of the building going up the stairs and replaced with plants.

The project will cost \$2,000 to complete. The ROI for this project is estimated at 2-3 events.

Reason

Project will provide greater aesthetic value to the side of the building masked by the existing landscaping. As well, this project will provide additional square footage by providing functional revenue enhancing public space.

Scope of work

Work will be done by VWM staff with the assistance from the Public Works Department.

1. Existing junipers and crepe myrtles to be removed by Public Works Department. Public Works will also grade and level the 500 square foot area where flagstone will be laid. This is the area where the junipers are currently located at the side of the building. The flagstone will be laid in a semicircle shape to mimic the existing layout of the junipers and follow the shape of the concrete.
2. Vinton War Memorial staff will install approximately 500 square feet of flagstone.
3. Day Lilies and Pansies will be planted in area where Crepe Myrtles were removed.

Price: \$2000.00 (includes all materials, equipment, and labor).

Approximately \$1000.00 for Flagstone

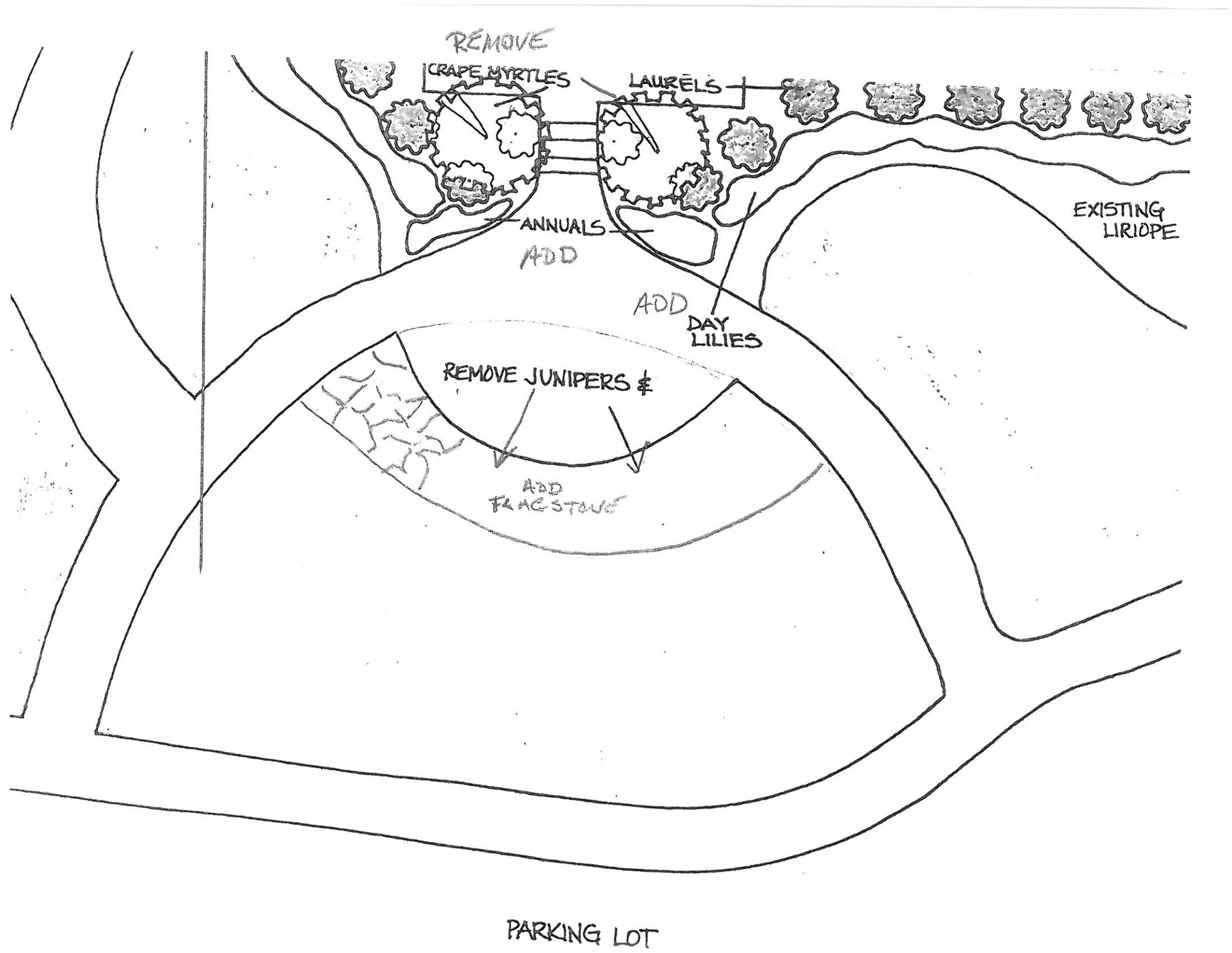
Approximately \$400.00 for planting materials

Approximately \$400.00 for additional labor

Outcomes

The finished product will provide for a ceremony and reception area for up to (130) people and provide a level area for tenting adjacent to the building. This will provide clients (mainly bridal clients) with a choice to do an outdoor event backed up by indoor space or vice versa. Approximately 70% of or bridal clientele ask about outdoor options and we are limited in our offerings.

As well, this improvement will give the VWM a competitive advantage in the market place. Currently the Hotel Roanoke, Woodland Place and the Sheraton are the only venues that provide romantic outdoor space with climate controlled back-up space. Additionally this area can drive rental income as ad on space and for rental items such as tables, chairs and tents.



REMOVE

CRAPE MYRTLES

LAURELS

ANNUALS

ADD

ADD

DAY LILIES

EXISTING LIRIOPE

REMOVE JUNIPERS &

ADD FRAG STONES

PARKING LOT



Town Council Agenda Summary

Meeting Date

September 3, 2013

Department

War Memorial

Issue

Further briefing on new catering policy for the War Memorial.

Summary

The War Memorial has gone through many revisions of the Catering Policy, but each time the policy has gotten more inclusive. This is the case for the proposed Catering Policy. In previous years the policy has stated that only certain caterers were allowed to use the facility and that no self catered events would be allowed, for example, a self-catered baby shower of 15 guests.

The new policy includes language where there will be an approved list given to clients of caterers which the Town has worked with and can attest to the quality of their work, availability of an all-inclusive service for clients, or the ability for a client to bring in an outside caterer for a nominal fee. Having an approved list benefits the War Memorial from a quality control aspect. Typically whenever a guest eats at an event, it is not the caterer who is seen as responsible for the quality of food and service, but the venue of where the event is held.

The goal of the War Memorial is to provide a service for clients along with various options that can enhance their experience. In order to accomplish this, the War Memorial would like to begin to offer an all inclusive service choice for customers. This will allow clients, both bridal and business, to have the worry free experience that some enjoy. From 2012-2013 there were 52 catered events and from January 2013 – August 1, 2013 there have been 24 events, for which the War Memorial will coordinate all inclusive service with a caterer plus other services if wanted. These numbers speak volumes for the new service, which was started as a pilot project with Teaberry's. Other companies were approached at the time, but none wanted to "test the waters" with this new service level. However, since the all inclusive service is being accepted very well by clients, the War Memorial would like to formalize an agreement.

In order to formalize an agreement the Town will have to go through a formal RFQ process, which was presented several Council Meetings ago. Through the process the ultimate goal is to get 3-4 qualified caterers to partner with the War Memorial for the delivery of catered services through the all inclusive service. It would provide the client with a choice as to the caterer and also allow caterers to work with group sizes they are comfortable with. The RFQ would ask caterers to provide a menu and a per person cost for services for different group sizes. Before the RFQ would go out the War Memorial would reach out to those caterers it has worked with previously to explain the service and encourage them to respond.

Attachments

War Memorial Catering Policies Overview

Recommendations

No action required

War Memorial Catering Policies

2007-2009

Policy: Clients could only work with catering companies on the approved lists and self catered events were not permitted. Caterers: Blue Ridge, Encore, Center Stage, Teaberry's, Plantation, Lib and Amy, Good to Go Foods, Schaal's, Montano's.

2009-2013

Policy: Only catering companies that met the requirements and approval of the War Memorial were allowed and they had to be licensed and insured. A deposit of \$500 was required to be put on the list, which eliminated many caterers from being on the list. Caterers: Kroger, A Cut Above, Lib and Amy, Mary's Party Works, Montano's, Center Stage, Teaberry's, Plantation

No self catered events were allowed in the space.

Proposed Policy

The proposed policy changes will keep all parts of the previous policy but add features that will give customers more choice:

1. All 8 previous caterers that the Town has a relationship with will be available to work with the War Memorial. An Application fee at the beginning of each year will be charged to all caterers, both new and current, wishing to be on the list (\$75). This is to insure that the quality of the product and professionalism of the caterer reflects highly on the War Memorial.
2. The War Memorial is considering increasing the approved caterers list to 15. At the end of each 2 year period the caterer who has been used the least amount of times may be replaced with a new company.
3. The War Memorial will allow renters to hire caterers not on the approved list for \$125 per use. This will be a "kitchen use fee" and used to cover War Memorial staff and the use of the kitchen to prep, heat, and serve food items. Non-approved caterers must provide the Town with a current copy of their VDH certificate, business license and must have insurance.
4. Clients who are small groups may be charged a fee based on the extent of their activities for the use of the kitchen or other areas for food storage, preparation or service. Most small groups however use boxed meals or cook the food at their homes and will not be charged a fee.
5. The War Memorial will also provide clients with the opportunity to purchase an all inclusive service so they will not have to worry about coordination. The Town will approach various caterers to be a part of this bundled service to give the customer choice. Teaberry's is the only caterer who has said they would want to do this so far.
 - a. The Town had 26 self-catered events in 2012-2013 and 52 catered events (9 events by independent caterers and 43 events by approved caterers). From January 1, 2013 to

August 1, 2013 the Town has sold 24 bundled services that include the caterer and is not a part of the 52 catered events in 2012-2013.

6. More than 3 valid complaints during a 2 year period will result in termination. These will be documented and will be brought to the attention of the catering owner/manager within 7 days. If a complaint is severe enough, the Town reserves the right to dismiss a caterer at any time.