

Bradley E. Grose, Mayor
Robert R. Altice, Council Member
Carolyn D. Fidler, Vice Mayor
Matthew S. Hare, Council Member
William "Wes" Nance, 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, April 17, 2012

AGENDA

Consideration of:

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

1. Briefing on the Town's submission of a FEMA-VDEM Hazard Mitigation Assistant Grant to assist with funding for an outreach and education program relating to the National Flood Insurance Program's Community Rating System
2. Discussion and setting priorities for use AEP funds received from sale of easements.

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. CONSENT AGENDA

1. Consider approval of minutes for the Council Special Meeting of April 2, 2012.
2. Consider adoption of a Resolution amending Resolution No. 1943 relating to appropriation of funds pursuant to the acquisition of real estate for the possible site of a future Roanoke County library.

F. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Officer of the month for March – Officer Christopher Hays
2. Arbor Day Proclamation

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

H. TOWN ATTORNEY

I. TOWN MANAGER

ITEMS REQUIRING ACTION - NEW BUSINESS

1. Consider adoption of a Resolution approving the 2012-2013 operating budget of the Roanoke Valley Resource Authority.
2. Consider adoption of a Resolution approving the 2012-2013 operating budget for the Roanoke Valley Regional Cable Television Committee.
3. Consider adoption of a Resolution authorizing the Town Manager to file an application for allocation of the federal and state Hazard Mitigation Grant Funds administered by the Virginia Department of Emergency Management (VDEM).

J. MAYOR

K. COUNCIL

L. ADJOURNMENT

M. WORK SESSION CONTINUED

Budget Presentations:

- Council
- Town Manager
- Human Resources
- Economic Development
- Building and Grounds
- Public Transportation
- Vinton Business Center
- Revenues

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 COMMITTEE/TOWN COUNCIL MEETINGS:

- April 30, 2012 – 5:30 p.m. – Finance Committee Meeting – Conference Room
- May 1, 2012 – 6:00 p.m. – Budget Work Session – Regular Meeting at 7:00 p.m. – Council Chambers



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0605
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Karla D. Turman
Associate Planner/Code Enforcement Officer

INTEROFFICE MEMORANDUM

Date: April 10, 2012

To: Vinton Town Council

Cc: Chris Lawrence, Town Manager
Anita McMillan, Planning & Zoning Director

Re: National Flood Insurance Program – Community Rating System

The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements.

As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three goals of the CRS:

1. Reduce flood losses;
2. Facilitate accurate insurance rating; and
3. Promote the awareness of flood insurance.

Getting into the program involves political will, a lot of documentation and staff resources, as well as time. During the recent Virginia Water Conference that I attended, I heard from localities that said it took up to 2 years to get into the program. Two years was the worst case scenario, and that was caused by a flood event that occurred while the locality was working on the application. There were a lot of losses, and they basically had to start the application over.

The CRS program is a point-based system. There are 10 levels. The Town is currently at level 10. That means that we are in compliance with the regulations of NFIP, which allows property owners to purchase flood insurance. The Town must earn 500 points in order to move to a level 9, which would allow flood insurance policy holders to receive a 5% discount on their policies. There are currently 55 flood insurance policies in force in the Town. The average annual premium is \$2,917. Obtaining a level 9 rating would mean an average savings of \$146 per policy per year, and an average savings of \$5,979 for our community per year.

Since November, 2011, I have been working on an application to the CRS program. The application is very detailed and requires a lot of documentation. The CRS program requires that the Town do a certain amount of outreach and education. The cost for the outreach and education effort will need to be built

into the Town's budget. Staff is currently pursuing a grant opportunity through Virginia Department of Emergency Manager (VDEM) and Federal Emergency Management Agency (FEMA) for \$7,000, which would cover the majority of the funding needed for the outreach and education effort. The grant application is due in April.

Here is a breakdown of estimated costs for this project:

<i>Type of Material</i>	<i>Estimated Cost</i>
11" x 17" newsletter (to be inserted in the TOV calendar packet)	\$ 950.00
2 page PSA printed in Roanoke Co. Recreation Guide	2,000.00
Flood Hazard Area Building brochures	160.00
PSA in the Vinton Messenger	1,100.00
8.5" x 11" booklet "Owlie Skywarn's Weather Book"	900.00
Signs for "Turn Around, Don't Drown" campaign	1,600.00
Misc. Mailings	290.00
	\$7,000.00

The more educational pieces that we provide to the public, the greater number of points that we will receive towards CRS.

If you have any questions about the NFIP CRS program, please let me know.

MINUTES OF A SPECIAL WORK SESSION OF VINTON TOWN COUNCIL HELD AT 4:00 P.M. ON MONDAY, APRIL 2, 2012, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Robert R. Altice
Matthew S. Hare
William W. Nance

MEMBER ABSENT: Carolyn D. Fidler, Vice Mayor

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Stephanie Dearing, Human Resources Director
Barry Thompson, Finance Director/Treasurer

The Mayor called the work session to order at 4:00 p.m. Mr. Nance suggested that Council hold most of their comments for a later time in lieu of the schedule. The Town Manager indicated that it would be helpful if Council would ask questions tonight that might require gathering additional information by staff.

The Town Manager began with the overview of the Town's budget by discussing priorities of maintaining core services, no new or increase in taxes, evaluating fees for services, evaluating pay increases for employees, restricting operations in Police and Public Works Departments and maintaining a focus on economic development. The total budget as presented was \$10,497,263. Next, the Town Manager commented on our revenue sources which have increased .11%. He then commented on general fund expenditures giving a breakdown by categories.

Budget highlights were reviewed relating to capital items, contributions, milling and paving, economic development, façade grant program, increase in electricity and fuel expenses, and debt service. Mr. Hare asked if the police vehicles were shown on the slide in both the capital items and the debt service. Mr. Thompson, Finance Director, responded they are, but in the budget it is listed in debt service.

The Town Manager then reviewed personnel issues which related to positions, a 2% pay increase recommendation for all full-time and permanent part-time positions, liability insurance, and employee benefit increases. He indicated that we still do not have the final word on the General Assembly's decision relating to the VRS Retirement Plan relative to employees

being required to pay the 5% contribution. Mr. Nance asked what would a 1% increase amount to annually and Mr. Thompson responded it would be \$42,378.00.

Mr. Hare commented that we have no control over the VRS Retirement Plan and the Town Manager commented that once you opt out you are not allowed to go back and would have to fund your own program.

The Capital improvement program totaling \$137,000 will be reviewed in department presentations and the Town's three debt service payments are for the EMS Building, the War Memorial and the new proposed Police vehicles lease. Mr. Hare asked about the possibility of leasing a backhoe as opposed to buying and the Town Manager indicated it could be researched to see which is most cost effective.

The Utility Fund expenditures of \$3,098,305 are offset by the revenues of the same amount which is a .6% increase over last year. Mr. Hare asked if we have a contractual agreement PGF for the purchased water and Mr. Thompson responded that it was renewed several years ago and an administrative fee is charged. The rent payment remained unchanged. A line item for legal services has been added to the Utility Fund to cover related services for Public works. The Town Manager then commented there is no extra money to fund a capital improvement fund; however, some small projects are being done such as replacement of pump station pump and smaller line replacement projects. The Glade-Tinker Creek Interceptor project has been redesigned and sent out again for bid. Mr. Hare commented that in this budget year we are replacing some pressure valves which are a measurable expense. However, we are spending the money, but not reinvesting it back into the system. The Town Manager completed his overview by giving the cash balance as of March 31st at \$2,630,932 and mentioning the budget schedule.

The Mayor commented that he thought our Town Attorney was on a flat fee schedule, but he realized that we are billed monthly.

Ben Cook, Police Chief, gave the presentation for his department beginning with a review of the accomplishments for the past year and the goals for the upcoming year. Three key goals for the new year are to add police officers in the schools, updating the vehicle fleet and re-establishing the K-9 program. Regarding the vehicle fleet, the proposal is to replace

seven patrol vehicles and two detective vehicles with a five-year lease of \$60,000 per year and to sell ten vehicles. Mr. Hare asked why there is an increase in the lease amount and Mr. Cook explained that we are adding two vehicles to the lease and that Crown Vics are not available. The vehicles leased will be Chargers. He also commented that usable equipment from the old vehicles will be placed in the new vehicles. By way of budget reductions, two part-time positions and the Captain's position are being eliminated which has created the need for reorganization of the department.

Mr. Cook then commented on changes in other line items. Regarding the increase in the maintenance service contracts item, the main increase relates to payments to Roanoke County to be a part of their radio system. When the County went to a digital system, all the localities had to pay a portion of the costs and the Town's portion is being paid over a three-year period for a total of \$17,000. The Town Manager commented that this is allowing the Town to buy into the system rather than having to buy a system ourselves. Mr. Hare asked if this covers our Fire and EMS as well and the response was yes, as well as the volunteer departments.

Mr. Cook commented on the increase in the other equipment line item which is for an upgrade to the New World software. Mr. Hare asked if it was a necessary upgrade and Mr. Cook responded no. However, the benefit will be that all changes and repairs to the equipment in the vehicles and in the office can be handled remotely from Roanoke County's IT Department. Mr. Cook indicated he would get a breakdown for Council of what is included in the upgrade.

He then commented on the re-establishment of the K-9 Program and the importance of having it. There is no change in the animal control budget. The Town Manager did comment on the proposed promotion of the Animal Control Officer to Master Police Officer. In closing, the Police Department's proposed budget shows an overall reduction of \$63,300.00. The Mayor then asked if the Police Chief is confident that services to the citizens pertaining to public safety will be maintained with the reduction of the three positions and he responded in the affirmative. Mr. Nance also thanked the Police Chief for his work on managing this year's budget as well as other departments.

The next presentation was the Fire and EMS Department by Chris Linkous, Fire/EMS Captain.

He began by reviewing the Department's accomplishments and goals for the upcoming year. Next he covered some of the line item highlights which included a salary increase for Foutz if gets his EMT-I and an increase in overtime. Under contractual services, the biggest increase is our share of the maintenance for the Regional Training Center. This amount was covered in prior years with Aid to Locality funds, but the State has changed the policy and it can no longer be used for maintenance costs. The Fire Grant line item of \$18,000.00 is reimbursed by the ATL funds. The Town Manager commented that these funds can carry over each year and can accumulate for larger expenses.

Mr. Hare asked about the cost of less than \$1,900 to go to a 24-hour schedule and the Town Manager commented that if we were in a position to have to go to 24 hours now, it could be done within that range. You would not have the same level of service during the day because of having to re-arrange schedules. The night would be fine because of the volunteer coverage. Additionally, there would also be a loss of revenue and additional staff would have to be added from both the Town and the County. This is an item that will need further development and discussion with Roanoke County.

Mr. Linkous then commented on the future replacement of the 1993 LTI ladder truck. The Town Manager indicated that our ladder truck is one of four in the County and further discussion needs to be with the County since we would share the cost 50/50. After a question by Mr. Hare, Mr. Linkous explained the difference between our current ladder truck and a tower ladder. The current ladder is an oversized extension ladder which creates problems with assisting people out of buildings as opposed to the tower ladder which has a platform like an elevator. It is safer and people feel more confident. Also, the current ladder truck is stationary once it is extended, but a tower ladder is movable in all directions while extended. The cost is relatively the same for both types of trucks.

The Mayor asked what constitutes the need to replace the ladder truck. Mr. Linkous responded better technology and age. When trucks get 25 years or age or older, it is hard to get parts. He felt that the Town would be fine with the ladder we have, but he feels like the County is going to have the need to replace it.

Mr. Hare asked about the tanker truck. Mr. Linkous indicated he is spending on average of about \$1,500 annually on the tanker. His opinion is that the truck is not a critical piece of equipment because it is hard to find parts, does not carry a large volume of water and most of the Town's hydrants are sufficient for most fires. Also, at this time the tanker barely passed UL testing the last time and if it fails, we will not be able to sell it. The Town Manager indicated further discussion needs to be with the volunteer group because they can use the tanker with only two firefighters.

The work session was recessed for dinner.

The work session was reconvened at 6:41 p.m. Anita McMillan, Planning and Zoning Director, gave the presentation for the Planning and Zoning Department. She began with the accomplishments for the past year some of which were the submittal of the second application for the VA CDBG Downtown Vinton Revitalization Project grant, being able to issue certain permits over the counter, the drafting of a sign ordinance, and beginning work on an application for a Hazard Mitigation Grant Program grant.

Ms. McMillan then reviewed the goals of the department highlighting continued customer service, implementation of recommendations from the Vinton Area Corridors Plan for the Business Center and periodically updating the Comprehensive Plan and Zoning Ordinance. Mr. Hare asked how do they give good customer service and at the same time enforce the Town Code and she indicated they try to give justification for the Code such as being a good neighbor. The Town Manager commented that Karla Turman, Code Enforcement Officer uses other means to contact citizens such as telephone calls and/or visits to give them an opportunity to correct a problem before sending out formal letters.

Mr. Nance asked if we still have a timeline to do something with the property at the corner of Pollard and Gus Nicks and the Town Manager indicated he would bring back to Council at their next meeting for discussion.

The budget highlights included an increase in printing and binding for the Community Rating Service program needs, but a grant will be submitted that hopefully will cover these costs. The Greenway expenditures have been in the Special Programs budget and will be moved this year to the Planning and Zoning

Department since they administer the Program. The last item was a CIP Project for renovation to their office to install a counter for improvement customer service, provide employee safety, and make it more professional. Ms. McMillan provided a diagram for Council of the proposed renovation.

Ms. McMillan explained two requirements by the year 201, one, relating to total maximum daily load samplings and two, that contractors will have to submit construction permits to the localities and we will have to start monitoring the permits, doing the paperwork and then submitting to the State. We will get to keep part of the permit fee. This means that the localities will have to amend their current ordinances to be in compliance which will require a consultant. Seven years ago when a consultant was hired, the Town did not have to pay their share, but this time we will be required to pay our part based on the population. Also, the annual stormwater permit fee was \$600, but now it is \$3,000 per year.

The Mayor asked about the County currently inspecting our ponds and Ms. McMillan indicated they are doing it pro bono because of our good relationship. There are currently two draft Memorandums of Understanding under review with the County to continue inspecting our ponds and to review our stormwater ordinance.

Lauren Hodges next gave the presentation on the War Memorial reviewing the accomplishments for the prior year some of which included adding new repeat and reoccurring customers, hosting multiple community and fund raising events, the redesign of the website and adding a blog. The goals for the new year were reviewed highlighting some such as increasing weekday events and increasing revenue by 20%. Discussion was had about the 20% increase and the Town Manager indicated that this is a goal, but the budget was not increased by this amount. Ms. Hodges indicated that she has begun some research on the LEED certification program for buildings. She thinks it would be beneficial for marketing and energy savings.

Certain budget line items were reviewed showing increases and decreases with explanations. The Mayor commented that he is very interested in the idea of pursuing LEED certification for the building and other Town buildings. Mr. Hare mentioned about the time and costs that can be involved in this Program.

Mary Beth Layman next gave the presentation for the Special Programs, Senior Center and the Pool.

She began with the accomplishments for Special Programs mentioning the dedication of the High Ground Veterans monument as well as several partnerships, promotions and programs held in relation to the Farmers' Market. She then commented on goals for the upcoming year highlighting events at the Farmers' Market, nine community events and working cooperatively with a new Blue Ridge Region Farmers Market Coalition for markets in the region and the budget highlights were reviewed.

Ms. Layman next reviewed the accomplishments for the Pool which included the partnership with the Town, Thrasher Methodist, Vinton Baptist and Vinton Wesleyan, an attendance increase of 4,625 and a revenue increase of \$14,942.48 over 2010. The Mayor asked if the same churches were going to partner this year and Ms. Layman indicated that Thrasher was stepping back some this year, but would be handling a meal a month and the opening-day party and would possibly help with volunteers in a pinch. Lynn Haven is a possible new partner, Vinton Wesleyan has not committed yet, nor has Vinton Baptist. The Mayor commented that partnerships and volunteers are great and wondered if our civic groups and organizations would be good resources for assistance.

Mr. Hare commented about a recent article requiring pools to not only have lifts but ramps and how it might affect our pool. Ms. Layman commented that our pool does need a second ingress because of its size and she is working on that matter. She understands that transfer steps can be used for a second ingress. There are funds in the current budget to cover a lift.

Budget highlights showed a decrease in salaries and wages and a grant has been applied for to fund an Outreach Program intern if it is awarded. The other main item is to replace the roof on the brick pool building that houses the concessions and restrooms at the cost of \$3,060.

Ms. Layman then reviewed the accomplishments of the Senior Center which included programs, participating at the Senior Services Expo sponsored by the Chamber and having featured speakers regarding Medicare, security and 2-1-1 Senior Resource packets. Budget highlights showed a decrease in salaries and wages for part-time help and an increase in

Maintenance and Repair to cover supplies for the interior painting of the Center with volunteer labor through the Roanoke County Jail. Travel was reduced to \$0 because there are no Senior trips planned out-of-the country. The travel program they have is self-supporting and all monies run through a separate account maintained by the group. CIP projects include the exterior painting of the metal roof of \$8,837 and replacement of the electrical service to the Center in the amount of \$6,180.00.

Mr. Nance asked if the exterior roof on the Center was considered a pressing need and Ms. Layman responded that it is showing signs of rust and needs to be maintained or will cost more later. She does know of several leaks and someone will be checking all the screws to see if any are loose at this point. The Town Manager commented that because of the age of our buildings, we are beginning to see more problems and we need to start maintaining them better.

Mr. Hare asked about forms to purchase bricks for the monument and Mr. Altice asked if Ms. Layman would email the form to Council.

Mr. Hare moved that the work session be adjourned, the motion was seconded by Mr. Nance and carried by the following vote, with all members voting: Vote 4-0-1; Yeas (4) - Altice, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Fidler. The work session was adjourned at 8:33 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 17, 2012 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, on October 4, 2011, Council adopted Resolution 1943 authorizing and appropriating funds in the amount of \$100,000 for the Town's first installment relating to the acquisition of real estate at 304 Pollard Street, Vinton, Virginia, for the construction of a possible site of a future Roanoke County library; and

WHEREAS, in reviewing Resolution 1943, it was noted that the Reappropriated Fund Balance Accounts were incorrectly stated in the Resolution; and

WHEREAS, this correction needs to be made and accepted by Council.

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 1943 be amended to show the following corrected account transactions:

FROM: 200.1899.008	Re-Appropriated Fund Balance	\$100,000.00
TO: 200.8150.567	Contrib/Trans to Other Govt	\$100,000.00

This resolution shall be effective from and after the date of its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



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: Christopher Hays, Police Officer

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

Date: April 10, 2012

Subject: Officer of the Month – March 2012

Congratulations! You have been nominated and selected as Officer of the Month for March, 2012.

On Thursday, March 22, 2012 at approximately 12:30am, you stopped a car in the area of the Kroger store on Hardy Road for driving with no head lights on. Contact was made with the occupants of the vehicle and further inquiry led to a summons for driving suspended. A consent search of the vehicle was conducted where a semi-automatic handgun was located under a seat in the car. Background information determined that the person in possession of the weapon was a convicted felon. The suspect was placed under arrest and charged with possession of a firearm by a felon and possession of marijuana.

Taking the time to see past the ticket and gain consent to search the vehicle resulted in a weapon being taken off the street, which was in the hands of a convicted felon, and drugs being located. Your continued efforts in proactive police work make you deserving of this recognition. Keep up the good work!



PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable source giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

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 April 27, 2012 as "**ARBOR DAY**" in the Town of Vinton, and urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 17th of April, 2012.




Bradley E. Grose, Mayor

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 17, 2012 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Town of Vinton, along with Roanoke County and Roanoke City are the governing bodies of the Roanoke Valley Resource Authority (RVRA); and

WHEREAS, in accordance with the Member Use Agreement dated October 23, 1991, the annual budget of the Authority must be submitted for approval by each of the governing bodies after approval by the RVRA Board; and

WHEREAS, on March 28, 2012, the RVRA Board approved the 2012-2013 annual budget in the amount of \$7,940,041.

NOW THEREFORE BE IT RESOLVED, that the Vinton Town Council does hereby approve the 2012-2012 operating budget in the amount of \$7,940,041 to operate and maintain the Roanoke Valley Resource Authority.

This resolution shall be effective from and after the date of its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

ROANOKE VALLEY RESOURCE AUTHORITY

2012-13 BUDGET



ENCLOSED FLARE
SMITH GAP REGIONAL LANDFILL

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BUDGET SUMMARY

REVENUE

2012-2013

Disposal Fees	\$ 7,326,600
Interest Income	\$ 28,000
Transfer from Contingency Reserve Fund	\$ 490,991
Sale of Recyclable Material	\$ 55,000
Miscellaneous	\$ 39,450
Transfer - Rutrough Road	\$ -

Total \$ 7,940,041

EXPENSES

Personnel

Administrative	\$ 605,434
Transfer Station	\$ 658,610
Smith Gap	\$ 708,495

Totals \$ 1,972,540

Operating

Administrative	\$ 351,040
Transfer Station	\$ 2,445,932
Smith Gap	\$ 1,198,529

Totals \$ 3,995,501

Capital

Administrative	\$ 12,000
Transfer Station	\$ -
Smith Gap	\$ -

Totals \$ 12,000

Reserves

Administrative	\$ -
Transfer Station	\$ 432,435
Smith Gap	\$ 1,527,565

Totals \$ 1,960,000

Debt Service

Totals	Administrative	\$ 968,475
	Transfer Station	\$ 3,536,978
	Smith Gap	\$ 3,434,589

Total \$ 7,940,041

SUMMARY

	2007-08	2008-09	2009-10	2010-2011	2011-2012	2012-2013
REVENUE						
Disposal Fees	\$ 7,821,500	\$ 7,956,260	\$ 7,964,100	\$ 7,786,670	\$ 7,594,400	\$ 7,326,600
Interest Income	\$ 557,720	\$ 657,720	\$ 336,000	\$ 200,000	\$ 45,000	\$ 28,000
Transfer from Contingency Reserve Fund	\$ 926,499	\$ 1,714,635	\$ 2,053,044	\$ 1,629,080	\$ 1,596,087	\$ 490,991
Sale of Recyclable Material	\$ 22,000	\$ 22,000	\$ 12,700	\$ 44,640	\$ 50,600	\$ 55,000
Miscellaneous	\$ 26,000	\$ 24,000	\$ 44,260	\$ 38,000	\$ 59,800	\$ 39,450
Transfer - Rutrough Road	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -
TOTAL	\$ 9,353,719	\$10,374,615	\$10,410,104	\$ 9,823,390	\$ 9,470,887	\$ 7,940,041

EXPENSES

Personnel	\$ 1,601,810	\$ 1,711,620	\$ 1,775,973	\$ 1,818,943	\$ 1,863,655	\$ 1,972,540
Operating	\$ 3,581,905	\$ 4,073,056	\$ 4,159,985	\$ 3,907,661	\$ 3,828,652	\$ 3,995,501
Capital	\$ 4,500	\$ 120,000	\$ -	\$ 15,000	\$ -	\$ 12,000
Transfer to Reserves	\$ 1,410,000	\$ 1,710,000	\$ 1,710,000	\$ 1,310,000	\$ 1,010,000	\$ 1,960,000
Debt Service	\$ 2,755,504	\$ 2,759,939	\$ 2,764,146	\$ 2,771,786	\$ 2,768,580	\$ -
TOTAL	\$ 9,353,719	\$10,374,615	\$10,410,104	\$ 9,823,390	\$ 9,470,887	\$ 7,940,041

DISPOSAL FEES

Municipal \$ per ton	45	45	45	45	45	45
Private \$ per ton	55	55	55	55	55	55

% INCREASE in expenses	6.4%	10.9%	0.3%	-5.6%	-3.6%	-16.2%
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REVENUES

REVENUES

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
493	Total Tipping Fees	\$7,594,400	\$ 7,326,600	Based on tonnage receipts of : 152,340 Municipal 87,190 tons \$ 3,884,950 Commercial 33,800 tons \$ 1,843,800 Private 22,620 tons \$ 1,215,400 Residential 8,730 tons \$ 382,450 Total \$ 7,326,600
401	Interest Income	\$ 45,000	\$ 28,000	Operating & Other Reserve \$ 28,000
956	Transfer from Contingency Reserve Fund	\$ 1,596,087	\$ 490,991	Funds available from Contingency Reserve
460	Sale of Recyclable Material	\$ 50,600	\$ 55,000	Sale of Recyclable Scrap Metal & Miscellaneous
459	Miscellaneous Private Revenue	\$ 59,800	\$ 39,450	Mulch Sales
976	Transfer from Rutrough Road Fund	\$ 125,000	\$ -	Transfer to operating budget for administrative Services
	TOTAL REVENUE	\$9,470,887	\$ 7,940,041	

TIPPING FEES

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
451	City of Roanoke	\$1,984,000	\$ 1,961,400	Municipal Waste 41,500 tons @ 45 \$ 1,867,500 Wood Waste 2,500 tons @ 35 \$ 87,500 Tires 20 tons @ 120 \$ 2,400 800 mixed @ 5 \$ 4,000 City of Roanoke Total \$ 1,961,400
452	County of Roanoke	\$1,769,700	\$ 1,767,700	Municipal Waste 37,000 tons @ 45 \$ 1,665,000 Wood Waste 2,600 tons @ 35 \$ 91,000 Tires 60 tons @ 120 \$ 7,200 900 mixed @ 5 \$ 4,500 County of Roanoke Total \$ 1,767,700
453	Town of Vinton	\$155,500	\$ 155,850	Municipal Waste 3,300 tons @ 45 \$ 148,500 Wood Waste 210 tons @ 35 \$ 7,350 Tires - tons @ 120 \$ - - mixed @ 5 \$ - Town of Vinton Total \$ 155,850
458	Commercial	\$1,998,000	\$ 1,843,800	Commercial Waste 33,000 tons @ 55 \$ 1,815,000 Wood Waste 800 tons @ 35 \$ 28,000 Tires - tons @ 120 \$ - 160 mixed @ 5 \$ 800 Commercial Total \$ 1,843,800

TIPPING FEES

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
459	Private	\$1,291,200	\$ 1,215,400	Private Waste 20,500 tons @ 55 \$ 1,127,500 Wood Waste 2,000 tons @ 35 \$ 70,000 Tires 120 tons @ 120 \$ 14,400 700 mixed @ 5 \$ 3,500 Private Total \$ 1,215,400
463	Residential	\$396,000	\$ 382,450	Residential Waste Based on Uniform Disposal Allocation City of Roanoke 51.1% \$ 195,432 County of Roanoke 43.7% \$ 167,131 Town of Vinton 5.2% \$ 19,887 Household 6860 Tons @ \$45 \$ 308,700 Wood waste 1870 Tons @ \$35 \$ 65,450 Tires 1660 Tires @ \$5 \$ 8,300 Residential Total \$ 382,450
TOTAL TIPPING FEES		\$7,594,400	\$ 7,326,600	

EXPENSES

PERSONNEL

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
1010	Salaries	\$ 1,162,644	\$ 1,238,111	Salaries for 28 employees
1015	Overtime	\$ 52,000	\$ 47,000	Extra work required on Saturdays & Holidays
1020	Part - time	\$ 25,000	\$ 27,200	Operations, Buildings, and Grounds Maintenance
1116	Supplements	\$ 10,000	\$ 10,000	Outstanding performance recognition
2100	F.I.C.A.	\$ 94,833	\$ 100,392	7.65 % of salaries, overtime, part time
2200	Retirement - VRS	\$ 158,002	\$ 162,927	14.01 % of salaries 26 employees \$ 1,162,932
2204	Retirement - City	\$ 20,349	\$ 11,728	15.60 % of salaries 2 employees \$ 75,179
2202	Deferred Comp. Match	\$ 18,850	\$ 18,200	\$25 per pay period 28 employees
2300	Hospitalization	\$ 206,537	\$ 204,959	28 participating employees 5.0% single 16 \$458 per month \$ 92,333 Retiree 2 \$412 per month \$ 10,382 em&sp 5 \$678 per month \$ 42,714 family 5 \$790 per month \$ 49,770 Employee Share \$ 9,760
2310	Dental	\$ 7,946	\$ 9,072	28 participating employees @ \$27 per month
2400	Life Insurance - VRS	\$ 2,940	\$ 15,351	1.32 % of salaries 26 employees \$1,162,932
2401	Life Insurance - City	\$ 632	\$ 421	0.56 % of salaries 2 employees \$ 75,179
2500	Long Term Disability Ins.	\$ 3,604	\$ 3,838	0.62% salaries RVRA pays 50% \$3,838
2510	Short Term Disability Ins.	\$ 3,200	\$ 1,500	RVRA pays 100% \$1,500
2700	Workers' Comp. Ins.	\$ 52,000	\$ 48,000	Workers' Comp. Insurance 28 employees
2750	Retirement Health Insurance Credit	\$ 2,520	\$ 2,791	0.24 % of salaries 26 employees \$1,162,932
2800	Termination Pay	\$ 20,000	\$ 10,000	Annual and sick leave payments
2810	Cash-in FLP	\$ 20,000	\$ 24,050	Flexible Leave pay out
2830	Employee Benefits	\$ 2,600	\$ 37,000	Retiree Health Insurance
	TOTAL PERSONNEL	\$1,863,657	\$1,972,540	

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
1010	Salaries	\$ 384,498	\$ 419,779	Salaries for 5 employees
1015	Overtime	\$ -	\$ -	Extra work required on Saturdays & Holidays
1020	Part - time	\$ -	\$ -	Operations, Buildings, and Grounds Maintenance
1116	Supplements	\$ 2,000	\$ 2,000	Outstanding performance recognition
2100	F.I.C.A.	\$ 29,414	\$ 32,113	7.65 % of salaries, overtime, part time
2200	Retirement - VRS	\$ 51,879	\$ 58,811	14.01 % of salaries 5 employees \$ 419,779
2204	Retirement - City	\$ 7,177	\$ -	15.60 % of salaries 0 employees \$ -
2202	Deferred Comp. Match	\$ 3,250	\$ 3,250	\$25 per pay period 5 employees
2300	Hospitalization	\$ 51,756	\$ 55,804	7 participating employees 5.0% single 1 \$458 per month \$ 5,771 Retiree 2 \$412 per month \$ 10,382 em&sp 2 \$678 per month \$ 17,086 family 2 \$790 per month \$ 19,908 Employee Share \$ 2,657
2310	Dental	\$ 1,370	\$ 1,620	5 participating employees @ \$27 per month
2400	Life Insurance - VRS	\$ 965	\$ 5,541	1.32 % of salaries 5 employees \$ 419,779
2401	Life Insurance - City	\$ 223	\$ -	0.56 % of salaries 0 employees \$ -
2500	Long Term Disability Ins.	\$ 1,192	\$ 1,301	0.62% salaries RVRA pays 50% \$ 1,301
2510	Short Term Disability Ins.	\$ 570	\$ 500	RVRA pays 100% \$ 500
2700	Workers' Comp. Ins.	\$ 790	\$ 867	Workers' Comp. Insurance 5 employees
2750	Retirement Health Insurance Credit	\$ 827	\$ 1,007	0.24 % of salaries 5 employees \$ 419,779
2800	Termination Pay	\$ -	\$ -	Annual and sick leave payments
2810	Cash-in FLP	\$ 15,000	\$ 16,233	Flexible Leave pay out
2830	Employee Benefits	\$ 448	\$ 6,607	Retiree Health Insurance
	TOTAL PERSONNEL	\$ 551,359	\$ 605,434	

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
1010	Salaries	\$ 346,584	\$ 373,893	Salaries for 10 employees
1015	Overtime	\$ 42,000	\$ 37,000	Extra work required on Saturdays & Holidays
1020	Part - time	\$ 12,500	\$ 13,000	Operations, Buildings, and Grounds Maintenance
1116	Supplements	\$ 4,000	\$ 4,000	Outstanding performance recognition
2100	F.I.C.A.	\$ 30,683	\$ 32,428	7.65 % of salaries, overtime, part time
2200	Retirement - VRS	\$ 41,172	\$ 41,850	14.01 % of salaries 8 employees \$ 298,714
2204	Retirement - City	\$ 13,172	\$ 11,728	15.60 % of salaries 2 employees \$ 75,179
2202	Deferred Comp. Match	\$ 6,500	\$ 6,500	\$25 per pay period 10 employees
2300	Hospitalization	\$ 74,963	\$ 78,110	10 participating employees 5.0% single 5 \$458 per month \$ 28,854 Retiree 0 \$412 per month \$ - em&sp 3 \$678 per month \$ 25,628 family 2 \$790 per month \$ 19,908 Employee Share \$ 3,720
2310	Dental	\$ 2,740	\$ 3,240	10 participating employees @ \$27 per month
2400	Life Insurance - VRS	\$ 766	\$ 3,943	1.32 % of salaries 8 employees \$ 298,714
2401	Life Insurance - City	\$ 409	\$ 421	0.56 % of salaries 2 employees \$ 75,179
2500	Long Term Disability Ins.	\$ 1,074	\$ 1,159	0.62% salaries RVRA pays 50% \$ 1,159
2510	Short Term Disability Ins.	\$ 510	\$ 500	RVRA pays 100% \$ 500
2700	Workers' Comp. Ins.	\$ 20,500	\$ 22,136	Workers' Comp. Insurance 10 employees
2750	Retirement Health Insurance Credit	\$ 657	\$ 717	0.24 % of salaries 10 employees \$ 298,714
2800	Termination Pay	\$ 20,000	\$ 10,000	Annual and sick leave payments
2810	Cash-in FLP	\$ 1,800	\$ 4,772	Flexible Leave pay out
2830	Employee Benefits	\$ 897	\$ 13,214	Retiree Health Insurance
	TOTAL PERSONNEL	\$ 620,927	\$ 658,610	

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
1010	Salaries	\$ 431,562	\$ 444,439	Salaries for 13 employees
1015	Overtime	\$ 10,000	\$ 10,000	Extra work required as needed
1020	Part - time	\$ 12,500	\$ 14,200	Operations, Buildings, and Grounds Maintenance
1116	Supplements	\$ 4,000	\$ 4,000	Outstanding performance recognition
2100	F.I.C.A.	\$ 34,736	\$ 35,851	7.65 % of salaries, overtime, part time
2200	Retirement - VRS	\$ 64,950	\$ 62,266	14.01 % of salaries 13 employees \$ 444,439
2204	Retirement - City	\$ -	\$ -	15.60 % of salaries 0 employees \$ -
2202	Deferred Comp. Match	\$ 9,100	\$ 8,450	\$25 per pay period 13 employees
2300	Hospitalization	\$ 79,817	\$ 71,045	11 participating employees 5.0% single 10 \$458 per month \$ 57,708 Retiree 0 \$412 per month \$ - em&sp 0 \$678 per month \$ - family 1 \$790 per month \$ 9,954 Employee Share \$ 3,383
2310	Dental	\$ 3,836	\$ 4,212	13 participating employees @ \$27 per month
2400	Life Insurance - VRS	\$ 1,208	\$ 5,867	1.32 % of salaries 13 employees \$ 444,439
2401	Life Insurance - City	\$ -	\$ -	0.56 % of salaries 0 employees \$ -
2500	Long Term Disability Ins.	\$ 1,338	\$ 1,378	0.62% salaries RVRA pays 50% \$ 1,378
2510	Short Term Disability Ins.	\$ 2,120	\$ 500	RVRA pays 100% \$ 500
2700	Workers' Comp. Ins.	\$ 30,710	\$ 24,997	Workers' Comp. Insurance 13 employees
2750	Retirement Health Insurance Credit	\$ 1,036	\$ 1,067	0.24 % of salaries 13 employees \$ 444,439
2800	Termination Pay	\$ -	\$ -	Annual and sick leave payments
2810	Cash-in FLP	\$ 3,200	\$ 3,045	Flexible Leave pay out
2830	Employee Benefits	\$ 1,255	\$ 17,179	Retiree Health Insurance
	TOTAL PERSONNEL	\$ 691,368	\$ 708,495	

CODE	DESCRIPTION	FY12-13	ADMIN	TRANSFER	LANDFILL
1010	Salaries	\$ 1,238,111	\$ 419,779	\$ 373,893	\$ 444,439
1015	Overtime	\$ 47,000	\$ -	\$ 37,000	\$ 10,000
1020	Part - time	\$ 27,200	\$ -	\$ 13,000	\$ 14,200
1116	Supplements	\$ 10,000	\$ 2,000	\$ 4,000	\$ 4,000
2100	F.I.C.A.	\$ 100,392	\$ 32,113	\$ 32,428	\$ 35,851
2200	Retirement - VRS	\$ 162,927	\$ 58,811	\$ 41,850	\$ 62,266
2204	Retirement - City	\$ 11,728	\$ -	\$ 11,728	\$ -
2202	Deferred Comp. Match	\$ 18,200	\$ 3,250	\$ 6,500	\$ 8,450
2300	Hospitalization	\$ 204,959	\$ 55,804	\$ 78,110	\$ 71,045
2310	Dental	\$ 9,072	\$ 1,620	\$ 3,240	\$ 4,212
2400	Life Insurance - VRS	\$ 15,351	\$ 5,541	\$ 3,943	\$ 5,867
2401	Life Insurance - City	\$ 421	\$ -	\$ 421	\$ -
2500	Long Term Disability Ins.	\$ 3,838	\$ 1,301	\$ 1,159	\$ 1,378
2510	Short Term Disability Ins.	\$ 1,500	\$ 500	\$ 500	\$ 500
2700	Workers' Comp. Ins.	\$ 48,000	\$ 867	\$ 22,136	\$ 24,997
2750	Retirement Health Insurance Credit	\$ 2,791	\$ 1,007	\$ 717	\$ 1,067
2800	Termination Pay	\$ 10,000	\$ -	\$ 10,000	\$ -
2810	Cash-in FLP	\$ 24,050	\$ 16,233	\$ 4,772	\$ 3,045
2830	Employee Benefits	\$ 37,000	\$ 6,607	\$ 13,214	\$ 17,179
	TOTAL PERSONNEL	\$ 1,972,540	\$ 605,434	\$ 658,610	\$ 708,495

PERSONNEL

POSITION	#	GRADE	CURRENT PAY RANGE		
CEO	1	U	Unclassified		
Operations Manager	1	35	\$ 62,617	to	\$ 93,046
Environmental & Safety Manager	1	33	\$ 56,796	to	\$ 84,396
Accountant	1	25	\$ 38,441	to	\$ 57,121
Operations Supervisor	2	24	\$ 36,611	to	\$ 54,402
Administrative Assistant	1	24	\$ 36,611	to	\$ 54,402
Senior Equipment Operator	2	21	\$ 31,626	to	\$ 46,995
Motor Equipment Operator II	13	19	\$ 28,686	to	\$ 42,626
Building Maintenance Mechanic	1	19	\$ 28,686	to	\$ 42,626
Motor Equipment Mechanic	1	19	\$ 28,686	to	\$ 42,626
Administrative Secretary	1	17	\$ 26,019	to	\$ 38,663
Motor Equipment Operator I	2	17	\$ 26,019	to	\$ 38,663
Scale Operator	1	16	\$ 24,780	to	\$ 36,822
Scale Operator/Office Assistant	0	16	\$ 24,780	to	\$ 36,822
Laborer/Operator	0	13	\$ 21,406	to	\$ 31,808
TOTAL SALARIES	28		\$ 1,143,943		6/30/2012
Adjustments:					
VRS Employees	5.750%		\$ 59,291		
Market	1.5%		\$ 17,159		
Performance	1.5%	mid-point	\$ 17,718		
		\$ 1,181,206			
			\$ -		
		Reclass(s)	\$ -		
		Total	\$ 94,168		
TOTAL ADJUSTED SALARIES			\$ 1,238,111		

EMPLOYEE BY LOCATION

POSITION	#	GRADE	ADMIN.	TRANSFER	LANDFILL
CEO	1	U	1	0	0
Operations Manager	1	35	1	0	0
Environmental & Safety Manager	1	33	1	0	0
Accountant	1	25	1	0	0
Operations Supervisor	2	24	0	1	1
Administrative Assistant	1	24	1	0	0
Senior Equipment Operator	2	21	0	1	1
Motor Equipment Operator II	13	19	0	4	9
Building Maintenance Mechanic	1	19	0	1	0
Motor Equipment Mechanic	1	19	0	0	1
Administrative Secretary	1	17	0	1	0
Motor Equipment Operator I	2	17	0	1	1
Scale Operator	1	16	0	1	0
Scale Operator/Office Assistant	0	16	0	0	0
Laborer/Operator	0	13	0	0	0
TOTAL EMPLOYEES	28		5	10	13

EXPENSES
OPERATING

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
3004	Medical Exams	\$ 1,000	\$ 1,000	Physical exams for new employees; drug and alcohol random testing
3007	Contract Services	\$ 215,005	\$ 212,402	Employee Assistance Program: \$16.28 @ x 27 employees \$ 440 Groundwater Monitoring *Drinking Water Sampling 24 @ \$609 \$ 14,616 *Monitoring Wells 6 wells; 2 events/year \$18,000/event = \$ 36,000 Norfolk Southern Rail Inspections \$ 1,000 Stormwater Discharge *Permit Sampling 1 samples x \$2,506 \$ 2,506 Gas Monitoring Quarterly @ \$1300 \$ 5,200 Monthly @ \$1275 \$ 15,300 Title V & e-GGRT \$ 13,000 Clean Valley Council 12 months \$ 51,000 Landscaping \$240/month \$ 2,880 Tire Disposal - 300 Tons @ \$70.00 + Fuel Surcharge \$ 23,000 Copier Rental \$622/month \$ 7,460 HHW Disposal \$ 40,000
3011	Janitorial Service	\$ 16,704	\$ 8,700	Services for all Facilities \$725/month \$ 8,700
3012	Exterminating Services	\$ 1,896	\$ 1,200	T.S. - \$50/month \$ 600 S.G. - \$50/month \$ 600
3013	Professional Services	\$ 75,900	\$ 78,600	Auditing Services \$ 12,700 Legal Services \$ 48,500 Engineering Services \$ 9,000 Software support \$ 2,400 Outside Legal \$ 4,000 Leachate sampling \$ 2,000
3029	Municipal Waste	\$ 1,894,980	\$ 1,938,398	N S tons shipped 142,160 62 tons/car = 2,293 1,800 cars: \$889/car \$ 1,600,200 493 cars: \$686/car \$ 338,198 Total \$ 1,938,398

OPERATING

CODE	DESCRIPTION	FY12-13	JUSTIFICATION	ADMIN	TRANSFER	LANDFILL
3004	Medical Exams	\$ 1,000	Physical exams for new employees; drug and alcohol random testing	\$ 1,000	\$ -	\$ -
3007	Contract Services	\$ 212,402	Employee Assistance Program: \$16.28 @ x 27 employees \$ 440 Groundwater Monitoring *Drinking Water Sampling 24 @ \$609 \$ 14,616 *Monitoring Wells 6 wells; 2 events/year \$18,000/event = \$ 36,000 Norfolk Southern Rail Inspections \$ 1,000 Stormwater Discharge *Permit Sampling 1 samples x \$2,506 \$ 2,506 Gas Monitoring Quarterly @ \$1300 \$ 5,200 Monthly @ \$1275 \$ 15,300 Title V & e-GGRT \$ 13,000 Clean Valley Council 12 months \$ 51,000 Landscaping \$240/month \$ 2,880 Tire Disposal - 500 Tons @ \$96.00 + Fuel Surcharge \$ 23,000 Copier Rental \$622/month \$ 7,460 HHW Disposal \$ 40,000	\$ 81	\$ 163	\$ 196
3011	Janitorial Service	\$ 8,700	Services for all Facilities \$725/month \$ 8,700	\$ 3,000	\$ 3,000	\$ 2,700
3012	Exterminating Services	\$ 1,200	T.S. - \$50/month \$ 600 S.G. - \$50/month \$ 600	\$ -	\$ 600	\$ -
3013	Professional Services	\$ 78,600	Auditing Services \$ 12,700 Legal Services \$ 48,500 Engineering Services \$ 9,000 Software support \$ 2,400 Outside Legal \$ 4,000 Leachate sampling \$ 2,000	\$ 12,700	\$ 2,400	\$ 2,000
3029	Municipal Waste	\$ 1,938,398	Norfolk Southern \$ 142,160 62 tons/car = 2,293 1,800 cars: \$889/car \$ 1,600,200 493 cars: \$686/car \$ 338,198 Total \$ 1,938,398	\$ -	\$ 1,938,398	\$ -

OPERATING

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
3030	Waste Water Freight	\$ 97,950	\$ 120,400	Leachate Cars 175 Cars @ \$688 \$ 120,400
3035	Stone Car Freight Charge	\$ 13,020	\$ 13,720	Stone Cars 20 Cars @ \$686 \$ 13,720
3101	Temporary Help	\$ -	\$ -	Buildings and grounds maintenance
3202	Repairs/Office Equipment	\$ 1,000	\$ 1,000	Maintenance and repairs to office equipment
3204	Repairs to Vehicles	\$ 5,500	\$ 5,500	Maintenance and repairs to all road vehicles
3206	Repairs to Data Processing	\$ 4,600	\$ 4,600	Maintenance and repairs to all data processing equipment
3208	Repairs to Buildings and Grounds	\$ 100,000	\$ 100,000	Maintenance and repairs to all buildings and property; pump stations, septic tanks.
3209	Repairs to Other Equipment	\$ 170,000	\$ 170,000	Construction Equipment Off Road Vehicles \$ 135,000 Tipper \$ 10,000 Railcars \$ 5,000 Miscellaneous Equipment \$ 20,000 Tub Grinder, Seeder, etc.
3530	Printed Forms	\$ 2,600	\$ 2,600	Letterhead, envelopes, cards, scale tickets repair orders, purchasing forms includes General Counsel
3610	Advertising	\$ 2,500	\$ 4,500	Personnel, RFP, bids, public hearings, etc.
3620	Public Information	\$ 1,700	\$ 850	Handouts \$ 150 User Brochures \$ 400 HHW Brochures \$ 200 Miscellaneous \$ 100

OPERATING

CODE	DESCRIPTION	FY12-13	JUSTIFICATION	ADMIN	TRANSFER	LANDFILL
3030	Waste Water Freight	\$ 120,400	Payments to NS to haul leachate from Smith Gap	\$ -	\$ -	\$ 120,400
3035	Stone Car Freight Charge	\$ 13,720	Payments to NS to haul stone to Smith Gap	\$ -	\$ -	\$ 13,720
3101	Temporary Help	\$ -	Buildings and grounds maintenance	\$ -	\$ -	\$ -
3202	Repairs/Office Equipment	\$ 1,000	Repairs to computers at TS & SG	\$ 1,000	\$ -	\$ -
3204	Repairs to Vehicles	\$ 5,500	Maintenance and repairs to all road vehicles	\$ 3,700	\$ 1,000	\$ 800
3206	Repairs to Data Processing	\$ 4,600	Maintenance and repairs to all data processing equipment	\$ 4,600	\$ -	\$ -
3208	Repairs to Buildings and Grounds	\$ 100,000	Maintenance and repairs to all buildings and property; pump stations, septic tanks.	\$ 10,000	\$ 45,000	\$ 45,000
3209	Repairs to Other Equipment	\$ 170,000	Construction Equipment Off Road Vehicles \$ 135,000 Tipper \$ 10,000 Railcars \$ 5,000 Miscellaneous Equipment \$ 20,000 Tub Grinder, Seeder, etc.	\$ -	\$ 50,000	\$ 85,000 \$ 10,000 \$ - \$ -
3530	Printed Forms	\$ 2,600	Letterhead, envelopes, cards, scale tickets repair orders, purchasing forms includes General Counsel	\$ 1,200	\$ 1,300	\$ 100
3610	Advertising	\$ 4,500	Personnel, RFP, bids, public hearings, etc.	\$ 4,500	\$ -	\$ -
3620	Public Information	\$ 850	Handouts User Brochures HHW Brochures Miscellaneous	\$ 850	\$ -	\$ -

OPERATING

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
3625	Promotional Articles	\$ 800	\$ 400	Recycling handouts, pens, pencils, miscellaneous items
3630	Special Events	\$ 2,500	\$ 3,500	Annual Employee Functions & Customer Appreciation Day
4600	Central Services	\$ 63,000	\$ 63,000	Administrative services, Roanoke County/Roanoke City for data processing, accounting, web update, miscellaneous
5110	Utilities - Electricity	\$ 61,000	\$ 67,404	Transfer Station \$2,000/month \$ 24,000 Smith Gap Landfill \$3,617/month \$ 43,404
5121	Utilities - Heat - Fuel	\$ 34,000	\$ 28,000	Transfer Station Natural Gas \$ 6,000 Smith Gap Landfill Propane Gas \$ 22,000
5141	Water Service - Transfer Station	\$ 5,500	\$ 8,500	Water & Sewer Service for Transfer Station
5142	Sewer Service - Transfer Station	\$ 14,000	\$ 14,000	Sewer Service Leachate - Smith Gap \$ 14,000
5210	Postage	\$ 4,500	\$ 4,500	Postage for all mailings and correspondence, postage meter rent, includes General Counsel
5230	Telephone	\$ 5,000	\$ 5,000	Telephone service to both facilities, & long distance calls
5233	Internet Lines	\$ -	\$ 5,520	Fees for internet service at Smith Gap Landfill
5235	Cell Phones	\$ 4,050	\$ 4,500	Service for cell phones

CODE	DESCRIPTION	FY12-13	JUSTIFICATION	ADMIN	TRANSFER	LANDFILL
3625	Promotional Articles	\$ 400	Recycling handouts, pens, pencils, miscellaneous items	\$ 400	\$ -	\$ -
3630	Special Events	\$ 3,500	Annual Employee Functions & Customer Appreciation Day	\$ 3,500	\$ -	\$ -
4600	Central Services	\$ 63,000	Administrative services, Roanoke County/Roanoke City for data processing, accounting, web update, miscellaneous	\$ 63,000	\$ -	\$ -
5110	Utilities - Electricity	\$ 67,404	Transfer Station \$2,083/month Smith Gap Landfill \$3,000/month	\$ -	\$ 24,000	\$ 43,404
5121	Utilities - Heat - Fuel	\$ 28,000	Transfer Station Natural Gas Smith Gap Landfill Propane Gas	\$ -	\$ 6,000	\$ 22,000
5141	Water Service - Transfer Station	\$ 8,500	Water & Sewer Service for Transfer Station	\$ -	\$ 8,500	\$ -
5142	Sewer Service - Transfer Station	\$ 14,000	Sewer Service Leachate - Smith Gap	\$ -	\$ -	\$ 14,000
5210	Postage	\$ 4,500	Postage for all mailings and correspondence, postage meter rent, includes General Counsel	\$ 4,500	\$ -	\$ -
5230	Telephone	\$ 5,000	Telephone service to both facilities & long distance calls & fax lines	\$ 5,000	\$ -	\$ -
5233	Internet Lines	\$ 5,520	Fees for internet service @ S. Gap	\$ -	\$ -	\$ 5,520
5235	Cell Phones	\$ 4,500	Service for cell phones	\$ 4,500	\$ -	\$ -

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
5302	Property Insurance-Fire	\$ 38,300	\$ 45,000	Coverage for all buildings, contents, and equipment
5305	Motor Vehicle Insurance	\$ 14,500	\$ 14,500	Insurance for on-road vehicles
5307	Public Officials Insurance	\$ 500	\$ 500	Insurance through VML or VACO pools
5308	General Liability Ins.	\$ 10,500	\$ 12,000	Coverage for all facilities & property
5410	Rent of Equipment	\$ 5,280	\$ 5,280	Rental of Miscellaneous Equipment Heavy Equipment Emergency Equipment
5501	Travel - Mileage	\$ 500	\$ 500	Use of personal vehicles for RVRA business, staff, and Board Members
5503	Travel - Lodging	\$ 5,500	\$ 5,500	Out of town conference lodging, SWANA, VML, legal conferences, including meals
5504	Conference	\$ 2,000	\$ 2,000	Conference registrations; SWANA, VML, legal conferences
5520	Dinner Meetings - Luncheons	\$ 3,000	\$ 3,000	Monthly Board meetings, dinners, and luncheons associated with RVRA
5540	Training & Education	\$ 4,000	\$ 4,000	Operator training for hazardous materials, certification, miscellaneous
5601	Contributions	\$ 402,000	\$ 402,000	Payments per contract to: Roanoke County \$ 300,000 Roanoke City \$ 100,000 Volunteer fire and rescue \$ 2,000

OPERATING

CODE	DESCRIPTION	FY12-13	JUSTIFICATION	ADMIN	TRANSFER	LANDFILL
5302	Property Insurance-Fire	\$ 45,000	Coverage for all buildings, contents, and equipment	\$ 9,000	\$ 12,150	\$ 23,850
5305	Motor Vehicle Ins.	\$ 14,500	Insurance for on-road vehicles	\$ 3,480	\$ 3,335	\$ 7,685
5307	Public Officials Ins.	\$ 500	Insurance through VML or VACO pools	\$ 500	\$ -	\$ -
5308	General Liability Ins.	\$ 12,000	Coverage for all facilities & property	\$ 4,560	\$ 3,720	\$ 3,720
5410	Rent of Equipment	\$ 5,280	Rental of Miscellaneous Equipment Heavy Equipment Emergency Equipment	\$ -	\$ 2,640	\$ 2,640
5501	Travel - Mileage	\$ 500	Use of personal vehicles for RVRA business, staff, and Board Members	\$ 500	\$ -	\$ -
5503	Travel - Lodging	\$ 5,500	Out of town conference lodging, SWANA, VML, legal conferences, including meals	\$ 4,500	\$ 500	\$ 500
5504	Conference	\$ 2,000	Conference registrations; SWANA, VML, legal conferences	\$ 1,000	\$ 500	\$ 500
5520	Dinner Meetings - Luncheons	\$ 3,000	Monthly Board meetings, dinners, and luncheons associated with RVRA	\$ 3,000	\$ -	\$ -
5540	Training & Education	\$ 4,000	Operator training for hazardous materials, certification, miscellaneous	\$ 2,000	\$ 1,500	\$ 500
5601	Contributions	\$ 402,000	Payments per contract to: Roanoke County \$ 300,000 Roanoke City \$ 100,000 Volunteer fire and rescue \$ 2,000	\$ -	\$ 100,000	\$ 302,000

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
5801	Dues	\$ 1,700	\$ 1,700	Professional & Association dues: SWANA, SWVSWMA, & IAAP
5815	Warrants and Fees	\$ 26,200	\$ 31,200	Returned check fees and misc. fees DEQ annual fee ~\$30,000 Returned check fees \$1,200
5823	Employee Recognition	\$ 6,000	\$ 6,000	Awards and Certificates
5850	Miscellaneous Operating	\$ -	\$ -	No programs planned
6010	Office Supplies	\$ 4,500	\$ 4,500	Office paper, pens, pencils, folders, etc.
6011	Photocopies	\$ 400	\$ 400	Miscellaneous Photocopies
6013	Small Equipment & Supplies	\$ 23,000	\$ 23,000	Small items of office and shop equipment and supplies, tools, miscellaneous
6040	Medical Supplies	\$ 500	\$ 500	Supplies for first aid kits & medicine cabinet
6050	Janitorial Supplies	\$ 3,000	\$ 3,000	Supplies for general cleaning & sanitation
6071	Radio Parts	\$ 3,500	\$ 4,000	Communications Equipment & Fees
6080	Gas, Oil, Grease	\$ 310,000	\$ 390,000	Fuel for all equipment and vehicles, includes oil, lubricants
6091	Tires, Tubes, Parts	\$ 60,000	\$ 70,000	Replacement and maintenance parts and supplies for all equipment and vehicles
6130	Uniform and Wearing Apparel	\$ 19,200	\$ 11,200	Safety Shoes \$ 2,500 Rain gear, shirts, hats, misc. \$ 3,500 Rental of uniforms \$ 4,100 mats & towels \$ 1,100

CODE	DESCRIPTION	FY12-13	JUSTIFICATION	ADMIN	TRANSFER	LANDFILL
5801	Dues	\$ 1,700	Professional & Association dues: SWANA, SWVSWMA, & IAAP	\$ 1,700	\$ -	\$ -
5815	Warrants and Fees	\$ 31,200	Returned check fees and misc. fees DEQ annual fee ~\$30,000 Returned check fees \$1,200	\$ 1,200	\$ 5,500	\$ 24,500
5823	Employee Recognition	\$ 6,000	Awards and Certificates	\$ 6,000	\$ -	\$ -
5850	Miscellaneous Operatin	\$ -	No programs planned	\$ -	\$ -	\$ -
6010	Office Supplies	\$ 4,500	Office paper, pens, pencils, folders, etc.	\$ 3,750	\$ 250	\$ 500
6011	Photocopies	\$ 400	Miscellaneous Photocopies	\$ 400	\$ -	\$ -
6013	Small Equipment & Supplies	\$ 23,000	Small items of office and shop equipment and supplies, tools, miscellaneous	\$ -	\$ 11,500	\$ 11,500
6040	Medical Supplies	\$ 500	Supplies for first aid kits & medicine cabinets	\$ -	\$ 250	\$ 250
6050	Janitorial Supplies	\$ 3,000	Supplies for general cleaning & sanitation	\$ 3,000	\$ -	\$ -
6071	Radio Parts	\$ 4,000	Communications Equipment & Fees	\$ -	\$ 2,000	\$ 2,000
6080	Gas, Oil, Grease	\$ 390,000	Fuel for all equipment and vehicles, includes oil, lubricants	\$ 14,000	\$ 100,000	\$ 276,000
6091	Tires, Tubes, Parts	\$ 70,000	Replacement and maintenance parts and supplies for all equipment and vehicles	\$ 2,000	\$ 29,000	\$ 39,000
6130	Uniform and Wearing Apparel	\$ 11,200	Safety Shoes Rain gear, shirts, hats, misc. Rental of uniforms mats & towels	\$ 125 \$ 2,100 \$ - \$ -	\$ 1,000 \$ 500 \$ 2,000 \$ 550	\$ 1,375 \$ 500 \$ 2,500 \$ 550

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
6202	Subscriptions	\$ 200	\$ 200	Professional magazines and manuals
6203	Books	\$ 200	\$ 200	Miscellaneous books and manuals
6211	Code Books	\$ -	\$ -	Miscellaneous legal code books
6501	Other Operating Supplies	\$ 35,000	\$ 35,000	Disinfectants, deodorizers, salt for roads, gravel and stone for roads, seed, mulch fertilizers and lime for seeding slopes, fill areas and other areas, miscellaneous office supplies
6503	Fire Equipment and Supplies	\$ 1,200	\$ 1,200	Fire hoses & extinguishers replacements & and for annual inspections for both facilities
6510	Safety Equipment	\$ 2,000	\$ 2,000	Dust mask, safety glasses, etc.
9670	Unappropriated Balance	\$ 47,267	\$ 49,333	For unexpected expenditures 1.25%
	TOTAL OPERATING	\$ 3,828,652	\$ 3,996,001	

OPERATING

CODE	DESCRIPTION	FY12-13	JUSTIFICATION	ADMIN	TRANSFER	LANDFILL
6202	Subscriptions	\$ 200	Professional magazines and manuals	\$ 200	\$ -	\$ -
6203	Books	\$ 200	Miscellaneous books and manuals	\$ 200	\$ -	\$ -
6211	Code Books	\$ -	Miscellaneous legal code books	\$ -	\$ -	\$ -
6501	Other Operating Supplies	\$ 35,000	Disinfectants, deodorizers, salt for roads, gravel & stone for roads, seed, mulch fertilizers & lime for seeding slopes, fill areas and other areas, miscellaneous office supplies	\$ -	\$ 5,500	\$ 29,500
6503	Fire Equipment and Supplies	\$ 1,200	Fire hoses & extinguishers replacements & and for annual inspections for both facilities	\$ -	\$ 600	\$ 600
6510	Safety Equipment	\$ 2,000	Dust mask, safety glasses, etc.	\$ -	\$ 1,000	\$ 1,000
	SUB-TOTAL	\$ 38,600		\$ 400	\$ 7,100	\$ 31,100
	TOTALS PAGES 6-9			\$ 346,706	\$2,415,736	\$1,183,726
9670	Unappropriated Balance	\$ 49,333	For unexpected expenditures 1.25%	\$ 4,334	\$ 30,197	\$ 14,803
	TOTAL OPERATING	\$3,996,001		\$ 351,040	\$2,445,932	\$1,198,529

EXPENSES

CAPITAL

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
8101	Machinery & Equipment New	\$ -	\$ -	
8102	Machinery & Equipment Replacement	\$ -	\$ -	
8201	Furniture, Office Equipment New	\$ -	\$ -	
8202	Furniture, Office Equipment Replacement	\$ -	\$ -	
8302	Communications Equipment Replacement	\$ -	\$ -	
8402	Small Capital Outlay Replacement	\$ -	\$ -	
8701	Technology Equipment - New	\$ -	\$ -	
8702	Data Processing Equipment Replacement	\$ -	\$ -	
8705	Computer Server	\$ -	\$ 12,000	Upgrade and replace existing server
8902	New Building	\$ -	\$ -	
	TOTAL CAPITAL	\$ -	\$ 12,000	

EXPENSES
RESERVES

RESERVES

CODE	DESCRIPTION	BALANCE 7/1/2012	DEPOSIT FY12-13	EXPENSE FY12-13	BALANCE 06/30/13	JUSTIFICATION
924500	Landfill Closure	\$ 5,357,308	\$ 300,000	\$2,754,000	\$ 2,903,308	As required by Bond Indenture, State and Federal regulations to close Smith Gap landfill.
925010	Equipment Reserve Fund	\$ 288,527	\$ 1,050,000	\$ 1,151,000	\$ 187,527	For replacement of equipment per equipment replacement schedule.
925020	Groundwater Protection Fund	\$ 500,000	\$ -	\$ -	\$ 500,000	Groundwater protection fund per local permit.
925030	Landfill Host Community Improvement Fund	\$ 58,000	\$ 10,000	\$ -	\$ 68,000	As per local permit. Intranet/property
925040	Property Value Protection	\$ 443,193	\$ -	\$ -	\$ 443,193	As per local permit. Current fund is adequate based on anticipated sales.
925050	Future Site Development	\$ 1,150,118	\$ 500,000	\$ -	\$ 1,650,118	For future construction of the landfill No planned expenditures
925065	Capital Improvement Fund	\$ 396,227	\$ 100,000	\$ -	\$ 496,227	For maintenance and improvements to the facilities. No planned expenditures
	TOTAL RESERVE FUNDS	\$8,193,373	\$ 1,960,000	\$ 3,905,000	\$ 6,248,373	

RESERVES

CODE	DESCRIPTION	JUSTIFICATION	DEPOSIT FY12-13	ADMIN	TRANSFER	LANDFILL
924500	Landfill Closure	As required by Bond Indenture, State and Federal regulations to close Smith Gap landfill.	\$ 300,000	\$ -	\$ 10,000	\$ 290,000
925010	Equipment Reserve Fund	For replacement of equipment per equipment replacement schedule.	\$ 1,050,000	\$ -	\$ 372,435	\$ 677,565
925020	Groundwater Protection Fund	Groundwater protection fund per local permit.	\$ -	\$ -	\$ -	\$ -
925030	Landfill Host Community Improvement Fund	As per local permit. intranet/property	\$ 10,000	\$ -	\$ -	\$ 10,000
925040	Property Value Protection	As per local permit. Current fund is adequate based on anticipated sales.	\$ -	\$ -	\$ -	\$ -
925050	Future Site Development	For future construction of the landfill No planned expenditure	\$ 500,000	\$ -	\$ -	\$ 500,000
925065	Capital Improvement Fund	For maintenance and improvements to the facilities. Transfer Station Floor & Fire System line repair	\$ 100,000	\$ -	\$ 50,000	\$ 50,000
	TOTAL RESERVE FUNDS		\$ 1,960,000	\$ -	\$ 432,435	\$ 1,527,565

TIPPING FEE
BREAKDOWN

TIPPING

ALL OPERATIONS

CATEGORY	ADMIN	LANDFILL	TRANSFER	TOTAL	PERCENT
PERSONNEL	\$ 605,434	\$ 708,495	\$ 658,610	\$ 1,972,540	25%
OPERATIONS	\$ 351,040	\$ 1,198,529	\$ 2,445,932	\$ 3,995,501	50%
DEPOSITS AND RESERVES	\$ -	\$ 1,527,565	\$ 432,435	\$ 1,960,000	25%
TOTAL	\$ 956,475	\$ 3,434,589	\$ 3,536,978	\$ 7,928,041	100%
PERCENTAGE	12%	43%	45%	100%	

TRANSPORTATION

CATEGORY	LANDFILL	TRANSFER	TOTAL	PERCENT
MUNICIPAL FREIGHT	\$ -	\$ 1,938,398	\$ 1,938,398	24%
LEACHATE TANKERS	\$ 120,400	\$ -	\$ 120,400	2%
STONE	\$ 13,720	0	\$ 13,720	0%
TOTAL	\$ 134,120	\$ 1,938,398	\$ 2,072,518	
	2%	24%	26%	

Required Tipping Fee

Municipal \$ 49 per ton
 Commercial \$ 59 per ton

Deposits from Contingency funds allow for a lower tipping fee charge.

RUTROUGH ROAD
LANDFILL

CODE	DESCRIPTION	FY11-12	FY12-13	JUSTIFICATION
3007	Contract Services	\$ 107,400	\$ 105,000	Groundwater Monitoring Lab Analysis - 2 Events \$ 40,000 Gas Monitoring Quarterly \$1500/Event \$ 6,000 Gas Extraction System \$ 18,000 monitoring Cap Maintenance \$ 30,000 miscellaneous seeding, grading, E & S control care Air Emissions \$ 11,000 Corrective Action \$ - Plan
3013	Professional Services	\$ 117,000	\$ 810,000	Engineering Services Groundwater Sampling 2 Events @ \$20,000 \$ 40,000 Groundwater Assessment \$ - Program Miscellaneous \$ 10,000 Lift Station -Engineering \$ 750,000 Legal Services \$ 10,000
3208	Repair and Maintenance	\$ 240,000	\$ 125,000	Disposal of Leachate \$ 115,000 Road Maintenance Stone \$ 10,000
5110	Utilities - Electricity	\$ 6,500	\$ 6,500	Electric Service for Blower/Flare Station
5230	Telephone	\$ -	\$ -	Included in internal services
5815	Warrants & Fees	\$ 1,000	\$ 1,000	DEQ Annual Fee
5850	Miscellaneous	\$ 2,000	\$ 2,000	advertisement and bottled gas.
6302	Property Insurance	\$ -	\$ -	Coverage for Flare Station and Associated Equipment
8101	Machinery & Equipment	\$ -	\$ -	
9808	Transfer to RVRA Operations	\$ 125,000	\$ -	
	TOTAL	\$ 598,900	\$ 1,049,500	

APPENDIX

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY

Adopted this 28th day of March 2012

RA#2012-610

A RESOLUTION approving the Authority's annual budget for fiscal year 2012-2013 and authorizing submittal of such budget to the governing bodies of the Charter Member Users for approval.

BE IT RESOLVED by the Roanoke Valley Resource Authority that:

1. The fiscal year 2012-2013 Annual Budget for the Roanoke Valley Resource Authority as set forth in the report and accompanying attachments by the Chief Executive Officer dated March 28, 2012, and submitted to this Board is hereby approved; and,

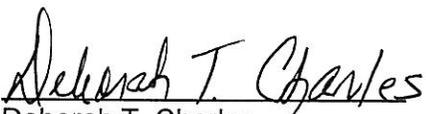
2. The Authority Chair is authorized on behalf of the Authority to submit the fiscal year 2012-2013 annual budget and related documents to the governing bodies of the Charter Member Users, being the County of Roanoke, the City of Roanoke, and the Town of Vinton, for approval in accordance with the requirements of the Roanoke Valley Resource Authority Members Use Agreement, dated October 23, 1991, as amended.

On motion of Mr. Bengtson and carried by the following recorded roll call vote:

AYES: Mr. Bengtson, Ms. Green, Mr. Harkness, Mr. Lawrence, Ms. Owens, Ms. Snyder, Mr.
Tensen

NAYS: None

ABSENT: None

ATTEST: 
Deborah T. Charles
RVRA Board Secretary

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 17, 2012 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Town of Vinton, along with Roanoke County and Roanoke City are the governing bodies of the Roanoke Valley Resource Authority (RVRA); and

WHEREAS, in accordance with the Member Use Agreement dated October 23, 1991, the annual budget of the Authority must be submitted for approval by each of the governing bodies after approval by the RVRA Board; and

WHEREAS, on March 28, 2012, the RVRA Board approved the 2012-2013 annual budget in the amount of \$7,940,041.

NOW THEREFORE BE IT RESOLVED, that the Vinton Town Council does hereby approve the 2012-2012 operating budget in the amount of \$7,940,041 to operate and maintain the Roanoke Valley Resource Authority.

This resolution shall be effective from and after the date of its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

To: Roanoke Regional Cable Television Committee
From: Elaine Bays-Murphy, Director of Cable Access
Date: April 4, 2012
Re: FY 2012-2013 Operating Budget Proposal

BACKGROUND INFORMATION:

Roanoke Valley Television, RVTV Channel 3, is a Government & Educational Access Station, serving the City of Roanoke, Roanoke County, the Town of Vinton and their respective school systems. RVTV-3 was created in 1992 as an agreement between the three localities to form a Government & Educational Access Station. The operational budget for RVTV is provided by the three local governments, and it is funded through the ***Virginia Communications Sales and Use Tax Revenue paid by Cox Communications** (*Attachment Page 6). The RVTV budget amount paid by each locality is based on the proportion of Cox Customers located in each jurisdiction.

For calendar year 2011, Cox Communications paid to the Commonwealth a total of **\$2,433,691**. The Commonwealth paid to the three localities the appropriate share of:

City Of Roanoke: **\$1,229,543**
County of Roanoke: **\$1,096,323**
Town of Vinton: **\$107,825**

Total: \$2,433,691

Currently, RVTV employs five full time staff members. RVTV-3 produces original videos, monthly television shows, and covers live government meetings.

Roanoke Valley Television produced the following in 2011:

- **60 Original Television Shows**
(12) Inside Roanoke, (12) Roanoke County Today, (12) Spotlight On City Schools, (12) Accent Excellence, (4) Roanoke County Business Partners,
(4) Recreation Television, (4) PLAY Vision **Total Production Minutes: 1,800 minutes**
- **60 Government Meetings**
(24) Regular Roanoke City Council, (22) Regular Roanoke County Board of Supervisors, (11) City Planning Commission Meetings, & other additional meetings
- **54 Original Video Productions**
Ex. 9/11 Regional Remembrance Ceremony, Stormwater Education, Vinton Open for Business, Home Energy Audit **Total Production Minutes: 274 minutes**

Additionally, Roanoke Valley Television covered numerous special events including ground breakings, dedication ceremonies and news conferences. The approximate rate for video production work in the private sector is \$1,500 per finished minute. **The approximate total production value for TV Shows & Video Productions is \$3,111,000** (Total value does not include Government Meetings).

BACKGROUND INFORMATION:

On January 6, 2012, RVTV-3 launched the New RVTV-3 Website www.rvtv.org. The new website allows users to watch RVTV-3 Shows and Government Meetings from the site. Other features include: RVTV-3 Calendar, TV Guide, Media Center and much more.



RVTV-3 Awards



**Gold AVA Award
RVTV-3 Website Design**



**Communicator Award
"Eat for Education" PSA**

SUMMARY OF INFORMATION:

The proposed **FY2012/2013** Operating Budget is **\$378,813**.

The current **FY2011/2012** Operating Budget is **\$366,003**.

The current 2011/2012 budget amount of \$366,003 was partially funded by the RVTV Roll-Over Account in the amount of \$47,580, making the total funding provided by the localities \$318,423.

The RVTV-3 Operational Budget has been supplemented from the Roll-Over Account for the last three years:

Budget Year	Roll-Over Funds
2011/2012	47,580
2010/2011	46,723
2009/2010	41,021
135,324 Total RVTV Funds Used	

The proposed FY2012/2013 Operational Budget includes a **\$13,022 increase from Non-Discretionary Line Items:**

	Current	2012-2013	Increase
2200 Retirement VRS	29,041	36,683	7,642
2300 Group Health	35,482	37,652	2,170
2400 VRS Life	540	2,547	2,007
5420 Lease / Rent	40,100	41,303	1,203
Total	105,163	118,185	13,022

The Cable TV Committee has requested to reduce the proposed Operating Budget (**\$378,813**) by **\$15,000** and use the reduced amount of (**\$363,813**) as the amount to request from the member localities.

The Committee has requested to fund the **\$15,000 from the RVTV Roll-Over Account**, which represents the unused funds from the Operating Budget since 1992. The RVTV Rollover Account has a current balance of \$30,525.74 (01/31/2012).

The Proposed FY2012/2013 Operating Budget, after deducting \$15,000 from the RVTV Roll-Over Funds, is \$212 Less than the current 2011/2012 Budget.

FISCAL IMPACT:

The total RVTV budget request is **\$378,813**, consisting of **\$363,813** from the member localities, and **\$15,000** from the RVTV Roll-Over Account.

The proposed **\$378,813** is approximately **15.6%** of the **\$2,433,691** paid by **Cox Communications for the VA Communications Sales & Use Tax**.

City of Roanoke:	\$1,229,534
Roanoke County:	\$1,096,323
Town of Vinton:	\$107,825
Total:	\$2,433,691

The Operational Budget for RVTV is provided by the three localities based on the proportion of Cox Customers located in each jurisdiction.

Cox calculates the percentage of subscribers (December 31, 2011) in each locality as follows: (2010 number of subscribers in parenthesis)

Locality	Subscribers	Percentage
City	24,510 (25,656)	51% (51%)
County	21,000 (22,006)	44% (44%)
Vinton	2,084 (2,229)	5% (5%)
Total	47,694 (49,891)	100% (100%)

Based on the above figures, each member's contribution to \$363,813 for the localities part of the total FY2012/2013 Operating Budget of \$378,813 (\$15,000 of which will be funded from the RVTV Roll-Over Account) would be as follows:

	2011/2012 Budget (47,580 Funded from Roll-Over)	2012/2013 Budget (15,000 Funded from Roll-Over)
City	\$162,396	\$185,545
County	\$140,106	\$160,078
Vinton	\$15,921	\$18,190
Total	\$318,423	\$363,813

*In addition to the City's above share of \$185,545, the City will also pay \$3,360 for closed captioning for City Council Briefings.

ATTACHMENTS:

RVTV Proposed 2012 – 2013 Budget

		2011-2012 Budget	Proposed 2012 - 2013	Remaining Balance	% Expended (01/31/12)
1010	Regular	192,967.00	192,967.00	77,189.42	60.00
2100	FICA	14,762.00	14,762.00	6,373.68	56.82
2200	Retirement – VRS	29,041.00	36,683.00	10,890.55	62.50
2202	Deferred Comp Match (650 x 3)	1,950.00	1,950.00	750.00	61.54
2300	Group Health Insurance	35,482.00	37,652.00	13,629.70	61.59
2310	Group Dental Insurance	1,762.00	1,900.00	574.00	67.42
2400	VRS Life	540.00	2,547.00	202.20	62.56
2500	Long Term Disability Insurance	387.00	487.00	219.69	43.23
2750	VRS Retiree Health Credit	464.00	464.00	174.50	62.39
3013	Professional Services – Other (Closed Captioning)	27,500.00	27,500.00	15,226.80	44.63
3013A	CC – City Council Briefings		* City Only		
3204	Repairs Vehicles (By Garage)	300.00	300.00	135.00	55.00
3209	Repairs (Other Equipment)	1,000.00	1,000.00	877.63	12.24
3305	Maintenance Service Contracts (Telephone)	750.00	750.00	453.60	39.52
5210	Postage	50.00	50.00	-4.58	109.16
5230	Telephone	4,000.00	3,400.00	1,841.21	53.97
5233	Internet	1,390.00	1,390.00	696.40	49.90
5235	Cellular Phones (2 Smart Phones)	480.00	1,200.00	211.14	56.01
5305	Motor Vehicle Insurance	1,300.00	1,200.00	217.00	83.31
5308	General Liability Insurance	2,550.00	2,550.00	527.00	79.33
5420	Lease/Rent of Buildings (8 x \$3,407.78 4 x \$3,510.01)	40,100.00	41,303.00	16,940.36	57.76
5501	Travel (Mileage)	100.00	100.00	70.31	29.69
5520	Dinner Meetings & Luncheons	150.00	150.00	30.00	80.00
5801	Dues & Association Membership (Public Relations Society of America)	278.00	308.00	-30.00	110.79
6010	Office Supplies – General	500.00	500.00	83.84	83.23
6013	Small Equipment & Supplies	2,000.00	2,000.00	698.15	65.09
6014	Video Supplies	5,000.00	4,000.00	4,098.10	18.04
6080	Gas, Oil & Grease	1,000.00	1,500.00	271.33	72.87
6091	Tires	200.00	200.00	81.26	59.37
Total		\$366,003.00	\$378,813.00	\$152,394.80	58.36%
	Amount funded from RVTV Roll-Over Account (273500)	-\$47,580.00	-\$15,000.00		
	Member Localities	\$318,423.00	\$363,813.00		

*In addition to the City's share of the above budget of \$363,813, the City will also pay \$3,360 for closed captioning for City Council Briefings.

Total Non-Discretionary Line Item Increase is \$13,022 (Retirement VRS, Health, VRS Life, Rent)

**RVTV Financial Report
Current Account Balances as of January 31, 2012**

273200 (Operating Budget).....	\$152,394.80
273450 (Cox Cable Capital Grant)..... (Balance includes accrued interest.)	\$1,213,372.81
273500 (RVTV Year-End Rollover Account).....	\$30,525.74
273200-0509 (DVD Sales).....	\$2,270.00

Account 273500 (RVTV Year-End Rollover) represents the unused funds from the Operating Budget since 1992. RVTV does not lose these funds at the end of the fiscal year, rather they are rolled over into this savings account which may be used for future capital purchases or the operating budget.

**2011 Virginia Communications Sales and Use Tax Revenue
Paid by Cox Communications to the
Commonwealth of Virginia for the Benefit
of the City of Roanoke, County of Roanoke, and Town of Vinton**

Starting on January 1, 2007, the Virginia Communications Sales and Use Tax Act of 2006 (Va. Code 58.1-645 et seq.) required Cox Communications, as well as other cable television providers, to pay a five percent (5%) sales or use tax to the Commonwealth of Virginia in place of paying franchise fees to the localities, including the City of Roanoke, County of Roanoke, and Town of Vinton. Under the Act, the Commonwealth pays the amount of revenues it receives from cable television providers, like Cox, to the localities.

For the calendar year 2011, Cox Communications paid to the Commonwealth of Virginia a total of **\$2,433,691**. The Commonwealth of Virginia paid to the three localities the appropriate share of this total amount as a replacement amount for the franchise fees.

City of Roanoke:	\$1,229,543
Roanoke County:	\$1,096,323
Town of Vinton:	\$107,825
 Total:	 \$2,433,691

RVTV 2011 Edited Video Productions

Title	Client	Length
Eat For Education PSA	City of Roanoke	:30
Anti-Bully PSA	City Schools	:30
Home Energy Audit	County of Roanoke	8:00
Love Your Library PSA	County of Roanoke	:30
Teacher of the Year	City Schools	24:00
(2) New Vinton Website PSAs	Town of Vinton	:30 ea.
Arbor Day Celebration	Town of Vinton	6:30
ECC Video	County of Roanoke	15:00
Splash Valley PSA	County of Roanoke	:30
Permit Information	City of Roanoke	8:00
“High Ground” Dedication	Town of Vinton	34:00
Shake, Bake & Sprout PSA	Town of Vinton	:30
Touch A Truck PSA	County of Roanoke	:30
Summer Stock Dinner Theater PSA	County of Roanoke	:30
Police Department Recruitment PSA	County of Roanoke	:30
Volunteer Firefighter PSA	County of Roanoke	:30
School Bus Safety PSA	County Schools	:30
Market Building Open House	City of Roanoke	8:00
CityWorks (X)po PSA	City of Roanoke	:30
VA Conference Ec. Gardening PSA	City of Roanoke	:30
Vinton’s Farmer’s Market PSA	Town of Vinton	:30
Over the Counter Permits PSA	Town of Vinton	:30
9/11 Remembrance Ceremony PSA	City, County, Town	:30
9/11 Remembrance Ceremony Highlight	City, County, Town	26:00
Convocation Video	City Schools	9:00
World Showcase of Music PSA	County of Roanoke	:30
(2) Green Ridge Rec. Center PSA	County of Roanoke	:30 ea.
CVB Interview (Jane Seymour)	City, County, Town	8:00
Open For Business Video	Town of Vinton	9:00
Stormwater Education	City of Roanoke	5:30
Leaf Collection PSA	City of Roanoke	:30

Title	Client	Length
(2) South Co. Library PSAs	County of Roanoke	:30 ea.
Turkey Fryer Safety PSA	County of Roanoke	:30
Cafe2 Video	City of Roanoke	3:30
Voting Precinct Changes	City of Roanoke	12:00
BOS Web Streaming PSA	City of Roanoke	:15
Don't Drink & Drive PSA	City of Roanoke	:30
(2) Save-A-Ton PSAs	City of Roanoke	:30 ea.
(12) Library Happenings	City of Roanoke	7:00 ea.

2011 Total Video Productions

Total Productions	City of Roanoke	Roanoke County	Town of Vinton
114	57	48	9
Percentage	50%	42%	8%

To: Roanoke Regional Cable TV Committee
From: Elaine Bays-Murphy, Director, Cable Access
Date: April 4, 2012
Re: Proposed Capital Equipment Budget FY 2012/2013

CURRENT SITUATION:

The current RVTV-3 Cox Capital Grant account balance is \$1,213,372.81. (01/31/12)

The current Panasonic SD Robotic Camera System located in City Council Chambers and the Board of Supervisors Room was installed between 2001-2003. RVTV-3 is experiencing problems with both systems, and we cannot receive support or service for the systems because of their age. I recommend that both locations be completely upgraded with a new Panasonic HD/SD Robotic Camera System with entirely New Cabling.

RVTV's oldest Non-Linear Editing System (Pinnacle Liquid Purple) was purchased in 2005. The system is slow and often locks up. I recommend that RVTV replace the old system with an Adobe Premiere Turnkey Video Editing System.

RVTV-3 currently has one basic phone that is 11 years old, and one BlackBerry. I recommend that we upgrade both phones to iPhones using the County's contract. If RVTV has a problem switching to a "Live" location from a computer, the switch can be done through the iPhone. The monthly cost for the two phones is \$100 (\$50 each) and the monthly charge will be funded through the Operating Budget.

OPTIONS:

A. Make the below Capital Equipment purchases using the RVTV-3 Cox Capital Grant.

(2) Complete Panasonic HD/SD Robotic Camera Systems (\$99,000 ea.) Roanoke City Council Chambers & Roanoke County BOS Room Estimated Price Does include Installation Charges & all New Cabling	\$198,000.00
(1) Adobe Premiere Turnkey Video Editing System	\$3,350.00
(2) iPhones (County Contract @ \$199 ea.)	\$398.00
Total Estimated Cost	\$201,748.00

RVTV would solicit bids for the above equipment recommendations, or equivalent, following Roanoke County Procurement Policies.

B. Do not make the recommended Capital Equipment purchases.

RECOMMENDATION:

It is the recommendation of the Cable TV Operations Committee that RVTV make the proposed Capital Equipment purchases.

The current RVTV-3 Cox Capital Grant account balance is \$1,231,372.81. (01/31/12)

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 17, 2012, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

WHEREAS, the Town of Vinton, along with Roanoke County and the City of Roanoke pursuant to ordinance, have established the Roanoke Valley Regional Cable Television Committee, in part to assist with the development of educational channels and governmental access cable programming; and

WHEREAS, each member jurisdiction annually approves the operating budget prepared by the Cable TV Government Access Director and recommended by the Roanoke Valley Regional Cable Television Committee for operation of the cable access Channel 3.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the 2012-2013 operating budget for Roanoke Valley Regional Cable Television Committee in the amount of \$363,813, of which Vinton's allocation based on subscribers is five percent (5%), or the amount of \$18,190 of the total budget.

This resolution shall be effective from and after the date of its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 17, 2012, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

FLOOD AWARENESS AND MITIGATION PROGRAM

A **RESOLUTION** authorizing the Town Manager for and on behalf of the Town of Vinton, to file an application for allocation of the federal and state Hazard Mitigation Grant Funds administered by the Virginia Department of Emergency Management (VDEM); establishing a project title; setting forth the amount of funds requested; setting forth the amount of matching funds that are part of the total project cost; identifying beneficiaries, and authorizing the Town Manager to sign and submit all appropriate information necessary to constitute a proposal for the use of Federal Emergency Management Agency (FEMA) and VDEM funds.

WHEREAS, the Council for the Town of Vinton has been advised of the availability of the Hazard Mitigation Grant Funds, DR-4024-VA for federal and state assistance for a 5% initiative project to educate the public on mitigation efforts and flood insurance; and

WHEREAS, the pre-application has been submitted and reviewed by VDEM and the Town has been requested to file a complete application to be considered for the allocation of the FEMA and VDEM Hazard Mitigation Grant Funds, under declared disaster DR-4024, 2011 Hurricane Irene.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Vinton, Virginia, that:

1. The town of Vinton wishes to apply for the FEMA and VDEM Hazard Mitigation Grant Funds.
2. The project title is: Flood Awareness and Mitigation Program.
3. The Town of Vinton is seeking and requests \$7,000.00 in grant funds.
4. The Council hereby authorizes that, if the Town receives this funding for this project:
 - a. Twenty-five percent (25%) funds and in-kind matching funds will be provided as a contribution to the project cost.
 - b. The Town agrees to provide the grant administrative services to manage the proposed project as part of the in-kind matching cost.

5. That the Town Manager is hereby authorized and directed to sign and submit all appropriate applications and information necessary to constitute a proposal for the Town to receive FEMA and VDEM funds.
6. That a duly attested copy of this Resolution be affixed to the application for FEMA and VDEM funds.

This resolution shall be effective from and after the date of its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk