

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, November 5, 2013**

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
 - B. MOMENT OF SILENCE**
 - C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
 - D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
 - E. CONSENT AGENDA**
 - 1. Consider approval of minutes for the regular Council meeting of October 1, 2013.
 - 2. Consider approval of minutes for the Council Retreat of October 11, 2013.
 - F. AWARDS, RECOGNITIONS, PRESENTATIONS**
 - 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**
- BRIEFING**
- 1. Briefing on a new initiative by United Way of Roanoke Valley known as the Bank On Roanoke Valley (BORV) Project.
- ITEMS REQUIRING ACTION**
- 1. Consider adoption of a Resolution authorizing the Town Manager to execute a Local Government Memorandum of Understanding for the Bank On Roanoke Valley (BORV) Project and approve the transfer of funds in the amount of \$1,500.00 as the Town of Vinton's commitment level for the 2014 program year.

2. Consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with Sawyer Paving in the amount of \$135,795.36 for street resurfacing.

UPDATE ON OLD BUSINESS

J. MAYOR

K. COUNCIL

1. Financial report for September 2013.

L. ADJOURNMENT

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

NEXT TOWN COMMITTEE/COUNCIL MEETINGS:

November 19, 2013 – 7:00 p.m., Regular Council Meeting – Council Chambers



Town Council Agenda Summary

Meeting Date

November 5, 2013

Department

Town Clerk

Issues

1. Consider approval of minutes for the regular Council meeting of October 1, 2013.
2. Consider approval of minutes for the Council Retreat of October 11, 2013.

Summary

None

Attachments

October 1, 2013 minutes
October 11, 2013 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, OCTOBER 1, 2013, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

- MEMBERS PRESENT: Bradley E. Grose, Mayor
William W. Nance, Vice Mayor
Robert R. Altice
Matthew S. Hare
- MEMBER ABSENT: I. Douglas Adams, Jr.
Susan N. Johnson, Town Clerk
- STAFF PRESENT: Christopher S. Lawrence, Town Manager
Theresa Fontana, Town Attorney
Ryan Spitzer, Assistant to the Town Manager
Stephanie Dearing, Human Resources Director
Barry Thompson, Finance Director/Treasurer
Ben Cook, Police Chief
Jimmy Testerman, Detective Sergeant
Joey Hiner, Assistant Public Works Director

The Mayor called the meeting to order at 7:00 p.m. The Acting Town Clerk called the roll with Council Member Altice, Council Member Hare, Vice Mayor Nance, and Mayor Grose present. Council Member Adams was absent. After a Moment of Silence Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Roll Call

Under the upcoming community events/announcements, the Town Manager reminded everyone of the upcoming Fall Festival on October 12th. The Mayor mentioned the Downtown Trick or Treating on October 31st.

Vice Mayor Nance made a motion that the consent agenda be approved as presented; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Adams.

Approved minutes of the meeting of September 17, 2013

The Mayor commented on a Proclamation declaring October 6-12 as Fire Prevention Week in the Town. This year's emphasis is on kitchen fires. Volunteer Fire Chief Richard Oakes and Lieutenant John Hobbs were present at the meeting.

The next item on the agenda was to consider adoption of a Resolution for the Town to opt out of disability coverage provided under VLDP and to provide a comparable employer-paid program.

Stephanie Dearing, Human Resources Director, commented that on August 20th Council was briefed on decisions that need to be made regarding offering short-term and long-term disability for all employees hired into VRS covered positions

effective January 1, 2014. Since that time, staff has participated in webinars, sessions with vendors and with VML in order to learn more about the requirements and how we can provide comparable coverage to employees if the Resolution presented is approved. This would authorize the Town to opt out of the VRS package and go with one of the other negotiated packages.

Ms. Dearing reminded Council that something similar was done several years ago with the Police LODA coverage and we opted to not go with VRS and purchased coverage from VML. This coverage was cheaper when we initially purchased it and still remains cheaper than the VRS coverage. Staff believes the scenario will be the same based on current quotes from at least four different providers. The VRS option is the highest and is only guaranteed for six months from January to July. The others are guaranteed from two to three years and the smallest difference in price is \$0.20 on a \$100 of salary.

Ms. Dearing provided a VLDP fact sheet. Vice Mayor Nance asked what would be the best reason to opt in as opposed to opting out and the response was we would not have to make any decisions beyond choosing VLDP because it is already packaged for us. However, regardless of who we select and how we proceed, we are going to have to make some modifications to some Town employment policies regarding how employees accrue sick and vacation leave.

If we decide to opt out of the VLDP Program, we can never offer this benefit to our employees through the VRS server of UNUM. However, if we go with another provider and we are not satisfied, we can choose another one.

Mr. Altice made a motion that the Resolution be approved as presented; the motion was seconded by Vice Mayor Nance and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Adams.

The next item on the agenda was to consider approving the members of the Loan Review Committee created to administer the Revolving Loan Program Plan for the \$700,000 CDBG Downtown and Economic Revitalization Grant.

Ryan Spitzer commented that when Council approved the Revolving Loan Program recommended by the Downtown Management Team, it was indicated that a committee would have to be established to administer the program. This committee would then bring back the manual and loan application documents to Council for approval. The proposed committee members are Brad Grose, Mayor; Chris Lawrence, Town Manager, Barry Thompson, Finance Director/Treasurer; Kathy Stafford, Assistant Vice President-First Citizens Bank,

Adopted Resolution No. 2040 for the Town to opt out of disability coverage provided under VLDP and to provide a comparable employer-paid program

Steve Smith, Small Business Banking Manager-Valley Bank and a yet to be named local business owner outside of the Grant area.

Mr. Hare asked if the local business owner would still be in the Town limits and the response was yes. Council was asked to approve the slate of committee members as presented and once the local business owner is selected, that recommendation will be brought back to Council for their approval under the Consent Agenda. Mr. Hare made a motion to approve the Loan Review Committee members as presented; the motion was seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) – Adams.

Approved Loan Review
Committee members

Under update on old business, the Town Manager commented that the Council Retreat will be held on Friday, October 11th, from 8:30 a.m. to 3:00 p.m. at the Senior Center. An agenda will be sent out prior to the meeting.

The Town Manager next commented on the proposed Western Virginia Regional Industrial Facility Authority. The City of Roanoke has asked for a minor change to the Agreement primarily relating to how a member locality can get out of a participated project. He suggested that the Town's response be that we have already approved entering into the Agreement and we will not be able to take any further action until our November 5th meeting.

The Mayor commented that he would be attending the Regional Legislative Luncheon on October 2nd. He also thanked staff for their continuing hard work on current projects and future events coming up in the Town. He also commented that the Chamber had a networking event earlier this evening with over 60 attendees.

Mr. Hare made brief comments on the financial report for August 2013. The Finance Committee met prior to the Council meeting. In summary, revenues in the General Fund are coming in stronger than forecasted in the budget and expenditures are coming in less. From the Utility side, as discussed last month, the volume of usage is down significantly, but we were able to catch up. This was not due to volume consumed by customers, but the rate increase. Expenditures in the Utility Fund are down.

Vice Mayor Nance commented on the fact that Fall paving and some debt service will come in and even out the expenditures on the General Fund side. Mr. Hare commented that the War Memorial is up \$17,000 in revenue as compared to the same time last year. Mr. Hare moved that Council approve the August 2013 financial report; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote

4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0); Absent (1) - Adams.

Approved August 2013
financial report

Comments from Council: Mr. Hare commented that along with the financial report, the Police Department is back to level staffing. Mr. Altice commented on the changes made in the lobby area with the addition of the Information Center and expressed appreciation for the work that was done.

Mr. Hare made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 (A) (1) of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions; the motion was seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Adams. Council went into Closed Meeting at 7:40 p.m.

At 8:21 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Vice Mayor Nance, seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Adams.

Adopted Certification of
Closed Meeting

Vice Mayor Nance made a motion to adjourn the regular meeting; the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Adams. The regular meeting was adjourned at 8:23 p.m.

The first item of the Work Session was a briefing on new Secondhand Building Materials (Scrap Metal) Permits. Detective Sergeant Jimmy Testerman began by commenting that scrap metal has been a hot commodity within the past few years and will likely continue to be that way due to the demand and high resale value given for certain scrap materials. Some household fixtures and copper wiring are sometimes obtained illegally and scraped for profit. The ineffective documentation during the scraped process in the past has hindered the inability to effectively track this stolen property back to its source or victim thus criminal prosecutions have been unsuccessful in the majority of circumstances.

New legislation has strengthened the record keeping process and hopefully will provoke a sense of accountability and help deter these types of criminal activity. More importantly it will give law enforcement the information needed to better investigate these types of crimes if they do occur. As of July 1, 2013, this new legislation requires citizens engaged in the acquisition of second hand materials and or selling those materials to scrap processors for a profit must obtain a permit

issued by the locality from which the sale occurs. The Code of Virginia does exempt nine authorized entities from this process. For those not exempt, the law provides that sellers which have a combined yearly transaction amounting to over 600 pounds or more than 26 transactions during that period must have a permit. The permit process does require the applicant to submit fingerprints.

Sergeant Testerman commented further that every seller, whether they need a permit not, must provide transaction information to the scrap processor. This includes identifying information pertaining to the seller and the goods being sold.

There is no fee for the permit and it will be valid for one year from the date of issuance. All local jurisdictions are trying to create a uniform permit process that will not place an undue hardship on the scrap processing business owners themselves. We have formulated a permit process that we feel is reasonable and fair while still fulfilling the requirements of the law. It includes a Secondhand Building Material Junk Dealer Permit Application that junk dealers will be required to fill out, complete the fingerprint process and then submit to our Department in order to obtain that official permit number. The other form is a Secondhand Building Material Transaction Form that every seller must complete each time they sell these materials to a scrap processor. At the time of the transaction, the scrap processor will only need to confirm that the information is reasonably accurate. Due to the high volume of sales, scrap processors will not be required to maintain these physical forms at their place of business and may either give them back to the Seller or discard them as necessary.

The Town Manager commented that the Police Department has created a policy to be used to implement and manage the requirements of the State Code. This does not require formal Council approval. However, if Council desired to implement stricter requirements or charge a fee for the permit, it would require formal action. Sergeant Testerman stated that they chose not to charge a fee because the other localities in the area are not charging.

The next item on the Work Session was briefing on options to consider for downtown park study. Mr. Spitzer referred Council to the report in the agenda package which provided a summary from the committee. Five areas were recognized in the downtown area as being appropriate for some type of recreational activity such as a playground, a passive seating area, a skate park or larger type of recreational activity. The Town currently owns the areas marked in yellow. Area 3 is owned by Mr. Peters and leased by Carilion and Areas 4 and 5 are owned by private individuals.

Areas 4 and 5 are the largest areas of open green space in our downtown area and would be suited for a larger playground concept. These areas would also tie the neighborhoods in that area to the downtown. Area 1 is the site currently being used by approximately 15 teens on a regular basis as a skate park. As part of the grant, we need to do some type of greening to the gravel parking lot between the church and the concrete slabs. The concrete slabs are ideal for a skate park. Our insurance carrier, VML, indicated that we would want concrete apparatus in the park for liability issues and reduced maintenance costs. Area 2 between Angelo's and the Municipal Building would be an ideal space for a small playground for either preschool or ages 6 to 12. This area is approximately the same size as the playground area at the War Memorial.

The report summary also gives some pros and cons for each area as we move forward. Staff will be meeting with Roanoke County Parks and Recreation and representatives with Playtime equipment to do a general assessment of the appropriate size playground equipment. The Town Manager commented that the Lions Club has expressed an interest in helping with a children's focused area.

With regard to a skate park, staff needs direction from Council to pursue public engagement with the parents and teens and downtown business owners to see if it is the right thing to do in that location. Skate parks are not cheap, but there are some design ways for us to manage those costs. The other key components with a skate park are the liability aspect and upkeep and maintenance.

The Town Manager further commented that our next step is to look at the costs of hiring a consultant to work on the design phase to bring back to Council with some options and the associate costs.

Vice Mayor Nance commented that he would hope Areas 4 and 5 would be areas where economic development could take place. As a member of the Breakfast Lions Club, he indicated they have always had an interest in a park and there seems to be some renewed energy now that the library is coming downtown. We have spoken to the host Lions Club about the possibility of getting a joint collaboration between all the Lions Club in the area for this project without trying to make too many of the decisions ahead of time. I think the initial interest is in Area 2.

Mr. Nance said he would not be opposed to the idea of the development of a skate park in Area 1. He has some hesitancy about putting taxpayer dollars of any large degree into such a project. If there is a way to encourage private investment or a joint development of such an area, he would be more comfortable.

Mr. Hare said it would be hard to spend a lot of money on a skate park. Regardless of what we do, we are going to have to spend money because it cannot stay the way it is. The Town committed when they tore down the building to do something with it. He agreed that Areas 4 and 5 could be a great area, but feels we would be out of our league when it comes to costs and what we are really looking for. We are looking for a solution that provides a level of service to our citizens that would complement downtown and keep people there, something that would be a good fit in relation to the new library.

Mr. Nance further commented that if the Lions Club agreed to work on this project that it would be a fairly aggressive campaign and the majority of the equipment itself along with the funding opportunities with some matching grants that might be available. The major investments that the Town would be making would be the ownership issues and perhaps some in-kind land preparation. The Town Manager then commented that another component is to complete a mural on the side of Angelo's.

Mr. Altice commented that he would not want us to have the same bad experience we had with the other skate park. He does not want someone to put their name on it and then walk off because it is a continuing thing. It costs more to operate than it does to build. He is keeping an open mind.

The Mayor commented that he hopes that Areas 4 and 5 would be developed for commercial use to produce some revenue. He was on Council when the first skate park was done and it was a bad experience. However, most of the problems from that initial skate park were due to its location and being too isolated. The suggested location is certainly well supervised and near good facilities if anything does happen.

The Mayor further commented that we currently have a huge liability issue there now and if a serious accident does happen, we are treading on really thin ice. He is not opposed to the children's park, but thinks the skate park is something we need to address immediately. He would like to see some preliminary figures so we know what we are talking about and what might be available as far as funding resources. Mr. Altice said 4 and 5 should be business and whatever we look at should be down on the other end.

The Town Manager said staff has talked with Roanoke County Parks and Recreation. Area 1 is a pretty sizable area and if you took the race track area it is about the same size as Area 2. Because there needs to be a real design separation between your 3-6 year olds and your skate park, we were advised not to put a small children's area next to the skate park.

The Mayor asked if there were already enough small children's play areas and the response was the War Memorial is basically a neighborhood-size park and it serves that neighborhood. The two elementary schools have playgrounds open to the public pre-K through 5th grade usable type of playgrounds. Roland Cook use to have one which would serve this area, but for the downtown east/south area, there is nothing. A lot of the traffic for this area would be generated through the library.

Mr. Hare asked are we telling staff that we are willing to fund a study and the Town Manager responded if there is interest, our next step is to scope it out and talk with consultant. I would recommend a feasibility planning concept with some associated costs. If Council approves the concept, then we could proceed with construction drawings. Council gave their consensus to proceed with this next step.

The Work Session ended at 9:15 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Ryan Spitzer, Acting Town Clerk

MINUTES OF A RETREAT OF VINTON TOWN COUNCIL HELD AT 8:30 A.M. ON FRIDAY, OCTOBER 11, 2013, AT THE CHARLES R. HILL SENIOR CENTER, 820 WASHINGTON AVENUE, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
William W. Nance, Vice Mayor
I. Douglas Adams, Jr.
Robert R. Altice
Matthew S. Hare

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant to the Town Manager

The Mayor opened the meeting and thanked the Council Members for working out their schedules to attend this Retreat and turned the meeting over to the Town Manager.

The Town Manager began by setting the agenda for the retreat. First, he would review the current State of the Town and refer to fiscal graphs of high level finances past, present and future. Next, would be a review of the five focus areas which were a part of last year's retreat package. At 11:30 a.m., the group would break for lunch and then start back at 12:30 p.m. The afternoon session would be a discussion of new focus areas and then an opportunity for open discussion before the retreat adjourns at 3:00 p.m.

Council and staff were provided a copy of the final document of the October 28-29, 2012 Council Planning Retreat for reference (attached). The morning session consisted of comments and discussion regarding:

- State of the Town (fiscal graphs of high level finances past, present, and future)
- Review 5 Focus Areas
 - Economic Development Downtown
 - Economic Development General
 - Infrastructure
 - Staff/Volunteer Development
 - Celebration of accomplishments
 - Next Steps – Staff & Town Council
 - New Developments
 - Outstanding Questions (Health Department Building, Old Vinton Motors)

At 11:30 a.m., the group recessed for lunch at the Senior Center and then reconvened the retreat at 12:30 p.m.

Council and staff were provided a copy of a Walnut Avenue Corridor Project Summary (attached) and the Town Manager provided an update on the project. Ryan Spitzer next gave Council a brief update on the Downtown Revitalization Project and provided a simulation photo of the proposed downtown street lights and three sketches relating to the Farmer's Market Concept Plan (attached). After the review of these projects, the afternoon session continued with discussion regarding:

- New Focus Areas
 - Schools – Roland E. Cook and Old WBHS
 - Neighborhood Enhancement
 - Major Expectations
 - Opportunities
 - Questions – Key Outcomes
- Others

After closing comments, the retreat was adjourned at 3:00 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



**Vinton Town Council
Planning Retreat
October 28-29, 2012**

Prepared by:
Kathy Baske Young
540-977-3755
kathy@kbyoung.net

Overview

The 2012 Vinton Town Council Retreat was held at the Vinton War Memorial on October 28-29, 2012. Prior to the retreat, each participant was surveyed and the responses used to develop the agenda.

In attendance were:

- Mayor Brad Grose
- Vice Mayor Wes Nance
- Councilman Doug Adams
- Councilman Bobby Altice
- Councilman Matt Hare
- Chris Lawrence, Town Manager
- Susan Johnson, Executive Assistant/Town Clerk

Purpose of Retreat

- To have a thoughtful review of how we're doing and to discuss how we can be more effective to our citizens and employees
- To have candid and pro-active discussions on critical infrastructure issues, economic development and budgeting
- To develop short and long term goals as well as strategies to address them

What's in this Document

- High level strategic direction and priorities in critical areas
- Specific action items to be addressed in the next 12-24 months
- An Appendix that includes presentations that provided context for the discussions and decisions made during the retreat

Areas of Focus

The key areas of focus for this retreat were:

- Economic health
- Economic Development
- Critical Infrastructure concerns
- Staffing, staff development and use of volunteers
- Responsiveness and communication with citizens
- Improving Council effectiveness

Overview of Projected Revenue/Expenses going Forward

Chris Lawrence presented projections for 2014-2016 for both the General Fund and the Utility Fund. For all intents and purposes, he is projecting flat revenues and a slight increase in expenses over that period of time. That information was used to inform discussions and decisions made throughout the day. A copy of the projections can be found in the Appendix.

Vinton War Memorial

The Town Council reviewed a financial statement for the War Memorial that included actuals for 2010-12, and projections for 2013 – 2015. A copy of this document can be found in the Appendix. There was considerable concern that the projections indicate this would continue to be a significant subsidy on the Town's finances for the foreseeable future.

Kevin Kipp, the new facilities manager of the War Memorial will be making a presentation to Council next month with a recommended strategy/business plan to turnaround this situation. Council asked that his presentation include:

- How much money the facility could generate if booked at capacity so they could better determine the long term viability of this investment.
- In addition, they would like him to review the recommendations and projections from the original consultants hired for this project to ensure we are taking advantage of that expertise.

The Council also brainstormed other ideas on how to turn this situation around, which included: upgrading the kitchen and renting it out to a catering company; exploring public/private partnerships; or finding some other source of sustaining revenue.

| ACTION ITEMS | DATE DUE | PERSON RESPONSIBLE | STATUS |
|---|-----------------|-------------------------------|---|
| Present business plan to Town Council | Dec 2012 | Kevin Kipp, Facilities Mgr | Presented and proceeding with Revised Catering Policy RFP |
| Update on Business plan to Council | May 2013 | Kevin Kipp | Completed |
| Review financials and make decision on whether to continue with current business plan or to explore other options to minimize/eliminate subsidy on budget | Nov 2013 | Chris/Council | Review quarterly reports Implement new catering policy |

Economic Development/Downtown

Chris presented the current plan for the Downtown Business District Revitalization Project, details of which can be found in the Appendix. Chris also shared that the new Assistant to the Town Manager would probably be devoting 50% of his time to this project to ensure its success.

In order to maximize the impact of this grant on economic development, the Council felt that there were several areas where we need to pro-actively make some decisions...

| ACTION ITEMS | DATE DUE | PERSON RESPONSIBLE | STATUS |
|---|-----------------|---|--|
| Get disposition from building official on 123 Gus Nicks Blvd | Nov 2012 | Anita McMillan/ Planning & Zoning | Present Code changes on Oct. 29, 2013 |
| Brainstorm and explore the feasibility of options for Steve's garage property and make recommendation | Jan 2013 | Chris Lawrence | Proceed with study of Skate Park Oct 2013 |
| Explore options available to "sweeten the pot" for private business development to enhance the effectiveness of the overall downtown revitalization | Feb 2013 | Ryan Spitzer | Expanded Façade Grant Program Market Change of Use Grant Brownfield Grant Revolving Loan Fund |
| Make decision on our "brand" | Feb-April 2013 | Chris/Ryan | Branding study commenced Sept. 2013 |
| Do study to evaluate Central Business boundaries for Downtown for possible expansion | Feb-April 2013 | Anita | Study Complete, present to TC at future meeting |

Economic Development/Other

A wide-ranging discussion took place to get updates on other issues critical to driving economic development, business retention and expansion, including the status of the closed schools, status of businesses on the two corridors, and creating new opportunities to encourage business development.

Following are the action items that resulted from that discussion.

| ACTION ITEMS | DATE DUE | PERSON RESPONSIBLE | STATUS |
|---|--|---------------------------|--|
| Market and sell the Health Dept. Building | Beginning Nov 2012 | | Discuss Desired outcomes at retreat Oct. 2013 |
| Quarterly update to Council on the status of all Economic Development projects | Feb 2013 May 2013 Aug 2013 Nov 2013 Feb 2014 May 2014 | Chris/Ryan | On going |
| Explore and make recommendation on new site for annual fireworks display | Mar 2013 | Mary Beth Layman | Modified fireworks for 2013 July 4 with success Evaluate secondary site |
| Develop pro-active plan/recommendation on how to develop the two corridors. Consider a possible creative partnership agreement with the Chamber. | April 2013 | Chris/Ryan/Anita | Commercial Façade program Infrastructure evaluation County gateway funding |
| Do feasibility study on what it would take to make the Vinton Business Center more marketable | Nov 2013 | Ryan/Roanoke County | Industrial access funding for new industrial pad Very Niche market, predesign and or shell building |

Infrastructure

Chris shared an overview on the law and the realities of Storm Water Management regulations and its budget implications going forward. Discussions included a wide-range of topics including water and sewers, buildings, and streets and roads. The importance of spending money now to maintain what we have was emphasized. Following are areas of focus for the next 12-18 months...

| ACTION ITEMS | DATE DUE | PERSON RESPONSIBLE | STATUS |
|---|-----------------|---------------------------|--|
| Presentation on rate study for water and sewer for decision-making on next steps | Dec 2012 | Chris | Completed 6/2013 |
| Staff recommendation on what are the biggest liabilities with SWM we need to be prepared for | Feb-Apr 2013 | Anita/Gary | In progress with AMEC study in partnership with Ro. Co. |
| Develop priority list of sidewalks and roads for improvement | Sept 2013 | Gary | RSTP Funding approved Corridor Study Evaluated Proposed condition assessment and crack sealing |
| Do cost/benefit analysis of new vs. used vs. rental of small roller to improve quality of road repairs | Feb 2013 | Gary | Complete |
| Make decision on whether to replace wooden sign poles with metal ones as they need replacement due to maintenance issues | | Gary | Pilot area – Virginia Ave gateway removed all poles |
| Evaluate all options for “closed” nights at the swimming pool (i.e. movie nights) to increase revenue and make recommendation | May 2013 | Mary Beth Layman | Completing summer results Evaluate amenities at pool such as slide, diving board, ex. |

Staffing, Staff Development and Use of Volunteers

The Council was most complimentary of the talents, caring, and engagement of the staff. They wanted to ensure that we nurture a culture of trust and respect, where people feel valued and they are encouraged to bring new ideas forward. There was recognition of the challenges and demands on the staff. They encouraged the Town Manager to look for creative ways to use volunteers in a more formalized way to enhance service. In addition, they talked about the importance of taking a pro-active approach to Fire and EMS services. Following are areas of focus in this area...

| ACTION ITEMS | DATE DUE | PERSON RESPONSIBLE | STATUS |
|---|----------|---|---|
| Update the employee manual to reflect changes in policy | | Stephanie | In progress, spring 2014 presentation Now including VRS, LTD, & STD policy |
| Develop a plan for training and leadership development for employees | | Stephanie | Working with ICMA, VML, VACO. & Developing stormwater training |
| Develop ideas on how we can recognize both employees and volunteers in an individualized and meaningful way | | Stephanie | Volunteer Recognition event Implement strategies identified by Leadership Team |
| Develop more useful reports on police, fire and EMS to help Council better understand their needs and issues, and to help with decision-making on allocation of resources | | Chris Vol. Fire Chief Vol. EMS Chief Capt. Linkous | Completed – revised as necessary to improvement report format |
| Create a more robust volunteer program which includes: <ul style="list-style-type: none"> - Brainstorm creative opportunities (Adopt a Highway; Adopt a Neighborhood), as well as solidify other volunteer opportunities - Develop data base of volunteers with contact info and preferences - Determine need for/what to do about background checks for volunteers - Recruitment plan for new volunteers (seniors, police academy graduates, etc.) - Robust communication plan, including formalized way to | | Mary Beth Layman | On-going |

| | | | |
|---|----------|-------|--|
| acknowledge and thank them | | | |
| Determine plan to follow-up on citizen, employee and business surveys | | Chris | |
| Develop plan to create a Citizens Academy | Jan 2014 | Chris | Consider expansion of Police Academy, development of Entrepreneur Business Academy |

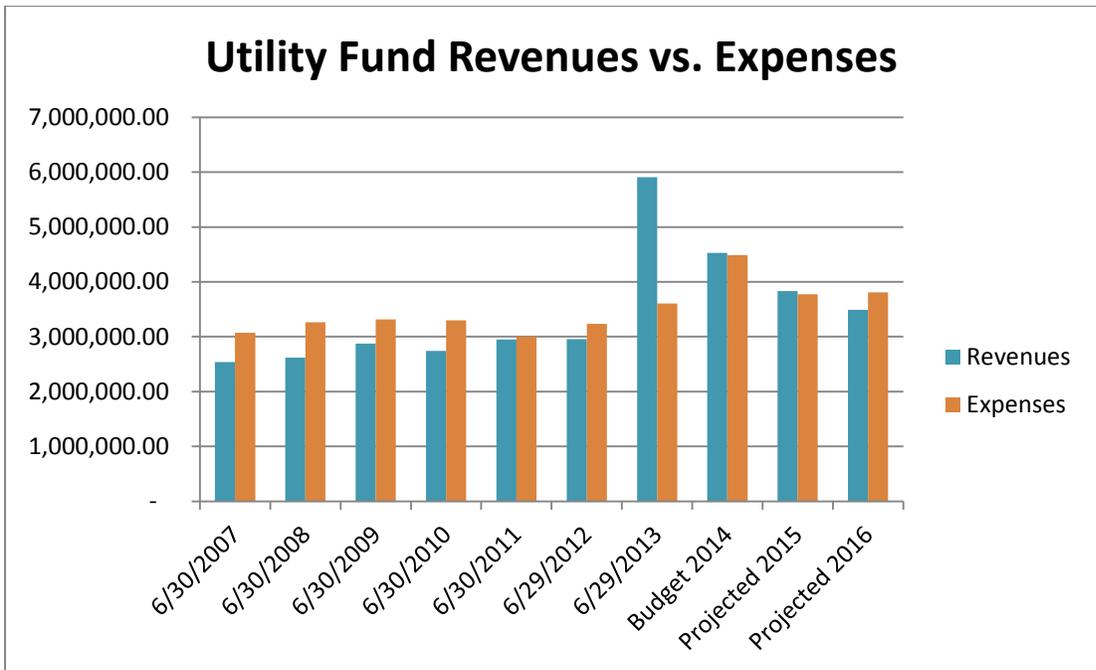
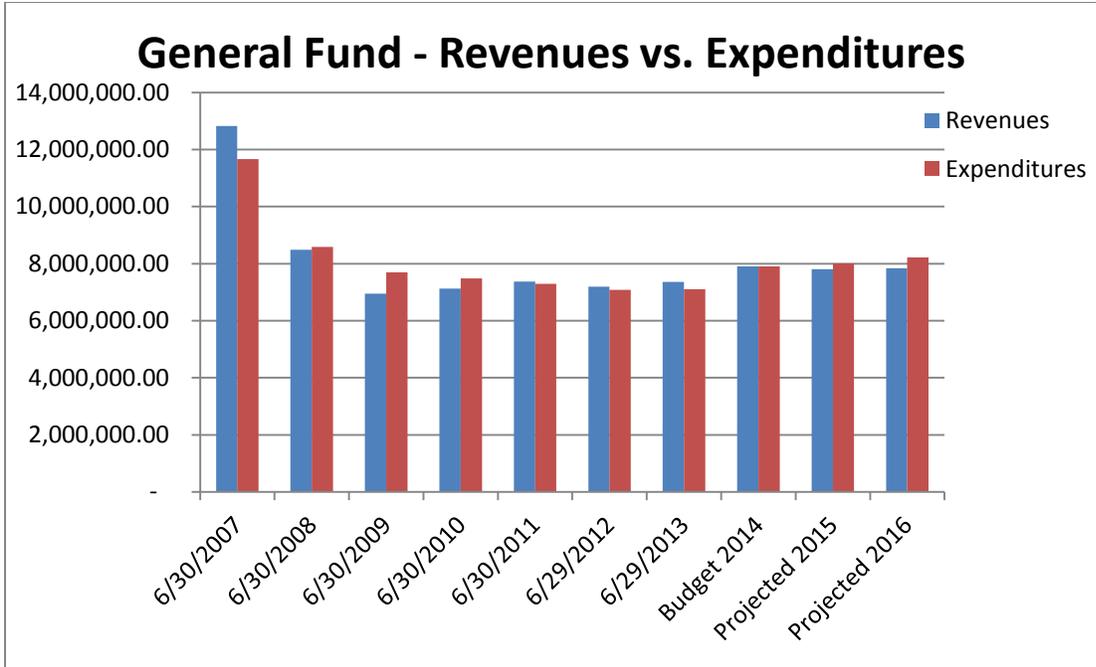
Summary/Next Steps

All the Council members expressed their thanks for this opportunity to talk about the strategic direction of the Town and pro-actively look at some options to ensure that its citizens continue to get quality services, while ensuring that plans for growth are both fiscally sound and enhance the family-feel that the Town is known for and which its residents treasure. There was much spirited conversation and respectful debate, but at the end of the day there was agreement on the steps to be taken and decisions made, and much appreciation for this time to think strategically about the future of the Town.

Chris will meet with his staff to assign responsibilities for the action items in this plan. The Council agreed to add a quarterly “Fifth Tuesday” meeting to its meeting schedule, with the first one to be scheduled on January 29, 2013. That quarterly meeting, which is not to exceed 90 minutes, is to be used for an update on the status of items in this strategic plan, as well as provide time for lengthier discussions on issues that need more consideration.

Documents presented at the retreat that may be helpful in understanding this strategic plan are included in the following pages. They include:

- Revenue Projections through 2016 (page 9)
- War Memorial Financials (page 10)
- Downtown Business District Revitalization Project (pages 11-13)



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



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0607
Fax (540) 983-0626

Christopher S. Lawrence
Town Manager

Walnut Avenue Corridor Project Summary

1. Bridge Replacement

- \$3.5 million
- Completion Spring 2015
- Scope:
 - Construction of new bridge adjacent to existing, includes: 2-lanes of traffic, bike lanes, sidewalk
 - Removal of old bridge
- Status:
 - All utilities have been moved including power, gas, water, and telephone
 - Construction of abutments has begun week of Oct. 7th

2. Glade Creek Greenway

- \$160,000
- Completion Spring 2015
- Scope:
 - Design and construct 10-foot asphalt greenway from Virginia Ave to Walnut Avenue along Glade and Tinker Creek
- Status:
 - Engineer under contract to begin design work

3. Walnut Avenue Sidewalk improvements

- \$100,000
- Completion Winter 2014
- Scope:
 - Design and construct new sidewalk sections on blocks without sidewalks from Farmers Market to Walnut Ave bridge
 - Evaluate road striping to identify bike lane or bike route
- Status:
 - Soliciting quote for design services



U000-149-103, P101, R201, C501, B605 (UPC 76677)
Replace bridge and approaches over Glade Creek



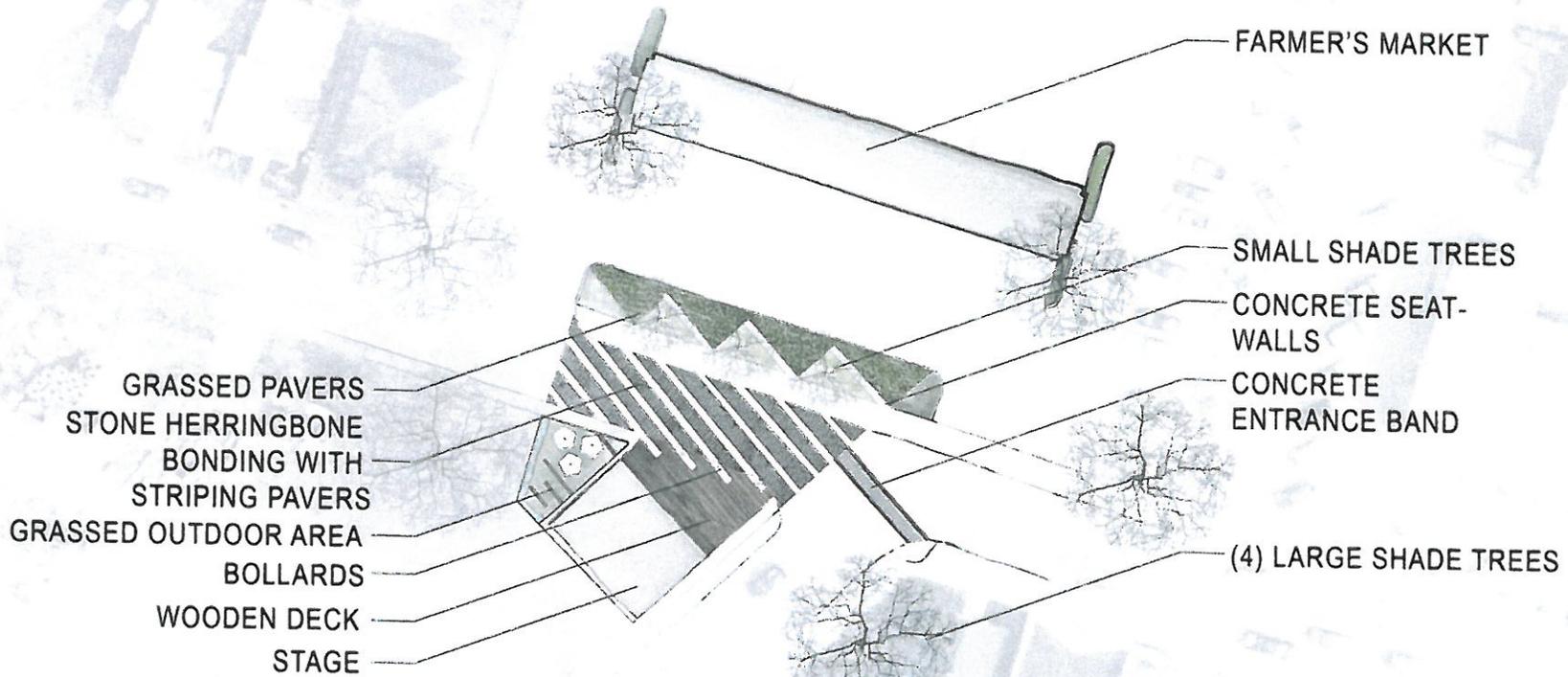
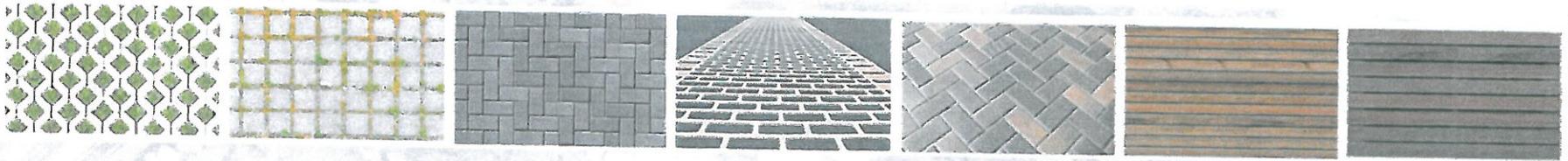
Pollard St

WHITE F
PHARM

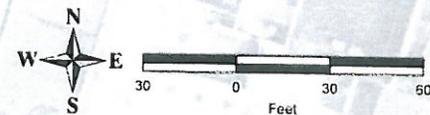
COV
BRA

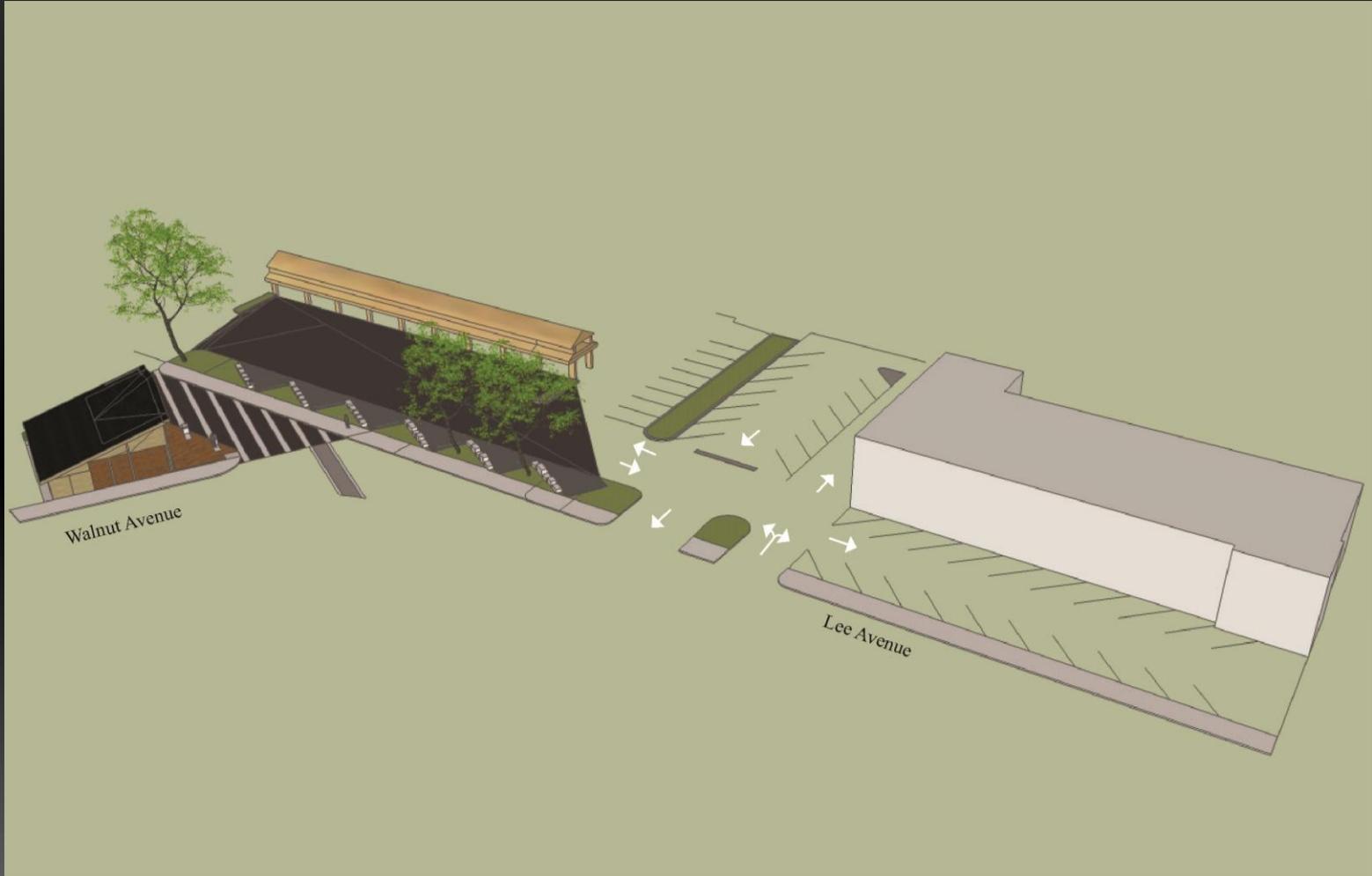
THE FINEST SPICES
CASA

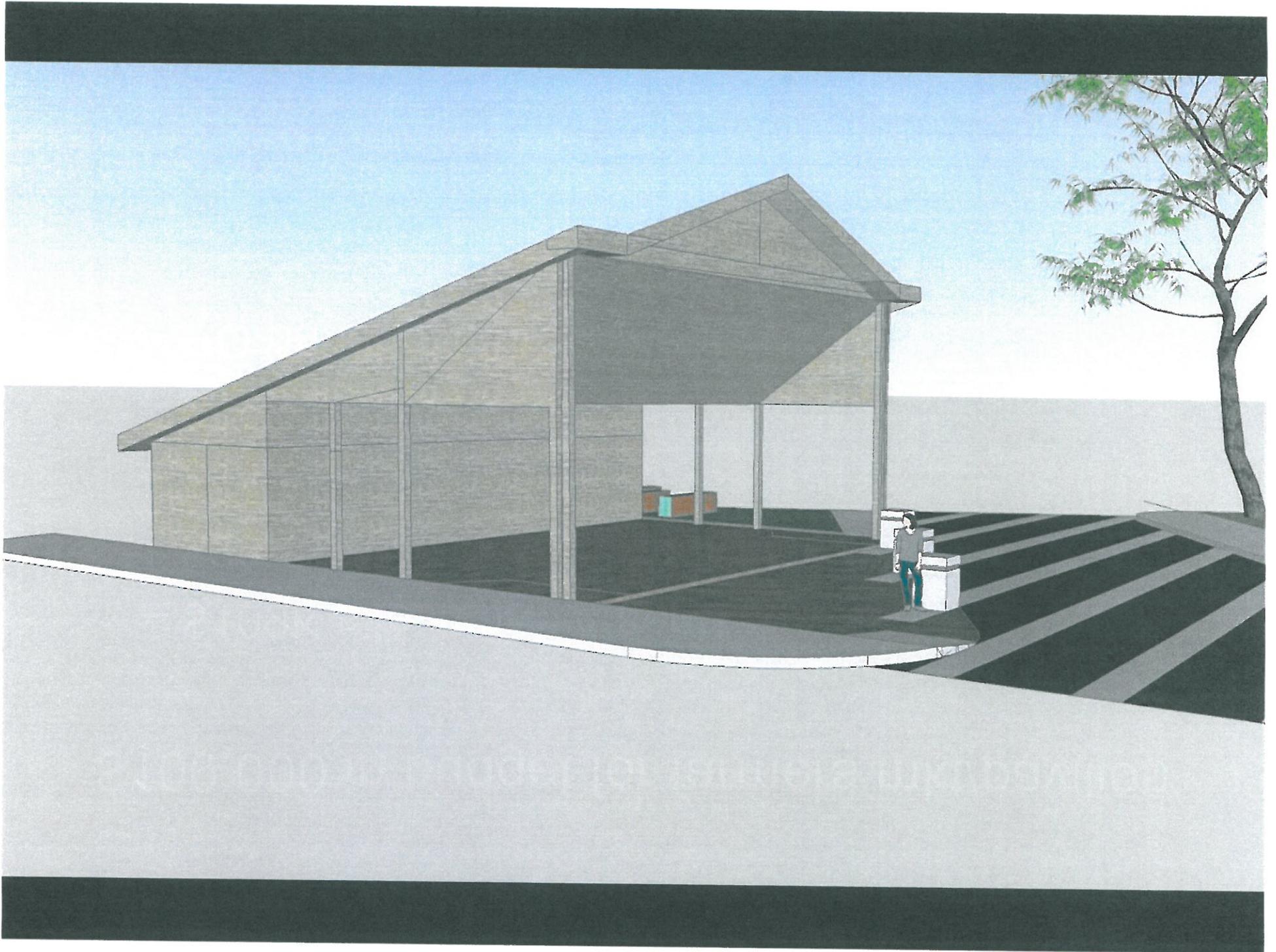
WELCOME TO
DUNSMUIR
VILLAGE



FARMER'S MARKET CONCEPT PLAN









Town Council Agenda Summary

Meeting Date

November 5, 2013

Department

Administration

Issues

Briefing on a new initiative by United Way of Roanoke Valley known as the Bank On Roanoke Valley (BORV) Project.

Summary

The Town Manager will brief Council on this new initiative by the United Way of Roanoke Valley and answer any questions that Council might have regarding the participation of the Town.

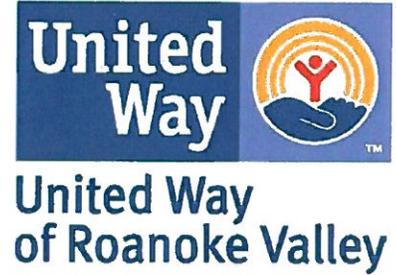
Attachments

Letter from Chris Morrill, Bank On Roanoke Valley Steering Committee Chair and supporting documents

Recommendations

No action required

325 Campbell Avenue, S.W.
Roanoke, Virginia 24016
(540) 777-4200 Fax (540) 344-4304
unitedway@uwrv.org
www.uwrv.org



Board Chair
Michael C. Maxey

Vice Chair
Debbie Meade

**Treasurer & Finance
Committee Chair**
Christopher P. Morrill

Audit Committee Chair
Angela H. Reynolds

Board Development Chair
Jeffrey A. Marks

Campaign Chair
Charles Robbins

Campaign Co-Chairs
Gary & Lucy Walton

Community Impact Chair
Michael T. Dittrich

Marketing Chair
Kimberly T. Stanley

Personnel Chair
Nicholas C. Conte

Planned Giving Chair
Lora J. Katz, AIA

Policy Chair
Jean A. Glontz

President & CEO
Frank R. Rogan

Dana C. Ackley, Ph.D.*
Alexandra Arnold
Rita D. Bishop, Ed.D.
Robert P. Burton
Mark R. Cooke
Hans L. Carstensen III
John A. Cummins
John D'Orazio
Kerry J. Edmonds
Trista S. Farrell
B. Clay Goodman III
Kathleen D. Guzi
Stephanie Harper, MD, MPP
Kevin W. Holt
Cynda Ann Johnson, MD, MBA
H. Joseph Jones
Lorraine S. Lange, Ed.D.*
Mark S. Lawrence
William L. Lee *
Michael K. Quinn
Craig T. Ramey, Ph.D.
Steven F. Roy
Clarine Spetzler
Wayne G. Strickland
Kerri L. Thornton *
Joyce W. Waugh
Gretchen M. Weinnig
Susan Lawyer Willis
Kathy Baske Young

*Executive Committee

Mr. Chris Lawrence
Town Manager
Town of Vinton
311 S. Pollard Street
Vinton, VA 24179

Dear Chris,

Thank you for your interest in supporting the Bank On Roanoke Valley (BORV) project. Bank On is designed to connect unbanked and underbanked consumers in our community with mainstream financial services including low-cost checking accounts, savings accounts, and financial education opportunities. In addition to connecting unbanked individuals with mainstream financial services, Bank On includes initiatives to raise public awareness on the importance of these various financial services.

Over the last few months, 14 local financial institutions have been working in teams to define what this would look like and how this approach could be implemented in the Roanoke Valley. The partnering organizations have agreed to a shared goal of reducing the number of unbanked households in the Roanoke Valley by helping them to open no or low-cost, starter checking and savings accounts and giving them access to quality free financial education. BORV is specifically targeting 1,000 newly opened accounts in the Roanoke Valley during the next two years. We are excited to launch this greatly needed initiative in January of 2014, and look forward to working with you to make the program a success for residents in your locality.

The average unbanked person spends five percent of net income on unnecessary fees, which is about \$1,000 a year for a lower-to-median income worker. As Chair of the Steering Committee, I am energized that the BORV goal of 1,000 new accounts could translate to a total cost savings of \$1,000,000 for families in the Roanoke Valley and serve as a stepping stone to their long-term financial stability! Success at this level is essential to creating a strong, vibrant economy that benefits us all.

However, to accomplish this goal, it is critical that local governments are engaged and demonstrate strong leadership in removing barriers that low-income families face in opening these accounts; and their access to quality financial education opportunities. Bank On can strongly complement your locality's efforts to reduce poverty by providing citizens the essential tools to become more fiscally savvy.

The enclosed Memorandum of Understanding (MOU) is intended to outline the commitment that you are agreeing to take in order to share in the goals of Bank On Roanoke Valley as a local government partner. If you choose to participate, we ask that you please let us know your commitment by **November 8, 2013**, and return the **Contact Information Sheet** and the **Bank On Roanoke Valley sponsorship form**. Signed documents should be emailed to Bank On Program Facilitator, Ashley Reynolds at ashley@uwrv.org. You can also drop-off or mail to 325 Campbell Ave Roanoke, VA 24016. Please don't hesitate to contact Ashley if you have questions, need more information or concerns regarding these documents or Bank On.

Thank you for partnering with us on this very important endeavor!

Sincerely,

A handwritten signature in black ink that reads "Christopher P. Morrill".

Chris Morrill
City Manager – City of Roanoke
Bank On Roanoke Valley Steering Committee Chair

LIVE UNITED™

Local Government Memorandum of Understanding



Bank On Roanoke Valley (BORV) is a program initiated by United Way of Roanoke Valley to increase the financial stability of 6,525 unbanked households and estimated 22,963 underbanked households in the Roanoke Metro Area. This program is intended to help the unbanked and underbanked improve financial literacy, build assets, and save money on fees. The goal of this program is to provide safe and affordable financial services and products, free adult-geared financial education, and to introduce or reintroduce customers into normal banking activity and financial stability.

To participate in Bank On Roanoke Valley, Town of Vinton shall agree to:

I. Refer citizens to the Bank On Roanoke Valley program

Town of Vinton agrees to refer citizens to the Bank On Roanoke Valley program by marketing the campaign within its locality. Localities may wish to link to the Bank On Roanoke Valley webpage, and promote BORV events on its website and calendars. Marketing materials can be provided to the locality by request for their various departments to utilize both internally and externally. In addition, local government partners have the option to host one or more financial education classes that focus on specific target populations in their locality who would benefit from those financial tools and information. These classes may be tied to recipients of specific services offered by the locality if desired. Viability of this option will be discussed with the Bank On Roanoke Valley Staff before approval and scheduling is made.

II. Refer employees and citizens to financial literacy services and provide support to financial literacy services

Town of Vinton agrees to refer citizens and employees of the locality to financial literacy workshops through the Bank On Roanoke Valley Financial Fitness Coalition's education offerings. The localities are further encouraged to offer space to Bank On Roanoke Valley for financial education to be held in-house for their employees to attend. Detailed information on Bank On Roanoke Valley's financial literacy courses will be provided to each locality prior to the January 2014 launch.

III. Contribute financially to Bank On Roanoke Valley program management, marketing, outreach, and financial literacy campaign

The suggested financial commitment level for Town of Vinton is based on the number of unbanked households in the locality **at the time of signing for that fiscal year**. The commitment level for the 2014 program year for Town of Vinton is: \$1,500. Commitment levels for the second fiscal year will be evaluated based on Town of Vinton's unbanked households in January 2015. See Appendix 1 for more details.

IV. Localities will be informed prior to change in fiscal agency and have opportunity for input
United Way of Roanoke Valley has been deemed by the Steering Committee as the fiscal agent and one of its staff members as the program manager for the Bank On Roanoke Valley program. In the event a change in the fiscal agent is deemed necessary, Bank On Roanoke Valley partners will be informed prior to the change. Bank On Roanoke Valley will inform partners of the reason for the change in fiscal agent, provide background information on the new fiscal agent (including information on board members, organizational history, organizational mission, and etc.). Partners will have the opportunity to provide feedback and input on the transition.

V. Transparency in use of funds given by Bank On Roanoke Valley sponsors
Financial reports will be distributed to Bank On Roanoke Valley sponsors on a quarterly basis. These reports will inform sponsors on the use of funds contributed by the sponsors for the purpose of administration, marketing, outreach, and financial education. Further, the Bank On Roanoke Valley program will create semi-annual report cards about participation in the locality.

Term

The agreement will become valid on the date signed by the local government representative below. This agreement will be in force from January 1, 2014 to January 1, 2016 with a review of financial contribution levels in October 2014. This agreement shall supersede any and all previous Bank On Roanoke Valley Financial Partner Letter of Commitments signed prior to this agreement. Either party has the right to terminate this Agreement by providing 30-day advance written notice to the other.



Frank Rogan
President and CEO
United Way of Roanoke Valley
Member, Bank On Roanoke Valley Steering Comm.

Name:
Title:
Town of Vinton
Date signed:



Michael T. Maxey
Chair, Board of Directors
United Way of Roanoke Valley



Appendix 1: Financial Support Model

Why a financial commitment?

The administration, marketing and publicity of Bank On Roanoke Valley to reach the unbanked and under-banked population is supported by contributions from the participating financial institutions, local governments, and United Way of Roanoke Valley. United Way of Roanoke Valley will serve as the independent fiscal agent of the funds on behalf of the Bank On Roanoke Valley Steering Committee. The marketing campaign for Bank On may include:

- Printing and placement of marketing materials
- Advertising/Media production costs
- Printing and mailing of outreach materials
- Public relations
- Financial Education Outreach

All financial partners regardless of commitment level receive the following benefits:

- Name recognition on all general marketing
- Right to participate in all general community outreach events (i.e. neighborhood festivals)
- Bank On Roanoke Valley posters and brochures for each locality
- Recognition on all general Bank On Roanoke Valley brochures and on the Bank On Roanoke Valley web site
- Invitation to provide account applications for distribution at sponsored events and promotions where Bank On Roanoke Valley has a booth or presence
- Invitation to participate and set up a booth at any event thrown by Bank On Roanoke Valley
- Access to reporting and data from the Bank On Roanoke Valley campaign

Based on benchmarking of other Bank On programs across the country, the Bank On Roanoke Valley Steering Committee established the following recommended levels of financial commitments based on the number of unbanked households in the BORV service area.

Unbanked and Underbanked Statistics by Locality⁶

| Locality | Unbanked Households | Unbanked Percentages | Underbanked Households | Underbanked Percentages |
|------------------|---------------------|----------------------|------------------------|-------------------------|
| Botetourt County | 316 | 2.5% | 2,040 | 16.1% |
| City of Roanoke | 3,839 | 9.1% | 8,901 | 21.1% |
| City of Salem | 343 | 3.5% | 1,687 | 17.2% |
| Craig County | 69 | 3.2% | 394 | 18.2% |
| Roanoke County | 709 | 1.9% | 5,860 | 15.7% |
| City of Salem | 343 | 3.5% | 1,687 | 17.2% |

⁶ All numbers are based on the 2009 FDIC Unbanked and Underbanked Survey, and numbers are estimates for our localities based on survey results out of the Richmond Metropolitan Area. Although there is a 2012 FDIC survey, Bank On has not translated that data into refreshed statistics. However, localities should note that the 2012 FDIC report did conclude that the number of unbanked and underbanked citizens in the Nation has gone up, not down - so it is more than likely these numbers are below actual current levels of unbanked/underbanked citizens in the Roanoke Valley.

| Locality | Unbanked Households | Unbanked Percentages | Underbanked Households | Underbanked Percentages |
|----------------|---------------------|----------------------|------------------------|-------------------------|
| Town of Vinton | 206 | 6.1% | 654 | 19.3% |

Definitions: Unbanked: No checking or savings account. Underbanked: Has an account, but continues to rely on alternative financial services, like check-cashing services, payday loans, rent-to-own agreements or pawn shops.

Financial Commitment Levels

| Number of Unbanked Households | Locality | Annual Financial Commitment |
|-------------------------------|------------------------------------|-----------------------------|
| 1-300 | Craig County and Town of Vinton | \$1,500 |
| 300-600 | Botetourt County and City of Salem | \$2,500 |
| 600-900 | Roanoke County | \$3,500 |
| 900+ | City of Roanoke | \$5,000 |



SPONSORSHIP FORM

Name and Address of Local Government Partner:

*Town of Vinton
311 S. Pollard Street
Vinton, VA 24179*

Financial Commitment Levels

Bank On Roanoke Valley recommended financial commitment levels are based on the number of unbanked households in the BORV service area.

| Number of Unbanked Households | Locality | Annual Financial Commitment |
|-------------------------------|------------------------------------|-----------------------------|
| 1-300 | Craig County and Town of Vinton | \$1,500 |
| 300-600 | Botetourt County and City of Salem | \$2,500 |
| 600-900 | Roanoke County | \$3,500 |
| 900+ | City of Roanoke | \$5,000 |

Amount: \$ _____ .00

- Check
 - MC, Visa, AMEX _____ Exp:
 - Bill Financial Partner
- Credit Card or Billing Frequency:
- Quarterly Beginning Month:
 - One-Time Now
 - One-Time in January
 - Other

Please sign and date: _____



CONTACT INFORMATION

Town of Vinton
 311 S. Pollard Street
 Vinton, VA 24179

| | | |
|---|-----------------------------|--|
| Generic email address (example: Info@yourfinancialinstitution.com) | | |
| Main Contact for Bank On Roanoke Valley | | |
| | <i>Name</i> | |
| | <i>Address</i> | |
| | <i>City, State Zip code</i> | |
| | <i>Phone and Email</i> | |



Town Council Agenda Summary

Meeting Date

November 5, 2013

Department

Administration

Issues

Consider adoption of a Resolution authorizing the Town Manager to execute a Local Government Memorandum of Understanding for the Bank On Roanoke Valley (BORV) Project and approve the transfer of funds in the amount of \$1,500.00 as the Town of Vinton's commitment level for the 2014 program year.

Summary

None

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, NOVEMBER 5, 2013 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the United Way of Roanoke Valley has initiated a program called Bank On Roanoke Valley (BORV); and

WHEREAS, the purpose of this program is to increase the financial stability of 6,525 unbanked households and estimated 22,963 underbanked households in the Roanoke Metro Area by providing safe and affordable financial services and products, free adult-geared financial education, and to introduce or reintroduce customers into normal banking activity and financial stability; and

WHEREAS, the local governments of the Roanoke Valley consisting of the Counties of Botetourt, Craig and Roanoke, the Cities of Roanoke and Salem and the Town of Vinton have been asked to partner with the United Way by marketing the campaign within their localities; and

WHEREAS, each locality has also been asked to sign a Local Government Memorandum of Understanding and to commit to contributing financially based on the number of unbanked households in the BORV Service Area; and

WHEREAS, based on the above statistics, the annual financial commitment of the Town of Vinton is \$1,500; and

WHEREAS, Council needs to authorize the Town Manager to execute the Local Government Memorandum of Understanding and approve the transfer of the funds.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby authorize the Town Manager to execute said Memorandum of Understanding and any other necessary documents and does hereby approve the following transfer:

| | | | |
|--------------|---------------------|----------------------------------|-------------------|
| FROM: | 200.8900.407 | Reserve for Contingencies | \$1,500.00 |
| TO: | 200.1100.571 | Community Contributions | \$1,500.00 |

This Resolution adopted on 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

November 5, 2013

Department

Public Works

Issue

Consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with Sawyer Paving in the amount of \$135,795.36 for street resurfacing.

Summary

The Town has an annual budgeted total of \$233,835.00 for street resurfacing work for FY2014 in Milling & Paving – Public Works line item 200.4101.717. We have advertised and solicited bids for the work and only received one bid back from Sawyer Paving. Their bid for the annual paving program of streets, selected by the Town, came in at \$135,795.36 and qualified them as our low bidder for the project. Sawyer Paving has successfully performed quality work at a reasonable costs for The Town previously.

Town streets are selected for resurfacing each year based on condition, historical information, and budget. The streets of greatest needs are prioritized, then, using cost estimates, the list is pared in an attempt to fit the given budget. The project is presented as a Request for Bids, RFB to paving companies, from which a contractor is determined based on procurement policies.

The selected street is:

W. Virginia Avenue, westbound lane from the intersection at Pollard Street to the City Line (at the Tinker Creek Bridge).

The street is to be milled and paved so that the level of the final surface is very close to the original level. The milling procedure removes the top layer, or wearing course, of asphalt. This generally removes the worn surface and gives the new layer of asphalt a better contact surface on which to adhere, and reduces the possibility of putting good asphalt on top of bad.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, NOVEMBER 5, 2013, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Town of Vinton advertised for street resurfacing for FY2014 and only received one bid in the amount of \$135,795.36; and

WHEREAS, the Town of Vinton budgeted \$233,835.00 for street resurfacing work for FY2014 in Milling & Paving – Public Works line item 200.4101.717; and

WHEREAS, the low bid came from Sawyer Paving, a company that has worked successfully with the Town of Vinton in previous years; and

WHEREAS, Council needs to award the bid and authorize the Town Manager to execute the contract for the work.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby grant a contract to Sawyer Paving in the amount of \$135,795.36 and authorize the Town Manager to execute a contract and any other necessary documents, approved as to form by the Town Attorney.

This Resolution adopted on 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

November 5, 2013

Department

Finance/Treasurer

Issue

Financial Report for September 2013

Summary

The Financial Report for the period ending September 30, 2013 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee will meet on Tuesday, November 5, 2013 at 5:30 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 September 2013 Financial Report

Financial Report Summary
Month Ending September 30, 2013

THE TOWN OF
VINTON
 VIRGINIA



| | Adopted Budget | Revised YTD Budget | MTD | YTD Posted | REMAINING BALANCE | % |
|---|-------------------|--------------------------|-----------------|------------------|----------------------|------|
| General Fund 200 | | | | | | |
| Revenues | 7,905,867 | 1,475,202 | 420,771 | 1,162,633 | (312,570) | 79% |
| Accrued Revenue Adjustment | | | 233,077 | 233,077 | | |
| Total Adj. Revenues | 7,905,867 | 1,475,202 | 653,848 | 1,395,710 | (79,493) | 95% |
| Expenditures | 7,905,867 | 2,037,524 | 506,549 | 1,751,342 | (286,182) | 86% |
| Revenues over/(under) Expenditures | | (562,321) | 147,299 | (355,632) | | |
| Utility Fund 300 | | | | | | |
| Revenues | 3,429,380 | 652,311 | 71,324 | 618,839 | (33,472) | 95% |
| Less: Tinker Creek Project Revenue | | 0 | 0 | 0 | | 0% |
| Less: Bond Series 2013 | | 0 | 0 | 0 | | |
| Operating Revenues | 3,429,380 | 652,311 | 71,324 | 618,839 | (33,472) | 95% |
| Expenditures | 3,429,380 | 922,537 | 158,139 | 1,118,687 | 196,150 | 121% |
| Less: Tinker Creek Project Expenditures | | 0 | 0 | 0 | 0 | 0% |
| Less: Bond Series 2013 | | 0 | 0 | 500,000 | | |
| Operating Expenditures | | 922,537 | 158,139 | 618,687 | (303,850) | 67% |
| Revenues over/(under) Expenditures | | (270,226) | (86,814) | 152 | | |
| Total All Funds | | | | | | |
| Revenues | 11,335,247 | 2,127,514 | 725,172 | 2,014,549 | (112,965) | 95% |
| Expenditures | 11,335,247 | 2,960,061 | 664,688 | 2,370,029 | (590,032) | 80% |
| Revenues over/(under) Expenditures | | (832,547) | 60,485 | (355,480) | | |

*excludes Tinker Creek Project

*excludes 2013 Bond Issue