

MINUTES OF A COUNCIL STRATEGIC PLANNING SESSION OF VINTON TOWN COUNCIL HELD AT 8:30 A.M. ON TUESDAY, SEPTEMBER 30, 2014, AT THE VINTON WAR MEMORIAL, 814 WASHINGTON AVENUE, 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  
Susan N. Johnson, Town Clerk  
Ryan Spitzer, Assistant Town Manager  
Barry Thompson, Finance Director/Treasurer

The Mayor opened the meeting and then turned the meeting over to the Town Manager. He commented that Council Member Adams will be absent from the meeting due to the death of a close friend.

Council and staff were provided a copy of the final document of the October 28-29, 2012 Council Planning Retreat for reference (attached). The Town Manager commented in detail on the progress of each Action Item in the report.

The next items for discussion related to a financial summary and forecast and a fund balance policy and creation of capital reserve. Barry Thompson provided Council and staff with a report of Revenues over a six-year span beginning with FY2008-2009 (attached). Comments and discussion on this report were facilitated by Mr. Thompson. A breakdown of Revenue and Expenditures for the War Memorial as well as the Swimming Pool for FY2013-2014 were also provided (attached).

Mr. Thompson next reviewed a draft General Fund Reserve Policy (attached) for Council's consideration. He recommended to Council that the review period listed in the draft be changed from "every two years" to "every year". After discussion, Council requested that Mr. Thompson calculate the reserve amount for a two-month and a three-month period and add additional language regarding cash flow and report back to Council.

The Town Manager mentioned two key financial agreements—the Gain Sharing Agreement with Roanoke County that will expire in 2019 and the Water/Sewer Service Provider Agreement that will expire in 2029. There was no discussion regarding these items, but he wanted Council to be aware of their expiration dates.

The last item related to discussion of staff compensation and competitiveness.

The Town Clerk called the regular meeting to order at 12:18 p.m. and called the roll with Council Member Nance, Council Member Weeks, Vice Mayor Hare and Mayor Grose present. Council Member Adams was absent.

Vice Mayor Hare made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 A (5) of the 1950 Code of Virginia, as amended, for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The motion was seconded by Council Member 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. Council went into Closed Meeting at 12:19 p.m.

At 1:12 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Council Member Nance, seconded by Council Member Weeks and carried by the following vote, with all members voting: Vote 4-0; Yeas (5) – Nance, Weeks, Hare, Grose; Nays (0) – None; Absent (1) - Adams. The work session was reconvened at 1:17 p.m.

The Town Manager introduced Dan Coy, VP of Business Partnerships with Renewation who gave a presentation on a proposal to partner with the town for a skate park on the old Steve's garage site behind the Municipal Building. After the presentation and discussion, the Town Manager indicated that he would work with Mr. Coy and staff to draft a plan of action and other documents and make a report back to Council.

Council and staff were provided a handout showing five of the available properties in the town for economic development opportunities (attached). Mr. Spitzer commented on business recruitment/retention and business climate along with development codes and recruitment strategies/incentives. After discussion, Council directed the Town Manager and Mr. Spitzer to work with staff and possibly the Planning Commission in developing a plan to market these properties to include incentives for interested businesses. The Mayor also mentioned that he and Council Member Adams would like for staff to review our current sign ordinance and make a report back to Council.

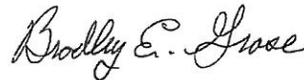
The Town Manager commented that the Health Department Building and the Old Library property are two areas that he would like to discuss further with Council at a future work session.

The Town Manager next requested that Council give him some direction to be working toward strategic goals for the next two years as well as their priorities and levels of service. After opening comments from the Town Manager, Council directed staff to provide actual costs of some specific levels of service. Also, comments were made that we cannot depend solely on new revenue sources for the next two fiscal years. We will need to find additional funds within our budget which may mean that we have to reduce or eliminate some current levels of service.

The Town Manager also commented that Council had given direction from the Closed Session that they would like for staff to review the possibility of creating a new zoning district that would keep the character of existing neighborhoods but also allow for mixed uses.

After closing comments, the retreat was adjourned at 4:35 p.m.

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, Town Clerk



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

Prepared by:  
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**Overview of Projected Revenue/Expenses going Forward**

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

**Vinton War Memorial**

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

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

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

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

ACTION ITEMS	DATE DUE	PERSON RESPONSIBLE	STATUS
Present business plan to Town Council	Dec 2012	Kevin Kipp, Facilities Mgr	✓
Update on Business plan to Council	May 2013	Kevin Kipp	✓
Review financials and make decision on whether to continue with current business plan or to explore other options to minimize/eliminate subsidy on budget	Nov 2013	Chris/Council	✓

**Overview**

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

**In attendance were:**

- Mayor Brad Grose
- Vice Mayor Wes Nance
- Councilman Doug Adams
- Councilman Bobby Alice
- Councilman Mott Here
- Chris Lawrence, Town Manager
- Susan Johnson, Executive Assistant/Town Clerk

**Purpose of Retreat**

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

**What's in this Document**

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

**Areas of Focus**

The key areas of focus for this retreat were:

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

**Economic Development/Downtown**

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

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

ACTION ITEMS	DATE DUE	PERSON RESPONSIBLE	STATUS
Get disposition from building official on 123 Gus Nicks Blvd	Nov 2012	Anita McMillan/ Planning & Zoning	✓
Brainstorm and explore the feasibility of options for Steve's garage property and make recommendation	Jan 2013	Chris Lawrence	✓
Explore options available to "sweeten the pot" for private business development to enhance the effectiveness of the overall downtown revitalization	Feb 2013	Ryan Spitzer	✓
Make decision on our "brand"	Feb-April 2013	Chris/Ryan	✓
Do study to evaluate Central Business boundaries for Downtown for possible expansion	Feb-April 2013	Anita	✓

**Infrastructure**

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

ACTION ITEMS	DATE DUE	PERSON RESPONSIBLE	STATUS
Presentation on rate study for water and sewer for decision-making on next steps	Dec 2012	Chris	✓
Staff recommendation on what are the biggest liabilities with SWM we need to be prepared for	Feb-Apr 2013	Anita/Gary	✓
Develop priority list of sidewalks and roads for improvement	Sept 2013	Gary	✓
Do cost/benefit analysis of new vs. used vs. rental of small roller to improve quality of road repairs	Feb 2013	Gary	✓
Make decision on whether to replace wooden sign poles with metal ones as they need replacement due to maintenance issues		Gary	pilot program
Evaluate all options for "closed" nights at the swimming pool (i.e. movie nights) to increase revenue and make recommendation	May 2013	Mary Beth Layman	✓

**Economic Development/Other**

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

Following are the action items that resulted from that discussion.

ACTION ITEMS	DATE DUE	PERSON RESPONSIBLE	STATUS
Market and sell the Health Dept. Building	Beginning Nov 2012		proposal
Quarterly update to Council on the status of all Economic Development projects	Feb 2013 May 2013 Aug 2013 Nov 2013 Feb 2014 May 2014	Chris/Ryan	✓
Explore and make recommendation on new site for annual fireworks display	Mar 2013	Mary Beth Layman	✓
Develop pro-active plan/recommendation on how to develop the two corridors. Consider a possible creative partnership agreement with the Chamber.	April 2013	Chris/Ryan/Anita	✓
Do feasibility study on what it would take to make the Vinton Business Center more marketable	Nov 2013	Ryan/Roanoke County	progress

**Staffing, Staff Development and Use of Volunteers**

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

ACTION ITEMS	DATE DUE	PERSON RESPONSIBLE	STATUS
Update the employee manual to reflect changes in policy		Stephanie	2014/2015 winter
Develop a plan for training and leadership development for employees		Stephanie	progress
Develop ideas on how we can recognize both employees and volunteers in an individualized and meaningful way		Stephanie	progress
Develop more useful reports on police, fire and EMS to help Council better understand their needs and issues, and to help with decision-making on allocation of resources		Chris Vol. Fire Chief Vol. EMS Chief Capt. Linkous	✓
Create a more robust volunteer program which includes: - Brainstorm creative opportunities (Adopt a Highway; Adopt a Neighborhood), as well as solidify other volunteer opportunities - Develop data base of volunteers with contact info and preferences - Determine need for/what to do about background checks for volunteers - Recruitment plan for new volunteers (seniors, police academy graduates, etc.) - Robust communication plan, including formalized way to acknowledge and thank them		Mary Beth Layman	progress on-going
Determine plan to follow-up on citizen, employee and business surveys		Chris	2015
Develop plan to create a Citizens Academy	Jan 2014	Chris	2015

**Summary/Next Steps**

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

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

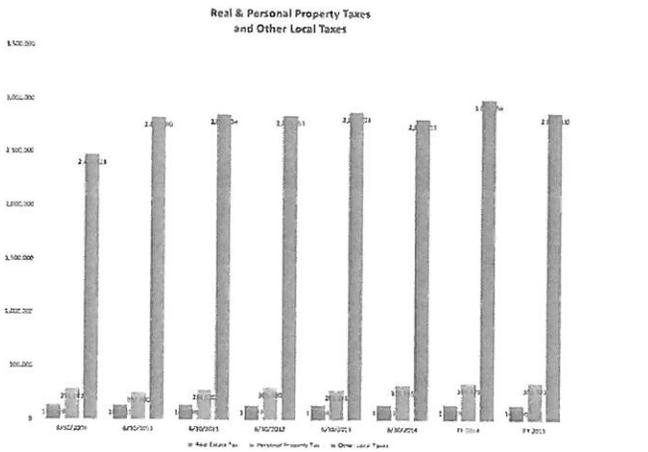
Documents presented at the retreat that may be helpful in understanding this strategic plan are included in the following pages. They include:

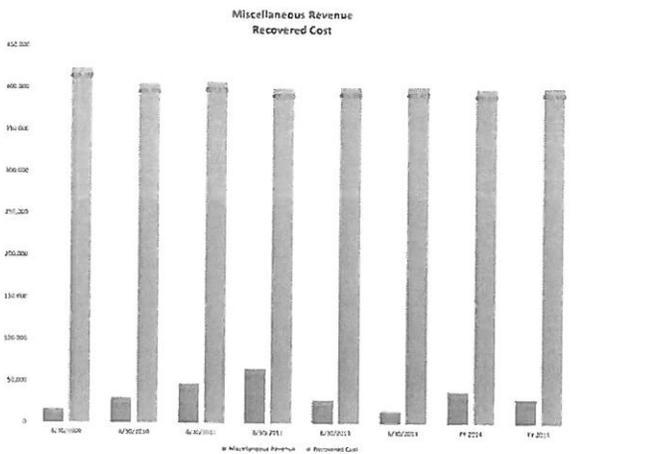
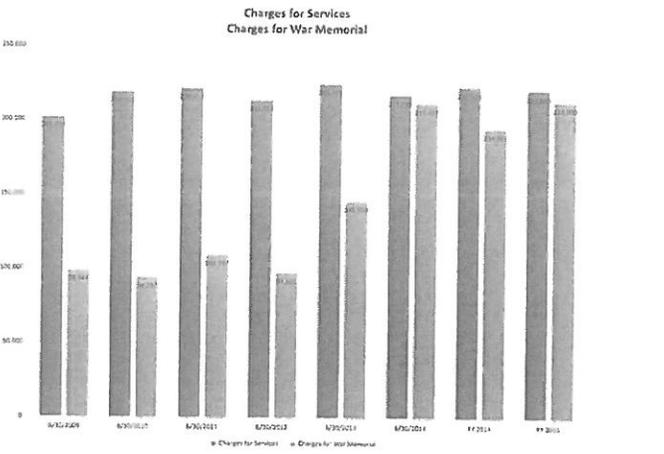
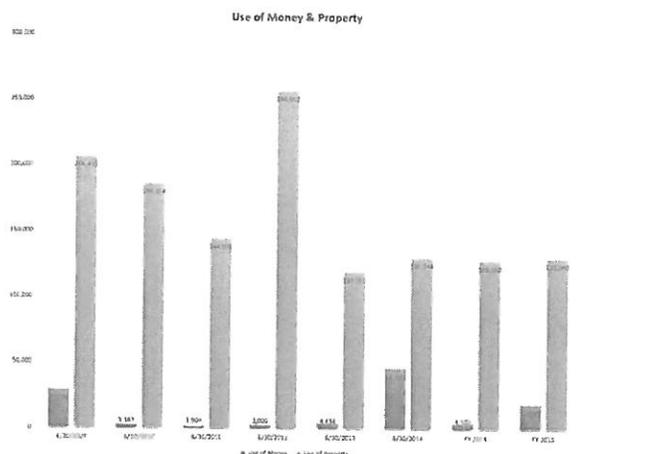
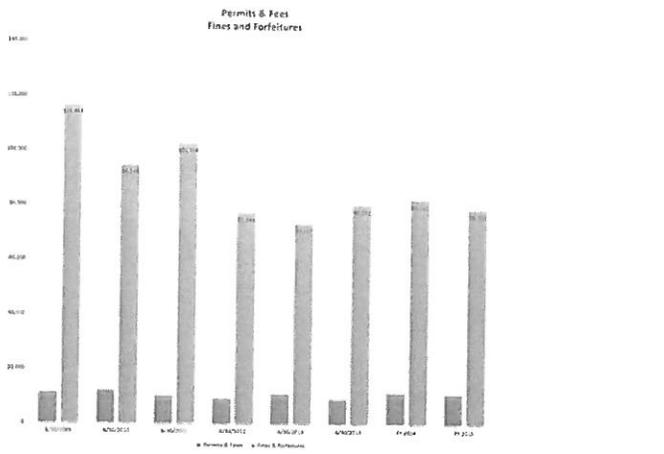
- Revenue Projections through 2016 (page 8)
- War Memorial Financials (page 10)
- Downtown Business District Revitalization Project (pages 11-13)

	Town of Vinton Revenues						REVISED BUDGET FY 2014	BUDGET ADOPTED FY 2015
	ACTUAL 6/30/2009	ACTUAL 6/30/2010	ACTUAL 6/30/2011	ACTUAL 6/30/2012	ACTUAL 6/30/2013	ACTUAL 6/30/2014		
Real Estate Tax	133,886.21	133,392.03	136,553.59	130,693.32	117,508.02	134,315.85	137,039.00	136,600.00
Real Estate Tax Dev	5,601.67	5,419.12	5,555.49	7,976.77	5,478.38	8,242.31	7,000.00	7,000.00
Public Service Corp Tax	4,638.61	4,970.84	4,688.67	4,726.70	4,429.97	4,174.98	4,500.00	4,500.00
<b>Total Real Estate Tax</b>	<b>144,126.49</b>	<b>143,781.99</b>	<b>146,797.75</b>	<b>143,396.79</b>	<b>127,416.37</b>	<b>146,733.14</b>	<b>148,539.00</b>	<b>148,100.00</b>
Personal Property Tax	291,182.58	257,490.38	261,620.40	300,379.77	283,551.21	326,815.47	349,725.00	351,775.00
<b>Total Personal Property Tax</b>	<b>291,182.58</b>	<b>257,490.38</b>	<b>261,620.40</b>	<b>300,379.77</b>	<b>283,551.21</b>	<b>326,815.47</b>	<b>349,725.00</b>	<b>351,775.00</b>
<b>Other Local Taxes</b>								
Consumer Utility Tax	770,824.90	762,069.53	777,810.13	747,493.29	753,456.06	751,078.00	715,500.00	765,500.00
Business License Tax	470,155.21	492,105.00	488,703.00	491,641.30	576,168.70	550,219.63	490,000.00	537,500.00
Franchise License Tax	28,800.57	37,451.01	36,328.06	27,648.92	31,893.38	37,183.74	28,500.00	31,500.00
Motor Vehicle License Tax	155,861.77	141,118.47	169,156.57	167,483.13	160,244.80	159,688.93	170,000.00	170,000.00
Bank Check Tax	114,345.00	127,203.00	192,610.00	181,814.00	157,000.00	154,964.00	155,500.00	154,700.00
Pay-student Tax	35,926.91	26,161.17	24,508.77	21,867.40	18,013.53	8,064.23	25,000.00	0.00
Admission Tax	6,933.07	4,803.14	4,878.16	4,879.04	2,953.24	2,168.26	4,400.00	1,500.00
Transient Occupancy Tax	690.94	801.28	852.79	773.10	925.59	728.76	700.00	800.00
Prepared Food Tax	861,286.26	842,384.17	866,447.89	909,813.68	912,226.77	895,561.63	907,250.00	912,000.00
Cigarette Tax	0.00	346,885.65	306,799.78	296,309.38	321,075.00	266,366.87	495,715.00	318,000.00
<b>Total Other Local Taxes</b>	<b>2,475,877.87</b>	<b>2,411,290.37</b>	<b>2,460,934.27</b>	<b>2,449,793.16</b>	<b>2,484,979.99</b>	<b>2,321,316.05</b>	<b>2,006,656.00</b>	<b>2,483,300.00</b>
<b>Permits &amp; Fees</b>								
Annual Licenses	3,638.50	3,900.50	5,632.00	4,407.50	4,225.50	4,459.00	5,000.00	4,500.00
Permits & other Licenses	7,652.00	8,515.00	4,610.00	4,865.00	6,835.00	4,676.00	6,500.00	6,300.00
<b>Total Permits &amp; Fees</b>	<b>11,290.50</b>	<b>12,415.50</b>	<b>10,242.00</b>	<b>9,272.50</b>	<b>10,860.50</b>	<b>9,135.00</b>	<b>11,500.00</b>	<b>10,800.00</b>
<b>Fines &amp; Forfeitures</b>								
Court Fines	115,476.75	92,997.91	101,145.92	76,013.82	71,247.12	77,781.43	80,000.00	76,000.00
Parking Fines	1,815.00	1,965.00	1,470.00	1,130.00	1,785.00	1,985.00	2,000.00	2,500.00
False Alarms	0.00	0.00	0.00	0.00	75.00	425.00	125.00	200.00

	Town of Vinton Revenues						REVISED BUDGET FY 2014	BUDGET ADOPTED FY 2015
	ACTUAL 6/30/2009	ACTUAL 6/30/2010	ACTUAL 6/30/2011	ACTUAL 6/30/2012	ACTUAL 6/30/2013	ACTUAL 6/30/2014		
<b>Total Fines &amp; Forfeitures</b>	<b>117,291.75</b>	<b>94,962.91</b>	<b>102,615.92</b>	<b>77,143.82</b>	<b>73,107.12</b>	<b>80,191.43</b>	<b>82,125.00</b>	<b>78,700.00</b>
Use of Money	29,104.46	3,187.09	1,901.77	3,020.02	4,431.84	45,209.56	4,500.00	19,000.00
<b>Total Use of Money</b>	<b>29,104.46</b>	<b>3,187.09</b>	<b>1,901.77</b>	<b>3,020.02</b>	<b>4,431.84</b>	<b>45,209.56</b>	<b>4,500.00</b>	<b>19,000.00</b>
Use of Property	206,434.81	186,154.37	144,076.30	256,601.87	129,002.89	130,144.27	128,150.00	130,050.00
<b>Total Use of Property</b>	<b>206,434.81</b>	<b>186,154.37</b>	<b>144,076.30</b>	<b>256,601.87</b>	<b>129,002.89</b>	<b>130,144.27</b>	<b>128,150.00</b>	<b>130,050.00</b>
Charges for Services	201,710.37	218,502.63	220,913.32	213,223.86	224,370.68	217,195.47	222,500.00	220,500.00
<b>Total Charges for Services</b>	<b>201,710.37</b>	<b>218,502.63</b>	<b>220,913.32</b>	<b>213,223.86</b>	<b>224,370.68</b>	<b>217,195.47</b>	<b>222,500.00</b>	<b>220,500.00</b>
Charges for War Memorial	98,943.83	94,296.62	109,396.50	97,801.61	145,699.14	221,477.25	194,821.60	213,000.00
<b>Total Charges for War Memorial</b>	<b>98,943.83</b>	<b>94,296.62</b>	<b>109,396.50</b>	<b>97,801.61</b>	<b>145,699.14</b>	<b>221,477.25</b>	<b>194,821.60</b>	<b>213,000.00</b>
Miscellaneous Revenue	550,537.09	563,962.38	666,335.11	496,142.29	3,508,856.14	690,467.70	894,836.46	769,663.00
<b>Total Miscellaneous Revenue</b>	<b>550,537.09</b>	<b>563,962.38</b>	<b>666,335.11</b>	<b>496,142.29</b>	<b>3,508,856.14</b>	<b>690,467.70</b>	<b>894,836.46</b>	<b>769,663.00</b>
Recovered Cost	17,160.34	31,002.62	48,455.26	66,012.37	28,767.30	15,797.02	39,086.25	31,000.00
<b>Total Recovered Cost</b>	<b>17,160.34</b>	<b>31,002.62</b>	<b>48,455.26</b>	<b>66,012.37</b>	<b>28,767.30</b>	<b>15,797.02</b>	<b>39,086.25</b>	<b>31,000.00</b>
Non-Categorical Aid	424,387.69	405,975.48	407,876.72	400,699.65	401,898.33	402,471.68	400,639.00	402,440.00
<b>Total Non-Categorical Aid</b>	<b>424,387.69</b>	<b>405,975.48</b>	<b>407,876.72</b>	<b>400,699.65</b>	<b>401,898.33</b>	<b>402,471.68</b>	<b>400,639.00</b>	<b>402,440.00</b>
Sales Tax	1,138,312.35	1,111,484.87	1,174,905.29	1,232,432.30	1,281,985.56	1,291,284.55	1,290,000.00	1,300,000.00
<b>Total Sales Tax</b>	<b>1,138,312.35</b>	<b>1,111,484.87</b>	<b>1,174,905.29</b>	<b>1,232,432.30</b>	<b>1,281,985.56</b>	<b>1,291,284.55</b>	<b>1,290,000.00</b>	<b>1,300,000.00</b>
Other Categorical Aid	1,243,159.82	1,173,407.40	1,197,924.83	1,157,690.43	1,097,764.27	1,252,212.56	1,454,446.12	2,007,442.00
<b>Total Other Categorical Aid</b>	<b>1,243,159.82</b>	<b>1,173,407.40</b>	<b>1,197,924.83</b>	<b>1,157,690.43</b>	<b>1,097,764.27</b>	<b>1,252,212.56</b>	<b>1,454,446.12</b>	<b>2,007,442.00</b>
<b>Total General Fund</b>	<b>6,948,734.55</b>	<b>7,129,098.95</b>	<b>7,376,846.44</b>	<b>7,507,471.64</b>	<b>10,232,691.34</b>	<b>7,642,601.07</b>	<b>8,176,114.61</b>	<b>8,566,220.00</b>

	Town of Vinton Revenues						REVISED BUDGET FY 2014	BUDGET ADOPTED FY 2015
	ACTUAL 6/30/2009	ACTUAL 6/30/2010	ACTUAL 6/30/2011	ACTUAL 6/30/2012	ACTUAL 6/30/2013	ACTUAL 6/30/2014		
Real Estate Tax	144,189	145,642	146,798	142,497	147,431	146,333	148,539	148,100
Personal Property Tax	291,181	257,490	261,620	300,380	283,551	328,815	349,725	351,775
<b>Other Local Taxes</b>	<b>2,475,828</b>	<b>2,411,290</b>	<b>2,460,934</b>	<b>2,449,793</b>	<b>2,484,978</b>	<b>2,321,316</b>	<b>2,006,656</b>	<b>2,483,300</b>
Permits & Fees	11,291	12,416	10,242	9,273	10,861	9,135	11,500	11,000
Fines & Forfeitures	117,292	94,963	102,616	77,144	73,107	80,191	82,125	78,700
Use of Money	29,104	3,187	1,902	3,020	4,432	45,210	4,500	19,000
Use of Property	206,435	186,154	144,076	256,602	129,003	130,144	128,150	130,050
Charges for Services	201,710	218,503	220,913	213,224	224,371	217,195	222,500	220,500
Charges for War Memorial	98,944	94,297	109,397	97,801	145,699	221,477	194,822	213,000
Miscellaneous Revenue	550,537	563,962	666,335	496,142	3,508,856	690,468	894,837	769,663
Recovered Cost	17,160	31,003	48,455	66,012	28,767	15,797	39,086	31,000
Non-Categorical Aid	424,388	405,975	407,876	400,700	401,898	402,472	400,639	402,440
Sales Tax	1,138,312	1,111,485	1,174,905	1,232,432	1,281,986	1,291,285	1,290,000	1,300,000
Other Categorical Aid	1,243,160	1,173,407	1,197,925	1,157,690	1,097,764	1,252,213	1,454,446	2,007,442
<b>Total General Fund</b>	<b>6,948,735</b>	<b>7,129,099</b>	<b>7,376,846</b>	<b>7,507,471</b>	<b>10,232,691</b>	<b>7,642,601</b>	<b>8,176,115</b>	<b>8,566,220</b>







DRAFT  
Town of Vinton, Virginia  
General Fund Reserve Policy

Town of Vinton  
Swimming Pool  
FY2013

	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	June 13	2012 FY	% of Revenue
2413 - DEPARTMENTAL (POOL/FARE)													\$ 26,522.90	
002 - SWIMMING POOL ADMIN/CLERK	\$ 10,545.00	\$ 4,755.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162.00	\$ 14,143.50	\$ -	\$ 400.00	
003 - POOL MAINT. DONATIONS			450.00										\$ 450.00	
007 - SWIMMING POOL SWIM CLASS	600.00	1,400.00	1,150.00	230.00							80.00	1,100.00	\$ 4,510.00	
	\$ 11,145.00	\$ 6,155.00	\$ 1,600.00	\$ 230.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162.00	\$ 14,223.50	\$ -	\$ 4,850.00	100%
<b>Supplies</b>														
2103 - DISCRETIONARY POOL/FARE	\$ 104.20	\$ 722.42	\$ 842.22	\$ 840.20	\$ 850.54	\$ 640.20	\$ 454.54	\$ 640.20	\$ 640.20	\$ 640.20	\$ 989.55	\$ 836.41	\$ 8,472.84	
2101 - SALARIES & WAGES		126.16									17.25	10.31	\$ 216.57	
2102 - SALARIES & WAGES OVERTIME		2,247.86									700.00	8,000.00	\$ 11,000.00	
2103 - SALARIES & WAGES - PART TIME	6,041.32	3,247.86											\$ 9,289.18	
200 - BENEFIT/RETIREMENT	687.08	674.17	47.31	47.18	71.61	47.18	48.20	47.20	47.20	41.20	127.33	54.24	\$ 1,483.07	
202 - RETIREMENT CONTRIB. VRS	54.15	54.15	54.15	54.15	54.15	54.15	54.15	54.15	54.15	54.15	54.15	54.15	\$ 630.00	
210 - INSURANCE - VRS	8.40	8.20	7.60	13.40	7.60	7.60	7.60	7.60	7.60	7.60	11.60	11.60	\$ 100.00	
205 - MEDICAL INSURANCE	111.00	111.00	111.00	111.00	111.00	111.00	111.00	111.00	111.00	111.00	111.00	111.00	\$ 1,332.00	
211 - HEALTH & COMPENSATION PLAN	104.00												\$ 104.00	
202 - EMPLOYEE BENEFITS	1,000.00	300.00	54.31	57.00							100.00	500.00	\$ 1,911.31	
204 - MAINTENANCE & REPAIRS EQUIP	50.50	300.50									100.00	500.00	\$ 951.00	
210 - UNIFORMS/WEAR/ING APPAREL		300.50											\$ 300.50	
210 - MAINTENANCE & REPAIRS BLDG		17.20											\$ 17.20	
210 - ELECTRICAL SERVICE		381.71	485.54	444.56	456.26	274.12	21.11	33.55		64.20	34.01	1,270.02	\$ 4,447.87	
210 - WATER AND SEWER SERVICE		844.00	222.29	211.24	25.84	25.84	25.84	39.84		30.00	22.04	1,077.89	\$ 4,751.52	
211 - TELEPHONE		4.17	18.94	21.11	26.11	31.65	18.92	31.92	21.11	18.27	30.90		\$ 216.00	
212 - PROPERTY INSURANCE		20.00											\$ 20.00	
210 - LIABILITY INSURANCE		915.00											\$ 915.00	
244 - MEDICAL SUPPLIES		25.73											\$ 25.73	
247 - RECREATION/ENTERTAINMENT SUPPLIES													\$ 0.00	
248 - MATERIALS & SUPPLIES		8,306.34	120.00										\$ 8,426.34	
249 - SPECIAL PRINTS SUPPLIES		42.15			59.78								\$ 101.93	
240 - FUEL & TRAVEL													\$ 0.00	
250 - SUPPLIES & PARTS		179.91											\$ 179.91	
272 - SPECIAL PROJECTS									3,844.00				\$ 3,844.00	
299 - CAPITAL OUTLAY													\$ 0.00	
	\$ 11,145.00	\$ 8,877.42	\$ 1,642.22	\$ 2,807.20	\$ 4,190.54	\$ 967.20	\$ 4,282.17	\$ 802.04	\$ 4,270.50	\$ 4,200.20	\$ 5,379.15	\$ 10,734.50	\$ 86,523.97	27%
	\$ 11,145.00	\$ 8,877.42	\$ 1,642.22	\$ 2,807.20	\$ 4,190.54	\$ 967.20	\$ 4,282.17	\$ 802.04	\$ 4,270.50	\$ 4,200.20	\$ 5,379.15	\$ 10,734.50	\$ 86,523.97	27%

**Purpose:**

The Town of Vinton establishes its General Fund Reserve policy as additional insurance against disasters, emergencies and unforeseen expenditures.

**Reserve Level:**

The Town Council hereby establishes the following minimum General Fund reserve target:

- The Town shall strive to maintain a General Fund reserve equal to 3 months of discretionary General Fund revenues. These funds are set-aside to address potential needs in the following areas:
  - A **Reserve for Economic Uncertainty** – funds designated to mitigate periodic revenue shortfalls due to downturn in economic cycles, thereby avoiding the need for service-level reductions within the fiscal year or budget year.
  - An **Emergency Reserve** – funds designated to mitigate costs of unforeseeable emergencies and natural disasters.
- The appropriate level of General Fund reserves shall be reviewed every two years.

For the purpose of this section, discretionary General Fund revenues include all taxes, permits and fees, fines and forfeitures, use of money and property, charges for services, miscellaneous services, recovered cost, non-categorical aid, and categorical aid that are not restricted to their use.

**Use of Reserve Funds:**

**Reserve for Economic Uncertainty** – Funds reserved under this category shall be used to mitigate annual revenue shortfalls (actual revenues less than projected revenues) due to slowdown in general economic conditions as well as reductions in revenues caused by actions by State/Federal governments. Should any unanticipated reductions in revenues be deemed to be recurring, adjustments will be made in the following budget so as to reflect revised revenue projections.

Any reserve funds expended within this category that result in year-end reserves below the established policy level shall be restored in the the subsequent budget year. However, if the reserve level falls to below ten percent (10%), the Town Council may restore funds over a multi-year period.

**Emergency Reserve** - Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters. Should unforeseen and unavoidable events occur that require expenditure of Town resources beyond those provided for in the annual budget, the Town Manager shall have the authority to approve appropriation of Emergency Reserve Funds. The Town Manager shall then present to the Town Council – no later than its first regularly scheduled meeting – a resolution confirming the nature of the emergency and formally authorizing the appropriation of reserve funds.

**Excess Fund Balance:**

At the end of each fiscal year, the Finance Department will report on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures, a year-end operating surplus shall be reported. Any year-end operating surplus which results in the General Fund balance exceeding the level required by the reserve policy shall be deemed available for allocation for the following, subject to Council approval:

- Transfer to the Capital Reserve Fund for appropriation within the Capital Improvement Program Budget and/or Deferred Maintenance Program for non-recurring needs or establishing a balance for future Capital Projects.
- Re-evaluate items from the subsequent year's operating budget that were not funded because of concern of budget shortfalls and provide for one-time, non-recurring needs.

It is the intent of the Town Council to limit use of fund balances in the General Fund to address unanticipated one-time needs. Fund Balances shall not be applied to recurring annual operating expenditures.

**Other Funds:**

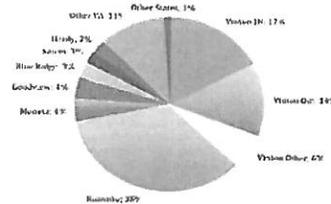
In conjunction with approving the General Fund Reserve Policy, the Town Council expresses its intent to evaluate the Utility (Enterprise) Fund as to the appropriateness of developing a formal fund-specific reserve policy.

Name	Address	Owner	Zoned
1 Vinton Motors	108 S. Pollard St.	Billy Vinyard	GB
2 River Park Shopping Center	1092 Bypass Rd.	LSREF3 Arizona REO LLC	GB
3 Colonial Downs	1135 Vinyard Rd	Henry Brabham IV	GB
4 Vinton Bowling Center	1200 Vinyard Rd	BB&T	GB
5 Family Dollar	1000 Hardy Rd.	Investment Trust	GB
6 Tires for Less (former)	520 Hardy Road	VOKA Properties	GB

**Targeted Businesses**

- Restaurants
- Specialty Stores
- Hotel/Motel
- lawn and garden
- Boating/Fishing
- Outdoors

~ In 2009, Vinton's primary trade area yielded \$281 million in sales. That same year, consumers residing in Vinton's PTA spent \$471 million meaning Vinton's PTA leaked \$190 million in sales.

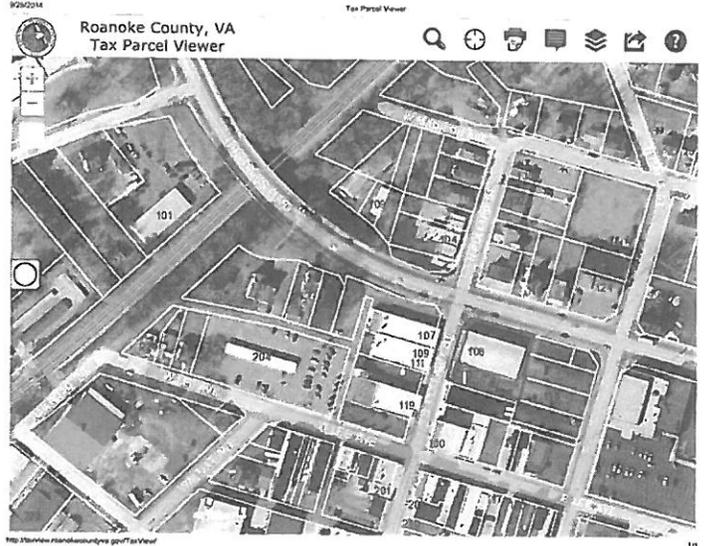


Place	Name	2009 Population	Visits	Visits per Thousand
24179	Vinton TOTAL	18,709	461	24.63
24095	Goodview	4,442	47	10.58
24064	Blue Ridge	5,001	37	7.40
24014	Roanoke	16,267	95	5.84
24103	Monticello	3,767	70	18.58
24121	Monticello	10,521	53	5.00
24012	Roanoke	27,623	123	4.45
24122	Monticello	1,816	8	4.33
24175	Trousdale	8,203	24	2.93
24019	Roanoke	27,504	58	2.11
24016	Roanoke	8,806	15	1.74
24174	Thaxton	2,401	4	1.67
24018	Roanoke	37,414	43	1.15
24133	Salzmann	36,955	30	0.81
24523	Bedford	19,395	13	0.67



## Vinton Motors

Print Date: 09/29/2014  
 Image Date: 12/25/2012  
 Level: Neighborhood



http://p1c01vrr.roanokecountyva.gov/efshp/print.php?title=Vinton%20Motors&date\_fmt=mt/Y&year=2012&month=12&day=25&level=N&type=Ob&ori 1/1

9/29/2014 Summary

HOME SEARCH SUMMARY INTERIOR EXTERIOR ABOUT

Card 1 of 1

Location 108 POLLARD ST Property Account Number 20803 Parcel ID 060.16-02-05.00-0000 Old Parcel ID --

Current Property Mailing Address  
 Owner VINYARD WILLIAM P JR City VINTON State VA Zip 24179  
 Address C/O VINTON MOTORS Jurisdiction- Vinton-GB- ZoningCode- General/Business Description  
 108 S POLLARD ST

Current Property Sales Information  
 Sale Date 1/1/1900 Legal Reference DB0011600091  
 Sale Price 0 Grantor(Seller)

Current Property Assessment

Year 2014	Card 1 Value
Building Value	104,200
Xtra Features Value	6,700
Land Area 1 - LT	Land Value 76,200
	Total Value 187,100

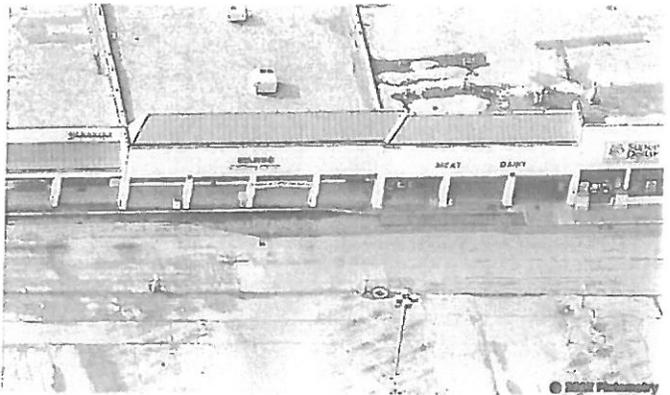
Narrative Description  
 This property contains 1 - LT of land mainly classified as COMMERCIAL with a(n) AUTO SALE style building, built about 1946, having CONCRETE BLK exterior and RUBBER roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description  
 PT LT 2 VINYARD SURVEY

Property Images

No Picture Available

http://webprr.roanokecountyva.gov/Summary.asp?AccountNumber=20803

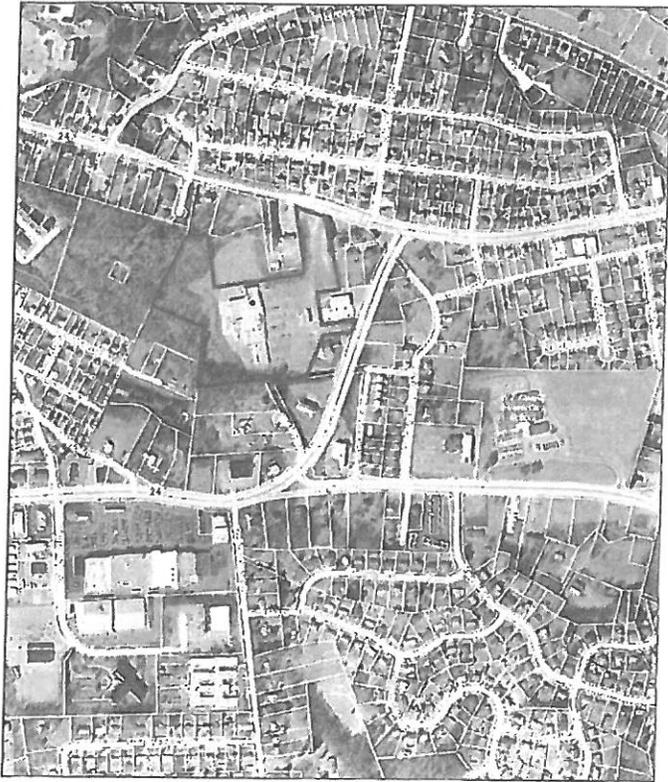


Print Date: 09/22/2014  
 Image Date: 12/25/2012  
 Level: Neighborhood

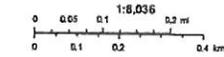
## River Park Shopping Center

http://p1c01vrr.roanokecountyva.gov/efshp/print.php?title=8&date\_fmt=mt/Y&year=2012&month=12&day=25&level=N&type=Ob&ori=1&scale=1& 1/1

Wards - 5,000 sq.ft.



September 22, 2014



Roanoke County 2014



Card 1 of 1

Location 1092 1098 BYPASS RD  
 Property Account Number 23280  
 Parcel ID 061.13-04-13.02-0000  
 Old Parcel ID -

Current Property Mailing Address

Owner 1092-1098 ROUTE 24 BYPASS HOLDINGS-LLC  
 City IRVING  
 State TX  
 Address C/O CWCAPITAL ASSET MGMT LLC  
 Zip 75039  
 5215 NORTH OCONNOR STE 350  
 Jurisdiction-Vinton-GB-  
 ZoningCode-General/Business  
 Description

Current Property Sales Information

Sale Date 4/17/2014  
 Legal Reference DB201403188  
 Sale Price 1,000,000  
 Grantor(Seller) MCADAMS NORMAN PROPERTIES II LLC,

Current Property Assessment

Year 2014  
 Land Area 14.88 - AC  
 Card 1 Value  
 Building Value 1,263,500  
 Xtra Features Value 239,500  
 Land Value 1,032,300  
 Total Value 2,535,400

Narrative Description

This property contains 14.88 - AC of land mainly classified as COMMERCIAL with a(n) STRIP MALL style building, built about 1988 , having CONCRETE BLK exterior and BUILT UP T&G roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description

PAR A SUBD FOR P N C

Property Images



No Picture Available



Print Date: 09/22/2014  
 Image Date: 12/25/2012  
 Level: Neighborhood

Colonial Downs





WebPro

Card 1 of 1

Location 1200 VINYARD RD Property Account Number 23683 Parcel ID 061.17-02-04.00-0000 Old Parcel ID -

Current Property Mailing Address Owner ATLAS NC I SPE LLC City WINSTON-SALEM State NC Zip 27102 Address PROPERTY TAX COMPLIANCE P O BOX 167 Jurisdiction- Vinton-GB- ZoningCode-General/Business Description

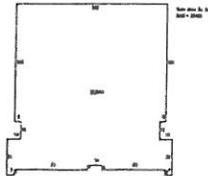
Current Property Sales Information Sale Date 5/12/2014 Sale Price 429,484 Legal Reference DB201404075 Grantor(Seller) STRIKES & SPARES INC.

Current Property Assessment Year 2014 Land Area 4.15 - AC Card 1 Value Building Value 519,200 Xtra Features Value 37,600 Land Value 325,400 Total Value 882,200

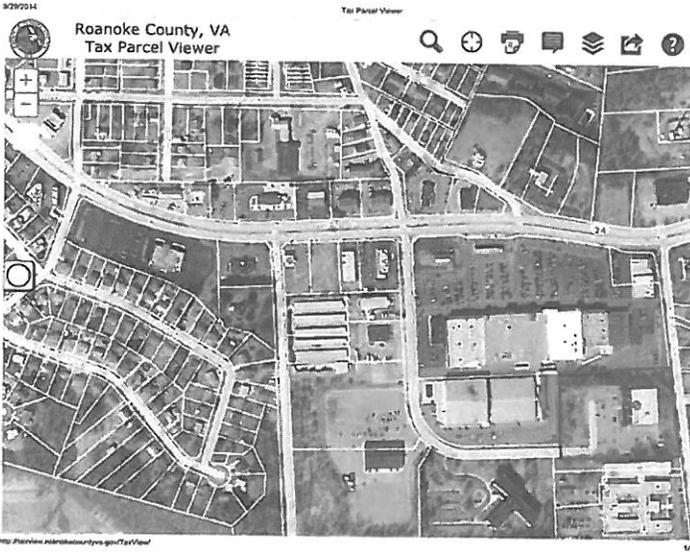
Narrative Description This property contains 4.15 - AC of land mainly classified as COMMERCIAL with a(n) BOWLING ALLEY style building, built about 1976, having CONCRETE BLK exterior and RUBBER roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description VINTON

Property Images



No Picture Available



Print Date: 09/22/2014 Image Date: 12/25/2012 Level: Neighborhood

Family Dollar



Card 1 of 1

Location 1000 HARDY RD Property Account Number 23640 Parcel ID 061.17-01-11.00-0000  
Old Parcel ID -

Current Property Mailing Address

Owner WEC 97A INVESTMENT TRUST  
WOLVERINE PROPERTY CO TRUSTEE  
Address C/O RITE AID 4710  
PO BOX 3165  
City HARRISBURG  
State PA  
Zip 17105  
Jurisdiction: Vinton-GB-  
ZoningCode: General/Business  
Description

Current Property Sales Information

Sale Date 8/27/1997 Legal Reference CH08/27/1997  
Sale Price 0 Grantor(Seller)

Current Property Assessment

Year 2014	Card 1 Value
	Building Value 596,100
	Xtra Features Value 21,000
Land Area 1.44 - AC	Land Value 310,500
	Total Value 927,600

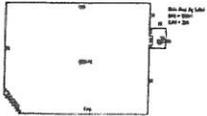
Narrative Description

This property contains 1.44 - AC of land mainly classified as COMMERCIAL with a(n) COMMERCIAL style building, built about 1997, having FACE BRICK exterior and RUBBER roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description

LT 15 16 & 17 PRESTON LAND

Property Images



No Picture Available

8292014

Analysis Drive



Print Date: 09/29/2014  
Image Date: 12/25/2012  
Level: Neighborhood

Tires for Less (former)

8292014

Summary

WebPro

Card 1 of 2

Next Card Last Card

Location 520 HARDY RD Property Account Number 21643 Parcel ID 060.20-05-29.00-0000  
Old Parcel ID -

Current Property Mailing Address

Owner VOKA PROPERTIES LLC  
Address PO BOX 613  
City VINTON  
State VA  
Zip 24179  
Jurisdiction: Vinton-GB-  
ZoningCode: General/Business  
Description

Current Property Sales Information

Sale Date 8/26/2010 Legal Reference DB201008531  
Sale Price 300,000 Grantor(Seller) SCRAGG, EVERETT F ESTATE

Current Property Assessment

Year 2014	Card 1 Value	Total Parcel Value
	Building Value 60,900	Building Value 129,800
	Xtra Features Value 9,600	Xtra Features Value 11,600
Land Area 1 - LT	Land Value 176,500	Land Value 176,500
	Total Value 247,300	Total Value 318,200

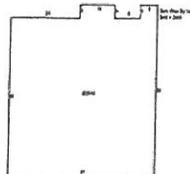
Narrative Description

This property contains 1 - LT of land mainly classified as COMMERCIAL with a(n) COMMERCIAL style building, built about 1975, having CONCRETE BLK exterior and BUILT UP T&G roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description

PT LTS 2 3 4 5 & 6 SEC 20 GLADE LAND CO

Property Images



No Picture Available

Roanoke County, VA Tax Parcel Viewer

**AT A CLOSED MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, SEPTEMBER 30, 2014, AT 8:30 A.M. AT THE VINTON WAR MEMORIAL, 814 WASHINGTON AVENUE, VINTON, VIRGINIA.**

**CERTIFICATION THAT A CLOSED MEETING WAS HELD  
IN CONFORMITY WITH THE CODE OF VIRGINIA**

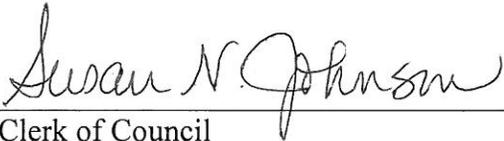
**WHEREAS,** the Town Council of the Town of Vinton, Virginia has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS,** Section 2.2-3712 of the Code of Virginia requires a certification by the Vinton Town Council that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE, BE IT RESOLVED** that the Vinton Town Council hereby certifies that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from opening meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

Motion made by Council Member Nance, and seconded by Council Member Weeks, with all in favor.

  
Clerk of Council