

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, May 19, 2015**

AGENDA

Consideration of:

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

1. Further review and discussion of the proposed FY2015-2016 budget.

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 Special Budget Work Session of April 16, 2015.
2. Consider approval of minutes for the regular Council meeting of April 21, 2015.

G. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Proclamation – GBS and CIDP Awareness Month
2. Proclamation – Click It or Ticket
3. Police Officers of the Month for April 2015

H. PUBLIC HEARING

1. Consideration of public comments regarding the proposed FY2015-2016 Town of Vinton Budget.
 - a. Open Public Hearing
 - Report from Staff
 - Receive public comments
 - Council discussion and questions
 - b. Close Public Hearing
 - c. Action to be taken on June 2, 2015

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

J. TOWN ATTORNEY

K. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider awarding a bid and authorizing the Finance Director/Treasurer to execute a contract with Brown Edwards & Company for professional auditing services.

L. FINANCIAL REPORT FOR MARCH 2015

M. MAYOR

N. COUNCIL

1. Appointments to Boards/Commissions/Committees

O. ADJOURNMENT

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

NEXT TOWN COMMITTEE/COUNCIL MEETINGS/EVENTS:

June 2, 2015 – 6:00 p.m. - Work Session followed by Regular Council Meeting at 7:00 p.m. – Council Chambers

June 4, 2015 – 11:00 a.m. – Ribbon Cutting for 24-hour fire services and Renovations to Fire Department Building



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Administration

Issue

Further review and discussion of the proposed FY2015-2016 budget

Summary

None

Attachment

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Town Clerk

Issue

Consider approval of minutes for the Special Budget Work Session of April 16, 2015.

Consider approval of minutes for the regular Council meeting of April 21, 2015.

Summary

None

Attachments

April 16, 2015 minutes

April 21, 2015 minutes

Recommendations

Motion to approve minutes

MINUTES OF A SPECIAL WORK SESSION OF VINTON TOWN COUNCIL HELD AT 8:00 A.M. ON THURSDAY, APRIL 16, 2015, AT THE VINTON WAR MEMORIAL, 814 WASHINGTON AVENUE, VINTON, VIRGINIA.

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

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant Town Manager
Donna Collins, Human Resources Specialist
Ben Cook, Police Chief
Anita McMillan, Planning & Zoning Director
Mary Beth Layman, Special Programs Director
Chris Linkous, Fire & EMS Captain
Gary Woodson, Public Works Director
Kevin Kipp, War Memorial Facilities Manager
Candace Poling, Accounting Manager

The Mayor called the work session to order at 8:15 a.m. to hear budget presentations by the Town Manager and Town staff. The Town Manager first commented that each department head has been asked to give a brief 15-20 minute presentation with time allowed for Council to ask any questions. During lunch, the Mayor had asked that he share the concept plan for the skate park and the Farmer's Market which will both be presented in detail at the April 21st regular meeting.

The Town Manager next reviewed some of the key areas of his recommended budget. The budget is basically \$12 million with approximately \$600,000 being the CDBG Downtown Grant funds. A 2% raise is recommended for the employees, which is currently in a transfer account that can be transferred to all the departments if approved by Council.

With regard to capital improvements, at their next meeting the Finance Committee will discuss the fund balance and according to our current policy, will put the budget numbers in the formula to set the exact dollar amount as a designated fund balance. The proposed budget recommends using \$26,000 of capital reserve.

The Town Manager next commented that in order to bridge the gap in the budget there are some recommended cuts in services in the departments' presentations. One major recommendation is to close the pool after this summer season. The K9 Unit is another recommended cut and the Police Chief will give more detail in his presentation. Also, a part-time position was cut from the Finance Department. The Budget Team asked each department to propose a five percent (5%) reduction, some of which were included in the proposed budget and some were not recommended

The first presentation was by Ben Cook, Police Chief. A copy of his presentation is attached and made a part of these minutes. He first reviewed his key department goals for the upcoming fiscal year and then significant budget highlights, the first being a reduction in his overtime budget of \$20,000. Vice Mayor Hare asked how the Chief would achieve this reduction. Chief Cook responded he originally asked for an increase of \$15,000 which would have been a total of \$45,000, so the reduction is a \$10,000 reduction from this year's budget of \$35,000. For

this fiscal year for the entire department there were 217 hours of overtime pay for court appearances, the K9 program used 204 hours of overtime and the third biggest cost of overtime is 163 hours for training for the department.

With regard to the K9, Chief Cook next commented they used asset forfeiture funds to purchase the dog four years ago. They were hoping to make it work, but even on a schedule that can be changed they are getting very little effective use of the dog in the Town. The other localities are benefiting from it, but they are paying a lot of overtime and more in expenses to keep the dog, but are not getting a lot of return. Council Member Nance asked if the policy were changed to only allow use of the K9 within the Town limits, would that allow him to keep the service. Chief Cook responded it would, but they would still have the two days a month of training and the expenses of upkeep whether they use him or not.

In response to a question from Vice Mayor Hare, Chief Cook commented that if the \$10,000 reduction in overtime stands, his plan is two-fold. Eliminating the K9 unit will reduce a lot of the overtime budget and second, with full staffing there will be an opportunity to work officers one eight-hour day instead of a twelve-hour day for one day during their two-week shift. This will reduce their regular time so when they go to Court, it does not go into overtime. The Mayor asked what would happen with the dog if the K9 unit was eliminated and he responded that it would be sold to another Police Department.

Chief Cook next reviewed the other significant budget highlights in his presentation. In closing, he commented that if Council gave him back \$10,000, his priority would be to maintain all of the air cards for the patrol units, restore the car wash fund and funds for employee appreciation to continue with the formal banquet and meeting expenses. Council Member Nance asked if the budget was restored, would the K9 unit still not be a priority and Chief Cook responded no.

Vice Mayor Hare commented that he is not comfortable with some of the recommended cuts. We fund the Police salaries at 100% and the department is never fully staffed. From a budget prospective, should funds be taken from salaries to fund other items and then if there is full staffing at 100% for an entire year, Council can find a way to restore the salaries. Chief Cook then commented that there will be some savings in salaries once Detective Testerman leaves the department until they are able to fill his position. The Mayor commented that he agreed with Vice Mayor Hare with regard to cutting items from the Police Department. Just knowing the type of professionals that are in our Police Department, he feels that a department that emphasizes training will be able to attract and retain good people.

Chief Cook asked for some direction from Council regarding the K9 Unit. Council Member Adams responded that the Chief had stated during his presentation that it is not working like they thought it would and why should we continue it if it is not effective. Vice Mayor Hare commented that if Council were to fully fund back the department, based on what Chief Cook has presented, he is not convinced that the best use of the money would be to keep the K9 Unit. Perhaps the funds that are currently being used to fund the K9 Unit could be used to increase the starting salary of officers because there is a real cost to look for, hire and train an officer.

The next presentation was by Anita McMillan, Planning & Zoning Director. A copy of her presentation is attached and made a part of these minutes. She began by commenting in detail on the first key department goal relating to the TMDL Action Plan and NMP Action Plan. She next commented on the Special Projects.

The Town Manager commented that the demand on our staff for stormwater management is directly impacting their ability to take care of zoning and comprehensive plan work which is the core

mission of the Planning & Zoning Department. Within the next year or two, we need to figure out how to fund stormwater more independently which will allow our Planning staff to be back to their core mission.

Ms. McMillan next commented that Karla Turman has done a lot of work on the NFIP Community Rating System application to lower the Town's ISO rate to a seven. Every one percent a locality goes down, their residents and businesses save ten percent on their flood insurance premiums. Ms. Turman attended a one-week class and they also reviewed what Roanoke County has been doing for the Town relating to the building codes meeting the flood protection requirements. A FEMA representative and the DCR will review the submittal and to do the required community visit next week. In response to a question, Ms. McMillan commented our rating is currently a ten.

Ms. McMillan next commented on significant budget highlights. Contractual services were increased \$20,000 to cover the cost of a Nutrient Management Plan for the War Memorial, a mowing contract for properties that are not maintained by their owners and to begin working on the Zoning and Comprehensive Plan amendments.

The Comprehensive Plan has been updated periodically in sections to meet changes in the State Code, but as a whole it has not been updated since 1995. A submittal has been given to the Roanoke Valley Alleghany Regional Commission as part of their work program to assist with the initial review of our current Comprehensive Plan because a consultant would cost approximately \$100-150,000.

There is a \$5,000 increase in environmental compliance to make sure we comply with the VSMP and MS4 requirements. Ms. McMillan stated that she is currently in discussion with Roanoke County to see if they can take over the Town's construction activities program for all properties an acre or more. Two years ago we were told that the Town as an MS4 locality cannot transfer the administration and the enforcement of the construction activities program to the County; however, that has been changed. At the present time, when someone wants to apply for their permit under this program, they have to submit a paper copy to their office and they have to take it to Roanoke County or send the individual to Roanoke County because they are not set up yet to handle it electronically.

If Roanoke County agrees, a developer will submit their permit application directly to them electronically and they will process everything. The Town will still do the review for the planning and zoning, water and sewer and keep the fees for the site plan review. However, the 72% SWPP permit fee will go to the County. After further discussion, Ms. McMillan commented that this particular item could be discussed in a future work session. The actual increase of \$5,000 is for the MS4 permit for additional training and public education.

The next presentation was by Mary Beth Layman, Special Programs Director. A copy of her presentation is attached and made a part of these minutes. After she commented on the goals and significant budget highlights for Special Programs, the Mayor commented that he wanted to make sure that funding for the Town calendar was still in the budget and Ms. Layman said it is included in the \$5,000 for printing. The Town Manager commented that the reduction in that line item was based on historical trends.

Council Member Nance asked what the increase in the part-time budget for next year would support. Ms. Layman responded it will be for the part-time employee who works at the Senior Center who also covers for her at the office as needed and assists with the Town calendar. The other part-time staff person is dedicated to facilitating the EBT/Snap Program at the Farmer's Market if we are able to have the program again this year. If a grant comes through in the amount

of \$2,000, it will cover matching funds for the SNAP Program. In response to a question by Vice Mayor Hare regarding continuing the program if no grant is received, Ms. Layman commented that most of the other Farmer's Markets in the area are offering SNAP and matching funds. It is the right thing to do, but she would need Council's direction within the next two weeks before she proceeds with any printed material going out to schools and other areas.

Ms. Layman next commented on the Vinton Veterans Monument. The question was asked if Roanoke County is still contributing funds to the Monument as in the past and the Town Manager indicated he was not sure, but would find out.

Ms. Layman next commented on the Swimming Pool goals and highlights. The proposed budget recommends closing the pool at the end of the 2015 summer season. The Town Manager commented that five years ago Council at that time voted to close the pool and the community stepped up and various volunteers have helped to keep open. The number of volunteers is diminishing and concessions and other areas are being supplemented with staff. When the Budget Team looked at all the priorities based on the community's input, the pool is at the bottom of the list. The visitors to the pool are about 50/50 between Vinton residents and outlying communities.

The last part of her presentation related to the Senior Center.

The Work Session was recessed for lunch at 12 Noon. During lunch, the Town Manager made comments and shared with Council the concept plan for a multi-purpose park to include a skate park at 500 Walnut Avenue and the new concept plan for the Farmer's Market area and stage. Both of these concepts will be presented in detail at the April 21st regular Council meeting.

The Work Session reconvened at 1:00 p.m. The next presentation was by Chris Linkous, Fire & EMS Captain. A copy of his presentation is attached and made a part of these minutes. After his comments regarding department goals and significant budget highlights, Vice Mayor Hare asked about the cost to maintain the two ice machines. Mr. Linkous commented that the maintenance contract has paid for itself several times with the savings in labor. Vice Mayor Hare asked if it would be less expensive for the Town to invest in a deep freeze and have a delivery service drop off pallets of ice rather than continually replacing these machines and having maintenance contracts on them. Mr. Linkous responded he would check into that suggestion.

Council Member Adams asked about the \$32,500 put into the CIP for door locks on the building. He wanted Council to be aware that Roanoke County and Mr. Peters have agreed to pay one quarter of the cost and the First Aid Crew has agreed to pay one quarter. He has discussed talked to Captain Linkous about paying one quarter and will discuss with the Fire Department about paying one quarter. There are several vendors that sell a system that can be changed through a computer without having to physically go to each lock and a new system is very much needed.

Vice Mayor Hare commented on the goal to work with Roanoke County on funding a ladder truck and asked if the Fire Department really wanted another ladder truck. Mr. Linkous responded yes. A ladder truck is highly recommended for anything two stories and above and we have the War Memorial, several large churches and apartment complexes. He is requesting a ladder truck with a tower instead of a straight ladder because it can be moved without having to come down the ladder to rotate it. It is expensive, but it is a 20-25 year old vehicle. The Town Manager commented that he agreed we need to have that resource available as part of the County system especially being one of four core stations and our geographic location. He is

not sure we need to pay one-half and we need to negotiate with the County as to what the Town's right share of that cost would be. Vice Mayor Hare said we have been discussing the ladder truck for several years and how much longer can we continue to not put something away for it. The Town Manager commented that now is a good time to talk with the County.

The next presentation was by Gary Woodson, Public Works Director. A copy of his presentation is attached and made a part of these minutes. Mr. Woodson began by reviewing the key department goals and then commented on the significant budget highlights. He commented that the largest budget cut is \$111,562 in milling and pavement. The proposed increase from last year's budget in the General Fund is only \$48,158 with \$27,745 included in the Utility Fund. By cutting this line item, each year the cost can go up because the condition of the roadways can dramatically fall.

With regard to the cut in the Refuse Collection of \$10,000, that is directly related to the closure of the 3rd Street dumpsters for labor and landfill charges. Ms. Woodson next commented on the reduction in the recycling line item. After some discussion, Vice Mayor Hare commented that recycling may be an area where there is an opportunity to look at changing the service levels.

With regard to the Utility Fund, Mr. Woodson commented on the capital outlay items as a part of the water system maintenance.

Vice Mayor Hare asked about the bridge maintenance line item and Mr. Woodson responded that there have never been funds set up for bridge maintenance. Every year to two years a bridge inspection must be completed and from that inspection there is a laundry list of items that need to be done. Walnut Avenue Bridge has been replaced, but there is some work that needs to be done on the Gus Nicks Bridge that will probably cost in the neighborhood of \$120,000. With regard to the Walnut Avenue Bridge, there are some items that need to be addressed with VDOT. Because the report had to be completed on a time basis, the inspection was done before the construction was finished.

With regard to the Gus Nicks Bridge, the funds in this proposed budget are to pay the engineering firm that does our bridge inspections to find the more critical items on the Gus Nicks Bridge that we can address in the next budget cycle so we can better plan. The bridges are in good functional shape, but we need to work to keep them that way.

The Town Manager commented that we did not change the budget as it relates to bulk/brush pickup, but they may be able to redistribute some resources between that service and recycling. They also need to realize the fact that there may be more curbside bulk because of the 3rd Street dumpsters being closed. Mr. Woodson commented that perhaps they could recognize a savings in the equipment and the fuel, but it will not eliminate a person, but redistribute them so that part of their time goes into a different account. One idea is that with the hooklift truck they are purchasing with the current budget, they could purchase a bulk truck body for \$68,000. This would probably be a savings of around \$100,000 over purchasing a new bulk truck.

Council Member Weeks arrived at the meeting at 2:45 p.m.

With regard to a the goal of Customer Service and Employee Relations Development, the Mayor asked if there was something that Council could do to help recognize those employees. Mr. Woodson responded that anytime an employee can be pulled aside and given genuine appreciation it goes a long way, but the challenge is how to show that appreciation to them.

The next presentation was by Kevin Kipp, War Memorial Facilities Manager. A copy of his presentation is attached and made a part of these minutes. Mr. Kipp commented on the key department goals and significant budget highlights. Vice Mayor Hare commented that the subsidy two years ago was \$150,000 and this year it is estimated to be about \$139,000, so Mr. Kipp is going in the direction Council has asked him to go.

Vice Mayor Hare asked Mr. Kipp's opinion about discontinuing the use of a third-party to maintain the grounds and using Public Works to do it because fertilization at the War Memorial is going to start costing us a lot more money. Mr. Kipp responded that it has been discussed, but not in depth.

For the past few years maintaining the grounds has cost approximately \$15-16,000 a year. This year we also had the snow removal cost of \$3,000. With the current contractor, One Earth, it is an on-demand service and with Clark there was a monthly charge and we paid extra for any additional services. Now, he has the ability to skip a mowing, for example, to help manage the costs. The Town Manager commented that we have had general conversation with Public Works, but the level of service is different for the Municipal Building as opposed to the War Memorial where events are being held. Mr. Kipp commented that the fertilizer cost is \$1,200 a year with a separate contractor. Vice Mayor Hare then commented that perhaps this savings could be reinvested in other areas and Mr. Kipp responded that it warrants further discussion.

Mr. Kipp next commented that he also looks forward to further discussion with administration and Council to really identify the vision of the War Memorial and deciding realistically how we get there so we are all on the same page. The Town Manager commented that it is not just what is the vision of the War Memorial, but what is the vision of the entire campus to include the future of the old library building.

The next presentation was by Candace Poling, Accounting Manager. A copy of the Finance presentation is attached and made a part of these minutes. Ms. Poling commented on the key department goals and significant budget highlights. With regard to the budget increase in postage, the Town Manager commented that prior to this budget, all postage was charged to one account. The proposed budget has distributed the postage costs to a line item in each department.

Ms. Poling also commented that in the Utility Fund, the bank service charges have been decreased in the proposed budget. Also, the meter replacement line item was increased due to the fact that it was budgeted for this fiscal year. However, a decision is still to be made on which system to go with before the purchase is made. The Town Manager commented that initially, the meters we use were the preference over those being used by the Water Authority. Now, however, as we are transitioning to an electronic reading, there has been further discussion with the Water Authority and now their meters are more attractive, less expensive and will provide complimentary services to the Town. Ms. Poling further commented that they are more accurate as well.

The next presentation was by Ryan Spitzer, Assistant Town Manager, on Economic Development. A copy of his presentation is attached and made a part of these minutes. Mr. Spitzer began by commenting on the installation of the streetlights. In response to a question regarding the new streetlights and the use of the current banners, the Town Manager commented that new banners will have to be purchased for the two streets in the downtown area. For the Dogwood Festival, the current banners will be placed on the existing poles.

The library should be substantially complete in August and the relocating of the old library materials should be completed by October.

Mr. Spitzer next commented on the department goals and significant budget highlights.

With regard to the matter of public transportation costs, Council requested the Town Manager to get answers to the questions posed by Council Member Nance as well as the obligations of the Town under the current contract with Valley Metro and the process to terminate the service. Also, the question was asked of why the fare not being increased when all other costs are going up. The Town Manager commented that staff will meet with Carl Palmer again and report back to Council.

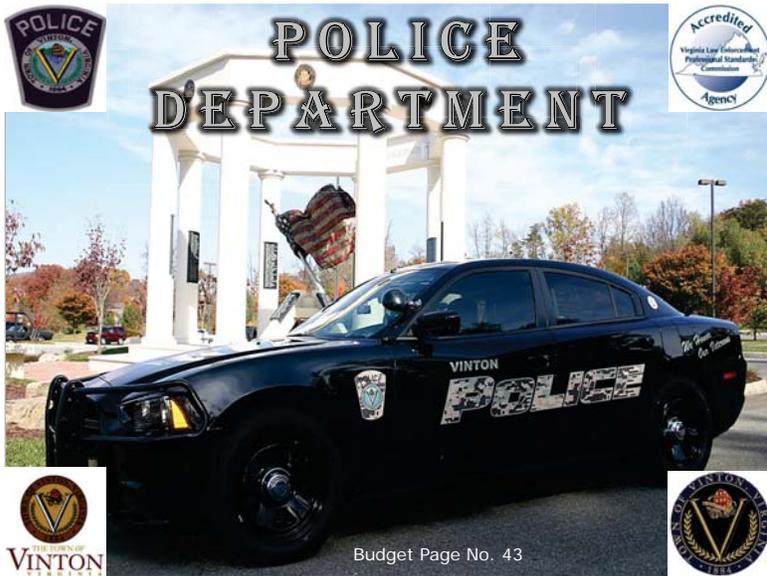
The Work Session was adjourned at 5:00 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Budget Page No. 43



POLICE

Key department goals for FY 2015-2016

- Continue to meet the goals of accreditation standards
- Conduct an Advanced Citizens Police Academy
- Expand the school liaison program
- Analyze traffic and crime data for effectively patrolling
- Seek additional opportunities related to effective recruitment and retention of officers
- Continue to maintain a positive relationship with our community
- Sponsor a rabies clinic this year



POLICE

Significant budget highlights:

- **Overtime Budget** (200.3101.102)
 - This line item decreased by **\$20,000**
 - Eliminate Police K9 service
 - Manage overtime through adjustments in officer scheduling
- **Wages, Contract services** (200.3101.104)
 - This line item decreased by **\$6,000**
 - Related specifically to Manna Ministries who will discontinue it's services on April 1, 2015. This has been an in-kind service the Town provided to Manna through traffic control by VPD



POLICE

Significant budget highlights continued

- **Maintenance Service Contracts** (200.3101.305)
 - This line item decreased by **\$4,000**
 - Radio Communications charge that won't be needed this year
- **Printing & Binding** (200.3101.306)
 - This line item decreased by **\$1,500.00**
 - Various advertising items not needed this year



POLICE

Significant budget highlights continued

- **Uniforms, wearing apparel** (200.3101.310)
 - This line item decreased by **\$5,000**
- **Contractual Police Service** (200.3101.319)
 - This line item decreased by **\$2,600**
 - This is a partial reduction in the car wash contract
 - K-9 fee's for vet visits, etc.



POLICE

Significant budget highlights continued

- **Telephone** (200.3101.521)
 - This line item decreased by **\$7,000**
 - Internet connectivity to iPad's disconnected
 - Air card connectivity cut in half for patrol units
- **Firearms and Ammo** (200.3101.554)
 - This line item decreased by **\$5,000**
 - Will regulate amount of ammo used at ranges and focus on mandatory qualifications



POLICE

Significant budget highlights continued

- **Travel & Training** (200.3101.560)
 - This line item decreased by **\$6,500**
 - Some specialty training will be put on hold
- **Miscellaneous** (200.3101.585)
 - This line item decreased by **\$1,500**
 - Money set aside for Accreditation not needed this year



POLICE

Significant budget highlights continued

- **Meeting expense** (200.3101.589)
 - This line item decreased by **\$3,000**
 - New line item of Employee Appreciation set up with **\$1,000**
 - Will conduct a smaller scale Awards presentation with just Police and family
- **Other Equipment** (200.3101.716)
 - This line item decreased by **\$3,900**
 - In case of emergency purchases



POLICE

Overview:

Total operational budget cuts: \$66,000

There are certain operational and professional expectations of any police department. I feel we deliver a high level of police service in Vinton and we will continue to provide those services as our citizens expect and deserve.



PLANNING AND ZONING



2015 Arbor Day



2015 Canoe Trip



New Vinton Library



Wolf Creek Greenway



New House-322 Franklin Avenue

Budget Page No. 105



Planning and Zoning

Key Department Goals for FY 2015-2016:

- Completion of the Total Maximum Daily Load (TMDL) Action Plan and Nutrient Management Plan (NMP).
- Special Projects: Glade/Tinker Creek Greenway Construction and Tinker Creek Pedestrian Bridge RSTP Engineering Study.
- Analysis of the current zoning and subdivision ordinances for comprehensive updates – on a two-year cycle.
- Submittal of the National Flood Insurance Program (NFIP) Community Rating System (CRS) application to Insurance Services Office (ISO) for review approval in order to lower the cost of insurance coverage for our residents and businesses located within flood prone areas.



Planning and Zoning

Significant Budget Highlights:

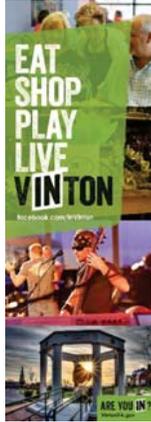
- 200.8101.302 Contractual Services – \$30,000 (\$20,000 Increase): TMDL Action Plan and NMP; Code Enforcement; Zoning and Comprehensive Plan amendments.
- 200.8101.371 Environmental Compliance – \$20,000 (\$5,000 Increase): VSMP and MS4 Requirements.
- 200.8101.722 Special Projects – \$4,500 (\$1,000 Increase): Arbor Day Tree Planting; Clean-up Events; etc.



Special Programs Department



ARE YOU IN?



Budget Page Nos. 83, 95



Special Programs

Key department goals for FY 2015-2016

- Fully support the new "In Vinton" branding and develop marketing and promotion.
- Organize and conduct events for the Town of Vinton. Facilitate other events, concerts and distance runs held by other organizations.
- Organize and conduct Arts and Craft Markets, "Shake, Bake, and Sprout" children's' events and food tastings at the Vinton Farmers' Market. Increase vendor participation at the market.
- Continue to increase the social networking for promotion of the Town of Vinton and events. Facebook, Twitter, You Tube, Pinterest.
- Work cooperatively with the Blue Ridge Parkway, Roanoke Valley Convention and Visitors Bureau, Roanoke County, Vinton and Smith Mountain Lake Chamber of Commerce and other organizations to promote Vinton, town festivals, and events.

Special Programs – Goals Continued

- Work cooperatively with the Blue Ridge Region Farmers Market Committee and Local Foods Network for the benefit of all markets and food efforts in the region.
- Seek sponsors and partnerships for events and activities.
- Fully support the Downtown Vinton Revitalization Grant. Facilitate communication between businesses and the Town of Vinton.
- Continue involvement in the Blue Ridge Veterans Celebration and Vietnam Veterans Commemorative events by serving on the board of directors and as a volunteer.



Special Programs

Significant budget highlights

- 200.7101.306, Printing, \$5000., reduced by \$2700. Includes printing of Town calendar and only \$300. for other printing needs. Branding will be incorporated into printed products.
- 200.7101.307, Advertising, \$10,000. Includes 2015 edition of Vinton Magazine insert in The Roanoker. Possible new Smith Mountain Lake Chamber Advertising, Valley Life, Virginia's Blue Ridge Visitors Guide, Blue Ridge Parkway Association Guide, Farmers' Market advertising. Branding will be incorporated into marketing products.
- 200.7101.553, Materials and Supplies, \$3300., Includes transition of some Christmas decorations to LED replacement bulbs.



Vinton Veterans Monument

Key department goals for FY 2015-2016

- Promote "High Ground" Vinton – Roanoke County Veterans Monument
- Maintain Veterans Monument



Vinton Veterans Monument

Significant budget highlights

- Funding requests have remained the same. There will be some costs for maintenance and utilities.



Swimming Pool

Key department goals for FY 2015-2016

- Operate an efficient and safe aquatic facility.
- Facilitate and implement organizational procedures for volunteer outreach program and staff.
- Recruit additional volunteers.



Swimming Pool

Significant budget highlights

- Funding is for August 2015 only.
- Budget recommendation is to close pool following the end of the 2015 summer season.
- Pool is 68 years old and continues to trend down as it relates to finances and volunteer assistance.
- Concessions is now staffed by paid part-time employees.
- Overall funding requests has been reduced by \$35,309.
- Closure funding has not been established, but is recommended if pool is closed.



Senior Citizens Program

Key department goals for FY 2015-2016

- Organize and implement activities for healthy body, mind and social interaction.
- Present resource information relevant to senior adults.
- Cooperative programming with other departments or organizations.
- Continue to increase participation in the senior program.
- Promote activities thru various media and events.
- Research needs of underserved adult population.
- Continue to update senior center infrastructure.



Senior Citizens Program

Significant budget highlights

- 200.7107.709, Replacement Equipment. Reduced by \$1,500
- This is for replacement of tables or other equipment but can typically be accommodated through the budget or savings at the end of the budget year.



Fire & EMS DEPARTMENT



Fire & EMS DEPARTMENT

Key department goals for FY 2015-2016

- Develop a funding agreement with Roanoke County along with an EMS grant to replace the aging 2006 M-23 with almost 100,000 miles on it.
- Between the Town and Roanoke County, have the appropriate staffing levels to man a fire truck as well as 1st run medic unit 24/7 while having maintain a 2nd medic unit/ladder Monday through Friday from 6A to 6P.
- The Vinton First Aid Crew desires to try and recruit at least 5 new members and of those 5 members, have a minimum of 2 become ALS certified.
- The Crew wants to complete the "in house" WIFI system upgrades.
- The Crew will continue to provide CPR and/or 1st aid classes to the public and provide continuing education to our members and others through the CE weekends.
- The Fire Department wants to purchase new furniture for the shop and dispatch office as well as the apartment upstairs.
- The Vinton Fire Department wants to try and recruit at least ten more volunteers so as to keep the membership strong.
- Develop a funding agreement plan with Roanoke County to replace Ladder 2 after 22 plus years of service as well as for the replacement of the wagon which has wagon which will be 18 years old. The average service life of fire apparatus is 20 years.



Fire & EMS DEPARTMENT

Significant budget highlights:

- **200.3205.101- Salaries & Wages: Increase of \$57,989.** This is to cover the cost of a new hire employee and as well as it will cover the cost of a promotion for an EMS Lieutenant with Lt. Hobbs retiring in early 2016.
- **200.3205.311- Uniforms: Increase of \$1,200.** This is for the cost of outfitting 2 new Town employees.
- **200.3205.350- Building Maintenance: Increase of \$1,000.** As both buildings get older, more issues are rising with repairs. This comes more true with the wear and tear being placed on the building- examples are bay heaters, bay doors, replacing appliances (washer), issues with the boiler, etc.
- **200.3205.544- Medical Supplies: Increase of \$500.** With the increase cost of supplies and the additional calls that the career and volunteers are answering, more supplies are being used.
- **200.3205.576- Contribution to Roanoke Co.: Increase of \$2,465.** This helps to cover our share of the annual operating cost as well as the increasing cost of maintenance for the Roanoke Regional Training Center. Since the construction of the new Training Center back 15 years ago in June of 2000, the Town's share has been and currently is 4% (our base line starts at \$3,545) with Roanoke City paying 44%, Roanoke County pays 44% and the City of Salem pays 8%. **Note** that this item used to be in Contract Services but was moved to this line item for better accountability.
- **200.3205.302-Contract Services: Out of the current \$21,850, with the increases to the actually contracts such as testing the back flow devices, the maintenance on the 2 ice machines, maintenance on the elevator and maintenance/ air samples for the SCBA compressor; need \$18,315to cover the contracts.** The \$3,535 difference will be moved to 200.3205.576 to cover over half that is needed for the upkeep of the Roanoke Regional Training Center.
- **200.3205.716- Other equipment: Giving back \$1,500.** However will have to ask for again in 2016-2017 budget to replace the aging ice machine at the Crew Hall.



Public Works Serving Our Citizens



Budget Page No. 65



Public Works

Key Department Goals for FY 2015-2016

- Identify and Implement Utility Infrastructure Improvements for Water and Sewer Systems
 - Continue Design and Construction for Phases II & III of the Jefferson Avenue and Cleveland Avenue Water Line System
 - Mason Road / Bexhill Drive Water Line Replacement
 - Niagara Village Apartments Water Line Replacement
 - Blandford Avenue Sewer Line Replacement



Public Works

Key Department Goals for FY 2015-2016

- Identify and Implement Infrastructure Improvements for Alleys, Roadways, and Highway Street Maintenance
 - Continue Design and Installation of Cameraed Traffic Signals
 - Maintenance Improvements for Roadway Systems Utilizing Advanced Pavement Procedures
 - Alley Maintenance and Repairs
 - Continue Repair and Replacement of Street Signs



Public Works

Key Department Goals for FY 2015-2016

- Customer Service and Employee Relations Development
 - Implement Asset Management Program
 - Extend Customer Service Training for Field Staff
 - Improve and Enhance In-House Safety Training Programs
 - Continue Cross-Training and Development Programs
 - Develop and Implement Employee Incentive Programs



Public Works

Significant Budget Highlights

200.1221 – Public Works Administration	\$4,850	
<u>200.1221.302</u> – Contractual Services	\$2,150	
<u>200.1221.510</u> – Electrical Services	\$1,300	
<u>200.1221.553</u> – Materials & Supplies	\$1,400	



Public Works

Significant Budget Highlights

200.4101 – Maint. Highway, Streets, Bridges	\$111,562	↓
<u>200.4101.717 – Milling & Pavement</u>	\$111,562	

Capital Outlay

<u>200.4101.782 – VDOT Walnut Avenue Corridor</u>	\$4,000
<u>200.4101.799 – Replace 2005 Zero-Turn Mowers</u>	\$7,500



Public Works

Significant Budget Highlights

200.4105 – Snow and Ice Removal	\$5,000	↓
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<u>200.4105.553 – Materials & Supplies</u>	\$5,000
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Public Works

Significant Budget Highlights

200.4203 – Refuse Collection	\$10,000	↓
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<u>200.4203.102 – Salaries & Wages - Overtime</u>	\$5,000
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<u>200.4203.601 – Regional Landfill Charges</u>	\$5,000
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Public Works

Significant Budget Highlights

200.4206 – Recycling	\$1,000	↓
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<u>200.4206.302 – Contractual Services</u>	\$1,000
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Public Works

Significant Budget Highlights

300.9410 – Water System Maintenance	\$142,000
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<u>300.9410.799 – Capital Outlay</u>	
- Design & Construct Phases II & III for Jefferson & Cleveland Avenue Water Line	\$75,000
- Deployable Leak Detectors & Correlating Equipment	\$40,000
- Mason Road / Bexhill Drive Water Line Replacement	\$15,000
- Niagara Village Apartments Water Line Replacement	\$12,000



Public Works

Significant Budget Highlights

300.9500 – Wastewater System Maint.	
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<u>300.9500.799 – Capital Outlay</u>	\$150,000
- Design & Replacement of Sewer Main on Blandford Ave.	\$150,000



Public Works

QUESTIONS & ANSWERS



WAR MEMORIAL

The War Memorial is the regions crown jewel for meetings, social and outdoor events. It's Dogwood Ballroom, cozy parlors, outdoor terrace, colonnade and rolling lawn is the epitome of splendor and romance. Please join us in aura of timeless beauty and grace.



Budget Page No. 90



WAR MEMORIAL

Key department goals for FY 2015-2016

- Establish clear brand identity and message of the War Memorial Building and grounds.
- Reduce subsidy provided by public funding.
- Increase income by pursuing new relationships, strengthening existing relationships and strategic partnerships.
- Host, in-house, revenue generating events and continue to offer package pricing to clientele.
- Execute consistent concerted marketing throughout fiscal year.



WAR MEMORIAL

- 200.7103.552 Food and Beverage Expense **up \$6,000.00** based on 14-15 history of food sales.
- 200.7103.551 **down \$2,500.00** anticipating less other operating supplies will be used to facilitate business needs.
- 200.7103.702 **down \$2,500.00** limiting purchases on any new F & F.
- 200.7103.709 **down \$1,200.00** Replacement of equipment anticipating less will need to be spent on replacing equipment for 15-16 fiscal year.
- 200.7103.716 Other Equipment **down \$1,600.00** based on 14-15 fiscal history.
- 200.7013.722 Special Projects **down \$2,300.00** based on 14-15 fiscal history and budget cut.
- 200.7103.587 Contracted Resale items **down \$38,000.00** based on actual 14-15 expense and shift in WM's food and beverage operation.



TREASURER/FINANCE



Budget Page No. 39



TREASURER/FINANCE

Key department goals for FY 2015-2016

- Implement new electronic payment methods with Paymentus for Tax, Utility and all General Fund Miscellaneous Transactions.
- Implement an on-line Employee Resource Center for employees. This would allow employees to be able to access pay information and historical pay information and leave accrual and balance information on-line.
- Re-evaluate job functions and reorganize the department to meet the changing needs of the work requirements.



TREASURER/FINANCE

Significant budget highlights

- Salaries Part – Time 200.1214.103 ↓ \$-3,800 from FY 2015 Budget; or -100.00% reduced dependency on part-time help during peak times
- Independent Auditor 200.1214.303 & 300.9400.303 ↑ \$1,200 or 6.5% and \$800 or 4.21% respectively; decision will be brought to Council by May 5 based on Auditing Services RFP
- Mnt. & Repair of Equipment 200.1214.304 ↓ \$-1,000 or -50% contracted services with ROCO IT
- Maintenance Services 200.1214.305 ↑ \$5,400 or 27.00% SAAS ACS contractual services for network services; Petztrack Contract
- Printing and Binding 200.1214.306 ↓ \$-1,500 or -23.08% reduction in Budget, CAFR and document production
- Merchandise for Resale 200.1214.552 ↓ \$-4,650 or -50.82% new vendor for purchase of cigarette tax stamps, business license decals, animal tags, etc.



TREASURER/FINANCE

Significant budget highlights

- Postage 200.1214.522 ↑ \$9,000 or 100% Postage was moved to department cost centers from 200.4304.522, Building & Grounds, and reflects an off-set in this cost center
- Office Equipment 200.1214.707 ↓ \$-1,000 or -28.57% - this account is for replacement of workstations
- Other Equipment 200.1214.716 ↓ \$-1,000 or -40.00% - this account is for replacement of calculators, folding equipment, printers, scanners, etc.



ECONOMIC DEVELOPMENT



Budget Page No. 111



ECONOMIC DEVELOPMENT

Key department goals for FY 2015-2016

- Completion of the CDBG Project by December 2015
- Work with Roanoke County and the Vinton Chamber of Commerce to market the Town and vacant properties for development and reuse.
- Leverage the development currently happening in Town to attract a mix of businesses.
- Create a map based on Town quadrants and their unique economic development issues. Tailor fact sheets for each quadrant.



ECONOMIC DEVELOPMENT

Significant budget highlights

- | | Reason |
|---|--------------------------------|
| • 200.8150.307 ↓ \$1,150
Advertising | |
| • 200.8150.342 ↓ \$2,000
Façade Grant | Account has \$23,600 available |
| • 200.8150.722 ↑ \$20,000
Special Projects | Town's portion of grant match |
| • 200.8150.799 ↑ \$5,000
Capital Outlay | Corridor grant through County |

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, APRIL 21, 2015, 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
William W. Nance
Sabrina M. Weeks

MEMBER ABSENT: I. Douglas Adams, Jr.

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Theresa Fontana, Town Attorney
Ryan Spitzer, Assistant Town Manager
Ben Cook, Police Chief
Anita McMillan, Planning & Zoning Director
Mary Beth Layman, Special Programs Director
Donna Collins, Human Resources Specialist
Gary Woodson, Public Works Director
Joey Hiner, Public Works Assistant Director

The Mayor called the work session to order at 6:00 p.m. for an update on the skate park location options. The Town Manager began by commenting that we have had a lot of community conversations over the skate park proposal and had a number of sites selected for evaluation. A public meeting was held at the War Memorial to receive comments on several sites and after the meeting Council gave direction to staff to narrow it down to two sites. The two sites selected are the Jackson Street site and a five-acre parcel on Walnut Avenue just past the new bridge. Mr. Spitzer will present the factors for both sites and the costs and we are looking for direction from Council as to which site is preferred and at what level of participation.

Mr. Spitzer began his power point presentation by commenting that on November 18th, a draft Memorandum of Understanding between the Town and Invoke Ministries was presented to Council for the creation of a skate park behind the Municipal Building. Council directed staff during that meeting to look at other sites and the factors that would go into running a skate park. On December 1st, a community meeting was held in Council Chambers with members from both the skate and church communities with regard to the proposed site behind the Municipal Building. At that time we were also presented with a list of an additional 12 sites around Town that citizens thought would be more beneficial for a skate park than the proposed site. The site behind the Municipal Building was proposed because the signage was already there, it would be an easy up fit for the skate park and the Town is required to do something with that site as part of the CDBG Grant.

Staff reviewed all of the proposed sites and narrowed those down to four that would be feasible and realistic for a skate park. The four sites were on Jackson Street, Walnut Avenue, 3rd Street, which is the old landfill, and a piece of private property behind Washington Avenue. On January 29th, a more formal community meeting was held at the War Memorial on these four sites and from the comments received, two sites was favored, the Jackson Street and Walnut Avenue site.

Alternative No. 2 is the Jackson Street site, which already has two concrete slabs and parking, but is in a dense urban area with churches and other businesses as neighbors. The project site draft shows repair to the existing concrete slabs with some type of sports turf placed on the site. Some fencing would be placed around the edges so keep the skate boards in the park. There would be two surfaces—a concrete and more of a street type of surface with six parking spaces dedicated for firefighters. We would up fit the gravel parking lot that is now next to Reed Street Baptist Church, but keep their existing handicapped parking. Also a fence will be placed along the area of the current retaining wall. The estimated cost for this site is \$20,000 with the majority of this cost being for materials for the sports turf, to rehab the concrete slabs and the fencing. The skate board ramps will be provided by Invoke Ministries.

Mr. Spitzer next commented that Alternative Site 1 is the five-acre site on Walnut Avenue. This is the site where the construction equipment was housed during the construction of the Walnut Avenue bridge. The site plan shows multiple uses for recreation. There would be a 10,000 square feet concrete pad for the skate park, which is approximately 4,000 more square feet that the Jackson Street site.

The parking lot would be gravel in the beginning, but as the greenway is added, that parking lot will be blacktopped and paid for with Greenway funds. This site has an expansion area to the left of the concrete pad (facing Walnut Avenue) for possibly a basketball court and the potential for a BMX track in the back of the property. The estimated cost to do the basketball court, the 10,000 square foot concrete slab, a pavilion with a metal roof, parking area, an entrance sign and walking paths is \$86,682. The concrete slab for the skate park could be constructed first and perhaps, as other funds become available, another section can be completed.

Because more than 10,000 square feet would be disturbed with this site, we would have to do E & S and have an engineer design the site because of regulations. Ms. Spitzer commented that when we hired an engineer

to do the site drawings for the sidewalks along Walnut Avenue, the cost was approximately \$9,000. This site is away from everybody, but still in a highly visible area. There are AEP poles that could have lights added. There is a convenience store nearby and sidewalks will go all the way to the site once the next phase of Walnut Avenue is completed.

There is currently no use for this property due to the rocky terrain in the rear of the lot and the front being so limited in space as well as being in a floodplain. The Town Manager commented that the property was bought with federal funds, so if we were to ever sell it, the Federal Government would have to be reimbursed. Also, Invoke Ministries sees great potential in the site because of its location and the ability to do programming at the site that will not interfere with residences.

Mr. Spitzer next reviewed the tenets of a successful skate park and stated that we meet all of them except for having concrete ramps. At this time staff would need direction from Council as to which site is preferred and if staff should proceed any further with the project.

Vice Mayor Hare commented about fencing on the Walnut Avenue site. Mr. Spitzer commented that fencing would be put around the parking area to keep vehicles contained in that area, but there will be no fencing along the front of the property.

The Mayor asked about the \$20,000 that we are required to spend as part of the grant. Mr. Spitzer commented that it cannot be used on the Walnut Avenue site because it is not in the downtown grant area and those funds are to rehab the Jackson Street site to make it greener. The proposal is to make that site a parking lot. The dirt and grass area would be maintained as well as the concrete slabs. In response to a question on how we would keep the skate boarders from continuing to skate on this site, Mr. Spitzer commented that some type of fencing would have to be put up.

Vice Mayor Hare next commented that he was first hesitant about the Walnut Avenue site, but with the greenway being a part of that site, it has the potential to draw people and will help to revitalize the Walnut corridor. The possibility of having a larger pad where other amenities can be added as funds become available may appeal to a broader group of people. His biggest concern is the amount of time it will take to get the concrete slab ready for Invoke Ministries to proceed with their program.

The Mayor commented that he agrees that this site has a lot of potential to provide several different activities. The

BMX track would be unique as well. He then asked if Council gives their consensus, could staff move ahead with making plans or pursuing grants to help pay for some of the initial expenses.

Council Member Weeks commented on the discussions that were had last year about a pocket park to be located next to the Municipal Building. However, it is her understanding that even if the Lions Club was able to secure some funds, there would be some stormwater maintenance that would need to be done on the site prior to the building of the park. With that said, Ms. Weeks next commented that perhaps the Lions Club, if interested in moving forward, would be interested in using those funds toward the skate park. Also, there is a form provided by Invoke Ministries where individuals can make donations and specify them to go toward the Vinton skate board park.

Council Member Nance next commented that he agreed the Jackson Street site should be eliminated from consideration any further. The skate park needs to be a good neighbor and even though Mr. Coy and his ministry did everything they could to build that bridge, there never was a chance for the opportunity to relieve people's concerns about that location. He felt that this site should be rehabbed with all appropriate speed as soon as the next fiscal year begins.

The Walnut Avenue site has more possibilities and he appreciates the fact that everyone is enthusiastic at about this site. However, since this is the first time this site has been considered as a potential site, he thinks the enthusiasm should be curbed until we are sure that the site meets the test of the citizens and surrounding neighbors.

Mr. Nance further commented that he would be supportive of using this Town-owned property and for the Town to provide some in-kind services if there are ways to help defray some costs. As part of our proposed budget, there is a recommendation before us to eliminate the K9 unit and to close the swimming pool that has served this community for over six decades. It would be very hard for him to close a public gathering space and then spend even more money to create a brand-new space. Invoke Ministries has its heart in the right place and there is excitement of staff and Council to have this park, but he cannot cut in some areas to save money and then spend even more on something new and shiny.

The Mayor next commented that Council has expressed their support for the Walnut Avenue site, but they want to make sure that it is the right location. Two things we

learned from our prior skate park is that it must be highly visible and has to have much more involvement and some supervision. He then asked Dan Coy to make comments regarding this site.

Mr. Coy commented that he has enjoyed talking with the community, the churches and the business owners, but from his perspective, they are not in a rush as long as there is momentum and movement. The plan is to have at least two nights of programming provided by Invoke at a minimum with probably a presence daily from the leaders. There are a lot of good things that could happen on this site and they are committed to making this place a safe and creative environment. He has more equipment now than he has ever had to make this a great top-notch draw for the community that is not just going to serve the people here, but from outside the community.

Sam Dean, a business owner and resident of Vinton, commented that his son is a skater. The kids that are skaters are good kids and it is a group that needs to be reached out to. He is a photographer and works with the Roanoke Valley Convention and Tourism Bureau for the County and is very aware of how people perceive the Roanoke Valley and especially this community. We need to get people to think about Vinton as a place that is progressing and where things are happening and this is a huge step in the right direction. He thanked Council for even entertaining the possibility of creating a skate park.

Greg Allen commented that he understood the hesitation based on the problems with the other skate parks. However, Dan Coy and Invoke Ministries has meant a lot to him and his friends and he feels like the skate park would do a lot of good for the kids around the community.

The Mayor commented in closing that Council sees the need for the skate park, but they will have to have partners in this project. The Town Manager commented that clear direction has been given on which site to consider and we need to improve on the current drafted design plan. We need to have another neighborhood meeting and pull the bigger community, specifically our Cleveland, Cedar and Walnut neighborhoods with some concrete ideas so we will have more support. After that staff will come back to Council with a concept plan in phases along with some information regarding funding and available grants and ultimately will need permission to proceed on whatever Phase 1 is.

The Mayor called the regular meeting to order at 7:00 p.m. Donna Collins, Human Resources Specialist called the roll with Council Member Nance, Council Member Weeks, Vice Mayor Hare and Mayor Grose present.

Roll call

Council Member Adams was absent. After a Moment of Silence, Council Member Weeks led the Pledge of Allegiance to the U.S. Flag.

Under upcoming community events/ announcements, Council Member Weeks announced the Dogwood Festival that starts tomorrow and goes through Sunday. The Town Manager commented that even though the downtown area is under construction, the parade on Saturday will still go down Washington, Maple and loop around Pollard Street and back.

Council Member Nance made a motion to approve the Consent Agenda 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) – Nance, Weeks, Hare, Grose; Nays (0) – None; Absent (1) - Adams.

Approved minutes for the Special Council meeting of March 31, 2015

Under awards, recognitions and presentations, the first item was a Proclamation for National Drinking Water Week. Council Member Nance read the Proclamation and presented it to Gary Woodson, Public Works Director.

The next item on the agenda was to consider public comments regarding amendments to Article II. Districts and District Map, Sec. 2-1. Establishment of zoning districts, by adding Mixed Use Development (MUD) District; Article IV. District Regulations, by adopting and enacting Division 14. Mixed Use Development (MUD) District; Amending Article X. Definitions, Section 10-2. Words and Terms Defined (b) Certain Words and Terms Defined, by amending and enacting certain words and terms defined, of Appendix B, Zoning, of the Town Code.

The Mayor opened the Public Hearing at 7:17 p.m. Anita McMillan commented on her staff report regarding the amendment to the Zoning Ordinance to add Mixed Use Development (MUD) District and amending definitions. Staff began working on the MUD District because of the potential redevelopment of the former Roland E. Cook and William Byrd High school buildings. Additionally, there are several parcels in the Town that are under-utilized such as the River Park Shopping Center. Currently the Town's zoning districts are very traditional and do not allow for mixed-use development.

Public Hearing opened

The Planning Commission had work sessions in November and January and Town Council was briefed in December on the proposed MUD District. A joint work session with the Planning Commission and Council was had in February. Due to the weather, the Planning Commission had to reschedule their Public Hearing from March to April. This Public Hearing was held on April 2nd

and the Planning Commission voted unanimously to recommend that Council consider adoption of the proposed amendment to the Zoning Ordinance. Staff did not receive any comments from the public with regard to the proposed amendment.

One provision in the original proposed amendment provided that if a piece of property went through the rezoning process and it was not developed after two years it would revert back to the original zoning. Based on discussion with our Town Attorney, this language was removed from the final proposed Ordinance. For a piece of property to go through the rezoning process, the petitioner would have to submit a master plan and the development of some properties make take more than two years. Also, the thought was that if a developer spends money for a master plan, most likely they will go through with the development.

Hearing no comments, the Public Hearing was closed at 7:22 p.m.

Vice Mayor Hare made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member Nance carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Nance, Weeks, Hare, Grose; Nays (0) – None; Absent (1) - Adams.

The next item on the agenda was to consider adoption of a Resolution approving the 2015-2016 operating budget of the Roanoke Valley Resource Authority. Dan Miles, Chief Executive Officer, began by commenting that the proposed budget totals \$8,525,174. This is a balanced budget with revenues equaling the projected expenditures. In order to balance the budget, they are using \$434,974 from the contingency fund, which has been done for the past several years. The budget represents a \$22,971 increase from the current fiscal year or a 0.3% increase.

There is a \$1.00 per ton increase in the Municipal tipping fee from \$48.00 per ton to \$49.00 per ton. That increase for the region represents about a \$0.10 per household per month increase. Vinton's per capita tonnage generation is a little less than the rest of the region, so for Vinton this represents about a \$0.08 per household per month increase.

Mr. Miles next commented regarding the closing of the Town's 3rd Street dumpsters. Last year when he presented the budget to Council, he informed them that the Resource Authority would be constructing a new residential service area. They are still in that process, but after being delayed in obtaining the stormwater permit,

Public Hearing closed

Adopted Ordinance No. 960 amending the Zoning Ordinance to add Mixed Use Development (MUD) District and amending definitions. Staff began working on the MUD District because of the potential redevelopment of the former Roland E. Cook and William Byrd High school buildings. Additionally, there are several parcels in the Town that are under-utilized such as the River Park Shopping Center. Currently the Town's zoning districts are very traditional and do not allow for mixed-use development

they first went out for bids two months ago and only received one bid which was substantially more than budgeted for the project. They decided to take the specifications and divide them into two different components, send them back out and allow more time for other contractors to look at the materials. They received those bids today which are much more in line with the anticipated cost. The matter will be presented to the Board of Directors at their next meeting and he believes they will approve moving forward with the project. It will take approximately three months to complete and they anticipate that the area will be up and running by mid-Fall.

Vice Mayor Hare referred to the second page of the Summary of the budget and the fact that the Authority has transferred funds from the contingency reserve fund for the past five years. Mr. Hare commented that in the real world, you eventually run out of contingency. However, the Authority never seems to run out and would it be incorrect to say it is because they no longer have debt service. He knows they set aside funds for equipment purchases rather than taking out more debt.

Mr. Miles responded that the contingency fund right now has \$1.2 million and if they were to continuously draw \$400,000 out, after three years it would be anticipated that the reserve fund would be gone. The \$450,000 that it being transferred to balance the proposed budget is roughly equivalent to about \$3.00 per ton on the tipping fee based on about 150,000 tons a year. In order to balance the budget they use that amount from the contingency reserve anticipating that the expenditures will likely not be completely what has been budgeted. They try to overestimate their expenditures and under estimate their revenues in order to have a built-in cushion.

For the past few years they have had a surplus fund balance at the end of the year. The Board looks at the surplus fund balance and decides what they want to do with those funds. For the past few years, they have taken that surplus fund balance and put it back into the contingency fund. If the budget were to work out exactly, then about three years out, they would be looking at an increase of that \$3.00 per ton increase they have buffering using the contingency money. They have been balancing the use of the contingency fund with some small increases in the tipping fees so that it is not that big of a hit on the municipal and commercial customers in order to try to get them where they are not relying on the use of that contingency fund as much as they have been in the past.

Mr. Miles further commented that they are starting to see some changes in the economy because garbage is an economic indicator. If less garbage comes through the gates, they get less revenue. The municipal waste has been very stagnant for a number of years and the general population is not feeling the economy resurging at this point in time. The good news is that the commercial side is picking up and with this proposed budget, they are projecting some increase in revenues from the commercial sector. They are trying to keep the rates as low as possible, but still operate in an economically feasible manner and provide an environmentally sound method of disposal.

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

The next item on the agenda was an update and consideration of approval to publish an RFP for renovations to the Farmers' Market as part of the \$700,000 CDBG Project. Ryan Spitzer began with a Power Point presentation showing photos of the current Farmers' Market site. The previous site plan that was presented to Council in November was more aesthetic than functional with the angled seat walls to go with the angle of the stage to the Market along with some striping and some bollards. The focus was not on the stage because the grant submittal to the DHCD only included the actual site of the Farmer's Market parking lot.

The original thought was to try and create a connected space between the stage and the Market area where people would feel that it was all one space. The idea was to create a greener space, get rid of a lot of the pavement and to do a site redesign. The budget that was presented at that time was \$112,084.

After briefing Council, the direction given was more emphasis on the stage, more utilitarian, for the space to be functional and for people to be able to use the space. The money needed to be put toward the best possible use for the Town, for the venue and the citizens. There was concern on the placement of the trees and a connection of the stage to the Market area. This new concept had to be approved by DHCD because the original application was designed for the Farmers' Market and not for the stage and DHCD did not see the connection between the two.

Adopted Resolution No. 2104
approving the 2015-2016
operating budget of the Roanoke
Valley Resource Authority

We were able to explain to our representatives with DHCD how the site functioned as a complete area and interconnected through the Farmers' Market, Mingles at the Market, the Dogwood and Fall Festival. After about two months of discussion with DHCD, they gave the approval and we set out to redesign the new space that is being presented tonight.

The new site concept focuses on expansion of the stage by 50% with an extended roof line and will incorporate the Town's In Vinton brand as an architectural theme. There will be clean lines, more seating, plantings and a place for patrons to dance. The new design is form and functional, not just aesthetically appealing. In the end, we met with local stakeholders and had a local artist give us ideas on what paint schemes to use and some of the design features to tie the spaces together. A new color scheme will be used and the sign will be changed. Depending on the materials that we choose to use, the new budget will be between \$113,000-\$121,000. These funds will come from the grant.

Ashley Marshall of Hill Studio, next commented that the dashed line on the slide of the new site plan is the existing roof line of the stage and all beyond that is the new footprint. The stage will be expanded about 600 square feet, which is basically doubled. The prior design had a wall feature with a sign on it, which was well received, but it will be modified. One of the functions of the wall will be to help fix the grade on the site to make the space flow better for pedestrians and those attending events.

There will be one of the new street lights beside the stage and some plantings will be added along the ramp on the back of the stage to hide some of the concrete. The new proposal is to extend the sidewalk back to the area that is currently graveled and a grass swell to make a nice flat space and install a trench drain to help with water issues. Some planters have been included with benches along the center. The planter on the end will have a place for the sign which will be reconditioned by the local artist and provide a place to relocate the flagpole to tie the side in and make it look like an entrance. A dogwood tree will be added to an island which is out of any views of the stage. Additional trees will be added in the median for additional shade and for those who may want to get a little further away from the music.

With regard to the McDonald Farm barn located in the Vinton Business Center, the artist idea was to salvage the cupola from the barn to the stage. The scale of the cupolas might not be appropriate for the actual stage building itself, but they could potentially work on the

Market structure because of its longer lines. They are proposing this as maybe a future enhancement that would start to tie the two spaces together.

Ms. Marshall next commented that the walls proposed are going to be made of a board formed concrete which is a unique way to make concrete look a little more interesting. She has been looking into some different wood products to possibly replace the entire stage area, not just the new expansion. She has found a product known as boulevard wood which is a North American hardwood that is fired into almost a petrified wood which is comparable somewhat to ipe or teak. She also commented on other site materials for the signage, trench drain and the plantings as well as building materials.

Council Member Nance asked about the possibility of upgrading the bathrooms at the stage area. Mr. Spitzer commented that the stage will be about half of the budget and the improvements at the Market area are the other half of the budget. After comments regarding electrical upgrades, Mr. Nance commented that he really likes the new concept and the willingness of staff to go back to the drawing board again. The Mayor echoed Mr. Nance's sentiments as well and the ability of staff to get approval to add the renovations to the stage to the grant.

The Town Manager commented that the original timeframe was a January to April construction period and we have received a grant extension to December 2015. We now have two options—one is to proceed with construction documents, do the bidding and possibly do the work in a July through October timeframe, but the Market area will be under construction and this will affect the Mingle at the Market concerts. The other option is to wait until the day after Fall Festival, but it will take until about January which is a good construction season, but we will have to ask for another extension. His recommendation is to ask for another extension of approximately 45 days with DHCD.

Mary Beth Layman commented that perhaps if we kept it during the July to October timeframe the stage outside the front of the Municipal Building could be used if it were covered. Another option would be a portable stage. The Town Manager commented that staff can look at these and other options.

The next item on the agenda was an update on the water pressure issue on East Virginia Avenue and Pine Street. Gary Woodson, Public Works Director, began by commenting that at the prior Council meeting there was some concerns expressed about the low water pressure with East Virginia and Pine Street area which were thought

to be associated with the construction that was done for the improvements on Cleveland Avenue. The improvements were done to Cleveland to provide more volume to the fire hydrants in that area plus to add an additional hydrant.

Mr. Woodson next commented on a slide which showed the Parkway Sub-Pressure Zone of which the new eight inch waterline is a part. From this zone west is the 3rd Street well system or pressure zone. The area to the south he indicated is on the parkway system. In the green boundary area on the second slide within the sub-pressure zone, he showed the location of the PRVs and valves. A valve was added along Jefferson as well as a hydrant during the construction.

The next slide showed a listing of the locations of the six hydrants with the pre-construction flows and the post construction flows. The new hydrant put in at Jefferson and Cleveland appears to be a faulty hydrant, which they are addressing. For that reason, the flow information is not available at this time.

Mr. Woodson next commented that the Health Department only requires a minimum water pressure of 20 psi for residential service. The Town has 25 psi minimum pressure delivery in its Code. Most localities around the country will say if you are getting anywhere between 35 to 45 psi, you are delivering good water pressure for a resident. When you start getting above 80-85 psi, they recommend putting on a PRV to control the pressure because the fixtures in a residential establishment really cannot handle or support that type of pressure and can cause equipment damages to plumbing lines and fixtures. Prior to the improvements on Cleveland, the PRV shown on the slide was left completely open. The resident that had the concern at the time was getting pressure probably in the 120 range and now is getting about 74 on the outside spigot. When they go to the meter and run the meter, it is about the same range. That residence is one of the highest elevation-wise which obviously takes more pressure to go up to that point.

With the technology that they had to work with, this area was engineered and modeled some years back and when the new construction went it, the engineer took that model and built a new model to develop the flows through this area. The way they handle operational maintenance issues like this is when they get a complaint, they start adjusting the valves and PRVs. As they are adjusted, they affect the system. When this pressure was left open, they received a call from two residents who were receiving pressures of 125-130psi. They reduced the pressure to about 85 psi.

Mr. Woodson further commented that there was a change in pressure, but it was within an acceptable tolerance of what would be normal delivered service and above what you would see for most communities. If an individual is used to having this high amount of pressure, they will feel a difference. If the pressure was turned back up, then they risk negatively impacting other services through the area in question and the liability would fall back on the Town.

In the long-term future after the completion of Phase II and Phase III of the improvements, they will do another study of that area for those pressure zones and see if they need to add valves or change the pressures.

Council Member Nance asked if the change in pressure came from the installation of the new line or from complaints of the high pressure in the area. Mr. Woodson said the volume increases came from the new construction and that contributes to the pressure. Joey Hiner commented from the audience that the valve at Jefferson Avenue was able to be relocated with the new construction to make it better and it is now closed.

Spencer Hanshaw of East Virginia Avenue asked if the valve has been opened for 28 years why all of a sudden are there problems with pressure. Mr. Woodson responded that there was not a valve at one area, so two pressure zones were contributing to this subzone. Now that the size of the pipe has been increased and the valve turned off, there is more flow coming through and it required the PRV valve to be adjusted.

Vice Mayor Hare commented that there has been no fire coverage on that street for a long time. Mr. Hanshaw asked how long has it been and the Mayor responded that does not matter. The fact is that they need fire coverage. Mr. Woodson responded that there were some hydrants that were not functioning and from a public perspective, there was a danger to that neighborhood. This was Phase I of the project and Phase II and III are currently being engineered and designed to increase the size of the lines to provide better flows for the hydrants.

Mr. Hanshaw next commented that when the pressure was reduced, he and the other residents were told that the problem was from the meter to their houses even though a lot of them have had their lines replaced. If we have had dead fire hydrants, why has it taken this long to fix them.

Vice Mayor Hare commented that in the five years that he has been on Council the water rate has been raised four times because of these needed improvements. The system is old and has not been maintained. He does not know why it was not done sooner, but they are fixing it now.

Before Council started raising the rates, they were spending more money on the water system than it was bringing in.

After additional comments by Mr. Hanshaw and Council, Council Member Nance commented that another aspect of this issue was communication. If there is a possibility as we do these future projects that they are going to have an impact on the surrounding areas, we may need to get the message out sooner as opposed to seeing the results and than having to explain what happened. Mr. Hanshaw commented that is an issue; however, he is satisfied with his water pressure now that he has found out that there are problems.

The Town Manager commented that the Town is doing significant investments on Jefferson, Cleveland and Jackson in the capital plan. We are just replacing lines and doing a little bit of engineering from the modeling standpoint. We can look at a certain area and look at the model and engineer it a little more or at least talk to the engineers to see what it is going to take to at least try to anticipate some of those changes ahead of time. At some point we are going to need to model that system, but we had no idea what changes it would cause since the modeling was based on a ten-year old study.

Mr. Woodson further commented that in the ideal world, we would want to be able to have a SCADA system so we can know exactly what is running through those valves and the lines at all times. Then when something happens we can make modifications or adjustments to the whole system. Right now, 74 psi is a good pressure, but it is not the 125 psi that it was before. Other residents in the same area are probably getting in the 60s.

Vice Mayor Hare next commented that Mr. Woodson indicated in his budget presentation that he wants to do more customer service training for employees out on the front line. This is a really good case where we might have been too quick to assume that it is the citizen's fault before we really know. Mr. Woodson said he agreed that there are a lot of potential causes of a particular issue and often times his guys may go out and based on perception, stop their analysis. Mr. Hanshaw made a valid point and in hindsight they should have met with him and got more information before they gave feedback and he apologized for that.

The next item on the agenda was the financial report for February 2015. Vice Mayor Hare commented that the Finance Committee met on April 14th. The General Fund is doing very well. The cigarette tax continues to lag behind the estimates currently by \$65,000. Business licenses are

behind by almost \$60,000 which were due by March 2nd. There will be some reflected in the March financial report, but Barry Thompson and his staff are monitoring it and making telephone calls to try to determine why they are behind. The Fee for Transport is up by \$80,000.

The AFT recoveries are up significantly to approximately \$73,000. The meals tax is up \$70,000 and sales tax is up \$90,000. Cash for the General Fund over the prior month is up about \$100,000. From where we started in July, cash is down by \$850,000, but that is where it is supposed to be with the way the tax revenues come in. From an expenditure side, everyone has managed to underspend.

The Utility Fund is up about \$60,000 and it does not reflect a residential billing.

With regard to the War Memorial budget, they reviewed to see where it is coming in year-to-date. From a revenue standpoint, it is down about \$11,000 from where it was the same time last year. There is a lot to be said in some of the numbers because it is taking into account about a \$25,000 loss in items of that were resale of pass-through items. So there is the revenue, but also the offsetting expense. From a subsidy standpoint, although he is down \$11,000 from the same time last year, he is down \$2,000 in the overall subsidy year-to-date which means less money is being spent since less revenue is coming in.

Vice Mayor Hare made a motion to approve the financial report for February; the motion was seconded by Council Member Nance and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Nance, Weeks, Hare, Grose; Nays (0) – None; Absent (1) - Adams.

Approved February 28, 2015
financial report

Comments from Council Members: Council Member
Council Member Nance commented that he thought it would be helpful for Council to convey to each other through emails their thoughts on certain areas in the proposed budget because there are so many different issues in play and that he planned to send emails to share his thoughts.

Vice Mayor Hare commented to Gary Woodson that his team does a great job and his prior comments during the update on the water pressure issue were not directed on the work that his employees do. He feels there are some areas that can be worked on and he knows that Mr. Woodson is aware of that.

Mr. Hare next asked the Town Attorney for an update regarding tax sales and our inability to seem to collect anything back from the County. He understood that she and Barry Thompson were working on drafting some type

of agreement and Council is getting close to wanting to make a decision. The Town Attorney commented that she had spoken to Mr. Thompson and he had indicated that when he returns from vacation, he will schedule the meeting with Mr. Hutchins of Roanoke County. She has drafted the agreement as requested.

The Town Attorney next commented that the Town just received another check from a tax sale, so we are getting some money back. The issue is when we spend money to demolish a building and the value of the land is not going to be sufficient to cover the costs of the demolition. Mr. Hare said if that is the case and as long as Council knows that once a decision is made to demolish a building, then we know this is an investment in the Town and it is not coming back. The Town Attorney commented that in that case our lien would actually be greater than the County taxes.

Council Member Nance made a motion to adjourn the regular meeting; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Nance, Weeks, Hare, Grose; Nays (0) – None; Absent (1) - Adams. The regular meeting was adjourned at 9:04 p.m.

Regular meeting adjourned

The work session continued with budget presentations. The first presentation was by Donna Collins, Human Resources Specialist. She reviewed her key goals for the new fiscal year and then commented that a Town softball team will be organized to play in the Roanoke league.

With regard to significant budget highlights, she commented that last year's Human Resource budget was \$62,233 and the proposed budget is \$60,321. The reduction is in advertising of \$1,500; however special training was increased by \$1,000; travel and training by \$600; tuition reimbursement by \$1,000 and dues and subscriptions by \$40.

Vice Mayor Hare asked about the increase in the tuition reimbursement. Ms. Collins responded that it is actually a reduction and is shown wrong on her presentation. There has not been a good response from employees for this reimbursement in the past because of the amount offered. Perhaps there needs to be a redesign of the current program. Her recommendation would be to combine the tuition reimbursement budget with the training budget and if someone qualifies for the reimbursement, it would come out of training. This would also help to increase the training budget and provide more opportunities to send employees for training that is local. In response to a question regarding certifications,

the Town Manager commented that expense would be covered out of the particular department's training budget or the Special Training budget in Human Resources. Tuition reimbursement is for an actual degree, but we have always supported the degree path and the certification path. Ms. Collins commented that perhaps we have not actually explained that adequately.

The next presentation was by the Town Manager. In response to a question by Vice Mayor Hare regarding the barn at the Vinton Business Center, the Town Manager commented that there have been ideas about using the barn in the Business Center to get Vinton on the map. Black Dog Salvage would probably dismantle the entire barn for free and salvage all that they can as part of one of their television shows. Some have commented that the barn would be a good location for a brewery. The budget for the Business Center is less in this proposed budget than last year.

The next presentation was on the Town Manager budget. The Town Manager commented on the key goals. Regarding the goal of financial planning, there are still some areas in the capital realm that we need to work on. Vice Mayor Hare asked if we were short-sighted in our financial planning. Roanoke City goes five years out. The Town Manager commented that we have done a good job of strategic planning, but we have not connected the budget with that five-year plan to really put a financial piece to it. We tend to work on the projects as we go as opposed to putting a stronger focus on where we really want the Town to go. It may be a good time to do that because the gain sharing is up in four years and strategically we are going to need two paths, one with gain sharing and one without plus something in the middle.

With regard to the Town Manager operating budget, there are no significant budget changes. Vice Mayor Hare asked why there is an increase in salaries in the proposed budget. The Town Manager responded that a portion of the Assistant Town Manager's salary that should have been charged to our budget this year was omitted. The proposed budget includes that amount which is the reason for the increase. Barry Thompson can explain this better and he will verify with him when he returns from vacation.

The Town Manager next commented on the Building and Grounds budget. The contractual services budget was decreased by \$3,900; the Health Department line item was increased by \$2,000 mainly due to the business incubator; telephone is a decrease of \$15,000 which is the savings of going to the new VOIP system with

Roanoke County and the postage line item was decreased by \$13,000 which reflects the postage costs that have been reallocated to each department.

The next presentation was on the Town Council's operating budget, community contributions and joint local government services. The Town Manager commented that Council's travel budget was decreased by \$1,000. Elections are in 2016, so the funds for the Committees Appreciation Dinner were shifted from that line item to the elections line item. As discussed during last year's budget process, we will alternate each year between the election costs and the appreciation dinner. A formal review of the community contributions will be placed on an upcoming agenda for Council to discuss any changes that they would like to make. The joint local government services budget reflect the Town's percentages of what we pay to participate in the various organizations.

The Town Manager next commented that Mary Beth Layman in her budget presentation on April 16th asked for an increase in her Special Programs budget. Part of the increase, which is less than \$2,000, is to cover a part-time employee to be at the Farmer's Market on Saturday mornings to run the EBT/SNAP machine and be a host. In the past we were able to get some grants to cover this expense. She already has the machine, but she has to pay for the wireless connection to operate it. Last year it was used over 38 times for EBT/SNAP, but other customers can also use their debit card and purchase tokens.

Council Member Nance asked if we would have a part-time person there regardless and the Town Manager commented that the Market will function without a host. Vice Mayor Hare commented that he does not want to take advantage of Ms. Layman because she is everywhere and he does not know how. So, if she needs more help because we are asking her to go in all these different directions, either we tell her to stop going in so many different directions or then there really is a cost to these extra services. Most of the part-time increase is to pay for assistance for her to have some flexibility at the Market. Also, when she goes on vacation or needs extra help for events, she has Senior Center staff who she utilizes.

Council Member Nance said he would support funds to assist Ms. Layman, but not for the EBT/SNAP program. Vice Mayor Hare commented that he does not think the EBT/SNAP program is worth subsidizing. Mr. Nance then asked if we take this amount to last year's level or do we give what is attributed to the EBT/SNAP program to more of an increase for part-time help. The Town Manager

indicated that he and Mr. Spitzer would meet with Ms. Layman to get the exact cost of the EBT/SNAP program and edit that amount out.

With regard to Valley Metro, the Town Manager commented that a meeting has been scheduled with Sherman Stovall and Carl Palmer. We have also been researching our files to find what our contractual obligations were to get into the transit system. A prior Council in 1997 had the exact same conversation and conducted a Public Hearing on changing the services. At that time there were morning and evening trippers that did every 30 minutes and then it dropped to an hour. The decision in the end was to drop the trippers to just one hour routes. The cost at that time was going from a \$25,000 to a \$50,000 budget.

After further comments, Vice Mayor Hare asked what we would do to lower the cost. The Town Manager commented that we currently have two lines and we could we go to one, but we do not know what that does or means financially. Council Member Nance said perhaps they could be discontinued after 6:00 p.m. after most people get home from work. The Mayor asked if it was being used by people getting to work or going other places. He will give a report back to Council after he meets with Valley Metro. Vice Mayor Hare commented that they could raise the fares and have the riders pay 75% and the localities pay 25%. If we change the subsidy, we could keep the service.

The Work Session was adjourned at 10:15 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Police

Issue

Proclamation - Click It or Ticket

Summary

During this week each year, we observe Click It or Ticket, National Emergency Services Week and Public Works Week. **Click It or Ticket** reminds and urges our citizens to always wear seat belts when driving or riding on our roadways.

Attachment

Proclamation

Recommendations

Read Proclamation



PROCLAMATION

WHEREAS, the safety and security of the citizens of the Town of Vinton and surrounding areas are vitally important; and

WHEREAS, a large percentage of our citizens regularly drive or ride in motor vehicles on our roadways; and

WHEREAS, the use of seat belts in passenger vehicles save thousands of lives each year; and

WHEREAS, regular seat belt use is the single most effective way to protect people and to reduce fatalities in motor vehicle crashes; and

WHEREAS, the use of seat belts is supported by the laws of the Town of Vinton; and

WHEREAS, May 18 through May 31, 2015, has been selected as the national *Click It or Ticket* mobilization enforcement period; and

WHEREAS, across the country law enforcement officers will actively be participating in the mobilization to ensure all motor vehicle occupants are buckled up day and night to reduce the risk of injury and death caused in traffic crashes; and

WHEREAS, increased enforcement of seat belt laws coupled with publicity has proven to be an effective method to increase seat belt use rates and decrease fatal crashes.

NOW, THEREFORE, I, Bradley E. Grose, Mayor of the Town of Vinton, and on behalf of Town Council and all our citizens, do hereby proclaim and announce May 18 to May 31, 2015, as the **Click It or Ticket** Mobilization in the Town of Vinton, and urge all citizens to always wear seat belts when driving or riding on our roadways.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 19th day of May, 2015.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Administration

Issue

Proclamation – GBS and CIDP Awareness Month

Summary

Rick Forney will be present at the meeting to accept this Proclamation.

Attachment

Proclamation

Recommendations

Read Proclamation



PROCLAMATION

WHEREAS, the month of May, has been designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on Guillain-Barre Syndrome (GBS) and Chronic inflammatory Demyelinating Polyneuropathy (CIDP), rare, paralyzing and potentially Catastrophic disorders of the peripheral nerves; and

WHEREAS, the cause of GBS and CIDP is unknown. The length of the illness is unpredictable. It is characterized by rapid onset of weakness and often, paralysis of the legs, arms, breathing muscles and face. Usually months of hospital care are required with patients and families facing an uncertain future, not knowing if and when recovery will occur. Some may face long-term disabilities of varying degrees. GBS or CIDP can develop in any person at any age, regardless of gender or ethnic background; and

WHEREAS, in 1980 , the Guillain-Barre Foundation International (now the GBS/CIDP Foundation International), was founded to provide a support network to patients and their families through the national office headquartered in Philadelphia and its 174 chapters with more than 30,000 members throughout the United States, Canada, Asia, Europe, Australia, South America, and South Africa; and

WHEREAS, Rick Forney is the Liaison for the local area chapter serving as the link between patients, physicians, nurses and families. The Foundation provides educational materials including a comprehensive booklet, "GBS, an Overview for the Layperson," and newsletters as well as funding medical research and conducting symposia; and

WHEREAS, the Foundations Medical Advisory Board includes prominent neurologists active in GBS and CIDP research, leading physicians in rehabilitation medicine, and physicians who, themselves, have had the disorder.

NOW, THEREFORE, I, Bradley E. Grose, Mayor of the Town of Vinton and on behalf of Town Council and all our citizens do hereby proclaim the month of May 2015 as "**GBS/CIDP AWARENESS MONTH**" in the Town of Vinton and encourages all the citizens to recognize the importance of raising awareness of GBS and CIDP.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 19th day of May, 2015.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Police

Issue

Officers of the Month for April 2015

Summary

Detective Todd Bailey and Officer Michael Caldwell were selected as Officers of the month for April and will be recognized at the meeting

Attachments

Memo from Chief Cook

Recommendations

Read Memo



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: Todd Bailey, Detective

From: Benjamin L. Cook, Chief of Police *BLC*

Date: May 12, 2015

Subject: Officer of the Month – April 2015

Congratulations! You have been nominated and selected as Officer of the Month for April, 2015.

After serving on the HIDTA drug investigation team, you were assigned to general investigations in the Detective Division. Since that time, you have taken on many cases and done a superb job handling those investigations. You also serve as our narcotics officer and asset forfeiture coordinator.

On April 22nd, you were called to investigate a break-in and arson at the Vinton Bowling Center. After countless hours of investigative work, you were able to locate and interview the suspects involved and felony charges for breaking and entering, larceny, and arson will be sought.

On April 25th, you discovered a vehicle parked at a local convenience store with persons inside known to you to be involved in the drug trade. You approached the vehicle and discovered the occupants of the vehicle actively using drugs; one of them had just injected narcotics and still had the tourniquet they used attached to an extremity. Ironically, one of the occupants had been investigated by Officer Caldwell last month, operating the same vehicle and parked at the same location. A large amount of narcotics were discovered at that time, and narcotics were found during this incident as well. To make matters worse, this incident occurred just minutes prior to the start of the Dogwood Parade, in an open, public parking lot, in view of anyone walking through the area.

You have taken on many tasks in a short period of time and have performed admirably in your assignments. Your dedication to duty is evident and you are well deserving of this recognition.



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: Michael Caldwell, Police Officer

From: Benjamin L. Cook, Chief of Police *BLC*

Date: May 12, 2015

Subject: Officer of the Month – April 2015

Congratulations! You have been nominated and selected as Officer of the Month for April, 2015.

On April 27, 2015, a burglary was discovered at the old Roanoke County Career Center in which windows were broken, graffiti was spray painted inside the building, and thousands of dollars' worth of recreation equipment was stolen which was being stored there by the booster club. As the scene was being processed, you reached out to informants which led you to identify persons who may have been involved in the incident. You worked diligently to follow up on those leads, which ultimately led to confessions being obtained from the suspects and the recovery of nearly all of the sports equipment that had been stolen. Charges are pending at this time.

You have continued to show your dedication to serving the public and solving criminal incidents. You are well deserving of this recognition.



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Administration

Issue

Consideration of public comments regarding the proposed FY2015-2016 Town of Vinton Budget.

Summary

The FY2015-2016 annual budget is the culmination of months' worth of staff work developing and managing our services and revenues to provide the expected and needed services for the community. The budget document is one of the most important policies established by Council to convey to staff and the community priorities, levels of services, and investment in the community.

The budget document includes a great deal of information which is intended to explain what and why of government services provided by the Town of Vinton.

The General Fund Budget is recommended to use \$76,100 of unreserved fund balance, which includes \$50,000 received from Novozymes for the Glade Creek Greenway Project and \$26,100 to fund capital improvement projects. The major cuts over the past five years have been to the capital projects funding as well as elimination of specific full-time and part-time positions in the Police and Public Works Departments. The town facilities and equipment are aging and our buildings not only need to be maintained but are going to require significant investment over the next 5-10 years to major mechanical systems and roofs. Additionally, major equipment such as dump trucks, fire trucks, and similar items need to be replaced in the next five years.

Capital Improvement Program:

The CIP is intended to be a five year plan for building, equipment, and major purchases for the town. Approximately \$2,272,023 worth of needs were identified and submitted by departments for the FY2015/2016 budget year. The proposed budget includes funding of only \$61,500 in the General Fund of these needs and it defers the remaining projects to future years. The following projects are included the budget for funding:

1. Gateway Enhancements	\$ 5,000
2. Replace Medic 23 With 4WD (Grant with ROCO)	45,000
3. Replace Zero Turn lawn mowers	7,500
4. Walnut Avenue Corridor Improvement Project	<u>4,000</u>
Total General Fund	\$61,500

Capital improvement projects funded in the Utility Fund were in the amount of \$317,000. The projects included:

1. Meter Reading System Upgrade	\$ 25,000
2. Design & Construct Jefferson & Cleveland Aves Waterlines	75,000
3. Deployable Leak detectors & Correlating Equipment	40,000
4. Mason Rd/Bexhill Dr – Water Line Replacement	15,000
5. Niagara Village Apts – Water Line Replacement	12,000
6. Design & Replacement of Sewer Main on Blandford Ave	<u>150,000</u>
Total Utility Fund	\$317,000

Additional projects continue in the Utility fund which resulted from the issuance of our 2013 Series GO Capital Improvement Bonds and the adopting of the Cost of Service Study. The town's partnership contribution of approximately \$939,785 as part of the overall \$17,087,000 Western Virginia Water Authority wastewater treatment plant upgrades is progressing. Work is complete on the Cleveland/Jefferson/Jackson Avenues water project Phase I. The design of Phases II and III of this project are proposed in the FY 2015-16 Budget. Equipment that was designated for lease purchases through the bond has been purchased for the Public Works Fleet.

Water and Sewer Fund:

The maintenance, operations, and investment in our water and sewer system are a fundamental government service. We have recognized the significant needs in our aging utility system and diligently work to keep it functioning. However, in the upcoming 10-15 years, significant investment will be required to replace water and sewer lines, pump stations, and equipment. The *Proposed FY2015/2016* budget as presented is balanced. A comprehensive rate structure analysis was presented to Council in January 2013. Council adopted as part of the FY 2013/2014 Budget an 8.7% water and sewer rate increase. As part of the Cost of Service Study an 8.9% rate increase in water and sewer rates was proposed for both FY 2014/15 and FY 2015/16 and was adopted in the FY 2014/15 Budget for both years. This rate increase will provide funding for infrastructure needs, capital needs and reserve funds needed in the Utility Fund.

Attachments

None

Recommendations

Conduct Public Hearing, action to be taken on June 2, 2015



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Administration

Issue

Consider awarding a bid and authorizing the Finance Director/Treasurer to execute a contract with Brown, Edwards & Company, L.L.P. for professional auditing services.

Summary

Proposals from qualified firms of certified public accountants to audit the Town's financial statements for the fiscal year ending June 30, 2015 and for each of the four (4) subsequent fiscal years were received on March 31, 2015. Proposals were received from Robinson, Farmer, Cox Associates, and Brown Edwards & Company, L.L.P., and declination letters were received from KPMG L.L.P. and Cherry Bekaert, L.L.P. After reviewing the proposals and meeting with two respondents, the Audit Committee comprised of the Ryan Spitzer, Assistant Town Manager; Candace Poling, CPA, Accounting Manager; Lydia Verdillo, Financial Analyst and Barry Thompson, Finance Director/Treasurer evaluated the two firms on the following criteria:

1. Skill, experience, training and availability of the specified persons who will be performing the services requested. (Weighted 20%)
2. The Auditor's understanding of the Town's system of accounting obtained through prior experience or discussion with appropriate local staff and officials. (Weighted 10%)
3. The prior experience and reputation of the Auditor in auditing governmental units similar to the Town, including evaluation of references. (Weighted 30%)
4. Time proposed to complete the engagement. (Weighted 15%)
5. Availability of the Auditor to Town personnel both during the audit and at other times during the year. (Weighted 15%)
6. Selection committee's opinions regarding the Auditor's placement of importance or receipt of the Town's business, and anticipated responsiveness of the Auditor to the Town's needs. (Weighted 10%)

Each committee member scored the two firms on each of the above questions and the corresponding weighting was applied to each member's answer. After totaling the scoring Brown, Edwards & Company, L.L.P. had a score of 97.00 and Robinson, Farmer, Cox Associates had a score of 91.81. At this point price negotiations began with Brown, Edwards & Company, L.L.P.

Mr. Thompson was able to negotiate the attached pricing of \$41,000 with John Aldridge which is \$3,000 less on the Complete Audit from his original pricing where he had separated the VRS testing. He has included the VRS testing which is required by the Virginia Retirement System in his base price. This is also reflected over the next four (4) years of pricing.

The committee recommends that Brown, Edwards & Company, L.L.P. be retained as the Town's Auditor.

Attachments

Team Summary of Ranking
Brown, Edwards & Company, L.L.P. Letter

Recommendations

Motion to adopt Resolution

Team Summary of Rankings
 Audit Proposal Rankings
 Meetings Held, April 27, 2015

Criteria	Evaluation %	Brown Edwards					Robinson, Farmer, Cox				
		Ryan	Lydia	Candace	Barry	Average	Ryan	Lydia	Candace	Barry	Average
1	20%	20.00	20.00	20.00	19.00	19.75	20.00	19.00	18.00	17.00	18.50
2	10%	10.00	10.00	10.00	9.50	9.88	7.00	10.00	9.00	9.00	8.75
3	30%	27.00	30.00	30.00	28.50	28.88	28.50	25.00	24.00	25.50	25.75
4	15%	12.75	15.00	15.00	13.50	14.06	12.75	15.00	14.25	14.50	14.13
5	15%	14.25	15.00	15.00	13.50	14.44	14.25	15.00	15.00	14.50	14.69
6	10%	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Total	100%	94.00	100.00	100.00	94.00	97.00	92.50	94.00	90.25	90.50	91.81

Evaluation Criteria:

1. Skill, experience, training and availability of the specified persons who will be performing the services requested.
2. The Auditor's understanding of the Town's system of accounting obtained through prior experience or discussion with appropriate local staff and officials.
3. The prior experience and reputation of the Auditor in auditing governmental units similar to the Town, including evaluation of references.
4. Time proposed to complete the engagement.
5. Availability of the Auditor to Town personnel both during the audit and at other times during the year.
6. Selection committee's opinions regarding the Auditor's placement of importance or receipt of the Town's business, and anticipated responsiveness of the Auditor to the Town's needs.

May 1, 2015

Barry W. Thompson, Treasurer
 Town of Vinton
 311 S. Pollard Street
 Vinton, VA 24179

Mr. Thompson,

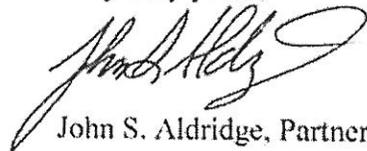
As requested, I am providing the Town of Vinton our non-binding estimate of fees for the services as outlined in your RFP for Professional Auditing Services dated March 10, 2015 for the years ending June 30, 2015 through 2019.

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Complete Annual Audit (Including VRS)	\$ 41,000	\$ 42,200	\$ 43,500	\$ 44,800	\$ 46,100
A-133 Audit (As needed)*	\$ 3,500	\$ 3,600	\$ 3,700	\$ 3,800	\$ 3,900

*-This fee assumes only one major program per year.

Please contact me directly should you have any additional questions. I can be reached at 540-3455-0936. Thank you once again for the opportunity to bid on these services.

Very truly yours,



John S. Aldridge, Partner

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, MAY 19, 2015 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 is required by the State of Virginia Auditor of Public Accounts to conduct an annual audit of the Town's various funds and accounts; and

WHEREAS, the Town advertised a request for proposals for the provision of professional auditing services to conduct the Town's annual audit; and

WHEREAS, the Town received proposals from qualified firms and conducted interviews to rank and select a firm for negotiations and staff has recommended that the contract submitted by Brown, Edwards & Company, L.L.P. be approved for the next five (5) fiscal years ending June 30, 2015 through fiscal year ending June 30, 2019 with the option to extend said contract for an additional three one (1) year periods.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby grant a contract to Brown, Edwards & Company, L.L.P. for professional auditing services and hereby authorizes the Finance Director/Treasurer to execute the contract and any other necessary documents.

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

May 19, 2015

Department

Council

Issues

Appointments to Boards/Commissions/Committees

Summary

The Mayor's term on the Roanoke Valley-Alleghany Regional Commission expires on June 30, 2015. According to the By-laws of the Commission, he is eligible to serve another three-year term.

Attachments

None

Recommendations

Motion to re-appoint Mayor Grose to a new three-year term on the RVARC to expire June 30, 2018



Town Council Agenda Summary

Meeting Date

May 19, 2015

Department

Finance/Treasurer

Issue

Financial Report for March 2015

Summary

The Financial Report for the period ending March 31, 2015 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee met on May 11, 2015 to discuss this report and will make a presentation to Council at their Regular Meeting.

Attachments

March 31, 2015 Financial Report Summary

Recommendations

Motion to approve the March 2015 Financial Report

**Financial Report Summary
Month Ending March 31, 2015**

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	5,059,294	774,449	4,999,120	(60,174)	99%
Accrued Revenue Adjustment			268,303	268,303		
Total Adj. Revenues	8,566,220	5,059,294	1,042,753	5,267,423	208,129	104%
Expenditures	8,566,220	6,292,582	627,399	5,613,722	(678,861)	89%
Revenues over/(under) Expenditures		(1,233,289)	415,354	(346,299)		
Utility Fund 300						
Revenues	3,449,935	2,301,445	95,580	2,326,953	25,508	101%
Less: Tinker Creek Project Revenue		0	0	0	0	0%
Less: Bond Series 2013		0	0	0	0	
Operating Revenues	3,449,935	2,301,445	95,580	2,326,953	25,508	101%
Expenditures	3,449,935	2,615,474	212,071	2,715,099	99,625	104%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013		0	1,250	516,265	516,265	
Operating Expenditures	3,449,935	2,615,474	210,821	2,198,834	(416,640)	84%
Revenues over/(under) Expenditures		(314,029)	(115,241)	128,119		
Total All Funds						
Revenues	12,016,155	7,360,739	1,138,332	7,594,376	233,638	103%
Expenditures	12,016,155	8,908,057	838,220	7,812,556	(1,095,501)	88%
Revenues over/(under) Expenditures		(1,547,318)	300,113	(218,180)		