

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr., Council Member
William "Wes" Nance, Council Member
Sabrina M. Weeks, 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, August 19, 2014**

AGENDA

Consideration of:

- A. 6:00 p.m. - WORK SESSION**
1. Update on the Downtown Pocket Park Master Plan.
 2. Update on renovations to the Vinton Fire House.
- B. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- C. MOMENT OF SILENCE**
- D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- E. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
- F. CONSENT AGENDA**
1. Consider approval of minutes for the regular Council meeting of July 1, 2014.
 2. Consider approval of minutes for the regular Council meeting of July 15, 2014.
- G. AWARDS, RECOGNITIONS, PRESENTATIONS**
- H. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- I. TOWN ATTORNEY**
- J. TOWN MANAGER**
- ITEMS REQUIRING ACTION**

1. Consider adoption of a Resolution appropriating funds in the amount of \$47,293.82 from the Police Department ATF Forfeiture Account for the purchase of new in-car recording systems.
2. Consider adoption of a Resolution appropriating funds in the amount of \$1,204.20 for the receipt of a check received for scrap metal property.
3. Consider adoption of a Fair Housing Certification Resolution required by the Downtown and Economic Revitalization Grant from the Community Development Block Grant Program.

BRIEFING

1. Update and review of Tourism and Marketing Services Agreement with the Vinton Area Chamber of Commerce
2. Briefing on Virginia Department of Transportation (VDOT) Revenue Sharing Grant Application for Glade/Tinker Creek Greenway Extension.
3. Briefing on a proposed joint application of the Town of Vinton and City of Roanoke for Regional Surface Transportation Program (RSTP) grant funds for a Tinker Creek Pedestrian Bridge.
4. Briefing on a proposed grant application for Department of Game & Inland Fisheries (DGIF) Fiscal Year 2015 for 3rd Street Tinker Creek Canoe Public Boating Access Facilities Site Improvement Project.

UPDATE ON OLD BUSINESS

K. FINANCIAL REPORT FOR JUNE 2014

L. MAYOR

M. COUNCIL

N. ADJOURNMENT

<p>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.</p>

NEXT TOWN COMMITTEE/COUNCIL MEETINGS:

August 18, 2014 – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

September 1, 2014 – Labor Day Holiday – Town Offices closed

September 2, 2014 – 6:00 p.m. – Work Session followed by regular Council meeting – Council Chambers



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Administration

Issue

Update on the Downtown Pocket Park Master Plan

Summary

The Berkley Group has completed the master plan for a new downtown pocket park located at the vacant parcel adjacent to the Municipal Building. The planning process included two public community meetings, on-line surveys, and several presentations to the three Vinton Lion's Clubs. The plan is ready for public presentation to Town Council for feedback. Upon consensus of Council, the plan will be finalized.

At the on-set of the process there has been general interest and support by Lion's Club members. After formal presentation to all three Lion's Club, a consensus from each was to support the design and project.

The project is intended to be funded as a community project through fund-raising efforts and grants. The project cost estimates as a turnkey private contractor project is approximately \$230,000 for construction and contingency. Through a community fundraising effort and a formal sponsorship/corporate sponsorship plan, these expenses may be funded to reduce the out of pocket cash expense.

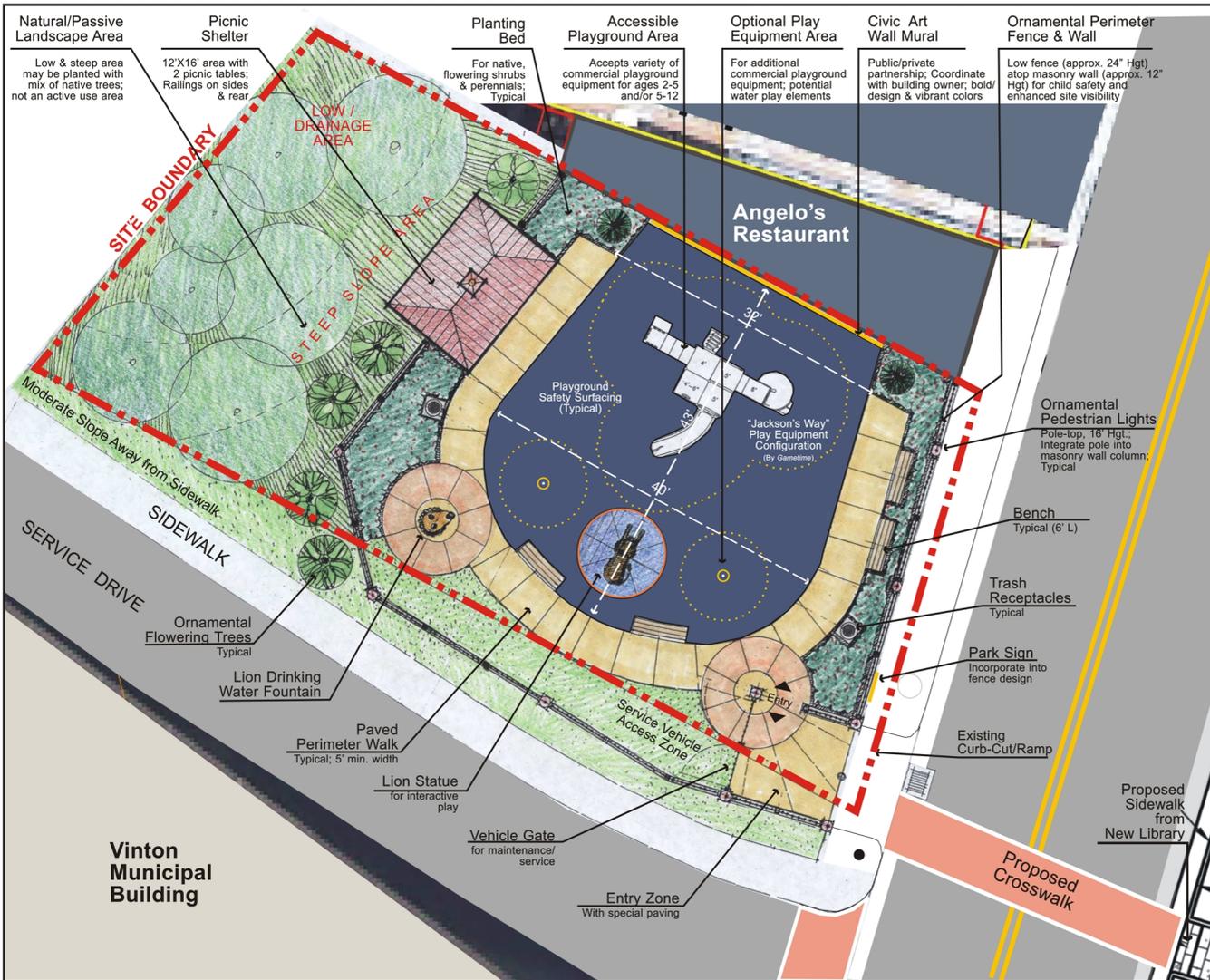
It is recommended, upon consensus of Council to proceed, that a community committee be created comprised of town, Lion's Club members, and other key stakeholders. This committee can take on the responsibility of developing a fundraising plan.

Attachments

Preferred Master Plan
2014 Budget Estimate

Recommendations

Consensus to adopt Master Plan and proceed with development of project committee



Site Location

Mini-Park Concept

Preferred Sketch Master Plan

Downtown Pocket Park Master Plan

Town of Vinton, Virginia

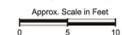


symoetica
www.symoetica.net



April 23, 2014

Notes:
This alternative sketch plan a conceptual drawing for planning purposes only, illustrating an array of potential plan and program elements. It is not intended to represent a final plan, or to be used for construction purposes. Working base map imagery provided by Rowan County Department of Community Development. (1/8/14)



Vinton Municipal Building

Vinton Downtown Pocket Park 2014 Estimated Project Budget

Park Feature	Feature description	Unit Cost	Quantity	Unit	Total
Site Development				CY	
Mobilization	Equipment location and staging	\$5,000	1	EA	\$5,000
Site Survey	Topography and element location	\$1,500	1		\$1,500
Site Preparation	Staking, grading, water line, other	\$30	333	CY	\$10,000
Walkways	Price includes base material	\$25	800	SF	\$20,000
Signage					
Identity	Metal attached to fence at entrance	\$500	1	EA	\$500
Rules	Recommend in-house manufacturing	\$100	1	EA	\$100
Shelter					
Pad w/ utilities	Approx. 5 CY pad, electrical	\$7,500	1	LS	\$7,500
Structure	Medium shelter (12x16 approx.)	\$100	200	SF	\$20,000
Picnic Tables	6' accessible tables	\$1,000	2	EA	\$2,000
Playground					
Play equipment	Jackson's Way unit spec. for costing	\$20,000	1	EA	\$18,690
Water/other	Stand-alone equipment	\$2,500	2	EA	\$5,000
Surfacing	Poured-in-place surface over concrete	\$25	1,300	SF	\$32,500
Furnishings					
Benches	6' length – 2 straight; 2 curved	\$1,000	4	EA	\$4,000
Trash receptacles		\$800	2	EA	\$1,600
Bicycle rack	Located in Town Hall plaza	\$500	1	EA	\$500
Lion water fountain	\$3800 plus \$450-800 shipping	\$4,500	1	EA	\$4,500
Lion statue		\$5,000	1	EA	\$5,000
Perimeter					
Fencing	Ornamental Metal Fence (24" height)	\$50	128	LF	\$6,400
Masonry Wall	Low wall (12") – segmental block	\$150	128	LF	\$6,400
Gate	Ornamental Metal Gate (36" x 10")	\$750	1	EA	\$750
Lighting	Pedestrian lights (16' pole)	\$2500	9	EA	\$22,500
General Landscape					
Seeding	Outside perimeter	\$0.75	50	SY	\$37.50
Sodding	Inside perimeter	\$3.60	42	SY	\$150
Shrubs/groundcover		\$50	75	EA	\$3,750
Trees/Deciduous	Flowering	\$500	5	EA	\$2,500
Trees/Evergreen		\$500	2	EA	\$1,000
Project Contingency	15% project subtotal cost	15%	\$181,877.50	LS	\$27,282
Design Contingency	10% of proj subtotal cost w/ conting.	10%	\$209,159.50	LS	\$20,016
TOTAL					\$230,075

Pocket Park Budget Estimate Notes:

- 1) This budget estimate assumes a site design bid as a turn-key project in one development phase. Many elements of this site may be performed by in-house forces to save labor costs, and in some cases product costs.
- 2) Off-site improvements need to be made prior to the initiation of the park development. This includes any needed stormwater drainage/infrastructure improvements, crosswalks, streetscape preparations, or other renovations.
- 3) This estimate does not specifically address a water feature but does have waterline infrastructure costs assumed. The optional play elements could be water based. Any water element is recommended to not circulate due to pool maintenance standards that would have to be met. Any water play elements would only be functional (and would need to be winterized similar to drinking fountains) for a portion of the year.
- 4) This budget estimate reflects the facilities shown on the Preferred Master Plan.
- 5) This estimate is based on a concept master plan and is for planning and budgeting purposes only; not for construction.



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Administration

Issue

Update on renovations to the Vinton Fire House

Summary

To implement our plans to provide 24-hr fire services with career staff, major renovations are needed at the Vinton Fire House. Required renovations include the construction of a 10-person bunk room on the second floor. This is to be located within the existing large training/community room and will result in a smaller training room. The room will still be able to accommodate all training needs, special event meals, and other community gatherings.

Significant needs exist within the building necessitating renovations. These include:

1. 2nd Floor Bathrooms renovations
2. 2nd Floor Primary Kitchen renovations
3. 2nd Floor Day room renovations
4. Volunteer apartment renovations – Kitchen and Bathroom
5. 1st Floor Locker Room/Bathroom renovations

Since this spring, the Town has contracted with Hill Studio to complete a feasibility study to evaluate all the needs, scope of work, and develop a schematic design and construction estimates. A team of Town and County staff as well as Vinton Volunteer Fire Department and Vinton First Aid Crew have worked to have input and guidance on the needs assessment and resulting renovation scope of work.

The design scope details are included in the attachment. The estimated construction costs are \$283,060. This includes all design fees, construction expenses, and 10% contingency. The plan is to finalize construction documents and bid package following Council and Board of Supervisor approval to proceed. The town will manage the entire construction project. Roanoke County has agreed in principle to fund 50% of all renovation expenses. This results in a total cost to the town of approximately \$142,000. A late winter/early spring completion is estimated. Once renovations are complete, 24-hr career fire services can be implemented.

Funding for the project will need to come from the Town unappropriated fund balance.

Attachments

Scope of work and Cost Estimates – Hill Studio

Recommendations

Consensus to proceed as proposed to complete Construction Documents and solicit Bids for construction



HILL
STUDIO

August 13, 2014

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

RE: **Vinton Firehouse #2 Interior Alterations**
Hill Studio #1336.02

Community Planning

Chris

Attached to this letter is the Project Data for the Firehouse #2 developed to this date. Included is the Project Renovation Program, a Project Cost Estimate and Preliminary Drawings for the work. The cost estimate is attempting to provide as many costs for this work as we can foresee. If there are others we have not included please let me know.

Landscape Architecture

I look forward to continue working with you and Todd and Chris of the fire staff to provide the changes to the fire station that will accommodate the current needs.

Architecture

Please review this and call me if you have any questions.

Sincerely,
HILL STUDIO.

Preservation

Hunter B. Greene, RA, LEED AP
Director of Architecture
Cc: David Hill, code 5

120 W Campbell Avenue
Roanoke, Virginia 24011

tel: 540-342-5263

fax: 540-345-5625

WWW.HILLSTUDIO.COM

Project Data

Vinton Firehouse #2 Interior Alterations

August 13, 2014

HS # 1336.02



The Town of Vinton is planning on having interior alterations to five areas inside Firehouse #2 to repair items that need replacing and to accommodate a bunkroom. These alterations occur in primarily five locations in the building. The general layout of the renovations is shown in the attached sketches. A description of the changes in each area is noted in the Renovation Program below. A Project Budget estimate is included after the programming notes.

Renovation Program

Second Floor Bunkroom

- Provide space for ten beds in the bunkroom. Six of them are to have moveable partitions, L shaped, for privacy. The remaining four spaces are for future expansion. Each bed location is to have a receptacle and side table.
- Provide 6 new bed frames and 4 new mattresses. 2 existing mattresses will be utilized
- Provide adequate HVAC and lighting for the Bunkroom. -
- Re-configure lighting switching in the Training Area.
- Relocate Audio Visual projector, screen, controls and dry erase boards to new wall in Training Area.
- Provide Cat 6 connections to all phones plus two in the Bunkroom, 10 total
- Provide Carpet tiles inside bunkroom

Second Floor Toilets

- Provide ADA compliant fixtures at existing roughins. Include grab bars. No work will be done on the entrance doors since they are in a structural wall.
- Remove wall and floor ceramic tile and provide new wall and floor ceramic floor tile
- Replace ceiling and lighting.
- Paint other surfaces.

Second Floor Kitchen and Dayroom

- Provide HVAC
- Provide connections and space for three refrigerators. Purchase one new one and utilize two existing ones. Enclose the opening from the Kitchen to the Dayroom.
- Remove the two ranges and provide three pantries. Pantries are cabinets sized to fit in the existing space noted
- Remove griddle and add a stove with a griddle and cook top in its place
- Provide gas to the new appliance
- Add a range hood vented to the exterior
- At countertop with shutters to the Training Area provide a 'Dutch door' with a counter on the bottom half. Enclose in the remainder of the opening
- Provide new doors on all of the cabinets
- Provide carpet tiles in the Dayroom
- Provide VCT in the Kitchen

Volunteer Space

- Provide new residential dishwasher.
- Move black residential range from Dayroom Kitchen to this space
- Provide new garbage disposal
- Provide new VCT tile flooring
- Provide a new 2 piece shower in existing opening
- Provide new shower/tub fixtures.
- Provide a GFI receptacle next to the hand soap dispenser
- Provide new toilet and set in lavatory with solid surface counter and towel bar
- Remove existing ceramic tile floor in toilet and provide new

First Floor Locker/Toilet/Shower Room

- Reconfigure the showers to have two showers
- Provide new fixtures, countertop, toilet partitions, and bench
- Repair opening in floor of showers
- Replace floor and wall tile through out
- Provide 23 full height lockers (18"x24") and 10 half size lockers
- Replace ceiling and lighting with moisture resistant materials and fixtures.
- Provide HVAC

Interior Painting

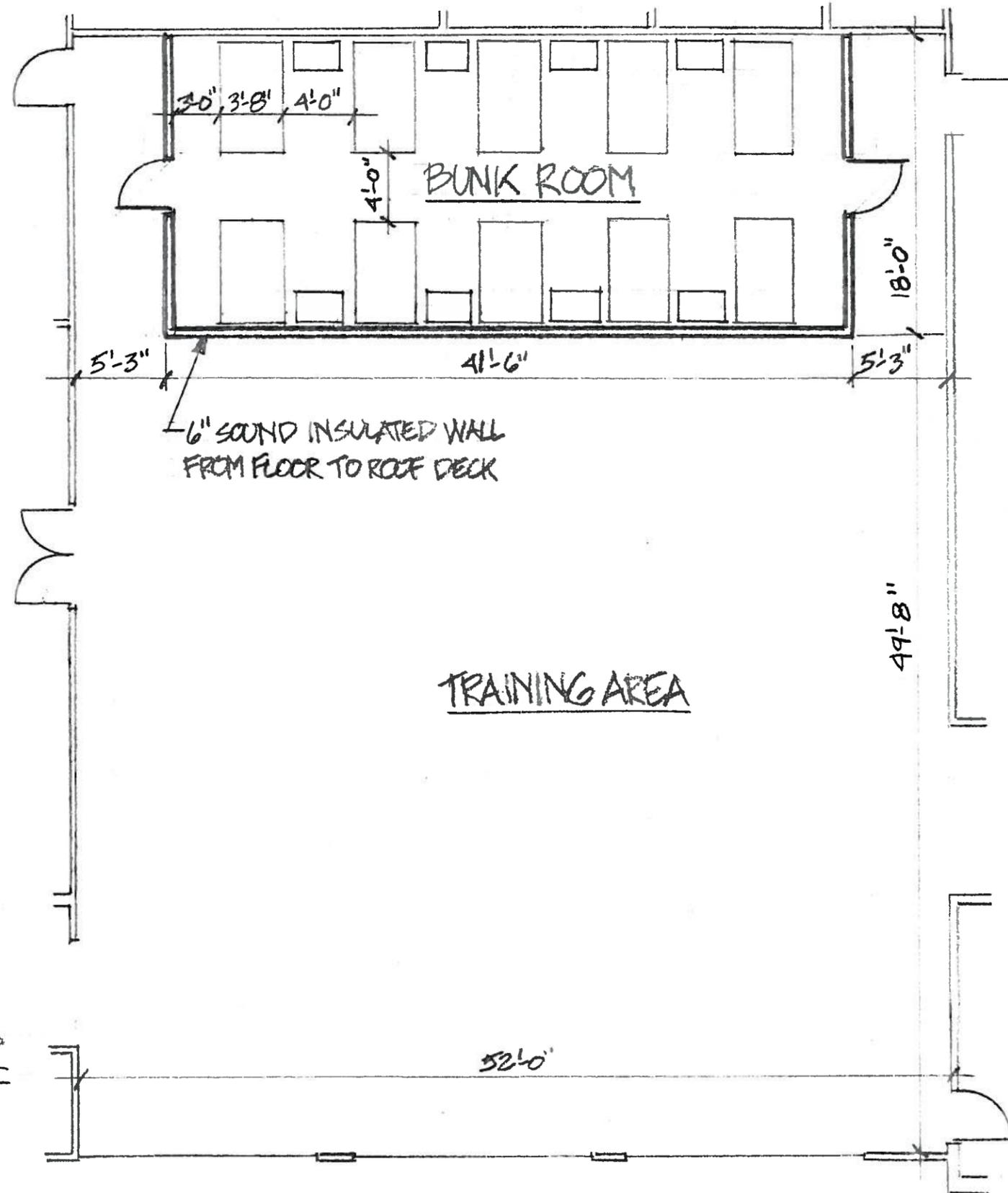
- Paint interior surfaces as noted by the Town/Fire Staff

The Project Delivery Method will be Design/Bid/Build.

Project Cost Estimate

The Project Cost Estimate includes the costs related to the design and construction of the work.

Project Costs				
		Unit	Cost	Total Costs
Construction Cost				\$196,662
Soft Costs				\$60,666
	AE Design Fees	ls	\$28,000	
	Contractor Overhead and Profit	10%	\$19,666	
	Performance Bond	1%	\$1,967	
	Equipment Mobilization	ls	\$1,200	
	Change Order Budget	5%	\$9,833	
Subtotal				\$257,328
Project Contingency				\$25,733
	Contingency	10%	\$25,733	
Total Project Cost				\$283,060

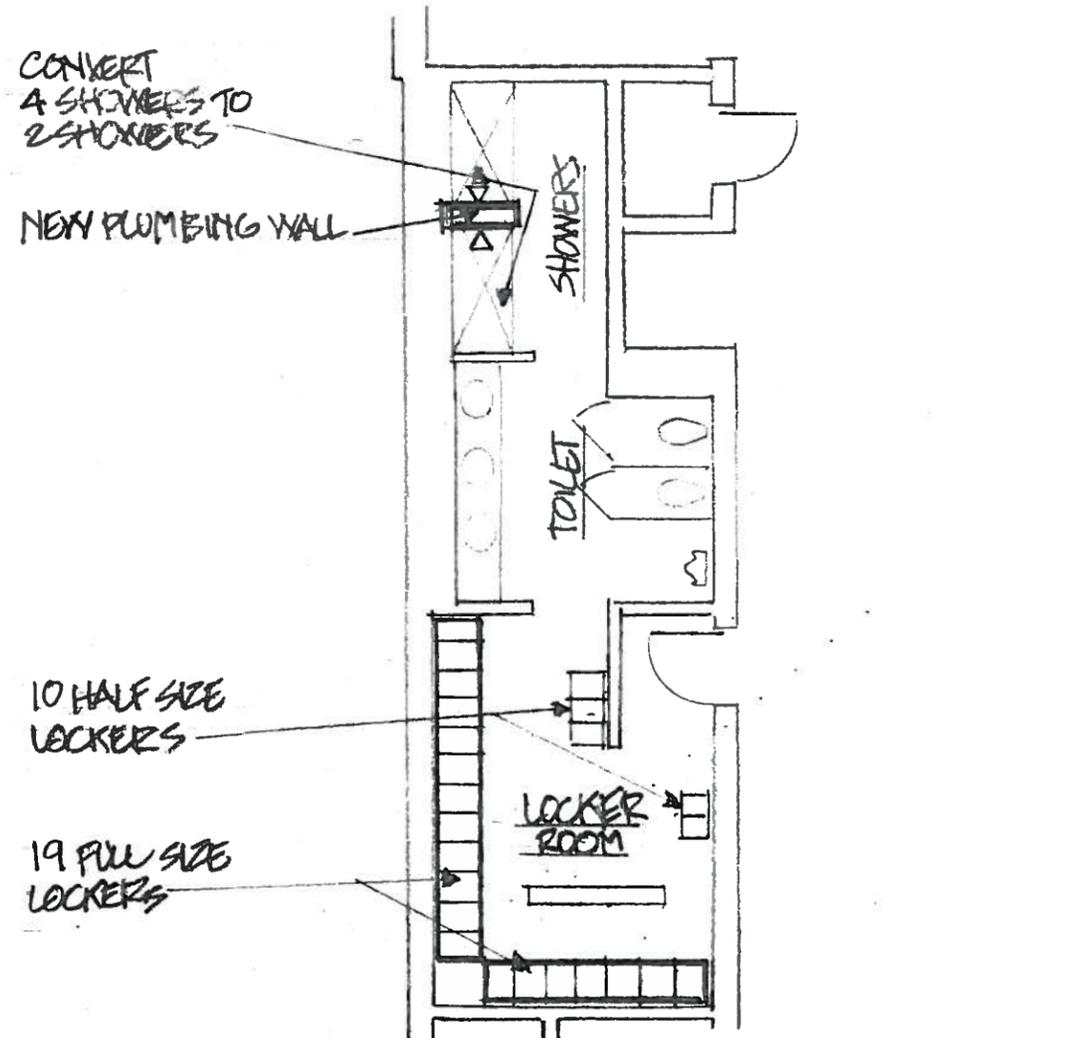


PLAN - 2ND FLOOR
BUNK ROOM
 SCALE: 1/8" = 1'-0"

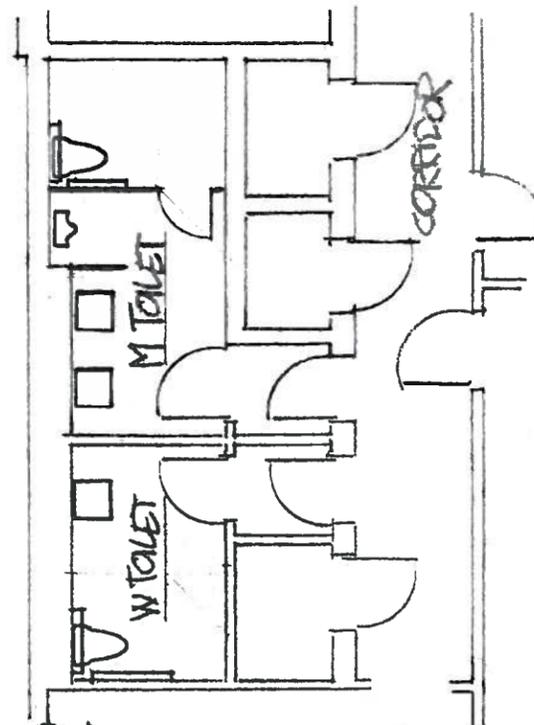
VINTON FIREHOUSE
PROPOSED
RENOVATIONS
 HS # 1336 4.4.2014

1
 SHEET



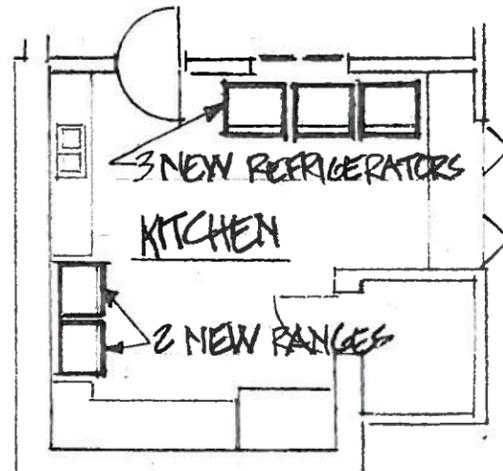


PLAN-1ST FLOOR
 LOCKER/TOILET/SHOWER RM
 SCALE: 1/8" = 1'-0"



PROVIDE ADA COMPLIANT
 FIXTURES AT EXISTING
 PLUMBING ROUGHINS

PLAN-2ND FLOOR
 TOILETS
 SCALE: 1/8" = 1'-0"



PLAN-2ND FLOOR
 KITCHEN
 SCALE: 1/8" = 1'-0"

VINTON FIREHOUSE
 PROPOSED
 RENOVATIONS
 HS # 1336 4.4.2014

2
 SHEET



HILL
 STUDIO

Project Costs

	Unit	Cost	Total Costs
Construction Cost			\$196,662
Soft Costs			\$60,666
AE Design Fees	ls	\$28,000	
Contractor Overhead and Profit	10%	\$19,666	
Performance Bond	1%	\$1,967	
Equipment Mobilization	ls	\$1,200	
Change Order Budget	5%	\$9,833	
Subtotal			\$257,328
Project Contingency			\$25,733
Contingency	10%	\$25,733	
Total Project Cost			\$283,060

Construction Costs

Bunk Room					\$51,515.00
prep/demo/ allowance	1	ls	\$200.00		\$200.00
framing inter wall frmd.gwb/mud and base	616	sf	\$2.50		\$1,540.00
paint walls pnt	2100	sf	\$0.50		\$1,050.00
ceiling ACT grid system washable	800	sf	\$2.65		\$2,120.00
insulation walls and ceilings r-38	1100	sf	\$1.65		\$1,815.00
audio visual relocate (new mounting repair walls)	1	ls	\$50.00		\$50.00
floor Carp. Tiles 20 oz cushion backed	88	sy	\$35.00		\$3,080.00
					note: FFE below incl.s 4000 for flooring
MEPS construction cost	See attqached detail	1	ls	\$41,660.00	\$41,660.00
Second Floor Toilets					\$17,188.70
toilet acc.s	TP holders, PT holders, soap dispensers, trash receipts, 24" grab bars, 42" grab bars, mirrors.,	1	unit	\$1,200.00	\$1,200.00
floor prep	incl demo tile fir walls	220	sf	\$0.65	\$143.00
floor new install	ceramic tiles	220	sf	\$6.00	\$1,320.00
ceiling	act grid system washable m	118	sf	\$2.65	\$312.70
walls/partitions	prep/patch add 10' lf partition	10	lf	\$124.00	\$1,240.00
painting	inter walls	300	sf	\$0.65	\$195.00
special	demo and replace damaged bkr brd	60	sf	1.3	78
MEPS construction cost	See attached detail	1	ls	\$12,700.00	\$12,700.00
Kitchen and Day Room					\$34,565.00
demo/prep	Counter and base cut backs prep and repair	1	ls	\$350.00	\$350.00
framing	2x4 inter framing to reconfig opening	1	ls	\$120.00	\$120.00
openings	solid Dutch Door W/Cpounter http://www.nicksbuilding.com/dutch_doors.php	1	ea	\$850.00	\$850.00
door hardware	hardware complete ADA	1	unit	\$200.00	\$200.00
patching	patching finishes post/ prep	1	ls	\$450.00	\$450.00
shutters	wd shutters finished installed	1	ls	\$500.00	\$500.00
kitch case	kitchen - Pantry 3 compartments vert.	1	ls	\$1,800.00	\$1,800.00
kitch case	kitchen replace with solid doors	26	lf	\$60.00	\$1,560.00
finished counter tops	counter tops - solid surface basis of estimate sile stone	12	sf	\$60.00	\$720.00
ref	1 ref.s	1	ls	\$1,000.00	\$1,000.00
dishwasher	1 x res. Dishwasher	1	ls	\$900.00	\$900.00
Range/gridl.ovens (gas)	http://www.appliancesconnection.com/fivest-ar-ttn5107bw-i83129.html?ref=froogle&qclid=CMvGIZHRvb8CFabm7AodMUcA4w	1	ls	\$5,000.00	\$5,000.00
floor, dayroom	Carp. Tiles 20 oz cushion backed	69	sy	\$35.00	\$2,415.00

floor, kitchen	VCT	200	sf	4	\$800.00
MEPS construction cost	see attached detail	1	ls	\$17,900.00	\$17,900.00
Locker and Toilet Shower Rooms					\$56,055.00
case work	base	10	lf	\$60.00	\$600.00
case work	counter tops - solid surface basis of estimate sile stone	22	sf	\$60.00	\$1,320.00
owner provided pricing	lockers both types tot ls	1	ls	7833	\$7,833.00
furniture	bench approx 8' http://www.gilmorekramer.com/more_info/locker_room_benches/locker_room_benches.shtml	1	unit	\$750.00	\$750.00
toilet accessories	TP holders, PT holdes, soap dispensers, trash receipts, mirrors	1	ls	\$1,200.00	\$1,200.00
paint	inter walls	900	sf	\$0.50	\$450.00
ceiling	ACT grid washable	480	sf	\$2.65	\$1,272.00
tile	tile walls and floor tot.	800	sf	\$5.00	\$4,000.00
wall board	water resistant cementious wall board	400	sf	\$2.77	\$1,108.00
prep and patch	includes demo - allowance	1	ls	\$650.00	\$650.00
Framing	reconfigure part.s/walls	120	sf	\$2.50	\$300.00
MEPS construction cost	see attached detail	1	ls	\$36,572.00	\$36,572.00
Owner F.F.E.					\$15,850
Volunteer Apt not incl painting or hvac					\$12,336
Dishwasher	residential			850	
garbage disposal				300	
stove	relocate existing			0	
floor	Carp. Tiles 20 oz cushion backed	67	sy	35	2345
	kitch vct	70	sf	3	210
finished counter tops	counter tops - solid surface basis of estimate sile stone	34	sf	\$60.00	\$2,040.00
rmove tub/tile		1	ls	500	500
bath floor prep	incl demo tile flr walls	40	sf	\$0.65	\$26.00
floor new install	ceramic tiles	40	sf	\$6.00	\$240.00
lav, cntr, shwr	incl acc,s	1	ls	3700	3700
MEPS construction cost	see attached detail	1	ls	\$2,125.00	\$2,125.00
Roof - Modifications per HVAC see MEPS					\$0
Painting not included above					\$9,152
	str wells 9200 sf	9200	sf		
	volunteer space	1400	sf		
	hall	480	sf		
	training/ fire rescue	3000	sf		
	total			14080	0.65

Construction Costs TOTAL					\$196,662
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Spectrum Design

10 Church Ave SE, Plaza Suite 1
Roanoke, VA 24011

July 22, 2014

Vinton Firehouse Renovations

Town of Vinton

P,M,E,S CONCEPTUAL ANALYSIS - 2nd Floor Bunkroom

CONSTRUCTION BUDGET	Quantity	Unit	Cost	REMARKS
Div				
2 Demolition	0	SF @	\$6.00	\$0
2 Asbestos	0	LS @	\$0.00	\$0
6 Cabinetry	0	LS @	\$0	\$0
6 Suspended Ceilings	0	SF @	\$5.00	\$0
8 Doors and Windows	0	LS @	\$0	\$0
9 Vinal covered wall	0	LF @	\$90.00	\$0
9 Partition Plywood backing	0	LF @	\$20.00	\$0
9 Rubber Base	0	LF @	\$6.00	\$0
9 Carpet	0	SF @	\$7.50	\$0
9 Interior Partitions	0	LF @	\$120.00	\$0
9 Paint	0	SF @	\$4.00	\$0
15 Plumbing	0	LS @	\$0	\$0
15 HVAC plus ventilation	0	LS @	\$12,000	\$12,000 (1) ductless split on roof
16 Elec Modifications in Existing Bldg	0	LS @	\$1,400	\$1,400 New sub-panel
16 UPS Circuits	0	LS @	\$0	\$0
16 Power	747	SF @	\$12.00	\$8,964 41.5, x 18'
16 Lights	1,144	SF @	\$9.00	\$10,296 52' x 22'
16 Data / Communication	1	LS @	\$9,000	\$9,000 Cat-6 (10 loc. In bldg)
Sub-Total				\$41,660
Contractors Overhead & Profit			15.00%	\$6,249
Construction Cost				\$47,909
A/E Design Fee				\$0
Project Contingency			10.00%	\$4,791
2nd Floor Bunkroom Total Project Budget				\$52,700

P,M,E,S CONCEPTUAL ANALYSIS - 1st Floor Toilets

CONSTRUCTION BUDGET	Quantity	Unit	Cost	REMARKS
Div				
2 Demolition	1	LS @	\$1,200.00	\$1,200 Remove old HVAC
2 Demolition Raised Floor	0	SF @	\$2.00	\$0
6 Cabinetry (shelving)	0	LS @	\$0	\$0
2 Suspended Ceilings	0	SF @	\$5.00	\$0
8 Doors and Windows	0	LS @	\$0	\$0
9 Partition Plywood backing	0	LF @	\$20.00	\$0
9 Vinal covered wall	0	LF @	\$90.00	\$0
9 Rubber Base	0	LF @	\$6.00	\$0
9 Carpet	0	SF @	\$7.50	\$0
9 Interior Partitions	0	LF @	\$120.00	\$0
9 Paint	0	SF @	\$4.00	\$0
15 Plumbing	192	LS @	\$110	\$21,120 Replace fixtures
15 HVAC	1	LS @	\$9,500	\$9,500 New HVAC, Ventilation
16 Elec Modifications in Existing Bldg	0	LS @	\$0	\$0
16 Power	192	SF @	\$12.00	\$2,304 to new lights, (2) recept.
16 Lights	272	SF @	\$9.00	\$2,448 New Lights
16 Data / Communication	0	LS @	\$0	\$0
Sub-Total				\$36,572
Contractors Overhead & Profit			15.00%	\$5,486
Construction Cost				\$42,058
A/E Design Fee				\$0
Project Contingency			10.00%	\$4,206
1st Floor Toilets Total Project Budget				\$46,264

P,M,E,S CONCEPTUAL ANALYSIS - 2nd Floor Toilets

CONSTRUCTION BUDGET	Quantity	Unit	Cost	REMARKS
Div				
2 Demolition	0	SF @	\$7.00	\$0
2 Demolition Raised Floor	0	SF @	\$2.00	\$0
6 Cabinetry (shelving)	0	LS @	\$0	\$0
2 Suspended Ceilings	0	SF @	\$5.00	\$0
8 Doors and Windows	0	LS @	\$0	\$0
9 Partition Plywood backing	0	LF @	\$20.00	\$0
9 Vinal covered wall	0	LF @	\$90.00	\$0
9 Rubber Base	0	LF @	\$6.00	\$0
9 Carpet	0	SF @	\$7.50	\$0
9 Interior Partitions	0	LF @	\$120.00	\$0
9 Paint	0	SF @	\$4.00	\$0
15 Plumbing	100	SF @	\$110	\$11,000 New fixtures
15 HVAC	0	LS @	\$0	\$0
16 Elec Modifications in Existing Bldg	1	LS @	\$0	\$0
16 Power	100	SF @	\$8.00	\$800 to new lights
16 Lights	100	SF @	\$9.00	\$900 new lights
16 Data / Communication	0	LS @	\$0	\$0
Sub-Total				\$12,700
Contractors Overhead & Profit			15.00%	\$1,905
Construction Cost				\$14,605
A/E Design Fee				\$0
Project Contingency			10.00%	\$1,461
2nd Floor Toilets Total Project Budget				\$16,066

P,M,E,S CONCEPTUAL ANALYSIS - 2nd Floor Kitchen

CONSTRUCTION BUDGET	Quantity	Unit	Cost	REMARKS
Div				
2 Demolition	0	SF @	\$7.00	\$0
2 Demolition Raised Floor	0	SF @	\$2.00	\$0
6 Cabinetry (shelving)	0	LS @	\$0	\$0
2 Suspended Ceilings	0	SF @	\$5.00	\$0
8 Doors and Windows	0	LS @	\$0	\$0
9 Partition Plywood backing	0	LF @	\$20.00	\$0
9 Vinal covered wall	0	LF @	\$90.00	\$0
9 Rubber Base	0	LF @	\$6.00	\$0
9 Carpet	0	SF @	\$7.50	\$0
9 Interior Partitions	0	LF @	\$120.00	\$0
9 Paint	0	SF @	\$4.00	\$0
15 Plumbing	1	LS @	\$1,700	\$1,700 Ice maker connects, gas line
15 HVAC	1	LS @	\$14,000	\$14,000 No fire suppress, (1) split
16 Elec Modifications in Existing Bldg	1	LS @	\$750	\$750 New circuits
16 Power	1	LS @	\$1,250	\$1,250 New receptacles
16 Lights	1	LS @	\$0	\$0
16 Data / Communication	1	LS @	\$200	\$200 Range safety off controls
Sub-Total				\$17,900
Contractors Overhead & Profit			15.00%	\$2,685
Construction Cost				\$20,585
A/E Design Fee				\$0
Project Contingency			10.00%	\$2,059
2nd Floor Kitchen Total Project Budget				\$22,644

P,M,E,S CONCEPTUAL ANALYSIS - Volunteer Bathroom

CONSTRUCTION BUDGET		Quantity	Unit	Cost	REMARKS
Div					
2	Demolition	25 SF @	\$7.00	\$175	Remove toilet & lav
2	Demolition Raised Floor	0 SF @	\$2.00	\$0	
6	Cabinetry (shelving)	0 LS @	\$0	\$0	
2	Suspended Ceilings	0 SF @	\$5.00	\$0	
8	Doors and Windows	0 LS @	\$0	\$0	
9	Partition Plywood backing	0 LF @	\$20.00	\$0	
9	Vinal covered wall	0 LF @	\$90.00	\$0	
9	Rubber Base	0 LF @	\$6.00	\$0	
9	Carpet	0 SF @	\$7.50	\$0	
9	Interior Partitions	0 LF @	\$120.00	\$0	
9	Paint	0 SF @	\$4.00	\$0	
15	Plumbing	1 LS @	\$900	\$900	Toilet, Lav, Faucets
15	HVAC	0 LS @	\$0	\$0	
16	Elec Modifications in Existing Bldg	1 LS @	\$400	\$400	Relocate outlet
16	Power	1 LS @	\$400	\$400	GFIC
16	Lights	1 LS @	\$250	\$250	Vanity
16	Data / Communication	0 LS @	\$0	\$0	
Sub-Total				\$2,125	
Contractors Overhead & Profit				15.00%	\$319
Construction Cost					\$2,444
A/E Design Fee					\$0
Project Contingency				10.00%	\$244
2nd Floor Kitchen Total Project Budget					\$2,688



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Town Clerk

Issue

Consider approval of minutes for the regular Council meeting of July 1, 2014.

Consider approval of minutes for the regular Council meeting of July 15, 2014.

Summary

None

Attachments

July 1, 2014 minutes

July 15, 2014 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JULY 1, 2014, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
I. Douglas Adams
Matthew S. Hare
William W. Nance
Sabrina M. Weeks

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Elizabeth Dillon, Town Attorney
Ryan Spitzer, Assistant Town Manager
Barry Thompson, Finance Director/Treasurer
Gary Woodson, Public Works Director
Ben Cook, Police Chief
Anita McMillan, Planning & Zoning Director
Chris Linkous, Fire & EMS Captain
Karla Turman, Associate Planner/Code Enforcement
Joey Hiner, Assistant Public Works Director

The Mayor welcomed everyone in attendance and called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Adams, Council Member Hare, Council Member Nance, Council Member Weeks, and Mayor Grose present.

Roll Call

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

The Mayor introduced Susan Johnson, the Town Clerk who conducted the Investiture Service. Ms. Johnson then proceeded to administer the Oath of Office to Sabrina M. Weeks and Matthew S. Hare. After taking their Oath of Office and receiving an official framed Certificate from the Commonwealth, each made brief comments.

The Mayor next called for nominations for the office of Vice Mayor. Mr. Nance made a motion to elect Matthew S. Hare as Vice Mayor. The Mayor closed the floor for nominations. The motion was carried by the following vote, with all members voting: Vote 4-0-1; Yeas (4) – Adams, Nance, Weeks, Grose; Nays (0) – None; Abstain (1) - Hare. Ms. Johnson then administered the Oath of Office to Mr. Hare for the office of Vice Mayor.

Elected Matthew S. Hare as Vice Mayor for a term beginning July 1, 2014 and ending June 30, 2016

Mr. Adams made a motion to approve the regular meeting schedule for the first and third Tuesday of each month; the motion was seconded by Mr. Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None.

Approved regular meeting schedule for the first and third Tuesday of each month

Vice Mayor Hare made a motion to approve the following nominations for the three Council-appointed Committees: Finance – Hare, Nance; Public Safety – Hare, Adams and Public Works – Weeks, Grose. The motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Approved appointments to Council-appointed Committees

Mr. Nance made a motion to re-appoint Christopher S. Lawrence as Town Manager; Susan N. Johnson as Town Clerk; Barry W. Thompson as Finance Director/Treasurer; Benjamin L. Cook as Chief of Police, and Elizabeth K. Dillon as Town Attorney. The motion was seconded by Ms. Weeks and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None.

Re-appointed the five Council-appointed officers for the next two years

The Mayor asked if the appointment to the VML Policy Committee could be tabled for consideration during the Closed Session portion of the meeting. Mr. Nance made a motion to table the matter; the motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Tabled appointment to VML Policy Committee for consideration during Closed Session

Under upcoming community events/announcements, the Mayor reminded everyone of the July 4th event with fireworks at the War Memorial. Mr. Nance also reminded everyone of the next Mingle at the Market on July 12th at the Farmers' Market.

Vice Mayor Hare made a motion to adopt the Consent Agenda as presented; the motion was seconded by Mr. Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Approved minutes of Council regular meeting of June 3, 2014 and regular meeting of June 17, 2014

Under citizens' comments, Donnie Bush, a citizen on West Cleveland Avenue, requested that Council consider an amendment to the Town Code relating to how the Town can enforce overgrowth on a piece of property that cannot be seen from the road. The Mayor referred the matter to staff for review and Mr. Bush gave the address in question as being 209 West Cleveland Avenue. Mr. Nance asked for the Town Manager to give them an update on this matter at the next meeting under old business.

The next item on the agenda was to consider adoption of an Ordinance to enact Article V, Spot Blight Abatement, of Chapter 14, Buildings and Building Regulations, of the Vinton Town Code.

Ms. Turman began by commenting that in October of

2013 during a joint work session of the Planning Commission and Town Council, the idea of spot blight abatement was discussed as a way that the Town can deal with blighted properties. Roanoke County has adopted a spot blight abatement policy and recommended that we do the same. At the October work session, Council gave direction that they were ready for staff to move forward with putting such a policy together. An initial draft was prepared and after review by the Town Attorney it was recommended that we do an Ordinance instead of a Resolution and make the policy part of the Town Code. A separate policy has also been drafted to follow the Town Code and also to provide other documentation that will assist in determining if a certain property is blighted. The State Code gives us the ability to handle blighted properties without having to rely on the Building Official to make a determination. Ms. Turman commented that the drafted Ordinance is based on the State Code as well as one she obtained from Henrico County.

Ms. Turman next gave a power point presentation showing the steps that would be taken to determine if a property is blighted. After a complaint is received a COM-BAT Team (made up of Town and County staff) will make a preliminary assessment of the property based on a checklist. The checklist included in the agenda package had been revised and she provided a printed copy of the revised one to Council. The checklist will give the Team the items to look for and will provide documentation on why the Team decided that a piece of property is blighted.

There will be two processes. One will be a structural blight assessment based on substantial structural dilapidation, inadequate facilities and the potential for trespass. If the Team finds these items are relevant, then the property can be referred to the Building Official to make a determination. If the Building Official is not willing to condemn the building, the Team will review it under the non-structural blight policy. If the property is condemned, then we will do the proper notification. The Building Official has indicated that his only role would be to make the determination that it is structurally blight and the Town would have to handle the notification and the other proceedings.

The second process would be non-structural blight assessment which would include the elements of nuisance, a fire hazard or harborage/ infestation due to the condition of the property. If we find that the property falls under this category, then we proceed with the notification process which would give the property owner

30 days to respond with a plan. If there is no response to any notification, the Town Manager can ask Council to request that the Planning Commission hold a Public Hearing to determine if the property is blighted. After that Public Hearing, a recommendation will be made to Council for them to either approve or deny the repair or demo. If approved, the work will be done by a contractor and a lien put on the property. If it is not approved, then the only recourse would be legal action against the property owner.

If the property owner responds with an abatement plan, the Team and the Building Official will have to approve the plan and will give the owner 90 days to complete the work. However, if the owner shows an effort towards completing the work, the Town can require a performance bond for an extension. If the work is completed by a contractor, then a lien will be placed on the property as stated before.

Vice Mayor Hare asked what happens if the property owner wants to dispute our decision about the property being blighted. Ms. Turman responded that in talking with someone in Fredericksburg who managed their program, he indicated that they can do the notification, repair and the acquiring of the property or go straight to demolition if it is in bad shape. He indicated they chose to do the demolition.

Ms. Turman further commented that this is a last resort to deal with certain properties that the Town has not been able to get property owners to respond and we have no other recourse. If we can deal with an issue or violation using our existing Code, then we will do that.

The Spot Blight Assessment form will be given to each Team member for their assessment of the property and then they will meet to determine what factors are consistent on each assessment.

Mr. Nance asked what would be the cut-off for the accumulation points and Ms. Turman indicated that they need some direction from Council. For example, a property can score a possible 400 points on the current form and the property at 123 Gus Nicks Boulevard scored 220. Slides were then shown of this property. Mr. Adams then commented that there has to be some standard level of points to determine if the property is blighted and Ms. Turman responded that she has not been able to find any other locality that uses a checklist to make that determination.

The Mayor commented that the checklist is needed, but he struggles with the numbers because it opens it up for interpretation. A score of 200 this year may not be acceptable next year. Ms. Turman indicated that if Council does not want a number assigned to each item, then the Team can still use the checklist to make the determination if it is a blighted property.

Mr. Nance commented that each property needs to be handled separately so that different properties are not compared to each other. The Mayor then commented that he would like to take a tour of the property in question before he made a decision on declaring it blighted. Mr. Adams commented that he would pictures of the items marked on the checklist kept on file so if we had to take legal action, we would have those pictures to back up what we say. The Town Manager indicated that a point system is a measurement tool, but the purpose of the checklist is for documentation. If the points are removed the purpose is still being accomplished.

Ms. Turman then showed a slide of another piece of property that has documented complaints and law enforcement and code enforcement actions recently. For a comparison, this property has several issues, but it only scored 100 points. Under the State Code, this could be considered a blight property, but it can be dealt with under our nuisance Code. Ms. Weeks asked how many properties are to be considered under this new program and Ms. Turman responded at least three.

The Town Manager next commented on several questions posed by Mr. Nance that we should consider as part of our motion. In Section 14-140 of the Ordinance and Mr. Nance questioned the use of the word "morals". Ms. Turman commented that this was in Roanoke County's and Henrico County's ordinances and policies, but not in the State Code. Mr. Nance commented that it does not add anything and it could potentially be a problem in the future.

In Section 14-142 (c) (7), the last word should be "or" instead of "and". In Section 14-143 (d), the question was asked about notice to civic leagues or associations. Ms. Turman believed the intent was to notify those groups that may be in the same neighborhood as the property in question.

The last question posed by Mr. Nance related to action by Council and if it should be a majority or four members of Council. If we are talking about going on someone's property and tearing their house down, he thought it should require four votes and that would be his

preference. Ms. Turman asked if that language should be in the Ordinance and the Town Attorney responded in the affirmative.

Mr. Nance then asked if Council is ready to vote on the Ordinance with the suggested changes being made or hold over until the next meeting. He is comfortable with making these changes a part of the motion and proceeding.

Mr. Nance then made a motion to adopt the Ordinance with the following proposed changes: that any reference in the body of the Ordinance and/or proposed Code sections strike any reference to "morals"; that in Section 14-142 (c) (7) the final word be struck and replaced with the word "or"; on the notification requirements that the reference to "civic leagues or associations" be struck and when such matter is brought before Town Council that at least four members would have to vote in the affirmative to proceed with town-sponsored abatement actions; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Adopted Ordinance No. 955 with revisions to enact Article V, Spot Blight Abatement, of Chapter 14, Buildings and Building Regulations, of the Vinton Town Code

The next item on the agenda was consideration of a Resolution adopting the Virginia Stormwater Permit Application Fee Schedule. Anita McMillan made comments that Council adopted the Stormwater Management Ordinance in May and they have been advised of the new requirements that the Town has to administer and enforce effective July 1, 2014. The fee schedule is included in the Resolution. The Town is allowed to keep 72% and we have to submit 28% to the State. Because we have contracted with Roanoke County to provide our stormwater plan review services, 50% of the Town's portion of the VSMP fee will go to Roanoke County.

In response to a question from Vice Mayor Hare, Ms. McMillan answered that the Town's portion of the fee is the recommended amount from the State and all localities will have the same fee. For any single-family structure, the State does not keep the fee, but we are required to because we have to administer and enforce the program.

After additional comments from Council, a citizen inquired about existing property and what is going to be the ramifications for those property owners. Ms. McMillan responded that these fees only apply if you make changes to your existing property. The Town Manage then clarified that these are the permit fees for new construction. The other fees that have been discussed are the utility fees, which is what Roanoke City has implemented effect July 1,

2014. Those fees are based on every property owner's impervious surfaces and these are not related to that, but will be a matter for future discussion.

Vice Mayor Hare made a motion to approve the Resolution as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

The next item was to consider a Resolution adopting the County of Roanoke's Stormwater Management Design Manual by reference and having the design manual to be effective July 1, 2014.

Anita McMillan commented that in 2007 we adopted the Roanoke County Design Manual after a review by staff of the City of Salem, City of Roanoke, Roanoke County and the Town. As of July 1st this year, the State required localities to amend their Design Manuals to meet the State standards. We have been meeting to review the current manual since May of 2013 and have made all the necessary changes. The entire manual is available in the Planning & Zoning Department.

Mr. Nance made a motion to approve the Resolution as presented; the motion was seconded by Ms. Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

The next item was to consider adoption of a Resolution appropriating \$6,341.00 received from the Department of Criminal Justice Services and the Town's required \$705.00 match for licenses to the Laserfiche document imaging system currently used by other Town departments. Chief Cook commented that currently all documents in the Police Department are scanned into a system that is over 10 years old and complicated to operate. The Laser fiche system is already used by other Town departments and will also save \$1,554 in yearly maintenance fees for the old system.

Mr. Adams made a motion to approve the Resolution as presented; the motion was seconded by Ms. Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

The next item was an update on proposed improvements to the existing 3rd Street Tinker Creek boat/canoe ramp. Ms. McMillan commented that for several years Town staff has been asked when we were

Approved Resolution No. 2069 adopting the Virginia Stormwater Permit Application Fee Schedule

Approved Resolution No. 2070 adopting the County of Roanoke Stormwater Management Design Manual by reference and having the design manual to be effective July 1, 2014

Adopted Resolution No. 2071 appropriating \$6,341.00 received from the Department of Criminal Justice Services and the Town's required \$705.00 match for licenses to the Laser fiche document imaging system currently used by other Town departments

going to open the 3rd Street ramp because it is a perfect location to put in at Tinker Creek. On September 12th the Greenway Commission will sponsor a canoe launch at the site.

We submitted a grant application for the improvement of the site, but we did not get the grant. In April, Mrs. Dick Cranwell contacted Liz Belcher with the Greenway Commission to see if there was an Eagle Scout project for her son, Jack, to do for any locality. Ms. Belcher recommended the canoe site and we met with Mrs. Cranwell and Jack and looked at the site. The proposed work by Jack would improve the site for public access including designated gravel public parking areas, signage, canoe racks for storage during shuttle time, a kiosk with safety information, picnic table and benches. We are also working with Public Works to try and reserve several more parking spaces for the public during the week.

The Town Manager commented that the Regional Commission has published a map and has a website for all of the blue ways in the Roanoke Valley which includes this site showing under construction. Ms. McMillan further commented that we are still going to be looking for other grant opportunities to make additional improvements to the site.

Janet Scheid, the Town's Greenway Commission representative, expressed her thanks to Ms. McMillan for her report. This is long overdue and it will be a wonderful asset to the Town to both the users of the Greenway and the blue ways. It will be a great recreational site and will bring people to Vinton to launch here and possibly become more familiar to all that the Town has to offer. She thanked Council for considering it and for Jack Cranwell volunteering to do the work as his Eagle Scout project. Jack Cranwell expressed his thanks for allowing him to do this for his Eagle Scout project and for the help that Ms. McMillan has given to him.

The Town Manager said this does not require any formal action, but we want to make sure that Council approves of staff and Jack moving forward with the project. Council gave their consensus

Consensus for Jack Cranwell to do work at the 3rd Street for his Eagle Scout project

Vice Mayor Hare briefly reviewed the financial report for May 2014. The Finance Committee met last week. In April there was a significant draw-down in cash based on bond payments, but the cash balance in May was slightly ahead of where we were at the same time last year. The items we have discussed in prior months such as the cigarette tax, gain-sharing and pari-mutuel taxes

are off as we predicted. Based on this report and some under-spending, we will probably end the year in the black even though we are under the revenue targets by \$300,000. This is due to departments working to find savings, the reduction in capital spending and the delay of projects. Staff has done a great job in trying to come up with creative ways to make up the deficit.

The War Memorial continues to operate strong and going above the target set for its revenue. The overall subsidy from the Town is under \$30,000 less this year than last year. We also reviewed the Pool financials. We had a rough start at the beginning of the year due to some maintenance that we knew we had to do and we will see how the season finishes up.

Vice Mayor Hare made a motion to approve the financial report as presented; the motion was seconded by Mr. Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) - None.

Approved May 2014 Financial Report

The Mayor expressed his appreciation to staff for the hard work they are doing to meet the budget and how dedicated they are. He reminded everyone of the July 4th Celebration and the Mingle at the Market on July 12th.

The Mayor also mentioned that he has been serving on the Partnership for a Livable Roanoke Valley and the details of this group and suggestions will be presented in the near future.

Comments from Council Members: Mr. Adams welcomed Ms. Weeks to Council and congratulated her. Ms. Weeks said thanks for welcoming her to Council and making her feel comfortable and she is looking forward to the next four years. He also commented again that he was very disappointed he missed Mr. Altice's last meeting and event on June 17th. He is also excited about serving with Ms. Weeks and again with Vice Mayor Nance on this Council. Vice Mayor Hare expressed thanks for the confidence of Council in electing him as Vice Mayor and he is looking forward to the next four years.

Mr. Nance made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 A of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions as authorized by subsection 1. The motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None. Council went into Closed Meeting at 9:05 p.m.

At 9:35 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 Hare; seconded by Mr. Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None.

Certification of Closed Meeting

Under appointments to Boards/Commissions, Mr.

Nance made a motion to accept the following list of nominees: Carolyn Fidler to an unexpired term ending on February 20, 2016 on the Board of Zoning Appeals; Robert R. Altice to a new term ending on June 30, 2017 on the Highway Safety Commission; Hal Mabe to a new term ending June 30, 2017, Chris McCarty to a new term ending June 30, 2017 and Sabrina Weeks to a term ending June 30, 2017, all on the Comprehensive Economic Development Strategy (CEDS); William W. Nance to a term ending June 30, 2017 and Doug Adams to a new term ending June 30, 2017 on the Roanoke Valley Metropolitan Planning Organization (MPO); Doug Adams to a term not expiring on the Roanoke Valley Regional Cable TV Committee; and Sabrina Weeks to the Transportation Committee for the VML 2014 Policy Committees. The motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None.

Approved appointments to Boards/
Commissions

Mr. Nance moved that the meeting be adjourned, the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None. The regular meeting was adjourned at 9:42 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, JULY 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
I. Douglas Adams, Jr.
William W. Nance
Sabrina M. Weeks

MEMBER ABSENT: Matthew S. Hare, Vice Mayor

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Elizabeth Dillon, Town Attorney
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant to the Town Manager
Barry Thompson, Finance Director/Treasurer
Ben Cook, Police Chief
Joey Hiner, Public Works Assistant Director
Anita McMillan, Planning & Zoning Director
Bonnie Bailey, Customer Service/Accounting Technician
Candace Poling, Accounting Manager
Lydia Verdillo, Financial Analyst
Wayne Guffey, Records Technician, Police

The Mayor called the work session to order at 6:00

p.m. for a review of the current Chapter 10, Animals, Article II, Dogs and Cats, Section 10-47, Limitation on number of dogs and cats of the Vinton Town Code. The Town Manager recognized David Flagler, Executive Director for the Regional Center for Animal Care and Protection, who was present at the meeting.

Chief Ben Cook began by commenting that his department was asked to research the current animal ordinance as it pertains to the number of dogs and cats allowed per household. Lieutenant Vaught did the research and based on the information found regarding the other surrounding localities, we are the most restrictive locality in the Roanoke Valley. From the Police Department's perspective, we do not get a lot of calls for specifically the number of animals. Usually when we do it is a retaliatory call or we are at a residence on another issue and discover that they have more than is allowed. Most of the time what we see is one too many.

Mr. Nance asked how many times that violation has been charged. Chief Cook responded very few because they try to work with the owners to get in compliance rather than write a ticket. Mr. Nance then commented that we do have other parts of the Code to focus on the issues that may aggravate neighbors such as barking dogs and running at large. The response was yes and his department tries to work with the owners along those lines as well.

Mr. Nance further asked Chief Cook if we were to loosen the Code restriction to allow more pets, does he see any negative effects for his department in the enforcement. Chief Cook responded that he sees the benefit of increasing the limit to three or four because hopefully those who are currently in violation will get the proper licenses and come into compliance.

Mr. Adams asked where the limitation of two pets instead of two dogs or cats came from and the Town Manager responded that it is the most restrictive and possibly was decided because we are so densely populated. It should be noted there is no financial drive to adding more animals because the license fee represents very little revenue for the Town. It is an incentive to get the animals spayed or neutered. One strategy may be to allow households to have more, but require that one or two have to be spayed or neutered.

David Flagler next made comments from the audience that when he moved to Vinton he discovered that he was over the pet limit. He had spoken with the Town Manager about the matter because he wanted to obey the law. Since then one of the animals has passed away and he is in compliance. However, having lived over the years all over the United States, he did know of one other jurisdiction that had a pet limit of two. It is not uncommon to see three and it is most common to see four.

Mr. Flagler further commented that he had encouraged the Town Manager to consider the option that since citizens in Vinton are used to having two pets, why not make it that a household can have two fertile animals, but if you want to have more, that they have to be sterilized. The Town's Animal Control Officer has indicated he knows that people want to be responsible, but there are a lot of pet owners with three dogs and it makes his job difficult.

The Mayor commented that the number of three or perhaps four seems to be a pretty accepted number. It would be nice if we decide to change this to include something that would require that any over two or three should be sterile. Mr. Nance said if we go as high as allowing four dogs and four cats that perhaps we could do something like four and four, but no more than five animals in a house.

Joey Hiner asked if this would just apply to canine and feline because some years ago someone had two canaries and two dogs and wondered if they were over the pet limit for that. Chief Cook responded that it is specifically dogs and cats. Mr. Hiner then commented that he has received inquiries from time to time about the number of pets.

The Mayor said he could support raising it to three with the stipulation being that anything over two should be sterile. The Town Manager responded that any action would require a Code change and we would put a public announcement in The Messenger. We would have to work with the Town Attorney to see if we can require the stipulation of spaying or neutering. Ms. Weeks indicated that she thinks we should not go over three and Mr. Adams commented that we need more than what we currently have. Mr. Nance said he could live with three.

The Town Manager commented that we will proceed with three and that our Code does not distinguish between dogs and cats, we just say a total number. Mr. Nance said we are only talking about adding one additional animal and the Town Manager responded that it would have to be sterile as an option. Mr. Nance said that limit is still rather light and the Mayor agreed when you look at the limits of our surrounding jurisdictions. Mr. Adams said he does not have an issue if we go with four because three is barely increasing it. Chief Cook said if Council decides on four, it will probably encompass most of the citizens in Town that have excess animals. The Mayor commented in closing that the consensus is four.

The next item under the work session was a briefing on the purchase of new in-car recording systems for Police vehicles. Chief Cook began with comments that the current vendor we have for our in-car cameras has given very poor service and frequently the cameras are out of service. These cameras are used to document evidence for Court and increases officer safety. In 2009, we installed in one of our Chargers the first Kustom Signal brand of recorder and have installed this brand in all the new Chargers as well.

Another issue with our current system is that data is stored on a SIM card which has to be taken out of the camera and downloaded from a computer to a server with Roanoke County. The process takes hours to download and uses a lot of server space.

We have an opportunity to partner with Kustom Signal to replace the older cameras as well as purchase a server that will house only videos. This is a wireless system that will download the videos when the vehicle pulls into the Police parking lot directly into the server which can then be viewed by the officers but not manipulated. This purchase is \$47,293.82 and there are asset forfeiture funds to purchase the system.

Mr. Adams asked if that server will have a backup capability and Chief Cook indicated they are working with the vendor in that regard. It may be by an external hard

drive or some other backup options. In the event something happens with the wireless router, the video can still be downloaded manually. Chief Cook also commented that this is IP based and has the capability of allowing someone to log on and view an accident or crime scene remotely.

The Mayor asked about the origin of the funds and Chief Cook responded that this is coming from the ATF fund. Due to Craig Frye's efforts on the Task Force, we have received several thousand dollars over the past few months from a rather large seizure that was made. The Town Manager asked how much is left in the fund and the Chief Cook responded around \$80,000. We just received over \$8,000 a few days ago. These funds have to be used primarily for equipment for law enforcement activity.

The Town Manager gave an update on the Fire Department renovations. The consulting design team has presented a very firm scope of work and the cost estimate which was twice as expensive as originally planned. Some of that relates to scope of work which we will be working through this week with the architect. This building is 38 years old and we want it to last 10-15 more years so spending several hundred thousand dollars is not out of the question. But we want to make sure we have the right design with the right expectations of scope and then we will bring it back for appropriation of the funds to do the work. The County is still fully supportive of funding 50/50.

The Town Manager next gave an update on the request from a citizen at the last Council meeting to check on property with a Code violation. Staff further discussed the issue and consulted with the Town Attorney about going on a neighbor's property to view another property and she indicated we could legally do that if we have consent. We did get the consent and Planning staff went on the gentleman's property as requested. Staff found issues on both properties which were addressed.

The Town Manager commented that we have completed the Human Resources Specialist interviews, the top candidates have been selected and background checks are being done at this time. We hope to have someone hired and in place the first of August.

Council recessed for 10 minutes.

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 Nance, Council Member Weeks and Mayor Grose present. Vice Mayor Hare was absent.

Roll call

After a Moment of Silence, Ms. Weeks led the Pledge of Allegiance to the U.S. Flag.

Under upcoming community events/announcements, Mr. Adams commented on the July 4th event and the fireworks and that he has had several positive comments. The Saturday night Mingle at the Market was well attended. Ms. Weeks expressed thanks on behalf of the Chamber to those from the Town who volunteered at the event and announced the next Mingle at the Market on August 9th. Mr. Nance announced the retirement celebration for Clay Goodman, the Roanoke County Administrator on July 22nd and also the Finance Committee meeting scheduled for July 28th.

The Mayor mentioned that in lieu of the August 5th meeting that Council will be participating in the National Night Out Event at the Farmers' Market from 6-8 pm. Another community event is the Breakfast Lions Club Drawn-Down Event on August 16th. The Town Clerk mentioned the Community Pool dinner that several members of Council and staff helped serve on July 9th.

The next item on the agenda was the acceptance of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2013 awarded to the Treasurer/Finance Department.

Barry Thompson recognized Candace Poling, Accounting Manager; Bonnie Bailey, Accounting Technician; and Lydia Verdillo, Financial Analyst. He also mentioned Paul Miller and Lisa Morrison, both Accounting Technicians, who were not able to attend the meeting. The Mayor expressed thanks to Mr. Thompson and his staff for having received this award for the past 19 years. He read the award and then presented the plaque. Mr. Thompson commented that it is an honor to serve as the Treasurer for the Town and expressed appreciation to all of his staff.

The Mayor next read a Proclamation for Bonnie Bailey upon her retirement and then presented it to her. Ms. Bailey made brief comments and Council then expressed appreciation to Ms. Bailey for her service and made additional comments regarding the entire Finance Department staff.

Mr. Nance read a letter from Chief Cook naming Sergeant Tim Lawless, Master Officer Chris Froeschl and Officer Zach Hurt as Officers of the Month for June 2014.

The next item on the agenda was the Fiscal Year 2014 report from the Vinton Volunteer First Aid Crew. Wayne Guffey began by commenting that the volunteer hours are from 6 pm to 6 am Monday through Friday and 24 hours

on Saturday and Sunday. For FY2013-2014, the truck was marked up 5,506 hours out of the 5,648 possible for 97%. During those hours they responded to 1,107 calls out of a possible 1,392 for 80%.

Last year Roanoke County made several policies and set our station for a 12-minute average response time. Our goal is to get to a call 90% of the time under this average. Our response time for the fiscal year was 10 minutes and 16 seconds with an average of six minutes and 24 seconds. This is from the time dispatched to time on the scene. The total man hours which does include training and standbys that we do for the community and other areas was 20,507.

Two significant highlights of the year was the purchase of a new Stryker power stretcher with the assistance of a State Grant and a new Rehab unit. This Rehab unit responds to fire calls or other calls that are going to be long in nature or have heavy exertion such as structure fires or brush fires. With this unit we supply water and food and also check vital signs during the call and have also been to calls in other surrounding counties.

Mr. Guffey commented in closing that there are now 39 active members of the Volunteer Crew.

The Mayor asked about the power stretcher and Mr. Guffey responded that it is a stretcher that lifts by itself on hydraulics. This is a \$12,000 stretcher which was funded 50% by the State grant and 50% by the Volunteer funds. Now all three of our ambulances have these stretchers.

Mr. Adams commented that this year is the First Aid Crew's 75th anniversary and on October 4th there will be a dinner and celebration and on October 5th there will be an open house at the First Aid Crew with an invitation to all of the old crew members to attend. Across the State of Virginia, the Vinton First Aid Crew is one of the few that has three members that are still answering calls with 40 plus years.

The next item for consideration was a Resolution authorizing the Town Manager to execute two new Memorandums of Understanding (MOUs) between Roanoke County Board of Supervisors and the Vinton Town Council for providing Stormwater Management Plan Review Services and Stormwater Management Facilities Post-construction Inspection Services to the Town. Anita McMillan commented that our current MOUs with Roanoke County will be expiring on August 12th. Roanoke County has agreed to enter into two new MOUs and for the terms to be for two years from August 13, 2014 to August 12, 2016. The fees remain the same as in the current MOUs.

The Town Manager made comments that before we had these agreements with the County, we had a contract with a private engineering firm which worked very well. However, through conversation with some business owners in Town and with all of the stormwater regulations changing, this was a better option. This provides more consistency of perspective and enforcement and prevents a third-party engineering firm from reviewing another engineering firm thus creating competition. This provides a much better environment for the customer.

The Town Manager further commented that we have revised the Resolution to state that these are new MOUs instead of renewals. Mr. Nance made a motion to adopt the Amended Resolution as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0-1; Yeas (4) – Adams, Nance, Weeks, Grose; Nays (0); Absent (1) – Hare.

The next item on the agenda was an update and consideration for approval to publish the RFP for part of the Downtown Revitalization Project for the downtown streetlights and the Washington Avenue/Pollard Street intersection. Ryan Spitzer commented that Town staff has been working on the plans for about a year and we are finally to the stage to begin working on the project. In the past month new cameras have been installed at the Washington/Pollard intersection. We are requesting consent from Council to put out an RFP for erection of the street lights and also the Washington/Pollard intersection improvements. We have divided the bids into several different specifications so that one contractor does not have to bid on all three projects and we can get specialized contractors for each. Some of the site plans were a part of the agenda package and Mr. Spitzer than reviewed those plans. One related to the location of the street lights which have been ordered from AEP and should be received in about six weeks. The RFP will go out on July 20th, a pre-bid meeting will be on August 4th and the bids will be due on August 19th.

Another site plan gave a diagram of the actual street light and showed where conduit will need to be run and cuts made to the pavement. The conduit currently in the downtown area only runs on one side of the street. It runs on the Post Office and Bank of America side on Pollard and the side of the hair salon and the VFW on Lee Street. We also have included brick around the base of the lights if that comes within our specifications for costs. The base will be square to mimic the base that we have on the Town clock and the pole will be 20 feet high. The library will take care of the bases on their side of the street and we will take care of those on our side.

Adopted Resolution No. 2072 authorizing the Town Manager to execute two new Memorandums of Understanding (MOUs) between Roanoke County Board of Supervisors and the Vinton Town Council for providing Stormwater Management Plan Review Services and Stormwater Management Facilities Post-construction Inspection Services to the Town.

The Town Manager commented that the Friends of the Library have donated the funding to buy two of the street lights at a cost of around \$3,000 each. Mr. Spitzer indicated that our budget for the streetlights was \$130,000 and because of this donation, the 21 lights that we will install will be right at this cost it not slightly under. The Town Manager then commented that the limits of the grant extended to Cleveland, but we have had requests from other property owners asking about the lights all the way out to Virginia. That would be an excellent next phase to consider.

Mr. Adams asked how much the sidewalks would be torn up during the project and Mr. Spitzer responded that there will be a cut in the sidewalk for each light. We are looking at cutting at a square for the light, putting the light in and then repaving the concrete around the light. The conduit will run in front of the sidewalk where the blacktop meets the concrete. Each block will have some scars and we will coordinate with Public Works as part of our paving program to mill and repave the area for a finished look to also tie in the library project. We have around \$50,000 in the grant to run the conduit which will go out for bid along with putting the bases underneath the ground. AEP will then install the lights. Mr. Spitzer also indicated that our Public Works employees have done sidewalks before, so we can utilize them if we need to keep the costs in line.

The Mayor asked about the approximate completion date of the project and the response was construction will be done between the Fall Festival and the Dogwood Festival. The street lights will not be done until after the Mingle at the Market events are over and prior to the Fall Festival and everything must be completed within a year from now. He has heard from DHCD that no project has been completed within two years and they know that is an unrealistic timeframe, but we are hoping to meet that expectation. The Town Manager commented that the only item that is out of our control within reason are other private business facades, but all the public projects are laid out between September and the end of the Spring next year to dodge all of the downtown events.

The next site plan showed the current intersection of Washington and Pollard. We have already taken out the traffic loops in the pavement and as mentioned earlier, we have installed a camera that now controls the traffic lights for the entire intersection. We are going to repave everything that is dark on the plan and the crosswalks will be stamped concrete. We will re-do the two crosswalk entrances on the other side of the road where the Exxon and the car dealership are to tie that all together and make it a more presentable entrance into downtown. The ADA ramp will also be fixed to match this as well.

The Town Manager commented that there is no formal action required at this meeting, but staff needs a consensus of Council to go ahead and put the RFP out. After the bid is awarded and we have a contract, we will bring the matter back to Council for approval.

The next item was a briefing on the Roanoke County Litter program. The Town Manager commented that Charlotte Moore, the Cave Spring District Supervisor for Roanoke County, has approached all the surrounding localities to consider implementing a similar proactive program. She is not requesting that we adopt the exact program but to make a good faith effort toward bringing attention to the problem of litter. The County's program is focused on education, but there is an enforcement piece to try and effect a positive change in the habits of people. We do not have a formal education program on litter, but we do have a local ordinance. He and Chief Cook have reviewed our ordinance which is pretty broad and relates to dumping of unsightly matter on highway, right-of-way or private property.

The Town Manager further commented that unlike the County that has no street-sweeping ability, the Town on a weekly schedule vacuums our streets. Also, our Public Works grounds crew mows all of our rights-of-way on a three-week cycle and picks up trash along those areas before they mow. Our biggest issues are areas around our shopping centers and beyond the mowed areas where winds blow trash and litter. We do not have a formal program for highway maintenance, but Anita McMillan works each year with volunteers to do Spring clean-ups for specific areas.

As far as what we could do in the Town, we could initiate an Adopt-A-Highway program. From an enforcement or public input, the County has set up an area on their website where you can report a litterer along with their vehicle tag number and Roanoke County will send a letter to the registered owner of that vehicle as an education piece. We already have a Report a Concern option on our website which we could use for this purpose to at least receive complaints. We have not discussed any type of letters being sent, but possibly the complaints would alert us to specific areas that we can clean up. There are aspects of Roanoke County's program that we could incorporate into a program in the Town to get the message out. If there is an interest of Council to pursue it further, we can do that. The Mayor said he thinks there are some particular areas that we can give more attention to concerning litter. He would like for staff to review the matter and come back with some suggestions or ways we might be able to help with these troubled areas and other members of Council agreed.

The Town Manager commented that regarding Clay Goodman's retirement we will prepare a Proclamation that the Mayor will take to his retirement celebration.

The Mayor announced that a ribbon-cutting was held recently at the Lancer Lot for some improvements to their building.

Comments from Council: Mr. Nance thanked staff for the hard work on the July 4th event which was very successful and also commented on the good crowd at the Mingle at the Market and expressed his thanks to the Chamber. Also, he is pleased with staff's initiative and Council's decision to allow more hours at the Farmers' Market and hopes that it will continue. In response to a question from Mr. Nance concerning the upcoming VML Conference in Roanoke, the Town Manager answered that Monday night of the Conference is Host City Night and Tuesday is the formal banquet. Traditionally we always cancel our Council meeting when the conference is held out of Town, but this year it is local. The Mayor thought that would be appropriate. Ms. Weeks thanked everyone again for the Town's help at the Mingle at the Market. She wants to help put Vinton on the map and she hopes that in years to come we have so much going on in Vinton that we do not have enough Council Members to be at all of the events.

Mr. Nance 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 4-0-1; Yeas (4) – Adams, Nance, Weeks, Grose; Nays (0) – None; Absent (1) - Hare. The meeting was adjourned at 8:11 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Police

Issue

Consider adoption of a Resolution appropriating funds in the amount of \$47,293.82 from the Police Department ATF Forfeiture Account for the purchase of new in-car recording systems.

Summary

The Police Department wants to purchase new In-Car Video Cameras to replace the old cameras in most of the Police fleet. The cameras will be purchased from Kustom Signals, Inc. with ATF Forfeiture funds.

Attachments

Quote from Kustom Signals, Inc.
Resolution

Recommendations

Motion to adopt Resolution



Quotation

KUSTOM SIGNALS, INC.

9632 Loinet Blvd, Lenexa, KS 66219-2406
913-492-1400 Fax: 913-492-1703
sales@kustomsignals.com www.kustomsignals.com

Date 06/13/2014

To... DETECTIVE SGT JAMES TESTERMAN
VINTON POLICE DEPT

311 S POLLARD ST
VINTON VA 24179-0338

Quote # 2028999907736ET

Terms Net 30

This Quote Expires on 09/11/2014

Phone 540-342-8135

Fax 540-983-0624

Qty	Product Description	UnitPrice	SubTotal
6	G3 VISION. 64GB SOLID STATE MEDIA, 120X ZOOM COLOR CAM, MIRROR/MONITOR/CONTROLLER, IN-CAR MIC, SIMULTANEOUS RECORD, GPS, REAR COLOR & B/W IR CAM, CRASH DETECT RECORD, 2.4 GHz EXPANSE WIRELESS MIC, 15 MO WARRANTY.	\$4,695.00	\$28,170.00
6	G3 VISION WIRELESS PACKAGE 802.11n 5.0 GHz. INCLUDES WIRELESS COMPONENTS, MENU SECURITY, IGNITION MOD, AND DELAY POWER OFF	\$262.00	\$1,572.00
6	G3 MDC KIT FOR DUAL CONTROL. (CUSTOMER'S MDC) COST PER CAR.	\$111.00	\$666.00
6	NEW G3 VISION INSTALLATION BY KSI TECHNCIAN	\$400.00	\$2,400.00
2	G3 V 5.0 GHz WIRELESS CARD; ANTENNA KIT; FLASH CARD UPDATE	\$453.21	\$906.42
6	G3V 5.0 GHz WIRELESS CARD; ANTENNA KIT	\$332.40	\$1,994.40
8	G3V WIRELESS UPGRADE INSTALLATION SITE BY KSI FST	\$50.00	\$400.00
1	EYEWITNESS DATA VAULT 4000. DELL PRECISION T3600 WORKSTATION W/ 4TB STORAGE, WIN 7 PRO 64 BIT, INTEL QUAD CORE XEON E5-1620, 3.6GHz, 1600MHz FSB, 10MB L3 CACHE, DVD BURNER, MONITOR, KEYBOARD, MOUSE, MEDIA RECEIVER, EDV SOFTWARE LICENSE, 3 YR DELL HARDWARE NEXT DAY ON-SITE WARRANTY, LIFETIME KSI SOFTWARE WARRANTY - KSI TELEPHONE/INTERNET SUPPORT, UPGRADES & BUG FIXES.	\$7,400.00	\$7,400.00
1	AEROHIVE 350 WIRELESS AP. Wi-Fi 802.11n 5.0GHz MIMO, 3x OMNI-DIRECTIONAL ANTENNAS, MOUNTING KITS, COAX CABLES, POE.	\$1,490.00	\$1,490.00
1	PROFESSIONAL ENGINEERING SERVICES. INSTALLATION, CONFIGURATION, TESTING & TRAINING	\$1,500.00	\$1,500.00
1	SHIPPING & HANDLING	\$795.00	\$795.00
Total			\$47,293.82

Signature

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.

Marc J Woolverton
District Manager
913-961-5343

Toll Free 800-4KUSTOM (800-458-7866)

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 PM ON TUESDAY, AUGUST 19, 2014, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Vinton Police Department recognizes the need to keep all equipment in good working order and up to date; and

WHEREAS, the In Car Video Cameras are old and out dated, the storage system for these cameras is also outdated and uses a lot of our server space and the maintenance fees to upkeep these cameras is steadily climbing and it would be more cost efficient to replace the cameras; and

WHEREAS, the Police Department received a quote from Kustom Signals, Inc. which vendor met the specifications with a price of \$47,293.82 to replace the Cameras; and

WHEREAS, funds in the amount of \$47,293.82 will come from the existing budget out of the ATF Forfeiture Expense Account.

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

APPROPRIATE

FROM:	200.1899.008	Unappropriated Fund Balance	\$47,293.82
TO:	200.3101.731	ATF Forfeiture Expense Account	\$47,293.82
		TOTAL	\$47,293.82

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

August 19, 2014

Department

Public Works

Issue

Consider adoption of a Resolution appropriating funds in the amount of \$1,204.20 for the receipt of a check received for scrap metal property.

Summary

A check in the amount of \$1,204.20 has been received from D. H. Griffin Wrecking Company, Inc and deposited in Revenue Account 200.1901.001 Recoveries and Rebates. This check is for scrap metal property from the Public Works Department.

It is necessary to appropriate the \$1,204.20 to Public Works Operating Budget Account Number 200.1221.350 Public Works Administration , Maintenance and Repairs Building.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, AUGUST 19, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179.

WHEREAS, the Town of Vinton had scrap metal property from the Public Works Department through D. H. Griffin Wrecking Company of North Carolina; and

WHEREAS, the revenue received from the scrap metal has been received into the Revenue Account 200.1901.001– Recoveries and Rebates in the amount of \$1,204.20; and

WHEREAS, in order that the money can be used for building needs and repair work in the Public Works Department, it is necessary for the Vinton Town Council to appropriate the funds from the Revenue Account 200.1901.001 – Recoveries and Rebates to the Public Works Operating Budget Account Number 200.1221.350 Public Works Administration, Maintenance and Repair Building.

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

FROM:

200.1901.001	Recoveries and Rebates	\$1,204.20
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TO:

200.1221.350	Public Works Administration – Maintenance & Repair Building	\$1,204.20
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This Resolution was adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Gross

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

August, 19, 2014

Department

Administration

Issue

Consider adoption of a Fair Housing Certification Resolution required by the Downtown and Economic Revitalization Grant from the Community Development Block Grant Program.

Summary

The Department of Housing and Community Development (DHCD) requires localities to have specific provisions in place in order to continue to get funding through the CDBG Program. The Fair Housing Certification makes the Town come into compliance with Title VIII of the Civil Rights Act of 1968.

The Town currently participates in the Roanoke Regional Housing Network, which is part of the Council of Community Services. The group advocates for equal opportunities for all types of housing throughout the Roanoke region, for all income levels and population groups. This serves as our contribution to further Fair Housing in Vinton.

The scope of this Resolution will only apply to and be effective for the life of this particular grant. They will not hinder or change current policies the Town already has in place to deal with personnel or other Town business matters.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, AUGUST 19, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

Fair Housing Certification

Compliance with Title VIII of the Civil Rights Act of 1968

WHEREAS, the Town of Vinton has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, recipients of funding under the Act are required to take action to affirmatively further fair housing.

NOW, THEREFORE, BE IT RESOLVED that Vinton Town Council, on behalf of the Town agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Administration

Issue

Update on Tourism and Marketing Services Agreement with the Vinton Area Chamber of Commerce

Summary

In the FY2015 budget, \$5,000 was earmarked for a potential contract with Vinton Area Chamber of Commerce. The purpose of the agreement is to partner with the Chamber to provide additional support for direct marketing of town sponsored and chamber signature events as well as enhancing the community's efforts to market and attract new businesses to town.

The contract sets forth expectations that the new funding is based on performance outcomes. This will be measured and reported on a semi-annual basis. The actual measures will need to be developed through an established committee as prescribed in the contract. The contract is proposed as an annual contract which is subject to annual renewal and appropriation by Town Council.

The funding would be used for increased marketing of special events, recruitment products for new and expanding businesses (55%), durable marketing material such as banners/flags/exhibit displays (25%), and administrative expenses (20%).

Attachments

Draft Agreement

Recommendations

Consensus to finalize Agreement with Chamber

TOURISM AND MARKETING SERVICES AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 2014, by and between the TOWN OF VINTON (hereinafter, "TOWN"), 311 South Pollard Street, Vinton, VA 24179 and the VINTON AREA CHAMBER OF COMMERCE, (hereinafter, "CHAMBER"), 116 South Poplar Street, Vinton, VA 24179.

WITNESSETH:

WHEREAS, TOWN has increased the amount of its contribution to the CHAMBER by Five Thousand Dollars (\$5,000); and

WHEREAS, with the town's priority being placed on Economic Development, TOWN desires to employ CHAMBER to conduct direct marketing programs to promote the TOWN as an ideal place to open, expand and invest in a business, as a destination for special events, highlighting a strong sense of community, and a desirable place to live.

NOW, THEREFORE AND IN CONSIDERATION of the above and the mutual covenants contained herein, the parties agree as follows:

1. CHAMBER SERVICES.

CHAMBER agrees that it shall partner with the TOWN in joint efforts researching, marketing, and recruiting services and responsibilities associated with these functions, to the extent required to meet TOWN's needs, including:

- A. Administration of meetings and affiliated research services;
- B. Market planning;
- C. Production of collateral material;
- D. Promotion of the business, special events, and community attractions;
- E. Social media programs; and
- F. Evaluation measures for program effectiveness.

2. COLLATERAL MATERIAL.

Collateral material will provide necessary support to the marketing and special events programs. Costs associated with the designated production of collateral material will be the responsibility of the CHAMBER.

3. ADVERTISING AGENCY SUPERVISION.

If utilized, the Executive Director of CHAMBER shall be the principal person responsible for supervising an advertising agency utilized by the CHAMBER.

4. EFFECTIVENESS.

CHAMBER, together with TOWN, shall establish measures which will evaluate the effectiveness of the marketing, research, and administrative services program and incorporate these measures into each fiscal year's marketing plan.

5. OVERSIGHT.

CHAMBER, together with TOWN, shall establish an Economic Development Committee to make recommendations and review progress. This Committee will be comprised of: one (1) Vinton Elected Official, one (1) Chamber Board of Directors member, (1) Town of Vinton staff members, one (1) Vinton Chamber Executive Director, (1) at-large business representative; and the Assistant Town Manager who will serve as an Ex-Officio member and Secretary of the Committee.

6. PROGRESS REPORTS.

CHAMBER shall provide periodic progress reports in a format acceptable to TOWN on at least a semi-annual basis and a final report at the end of each fiscal year. These progress reports shall compare actual accomplishments and results with goals and objectives established at the beginning of the year. TOWN will be entitled at all times to be advised, at its request, as to the status of work being done by CHAMBER and of the details thereof. Coordination shall be maintained by CHAMBER with the Executive Director. Either party to the Agreement may request and be granted a conference.

7. CHAMBER COMPENSATION.

A. It is the intention of the parties that the CHAMBER receives compensation of Five Thousand Dollars (\$5,000.00) in TOWN's contribution shall fund the services that CHAMBER will provide under this agreement. Each Spring, during TOWN's annual budget process, TOWN staff shall evaluate the revenues that will be available for these services during the TOWN's next fiscal year, and the TOWN's Council shall establish the amount of available funds (if any) in the TOWN's adopted Operating Budget. TOWN agrees to pay CHAMBER the appropriated funds in semi-annual installments on or around July 1 and January 1, conditioned upon satisfactory performance of the services described herein and compliance with this Agreement.

B. CHAMBER represents that it shall expend the appropriated funds as follows:

55% Marketing of town and chamber special events

25% Marketing Products and Materials

20% Administration

TOWN shall not be liable for loss or delay of any program not caused by TOWN's negligence.

8. INDEMNIFICATION/CLAIMS, LIABILITIES OR DAMAGES.

CHAMBER shall indemnify and hold the TOWN harmless from and against any and all claims, liabilities, or damages arising from the performance of functions contemplated under this Agreement, including the cost of litigation and counsel fees.

9. DURATION AND TERMINATION/TERM.

This Agreement shall become effective as of the _____ day of _____ 2014, and shall continue in force through June 30, 2015, subject to appropriations, unless sooner terminated as provided herein.

- (a) **Renewal and Extension:** This Agreement will be reviewed within sixty (60) days prior to the end of the initial term and may be renewed for one year increments. No provision for automatic renewal of this Agreement shall be effective. Any renewal shall be in writing and executed by all parties.
- (b) **Assignment and Delegation:** CHAMBER may not assign any right or delegate any duties hereunder without the express prior written consent of TOWN.
- (c) **Termination:** Either party may terminate this Agreement by giving the other party written notice at least sixty (60) days prior to the effective date of termination of this Agreement or any subsequent renewal thereof. Upon receipt of notice of termination, CHAMBER shall provide only those services and incur only those expenses specifically approved or directed in writing by TOWN. All other rights and duties of the parties shall continue during such notice period, and TOWN shall be responsible to CHAMBER for payment of any contract obligation incurred with third parties during this period only if approved in advance in writing by TOWN.
- (d) **Termination for Non-appropriation:** If no funding is appropriated for any term of this Agreement, this Agreement shall terminate, without penalty to TOWN, on the last day of the fiscal year for which funding was appropriated.

10. MODIFICATION.

This writing contains the entire Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is empowered to alter the terms of this Agreement, unless done in writing and signed by an Executive Officer of CHAMBER and the Administrator for TOWN, or other designee.

11. CONTROLLING LAWS.

The validity, interpretation, and performance of this Agreement shall be controlled and construed under the laws of the State of Virginia, and venue for any dispute arising under this Agreement shall be exclusively in the court of appropriate jurisdiction in Roanoke County, Virginia.

12. WAIVER.

The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement

shall not be construed as a waiver of the violation or breach, or of any future violation, breach, or wrongful conduct.

13. NOTICES.

All notices pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery or through the U.S. Postal Service by certified mail, return receipt requested. The addresses set forth above for the respective parties shall be the places where notices shall be sent, unless written notice of a change of address is given.

14. VALIDITY OF AGREEMENT.

If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this _____ day of _____, 20____.

TOWN OF VINTON

VINTON AREA CHAMBER OF
COMMERCE

By
Its: Town Manager

By
Its:



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Planning and Zoning

Issue

Briefing on Virginia Department of Transportation (VDOT) Revenue Sharing Grant Application for Glade/Tinker Creek Greenway Extension.

Summary

During the October 2, 2012, Town Council meeting, Town Council was given a summary and a briefing on the \$50,000 donation from Novozymes Biologicals, Inc. The money is to be used as part of the matching funds requirement of the VDOT Revenue Sharing grant for the construction of Glade Creek Greenway from Walnut Avenue to Virginia Avenue, within a Town sewer easement along Glade and Tinker Creeks. The total project cost is \$162,000, to be funded by the \$50,000 donation from Novozymes, \$31,000 in Town funds, and \$81,000 FY 2014 VDOT Revenue Sharing Program grant fund. The proposed greenway will be a multi-use trail of approximately 1,600 linear feet of 10 feet wide paved surface.

During the January 16, 2014, community meeting update on the Project, it was suggested that the greenway be extended under the City of Roanoke's Dale Avenue bridge onto Precision Fabric Group's (PFG) property. Since there is no sidewalk on the north side of the Dale Avenue bridge, this proposed extension will provide a safer route to connect to the City of Roanoke Tinker Creek Greenway.

On July 17, 2014, representatives from the Town and City met to discuss the proposed extension of the greenway under the City's bridge. The City's staff supports the proposed extension and recommends that a concrete barrier be built under the bridge to minimize future maintenance cost.

On July 23, 2014, representatives from the Town met with Mike Maust, PFG Plant Manager regarding the proposed extension of the greenway. Mr. Maust indicated that he does not have

any problem for the greenway to be located on PFG's property and will discuss the proposal with his corporate office.

The estimated total project cost to include this proposed extension is \$256,953.00. Therefore, an additional of \$94,953.00 (\$162,000) is needed if Glade/Tinker Creek Greenway is to be extended. The original length of the project from Walnut Avenue to Virginia Avenue was 1,600 linear feet. The new route under the bridge adds 350 feet to the project, which bring the total to 1,950 feet, a 20% increase. Additionally, the new route under the bridge adds a significant amount of earthwork to the project, along with approximately 200 feet of retaining wall and additional stormwater improvements to address runoff from Virginia Avenue. The retaining wall alone accounts for about 50% of the increase.

Staff has been informed about the availability of FY 2016 VDOT revenue sharing program grant funding that is due by October 31, 2014. The revenue sharing program requires fifty (50) percent matching funds; therefore, if \$47,500 grant is to be requested, the Town has to come up with the other half of the funds for the Project.

Attachments

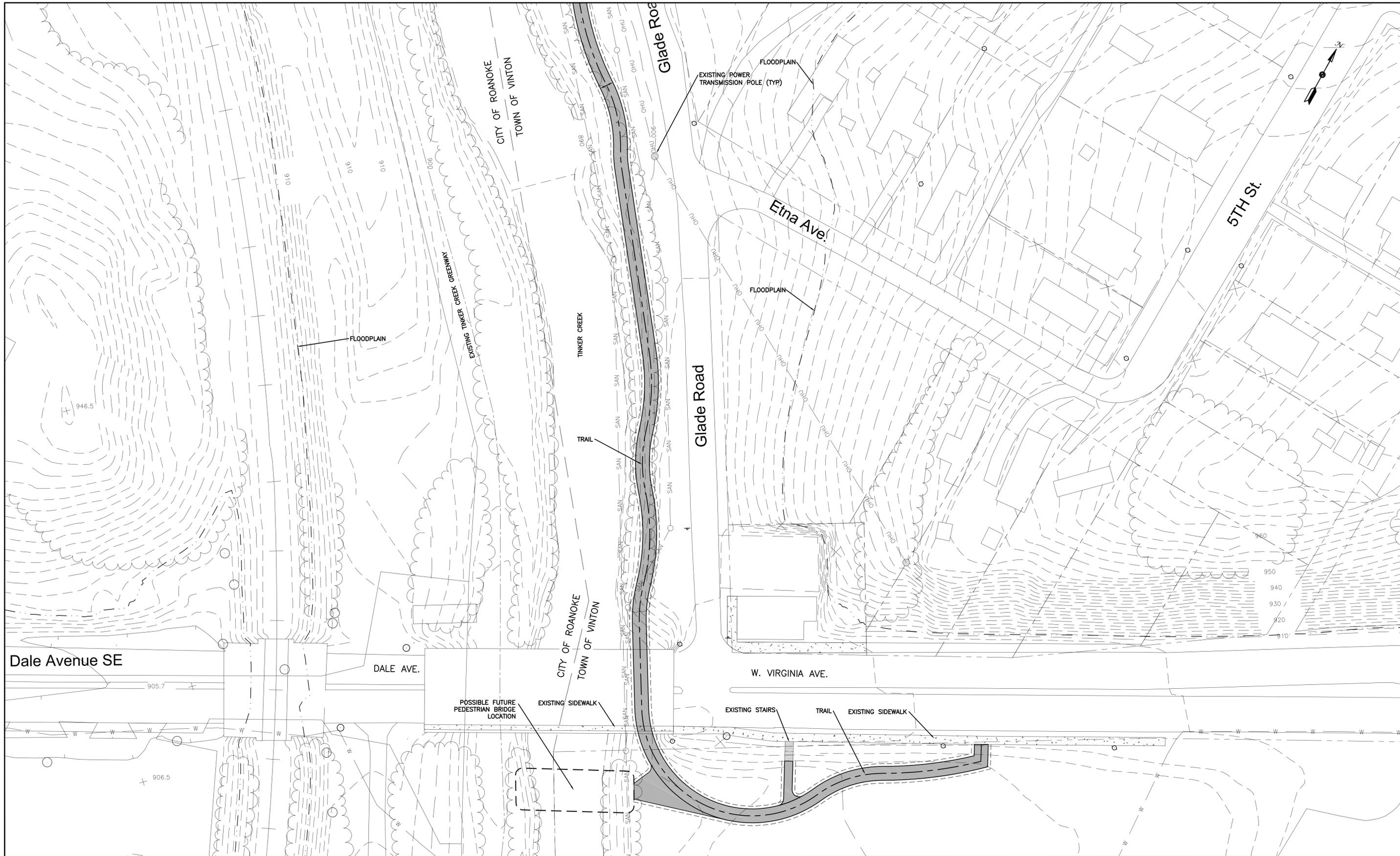
1. Revised cost estimates to include proposed extension under Dale Avenue Bridge to PFG's property to Virginia Avenue sidewalk.
2. Plan showing the proposed extension of the Glade/Tinker Creek greenway.

Recommendations

No action required.

Project: Glade/Tinker Creek Greenway		 ENGINEERS SURVEYORS PLANNERS ASSOCIATES <small>P. O. Box 4119 Lynchburg, VA 24502 Phone: 434.316.6080</small> <small>3040 Avemore Square Place Charlottesville, VA 22911 Phone: 434.984.2700</small> <small>www.wvassociates.net</small>						
Location: Town of Vinton, VA								
WWA Project No: 213099.02								
Date: 5-Aug-14								
Estimate By: JMF/PCS								
Checked By: RBS								
Status: Concept Study								
Page: 1								
Description: Construction Costs of Expanded Scope								
Item	Units	Quantity	Unit Material Cost	Total Material Costs	Unit Labor Cost	Total Labor Costs	Total Unit Costs	Total Cost
MOBILIZATION	LS	1	\$0	\$0	\$20,000	\$20,000	\$20,000	\$ 20,000
CONSTRUCTION SURVEY	LS	1	\$0	\$0	\$5,000	\$5,000	\$5,000	\$ 5,000
EARTHWORK	LS	1	\$0	\$0	\$40,000	\$40,000	\$40,000	\$ 40,000
DITCH GRADING	LF	800	\$0	\$0	\$6	\$4,800	\$6	\$ 4,800
LOWER SANITARY MANHOLE	VF	5	\$100	\$500	\$200	\$1,000	\$300	\$ 1,500
SSMH COVER (WATERTIGHT)	EA	1	\$500	\$500	\$400	\$400	\$900	\$ 900
AGGR. MATL. NO. 21B	TON	810	\$10	\$8,100	\$20	\$16,200	\$30	\$ 24,300
2" ASPHALT CONCRETE TY. SM-9.5A (10' Wide)	TON	221	\$60	\$13,260	\$70	\$15,470	\$130	\$ 28,730
4" CONCRETE TRAIL UNDER BRIDGE	CY	26	\$125	\$3,250	\$175	\$4,550	\$300	\$ 7,800
DRY RIPRAP CL. A1 W/ LINING	TON	20	\$20	\$400	\$30	\$600	\$50	\$ 1,000
SEEDING, FERTILIZER, LIME, & MULCH (1.1 AC)	LS	1	\$1,000	\$1,000	\$2,000	\$2,000	\$3,000	\$ 3,000
CULVERT INLET PROTECTION	EA	2	\$250	\$500	\$250	\$500	\$500	\$ 1,000
TEMP. SILT FENCE	LF	2100	\$1	\$2,100	\$1	\$2,100	\$2	\$ 4,200
GUARDRAIL	LF	50	\$25	\$1,250	\$25	\$1,250	\$50	\$ 2,500
SEGMENTAL BLOCK RETAINING WALL	SF	1870	\$10	\$18,700	\$15	\$28,050	\$25	\$ 46,750
HANDRAIL	LF	140	\$35	\$4,900	\$30	\$4,200	\$65	\$ 9,100
STORMWATER MANHOLE W/ FRAME & COVER	VLF	14	\$250	\$3,500	\$250	\$3,500	\$500	\$ 7,000
24" CONC. PIPE	LF	45	\$30	\$1,350	\$30	\$1,350	\$60	\$ 2,700
CONSTRUCTION ENTRANCE	EA	3	\$500	\$1,500	\$500	\$1,500	\$1,000	\$ 3,000
Subtotals:				\$60,810		\$152,470		\$ 213,280
5% Sales Tax on Materials								\$ 3,041
						SUBTOTAL		\$ 216,321
						CONTINGENCY OF 10%		\$ 21,632
						TOTAL WITH CONTINGENCY		\$ 237,953
						ENGINEERING FEES		\$ 19,000
						TOTAL PROJECT COST WITH CONTINGENCY		\$ 256,953

M:\213099 Vinton - Greenway\213099.01 Plan Development\Exhibit\309901C_EXHT3.dwg



NO.	SHEET REVISION	BY	DATE	NO.	SHEET REVISION	BY	DATE

EXHIBIT
 IF THIS DRAWING IS A REDUCTION
 GRAPHIC SCALE MUST BE USED
 SCALE: 1" = 30'



DESIGNED BY: PS	PROJECT: GLADE/TINKER CREEK GREENWAY PLAN DEVELOPMENT TOWN OF VINTON, VA	SET REV. NO. -
DRAWN BY: Ta/REG	TITLE: FUTURE TRAIL CONCEPT	DRAWING NUMBER: C-1
DIHR BY: RS	FILE NAME: 309901C_EXHT3.dwg	SHEET NUMBER: 1 of 1
WVA NUMBER: 213009.01	DISCIPLINE: CIVIL	SCALE: H: 1"=30' V: N/A
	DATE: 04/22/14	



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Planning and Zoning

Issue

Briefing on a proposed joint application of the Town of Vinton and City of Roanoke for Regional Surface Transportation Program (RSTP) grant funds for a Tinker Creek Pedestrian Bridge.

Summary

In 2013, three RSTP grant applications were submitted, which included a Tinker Creek Pedestrian Bridge, for a cost of \$1,800,000. The Project was ranked as number nine and the proposed funding for the Project is FY 2016.

Staff was contacted by City of Roanoke staff on the possibility of submitting a joint application for the RSTP grant funds for a Tinker Creek pedestrian bridge. On August 7th, staff met with City of Roanoke personnel to discuss the Project and staff was informed that a pedestrian bridge over Tinker Creek to connect Vinton to the City's Tinker Creek Greenway is the City's RSTP number one priority. The RSTP grant application is due by September 26th. Staff anticipates for the site plan and cost estimates of the Project to be completed by the end of August.

The proposed pedestrian bridge will be from the Town owned vacant parcel off Walnut Avenue, which will include a paved trail from the new low water bridge, a loop trail, and parking areas.

Attachments

1. An aerial map showing the vacant parcel and the low water bridge on Walnut Avenue.
2. An aerial map showing the proposed Glade/Tinker Creek Greenway to the east of the vacant parcel.

Recommendations

No action required.

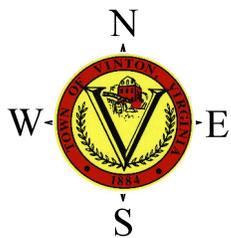
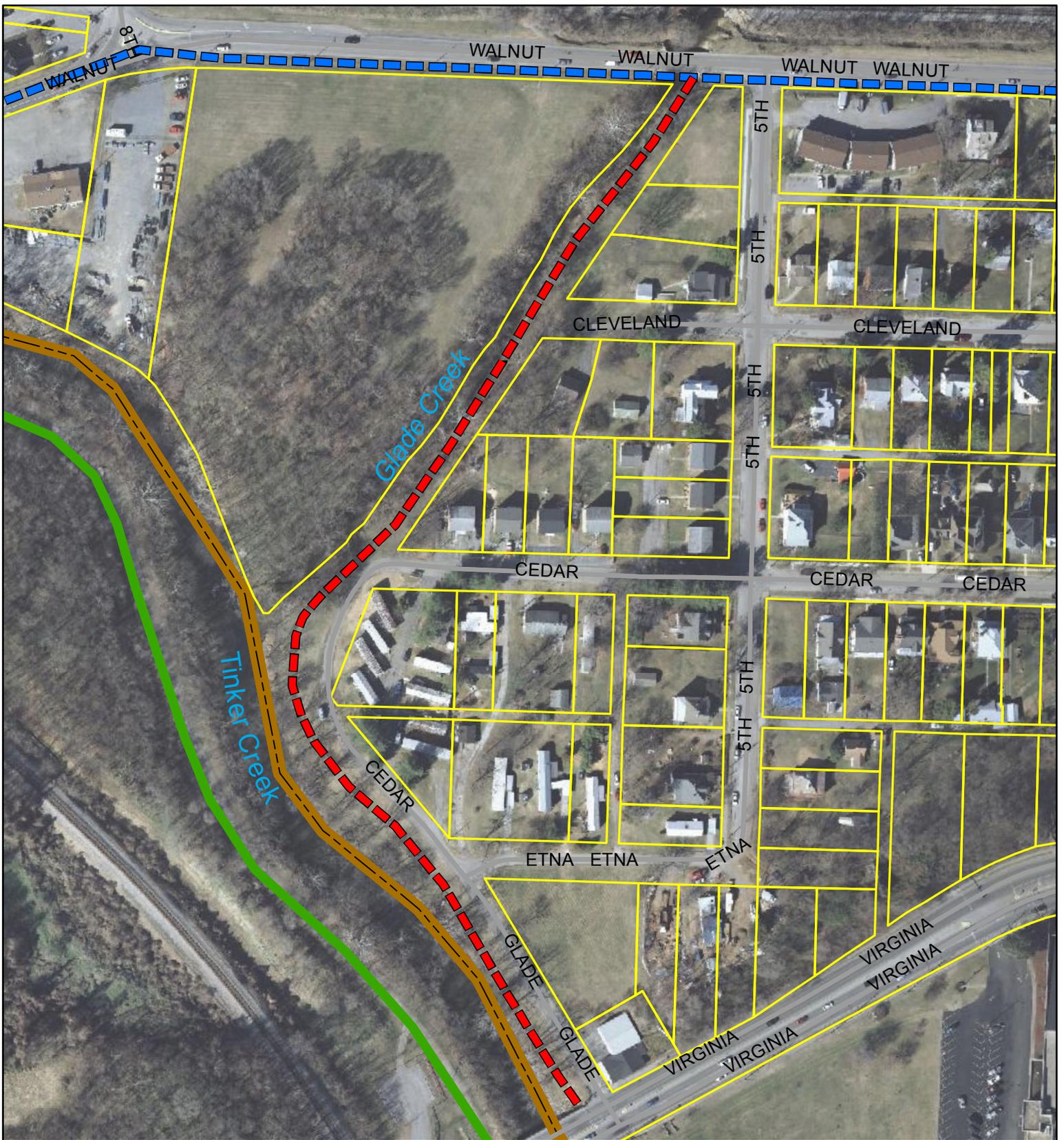


Walnut Avenue

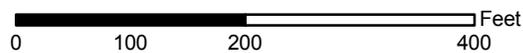
Print Date: 08/01/2013

Image Date: 12/25/2012

Level: Neighborhood



Town of Vinton Glade/Tinker Creek Greenway



- - - - Proposed Glade/Tinker Creek Greenway (1690 Feet)
- - - - Proposed Walnut Street Improvements
- Existing Tinker Creek Greenway
- - - - Town of Vinton Limits



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Planning and Zoning

Issue

Briefing on a proposed grant application for Department of Game & Inland Fisheries (DGIF) Fiscal Year 2015 for 3rd Street Tinker Creek Canoe Public Boating Access Facilities Site Improvement Project.

Summary

On July 1, 2014, Town Council was briefed on proposed improvements to the 3rd Street Tinker Creek boat/canoe ramp for use as a blueway connection to the Roanoke River Greenway and Tinker Creek Greenway, both part of the Roanoke Valley greenways and trails system. Some of the improvements, including signage, a kiosk with safety information, picnic table and benches, are to be undertaken by Jack Cranwell as an Eagle Scout Service Project.

Staff was made aware of a DGIF grant funding that can be used to complete the rest of the proposed improvements of the site. The grant will be awarded up to 75% of the total project cost. Staff is considering submittal of an application for the non-power boating access category which is 75% up to a maximum \$15,000 reimbursement for a site that provides for hand launch human power boats (canoes/kayaks) and at least five (5) parking spaces. Staff anticipates a final list of improvements with total project cost be completed by the end of August. The existing canoe ramp site is owned by the Town, therefore the real estate property value, administration of the grant, and the Eagle Scout improvements can be counted towards the 25% match requirements.

Attachment

List of proposed boat/canoe ramp improvements with approximate costs.

Recommendations

No action required.

Town of Vinton

Boat/Canoe Ramp Improvement Project for Blueway Access

List of Proposed Improvements to the Canoe Ramp Site

List of Improvements/Materials	Department of Game & Inland Fisheries	Vinton: In-Kind, Staff Labor	Eagle Scout Project
Parking Areas – 5 Spaces	\$1,000.00		
Identification, Rules and Directional Signs – 5	\$600.00		\$900.00
Kiosk Materials			\$700.00
Kiosk Fabrication and Installation			\$600.00
Red Cedar Trees for Screening	\$1,000.00		
Picnic Table with Benches			\$300.00
Slope Stabilization along the Canoe Ramp	\$3,000.00	\$1,000.00	
Gate and Bollards	\$1,000.00		
Real Estate		\$5,000.00	
Total	\$6,600	\$6,000.00	\$2,500
Total Improvement Project Cost <u>\$15,100</u>			



Town Council Agenda Summary

Meeting Date

August 19, 2014

Department

Finance/Treasurer

Issue

Financial Report for period ending June 30, 2014

Summary

The Financial Report for the period ending June 30, 2014 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee will meet on Monday, August 18, 2014 at 5:30 pm to discuss this report and will make a presentation Council during the Council Comment Section of the Regular Meeting.

Attachments

June 30, 2014 Financial Report Summary

Recommendations

Motion to approve the June 30, 2014 Financial Report

**Financial Report Summary
Month Ending June 30, 2014**

**THE TOWN OF
VINTON
VIRGINIA**



Unaudited

	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	7,905,867	8,167,115	903,054	7,351,127	(815,988)	90%
Accrued Revenue Adjustment			263,584	263,584		
Total Adj. Revenues	7,905,867	8,167,115	1,166,638	7,614,711	(552,403)	93%
Expenditures	7,905,867	7,335,418	846,018	7,260,085	(75,333)	99%
Revenues over/(under) Expenditures		831,696	320,621	354,626		
Utility Fund 300						
Revenues	3,429,380	4,357,486	456,322	3,206,676	(1,150,810)	74%
Less: Tinker Creek Project Revenue		0	0	0		0%
Less: Bond Series 2013		928,106	0	0	(928,106)	0%
Operating Revenues	3,429,380	3,429,380	456,322	3,206,676	(222,704)	94%
Expenditures	3,429,380	4,357,486	474,119	4,200,220	(157,266)	96%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013		928,106	66,228	988,442	60,336	107%
Operating Expenditures		3,429,380	407,891	3,211,778	(217,602)	94%
Revenues over/(under) Expenditures		0	48,431	(5,102)		
Total All Funds						
Revenues	11,335,247	11,596,495	1,622,960	10,821,387	(775,108)	93%
Expenditures	11,335,247	10,764,798	1,253,909	10,471,863	(292,935)	97%
Revenues over/(under) Expenditures		831,696	369,052	349,524		