

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, January 6, 2015**

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- B. MOMENT OF SILENCE**
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
- E. CONSENT AGENDA**
 - 1. Consider approval of minutes for the regular Council meeting of December 16, 2014.
- F. AWARDS, RECOGNITIONS, PRESENTATIONS**
- G. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- H. TOWN ATTORNEY**
- I. TOWN MANAGER**

ITEMS REQUIRING ACTION

- 1. Consider adoption of a Resolution appropriating funds in the amount of \$27,273.00 and transferring funds in the amount of \$4,379.60, for a total amount of \$31,652.60 for the purchase of a replacement vehicle in the Police Department.
- 2. Consider adoption of a Resolution awarding a bid, authorizing the Town Manager to execute a contract with F & S Building Innovations, Inc. in the amount of \$274,998.00 for the construction and renovations to the existing Vinton Fire House Station #2 and approving the appropriation of funds for the design and construction administration, building construction and furnishings.

BRIEFINGS

1. Briefing concerning a proposal by The Advancement Foundation to create a business incubator in the top floor of the Health Department Building located at 227 South Pollard Street.
2. Briefing on budget process for Fiscal year 2015-2016.

UPDATE ON OLD BUSINESS

J. FINANCIAL REPORT FOR NOVEMBER 2014

K. MAYOR

L. COUNCIL

M. 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:

January 6, 2015 – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

January 20, 2015 – 6:00 p.m. - Work Session followed by Council Meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

January 6, 2015

Department

Town Clerk

Issue

Consider approval of minutes for the regular Council meeting of December 16, 2014.

Summary

None

Attachments

December 16, 2014 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, DECEMBER 16, 2014, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

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

MEMBER ABSENT: Sabrina M. Weeks

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Elizabeth Dillon, Town Attorney
Susan N. Johnson, Town Clerk
Barry Thompson, Finance Director/Treasurer
Ryan Spitzer, Assistant Town Manager
Joey Hiner, Public Works Assistant Director
Donna Collins, Human Resources Specialist

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, Vice Mayor Hare and Mayor Grose present. Council Member Weeks was absent. After a Moment of Silence, James Wright led the Pledge of Allegiance to the U.S. Flag.

Roll call

Council Member Adams made a motion to approve

the Consent Agenda as presented; the motion was seconded by Council Member Nance and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) – None; Absent (1) – Weeks.

Approved minutes for the regular Council meeting of December 2, 2014

The next item for consideration was a presentation of

the June 30, 2014 Comprehensive Annual Financial Report by Brown Edwards & Company, LLP and adoption of a Resolution approving and accepting said Report. Barry Thompson, Finance Director, introduced John Aldridge of Brown Edwards & Company. Mr. Aldridge commented that he met with the Finance Committee prior to the meeting and reviewed the results of the audit in fine detail. The State requires that an audit be prepared every year and filed by November 30th with the Auditor of Public Accounts. This has been done and they have also issued an unmodified (clean) opinion on the financial statements.

Mr. Aldridge next commented that his firm reviews the fund balance in the General Fund to see how many months of fund balance are there and the calculation for

the 2014 fiscal year was 4.8 months. Last fiscal year was 4.88, so the fund balance has been consistent for the past two years. Going back three years, that number was only 1.9 months.

Council Member Nance commented there were some issues that were brought up that the Finance Committee wants to further explore. Some of the issues are already well under control by Town staff and management. However, there are others that Council had previously tasked the Finance Department to oversee and address in more detail over the coming year. Vice Mayor Hare commented that overall we had a very good year and ended in the black. This is due to staff staying on top of things and he expressed appreciation to them. The audit report is a reflection of what they have done all year long. Council Member Adams commented that in today's business industry, it is wonderful to hear the balance is growing and that we are in the position that we are. Thanks to all for the work that has been done. Mayor Grose also expressed thanks to the Finance Committee members and to staff for the good report. He feels that the Town has done a very good job over the past two years. More importantly is the fact that over the past five or six years we got through a downturn in the economy that was really tough for a lot of people. We had to make some tough decisions that fell on the shoulders of our Town Manager and staff, but they all came through during those times.

Vice Mayor Hare then referred to Page 16 of the CAFR. Mr. Aldridge commented that the fund balance for the 2014 fiscal year increased by almost \$222,000 in the General Fund. Last fiscal year it increased \$280,000, but part of that fiscal year had some debt transactions that took place. This year the \$222,000 did not include any proceeds from debt.

Mr. Aldridge next commented on Page 11 of the Financial Analysis which showed a graph of the water and sewer fund. This graph showed a comparison for every dollar spent how much revenue was collected. In 2010, for every dollar spent, the Town made \$0.85. Based on the rate increases, for the year ending 2014, for every dollar spent, the Town made \$1.03, which is now covering the costs. After additional comments by Council Members, Council Member Nance made a motion to approve the Resolution as presented; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) – None; Absent (1) – Weeks.

Adopted Resolution No. 2093 approving and accepting the June 30, 2014 Comprehensive Annual Financial Report

The Mayor indicated that the next two agenda items will be reversed in order so that the first briefing will be on a request of James Wright to abandon and vacate an undeveloped Portion of South Pollard Street and undeveloped Alley located between 101 and 105 Giles Avenue. Anita McMillan began by commenting that Mr. and Mrs. James Wright have been in discussion with Planning Staff since 2011 regarding the subject property and in October, they received a preliminary plat from Mr. Wright's surveyor.

Ms. McMillan next commented that she facilitated a meeting on November 3rd with the Town Manager, Theresa Fontana, the Town attorney, Gary Woodson and Joey Hiner of Public Works. Prior to the Planning Commission's work session on November 13th, each member went to the site. The Planning Commission directed staff to move forward with notification to all the public utility companies and the adjoining property owners. Verizon is the only public utility company that has an easement and they would like for it to be retained. Staff met with Mr. and Mrs. Wright regarding this request that they are in agreement for Verizon to retain this easement.

Ms. McMillan next furnished Council with a copy of a plat and then commented that in the past when an alley or street is vacated, it is divided between the adjoining property owners. However, in this case on Pollard the entire fifty (50) feet wide by one hundred ninety (190) feet long will go to Mr. and Mrs. Wright. For the alley, 7.5 will go to Mr. and Mrs. Wright and 7.5 will go to Mr. Kasey, as adjoining property owners.

The Planning Commission plans to have a Public Hearing on January 13th. If Council desires to move forward, staff would like to have the Council's Public Hearing on January 20th or it can be delayed until February.

Council Member Nance commented that he assumes this request is consistent with any of the long-range plans of the County, VDOT or the Town that Ms. McMillan is aware of. Ms. McMillan responded that based on the meeting with Town staff, this road would never be developed even within 20 to 30 years. Also, if Pollard Street was continuous to another street, we may reconsider, but Pollard stops at Third Street. Also, to date they have received no comments from any of the adjoining property owners.

Ms. McMillan further commented that Mr. Kasey had indicated he did not want the 7.5 portion of the alley. It is the position of staff that if Town Council approves the abandonment and closing, then Mr. Kasey will need to do a quit-claim so that the Town will not be responsible.

Council Member Nance stated that he had no problem with the matter going forward and setting the Public Hearing in January.

Mr. Wright commented that he made this request because he wants to extend his driveway and he has been maintaining a portion of the alley. Ms. McMillan also commented that Mr. and Mrs. Wright are responsible for all the costs. They have already paid for the survey and will pay the advertising costs.

Council gave their consensus to schedule the Public Hearing for January 20th.

The next item was a briefing on the proposed amendment to the zoning ordinance to incorporate a mixed use zoning district provision, zero lot line provision, as well as amending and adding definitions as needed. Ms. McMillan began by commenting that staff provided Council with a report and the proposed amendment to add a mixed-use provision in the Zoning Ordinance.

The reason for this proposed amendment relates to the two vacant school buildings in the Town. For the past five years there has been a lot of discussion regarding the Roland E. Cook and the old William Byrd High School buildings. At a community meeting held about three years ago, many in attendance felt that we should not demolish these buildings. Our current zoning is very traditional and we only allow single use. We can have multiple buildings in our three districts, but we do not have a zoning provision that will allow multiple uses.

For the past five years, the City of Roanoke has allowed a lot of mixed-use development. In August, staff was informed by Roanoke County Economic Development that they had received some proposals for the two schools. However, most of those proposals require mixed-use due to the fact that they want to take advantage of the historic tax credits. Historic tax credits require that the building have multiple different uses, not just residential or just commercial. In the Town, we also have other under-utilized buildings such as the former Ford Motor Company and the River Park Shopping Center. A list of properties that might be eligible for

mixed use in the Town was also provided with the agenda.

Ms. McMillan next commented that in most localities there is a size requirement. We are proposing that possibly the requirement be at least an acre. Before anyone can submit for a rezoning under mixed use, they must meet with staff and a master plan development has to be submitted. We are trying to attract developers, but at the same time we want to make sure the proposed use is compatible with surrounding property owners.

Some of the items that Council might want to review are the list of uses that are permitted by right and those uses and structures that will require a special use permit. For example, mixed-use only limits the square footage of a commercial building from 2,000 to 3,000 square feet. If for some reason someone wants a huge retail space of at least 10,000 square feet or more, it will require a special use permit. Another requirement is 45 feet in height for any new building, but not for an existing building. Roland E. Cook is about 60 feet high. We do not want a new building to overshadow existing buildings in the surrounding area.

The Planning Commission has had one work session on the matter and will have another one. They commented that they really like the concept.

Another provision that Council may want to review is the parking requirement. Normally in zoning we require off-street parking, but for mixed-use we might want to consider on-street parking especially for Roland E. Cook as an example. According to the developer that looked at the property, they feel that the street is wide enough to allow on-street parking which tends to slow down traffic. Also, there is a church adjacent to Roland E. Cook and because of the use they might have an agreement for shared parking.

Ms. McMillan further commented that a majority of the under-utilized properties on the list are along the Valley Metro bus route or no more than two blocks away. This goes along with wanting to start developing a pedestrian and bicycle-friendly community.

The Town Manager commented that staff wants Council to have enough time to review this new district concept. Both schools have proposals with Roanoke County that are in the very beginning stages of discussion with developers. We do not have an ordinance to facilitate an

adaptive mixed-use redevelopment of either of those schools. However, we do not want to create something for two specific pieces of property. This needs to be a tool that we can use for redevelopment in the entire Town. Timing wise, we have communicated to the County that we want to try and have this developed, brought before the Planning Commission and then Council for consideration and adoption by March. Ultimately, if the County chooses to proceed with either or both of the developers, they will have to come back to Council for any rezoning.

Ms. McMillan commented that Roanoke County would be the entity applying for the rezoning for the two schools to make them more attractive for the developers. Staff has done a lot of research since October of other localities who have redeveloped old schools and Ms. McMillan indicated that she could email Council that information for their review. Also, Council can email her any questions or suggestions regarding the proposal.

Council Member Nance asked about the proposed permitted use of group homes and how is that defined. Ms. McMillan responded that by law they have to be allowed in R-1, R-2 and R-3. The Town Attorney commented they are regulated by State statute.

The Town Manager further commented that this really develops the framework to say to a developer this is what the community could possibly consider. There will have to be detailed master plan submitted for approval. Nothing in the Town will be zoned mixed-use, but we will have this district as an option to apply to a location. It is a conditional rezoning.

Ms. McMillan commented that Roland E. Cook is zoned R-2 and the old William Byrd High School is zoned R-3. In order for a developer to convert those buildings to mixed-use, they will have to go through rezoning. Basically that zoning will be changed if approved and then you can attach any conditions to the property.

In response to a question, what is the legal standard to approve or disapprove a rezoning, the Town Attorney responded that there are certain factors to consider. One cannot be arbitrary or capricious, but there are many factors to consider. Any conditional rezoning will have proffers made by the developer which are voluntary. The Town Manager stated that we can tell any developer what we are looking for, but they have to voluntarily offer any proffers. The Town Attorney then stated that a

special use or exception permit would have conditions that the Town would set.

The Mayor asked if Ms. McMillan thought it would be of any value for Council to have a joint meeting with the Planning Commission. Ms. McMillan said she would be glad to schedule such a meeting and in fact, some of the Commission members indicated that possibly we could schedule a field trip to one of the localities to see how they redeveloped a school building. It has also been suggested to have a community meeting.

Ms. McMillan further commented that we would also need to amend the definitions to add mixed use and to revise the one for multi-family. Also, there have been two requests from property owners to see if the Town would consider zero lot-line development. We do allow this for town homes, but there are size requirements. For example, if a property is adjacent to a creek or has a steep slope and someone wants to preserve those sensitive areas, we may want to consider allowing the lot to be smaller and share a wall line.

Ryan Spitzer next commented regarding the Town Guide that was given to Council. This will be a tri-fold brochure to promote places to eat, shop and play in Vinton. Vice Mayor Hare commented that Woods Auto Parts should be included and the Town Manager agreed. Mr. Spitzer commented that we will have the capability of updating the brochure as needed and it will be posted on the Town's website. After additional comments, it was also suggested to add Firehouse Skate 'N Play.

The Town Manager next commented that he wanted to propose allowing Town employees to have an additional half day off (four hours) on Christmas Eve and close the offices at 12 Noon. Roanoke County and the Governor have both approved this half day for their employees. Vice Mayor Hare asked about the employees who still have to work and the Town Manager responded they will each be given four hours to take off at a later time.

Vice Mayor Hare made a motion to approve an additional half day off (four hours) on Christmas Eve for all Town employees; the motion was seconded by Council Member Nance and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) – None; Absent (1) – Weeks.

Approved an additional half day off (four hours) on Christmas Eve for all Town Employees

Vice Mayor Hare made comments concerning the October Financial Report. He first commented that the Finance Committee met on Monday and reviewed the report. From a General Fund standpoint we are doing very well. From a revenue standpoint, we are approximately \$136,000 favorable. The meals and sales taxes are very strong. Expenditures are about where we projected for this time period. From a cash standpoint, we are down about \$500,000 from September, but we expect that this time of year.

On the Utility side, as we discussed as part of the audit presentation, we are doing very well. We are running approximately \$75,000 favorable year-to-date. This is a good indication of where we are heading and what we should be able to put into the reserve to fund some more capital projects and give us the needed cushion that we have been looking for.

We also reviewed the War Memorial and Pool reports. Unfortunately, the War Memorial is not doing as well as we would like at this moment. This time last year we were at about \$97,000 in revenue and this year it is around \$69,000 in revenue. From an expenditure side, the figures are better, but we are losing more money this year than last year at this same time. Last year we were down about \$36,000 and this year we are down about \$58,000. We knew it would be a tough year after losing Elevation Church, which was steady income every Sunday.

The Pool did show a larger subsidy than what we had the same time last year. This was driven by some lower admissions of around \$4,000 and higher costs in wages due to giving raises to the lifeguards. This time last year we had a subsidy of about \$19,000 and this year it is \$27,000.

The Mayor commented that the good news is that the General Fund looks good. Vice Mayor Hare then commented that we received a very good audit report with fewer adjustments than last year. We are making good progress on correcting the deficiencies of some of our controls. The General Fund and the Utility Fund are in good shape. We are exactly where we want to be with a little bit ahead.

Vice Mayor Hare made a motion to adopt the Financial Report for October 2014 as presented and the motion was seconded by Council Member Nance.

The Mayor expressed his appreciation to the Finance Committee and staff for all the work that goes into maintaining the Town's budget. Vice Mayor Hare further commented that the Committee also did a cursory review of the costs of services that is being prepared by staff for the upcoming budget process. These services will be scored based on the community's responses to the survey from 2011 and Council's six strategic goals that were set several years ago.

The motion was carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) – None; Absent (1) – Weeks.

The Mayor commented on the Rescue Squad and Volunteer Fire Departments' Christmas parties. He also expressed thanks to the Committee that worked on the Holiday Employee Luncheon and the success of the event. He then wished staff and our citizens a Merry Christmas.

Comments from Council: Council Member Adams commented on the Holiday Employee Luncheon and that he truly enjoys being on Council and working with the other Council Members and the employees of the Town. He also wished everyone a Merry Christmas. Council Member Nance apologized for not being able to attend the Holiday Employee Luncheon. He commented on the Rescue Squad and Volunteer Fire Departments' Christmas dinners. In closing, he mentioned former Council Members Bobby Altice, Carolyn Fidler and Billy Obenchain as well as current Council Member Sabrina Weeks. He has enjoyed working with each one as well as Town employees. He expressed best wishes to the Town Attorney as she moves into a Federal Judgeship. Vice Mayor Hare wished everyone a Merry Christmas.

Under appointments to Boards, Commissions and Committees, Council Member Nance made a motion to reappoint Mick Michelsen to the Board of Zoning Appeals; James Childress and Fred Swisher to the Highway Safety Commission and Dave Jones to the Planning Commission; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) - None; Absent (1) – Weeks.

Council Member Nance made a motion to appoint Michael Hopkins to the Highway Safety Commission the motion was seconded by Council Member Adams and carried by the following vote, with all members voting:

Approved Financial Report for
October 2014

Reappointed Mick Michelsen to
the Board of Zoning Appeals;
James Childress and Fred
Swisher to the Highway Safety
Commission and Dave Jones to
the Planning Commission

Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) - None; Absent (1) – Weeks.

Appointed Michael Hopkins to the Highway Safety Commission

The Town Manager announced that the 2015 Town Calendars are here and Public Works is in the process of delivering them.

Council Member Adams made a motion to adjourn the meeting; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Hare, Grose; Nays (0) – None; Absent (1) – Weeks. The meeting was adjourned at 8:25 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

January 6, 2015

Department

Police

Issue

Consider adoption of a Resolution appropriating funds in the amount of \$27,273.00 and transferring funds in the amount of \$4,379.60, for a total amount of \$31,652.60 for the purchase of a replacement vehicle in the Police Department.

Summary

In November, Council was briefed on a request to purchase a replacement vehicle for a 2006 Chevrolet Impala that was struck by another vehicle and totaled. The Town had received a settlement check from the other driver's insurance company in the amount of \$7,936.45. The original quote for said replacement vehicle was \$27,273.00 and Council had authorized said purchase.

The vehicle has now been received and the final total cost is \$31,652.60. The difference of \$4,379.60 from the original quote is available from the Department's ATF-Recoveries (Asset Forfeiture) Revenue Account.

Council is requested to approve the transfer of funds from the ATF-Recoveries (Asset Forfeiture) Revenue account and the appropriation of funds received in settlement from the insurance company and from the re-appropriation of fund balance.

Attachments

Memo from Chief Cook
Resolution

Recommendations

Motion to adopt Resolution



Vinton Police Department

311 SOUTH POLLARD STREET
VINTON, VIRGINIA 24179

PHONE (540) 983-0617

FAX (540) 983-0624

BENJAMIN L. COOK
CHIEF OF POLICE

A State Accredited Agency

To: Chris Lawrence, Town Manager

From: Benjamin L. Cook, Chief of Police

Date: December 22, 2014

Subject: Police vehicle purchase

In regard to the police vehicle purchase to replace Lt. Austin's vehicle, we have taken delivery of the Ford Police Interceptor vehicle that we requested. All equipment has been installed and the vehicle has been inspected and found to be up to our specifications and expectations. The overall cost of the vehicle is more than originally estimated when we went before Council for their approval to proceed. The original breakdown was as follows;

- Cost of base vehicle: \$24,693
- Estimate of upfitting equipment: \$2,580
- Total: \$ 27,273

This estimate was received prior to the November 18 Council meeting, where Council agreed to move forward with the purchase. At that time, they approved \$19,336 be used from the general fund, as well as using the \$7,936 received from the insurance company to compensate for damages to Lt. Austin's Chevrolet Impala, to fund the \$27,273 estimated for the new vehicle. There were some other expenses necessary to upgrade the vehicle to patrol use and weren't factored in the original request. Most of the additional equipment was per our needs for the vehicle and a small portion was required as the up-fit was in progress and was unforeseen until the technicians began working on the vehicle.

This additional equipment includes the interior rifle rack, grill guard, radio console, siren control box and siren speaker (control box needed replacement and old speaker didn't work with new control box), antennas, coax cable (usually not transferrable from car to car), and other related up-fit costs. We have checked the figures and found them to be accurate. The total invoice is for \$31,652.60; subtracting the original estimate from the invoiced amount leaves a difference of \$4,379.60.

If it's ok with you, I would like to use asset forfeiture funds to make up the difference in cost since Council was kind enough to cover the majority of the expense and a good portion of the cost was added after our Council request when we realized that this equipment was needed.

With it all said and done, we have a good police vehicle that is more capable and practical than the one it replaced and a bit cheaper than a full time patrol vehicle. Thanks!

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 PM ON TUESDAY, JANUARY 6, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Vinton Police Department has purchased a replacement vehicle for a 2006 Chevrolet Impala vehicle that was struck by another vehicle and totaled; and

WHEREAS, the vehicle replacement cost originally discussed and approved by Council in the amount of \$27,273.00 is being provided through funding from the General Fund in the amount of \$19,336.55 and the Insurance Settlement payment of \$7,936.45, which has been received and deposited in the General Fund account 200.1901.001 Recoveries and Rebates; and

WHEREAS, the final cost to replace and outfit the police vehicle is \$31,652.60 and the Police Department is requesting a transfer of funds in the amount of \$4,379.60 from the ATF-Recoveries (Asset Forfeiture) Revenue Account 200.2404.023 to the General fund to cover the additional expense.

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

FROM:

200.2404.021	ATF-Recoveries (Asset Forfeiture) Revenue Account	\$ 4,379.60
200.1901.001	Recoveries and Rebates	\$ 7,936.45
200.1899.008	Re-Appropriated Fund Balance	<u>\$19,336.55</u>
		\$31,652.60

TO:

200.3101.705	Motor Vehicles and Equipment	\$27,273.00
200.3101.731	ATF Special Projects Expense Account	<u>\$ 4,379.60</u>
		\$31,652.60

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

January 6, 2015

Department

Administration

Issue

Consider adoption of a Resolution awarding a bid, authorizing the Town Manager to execute a contract with F & S Building Innovations, Inc. in the amount of \$274,998.00 for the construction and renovations to the existing Vinton Fire House Station #2 and approving the appropriation of funds for the design and construction administration, building construction and furnishings.

Summary

The Town contracted with Hill Studio to design the renovations to the existing Vinton Fire House Station #2 that consists of new construction of bunk room, and renovations to kitchens, day rooms, bathrooms, locker room, interior painting of station, and HVAC installation. The bids (total of six) were opened on December 12, 2014 and the low bidder was F & S Building Innovations, Inc. in the amount of \$274,998.00.

Original estimates including design, construction administration, construction, and furnishings were estimated at \$300,000. Based on the construction bid of \$274,998, \$35,000 design and construction, administration and furnishings of \$5,000, we are estimating total project costs of approximately \$315,000. Any unforeseen issues with the building including change orders will impact the final total project cost either positively or negatively. We recommend appropriating the estimated total cost of the project and upon final completion we will bring any changes back to Council for final appropriations.

Roanoke County has agreed to fund 50% of the total project up to \$300,000. We recommend continuing with the project and approaching Roanoke County with the final expenses and requesting funding for any amount over \$300,000 to share 50/50 with the Town.

Attachments

Notice of Intent to Award
Letter of Agreement with Roanoke County
Resolution

Recommendations

Motion to adopt Resolution

NOTICE OF INTENT TO AWARD

**TO: F&S Buildings Innovations
2944 Orange Ave. NE
Roanoke, VA24012**

DATE: December 16, 2014

**Re: Vinton Firehouse #2 Interior Alterations
Vinton Virginia**

Gentlemen:

We are pleased to inform you that you have been selected to provide Construction Services for the Interior Alterations to the Vinton Firehouse #2. Your Bid dated December 12, 2014 for the above Project has been considered and you are the apparent successful bidder. The Contract Price of your bid is Two Hundred Seventy Four Thousand Nine hundred Ninety Eight Dollars (\$ 274,998.00). This notice of intent to award a contract for construction, however, is subject to your successful satisfaction of the requirements contained in the Bid Documents dated November 14, 2014. Specifically, you are required to enter into negotiations with the Town and provide them with a Contract for Construction and the additional documents in order to receive a Notice of Award and a Notice to Proceed with the work. Below is our recommended schedule for completion of these items;

Intent of Notice to Award -	December 16, 2014
Draft contract for Council Approval	December 23, 2014
Notice of Award, Notice to Proceed,	
Construction Start -	January 19, 2014

Should you have any questions please contact Hunter Greene or Christopher S. Lawrence

Town of Vinton, VA
(Owner)

By: 
(Authorized Signature)

Christopher S. Lawrence, Town Manager
(Typed Name and Title)



Town of Vinton and Roanoke County
Letter of Agreement for the Sharing of Renovation Expenses of Vinton
Fire/Rescue Station 2
October 1, 2014

BACKGROUND

Over the past year, Roanoke County and the Town of Vinton have developed a staff plan to address the need to increase the level of Fire Services to function as a 24-hr career staffed station. This was in response to an increase of calls and response times over the past several years in the Vinton first due area as well as east Roanoke County. Under our mutual aid partnership with Roanoke City, services provided to east Roanoke County and Vinton has put added stress on the city system. This has resulted in a commitment to improved services by the County and Town.

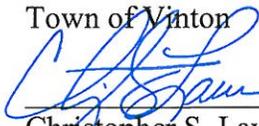
Under the new staffing plan, additional staff will be hire by the County and the Town, which requires adequate living quarters and support space at Station 2. This includes a new bunk room for up to 10 personnel, renovations to the kitchen, 1st and 2nd floor bathrooms, day room, and upgrades to the volunteer space. This is described in more detail in the scope of work summary attached. Renovations, as designed by Hill Studio, are expected to be completed by mid-Spring 2015. The estimated cost of renovations including design work is estimated at \$300,000.

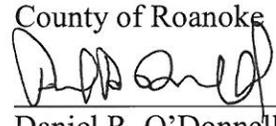
TERMS

1. The Town will be the project manager, as the owner of the building, and manage all aspect of the design and construction project.
2. A project team will be used to provide input and direction for the scope of the renovation project. This team will include a representative from Roanoke County, Town of Vinton Administration and Fire/EMS Department, Volunteer Fire Department, and the Vinton First Aid Crew.
3. Roanoke County and the Town of Vinton will share in all design/construction/furnishing expenses at 50% each, up to a maximum total project cost of \$300,000, or \$150,000 each.
4. The Town of Vinton will front the total cost of the project during design and construction.
5. Upon completion of the project, all costs associated with project will be summarized with supporting invoice documents and submitted to Roanoke County for reimbursement in accordance with paragraph 3.

6. Any expenses over \$300,000 must be approved by both the Town Council and the Board of Supervisors to be included as 50/50 shared expenses.
7. This agreement may be amended with written approval from both the Vinton Town Manager and the Roanoke County Administrator.

Accepted by:

Town of Vinton
 (date) 12/10/2014
Christopher S. Lawrence
Town Manager

County of Roanoke
 (date) 12/10/14
Daniel R. O'Donnell
Interim County Administrator

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JANUARY 6, 2015, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Town contracted with Hill Studio at a cost of \$35,000 to develop the design and handle the construction administration for the renovations to the existing Vinton Fire House Station #2; and

WHEREAS, the Town solicited bids for the Project consisting of new construction of bunk room, and renovations to kitchens, day rooms, bathrooms, locker room, interior painting of station, and HVAC installation; and

WHEREAS, the bids were opened on December 12, 2014 and the low bid came from F & S Building Innovations, Inc. in the amount of \$274,998.00; and

WHEREAS, the Town and Roanoke County have entered into a Letter of Agreement for the Sharing of Renovation Expenses that provides upon completion, a summary of all costs along with supporting invoice documents will be submitted to Roanoke County for reimbursement up to fifty percent (50%) of a maximum total project cost of \$300,000 or \$150,000; and

WHEREAS, the funds for design and construction administration in the amount of \$35,000; for building construction in the amount of \$274,998.00 and for furnishings in the amount of \$5,000.00 will come from the existing budget in 200.1899.008, Re-appropriated Fund Balance; and

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

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby grant a contract to F & S Building Innovations, Inc. in the amount of \$274,998.00 and authorizes the Town Manager to execute a contract and any other necessary documents, approved as to form by the Town Attorney.

BE IT FURTHER RESOLVED that the Vinton Town Council does hereby approve the appropriation of funds for the design and construction administration, building construction and furnishings as follows:

FROM:	200.1899.008 Re-appropriated Fund Balance	\$314,998.00
TO:	200.3205.737 Public Safety Bldg Project Exp	\$314,998.00

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

January 6, 2015

Department

Administration

Issue

Briefing concerning a proposal by The Advancement Foundation to create a business incubator in the top floor of the Health Department Building located at 227 South Pollard Street.

Summary

The Advancement Foundation, a local non-profit, would like to create a business incubator in the top floor of the Health Department Building. The space would be shared by The Advancement Foundation and Alexander Films as an initial small business. The Advancement Foundation is currently doing an entrepreneur contest and the groups who emerge as viable businesses from this contest could potentially be the first tenants in addition to Alexander Films.

The Advancement Foundation is currently working on a grant submittal for the AmeriCorps program. This program would give the Foundation the resources needed to run, make renovations and provide extra staff support for the incubator for a limited amount of time. After this time, the money generated from the incubator and in-kind services from the public would need to be used. The timeline for the grant award is February or March of 2015. However, even if The Advancement Foundation is not awarded the grant they would still like to create the business incubator.

The top floor of the building will be dedicated to the business incubator. Alexander Films will have two office spaces and a portion of one of the open spaces and the rest will be for new business opportunities. The space will have a dedicated conference room for all of the businesses to share, a few individual offices for rent, a common space and a set of computers that anyone associated with the incubator can use for a fee.

The business incubator is a good potential use of the space. It will consist of different styles and types of businesses along the income spectrum. The tenants will be selected based on their business concepts and will be provided mentoring through various organizations and through each other. The incubator has the potential to bring foot traffic to the downtown area not only through tenants, but also business meetings and classes.

Attachments

Health Department Floor Plan
Draft outline of Operation AmeriCorps Grant
Letter of Intent to apply for Operation AmeriCorps Grant

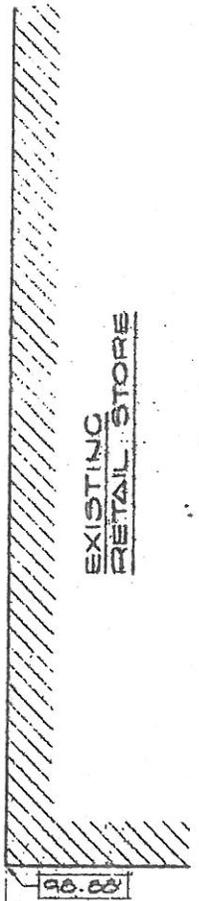
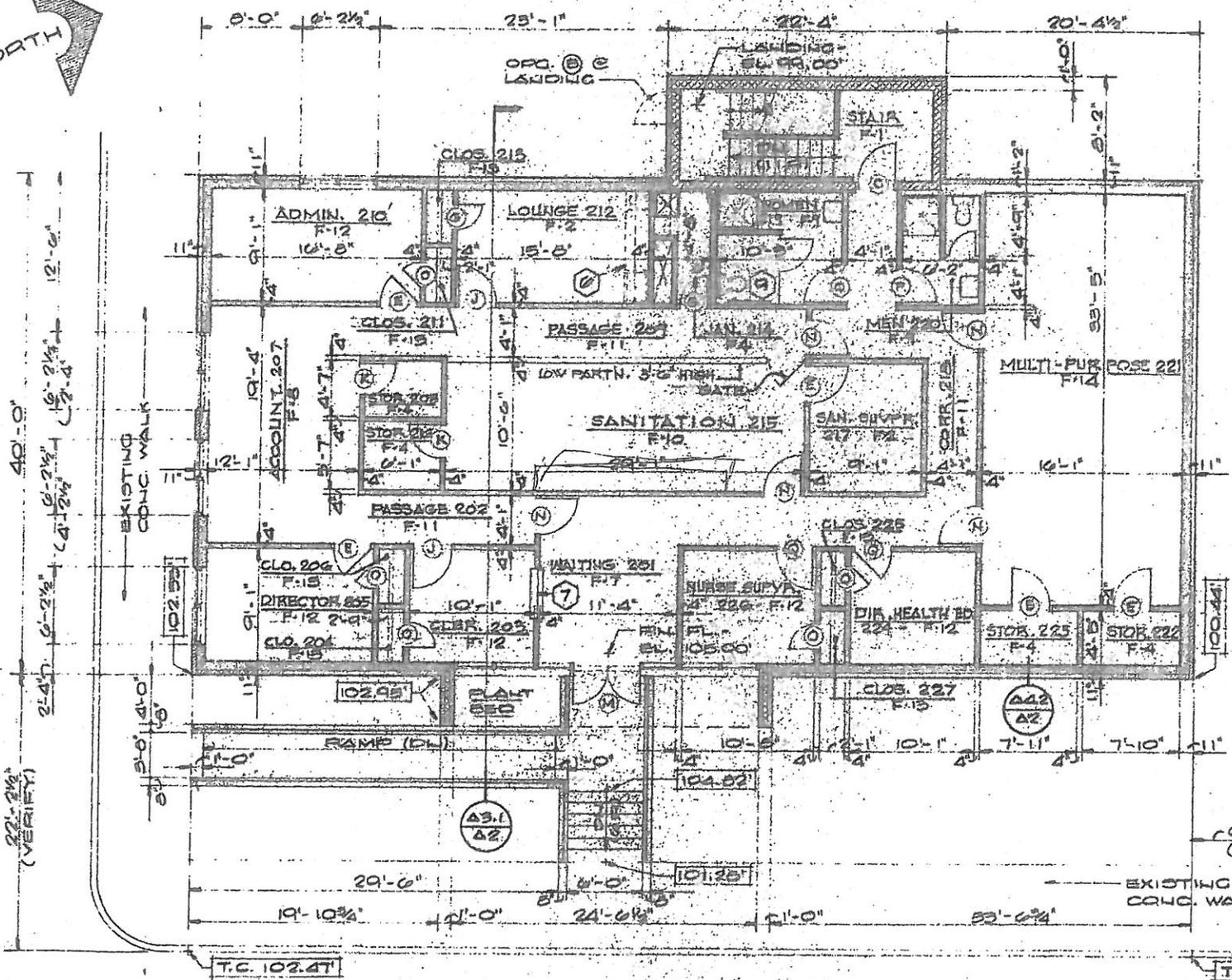
Recommendations

Consensus of Council to proceed with pursuing grant opportunity by supporting The Advancement Foundation



SCALE: 1/8" = 1'-0"

JACKSON AVE.



EXISTING RETAIL STORE

40'-0"
 12'-0"
 16'-2 1/2"
 16'-2 1/2"
 14'-2 1/2"
 2'-4 1/2"
 6'-2 1/2"
 22'-2 1/2" (VERIFY)

EXISTING CONC. WALK

EXISTING CONC. WALK

T.C. 102.41

T.C. 99.07

FIRST FLOOR PLAN

POLLARD ST.



Operation AmeriCorps

In the Town of Vinton, Virginia



THEORY OF CHANGE – Mapping Community Assets

- I. Provide strategic planning and sustainability training for target organizations that impact economic well-being and security of economically disadvantaged people. (Maslow's Hierarchy of needs)**
 - a. Nonprofits - Profile of target sites: programs such as those addressing housing, financial literacy, key support services, vocational training programs. Goals would be to develop innovative, dynamic, outcome oriented

Key programs - financial literacy, low income housing, clinics/health departments, mental health boards and general support services.

CNCS Resources: Utilize AmeriCorps Vista members to identify, select, and train target organizations in order to create mutually beneficial partnerships that ensure access of target population to key services related to financial literacy, skill building and housing.
- II. Community Development efforts to build infrastructure of support outside of nonprofit realm - individuals, business, government, etc.**
 - a. Create mapping system and database plan that creates a structure and data bank of information on individual and partner agencies assets related to support of the economically disadvantaged.
 - b. Define clear outcome measures, expectations of both participants and sites. Utilize clear training program to improve capacities of nonprofit and for profit organizations.
 - c. Increase government, business, and nonprofit partnerships through purpose/economic/outcome driven projects.
 - d. For Profit - Profile of target sites: banks with a financial literacy focus, housing entities, training programs, solid entrepreneurial endeavors, business plans with high success potential, committed owners, potential to higher agents.

- e. Proactively create social support systems for volunteers in order to increase retention – identify assets within the communities poorest citizens. Example; establish a bank of volunteer offerings, systems to exchange things like cooking, babysitters, car repair, etc.
- f. Establish and grow council of key business and community leaders to mentor, advise, and connect with agents throughout their service in order to open career doors that ensure retention of agents in the region.
- g. Prepare appropriate facilities for the execution of full program. (NCCC)

CNCS Resources: AmeriCorps State members to organize and execute the mapping of community wide core assets that can be leveraged to enhance the economic well-being and security of the economically disadvantaged people.

III. Civic Engagement

- a. Create civic leadership training program in partnership with the local Chamber of Commerce to establish a comprehensive training and expand exposure to top business/community leaders, mentors, etc.
- b. Identify community needs - Establish the Academy for Change which creates 360° evaluation of individuals needs as they relate to advancing their life. Utilize the program to increase the vibrancy of the community.
- c. Create leadership teams made up across socio-economic lines, race, age, and education.

CNCS Resources: Utilize AmeriCorps Vista members in expanding volunteer base in order to measure and track needs of the economically disadvantaged. AmeriCorps State members provide comprehensive volunteer training program.

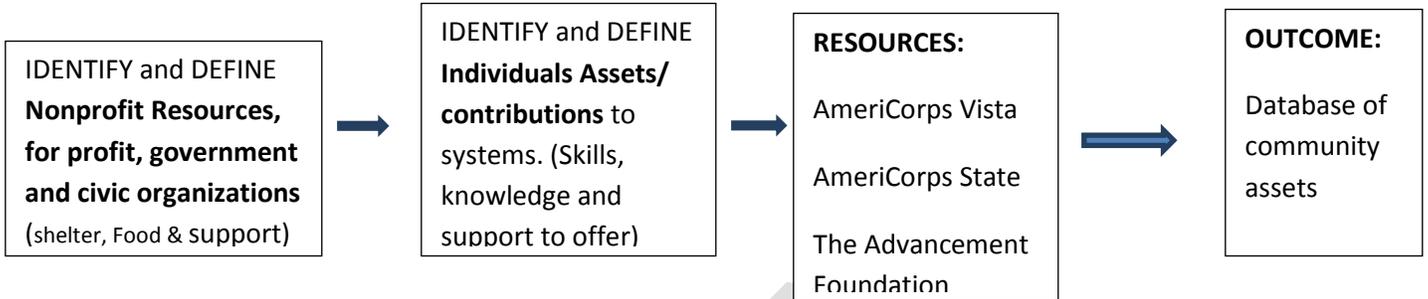
IV. Growth and Sustainability of program to be refined over 24 months.

Leverage AmeriCorps Vista, AmeriCorps State and NCCC to execute strategies quickly and efficiently in order to ensure successful reach and sustainability of program. Create sponsorships/partnerships in order to develop a sense of ownership across the community. Communicate clear outcomes in order to be eligible for 3rd party grants – town funding. Require shared cost as a model and increase private major gift support. Develop and expand a community board in order to expand ownership, motivate continued participation across agencies and individual and to identify new opportunities.

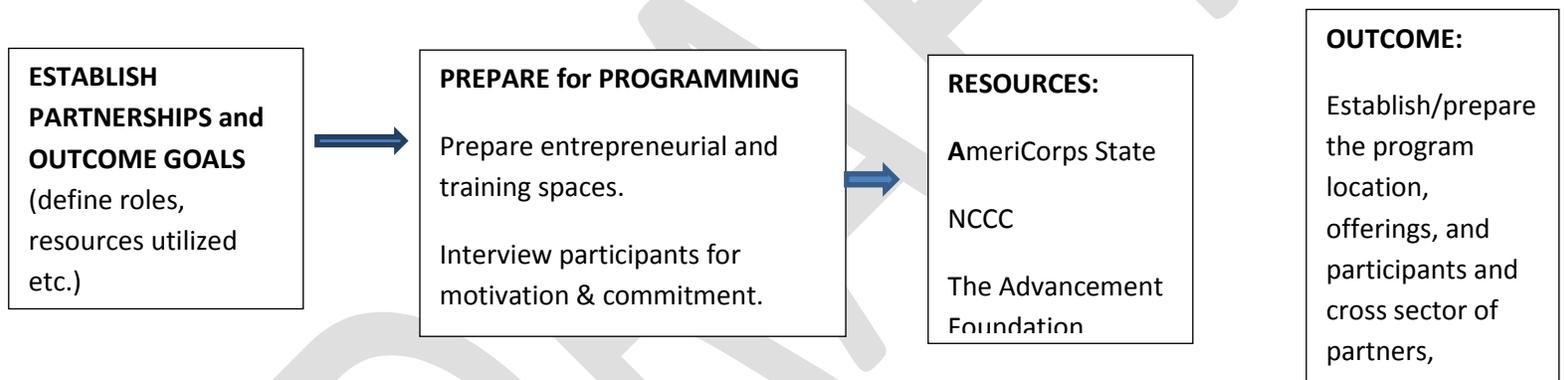
THEORY OF CHANGE

Model

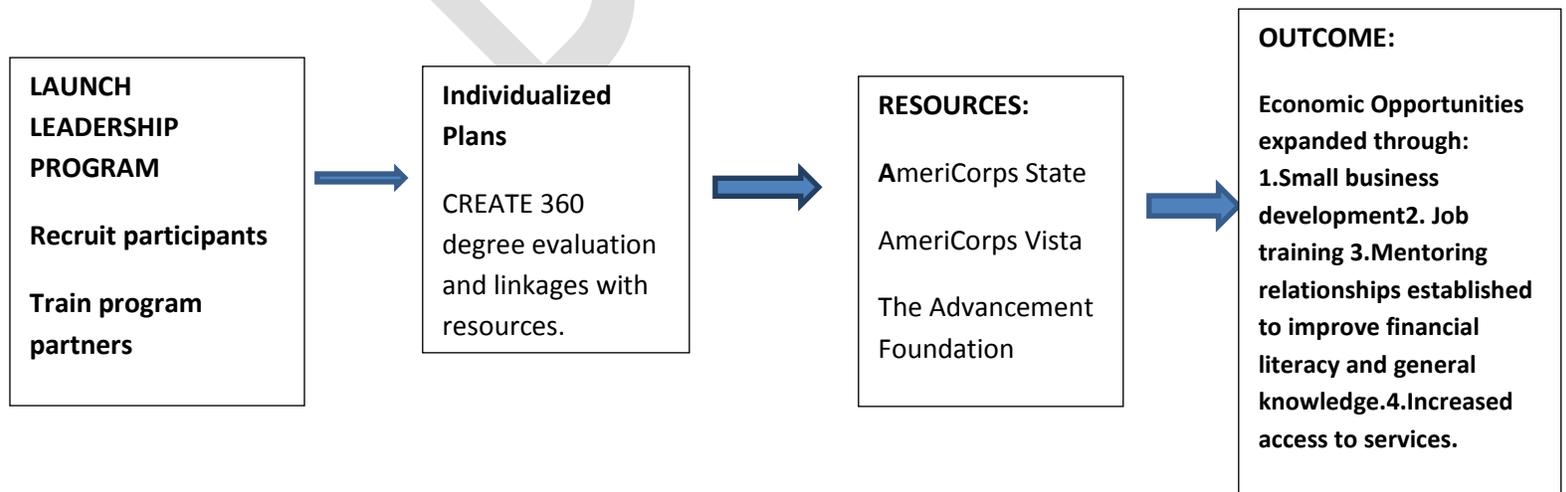
Phase I – Asset Mapping



Phase II – Coordinating Community



Phase III – Transformational Impact on disadvantaged citizens and veterans or their families





Town of Vinton

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

Ryan Spitzer
Assistant Town Manager

December 30, 2014

TO: Operation AmeriCorps

FROM: Ryan Spitzer - Assistant Town Manager - Vinton, Virginia 311 South Pollard Street Vinton, VA 24179 (540)983-0607 Fax (540)983-0626

DATE: December 20, 2014

SUBJECT: Letter of Intent to Apply

PRIORITY 2: Economic Opportunity (disadvantaged people, veterans, veteran's families and healthy futures)

We appreciate the opportunity provide you with this letter of intent to apply for the Operation AmeriCorps. Our proposal includes a diverse, community based solution to achieve transformational impact through the utilization of AmeriCorps Vista, AmeriCorps State and NCCC members who will serve in various roles in order to establish, refine and execute this unique program.

The Town of Vinton and The Advancement Foundation, which is a dynamic community organizer that has worked throughout Southwest Virginia in order to engage and empower citizens, are considering to partner to create a business incubator that will leverage existing talents throughout the region to create a dynamic environment for economic opportunity. The Town has the available space and The Advancement Foundation has the skills and contacts to make a successful program. The incubator will be a space with a few dedicated offices, a common area with computers and a conference room where entrepreneurs can gather to help each other and get available professional help from people in the field.

Over a 24 month period we will partner with key nonprofits, civic and for profit agencies to implement a strategy that address our systemic theory of change. The Advancement Foundation has served as the AmeriCorps Vista and AmeriCorps State Intermediary and has established relationships with potential partners across the region. Together with the Foundation we will implement comprehensive community growth through public and private partnerships and citizen's development of health, skill, and financial assets.

We will work to identify and leverage existing resources in nonprofit, business, civic, and government organizations in order to create strategic and goal directed outcomes. Our fundamental belief is that there is power in purpose and that everyone has an innate desire to find their purpose by contributing to the larger community.

We believe that truly dynamic communities create innovative partnerships across socio-economic lines and organizational perspectives in order to facilitate mutual wins that impact community development. We are very excited about the opportunity to build a comprehensive program to impact community development.

We would expect to refine a work plan and budget that would provide specific detail of how we plan to accomplish these goals following your initial review and edits.

When appropriate, we would like an opportunity to come to your offices to meet.

Sincerely,

Ryan Spitzer
Assistant Town Manager



Town Council Agenda Summary

Meeting Date

January 6, 2015

Department

Administration

Issue

Briefing on budget process for Fiscal year 2015-2016.

Summary

Attached is a draft calendar of key dates detailing the extensive public budget process. The budget process is already underway with staff working on a cost of services study over the past month. The budget process includes public engagement components, staff evaluation and recommendations, revenue forecasts, expenditure requests from departments to fund hundreds of programs provided to our community, as well as a capital investment plan focused on a five-year period.

At Town Council's fall retreat, a request was made to conduct a cost of services type of evaluation to better assess the budget. Staff has been working on what we are terming a *Priority Based Budget* process. This process is intended to identify the hundreds of programs the town conducts to provide core services, mandated services, and value added services. A formal evaluation will be completed to rate each of these programs based on a priority system that incorporates Town Council goals, citizen priorities, mandates, citizenry served, and cost recovery.

It is also important to recognize key dates related to notification and public hearings on certain revenues, specifically real estate tax rate and personal/business property tax rates. These rates are established on a different schedule than the final budget approval in late May. These rates are established in March so that tax bills can be finalized and sent out in April. Numerous rates and charges for services are established by the budget, but are not on this earlier schedule.

Attachments

FY2015-2016 Budget Calendar

Recommendations

No action required

TOWN OF VINTON
FY 2015- 2016 Budget Calendar

December 24, 2014	Distribute CIP Request Forms to Departments
January 6, 2015	ACS Budget Access made available to Departments Mail Letters to Community Organizations
January 20, 2015	Town Council Meeting – Cost of Service Presentations
January 21, 2015	CIP Request forms returned to Finance Department
January 23, 2015	Budget Submission due to Finance Department
January 26, 2015	Town Manager reviews CIP Requests
February 3, 2015	Town Council Meeting – Revenues/Expenditures Overview
February 1-6, 2015	Town Manager Budget Meetings with Staff
February 17, 2015	Town Council Meeting – Revenues/Expenditures Overview
March 5, 2015	Planning Commission holds work session on CIP's at Regular Meeting
March 3, 2015	Town Council Meeting – Review of Community Contribution Request and Presentations – Further budget discussions with staff
March 5, 2015	Advertise Notice of Public Hearing for Property Tax Rates
March 17, 2015	Council Meeting-Public Hearing and Adoption of Town's Tax Rates
April 7, 2015	Distribution of Budget to Council
April, 2015 TBD	Department Presentations to Council Dates and Times to be determined
April 14, 2015	Council Meeting – Budget Work Session
May 5, 2015	Council Meeting – Budget Work Session Authorize Budget to be Advertised
May 7, 2015	Advertise 1 st Notice of Public Hearing for FY 2016 Proposed Budget
May 14, 2015	Advertise 2 nd Notice of Public Hearing for FY 2016 Proposed Budget
May 19, 2015	Budget Work Session - Council Meeting - Public Hearing on FY 2016 Proposed Budget
June 2, 2015	Adoption of FY 2016 Budget



Town Council Agenda Summary

Meeting Date

January 6, 2015

Department

Finance/Treasurer

Issue

Financial Report for period ending November 30, 2014

Summary

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

The Finance Committee will meet on Tuesday, January 6, 2015 at 5:30 pm to discuss this report and will make a presentation to Council at their Regular Meeting.

Attachments

November 30, 2014 Financial Report Summary

Recommendations

Motion to approve the November 2014 Financial Report

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

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



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,566,220	2,111,555	343,258	2,119,103	7,549	100%
Accrued Revenue Adjustment			247,956	247,956		
Total Adj. Revenues	8,566,220	2,111,555	591,214	2,367,059	255,505	112%
Expenditures	8,566,220	3,580,479	613,965	3,299,312	(281,167)	92%
Revenues over/(under) Expenditures		(1,468,925)	(22,751)	(932,253)		
Utility Fund 300						
Revenues	3,449,935	1,185,108	121,668	1,275,208	90,100	108%
Less: Tinker Creek Project Revenue		0	0	0	0	0%
Less: Bond Series 2013		0	0	0	0	
Operating Revenues	3,449,935	1,185,108	121,668	1,275,208	90,100	108%
Expenditures	3,449,935	1,556,632	340,948	1,381,210	(175,422)	89%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013		0	42,128	106,413	106,413	
Operating Expenditures	3,449,935	1,556,632	298,820	1,274,798	(281,834)	82%
Revenues over/(under) Expenditures		(371,524)	(177,153)	410		
Total All Funds						
Revenues	12,016,155	3,296,663	712,882	3,642,267	345,604	110%
Expenditures	12,016,155	5,137,111	912,786	4,574,110	(563,002)	89%
Revenues over/(under) Expenditures		(1,840,448)	(199,904)	(931,843)		