

Bradley E. Grose, Mayor
William "Wes" Nance, Vice Mayor
I. Douglas Adams, Jr., Council Member
Robert R. Altice, Council Member
Matthew S. Hare, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

Vinton Town Council

**Council in the Neighborhood Meeting
Craig Avenue Recreation Center
900 Chestnut Street
Tuesday, April 16, 2013**

AGENDA

Consideration of:

- A. 6:30 p.m. - CONDUCT NEIGHBORHOOD MEETING**
- B. 7:15 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 Special Budget Work Sessions of March 28 and March 29, 2013.
- F. AWARDS, RECOGNITIONS, PRESENTATIONS**
 - 1. Officer of the Month for March 2013 - Officer Daniel King
 - 2. Proclamation for Arbor Day
 - 3. Proclamation for National Volunteer Week
 - 4. Proclamation for National Public Safety Telecommunicators Week
 - 5. Acceptance of the AVA Digital Award, 2013 Gold Winner, for the Town's website
- G. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.

H. TOWN ATTORNEY

I. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution approving the 2013-2014 operating budget for the Roanoke Valley Regional Cable Television Committee.
2. Consider adoption of a Resolution approving the 2013-2014 operating budget of the Roanoke Valley Resource Authority.
3. Consider adoption of a Resolution authorizing the Town Manager to execute an Extraterritorial Arrest Agreement between the Town of Vinton, Roanoke County, Roanoke City and the City of Salem.

BRIEFINGS

1. Informational briefing for the purchase of a 250/300 KW Mobile Diesel Generator.

J. MAYOR

1. Consider nominations for the 2013 VML Policy Committees

K. COUNCIL

1. Financial Report for February 2013

L. ADJOURNMENT

M. WORK SESSION

1. Town Manager
 - a. Operating Budget
 - b. Building and Grounds
2. Town Council
 - a. Operating Budget
 - b. Community Contributions
 - c. Joint Local Government Services
3. CIP continuation

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.

UPCOMING COMMUNITY MEETING:

- April 18, 2013 – 7:00 p.m. – **Roanoke County Library Design First Public Meeting** – Vinton War Memorial

NEXT COMMITTEE/TOWN COUNCIL MEETINGS:

- April 30, 2013 – 6:00 p.m. – **Special Council Meeting** – Council Chambers
- May 7, 2013 – 6:00 p.m. – **Budget Work Session** followed by Regular Meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Town Clerk

Issue

Consider approval of minutes for Special Budget Work Sessions of March 28 and March 29, 2013.

Summary

None

Attachments

March 28, 2013 minutes

March 29, 2013 minutes

Recommendations

Motion to approve minutes

MINUTES OF A SPECIAL WORK SESSION OF VINTON TOWN COUNCIL HELD AT 2:30 P.M. ON THURSDAY, MARCH 28, 2013, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

- MEMBERS PRESENT: Bradley E. Grose, Mayor
William W. Nance, Vice Mayor
I. Douglas Adams, Jr.
Matthew S. Hare
- MEMBERS ABSENT: Robert R. Altice
- STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant to the Town Manager
Barry Thompson, Finance Director/Treasurer
Lijah Robinson, Accounting Manager
Anita McMillan, Planning & Zoning Director
Chris Linkous, Fire & EMS Captain
Chad Helms, Lieutenant, Fire
Ben Cook, Police Chief
April Alterio, Administrative Services, Police
Mary Beth Layman, Special Programs Director
Kevin Kipp, War Memorial Facilities Manager

The Mayor called the work session to order at 2:30 p.m. to hear budget presentations by the Town Manager and Town staff.

The Town Manager began with an overview of the recommended FY2014 budget stating the priorities are to maintain core services, develop funding for a five-year capital improvement program, maintain competitive employee benefits and compensation and maintain focus on Economic Development and implementation of Downtown Revitalization Initiative. The total recommended budget is \$10,983,016 which is represented by \$7,875,961 in the General Fund and \$3,107,055 in the Water and Sewer Fund. The total in the Water and Sewer Fund does not include the debt that the Town needs to incur to fund the project with the Water Authority.

Under General Fund revenues, there is a proposed cigarette tax increase of \$0.15 per pack for a total tax of \$0.35 per pack. This new revenue source, if approved, would be designated for capital investment, not for operating expenses. The Town Manager made brief comments on the breakdown of other general fund revenue sources. Mr. Hare asked about the increase in the Categorical Aid category and the response was that includes \$250,000 for the grant.

For General Fund budget highlights, the operating fund in the budget has only increased by approximately 0.8%. The other increases shown other than the CDBG Grant funds is \$159,000 in anticipated revenue from the proposed cigarette tax increase and \$68,738 of new forecasted revenue from meals and sales taxes.

The Town Manager commented that we have included \$194,230 to fund some capital items and an increase in the funds for milling and paving to \$273,835. An increase in electricity and fuel has been included as well as an increase in contributions to the Volunteer Fire & EMS. Also included is the contribution for the land purchase for the library, the Community/Organization Contributions and Joint Local Government Services and an operating contingency fund.

Personnel costs shows a health insurance premium increase of 9.76% which additional cost will be passed onto the employees. The Town Manager would like to have some discussion to evaluate and consider a merit bonus or cost of living adjustment for the upcoming budget year. Funds for employee professional development and tuition reimbursement have been maintained and/or increased. A new VRS hybrid plan for all new, non-vested employees will be implemented on January 1, 2014 and in 2014 the Town will have a new rate adjustment for the VRS plan. The Town Manager made brief comments on the CIP which will be reviewed in detail at a later work session.

The Utility Fund is proposed at \$3,107,055 which, again, does not include the Town's portion of the debt for the Water Authority wastewater plant upgrade. It was noted that a \$500,000 transfer was made to clean up some CIP money and makes the budget show a 13.71% decrease. This was an accounting transfer and the actual budget is only being increased by \$6,540. This does not reflect the needed rate increase to fund the upcoming debt. The proposed budget does provide for an increase in inflow and infiltration funds to \$60,000 and an operating contingency of \$48,352. The rate study along with a revision of the capital improvement projects for consideration as part of the proposed rate structure will be brought back to Council at the April 2nd meeting.

The Town Manager then commented on the remainder of the budget schedule and scheduling an additional work session for April 30th to finalize the water/sewer rate proposal and other debt options to fund additional capital improvement projects.

The next presentation was by Anita McMillan on behalf of the Planning & Zoning Department. She began by showing pictures of their office renovations and thanking Council for

providing the funding in this year's budget. It has created a more professional and safer work environment.

The key department goals relate to continued involvement regarding new changes in Stormwater Management, an update of the Town's Comprehensive Plan and Zoning Ordinance and continued work regarding the Community Rating System program requirements.

In relation to the Stormwater Management program, our current stormwater ordinance will have to be updated and Council will be briefed in several work sessions on the new changes and how we will fund this new requirement. Regarding the update of the Comprehensive Plan and the Zoning Ordinance, Ms. McMillan has tasked her staff to keep track of any changes to the State Code that will affect our Town Code.

Regarding the Community Rating System, in October of this year, all flood insurance holders will have a 25% increase in their insurance premiums because of all the natural disasters. There are approximately 58 flood insurance holders in Vinton. If the Town could qualify at Level 9 instead of Level 10, that would be a 10% reduction in the premium.

Budget highlights reflected an increase of \$500 to maintain professional certifications for staff; an increase of \$500 for BZA and Planning Commission members to attend workshops and training; and the Town's \$35,000 match if the VDOT Revenue Sharing funding is approved for the Glade Creek Greenway. VDOT has expressed confidence that we will receive the funding, but we will not know for sure until June.

In further discussion regarding the Community Rating System, Council had decided several months ago not to proceed with submitting the application, but now that the insurance is going up 25%, there may be an opportunity to help several large businesses in the Town that will be impacted. Mr. Hare asked if we could ask these businesses to help with the funding needed to submit the application and the response was yes.

There was further discussion and comments regarding the Stormwater Management program and the Town Manager indicated that Council will be briefed in more detail at an upcoming work session.

The next presentation was by Chris Linkous on behalf of the Fire/EMS Department. He began with key department goals of continuing to work toward a 24-hour fire truck and

working with Public Works to improve the water system by adding new hydrants to Lindenwood Subdivision and upgrading water system up Hardy Road and around By-Pass Road to improve water flow. Vice Mayor Nance asked if this was a fire hydrant issue or a flow issue and the response was a flow issue. The last goal is to continue evaluating major equipment based on current needs to maximize the efficiency and effectiveness. The Mayor asked about the life of the new vehicles we have and the Town Manager responded that the County works off of a seven-year cycle when planning the lifespan of an ambulance. However, we have been able to get longer service from our vehicles.

Mr. Linkous then commented on significant budget highlights relating to decreases in contract, electrical, heating and telephone services. The decrease in electrical and heating is due in part to the new chiller which should be more energy efficient and the telephone services decrease accounts for the County picking up the cost for the Air Card for the Wagon's MDT. Mr. Adams asked when the MDT will be moving over to the EMS vehicles and the response was the County has a plan, but not sure when it will be implemented.

The only increase relates to gas, oil, grease and antifreeze due to increased use of diesel fuel especially in the medic truck. Vice Mayor Nance asked about the items listed in the CIP for the Fire Department and Mr. Linkous made brief comments.

Mr. Adams commented he was disappointed there was no reference to any key goals for the EMS side of the department. He questioned how would we justify going to a 24-hour fire truck without seeing details of the types of calls, responses and who was assisted and would like to start seeing a history of the calls. Mr. Linkous responded that the County is now giving them a monthly report on response times and other details which will be furnished to Council. The first report will cover December through February.

The next presentation was given by Ben Cook on behalf of the Police Department. Chief Cook began with a review of his key department goals to include making final preparations for re-accreditation in the Fall of 2014, placing an assigned traffic officer on independent duty shift, conducting a Business Police Academy and basic Citizens Police Academy, obtaining a new speed trailer/message board and enhancing the school liaison program.

Chief Cook further commented that he has a traffic officer he intends to place on an independent duty shift for strictly traffic enforcement and to conduct traffic safety classes and seminars. The Business Police Academy will focus on topics

such as hiring practices, scams and other items of interest to local businesses. They plan to conduct two basic Citizens Police Academies again.

In regard to the new speed trailer/message board, they have included in their budget matching funds for a DCJS grant to purchase this item. The new trailer will have a message board for traffic control, for festivals or safety messages. It will also display vehicle speeds if we are doing speed surveys. The match is included in the grant line item which is \$1,900, a 10% match.

The goal of enhancing the school liaison program pertains to the campus safety initiative that the Governor is proposing. There is now a priority on grants to provide school resource officers and anything to enhance school security and safety. At a future date, Chief Cook indicated he would like to come back to Council to request approval to apply for a School Resource Officer to handle the two schools in Town.

Some of the significant budget highlights were reviewed such as salaries & wages overtime. Mr. Hare asked about the budget showing as 100% staffed as of July 1st. Chief Cook indicated that all positions are accounted for and the Town Manager commented that they have filled the two vacancies for the officers who are on active duty, plus one additional officer. If everyone comes back, he will have an additional person, but based on past history of turnovers, this should not be a problem.

Contractual services were moved to contract police services and maintenance and repair was reduced due to the purchase of the new vehicles and expecting fewer repair costs. Maintenance service contracts were reduced by \$16,500 due to the New World (records management) system being paid through the Communications budget. The firearms and ammo costs were moved to a new line item with an increase. They are experiencing a delay in getting ammo, having ordered in March 2012. Other police departments are experiencing the same problem. Gas, oil, grease, miscellaneous and meeting expense line items were increased. As an overview, the total budget reduction was \$31,400. Chief Cook stated that the animal control budget has been increased by \$30,000 which is an anticipated contract increase with RCACP.

After further comments from the Town Manager, Vice Mayor Nance asked if the Chief was comfortable with his reduced budget and the response was yes. The Mayor commented that during our economic downturn, it has trained everyone to operate in a lean manner. He appreciates how the police

department and other departments have been able to do this, but at the same time maintaining core services. Comments were made about the new police website, designed by Jimmy Testerman, and the fact that the Department's strategic plan will be posted on the site.

The next presentation was by Mary Beth Layman on behalf of Special Programs. Ms. Layman began with one of the key goals for Special Programs—working with the Vinton Chamber of Commerce and Leisure Publishing to produce the Vinton magazine, which will be an insert in the July edition of the Roanoker Magazine.

The implementing of the SNAP Program at the Farmer's Market will begin this year. Further questions and discussions were had regarding the program and the process involved for the vendors and customers. Ms. Layman also commented on the advertising she will be doing to get the word out about the program.

The third goal is to support and facilitate the Downtown Revitalization Grant as a business liaison to help with communication and information coming from the Management Team meetings.

Significant budget highlights were reviewed. The Town Manager commented that the salaries and wages were reduced for part-time help because a part-time position is not a classified position assigned to Special Programs. Danae Wensley's position is funded under the Senior Center budget, but we have been using these funds to pay for extra work she has been doing for Special Programs. Ms. Layman is going to evaluate her current workload and see how her part-time employees can best be utilized to assist in other areas.

Contractual services were reduced based on prior year expenditures, which include such items as the fireworks for the July 4th event. After comments and questions regarding the fireworks, Ms. Layman indicated she is working on the fireworks for this year and they usually run around \$8,700. To boost the display up a level would probably require an additional \$2-3,000. The question was asked if before we cut that line item is there is an interest on Council to do something different to enhance the event. Mr. Hare commented that this is truly a Vinton community event and citizens have commented that we could improve the event and he agrees. The Town Manager stated that since Council is interested in the cost value for the fireworks, Ms. Layman can evaluate that and report back to Council. She should be able to get some information back for this year's event, but would need to sign a contract by first of May.

Mr. Adams left the meeting at 5:50 p.m. and returned at 6:05 p.m.

Ms. Layman commented on other line items that were increased such as printing and binding, advertising, materials and supplies, special event supplies and other equipment.

A question was asked about the replacement of the Christmas tree at the Municipal Building and Ms. Layman indicated that a new tree has been purchased and will be planted as part of the Arbor Day event on April 26th along with some Crepe Myrtles along the side of the drive-through.

Regarding barricades, cones and signs, those are currently leased. There has been some discussion regarding purchasing of these items, but we have to take into account the costs, storage and transporting. Based on some prior figures, it would be a \$40-60,000 total project which the Town might consider phasing in sometime in the future. The increase in other equipment is to purchase heavy duty plastic tables to replace the old laminate tables.

The Vinton Veterans Monument in the new budget will have its own section. Key goals in this area are to promote the Monument, for the Town to receive ownership of the Monument and to maintain the Monument. Further discussion was had regarding the ownership and the future maintenance and repair costs of the Monument

Key department goals for the Swimming Pool are to facilitate and implement additional procedures for the volunteer program and to organize and promote group rates for swim classes. The Town Manager commented that we need to adopt policies and procedures for reference or background checks on our volunteers. There is included an increase for a stipend for one or two interns and a slight increase for the pool technician. Also included is an increase for the pool chemicals and routine interior painting of the pool.

The Senior Citizens Program key goals are to paint the exterior and interior of the Center, conduct a survey among participants of the programs and rental customers and organize and implement some new classes and events. The significant budget increase is to cover the painting of the exterior of the building.

The work session was recessed at 6:25 p.m. until 6:45 p.m. for dinner.

The last presentation was by Kevin Kipp on behalf of the War Memorial. He began with the key department goals of

reducing subsidy provided by local funding, establishing a clear brand identity, increasing income and executing consistent marketing efforts.

Mr. Kipp next reviewed several line items with significant increases and decreases. Contractual services were increased to cover anticipated increases and a new service contract started in 2012 with Varney. Maintenance repairs and equipment, electrical and heating services and janitorial/inventory were decreased. Advertising was increased to cover anticipated costs associated with the new branding effort. An increase in uniforms/wearing apparel is to provide some new wearing apparel for staff to wear during events.

Mr. Kipp continued with the increase in the maintenance and repair building line item expressing the need to do some painting and sprucing up on the inside of the building and an increase in operating supplies to purchase some materials and equipment such as glassware, silverware or decorations to assist with providing some of the turn-key services. Items for resale include food/beverage/floral purchased for pass through revenue and packaging. Other increased items are for holiday decorations, new soft furniture and fixtures in the building, tables and audio visual equipment. These purchases are geared to support the new product which is what they are doing in terms of programming and how they are selling the rooms with the food and beverage packages. He mentioned that he thinks the Town can support another festival in the fall and they would like to take the lead on that without being too specific.

Regarding charge for credit card fees, Mr. Hare asked if we needed to negotiate our fees with the credit card company and who would do that. The Town Manager responded that Mr. Thompson would be the one to negotiate the fees and he would check with him. We have absorbed the costs in the past and have never calculated our credit card costs before, but feel that we need to start keeping track of them.

In summary the War Memorial budget increase is about 10% overall to support the product that has already been created and they are having success with.

The Mayor commented that he likes the idea of another festival in Town and he would like to see us try to develop something around the idea of being a festival town. He thinks the idea of uniforms adds a level of professionalism to the War Memorial.

Vice Mayor Nance commented that the number of bookings for weddings this summer is lower. Based on that fact and keeping the revenue goal at \$137,500, did Mr. Kipp think he could make that next year? Mr. Kipp responded absolutely and commented that given the activity in the past few months, it reinforces his confidence. Mr. Hare commented that from a subsidizing standpoint we are getting worse instead of better and he wants everyone to understand that. We do need to make a commitment to make some investments to try a different approach; however, now the \$137,500 is not a true figure because of a lot of expense that comes with it. He further commented that he believes Mr. Kipp has all the desire, but he is not sure that we are going to get the big bookings. Mr. Kipp responded that he has the desire, but also 35 years of experience and this is not a new process. He has worked with small and large businesses and had his own company and that puts the reality into it. The good news is that they are going into FY13-14 with more revenue on the books to the tune of some \$61,000 than in FY12-13.

The Town Manager commented that Mr. Spitzer was approached by Roanoke County regarding some money they have available that they would like to spend on the Vinton corridors. There is approximately \$10,000 and a final recommendation will be brought back to Council. The thought is to concentrate on the area at PFG and also on Walnut Avenue when you come in from the City.

The Work Session was adjourned at 7:20 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A SPECIAL WORK SESSION OF VINTON TOWN COUNCIL HELD AT 9:30 A.M. ON FRIDAY, MARCH 29, 2013, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

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

MEMBERS ABSENT: Robert R. Altice

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant to the Town Manager
Barry Thompson, Finance Director/Treasurer
Lijah Robinson, Accounting Manager
Gary Woodson, Public Works Director
Joey Hiner, Assistant Public Works Director
Jill Acker, Public Works Administrative Manager
Mike Faw, Public Works, Utility Crew Leader

The Mayor called the work session to order at 9:30 a.m. to hear budget presentations by Town staff.

The first presentation was by Gary Woodson on behalf of Public Works. He began with a key goal of alley, roadway and street construction and maintenance. This includes roadway resurfacing, paving, pothole repairs and striping; street sign maintenance, repairs and replacement and alley maintenance and repairs. The Town has been divided into nine operational zones with the idea of having crews working in different zones so all areas will see improvements going on. Mr. Woodson then explained each area of improvement in more detail.

The next goal relates to infrastructure improvements for water and sewer systems. This includes resetting some of the manhole structures and hydrants that have already been purchased. Also, about 500 feet of water service line has been identified in the Lindenwood Subdivision to be replaced and seven to ten water valve boxes within the Town.

Regarding the goal of continuing to repair and replace sanitary sewer system lines, Mr. Woodson commented that in the past they have only repaired or replaced necessary sections of a sewer line. In the future, when feasible and more cost efficient, they plan to expand the repair or replacement area beyond the immediate need.

Mr. Woodson commented regarding the purchase and implementation of an asset management program called CityWorks. This program will help to track and better identify the areas where funds are being spent. This program will also be able to generate service requests, track work orders, help with special project management and inspections as well as map GIS layers.

Vice Mayor commented about a goal listed in the proposed budget regarding implementation of ways to maintain and improve employee staff morale including clarification and understanding of Town's policies and procedures. He asked if that is a proactive measure to keep that from happening or is it an existing issue. Mr. Woodson responded that any time we can provide training of any type, have employees take on responsibilities and become more engaged in their work, it helps morale. It helps to hold them accountable and develops self-pride when you give them an opportunity to be a part of the decision making and they work together to accomplish a project.

Mr. Woodson next commented on some of the significant budget changes, the first being an increase in the milling and paving line item. These funds will be utilized to do resurfacing work. There are some funds in this year's budget and it has been discussed about putting the funds together when the budget cycle changes to try to get a larger piece done. If we start the process early, there is an opportunity to get a better price and to do more for our money. Mr. Hare asked what we not doing by adding funds to this line item and the response is we are not cutting any service. We have been able to pull from several line items.

Vice Mayor Nance commented that places where historically we are not using the money budgeted, we are scaling those back and are able to redirect those funds into areas we know we will tap into. The Town Manager commented that with the proposed increase in the cigarette tax we will be able to fund some capital improvements instead of taking from the operating budget. If the tax increase is not approved, we will have to go back and reduce funding some of the items that are not critical.

Vice Mayor asked about the CIP items for Public Works and Mr. Woodson commented on the request for an asphalt roller. Currently a roller is leased for a month at a time. Sometimes during that month, our crew is pulled to another more time sensitive job and we do not get to fully utilize the roller for the money we have spent. An asphalt roller is fairly inexpensive, has a long service life and is a crucial piece of equipment. This is a smaller unit and would not be large

enough to pave a road, but to use for road repairs. If purchased, it will be available at any time when the weather and workload allows.

With regard to the hook-body truck, Mr. Woodson explained the benefit of having several trucks with interchangeable bodies to serve different purposes. When you are not using a particular body, it is stored and the truck is available for other functions. Also, if a truck is off the road for repair or maintenance, such as the bulk trash truck, you could use this truck in the interim.

Vice Mayor Nance commented that there is a lot of interest in giving attention to the streets. He felt that if it develops that some additional funds are needed to complete a certain area, that Council would be receptive to discussion. Mr. Woodson indicated they will use the funds approved effectively and efficiently. However, if there is a priority area that may require additional funds, he will discuss with the Town Manager and a decision can be made if it should be brought to Council for consideration. In response to questions about how much can we do at a certain cost, Mr. Woodson explained we are talking about resurfacing. Based on last year's cost of asphalt for \$60,000 we can do 1,900 linear foot of roadway. There is a current priority list of streets in the Town, which is an ongoing list and a part of Virginia Avenue is one of the top priorities.

An increase in pavement striping and marking is requested and a decrease in snow and ice removal.

The requested increase in salaries and wages in refuse collection is for overtime pay for an employee to dump the dumpsters on 3rd Street on Saturday and Sunday. It takes about an hour each time, but by policy they are paid two hours. Mr. Woodson commented that a user survey is going to be conducted on site during the month of April. This survey will be on a volunteer basis to ascertain who is using the facility, what is being thrown away and what are its benefits. Also, there will be a visual survey of the dumpsters to determine what primary items are being disposed of. The Town Manager commented that if after the results of the survey the Town wants to continue with this service, we will have to fund it. Mr. Woodson indicated that they believe 70% of the items disposed of are construction debris and a majority of the users are coming from Bedford. Other factors to consider are the potential destruction of our equipment and risks to our employees when items such as construction debris are placed into the dumpsters.

The increase in the Water Works Assessment Fee is for the Virginia Health Department's water service connection fee. A request was made for an increase in the chemicals line item, but a decrease is proposed. The increase was requested for the Melissa well which produces an inordinate amount of iron content compared to other well houses. To help with this issue, we had suggested feeding another solution to this well at an increased cost. However, the levels are well below those required for testing and they do not pose a health issue.

The increase in the water system maintenance is to replace some of the 12 chlorine pumps as preventative maintenance. When asked if these pumps were on the SCADA system, the response was no. However, the SCADA system itself will probably be brought up next year as a budget consideration because of the age of the software and the need for an update.

Vice Mayor Nance commented that the Utility budget is increasing only 0.21% and they are finding places to cut the budget to spend places where there are priorities. Mr. Woodson commented that they are able to hold costs down by carefully monitoring it. There are all kinds of needs, but trying to address the priority needs within their resources. Vice Mayor Nance said the budget is very reasonable.

Vice Mayor Nance asked what is the first thing on his list that he is not able to do with this budget. Mr. Woodson responded that if he had the world, he would like to spend more money on the infrastructure in the water lines. If he had the funding he would have a designated crew just working on water lines year round. Everything else above ground is needed, but the underground has a lot of challenges. The Town Manager commented that it might be something to evaluate in the future to see what the benefit would be to hire two more people and have a service crew that only works on water lines. Mr. Woodson further commented that with funding and staff and proper equipment there are some things that they can do for a fraction of the cost with full confidence.

The last item is an increase in the wastewater system management account-infiltration which is where the manhole replacements will come from as well as small sewer projects

The next presentation was by Barry Thompson on behalf of Finance. Mr. Thompson began by commenting on the completion of the renovations in his office and the new Finance Conference Room. The key goals are to implement an on-line Employee Resource Center for employees; develop the

Accounting Manual and implement the credit card payment system for Real Estate and Personal Property taxes. Regarding the on-line Employee Resource Center, employees will be able to access historical pay information and leave accrual and balance. Mr. Thompson commented that they have been gathering the information and researching the format and are ready to compose the manual. The Finance Committee is recommending that this be completed and they would like to hire an intern for the summer to assist with this project.

By implementing the credit card payment for real estate and personal property taxes, this would complete all functions of the department to have the ability to accept credit/debit cards and e-checks. Just over the last month there have been over 500 payments accepted by electronic transaction. Now about 1,500 payments no longer have to be manually processed in-house. In response to a question, Mr. Thompson responded that eventually all customers who choose e-bill payment will not receive a mailed statement, but an email, which will be a cost savings. Mr. Hare commented on prior conversations concerning going to a monthly instead of bi-monthly billing cycle and the cost and staff time involved. If more customers will go to the electronic payment system, it will help to decrease the workload for the department.

For significant budget highlights, a decrease in part-time salaries is due to reduced dependency on part-time help during peak time, but would like hire an intern for the summer to assist with the accounting manual. Contractual services are decreased due to there being no charge for program updates for ACS. Travel and training is increased to allow the Accounting Manager to attend training to maintain his CPA certification. The credit card fees increase accounts for transaction fees. Mr. Hare asked if we have one vendor for all departments for credit cards. Mr. Thompson responded that the War Memorial has its own account and all the others are through his department. They were originally put out for bid four years ago. Mr. Hare asked if with increased volume should we consider putting out for bid again and Mr. Thompson responded that he would negotiate with our current vendors.

Mr. Thompson commented on the success of the new utility deposit that was implemented in November of 2012 and indicated there have been over 30 depositions received.

The next presentation was by Stephanie Dearing on behalf of Human Resources. She began by commenting on the slide showing all the 13 new full-time employees hired since July 1st. The key goals are to assess needs and facilitate training opportunities for employee growth and development,

chair a committee of employees to revise and update the Employee Handbook and monitor and ensure compliance with changes in Federal and State laws and regulations. The Employee Handbook Committee has already been formed and has met three times. It will probably take most of the calendar year to complete the process.

The only significant budget highlight is an increase in contractual services by \$1,000.00, which includes pre-employment requirements such as physicals, drug screenings, etc., the E-flex fee, temporary services, condolences and post-accident/incident reviews.

Vice Mayor Nance asked about the balance in the current tuition reimbursement line item and Ms. Dearing responded that there are at least three candidates who are currently enrolled that are eligible for reimbursement. There was not as much participation this year, but this benefit is such a selling point in hiring new employees. Even though they may not take advantage of it right away, they know it is available in the future.

The last presentation was by Ryan Spitzer on behalf of Economic Development. He began with a slide showing the Vinton Business Center and made brief comments. Mr. Spitzer commented that the designation of planned technology districts was set up several years ago for tax incentives in Roanoke County. This designation only has a five to six year life span and may need to be updated. As a reminder of how the Business Center works, there is a 50/50 gain sharing agreement with Roanoke County. The Town pays 50% of all the landscaping, upkeep and utilities and all proceeds from the development are also shared 50/50.

The major key goal is the Downtown Revitalization Project. A new business has expressed an interest in downtown and has inquired about the Revolving Loan Program. The property they are looking at is on Lee Street.

The next goal is to work with other departments and organizations to promote economic development. This would entail identifying corridors where improvements need to be made to support new businesses such as sufficient water supply. Also, working more closely with the County's Economic Development and the Regional Partnership.

The final goal is to create a map of Town quadrants and fact sheets so that all Town staff has the same information for a quick reference when there are inquiries about economic development. It will also help during the budget process to prioritize certain sections of Town for economic development.

Significant budget highlights relate to a new line item in economic development for annual website maintenance; the Town match for branding of \$5,000; the pass-through amount of \$250,000 for the CDBG grant and increased travel and training to meet the requirement of the grant and conferences through two economic development associations.

The Mayor asked if we are on schedule for the grant and Mr. Spitzer updated Council on the current progress. Because of the ruling from the Department of Historic Resources, we had to send a letter to four tribal nations and give them 30 days to respond as to whether they want to have input in our downtown area or not. A letter was also sent to the Federal HUD agency and they have 30 days to respond. We are asking for another 30 days extension for this reason.

The budget for the Project needs to be adopted at the April 2nd Council meeting. The Programmatic Agreement and the actual Grant contract can be approved at a later date, but drafts of these documents will be provided for Council's prior review. Since Judy Cunningham is on the Project Management Team, the Vinton Historical Society declined to be a part of the review. However, the Western Virginia Historical Society and Museum has indicated it would like to have the opportunity to review.

Mr. Spitzer commented that the Business Center budget decreased \$2,700 for maintenance. The public transportation line item remains the same which is the Valley Metro Service. Mr. Hare asked about bus shelters in the Town. The Town Manager commented that there are plans unfunded for sheltered bus stops in Town, one being at the current library site. He is not sure why it was never built, but he will check with Mr. Palmer of Valley Metro. The other one that was identified would be at Kroger.

The work session was adjourned at 1:00 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

April 23, 2013

Department

Police

Issue

Officer of the Month for March 2013 – Officer Daniel King

Summary

Officer Daniel King was selected as Officer of the month for March and will be recognized at the meeting

Attachments

Memo from Chief Cook

Recommendations

Read Memo



Vinton Police Department

311 SOUTH POLLARD STREET
VINTON, VIRGINIA 24179

PHONE (540) 983-0617
FAX (540) 983-0624

BENJAMIN L. COOK
CHIEF OF POLICE

A State Accredited Agency

To: Daniel King, Police Officer

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

Date: April 9, 2013

Subject: Officer of the Month – March 2013

Congratulations! You have been nominated and selected as Officer of the Month for March, 2013.

During the month of March, you responded to many calls for service and have handled some stressful situations well. You made numerous traffic stops which resulted in the seizure of marijuana and scheduled narcotics as well as apprehending wanted subjects including a juvenile who was wanted on an outstanding detention order.

One of the traffic stops involved a vehicle you observed driving the wrong direction on Hardy Rd., striking a curb after making an illegal U-turn. You relayed the information to fellow officers and were able to get the vehicle stopped before a serious incident occurred. You handled this situation professionally and tactfully as the partially nude driver was arrested for DUI.

During the month, you also had a successful deployment of your Taser against a combative subject that was involved in a domestic assault, which reduced the likelihood of further injury to the victim, suspect, yourself and fellow officers.

Your work ethic and positive demeanor are appreciated and you have become a professional and dedicated police officer. You serve the Town of Vinton well and keep up the good work!



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Planning and Zoning Department

Issue

Proclamation for Arbor Day

Summary

The Town of Vinton has been designated as a Tree City USA for the past 11 years. In order to retain the Tree City USA certification, the Town is required to hold an Arbor Day Celebration, along with tree plantings and tree education outreach.

Town Staff has been responsible for securing grant funding for the past 12 years from Valley Beautiful Foundation, Inc., with the Town providing the required matching funds. These funds have enabled the Town to plant trees on public properties, including area elementary schools and at the Wolf Creek Greenway.

For this year's 2013 Arbor Day Celebration, a Christmas tree which will serve as the official Christmas tree for the Town will be planted in front of the Vinton Municipal Building. Additionally, few trees will also be planted adjacent to the Town's drive-thru for the enjoyment of our customers during their financial transactions with Town employees.

We will be holding the 2013 Arbor Day Celebration on Friday, April 26th at 10:00 a.m. at the Municipal Building which will include a ceremonial tree planting and musical presentation by the preschool children from Thrasher United Methodist Church.

Attachments

Proclamation
Invitation
Program for the Vinton 2013 Arbor Day Celebration

Recommendations

Read Proclamation and join us to celebrate the 2013 Arbor Day Celebration on Friday, April 26th at the Vinton Municipal Building.



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 26, 2013 as "**ARBOR DAY**" in the Town of Vinton, and urge all citizens to plant trees to gladden the hearts 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 16th of April, 2013.

Bradley E. Grose, Mayor



**You are Cordially Invited to
Attend the Town of Vinton's
Arbor Day Celebration
on Friday, April 26, 2013,
from 10 a.m. to 11 a.m.
at the Vinton Municipal Building
311 S. Pollard Street, Vinton.**

**For More Information:
Call 540-983-0601**



ARBOR DAY 2013 CELEBRATION
Vinton Municipal Building
Friday, April 26, 2013
10 A.M.



PROGRAM

WELCOME AND INTRODUCTION OF GUESTS

Chris Lawrence, Town Manager
Town of Vinton

RECOGNITION OF CONTRIBUTORS AND VOLUNTEERS

Chris Lawrence, Town Manager
Town of Vinton

Valley Beautiful, Roanoke Valley Urban Forestry Council,
Thrasher United Methodist Church Preschool,
and Vinton Planning/Zoning and Special Programs Departments

ARBOR DAY PROCLAMATION

Bradley E. Grose, Mayor, Town of Vinton

GUESTS' REMARKS

Bradley E. Grose, Mayor, Town of Vinton
Carol Underwood, Arbor Day Chairperson,
Valley Beautiful Foundation, Inc.

ARBOR DAY PROGRAM

Thrasher United Methodist Church Preschoolers
Denny McCarthy, Senior Area Forester
With Special Guest, Smokey Bear
Virginia Department of Forestry

CLOSING REMARKS AND CEREMONIAL TREE PLANTING

Chris Lawrence, Town Manager
Town of Vinton





Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Administration

Issue

Proclamation for National Volunteer Week

Summary

The week of April 21-27, 2013 is designated as National Volunteer Week. Because of Town Council's recognition of the valuable service that volunteers do in our community, we want to declare Volunteer Week in the Town.

Attachments

Proclamation

Recommendations

Read Proclamation



PROCLAMATION

WHEREAS, the Town of Vinton, Virginia recognizes that its volunteers are a very important asset and resource for providing invaluable services to the citizens of the Town of Vinton; and

WHEREAS, the Town wishes to support and encourage the continuation and growth of this time honored tradition of citizens volunteering for their community; and

WHEREAS, consistent with the Vinton Town Council to strive to provide the best municipal service to the citizens and customers of the Town, it is important that the volunteers for the Town share that commitment; and

WHEREAS, in addition to recruiting talented and high-quality volunteers, recognition of hard work by Town volunteers helps to develop good morale and continued volunteer efforts, and allows the Town to undertake tasks, projects and services it might not otherwise be able to afford by utilizing the services of these dedicated services; and

WHEREAS, the Town properly recognizes and expresses its appreciation to its volunteers as a group and individually; and

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 21-27, 2013 as **NATIONAL VOLUNTEER WEEK** in the Town of Vinton and express sincere thanks to the volunteers of our community who give so freely of their valuable time, energy and abilities.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 16th day of April, 2013.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Mayor/Police

Issue

Proclamation for National Public Safety Telecommunicators week

Summary

The week of April 14 through 20, 2013, has been declared "National Public Safety Telecommunicators Week" by the Senate and House of Representatives of the United States of America. The Town of Vinton would like to recognize the Communications Officers of the Roanoke County Emergency Communications Center, who serve the Town of Vinton and Roanoke County faithfully and professionally with a proclamation for their service.

Attachments

Proclamation

Recommendations

Read and present Proclamation



PROCLAMATION

WHEREAS, the week of April 14 through 20, 2013, has been declared "National Public Safety Telecommunicators Week" by the Senate and House of Representatives of the United States of America; and

WHEREAS, the President of the United States issued a proclamation calling upon the people of the United States to observe that week with appropriate ceremonies and activities; and

WHEREAS, problems of crime, fire and other disasters touch and affect all segments of our society, and if unabated, can undermine and erode both moral and economic strengths of our community; and

WHEREAS, men and women are engaged in the operation of emergency response systems for the Town of Vinton; and

WHEREAS, these professionals are responsible for responding to stressful telephone calls from the general public for police, fire, and emergency medical assistance, and for calmly and professionally dispatching appropriate assistance to help save the lives and property of our citizens; and

WHEREAS, our Communications Officers daily serve the public in countless ways without recognition by the beneficiaries of their services.

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 14-20, 2013 as "**NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**" in the Town of Vinton, and call upon the citizens of the County of Roanoke to observe this week with appropriate ceremonies and activities.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 16th of April, 2013.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Administration

Issue

Acceptance of the AVA Digital Award, 2013 Gold Winner, for the Town's website

Summary

The Town's website has been recognized as a 2013 Gold Winner of the AVA Digital Award. Our Website Design Team Members are Mary Beth Layman, William Crumpacker, Jimmy Testerman and Julie Tucei. Brenda McGuire, Darlene Bailey and Ramon Cantor, former employees, were also members. See attached News Release for details.

Attachments

AVA Award News Release
AVA Digital Award

Recommendations

Accept Award on behalf of the Town



NEWS RELEASE

FOR IMMEDIATE RELEASE

February 14, 2013

CONTACT:

Pang Her
Client Communications & PR Specialist
(785) 323-1569
her@civicplus.com

CivicPlus Clients Recognized for AVA Awards *12 Government Websites Awarded for Excellent Digital Communication*

MANHATTAN, KS – (February 14th, 2013) Competing against thousands of entries, 12 government websites, powered by CivicPlus, the leading developer of open government technology, were rewarded for innovative website design and digital communication from the AVA Digital Awards.

Four CivicPlus clients –Buda, Texas; Valdez, Alaska; Hollywood, Fla.;and State College, Pa.; earned Platinum recognition, the highest honor the AVA Digital Awards bestow, making CivicPlus the only government-specific website provider with clients that earned Platinum status.

The AVA Digital Awards recognizes outstanding achievements of work ranging from audio and video production to websites and social media sites that offer interactive components to foster user-generated digital communication and engagement. More than 2,000 entries from the United States, Canada and several other countries were judged by the Association of Marketing and Communication Professionals (AMCP).

Of those entries, 12 CivicPlus clients received the following awards for their website design and digital communication under the category of Government Website.

Buda, Texas – Platinum
Valdez, Alaska—Platinum
Hollywood, Fla.—Platinum
State College, Pa.—Platinum
Caddo Parish, La.—Gold
Fernley, Nev.—Gold
Naples, Fla.—Gold
Vinton, Va.—Gold
Draper City, Utah—Honorable Mention
Ontario, N.Y.—Honorable Mention
Howell Township, N.J.—Honorable Mention
Steamboat Springs, Colo.—Honorable Mention

“We are thrilled to see so many CivicPlus clients recognized for the AVA Awards. These awards show the commitment that these cities and counties have in providing effective design and digital communication,” said Ward Morgan, CEO of CivicPlus.

The advancement of technology has changed the way that information and design is communicated through the web. When it comes to open government technology, CivicPlus is the leader in providing innovative

solutions for local governments. During the past two years CivicPlus clients have won more than 170 awards. Including 2012 and 2013, CivicPlus clients have received 18 total AVA Awards for outstanding digital communication and exceeding the standards of industry norms.

About CivicPlus

Based in Manhattan, Kan., CivicPlus has designed more than 1,300 local government websites serving over 50 million citizens throughout North America. A recipient of the Center for Digital Government's Best Fit Integrator Award for delivering extraordinary digital solutions to public IT projects, CivicPlus transforms municipal websites into powerful two-way communication platforms that let citizens talk to and participate in local government. Find out where your community falls on the [digital community engagement scale](#) developed by CivicPlus eGov experts. In 2013, CivicPlus will invest nearly \$2.5 million in products, research and development. The innovative CivicPlus Government Content Management System (GCMS™) now offers more than 60 applications including Citizen Request Tracker, MuniMobile, Facebook and economic development tools. Founded in 2001, CivicPlus was selected by Inc. Magazine as "One of the Fastest-Growing Privately Held Companies in the U.S." in 2011 and 2012. For more information visit www.civicplus.com.

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2013

Town of Vinton, Virginia
Government Website Category
Vinton, VA Town Website



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Administration

Issue

Consider adoption of a Resolution approving the 2013-2014 operating budget for the Roanoke Valley Regional Cable Television Committee.

Summary

The annual operating budget of the Roanoke Valley Regional Cable Television must be submitted for approval by each of the governing bodies after approval by the RVTV Committee. Elaine Bays-Murphy will be present at the meeting to make comments and answer any questions.

Attachments

RVTV Operating Budget-FY2014
Resolution

Recommendations

Motion to adopt Resolution

To: Roanoke Regional Cable Television Committee
From: Elaine Bays-Murphy, Director of Cable Access
Date: April 3, 2013
Re: FY 2013-2014 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 5). The RVTV budget amount paid by each locality is based on the proportion of Cox Customers located in each jurisdiction.

For calendar year 2012, Cox Communications paid to the Commonwealth a total of \$2,461,352. The Commonwealth paid the three localities their appropriate share. ***Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.**

City of Roanoke:	*\$1,239,874	
County of Roanoke:	*\$1,112,341	
Town of Vinton:	*\$109,137	
Total:	\$2,461,352	VA Communications Sales & Use Tax Revenue

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 2012:

- **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) PLAYVision **Total Production Minutes: 1,800 minutes**
- **57 Regular Government Meetings**
(24) Regular Roanoke City Council, (22) Regular Roanoke County Board of Supervisors, (11) City Council Briefings
- **41 Original Video Productions** (*Attachment Page 6)
Ex. Successes & Challenges RCPS, Regional Synthetic Drugs, Forum on Uranium Mining, High Ground Anniversary, PSAs: Anti-Bully, Arts & Entertainment Conference, Leadership College (Entire List Page 7) **Total Production Minutes: 397 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 **RVTV Production Value for TV Shows & Video Productions is \$3,295,500** (Total value does not include Government Meetings).

RVTV-3 Capital Equipment improvements include the purchase and installation of **Two Complete Panasonic Robotic Digital Camera Systems** within the **Roanoke County Board of Supervisors Room & Roanoke City Council Chambers.**

BACKGROUND INFORMATION:

On January 6, 2012, RVTV-3 launched the New RVTV-3 Website www.rvtv.org. The RVTV Website was awarded a **Gold AVA Award** and a **Gold PRSA Summit Award** for Website Design & Development. RVTV-3 also has both a Facebook Page <https://www.facebook.com/pages/Roanoke-Valley-Television-RVTV-3/309417588746> and YouTube Channel <http://www.youtube.com/user/RoanokeValleyTV?feature=mhee>.



RVTV-3 Awards



**Gold PRSA Summit Award
RVTV-3 Website Development**



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

FISCAL IMPACT:

The proposed FY2013/2014 Operating Budget request is \$382,917.

The current FY2012/2013 budget amount of \$378,813 was partially funded by the RVTV Operating Surplus Account in the amount of \$15,000, making the total funding provided by the localities \$363,813.

The RVTV-3 Operational Budget has been supplemented from the RVTV Operating Surplus Account for the last four years totaling the amount of \$150,324 in funds used.

Budget Year	RVTV Surplus Funds
2012/2013	15,000
2011/2012	47,580
2010/2011	46,723
2009/2010	41,021
	150,324 Total

The proposed \$382,917 is approximately **15.6% of the \$2,461,352 paid by Cox Communications** for the VA Communications Sales & Use Tax. *Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

City of Roanoke:	*\$1,239,874
Roanoke County:	*\$1,112,341
Town of Vinton:	*\$109,137
Total:	\$2,461,352

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, 2012) in each locality as follows: (2011 number of subscribers in parenthesis)

Locality	Subscribers	Percentage
City	23,692 (24,510)	52% (51%)
County	20,221 (21,000)	44% (44%)
Vinton	1,994 (2,084)	4% (5%)
Total	45,907 (47,694)	100% (100%)

Based on the above percentages, each member's contribution to the FY2013/2014 budget of \$382,917 is:

	2012/2013 Budget (15,000 Funded from RVTV Surplus)	2013/2014 Budget
City	\$185,545	\$199,117
County	\$160,078	\$168,483
Vinton	\$18,190	\$15,317
Total	\$363,813	\$382,917

*In addition to the City's above share of \$199,117, the City will also pay \$3,360 for closed captioning for City Council Briefings.

ATTACHMENTS:

RVTV Proposed 2013 – 2014 Budget

	2012-2013 Budget	Proposed 2013 - 2014	Remaining Balance	% Expended (01/31/13)
1010 Regular	192,967.00	209,851.00	84,751.19	59.61
2100 FICA	14,762.00	16,055.00	6,832.44	57.44
2200 Retirement – VRS	36,683.00	21,091.00	7,908.93	62.50
2202 Deferred Comp Match (650 x 3)	1,950.00	1,950.00	750.00	61.54
2300 Group Health Insurance	37,652.00	37,652.00	13,519.10	64.10
2310 Group Dental Insurance	1,900.00	2,003.00	648.55	62.51
2400 VRS Life	2,547.00	2,497.00	936.25	31.78
2500 Long Term Disability Insurance	487.00	673.00	436.60	65.06
2750 VRS Retiree Health Credit	464.00	525.00	176.10	45.81
3013 Professional Services – Other (Closed Captioning)	27,500.00	27,500.00	17,064.80	38.68
3013A CC – City Council Briefings		* City Only		
3204 Repairs Vehicles (By Garage)	300.00	300.00	237.50	20.83
3209 Repairs (Other Equipment)	1,000.00	1,000.00	800.00	20.00
3305 Maintenance Service Contracts (Telephone)	750.00	550.00	750.00	00.00
5210 Postage	50.00	50.00	29.00	42.00
5230 Telephone	3,400.00	3,400.00	1,384.28	59.29
5233 Internet	1,390.00	1,390.00	555.80	60.01
5235 Cellular Phones (2 Smart Phones)	1,200.00	1,200.00	599.20	50.07
5305 Motor Vehicle Insurance	1,200.00	1,200.00	51.00	95.75
5308 General Liability Insurance	2,550.00	2,730.00	374.00	85.33
5420 Lease/Rent of Buildings (8 x \$3,510.01 4 x \$3,615.31)	41,303.00	42,542.00	17,448.54	57.76
5501 Travel (Mileage)	100.00	100.00	100.00	00.00
5520 Dinner Meetings & Luncheons	150.00	150.00	150.00	100.00
5801 Dues & Association Membership (Public Relations Society of America)	308.00	308.00	00.00	100.00
6010 Office Supplies – General	500.00	500.00	114.62	77.08
6013 Small Equipment & Supplies	2,000.00	2,000.00	1,091.57	45.42
6014 Video Supplies	4,000.00	4,000.00	2,830.89	29.23
6080 Gas, Oil & Grease	1,500.00	1,500.00	841.32	43.91
6091 Tires, Tubes & Parts	200.00	200.00	88.24	55.88
Total	\$378,813.00	\$382,917.00	159,595.50	58.60%
Amount funded from RVTV Surplus Account (273500)	-\$15,000.00	-\$00.00		
Member Localities	\$363,813.00	\$382,917.00		

*In addition to the City's share of the above budget of \$382,917, the City will also pay \$3,360 for closed captioning for City Council Briefings. **RVTV expended 98.33% of the 2011/2012 Budget.**

**RVTV Financial Report
Current Account Balances as of January 31, 2013**

273200 (Operating Budget)	\$159,595.50
273450 (Cox Cable Capital Grant)	\$1,024,059.58
(Balance includes accrued interest.)	
273500 (Operating Surplus).....	\$24,661.07
(\$15,000 Minimum Balance to be maintained in the account)	

Account 273500 (Operating Surplus) 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.

**2012 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 2012, Cox Communications paid to the Commonwealth of Virginia a total of **\$2,461,352**. The Commonwealth of Virginia paid to the three localities the appropriate share of this total amount as a replacement amount for the franchise fees. ***Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.**

City of Roanoke:	*\$1,239,874
Roanoke County:	*\$1,112,341
Town of Vinton:	*\$109,137
Total:	\$2,461,352

RVTV 2012 Edited Video Productions

Title	Client	Length
Lead-Safe PSA	City of Roanoke	:60
(2) Anti-Bully PSA	City Schools	:30 ea.
Medieval Faire PSA	County of Roanoke	:30
RRCACP (Animal Control & Protection)	City/County/Town	6:00
Teacher of the Year	City Schools	15:00
Regional Synthetic Drugs Conference	City / County	14:00
Arbor Day PSA	County of Roanoke	:30
Lipizzan Stallions PSA	County of Roanoke	:30
Adopt-A-Street PSA	City of Roanoke	:30
Flag Day/High Ground Anniversary	Town of Vinton	52:00
State of the City Address	City of Roanoke	33:00
Forum on Uranium Mining in VA	City of Roanoke	120:00
Vinton Dogwood Festival PSA	Town of Vinton	:30
Convocation Video	City Schools	10:00
Citizens Police Academy PSA	County of Roanoke	:30
Vinton Farmers Market PSA	Town of Vinton	:30
Pack the Bus PSA	County Schools	:30
VH1 Music Video Entry	City Schools	4:00
Hollins Fall Festival PSA	County of Roanoke	:30
9/11 Remembrance Ceremony	County of Roanoke	25:00
Brownfield Grant PSA	City of Roanoke	:30
Regional Tourism Workshop PSA	County of Roanoke	:30
Tri-Wizard Tournament PSA	County of Roanoke	:30
Project Awesome PSA	County of Roanoke	:30
RoCo Alert PSA	County of Roanoke	:30
State of the County Address	County of Roanoke	51:00
Successes & Challenges RCPS	City Schools	12:00
Arts & Entertainment Conference PSA	County of Roanoke	:30
Recycling Tips PSA	County of Roanoke	:30
Tons of Fun PSA	County of Roanoke	:30
Leadership College PSA	City of Roanoke	:30
(12) Library Happenings	City of Roanoke	7:00 min. ea.
Total Minutes Produced		397 minutes

2012 Total Video Productions

Total Productions	City of Roanoke	Roanoke County	Town of Vinton
104	53	48	3
Percentage	51%	46%	3%

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 16, 2013, AT 7:00 P.M. AT THE CRAIG AVENUE RECREATION CENTER, 900 CHESTNUT 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 2013-2014 operating budget for Roanoke Valley Regional Cable Television Committee in the amount of \$382,917, of which Vinton's allocation based on subscribers is four percent (4%), or the amount of \$15,317 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 _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Administration

Issue

Consider adoption of a Resolution approving the 2013-2014 operating budget of the Roanoke Valley Resource Authority.

Summary

Council was furnished a copy of the RVRA 2013-2014 operating budget at its April 2nd meeting. 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. Dan Miles will be present at the meeting to make comments and answer any questions.

Attachments

RVRA Board Resolution
RVRA Board Notice of Public Hearing
RVRA Budget Summary
Resolution

Recommendations

Motion to adopt Resolution

**NOTICE OF PUBLIC HEARING
ON PRELIMINARY FEE SCHEDULE FOR
ROANOKE VALLEY RESOURCE AUTHORITY**

Notice is hereby given that the Roanoke Valley Resource Authority ("Authority") will hold a public hearing in accordance with Section 15.2-5136 of the Code of Virginia, as amended, on the Authority's preliminary schedule of fees and charges to be assessed in connection with the use of the Authority's garbage and refuse collection and disposal system and related facilities. The public hearing, which may be continued or adjourned, will be held at 12:00 noon, or as soon thereafter as may be practicable, on June 26, 2013, at the Authority's offices at 1020 Hollins Road, N.E., Roanoke, Virginia. The resolution adopted by the Authority on March 27, 2013, establishing the preliminary fees and charges is set forth below:

RA#2013-627

**A RESOLUTION SETTING FORTH AND PROVIDING FOR PUBLIC NOTICE
AND HEARING ON THE AUTHORITY'S PRELIMINARY SCHEDULE OF
REVISED RATES, FEES, AND CHARGES TO BE EFFECTIVE JULY 1, 2013.**

WHEREAS, the Roanoke Valley Resource Authority ("Authority"), in accordance with the provisions of the Virginia Water and Waste Authorities Act, intends to establish a revised schedule of rates, fees, and charges to be charged by the Authority to users of the Authority's garbage and refuse collection and disposal system and related facilities ("System"), providing for the following changes in the Authority's rates, fees, and charges:

- (i) increase the Municipal Waste fee from \$45.00/ton to \$47.00/ton;
- (ii) increase the Commercial Waste fee from \$55.00/ton to \$57.00/ton;
- (iii) increase the Construction and Demolition Waste fee from \$55.00 to \$57.00;
- (iv) increase the Asbestos (Non-Friable) fee from \$55.00 to \$57.00;
- (v) increase the Dead Animals fee from \$55.00 to \$57.00;
- (vi) eliminate the "Wood Mulch Sales" fees and services for:
 - "Single Axle Dump Trucks";
 - "Tandem Dump Trucks"; and,
 - "Tractor Trailers"

NOW, THEREFORE, BE IT RESOLVED by the Roanoke Valley Resource Authority as follows:

1. Fees and Charges. The Authority hereby adopts the preliminary schedule of revised rates, fees, and charges to be charged by the Authority effective July 1, 2013, for the use of the System are as set forth on Exhibit A, which is attached to and incorporated in this resolution.

2. Public Comment Hearing. A Public Comment Hearing conducted by Authority Staff is hereby scheduled for 7:00 p.m. on June 18, 2013 at the Authority's Tinker Creek Transfer Station on the preliminary schedule of revised rates, fees, and charges.

3. Public Hearing. A Public Hearing is hereby scheduled for the Authority's regularly scheduled June Board Meeting at 12:00 p.m. on June 26, 2013 at the Authority's Tinker Creek Transfer Station on the preliminary schedule of revised rates, fees, and charges.

4. Notice of Public Hearing. The Chief Executive Officer and Secretary of the Authority are authorized and directed to publish the required Notice of Public Hearing setting forth the preliminary schedule of revised rates, fees, and charges to be given by two publications, at least 6 days apart, in a newspaper having general circulation in the area to be served by the Authority at least 60 days before the date fixed in such notice for the hearing. The Authority Secretary is authorized and directed to mail a copy

of such Notice of Public Hearing, including this Resolution, to the Board of Supervisors of Roanoke County, the Town Council of the Town of Vinton, and the City Council of the City of Roanoke. After such public hearing, the preliminary schedule, either as originally adopted or as amended, may be adopted and put into effect.

4. Effective Date. This Resolution shall take effect immediately.

ATTEST: 
Deborah T. Charles
RVRA Board Secretary

**ROANOKE VALLEY RESOURCE AUTHORITY
WASTE DISPOSAL FEES & CHARGES
AS OF: JULY 1, 2013**

MUNICIPAL WASTE		\$47.00 PER TON
COMMERCIAL WASTE		\$57.00 PER TON
CONSTRUCTION AND DEMOLITION WASTE		\$57.00 PER TON
WOOD WASTE		
CLEAN LOADS OF UNTREATED BRUSH OR WOOD FOR TUB GRINDING		\$35.00 PER TON
TIRES		\$120.00 PER TON
TIRES MIXED WITH OTHER WASTE	PREVAILING RATE PLUS \$5.00 PER TIRE	
SPECIAL WASTES (ACCEPTED ONLY WITH PRIOR APPROVAL & NOTIFICATION.)		
ASBESTOS (NON FRIABLE)		\$57.00 PER TON
ASBESTOS (FRIABLE)		\$100.00 PER TON
DEAD ANIMALS		\$57.00 PER TON
OTHERS (AS DETERMINED BY RESOURCE AUTHORITY)		\$57.00 - \$100.00 PER TON
UNCOVERED VEHICLES	ADDITIONAL	\$25.00
MINIMUM CHARGE FOR PER TON FEES		\$10.00
WOOD MULCH SALES		
PICK UP TRUCKS AND SMALL TRAILERS (1 Bucket)		NO CHARGE
ALTERNATE DAILY COVER		\$25.00 PER TON
(ACCEPTED ONLY @ SMITH GAP LANDFILL & WITH PRIOR NOTIFICATION & APPROVAL.)		
VEHICLE WEIGH FEE (NON-MEMBER VEHICLES)		\$25.00
UNACCEPTABLE WASTE CHARGES	\$100.00 PER TON, MINIMUM ONE TON PLUS HANDLING COSTS, RELATED DAMAGES, AND LOST REVENUE	

LATE ACCOUNT PENALTY 10% OF AMOUNT PLUS INTEREST AT THE LEGAL RATE ON THE PRINCIPAL

NOTE:

THE ROANOKE VALLEY RESOURCE AUTHORITY RESERVES THE RIGHT TO ESTABLISH FEES AND CHARGES AS IT DEEMS NECESSARY AND APPROPRIATE FOR WASTES NOT LISTED HEREIN AND TO REFUSE TO ACCEPT ANY MATERIAL DEEMED BY THE AUTHORITY TO BE UNACCEPTABLE.

RESOLUTION OF THE ROANOKE VALLEY RESOURCE AUTHORITY

Adopted this 27th day of March 2013

RA#2013-627

A RESOLUTION SETTING FORTH AND PROVIDING FOR PUBLIC NOTICE AND HEARING ON THE AUTHORITY'S PRELIMINARY SCHEDULE OF REVISED RATES, FEES, AND CHARGES TO BE EFFECTIVE JULY 1, 2013.

WHEREAS, the Roanoke Valley Resource Authority ("Authority"), in accordance with the provisions of the Virginia Water and Waste Authorities Act, intends to establish a revised schedule of rates, fees, and charges to be charged by the Authority to users of the Authority's garbage and refuse collection and disposal system and related facilities ("System"), providing for the following changes in the Authority's rates, fees, and charges:

- (i) increase the Municipal Waste fee from \$45.00/ton to \$47.00/ton;
- (ii) increase the Commercial Waste fee from \$55.00/ton to \$57.00/ton;
- (iii) increase the Construction and Demolition Waste fee from \$55.00 to \$57.00;
- (iv) increase the Asbestos (Non-Friable) fee from \$55.00 to \$57.00;
- (v) increase the Dead Animals fee from \$55.00 to \$57.00;
- (vi) eliminate the "Wood Mulch Sales" fees and services for:
 - "Single Axle Dump Trucks";
 - "Tandem Dump Trucks"; and,
 - "Tractor Trailers"

NOW, THEREFORE, BE IT RESOLVED by the Roanoke Valley Resource Authority as follows:

1. Fees and Charges. The Authority hereby adopts the preliminary schedule of revised rates, fees, and charges to be charged by the Authority effective July 1, 2013, for the use of the System are as set forth on Exhibit A, which is attached to and incorporated in this resolution.

2. Public Comment Hearing. A Public Comment Hearing conducted by Authority Staff is hereby scheduled for 7:00 p.m. on June 18, 2013 at the Authority's Tinker Creek Transfer Station on the preliminary schedule of revised rates, fees, and charges.

3. Public Hearing. A Public Hearing is hereby scheduled for the Authority's regularly scheduled June Board Meeting at 12:00 p.m. on June 26, 2013 at the Authority's Tinker Creek Transfer Station on the preliminary schedule of revised rates, fees, and charges.

4. Notice of Public Hearing. The Chief Executive Officer and Secretary of the Authority are authorized and directed to publish the required Notice of Public Hearing setting forth the preliminary schedule of revised rates, fees, and charges to be given by two publications, at least 6 days apart, in a newspaper having general circulation in the area to be served by the Authority at least 60 days before the date fixed in such notice for the hearing. The Authority Secretary is authorized and directed to mail a copy of such Notice of Public Hearing, including this Resolution, to the Board of Supervisors of Roanoke County, the Town Council of the Town of Vinton, and the City Council of the City of Roanoke. After such public hearing, the preliminary schedule, either as originally adopted or as amended, may be adopted and put into effect.

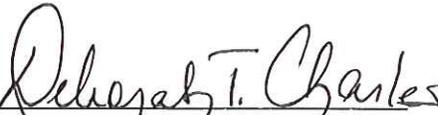
5. Effective Date. This Resolution shall take effect immediately.

On motion of Ms. Snyder to approve resolution RA2013-627 setting forth the Authority's preliminary schedule of revised rates, fees, and charges, seconded by Mr. Harkness, and carried by the following recorded roll call vote:

AYES: Mr. Bengtson, Mr. Harkness, Mr. Lawrence, Ms. Snyder

NAYS: Ms. Green, Ms. Owens

ABSENT: Mr. Tensen

ATTEST: 
Deborah T. Charles
RVRA Board Secretary

**ROANOKE VALLEY RESOURCE AUTHORITY
WASTE DISPOSAL FEES & CHARGES
AS OF: JULY 1, 2013**

MUNICIPAL WASTE		\$47.00 PER TON
COMMERCIAL WASTE		\$57.00 PER TON
CONSTRUCTION AND DEMOLITION WASTE		\$57.00 PER TON
WOOD WASTE		
CLEAN LOADS OF UNTREATED BRUSH OR WOOD FOR TUB GRINDING		\$35.00 PER TON
TIRES		\$120.00 PER TON
TIRES MIXED WITH OTHER WASTE	PREVAILING RATE PLUS \$5.00 PER TIRE	
SPECIAL WASTES (ACCEPTED ONLY WITH PRIOR APPROVAL & NOTIFICATION.)		
ASBESTOS (NON FRIABLE)		\$57.00 PER TON
ASBESTOS (FRIABLE)		\$100.00 PER TON
DEAD ANIMALS		\$57.00 PER TON
OTHERS (AS DETERMINED BY RESOURCE AUTHORITY)		\$57.00 - \$100.00 PER TON
UNCOVERED VEHICLES	ADDITIONAL	\$25.00
MINIMUM CHARGE FOR PER TON FEES		\$10.00
WOOD MULCH SALES		
PICK UP TRUCKS AND SMALL TRAILERS (1 Bucket)		NO CHARGE
ALTERNATE DAILY COVER (ACCEPTED ONLY @ SMITH GAP LANDFILL & WITH PRIOR NOTIFICATION & APPROVAL.)		\$25.00 PER TON
VEHICLE WEIGH FEE (NON-MEMBER VEHICLES)		\$25.00
UNACCEPTABLE WASTE CHARGES	\$100.00 PER TON, MINIMUM ONE TON PLUS HANDLING COSTS, RELATED DAMAGES, AND LOST REVENUE	

LATE ACCOUNT PENALTY 10% OF AMOUNT PLUS INTEREST AT THE LEGAL RATE ON THE PRINCIPAL

NOTE:

THE ROANOKE VALLEY RESOURCE AUTHORITY RESERVES THE RIGHT TO ESTABLISH FEES AND CHARGES AS IT DEEMS NECESSARY AND APPROPRIATE FOR WASTES NOT LISTED HEREIN AND TO REFUSE TO ACCEPT ANY MATERIAL DEEMED BY THE AUTHORITY TO BE UNACCEPTABLE.

**ROANOKE VALLEY RESOURCE AUTHORITY
WASTE DISPOSAL FEES & CHARGES
AS OF: ~~FEBRUARY 23, 2012~~ JULY 1, 2013**

MUNICIPAL WASTE	\$47.00	\$45.00 PER TON
COMMERCIAL WASTE	\$57.00	\$55.00 PER TON
CONSTRUCTION AND DEMOLITION WASTE	\$57.00	\$55.00 PER TON
WOOD WASTE		
CLEAN LOADS OF UNTREATED BRUSH OR WOOD FOR TUB GRINDING		\$35.00 PER TON
TIRES		\$120.00 PER TON
TIRES MIXED WITH OTHER WASTE	PREVAILING RATE PLUS	\$5.00 PER TIRE
SPECIAL WASTES (ACCEPTED ONLY WITH PRIOR APPROVAL & NOTIFICATION.)		
ASBESTOS (NON FRIABLE)	\$57.00	\$55.00 PER TON
ASBESTOS (FRIABLE)		\$100.00 PER TON
DEAD ANIMALS	\$57.00	\$55.00 PER TON
OTHERS (AS DETERMINED BY RESOURCE AUTHORITY)	\$57.00	\$55.00-\$100.00 PER TON
UNCOVERED VEHICLES	ADDITIONAL	\$25.00
MINIMUM CHARGE FOR PER TON FEES		\$10.00
WOOD MULCH SALES		
PICK UP TRUCKS AND SMALL TRAILERS (1 Bucket)		NO CHARGE
SINGLE AXLE DUMP TRUCKS, INCLUDING LARGE COMMERCIAL TOW TRAILERS (>8')		\$30.00
TANDEM DUMP TRUCKS		\$40.00
TRACTOR TRAILERS		\$100.00
ALTERNATE DAILY COVER (ACCEPTED ONLY @ SMITH GAP LANDFILL & WITH PRIOR NOTIFICATION & APPROVAL.)		\$25.00 PER TON
VEHICLE WEIGH FEE (NON-MEMBER VEHICLES)		\$25.00
UNACCEPTABLE WASTE CHARGES	\$100.00 PER TON, MINIMUM ONE TON PLUS HANDLING COSTS, RELATED DAMAGES, AND LOST REVENUE	

LATE ACCOUNT PENALTY 10% OF AMOUNT PLUS INTEREST AT THE LEGAL RATE ON THE PRINCIPAL

NOTE:

THE ROANOKE VALLEY RESOURCE AUTHORITY RESERVES THE RIGHT TO ESTABLISH FEES AND CHARGES AS IT DEEMS NECESSARY AND APPROPRIATE FOR WASTES NOT LISTED HEREIN AND TO REFUSE TO ACCEPT ANY MATERIAL DEEMED BY THE AUTHORITY TO BE UNACCEPTABLE.

REVENUE

2013-2014

Disposal Fees	\$ 7,729,480
Interest Income	\$ 28,000
Transfer from Contingency Reserve Fund	\$ 405,405
Sale of Recyclable Material	\$ 35,000
Miscellaneous	\$ 39,450
Transfer - Rutrough Road	\$ -

Total \$ 8,237,335

EXPENSES

Personnel

Administrative	\$ 606,916
Transfer Station	\$ 660,861
Smith Gap	\$ 737,079

Totals \$ 2,004,856

Operating

Administrative	\$ 353,582
Transfer Station	\$ 2,522,833
Smith Gap	\$ 1,242,065

Totals \$ 4,118,479

Capital

Administrative	\$ -
Transfer Station	\$ -
Smith Gap	\$ 14,000

Totals \$ 14,000

Reserves

Administrative	\$ -
Transfer Station	\$ 495,170
Smith Gap	\$ 1,604,830

Totals \$ 2,100,000

Debt Service

Totals	Administrative	\$ 960,497
	Transfer Station	\$ 3,678,864
	Smith Gap	\$ 3,597,973

Total \$ 8,237,335

SUMMARY

	2008-09	2009-10	2010-2011	2011-2012	2012-2013	2013-2014
REVENUE						
Disposal Fees	\$ 7,956,260	\$ 7,964,100	\$ 7,786,670	\$ 7,594,400	\$ 7,326,600	\$ 7,729,480
Interest Income	\$ 657,720	\$ 336,000	\$ 200,000	\$ 45,000	\$ 28,000	\$ 28,000
Transfer from Contingency Reserve Fund	\$ 1,714,635	\$ 2,053,044	\$ 1,629,080	\$ 1,596,087	\$ 490,991	\$ 405,405
Sale of Recyclable Material	\$ 22,000	\$ 12,700	\$ 44,640	\$ 50,600	\$ 55,000	\$ 35,000
Miscellaneous	\$ 24,000	\$ 44,260	\$ 38,000	\$ 59,800	\$ 39,450	\$ 39,450
Transfer - Rutrough Road	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -
TOTAL	\$10,374,615	\$10,410,104	\$ 9,823,390	\$ 9,470,887	\$ 7,940,041	\$ 8,237,335

EXPENSES

Personnel	\$ 1,711,620	\$ 1,775,973	\$ 1,818,943	\$ 1,863,655	\$ 1,972,540	\$ 2,004,856
Operating	\$ 4,073,056	\$ 4,159,985	\$ 3,907,661	\$ 3,828,652	\$ 3,995,501	\$ 4,118,479
Capital	\$ 120,000	\$ -	\$ 15,000	\$ -	\$ 12,000	\$ 14,000
Transfer to Reserves	\$ 1,710,000	\$ 1,710,000	\$ 1,310,000	\$ 1,010,000	\$ 1,960,000	\$ 2,100,000
Debt Service	\$ 2,759,939	\$ 2,764,146	\$ 2,771,786	\$ 2,768,580	\$ -	\$ -
TOTAL	\$10,374,615	\$10,410,104	\$ 9,823,390	\$ 9,470,887	\$ 7,940,041	\$ 8,237,335

DISPOSAL FEES

Municipal \$ per ton	45	45	45	45	45	47
Private \$ per ton	55	55	55	55	55	57

% INCREASE in expenses	10.9%	0.3%	-5.6%	-3.6%	-16.2%	3.7%
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RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 16, 2013 AT 7:00 PM AT THE CRAIG AVENUE RECREATION CENTER, 900 CHESTNUT 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 27, 2013, the RVRA Board approved the 2013-2014 annual budget in the amount of \$8,237,335.

NOW THEREFORE BE IT RESOLVED, that the Vinton Town Council does hereby approve the 2013-2014 operating budget in the amount of \$8,237,335 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 _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Police

Issue

Consider adoption of a Resolution authorizing the Town Manager to execute an Extraterritorial Arrest Agreement between the Town of Vinton, Roanoke County, Roanoke City and the City of Salem.

Summary

An extra-territorial arrest agreement has been proposed which gives officers from Vinton, Roanoke County, Roanoke City, and Salem the authority and ability to enforce laws in each other's jurisdiction. There are many benefits of this agreement, one of which is the ability of our officers who are actively investigating a crime to continue into the next locality to search for and arrest suspects if applicable, without having to wait on officers of that jurisdiction to assist. Being able to move across Roanoke Valley boundaries without delay improves law enforcement service delivery to our citizens.

Another benefit is that we can assist or be given assistance from neighboring jurisdictions when conducting special enforcement operations as well as being able to take action in regard to a situation which endangers the public no matter which locality the officer may be in at the time. Internal departmental controls are built in to assure that the program is not being abused by any officer or locality and each Police Chief or their designee will be notified of any action taken in their respective jurisdictions.

This extraterritorial arrest agreement reflects a positive advancement in law enforcement services and strengthens the cooperation of law enforcement agencies in the Roanoke Valley, which will greatly enhance service delivery to our community.

Attachments

Extraterritorial Arrest Agreement
Resolution

Recommendations

Motion to adopt Resolution

THIS AGREEMENT, made and entered into this _____ day of March, 2013, by and between the CITY OF ROANOKE, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Roanoke", the COUNTY OF ROANOKE, VIRGINIA, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as "County", the TOWN OF VINTON, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Vinton", and the CITY OF SALEM, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Salem".

W I T N E S S E T H

WHEREAS, officers of the Town of Vinton, County of Roanoke, and the cities of Roanoke and Salem police departments have occasion during the course of their employment as town, county, and city police officers to be on duty outside the corporate boundaries of the political subdivision which employs them; and

WHEREAS, it is the intent of Roanoke, Salem, Vinton, and the County to bestow extraterritorial arrest powers upon such officers who, while on duty outside the corporate boundaries of the political subdivision which employs them, observe certain offenses committed in their presence, without the creation of any additional liability for the political subdivision where the arrest occurs or its officers and employees; and

WHEREAS, Section 15.2-1736 of the 1950 Code of Virginia, as amended, provides that the governing bodies of localities may, by proper ordinances or resolutions, enter in and become a party to contracts or mutual aid agreements for the use of their joint forces, both regular and auxiliary, their equipment and materials to maintain peace and good order.

NOW, THEREFORE, for and in consideration of the undertakings of the parties to this Agreement, Roanoke, Salem and the County covenant and agree, each with the other as follows:

1. Definitions ~ As used in this Agreement, the following words and phrases shall have the meanings ascribed to them in this section.

Roanoke ~ Shall mean the City of Roanoke, Virginia.

Salem ~ Shall mean the City of Salem, Virginia.

County ~ Shall mean the County of Roanoke, Virginia.

Town ~ Shall mean the Town of Vinton, Virginia.

Extraterritorial arrest power ~ Shall mean the right, power and authority of an officer of the City of Roanoke, County of Roanoke, City of Salem, or Town of Vinton police department while in Roanoke County, the City of Roanoke, Salem, or Vinton to stop and effect arrests and otherwise enforce the law with respect to any violation of a state law which an officer would be required to act upon if working a regular tour of duty in their jurisdiction of employment. This section does not apply to, or include officers working in any off duty capacity, otherwise referred to as secondary police related employment.

Officer ~ Shall mean any sworn officer of the respective police departments of Roanoke, Salem, Vinton, and the County.

On Duty ~ Shall mean working an assigned tour with the employing law enforcement agency.

Off Duty ~ Shall mean that period of time during which an employee would not normally be scheduled or required to engage actively in the performance of police duties. This section does not apply to, or include officers working in any off duty, secondary police related employment.

State Code ~ Shall mean the (1950) Code of Virginia, as amended.

2. Extraterritorial Arrest Power ~ An officer in Roanoke, Salem, Vinton, or the County shall possess extraterritorial arrest power while on duty when any violation of state law becomes known to the officer, or probable cause exists to effect an arrest. This section is not inclusive of any individual city, county, or town codes which reciprocal agreements do not cover.

Any officer effecting or attempting to effect an extraterritorial arrest under or pursuant to this Agreement shall have the same rights, powers and authorities as the officer would possess in making or attempting to make an arrest in the political subdivision employing the officer under similar circumstances. Nothing in this Agreement shall be construed as requiring an officer to effect an extraterritorial arrest.

3. Notification ~ Any officer making an extraterritorial arrest shall give notice of such fact by filing a written report within forty-eight (48) hours of the arrest, enumerating the name of the person arrested, the offense and time, place and particulars of the offense, with the law enforcement agency in the jurisdiction where the arrest occurred. This requirement is automatically satisfied when the officer submits a report in accordance with his current departmental procedures so long as the department participates in the cooperative regional database currently known as "RACJIN."

4. Responsibility of the Parties ~ Roanoke, Salem, Vinton, and the County agree that to the extent permitted by applicable law, each party to this Agreement will be responsible for the actions, inactions or violations of its officers, employees, and agents in connection with any extraterritorial police activity contemplated under this Agreement, but nothing contained herein shall be construed as a waiver of the sovereign immunity of any locality.

5. Operational Policies ~ Any officer effecting an extraterritorial arrest shall comply with the operational policies of his own department. Roanoke, Salem, Vinton, and the County agree to hold their own officers, respectively, responsible and accountable for compliance with operational policies of the employing department.

6. Cooperative Joint Operations ~ Pursuant to this Agreement, a law enforcement officer from any of the participating localities who has the rank of lieutenant or higher may coordinate with a law enforcement officer of another participating locality of the rank of lieutenant or higher to coordinate a joint law enforcement operation that they believe will serve to better protect the health, safety and welfare of the citizens of their respective locality and the Roanoke Valley.

7. No effect on existing powers ~ This Agreement shall not supersede, restrict, limit or otherwise impair or affect extraterritorial arrest powers already existing pursuant to § 15.2-1724. Police and other officers may be sent beyond territorial limits; § 15.2-1727. Reciprocal agreements with localities outside the Commonwealth; § 15.2-1728. Mutual aid agreements between police departments and federal authorities; § 15.2-1729. Agreements for enforcement of state and county laws by federal officers on federal property; § 15.2-1730. Calling upon law-enforcement officers of counties, cities or towns for assistance; § 19.2-77. Escape, flight and pursuit; arrest anywhere in Commonwealth; § 19.2-249. Offenses committed on boundary of two counties, two cities, or county and city, etc.; where prosecuted; § 19.2-249.1. Offenses committed within towns situated in two or more counties; where prosecuted; § 19.2-250. How far jurisdiction of corporate authorities extends; and other sections of the State Code or any authority or power existing under the City of Roanoke Charter of 1952 or the City of Salem under the City of Salem Charter.

8. Rights of Officers ~ While acting under or pursuant to this Agreement, any city officer in the county, any town officer in the city or county, or any county officer in the city shall have all the immunities from liabilities and exemptions from laws, ordinances and regulations and shall have all the pension, relief, disability, Workers' Compensation and other benefits enjoyed by the officer while performing his/her respective duties within the territorial limits of his/her political subdivision.

9. No Backup ~ This agreement shall not be construed as requiring any city officer to act in the county or town, any town officer to act in the city or county, or any county officer to act in the city or town upon request to supplement or replace routine patrol or enforcement activities.

10. Loss or Damage to Equipment ~ The localities shall have no liability for any destruction, loss or damage of any motor vehicle, equipment or personal property owned and operated by the other localities in the exercise of extraterritorial arrest power under or pursuant to this agreement.

11. Immunities ~ This agreement shall not be construed to impair or affect any sovereign or governmental immunity or official immunity that may otherwise be available to the localities, any officer, agent or employee of the localities.

12. Termination ~ Any party to this agreement shall have the right to terminate this agreement, with or without cause, by giving written notice to the chief administrative officer of the other parties by certified mail, return receipt requested. Any termination shall be effective 10 days after receipt of notice of termination.

13. Completeness of Agreement ~ This agreement represents the entire and integrated agreement between Roanoke, Salem, Vinton, and the County and supersedes all prior negotiations, representations or agreements, either oral or written. This agreement may be amended only by written instrument signed by authorized representatives of Roanoke, Salem, Vinton, and the County.

14. Gender ~ Any word importing the masculine gender used in this agreement may extend to and be applied to females as well as males.

15. Effective Date ~ This agreement shall be effective immediately upon its execution by all of the parties hereto.

IN WITNESS WHEREOF, the City of Roanoke, Virginia has caused this agreement to be signed and attested on behalf of the City by the City Manager and City Clerk, respectively, and the City of Salem, Virginia has caused this agreement to be signed and attested on behalf of the City by the City Manager and City Clerk, respectively, by the Town Manager on behalf of the Town of Vinton, and the County of Roanoke, Virginia has caused this agreement to be signed and attested on behalf of the County by the County Administrator and Clerk to the Board of Supervisors.

CITY OF ROANOKE, VIRGINIA

By _____
City Manager

Attest:

City Clerk

Approved as to form: _____
Roanoke City Attorney

CITY OF SALEM, VIRGINIA

By _____
City Manager

Attest:

City Clerk

Approved as to form: _____
Salem City Attorney

TOWN OF VINTON

By _____
Town Manager

Attest:

Town Clerk

COUNTY OF ROANOKE, VIRGINIA

By _____
County Administrator

Attest:

Clerk to the Board of Supervisors

Approved as to form: _____
Roanoke County Attorney

NOTARIES

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, APRIL 16, 2013, AT 7:15 P.M., AT THE CRAIG AVENUE RECREATION CENTER, 900 CHESTNUT STREET, VINTON, VIRGINIA.

WHEREAS, the City of Roanoke, County of Roanoke, Town of Vinton and City of Salem desire to enter into an Agreement for extraterritorial arrest powers; and

WHEREAS, Section 15.2-1736 of the 1950 Code of Virginia provides that the governing bodies of localities may enter in and become a party to contracts or mutual aid agreements for the use of their joint forces, both regular and auxiliary, their equipment and materials to maintain peace and good order; and

WHEREAS, Section 15.2-1300 of the 1950 Code of Virginia provides for the joint exercise of powers by political subdivisions of the Commonwealth of Virginia; and

WHEREAS, the Town Council believes it is in the interest of the Town to enter into the Agreement with the City of Roanoke, County of Roanoke and City of Salem.

NOW THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE TOWN OF VINTON, VIRGINIA, as follows:

1. The Town Manager is hereby authorized, for and on behalf of the Town, to execute the Agreement, substantially in the form presented to Council; and
2. The Town Manager is hereby authorized to execute any and all other necessary documents in furtherance of the same, all such documents shall be approved as to form by the Town Attorney.

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



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Public Works

Issue

Informational Briefing for the Purchase of a 250/300 KW Mobile Diesel Generator.

Summary

The Department is requesting the consideration of Council for the purchase of a 250/300 KW Mobile Diesel Generator that will be primarily utilized at the Third Street Sanitary Sewer Lift Station but can be mobilized to the Town's Water System Facilities in the event of an electrical power outage for emergency back up support.

Attachments

Power Point Presentation

Recommendations

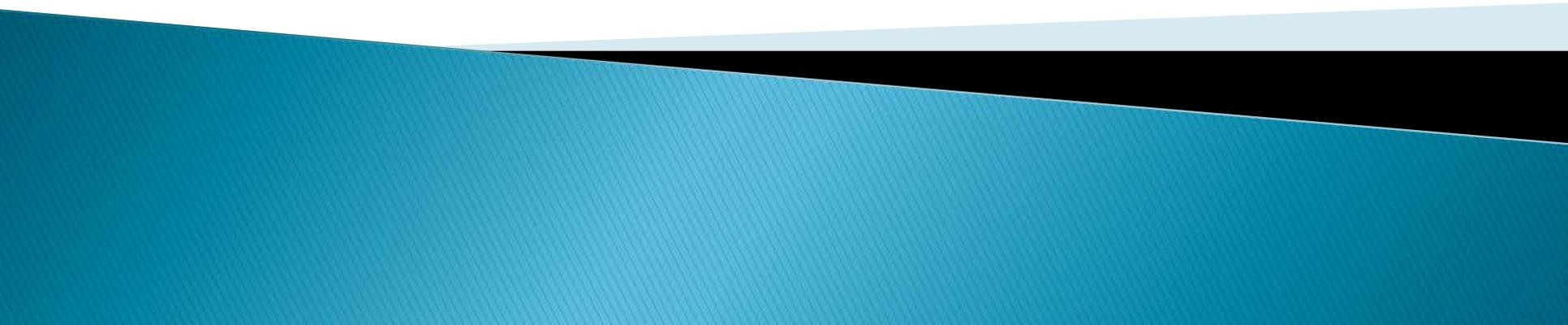
The Department is requesting that Council provide authorization to move forward with the solicitation of closed bids from equipment suppliers/vendors for the purchase of a 250/300 KW Mobile Diesel Generator.

Mobile Diesel Generator

250 / 300 KW
for

Third Street Lift Station
&

Water System Emergency Power Back-Up



Mobile Diesel Generator Purpose

Alternate Electrical Power Source
in the Event of an Outage
through the Normal Supply

Water Supply System Emergency Back-Up For Wells

- Bush No. 1, 2, & 3
- Chestnut Street
- Craig Avenue
- Falling Creek
- Mansard Square
- Melissa Circle Rt. 24
- Toddsbury
- Spring Grove
- Stone Bridge
- Mt. View Pump Station

Water System Emergency Back-Up For Booster Pump Stations

- Chestnut Mountain PS Booster
- Lindenwood PS Booster
- Falling Creek Booster Station

Mobile Diesel Generator Specifications

Size: 250 / 300 KW

Voltage: 277 / 480

- Diesel Fueled Engine Generator Set
- Exhaust Silencer & Fittings
- Remote Control Panel
- Battery & Charger
- Weatherproof Enclosure
- Capable of Starting 150hp Motor & Delivering Full KW Emergency Power for Duration of Outage
- Factory Sound Less than 75dB Level Under Full Load at 23 Ft. Distance

Mobile Diesel Generator Specifications

Battery System

- Automatic Start–Stop Electrically Operated Through 12–Volt Battery
- Provide Two–Rate Battery Charger To Automatically Recharge Batteries

Trailer

- Generator Set Supplied and Installed on Trailer
- Lockable Utility Box at Tongue of Trailer
- Lockable Utility Box at Rear of Trailer

Mobile Diesel Generator

- Estimated New Cost 3 Yrs Ago – \$60,000 – \$65,000
- Estimated New Cost Today – \$85,000 – \$120,000

Cost Increase Factor

- Tier 4 Emissions Compliance on all Non-Road Diesel Engines

Mobile Diesel Generator Accessories

Additional Cost Needed to Connect to All Sites

- \$5,000 – \$7,000 – Cost of Switches & Wiring

Mobile Diesel Generator

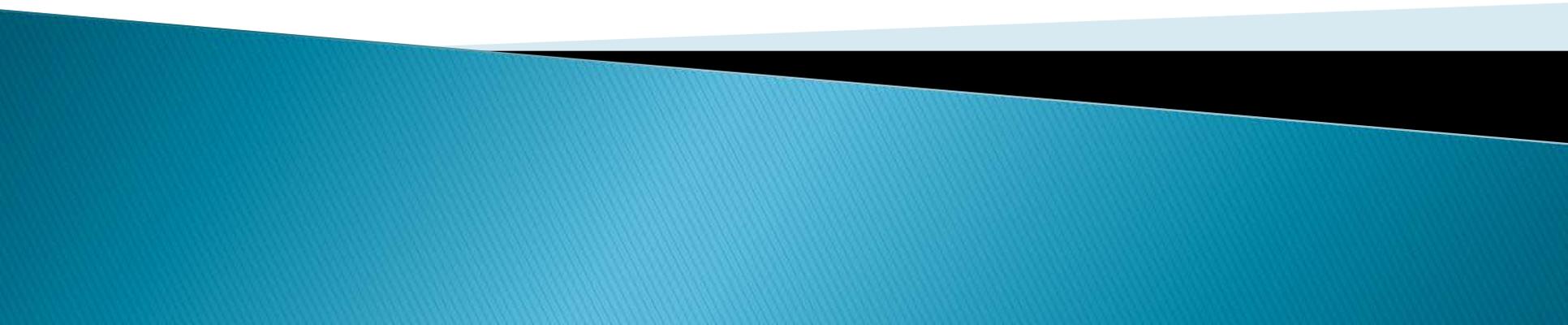


Mobile Diesel Generator



Mobile Diesel Generator

Questions?





Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Town Clerk

Issue

Consider nominations for the 2013 VML Policy Committees

Summary

The Virginia Municipal League is accepting nominations for its 2013 Policy Committees. A description of the Policy Committee process is attached, along with our 2012 list. This information must be submitted to VML no later than Monday, April 22nd.

Attachments

2013 VML Policy Committee Information

2012 List

Policy Committee Meeting Schedule

Recommendations

Motion to nominate and approve committee assignments

VML 2012 Policy Committee Nominations

Please return this form by April 16 to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: jterry@vml.org

Community & Economic Development

Name & Title: I. Douglas Adams, Council Member

Name & Title: Christopher S. Lawrence, Town Manager

Environmental Quality

Name & Title: Bradley E. Grose, Mayor

Name & Title: Anita McMillan, Planning and Zoning Director

Finance

Name & Title: Matthew S. Hare, Council Member

Name & Title: Barry W. Thompson, Finance Director/Treasurer

General Laws

Name & Title: William W. Nance, Council Member

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: Robert R. Altice, Council Member

Name & Title: Gary W. Woodson, Public Works Director

Signed: _____ Locality: Town of Vinton
(Mayor/Chair, or Manager/Administrator)



OFFICERS

PRESIDENT

EDWIN C. DALEY, DPA
HOPEWELL CITY MANAGER

PRESIDENT-ELECT

DAVID P. HELMS
MARION MAYOR

VICE PRESIDENT

WILLIAM D. EUILLE
ALEXANDRIA MAYOR

IMMEDIATE PAST PRESIDENT

ROSEMARY WILSON
VIRGINIA BEACH COUNCIL MEMBER

EXECUTIVE DIRECTOR

R. MICHAEL AMYX

MAGAZINE

VIRGINIA TOWN & CITY

March 22, 2013

To: Key Officials of Full-Member Local Governments;
Council and Board Clerks of Full-Member Local Governments

From: R. Michael Amyx, Executive Director *Duke Amyx*

Subject: 2013 VML Policy Committee Nominations

The Virginia Municipal League is accepting nominations for its 2013 policy committees. A description of the policy committee process is attached, along with a nomination form. **Please complete the enclosed form and return it to VML by Monday, April 22. If your community has an election in May, please return this form by the requested date even if you must revise it later.**

Please observe the following guidelines when making your policy nominations:

- Only full-member local governments may participate.
- You may nominate two individuals to a committee; if two are nominated, at least one nominee must be a governing body member.
- **Only members of a council or board of supervisors and appointed officials (i.e., employees of the local government) are eligible to serve.**
- **Individual may serve on only one committee.**
- The chief administrative officer or mayor/board chairman must sign the nomination form.
- **Please return nomination forms by April 22.**

We will forward information about policy committee meeting times and rooms as soon as they are confirmed. Policy committee recommendations that emerge from the July meeting will be forwarded to the Legislative Committee for consideration at its September meeting.

Please call/e-mail Janet Areson (804/523-8522, jareson@vml.org) if you have any questions about the appointment process.

P.O. BOX 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
FAX 804/343-3758
e-mail@vml.org
www.vml.org

VML 2013 Policy Committee Nominations

Please return this form by April 22 to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241;
Fax 804/343-3758; email: jterry@vml.org

Community & Economic Development

Name & Title: _____

Name & Title: _____

Environmental Quality

Name & Title: _____

Name & Title: _____

Finance

Name & Title: _____

Name & Title: _____

General Laws

Name & Title: _____

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: _____

Name & Title: _____

Signed: _____ **Locality:** _____

(Mayor/Chair, or Manager/Administrator)

VML's Legislative and Policy Committee Process

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

Legislative Committee

What is the role of the Legislative Committee?

The Legislative Committee is responsible for considering and reporting on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

How is the Legislative Committee appointed?

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 people holding elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, 6 must be representatives of cities and urban counties with populations of 35,000 or less, and 6 must represent towns.

What is included in VML's Legislative Program?

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

What is the relationship between the legislative committee and VML's policy committees?

The Legislative Committee meets prior to the policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

Policy Committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, education, health, behavioral health, juvenile justice, recreation, rehabilitation and programs for the aging.
- **Transportation:** Development, maintenance, and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.

**Virginia Municipal League
2013 Policy Committee Meeting Schedule
July 25, 2013
Greater Richmond Convention Center**

9:30 a.m. to 12:30 p.m.

Community & Economic Development	Room E11-b
Environmental Quality	Room E11-a
Human Development & Education	Room E11-c
Breakout session for members not attending a morning committee meeting*	Room TBA

12:30 - 1:10 p.m.

Lunch for all policy committee attendees	Room E10-cd
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1:15 – 4:15 p.m.

General Laws	Room E11-c
Finance	Room E11-b
Transportation	Room E11-a
Breakout session for members not attending an afternoon committee meeting*	Room TBA

*This breakout session (new this year) gives members who 1) carpool with colleagues whose meeting times are opposite theirs, or 2) wants to come early or stay after their own committee meeting the opportunity to participate in an educational session in addition to attending their own policy committee meeting. The session topic will be announced soon.

The Greater Richmond Convention Center is located on Broad Street between 3 rd and 5 th Streets. The Center's parking deck is located at 301 N. 3 rd Street (3 rd and Marshall Streets). Our meeting rooms are on the Exhibit Hall level (first floor of the center), just across Marshall Street from the parking deck.
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Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Finance/Treasurer

Issue

Financial Report for February 2013

Summary

The Financial Report for the period ending February 28, 2013 has been placed in the Town's Dropbox.

The Finance Committee met on Monday, April 1, 2013 at 5:30 pm to discuss the report and will make a presentation of the report to Council during the Council Comment Section of the Regular Meeting.

Attachments

Report in Financial folder in Dropbox
January 14, 2013 minutes
February 4, 2013 minutes
March 11, 2013 minutes

Recommendations

Motion to approve the Financial Report

Minutes of the Finance Committee Meeting

Monday, January 14, 2013

At 5:30PM., Barry Thompson called the meeting to order in the Finance Office Conference Room. The members present for the meeting were Vice Mayor Wes Nance and Council Member Matt Hare, Town Manager, Chris Lawrence, Accounting Manager Lijah Robinson and Treasurer/Finance Director, Barry Thompson. Staff members present were Assistant to the Town Manager, Ryan Spitzer and War Memorial Facility Manager, Kevin Kipp.

The agenda was accepted as presented.

The Minutes of the November 5, 2012 and the December 3, 2012 meeting were approved.

Item III– Reporting from ACS. Mr. Thompson showed the new monthly report that ACS has been working on and explained that it should be delivered soon to the Town. Mr. Hare wanted a copy in EXCEL and Mr. Thompson indicated that he would send him a copy.

III(a) Kevin Kipp Report – War Memorial. Kevin Kipp, War Memorial Facility Manager gave a monthly report on the December Operations of the War Memorial to the Finance Committee.

III(b) October 2012 Financial Report - Barry Thompson opened the discussion by explaining that the reporting period ending October 31, 2012 appeared favorable and in comparison with the previous year was in line. The revenues for the General Fund adjusted Revenues were \$1,713,302 or 97% and the Expenditures were \$2,281,338 or 86%. The Utility Fund had Revenues of \$1,074,788 or 111% and Operating Revenues of \$853,041 or 79%. The reporting period ending November 30, 2012 compared favorably with the previous year also. The revenues for the General Fund adjusted Revenues were \$2,018,563 or 102% and the Expenditures were \$2,916,061 or 87%. The Utility Fund had Revenues of \$1,081,259 or 102% and Operating Revenues of \$1,051,991 or 80%. Discussion evolved regarding the accrued revenues which were primarily made up of Sales Tax, Meals Tax, and Consumer Tax and not being reflected in the reports on the ACS system.

The October 2012 and November 2012 Financial Reports were accepted and will be presented to the Council at the January 15, 2013 Council Meeting.

The meeting was adjourned at 7:55PM.

Minutes of the Finance Committee Meeting

Monday, February 4, 2013

At 5:30PM., Barry Thompson called the meeting to order in the Finance Office Conference Room. The members present for the meeting were Vice Mayor Wes Nance and Council Member Matt Hare, Accounting Manager Lijah Robinson and Treasurer/Finance Director, Barry Thompson. Absent: Town Manager, Chris Lawrence. Staff members present were Assistant to the Town Manager, Ryan Spitzer and War Memorial Facility Manager, Kevin Kipp.

The agenda was accepted as presented.

The Minutes of the January 14, 2013 meeting were approved.

Item III– Reporting from ACS. Mr. Thompson continued to review some changes in the new format of the Budget Comparative Report.

III(a) Kevin Kipp Report – War Memorial. Kevin Kipp, War Memorial Facility Manager gave a monthly report on the December Operations of the War Memorial to the Finance Committee. Mr. Kipp emphasized some changes that he was implementing in the way he was booking events and the impact it was having and the future impact it would have on revenue generation at the War Memorial.

III(b) December 2012 Financial Report - Barry Thompson opened the discussion by explaining that the reporting period ending December 31, 2012 appeared favorable and in comparison with the previous year was in line. The revenues for the General Fund adjusted were \$3,343,255 or 126% and the Expenditures were \$3,356,394 or 87%. Revenues over expenditures for the first six months were (13,139) for the General Fund. Accruals for Sales Tax, Meals Tax, and Consumer Tax and not being reflected in the reports on the ACS system so revenues are adjusted on the summary page to reflect these numbers.

The Utility Fund had Revenues of \$1,482,152 or 102% and Operating Expenditures of \$1,237,250 or 80%. The Tinker Creek Sewer Improvement Project has been deducted out of the ACS numbers to reflect the true operating numbers.

The December Financial Reports were accepted and will be presented to the Council at the January 15, 2013 Council Meeting.

IV). Long-Term Financing Operations - The Western Virginia Water Authority has begun its Peak Flow Enhancement Project at the Regional Wastewater Treatment Plant for a project cost of \$17,087,000. The Town's share of this project is 5.5% or \$939,785. Additional Cost may occur and the Western Virginia Water Authority has allotted 3% additional money and Botetourt County has allotted 5% additional money for legal services and contingency items. If the Town allows for a 5% contingency (\$46,989) this would bring our total project cost to \$986,774. The project is expected to begin in February and we will need to make payments beginning in July 2013.

The Town also has the \$500,000 bridge loan on the Glade-Tinker Creek Wastewater Interceptor Replacement-Phase 2 Project. This financing allowed us to proceed with this project until the Town was ready to go out for long-term financing. The pay-off on this loan was established for

18-months and we have made two interest payments at a cost of \$1,266.30 for the two months. The payoff of this loan would be included in this long-term financing.

The third component is being analyzed by Gary Woodson, Public Works Director and Chris Lawrence, Town Manager. If we were to allocate another \$500,000 for identified projects in the Town, that would give the biggest bang for the money spent. It needs to be determined whether the money needs to be used on Water, Sewer, or Inflow and Infiltration Projects. Over the years there have been projects that have been identified in the Town's CIP Listing so the question is prioritizing and utilizing the funding on the Water/Sewer system in the best manner.

There are two sources of funding-- the Virginia Resources Authority (VRA) and the Virginia Local Finance (VML/VACo). The application process is similar through both organizations. The deadline for application submission with VRA is February 8, 2013 for a Spring Financing. Closing with VRA would be in the later part of May 2013 time frame. VML/VACo does not have a deadline and can close within 60-90 days after application approval. I have discussed our needs with both and either organization is willing to work the Town. Our next step in the process would be to submit an application.

A \$2 million bond issue with VRA and VML/VACo including all estimated issuance cost has an all-in-true interest cost estimated at 2.50 to 2.51% for 20 years. This equates to an average annual debt service of \$127,331 on a level debt service schedule or \$144,292 maximum to \$102,812 lowest on a level principal schedule. Based on audited wastewater service charges of \$1,460,204 in FY 2012 to generate an additional \$144,292 would require an increase of 9.88% in the wastewater rates.

In working through VRA, there is a possible refunding opportunity related to the Town's Series 2004B VRA loan (Fire & EMS Building) which could be included with the new money loan request. Based on market rates as of January 18, 2013, \$550,000 in principal from the Town's Series 2004B loan (2016-2024) maturities are showing estimated net present value savings of \$32,766 (5.958% NPV savings a percentage of refunded par). We would want to put in our resolution to obtain at least 5% in order to make the deal beneficial to the Town. These savings do not include local bond counsel cost but if we were looking to do the transaction anyway, including this refunding should not add substantially to our closing cost.

The meeting was adjourned at 7:55PM.

Minutes of the Finance Committee Meeting

Monday, March 11, 2013

At 5:30PM., Barry Thompson called the meeting to order in the Finance Office Conference Room. The members present for the meeting were Vice Mayor Wes Nance and Council Member Matt Hare, Accounting Manager Lijah Robinson, Treasurer/Finance Director, Barry Thompson, and Town Manager, Chris Lawrence. Staff members present were Assistant to the Town Manager, Ryan Spitzer and War Memorial Facility Manager, Kevin Kipp.

The agenda was accepted as presented.

No minutes were presented for approval.

Item III– Reporting from ACS. Mr. Thompson continued to review some changes in the new format of the Budget Comparative Report and Revenue Comparative Report. The January Report is the first report where the new Comparative reports have replaced the YTD Budget Section.

III(a) Kevin Kipp Report – War Memorial. Kevin Kipp, War Memorial Facility Manager gave a monthly report on the December Operations of the War Memorial to the Finance Committee. Mr. Kipp. He spoke of how Branding would be an important element in moving forward at the War Memorial. There was much discussion on this topic. Accounting Manager, Lijah Robinson presented an analysis of Revenues/Expenses which showed a loss of \$18,124.50 for January.

III(b) January 2013 Financial Report - Barry Thompson opened the discussion by explaining that the reporting period ending January 31, 2013 appeared favorable and in comparison with the previous year were in line. The revenues for the General Fund adjusted were \$3,721,667 or 121% and the Expenditures were \$3,993,949 or 88%. Revenues over expenditures for the seven month period were (\$272,292) for the General Fund. Accruals for Sales Tax, Meals Tax, and Consumer Tax and not being reflected in the reports on the ACS system so revenues are adjusted on the summary page to reflect these numbers.

The Utility Fund had Revenues of \$1,567,632 or 103% and Operating Expenditures of \$1,533,053 or 86%. The Tinker Creek Sewer Improvement Project has been deducted out of the ACS numbers to reflect the true operating numbers.

The January Financial Report was accepted and will be presented to the Council at the March 19, 2013 Council Meeting.

The meeting was adjourned at 7:40PM.



Town Council Agenda Summary

Meeting Date

April 16, 2013

Department

Administration

Issue

Work Session

1. Town Manager
 - a. Operating Budget
 - b. Building and Grounds

2. Town Council
 - a. Operating Budget
 - b. Community Contributions
 - c. Joint Local Government Services

3. CIP continuation

Summary

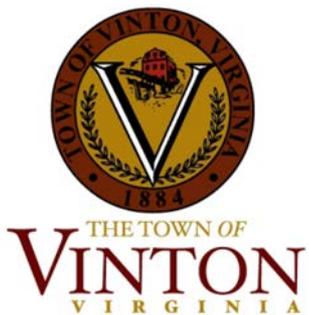
None

Attachments

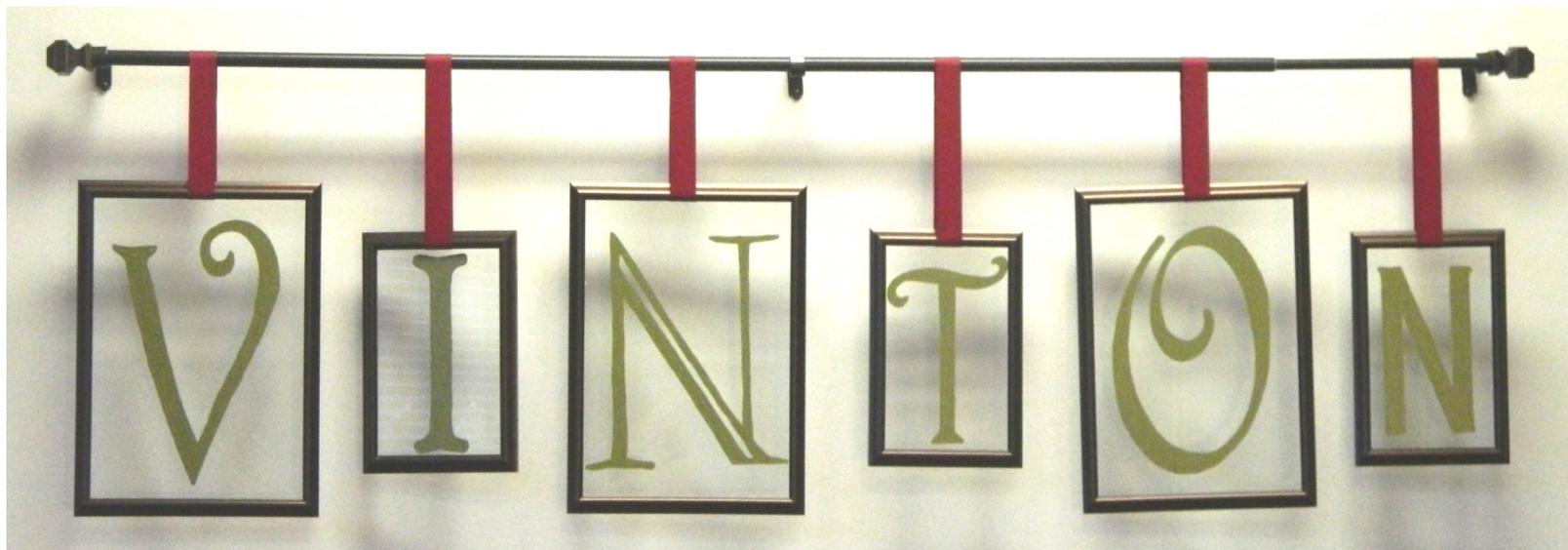
Town Manager Presentation

Recommendations

No action required



Town Manager





Town Manager

GOALS

1. In partnership with Town Council, provide leadership to carry out the two year strategic goals for the organization, focusing on:
 - a. Economic Development and Downtown Revitalization
 - b. Infrastructure investment
 - c. Staff development
 - d. Volunteer partnerships
2. Coordinate with Roanoke County to relocate our current Laserfiche Document Imaging System and implement the technology in two additional departments to reduce paper filing systems and improve document management and searchability



Town Manager

Significant budget highlights

- 200.1200.560 – Training/Travel - Increased training to fund ICMA Credential Manager certification for Town Manager - \$1,500
 - Requires out of town travel to conference
- Overall budget reduction \$2,500



Building and Grounds

Significant budget highlights

- 200.4304.360 - Health Department - increase \$7,000
 - Reflects cost of utilities paid by town and reimbursed by tenant
- 200.4304.522 – Postage – increase \$ \$4,500
 - Reflects actual costs based on historical expenses
- 200.4304.799 – Capital Outlay – Increase \$12,000
 - Replaces primary file server for the entire organization
 - Purchases Laserfiche equipment and seat licenses for two departments
 - All Laserfiche upgraded to server rather than in house hard drive