

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, APRIL 15, 2014, 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
I. Douglas Adams, Jr.
Robert R. Altice
Matthew S. Hare

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Theresa Fontana, Town Attorney
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant to the Town Manager
Barry Thompson, Finance Director/Treasurer
Anita McMillan, Planning & Zoning Director
Ben Cook, Police Chief
Gary Woodson, Public Works Director
Karla Turman, Associate Planner/Code Enforcement Officer
Joey Hiner, Assistant Public Works Director
Chris Linkous, Fire/EMS Captain
Chad Helms, Lieutenant-Fire
John Hobbs-Lieutenant-EMS
Richard Oakes, Volunteer Fire Chief

PLANNING COMMISSION MEMBERS PRESENT: David R. Jones
Paul R. Mason
William E. Booth
Dawn M. Michelson

PLANNING COMMISSION MEMBER ABSENT: Robert A. Patterson

The Mayor called the work session to order at 6:00 p.m. to hear budget presentations from departments. Barry Thompson, Finance Director/Treasurer began by commenting that his overall budget is down 9.51% with his operating budget being reduced by 12.26%. We have completed most of the goals that were set for the FY2013-2014 budget year. He then began with his Power Point presentation by first reviewing his key department goals for the upcoming fiscal year. The first key goal is to implement an on-line Employee Resource Center. This would allow employees to be able to access pay information and historical pay information as well as leave accrual and balance information on-line.

An RFP is being developed for our electronic payment methods to ascertain the best rates. This would move them under one provider to allow staff to process payments and update the subsidiary and general ledger, which is currently done manually, in the most efficient manner.

The third key goal is to improve the animal tag system to streamline the process to register animals and to comply with state requirements for validating vaccination records. Most of this process is currently done manually, but we have found a system that is relatively inexpensive. It will automate all the letters and the registrations.

Significant budget highlights showed a decrease in part-time salaries of \$6,200 to only use part-time help during peak time only. He would like to use \$2,500 to hire an intern again this year during the summer to do some further work on the Accounting Manual.

This was the year he should have gone out to RFP for our independent auditor. However, he wanted to get several of the comments cleared from our audit and also allow the Accounting Manager to get through a full year of operation. He was able to negotiate with our current auditor, Brown Edwards, to do it one more year at the same price as last year and he was able to reduce that line item by \$220. The Maintenance Services was reduced by \$6,000 which represents network services for the ACS. The merchandise for resale was reduced \$3,500, one reason being that he is going to use a new vendor for the cigarette tax stamps that will be less expensive. A reduction of \$1,500 in the bank service charges represents a savings in transaction fees that we were paying.

The Town Manager next presented the Human Resources budget. The key goals are to assess needs and facilitate training opportunities for employee growth and development, complete revisions of the Town's Employee Handbook, monitor and ensure compliance with the changes in the Federal and State laws and regulations and support the Town's employees and managers through the interpretation and application of policies and procedures.

In terms of significant budget highlights, anytime we have a vacancy, it is our expectation that we review the vacancy, what is the future need, are we meeting the demands required and do we want to change anything. His recommendation is rather than hiring a department level position is to restructure the position down to a Generalist position with a starting salary range of \$37-40,000. This position would report to the Assistant Town Manager. Ryan Spitzer is currently our Assistant to the Town Manager, but he is recommending that he be promoted to the Assistant Town Manager.

During this transition period, we are working with Business Solutions, a local company that offers human resources

consulting. They work with some of our other local governments and they are assisting us with our open enrollment for our insurance. We are also considering contracting out our Cobra benefits. We have reduced the special training line item by \$3,000.

Regarding the reduction in the tuition reimbursement by \$3,000 in prior years, we have spent as much as \$8,000 in tuition reimbursement. However, we know that today we do not have as many employees currently in the college curriculum. There were five or six that recently graduated and we feel that even with this reduction, we will have enough in the coming year to cover any needed reimbursement.

Ryan Spitzer next presented the Economic Development budget by reviewing the key department goals. The Downtown Grant has to be completed by the end of the year. We hope to begin this July with the first actual bidding for the street lights and the Washington/Pollard intersection. He plans to work with the Chamber of Commerce to create some type of strategy to help with economic development and fostering our downtown businesses and to create a map of Town quadrants to specifically look at unique economic development opportunities for each quadrant.

Significant budget highlights were a \$5,000 increase in contractual services for payment to the Vinton Chamber which will be supported by a written plan to establish some benchmarks for the funding. The CDBG related expenditures line item was increased \$32,000 which is our match for part of the grant related to the former Steve's garage lot. The CDBG Match expenditures increased \$675,000. He estimates we will spend \$25,000 this budget year on design services.

The Walnut Avenue improvements increase is the RSTP grant we received for \$100,000. This line item was included in Economic Development because Mr. Spitzer is the project manager, but it will probably be moved to street maintenance as a special project.

Vice Mayor Nance asked about the negotiations with the Vinton Chamber for the additional \$5,000. The Town Manager responded that there will be a draft of a contract for Council to review in May and then approve at a future meeting.

Mr. Spitzer continued with Public Transportation budget which has increased every year. We pay for four services, the Metro Bus, the S.T.A.R, JARC and New Freedom Rides. Because we have the Metro service, we

are mandated to have the other three services. He then explained the formula that is used to figure the costs for the Metro service in the Town based on 32 trips per day. The cost for the S.T.A.R. is based on trips and we pay 75%. The Town pays for all of the JARC and New Freedom rides. In response to a question regarding our service on the Board, Mr. Spitzer commented that his term will begin for the Town on July 1, 2014 and he will serve for two years. Mr. Hare commented on the future plans of the public transportation system and the fact that the cost keeps going up. He is pleased that Mr. Spitzer will be on the Board this upcoming fiscal year.

Regarding the Vinton Business Center budget, all costs are shared 50/50 with Roanoke County which costs are associated with electricity and landscaping. The Center is a Planned Technology District. In response to a question from Mr. Hare, the Town Manager responded that the Center is on all lists showing available properties. Mr. Spitzer commented that the main restrictions are the size of the lots and not having a shell building.

The Town Manager recommended that Council continue the rest of the work session to the end of the meeting. The Work Session ended at 6:55 p.m. and Council took a recess.

The Mayor called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Adams, Council Member Altice, Council Member Hare, Vice Mayor Nance, and Mayor Grose present. Anita McMillan called the roll of the Planning Commission with William E. Booth, Paul R. Mason, Dawn M. Michelson and David Jones present. Robert A. Patterson was absent.

Roll Call for Town Council and the Vinton Planning Commission

After a Moment of Silence, Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Under upcoming community events/announcements, Mr. Adams announced the Mother's Day Brunch at the War Memorial on May 11th; May 17th is the Arbor Day Celebration at the Craig Center and the Dogwood Festival is April 23-27 with the Parade on Saturday. The Vinton Relay for Life is on May 2nd at William Byrd High School and the Vinton Food and Wine Festival is on May 17th at the War Memorial. The Mayor added that the Chamber of Commerce has a ribbon cutting at Blaze's Engine Repair on April 18th. Mr. Hare encouraged everyone to vote on May 6th. The Mayor also mentioned that the same day of the Food and Wine Festival is the Mannathon which is a fund raiser to support the Manna Ministries.

Vice Mayor Nance read a letter from Chief Cook naming Officer Michael Byrd as Officer for the Month for March 2014.

The next on the agenda was a proclamation for Arbor Day. Mr. Hare read the proclamation. The next item was a proclamation for National Drinking Water Week. Vice Mayor Nance read the proclamation.

The final presentation was a proclamation for National Public Safety Telecommunicators Week. Chief Cook made comments and introduced Bill Hunter, the Director of Communications and the IT Department of Roanoke County who expressed thanks to Council for this recognition and recognized members of his staff that were present. Mr. Adams read the proclamation and then personally thanked Mr. Hunter and his staff for what they do.

Vice Mayor Nance commented on the arrival of Officer Byrd and congratulated him on being Officer of the Month.

The next item on the agenda was a Joint Public Hearing with the Vinton Planning Commission to receive public comments regarding the repeal of Division 11, FO Floodplain Overlay District, Sections 4-56 through 4-61, of Article IV, District Regulations, of Appendix B, Zoning, and the repeal of Chapter 42, Floods, of the Town Code in their entirety and the adoption of Division 13, FO Floodplain Overlay District, Sections 4-65 through 4-73, of Article IV, District Regulations, of Appendix B, Zoning for the purpose of enacting comprehensive changes to the Town's current floodplain overlay district regulations as recommended and required by the Virginia Department of Conservation and Recreation acting on behalf of and in cooperation with the Federal Emergency Management Agency.

Karla Turman commented that on March 4, 2014, she updated Council on amendments to the Floodplain Ordinance that are being required for the Town to continue being a part of the National Flood Insurance Program. In preparing for the Public Hearing, it was brought to the attention of staff that Chapter 42, Floods, of the Town Code needed to be repealed and this is also a part of the Public Hearing.

The Mayor opened the Public Hearing at 7:20 p.m. Chris Elliott of 108 7th Street, commented regarding her experience with FEMA when she lost her home in 1985 and the increase of her flood insurance premium from \$200 to almost \$1,000 with a \$2,000 deductible on building only and \$2,000 deductible on contents. She also

Public Hearing opened

had another claim with FEMA in 1992. Margie Burden of 322 8th Street also made comments regarding the increase of her flood insurance premium. When the policy was taken out in 2007 it was \$650 and the bill just received increased from \$1,100 to \$1,333. Her policy is for exterior only with a \$2,000 deductible. She was a participant in the TAP Program and received a \$20,000 GEO-thermal furnace, but she cannot insure the furnace with these rates. It also makes it difficult to try and sell property in the area because of the requirement to have flood insurance.

Vice Mayor Nance commented that when Council had a work session on the amendments to the Floodplain ordinance, they were told by the FEMA representative that if we do not make these changes, no one will be able to get flood insurance. Mr. Altice commented that we need to write a letter to our Congressman and express our concerns.

Hearing no further comments, the Public Hearing was closed at 7:38 p.m.

Public Hearing closed

Dave Jones, on the Planning Commission, commented that his plant, Southern States, was flooded in 1985, in 1992 and then the 4th of July last year. He said that the company purchased property in Salem and anticipated moving, but did not move because of the costs involved. The Town Manager at that time was very helpful in keeping them in Town and there are 41 jobs in Vinton today because they are still here. The bill for their flood insurance premium was really a shock, but they cannot afford to run a business without it. He indicated it would be nice to express our concerns to our legislators, but FEMA is self-insured and what do you do. Mr. Jones further commented regarding the mobile home park on Cedar Avenue. The residents are at extreme risk because they sit right on Tinker and Glade and if their mobile home is more than 50% damaged, it will not be replaced by the new FEMA regulations. He is not sure that those residents understand that, but he is not sure how much more can be done to get the word out.

The Mayor asked for a recommendation from the Planning Commission. Mr. Booth made a motion to recommend the adoption of the two Ordinances as presented; the motion was seconded by Ms. Michelson, and carried by the following roll call vote, with all members voting: Vote 4-0-1; Yeas (4) – Mason, Booth, Michelson, Jones; ; Nays (0); Absent (1) - Patterson.

Recommendation by Vinton Planning Commission to adopt the two Ordinances

Vice Mayor Nance made a motion to adopt the Ordinance repealing Division 11, FO Floodplain Overlay District,

Adopted Ordinance No. 949
repealing Division 11, FO

Sections 4-56 through 4-61, of Article IV, District Regulations, of Appendix B, Zoning, and adopting Division 13, FO Floodplain Overlay District, Sections 4-65 through 4-73, of Article IV, District Regulations, of Appendix B, Zoning, as presented; the motion was seconded by Mr. Hare, and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0).

Floodplain Overlay District, Sections 4-56 through 4-61, of Article IV, District Regulations, of Appendix B, Zoning, and adopting Division 13, FO Floodplain Overlay District, Sections 4-65 through 4-73, of Article IV, District Regulations, of Appendix B, Zoning

Mr. Altice and Mr. Booth stated that we do need to send letters to our legislators regarding the concerns expressed from our citizens on the increases in their flood insurance premiums.

Mr. Adams made a motion to adopt the Ordinance repealing Chapter 42, Floods as presented; the motion was seconded by Mr. Altice, and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0).

Adopted Ordinance No. 950 repealing Chapter 42, Floods

Mr. Booth made a motion for the Vinton Planning Commission to be adjourned from the meeting; the motion was seconded by Mr. Jones and carried by the following vote, with all members voting: Vote 4-0-1; Yeas (4) – Mason, Booth, Michelson, Jones; Nays (0); Absent (1) - Patterson. The Vinton Planning Commission adjourned from the meeting at 7:53 p.m.

Vinton Planning Commission adjourned from the meeting

Vice Mayor Nance commented on the work session that Council had several months ago regarding the Community Rating System. Council declined at that time to take any action because of the minimal effect it was going to have on the policy holders. After the comments from our citizens tonight and the potential rise in rates as what has been forecasted, he would ask that Council find a way to re-address that issue. Anita McMillan responded that we should be able to get additional points toward our CRS by adopting the new Floodplain Ordinance and working with Roanoke County to create a Memorandum of Understanding setting forth in writing that they will continue to review our site plans for floodplain properties. Hopefully this will allow us to drop to a Level nine which will create a five percent reduction. Roanoke County is at Level eight and Roanoke City is at Level seven.

The next item on the agenda was a Public Hearing to receive comments concerning amendments to Division 4, Accessory Buildings and Temporary Buildings, Section 5-17.2, Temporary Family Health Care Structures., of Article V, Supplementary Regulations, of Appendix B, Zoning, of the Town Code. Karla Turman commented that at a work session on March 18th, Council was briefed on the General Assembly's required amendments to the Zoning

Ordinance regarding temporary health care structures. The amendments are to clarify some definitions, to increase the number of days allowed to remove the structure once the need is no longer there from 30 days to 60 days and to clarify who can live in the structure. After the staff report, the Mayor opened the Public Hearing at 7:56 pm.

Public Hearing opened

Hearing no comments, the Public Hearing was closed at 7:57 p.m.

Hearing no comments, the Public Hearing was closed

Vice Mayor Nance reiterated for the audience that this amendment to our Code is to bring it in compliance with some amendments that have been made at the State level and that Council had previously been briefed on this at a prior work session.

Mr. Adams made a motion to adopt the Ordinance amending Division 4, Accessory Buildings and Temporary Buildings, Section 5-17.2, Temporary Family Health Care Structures., of Article V, Supplementary Regulations, of Appendix B, Zoning, of the Town Code, as presented; the motion was seconded by Vice Mayor Nance, and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0).

Adopted Ordinance No. 951 amending Division 4, Accessory Buildings and Temporary Buildings, Section 5-17.2, Temporary Family Health Care Structures., of Article V, Supplementary Regulations, of Appendix B, Zoning, of the Town Code

The next item for consideration was a Resolution appropriating funds in the amount of \$613.70 for the receipt of a check received for scrap metal property. The Town Manager commented that our Public Works Department processes scrap metal and sells it to the scrap yard. The funds received are appropriated back to the Department's operating budget. Vice Mayor Nance made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Altice and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0).

Adopted Resolution No. 2059 appropriating funds in the amount of \$613.70 for the receipt of a check received for scrap metal property

The next item was to consider adoption of a Resolution approving the 2014-2015 operating budget of the Roanoke Valley Resource. Dan Miles, Chief Executive Officer, began by commenting that the budget for the 2014-2015 year is \$8.5 million. This year as in the past seven years, the revenues are balanced with the use of the contingency reserve fund. This year they will be using \$456,000 from the contingency to balance the budget. They are supporting the tipping fee about \$3 per ton by using the contingency fund. This budget does include a \$1 per ton increase in the municipal tipping fee from \$47 per ton to \$48 per ton. Effectively, every \$1 per ton on the tipping fee equates to \$0.10 per household per month for the service area. So, for the \$47 per ton that they are

currently charging means \$4.70 per month per resident for disposing of garbage. The rate increase will now mean \$4.80 per month.

They are looking at increasing their service component by constructing a residential service area that will be separate from the commercial service area. This will also reduce a liability factor for us by taking the residential traffic off of the tipping floor. This area will have covered containers where residents can unload their items during any type of weather. This will be safer for our residential customers, but will also speed up the process for our commercial and municipal customers as well. They are looking to add an additional employee for this area. The request for bids should go out within the next two months and they are hopeful to be able to start construction this Summer and open sometime in the Fall.

Mr. Adams asked if the Authority had ever considered having the Center opened longer on Saturday. We have a dumpster area here in Town that fills up quickly because usually when someone is cleaning up around their property, it is not until the afternoon when they finish up and the Center is closed. Mr. Miles stated that the hours are 8:00 a.m. to 1:00 p.m. on Saturdays. He said they would love to extend their hours, but it would require them to add more staff. There are currently five equipment operators at the Transfer Station and one lead operator. Even with adding the additional employee to operate the new residential area that will only allow us to operate Monday through Friday and with the part-time Saturday hours. Every one of their operators that works on Saturday is working overtime and that is going with staggered shifts Monday through Friday.

Mr. Miles further commented that if it is the desire of Council for him to go back to his Board and solicit their opinion and their desire to look at what it would take to staff extended hours on Saturday, he will be glad to do that and make a report back. Mr. Hare asked about shifting the hours on Saturday, instead of doing 8:00 a.m. to 1:00 p.m., how about opening later. He will discuss that with his Board and get some feedback from his employees on what the issues might be with staggering the Saturday hours. He does know that they have some commercial customers that tend to come in early on Saturday mornings that service supermarkets and restaurants.

Mr. Altice asked if they had to sell bonds to do the new area and Mr. Miles responded they are paying cash. VDOT is going to be widening Hollins Road in front of the Transfer Station and are going to be taking about two

acres of our entrance. We negotiated a settlement with VDOT to sell those two acres of property and that cash from the settlement will go towards this residential service area. Mr. Hare commented that the Resource Authority offers a great service and that a town as small as Vinton can be a part of such an Authority is very valuable.

Mr. Hare made a motion to adopt the Resolution as presented, with one correction; the motion was seconded by Mr. Altice, and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0).

The next item was to consider items relating to 24-hour Fire/EMS services. The Town Manager commented that hopefully this is the final presentation to proceed with the 24-hour Fire/EMS services. The issue that we have been discussing for months is the need for additional career staff to supplement our fire volunteers, specifically during the evening and weekend hours. This request has been primarily generated through Roanoke City due to their having to respond to an increasing number of calls in Vinton and East Roanoke County as well as the Bonsack and Mountain Pleasant areas.

We developed a committee and have worked through a number of meetings focused on service levels as well as renovations. Within the constraints that we felt we had to work within, the proposal was to add a 24-hour fire truck and in doing so we would eliminate the second medic truck for one year. The commitment would be for next year to add more staff, to have the fire truck and two ambulances every day of the week through a combination of Town, County, career staff and volunteers. The concern of eliminating the second medic truck was that it did not seem to give us the level of service that we have come to expect nor want to lose.

The Committee met again on April 11th along with the Mayor and Mr. Adams, Supervisor Peters, all of the Chiefs, Administrators and Assistant Administrators. The new proposal is a two-phase implementation with Phase 1 beginning July 2014. The County has already hired two additional firefighter/EMTs, who are currently in the academy and will start July 14th. To resolve the second medic truck issue, Roanoke County will hire additional part-time employees to staff during the day, Monday through Friday to run the second medic truck. The Town will commit to paying 50% of those expenses which we estimate will be about \$40,000, but the County would take the lead on hiring probably 20 part-time people to cover all the hours and meet the needs, but work only 29 hours to state within the limits of the Affordable Care Act. This will

Adopted Resolution No. 2060
approving the 2014-2015
operating budget of the Roanoke
Valley Resource

allow us to have one 24-hour fire truck, one medic truck for 24 hours and to maintain a medic truck part-time Monday through Friday, 7:00 a.m. to 5:00 p.m. The volunteers will cover the evening hours. The ladder truck will not be in service during this time, but Roanoke City or the three ladder trucks in Roanoke County will be able to respond.

Phase 2 is proposed to be implemented in July of 2016. That proposal will have the 24-hour fire truck and 24-hour medic truck. The second medic truck would go back to full-time career staff, 6:00 a.m. to 6:00 p.m., Monday through Friday. Volunteers would continue to staff the additional fire truck in the evening and the ladder truck. The First Aid Crew will continue at their level with one medic truck or at times they may be running two. This will require five additional full-time career staff and Roanoke County proposes to hire three and we will hire two.

The Town Manager next focused on the renovations aspect. The Committee recommends adding a new bunk room in the Fire House to allow for ten career staff. We need six, but we decided to renovate once to allow for any expansion in the future. The career day room, bunk room and kitchen on the second floor will be renovated. The 2nd floor bathrooms will be renovated to meet ADA compliance. Also, an additional washer/dryer hook-up will be installed and renovations to the bathrooms and locker rooms on the first floor. The building will be repainted and conversion of the existing day room to an office for the Captains and Lieutenants. The estimated cost is \$125,000 which will be shared 50/50 between the Town and County.

The request of Council tonight is a general consensus to proceed with the formal construction process for the renovations. The formal action will be adoption of the budget which includes the funding for Phase 1 and the other action will be for Council to approve the construction contract at a future meeting.

In closing, the Town Manager commented that the financial demands for implementing Phase 2, which requires the Town to hire two additional career firefighters/EMTs at the cost of approximately \$130,000 in the FY2015-2016 budget. There will need to be a consideration of either an increase in taxes or cuts. For example, a \$0.03 increase in our real estate taxes would generate approximately \$132,000.

The Mayor commented on the meeting and how obvious it was that everyone present was determined to do what was best for the citizens in the Town and East Roanoke County.

Vice Mayor Nance next commented that he appreciated everyone who had a part in coming up with this alternative proposal to re-address the situation Council had concerning the loss of the second medic truck. He then asked how this changes the budget that Council is considering at this time. The Town Manager responded that based on the new recommendation, we will not have to hire a new person in July and we will use those funds to hire part-time people to staff the second medic truck. This proposal will give us a little more flexibility because the cost of hiring a new person was around \$60,000 and our share of the part-time employees will be around \$40,000. Also, on the revenue side, we had lowered our revenue projection by \$30,000 for the loss of transport reimbursement fees. If we keep the second medic truck, we should be able to add back at least \$15,000. In response to a question about changing the proposed budget in this regard, the Town Manager stated he would not change it.

Vice Mayor Nance then asked about the timing of the renovations and what budget would that most likely come from. The Town Manager responded that we will start the renovations this year and we have \$38,000 appropriated in our current budget. Once we have a final construction cost, it will be paid by the Town and then reimbursed by the County, probably in the next fiscal year's budget.

Mr. Adams commented that he is very pleased with the new recommendation that has been presented to Council and he appreciates everyone that had a part in the last meeting and all the previous meetings.

Mr. Hare asked about the HVAC system in the Fire House and the Town Manager commented they will look at an HVAC unit just for the bunk room, the day room and the kitchen side. Mr. Altice asked what the City said about the Town not manning the ladder truck. The Town Manager indicated that the City was very upfront that they would respond when needed with their ladder truck.

Mr. Hare asked if the new bunk room would be on the window side or the dark side. The Town Manager responded on the dark side because it works best for the building and if it is put on the window side, it will affect the community room.

Vice Mayor Nance commented that with insurance, retirement and fixed costs that are constantly increasing that we do not have any discretion over, there are going to have to be serious conversations with the public to begin concerning next year's budget. If there is going to have to be some form of increased revenue, we will have to re-

examine what our core services are. This Council is absolutely in agreement that public safety is a core service that we will not undermine and that we will adequately fund. There are other services that we will have to look at.

Council gave a consensus to proceed with Phase 1 to provide 24-hour fire coverage and renovations to the Fire Department building.

Supervisor Jason Peters commented from the audience that he was very glad that this worked out the way it did. Richard Oakes commented that everyone is happy that we have a plan and are headed in the right direction. On the volunteer side, their goal is to put a lot of effort in recruiting new members and to make this the strongest department in the Roanoke Valley.

Under briefing, the item related to an overview of the Town Manager's Recommended Budget. The Town Manager first commented that this presentation was given to Council at their April 10, 2014 special budget work session, but he wanted to review it again briefly during a regular Council meeting. The budget priorities were to maintain core services with minimal reductions, develop funding for a five-year capital improvement program, maintain competitive employee benefits and compensation and maintain focus on economic development and implementation of the Downtown Revitalization initiative. The budget is \$12 million divided between two funds, General and Water and Sewer. The General Fund maintains the current tax assessments. Public Safety and Public Works are the predominate areas of our budget expenditures.

The budget is 8.23% over the current budget, but this is not a dramatic increase in revenue. Most of that comes from the \$675,000 CDBG Grant funds for the Downtown project and \$89,900 in RSTP funds for the Walnut Street sidewalk improvements. Minimal funding of required capital is \$38,400 and milling and paving is in the amount of \$269,535. There is an increase in electricity and fuel expenses and the contributions to our Volunteer Fire and EMS in the amount of \$32,600. Our annual payment to Roanoke County for the library land purchase is included in the amount of \$50,000 as well as community/organization contributions of \$17,800 and joint local government services of \$44,240.

The Town Manager next commented that the health insurance increased 8.6% and our VRS was a \$130,000 increase to the budget. Mr. Hare commented that this is funding the retirement at the level we should be. In previous years we took the option of funding it at a lower

Council gave a consensus to proceed with Phase 1 to provide 24-hour fire coverage and renovations to the Fire Department building

percentage. We have promised this benefit to our employees and it has to be there.

The three items to fund are the Walnut Avenue corridor improvements, the hook lift and dump body under a five-year lease and the painting of the pool interior. We do need to purchase a new ambulance and the First Aid Crew has offered to pay 25% and the County pays 25% if we are successful with getting the grant that will pay the other 50%.

To balance the budget, the proposal is to use some of the fund balance and we will present a more in-depth fund balance at our Special Budget Work Session on April 29th.

The Utility Fund is \$3.4 million and the real key is that it looks like a 0.60% increase, but that is due to the fact that we used fund balance to buy generators this year. The budget does reflect an 8.9% rate increase effective July 1, 2014 and proposes another 8.9% rate increase effective July 2, 2015, which stays with our three-year financial plan to put us in a better position both with capital investment with new bonds, with operating capital and with fund balance. Part of that increase went to cover a 19% rate increase from the Water Authority for water and wastewater treatment which was not anticipated.

Now that we are starting to have more funds in the Utility Fund, we are continuing to invest in the system by purchasing asset management software, wireless reading devices so we can reduce our labor needs in reading meters and then the Phase 2 part of the Jefferson and Cleveland waterline, the design and replacement of the sewer main on Blandford Avenue and the replacement of the waterline on Southampton Drive.

The Town Manager closed by commenting that Council will have a Special budget work session on April 29th. The Public Hearing for the budget will be advertised to be held on May 20th and action to adopt the budget will be scheduled for June 3rd if recommended by Council. Notices will also go out about the water and wastewater rate increases.

The next item was to consider nominations for the 2014 VML Policy Committees. After comments from the Mayor, Vice Mayor Nance made a motion to accept the nominations from the 2013 slate as follows – Community & Economic Development – Mr. Adams and Christopher Lawrence; Environmental Quality – Mayor Grose and Anita McMillan; Finance – Mr. Hare and Barry Thompson; General Laws – Vice Mayor Nance and Transportation – Mr. Altice and Gary Woodson. The motion was seconded by Mr. Adams and carried by the following vote, with all

members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0).

Approved nominations for the VML 2014 Policy Committees

Comments from Council: Vice Mayor Nance apologized for missing the Volunteer Fire Department's installation of officers banquet held recently. He also commented on the Vinton Museum ceremony held this past Saturday. Mr. Altice expressed appreciation for all the patch work that Public Works is doing around Town and he is hearing a lot of good comments. Mr. Adams made comments regarding the Junior ROTC Military Ball at Thrasher Church that he and the Mayor attended on Friday night and the Vinton Museum ceremony.

The Town Manager asked if Council would want him to present his department's budget before the meeting is adjourned. The Council's part of the budget can be reviewed at the work session on April 29th.

The Town Manager reviewed his department's goals of focusing on economic development and downtown revitalization, infrastructure investment, staff development and volunteer partnerships. Also, another key goal is to facilitate and engage Council and the community to develop a long-term financial plan to ensure financial stability of the Town through operations and capital investment.

Significant budget highlights is the recommendation to promote the Assistant to the Town Manager to the Assistant Town Manager and adding additional responsibilities relating to human resources functions.

Most of the Building and Grounds budget is managed through the Town Manager's Department. The decrease in contractual services of \$4,100 represents the janitorial services for the Public Works facility. This amount was transferred and prorated between the Public Works General Fund and the Utility Fund. The Maintenance Service Contract increased by \$4,295 which represents a new \$1,200 annual payment to Roanoke County IT for our new virtual server along with a new annual charge of \$1,653.75 for the Civic Plus website hosting fee. A decrease of \$2,718 was made in the Maintenance and Repair Building line item and an increase in the maintenance of landscape increased by \$1,000, which reflects a transfer from the beautification projects line item. Electrical services were decreased by \$3,000 and postage was increased by \$1,000. The decrease in the janitorial/inventory supplies of \$1,700 was again a transfer and proration between the Public Works General Fund and the Utility Fund.

The Town Manager in closing commented that the only real change to Council's budget is the line item for volunteer appreciation. Every election year we budget \$2,500 and every non-election year that amount is removed from the budget. The recommendation is that every year we move this amount between the election line item and the volunteer appreciation line item.

Mr. Hare made a motion to adjourn the meeting; the motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None. The meeting was adjourned at 9:25 p.m.

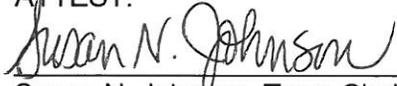
Meeting adjourned

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, Town Clerk