



**TOWN OF VINTON  
FY 2020-2021  
PROPOSED BUDGET**

# TABLE OF CONTENTS

## Introduction

GFOA Award.....1  
Town Council .....2  
Town Department Staff .....3  
Finance/Budget Committee.....4  
Organizational Chart .....5  
Department Position Summary .....6  
Town of Vinton General Information.....7

## Town Manager’s Message

Town Manager’s Letter of Transmittal .....10

## The Budget Process

The Budget Overview.....22  
Budget Calendar .....26  
Functional Units .....27

## Financial Summary

Revenue and Expenditure Summary.....28

## General Fund Revenues

General Fund Revenues Source Summary.....	31
General Fund Revenues Total and Graph .....	32
General Fund Revenues Details .....	33

## General Fund Expenditures

General Fund Expenditures Total and Graph.....	36
General Fund Expenditures Breakdown by Department and Function .....	37
General Fund - Contributions Listing.....	38
General Fund – Town Council .....	39
General Fund – Town Manager .....	41
General Fund – Human Resources/Risk Management Department .....	44
General Fund – Legal Services .....	47
General Fund – Treasurer/Finance Department .....	49
General Fund – Public Works Department.....	52
General Fund – Public Works Administration .....	53
General Fund – Police Department .....	55
General Fund – Communication Services.....	58
General Fund – Fire and EMS Department .....	60
General Fund – Police Community Services/Animal Control .....	62
General Fund – Maintenance/Highways/Streets/Bridges .....	64
General Fund – Snow & Ice Removal .....	66
General Fund – Traffic Signs & Street Lights .....	68

General Fund – Refuse Collection .....	70
General Fund – Recycling Collection .....	72
General Fund – Building & Grounds Maintenance .....	74
General Fund – Health Department Building.....	76
General Fund – Special Programs Department .....	78
General Fund – War Memorial Interdepartmental Rental .....	81
General Fund – Vinton War Memorial .....	83
General Fund – Vinton Veterans Monument .....	86
General Fund – Swimming Pool & Parks .....	88
General Fund – Senior Program Department.....	90
General Fund – Town Museum.....	93
General Fund – Planning & Zoning Department .....	95
General Fund – Economic Development.....	98
General Fund – Public Transportation.....	101
General Fund – Vinton Business Center .....	103
General Fund – Performance Agreements.....	105
General Fund – Retiree Insurance .....	107
General Fund – Debt Retirement .....	109
General Fund – Travel & Training General Fund .....	111
General Fund – Transfers .....	114

**Grant Fund Revenues**

Grant Fund Revenues Totals and Graph .....	117
--	-----

## Grant Fund Expenditures

Grant Fund Expenditures Total and Graph .....	119
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## Utility Fund Revenues

Utility/Enterprise Fund Revenues Totals and Graph .....	121
---	-----

## Utility Fund Expenditures

Utility Fund/Enterprise Expenditures Total and Graph .....	123
Utility Fund/Enterprise – Water & Wastewater Administration.....	124
Utility Fund/Enterprise – Customer Accounts.....	126
Utility Fund/Enterprise – Water System Maintenance .....	128
Utility Fund/Enterprise – Purchased Water .....	130
Utility Fund/Enterprise – Wastewater Maintenance .....	132
Utility Fund/Enterprise – Debt Retirement .....	134
Utility Fund/Enterprise – Performance Agreements .....	136
Utility Fund/Enterprise – Contingency .....	138
Utility Fund/Enterprise – Transfers.....	140

## Capital Fund Revenues

Capital Fund Revenues Totals and Graph .....	142
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**Capital Fund Expenditures**

Capital Fund Expenditures Totals and Graph .....144

**Stormwater Fund Revenues**

Stormwater Fund/Enterprise Revenues Totals and Graph .....146

**Stormwater Fund Expenditures**

Stormwater Fund/Enterprise Expenditures Total and Graph.....148

Stormwater Fund/Enterprise – Administration .....149

Stormwater Fund/Enterprise – Street & Road Cleaning .....151

Stormwater Fund/Enterprise – Operations .....153

Stormwater Fund/Enterprise – Debt Retirement .....155

**Debt Schedule**

Debt Schedule.....157

**Capital Improvement Program**

Town Manager’s CIP Funding Listing.....158

Capital Improvement Program .....159

Capital Improvement Program Impact Summary .....163

**Pay and Classification Plan**

Pay and Classification Plan .....167

**Appendix**

Taxes, Licenses and Fees Schedule.....169

Rates & Charges Schedules for Water and Wastewater Service .....175

Principal Water and Wastewater Customers.....179

Public Hearing Legal Notice – Real Estate Taxes .....180

Ordinance – Real Estate Taxes .....181

Public Hearing Legal Notice – Personal Property Taxes.....182

Ordinance – Personal Property Taxes .....183

Public Hearing Legal Notice – Budget Adoption.....184

Proposed Ordinance - Budget Adoption.....187

Ordinance – Thirty Day Grace Period for Personal Property Taxes .....190

Financial Guidelines & Policies .....193

Glossary .....209



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Vinton  
Virginia**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Town of Vinton, Virginia for the Annual Budget beginning July 1, 2019. This is the third year that the Town has received this award, which represents a significant achievement for the Town. In order to receive the award, a budget document must satisfy criteria to operate as a policy document, a financial plan, an operations guide, and a communications device. Budget documents must rate "proficient" for all four basic categories as well as for 14 of the 27 mandatory criteria within those categories to receive the award.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# VINTON TOWN COUNCIL



**Bradley E. Grose**  
Mayor



**Keith N. Liles**  
Vice Mayor



**Sabrina McCarty**  
Council Member



**Janet Scheid**  
Council Member



**Michael W. Stovall**  
Council Member

# TOWN DEPARTMENT STAFF



**Barry W. Thompson**  
Town Manager



**Richard W. Peters**  
Assistant Town Manager  
Director of Economic Development



**Susan N. Johnson**  
Executive Assistant  
to the Town Manager  
Town Clerk



**Thomas L. Foster**  
Police Chief



**Anne W. Cantrell**  
Finance Director  
Treasurer



**Anita J. McMillan**  
Planning & Zoning Director



**Joey M. Hiner**  
Public Works Director



**Donna M. Collins**  
Human Resources Director  
Risk Manager



**Chasity N. Barbour**  
Community Programs &  
Facilities Director

# FINANCE/BUDGET COMMITTEE



**Bradley E. Grose**  
Mayor



**Janet Scheid**  
Council Member



**Barry W. Thompson**  
Town Manager



**Anne W. Cantrell**  
Finance Director  
Treasurer

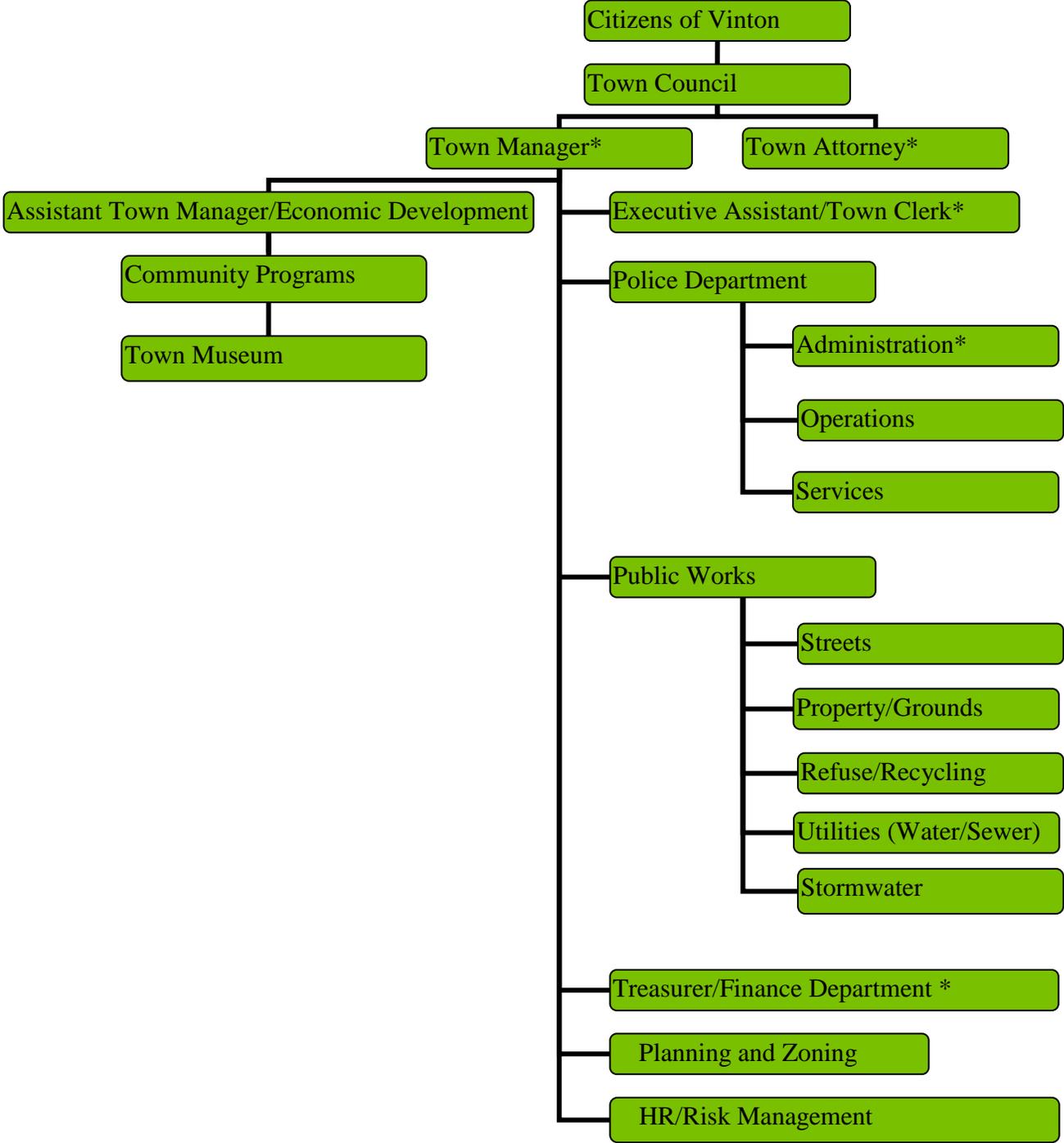


**Richard W. Peters**  
Assistant Town Manager  
Director of Economic  
Development



**Brandon W. Gann**  
Financial Services Analyst

# Organizational Chart



\* Town Manager, Town Attorney, Executive Assistant/Town Clerk, Chief of Police, and the Treasurer are positions within the department appointed by Town Council bi-annually.

## DEPARTMENT POSITION SUMMARY

Department	Actual Full Time Positions FY17-18	Actual Full Time Positions FY18-19	Budgeted Full Time Positions FY19-20	Budgeted Full Time Positions FY20-21
Administration	3.00	3.00	3.00	3.00
Finance	5.00	5.00	5.00	5.00
Fire/EMS	12.00	11.00	-	-
HR & Risk Management	1.00	1.00	1.00	1.00
Planning & Zoning	3.00	3.00	3.00	3.00
Police Department	27.00	26.00	27.00	26.00 *
Public Works	34.00	33.00	33.00	30.00
Special Programs	1.00	1.00	-	1.00
War Memorial	2.00	2.00	-	2.00
Community Programs	-	-	3.00	-
<b>TOTAL</b>	<b>88.00</b>	<b>85.00</b>	<b>75.00</b>	<b>71.00 **</b>

\* 1 Position in the Police Department is funded fully by the DMV Taskforce Grant.

\*\* Several vacant positions frozen due to COVID19 revenue losses. See detailed list in the Classification Plan.

### Department Fund Allocation\*

Department	General Fund	Grant Fund	Utility Fund	Stormwater Fund
Administration	✓		✓	✓
Finance	✓		✓	
HR & Risk Management	✓		✓	✓
Planning & Zoning	✓			
Police Department	✓	✓		
Public Works	✓		✓	✓
Community Programs	✓			

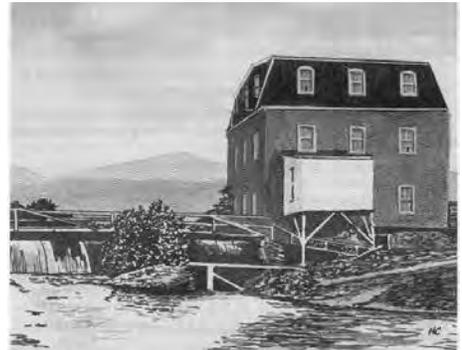
\*Employees in certain departments are allocated to different funds based on work assignments.

# TOWN OF VINTON GENERAL INFORMATION

The **Town of Vinton** provides small town character with urban services and amenities located nearby. The small-town atmosphere is characterized by a low crime rate, small locally and regionally owned businesses, and moderately priced homes. Views of the mountains and Blue Ridge Parkway abound. Vinton represents the ideal type of community, small enough to provide a feeling of “belonging”, yet progressive enough to provide the facilities, services, and conveniences that are necessary to make a community “home” to its citizens.

## History

The Town of Vinton has a rich history beginning before its charter on March 17, 1884. As far back as the mid-1700’s those moving into the Roanoke Valley settled here to take advantage of the fertile land and abundant water supply. Early settlers played a vital part in the establishment of the community, such as the first official name for the area as “Gish’s Mill” and ultimately the name Vinton. Perhaps one of the greatest mysteries about Vinton is the unknown origin of the name of Vinton. Many credit B. A. Jones, a local merchant, with deriving the name from two prominent families’ in the area, the Vinyard’s and the Preston’s. Following incorporation, Vinton experienced continued development, much of which resulted from the spin-off of economic growth occurring in Roanoke County. The economic and social linkage formed between Roanoke and Vinton in the late 1800’s has continued through to the present.



## Demographics



**Vinton** is a town in Roanoke County, Virginia, United States. The population was 8,098 at the 2010 census. Vinton is part of the Roanoke Metropolitan Statistical Area and the Roanoke Region of Virginia.

According to the United States Census Bureau, the town has a total area of 3.2 square miles (8.2 km<sup>2</sup>), all of it land.

The southern border of Vinton consists of 1.5 miles of lakefront in the Roanoke River Gorge. This lake, however, which was created by the 1904 construction of the hydroelectric Niagara (so-called) dam, is not visible from any inhabited part of the town, is difficult to reach, and is little used.

Vinton has varied topography, considering its small size. The above-mentioned lake is at an elevation of 890'. The Vinton side of the lake consists of a steep, wooded cliff 150' in vertical height. Vinton's highest point is on Olney Rd., at an elevation of 1265', which affords spectacular views of the adjacent City of Roanoke, at least for people with houses favorably positioned.



As of the census of 2010, there were 8,098 people, 3,494 households, and 2,174 families residing in the town. The population density was 2,451.4 people per square mile (947.8/km<sup>2</sup>). There were 3,774 housing units at an average density of 1,093.4/sq mi (422.8/km<sup>2</sup>). The racial makeup of the town was 88.8% White, 5.4% African American, 0.10% Native American, 1.0% Asian, 0.05% Pacific Islander, 0.59% from other races, and 0.91% from two or more races. Hispanic or Latino of any race was 1.11% of the population.

There were 3,494 households out of which 29% had children under the age of 18 living with them, 40.8% were married couples living together, 16.3% had a female householder with no husband present, and 37.8% were non-families. 32% of all households were made up of individuals and 25.9% had someone living alone who was 65 years of age or older. The average household size was 2.27 and the average family size was 2.85.

In the town the population is spread out with 25.7% under the age of 19, 6.0% from 20 to 24, 26.7% from 25 to 44, 25.8% from 45 to 64, and 15.9% who were 65 years of age or older. The median age was 39 years. For every 100 females there were 86.3 males. For every 100 females age 19 and over, there were 81.9 males.

The median income for a household in the town was \$42,427, and the median income for a family was \$60,172. The per capita income for the town was \$21,711. About 9.0% of families and 15.2% of the population were below the poverty line, including 27.3% of those under age 18 and 8.3% of those ages 65 or over.

## Employers

In Vinton, the largest employers include Berkshire Health & Rehabilitation Center (204), Kroger Food Center (193), Precision Fabrics Group, Inc. (around 190), Roanoke County Schools (132), The Town of Vinton (97) and Aramark Uniform Services (97).

In Roanoke County, the Roanoke County School System is the largest provider of jobs, with more than 2,000 employees. Other major employers include Wells Fargo Operations Center, Roanoke County Government, Kroger, Friendship Retirement Community and Richfield Recovery & Care Center. The Town and County have invested in several business parks that are looking for tenants, including the Vinton Business Center, home to Cardinal Glass.

## Education

As of one year ago there were more than 14,121 students enrolled in Roanoke County schools from grades kindergarten through High School. With approximately 1,070 students, William Byrd High School is one of the largest in Roanoke County. Attendance levels in the Vinton school zone are as follows: William Byrd Middle School 818, Herman L Horn 441 and W. E. Cundiff 531.



**Town of Vinton**

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

**Barry W. Thompson**  
 Town Manager

May 19, 2020

Honorable Mayor and Members of Town Council:

After very difficult deliberation and review, Staff and I are submitting the *FY2020/2021 Proposed Budget* to Town Council and our Town of Vinton citizens for consideration. This year’s proposed budget represents a balanced budget, despite large revenue decreases with the uncertainty of the impact of the COVID-19 pandemic on our locality. The purpose of this proposed budget is to plan necessary operating and capital expenditures for the next fiscal year within our current revenue forecasts with expenditure reductions to lessen the impact on our citizens who are also experiencing the impacts of this pandemic in their personal lives. Quality services such as Police, Public Works, Planning and Zoning, Financial services and Community Services, which includes our Community Programs and War Memorial facility, will continue to be offered with minimal service reductions.

The *FY2020/2021 Proposed Budget* for all funds totals \$11,663,773. Allocation by fund, as well as a comparison to the FY2019/2020 budget, is as follows:

	<b>Adopted FY20</b>	<b>FY21</b>	<b>\$ Variance</b>	<b>% Variance</b>
General Fund	\$7,527,870	7,168,550	(359,320)	(4.77)
Grant Fund	4,000	4,000	-	0.00
Utility Fund	3,722,500	3,826,500	104,000	2.79
Capital Fund	500,012	175,000	(325,012)	(65.00)
Stormwater Fund	460,210	489,723	29,513	6.41
<b>Total</b>	<b>\$12,214,592</b>	<b>11,663,773</b>	<b>(550,819)</b>	<b>(4.51)</b>

**RECOMMENDED BUDGET ALLOCATION BY FUND**

This document represents the dedication staff has to delivering customer centered services to its Town citizens and continuing to be fiscally responsible and transparent. The *Proposed Budget* as presented supports a high level of services that are delivered by the two operating departments and four administrative offices. We encourage you to focus your attention on the objectives in each department that are supported with the funding for *FY2020/2021 Proposed Budget*. With the continuing partnership between Town employees and individual and corporate citizens alike, we will continue to search for ways to be innovative in delivering services to the deserving citizens of the Town of Vinton.

## **BUDGET FOCUS**

The review and adoption of the Annual Operating and Capital Budget represents one of the most important policy-making responsibilities of the Mayor and Town Council. The proposed budget is more than just the legal document appropriating funds; it establishes priorities among competing governmental services, all of which have dedicated constituencies. The Town Council must also establish service levels based on the priorities and within the fiscal capacity of the Town.

Preparation of this *Proposed Budget* was guided by these five guiding principles:

1. Quality of life for residents
2. Quality of services provided
3. Continual evaluation of cost effectiveness to provide services
4. Effective replacement of equipment and vehicles
5. Identify and apply for alternative revenue sources

### ***Long-Range Planning***

Council members and staff worked together to set mid to long-term goals for the future of the Town of Vinton, which goals will be reevaluated during future Council Retreats. Town staff will also work with Council Members to review mid and long-term goals to be addressed in upcoming budgets.

- Enhance the Town's infrastructure and livability
- Maintain an efficient and high-performing government
- Ensure the Town's continued financial viability by actively pursuing quality economic development (Gish's Mill, Vinton Motors, River Park, Potential Hotel)
- Provide High Quality Water to Town and East Roanoke County Residents
- Replace Town Gateway Entrance Signs
- 
- Stormwater Management Program with required funding

## **BUDGET OVERVIEW**

Town Council's commitment to sound fiscal decision-making is again reflected in this proposed budget as in previous years. The citizens of Vinton expect quality services, prompt snow removal, professional law enforcement, professional land use and development guidance, quality community and recreation facilities, clean and well-maintained streets, quality neighborhoods, dependable water and wastewater service, responsive solid waste and recycling collection and many other quality municipal services. Our citizens expect that these services be provided with minimal reliance on real estate taxes. Real estate tax revenue only accounts for 4.5% of the Town's total general fund revenues with a tax rate of \$0.07/\$100 of assessment value. The town did see real estate assessments increase by approximately 3%, about \$13,000, in the tax levy with the 2020 reassessment.

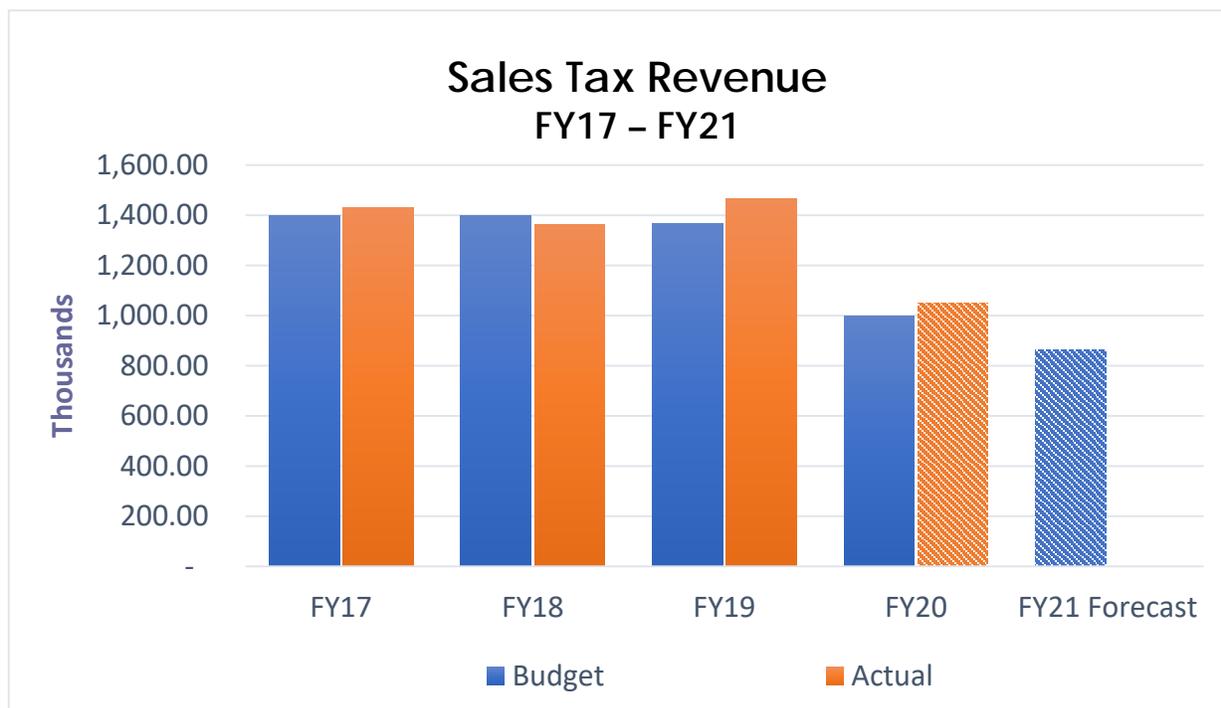
### ***Revenues:***

Before the COVID19 event, the Town was beginning to see recovery in several key areas of economic growth. For several years after the Great Recession, the growth of revenue in the Town of Vinton was less than 1.0%, which led to difficulty in keeping up with increased personnel and supply costs. Due to the Town's dependence on economy driven revenue sources,

the Town is forecasting a significant decrease in revenue into the next fiscal year as a conservative measure to protect the services provided to citizens and the employees of the Town. The impact of the COVID19 pandemic is unknown, and staff projections are the best guess on a worst-case scenario at this moment in time. As more information becomes available, additional budget appropriations or reductions may be made quarterly or semi-annually.

**Sales Tax:**

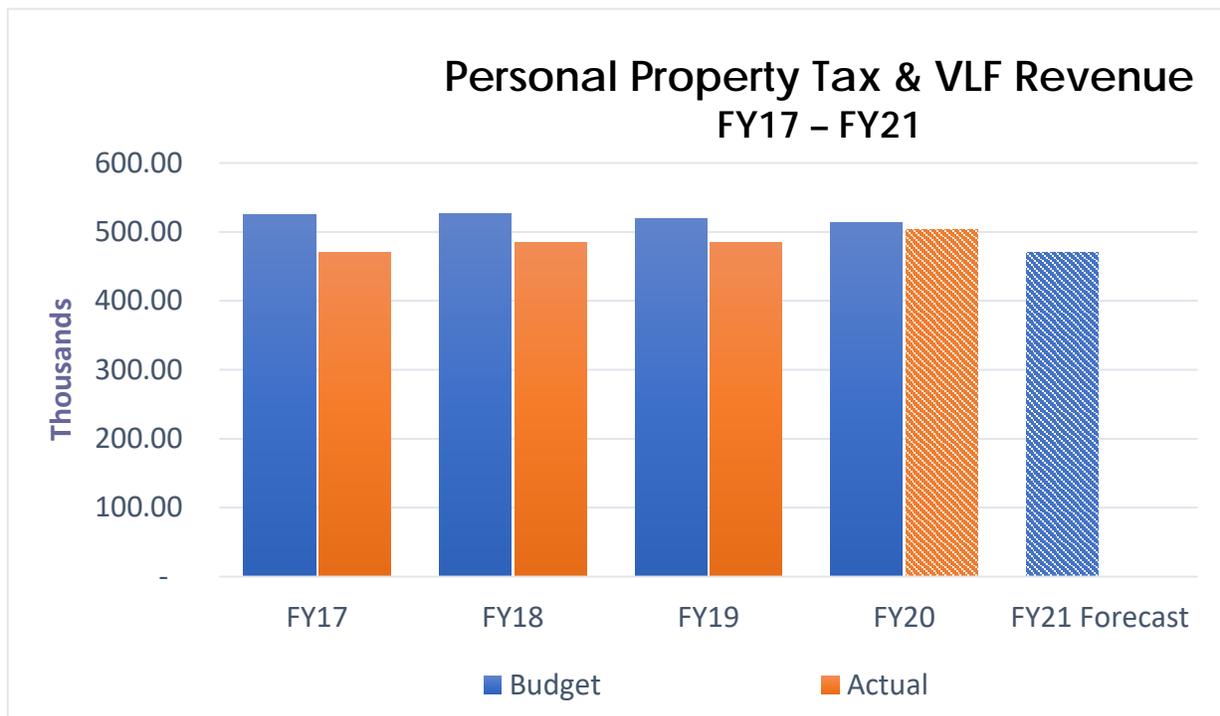
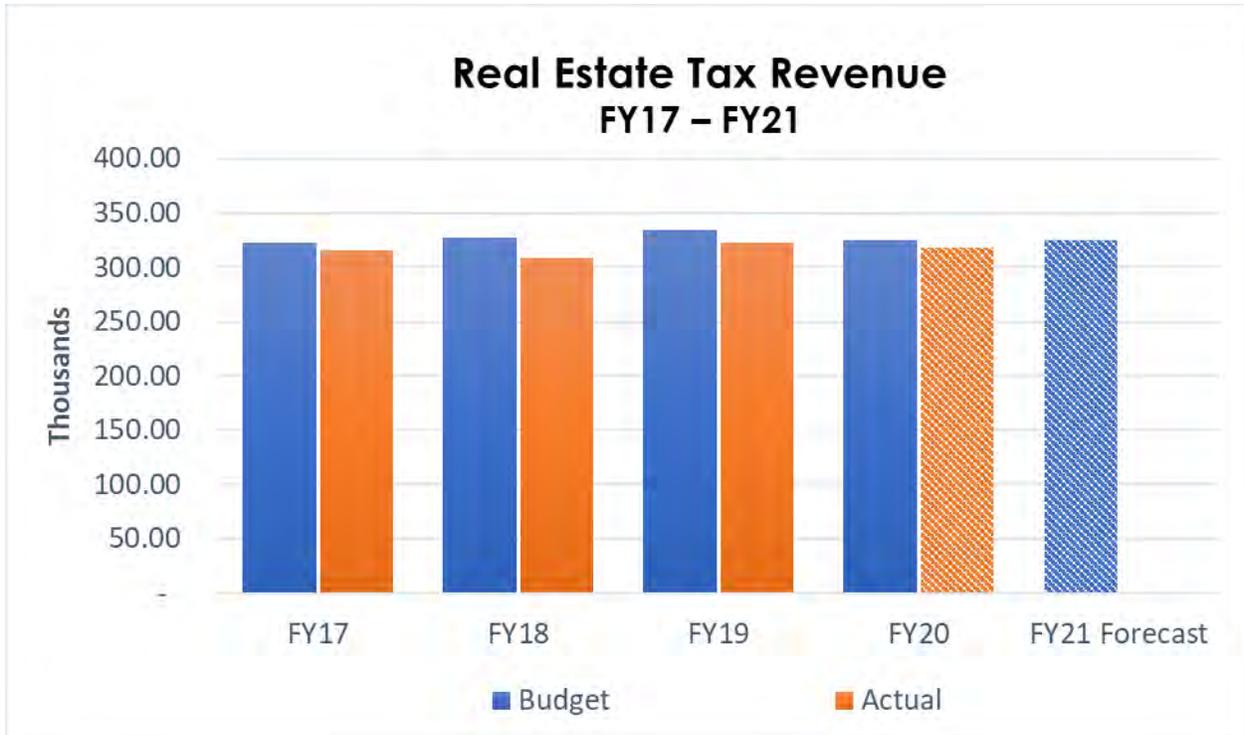
Prior to July 1, 2019, the Town of Vinton and County of Roanoke had a fixed Sales Tax sharing amount of 11.77% in the Gainsharing Agreement. This agreement expired on June 30, 2019 and was replaced by a Service Agreement. The Town receives a percentage of the Roanoke County Sales Tax from the State based on the percentage of the Town residents to the County residents. Due to COVID19, Sales Tax is estimated to have a significant decrease into next fiscal year. Staff from the Town and County worked together on this revenue projection.



**Real Estate and Personal Property Tax:**

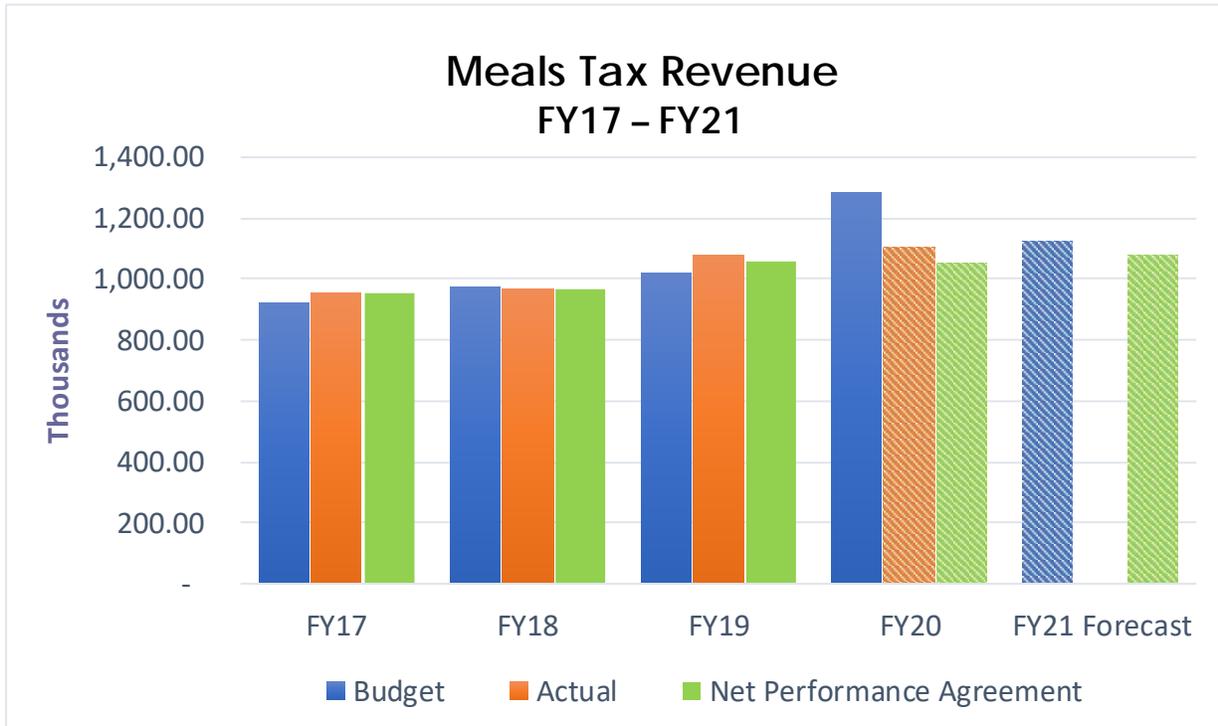
The current rate of \$0.07 per \$100 on real estate tax and \$1.00 per \$100 on personal property tax is unchanged. The assessment on both categories has been steadily increasing, although collection rate is less certain going into the next fiscal year and an allowance has been made for possible delay in collections.

*Real Estate and Personal Property Tax (continued):*



**Meals Tax:**

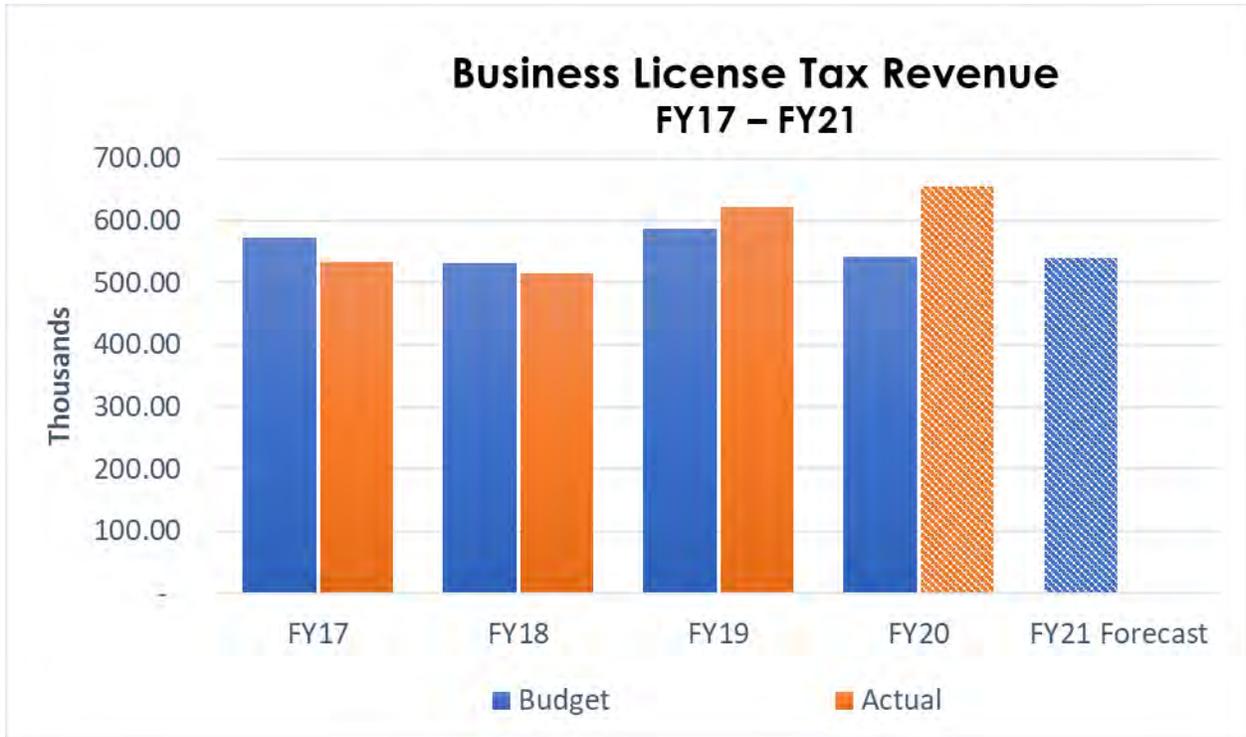
The meals tax continues to be a top revenue source for the Town. In order to fund ongoing capital needs, the Council adopted an Ordinance to increase the Meals Tax rate from 5.0% to 6.0%, effective August 1, 2019, and estimated to provide an additional \$243,000 in the current proposed budget and approximately \$260,000 for a full budget year. However, the COVID19 pandemic has greatly impacted our restaurants and revenue from meals as shown on our graph below. In order to maintain services, the Town Council is re-allocating the 1.0% meals tax increase from capital to public safety. This will allow the Town to continue to keep current services, and delay the capital improvement program until a time that revenues have improved.



**Business License Tax:**

The Town’s business license tax has been a significant source of revenue for the Town of Vinton. Prior to the pandemic, the Town was seeing a large increase in the business performed in the Town, thus showing an improvement in the local economy. The impact of the pandemic will not be fully realized until business license returns are filed in January 2021. As a conservative approach, the Town kept the budget on these revenue sources level instead of increasing the budget forecast to match the trending data.

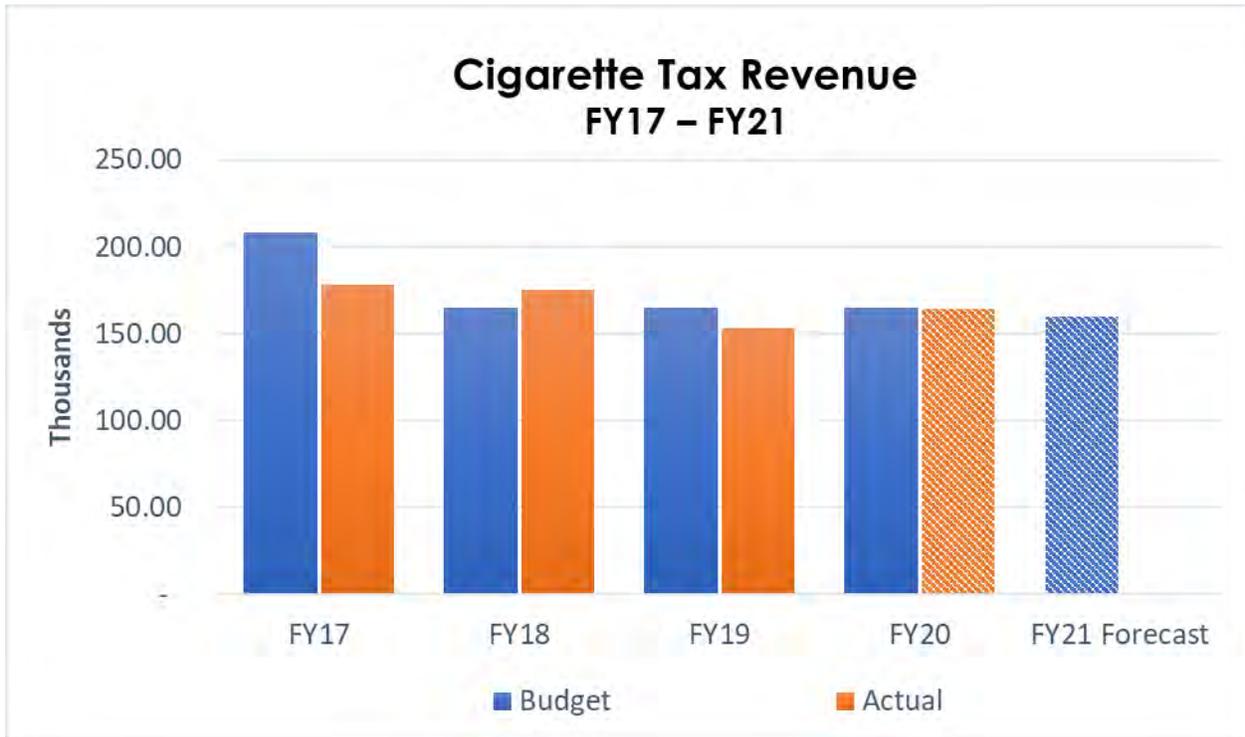
**Business License Tax (continued):**



**Cigarette Tax:**

The cigarette tax rate of \$.25 per carton is unchanged with the *FY2020/2021 Proposed Budget*. The Town is estimating this revenue source to generate approximately \$160,000 for the next fiscal year. Due to the movement of cigarette stores outside of Vinton and a change in the market with electronic cigarettes and vapor products, the Town is anticipating a continued slow decrease.

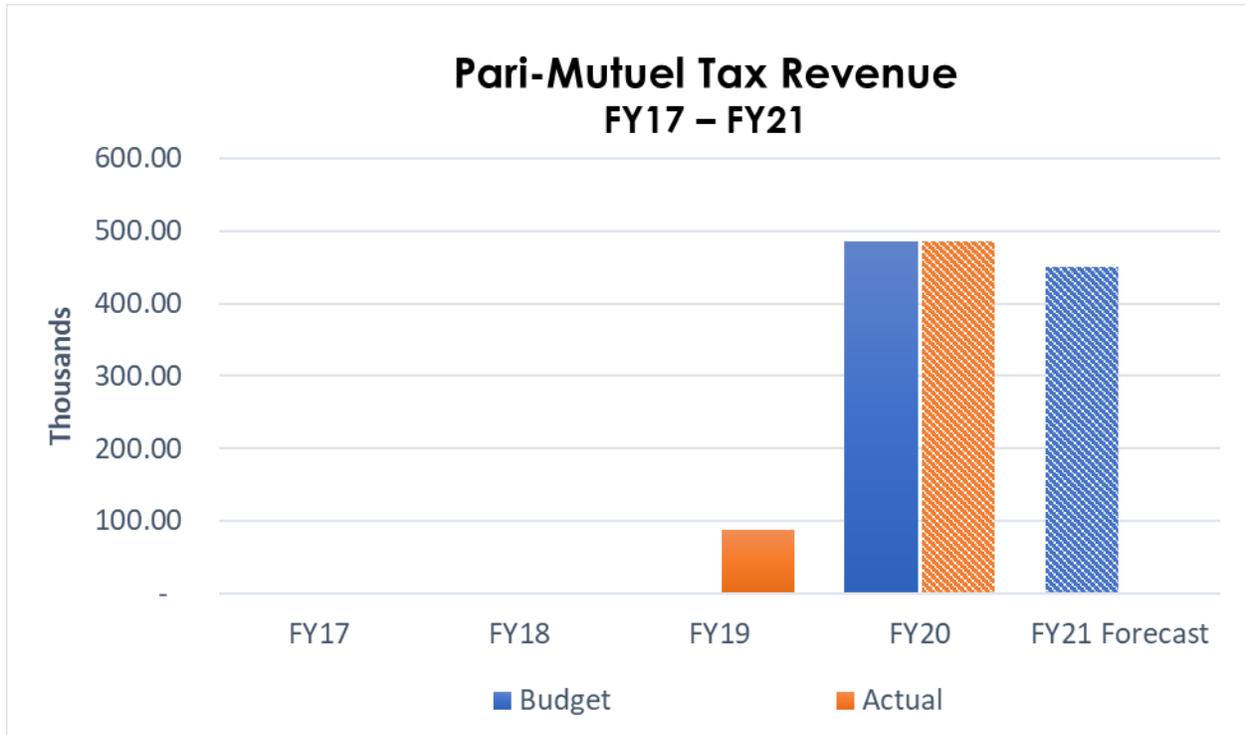
***Cigarette Tax (continued):***



***Para-mutuel Tax:***

The previous Colonial Downs facility shut down in the Town of Vinton approximately 6 years ago. Last year, the Virginia General Assembly approved legislation to allow historical horse racing terminals. The Rosie's franchise purchased the vacant property in Vinton and made significant improvements. The facility opened in May 2019, and was outperforming all revenue expectations for the first three quarters of fiscal year 2020. During the COVID19 pandemic, the facility has been closed to the public. As part of the Governor's Executive Orders, we are unsure when the facility will be allowed to open again. Due to this uncertainty, staff has budgeted an amount less than what we received on the first year of operation.

**Para-mutuel Tax (continued):**



**Expenditures:**

Each department was asked to critically evaluate their budget and identify budget reductions while maintaining the core government functions of their respective departments, which was successfully completed to generate the *FY2020/2021 Proposed Budget*. These budget reductions have resulted in a General Fund Budget that is balanced. These reductions were a difficult process, and include freezing three positions for the fiscal year, eliminating one position entirely, and freezing another position for six months. Programs and services have been evaluated and frequency has been changed to reduce costs. Employee events and travel have been greatly reduced to balance the increase in the VRS rate and the health insurance premium. The Town facilities and equipment are aging and our buildings not only need to be maintained but are going to require significant investment over the next 5-10 years. Although these capital needs are critical, the significant reduction to Town revenue resulted in a pause of the CIP program for FY2021. The Town hopes to re-instate the frozen positions and capital expenditures as the economy and local revenues improve.

**Personnel:**

The Town has an excellent reputation for being a desired employer as well as having outstanding employees who are committed to providing the best possible service to the community on a day-in and day-out basis. In the current proposed budget, the changes in Personnel include the elimination of one position due to a change of service frequency in our bulk pick-up program, freezing of three positions for the duration of the fiscal year, and freezing of one position for six months of the fiscal year. The Town was unable to implement a pay plan prepared by Virginia Tech or provide any increases to gross pay. The Town did absorb the health insurance increase, which kept the employee premiums at the same level.

***Personnel (continued):***

Funding is included in the *FY2020/2021 Proposed Budget* to provide the following:

- The Town significantly reduced travel, training, and employee events to absorb increases in VRS and Health Insurance premiums.
- The Town's insurance premiums received a 4.8% renewal increase effective July 1, 2020.
- The Town's VRS contribution rate increased from 11.70% to 12.46%.
- The Town's VRS group life insurance rate increased from 1.31% to 1.34%.
- The Town has provided cost of living increases in the past, but was unable to implement any increases in pay for the current fiscal year. When funding allows, the Town would like to implement a new pay plan prepared by Virginia Tech for the Town.

***Community Development***

The Planning and Zoning Department continues to ensure that any development and redevelopment activities meet the Town's adopted zoning requirements and land use policies to enhance the quality of life of Town's residents, increase homeownership, and attract private developers and businesses to invest in the community. The department is in the process of revising the zoning and subdivision ordinances to be more aligned with the changing landscape of the land use development. Also, in addition to implementing the Town's Comprehensive Plan goals and objectives, the department is obtaining and administering transportation grants to provide connections to the valley-wide greenway system by constructing additional greenway trails and adding sidewalks and bike lanes. In addition to transportation grants, the department is also assisting with the planning and administration of grant programs that will provide funding for comprehensive neighborhood rehabilitation, public and private infrastructural improvements, and the preservation and redevelopment of the historic Gish Mill site.

Staff in the Planning and Zoning Department are also responsible for managing and overseeing the Town of Vinton's website and social media accounts. These platforms are used to keep citizens informed of the day-to-day news and operations in the Town. During COVID-19, the website and social media were extensively used to keep people apprised of the Town's status and also used to help small businesses in the Town drive customers to their business during the stay at home orders. Additionally, the website and social media platforms will be used by the Planning and Zoning Department to receive citizens' comments and input on the Zoning Ordinance update as it was for the UDA code revisions.

***Community Revitalization***

The Town continues to focus revitalization efforts to facilitate housing rehabilitation, improve the community's walkability, enhance our transportation corridors and encourage the redevelopment of targeted underutilized commercial properties.

**Housing:** The Town has completed a \$1.5M Community Development Block Grant (CBDG) submittal to DHCD (Department of Housing and Community Development) to implement a Comprehensive Neighborhood Housing and Community Infrastructure Rehabilitation Program for the greater West Cleveland and Cedar Avenue neighborhood. The Town has worked with a grant management team and other community stakeholders for two years to develop the program goals and desired outcomes for the project. If awarded, the funds will be matched with an additional \$1.3M of Hazard Mitigation Grant Program (HMGP) and Southeast Rural Community Assistance Project (SERCAP) funds for the following program activities: (1) Housing Rehabilitation, (2) Acquisition,

demolition and relocation of residents occupying flood prone properties, (3) Water, wastewater and storm water improvements, (4) Sidewalk connections and improvements, and (5) Voluntary property blight removal.

**Transportation:** The Town continues to partner with the Greater Roanoke Transportation Corporation (GRTC) to maintain and enhance public transit routes within the Town to key commercial, public services and residential activity centers, such as Lake Drive Plaza, Washington Avenue and South Pollard Street. In addition, the Town has been awarded over \$3M in transportation related grants from the Virginia Department of Transportation (VDOT) to enhance walkability by adding signalized pedestrian crosswalks at the key intersections of South Pollard Street and Washington Avenue and Hardy and Vinyard Roads; and by also the continued development our sidewalk and greenway connectivity with the Glade Creek Greenway Phase II and developing bike/ped accommodations along Walnut Avenue.

**Commercial:** The Town has received over \$90,000 from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VABF) and the Department of Environmental Quality (DEQ) to conduct a Phase I and Phase II Environmental Study at Gish Mill and the South Pollard West Gateway. In addition, the Town was awarded a \$300,000 Community-wide Brownfields Assessment Grant from the Environmental Protection Agency (EPA), and has already begun with assessment of the environmental conditions at other “brownfield” sites throughout the community for future targeted redevelopment.

### ***Economic Development***

The Town of Vinton continues to work independently and collectively with other local and regional partners to pursue a variety of economic development activities to expand and diversify the local economy.

Key areas of focus for the Town are to place continued emphasis on “In-Fill” and “Up-Fill” development by targeting underutilized properties to market for new business ventures. While this approach primarily addresses the issue of the Town being essentially landlocked and with few large parcels of undeveloped space to actively market, this approach also can prove to be financially beneficial to the prospective developer or business owner looking to expand.

Due to many underutilized properties already having utilities, necessary zoning and existing infrastructure needs, those assets coupled with attractive local and historic tax incentives can often be a more affordable solution. These options also provide a quicker turn-around for being open for business as opposed to an entirely new construction build.

In partnership with Roanoke County, Vinton has realized immense success with this “redevelopment” strategy. The recent conversion of the former Roland E. Cook School and former William Byrd High School as apartments, the redevelopment of the former Vinton Library as a full service Macado’s Restaurant, the redevelopment of the former Vinton Motors Dealership as Vinyard Station, the restoration of an ice-rink and renovation of the fitness center at the Lancerlot Sports Complex, the return of Off-Track Horse Wagering as Rosie’s Gaming Emporium, and the rehabilitation of the Gish Mill Property into a mixed-use commercial property that will feature a restaurant, seasonal market and an Air-B&B type hospitality component, are examples that this approach is working and provides additional growth opportunity for the Town’s economic potential into the foreseeable future.

***Grant Fund:***

The Town elected to separate the grant funding and expenditures into a separate fund due to the volume and dollar value of the grants being awarded to the Town over the past three years. This fund will assist the Finance Department with tracking to ensure that grant funds are being used to the greatest benefit of the Town. For reporting purposes, this will be a component of the General Fund.

***Water and Wastewater Fund:***

The maintenance, operations, and investment in our water and wastewater system is a fundamental government service. We have recognized the significant needs in our aging utility system and diligently work to keep it functioning. However, in the upcoming 10-15 years, significant investment will be required to replace water and wastewater lines, pump stations, and equipment. The *FY2020/2021 Proposed Budget* as presented is balanced. In the *FY2020/2021 Proposed Budget*, there is no rate increase.

Early in 2019, Council approved a contract with Davenport & Company to perform a rate study for the Town system. The study provided data that the Town needed to implement several rate increases over the next four years to fund major projects and increased costs. The Town approved a multi-year rate increase in November 2019, a detailed copy of the rates is included in the budget appendix. Due to an 80% consumption reduction of the Town's third highest user, Davenport & Company was consulted again in March 2020 to review if further changes in rates need to be made from the loss of revenue. A schedule of the top water and wastewater users for the Town is also included in the budget appendix for your review.

***Capital Fund:***

The Town elected to re-open the Capital Improvement Fund last fiscal year. During the economic recession, the fund was closed and was not utilized. However, the Town has seen continued increases in maintenance costs and emergency purchases on equipment that was unable to be extended. Due to the COVID19 pandemic, the Town had to reduce the funding for the capital program to minimal levels and hopes to re-open this fund to address critical needs as the local economy and revenue streams improve. For the proposed budget, the only funding allocated in the Capital Fund is a \$175,000 match for the Mountain View Road VDOT Revenue Sharing Program.

***Stormwater Fund:***

In the *FY2020/2021 Proposed Budget* expenditures have been identified in the general fund and utility fund relating to stormwater and transferred to this fund. Since FY2016-2017, this fund has assisted staff and Council in knowing the dollar amounts associated with the costs of stormwater management in order to make a sound decision on a future stormwater utility fee in the Town. Funding is needed to ensure that Town will continue to stay in compliance with the stormwater permits requirements and the additional Total Maximum Daily Loads (TMDL) Action Plans requirements. The *FY2020/2021 Proposed Budget* has funding to provide analysis and recommendations to Council to implement a stormwater fee, which has been a discussion of the Town for several years. Unfortunately, with the significant revenue losses in the General Fund, finding a funding structure for the fund has become more important for future reliability.

## CONCLUSION

This document represents my 30<sup>th</sup> and most difficult budget to prepare in my public service career. I am very proud and appreciative of my staff who have supported me through the process in making very hard and necessary decisions to create a balanced budget during such uncertain times. Although the COVID-19 pandemic was not of our own doing, I am confident that the Town will bounce back, be stronger than before and will continue to make Vinton the “IN” place to live, eat, work and play.

Members of the Town staff will be available to assist and support the Town Council during your deliberation on this *Proposed Budget*. We will provide any additional information or data you may need during your review of the objectives and proposals included in this document. Copies of the *FY2020/2021 Proposed Budget* are available in the Town Manager’s Office, as well as the Treasurer’s Office and on the Town’s web site at [www.vintonva.gov](http://www.vintonva.gov). Finally, a document of this size and magnitude is a product of many individuals. This *Proposed Budget* would not be possible without the contributions of our Town Council, the Council Finance Committee, Finance Director/Treasurer Anne Cantrell, Executive Assistant/Town Clerk Susan Johnson, Assistant Town Manager Richard Peters, Director of Human Resources/Risk Manager Donna Collins, Financial Services Analyst Brandon Gann, the Town Leadership Team, and supporting staff throughout our organization.

Very truly yours,

A handwritten signature in cursive script that reads "Barry W. Thompson".

Barry W. Thompson  
Town Manager

/bwt

## The Budget Overview

The budget document is the means of communicating to citizens the activities and goals for the Town in the upcoming fiscal year. It identifies the resources required to meet these goals and details how those requirements will be met. The budget is used as a working plan to assist Town management in ensuring that decisions made as part of day-to-day operations are consistent with the Town's short- and long-term goals. Considering that the budget is a plan, it may be amended during the year by the Town Council to reflect revised priorities or a changing financial environment.

There are five different budgets presented in this document; the general fund budget, the grant fund budget, the utility fund budget, the capital fund budget and the stormwater fund budget. The general fund budget provides for the administration of the Town and the delivery of goods and services to the community and the Town departments. The grant fund budget is a component of the General Fund and is used to track grant expenditures and revenue to ensure that grant funds are being used to the greatest benefit of the Town. The utility fund budget provides for the operation of the Town's water system and regional sewer treatment plant participation. The capital fund budget is a component of the General Fund and will be used to track large capital expenditures funded by a transfer of funds. The stormwater budget will be utilized to track costs relating to stormwater expenses that have previously been paid for from the general fund and the utility fund. These budgets cover a 12-month period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

### Document Structure

The general fund budget portion of the document is structured in increasing levels of detail, starting with budget summaries that state the budget in the broadest of terms. Expenditures and revenues are presented for each Fund in total dollars by source and use. The definition of a Fund and the different Funds utilized by the Town are found in the Budgetary Accounting section of this narrative. Following this break down is a Revenue Summary listing each revenue item for the Town. The revenue detail summaries are followed by a full-time personnel summary count by department. Prior year actual amounts, current year revised budget amounts and the upcoming fiscal year approved budget are represented for each level of detail. Finally, the document provides a narrative for each department indicating the function, activities and resources of each department and any changes that are being made to the department for the budgeted fiscal year.

### The Budget Process

The operating budget process begins with the distribution of Capital Improvement Request Forms to each Department Head during the fall which is due by the end of the calendar year

so they can be reviewed and scheduled for a presentation to the Planning Commission Meeting. Later in the year, budget forms for personnel and operating budgets and distributed to departments with a due date of January 31<sup>st</sup>. Letters to Community Organizations are mailed in December indicating that their request for funding are due back to the Town Manager's Office by February 15<sup>th</sup> so they can be reviewed and these organizations may be invited to make a presentation to Town Council during the March Council Meetings.

Department submissions are reviewed and analyzed by the Council Finance Committee consisting of two members of Council, the Finance Director/Treasurer and the Town Manager. A process is created at these meetings to balance the revenue and expenditure requests. Mid-March the public hearing notices are advertised for the Real Property tax rates in order to set the rates for the new tax year. Beginning in late March to early April the budget is presented to Council in a budget work session. The Town Manager and Treasurer/Finance Director make a detailed presentation of the proposed budget to Council. After these presentations, Council holds additional work sessions, if needed, to discuss the budget and makes changes.

After careful consideration and deliberation on staff and citizen input, the preliminary budget, as modified for additions and deletions, is advertised for adoption by the Town Council. At a Regular Council Meeting during May or early June, Town Council approves the Budget through an ordinance. The ordinance places legal restrictions on expenditures at the departmental level. A department total or budget category can only be revised by the official action of Town Council. The authority of the Town Manager to transfer certain budgeted amounts is provided in the Intradepartmental and Interdepartmental Transfer Policy, approved by Council. Per this Policy, the Council Finance Committee is also allowed to approve budget fund transfers not to exceed \$10,000. Request to amend the budget are presented to Council formally through a written report outlining in detail the purpose of the request. A resolution is adopted in a regular Council Meeting for the actual dollar amount appropriating the amount to the line item in the budget from the revenue source.

Once Council has approved a resolution for a budget amendment, the Town Clerk provides a copy of the signed resolution to the Finance Department and the budget amendment is made in the accounting system.

## Budgetary Accounting

The Town's financial operations are budgeted and accounted for by "funds." A fund is a separate and self-balancing accounting unit with its own specific revenues and expenditures. Separate funds established by the Town include:

- General Fund - used to account for general operating expenditures and revenues;
- Grant Fund - a component of the General Funds used to track expenditures and revenue of grant funds received from state, federal or other agencies and organizations;

- Utility Fund - used to account for operations of the public water and sewer system financed through user charges and other system revenues.
- Capital Fund – used to account for financial resources for the acquisition or construction of major capital purchases.
- Stormwater Fund – used to track expenses on stormwater during the year, currently funded by a transfer from the General Fund and Utility Fund.

The Town’s budget and budget reporting vehicles utilize accrual plus encumbrance basis of accounting. This refers to when revenue and expenditures are recognized. In accrual accounting, revenues are recognized when they are both measurable and available to finance current expenditures. Expenditures are recognized when incurred. Encumbrance basis includes expenditures for which funds have been obligated but not yet expended.

Monthly Financial Reports are prepared for Departments, Administration and Council providing them month-to-date expended, encumbrances, year-to-date expended and remaining balance information. Also, at the time of posting of Purchase Orders and Accounts Payable a check on the balances in the expenditures accounts is required.

## Financial Policies

The Town of Vinton has Council approved Financial Policies for General Fund Reserves, Investments, and Intradepartmental and Interdepartmental Transfers. Staff has also set an administrative policy for Grants. The Town is required to follow Virginia State Code guidelines for debt issuance. A summary of the Town policies is included below:

- **Debt Policy:** Per Article VII. Of the Constitution of Virginia, no city or town shall issue any bonds or other interest-bearing obligations which, including existing indebtedness, shall at any time exceed ten per centum of the assessed valuation of the real estate in the city or town subject to taxation, as shown by the last preceding assessment for taxes.
- **General Fund Reserve Policy:** The Town will maintain a discretionary reserve equal to 2 months of General Fund revenues for economic uncertainty, emergency reserve, and working capital needs. The Town Treasurer is authorized to transfer up to \$1,000,000 of working capital from the reserve fund during the year for cash flow needs.
- **Grant Policy and Procedures:** The grant policy provides responsibilities of grant accountability and recording for the departments and the Finance Department, and provides guidance on procedures for accounting. This is an internal policy that can be amended.
- **Intradepartmental and Interdepartmental Transfer Policy:** The Town Manager may move up to \$10,000 within a department account by signature or between department

accounts with approval of the Finance Committee. All transfers appropriated new revenue budget or moving more than \$10,000 must be taken to Council for final approval.

- **Statement of Investment Policy:** The policy governs overall administration and management of funds held in the Town's investment portfolio. The portfolio shall be managed in line with the following hierarchy of objectives; the preservation of principal, maintenance of liquidity, and maximize return. The average maturity of the operating fund portfolio will not exceed 1 year. Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investment is made to coincide as nearly as practicable with expected use of funds.

## Budget Calendar

<b>September 16, 2019</b>	Distribute CIP Request Forms to Departments
<b>November 15, 2019</b>	CIP Request Forms returned to Finance Department
<b>December 16, 2019</b>	Budget Spreadsheets given to Departments
<b>January 15, 2020</b>	Mail Letters to Community Organizations
<b>January 17, 2020</b>	Budget Submissions due from Departments
<b>January/February 2020</b>	Management Review of Preliminary Budget
<b>February 1, 2020</b>	Payroll Budget Information due to Finance
<b>February 21, 2020</b>	Budget Discussion at Council Retreat
<b>April 7, 2020</b>	Public Hearing for Tax Rates
<b>April 14, 2020</b>	Finance Committee Budget Work Session
<b>May 12, 2020</b>	Finance Committee Review - Manager's Request
<b>May 15, 2020</b>	Distribution of Proposed Budget Document to Council
<b>May 19, 2020</b>	Budget Work Session – Council Meeting
<b>May 31, 2020</b>	Distribution of CIP to Planning Commission
<b>June 2, 2020</b>	Public Hearing on FY 2021 Proposed Budget
<b>June 9, 2020</b>	Finance Committee Review, if needed
<b>June 16, 2020</b>	Adoption of FY 2021 Budget

# Annual Operating Budget

## Functional Units

General Fund	Grant Fund
Building and Grounds Communication Services Economic Development Fire & EMS Building Health Department Building Human Resources Legal Services Highway Maintenance Planning & Zoning Police Department Police/Animal Control Public Transportation Public Works Administration Recycling Refuse Collection Senior Program Snow and Ice Removal Special Programs Town Council Town Manager's Office Town Museum Traffic Signs & Street Lights Treasurer/Finance Department Vinton Business Center Vinton Veterans Monument War Memorial Retiree Insurance	DMV Overtime Grant Emergency Services Grant DCJS Live Scan Grant 21st Century Policing Grant BVP Vest Grant LE Block Grant Fire Programs Grant DMV DUI Taskforce Grant VDOT Greenway Grant(s) Gish Mill Study Grant VML Risk Management Grant Arbor Day Grant CCD Neighborhood Planning Grant Brownfield Grant(s) Walnut Ave Bike Ped Grant(s) VIDA/TAF Grant Bryne Jag Grant 2020 Census Grant
	<b>Utility Fund</b>
<b>Capital Fund</b> Police Department Highway Maintenance Economic Development	Customer Accounts Purchased Water Wastewater System Maintenance Water & Wastewater Administration Water System Maintenance
	<b>Stormwater Fund</b>
	Administration Operations Street & Road Cleaning

**TOWN OF VINTON  
REVENUE AND EXPENDITURE SUMMARY**

	<b>General Fund</b>	<b>Grant Fund</b>	<b>Utility Fund</b>	<b>Capital Fund</b>	<b>Stormwater Fund</b>	<b>Total</b>
<b>Revenues</b>						
General Property Taxes	\$ 683,300	\$ -	\$ -	\$ -	\$ -	\$ 683,300
Other Local Taxes	3,354,000	-	-	-	-	3,354,000
Permits and Fees	2,500	-	-	-	-	2,500
Fines & Forfeitures	51,200	-	-	-	-	51,200
Use of Money	21,500	-	5,000	-	-	26,500
Use of Property	136,800	-	-	-	-	136,800
Charges for Services	-	-	-	-	-	-
Charges for War Memorial	105,000	-	-	-	-	105,000
Miscellaneous Revenue	291,990	-	-	-	-	291,990
Recovered Cost	10,000	-	3,000	-	-	13,000
Non-Categorical Aid	414,260	-	-	-	-	414,260
State Sales Tax	864,000	-	-	-	-	864,000
Categorical Aid	1,234,000	-	-	-	-	1,234,000
Operating Revenues	-	-	3,818,500	-	-	3,818,500
Grant Revenue	-	4,000	-	-	-	4,000
Transfer In	-	-	-	175,000	489,723	664,723
<b>Total Revenue</b>	<b>\$ 7,168,550</b>	<b>\$ 4,000</b>	<b>\$ 3,826,500</b>	<b>\$ 175,000</b>	<b>\$ 489,723</b>	<b>\$ 11,663,773</b>
<b>Expenditures</b>						
Personnel	\$ 3,717,453	\$ -	\$ 1,053,640	\$ -	\$ 332,915	\$ 5,104,008
Operating	2,141,884	4,000	1,230,605	-	84,081	3,460,570
Capital	444,469	-	383,250	175,000	34,000	1,036,719
Debt	444,882	-	770,629	-	38,727	1,254,238
Transfers	419,862	-	244,862	-	-	664,724
Contingency	-	-	143,514	-	-	143,514
<b>Total Expenditures</b>	<b>\$ 7,168,550</b>	<b>\$ 4,000</b>	<b>\$ 3,826,500</b>	<b>\$ 175,000</b>	<b>\$ 489,723</b>	<b>\$ 11,663,773</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Audited Unassigned Balance as of FY19</i>	<i>2,919,827</i>	<i>-</i>	<i>2,172,853</i>	<i>-</i>	<i>(51,638)</i>	<i>5,041,042</i>
<b>Est. Beginning Unassigned Fund Balance</b>	<b>\$ 2,816,055</b>	<b>\$ -</b>	<b>\$ 2,172,853</b>	<b>\$ -</b>	<b>\$ (51,638)</b>	<b>\$ 4,937,270</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Est. Ending Unassigned Fund Balance</b>	<b>\$ 2,816,055</b>	<b>\$ -</b>	<b>\$ 2,172,853</b>	<b>\$ -</b>	<b>\$ (51,638)</b>	<b>\$ 4,937,270</b>
<b>Estimated Fund Balance/Annual Budget</b>	<b>39.28%</b>	<b>0.00%</b>	<b>56.78%</b>	<b>0.00%</b>	<b>-10.54%</b>	

**TOWN OF VINTON**  
**MAJOR FUND CONSOLIDATED SUMMARY<sup>1</sup>**  
**GENERAL FUND**

	<u>FY2019 Actual</u>	<u>FY2020 Projected</u>	<u>FY2021 Proposed</u>
<b>Revenues</b>			
General Property Taxes	\$ 685,924	\$ 684,241	\$ 683,300
Other Local Taxes	2,820,005	3,511,879	3,354,000
Permits and Fees	6,305	4,517	2,500
Fines & Forfeitures	71,210	37,921	51,200
Use of Money	25,780	37,609	21,500
Use of Property	143,305	133,814	136,800
Charges for Services	233,357	-	-
Charges for War Memorial	123,361	82,425	105,000
Miscellaneous Revenue	966,100	424,928	291,990
Recovered Cost	51,482	33,025	10,000
Non-Categorical Aid	398,609	422,323	414,260
State Sales Tax	1,365,467	1,049,078	864,000
Categorical Aid	1,259,814	1,245,597	1,234,000
Operating Revenues	-	-	-
Grant Revenue	-	-	-
Transfer In	-	-	-
<b>Total Revenue</b>	<b>\$ 8,150,719</b>	<b>\$ 7,667,357</b>	<b>\$ 7,168,550</b>
<b>Expenditures</b>			
Personnel	\$ 4,501,389	\$ 3,600,026	\$ 3,717,453
Operating	2,205,627	2,224,844	2,141,884
Capital	711,679	668,773	444,469
Debt	436,599	447,372	444,882
Transfers	333,903	830,117	419,862
Contingency	-	-	-
<b>Total Expenditures</b>	<b>\$ 8,189,197</b>	<b>\$ 7,771,132</b>	<b>\$ 7,168,550</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (38,478)</b>	<b>\$ (103,775)</b>	<b>\$ -</b>
<b>Est. Beginning Unassigned Fund Balance</b>	<b>\$ 2,958,308</b>	<b>\$ 2,919,830</b>	<b>\$ 2,816,055</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ (38,478)</b>	<b>\$ (103,775)</b>	<b>\$ -</b>
<b>Est. Ending Unassigned Fund Balance</b>	<b>\$ 2,919,830</b>	<b>\$ 2,816,055</b>	<b>\$ 2,816,055</b>
<b>Estimated Fund Balance/Annual Budget</b>	<b>35.65%</b>	<b>36.24%</b>	<b>39.28%</b>

<sup>1</sup> Major Fund is equal to 10.00% or more of the Total Budget

**TOWN OF VINTON**  
**MAJOR FUND CONSOLIDATED SUMMARY<sup>1</sup>**  
**UTILITY FUND**

	<b>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Proposed</b>
<b>Revenues</b>			
Use of Money	40,851	7,328	5,000
Recovered Cost	5,480	6,378	3,000
Operating Revenues	3,760,741	3,570,945	3,818,500
Transfer In	-	-	-
<b>Total Revenue</b>	<b>\$ 3,807,072</b>	<b>\$ 3,584,651</b>	<b>\$ 3,826,500</b>
<b>Expenditures</b>			
Personnel	\$ 1,134,261	\$ 1,068,185	\$ 1,053,640
Operating	1,921,020	957,314	1,230,605
Capital	336,158	490,114	383,250
Debt	182,969	772,819	770,629
Transfers	171,913	230,105	244,862
Contingency	-	-	143,514
<b>Total Expenditures</b>	<b>\$ 3,746,321</b>	<b>\$ 3,518,537</b>	<b>\$ 3,826,500</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ 60,751</b>	<b>\$ 66,114</b>	<b>\$ -</b>
<b>Est. Beginning Unassigned Fund Balance</b>	<b>\$ 2,112,102</b>	<b>\$ 2,172,853</b>	<b>\$ 2,238,967</b>
<b>Increase/(Decrease) in Fund Balance</b>	<b>\$ 60,751</b>	<b>\$ 66,114</b>	<b>\$ -</b>
<b>Est. Ending Unassigned Fund Balance</b>	<b>\$ 2,172,853</b>	<b>\$ 2,238,967</b>	<b>\$ 2,238,967</b>
<b>Estimated Fund Balance/Annual Budget</b>	<b>58.00%</b>	<b>63.63%</b>	<b>58.51%</b>

<sup>1</sup> Major Fund is equal to 10.00% or more of the Total Budget

## Revenue Funding Description

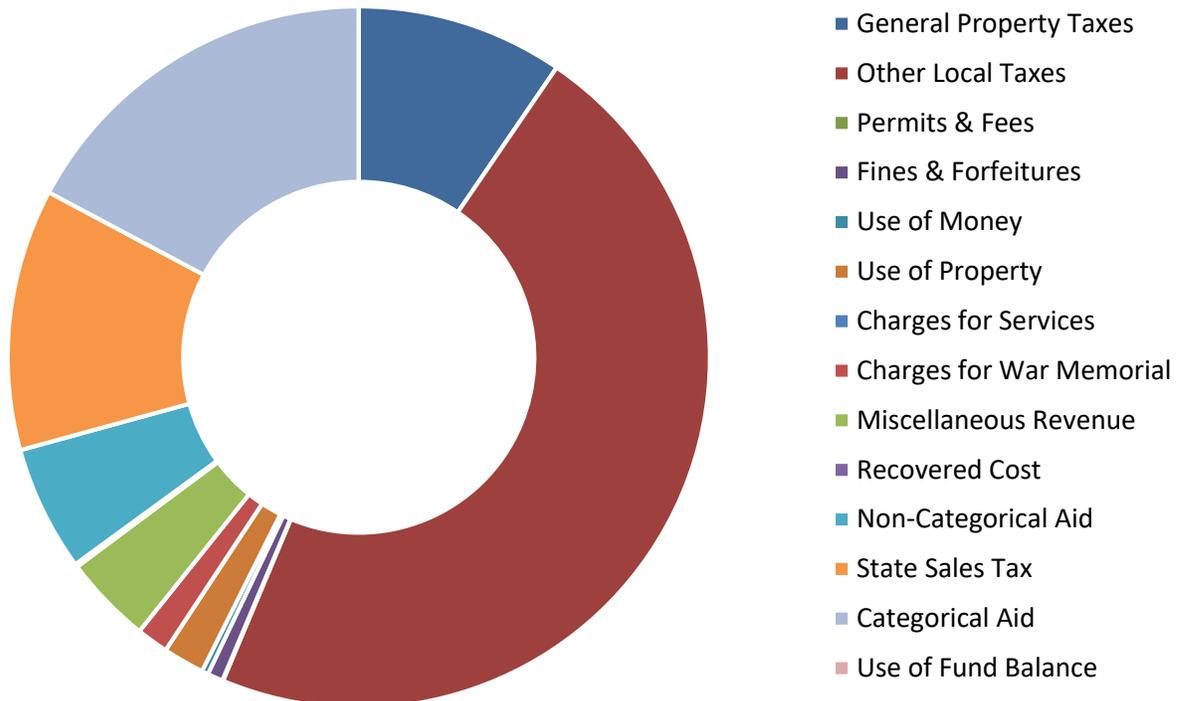
Revenue Source	Collection Description
<b>General Property Taxes</b>	Real Estate Taxes, Personal Property Taxes, and Public Service Corporation Taxes. Real Estate Taxes are collected June 5th and December 31st, while Personal Property Taxes and Public Service Corporation Taxes are all due by May 31st.
<b>Other Local Taxes</b>	Consumer's Utility Tax (Due Monthly), Business License Taxes (Due March 31st), Franchise License Taxes, Motor Vehicle Licenses (Due May 31st), Bank Stock Taxes, Pari-Mutuel Tax, Admissions & Amusement Taxes (Due Monthly), Hotel & Motel Room Taxes (Due Monthly), Prepared Food Taxes (Due Monthly), Pari-Mutuel Tax (Due Weekly) and Cigarette Tax (Due when Stamps Purchased).
<b>Permits &amp; Fees</b>	Permits from Planning & Zoning (due upon beginning of project).
<b>Fines &amp; Forfeitures</b>	Court Fines & Forfeitures, Parking Fines, and False Alarm Fees generated by the Police Department.
<b>Use of Money</b>	Interest from investments at financial institutions, typically paid on an annual basis.
<b>Use of Property</b>	Rental of Town Property, Rental of the Senior Center, and anticipated Sale of Equipment.
<b>Charges for Services</b>	Additional Waste Dumping Fees, Special Programs Income, and Senior Program Reimbursement.
<b>Charges for War Memorial</b>	Rental of the War Memorial, Taxable Sales, and Revenue from Use by Other Departments.
<b>Miscellaneous Revenue</b>	Revenue items that do not fit another designation as well as Roanoke County payment for refuse collection, debt reimbursement on the Fire-EMS Building, and veteran monument contribution.
<b>Recovered Cost</b>	Recoveries and rebates, and police contractual services.
<b>Non-Categorical Aid</b>	Assistance for Motor Vehicles Carriers, HB 599 Police Assistance Funds, and Personal Property Tax Relief from the State.
<b>State Sales Tax</b>	Portion of the Town of Vinton population to the Roanoke County population is multiplied by all sales tax received in Roanoke County. Per Chapter 191 of the 1966 Virginia General Assembly.
<b>Categorical Aid</b>	Funding from the State or Federal Level that is not a reimbursable grant. Example would be the Highway Maintenance Funds.

## General Fund Summary of Revenues Comparison by Function

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
General Property Taxes	700,649	693,300	683,300	(10,000)	-1.44%
Other Local Taxes	3,079,423	3,527,770	3,354,000	(173,770)	-4.93%
Permits & Fees	4,162	5,750	2,500	(3,250)	-56.52%
Fines & Forfeitures	60,652	57,100	51,200	(5,900)	-10.33%
Use of Money	68,002	40,000	21,500	(18,500)	-46.25%
Use of Property	164,983	138,000	136,800	(1,200)	-0.87%
Charges for Services	226,527	2,750	-	(2,750)	-100.00%
Charges for War Memorial	122,098	123,000	105,000	(18,000)	-14.63%
Miscellaneous Revenue	903,305	284,440	291,990	7,550	2.65%
Recovered Cost	65,819	10,000	10,000	-	0.00%
Non-Categorical Aid	414,427	415,760	414,260	(1,500)	-0.36%
State Sales Tax	1,468,511	1,000,000	864,000	(136,000)	-13.60%
Categorical Aid	1,278,956	1,230,000	1,234,000	4,000	0.33%
Use of Fund Balance	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>8,557,513</b>	<b>7,527,870</b>	<b>7,168,550</b>	<b>(359,320)</b>	<b>-4.77%</b>

\*Changes in Public Safety relate to reducing the costs of the Fire & EMS Department with transfer of service to the County per new Memorandum of Understanding signed with Roanoke County.

### FY 20-21 Revenue Budget



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
CURRENT TAXES - REAL ESTAT	200.1101.001	308,483.30	322,072.70	144,018.18	325,000.00	325,000.00	325,000.00
<b>CURRENT REAL ESTATE TAXES</b>		<b>308,483.30</b>	<b>322,072.70</b>	<b>144,018.18</b>	<b>325,000.00</b>	<b>325,000.00</b>	<b>325,000.00</b>
DELINQUENT TAXES - R.ESTAT	200.1102.002	6,025.89	5,671.50	2,902.82	3,000.00	3,000.00	3,000.00
PUBLIC SERVICE CORP.	200.1102.005	12,564.22	12,890.02	13,229.62	12,800.00	12,800.00	12,800.00
REAL ESTATE - PENALTIES	200.1102.006	4,056.42	3,535.05	3,087.84	3,000.00	3,000.00	3,000.00
REAL ESTATE - INTEREST	200.1102.007	1,200.93	747.42	657.60	500.00	500.00	500.00
<b>DEL. RE TAX &amp; PUB. SVC. CORP.</b>		<b>23,847.46</b>	<b>22,843.99</b>	<b>19,877.88</b>	<b>19,300.00</b>	<b>19,300.00</b>	<b>19,300.00</b>
CURRENT PERSONAL PROP. TAX	200.1103.001	312,037.10	317,498.18	34,902.45	315,000.00	305,000.00	305,000.00
DELINQUENT TAXES-PERS. PRO	200.1103.002	19,107.98	18,224.89	11,891.61	16,000.00	16,000.00	16,000.00
PERSONAL PROP. - PENALTIES	200.1103.006	10,971.87	11,485.66	7,376.22	9,500.00	9,500.00	9,500.00
PERSONAL PROP. - INTEREST	200.1103.007	11,476.13	8,523.20	7,803.21	8,500.00	8,500.00	8,500.00
<b>PERSONAL PROPERTY TAXES</b>		<b>353,593.08</b>	<b>355,731.93</b>	<b>61,973.49</b>	<b>349,000.00</b>	<b>339,000.00</b>	<b>339,000.00</b>
COMMUNICATIONS SALES/USE TAX	200.1202.001	723,331.96	704,375.75	468,770.93	720,000.00	685,000.00	685,000.00
E-911 TELEPHONE TAX	200.1202.002	.00	.00	.00	.00	.00	.00
MOBILE TELEPHONE TAX	200.1202.003	.00	.00	.00	.00	.00	.00
<b>COMMUNICATIONS SALES/USE TAX</b>		<b>723,331.96</b>	<b>704,375.75</b>	<b>468,770.93</b>	<b>720,000.00</b>	<b>685,000.00</b>	<b>685,000.00</b>
CONTRACTING	200.1203.001	22,166.80	32,260.04	29,834.45	21,300.00	18,000.00	18,000.00
RETAIL SALES	200.1203.002	255,387.57	263,216.43	294,422.56	255,000.00	255,000.00	255,000.00
PROFESSIONAL	200.1203.003	129,293.88	123,465.68	138,127.85	100,000.00	100,000.00	100,000.00
REPAIRS, PERSONAL & BUS. S	200.1203.004	66,101.88	152,694.49	155,287.79	128,000.00	128,000.00	128,000.00
WHOLESALE	200.1203.005	-3,924.56	1,466.45	2,329.91	3,500.00	1,000.00	1,000.00
MISCELLANEOUS	200.1203.006	12,977.19	13,637.30	11,937.27	5,000.00	5,000.00	5,000.00
TAX ON PUBLIC UTILITIES	200.1203.007	33,882.52	34,368.60	23,413.32	30,000.00	32,000.00	32,000.00
<b>BUSINESS LICENSE TAXES</b>		<b>515,885.28</b>	<b>621,108.99</b>	<b>655,353.15</b>	<b>542,800.00</b>	<b>539,000.00</b>	<b>539,000.00</b>
FRANCHISE TAX - R. GAS CO.	200.1204.001	4,251.76	4,541.23	.00	4,000.00	4,000.00	4,000.00
RIGHTS-OF-WAY USE FEE	200.1204.005	27,410.71	22,254.91	13,293.60	27,000.00	22,500.00	22,500.00
<b>FRANCHISE LICENSE TAXES</b>		<b>31,662.47</b>	<b>26,796.14</b>	<b>13,293.60</b>	<b>31,000.00</b>	<b>26,500.00</b>	<b>26,500.00</b>
VEHICLE DECALS	200.1205.001	.00	.00	.00	.00	.00	.00
VEHICLE LICENSE FEE	200.1205.002	171,997.72	167,873.10	44,616.88	165,000.00	165,000.00	165,000.00
<b>MOTOR VEHICLE LICENSES</b>		<b>171,997.72</b>	<b>167,873.10</b>	<b>44,616.88</b>	<b>165,000.00</b>	<b>165,000.00</b>	<b>165,000.00</b>
BANK STOCK TAXES	200.1206.001	230,589.49	230,859.00	.00	231,200.00	200,000.00	200,000.00
<b>BANK STOCK TAXES</b>		<b>230,589.49</b>	<b>230,859.00</b>	<b>.00</b>	<b>231,200.00</b>	<b>200,000.00</b>	<b>200,000.00</b>
PARI-MUTUEL TAX	200.1207.001	.00	88,888.79	462,607.18	485,000.00	450,000.00	450,000.00
<b>PARI-MUTUEL TAX</b>		<b>.00</b>	<b>88,888.79</b>	<b>462,607.18</b>	<b>485,000.00</b>	<b>450,000.00</b>	<b>450,000.00</b>
ADMISSIONS TAX	200.1209.001	.00	2,323.75	2,487.22	500.00	2,000.00	2,000.00
<b>ADMISSIONS TAX</b>		<b>.00</b>	<b>2,323.75</b>	<b>2,487.22</b>	<b>500.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
TRANSIENT OCCUPANCY TAX	200.1210.001	2,815.75	2,939.86	1,246.70	2,000.00	1,500.00	1,500.00
<b>TRANSIENT OCCUPANCY TAX</b>		<b>2,815.75</b>	<b>2,939.86</b>	<b>1,246.70</b>	<b>2,000.00</b>	<b>1,500.00</b>	<b>1,500.00</b>
PREPARED FOOD TAX	200.1211.001	966,052.78	1,078,908.21	875,579.15	1,285,270.00	1,125,000.00	1,125,000.00
<b>PREPARED FOOD TAX</b>		<b>966,052.78</b>	<b>1,078,908.21</b>	<b>875,579.15</b>	<b>1,285,270.00</b>	<b>1,125,000.00</b>	<b>1,125,000.00</b>
CIGARETTE TAX	200.1212.001	175,020.16	153,103.50	153,187.50	165,000.00	160,000.00	160,000.00
<b>CIGARETTE TAX</b>		<b>175,020.16</b>	<b>153,103.50</b>	<b>153,187.50</b>	<b>165,000.00</b>	<b>160,000.00</b>	<b>160,000.00</b>
ANIMAL LICENSES	200.1301.001	2,650.00	2,245.50	.00	.00	.00	.00
<b>ANIMAL LICENSES</b>		<b>2,650.00</b>	<b>2,245.50</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
SITE PLAN & SUBDIVISION FE	200.1303.004	1,400.00	150.00	1,245.00	1,000.00	500.00	500.00
SIGN PERMITS	200.1303.005	1,310.00	1,287.00	1,115.00	1,500.00	500.00	500.00
ZONING PERMITS	200.1303.007	3,085.00	2,450.00	1,475.00	3,000.00	1,500.00	1,500.00
MISCELLANEOUS FEES	200.1303.009	510.00	275.00	31.50	250.00	.00	.00
<b>PERMITS &amp; OTHER LICENSES</b>		<b>6,305.00</b>	<b>4,162.00</b>	<b>3,866.50</b>	<b>5,750.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
COURT FINES & FORFEITURES	200.1401.001	69,485.18	59,387.05	36,521.48	55,000.00	50,000.00	50,000.00
PARKING FINES	200.1401.002	1,675.00	1,205.00	1,460.00	2,000.00	1,200.00	1,200.00

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
FALSE ALARM FINES	200.1401.003	.00	.00	.00	100.00	.00	.00
LITTERING CIVIL PENALTY	200.1401.004	50.00	60.00	.00	.00	.00	.00
<b>FINES &amp; FORFEITURES</b>		<b>71,210.18</b>	<b>60,652.05</b>	<b>37,981.48</b>	<b>57,100.00</b>	<b>51,200.00</b>	<b>51,200.00</b>
INTEREST FROM INVESTMENTS	200.1501.001	22,738.15	48,820.06	15,170.22	38,000.00	20,000.00	20,000.00
INTEREST FROM CDBG REV LOA	200.1501.002	3,042.26	2,034.97	1,192.93	2,000.00	1,500.00	1,500.00
INTEREST INCOME FROM BONDS	200.1501.004	.14	17,146.59	3.06	.00	.00	.00
<b>REVENUE FROM USE OF MONEY</b>		<b>25,780.55</b>	<b>68,001.62</b>	<b>16,366.21</b>	<b>40,000.00</b>	<b>21,500.00</b>	<b>21,500.00</b>
RENTAL OF TOWN PROPERTY	200.1502.001	122,652.74	119,140.39	87,868.21	118,000.00	118,000.00	118,000.00
RENTAL OF EQUIPMENT	200.1502.002	.00	.00	.00	.00	.00	.00
RENTAL OF SENIOR CENTER	200.1502.003	17,377.25	21,306.50	13,682.00	19,000.00	10,000.00	10,000.00
DOH BLDG UTILITY PAYMENT	200.1502.004	3,274.90	6,853.01	6,448.72	.00	8,800.00	8,800.00
SALES OF MATERIAL & SUPPLI	200.1502.006	.00	1,103.34	.00	.00	.00	.00
SALE OF EQUIPMENT	200.1502.008	.00	16,580.00	.00	1,000.00	.00	.00
SALE/EASEMENT-REAL ESTATE	200.1502.009	.00	.00	.00	.00	.00	.00
<b>REVENUE FROM USE OF PROPERTY</b>		<b>143,304.89</b>	<b>164,983.24</b>	<b>107,998.93</b>	<b>138,000.00</b>	<b>136,800.00</b>	<b>136,800.00</b>
SIDEWALKS, CURB & GUTTER	200.1607.002	.00	2,613.00	.00	.00	.00	.00
<b>MAINT/HWYS/BRIDGES</b>		<b>.00</b>	<b>2,613.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
ADD'L REFUSE CART FEE	200.1608.001	.00	1,950.00	6,275.00	.00	7,200.00	7,200.00
WASTE DUMPING & DISPOSAL C	200.1608.002	167.47	355.00	130.00	250.00	150.00	150.00
<b>SANIT &amp; WASTE REMOVAL FEE</b>		<b>167.47</b>	<b>2,305.00</b>	<b>6,405.00</b>	<b>250.00</b>	<b>7,350.00</b>	<b>7,350.00</b>
SPECIAL PROGRAMS INCOME	200.1613.001	2,617.00	668.00	1.00	2,500.00	.00	.00
SWIMMING POOL ADMISSIONS	200.1613.002	.00	.00	.00	.00	.00	.00
POOL MISCELLANEOUS	200.1613.003	.00	.00	.00	.00	.00	.00
SWIMMING POOL CONCESSIONS	200.1613.005	.00	.00	.00	.00	.00	.00
MEMORIAL HALL INCOME	200.1613.006	.00	.00	.00	.00	.00	.00
SWIMMING POOL- SWIM CLASS	200.1613.007	.00	.00	.00	.00	.00	.00
SENIOR PROGRAM INCOME	200.1613.008	2,936.77	.00	.00	.00	.00	.00
OTHER SR. CITIZEN RE-IMB.	200.1613.009	312.00	66.00	.00	.00	.00	.00
FEE FOR TRANSPORT	200.1613.010	227,323.28	225,793.47	.00	.00	.00	.00
WM - REV FROM OTHER DEPT	200.1613.011	.00	.00	.00	.00	.00	.00
WM ITEM RESALE	200.1613.016	.00	.00	.00	.00	.00	.00
<b>CHARGES FOR SERVICES</b>		<b>233,189.05</b>	<b>226,527.47</b>	<b>1.00</b>	<b>2,500.00</b>	<b>.00</b>	<b>.00</b>
WM HALL INCOME	200.1614.001	113,275.82	111,398.00	96,155.00	113,000.00	95,000.00	95,000.00
WM TAXABLE SALES	200.1614.002	.00	.00	.00	.00	.00	.00
WM CONTRACTED RESALE ITEMS	200.1614.003	.00	.00	.00	.00	.00	.00
WM - REV FROM OTHER DEPTS	200.1614.004	10,085.00	10,700.00	.00	10,000.00	10,000.00	10,000.00
WM - RECOVERED CONTRACT PM	200.1614.005	.00	.00	.00	.00	.00	.00
<b>CHARGES FOR SERVICES - WM</b>		<b>123,360.82</b>	<b>122,098.00</b>	<b>96,155.00</b>	<b>123,000.00</b>	<b>105,000.00</b>	<b>105,000.00</b>
MISCELLANEOUS INCOME	200.1899.001	14,538.02	14,558.65	6,129.65	3,000.00	3,000.00	3,000.00
OFS - REFUNDING DEBT	200.1899.002	.00	.00	.00	.00	.00	.00
DONATIONS FIRE DEPT.-COUNT	200.1899.003	.00	.00	.00	.00	.00	.00
FIRE HYDRANTS - RKE CNTY	200.1899.004	6,500.04	6,500.04	.00	.00	.00	.00
MISC. INCOME FROM OTHER GO	200.1899.005	.00	.00	.00	.00	.00	.00
R. CNTY. REFUSE COLLECTION	200.1899.006	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00
VFAC CONTRIBUTION-EMS REHA	200.1899.007	.00	.00	.00	.00	.00	.00
RE-APPROPRIATED FUND BALAN	200.1899.008	.00	.00	.00	510,750.28	.00	.00
ROANOKE COUNTY: GAIN SHARI	200.1899.009	567,201.00	600,983.00	134,485.68	111,676.22	.00	.00
RVRA-HOST COMMUNITY FEE	200.1899.010	5,000.00	5,000.00	.00	5,000.00	5,000.00	5,000.00
BOND PROCEEDS	200.1899.013	.00	157,053.42	.00	.00	.00	.00
DEBT PROCEEDS	200.1899.014	257,602.00	.00	.00	.00	.00	.00
WAR MEMORIAL DONATIONS	200.1899.015	.00	500.00	.00	.00	.00	.00
POLICE DEPT DONATIONS	200.1899.016	1,250.00	1,000.00	1,110.00	100.00	.00	.00
GIFTS AND DONATIONS	200.1899.018	1,233.96	107.00	200.00	.00	.00	.00
BOND PROCEEDS	200.1899.024	.00	.00	.00	.00	.00	.00
ROCO-CONTR VIN BUSINESS CT	200.1899.025	.00	.00	.00	.00	.00	.00
ROCO-CONTR VETERAN MONUMENT	200.1899.026	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
DONATIONS FOR VETERANS MON	200.1899.027	.00	.00	500.00	500.00	.00	.00
ROCO-CONTR DEBT PMT FIRE	200.1899.028	.00	.00	81,847.45	163,690.00	163,990.00	163,990.00
PROCEEDS FROM POLICE V LEA	200.1899.029	.00	.00	.00	.00	.00	.00

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
DUPLICATE REAL ESTATE FEES	200.1899.030	275.00	185.00	145.00	250.00	150.00	150.00
CDBG GRANT LOAN APP FEE	200.1899.032	.00	.00	.00	.00	.00	.00
<b>MISCELLANEOUS INCOME</b>		<b>966,100.02</b>	<b>898,387.11</b>	<b>336,917.78</b>	<b>907,466.50</b>	<b>284,640.00</b>	<b>284,640.00</b>
RECOVERIES AND REBATES	200.1901.001	38,243.37	50,341.22	8,696.09	2,030.56	.00	.00
RECOVERED POLICE CONTRACTU	200.1901.004	13,239.00	15,478.00	14,074.00	10,000.00	10,000.00	10,000.00
RECOVERED EMS CONTRACTUAL	200.1901.005	.00	.00	.00	.00	.00	.00
<b>RECOVERD COSTS</b>		<b>51,482.37</b>	<b>65,819.22</b>	<b>22,770.09</b>	<b>12,030.56</b>	<b>10,000.00</b>	<b>10,000.00</b>
A.B.C. PROFITS	200.2201.001	.00	.00	.00	.00	.00	.00
MOTOR VEHICLES CARRIERS TA	200.2201.003	72.99	8,658.90	8,656.94	10,000.00	8,500.00	8,500.00
POLICE ASSISTANCE (HB 599)	200.2201.009	195,440.00	202,672.00	157,932.00	202,670.00	202,670.00	202,670.00
PERSONAL PROP TAX FROM STA	200.2201.010	203,095.72	203,095.72	.00	203,090.00	203,090.00	203,090.00
MISC. NON-CATEGORICAL AID	200.2201.020	.00	.00	.00	.00	.00	.00
<b>NON-CATEGORICAL AID</b>		<b>398,608.71</b>	<b>414,426.62</b>	<b>166,588.94</b>	<b>415,760.00</b>	<b>414,260.00</b>	<b>414,260.00</b>
STATE SALES TAXES	200.2402.001	1,365,466.83	1,468,511.06	809,412.11	1,000,000.00	864,000.00	864,000.00
<b>STATE SALES TAXES</b>		<b>1,365,466.83</b>	<b>1,468,511.06</b>	<b>809,412.11</b>	<b>1,000,000.00</b>	<b>864,000.00</b>	<b>864,000.00</b>
EMER. SERVICES MATCHING FU	200.2404.002	.00	.00	.00	.00	.00	.00
DMV GRANT	200.2404.003	.00	.00	.00	.00	.00	.00
DCJS LIVE SCAN REPL GRANT	200.2404.005	.00	.00	.00	.00	.00	.00
HIGHWAY MAINTENANCE	200.2404.006	1,198,306.20	1,234,090.72	925,573.11	1,230,000.00	1,234,000.00	1,234,000.00
LE BLOCK GRANT	200.2404.007	.00	.00	.00	.00	.00	.00
DEPT. OF FIRE PROGRAMS	200.2404.010	25,675.21	28,030.00	.00	.00	.00	.00
BVP VEST GRANT	200.2404.011	.00	.00	.00	.00	.00	.00
FORFEITURE FUND	200.2404.012	.00	.00	.00	.00	.00	.00
AMBULANCE GRANT 2017	200.2404.014	.00	.00	.00	.00	.00	.00
DMV OVERTIME GRANT	200.2404.015	.00	.00	.00	.00	.00	.00
MISC. CATEGORICAL AID	200.2404.020	2,233.53	1,704.33	955.18	.00	.00	.00
ATF-RECOVERIES(ASSET FORFT	200.2404.021	.00	900.04	.00	.00	.00	.00
DCJS - RECOVERIES	200.2404.023	2,152.12	5,103.00	10,636.24	5,850.00	.00	.00
DMV TASK FORCE GRANT	200.2404.026	30,229.20	.00	.00	.00	.00	.00
21ST CENTURY POLICING GRAN	200.2404.027	1,218.18	.00	.00	.00	.00	.00
FOUNDATION FOR RV GRANT	200.2404.029	.00	.00	.00	.00	.00	.00
ATF - REIMBURSEMENT	200.2404.039	.00	.00	.00	.00	.00	.00
VML RISK MGMT GRANT	200.2404.040	.00	.00	.00	.00	.00	.00
RECOVERY ACT JUSTICE A.GRA	200.2404.041	.00	.00	.00	.00	.00	.00
MUMI PLANNING GRANT	200.2404.042	.00	.00	.00	.00	.00	.00
DMV SPEED ENFORCEMENT GRAN	200.2404.043	.00	.00	.00	.00	.00	.00
G3 VISION SYSTEM GRANT	200.2404.044	.00	.00	.00	.00	.00	.00
FED GRNT - BJAG COMP	200.2404.045	.00	.00	.00	.00	.00	.00
ASSET FORF. GRANT-PC REPL.	200.2404.046	.00	.00	.00	.00	.00	.00
CDBG GRANT	200.2404.051	.00	.00	.00	.00	.00	.00
CDBG LOCAL PRIVATE MATCH	200.2404.052	.00	.00	.00	.00	.00	.00
FEMA / VDEM PROJECT	200.2404.053	.00	.00	.00	.00	.00	.00
VDOT - REVENUE SHARING	200.2404.054	.00	.00	.00	.00	.00	.00
EMS GRANT	200.2404.055	.00	.00	.00	.00	.00	.00
VDOT REV SHARING GLADECRK	200.2404.057	.00	5,457.95	.00	.00	.00	.00
TINKER CREEK CANOE RAMP PR	200.2404.058	.00	.00	.00	.00	.00	.00
VDOT TA GRANT GLADECREEK P	200.2404.059	.00	.00	.00	.00	.00	.00
VDOT REVENUE SHARING-BRIDG	200.2404.782	.00	.00	.00	.00	.00	.00
RSTP WALNUT AVE IMP	200.2404.783	.00	3,669.76	.00	.00	.00	.00
ROANOKE VALLEY GREENWAY CO	200.2404.784	.00	.00	.00	.00	.00	.00
ROCO EDA	200.2404.785	.00	.00	.00	.00	.00	.00
ARBOR DAY CONTRIBUTIONS/GR	200.2404.786	.00	.00	.00	.00	.00	.00
VRA GRANT	200.2404.787	.00	.00	.00	.00	.00	.00
<b>OTHER CATEGORICAL AID</b>		<b>1,259,814.44</b>	<b>1,278,955.80</b>	<b>937,164.53</b>	<b>1,235,850.00</b>	<b>1,234,000.00</b>	<b>1,234,000.00</b>
TRANSFERS FROM	200.4105.001	.00	.00	.00	.00	.00	.00
<b>TRANSFERS FROM</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL GENERAL FUND BUDGET</b>		<b>8,150,719.78</b>	<b>8,557,513.40</b>	<b>5,444,639.43</b>	<b>8,258,777.06</b>	<b>7,168,550.00</b>	<b>7,168,550.00</b>

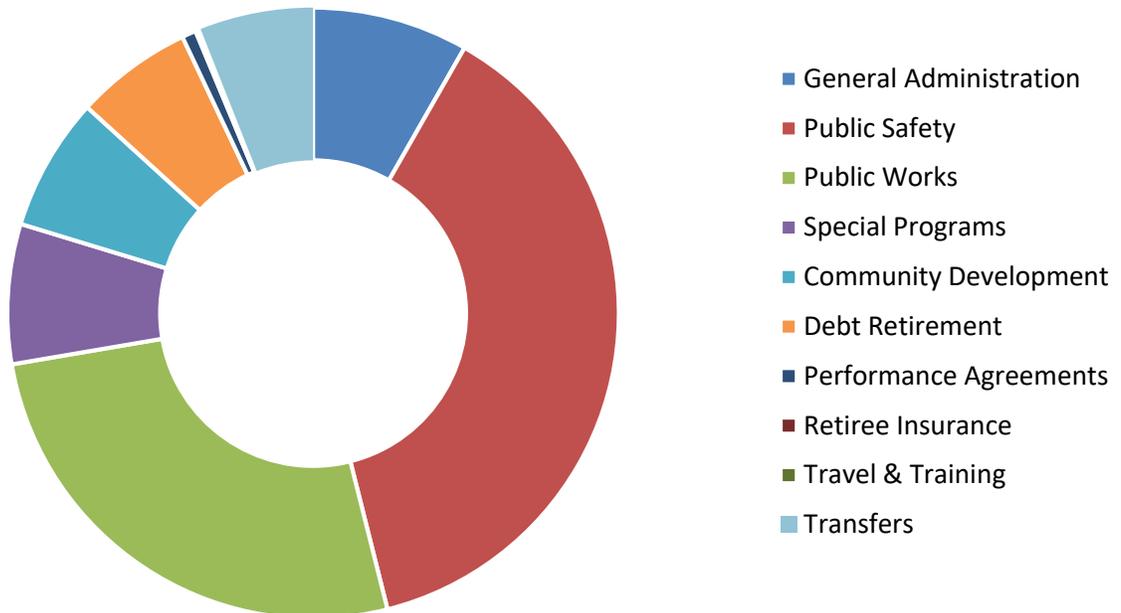
## General Fund Summary of Expenditures

### Comparison by Function

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
General Administration	597,787	607,934	591,600	(16,334)	-2.69%
Public Safety	3,560,982	2,700,738	2,712,054	11,316	0.42%
Public Works	2,172,761	1,911,479	1,880,076	(31,403)	-1.64%
Special Programs	563,226	535,925	530,673	(5,252)	-0.98%
Community Development	503,690	539,526	505,452	(34,074)	-6.32%
Debt Retirement	436,599	448,751	444,882	(3,869)	-0.86%
Performance Agreements	20,250	53,400	53,400	-	0.00%
Retiree Insurance	-	-	5,000	5,000	100.00%
Travel & Training	-	-	15,551	15,551	100.00%
Contingency	-	-	-	-	0.00%
Transfers	333,903	730,117	429,862	(300,255)	-41.12%
<b>Total</b>	<b>8,189,199</b>	<b>7,527,870</b>	<b>7,168,550</b>	<b>(359,320)</b>	<b>-4.77%</b>

\*Changes in Public Safety relate to reducing the costs of the Fire & EMS Department with transfer of service to the County per new Memorandum of Understanding signed with Roanoke County.

### FY20-21 Expenditure Budget



## General Fund Summary of Expenditures

### Department Breakdown

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Town Council	120,223	134,463	130,168	(4,295)	-3.19%
Town Manager	117,522	122,772	116,468	(6,304)	-5.13%
Human Resources	65,341	62,871	55,579	(7,292)	-11.60%
Legal Services	67,557	41,250	42,558	1,308	3.17%
Treasurer/Finance Department	227,144	246,578	246,827	249	0.10%
<b>Total Administration</b>	<b>597,787</b>	<b>607,934</b>	<b>591,600</b>	<b>(16,334)</b>	<b>-2.69%</b>
Police Department	2,023,719	2,167,087	2,181,089	14,002	0.65%
Communication Services	456,235	462,000	434,000	(28,000)	-6.06%
Fire & EMS	967,131	2,270	2,385	115	5.07%
Animal & Pest Control	113,897	69,381	94,580	25,199	36.32%
<b>Total Public Safety</b>	<b>3,560,982</b>	<b>2,700,738</b>	<b>2,712,054</b>	<b>11,316</b>	<b>0.42%</b>
Public Works Administration	104,870	111,426	120,560	9,134	8.20%
Mnt-Hwy St & Bridges	972,569	820,235	800,172	(20,063)	-2.45%
Snow & Ice Removal	61,985	44,549	45,421	872	1.96%
Traffic Signs & Street Lights	139,399	160,849	109,189	(51,660)	-32.12%
Refuse Collection	688,886	536,420	555,148	18,728	3.49%
Recycling	73,165	86,469	86,144	(325)	-0.38%
Building & Grounds	119,822	137,066	138,422	1,356	0.99%
Health Department	12,065	14,465	25,020	10,555	72.97%
<b>Total Public Works</b>	<b>2,172,761</b>	<b>1,911,479</b>	<b>1,880,076</b>	<b>(31,403)</b>	<b>-1.64%</b>
Special Programs	140,170	151,437	146,384	(5,053)	-3.34%
War Memorial Interdepartment	10,700	10,000	10,000	-	0.00%
War Memorial	290,069	259,024	260,274	1,250	0.48%
Vinton Veteran's Monument	1,216	1,640	5,000	3,360	204.88%
Swimming Pool/Parks	4,122	3,242	3,290	48	1.48%
Senior Program	103,602	98,653	92,280	(6,373)	-6.46%
Town Museum	13,347	11,929	13,445	1,516	12.71%
<b>Total Special Programs</b>	<b>563,226</b>	<b>535,925</b>	<b>530,673</b>	<b>(5,252)</b>	<b>-0.98%</b>
Planning & Zoning	257,231	278,436	277,645	(791)	-0.28%
Economic Development	126,401	148,740	105,457	(43,283)	-29.10%
Public Transportation	118,026	105,000	115,000	10,000	9.52%
Vinton Business Center	2,033	7,350	7,350	-	0.00%
<b>Total Community Dev</b>	<b>503,690</b>	<b>539,526</b>	<b>505,452</b>	<b>(34,074)</b>	<b>-6.32%</b>
Debt Retirement	436,599	448,751	444,882	(3,869)	-0.86%
Performance Agreements	20,250	53,400	53,400	-	0.00%
Retiree Insurance	-	-	5,000	5,000	100.00%
Travel & Training	-	-	15,551	15,551	100.00%
Transfer to Other Funds	333,903	730,117	429,862	(300,255)	-41.12%
<b>Total Other Expenses</b>	<b>790,753</b>	<b>1,232,268</b>	<b>948,695</b>	<b>(283,573)</b>	<b>-23.01%</b>
<b>Total</b>	<b>8,189,199</b>	<b>7,527,870</b>	<b>7,168,550</b>	<b>(359,320)</b>	<b>-4.77%</b>

Contribution Listing  
Proposed Budget  
Fiscal Year 2020-2021

Budget Account	Organization	Manager Requested FY 20-21	Council Adopted FY 19-20
<b><i>Community Contributions</i></b>			
200.1100.571	Vinton Dogwood Festival	2,000.00	2,000.00
200.1100.571	Vinton Dogwood Festival (Queens/Mayor's Luncheon)	1,500.00	1,500.00
200.1100.571	Christmas Parade Awards	100.00	100.00
200.1100.571	Needy Family (Lease payment-\$800/Contribution-\$500)	1,300.00	1,300.00
200.1100.571	WBHS After Prom	250.00	250.00
200.1100.571	Vinton Volunteer Fire Department	5,000.00	7,000.00
200.1100.571	Vinton Volunteer First Aid Crew	7,000.00	15,000.00
<b>Total</b>		<b>17,150.00</b>	<b>27,150.00</b>

Budget Account	Organization	Manager Requested FY 20-21	Council Adopted FY 19-20
<b><i>Joint Local Government Services</i></b>			
200.1100.600	AEP Steering Committee	1,157.00	1,095.00
200.1100.600	Greenway Program	3,550.00	3,470.00
200.1100.600	Roanoke Valley CATV - Channel 3	19,262.00	18,536.00
200.1100.600	Roanoke Valley-Alleghany Regional Commission	8,096.00	8,065.00
200.1100.600	Roanoke Valley TPO	1,214.00	1,210.00
200.1100.600	RVARC-Roanoke River Blueway Project	433.00	433.00
200.1100.600	Roanoke Regional Partnership	16,759.00	16,694.55
200.1100.600	Western Virginia Regional Industrial Facility Authority	1,474.63	1,468.53
<b>Total</b>		<b>51,945.63</b>	<b>50,972.08</b>

<b>Grand Total of Organizational Funding</b>	<b>69,095.63</b>	<b>78,122.08</b>
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# General Fund Expenditure Budget

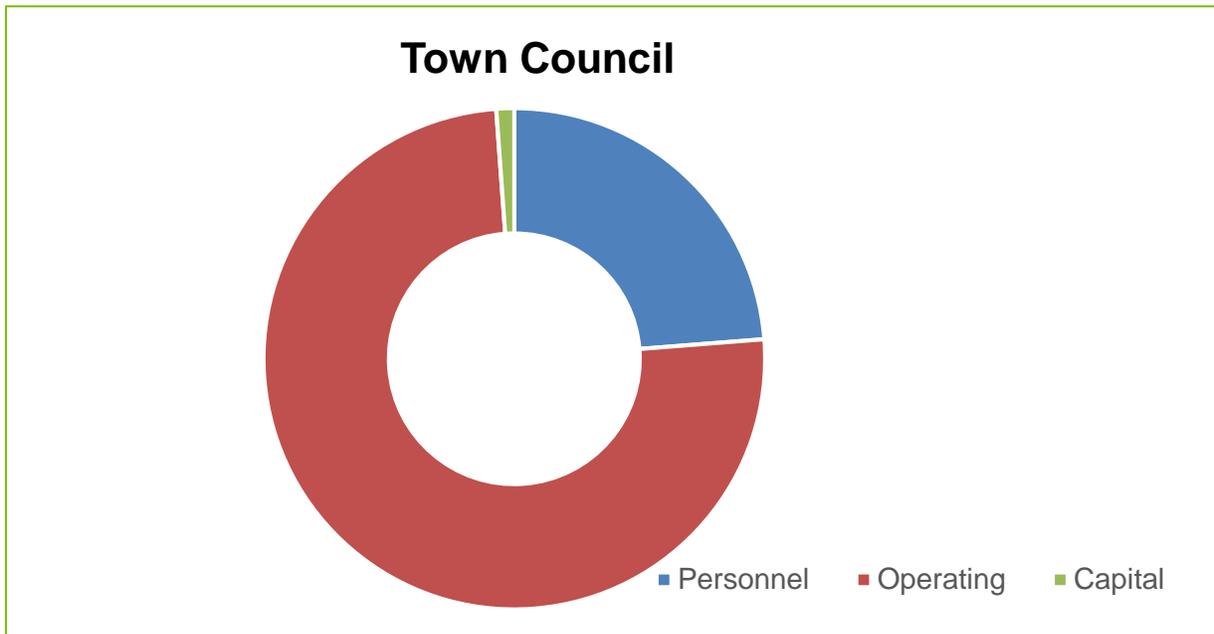
## Town Council

Account Code: 200.1100

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	31,235	30,890	30,922	32	0.10%
Operating	88,017	102,073	97,746	(4,327)	-4.24%
Capital	971	1,500	1,500	-	0.00%
<b>Total</b>	<b>120,223</b>	<b>134,463</b>	<b>130,168</b>	<b>(4,295)</b>	<b>-3.19%</b>

**Authorized Positions**

Town Council Members	5.00	5.00	5.00
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.1100.101	28,483.03	29,015.38	21,243.21	28,694.00	29,167.00	28,694.00
OVERTIME	200.1100.102	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.1100.105	.00	.00	2.18	.00	.00	.00
SS/MEDICARE	200.1100.201	2,179.24	2,219.95	1,624.65	2,196.00	2,232.00	2,196.00
INSURANCE - VRS	200.1100.203	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.1100.211	.00	.00	.00	.00	32.00	32.00
CONTRACTUAL SERVICES	200.1100.302	.00	.00	.00	.00	.00	.00
MAINT. & REPAIRS EQUI	200.1100.304	528.34	.00	.00	500.00	500.00	500.00
ADVERTISING	200.1100.307	2,488.50	4,508.29	1,770.00	2,000.00	2,000.00	2,000.00
CODIFICATION/ORDINANCES	200.1100.311	2,727.74	437.50	5,309.24	4,000.00	5,000.00	4,000.00
TELEPHONE	200.1100.521	.00	.00	.00	.00	.00	.00
POSTAGE	200.1100.522	93.48	229.19	90.73	400.00	400.00	400.00
LIABILITY INSURANCE	200.1100.538	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	200.1100.541	247.42	182.68	400.68	750.00	250.00	250.00
TRAVEL (MILEAGE/FARE)	200.1100.560	991.36	502.96	1,852.77	2,000.00	2,000.00	.00
COMMUNITY CONTRIBUTIONS	200.1100.571	31,419.01	23,150.00	16,650.00	27,150.00	17,150.00	27,150.00
WAR MEMORIAL EVENTS	200.1100.574	725.00	.00	.00	1,000.00	1,000.00	1,000.00
DUES & SUBSCRIPTIONS	200.1100.581	6,311.00	6,459.00	6,394.00	6,500.00	6,500.00	6,500.00
MISCELLANEOUS	200.1100.585	2,079.95	1,887.95	659.90	500.00	500.00	500.00
MEETING EXPENSES	200.1100.589	1,049.23	879.17	377.51	2,000.00	500.00	500.00
EMPLOYEE APPRECIATION	200.1100.591	.00	.00	.00	.00	.00	.00
SPECIAL AWARDS	200.1100.592	.00	.00	.00	.00	.00	.00
COMMITTEES APPRECIATION	200.1100.593	.00	476.12	.00	.00	500.00	500.00
JOINT LOCAL GOVT. SERV.	200.1100.600	49,620.56	49,303.77	51,034.08	50,973.00	51,946.00	51,946.00
BOARD OF ELECTIONS	200.1100.605	5,715.71	.00	.00	5,800.00	.00	2,500.00
PURCHASE OF LAND	200.1100.708	.00	8.34	285,231.77	260,000.00	.00	.00
REPLACEMENT OF EQUIP.	200.1100.709	1,652.67	962.60	443.19	.00	1,500.00	1,500.00
SPECIAL PROJECTS	200.1100.722	.00	.00	.00	.00	.00	.00
<b>TOWN COUNCIL</b>		<b>136,312.24</b>	<b>120,222.90</b>	<b>393,083.91</b>	<b>394,463.00</b>	<b>121,177.00</b>	<b>130,168.00</b>

## Town Manager's Office

The Mission of the Town of Vinton's Town Manager's Office is to record and implement the policies of the Town Council. We provide a professional link between the citizens of Vinton and all agencies of government. We accomplish this by following our core values and our pledge to be neutral and impartial, with dedication to service excellence and by conducting ourselves ethically, honestly and with integrity.

Performance Measures Town Manager's Office	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Representation on State, Regional, and Local Boards	7	7	7
Serves as ex-officio member on Town Committees	7	7	7
Facilitate upgrade of Town website with Civic Plus	60%	100%	
Participation with Town & Community Events	✓	✓	✓
Maintain Project Management Report	✓	✓	✓
Performance Measures Town Clerk/FOIA Officer	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Number of Statements of Economic Interests processed	29	31	30
Number of Ordinances and Resolutions processed	66	50	50
FOIA Responses Handled within 5 days	100%	100%	100%
Annual required training for FOIA Officer	✓	✓	✓
Facilitate implementation of Archive Social (FOIA purposes)	50%	100%	100%

### Departmental Goals

1. Facilitate and engage Town Council and Community to develop a long term financial plan.
2. Oversee and assist all Town departments in providing services to assure citizen satisfaction.
3. Provide timely and relevant information to the public.
4. Prepare Council Agenda and complete all follow-up in a timely manner.
5. Prepare and delegate tasks for the Annual Budget.
6. Advise Council of events taking place involving the Town in a timely manner.
7. Oversee design and implementation of a citizen survey.

# General Fund Expenditure Budget

## Town Manager's Office

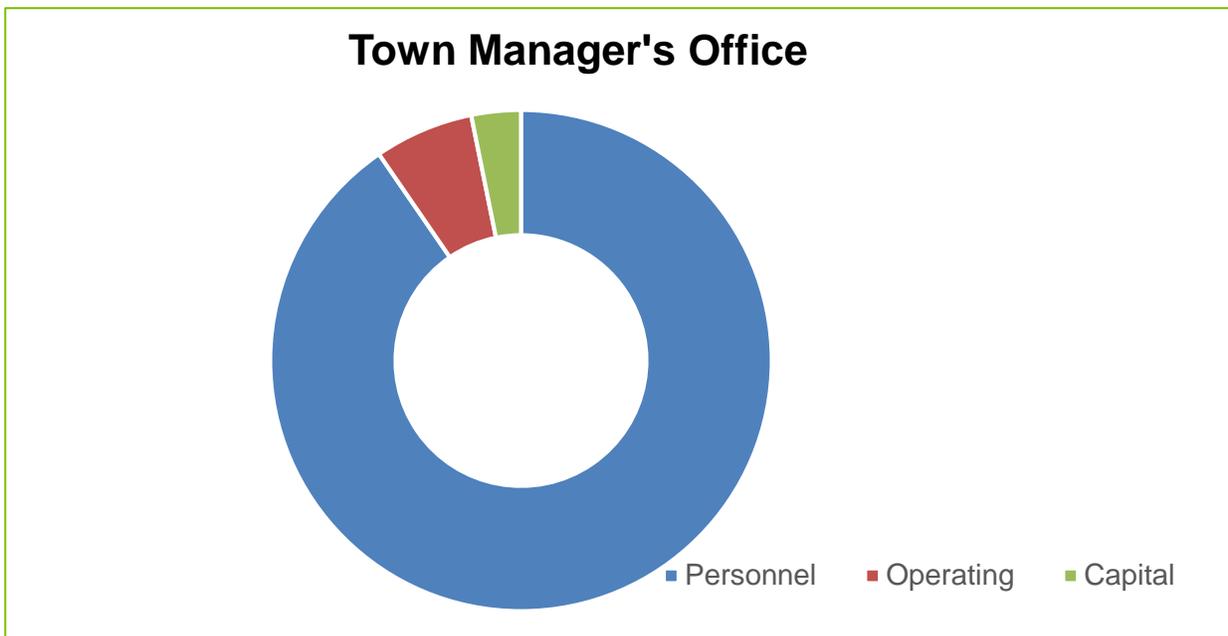
Account Code: 200.1200

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	106,230	108,157	105,306	(2,851)	-2.64%
Operating	7,081	10,924	7,450	(3,474)	-31.80%
Capital	4,211	3,691	3,712	21	0.57%
<b>Total</b>	<b>117,522</b>	<b>122,772</b>	<b>116,468</b>	<b>(6,304)</b>	<b>-5.13%</b>

**Authorized Positions**

Town Clerk/Exec. Asst.	1.00	1.00	1.00
Assistant Town Manager	1.00	1.00	1.00 *
Town Manager	1.00	1.00	1.00
<b>Total Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

*\*With retirement of Town Manager, position will be frozen through June 30, 2021.*



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.1200.101	77,055.92	77,072.35	56,858.38	77,696.00	81,393.00	69,627.00
PART-TIME	200.1200.103	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.1200.105	.00	.00	.00	.00	20,000.00	6,450.00
SS/MEDICARE	200.1200.201	5,996.32	5,987.23	4,415.22	5,944.00	8,215.56	6,279.00
VRS CONTRIBUTION	200.1200.202	8,399.00	8,615.06	6,817.86	9,091.00	9,880.00	8,414.00
INSURANCE - VRS	200.1200.203	1,238.86	730.14	763.38	1,018.00	1,063.00	905.00
NATIONWIDE	200.1200.204	121.14	120.36	85.00	130.00	240.00	105.00
MEDICAL INSURANCE	200.1200.205	7,530.00	7,512.00	6,260.00	7,560.00	7,560.00	7,117.00
CAR ALLOWANCE	200.1200.206	5,785.72	6,250.00	4,250.00	6,000.00	6,000.00	6,000.00
WORKERS' COMP. INS	200.1200.211	102.97	87.36	479.07	718.00	736.00	409.00
LEGAL SERVICES	200.1200.301	.00	.00	.00	.00	.00	.00
CONTRACTUAL SERVICES	200.1200.302	329.24	198.00	119.88	500.00	500.00	500.00
MAINT. & REPAIRS EQUI	200.1200.304	340.00	.00	.00	.00	.00	.00
MAINT.SERVICE CONTRA	200.1200.305	182.24	534.46	1,035.30	700.00	700.00	700.00
PRINTING & BINDING	200.1200.306	113.25	445.10	98.36	450.00	450.00	450.00
TELEPHONE	200.1200.521	1,106.39	1,199.22	788.13	1,150.00	1,150.00	1,150.00
MOTOR VECHICLE INS.	200.1200.535	380.00	.00	.00	.00	.00	.00
SMALL INSURANCE CLAIMS	200.1200.537	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	200.1200.541	967.42	1,716.70	734.06	1,500.00	1,500.00	1,500.00
GAS, OIL,GREASE	200.1200.548	122.96	.00	.00	.00	.00	.00
TRAVEL (MILEAGE/FARE)	200.1200.560	1,827.82	1,407.97	1,084.88	3,474.00	3,474.00	.00
DUES & SUBSCRIPTIONS	200.1200.581	1,420.34	1,590.60	1,470.22	2,900.00	2,900.00	2,900.00
MISCELLANEOUS	200.1200.585	.00	.00	.00	.00	.00	.00
MEETING EXPENSES	200.1200.589	291.34	144.99	204.41	250.00	250.00	250.00
FURNITURE & FIXTURES	200.1200.702	199.99	.00	.00	.00	.00	.00
REPLACEMENT OF EQUIP.	200.1200.709	1,395.00	437.50	79.99	1,000.00	1,000.00	1,000.00
LEASE/RENT OF EQUIPMENT	200.1200.801	2,615.99	2,733.74	1,431.00	2,691.00	2,712.00	2,712.00
<b>TOWN MANAGER</b>		<b>117,521.91</b>	<b>116,782.78</b>	<b>86,975.14</b>	<b>122,772.00</b>	<b>149,723.56</b>	<b>116,468.00</b>

# Human Resources and Risk Management Department

The Town of Vinton's Human Resources/Risk Management Department serves as a strategic partner in creating a safe, stable and sustainable work environment, thus enabling employees to support the goals and mission of the Town.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Percent of New Hires tenured more than 1 year	92%	93%	95%
Employee Participation in Mandatory Training	98%	99%	100%
Percentage of employees participating in tuition or education reimbursement programs	1%	0%	2%
Ratio of HR professionals per employees	1:105	1:95	1:92
Worker's Compensation Incident Rate	7.40	4.4	5.0

### Departmental Goals

1. Increase safety training and awareness to maintain the WCIR to at least 5.00.
2. Continue to comply with Town, State and Federal policies, procedures and regulations.
3. Strengthening Town culture and employee engagement and morale.
4. Increase organizational learning and opportunities to raise the participation percentage by 5%.
5. Improve the onboarding process for new hires to reach a 95% retention rate of greater than 1 year.
6. Continue to develop, implement, and evaluate a behavioral based safety culture.

# General Fund Expenditure Budget

## Human Resources/Risk Management

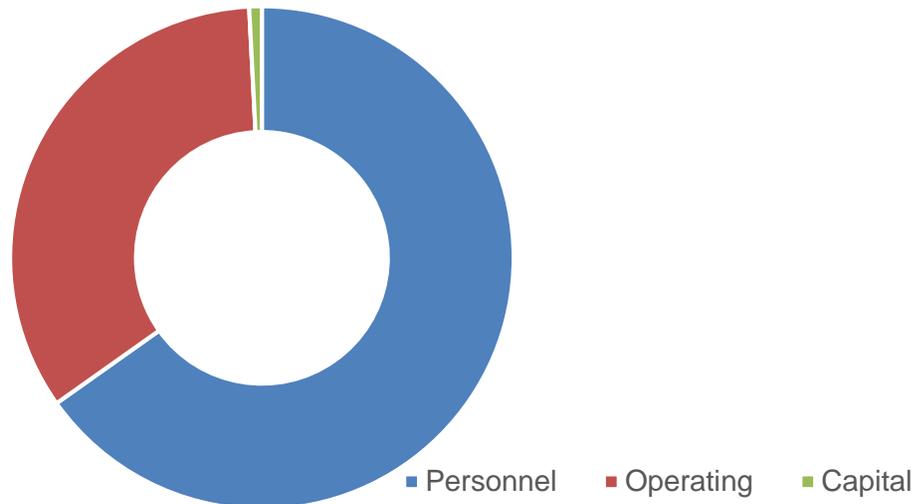
Account Code: 200.1203

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	35,556	35,821	36,229	408	1.14%
Operating	29,748	26,600	18,900	(7,700)	-28.95%
Capital	37	450	450	-	0.00%
<b>Total</b>	<b>65,341</b>	<b>62,871</b>	<b>55,579</b>	<b>(7,292)</b>	<b>-11.60%</b>

**Authorized Positions**

HR Director/Risk Manager	1.00	1.00	1.00
<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

### Human Resources/Risk Management



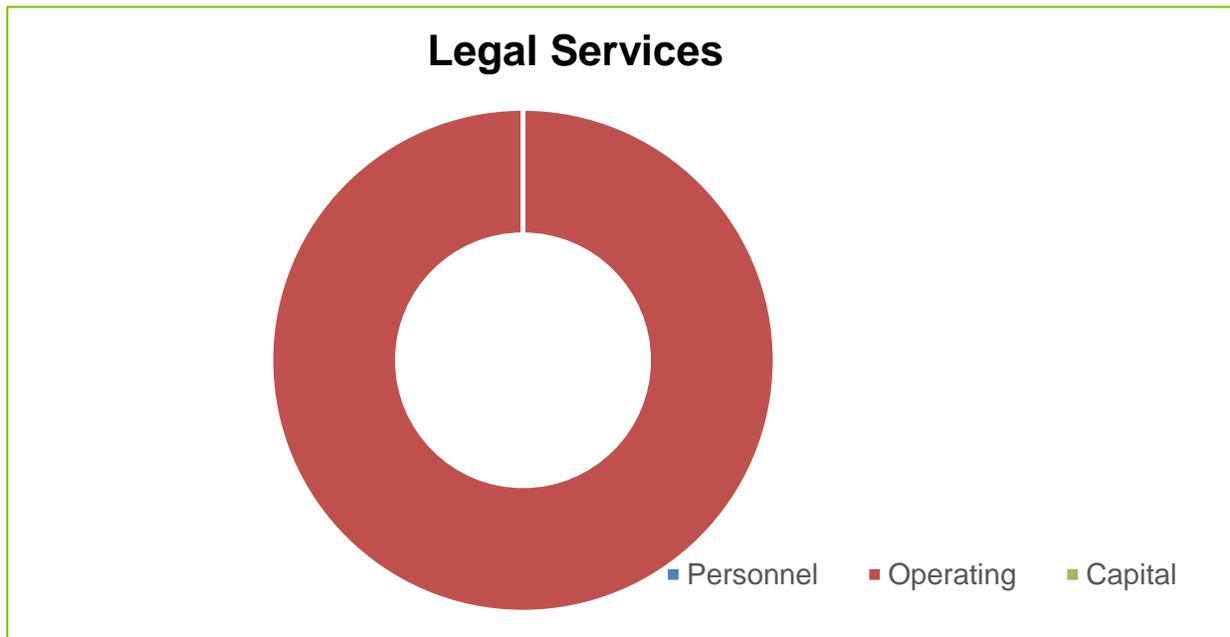
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.1203.101	26,206.14	26,061.23	18,810.26	25,702.00	28,137.00	25,702.00
PART-TIME	200.1203.103	3,605.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.1203.105	.00	.00	.00	.00	.00	.00
SS/MEDICARE	200.1203.201	2,175.27	1,854.70	1,307.34	1,967.00	2,153.00	1,967.00
VRS CONTRIBUTION	200.1203.202	2,805.75	2,849.80	2,180.43	3,008.00	3,506.00	3,203.00
INSURANCE - VRS	200.1203.203	336.20	318.21	252.54	337.00	378.00	345.00
NATIONWIDE	200.1203.204	42.92	38.62	29.75	48.00	84.00	42.00
MEDICAL INSURANCE	200.1203.205	4,006.80	4,179.00	3,482.50	4,180.00	4,179.00	4,427.00
DISABILITY INS - HYBRID EM.	200.1203.207	204.75	233.94	104.91	250.00	234.00	214.00
WORKERS' COMP. INS	200.1203.211	28.78	20.81	22.09	29.00	31.00	29.00
ACA EXCISE TAX	200.1203.215	.00	.00	.00	300.00	300.00	300.00
LEGAL SERVICES	200.1203.301	.00	.00	.00	.00	.00	.00
CONTRACTUAL SERVICES	200.1203.302	10,651.10	12,334.17	10,170.96	8,250.00	10,350.00	8,250.00
MAINT.& REPAIRS EQUIP.	200.1203.304	64.10	.00	.00	.00	.00	.00
PRINTING & BINDING	200.1203.306	205.69	150.90	.00	100.00	500.00	100.00
ADVERTISING	200.1203.307	1,741.47	303.53	260.30	100.00	100.00	100.00
SPECIAL TRAINING	200.1203.356	9,192.56	4,476.32	6,378.21	8,500.00	8,500.00	5,500.00
TELEPHONE	200.1203.521	716.88	602.12	449.42	500.00	500.00	500.00
POSTAGE	200.1203.522	90.35	586.76	5.30	100.00	100.00	100.00
RISK MANAGEMENT	200.1203.534	1,009.87	4,607.76	2,879.00	3,250.00	3,250.00	3,250.00
OFFICE SUPPLIES	200.1203.541	659.00	1,034.94	297.85	300.00	300.00	300.00
TRAVEL & TRAINING	200.1203.560	547.68	328.59	.00	200.00	200.00	.00
TUITION REIMBURSEMENT	200.1203.561	609.84	128.75	.00	1,000.00	1,000.00	.00
DUES & SUBSCRIPTIONS	200.1203.581	798.00	927.50	832.72	600.00	600.00	600.00
MEETING EXPENSES	200.1203.589	917.70	850.78	155.65	200.00	200.00	200.00
SPECIAL EVENTS AWARD	200.1203.592	7,132.16	3,415.74	3,287.28	3,500.00	3,500.00	.00
OFFICE EQUIPMENT	200.1203.707	198.05	36.87	139.90	150.00	150.00	150.00
REPLACEMENT OF EQUIP.	200.1203.709	.00	.00	41.99	300.00	300.00	300.00
<b>HUMAN RESOURCES</b>		<b>73,946.06</b>	<b>65,341.04</b>	<b>51,088.40</b>	<b>62,871.00</b>	<b>68,552.00</b>	<b>55,579.00</b>

# General Fund Expenditure Budget

## Legal Services

Account Code: 200.1207

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	67,557	41,250	42,558	1,308	3.17%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>67,557</b>	<b>41,250</b>	<b>42,558</b>	<b>1,308</b>	<b>3.17%</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
CONTRACTUAL SERVICES	200.1207.302	31,626.30	56,307.49	28,885.00	30,000.00	50,000.00	30,000.00
COMMONWEALTH ATT.	200.1207.303	11,250.00	11,250.00	11,586.00	11,250.00	12,558.00	12,558.00
<b>LEGAL SERVICES</b>		<b>42,876.30</b>	<b>67,557.49</b>	<b>40,471.00</b>	<b>41,250.00</b>	<b>62,558.00</b>	<b>42,558.00</b>

## Treasurer/Finance Department

The Town of Vinton's Finance Department is committed to providing timely, accurate, clear and complete information and support to other Town departments, citizens, and the community.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY19-20
Achieve GFOA Award for Financial Reporting	✓	✓	✓
Achieve GFOA Award for Budget Presentation	✓	✓	✓
Adoption of Budget prior to June 30th	✓	✓	✓
Maintain Tax Collection Rate of over 90%	98.00%	98.61%	98.61%
Maintain Utility Collection Rate over 90%	99.70%	99.61%	99.61%
Number of Business Licenses Issued	525	535	540
Increase Customers Enrolled in Utility E-Billing	205	460	500

### Departmental Goals

1. Educate citizens on electronic payment options for utilities and taxes.
2. Continue to improve customer service in all aspects of operations.
3. Research creating an online website for employees to access pay and accrual information.
4. Continue to decrease uncollected receivables and write-off amounts annually.
5. Continue training and knowledge of financial software and reports to improve efficiency.
6. Implement next phase of auto-read meter reading system for water/sewer billing.
7. Increase participation in DMV Stop program for Tax Collection

## General Fund Expenditure Budget Treasurer's Office/Finance Department

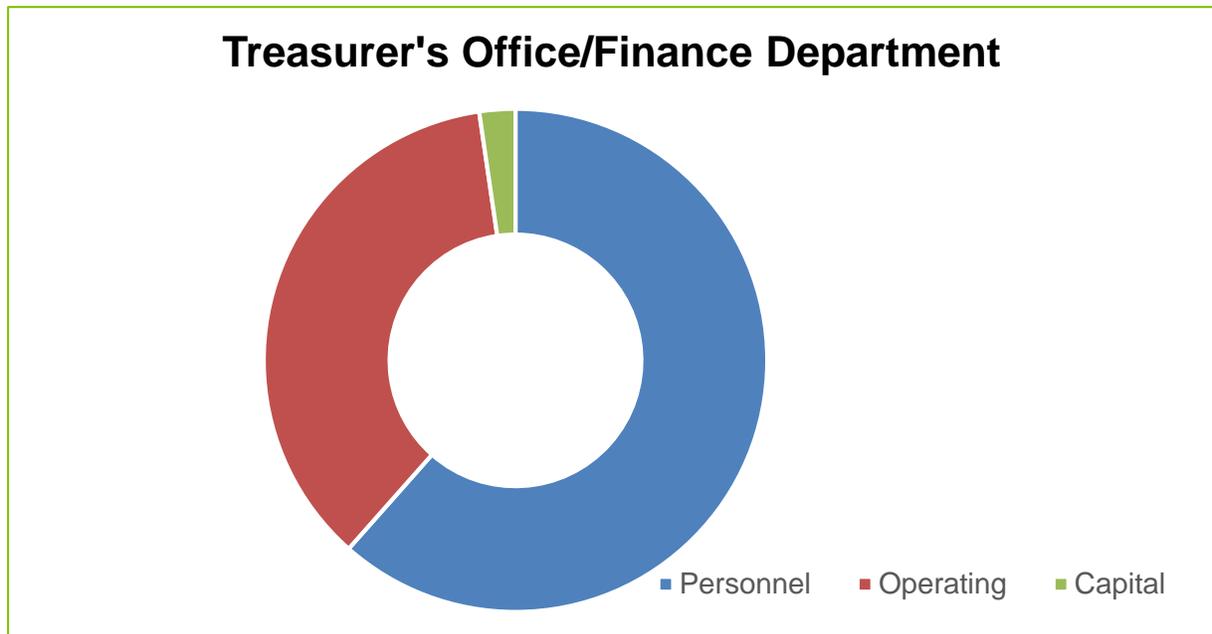
Account Code: 200.1214

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	141,864	149,463	151,877	2,414	1.62%
Operating	80,380	91,551	89,250	(2,301)	-2.51%
Capital	4,900	5,564	5,700	136	2.44%
<b>Total</b>	<b>227,144</b>	<b>246,578</b>	<b>246,827</b>	<b>249</b>	<b>0.10%</b>

### Authorized Positions

Accounting Technician	2.00	2.00	2.00
Financial Services Analyst	1.00	1.00	1.00
Senior Financial Analyst	1.00	1.00	1.00
Treasurer/Finance Director	1.00	1.00	1.00
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00 *</b>

*\*Meter Reader position to move to Finance with electronic reading frozen through June 30, 2021.*



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.1214.101	95,344.15	98,864.92	72,546.87	99,042.00	116,875.00	101,861.00
OVERTIME	200.1214.102	.00	.00	.00	.00	.00	.00
PART-TIME	200.1214.103	5,444.34	4,361.53	3,222.84	6,967.00	7,302.00	7,158.00
SEPARATION PAY	200.1214.105	.00	.00	.00	.00	.00	.00
SS/MEDICARE	200.1214.201	7,497.10	7,674.03	5,672.85	8,110.00	9,500.00	8,340.00
VRS CONTRIBUTION	200.1214.202	10,670.21	10,975.69	8,570.05	11,588.00	14,563.00	12,692.00
INSURANCE - VRS	200.1214.203	1,279.03	1,225.96	972.90	1,298.00	1,567.00	1,365.00
NATIONWIDE	200.1214.204	181.84	234.72	165.75	220.00	528.00	580.00
MEDICAL INSURANCE	200.1214.205	16,939.80	17,613.00	15,351.00	21,531.00	20,574.00	19,181.00
DISABILITY INS - HYBRID EM	200.1214.207	556.13	658.19	285.08	590.00	699.00	580.00
UNEMPLOYMENT INSURANCE	200.1214.209	.00	168.59	.00	.00	.00	.00
WORKERS' COMP.INS	200.1214.211	98.82	87.40	90.35	117.00	137.00	120.00
CONTRACTUAL SERVICES	200.1214.302	3,500.00	2,600.30	1,144.02	5,500.00	5,500.00	5,500.00
INDEPENDENT AUDITORS	200.1214.303	17,595.75	22,225.00	23,775.00	30,000.00	30,000.00	30,000.00
MAINT. & REPAIRS EQUI	200.1214.304	932.35	69.98	.00	900.00	900.00	900.00
MAINT. SERVICE CONTRA	200.1214.305	26,566.48	26,630.46	14,924.38	25,541.00	25,500.00	25,500.00
PRINTING & BINDING	200.1214.306	2,085.45	2,502.15	2,194.86	3,000.00	2,900.00	3,000.00
TELEPHONE	200.1214.521	1,901.82	2,106.77	1,659.67	1,900.00	2,300.00	1,900.00
POSTAGE	200.1214.522	11,982.85	11,810.41	7,266.91	12,000.00	12,000.00	12,000.00
OFFICE SUPPLIES	200.1214.541	2,193.39	2,139.29	2,188.94	3,000.00	2,750.00	3,000.00
MERCHANDISE FOR RESALE	200.1214.552	4,681.69	4,536.40	882.90	3,500.00	5,000.00	3,500.00
TRAVEL & TRAINING	200.1214.560	1,537.00	2,004.88	981.30	2,260.00	2,260.00	.00
DUES & SUBSCRIPTIONS	200.1214.581	1,625.24	1,289.48	1,239.00	1,250.00	1,300.00	1,250.00
MISCELLANEOUS	200.1214.585	2,680.08	647.30	2,290.78	2,200.00	700.00	700.00
STATE SALES TAX	200.1214.587	.00	280.00	.00	.00	.00	.00
OFFICE EQUIPMENT	200.1214.707	1,376.43	1,351.34	.00	500.00	2,000.00	2,000.00
OTHER EQUIPMENT	200.1214.716	128.00	1,392.33	597.38	1,500.00	1,500.00	1,500.00
LEASE/RENT OF EQUIPMENT	200.1214.801	2,064.00	2,156.27	1,068.00	2,064.00	2,200.00	2,200.00
BANK SERVICE CHARGES	200.1214.903	.00	.00	265.58	1,000.00	1,000.00	1,000.00
CREDIT CARD FEES	200.1214.904	1,600.13	1,537.39	702.63	1,000.00	1,200.00	1,000.00
<b>TREASURER/FINANCE</b>		<b>220,462.08</b>	<b>227,143.78</b>	<b>168,059.04</b>	<b>246,578.00</b>	<b>270,755.00</b>	<b>246,827.00</b>

## Public Works Department

The mission of the Public Works Department is to provide the highest quality public works services to the public and other Town Departments. This mission is accomplished through the prudent use of resources, technology, innovations, teamwork, and coordination with other service providers in the Town, while ensuring that the maintenance, construction, and operations of the public facilities and programs under its care are adequate, safe and serviceable to the satisfaction of its customers.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Lane Miles Resurfaced	2.71	1.69+	↑
DEQ Annual Recycle Reporting	59.6% cy	52% cy	↓
Curbside Solid Waste Tons Collected	3,222	3,148	-----
Curbside Recycling Tons Collected	45.98	44	-----
Stormwater Training Participation	40%	80%	↑
VDH Water Sampling Compliance	100%	100%	100%
Sewer Maintenance Footage	13,375'	12,000'	↑
Water Line Replacement	675'	200'	↑

### Departmental Goals

1. Increase public communication via website, door hangers, and letters to residents.
2. Continue improvement of intersections with new detectors, signals and timing for safety .
3. Begin construction of Phases 2 and 3 of Cleveland Avenue Water Line Improvements.
4. Continue to assess asphalt pavement maintenance techniques that best fit the community.
5. Improve Stormwater Program and assess implementation of stormwater fee.
6. Implement GIS system for mapping and management of utilities, stormwater, and streets .
7. Increase recruiting of new employees and training of existing staff.
8. Make improvements and upgrades to Public Works facilities.

# General Fund Expenditure Budget

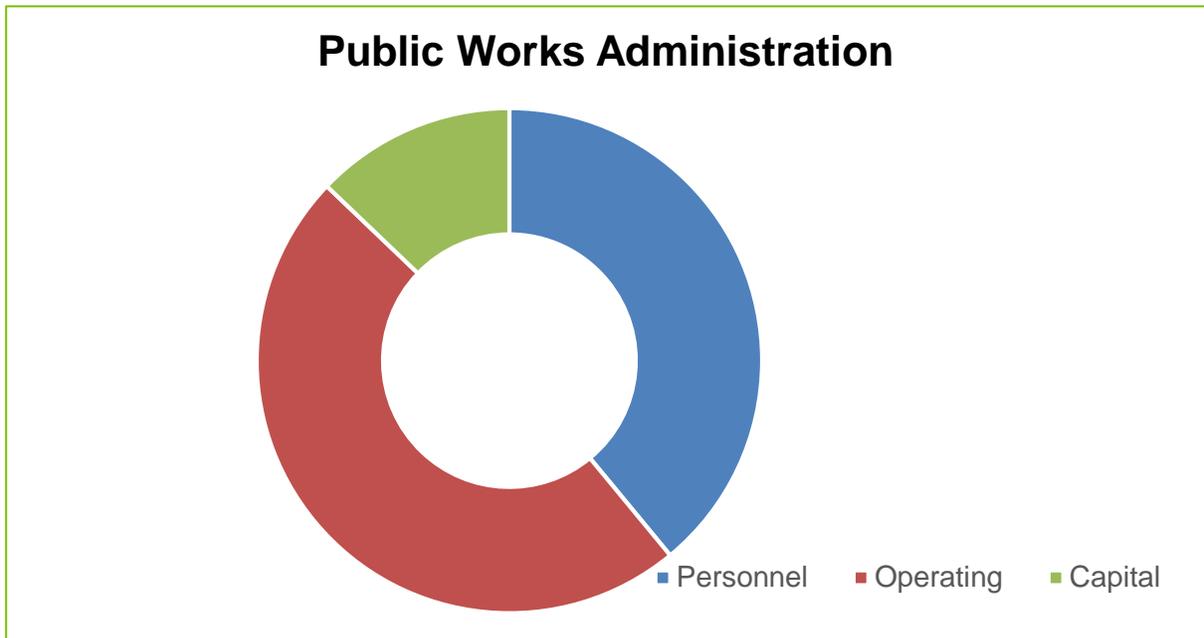
## Public Works Administration

Account Code: 200.1221

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	44,428	45,157	47,041	1,884	4.17%
Operating	54,237	58,019	58,019	-	0.00%
Capital	6,205	8,250	15,500	7,250	87.88%
<b>Total</b>	<b>104,870</b>	<b>111,426</b>	<b>120,560</b>	<b>9,134</b>	<b>8.20%</b>

**Authorized Positions**

Administrative Assistant	1.00	1.00	1.00
Administrative Manager	1.00	1.00	1.00
Assistant PW Director	1.00	1.00	1.00
PW Director	1.00	1.00	1.00
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.1221.101	31,055.21	31,227.64	24,098.64	31,449.00	32,565.00	31,627.00
OVERTIME	200.1221.102	352.21	102.89	71.92	6.00	.00	.00
SEPARATION PAY	200.1221.105	.00	.00	510.55	.00	.00	.00
SS/MEDICARE	200.1221.201	2,191.94	2,125.26	1,666.75	2,407.00	2,492.00	2,420.00
VRS CONTRIBUTION	200.1221.202	3,351.48	3,484.35	2,700.94	3,680.00	4,045.00	3,928.00
INSURANCE - VRS	200.1221.203	401.68	388.92	389.97	412.00	437.00	424.00
NATIONWIDE	200.1221.204	75.55	74.63	48.87	85.00	149.00	75.00
MEDICAL INSURANCE	200.1221.205	6,603.24	6,753.66	6,961.85	6,735.00	7,611.00	8,112.00
DISABILITY INS - HYBRID EM	200.1221.207	.00	.00	17.64	.00	61.00	60.00
UNEMPLOYMENT INSURANCE	200.1221.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP.NS	200.1221.211	188.41	270.25	295.30	383.00	406.00	395.00
CONTRACTUAL SERVICES	200.1221.302	3,659.97	5,001.40	2,996.35	3,500.00	4,825.00	3,500.00
MAINT.& REPAIRS EQUI	200.1221.304	869.53	711.04	1,484.89	800.00	800.00	800.00
MAINT. SERVICE CONTRA	200.1221.305	1,500.00	1,500.00	1,043.84	1,500.00	2,500.00	1,500.00
UNIFORMS	200.1221.310	1,120.25	991.13	761.90	1,150.00	1,150.00	1,150.00
MAINT. & REPAIR BLDG.	200.1221.350	9,932.59	4,910.76	8,256.78	9,230.56	8,000.00	8,000.00
SPECIAL TRAINING	200.1221.356	694.00	394.20	667.00	1,500.00	1,500.00	1,500.00
PROFESSIONAL & TECH.	200.1221.357	93.28	85.27	78.90	500.00	500.00	500.00
ELECTRICAL SERVICES	200.1221.510	10,429.56	10,149.92	6,504.42	11,500.00	11,500.00	11,500.00
HEATING SERVICES	200.1221.512	4,487.26	5,830.86	3,749.28	5,300.00	5,300.00	5,300.00
WATER & SEWER SERVICE	200.1221.513	762.58	661.27	467.03	650.00	650.00	650.00
TELEPHONE	200.1221.521	5,612.77	6,434.20	3,972.44	5,500.00	5,500.00	5,500.00
POSTAGE	200.1221.522	187.85	312.96	189.76	775.00	775.00	775.00
PROPERTY INSURANCE	200.1221.532	338.00	412.00	395.00	413.00	413.00	413.00
MOTOR VEHICLE INS.	200.1221.535	380.00	288.00	352.00	285.00	285.00	285.00
LIABILITY INSURANCE	200.1221.538	870.00	796.00	833.00	796.00	796.00	796.00
OFFICE SUPPLIES	200.1221.541	1,661.22	1,156.91	1,030.76	1,800.00	1,800.00	1,800.00
GAS, OIL,GREASE	200.1221.548	13.70	758.42	620.16	600.00	800.00	600.00
OIL, ANTIFREEZE, AND FLUID	200.1221.549	89.94	415.66	118.91	200.00	200.00	200.00
MATERIALS & SUPPLIES	200.1221.553	8,832.31	10,133.64	5,780.29	10,000.00	10,000.00	10,000.00
SMALL TOOLS	200.1221.554	1,911.77	2,213.93	604.70	2,000.00	2,000.00	2,000.00
JANITORIAL/INVENTORY	200.1221.555	728.57	790.07	583.73	850.00	850.00	850.00
C D L PROGRAM	200.1221.580	.00	.00	.00	.00	.00	.00
MISCELLANEOUS EXPENSE	200.1221.585	.00	.00	.00	.00	.00	.00
MEETING EXPENSES	200.1221.589	57.54	93.92	113.34	100.00	100.00	100.00
EMPLOYEE APPRECIATION	200.1221.591	238.32	195.73	186.72	300.00	500.00	300.00
REPLACEMENT OF EQUIP.	200.1221.709	897.00	.00	.00	1,000.00	1,000.00	1,000.00
OTHER EQUIPMENT	200.1221.716	800.00	1,071.97	.00	2,000.00	2,000.00	2,000.00
HVAC - PW GARAGE	200.1221.725	.00	.00	.00	.00	.00	.00
LEASE/RENTAL OF EQUIP.	200.1221.801	1,242.86	1,132.87	3,787.40	1,250.00	8,500.00	8,500.00
LEASE OF STORAGE FAC.	200.1221.803	3,999.96	3,999.96	3,333.30	4,000.00	4,000.00	4,000.00
<b>PUBLIC WORKS ADMIN</b>		<b>105,630.55</b>	<b>104,869.69</b>	<b>84,674.33</b>	<b>112,656.56</b>	<b>124,010.00</b>	<b>120,560.00</b>

# Police Department

The Mission of the Town of Vinton's Police Department is to deliver quality police services to the community, while placing honesty, integrity, and professionalism above all else. We serve the community by enforcing laws and ordinances, safeguarding life and property, preventing and detecting crime, preserving the peace, being involved in community partnerships, and protecting the rights of all citizens.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Calls for Service	13,781	14,427	15,000
Total Summons Issued	1,724	1,890	1,900
Criminal Arrests	950	930	900
Narcotics and Drug Violations	390	250	250

## Departmental Goals

1. Prepare for future Town of Vinton growth while maintaining a safe and secure community.
2. Focus investigation and efforts in response to opioid epidemic.
3. Research for new police facility.
4. Enhancement and focus of community policing effort.
5. Develop employee skills and enhance organizational leadership.
6. Evaluate departmental organization and deployment of personnel.
7. Continue to seek alternate funding through grants and asset seizures.

# General Fund Expenditure Budget

## Police Department

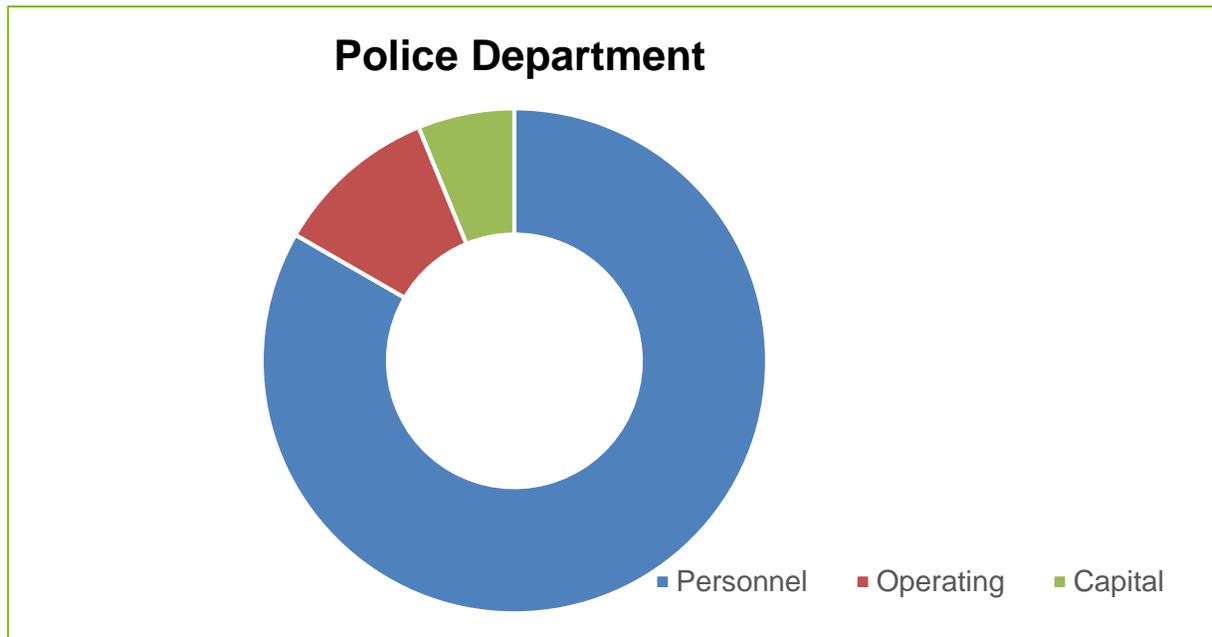
Account Code: 200.3101

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	1,743,269	1,811,156	1,817,206	6,050	0.33%
Operating	233,528	246,931	228,931	(18,000)	-7.29%
Capital	46,922	109,000	134,952	25,952	23.81%
<b>Total</b>	<b>2,023,719</b>	<b>2,167,087</b>	<b>2,181,089</b>	<b>14,002</b>	<b>0.65%</b>

### Authorized Positions

Records Manager	1.00	1.00	1.00
Exec. Assistant to Chief	1.00	1.00	1.00
Police Officer	9.00	10.00	9.00 *
Community Service Officer	1.00	1.00	1.00
Corporal	4.00	4.00	4.00
Detective	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00
Lieutenant	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Police Chief	1.00	1.00	1.00
<b>Total Positions</b>	<b>26.00</b>	<b>27.00</b>	<b>26.00</b>
<i>Grant Funded Officer</i>	<i>1.00</i>	<i>1.00</i>	<i>1.00</i>
<b>Revised Total Positions</b>	<b>27.00</b>	<b>28.00</b>	<b>27.00</b>

\* Officer position frozen through June 30, 2021. Total Officer Positions unfrozen is 10.



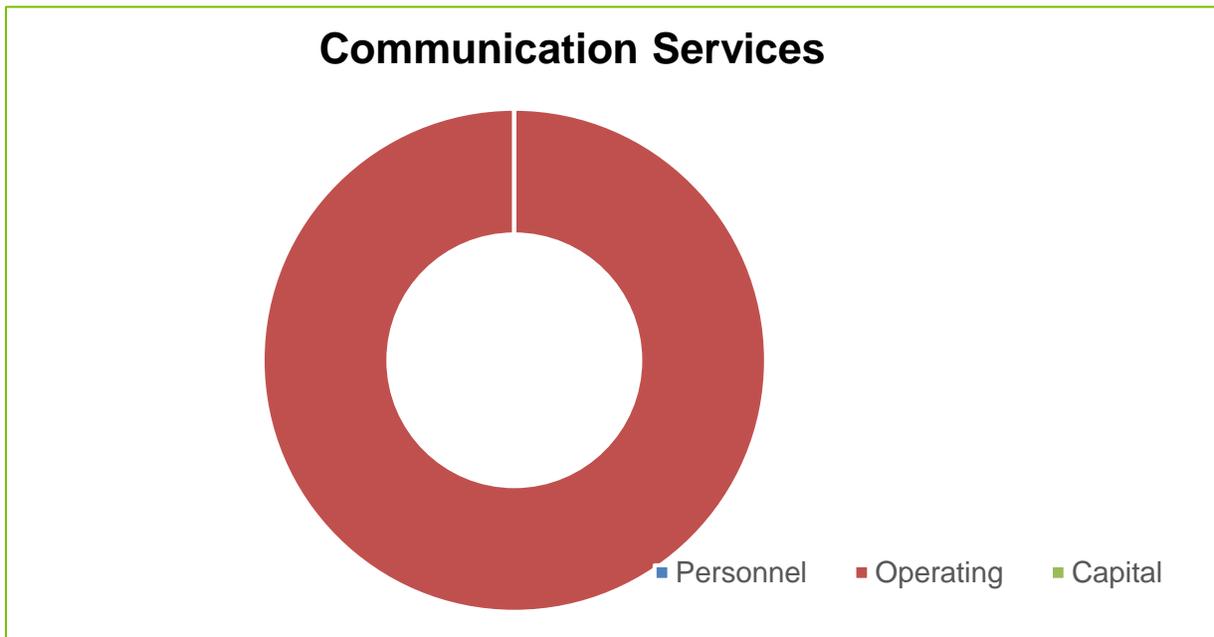
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.3101.101	1,185,408.63	1,178,806.06	863,870.72	1,214,753.69	1,253,676.00	1,183,592.00
OVERTIME	200.3101.102	44,571.17	70,473.78	56,802.38	50,108.00	70,000.00	60,000.00
PART-TIME	200.3101.103	1,569.53	1,074.88	515.32	3,756.00	.00	.00
CONTRACT SRVCS	200.3101.104	10,668.63	9,129.13	8,297.01	10,000.00	10,000.00	10,000.00
SEPARATION PAY	200.3101.105	12,333.65	3,125.90	3,653.69	2,412.31	.00	.00
DMV OVERTIME GRANT EXP	200.3101.106	5,190.31	.00	.00	.00	.00	.00
SS/MEDICARE	200.3101.201	92,211.65	92,500.29	68,710.96	97,234.00	100,497.00	95,900.00
VRS CONTRIBUTION	200.3101.202	116,016.38	121,007.40	95,413.59	136,359.34	155,732.00	146,988.00
INSURANCE - VRS	200.3101.203	13,905.49	13,456.11	10,698.78	15,313.00	16,773.00	15,834.00
NATIONWIDE	200.3101.204	2,383.83	2,279.92	1,812.16	3,000.00	6,087.00	2,924.00
MEDICAL INSURANCE	200.3101.205	207,313.60	223,706.41	187,454.02	238,590.00	258,270.00	261,899.00
DISABILITY INS - HYBRID EM	200.3101.207	.00	453.61	308.20	400.66	671.00	648.00
UNEMPLOYMENT INSURANCE	200.3101.209	5,432.00	21.67	.00	.00	.00	.00
WORKERS' COMP. INS	200.3101.211	29,169.94	27,233.82	31,487.74	39,229.00	41,807.00	39,421.00
CONTRACTUAL SERVICES	200.3101.302	.00	2,000.00	.00	.00	.00	.00
MAINT.E & REPAIRS EQUI	200.3101.304	37,102.02	34,671.74	28,424.21	40,850.00	39,000.00	35,000.00
MAINT. SERVICE CONTRA	200.3101.305	30,806.82	30,739.79	7,752.58	34,421.00	34,421.00	34,421.00
PRINTING & BINDING	200.3101.306	2,036.15	2,670.28	1,482.29	5,000.00	5,000.00	5,000.00
UNIFORMS	200.3101.310	12,019.13	10,342.66	7,300.41	13,000.00	13,000.00	13,000.00
IMAGING PROCESSING	200.3101.312	235.06	246.31	69.93	1,000.00	1,000.00	1,000.00
POLICE DONATION USED	200.3101.316	.00	49.99	.00	.00	.00	.00
CONTRACTUAL POLICE	200.3101.319	23,660.09	25,865.96	22,598.16	25,000.00	25,000.00	25,000.00
TELEPHONE	200.3101.521	17,634.29	18,268.08	12,554.78	18,900.00	18,000.00	18,900.00
POSTAGE	200.3101.522	832.90	583.11	959.33	1,100.00	700.00	700.00
PROPERTY INSURANCE	200.3101.532	1,183.00	1,444.00	1,381.00	1,444.00	1,444.00	1,444.00
MOTOR VEHICLE INS.	200.3101.535	10,671.00	7,992.00	12,341.00	9,993.00	9,993.00	9,993.00
SMALL INSURANCE CLAIMS	200.3101.537	.00	.00	.00	.00	.00	.00
LIABILITY INSURANCE	200.3101.538	3,045.00	2,788.00	2,914.00	2,786.00	2,786.00	2,786.00
LOD - INS COVERAGE	200.3101.539	12,029.00	15,216.00	18,276.98	14,437.00	14,437.00	14,437.00
OFFICE SUPPLIES	200.3101.541	4,214.58	3,993.47	2,337.66	5,000.00	5,000.00	5,000.00
GAS, OIL,GREASE	200.3101.548	43,532.10	43,565.28	31,147.40	40,000.00	40,000.00	40,000.00
MATERIALS & SUPPLIES	200.3101.553	4,887.24	6,329.48	5,246.05	6,700.00	7,100.00	7,000.00
FIREARMS AND AMMO	200.3101.554	10,310.38	7,601.26	4,370.36	8,000.00	8,000.00	8,000.00
ASSET FORFEITURE	200.3101.559	412.64	1,709.85	2,380.00	.00	.00	.00
TRAVEL (MILEAGE/FARE)	200.3101.560	7,386.11	11,261.43	12,213.47	18,000.00	25,000.00	.00
DUES & SUBSCRIPTIONS	200.3101.581	1,308.00	1,507.82	2,407.95	2,000.00	2,000.00	2,000.00
MISCELLANEOUS	200.3101.585	1,700.82	3,491.20	1,370.63	4,000.00	4,000.00	4,000.00
MEETING EXPENSES	200.3101.589	817.10	743.20	162.87	750.00	250.00	750.00
EMPLOYEE APPRECIATION	200.3101.591	723.11	447.01	532.89	500.00	2,000.00	500.00
COMMUNICATIONS EQUIP.	200.3101.703	.00	.00	.00	.00	.00	.00
MOTOR VEHICLES & EQUIP.	200.3101.705	.00	.00	.00	.00	.00	.00
REPLACEMENT OF EQUIP.	200.3101.709	.00	29,739.06	.00	.00	.00	.00
OTHER EQUIPMENT	200.3101.716	3,544.87	7,010.53	3,477.19	5,000.00	5,000.00	5,000.00
SPECIAL PROJECTS	200.3101.722	.00	.00	.00	.00	.00	.00
ATF SPECIAL PROJECTS	200.3101.731	5,729.70	.00	.00	.00	.00	.00
LEASE/RENT OF EQUIP.	200.3101.801	1,608.00	6,172.77	63,859.65	100,000.00	165,952.00	125,952.00
LEASE OF STORAGE FAC.	200.3101.803	3,999.96	3,999.96	3,333.30	4,000.00	4,000.00	4,000.00
<b>POLICE DEPARTMENT</b>		<b>1,967,603.88</b>	<b>2,023,719.22</b>	<b>1,577,918.66</b>	<b>2,173,037.00</b>	<b>2,346,596.00</b>	<b>2,181,089.00</b>

# General Fund Expenditure Budget

## Communication Services

Account Code: 200.3102

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	-	-	-	-	0.00%
Operating	456,235	462,000	434,000	(28,000)	-6.06%
Capital	-	-	-	-	0.00%
<b>Total</b>	456,235	462,000	434,000	(28,000)	-6.06%



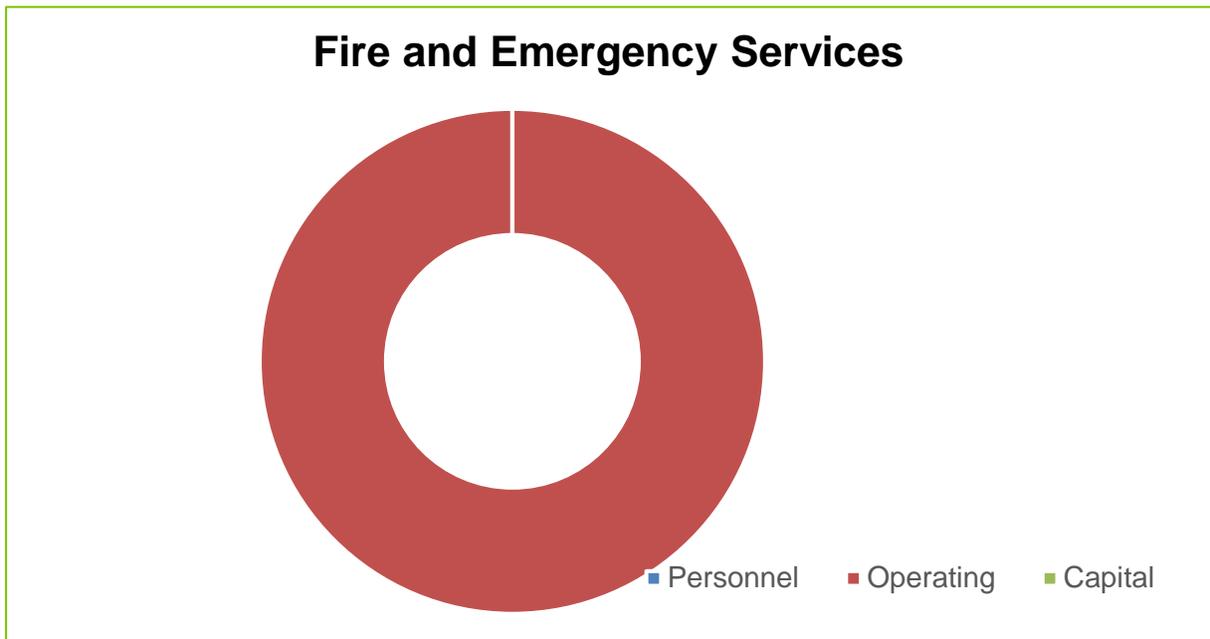
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
CONTRACT SERVICES	200.3102.104	101.96	.00	.00	.00	.00	.00
SS/MEDICARE	200.3102.201	6.48	.00	.00	.00	.00	.00
ANNUAL OP COST - SV CHR	200.3102.305	434,390.04	456,235.04	337,939.03	462,000.00	434,000.00	434,000.00
<b>E911 SERVICES</b>		<b>434,498.48</b>	<b>456,235.04</b>	<b>337,939.03</b>	<b>462,000.00</b>	<b>434,000.00</b>	<b>434,000.00</b>

## General Fund Expenditure Budget Fire and Emergency Services Department

Account Code: 200.3205

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	836,891			-	0.00%
Operating	127,384	2,270	2,385	115	5.07%
Capital	2,856			-	0.00%
<b>Total</b>	<b>967,131</b>	<b>2,270</b>	<b>2,385</b>	<b>115</b>	<b>5.07%</b>

\*Changes in Public Safety relate to reducing the costs of the Fire & EMS Department with transfer of service to the County per new Memorandum of Understanding signed with Roanoke County effective 7/1/2019.



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.3205.101	592,194.25	513,836.65	800.00	.00	.00	.00
OVERTIME	200.3205.102	103,772.34	81,037.63	.00	.00	.00	.00
CONTRACT SERVICES	200.3205.104	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.3205.105	8,800.13	2,468.81	.00	.00	.00	.00
SS/MEDICARE	200.3205.201	51,029.43	42,986.96	61.20	.00	.00	.00
VRS CONTRIBUTION	200.3205.202	64,147.68	57,201.22	.00	.00	.00	.00
INSURANCE - VRS	200.3205.203	7,688.60	6,388.20	.00	.00	.00	.00
NATIONWIDE	200.3205.204	999.34	1,115.71	.00	.00	.00	.00
MEDICAL INSURANCE	200.3205.205	117,967.72	106,984.91	.00	.00	.00	.00
WORKERS' COMP. INS	200.3205.211	30,758.59	24,870.76	.00	.00	.00	.00
CONTRACTUAL SERVICES	200.3205.302	17,217.90	19,896.75	.00	.00	.00	.00
MAINT. & REPAIRS EQUI	200.3205.304	11,279.04	12,109.53	.00	.00	.00	.00
UNIFORMS - CAREER	200.3205.311	3,532.23	3,598.93	.00	.00	.00	.00
FIRE PROGRAM GRANT	200.3205.317	.00	.00	.00	.00	.00	.00
MAINT. & REPAIR BLDG.	200.3205.350	14,803.88	26,195.85	.00	.00	.00	.00
SPECIAL TRAINING	200.3205.356	550.04	380.57	.00	.00	.00	.00
ELECTRICAL SERVICES	200.3205.510	25,501.89	23,545.20	.00	.00	.00	.00
HEATING SERVICES	200.3205.512	6,841.08	6,899.33	.00	.00	.00	.00
WATER & SEWER SERVICE	200.3205.513	2,423.70	2,169.58	.00	.00	.00	.00
TELEPHONE	200.3205.521	5,939.20	6,514.22	375.43	.00	.00	.00
POSTAGE	200.3205.522	110.57	74.67	.00	.00	.00	.00
PROPERTY INSURANCE	200.3205.532	1,859.00	2,268.00	1,627.73	2,270.00	2,385.00	2,385.00
MOTOR VEHICLE INS.	200.3205.535	380.00	288.00	.00	.00	.00	.00
LIABILITY INSURANCE	200.3205.538	4,789.00	4,386.00	.00	.00	.00	.00
LOD - INS COV	200.3205.539	5,156.00	6,520.00	.00	.00	.00	.00
OFFICE SUPPLIES	200.3205.541	547.87	29.96	.00	.00	.00	.00
MEDICAL SUPPLIES	200.3205.544	2,360.30	1,522.51	.00	.00	.00	.00
GAS, OIL, GREASE	200.3205.548	6,701.83	5,601.60	.00	.00	.00	.00
MATERIALS & SUPPLIES	200.3205.553	564.16	486.44	.00	.00	.00	.00
JANITORIAL/INVENTORY	200.3205.555	1,034.01	1,131.29	.00	.00	.00	.00
TRAVEL & TRAINING	200.3205.560	198.32	60.00	.00	.00	.00	.00
CONTRIBUTION FIRE DEP	200.3205.572	.00	.00	.00	.00	.00	.00
CONTRIBUTION RESCUE SQ	200.3205.573	.00	.00	.00	.00	.00	.00
CONTR-FIRE TRAINING	200.3205.576	3,545.00	3,545.00	.00	.00	.00	.00
DUES & SUBSCRIPTIONS	200.3205.581	1,058.85	160.71	.00	.00	.00	.00
MOTOR VEHICLES & EQUIP.	200.3205.705	.00	.00	.00	.00	.00	.00
REPLACEMENT OF EQUIP.	200.3205.709	.00	.00	.00	.00	.00	.00
OTHER EQUIPMENT	200.3205.716	531.61	2,855.62	.00	.00	.00	.00
SPECIAL PROJECTS	200.3205.722	.00	.00	.00	.00	.00	.00
PUB SAFETY BLDG PROJECT	200.3205.737	.00	.00	.00	.00	.00	.00
EMS VEHICLE REPLACEMENT	200.3205.750	.00	.00	.00	.00	.00	.00
CAPITAL OUTLAY - FIRE/EMS	200.3205.799	.00	.00	.00	.00	.00	.00
<b>FIRE &amp; EMS</b>		<b>1,094,283.56</b>	<b>967,130.61</b>	<b>2,864.36</b>	<b>2,270.00</b>	<b>2,385.00</b>	<b>2,385.00</b>

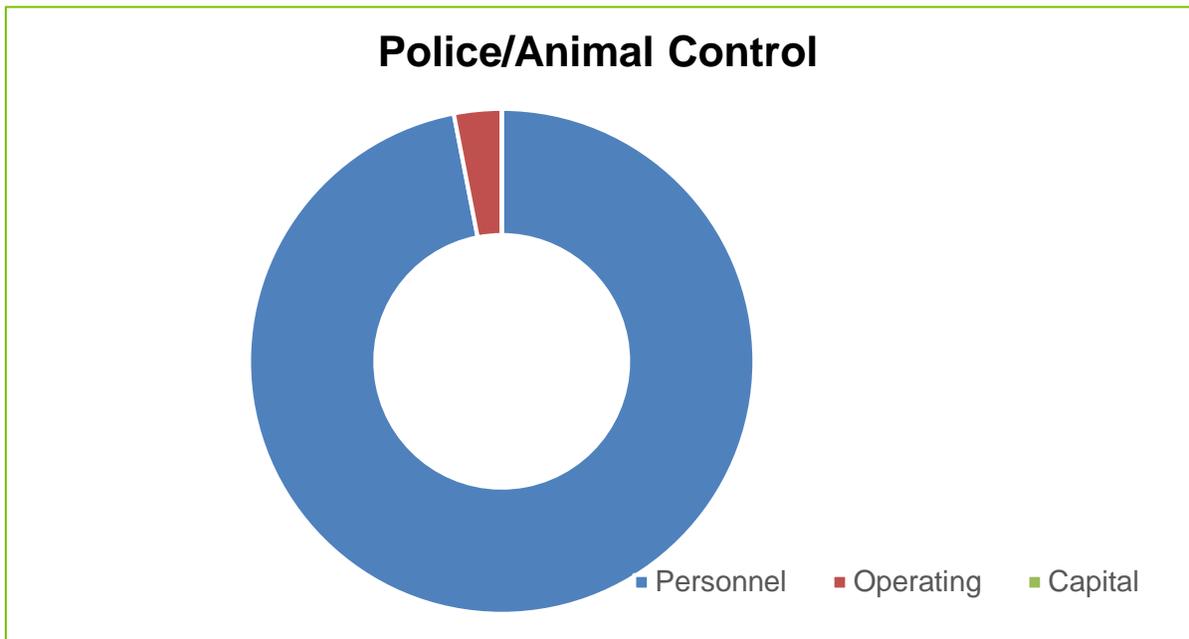
## General Fund Expenditure Budget

### Police Community Services/Animal Control

Account Code: 200.3501

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	55,917	66,501	91,700	25,199	37.89%
Operating	57,980	2,880	2,880	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>113,897</b>	<b>69,381</b>	<b>94,580</b>	<b>25,199</b>	<b>36.32%</b>

*\*Position listed in summary on 3101.*



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.3501.101	35,630.16	39,384.88	33,449.18	41,467.00	64,588.00	61,425.00
OVERTIME	200.3501.102	.00	56.21	1,138.90	.00	.00	.00
PART-TIME	200.3501.103	.00	.00	.00	2,000.00	.00	.00
SEPARATION PAY	200.3501.105	.00	.00	.00	.00	.00	.00
SS/MEDICARE	200.3501.201	3,028.17	2,787.74	2,538.53	3,326.00	4,942.00	4,699.00
VRS CONTRIBUTION	200.3501.202	4,000.69	3,898.06	3,402.50	4,651.00	7,834.00	7,418.00
INSURANCE - VRS	200.3501.203	479.51	435.21	380.94	521.00	866.00	824.00
NATIONWIDE	200.3501.204	.00	107.86	73.67	.00	312.00	156.00
MEDICAL INSURANCE	200.3501.205	6,512.00	8,261.42	953.07	13,200.00	14,208.00	15,032.00
WORKERS' COMP. INS	200.3501.211	631.10	985.59	1,072.19	1,336.00	2,252.00	2,146.00
CONTRACTUAL SERVICES	200.3501.302	71,515.33	54,344.82	.00	.00	.00	.00
PRINTING & BINDING	200.3501.306	.00	.00	.00	.00	.00	.00
UNIFORMS	200.3501.310	.00	520.44	312.02	1,500.00	1,500.00	1,500.00
PHOTO PROCESSING	200.3501.312	.00	.00	.00	.00	.00	.00
VETERINARY SERVICES	200.3501.390	278.88	2,831.00	697.88	1,000.00	1,000.00	1,000.00
MOTOR VEHICLE INS.	200.3501.535	380.00	284.00	469.00	380.00	380.00	380.00
GAS, OIL,GREASE	200.3501.548	.00	.00	.00	.00	.00	.00
MATERIALS & SUPPLIES	200.3501.553	.00	.00	7.06	.00	.00	.00
TRAVEL	200.3501.560	.00	.00	.00	.00	.00	.00
DUES & SUBSCRIPTIONS	200.3501.581	.00	.00	.00	.00	.00	.00
<b>POLICE/ANIMAL CONTROL</b>		<b>122,455.84</b>	<b>113,897.23</b>	<b>44,494.94</b>	<b>69,381.00</b>	<b>97,882.00</b>	<b>94,580.00</b>

## General Fund Expenditure Budget Maintenance of Highways, Streets & Bridges

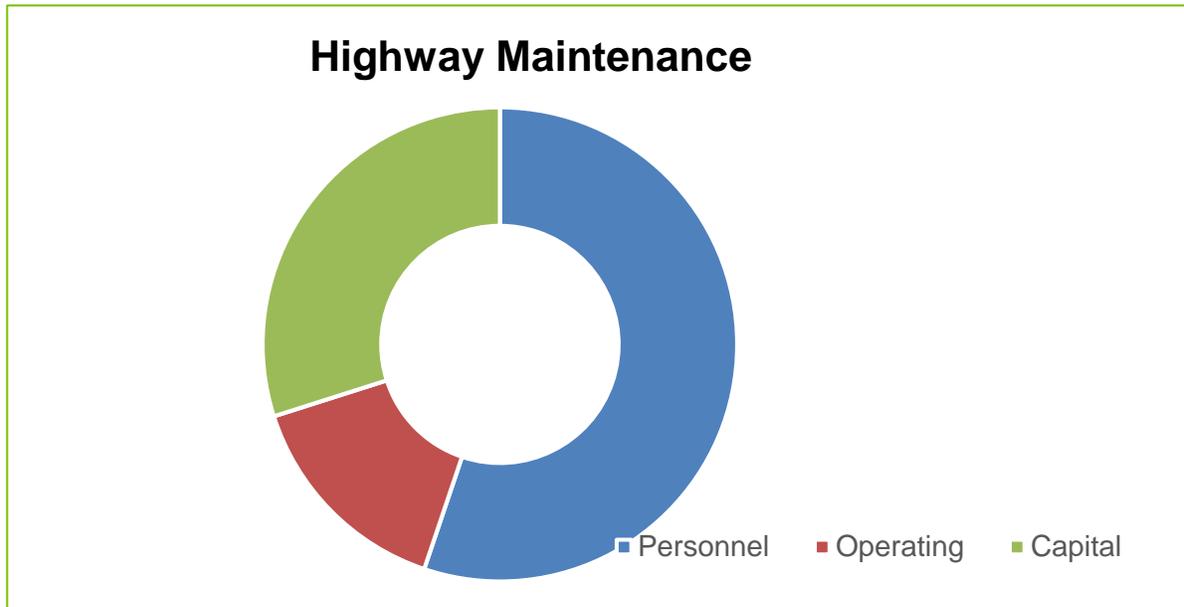
Account Code: 200.4101

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	484,909	467,817	441,454	(26,363)	-5.64%
Operating	99,137	119,418	119,418	-	0.00%
Capital	388,523	233,000	239,300	6,300	2.70%
<b>Total</b>	<b>972,569</b>	<b>820,235</b>	<b>800,172</b>	<b>(20,063)</b>	<b>-2.45%</b>

### Authorized Positions

Mechanic	1.00	1.00	1.00
Chief Mechanic	1.00	1.00	1.00
Laborer	3.00	1.00	1.00
Equipment Operator I	3.00	5.00	4.00
Equipment Operator II	2.00	2.00	2.00
Equipment Operator III	1.00	1.00	1.00
Crew Leader	3.00	3.00	3.00
<b>Total Positions</b>	<b>14.00</b>	<b>14.00</b>	<b>13.00</b>

\* EOI position frozen through June 30, 2021. Total EOI Positions unfrozen is 5.



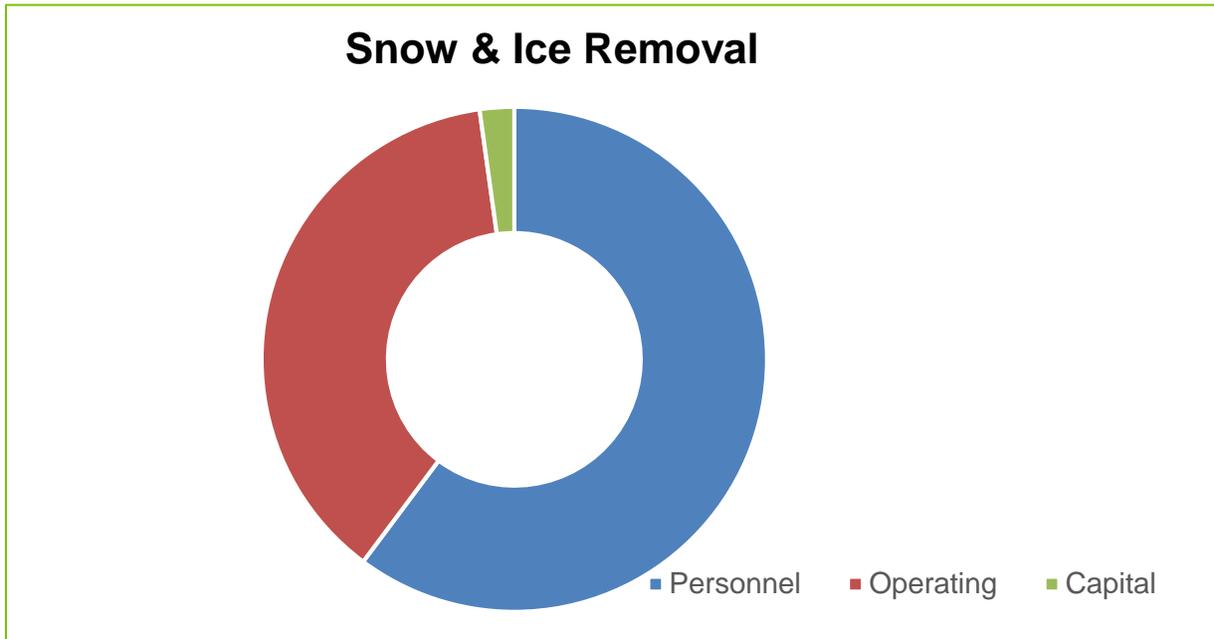
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.4101.101	341,201.76	317,876.33	207,788.05	291,174.00	290,570.00	262,591.00
OVERTIME	200.4101.102	20,486.94	13,056.50	6,679.52	20,380.00	21,000.00	21,000.00
PART-TIME	200.4101.103	5,047.11	.00	.00	8,160.00	8,324.00	8,160.00
SEPARATION PAY	200.4101.105	1,200.69	7,327.43	1,448.46	.00	2,770.00	2,770.00
SS/MEDICARE	200.4101.201	27,374.08	25,112.02	15,605.94	24,459.00	24,472.00	22,531.00
VRS CONTRIBUTION	200.4101.202	35,935.79	33,488.86	23,912.08	34,068.00	36,117.00	32,626.00
INSURANCE - VRS	200.4101.203	4,313.03	3,737.20	2,692.67	3,815.00	3,882.00	3,507.00
NATIONWIDE	200.4101.204	803.84	776.23	374.25	805.00	1,668.00	1,083.00
MEDICAL INSURANCE	200.4101.205	67,495.90	70,577.54	50,262.71	71,550.00	74,232.00	72,424.00
CAR ALLOWANCE	200.4101.206	.00	.00	.00	.00	.00	.00
DISABILITY INS - HYBRID EM	200.4101.207	1,521.22	2,232.60	454.43	.00	1,290.00	1,083.00
UNEMPLOYMENT INSURANCE	200.4101.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.4101.211	16,249.66	10,724.20	10,440.03	13,406.00	15,365.00	13,679.00
CONTRACTUAL SERVICES	200.4101.302	36,653.00	7,767.26	15,058.26	25,000.00	28,025.00	25,000.00
MAINT. & REPAIRS EQUI	200.4101.304	19,974.80	37,348.95	11,881.77	25,000.00	30,000.00	25,000.00
UNIFORMS	200.4101.310	6,884.43	7,441.06	4,576.52	6,230.00	7,200.00	6,230.00
SPECIAL TRAINING	200.4101.356	1,721.51	1,935.69	1,154.20	2,800.00	3,200.00	2,800.00
RAILROAD CROSSING MNT	200.4101.358	2,505.00	1,252.50	.00	1,465.00	1,465.00	1,465.00
ALLEY MAINTENANCE	200.4101.362	4,500.00	.00	78.00	5,000.00	5,000.00	5,000.00
R.O.W. SHOULDER MAINT.	200.4101.363	59.94	.00	.00	1,000.00	1,000.00	1,000.00
BRIDGE MNT-GUSNICKS #80	200.4101.372	.00	.00	.00	1,000.00	1,000.00	1,000.00
BRIDGE MNT-WALNUT #800	200.4101.373	.00	.00	.00	1,000.00	1,000.00	1,000.00
PROPERTY INSURANCE	200.4101.532	845.00	1,032.00	987.00	1,032.00	1,032.00	1,032.00
MOTOR VEHICLE INS.	200.4101.535	5,240.00	3,900.00	4,818.00	3,901.00	3,901.00	3,901.00
LIABILITY INSURANCE	200.4101.538	2,175.00	1,988.00	2,082.00	1,990.00	1,990.00	1,990.00
GAS, OIL,GREASE	200.4101.548	17,635.97	16,880.51	11,608.52	16,000.00	16,000.00	16,000.00
OIL, ANTIFREEZE	200.4101.549	2,091.60	1,015.81	746.58	3,000.00	3,000.00	3,000.00
MATERIALS & SUPPLIES	200.4101.553	3,305.00	4,445.00	2,060.14	6,000.00	6,000.00	6,000.00
SMALL TOOLS	200.4101.554	492.41	2,376.24	1,509.70	2,000.00	2,000.00	2,000.00
STREET MATERIALS	200.4101.558	16,130.85	11,754.11	11,113.46	17,000.00	17,000.00	17,000.00
REPLACEMENT OF EQUIP.	200.4101.709	1,500.00	9,402.46	439.96	1,500.00	2,000.00	1,500.00
SIDEWALKS	200.4101.712	8,221.21	1,020.25	1,956.50	10,000.00	50,000.00	10,000.00
OTHER EQUIPMENT	200.4101.716	639.92	1,057.37	949.00	1,500.00	2,000.00	1,500.00
MILLING & PAVEMENT	200.4101.717	189,768.00	210,000.00	117,255.73	210,000.00	330,000.00	210,000.00
PROP OWNER: CURB & GUT.	200.4101.718	.00	.00	.00	.00	.00	.00
PAVEMENT MARKING	200.4101.719	18,535.50	.00	.00	10,000.00	25,000.00	10,000.00
STORM DRAINAGE PROJECTS	200.4101.721	1,019.76	787.63	.00	.00	.00	.00
VML RISK MGMT GRANT	200.4101.722	.00	.00	.00	.00	.00	.00
REP.1986 & 1987 TRACTO	200.4101.750	.00	.00	.00	.00	.00	.00
VDOT REV SHARING-INTER.	200.4101.780	.00	.00	.00	.00	.00	.00
VDOT REV SHRG-PAVING	200.4101.781	.00	.00	.00	.00	.00	.00
VDOT-WALNUT AVE COR.	200.4101.782	.00	.00	.00	.00	.00	.00
CAPITAL OUTLAY	200.4101.799	.00	166,255.00	21,787.00	17,687.00	.00	.00
LEASE/RENT OF EQUIP.	200.4101.801	.00	.00	3,139.75	.00	33,000.00	6,300.00
<b>HIGHWAY MAINTENANCE</b>		<b>861,528.92</b>	<b>972,568.75</b>	<b>532,860.23</b>	<b>837,922.00</b>	<b>1,050,503.00</b>	<b>800,172.00</b>

# General Fund Expenditure Budget

## Snow & Ice Removal

Account Code: 200.4105

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	32,312	26,474	27,346	872	3.29%
Operating	14,451	17,075	17,075	-	0.00%
Capital	15,222	1,000	1,000	-	0.00%
<b>Total</b>	<b>61,985</b>	<b>44,549</b>	<b>45,421</b>	<b>872</b>	<b>1.96%</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SNOW AND ICE REMOVAL	200.4105.101	33,524.80	9,783.93	8,409.82	11,245.00	12,178.00	11,839.00
SNOW AND ICE REMOVAL	200.4105.102	6,759.03	11,914.84	.00	9,530.00	9,500.00	9,500.00
SNOW AND ICE REMOVAL	200.4105.105	82.65	1,096.88	.00	.00	.00	.00
SNOW AND ICE REMOVAL	200.4105.201	3,018.07	1,595.24	617.46	1,590.00	1,659.00	1,633.00
SNOW AND ICE REMOVAL	200.4105.202	3,698.67	2,171.41	998.47	1,316.00	1,447.00	1,401.00
SNOW AND ICE REMOVAL	200.4105.203	445.32	236.92	111.73	148.00	164.00	159.00
SNOW AND ICE REMOVAL	200.4105.204	83.05	6.10	17.00	85.00	51.00	22.00
SNOW AND ICE REMOVAL	200.4105.205	6,638.75	5,231.85	1,831.61	2,169.00	2,245.00	2,374.00
SNOW AND ICE REMOVAL	200.4105.207	14.68	.00	.00	.00	.00	.00
SNOW AND ICE REMOVAL	200.4105.209	.00	.00	.00	.00	.00	.00
SNOW AND ICE REMOVAL	200.4105.211	1,446.42	274.51	306.19	391.00	427.00	418.00
SNOW AND ICE REMOVAL	200.4105.304	670.11	3,483.63	.00	3,000.00	3,000.00	3,000.00
SNOW AND ICE REMOVAL	200.4105.553	3,991.11	10,883.33	5,032.67	13,500.00	13,500.00	13,500.00
SNOW AND ICE REMOVAL	200.4105.554	250.00	83.88	.00	575.00	575.00	575.00
SNOW AND ICE REMOVAL	200.4105.709	.00	15,222.15	.00	1,000.00	1,000.00	1,000.00
<b>SNOW AND ICE REMOVAL</b>		<b>60,622.66</b>	<b>61,984.67</b>	<b>17,324.95</b>	<b>44,549.00</b>	<b>45,746.00</b>	<b>45,421.00</b>

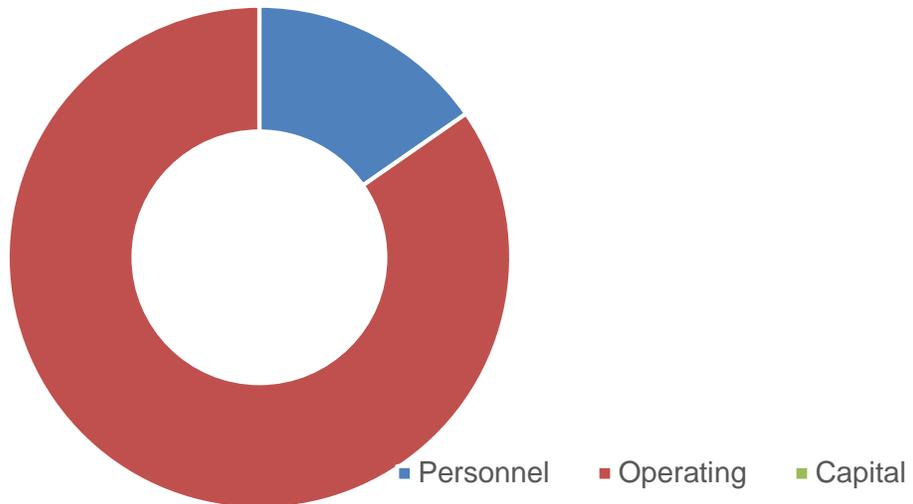
# General Fund Expenditure Budget

## Traffic Signs & Street Lights

Account Code: 200.4108

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	63,268	68,399	16,739	(51,660)	-75.53%
Operating	76,131	92,450	92,450	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	139,399	160,849	109,189	(51,660)	-32.12%

### Traffic Signs & Street Lights



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.4108.101	32,260.21	42,812.20	20,397.71	42,951.00	10,922.00	10,608.00
OVERTIME	200.4108.102	583.60	560.30	343.43	2,080.00	1,500.00	1,500.00
SEPARATION PAY	200.4108.105	.00	247.05	.00	.00	.00	.00
SS/MEDICARE	200.4108.201	2,477.32	3,230.97	1,512.22	3,445.00	951.00	927.00
VRS CONTRIBUTION	200.4108.202	3,253.80	4,529.38	2,392.94	5,026.00	1,304.00	1,259.00
INSURANCE - VRS	200.4108.203	389.99	506.76	269.07	563.00	147.00	143.00
NATIONWIDE	200.4108.204	94.35	125.68	61.70	115.00	44.00	22.00
MEDICAL INSURANCE	200.4108.205	6,238.08	8,999.39	7,211.30	11,398.00	1,799.00	1,901.00
DISABILITY INS - HYBRID	200.4108.207	60.29	44.18	102.54	.00	.00	.00
UNEMPLOYMENT INSURANCE	200.4108.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.4108.211	1,639.98	2,212.20	2,378.02	2,821.00	388.00	379.00
CONTRACTUAL SERVICES	200.4108.302	16,767.66	15,053.04	7,369.14	25,000.00	35,000.00	25,000.00
MAINT.& REPAIRS EQUI	200.4108.304	1,385.68	198.83	672.79	1,500.00	1,500.00	1,500.00
MAINT.& REPAIR BLDG.	200.4108.350	1,443.26	.00	.00	2,500.00	6,000.00	2,500.00
ELECTRICAL SERVICES	200.4108.510	20,150.18	19,333.36	10,825.85	21,535.00	21,535.00	21,535.00
ELECTRICAL SERVICES SUBD	200.4108.511	36,926.00	35,964.76	17,492.98	33,130.00	33,130.00	33,130.00
MOTOR VECHICLE INS.	200.4108.535	380.00	288.00	352.00	285.00	285.00	285.00
GAS, OIL,GREASE	200.4108.548	681.29	1,219.83	206.87	800.00	800.00	800.00
OIL, ANTIFREEZE	200.4108.549	.00	.00	.00	200.00	200.00	200.00
MATERIALS & SUPPLIES	200.4108.553	4,156.20	4,073.29	3,425.50	7,500.00	10,000.00	7,500.00
CAPITAL OUTLAY	200.4108.799	.00	.00	.00	.00	.00	.00
<b>TRAFFIC SIGNS &amp; STREET</b>		<b>128,887.89</b>	<b>139,399.22</b>	<b>75,014.06</b>	<b>160,849.00</b>	<b>125,505.00</b>	<b>109,189.00</b>

# General Fund Expenditure Budget

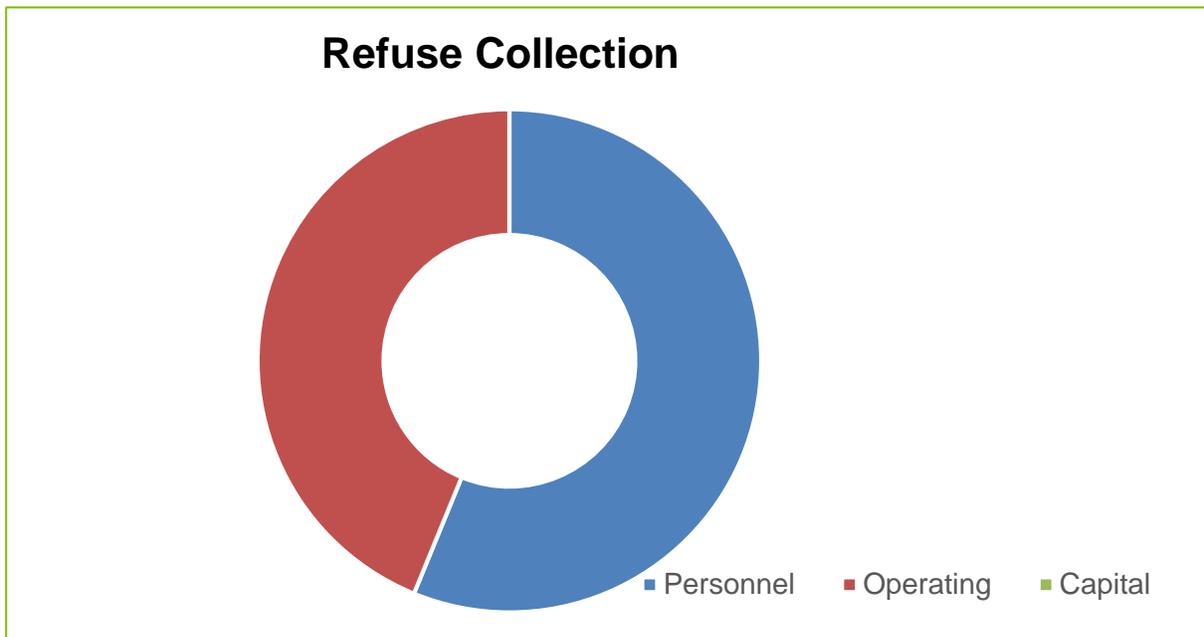
## Refuse Collection

Account Code: 200.4203

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	281,427	293,220	311,948	18,728	6.39%
Operating	230,598	243,200	243,200	-	0.00%
Capital	176,861	-	-	-	0.00%
<b>Total</b>	<b>688,886</b>	<b>536,420</b>	<b>555,148</b>	<b>18,728</b>	<b>3.49%</b>

### Authorized Positions

Laborer	1.00	1.00	1.00
Equipment Operator I	1.00	1.00	1.00
Equipment Operator II	2.00	2.00	2.00
Crew Leader	1.00	1.00	1.00
<b>Total Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.4203.101	182,080.53	188,844.41	136,454.41	192,031.00	197,985.00	194,509.00
OVERTIME	200.4203.102	5,312.47	9,173.82	1,143.03	10,346.00	10,500.00	10,500.00
PART-TIME	200.4203.103	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.4203.105	704.88	2,077.38	474.60	.00	.00	.00
SS/MEDICARE	200.4203.201	14,256.61	15,128.31	10,505.28	15,482.00	15,950.00	15,684.00
VRS CONTRIBUTION	200.4203.202	19,709.65	20,665.86	16,225.73	22,468.00	23,685.00	24,097.00
INSURANCE - VRS	200.4203.203	2,381.41	2,274.34	1,822.23	2,516.00	2,693.00	2,607.00
NATIONWIDE	200.4203.204	72.46	161.94	121.75	160.00	1,299.00	650.00
MEDICAL INSURANCE	200.4203.205	38,493.20	32,755.20	29,352.14	36,788.00	46,920.00	49,454.00
DISABILITY INS - HYBRID EM	200.4203.207	162.12	403.13	209.14	.00	543.00	555.00
UNEMPLOYMENT INSURANCE	200.4203.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.4203.211	11,058.91	9,942.48	11,375.98	13,429.00	14,128.00	13,892.00
CONTRACTUAL SERVICES	200.4203.302	941.56	204.32	310.01	2,000.00	2,550.00	2,000.00
MAINT. & REPAIRS EQUI	200.4203.304	37,322.57	18,063.08	7,148.14	18,000.00	18,000.00	18,000.00
PRINTING & BINDING	200.4203.306	.00	630.40	.00	100.00	250.00	100.00
UNIFORMS	200.4203.310	2,648.20	2,978.50	3,762.69	3,600.00	5,000.00	3,600.00
MOTOR VEHICLE INS.	200.4203.535	1,144.00	856.00	1,482.00	1,200.00	1,200.00	1,200.00
GAS, OIL, GREASE	200.4203.548	13,881.66	14,265.20	12,130.44	16,000.00	16,000.00	16,000.00
OIL, ANTIFREEZE	200.4203.549	626.39	580.32	647.78	2,000.00	2,000.00	2,000.00
MATERIALS & SUPPLIES	200.4203.553	353.08	279.76	20.69	300.00	300.00	300.00
MISCELLANEOUS EXPENSE	200.4203.585	.00	.00	.00	.00	.00	.00
REGIONAL LANDFILL	200.4203.601	173,173.17	192,740.61	125,673.08	200,000.00	250,000.00	200,000.00
CAPITAL OUTLAY	200.4203.799	.00	176,861.18	5,420.31	.00	.00	.00
<b>REFUSE COLLECTION</b>		<b>504,322.87</b>	<b>688,886.24</b>	<b>364,279.43</b>	<b>536,420.00</b>	<b>609,003.00</b>	<b>555,148.00</b>

# General Fund Expenditure Budget

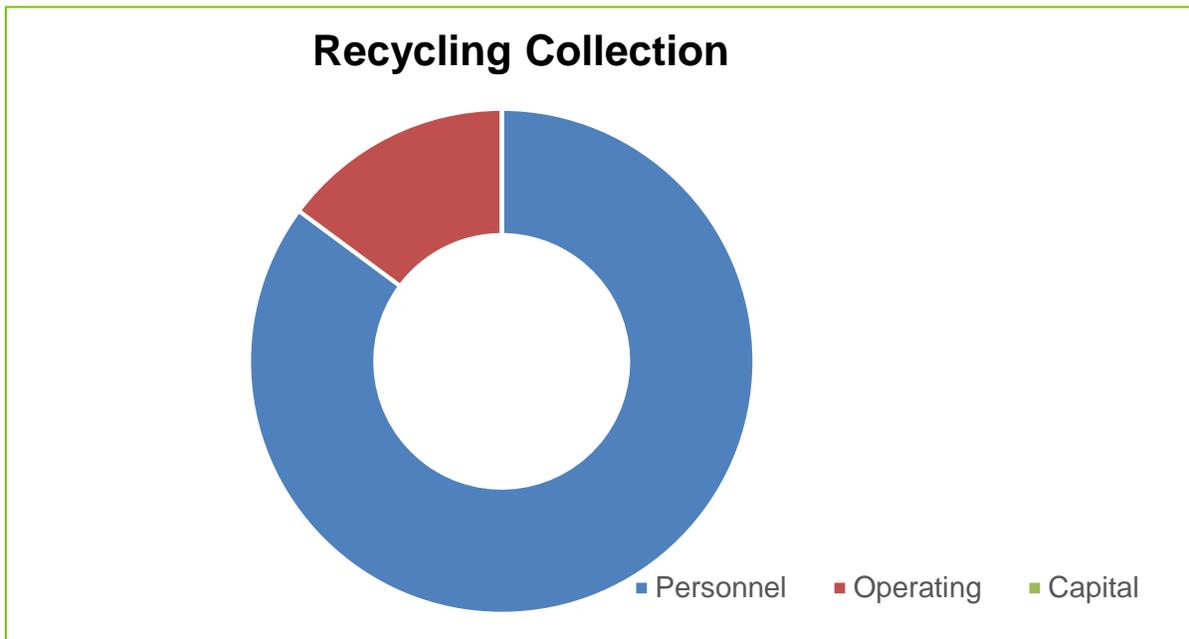
## Recycling Collection

Account Code: 200.4206

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	62,775	73,689	73,364	(325)	-0.44%
Operating	10,390	12,780	12,780	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>73,165</b>	<b>86,469</b>	<b>86,144</b>	<b>(325)</b>	<b>-0.38%</b>

**Authorized Positions**

Laborer	1.00	1.00	1.00
Equipment Operator II	1.00	1.00	1.00
<b>Total Positions</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.4206.101	42,819.53	41,088.57	40,845.42	46,524.00	78,133.00	50,920.00
OVERTIME	200.4206.102	853.55	801.13	953.67	2,075.00	2,075.00	2,075.00
SEPARATION PAY	200.4206.105	.00	411.76	127.64	.00	.00	.00
SS/MEDICARE	200.4206.201	3,260.67	3,068.23	3,099.11	3,718.00	6,136.00	4,055.00
VRS CONTRIBUTION	200.4206.202	4,309.99	4,340.39	4,465.36	5,445.00	8,439.00	1,388.00
INSURANCE - VRS	200.4206.203	569.03	504.18	505.01	610.00	1,047.00	683.00
NATIONWIDE	200.4206.204	140.59	128.53	129.38	145.00	528.00	145.00
MEDICAL INSURANCE	200.4206.205	13,520.40	10,478.91	11,459.75	12,360.00	21,951.00	10,553.00
DISABILITY INS- HYBRID EMP	200.4206.207	97.78	44.18	173.91	.00	249.00	15.00
UNEMPLOYMENT INSURANCE	200.4206.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.4206.211	2,196.97	1,908.65	2,370.85	2,812.00	5,646.00	3,530.00
CONTRACTUAL SERVICES	200.4206.302	1,471.23	2,438.00	1,522.16	4,000.00	4,275.00	4,000.00
MAINT. & REPAIRS EQUI	200.4206.304	2,493.67	1,418.67	587.17	2,000.00	2,000.00	2,000.00
PRINTING & BINDING	200.4206.306	.00	684.10	.00	50.00	50.00	50.00
UNIFORMS	200.4206.310	955.91	1,264.12	824.85	1,265.00	1,800.00	1,265.00
MOTOR VEHICLE INS.	200.4206.535	764.00	572.00	945.00	765.00	765.00	765.00
GAS, OIL,GREASE	200.4206.548	3,210.63	3,111.93	2,428.92	3,200.00	3,200.00	3,200.00
OIL, ANTIFREEZE	200.4206.549	96.79	.00	.00	300.00	300.00	300.00
MATERIALS & SUPPLIES	200.4206.553	962.36	901.65	1,068.03	1,200.00	1,500.00	1,200.00
<b>RECYCLING</b>		<b>77,723.10</b>	<b>73,165.00</b>	<b>71,506.23</b>	<b>86,469.00</b>	<b>138,094.00</b>	<b>86,144.00</b>

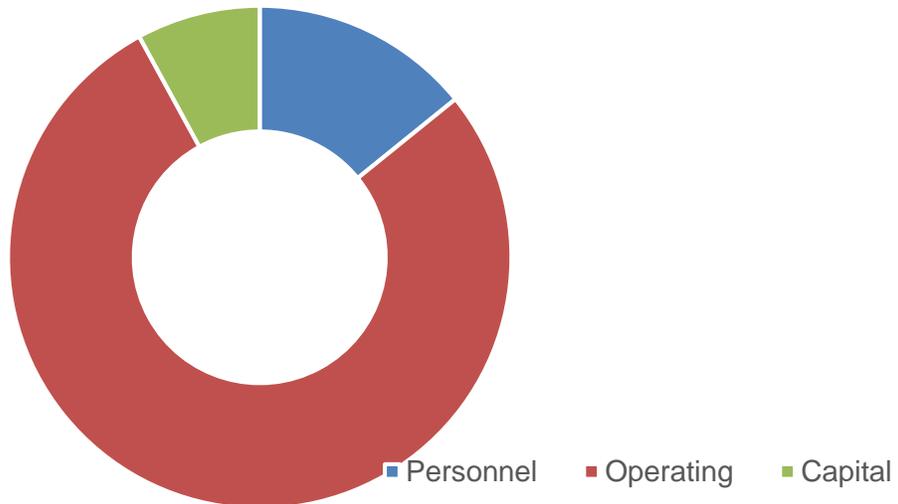
# General Fund Expenditure Budget

## Building & Grounds Maintenance

Account Code: 200.4304

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	18,253	18,566	19,622	1,056	5.69%
Operating	100,106	107,500	107,800	300	0.28%
Capital	1,462	11,000	11,000	-	0.00%
<b>Total</b>	<b>119,822</b>	<b>137,066</b>	<b>138,422</b>	<b>1,356</b>	<b>0.99%</b>

### Building & Grounds Maintenance



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.4304.101	12,722.56	12,347.80	9,694.34	12,652.00	13,550.00	13,285.00
OVERTIME	200.4304.102	53.20	79.79	.00	.00	.00	.00
SEPARATION PAY	200.4304.105	.00	.00	.00	.00	.00	.00
SS/MEDICARE	200.4304.201	955.73	920.45	720.94	967.00	1,037.00	1,017.00
VRS CONTRIBUTION	200.4304.202	1,109.47	1,350.44	1,159.52	1,481.00	1,689.00	1,656.00
INSURANCE - VRS	200.4304.203	132.98	150.66	129.82	166.00	182.00	179.00
NATIONWIDE	200.4304.204	22.04	23.64	17.00	25.00	48.00	24.00
MEDICAL INSURANCE	200.4304.205	2,862.00	2,786.00	1,990.00	2,388.00	2,388.00	2,530.00
DISABILITY INS - HYBRID EM	200.4304.207	.00	.00	.00	.00	.00	.00
UNEMPLOYMENT INSURANCE	200.4304.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.4304.211	724.76	594.59	690.18	887.00	950.00	931.00
CONTRACTUAL SERVICES	200.4304.302	18,844.41	20,087.70	15,884.06	23,000.00	23,000.00	23,000.00
MAINT. & REPAIRS EQUI	200.4304.304	.00	99.95	.00	400.00	400.00	400.00
MAINT. SERVICE CONTRA	200.4304.305	8,379.42	12,059.46	5,558.27	10,200.00	10,500.00	10,500.00
TOWN MUSEUM	200.4304.330	.00	.00	.00	.00	.00	.00
MAINT. & REPAIR BLDG.	200.4304.350	5,841.05	10,409.98	12,814.89	15,000.00	15,000.00	15,000.00
MAINT.E OF LANDSCAPE	200.4304.352	7,398.69	9,880.66	4,294.60	10,000.00	10,000.00	10,000.00
PROFESSIONAL & TECHNICAL	200.4304.357	.00	.00	.00	.00	.00	.00
HEALTH DEPARTMENT	200.4304.360	.00	.00	.00	.00	.00	.00
GISH'S MILL EXPENSES	200.4304.365	1,143.51	1,678.39	1,358.83	1,500.00	1,500.00	1,500.00
ELECTRICAL SERVICES	200.4304.510	28,231.21	26,837.87	17,047.23	28,500.00	28,500.00	28,500.00
WATER & SEWER SERVICE	200.4304.513	1,088.37	1,107.85	826.89	1,000.00	1,000.00	1,000.00
RADIO MAINTENANCE	200.4304.520	.00	.00	.00	.00	.00	.00
TELEPHONE	200.4304.521	6,241.78	6,678.30	4,610.81	6,500.00	6,500.00	6,500.00
POSTAGE	200.4304.522	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	200.4304.531	.00	.00	.00	.00	.00	.00
PROPERTY INSURANCE	200.4304.532	4,265.00	4,900.00	7,281.75	4,700.00	4,700.00	4,700.00
MOTOR VECHICLE INS.	200.4304.535	.00	284.00	432.00	350.00	350.00	350.00
LIABILITY INSURANCE	200.4304.538	4,354.00	3,980.00	4,710.00	4,500.00	4,500.00	4,500.00
OFFICE SUPPLIES	200.4304.541	.00	.00	.00	.00	.00	.00
GAS, OIL,GREASE	200.4304.548	112.13	28.60	.00	50.00	50.00	50.00
JANITORIAL/INVENTORY	200.4304.555	1,695.11	2,073.19	1,621.61	1,800.00	2,200.00	1,800.00
MISCELLANEOUS	200.4304.585	.00	.00	.00	.00	.00	.00
EMER SVS MEETING/TRAVEL	200.4304.589	.00	.00	.00	.00	1,200.00	.00
FURNITURE & FIXTURES	200.4304.702	.00	.00	.00	.00	.00	.00
PARKING LOT MAINT.	200.4304.720	.00	.00	10,197.00	10,000.00	10,000.00	10,000.00
SPECIAL PROJECTS	200.4304.722	.00	.00	.00	.00	.00	.00
BEAUTIFICATION PROJECTS	200.4304.728	993.00	1,000.00	.00	1,000.00	1,000.00	1,000.00
CAPITAL OUTLAY	200.4304.799	.00	396.43	317.00	.00	.00	.00
LEASE OF RENTAL BUILDING	200.4304.803	600.00	66.00	.00	.00	.00	.00
<b>BUILDINGS &amp; GROUNDS</b>		<b>107,770.42</b>	<b>119,821.75</b>	<b>101,356.74</b>	<b>137,066.00</b>	<b>140,244.00</b>	<b>138,422.00</b>

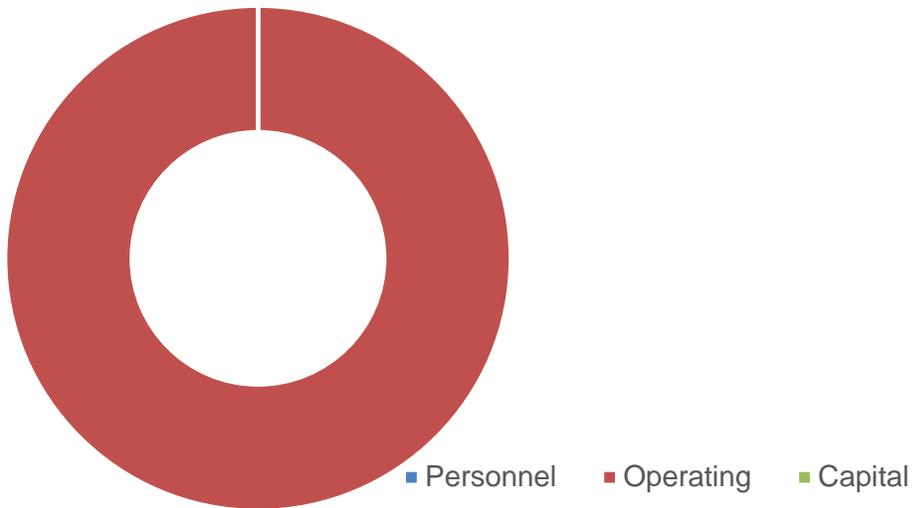
# General Fund Expenditure Budget

## Health Department Building

Account Code: 200.4305

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	12,065	14,465	25,020	10,555	72.97%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>12,065</b>	<b>14,465</b>	<b>25,020</b>	<b>10,555</b>	<b>72.97%</b>

### Health Department Building



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
MAINT. SERVICE CONTRA	200.4305.305	167.50	57.90	299.00	560.00	560.00	560.00
BUILDING MAINT./REPAIR	200.4305.350	8,085.97	1,960.31	297.26	3,000.00	12,160.00	12,160.00
MAINT. OF LANDSCAPE	200.4305.352	3,280.00	2,677.50	758.50	3,500.00	3,500.00	3,500.00
ELECTRICITY	200.4305.510	5,031.87	5,012.02	3,202.64	6,000.00	6,000.00	6,000.00
HEATING/GAS	200.4305.512	917.52	919.24	594.93	790.00	1,000.00	1,000.00
WATER	200.4305.513	651.79	1,438.22	1,389.04	615.00	1,800.00	1,800.00
<b>HEALTH DEPARTMENT</b>		<b>18,134.65</b>	<b>12,065.19</b>	<b>6,541.37</b>	<b>14,465.00</b>	<b>25,020.00</b>	<b>25,020.00</b>

## Special Programs Department

The Mission of the Special Programs Department is to create, conduct, and promote interesting and unique events and activities for the citizens and visitors to Vinton.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Total number of special events supported	34	33	24
Matching SNAP funds for Farmer's Market	\$2,690.00	\$2,690.00	\$2,500.00
Representation on Regional Boards and Committees	7 hrs/wk	30*	34*
Social Networking for Town Events (hours)	5 hrs/wk	50**	50**

\*Networking events attended

\*\*Total listings/social media mentions

### Departmental Goals

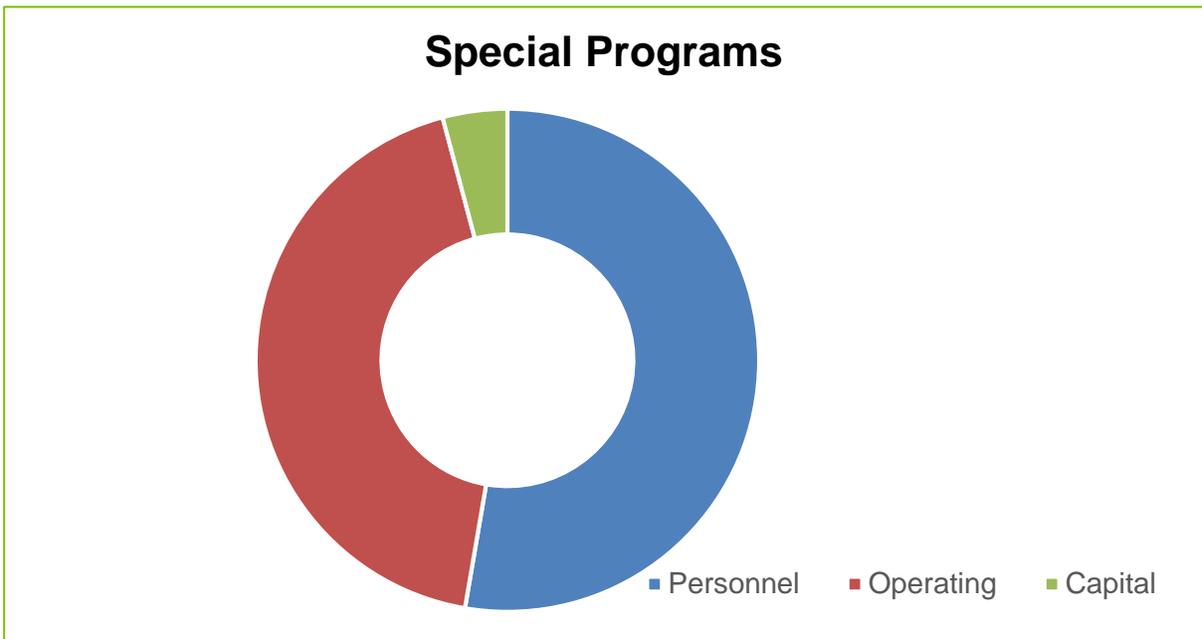
1. Organize and Conduct events at the Vinton Farmers' Market, increase vendor participation.
2. Facilitate events, concerts, distance runs help by other organizations in the Town of Vinton.
3. Increase social networking promotion of the Town and events.
4. Work cooperatively with local organizations to promote the Town of Vinton in regional events.
5. Seek sponsors and partnerships for events and activities.
6. Representation on Regional Boards and Committees

# General Fund Expenditure Budget

## Special Programs

Account Code: 200.7101

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	64,520	74,846	77,143	2,297	3.07%
Operating	72,168	70,517	63,167	(7,350)	-10.42%
Capital	3,482	6,074	6,074	-	0.00%
<b>Total</b>	<b>140,170</b>	<b>151,437</b>	<b>146,384</b>	<b>(5,053)</b>	<b>-3.34%</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.7101.101	36,926.37	25,340.81	23,025.07	30,158.00	36,550.00	33,479.00
OVERTIME	200.7101.102	18,002.88	13,008.51	7,925.69	18,215.00	18,215.00	18,215.00
PART-TIME	200.7101.103	5,052.30	3,206.45	11,354.69	10,935.00	11,252.00	7,749.00
SEPARATION PAY	200.7101.105	.00	7,890.61	.00	.00	.00	.00
SS/MEDICARE	200.7101.201	4,438.57	3,692.28	3,143.87	4,537.00	5,051.00	4,548.00
VRS CONTRIBUTION	200.7101.202	4,855.50	3,874.19	3,302.43	3,529.00	4,555.00	4,172.00
INSURANCE - VRS	200.7101.203	581.89	433.02	375.18	395.00	490.00	449.00
NATIONWIDE	200.7101.204	96.18	60.09	13.12	100.00	132.00	66.00
MEDICAL INSURANCE	200.7101.205	5,724.00	6,098.23	5,987.01	5,970.00	6,567.00	6,957.00
DISABILITY INS - HYBRID EM	200.7101.207	.00	9.05	130.19	.00	276.00	251.00
UNEMPLOYMENT INSURANCE	200.7101.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.7101.211	140.04	906.49	978.33	1,007.00	1,437.00	1,257.00
CONTRACTUAL SERVICES	200.7101.302	13,726.64	38,606.72	23,013.47	25,500.00	25,500.00	15,500.00
MAINT. & REPAIRS EQUI	200.7101.304	5,450.60	1,074.87	2,846.36	1,850.00	5,000.00	5,000.00
SERVICE AGREEMENT	200.7101.305	.00	.00	.00	.00	.00	.00
PRINTING & BINDING	200.7101.306	4,690.68	7,256.52	5,412.00	6,500.00	6,000.00	6,500.00
ADVERTISING	200.7101.307	9,144.34	7,688.16	11,585.63	7,500.00	8,500.00	7,500.00
ELECTRICAL SERVICES	200.7101.510	2,962.15	2,550.45	2,044.88	3,200.00	3,200.00	3,200.00
WATER & SEWER SERVICE	200.7101.513	588.56	562.50	968.20	750.00	750.00	750.00
TELEPHONE	200.7101.521	2,561.59	2,379.56	1,697.85	2,600.00	2,400.00	2,600.00
POSTAGE	200.7101.522	173.17	98.82	318.15	500.00	1,000.00	500.00
PROPERTY INSURANCE	200.7101.532	676.00	824.00	789.00	825.00	825.00	825.00
MOTOR VECHICLE INS.	200.7101.535	.00	.00	.00	.00	.00	.00
LIABILITY INSURANCE	200.7101.538	1,740.00	1,592.00	1,665.00	1,592.00	1,592.00	1,592.00
OFFICE SUPPLIES	200.7101.541	710.71	169.59	.00	250.00	250.00	250.00
GREENWAY: MATERIAL	200.7101.545	.00	.00	.00	.00	.00	.00
MAINT & REPAIR: REC FAC.	200.7101.549	.00	.00	.00	.00	.00	.00
MATERIALS & SUPPLIES	200.7101.553	5,489.92	2,629.58	3,658.06	2,500.00	3,000.00	2,500.00
SPECIAL EVENTS SUPPLIES	200.7101.556	11,659.35	5,867.06	7,148.57	15,600.00	5,000.00	15,600.00
TRAVEL (MILEAGE/FARE)	200.7101.560	.00	159.00	480.10	500.00	500.00	.00
DUES & SUBSCRIPTIONS	200.7101.581	595.00	536.50	585.00	600.00	600.00	600.00
MEETING EXPENSES	200.7101.589	25.00	172.65	.00	250.00	250.00	250.00
OTHER EQUIPMENT	200.7101.716	.00	914.76	.00	2,000.00	4,000.00	2,000.00
SPECIAL PROJECTS	200.7101.722	.00	272.09	.00	.00	2,000.00	.00
FARMERS MARKET	200.7101.735	2,780.00	862.97	1,878.29	2,700.00	2,700.00	2,700.00
LEASE/RENT OF EQUIPMENT	200.7101.801	1,374.00	1,432.43	1,002.00	1,374.00	1,374.00	1,374.00
<b>SPECIAL PROGRAMS</b>		<b>140,165.44</b>	<b>140,169.96</b>	<b>121,328.14</b>	<b>151,437.00</b>	<b>158,966.00</b>	<b>146,384.00</b>

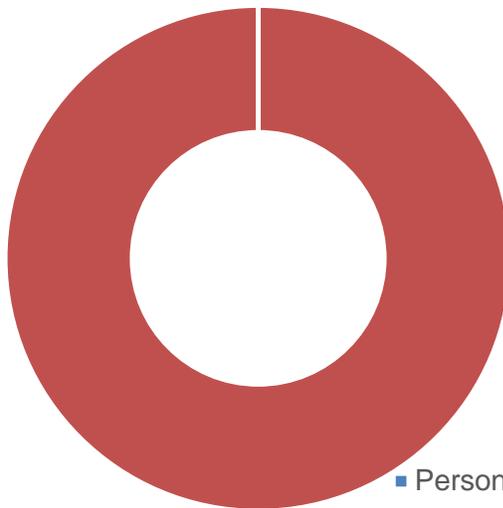
# General Fund Expenditure Budget

## War Memorial Interdepartmental Rental

Account Code: 200.7102

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	10,700	10,000	10,000	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>10,700</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>0.00%</b>

### War Memorial Interdepartmental Rental



■ Personnel ■ Operating ■ Capital

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
WM INTERDEPARTMENTAL	200.7102.574	9,360.00	10,700.00	.00	10,000.00	10,000.00	10,000.00
<b>WM INTERDEPARTMENTAL</b>		<b>9,360.00</b>	<b>10,700.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>10,000.00</b>

## Vinton War Memorial

Originally created as a living memorial in 1948 to honor Veterans, the Vinton War Memorial has evolved into a premier special event space nestled in the heart of Virginia's Blue Ridge. Through exceptional customer service, elegant surroundings and community involvement, the War Memorial strives to meet the needs of our regions social, business, and civic clients.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Total number of Town Sponsored events	11	11	11
Total rental revenue	\$111,398.00	\$113,000.00	\$95,000.00
Number of advertisements placed	75	100	100

### Departmental Goals

1. Maintain existing relationships and develop new client relationships.
2. Utilize "In-Vinton" brand to increase event bookings through targeting advertising, networking and building business relationships.
3. Continue to seek efficiencies within the operational budget.
4. Continue to broaden partnerships with Vinton Area Chamber, Roanoke Valley Convention and Visitors Bureau to attract and promote awareness of the facility and generate new business.
5. Continue to expand in rentals.

# General Fund Expenditure Budget

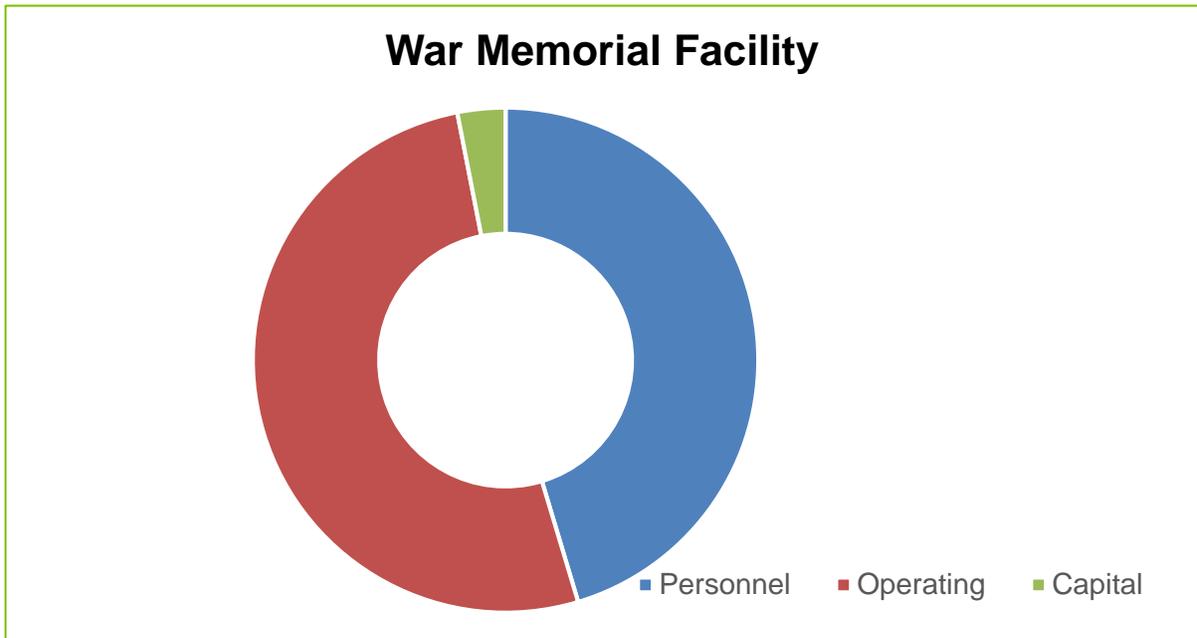
## War Memorial Facility

Account Code: 200.7103

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	131,920	122,759	118,069	(4,690)	-3.82%
Operating	110,832	128,285	134,225	5,940	4.63%
Capital	47,317	7,980	7,980	-	0.00%
<b>Total</b>	<b>290,069</b>	<b>259,024</b>	<b>260,274</b>	<b>1,250</b>	<b>0.48%</b>

**Authorized Positions**

Facilities Manager	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00
CP&F Coordinator	1.00	1.00	1.00
<b>Total Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.7103.101	85,924.97	74,822.99	47,779.02	65,149.00	68,398.00	65,149.00
OVERTIME	200.7103.102	.00	267.62	289.48	1,050.00	.00	.00
PART-TIME	200.7103.103	15,156.77	18,866.35	14,604.48	22,201.00	22,669.00	19,685.00
CONTRACT SERVICES	200.7103.104	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.7103.105	.00	244.45	.00	.00	.00	.00
SS/MEDICARE	200.7103.201	6,974.94	6,917.10	4,728.41	6,763.00	6,967.00	6,490.00
VRS CONTRIBUTION	200.7103.202	9,274.05	8,219.99	5,687.59	7,623.00	8,523.00	8,118.00
INSURANCE - VRS	200.7103.203	1,114.56	917.70	643.56	854.00	917.00	873.00
NATIONWIDE	200.7103.204	120.35	100.36	59.50	125.00	396.00	541.00
MEDICAL INSURANCE	200.7103.205	23,832.00	18,355.50	11,666.00	16,635.00	16,635.00	14,284.00
DISABILITY INS - HYBRID EM	200.7103.207	691.21	792.42	271.89	.00	568.00	541.00
UNEMPLOYMENT INSURANCE	200.7103.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.7103.211	2,873.38	2,415.95	2,096.26	2,359.00	2,488.00	2,388.00
CONTRACTUAL SERVICES	200.7103.302	26,131.52	21,484.94	17,993.77	24,000.00	30,690.00	30,690.00
MAINT. & REPAIRS EQUI	200.7103.304	4,897.18	6,542.79	6,203.27	7,500.00	7,500.00	7,500.00
MAINT.SERVICE CONTRA	200.7103.305	19,863.06	18,774.25	14,052.31	25,000.00	25,000.00	25,000.00
PRINTING & BINDING	200.7103.306	1,243.38	39.48	.00	250.00	250.00	250.00
ADVERTISING	200.7103.307	13,147.57	8,794.48	6,280.22	11,500.00	11,500.00	11,500.00
UNIFORMS	200.7103.310	.00	264.52	-4.08	500.00	500.00	500.00
MAINT. & REPAIR BLDG.	200.7103.350	4,055.96	7,493.53	3,435.45	7,500.00	7,500.00	7,500.00
ELECTRICAL SERVICES	200.7103.510	21,093.48	20,335.00	11,902.53	22,000.00	22,000.00	22,000.00
HEATING SERVICES	200.7103.512	2,901.05	3,518.79	2,210.95	3,500.00	3,500.00	3,500.00
WATER & SEWER SERVICE	200.7103.513	2,727.15	4,566.25	1,218.47	2,500.00	2,500.00	2,500.00
TELEPHONE	200.7103.521	6,380.92	6,365.33	4,412.20	6,200.00	6,200.00	6,200.00
POSTAGE	200.7103.522	4.35	311.47	39.80	200.00	200.00	200.00
PROPERTY INSURANCE	200.7103.532	1,352.00	1,652.00	1,579.00	1,651.00	1,651.00	1,651.00
SMALL INSURANCE CLAIMS	200.7103.537	.00	-400.00	.00	.00	.00	.00
LIABILITY INSURANCE	200.7103.538	3,483.00	3,184.00	3,330.00	3,184.00	3,184.00	3,184.00
OFFICE SUPPLIES	200.7103.541	375.55	541.88	151.92	400.00	400.00	400.00
OTHER OPERATING SUPPLIES	200.7103.551	1,988.57	1,483.73	1,752.77	3,500.00	3,000.00	3,000.00
WM FOOD & BEVERAGE	200.7103.552	1,749.10	740.05	1,692.83	2,800.00	2,000.00	2,000.00
MATERIALS & SUPPLIES	200.7103.553	1,186.66	958.23	41.78	.00	.00	.00
JANITORIAL/INVENTORY	200.7103.555	3,807.50	2,153.60	2,456.34	3,000.00	3,400.00	3,000.00
TRAVEL (MILEAGE/FARE)	200.7103.560	1,822.64	237.00	45.00	750.00	500.00	.00
WAR MEMORIAL GRANT	200.7103.574	.00	.00	.00	.00	.00	.00
DUES & SUBSCRIPTIONS	200.7103.581	645.00	830.89	565.99	650.00	650.00	650.00
REVENUE REFUND	200.7103.583	.00	.00	.00	.00	.00	.00
CONTRACTED RESALE ITEMS	200.7103.587	.00	.00	.00	.00	.00	.00
BAD DEBT EXPENSE	200.7103.603	.00	.00	.00	.00	.00	.00
FURNITURE & FIXTURES	200.7103.702	199.92	.00	31.00	500.00	500.00	500.00
REPLACEMENT OF EQUIP.	200.7103.709	1,176.94	1,910.09	8,434.00	10,834.00	1,500.00	4,000.00
OTHER EQUIPMENT	200.7103.716	.00	.00	.00	.00	.00	.00
SPECIAL PROJECTS	200.7103.722	4,704.59	.00	.00	.00	.00	.00
WAR MEMORIAL PROJECT	200.7103.738	.00	42,546.85	.00	.00	.00	.00
LEASE/RENT OF EQUIPMENT	200.7103.801	1,501.80	2,859.78	2,550.29	3,480.00	1,410.00	3,480.00
CREDIT CARD FEES	200.7103.904	2,098.77	959.57	936.78	3,000.00	3,000.00	3,000.00
<b>WAR MEMORIAL</b>		<b>274,499.89</b>	<b>290,068.93</b>	<b>179,138.78</b>	<b>267,158.00</b>	<b>266,096.00</b>	<b>260,274.00</b>

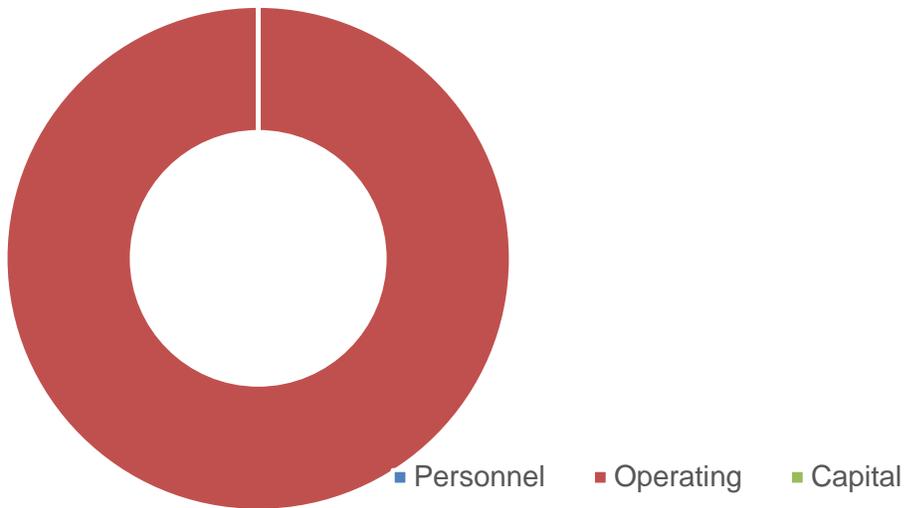
# General Fund Expenditure Budget

## Vinton Veteran's Monument

Account Code: 200.7104

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	1,216	1,640	5,000	3,360	204.88%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>1,216</b>	<b>1,640</b>	<b>5,000</b>	<b>3,360</b>	<b>204.88%</b>

### Vinton Veteran's Monument



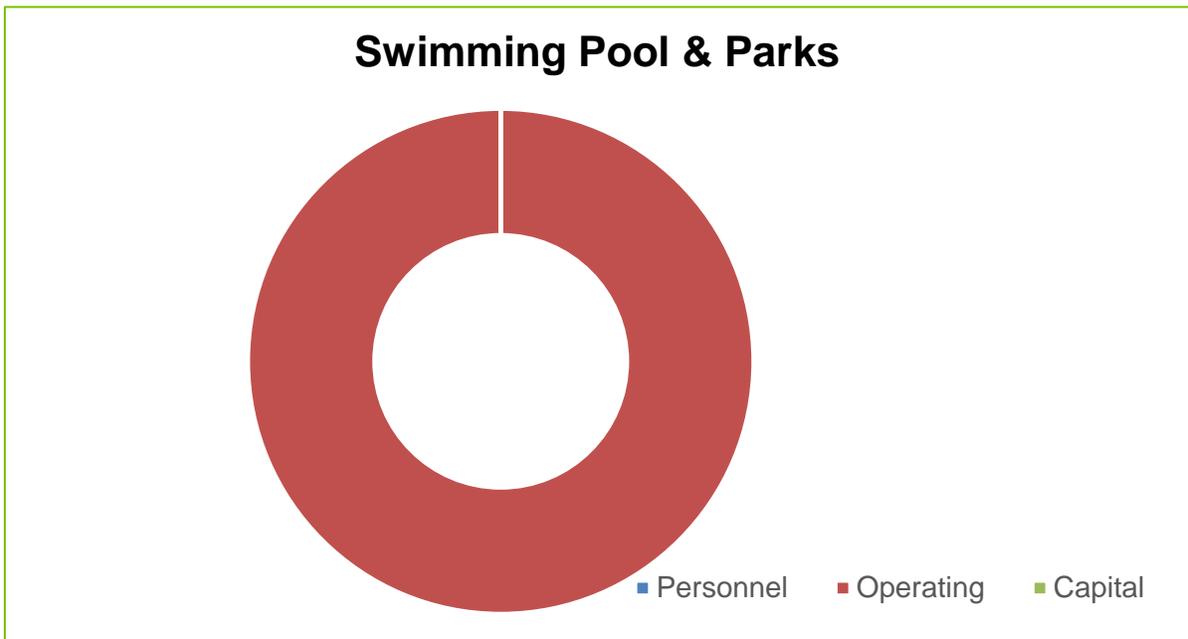
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
ADVERTISEMENT	200.7104.307	78.32	.00	.00	250.00	250.00	250.00
MAINT AND REPAIR - BUILD.	200.7104.350	227.07	1,050.00	.00	1,200.00	1,200.00	4,560.00
WATER & SEWER SERVICE	200.7104.513	194.02	166.40	81.36	190.00	190.00	190.00
SPECIAL PROJECT	200.7104.722	.00	.00	.00	.00	.00	.00
<b>VETERANS MONUMENT</b>		<b>499.41</b>	<b>1,216.40</b>	<b>81.36</b>	<b>1,640.00</b>	<b>1,640.00</b>	<b>5,000.00</b>

# General Fund Expenditure Budget

## Swimming Pool & Parks

Account Code: 200.7105

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	4,122	3,242	3,290	48	1.48%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>4,122</b>	<b>3,242</b>	<b>3,290</b>	<b>48</b>	<b>1.48%</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
ELECTRICAL SERVICES	200.7105.510	463.84	558.69	254.44	500.00	500.00	500.00
WATER & SEWER SERVICE	200.7105.513	548.83	936.61	118.03	325.00	325.00	325.00
TELEPHONE	200.7105.521	352.36	211.07	.00	.00	.00	.00
PROPERTY INSURANCE	200.7105.532	676.00	824.00	789.00	825.00	825.00	825.00
LIABILITY INSURANCE	200.7105.538	1,740.00	1,592.00	1,665.00	1,592.00	1,640.00	1,640.00
<b>SWIMMING POOL</b>		<b>3,781.03</b>	<b>4,122.37</b>	<b>2,826.47</b>	<b>3,242.00</b>	<b>3,290.00</b>	<b>3,290.00</b>

# Senior Program Department

The Mission of the Senior Program is to provide an active senior adult program for the purpose of socialization, leisure interest and enrichment. The Vinton Senior Program is responsible for planning, implementing, and conducting a well-balanced program for active senior adults.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Total number of senior events supported	356	400	400
Total number of senior participants	6,325	6,443	6,500
Number of advertisements and media posts placed	1.5 hr/wk	52*	52*
Community Center rental revenue	\$21,306.50	\$19,000.00	\$10,000.00

\*Total listings/social media mentions

\*Changed social media/advertisement from hours per week to actual postings

### Departmental Goals

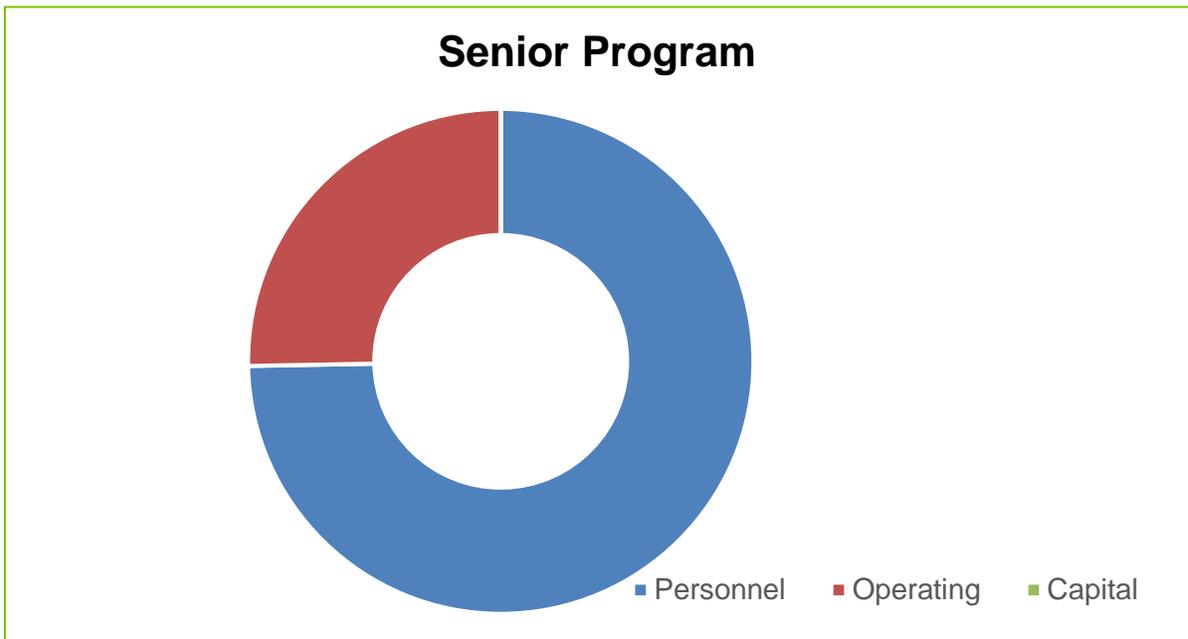
1. Present information relevant to topics for seniors.
2. Cooperative programming with other departments or organizations.
3. Promote activities for a healthy body and mind.
4. Continue to increase participation in the senior program.
5. Promote activities with various media and events.
6. Plan and conduct new craft classes and activities.

# General Fund Expenditure Budget

## Senior Program

Account Code: 200.7107

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	75,668	75,315	68,941	(6,374)	-8.46%
Operating	26,907	23,338	23,339	1	0.00%
Capital	1,027	-	-	-	#DIV/0!
<b>Total</b>	<b>103,602</b>	<b>98,653</b>	<b>92,280</b>	<b>(6,373)</b>	<b>-6.46%</b>



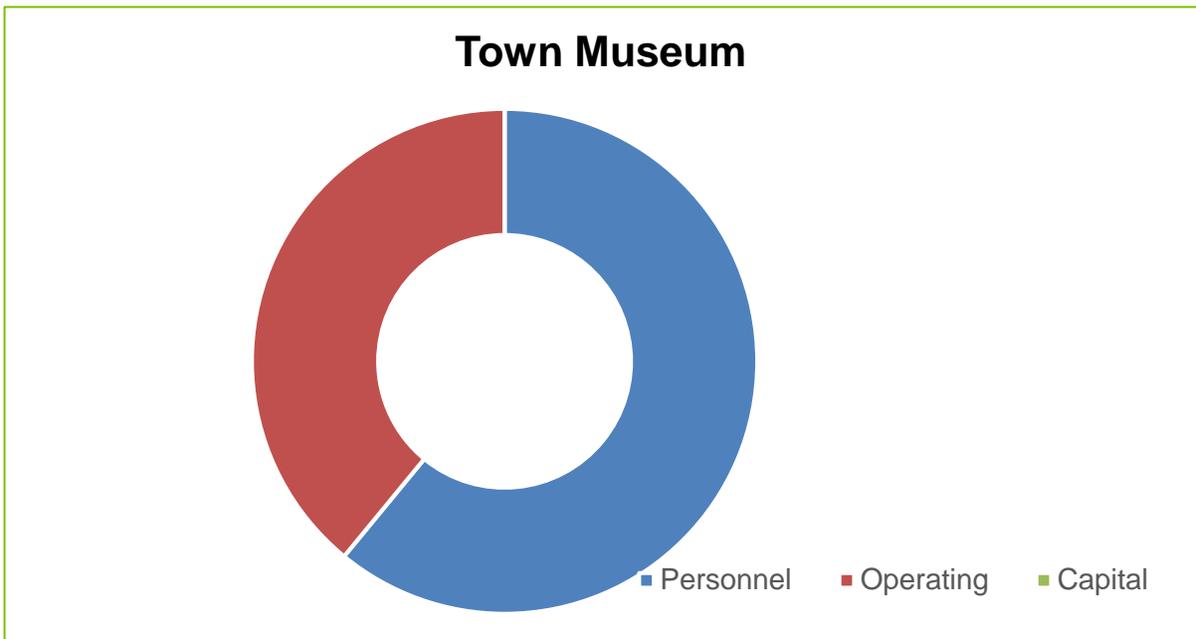
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.7107.101	39,456.62	29,334.86	27,754.15	36,538.00	38,789.00	36,538.00
OVERTIME	200.7107.102	.00	.00	124.06	450.00	.00	.00
PART-TIME	200.7107.103	29,747.34	24,964.33	9,789.34	18,972.00	19,498.00	13,802.00
SEPARATION PAY	200.7107.105	.00	7,890.59	.00	.00	.00	.00
SS/MEDICARE	200.7107.201	5,227.34	4,681.20	2,837.98	4,281.00	4,459.00	3,851.00
VRS RETIREMENT	200.7107.202	3,242.41	2,639.12	3,138.01	4,275.00	4,833.00	4,553.00
INSURANCE - VRS	200.7107.203	388.56	294.54	355.44	479.00	520.00	490.00
NATIONWIDE	200.7107.204	60.18	32.68	25.50	90.00	204.00	102.00
MEDICAL INSURANCE	200.7107.205	5,724.00	4,032.25	6,009.00	8,835.00	8,835.00	7,929.00
DISABILITY INS - HYBRID EM	200.7107.207	.00	160.34	143.39	.00	322.00	304.00
UNEMPLOYMENT INSURANCE	200.7107.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	200.7107.211	380.94	1,638.37	1,324.21	1,395.00	1,586.00	1,372.00
CONTRACTUAL SERVICES	200.7107.302	4,948.80	4,870.07	4,551.64	6,000.00	6,000.00	6,000.00
MAINT. & REPAIRS EQUI	200.7107.304	774.84	304.20	.00	1,000.00	1,000.00	1,000.00
SERVICE AGREEMENT	200.7107.305	332.95	541.50	259.00	600.00	600.00	600.00
MAINT. & REPAIR BLDG.	200.7107.350	1,136.38	7,183.91	1,387.47	3,000.00	3,000.00	3,000.00
ELECTRICAL SERVICES	200.7107.510	2,734.37	2,733.75	1,927.01	3,200.00	2,900.00	3,200.00
HEATING SERVICES	200.7107.512	2,166.78	2,410.55	1,593.28	2,200.00	2,200.00	2,200.00
WATER & SEWER SERVICE	200.7107.513	505.86	474.78	339.72	650.00	650.00	650.00
TELEPHONE	200.7107.521	1,096.29	1,900.52	1,460.86	1,600.00	1,600.00	1,600.00
POSTAGE	200.7107.522	50.00	.00	.00	100.00	100.00	100.00
PROPERTY INSURANCE	200.7107.532	507.00	620.00	592.00	619.00	620.00	620.00
MOTOR VEHICLE INS.	200.7107.535	380.00	284.00	352.00	285.00	285.00	285.00
LIABILITY INSURANCE	200.7107.538	1,305.00	1,192.00	1,249.00	1,194.00	1,194.00	1,194.00
OFFICE SUPPLIES	200.7107.541	322.34	255.28	323.89	400.00	350.00	400.00
GAS, OIL, GREASE	200.7107.548	315.92	138.44	103.37	600.00	500.00	600.00
OTHER OPERATING SUPPLIES	200.7107.551	51.65	68.66	817.80	250.00	500.00	250.00
MATERIALS & SUPPLIES	200.7107.553	193.65	28.55	78.95	.00	.00	.00
JANITORIAL/INVENTORY	200.7107.555	978.36	1,489.04	578.83	1,200.00	1,200.00	1,200.00
TRAVEL (MILEAGE/FARE)	200.7107.560	.00	.00	.00	.00	.00	.00
DUES & SUBSCRIPTIONS	200.7107.581	.00	.00	.00	.00	.00	.00
SENIOR TRIP PROGRAM	200.7107.585	.00	.00	.00	.00	.00	.00
SENIOR REC. PROGRAM	200.7107.586	.00	2,186.49	175.85	750.28	.00	.00
MEETING EXPENSES	200.7107.589	55.42	49.23	45.47	200.00	200.00	200.00
FURNITURE & FIXTURES	200.7107.702	.00	.00	.00	.00	.00	.00
REPLACEMENT OF EQUIP.	200.7107.709	.00	1,027.14	.00	.00	.00	.00
SPECIAL PROJECTS	200.7107.722	.00	.00	.00	.00	.00	.00
CAPITAL OUTLAY	200.7107.799	.00	.00	.00	.00	.00	.00
CREDIT CARD FEES	200.7107.904	.00	175.83	75.87	240.00	240.00	240.00
<b>SENIOR PROGRAM</b>		<b>102,083.00</b>	<b>103,602.22</b>	<b>67,413.09</b>	<b>99,403.28</b>	<b>102,185.00</b>	<b>92,280.00</b>

# General Fund Expenditure Budget

## Town Museum

Account Code: 200.7108

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	8,808	6,829	8,195	1,366	20.00%
Operating	4,538	5,100	5,250	150	2.94%
Capital	-	-	-	-	0.00%
<b>Total</b>	13,347	11,929	13,445	1,516	12.71%



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
PART-TIME	200.7108.103	7,303.52	8,178.53	5,466.00	6,337.00	7,756.00	7,604.00
SS/MEDICARE	200.7108.201	558.67	625.64	418.14	485.00	594.00	582.00
VRS CONTRIBUTION	200.7108.202	.00	.00	.00	.00	.00	.00
INSURANCE - VRS	200.7108.203	.00	.00	.00	.00	.00	.00
WORKER'S COMP. INS.	200.7108.211	4.17	4.20	5.43	7.00	9.00	9.00
BLDG MAINT. & REPAIR	200.7108.350	780.15	837.11	963.95	750.00	750.00	750.00
ELECTRICITY	200.7108.510	389.30	371.62	289.75	500.00	500.00	500.00
HEATING/GAS	200.7108.512	1,494.46	1,375.24	866.46	2,100.00	1,800.00	2,100.00
WATER & SEWER SERVICE	200.7108.513	293.87	330.86	183.18	300.00	300.00	300.00
COMMUNICATION	200.7108.521	1,540.62	1,623.37	1,111.83	1,450.00	1,600.00	1,600.00
<b>TOWN MUSEUM</b>		<b>12,364.76</b>	<b>13,346.57</b>	<b>9,304.74</b>	<b>11,929.00</b>	<b>13,309.00</b>	<b>13,445.00</b>

# Planning and Zoning Department

The Mission of the Town of Vinton's Planning and Zoning Department is commitment to proactive, community-based planning and code enforcement founded on public participation and also to promote health, safety, and prosperity of all present and future residents through effective planning of development/redevelopment of the community.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
No. of permits issued	413*	415**	415
No. of code/zoning compliance violations	62	83	75
No. of Planning Commission Meetings held	6	6	6
No. of Board of Zoning Appeals Meetings held	1	1	1
No. of Community Meetings held	4	4	4
No. of Site Plans reviewed	4	4	4
No. of Subdivision Plats reviewed	2	4	4
No. of Downtown Façade Applications reviewed	0	2	2
No. of Grant Applications written/submitted	4	4	4
No. of hours spent on Regional Committees (est.)	170	150	150

**\*Breakdown of permits issued:** 70 Building, 8 Certificates of Occupancy, 4 Demolition, 54 Electrical, 4 Erosion and Sediment, 6 Fire Safety, 54 Mechanical, 3 Miscellaneous, 42 Plumbing, 42 Signs, 2 Utility (well/septic), 121 Zoning, and 3 Zoning Pre-Approval. **\*\*FY19-20:** 191 Permits have already been issued in the first half of FY19-20, July 1 to December 30, 2019

## Departmental Goals

1. Continue to enforce/enact amendments to zoning/sign/subdivision and other applicable Town codes.
2. Continue to review, update the Comprehensive Plan and Zoning Ordinance.
3. Continue to maintain, label and add to the database of plans and maps on file; and to scan documents into laserfiche.
4. Continue to scan important documents into laserfische.
5. Continue to apply and administer VDOT/Federal, Arbor Day, and DHCD grant related projects.
6. Serve on interdepartmental committees and represent the Town on social media and the website.
7. Represent Vinton on regional organizations.
8. Continue to collaborate with Departments on items important for Council and Council committees.
9. Continue to maintain/monitor Town website/social media and provide assistance to departments.
10. Continue to administer the NFIP requirements and Community Rating System.
11. Continue to review and issue the building, trade, zoning, and sign permits for the Town.
12. Continue to address unsafe and blighted properties through the spot blight abatement process.
13. Assist with the planning efforts related to the Community-wide Brownfields Assessment Grant.
14. Continue to assist Community Resource Officer with nuisance code enforcement.

# General Fund Expenditure Budget

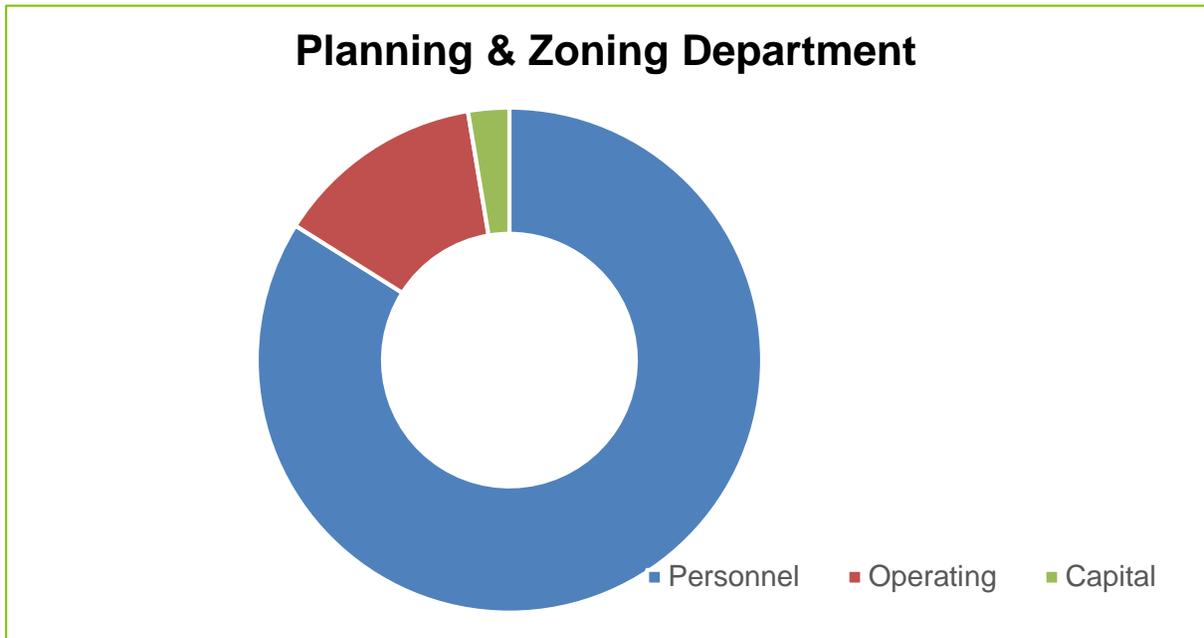
## Planning & Zoning Department

Account Code: 200.8101

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	227,359	225,836	233,045	7,209	3.19%
Operating	24,899	45,300	37,300	(8,000)	-17.66%
Capital	4,973	7,300	7,300	-	0.00%
<b>Total</b>	<b>257,231</b>	<b>278,436</b>	<b>277,645</b>	<b>(791)</b>	<b>-0.28%</b>

**Authorized Positions**

Office Coordinator	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Planning/Zoning Director	1.00	1.00	1.00
<b>Total Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.8101.101	157,409.53	172,279.10	130,136.20	171,699.00	179,015.00	171,699.00
OVERTIME	200.8101.102	.00	81.13	.00	.00	.00	.00
PART-TIME	200.8101.103	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.8101.105	915.21	.00	.00	.00	.00	.00
SS/MEDICARE	200.8101.201	11,609.72	12,737.74	9,645.21	13,135.00	13,695.00	13,135.00
VRS CONTRIBUTION	200.8101.202	16,912.06	19,213.45	15,028.46	20,089.00	22,306.00	21,394.00
INSURANCE - VRS	200.8101.203	2,027.04	2,147.42	1,686.96	2,250.00	2,399.00	2,301.00
NATIONWIDE	200.8101.204	299.22	345.71	255.00	360.00	720.00	360.00
MEDICAL INSURANCE	200.8101.205	26,992.00	19,500.00	16,250.00	16,920.00	16,920.00	22,392.00
DISABILITY INS - HYBRID EM	200.8101.207	.00	330.61	187.40	.00	396.00	381.00
WORKERS' COMP.INS	200.8101.211	160.63	723.52	1,039.85	1,383.00	1,451.00	1,383.00
CONTRACTUAL SERVICES	200.8101.302	1,670.28	217.90	.00	5,000.00	5,000.00	5,000.00
MAINT.& REPAIRS EQUI	200.8101.304	35.62	721.06	188.54	1,000.00	1,000.00	1,000.00
MAINT. SERVICE CONTRA	200.8101.305	.00	.00	.00	500.00	500.00	500.00
PRINTING & BINDING	200.8101.306	82.60	.00	.00	2,000.00	2,000.00	2,000.00
ADVERTISING	200.8101.307	870.00	985.66	120.00	2,500.00	3,000.00	2,500.00
ZONING ORDINANCES	200.8101.311	.00	8,760.22	.00	10,000.00	5,000.00	10,000.00
CDBG PLANNING GRANT	200.8101.323	.00	.00	.00	.00	.00	.00
FACADE GRANT	200.8101.342	.00	.00	.00	.00	.00	.00
SPECIAL TRAINING	200.8101.356	.00	.00	.00	.00	.00	.00
ENVIRONMENTAL COMP- DEQ	200.8101.371	.00	.00	.00	.00	.00	.00
TELEPHONE	200.8101.521	1,233.81	1,162.50	1,050.14	1,600.00	2,000.00	1,600.00
POSTAGE	200.8101.522	497.37	148.77	225.79	500.00	750.00	500.00
MOTOR VEHICLE INS.	200.8101.535	380.00	284.00	494.00	400.00	400.00	400.00
LIABILITY INSURANCE	200.8101.538	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	200.8101.541	2,870.00	2,056.42	831.37	1,500.00	1,500.00	1,500.00
GREENWAY EXPENDITURES	200.8101.545	1,668.49	2,877.38	657.10	7,500.00	7,500.00	7,500.00
GAS, OIL,GREASE	200.8101.548	345.31	427.80	205.02	600.00	600.00	600.00
SPECIAL EVENTS	200.8101.556	134.98	504.93	.00	1,500.00	2,000.00	1,500.00
TRAVEL (MILEAGE/FARE)	200.8101.560	1,356.96	5,366.42	2,377.56	5,000.00	6,000.00	.00
APPT MEMBER - TRAVEL/TRN	200.8101.564	102.19	85.00	1,500.00	3,000.00	3,000.00	.00
DUES & SUBSCRIPTIONS	200.8101.581	862.98	717.00	1,547.88	1,200.00	1,200.00	1,200.00
MISCELLANEOUS	200.8101.585	.00	.00	.00	.00	500.00	.00
MEETING EXPENSES	200.8101.589	818.62	583.63	217.48	1,500.00	2,000.00	1,500.00
DEMOLITION-BLIGHT/ABT	200.8101.595	.00	.00	.00	.00	.00	.00
FURNITURE & FIXTURES	200.8101.702	.00	.00	.00	1,500.00	1,000.00	1,500.00
OTHER EQUIPMENT	200.8101.716	3,454.50	3,085.63	.00	1,500.00	1,500.00	1,500.00
SPECIAL PROJECTS	200.8101.722	70.77	91.18	.00	2,000.00	2,000.00	2,000.00
VDOT REV-SHARING GLADE	200.8101.739	5,065.66	.00	.00	.00	.00	.00
TINKER CREEK CANOE RAMP	200.8101.740	.00	.00	.00	500.00	500.00	500.00
VDOT TA GRANT GLADECRK	200.8101.741	.00	117.99	.00	.00	.00	.00
CAPITAL OUTLAY	200.8101.799	.00	.00	.00	.00	.00	.00
LEASE/RENT OF EQUIP	200.8101.801	1,608.00	1,678.53	828.00	1,800.00	1,800.00	1,800.00
<b>PLANNING &amp; ZONING</b>		<b>239,453.55</b>	<b>257,230.70</b>	<b>184,471.96</b>	<b>278,436.00</b>	<b>287,652.00</b>	<b>277,645.00</b>

## Economic Development

The Mission of the Department of Economic Development is to develop and maintain a positive business atmosphere in order to promote an appropriate mix of business for the purpose of increasing the local tax base and to enhance employment opportunities, while also preserving a high quality of life for Town residents.

Performance Measures	Actual FY18-19	Estimated FY19-20	Projected FY20-21
Administer Town's Façade Grant	✓	✓	✓
Administer Town's Change of Use Grant	✓	✓	✓
Administer Econ. Dev. Performance Agreements	✓	✓	✓
Administer Town's Revolving Loan Program	✓	✓	✓
Town Sponsored/Co Sponsored Events & Festivals	✓	16	16
Sales Tax Revenue*	\$1,360,000.00	\$1,000,000.00	\$864,000.00
Meals Tax Revenue	\$1,026,000.00	\$1,285,270.00	\$1,125,000.00

\* Change in Sales Tax Percentage due to end of Gainsharing Agreement and new Memorandum of Understanding with Roanoke County updating rate to Virginia State Code in 7/1/2019. Changes in FY21 due to COVID19 impacts.

### Departmental Goals

1. Help foster a culture that embraces entrepreneurship that helps grow and retain local businesses.
2. Establish local incentives, remove development obstacles and develop the infrastructure necessary to promote a diverse and sustainable economic base and encourage job creation.
3. Enhance relationships with existing businesses.
4. Encourage redevelopment of vacant properties.
5. Partner with the Vinton Area Chamber of Commerce to initiate marketing programs that promote all aspects of the Town.

# General Fund Expenditure Budget

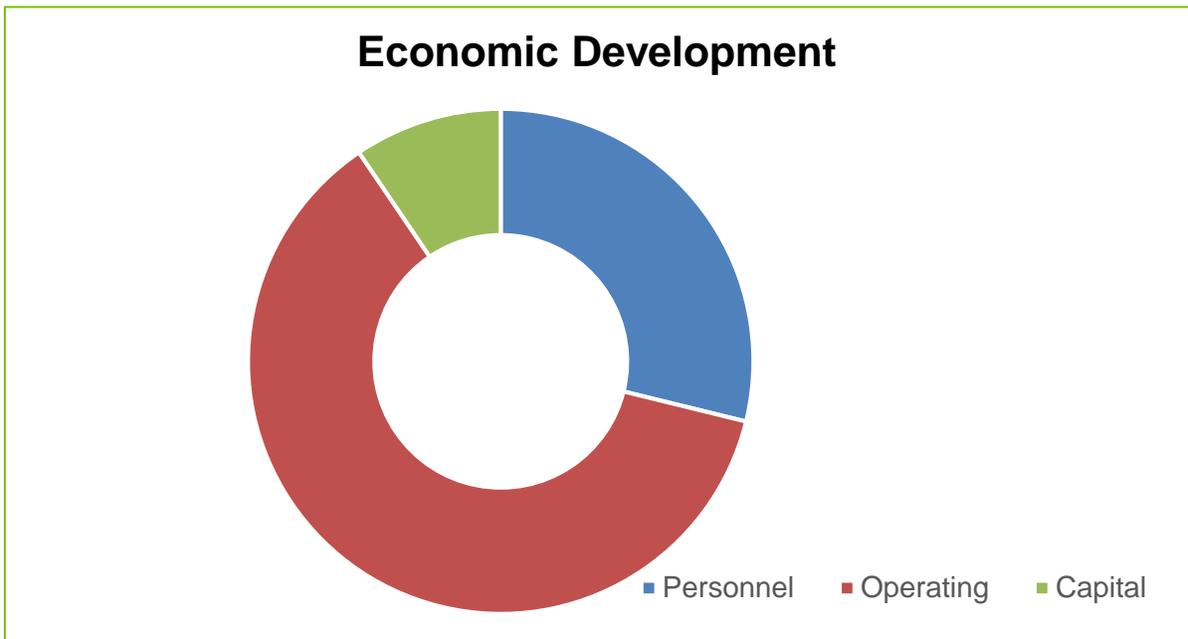
## Economic Development

Account Code: 200.8150

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	54,780	56,890	30,407	(26,483)	-46.55%
Operating	64,911	81,850	65,050	(16,800)	-20.53%
Capital	6,710	10,000	10,000	-	0.00%
<b>Total</b>	<b>126,401</b>	<b>148,740</b>	<b>105,457</b>	<b>(43,283)</b>	<b>-29.10%</b>

**Authorized Positions**

Asst. TM/Econ. Dev. Dir.	1.00	1.00	1.00
<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



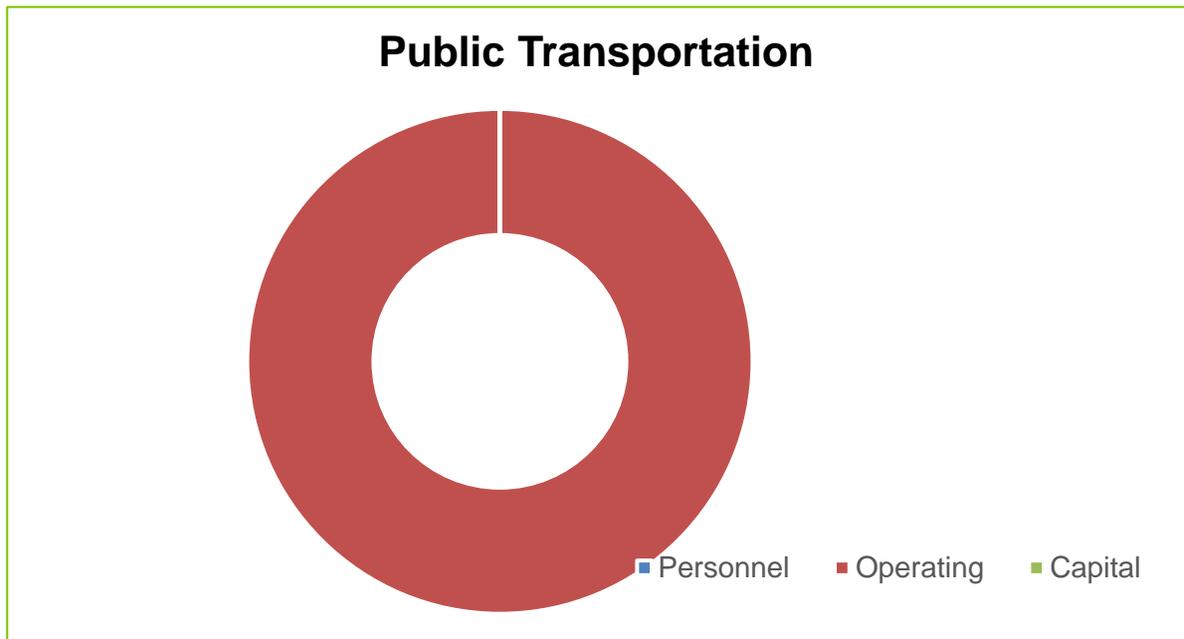
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	200.8150.101	42,175.43	42,416.98	31,357.93	42,874.00	43,818.00	22,536.00
PART TIME	200.8150.103	.00	.00	.00	.00	.00	.00
SEPARATION PAY	200.8150.105	.00	.00	.00	.00	.00	.00
SS/MEDICARE	200.8150.201	3,231.70	3,250.60	2,402.87	3,280.00	3,353.00	1,724.00
VRS CONTRIBUTION	200.8150.202	4,594.33	4,753.76	3,762.18	5,017.00	5,460.00	2,808.00
INSURANCE - VRS	200.8150.203	550.80	531.13	421.20	562.00	588.00	302.00
NATIONWIDE	200.8150.204	60.18	60.18	42.50	65.00	120.00	30.00
MEDICAL INSURANCE	200.8150.205	3,468.00	3,684.00	3,070.00	3,780.00	3,780.00	2,317.00
WORKERS' COMP.INS	200.8150.211	93.69	83.18	861.76	1,312.00	1,341.00	690.00
CONTRACTUAL SERVICES	200.8150.302	.00	.00	.00	.00	.00	.00
MAINT.SERVICE CONTRA	200.8150.305	.00	.00	.00	.00	.00	.00
ADVERTISING	200.8150.307	3,510.73	.00	.00	.00	.00	.00
MARKETING	200.8150.308	7,300.00	6,377.43	6,891.32	9,762.00	5,000.00	5,000.00
CDBG PLANNING GRANT	200.8150.323	.00	.00	.00	.00	.00	.00
FACADE GRANT	200.8150.342	5,000.00	.00	.00	5,000.00	5,000.00	.00
CDBG RELATED EXP.	200.8150.345	8,000.00	76.25	.00	5,000.00	5,000.00	.00
CDBG MATCH EXP.	200.8150.346	.00	.00	.00	.00	.00	.00
TELEPHONE	200.8150.521	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	200.8150.541	47.00	10.00	21.50	150.00	150.00	150.00
TRAVEL & TRAINING	200.8150.560	2,351.95	1,884.91	1,387.51	1,800.00	1,800.00	.00
CONTRIB/TRANS OTHER GOV	200.8150.567	55,500.00	55,500.25	59,107.50	59,108.00	59,000.00	59,000.00
LIB PROP LEASE TERM.	200.8150.568	.00	.00	.00	.00	.00	.00
DUES & SUBSCRIPTIONS	200.8150.581	1,196.00	450.00	330.38	600.00	600.00	600.00
MISCELLANEOUS	200.8150.585	.00	.00	129.95	130.00	.00	.00
MEETING EXPENSES	200.8150.589	392.83	612.16	74.41	300.00	300.00	300.00
DEMOLITION-ECON. DEV	200.8150.595	.00	.00	.00	.00	.00	.00
PERFORMANCE AGREEMENT	200.8150.596	.00	.00	.00	.00	.00	.00
FURNITURE & FIXTURES	200.8150.702	.00	.00	.00	.00	.00	.00
REPLACEMENT OF EQUIP.	200.8150.709	.00	.00	.00	.00	.00	.00
SPECIAL PROJECTS	200.8150.722	2,182.99	6,709.88	16,071.20	20,000.00	25,000.00	10,000.00
RSTP WALNUT ST IMP	200.8150.723	376.87	.00	.00	.00	.00	.00
GISH MILL STUDY GRANT	200.8150.724	.00	.00	.00	.00	.00	.00
CAPITAL OUTLAY	200.8150.799	.00	.00	.00	.00	.00	.00
<b>ECON. DEVELOPMENT</b>		<b>140,032.50</b>	<b>126,400.71</b>	<b>125,932.21</b>	<b>158,740.00</b>	<b>160,310.00</b>	<b>105,457.00</b>

# General Fund Expenditure Budget

## Public Transportation

Account Code: 200.8160

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	118,026	105,000	115,000	10,000	9.52%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>118,026</b>	<b>105,000</b>	<b>115,000</b>	<b>10,000</b>	<b>9.52%</b>



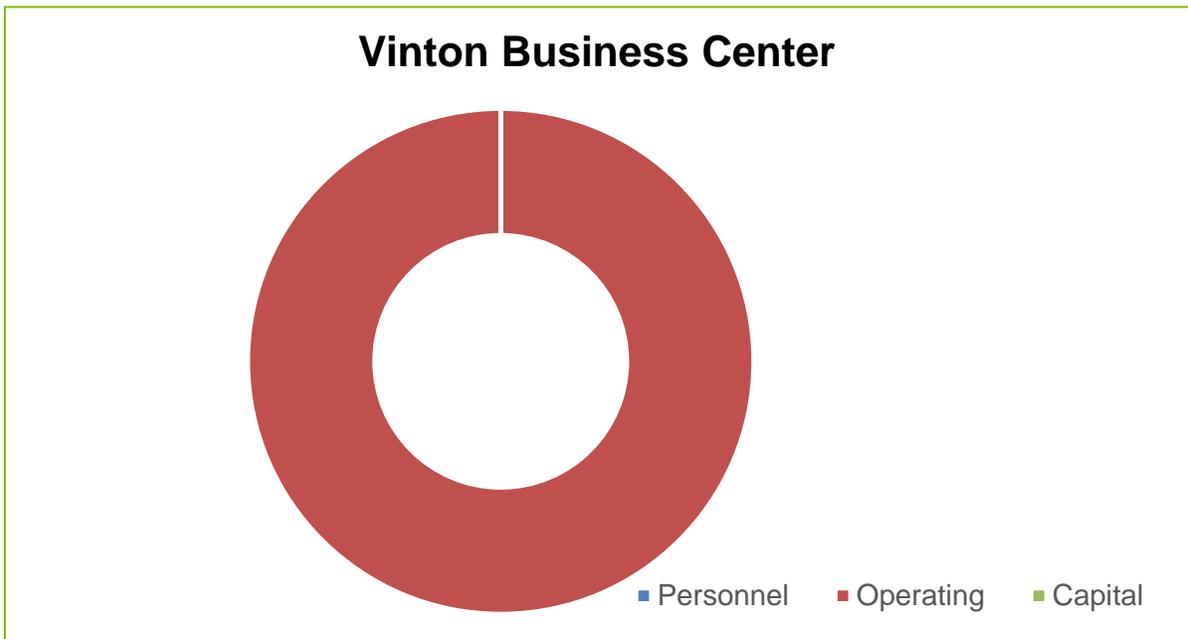
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
VALLEY METRO BUS SERV.	200.8160.309	115,744.83	118,026.24	54,424.43	105,000.00	115,000.00	115,000.00
<b>PUBLIC TRANSPORTATION</b>		<b>115,744.83</b>	<b>118,026.24</b>	<b>54,424.43</b>	<b>105,000.00</b>	<b>115,000.00</b>	<b>115,000.00</b>

# General Fund Expenditure Budget

## Vinton Business Center

Account Code: 200.8170

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	-	-	-	-	0.00%
Operating	2,033	7,350	7,350	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	2,033	7,350	7,350	-	0.00%



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
CONTRACTUAL SERVICES	200.8170.302	2,112.50	1,917.50	.00	6,835.00	6,835.00	6,835.00
MAINTENANCE & REPAIR BLDG	200.8170.350	.00	.00	.00	200.00	200.00	200.00
MNT LANDSCAPING MATERIALS	200.8170.364	.00	.00	.00	.00	.00	.00
ELECTRICAL SERVICES	200.8170.510	161.96	115.14	.00	165.00	165.00	165.00
MATERIALS & SUPPLIES	200.8170.553	.00	.00	.00	150.00	150.00	150.00
MISCELLANEOUS	200.8170.585	.00	.00	.00	.00	.00	.00
<b>BUSINESS CENTER</b>		<b>2,274.46</b>	<b>2,032.64</b>	<b>.00</b>	<b>7,350.00</b>	<b>7,350.00</b>	<b>7,350.00</b>

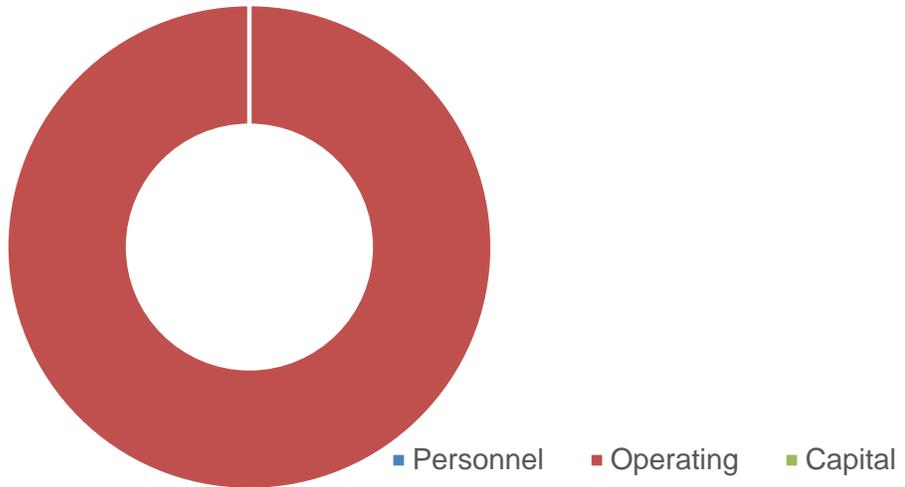
# General Fund Expenditure Budget

## Performance Agreements

Account Code: 200.8180

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	20,250	53,400	53,400	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>20,250</b>	<b>53,400</b>	<b>53,400</b>	<b>-</b>	<b>0.00%</b>

### Performance Agreements



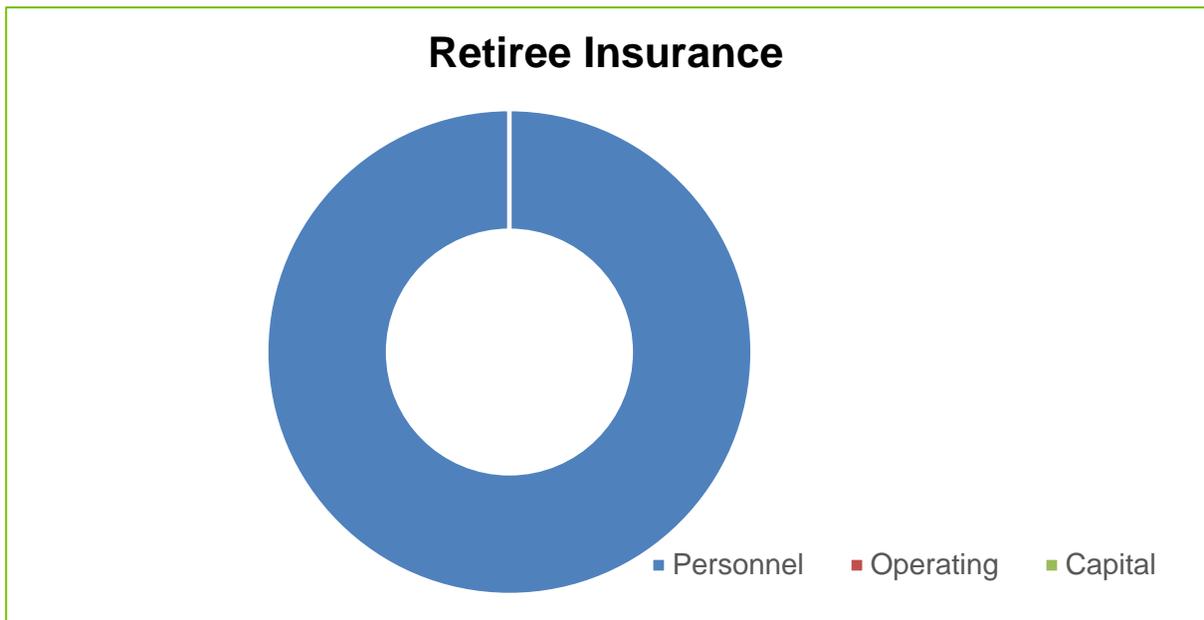
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
ROLAND E COOK	200.8180.501	4,604.01	1,263.15	1,286.25	1,400.00	1,400.00	1,400.00
WILLIAM BYRD HS	200.8180.502	.00	1,859.28	1,206.61	2,000.00	2,000.00	2,000.00
OLD VINTON LIBRARY	200.8180.503	.00	17,127.48	50,000.00	50,000.00	50,000.00	50,000.00
VINYARD STATION AGREEMEN	200.8180.504	.00	.00	250,000.00	250,000.00	.00	.00
<b>PERF. AGREEMENTS</b>		<b>4,604.01</b>	<b>20,249.91</b>	<b>302,492.86</b>	<b>303,400.00</b>	<b>53,400.00</b>	<b>53,400.00</b>

# General Fund Expenditure Budget

## Retiree Insurance

Account Code: 200.8190

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	5,000	5,000	100.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	-	-	5,000	5,000	100.00%



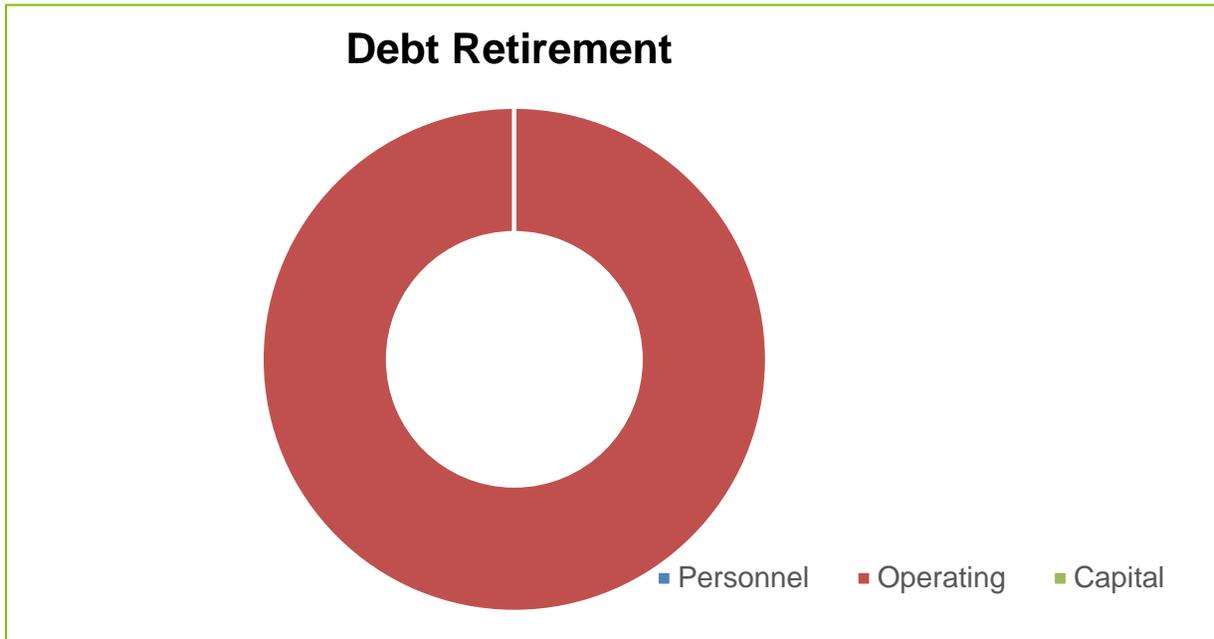
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
RETIREE INSURANCE	200.8190.205	.00	.00	7,000.00	.00	5,000.00	5,000.00
<b>RETIREE INSURANCE</b>		<b>.00</b>	<b>.00</b>	<b>7,000.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00</b>

# General Fund Expenditure Budget

## Debt Retirement

Account Code: 200.8800

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	-	-	-	-	0.00%
Operating	436,599	448,751	444,882	(3,869)	-0.86%
Capital	-	-	-	-	0.00%
<b>Total</b>	436,599	448,751	444,882	(3,869)	-0.86%



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
OFS-PMT TO RFND ESCRW	200.8800.705	.00	.00	.00	.00	.00	.00
CAPITAL LEASE OFU	200.8800.901	.00	.00	.00	.00	.00	.00
POLICE VEHICLE LEASE - INT	200.8800.902	1,772.06	.00	.00	.00	.00	.00
OTHER LOAN COSTS	200.8800.903	7,215.00	125.00	.00	1,500.00	1,500.00	1,500.00
PRINCIPAL -VRA 2004 PUB SA	200.8800.904	.00	.00	.00	.00	.00	.00
INTEREST - VRA 2004 PUB SA	200.8800.905	.00	.00	.00	.00	.00	.00
PRINCIPAL - WAR MEM BLDG	200.8800.906	.00	.00	.00	.00	.00	.00
INTEREST - WAR MEM BLDG	200.8800.907	.00	.00	.00	.00	.00	.00
PRINCIPAL VRA 2006 PUB SAF	200.8800.908	35,000.00	35,000.00	40,000.00	40,000.00	45,000.00	45,000.00
INTEREST VRA 2006 PUB SAFE	200.8800.909	21,761.37	20,046.37	9,591.93	18,196.00	16,097.00	16,097.00
BOND ISSUE COST - CAPITAL	200.8800.916	.00	.00	.00	.00	.00	.00
PRINCIPAL-CAPITAL PROJ '06	200.8800.917	.00	.00	.00	.00	.00	.00
INTEREST-CAPITAL PROJ '06	200.8800.918	.00	.00	.00	.00	.00	.00
POLICE LEASE - PRINCIPAL	200.8800.921	54,837.18	.00	.00	.00	.00	.00
POLICE LEASE - INTEREST	200.8800.922	.00	.00	.00	.00	.00	.00
PRINCIPAL - 2013 BOND-REFU	200.8800.923	205,332.35	207,059.36	218,521.56	218,522.00	219,638.00	219,638.00
INTEREST - 2013 BOND REFUN	200.8800.924	34,224.34	29,997.36	13,937.49	25,636.00	21,145.00	21,145.00
RCACP SERIES 2013 PRINCIPA	200.8800.925	8,040.00	8,240.00	.00	.00	.00	.00
RCACP SERIES 2013 INTEREST	200.8800.926	1,022.77	6,489.78	.00	.00	.00	.00
PRINCIPAL - 2015 PW LEASE	200.8800.927	.00	.00	.00	.00	.00	.00
INTEREST - 2015 PW LEASE	200.8800.928	.00	.00	.00	.00	.00	.00
GO REFUND SERIES 2016A PRI	200.8800.929	61,000.00	64,000.00	68,000.00	68,000.00	66,000.00	66,000.00
GO REFUND SERIES 2016A INT	200.8800.930	14,083.50	12,833.00	11,521.00	11,521.00	10,127.00	10,127.00
2017 LEASE PURCHASE PRIN	200.8800.931	16,990.31	34,602.67	17,617.42	35,449.00	36,316.00	36,316.00
2017 LEASE PURCHASE INT	200.8800.932	3,131.16	5,640.25	2,504.05	4,794.00	3,927.00	3,927.00
2018 VML KNUCKLEBOOM PRIN	200.8800.933	.00	10,131.31	20,736.15	20,737.00	21,384.00	21,384.00
2018 VML KNUCKLEBOOM INT	200.8800.934	.00	2,434.32	4,395.11	4,396.00	3,748.00	3,748.00
<b>DEBT RETIREMENT</b>		<b>464,410.04</b>	<b>436,599.42</b>	<b>406,824.71</b>	<b>448,751.00</b>	<b>444,882.00</b>	<b>444,882.00</b>

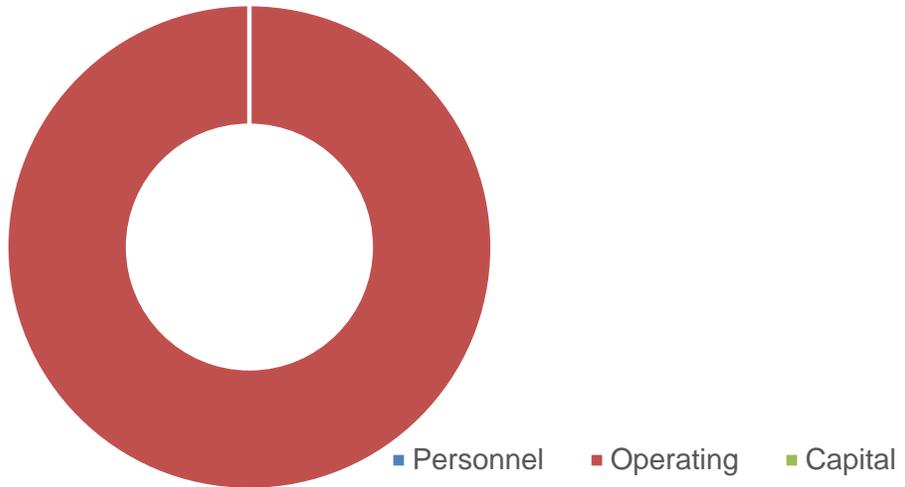
# General Fund Expenditure Budget

## Travel & Training General Fund

Account Code: 200.9000

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	-	-	15,551	15,551	100.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	-	-	15,551	15,551	100.00%

### Travel & Training General Fund



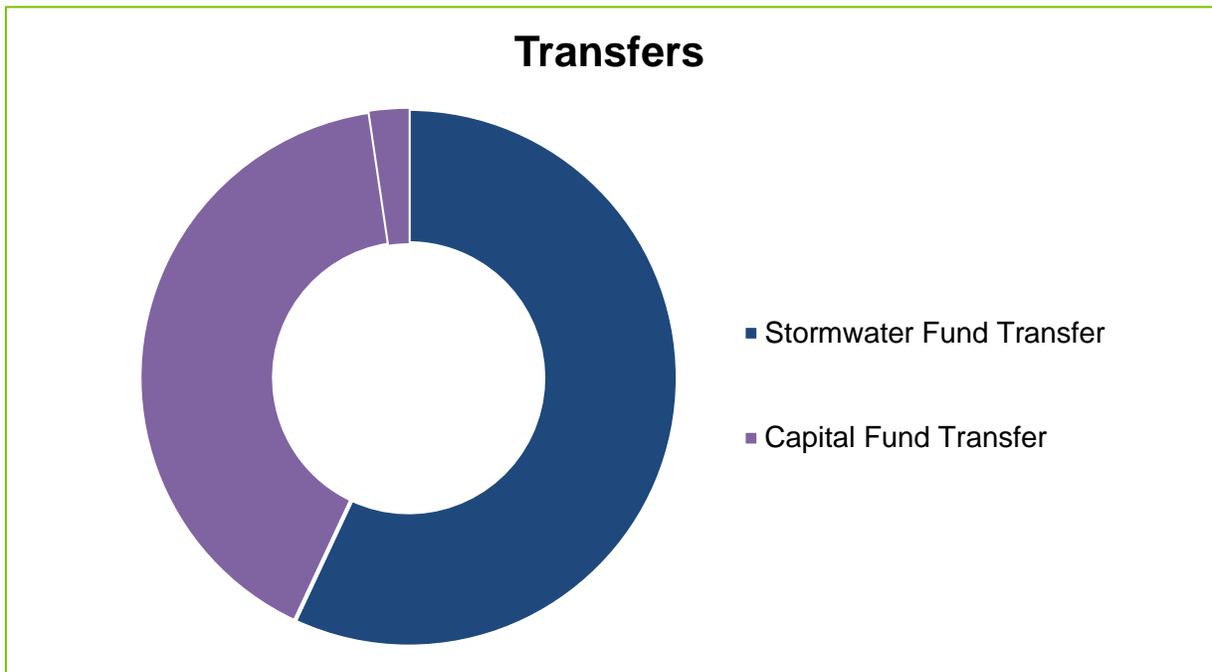
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
CONTINGENCIES	200.8900.407	.00	.00	.00	.00	15,000.00	.00
<b>CONTINGENCIES</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>15,000.00</b>	<b>.00</b>

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
TRAVEL & TRAINING GF	200.9000.560	.00	.00	.00	.00	.00	15,551.00
<b>TRAVEL &amp; TRAINING GF</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>15,551.00</b>

## General Fund Expenditure Budget Transfers

Account Code: 200.9950

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Stormwater Fund Transfer	171,913	230,105	244,862	14,757	6.41%
Grant Fund Transfer	161,991	-	-	-	0.00%
Capital Fund Transfer	-	500,012	175,000	(325,012)	100.00%
Non Department Transfer	-	-	10,000	10,000	0.00%
<b>Total</b>	<b>333,903</b>	<b>730,117</b>	<b>429,862</b>	<b>(300,255)</b>	<b>-41.12%</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
TRANSFER TO STORMWATER	200.9950.900	140,298.10	171,912.73	172,578.78	230,105.00	257,360.00	244,862.00
TRANSFER TO GRANT FUND	200.9950.901	.00	161,990.75	.00	111,676.22	.00	.00
TRANSFER TO CAPITAL FUND	200.9950.905	.00	.00	450,009.00	600,012.00	370,054.00	175,000.00
NON DEPT TRANSFERS	200.9950.910	.00	.00	.00	.00	.00	10,000.00
<b>TRANSFERS TO</b>		<b>140,298.10</b>	<b>333,903.48</b>	<b>622,587.78</b>	<b>941,793.22</b>	<b>627,414.00</b>	<b>429,862.00</b>

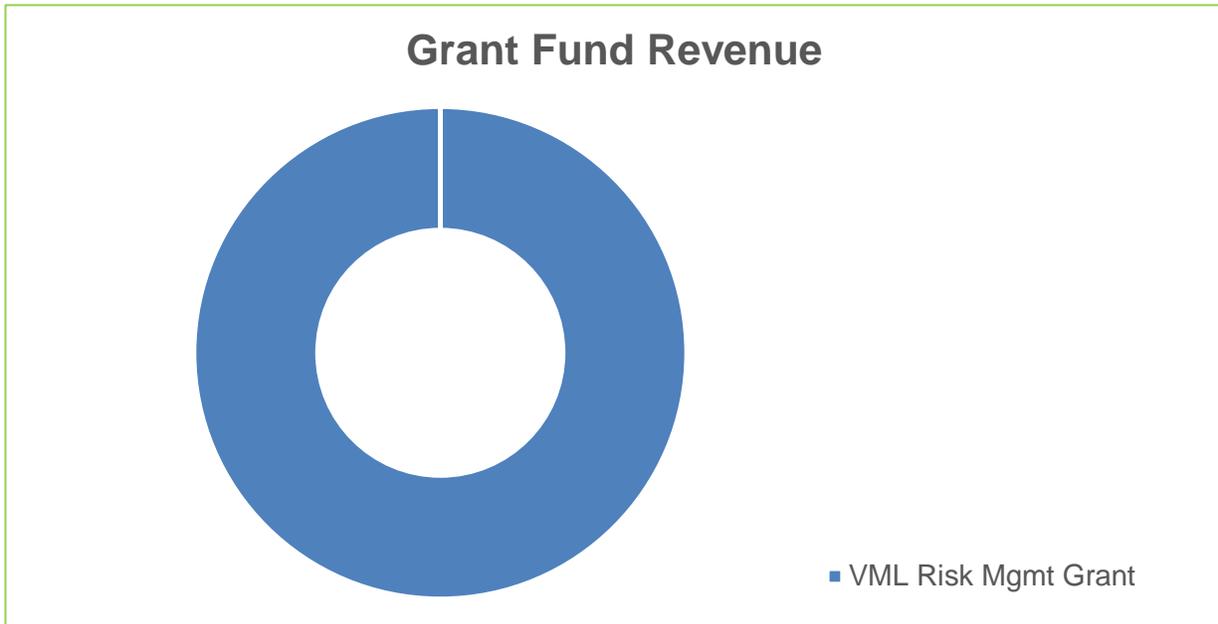
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
VRS - TRUE UP	200.9970.999	.00	.00	.00	.00	.00	.00
<b>VRS - TRUE UP</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL GENERAL FUND BUDGET</b>		<b>7,728,175.04</b>	<b>8,188,460.15</b>	<b>6,040,992.80</b>	<b>8,293,298.06</b>	<b>8,083,247.56</b>	<b>7,168,550.00</b>

## Grant Fund Revenue Budget

### Revenue by Grant

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
VML Risk Mgmt Grant	4,000	4,000	4,000	-	0.00%
<b>Total</b>	4,000	4,000	4,000	-	0.00%

**\*\*\*All Grant Awards are adopted by Council. Awards adopted on a multi-year basis do not have to be adopted during the budget process, but are moved forward by the Finance Director/Treasurer after the audit entries have been made. The adopted budget includes new grant funding anticipated during the upcoming budget year.\*\*\***



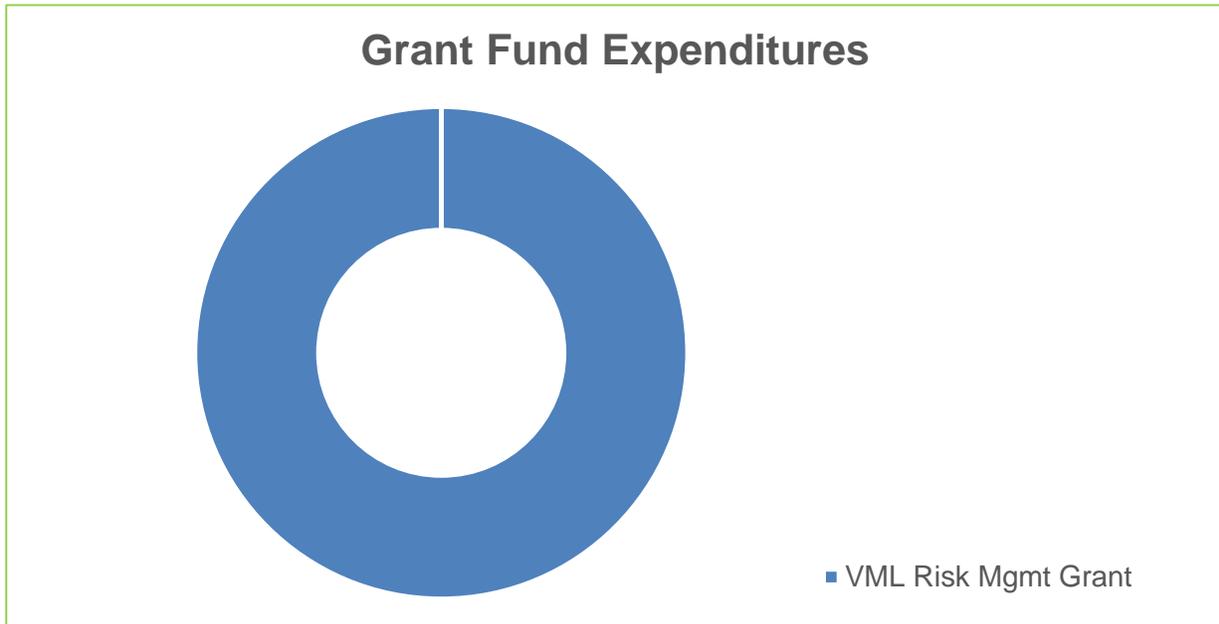
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
DMV OVERTIME GRANT REIMB	250.1000.001	9,628.28	7,488.64	7,282.28	14,133.08	.00	.00
EMERGENCY SERVICES GRANT	250.1005.001	.00	.00	.00	.00	.00	.00
DCJS LIVE SCAN GRANT REIM	250.1010.001	.00	.00	.00	.00	.00	.00
21ST CENTURY POLICING GRAN	250.1015.001	3,099.98	.00	.00	.00	.00	.00
BVP VEST GRANT REIMB	250.1020.001	2,760.30	333.00	339.00	.00	.00	.00
LE BLOCK GRANT REIMB	250.1025.001	5,093.00	.00	3,158.41	3,962.00	.00	.00
FIRE PROGRAMS GRANT	250.1030.001	1,397.79	.00	29,494.00	.00	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.001	68,305.19	46,419.22	22,994.23	34,691.59	.00	.00
TAP VDOT 80% GRANT	250.1040.001	19,607.80	43,801.09	39,750.58	366,982.89	.00	.00
TAP TOV 20% LOCAL MATCH	250.1040.002	.00	.00	.00	91,745.22	.00	.00
HIP VDOT 100% GRANT	250.1040.003	.00	.00	.00	140,652.00	.00	.00
TOV 100% LOCAL MATCH	250.1040.004	.00	.00	.00	19,931.00	.00	.00
GISH MILL STUDY GRANT	250.1045.001	50,000.00	10,000.00	.00	.00	.00	.00
VML RISK MANAGEMENT GRANT	250.1050.001	3,928.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
ARBOR DAY GRANT	250.1055.001	100.00	800.00	912.88	.00	.00	.00
CCD NEIGHBORHOOD PLANNING	250.1060.001	.00	8,638.75	6,033.75	21,361.25	.00	.00
BROWNFIELD GRANT REVENUE	250.1065.001	.00	.00	.00	39,000.00	.00	.00
WALNUT AVE BIKE PED 5TH WE	250.1070.001	.00	.00	.00	1,446,282.00	.00	.00
VIDA/TAF GRANT PROGRAM REV	250.1075.001	.00	.00	26,000.00	200,000.00	.00	.00
EPA BROWNFIELDS GRNT REV	250.1080.001	.00	.00	22,893.72	300,000.00	.00	.00
AWYR2019 BYRNE JAG GRANT R	250.1085.001	.00	.00	.00	11,765.00	.00	.00
2020 CENSUS GRANT REIMB	250.1090.001	.00	.00	.00	.00	.00	.00
WALNT AV BIKE PED LEE TO 1	250.1095.001	.00	.00	.00	.00	.00	.00
TRANSFER FROM	250.4105.001	.00	161,990.75	.00	.00	.00	.00
<b>TOTAL GRANT FUND BUDGET</b>		<b>163,920.34</b>	<b>283,471.45</b>	<b>162,858.85</b>	<b>2,694,506.03</b>	<b>4,000.00</b>	<b>4,000.00</b>

## Grant Fund Expenditure Budget

### Expenditure by Grant

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
VML Risk Mgmt Grant	4,000	4,000	4,000	-	0.00%
<b>Total</b>	4,000	4,000	4,000	-	0.00%

**\*\*\*All Grant Awards are adopted by Council. Awards adopted on a multi-year basis do not have to be adopted during the budget process, but are moved forward by the Finance Director/Treasurer after the audit entries have been made. The adopted budget includes new grant funding anticipated during the upcoming budget year.\*\*\***



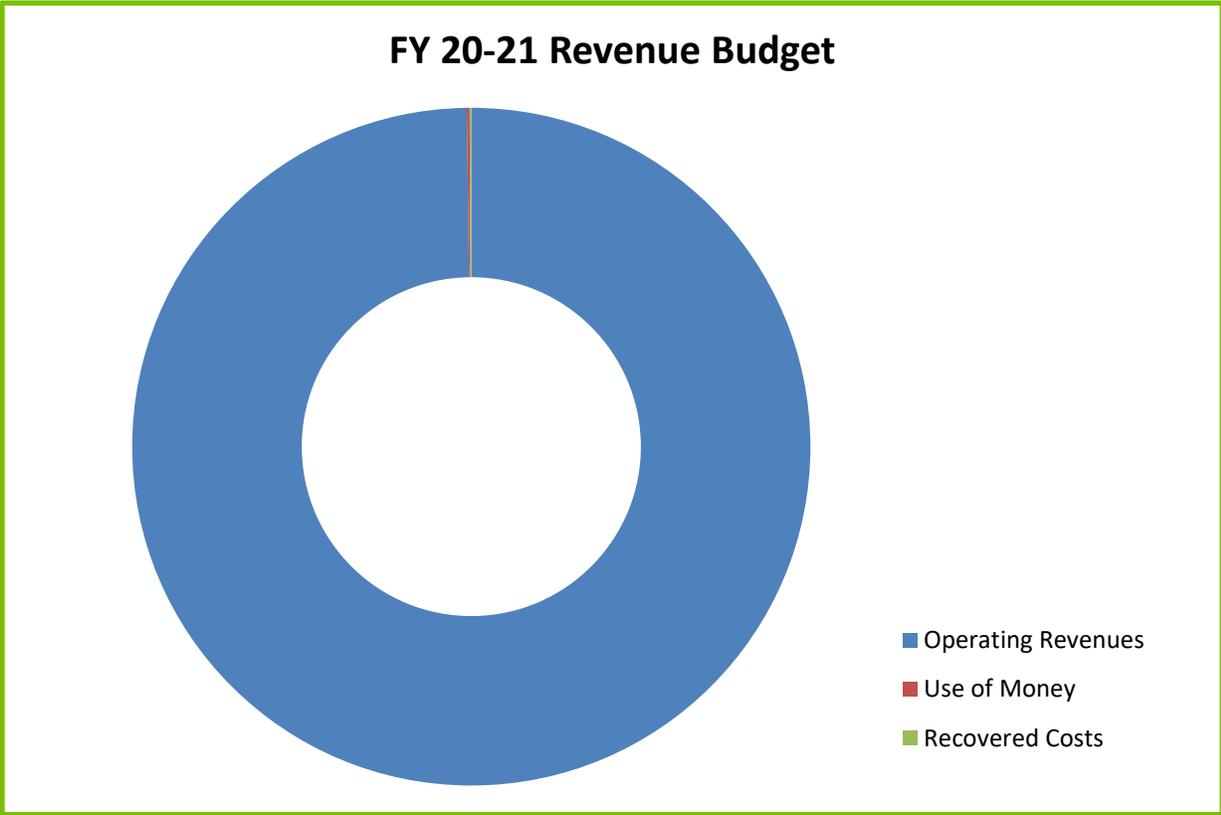
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
DMV OVERTIME GRANT	250.1000.102	6,309.20	6,036.50	8,168.84	12,454.30	.00	.00
DMV OVERTIME GRANT	250.1000.560	495.08	702.14	.00	1,302.78	.00	.00
DMV OVERTIME GRANT	250.1000.716	2,824.00	750.00	.00	376.00	.00	.00
EMERGENCY SERVICES GRANT	250.1005.101	.00	.00	.00	.00	.00	.00
EMERGENCY SERVICES GRANT	250.1005.553	.00	.00	.00	.00	.00	.00
DCJS LIVE SCAN GRANT	250.1010.553	.00	.00	.00	.00	.00	.00
21ST CENTURY POLICING GRANT	250.1015.553	3,099.98	.00	.00	.00	.00	.00
BVP VEST GRANT	250.1020.553	2,760.30	333.00	.00	.00	.00	.00
LE BLOCK GRANT	250.1025.553	5,093.00	.00	3,962.00	3,962.00	.00	.00
FIRE PROGRAMS GRANT	250.1030.553	1,397.79	2,862.93	188,621.82	.00	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.101	41,371.09	31,351.31	14,464.45	14,555.60	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.102	4,052.81	154.55	1,269.47	6,752.64	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.201	3,200.69	2,363.91	1,166.64	1,038.40	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.202	4,048.52	3,238.53	1,550.24	1,472.95	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.203	485.24	419.68	173.60	110.08	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.204	.00	79.33	35.00	40.67	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.205	11,916.00	6,968.76	630.00	1,059.24	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.211	1,106.73	1,013.52	970.40	132.75	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.310	148.84	106.50	581.86	844.66	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.521	1,108.41	723.13	215.30	-151.54	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.553	120.00	.00	96.50	269.00	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.560	711.86	.00	.00	4,850.14	.00	.00
DMV DUI TASKFORCE GRANT	250.1035.705	35.00	.00	.00	3,717.00	.00	.00
VDOT TA GLADECREEK PHII	250.1040.302	.00	.00	.00	64,739.11	.00	.00
VDOT TA GLADECREEK PHII	250.1040.741	19,607.80	43,801.09	34,781.22	554,572.00	.00	.00
GISH MILL STUDY GRANT	250.1045.724	50,000.00	10,000.00	.00	.00	.00	.00
VML RISK MANAGEMENT GRANT	250.1050.585	3,928.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
ARBOR DAY GRANT	250.1055.556	100.00	800.00	.00	.00	.00	.00
CCD NEIGHBORHOOD PLANNING GR	250.1060.302	.00	8,638.75	8,427.50	21,361.25	.00	.00
BROWNFIELD GRANT	250.1065.302	.00	.00	.00	39,000.00	.00	.00
WALNUT AVE BIKE PED 5TH WEST	250.1070.302	.00	.00	43,811.00	250,000.00	.00	.00
WALNUT AVE BIKE PED 5TH WEST	250.1070.553	.00	.00	.00	1,196,282.00	.00	.00
VIDA/TAF GRANT PROGRAM EXP	250.1075.302	.00	.00	42,200.00	200,000.00	.00	.00
EPA BROWNFIELDS ASMT GRANT	250.1080.302	.00	.00	18,412.72	300,000.00	.00	.00
EPA BROWNFIELDS ASMT GRANT	250.1080.303	.00	.00	3,997.00	.00	.00	.00
EPA BROWNFIELDS ASMT GRANT	250.1080.553	.00	.00	.00	.00	.00	.00
EPA BROWNFIELDS ASMT GRANT	250.1080.560	.00	.00	836.72	.00	.00	.00
EPA BROWNFIELDS ASMT GRANT	250.1080.585	.00	.00	.00	.00	.00	.00
AWYR2019 BYRNE JAG GRANT	250.1085.553	.00	.00	3,628.98	3,821.00	.00	.00
AWYR2019 BYRNE JAG GRANT	250.1085.716	.00	.00	7,043.64	7,944.00	.00	.00
2020 CENSUS GRANT	250.1090.553	.00	.00	213.66	.00	.00	.00
WALNT AV BIKE PED LEE TO 1ST	250.1095.302	.00	.00	.00	.00	.00	.00
WALNT AV BIKE PED LEE TO 1ST	250.1095.553	.00	.00	.00	.00	.00	.00
<b>TOTAL GRANT FUND BUDGET</b>		<b>163,920.34</b>	<b>124,343.63</b>	<b>389,258.56</b>	<b>2,694,506.03</b>	<b>4,000.00</b>	<b>4,000.00</b>

\*\*\*Existing multi-year grants with approved budget will have a rollforward of available budget during the annual audit process.

# Utility Fund Summary of Revenues

## Comparison by Function

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Operating Revenues	3,760,741	3,712,500	3,818,500	106,000	2.86%
Use of Money	40,851	5,000	5,000	-	0.00%
Recovered Costs	5,480	5,000	3,000	(2,000)	-40.00%
<b>Total</b>	<b>3,807,071</b>	<b>3,722,500</b>	<b>3,826,500</b>	<b>104,000</b>	<b>2.79%</b>



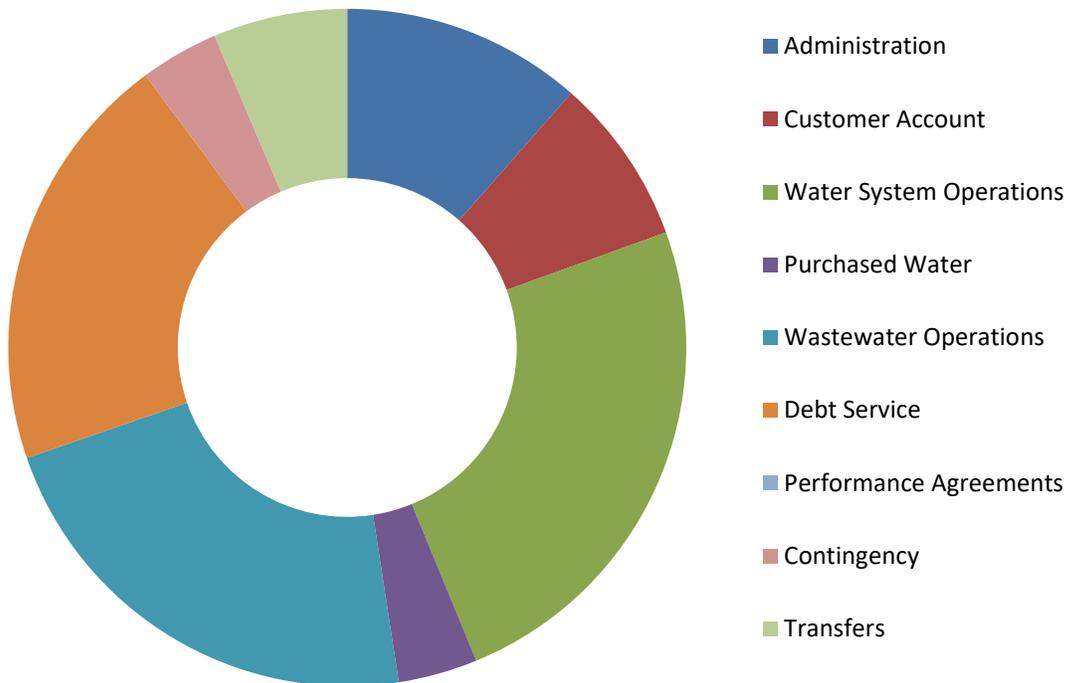
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
WATER CONNECTION FEES	300.1303.031	.00	.00	.00	.00	.00	.00
SEWER CONNECTION FEES	300.1303.032	.00	.00	.00	.00	.00	.00
SEWER INSPECTION FEES	300.1303.033	125.00	750.00	375.00	500.00	500.00	500.00
WATER SERVICE BILLING	300.1303.034	1,552,545.03	1,573,040.97	1,113,001.45	1,600,000.00	1,650,000.00	1,650,000.00
SEWER SERVICE BILLING	300.1303.035	1,749,191.55	1,764,815.35	1,236,047.03	1,810,000.00	1,831,000.00	1,831,000.00
WATER/SEWER PENALTIES	300.1303.036	52,320.29	48,572.64	33,092.21	52,000.00	50,000.00	50,000.00
ROANOKE COUNTY UTILITY TAX	300.1303.037	51,769.13	51,608.78	33,245.44	51,000.00	51,000.00	51,000.00
ACCOUNT ACTIVATION FEE	300.1303.038	15,268.17	17,439.12	9,887.24	15,000.00	15,000.00	15,000.00
SYSTEM DVLPMT. FEE - WATE	300.1303.060	48,640.00	71,680.00	33,280.00	32,000.00	35,000.00	35,000.00
SYSTEM DVLPMT. FEE - SEWE	300.1303.061	48,150.00	69,550.00	29,425.00	33,000.00	37,000.00	37,000.00
WATER INSPECTION FEE	300.1303.062	240.00	960.00	600.00	1,000.00	1,000.00	1,000.00
WATER METER SETTING FEES	300.1303.063	6,285.00	8,907.00	4,115.00	3,000.00	3,000.00	3,000.00
BULK WATER	300.1303.064	119,259.55	153,417.10	125,330.88	115,000.00	145,000.00	145,000.00
<b>WATER AND SEWER BILLING AND PERMITS</b>		<b>3,643,793.72</b>	<b>3,760,740.96</b>	<b>2,618,399.25</b>	<b>3,712,500.00</b>	<b>3,818,500.00</b>	<b>3,818,500.00</b>
INTEREST FROM INVESTMENTS	300.1501.001	7,627.04	9,006.84	6,927.45	5,000.00	5,000.00	5,000.00
INTEREST INCOME FROM BONDS	300.1501.004	524.96	31,843.66	.00	.00	.00	.00
<b>REVENUE FROM USE OF MONEY</b>		<b>8,152.00</b>	<b>40,850.50</b>	<b>6,927.45</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
SALE OF MATERIALS & SUPPLI	300.1502.006	.00	.00	.00	.00	.00	.00
<b>REVENUE FROM USE OF PROPERTY</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
MISCELLANEOUS INCOME	300.1899.001	.00	149.91	.00	.00	.00	.00
RE-APPROPRIATED FUND BALAN	300.1899.009	.00	.00	.00	.00	.00	.00
MISCELLANEOUS INCOME	300.1899.010	1,470.43	718.31	673.33	.00	.00	.00
BOND PROCEEDS	300.1899.013	.00	.00	.00	.00	.00	.00
PROCEEDS - BOND ISSUE	300.1899.014	.00	.00	.00	.00	.00	.00
CAPITAL ASSET DONATIONS	300.1899.019	.00	.00	.00	.00	.00	.00
PLANNING GRANT WW EXTSN PR	300.1899.056	.00	.00	.00	.00	.00	.00
<b>MISCELLANEOUS INCOME</b>		<b>1,470.43</b>	<b>868.22</b>	<b>673.33</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
RECOVERIES & REBATES	300.1901.001	.00	447.58	2,504.77	2,839.17	.00	.00
RECONNECTION FEES	300.1901.002	7,896.21	4,164.20	2,360.00	5,000.00	3,000.00	3,000.00
<b>RECOVERED COSTS</b>		<b>7,896.21</b>	<b>4,611.78</b>	<b>4,864.77</b>	<b>7,839.17</b>	<b>3,000.00</b>	<b>3,000.00</b>
TRANSFER FROM	300.4105.001	.00	.00	.00	.00	.00	.00
<b>TRANSFERS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL UTILITY FUND BUDGET</b>		<b>3,661,312.36</b>	<b>3,807,071.46</b>	<b>2,630,864.80</b>	<b>3,725,339.17</b>	<b>3,826,500.00</b>	<b>3,826,500.00</b>

## Utility Fund Summary of Expenditures

### Comparison by Function

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Administration	505,559	443,651	439,560	(4,091)	-0.92%
Customer Account	317,687	366,411	305,900	(60,511)	-16.51%
Water System Operations	890,562	944,323	929,862	(14,461)	-1.53%
Purchased Water	143,230	125,000	145,000	20,000	16.00%
Wastewater Operations	765,735	836,080	847,173	11,093	1.33%
Debt Service	182,969	772,930	770,629	(2,301)	-0.30%
Performance Agreements	600	4,000	-	(4,000)	-100.00%
Contingency	768,067	-	143,514	143,514	0.00%
Transfers	171,913	230,105	244,862	14,757	6.41%
<b>Total</b>	<b>3,746,322</b>	<b>3,722,500</b>	<b>3,826,500</b>	<b>104,000</b>	<b>-95.53%</b>

### FY 20-21 Expenditure Budget



# Utility Fund Expenditure Budget

## Water & Wastewater Administration

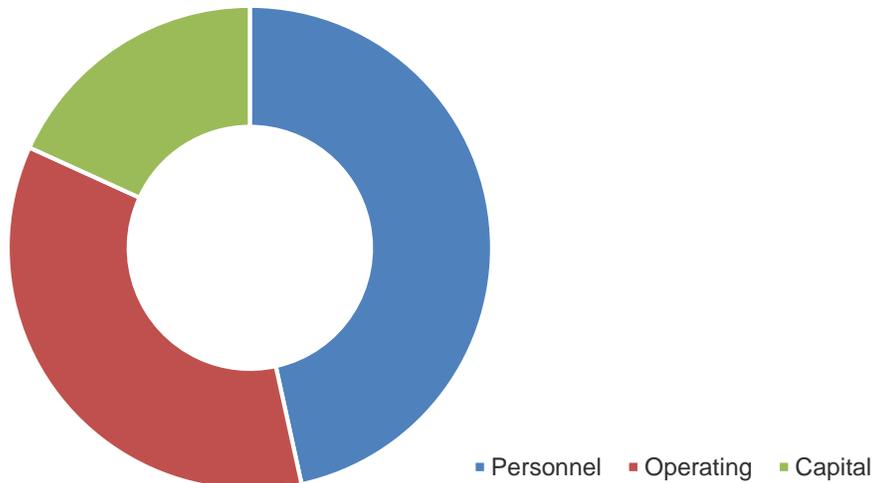
Account Code: 300.9400

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	269,933	209,280	204,714	(4,566.00)	-2.18%
Operating	155,637	154,371	154,846	475.00	0.31%
Capital	79,989	80,000	80,000	-	0.00%
<b>Total</b>	<b>505,559</b>	<b>443,651</b>	<b>439,560</b>	<b>(4,091.00)</b>	<b>-0.92%</b>

### Authorized Positions

Utility System Manager	1.00	1.00	1.00
<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

### Water & Wastewater Administration



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	300.9400.101	182,370.04	166,984.53	114,512.62	154,279.00	159,408.00	143,367.00
OVERTIME	300.9400.102	.00	.00	.00	.00	.00	.00
PART-TIME	300.9400.103	.00	.00	.00	.00	.00	.00
SEPARATION PAY	300.9400.105	.00	.00	510.55	.00	7,370.00	7,370.00
SS/MEDICARE	300.9400.201	14,345.35	11,983.89	8,538.74	11,803.00	12,759.00	11,532.00
VRS CONTRIBUTION	300.9400.202	19,652.82	64,675.50	13,464.71	18,051.00	19,564.00	17,565.00
INSURANCE - VRS	300.9400.203	13.91	3,673.69	1,517.30	2,022.00	2,104.00	1,889.00
NATIONWIDE	300.9400.204	339.94	275.35	183.00	340.00	516.00	243.00
MEDICAL INSURANCE	300.9400.205	25,823.31	20,720.04	17,886.86	21,045.00	21,324.00	21,744.00
CAR ALLOWANCE	300.9400.206	.00	.00	.00	.00	.00	.00
DISABILITY INS - HYBRID	300.9400.207	502.45	349.94	122.84	510.00	328.00	304.00
UNEMPLOYMENT INSURANCE	300.9400.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	300.9400.211	343.85	1,270.47	871.24	1,230.00	1,042.00	700.00
CONTRACTUAL SERVICES	300.9400.302	12,134.95	17,610.37	12,940.40	15,480.00	15,480.00	15,480.00
INDEPENDENT AUDITORS	300.9400.303	17,595.75	17,780.00	13,075.00	23,587.00	23,587.00	23,587.00
MAINT. SERVICE CONTRA	300.9400.305	25,741.11	25,741.11	15,592.07	32,464.00	32,464.00	32,464.00
PROFESSIONAL & TECHNICAL	300.9400.357	343.67	369.89	78.96	700.00	700.00	700.00
TELEPHONE	300.9400.521	2,962.11	3,132.71	2,220.83	3,000.00	3,000.00	3,000.00
POSTAGE	300.9400.522	.00	.00	.00	.00	.00	.00
SMALL INSURANCE CLAIMS	300.9400.537	257.85	50.52	.00	.00	1,000.00	.00
LIABILITY INSURANCE	300.9400.538	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	300.9400.541	1,382.21	1,053.96	572.67	2,800.00	2,800.00	2,800.00
PRINTING SUPPLIES-FINANCE	300.9400.546	.00	.00	.00	.00	.00	.00
MAT. & SUPP. - STORM RELAT	300.9400.554	.00	.00	.00	.00	.00	.00
JANITORIAL SUPPLY	300.9400.555	728.72	790.29	603.15	850.00	850.00	850.00
TRAVEL (MILEAGE/FARE)	300.9400.560	256.00	82.63	473.24	1,200.00	1,200.00	1,200.00
C D L PROGRAM	300.9400.580	48.00	72.00	.00	100.00	300.00	300.00
DUES & SUBSCRIPTIONS	300.9400.581	1,275.00	1,387.00	955.00	2,215.00	2,215.00	2,215.00
MISCELLANEOUS	300.9400.585	50.84	.00	.00	.00	.00	.00
ROANOKE COUNTY UTILITY TAX	300.9400.586	45,247.36	45,042.45	29,044.95	48,200.00	48,200.00	48,200.00
MEETING EXPENSES	300.9400.589	50.74	93.71	168.90	350.00	350.00	350.00
WATER WORKS ASMT FEE	300.9400.590	14,947.65	14,947.65	14,947.65	15,200.00	15,200.00	15,200.00
EMPLOYEE APPRECIATION	300.9400.591	653.78	361.68	.00	700.00	700.00	700.00
VA UTILITY PROTECTION	300.9400.597	1,433.25	1,794.45	1,099.35	1,525.00	1,800.00	1,800.00
BAD DEBT EXPENSE	300.9400.603	.00	.00	.00	6,000.00	6,000.00	6,000.00
CAPITAL OUTLAY	300.9400.799	.00	.00	.00	.00	.00	.00
LEASE/RENTAL OF EQUIPMENT	300.9400.801	948.00	988.87	486.00	1,000.00	1,000.00	1,000.00
RENT OF BUILDING	300.9400.802	75,000.00	75,000.00	56,250.00	75,000.00	75,000.00	75,000.00
LEASE OF STORAGE FACILITY	300.9400.803	4,000.08	4,000.08	3,333.40	4,000.00	4,000.00	4,000.00
BANK SERVICE CHARGES	300.9400.903	6,761.33	4,918.11	3,442.33	.00	.00	.00
CREDIT CARD FEES	300.9400.904	28,786.46	20,408.30	.00	.00	.00	.00
<b>WATER &amp; WASTEWATER ADMIN.</b>		<b>483,996.53</b>	<b>505,559.19</b>	<b>312,891.76</b>	<b>443,651.00</b>	<b>460,261.00</b>	<b>439,560.00</b>

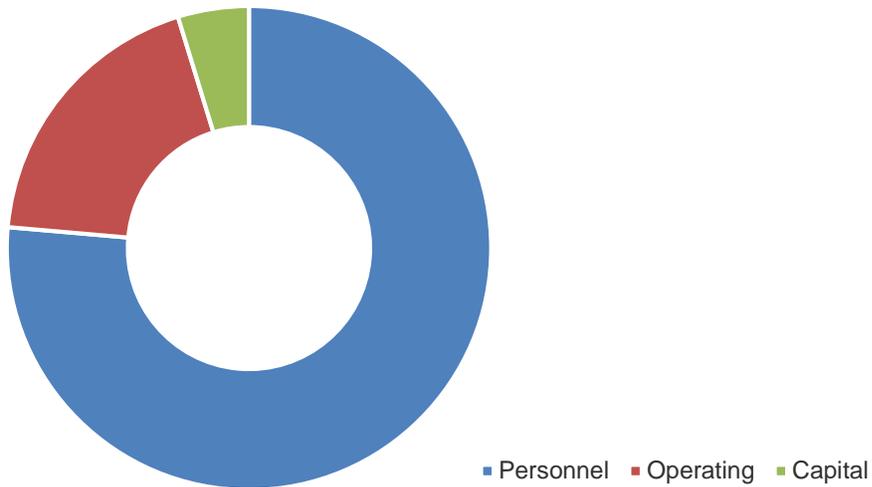
# Utility Fund Expenditure Budget

## Customer Accounts

Account Code: 300.9405

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	277,931	292,261	233,650	(58,611)	-20.05%
Operating	28,443	58,950	57,750	(1,200)	-2.04%
Capital	11,313	15,200	14,500	(700)	-4.61%
<b>Total</b>	<b>317,687</b>	<b>366,411</b>	<b>305,900</b>	<b>(60,511)</b>	<b>-16.51%</b>

### Customer Accounts



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	300.9405.101	145,011.06	180,203.73	128,872.14	179,016.00	182,418.00	142,255.00
OVERTIME	300.9405.102	2,535.91	1,365.41	1,235.20	4,260.00	500.00	500.00
PART-TIME	300.9405.103	8,406.82	18,268.45	12,891.36	27,867.00	29,205.00	28,632.00
SEPARATION PAY	300.9405.105	.00	663.99	15.01	.00	.00	.00
SS/MEDICARE	300.9405.201	11,576.07	14,853.89	10,670.35	16,153.00	16,228.00	13,112.00
VRS CONTRIBUTION	300.9405.202	15,249.48	19,632.50	15,080.28	20,945.00	22,730.00	17,725.00
INSURANCE - VRS	300.9405.203	1,811.82	2,221.66	1,704.39	2,346.00	2,445.00	1,907.00
NATIONWIDE	300.9405.204	236.89	459.47	319.84	345.00	864.00	336.00
MEDICAL INSURANCE	300.9405.205	31,005.60	37,951.77	30,767.20	39,522.00	36,414.00	28,359.00
DISABILITY INS - HYRBID	300.9405.207	438.64	814.29	369.81	400.00	958.00	636.00
UNEMPLOYMENT INSURANCE	300.9405.209	.00	674.36	.00	.00	.00	.00
WORKERS' COMP. INS	300.9405.211	1,152.03	821.09	1,124.08	1,407.00	233.00	188.00
CONTRACTUAL SERVICES	300.9405.302	.00	2,570.30	1,151.98	2,500.00	2,500.00	2,500.00
MAINT. & REPAIRS EQUI	300.9405.304	482.40	180.47	.00	700.00	700.00	700.00
MAINT. SERVICE CONTRA	300.9405.305	749.72	798.66	1,099.18	.00	800.00	800.00
PRINTING & BINDING	300.9405.306	986.70	532.90	268.87	2,000.00	1,000.00	1,000.00
ADVERTISING	300.9405.307	.00	.00	75.00	.00	.00	.00
UNIFORMS	300.9405.310	.00	.00	.00	.00	.00	.00
WATER/SEWER BILLING	300.9405.355	24,584.27	21,904.38	16,840.77	26,000.00	25,000.00	25,000.00
TELEPHONE	300.9405.521	.00	.00	.00	300.00	300.00	300.00
POSTAGE	300.9405.522	.00	225.87	7.35	100.00	100.00	100.00
MOTOR VEHICLE INSURANCE	300.9405.535	.00	.00	.00	.00	.00	.00
LIBAILITY INSURANCE	300.9405.538	.00	.00	.00	.00	.00	.00
OFFICE SUPPLIES	300.9405.541	2,018.75	2,105.38	2,309.64	2,100.00	2,100.00	2,100.00
GAS, OIL, GREASE	300.9405.548	.00	.00	.00	.00	.00	.00
TRAVEL (MILEAGE/FARE)	300.9405.560	.00	25.34	.00	200.00	200.00	200.00
DUES & SUBSCRIPTIONS	300.9405.581	.00	.00	280.00	50.00	50.00	50.00
MISCELLANEOUS	300.9405.585	408.22	100.10	.00	.00	.00	.00
REPLACEMENT OF EQUIP.	300.9405.709	458.81	2,232.48	2,528.14	2,500.00	2,500.00	2,500.00
METER REPLACEMENT	300.9405.710	2,386.10	3,052.78	1,918.20	12,700.00	12,000.00	12,000.00
OTHER EQUIPMENT	300.9405.716	209.35	127.97	.00	.00	.00	.00
CAPITAL OUTLAY	300.9405.799	.00	5,900.00	.00	.00	.00	.00
BANK SERVICE CHARGES	300.9405.903	.00	.00	.00	5,000.00	5,000.00	5,000.00
CREDIT CARD FEES	300.9405.904	.00	.00	12,488.22	20,000.00	20,000.00	20,000.00
<b>CUSTOMER ACCOUNTS</b>		<b>249,708.64</b>	<b>317,687.24</b>	<b>242,017.01</b>	<b>366,411.00</b>	<b>364,245.00</b>	<b>305,900.00</b>

# Utility Fund Expenditure Budget

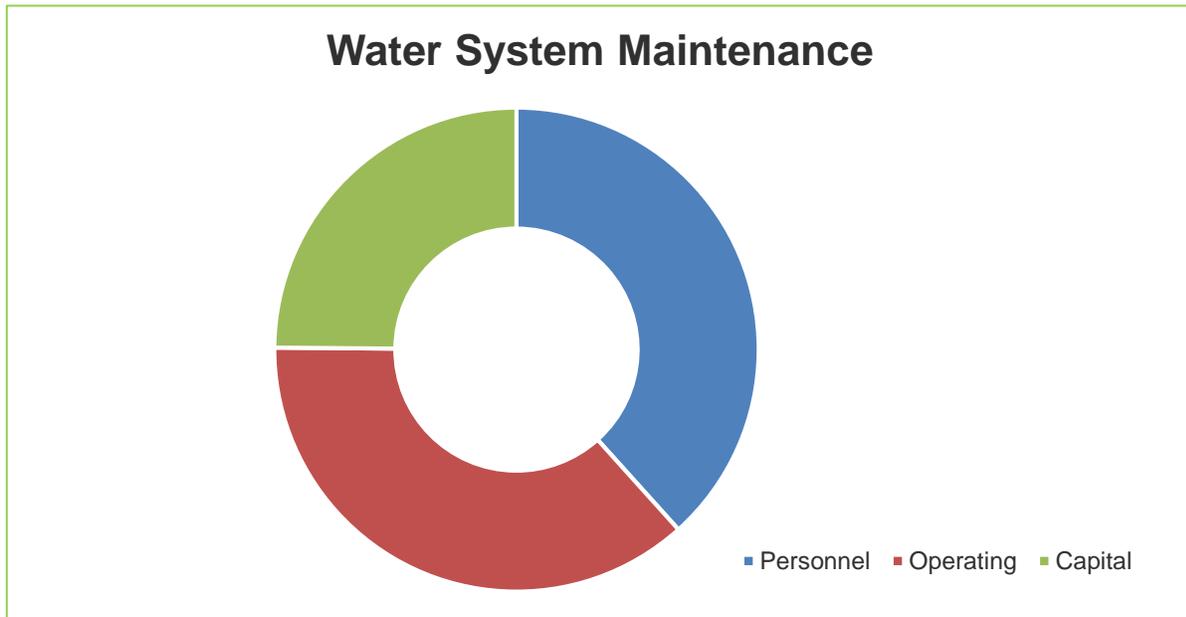
## Water System Maintenance

Account Code: 300.9410

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	422,816	390,510	356,521	(33,989)	-8.70%
Operating	269,152	335,066	342,091	7,025	2.10%
Capital	198,594	218,747	231,250	12,503	5.72%
<b>Total</b>	<b>890,562</b>	<b>944,323</b>	<b>929,862</b>	<b>(14,461)</b>	<b>-1.53%</b>

### Authorized Positions

Utility System Operator I	3.00	3.00	3.00
Utility System Operator III	1.00	1.00	1.00
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



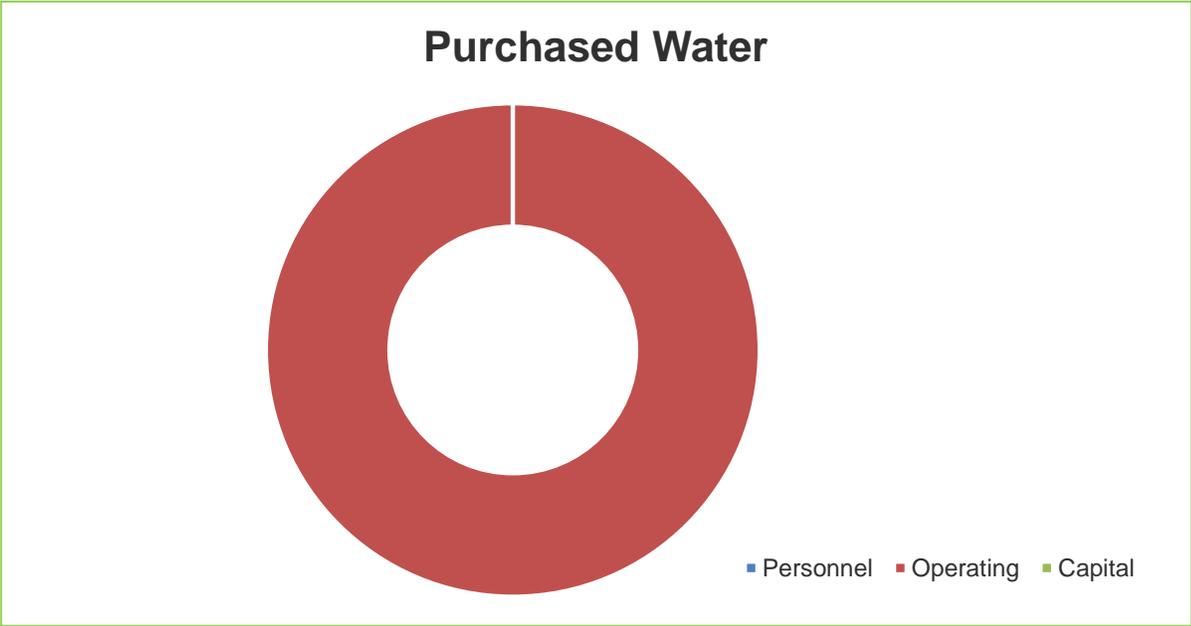
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	300.9410.101	234,263.10	261,846.77	173,192.45	235,412.00	211,231.00	203,995.00
OVERTIME	300.9410.102	49,722.48	36,450.13	25,924.13	42,785.00	42,000.00	42,000.00
PART-TIME	300.9410.103	148.91	.00	.00	.00	.00	.00
SEPARATION PAY	300.9410.105	384.40	5,762.32	741.72	.00	.00	.00
SS/MEDICARE	300.9410.201	21,274.51	22,748.53	14,648.78	21,283.00	19,373.00	18,819.00
VRS CONTRIBUTION	300.9410.202	25,389.37	28,605.29	21,321.36	27,544.00	24,277.00	23,408.00
INSURANCE - VRS	300.9410.203	3,220.05	3,227.75	2,399.13	3,084.00	2,831.00	2,737.00
NATIONWIDE	300.9410.204	474.65	615.49	307.94	500.00	1,337.00	669.00
MEDICAL INSURANCE	300.9410.205	39,170.98	55,222.58	45,138.59	49,310.00	50,624.00	53,508.00
DISABILITY INS - HYBRID EM	300.9410.207	884.05	1,255.70	360.44	.00	764.00	725.00
UNEMPLOYMENT INSURANCE	300.9410.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	300.9410.211	7,685.22	7,081.60	8,352.93	10,592.00	11,003.00	10,660.00
CONTRACTUAL SERVICES	300.9410.302	16,116.38	23,876.63	19,846.28	25,000.00	28,025.00	28,025.00
MAINTENANCE & REPAIRS EQUI	300.9410.304	18,371.94	12,176.16	14,295.80	14,839.17	15,000.00	15,000.00
PRINTING & BINDING	300.9410.306	528.15	953.05	92.23	2,000.00	2,000.00	2,000.00
UNIFORMS/WEARING APPAREL	300.9410.310	3,933.10	3,833.28	2,822.29	4,560.00	4,560.00	4,560.00
WATER PURCHASED	300.9410.313	15,367.43	.00	.00	.00	.00	.00
MAINTENANCE & REPAIR BLDG.	300.9410.350	.00	.00	.00	.00	.00	.00
LABORATORY TESTING	300.9410.353	10,668.91	9,958.44	6,255.80	18,000.00	18,000.00	18,000.00
WATER BILLING-FINANCE	300.9410.355	156.96	157.26	157.89	.00	.00	.00
WATER STORAGE- MNT. & REPA	300.9410.361	4,174.66	502.54	.00	4,000.00	4,000.00	4,000.00
CHESTNUT WELL REPAIR & MNT	300.9410.380	45.74	1,656.58	1,657.35	3,020.00	6,500.00	3,020.00
CRAIG WELL REPAIR & MNT	300.9410.381	193.78	1,600.61	2,223.90	7,230.00	6,500.00	7,230.00
BUSH WELL #1 REPAIR & MNT	300.9410.382	45.74	1,421.12	2,699.43	5,250.00	6,500.00	5,250.00
MANSARD SQ WELL REPAIR	300.9410.383	242.36	7,020.30	172.76	5,250.00	8,500.00	5,250.00
SPRING GROVE WELL REP & MN	300.9410.384	437.94	2,680.17	130.76	5,250.00	6,500.00	5,250.00
MELISSA WELL REPAIR & MNT	300.9410.385	107.10	1,009.49	2,000.00	5,250.00	6,500.00	5,250.00
STONEBRIDGE WELL REP & MNT	300.9410.386	751.62	2,583.40	1,890.55	5,250.00	6,500.00	5,250.00
ROUTE 24 WELL REPAIR & MNT	300.9410.387	566.63	595.90	861.81	5,250.00	6,500.00	5,250.00
BUSH WELL #2 REPAIR & MNT	300.9410.388	2,092.84	1,676.12	2,077.47	7,770.00	8,500.00	7,770.00
BUSH WELL #3 REPAIR & MTN	300.9410.389	.00	655.89	128.00	2,000.00	5,000.00	2,000.00
ELECTRICAL SERVICES	300.9410.510	111,231.74	103,045.28	67,683.78	115,000.00	115,000.00	115,000.00
PROPERTY INSURANCE	300.9410.532	4,391.00	5,364.00	5,132.00	5,365.00	5,365.00	5,365.00
MOTOR VEHICLE INSURANCE	300.9410.535	6,772.00	5,072.00	6,264.00	5,072.00	5,072.00	5,072.00
LIABILITY INSURANCE	300.9410.538	11,317.00	10,348.00	10,825.00	10,349.00	10,349.00	10,349.00
GAS, OIL, GREASE	300.9410.548	14,630.12	14,012.73	13,553.98	15,400.00	17,000.00	15,400.00
OIL, ANTIFREEZE, AND FLUID	300.9410.549	976.18	778.39	609.35	1,500.00	1,500.00	1,500.00
MATERIALS & SUPPLIES	300.9410.553	28,401.79	30,342.14	27,356.16	35,000.00	35,000.00	35,000.00
SMALL TOOLS	300.9410.554	1,194.17	459.64	338.70	1,800.00	1,800.00	1,800.00
JANITORIAL/INVENTORY	300.9410.555	.00	.00	.00	.00	.00	.00
CHEMICALS FOR WATER	300.9410.557	8,937.64	9,442.46	6,278.42	9,000.00	10,000.00	10,000.00
STREET MATERIALS	300.9410.558	13,479.25	15,536.89	10,531.71	15,000.00	15,000.00	15,000.00
TRAVEL & TRAINING	300.9410.560	3,047.58	2,393.54	606.32	3,500.00	3,500.00	3,500.00
DUES & SUBSCRIPTIONS	300.9410.581	.00	.00	133.00	.00	.00	.00
CROSS CONNECTION CTRL	300.9410.598	.00	.00	.00	1,000.00	1,000.00	1,000.00
REGIONAL WATER SUPPLY	300.9410.599	.00	.00	.00	.00	.00	.00
REPLACEMENT OF EQUIPMENT	300.9410.709	3,508.94	5,630.96	3,111.02	8,000.00	8,000.00	8,000.00
METER REPLACEMENT	300.9410.710	-500.00	345.00	.00	.00	.00	.00
FIRE HYDRANTS	300.9410.714	15,366.34	-46.83	1,570.52	8,000.00	8,000.00	8,000.00
OTHER EQUIPMENT	300.9410.716	599.90	1,176.75	565.41	1,500.00	1,500.00	.00
MILLING & PAVEMENT	300.9410.717	185,291.00	171,057.87	85,247.00	185,247.00	220,000.00	185,250.00
WATER LINE PROJECTS - BOND	300.9410.726	.00	.00	.00	.00	.00	.00
BACKHOE FRONT END LOADER	300.9410.750	.00	.00	.00	.00	.00	.00
PRV STATION-MONTGOMERY VIL	300.9410.751	.00	.00	.00	.00	.00	.00
PRV STATION - FEATHER RD	300.9410.752	.00	.00	.00	.00	.00	.00
VDOT REV SHRG-PAVING & MIL	300.9410.781	.00	.00	.00	.00	.00	.00
EQUIPMENT BOND 2013	300.9410.798	.00	.00	.00	.00	.00	.00
CAPITAL OUTLAY	300.9410.799	4,734.00	12,827.32	15,545.07	16,000.00	.00	.00
LEASE/RENT OF EQUIPMENT	300.9410.801	.00	7,602.85	11,304.32	.00	30,000.00	30,000.00
<b>WATER SYSTEM MAINTENANCE</b>		<b>869,797.65</b>	<b>890,562.09</b>	<b>616,355.55</b>	<b>947,162.17</b>	<b>990,611.00</b>	<b>929,862.00</b>

# Utility Fund Expenditure Budget

## Purchased Water

Account Code: 300.9415

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	-	-	-	-	0.00%
Operating	143,230	125,000	145,000	20,000	16.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	143,230	125,000	145,000	20,000	16.00%



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
PURCHASED WATER	300.9415.313	107,291.09	143,230.40	87,245.31	125,000.00	145,000.00	145,000.00
<b>PURCHASED WATER</b>		<b>107,291.09</b>	<b>143,230.40</b>	<b>87,245.31</b>	<b>125,000.00</b>	<b>145,000.00</b>	<b>145,000.00</b>

# Utility Fund Expenditure Budget

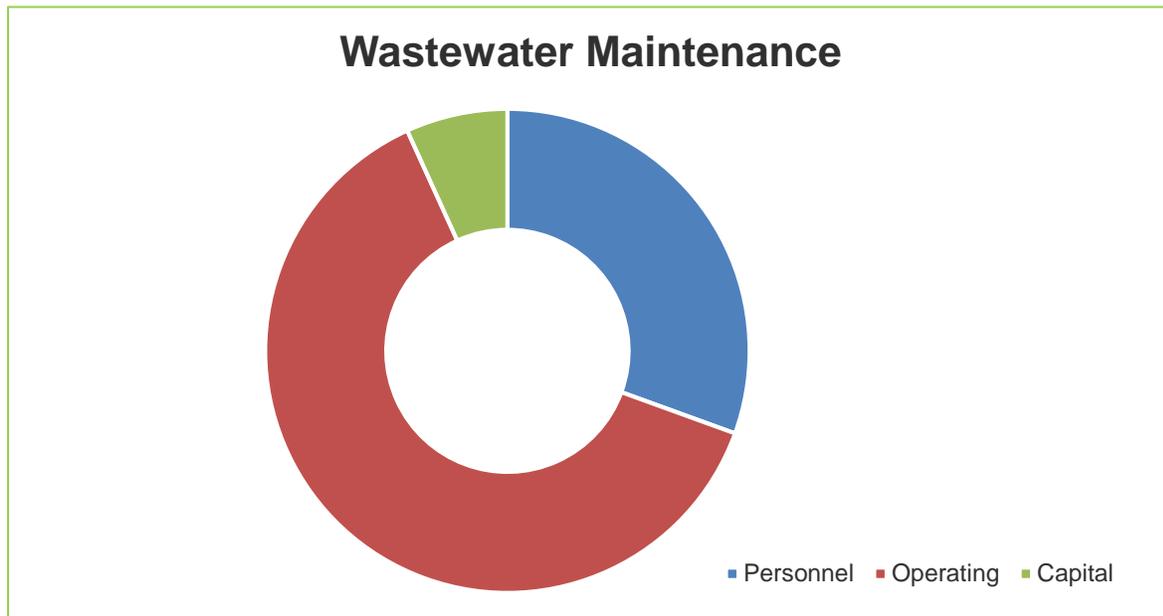
## Wastewater Maintenance

Account Code: 300.9500

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	163,581	250,152	258,755	8,603	3.44%
Operating	555,891	494,118	530,918	36,800	7.45%
Capital	46,262	91,810	57,500	(34,310)	-37.37%
<b>Total</b>	<b>765,735</b>	<b>836,080</b>	<b>847,173</b>	<b>11,093</b>	<b>1.33%</b>

### Authorized Positions

Wstwater Sys. Operator I	1.00	1.00	1.00
Wstwater Sys. Operator III	1.00	1.00	1.00
<b>Total Positions</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



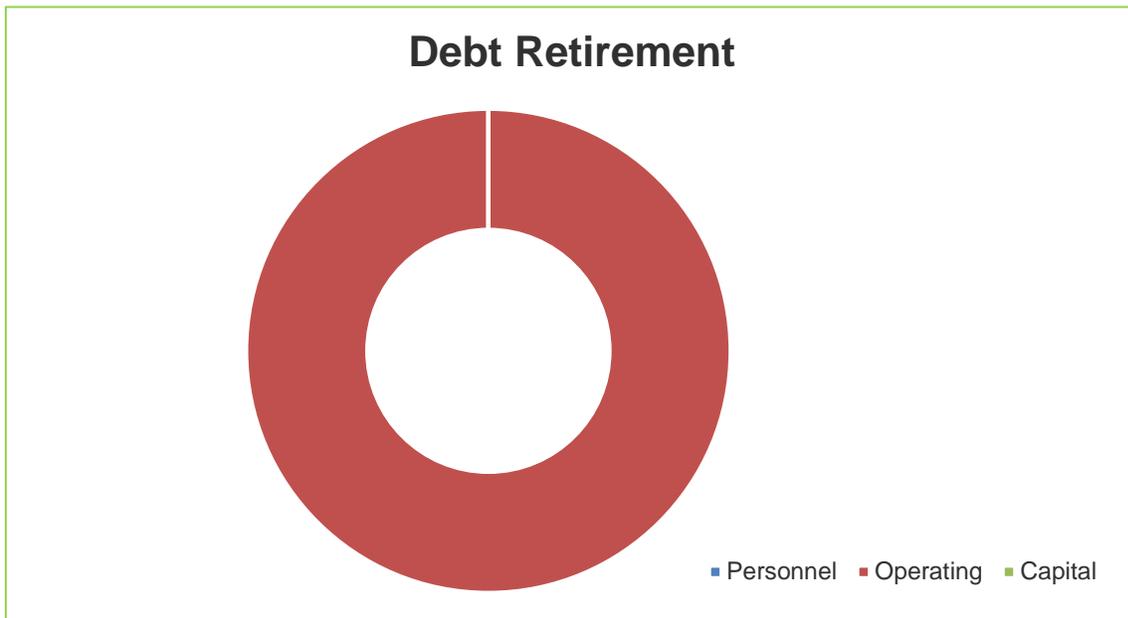
ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	300.9500.101	125,412.70	94,925.24	97,076.55	129,562.00	167,202.00	151,958.00
OVERTIME	300.9500.102	11,184.10	14,010.89	10,817.86	21,257.00	20,000.00	20,000.00
PART-TIME	300.9500.103	148.89	.00	.00	.00	.00	.00
SEPARATION PAY	300.9500.105	153.76	2,152.55	279.01	.00	.00	.00
SS/MEDICARE	300.9500.201	10,082.65	7,816.10	7,752.09	13,068.00	14,321.00	13,155.00
VRS CONTRIBUTION	300.9500.202	11,547.53	10,050.16	10,603.57	17,499.00	19,620.00	17,735.00
INSURANCE - VRS	300.9500.203	1,480.63	1,123.34	1,191.99	1,960.00	2,241.00	2,037.00
NATIONWIDE	300.9500.204	318.99	115.62	180.60	320.00	1,085.00	507.00
MEDICAL INSURANCE	300.9500.205	29,389.85	28,953.64	22,770.61	31,348.00	47,684.00	46,717.00
DISABILITY INS - HYBRID	300.9500.207	15.98	67.10	167.51	.00	822.00	706.00
UNEMPLOYMENT INSURANCE	300.9500.209	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	300.9500.211	4,099.47	4,366.16	4,453.42	5,708.00	6,883.00	5,940.00
CONTRACTUAL SERVICES	300.9500.302	8,195.28	11,908.05	3,511.04	15,000.00	16,925.00	16,925.00
MAINTENANCE & REPAIRS EQUI	300.9500.304	7,251.58	5,901.09	249.03	5,500.00	6,000.00	5,500.00
MAINTENANCE SERVICE CONTRA	300.9500.305	1,030.68	2,191.68	3,170.82	1,800.00	2,300.00	2,300.00
UNIFORMS/WEARING APPAREL	300.9500.310	1,733.40	1,766.10	1,210.15	1,900.00	1,900.00	1,900.00
WASTEWATER TREATMENT	300.9500.314	325,955.66	457,041.04	175,784.98	314,625.00	400,000.00	400,000.00
MAINTENANCE & REPAIR BLDG.	300.9500.350	.00	.00	.00	.00	.00	.00
LABORATORY TESTING	300.9500.353	.00	.00	.00	100.00	100.00	100.00
SEWER BILLING-FINANCE	300.9500.355	156.96	157.26	157.89	.00	.00	.00
HARDY RD SWR LS REP & MNT	300.9500.380	2,180.16	4,247.32	5,207.97	4,500.00	6,000.00	4,500.00
NIAGARA SWR LS REP & MNT	300.9500.381	1,258.52	2,390.93	1,269.63	4,750.00	6,000.00	4,750.00
THIRD STREET LS REP & MNT	300.9500.382	230.14	961.38	24.84	5,750.00	6,000.00	5,750.00
ELECTRICAL SERVICES	300.9500.510	22,464.93	28,804.55	12,420.30	23,000.00	23,000.00	23,000.00
WATER AND SEWER SERVICE	300.9500.513	1,443.11	544.44	562.72	1,500.00	1,500.00	1,500.00
PROPERTY INSURANCE	300.9500.532	3,377.00	4,128.00	3,949.00	4,127.00	4,127.00	4,127.00
MOTOR VEHICLE INSURANCE	300.9500.535	4,512.00	3,380.00	4,177.00	3,382.00	3,382.00	3,382.00
LIABILITY INSURANCE	300.9500.538	8,704.00	7,960.00	9,100.00	8,700.00	8,700.00	8,700.00
GAS, OIL, GREASE	300.9500.548	5,941.01	5,573.79	3,425.91	6,160.00	6,160.00	6,160.00
OIL, ANTIFREEZE, AND FLUID	300.9500.549	614.31	234.54	185.60	600.00	600.00	600.00
MATERIALS & SUPPLIES	300.9500.553	13,190.01	11,738.54	17,707.16	32,624.00	32,624.00	32,624.00
SMALL TOOLS	300.9500.554	445.38	732.81	94.91	1,000.00	1,000.00	1,000.00
JANITORIAL/INVENTORY SUPPL	300.9500.555	.00	.00	.00	.00	.00	.00
STREET MATERIALS	300.9500.558	7,896.71	5,453.24	7,406.52	6,000.00	8,000.00	6,000.00
TRAVEL & TRAINING	300.9500.560	1,293.82	776.67	.00	2,100.00	2,100.00	2,100.00
FATS, OIL & GREASE PROGRAM	300.9500.606	.00	.00	.00	1,000.00	1,000.00	.00
REPLACEMENT OF EQUIPMENT	300.9500.709	1,500.00	1,139.35	563.72	1,500.00	1,500.00	1,500.00
BACK WATER PREVENTION	300.9500.711	.00	.00	.00	1,250.00	800.00	800.00
F.C. SEWER COST SHARE PRJC	300.9500.715	.00	.00	.00	.00	.00	.00
OTHER EQUIPMENT	300.9500.716	.00	2,930.43	.00	3,200.00	3,200.00	3,200.00
SPECIAL PROJECTS	300.9500.722	.00	.00	.00	89,430.00	.00	.00
INFILTRATION PROJECT	300.9500.723	18,671.31	30,528.83	6,600.00	40,000.00	50,000.00	50,000.00
CAPITAL OUTLAY	300.9500.799	.00	11,663.72	9,500.00	35,860.00	.00	.00
LEASE/RENTAL OF EQUIPMENT	300.9500.801	.00	.00	2,285.52	.00	2,000.00	2,000.00
PLANNING GRANT WW EXTSN PR	300.9500.820	.00	.00	.00	.00	.00	.00
<b>WASTEWATER SYSTEM MAINT.</b>		<b>631,880.52</b>	<b>765,734.56</b>	<b>423,857.92</b>	<b>836,080.00</b>	<b>874,776.00</b>	<b>847,173.00</b>

# Utility Fund Expenditure Budget

## Debt Retirement

Account Code: 300.9800

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	-	-	-	-	0.00%
Operating	182,969	772,930	770,629	(2,301)	-0.30%
Capital	-	-	-	-	0.00%
<b>Total</b>	182,969	772,930	770,629	(2,301)	-0.30%



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
PRINCIPAL-WWTP PHASE I	300.9800.901	.00	.00	.00	.00	.00	.00
INTEREST - WWTP PHASE I	300.9800.902	.00	.00	.00	.00	.00	.00
OTHER LOAN COSTS	300.9800.903	93.00	.79	.00	.00	.00	.00
PRINCIPAL- WWTP PHASE II	300.9800.904	.00	286.22	67,644.85	136,339.00	140,598.00	140,598.00
INTEREST - WWTP PHASE II	300.9800.905	41,190.66	37,157.80	8,755.25	34,060.00	29,801.00	29,801.00
VRA PRINCIPAL: WOLF CREEK	300.9800.911	.00	-.57	73,673.79	73,674.00	76,126.00	76,126.00
VRA INTEREST: WOLF CREEK	300.9800.912	17,339.40	15,005.52	6,603.42	13,810.00	11,359.00	11,359.00
VRA PRINCIPAL: LINDENWOOD	300.9800.913	.00	.21	67,560.89	67,561.00	69,672.00	69,672.00
VRA INTEREST: LINDENWOOD	300.9800.914	18,963.78	16,958.62	10,219.18	15,589.00	13,479.00	13,479.00
PRINCIPAL-W/S 2007 CAP IMP	300.9800.919	.00	.00	.00	.00	.00	.00
INTEREST-W/S 2007 CAP IMP	300.9800.920	-576.83	-168.37	.00	.00	.00	.00
PRINCIPAL - 2012 BOND VRA	300.9800.921	.00	.00	.00	.00	.00	.00
INTEREST - 2012 BOND VRA	300.9800.922	.00	.00	.00	.00	.00	.00
PRINCIPAL- 2013 COMMERCIAL	300.9800.923	.00	.00	.00	.00	.00	.00
INTEREST - 2013 COMMERCIAL	300.9800.924	.00	.00	.00	.00	.00	.00
PRINCIPAL - 2013 BOND	300.9800.925	.00	10,814.34	80,334.54	80,446.00	82,782.00	82,782.00
INTEREST -2013 BOND	300.9800.926	41,110.19	39,633.71	13,084.17	37,745.00	35,719.00	35,719.00
PRINCIPAL-WVWA TINKER CREEK	300.9800.929	.00	-1,838.16	10,373.13	15,275.00	15,636.00	15,636.00
INTEREST-WVWA TINKER CREEK	300.9800.930	6,766.40	6,763.64	3,318.50	5,467.00	5,076.00	5,076.00
GO REFUND SERIES 2016B PRI	300.9800.931	.00	.00	174,000.00	174,000.00	175,000.00	175,000.00
GO REFUND SERIES 2016B INT	300.9800.932	47,365.23	46,751.94	18,390.24	32,800.00	29,223.00	29,223.00
2017 LEASE PURCHASE PRIN	300.9800.933	.43	-.16	33,417.98	67,243.00	68,887.00	68,887.00
2017 LEASE PURCHASE INT	300.9800.934	5,939.40	10,698.84	4,749.85	9,094.00	7,445.00	7,445.00
2017 VML MET TRUCKS PRIN	300.9800.935	.00	-.22	4,536.57	9,126.00	9,335.00	9,335.00
2017 VML MET TRUCKS INT	300.9800.936	528.19	905.34	375.99	701.00	491.00	491.00
<b>DEBT RETIREMENT:BONDS/L.T.D.</b>		<b>178,719.85</b>	<b>182,969.49</b>	<b>577,038.35</b>	<b>772,930.00</b>	<b>770,629.00</b>	<b>770,629.00</b>

# Utility Fund Expenditure Budget

## Performance Agreements

Account Code: 300.9880

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	600	4,000	-	(4,000)	-100.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	600	4,000	-	(4,000)	-100.00%

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
PERFORMANCE AGREEMENTS	300.9880.502	.00	600.00	.00	4,000.00	.00	.00
<b>PERFORMANCE AGREEMENTS</b>		<b>.00</b>	<b>600.00</b>	<b>.00</b>	<b>4,000.00</b>	<b>.00</b>	<b>.00</b>

# Utility Fund Expenditure Budget

## Contingency

Account Code: 300.9900

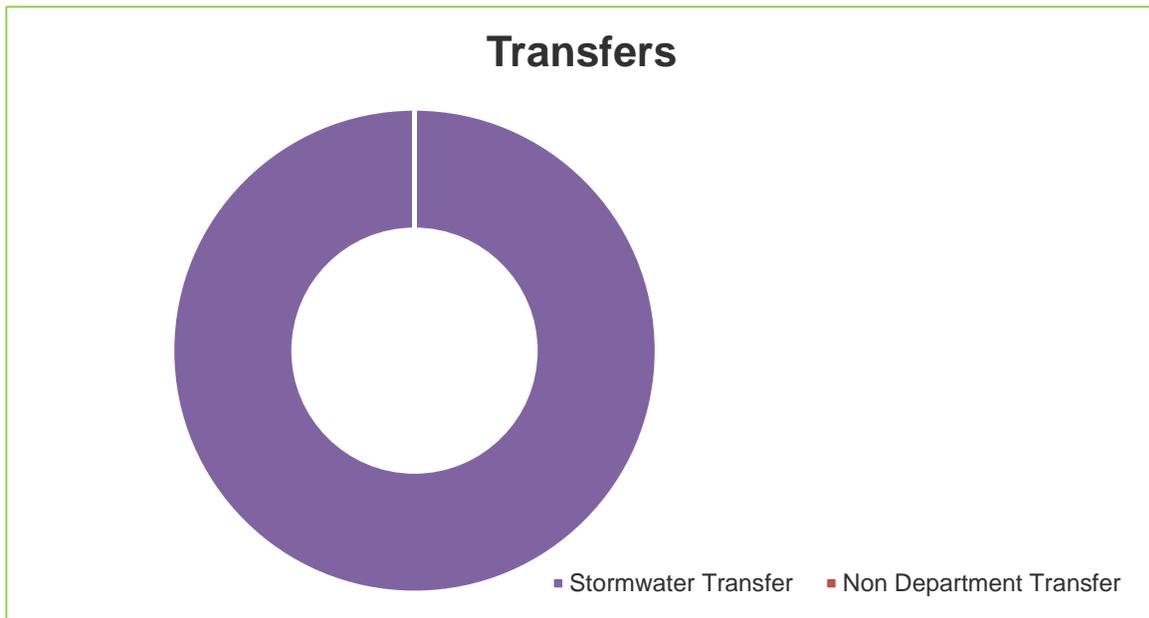
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>\$ Budget</b>	<b>% Budget</b>
	<b>FY 18-19</b>	<b>FY19-20</b>	<b>FY 20-21</b>	<b>Variance</b>	<b>Variance</b>
Amortization Expense	-	-	-	-	0.00%
Depreciation Expense	768,067	-	-	-	0.00%
Reserve for Contingency	-	-	143,514	143,514	0.00%
<b>Total</b>	<b>768,067</b>	<b>-</b>	<b>143,514</b>	<b>143,514</b>	<b>0.00%</b>

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
RESERVE FOR CONTINGENCIES	300.9900.407	.00	.00	.00	.00	.00	143,514.00
DEPRECIATION	300.9900.996	766,803.96	768,066.91	.00	.00	.00	.00
AMORTIZATION EXPENSE	300.9900.997	.00	.00	.00	.00	.00	.00
<b>CONTINGENCIES</b>		<b>766,803.96</b>	<b>768,066.91</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>143,514.00</b>

# Utility Fund Expenditure Budget Transfers

Account Code: 300.9950

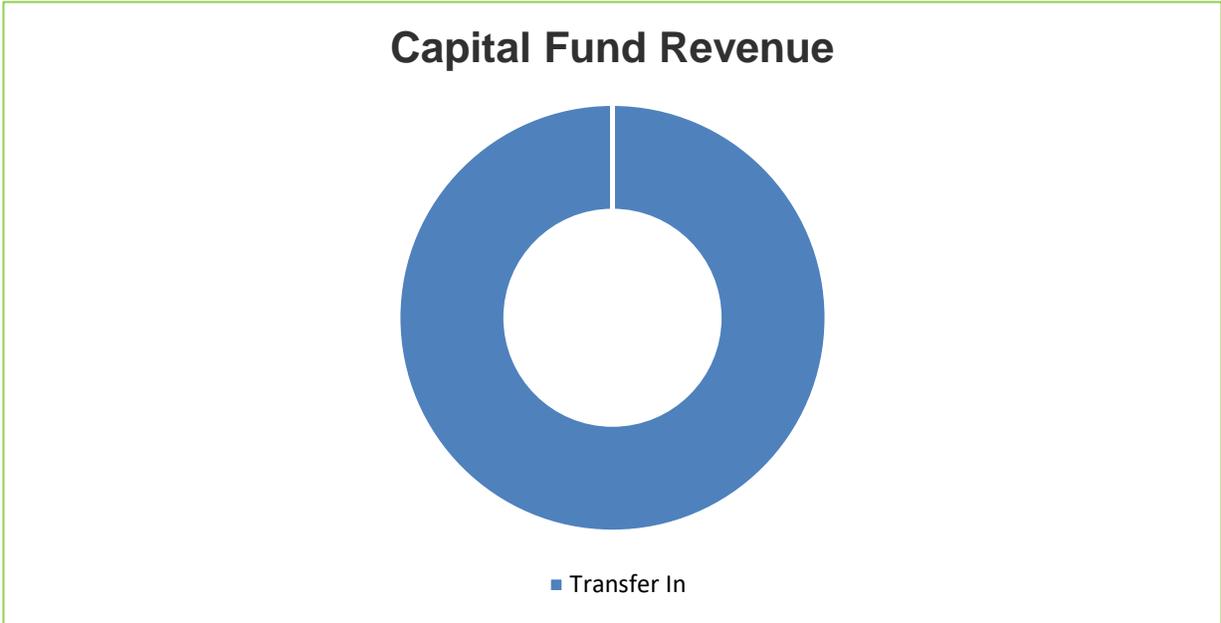
	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Stormwater Transfer	171,913	230,105	244,862	14,757	6.41%
Non Department Transfer	-	-	-	-	0.00%
<b>Total</b>	171,913	230,105	244,862	14,757	6.41%



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
TRANSFER TO OTHER FUNDS	300.9950.900	140,298.09	171,912.71	172,578.77	230,105.00	257,360.00	244,862.00
NON DEPT TRANSFERS	300.9950.910	.00	.00	.00	.00	.00	.00
<b>TRANSFERS TO</b>		<b>140,298.09</b>	<b>171,912.71</b>	<b>172,578.77</b>	<b>230,105.00</b>	<b>257,360.00</b>	<b>244,862.00</b>
<b>TOTAL UTILITY FUND BUDGET</b>		<b>3,428,496.33</b>	<b>3,746,322.59</b>	<b>2,431,984.67</b>	<b>3,725,339.17</b>	<b>3,862,882.00</b>	<b>3,826,500.00</b>

## Capital Fund Revenue Budget Revenue Summary

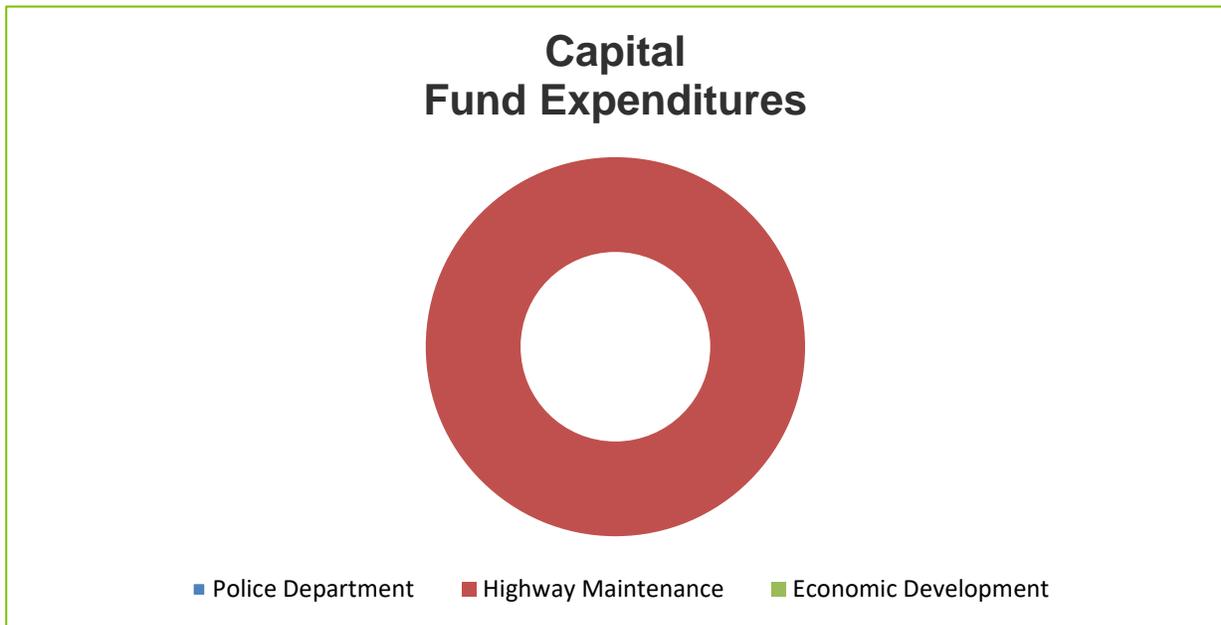
	Actual FY 18-19	Adopted FY19-20	Proposed FY20-21	\$ Budget Variance	% Budget Variance
Transfer In	-	500,012	175,000	(325,012)	100.00%
<b>Total</b>	-	500,012	175,000	(325,012)	100.00%



<b>ACCOUNT DESCRIPTION</b>	<b>FUND ACCOUNT</b>	<b>ACTUAL 06-30-2018</b>	<b>ACTUAL 06-30-2019</b>	<b>ACTUAL 03-31-2020</b>	<b>REVISED BUDGET</b>	<b>DEPT REQ 2020</b>	<b>MGR/COMM 2020</b>
RE-APPROPRIATED FUND BALAN	400.1899.010	.00	.00	.00	.00	.00	.00
RECOVERIES & REBATES	400.1901.001	.00	.00	.00	.00	.00	.00
TRANSFER FROM GEN FUND	400.4105.001	.00	.00	450,009.00	600,012.00	370,000.00	175,000.00
<b>TOTAL CAPITAL FUND BUDGET</b>		<b>.00</b>	<b>.00</b>	<b>450,009.00</b>	<b>600,012.00</b>	<b>370,000.00</b>	<b>175,000.00</b>

## Capital Fund Expenditure Budget Expenditure Summary

	Actual FY 18-19	Adopted FY19-20	Proposed FY20-21	\$ Budget Variance	% Budget Variance
Police Department	-	22,000	-	(22,000)	100.00%
Highway Maintenance	-	469,000	175,000	(294,000)	100.00%
Economic Development	-	9,012	-	(9,012)	100.00%
<b>Total</b>	-	500,012	175,000	(325,012)	100.00%

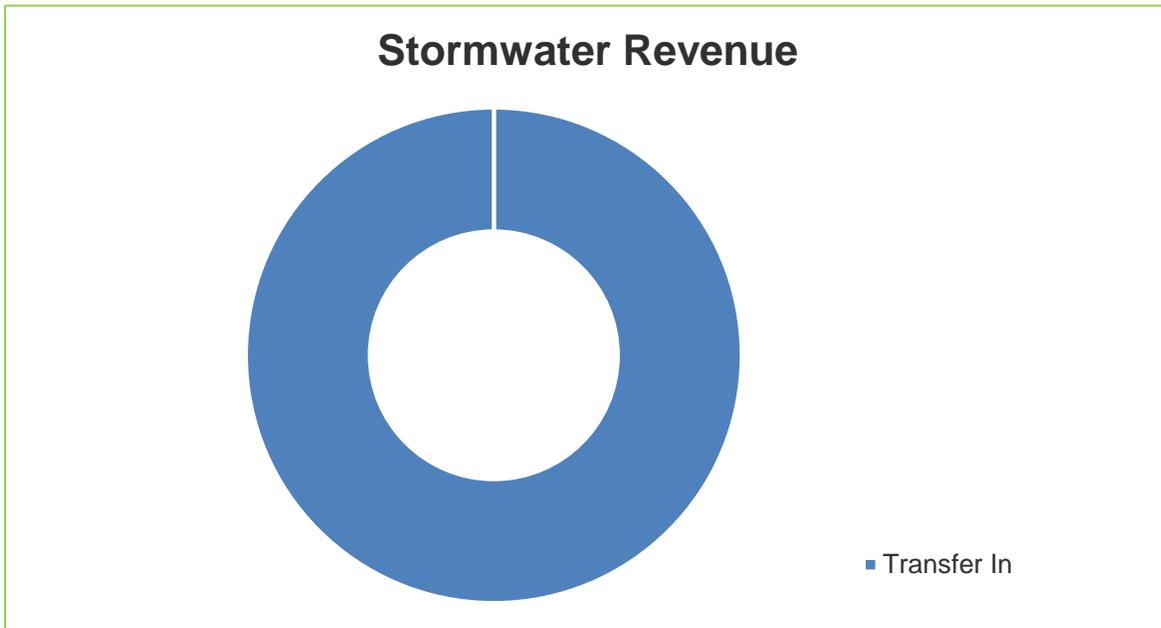


ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
POLICE DEPARTMENT	400.3101.799	.00	.00	27,000.00	27,000.00	29,200.00	.00
HIGHWAY MAINTENANCE	400.4101.701	.00	.00	.00	350,000.00	175,000.00	175,000.00
HIGHWAY MAINTENANCE	400.4101.799	.00	.00	26,105.30	96,684.00	54,175.00	.00
BUILDING AND GROUNDS	400.4304.799	.00	.00	99,111.11	100,000.00	43,625.00	.00
HEALTH DEPARTMENT	400.4305.799	.00	.00	.00	17,316.00	.00	.00
GREENWAY MATCH	400.8101.799	.00	.00	.00	.00	50,000.00	.00
ECONOMIC DEVELOPMENT	400.8150.799	.00	.00	.00	9,012.00	18,000.00	.00
<b>TOTAL CAPITAL FUND BUDGET</b>		<b>.00</b>	<b>.00</b>	<b>152,216.41</b>	<b>600,012.00</b>	<b>370,000.00</b>	<b>175,000.00</b>

## Stormwater Fund Summary of Revenues

### Comparison by Function

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Transfer In	343,825	460,210	489,723	29,513	6.41%
<b>Total</b>	343,825	460,210	489,723	29,513	6.41%

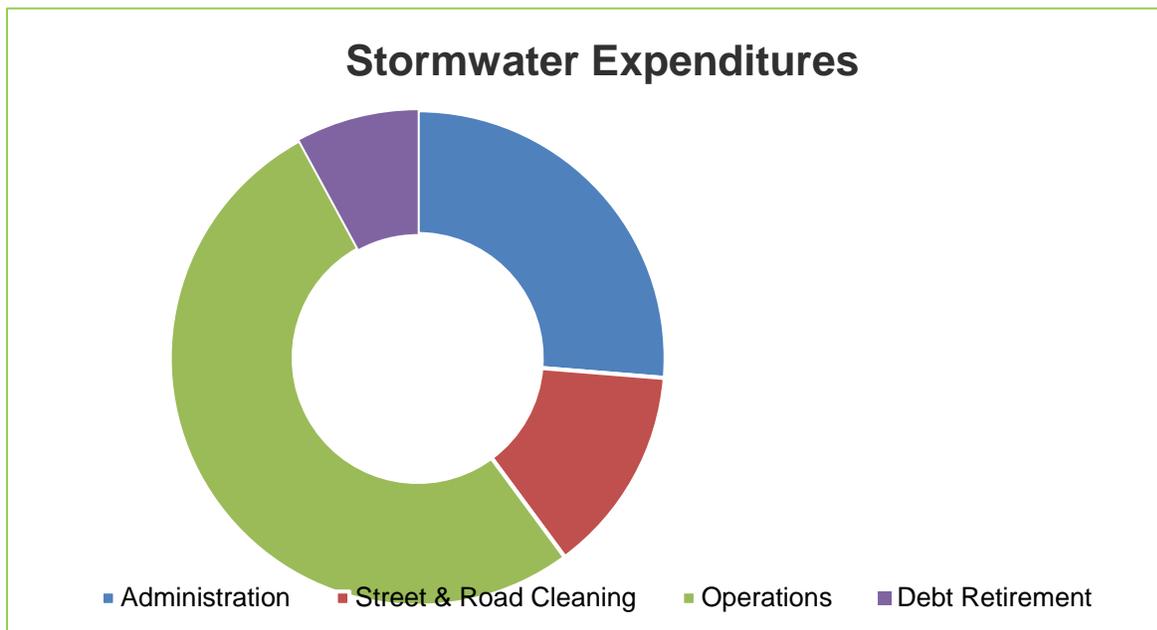


ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	DEPT REQ 2020	MGR/COMM 2020
MISCELLANEOUS INCOME	600.1899.001	.00	20.88	.00	.00	.00	.00
TRANSFER FROM	600.4105.001	280,596.19	343,825.44	345,157.55	460,210.00	514,720.00	489,723.00

## Stormwater Fund Summary of Expenditures

### Comparison by Function

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Administration	72,834	94,068	128,738	34,670	36.86%
Street & Road Cleaning	56,104	66,643	66,566	(77)	-0.12%
Operations	204,226	260,772	255,692	(5,080)	-1.95%
Debt Retirement	4,722	38,727	38,727	-	0.00%
<b>Total</b>	<b>337,886</b>	<b>460,210</b>	<b>489,723</b>	<b>29,513</b>	<b>6.41%</b>



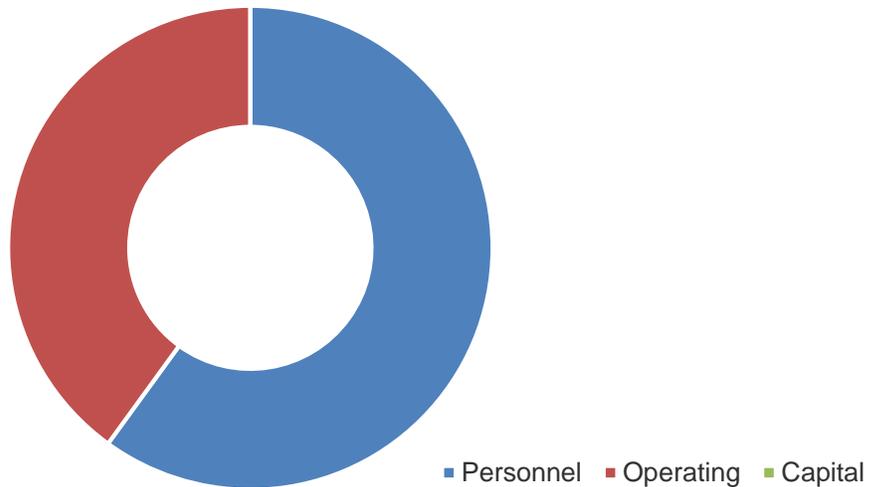
# Stormwater Fund Expenditure Budget

## Administration

Account Code: 600.6200

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	38,637	42,568	77,238	34,670	81.45%
Operating	34,198	51,500	51,500	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>72,834</b>	<b>94,068</b>	<b>128,738</b>	<b>34,670</b>	<b>36.86%</b>

### Stormwater Administration



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	ADOPTED 2020	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	600.6200.101	20,632.97	31,379.29	23,099.08	31,172.00	31,172.00	56,085.00	54,469.00
OVERTIME	600.6200.102	7.66	.00	.00	.00	.00	.00	.00
PART-TIME	600.6200.103	.00	.00	.00	.00	.00	.00	.00
SEPARATION PAY	600.6200.105	.00	.00	127.64	.00	.00	1,850.00	1,850.00
SS/MEDICARE	600.6200.201	2,063.82	2,318.38	1,726.16	2,385.00	2,385.00	4,433.00	4,309.00
VRS CONTRIBUTION	600.6200.202	-5,262.17	480.29	2,702.14	3,648.00	3,648.00	6,540.00	6,346.00
INSURANCE - VRS	600.6200.203	349.59	389.71	303.72	409.00	409.00	744.00	722.00
NATIONWIDE	600.6200.204	39.38	51.93	35.55	70.00	70.00	200.00	100.00
MEDICAL INSURANCE	600.6200.205	2,833.44	3,463.89	3,748.23	4,541.00	4,541.00	7,784.00	8,226.00
CAR ALLOWANCE	600.6200.206	.00	.00	.00	.00	.00	.00	.00
DISABILITY INS - HYBRID EM	600.6200.207	41.20	33.42	15.74	.00	.00	49.00	46.00
UNEMPLOYMENT INSURANCE	600.6200.209	.00	.00	.00	.00	.00	.00	.00
WORKERS' COMP.N INS	600.6200.211	32.92	519.71	264.45	343.00	343.00	1,195.00	1,170.00
CONTRACTUAL SERVICES	600.6200.302	6,396.16	27,122.48	7,035.75	40,000.00	40,000.00	40,275.00	40,000.00
INDEPENDENT AUDITORS	600.6200.303	6,458.50	4,445.00	1,000.00	6,000.00	6,000.00	6,000.00	6,000.00
SPECIAL TRAINING	600.6200.356	.00	.00	.00	.00	.00	.00	.00
PERMITTING	600.6200.371	3,844.67	2,250.00	3,000.00	5,000.00	5,000.00	5,000.00	5,000.00
TELEPHONE	600.6200.521	480.12	380.12	336.08	500.00	500.00	500.00	500.00
<b>ADMINISTRATION</b>		<b>37,918.26</b>	<b>72,834.22</b>	<b>43,394.54</b>	<b>94,068.00</b>	<b>94,068.00</b>	<b>130,655.00</b>	<b>128,738.00</b>

# Stormwater Fund Expenditure Budget

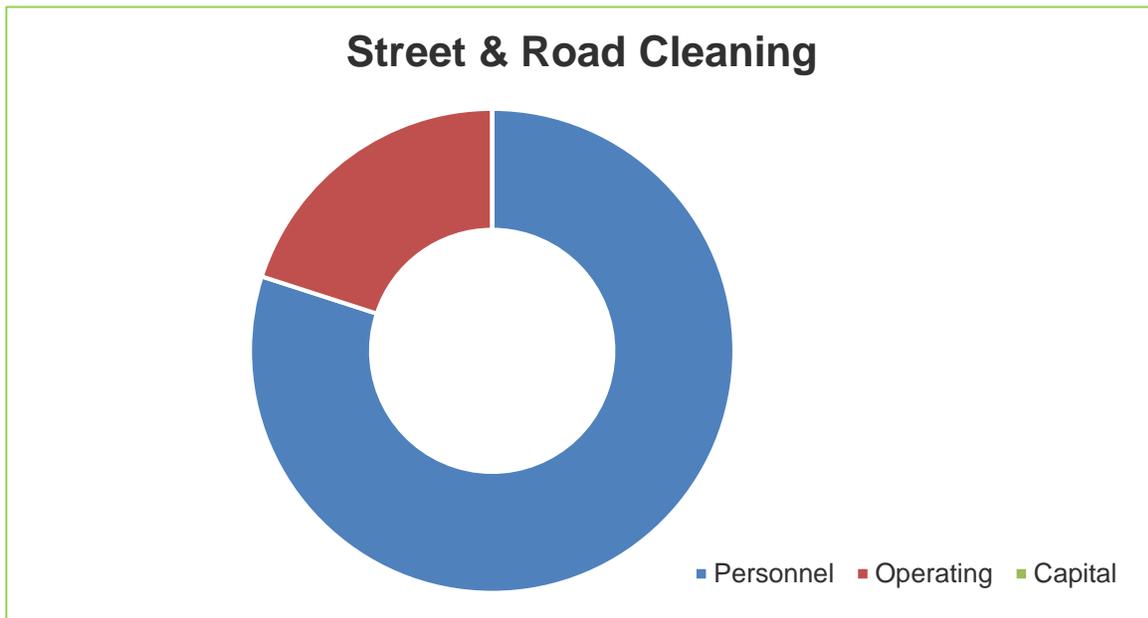
## Street & Road Cleaning

Account Code: 600.6202

	Actual FY 18-19	Adopted FY19-20	Proposed FY 20-21	\$ Budget Variance	% Budget Variance
Personnel	38,446	52,762	53,235	473	0.90%
Operating	17,658	13,881	13,331	(550)	-3.96%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>56,104</b>	<b>66,643</b>	<b>66,566</b>	<b>(77)</b>	<b>-0.12%</b>

**Authorized Positions**

Street Sweeper Operator	1.00	1.00	1.00
<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	ADOPTED 2020	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	600.6202.101	21,865.35	31,591.38	17,397.01	37,410.00	37,410.00	39,028.00	38,206.00
OVERTIME	600.6202.102	223.78	946.51	279.20	2,108.00	2,108.00	1,000.00	1,000.00
SEPARATION PAY	600.6202.105	109.66	.00	.00	.00	.00	.00	.00
SS/MEDICARE	600.6202.201	1,662.82	2,444.41	1,344.49	3,024.00	3,024.00	3,063.00	3,000.00
VRS CONTRIBUTION	600.6202.202	-4,327.15	2,863.34	1,974.84	4,377.00	4,377.00	4,819.00	4,718.00
INSURANCE - VRS	600.6202.203	-423.09	-2,655.66	221.14	591.00	591.00	523.00	512.00
NATIONWIDE	600.6202.204	23.68	81.94	47.59	25.00	25.00	283.00	132.00
MEDICAL INSURANCE	600.6202.205	9,727.15	1,401.89	1,029.85	2,994.00	2,994.00	2,994.00	3,065.00
DISABILITY INS - HYBRID EM	600.6202.207	-1.16	192.36	77.34	140.00	140.00	264.00	277.00
WORKERS' COMP.INS	600.6202.211	1,873.69	1,580.11	1,651.27	2,093.00	2,093.00	2,369.00	2,325.00
MAINT.& REPAIRS EQUI	600.6202.304	1,933.42	4,153.49	1,938.34	5,500.00	5,500.00	5,500.00	5,000.00
UNIFORMS	600.6202.310	457.26	360.95	404.50	400.00	400.00	650.00	650.00
MOTOR VEHICLE INSURANCE	600.6202.535	476.00	380.00	474.00	381.00	381.00	381.00	381.00
GAS, OIL,GREASE	600.6202.548	4,019.27	3,266.54	1,333.17	4,800.00	4,800.00	4,800.00	4,500.00
OIL, ANTIFREEZE, AND FLUID	600.6202.549	.00	.00	87.61	800.00	800.00	800.00	500.00
MATERIALS & SUPPLIES	600.6202.553	.00	.00	.00	.00	.00	200.00	200.00
SMALL TOOLS	600.6202.554	.00	.00	.00	.00	.00	100.00	100.00
REGIONAL LANDFILL CHG	600.6202.601	1,250.69	954.24	562.29	2,000.00	2,000.00	2,000.00	2,000.00
CAPITAL OUTLAY	600.6202.799	.00	.00	.00	.00	.00	.00	.00
DEPRECIATION	600.6202.996	.00	8,542.95	.00	.00	.00	.00	.00
<b>STREET &amp; ROAD CLEANING</b>		<b>38,871.37</b>	<b>56,104.45</b>	<b>28,822.64</b>	<b>66,643.00</b>	<b>66,643.00</b>	<b>68,774.00</b>	<b>66,566.00</b>

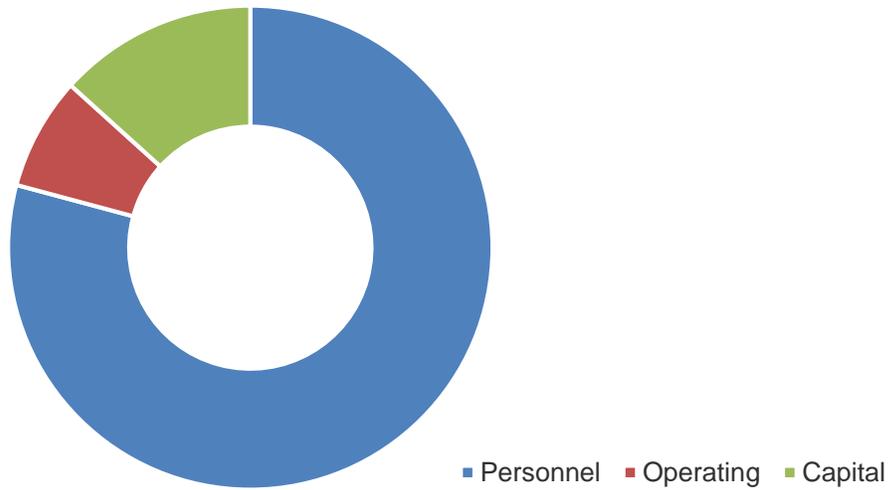
# Stormwater Fund Expenditure Budget

## Operations

Account Code: 600.6205

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	171,368	216,472	202,442	(14,030)	-6.48%
Operating	7,416	18,800	19,250	450	2.39%
Capital	25,442	25,500	34,000	8,500	33.33%
<b>Total</b>	<b>204,226</b>	<b>260,772</b>	<b>255,692</b>	<b>(5,080)</b>	<b>-1.95%</b>

### Stormwater Operations



ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	ADOPTED 2020	DEPT REQ 2020	MGR/COMM 2020
SALARIES & WAGES	600.6205.101	106,189.75	103,097.47	85,234.29	128,309.00	128,309.00	131,963.00	120,715.00
OVERTIME	600.6205.102	5,075.28	11,255.86	4,290.99	18,565.00	18,565.00	10,000.00	10,000.00
PART-TIME	600.6205.103	.00	.00	.00	.00	.00	.00	.00
SEPARATION PAY	600.6205.105	3,572.20	6,334.16	382.89	.00	.00	.00	.00
SS/MEDICARE	600.6205.201	8,619.96	9,001.82	6,482.78	11,236.00	11,236.00	10,861.00	10,000.00
VRS CONTRIBUTION	600.6205.202	-2,087.11	10,410.66	9,149.27	15,013.00	15,013.00	16,246.00	14,849.00
INSURANCE - VRS	600.6205.203	1,255.18	1,172.66	1,029.43	1,681.00	1,681.00	1,769.00	1,618.00
NATIONWIDE	600.6205.204	207.71	206.48	113.58	210.00	210.00	888.00	420.00
MEDICAL INSURANCE	600.6205.205	23,206.50	24,459.40	20,815.20	33,885.00	33,885.00	36,705.00	36,358.00
DISABILITY INS - HYBRID EM	600.6205.207	30.91	202.03	184.59	.00	.00	611.00	528.00
UNEMPLOYMENT INSURANCE	600.6205.209	.00	.00	.00	.00	.00	.00	.00
WORKERS' COMP. INS	600.6205.211	5,266.93	5,227.01	5,897.92	7,573.00	7,573.00	8,721.00	7,954.00
MAINT. & REPAIRS EQUI	600.6205.304	257.85	895.50	100.00	2,500.00	2,500.00	4,000.00	3,000.00
SPECIAL TRAINING	600.6205.356	643.00	227.75	31.15	1,500.00	1,500.00	1,500.00	1,000.00
PROPERTY INSURANCE	600.6205.532	.00	.00	.00	.00	.00	.00	.00
MOTOR VEHICLE INSURANCE	600.6205.535	.00	.00	.00	.00	.00	.00	.00
LIABILITY INSURANCE	600.6205.538	.00	.00	.00	.00	.00	.00	.00
GAS, OIL, GREASE	600.6205.548	235.07	7.83	.00	2,000.00	2,000.00	2,000.00	1,000.00
OIL, ANTIFREEZE, AND FLUID	600.6205.549	.00	.00	31.48	800.00	800.00	800.00	500.00
MATERIALS & SUPPLIES	600.6205.553	5,408.67	3,438.52	884.66	6,000.00	6,000.00	6,000.00	6,000.00
SMALL TOOLS	600.6205.554	.00	562.90	551.93	1,000.00	1,000.00	1,000.00	750.00
STREET MATERIALS	600.6205.558	2,571.21	2,283.28	3,084.45	5,000.00	5,000.00	7,000.00	7,000.00
PROP OWNER: CURB & GUT	600.6205.718	.00	.00	.00	500.00	500.00	500.00	.00
STORM DRAINAGE PROJECTS	600.6205.721	15,522.34	25,442.30	12,096.65	25,000.00	25,000.00	32,000.00	30,000.00
LEASE/RENTAL OF EQUIP.	600.6205.801	.00	.00	.00	.00	.00	4,000.00	4,000.00
<b>OPERATIONS</b>		<b>175,975.45</b>	<b>204,225.63</b>	<b>150,361.26</b>	<b>260,772.00</b>	<b>260,772.00</b>	<b>276,564.00</b>	<b>255,692.00</b>

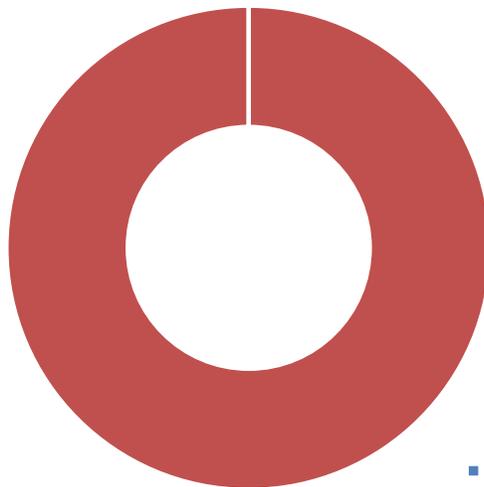
# Stormwater Fund Expenditure Budget

## Debt Retirement

Account Code: 600.8800

	<b>Actual FY 18-19</b>	<b>Adopted FY19-20</b>	<b>Proposed FY 20-21</b>	<b>\$ Budget Variance</b>	<b>% Budget Variance</b>
Personnel	-	-	-	-	0.00%
Operating	4,722	38,727	38,727	-	0.00%
Capital	-	-	-	-	0.00%
<b>Total</b>	<b>4,722</b>	<b>38,727</b>	<b>38,727</b>	<b>-</b>	<b>0.00%</b>

### Debt Retirement



■ Personnel ■ Operating ■ Capital

ACCOUNT DESCRIPTION	FUND ACCOUNT	ACTUAL 06-30-2018	ACTUAL 06-30-2019	ACTUAL 03-31-2020	REVISED BUDGET	ADOPTED 2020	DEPT REQ 2020	MGR/COMM 2020
2019 LEASE PURCHASE PRIN	600.8800.901	.00	.00	15,698.11	7,093.00	7,093.00	32,596.00	32,596.00
2019 LEASE PURCHASE INT	600.8800.902	.00	1,221.61	2,443.21	31,634.00	31,634.00	6,131.00	6,131.00
OTHER LOAN COSTS	600.8800.903	.00	3,500.00	.00	.00	.00	.00	.00
DEBT RETIREMENT - BONDS		.00	4,721.61	18,141.32	38,727.00	38,727.00	38,727.00	38,727.00
<b>TOTAL STORMWATER FUND BUDGET</b>		<b>252,765.08</b>	<b>337,885.91</b>	<b>240,719.76</b>	<b>460,210.00</b>	<b>460,210.00</b>	<b>514,720.00</b>	<b>489,723.00</b>

**Town of Vinton, Virginia  
Long-Term Debt Summary**

Original Issue Amount	Series/Description	Interest Rates	Maturity	Outstanding Balance as of June 30, 2020	Principal Payment FY20-21	Interest Payment FY20-21	Total Debt Payment FY20-21
<b>General Fund</b>							
\$ 755,000.00	2006A VRA Bonds Public Safety	Variable	10/1/2026	\$ 350,000.00	45,000.00	16,096.36	61,096.36
\$ 2,228,408.87	2013 Carter Bank Refunding	2.05%	11/1/2024	\$ 1,141,233.44	219,637.69	21,144.02	240,781.71
\$ 702,000.00	Series 2016A VML/VACO Refunding	2.05%	2/1/2027	\$ 494,000.00	66,000.00	10,127.00	76,127.00
\$ 73,180.00	RCACP***	2.46%	9/30/2022	\$ 28,296.00	-	-	-
\$ 325,000.00	Roanoke County Obligations Payable	Variable	7/1/2020	\$ 55,000.00	55,000.00	1,787.50	56,787.50
\$ 257,602.00	VML 2017 Equipment Lease Purchase	2.43%	12/29/2024	\$ 206,009.00	36,315.98	3,926.95	40,242.93
\$ 157,053.42	VML 2018 Knucklebook Lease Purchase	3.10%	7/27/2025	\$ 146,922.11	21,383.95	3,747.31	25,131.26
				\$ 2,421,460.55	\$ 443,337.62	\$ 56,829.14	\$ 500,166.76
<b>Utility Fund</b>							
\$ 1,250,704.36	2003 VRLF Wolf Creek	3.30%	7/1/2024	\$ 434,370.21	76,125.08	11,358.37	87,483.45
\$ 2,479,633.00	2004 VRLF Wolf Creek	3.10%	10/1/2026	\$ 995,887.81	140,597.43	29,800.23	170,397.66
\$ 1,210,000.00	2006 VRLF Lindenwood	3.00%	3/1/2026	\$ 452,070.11	69,671.50	13,478.36	83,149.86
\$ 1,993,151.54	2013 Capital One W&S Portion	2.85%	11/1/2032	\$ 1,284,147.91	82,781.21	35,418.27	118,199.48
\$ 294,515.72	2015 VRA/WVVA - Tinker Creek	2.35%	9/1/2032	\$ 221,588.13	15,635.94	5,075.48	20,711.42
\$ 1,786,000.00	2016B VML/VACO Refunding	2.05%	8/1/2027	\$ 1,513,000.00	175,000.00	29,222.75	204,222.75
\$ 46,171.00	VML 2017 Small Equipment Lease Purchase	2.29%	12/29/2022	\$ 23,741.96	9,335.00	490.12	9,825.12
\$ 488,639.00	VML 2017 Equipment Lease Purchase	2.43%	12/29/2024	\$ 323,530.84	68,886.75	7,448.92	76,335.67
				\$ 5,248,336.97	\$ 638,032.91	\$ 132,292.50	\$ 770,325.41
<b>Stormwater Fund</b>							
\$ 242,703.00	2019 Street Sweeper Lease Purchase	3.02%	4/19/2026	\$ 211,069.73	32,595.80	6,130.06	38,725.86
				\$ 211,069.73	\$ 32,595.80	\$ 6,130.06	\$ 38,725.86

\*\*\* Debt payment and balance assumed by Roanoke County per new Memorandum of Understanding effective July 1, 2019.

**Budget FY2020-2021  
Town Manager's CIP Funding Listing**

<b>General Fund</b>		
<b>CIP Funding Description</b>	<b>Amount</b>	<b>Budget Code</b>
Mountain View Road Improvements	175,000	400.4101.701
<b>Total General Fund</b>	<b>175,000</b>	

<b>Utility Fund</b>		
<b>CIP Funding Description</b>	<b>Amount</b>	<b>Budget Code</b>
None	-	
<b>Total Utility Fund</b>	<b>-</b>	

<b>Stormwater Fund</b>		
<b>CIP Funding Description</b>	<b>Amount</b>	<b>Budget Code</b>
None	-	
<b>Total Stormwater Fund</b>	<b>-</b>	

CIP Summary	Previous Funded	FY2021 Department Request	Total Project Department Request	Number of Project Years	Request FY20-21 Mgr's Rec
<b>General Fund (Capital Fund)</b>					
<i>Council (1100)</i>					
Renovation of Council Chambers	-	26,000	26,000	1	
Replacement of Heat Pump at Municipal Building	-	10,625	10,625	1	
<b>Total Council</b>		<b>36,625</b>	<b>36,625</b>		<b>-</b>
<i>Administration (1200)</i>					
Mill and Pave Administration Building Parking Lot	-	86,000	86,000	2	
<b>Total Administration</b>		<b>86,000</b>	<b>86,000</b>		
<i>Finance (1214)</i>					
Letter Sealing Station	-	14,000	14,000	1	
ERP Software Replacement	-	-	400,000	1	
<b>Total Finance</b>		<b>14,000</b>	<b>414,000</b>		
<i>Police (3101)</i>					
Hybrid "Kloud" Storage	-	17,256	71,586	5	
Painting VPD	-	3,600	3,600	1	
Point Blank Load Bearing Vest	-	6,026	12,052	2	
Radar Replacement	-	23,600	37,760	1	
Renovating Mini EOC Bathroom to Kitchen	-	3,100	3,100	1	
<b>Total Police</b>	<b>-</b>	<b>53,582</b>	<b>128,098</b>		<b>-</b>
<i>Public Works-Bldg (4101)</i>					
Locker Room Renovation	-	27,000	27,000	1	
Enclosed Equipment Storage Shelter	-	74,000	74,000	1	
Repairs to Public Works Building and Facilities	-	13,000	65,000	3	
PW Storage Area, Repairs & Improvements	-	25,000	125,000	5	
Remodel Public Works Building Interior	-	16,000	62,000	5	
Reconstruct Public Works Parking Lots	-	-	69,000	2	
Connection and Transfer Switchgear	-	-	30,000	1	
Replace Fuel Pumps	-	-	60,000	2	
Replace Underground Fuel Storage Tanks	-	-	60,000	2	
Cox Cable Communications VOIP System Installation	-	9,000	9,000	1	
<i>Public Works-Equipment (4101)</i>					
Dump Truck, Snowplow & Salt Spreader	-	30,800	154,000	5	
Utility Vehicle/UTV 4X4	-	-	25,000	1	
Replace Backhoe-Frontend Loader	-	-	110,000	5	
Worksite and Work Zone Safety Package	-	24,000	45,200	2	
New Crack Sealer Equipment	-	-	46,400	1	
Wood Chipper	-	42,000	42,000	1	
Computer System and Software for Fuel Pumps	-	-	28,000	1	
<i>Public Works-Streets (4101)</i>					
Match for Mountain View Road VDOT Application	-	1,200,000	1,200,000	1	
Street Improvements - Various locations	-	-	15,000	1	
Install Guardrails, Chestnut Avenue	-	-	22,000	1	
Install Guardrails, Giles Avenue	-	-	26,100	1	
Install Guardrails, Third Street	-	-	30,350	1	
Install Guardrails, Niagara Road/Woodland Place	-	42,000	42,000	1	

CIP Summary	Previous Funded	FY2021 Department Request	Total Project Department Request	Number of Project Years	Request FY20-21 Mgr's Rec
Bridge Maintenance, Garthright Bridge	5,000	145,000	305,000	2	
<i>Public Works-Signals (4108)</i>					
Traffic Signal Camera Detector, Hardy Rd/Vineyard Rd	-	46,000	46,000	1	
Traffic Signal Study & Replace Traffic Controllers	-	44,000	44,000	1	
Install Traffic Signal Camera Detectors, Phase 2	-	75,000	75,000	1	
Replace Traffic Controllers	-	33,500	83,500	3	
Install Traffic Signal Camera Detectors, Phase 2	-	-	50,000	1	
Traffic Signal Improvements, Hardy Rd/Clearview Rd	-	55,000	55,000	1	
<b>Total Public Works</b>	<b>-</b>	<b>1,901,300</b>	<b>2,998,550</b>		
<i>Special Programs (7101)</i>					
Barricade Equipment	-	27,000	27,000		
<b>Total Special Programs</b>		<b>27,000</b>	<b>27,000</b>		
<i>War Memorial (7103)</i>					
<b>Total War Memorial</b>		<b>-</b>	<b>-</b>		
<i>Senior Center (7107)</i>					
<b>Total Senior Center</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<i>Planning &amp; Zoning (8101)</i>					
Glade Creek Greenway Phase 2B	-	50,000	100,000		
<b>Total Planning &amp; Zoning</b>		<b>50,000</b>	<b>100,000</b>		
<i>Economic Development (8150)</i>					
Town Gateway Replacement Signs	9,200	18,000	45,000		
<b>Total Economic Development</b>		<b>18,000</b>	<b>25,000</b>		<b>-</b>
<b>Total General Fund (Capital Fund)</b>	<b>-</b>	<b>2,186,507</b>	<b>3,815,273</b>		<b>-</b>

CIP Summary	Previous Funded	FY2021 Department Request	Total Project Department Request	Number of Project Years	Request FY20-21 Mgr's Rec
<b>Utility Fund</b>					
<i>Finance (9405)</i>					
Meter Reading System Upgrade	-	2,150,000	2,150,000		
<b>Total Utility Fund - Adm</b>	-	<b>2,150,000</b>	<b>2,150,000</b>		-
<i>Water (9410)</i>					
1st Street Water Main Replacement	-	100,000	100,000	1	
Pick up Truck, HD4500 with Dump Body	-	58,100	58,100	5	
Assessment of Parkway Zone/Meadows Well Evaluation	-	52,000	52,000	1	
Phase II/III Jefferson Ave. and Cleveland Ave. Waterline	-	180,000	180,000	1	
Construct Wyndham/Niagara Water Line	-	-	170,000	1	
Valley Hall Water Line Replacement/Realignment	-	64,500	64,500	1	
Pine Street Water Line Replacement	-	-	70,000	1	
Halliahurst Ave & Jeanette Ave Water Line Replacement	-	-	26,000	1	
Assessment and Design Ruddell Morrison Pressure Zone	-	-	55,000	1	
Design Lindenwood Water System Replacement	-	-	209,000	2	
Pitt/Peake Water Line Replacement	-	-	25,000	1	
<b>Total Utility Fund - Water</b>	-	<b>354,600</b>	<b>909,600</b>		-
<i>Sewer (9500)</i>					
Midi Excavator	-	21,000	105,000	5	
Sewer Rodder, Trailer Mounted	-	-	82,300	1	
Renovate and Upgrade 3rd St. Sewer Lift Station	-	1,950,000	1,950,000	1	
Design Niagara Road Interceptor Improvement	-	201,000	201,000	1	
Design Madison/Bowman Addition Sewer Replacement	-	-	132,000	1	
<b>Total Utility Fund - Sewer</b>	-	<b>2,172,000</b>	<b>2,470,300</b>		-
<b>Total Utility Fund</b>	-	<b>4,676,600</b>	<b>5,529,900</b>		-

CIP Summary	Previous Funded	FY2021 Department Request	Total Project Department Request	Number of Project Years	Request FY20-21 Mgr's Rec
<b>Stormwater Fund</b>					
<i>Operations (6205)</i>					
Storm Drainage Improvement Projects Study	-	78,000	78,000	1	
Storm Drainage Improvement Projects, Downtown South	-	-	1,312,800	1	
Storm Drainage Improvement Projects, Downtown North	-	-	716,900	1	
Storm Drainage Improvement Projects, Bowman Area	-	-	2,214,900	1	
Storm Drainage Improvement Projects, Jackson Area	-	-	1,193,050	1	
Storm Drainage Improvement Projects, Morrison Area	-	-	497,200	1	
Storm Drainage Improvement Projects, Midway Area	-	-	2,539,650	1	
<b>Total Stormwater Operations</b>	-	<b>78,000</b>	<b>8,552,500</b>		-
<b>Total Stormwater Fund</b>	-	<b>78,000</b>	<b>8,552,500</b>		-

## 2020-21 Capital Improvement Project Costs

*Projected Impact FY2021 CIP*

Fund/Description	Operating Budget	Capital Budget
<b>General Fund</b>		
1. Mountain View Road VDOT Match	Reduce 50% of cost to re-build Mtn View Road.	175,000.00
	<b>TOTAL GENERAL FUND</b>	<u>175,000.00</u>
<b>Utility Fund</b>		
1. None	Increased maintenance costs.	-
	<b>TOTAL UTILITY FUND</b>	<u>-</u>
<b>Stormwater Fund</b>		
1. None	Increased maintenance costs.	-
	<b>TOTAL STORMWATER FUND</b>	<u>-</u>



**Town of Vinton, Virginia  
Council Retreat  
FY21 CIP Planning Worksheet**

\*\*\*BEFORE THE COVID19 EVENT, THE VINTON TOWN COUNCIL PLANNED ON FUNDING \$370,000/YEAR FOR THE CAPITAL IMPROVEMENT PROGRAM. AFTER COVID19 REVENUE LOSSES, THE TOWN WAS UNABLE TO FUND THE CIP PROGRAM FOR FY2021. THE ORIGINAL PLAN IS DISPLAYED BELOW.\*\*\*

**YEAR 1**

Match for Mountain View Road VDOT Application	175,000.00
Replacement of Heat Pump at Municipal Building	10,625.00
Cox Cable Communications VOIP System Installation	6,000.00
Point Blank Load Bearing Vest	12,000.00
Glade Creek Greenway Phase 2B	25,000.00
Town Gateway Replacement Signs	18,000.00
Barricade Equipment	27,000.00
Bridge Maintenance, Garthright Bridge	36,175.00
Salt Spreader Covering	18,000.00
Hybrid "Kloud" Storage	17,200.00
TOTAL	345,000.00

**YEAR 2**

Match for Mountain View Road VDOT Application	175,000.00
Glade Creek Greenway Phase 2B	50,000.00
Town Gateway Replacement Signs	18,000.00
Bridge Maintenance, Garthright Bridge	30,000.00
Worksite and Work Zone Safety Package	45,000.00
Wood Chipper	42,000.00
Letter Sealing Station	10,000.00
TOTAL	370,000.00

**YEAR 3**

Town Gateway Replacement Signs	8,000.00
Bridge Maintenance, Garthright Bridge	30,000.00
Dump Truck, Snowplow & Salt Spreader	154,000.00
Radar Replacement	37,000.00
Refuse Truck Replacement	131,000.00
PD Renovations (Painting/Remodel)	10,000.00
TOTAL	370,000.00

**YEAR 4**

Bridge Maintenance, Garthright Bridge	20,000.00
Traffic Signal Camera Detector, Hardy Rd/Vineyard Rd	46,000.00
Refuse Truck Replacement	169,000.00
Sidewalks - Vineyard	135,000.00
TOTAL	370,000.00



**Town of Vinton, Virginia  
Council Retreat  
FY21 CIP Planning Worksheet**

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**YEAR 5**

Bridge Maintenance, Garthright Bridge	165,000.00
Mill and Pave Administration Building Parking Lot	86,000.00
ERP Software Replacement	120,000.00
	371,000.00

**YEAR 6**

Municipal Building Roof Repair	250,000.00
ERP Software Replacement	120,000.00
	370,000.00

**YEAR 7**

ERP Software Replacement	160,000.00
Replace Traffic Controllers	83,500.00
Reconstruct Public Works Parking Lots	69,000.00
Traffic Signal Study & Replace Traffic Controllers	44,000.00
Street Improvements - Various locations	15,000.00
TOTAL	371,500.00

**YEAR 8**

Replace Backhoe-Frontend Loader	110,000.00
Traffic Signal Improvements, Hardy Rd/Clearview Rd	55,000.00
Repairs to Public Works Building and Facilities	65,000.00
Install Traffic Signal Camera Detectors, Phase 2	75,000.00
Install Guardrails, Chestnut Avenue	22,000.00
Utility Vehicle/UTV 4X4	25,000.00
Install Guardrails, Giles Avenue	26,100.00
TOTAL	378,100.00

**YEAR 9**

Enclosed Equipment Storage Shelter	74,000.00
PW Storage Area, Repairs & Improvements	125,000.00
Install Guardrails, Third Street	30,350.00
Municipal Building Lights	85,000.00
New Crack Sealer Equipment	46,400.00
TOTAL	360,750.00



**Town of Vinton, Virginia  
Council Retreat  
FY21 CIP Planning Worksheet**

*\*\*\*BEFORE THE COVID19 EVENT, THE VINTON TOWN COUNCIL PLANNED ON FUNDING \$370,000/YEAR FOR THE CAPITAL IMPROVEMENT PROGRAM. AFTER COVID19 REVENUE LOSSES, THE TOWN WAS UNABLE TO FUND THE CIP PROGRAM FOR FY2021. THE ORIGINAL PLAN IS DISPLAYED BELOW.\*\*\**

**YEAR 10+**

Install Guardrails, Niagara Road/Woodland Place	42,000.00
Connection and Transfer Switchgear	30,000.00
Renovation of Council Chambers	26,000.00
Municipal Building Carpet	60,000.00
Remodel Public Works Building Interior	62,000.00
Drive Thru Remodel & Building Windows	175,000.00
Locker Room Renovation PW	27,000.00
Install Traffic Signal Camera Detectors, Phase 2	50,000.00
TOTAL	472,000.00

**Town of Vinton  
Classification Plan  
July 1, 2020**

Grade	Job Title	FLSA	No. Emp.	No. Positions	Dept.	Minimum	Midpoint	Maximum
9	Laborer	N	3	3	PW	\$26,006.31	\$32,507.89	\$39,009.47
10	Equipment Operator I	N	5	5	PW	\$27,732.71	\$34,665.89	\$41,599.07
11	Utility Services Operator I	N	1	1	PW	\$29,136.69	\$33,769.52	\$43,705.04
12	Administrative Assistant	N	1	1	PW	\$30,611.74	\$38,264.68	\$45,917.62
	Equipment Operator II	N	5	5	PW			
	Water System Operator I	N	1	1	PW			
13	Wastewater System Operator II	N	2	2	PW	\$32,161.30	\$40,201.63	\$48,241.96
	Records Manager	N	1	1	PD			
	Equipment Operator III	N	1	1	PW			
	Administrative Manager	N	1	1	PW			
14	Executive Assistant to the Chief	N	1	1	PW	\$33,789.63	\$42,237.04	\$50,684.44
	CP&F Coordinator	N	1	1	CP			
	Planning and Zoning Coordinator	N	1	1	PZ			
	Wastewater System Operator III	N	2	2	PW			
	Water System Operator III	N	0	0	PW			
Mechanic	N	1	1	PW				
15	None	N	0	0	N/A	\$35,500.23	\$44,375.29	\$53,250.35
16	Customer Service Asst/Acct. Tech.	N	2	2	FIN	\$37,297.43	\$46,621.79	\$55,946.14
	CP&F Supervisor	N	1	1	CP			
	Chief Mechanic	N	1	1	PW			
	Public Works Crew Leader	N	4	4	PW			
17	Certified Officer	N	8	8	PD	\$39,185.62	\$48,982.01	\$58,778.42
	VICE Detective	N	1	1	PD			
18	Exec. Asst. Town Manager/Town Clerk	E/D	1	1	ADMIN	\$41,169.38	\$51,461.73	\$61,754.08
	Financial Services Analyst	N	1	1	FIN			
	Corporal	N	3	3	PD			
19	Utility Systems Manager	N	1	1	PW	\$43,253.58	\$54,066.98	\$64,880.37
	Detective	N	2	2	PD			
20	Sergeant- Patrol/CID <3 years	N	3	3	PD	\$45,443.30	\$56,804.12	\$68,164.94
	Senior Financial Analyst	N	1	1	FIN			
	Principal Planner	E/C	1	1	PZ			

**Town of Vinton  
Classification Plan  
July 1, 2020**

Grade	Job Title	FLSA	No. Emp.	No. Positions	Dept.	Minimum	Midpoint	Maximum
21	Assist. Public Works Director	E/D	1	1	PW	\$50,160.90	\$62,701.12	\$75,241.35
	Sergeant- Patrol/CID >3 years	N	2	2	PD			
22	Lieutenant - Patrol	N	1	1	PD	\$55,368.24	\$69,210.30	\$83,052.37
23	Community Programs & Facilities Director	E/D	1	1	CP	\$61,116.19	\$74,897.28	\$89,876.76
	Deputy Police Chief	E/D	1	1	PD			
24	Asst. Town Manager/Econ. Dev. Director	E/D	1	1	ADMIN	\$67,460.84	\$84,326.05	\$101,191.26
	Planning and Zoning Director	E/D	1	1	PZ			
	Treasurer/Finance Director	E/D	1	1	FIN			
	Human Resources/Risk Mgmt Director	E/D	1	1	HR/RM			
	Public Works Director	E/D	1	1	PW			
25	Police Chief	E/D	1	1	PD	\$74,464.12	\$93,080.15	\$111,696.18
<b>TOTAL CLASSIFIED</b>			<b>69</b>	<b>69</b>				

17	Certified Officer (DUI Task Force Funded)	N	1	1	PD	\$39,185.62	\$48,982.01	\$58,778.42
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Town Manager (Unclassified)	E/D	1	1	ADMIN
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<b>TOTAL</b>	<b>71</b>	<b>71</b>
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<i>Town Council (Unclassified Part-Time)</i>	5	5
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<i>Frozen Positions in the FY21 Budget</i>								
9	Laborer	N	0	1	PW	\$26,006.31	\$32,507.89	\$39,009.47
10	Equipment Operator 1	N	0	1	PW	\$27,732.71	\$34,665.89	\$41,599.07
11	Utility Service Operator	N	0	1	PW	\$29,136.69	\$33,769.52	\$43,705.04
17	Certified Officer	N	0	1	PD	\$39,185.62	\$48,982.01	\$58,778.42
24	Asst. Town Manager/Econ. Dev. Director*	E/D	1	1	ADMIN	\$67,460.84	\$84,326.05	\$101,191.26

\*Position frozen 1/1/2021 - 6/30/2021.

# TOWN OF VINTON TAXES, LICENSES AND FEES SCHEDULE EFFECTIVE JULY 1, 2020

## General Property Taxes

### **Real Estate Tax\***

\$.07 per \$100 assessed value (+ \$1.09 per \$100 to Roanoke County)

### **Personal Property Tax\***

Value Used For Taxes: Loan Value, 77% of Retail Value

Assessment Ratio: 100%

Nominal Rate Per \$100: \$1.00 (+\$3.50 to Roanoke County)

### **Machinery and Tools Tax\***

Value Used For Taxes: Original Total Capitalized Cost

Nominal Rate Per \$100: \$1.00 (+\$2.85 to Roanoke County)

<u>Assessment Ratio</u>	<u>Effective Rate Per \$100</u>
Years 1-5 - 25%	\$0.25 (+\$0.75)
Years 6-10 - 20%	\$0.20 (+\$0.60)
Years 11+ - 15%	\$0.15 (+\$0.45)

**\*Vinton residents pay some taxes to both the town and the county, since services are delivered by both jurisdictions**

## Other Local Taxes

### **Cigarette Tax**

\$.25 per pack of 25 or fewer cigarettes

### **E-911 Telephone Service**

Local tax replaced with statewide tax under the Virginia Communications Sales and Use Tax, 2006 Va. Acts ch.780

## **Electric Utility Consumer Tax\***

Residential Consumer: .00900 per kWh/month not to exceed \$1.80/month  
Commercial Consumer: .00610 per kWh/month not to exceed \$600.00/month  
Industrial Consumer: .00640 per kWh/month not to exceed \$600.00/month

## **Local Telephone Utility Consumer Tax**

Local tax replaced with statewide tax under the Enhanced Public Safety Telephone Services Act, 2000 Va. Acts ch.1064

## **Meals Tax**

6% on the amount paid for meal(s) purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not.

## **Mobile Phone Utility Consumer Tax**

All Consumers: 10% of charges per month to \$30.00 in charges per month.

## **Natural Gas Utility Consumer Tax\***

Residential Consumer: .12183 per CCF/month not to exceed \$1.80/month  
Commercial Consumer: .12183 per CCF/month not to exceed \$600.00/month  
Industrial Consumer: .12183 per CCF/month not to exceed \$600.00/month

## **Public Water Utility Consumer Tax\***

Residential Consumer: 12% per two-month billing period with a Maximum of \$1.80 (\$15.00 x 12%) per billing period  
Commercial/Industrial Consumer: 12% per monthly billing period with a maximum of \$600.00 (\$5,000.00 x 12%)

## **Transient Occupancy Tax**

7% on the amount paid for a room or space provided on hotel, motels or campgrounds.

**\*These utilities also pay a license tax of one-half (1/2) of one (1) percent of gross receipts accruing from sales to the ultimate consumer in the Town of Vinton.**

## Business Licenses

<u>Classification</u>	<u>Rates</u>	<u>Minimum Fee</u>
Retail	\$0.20 per \$100.00 of gross receipts	\$30.00 gross receipts 0 - \$125,000
Business Services	\$0.36 per \$100.00 of gross receipts	\$30.00 gross receipts 0 - \$125,000
Professional/Financial	\$0.58 per \$100.00 of gross receipts	\$30.00 gross receipts 0 - \$125,000
Wholesale	\$0.05 per \$100.00 of gross receipts	\$30.00 gross receipts 0 - \$125,000
Contractor	\$0.16 per \$100.00 of gross receipts	\$30.00 gross receipts 0 - \$125,000
Peddlers – General	\$250.00 per person	
Peddlers – Perishable	\$ 50.00 per person	
Itinerant Vendor – General	\$500.00 per person	
Itinerant Vendor – Perishable	\$ 50.00 per person	

**\*\*Additional fees may apply for alcoholic beverages**

## Fees

### Community Programs

#### Charles R. Hill Community Center Fees

The rates listed below are maximum set rates and are subject to change based on the circumstances of each event. Hourly rates and non-profit rates are available upon request. Additional time can be rented on a pro-rated hourly rate schedule. This proposal would be effective for all new bookings made after January 1, 2019. Bookings made prior to this date would be honored at the old rates.

- Resident Rate: \$50/hour
- Non-Resident Rate: \$60/hour
- Frequency Rate: \$35/hour

**Town of Vinton Employees, Non-Profit Organizations, and Veterans eligible for 10% discount.**

**Rental Fee includes access to the facilities and amenities, and staff supervision.**

### **Farmer's Market Fees**

The Vinton Farmers' Market operates Tuesday through Saturday from 9 a.m. until 6 p.m. The market is open April through October. The Town of Vinton reserves the right to change or modify the operating hours and season.

Spaces/tables are on a paid reserved basis of:

Daily	\$ 10.00
Monthly	\$240.00
Special Event within the Market Area (daily)	\$ 50.00

**\*Authority-Vinton Resolution No. \_\_\_\_\_, effective July 1, 2020.**

### **War Memorial Rental Fees**

The rates listed below are maximum set rates and are subject to change based on the circumstances of each event. Hourly rates and non-profit rates are available upon request. Additional time can be rented on a pro-rated hourly rate schedule. This proposal would be effective for all new bookings made after January 1, 2019. Bookings made prior to this date would be honored at the old rates.

### **Business/Individual Rental Rates**

<b>Event Schedule</b>	<b>Library</b>	<b>South Ballroom</b>	<b>North Ballroom</b>
<b>Weekday Rate</b>			
8 Hour Block	\$450	\$550	\$650
4 Hour Block	\$250	\$350	\$450
Hourly Rate	\$75	\$95	\$120
<b>Weekend Rate</b>			
8 Hour Block	\$550	\$650	\$850
4 Hour Block	\$350	\$450	\$650
Hourly Rate	\$95	\$120	\$170

### **Wedding/Special Event Rental Rates**

<b>Event Schedule</b>	<b>Campus*</b>
Friday & Saturday	\$3,500
Saturday Only	\$2,800
Sunday Only	\$2,500

**Town of Vinton Employees, Non-Profit Organizations, and Veterans eligible for 10% discount.**

**\*Campus includes access to entire facility, linens, decorations, etc.**

## **Planning and Zoning**

Zoning Permit	\$25.00
Sign Permit	
• Banner	\$20.00
• Permanent or Portable	\$25.00 plus \$5.00 per additional \$1,000 of cost or portion thereof
Shared Mobility System Permit	\$1,000.00 annually
Variance	\$250.00
Special Use Permit	\$250.00 plus \$10.00 per acre
Site Plan Review	\$250.00 plus \$50.00 per acre or portion thereof
Small Subdivision Review 1-4 lots	\$ 75.00
Large Subdivision Review 5 or more lots	\$220.00 plus \$50.00 per lot
Rezoning to R – LD, R-1, or R-2	\$500.00 plus \$20.00 per acre or portion thereof
Rezoning to R-3 or R-B	\$700.00 plus \$25.00 per acre or portion thereof
Rezoning GB or CB	\$700.00 plus \$25.00 per acre or portion thereof
Rezoning M-1 or M-2	\$700.00 plus \$25.00 per acre or portion thereof
Administrative Appeal for Board of Zoning Appeals	\$250.00

## **Police Department**

### **General**

Contractual Police Services	\$ 48.00/hour with 2 hour minimum
Precious Metals Dealer Permit	\$200.00
Police Report	\$ 15.00
Restricted Parking Permits	\$ 5.00
Solicitor's Permit	\$ 20.00

### **False Alarms**

Fifth Dispatch	\$ 25.00
Sixth Dispatch	\$ 50.00
Seventh Dispatch	\$100.00
Eighth and Subsequent Dispatches	\$150.00

### **Littering Penalty**

\$ 50.00

### **Parking Penalties**

Overtime parking	\$ 20.00
No parking zone	\$ 20.00
Parking in handicapped zone	\$100.00
Restricted parking area	\$ 10.00
No stopping or standing zone	\$ 10.00
Blocking traffic	\$ 10.00
Fire lane or within 15 feet of fire hydrant	\$ 50.00
Parking in front of public or private driveway	\$ 10.00
Parking in wrong direction	\$ 20.00
3 <sup>rd</sup> violation within seven (7) day period	\$100.00
Parking without valid state license	\$ 15.00
Parking without valid state inspection	\$ 15.00
Parking over four (4) days	\$ 15.00
Parking commercial vehicle-residential area	\$ 10.00
Other	\$ 10.00

## **Public Works**

Additional town-issued refuse carts*	\$5.00/month per cart
Residential-one (1) additional cart	
Business and Commercial – two (2) additional carts	
Excessive amounts of bulk, large items, yard waste, brush and limbs requiring five (5) full-size pickup truck loads*	\$50.00
Additional fee for each full-size pickup truck load over five (5)	\$15.00

## **Treasurer/Finance Department**

### **General**

Returned check fee	\$50.00
DMV Stop Fee	\$25.00
Duplicate Bill Fee	\$ 5.00
VLf Transfer Fee	\$ 1.00

### **Motor Vehicle License Fees**

Antique vehicle	\$ 5.00
Motor vehicle, trailer, semitrailer	\$20.00
Motorcycle	\$15.00
Vehicles with gross weight of 4,001 or more	\$25.00
Transfer fee for replacement vehicle	\$ 1.00

### **Public Rights-of-Way User Fee**

A public rights-of-way user fee is imposed upon each access line of every provider of telecommunications as established under Section 56-468.1 of the 1950 Code of Virginia, as amended. The Town will apply the public rights-of-way use fee as calculated by the Virginia Department of Transportation as provided by law.

**Town of Vinton Water & Wastewater Fees and Charges Schedule**

<b>System Development Fees</b>			
<b>Meter Size, in.</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
5/8	\$ 2,560.00	\$ 2,675.00	\$ 5,235.00
¾	\$ 3,840.00	\$ 4,010.00	\$ 7,850.00
1	\$ 6,400.00	\$ 6,690.00	\$ 13,090.00
1 ½	\$ 12,800.00	\$ 13,375.00	\$ 26,175.00
2	\$ 20,480.00	\$ 21,400.00	\$ 41,880.00
3	\$ 38,400.00	\$ 40,120.00	\$ 78,520.00
4	\$ 76,795.00	\$ 80,245.00	\$ 157,040.00
6	\$153,595.00	\$160,485.00	\$ 314,080.00
8	\$230,390.00	\$240,730.00	\$ 471,120.00
10	\$383,985.00	\$401,215.00	\$ 785,200.00
12	\$511,980.00	\$534,950.00	\$1,046,930.00

**Note.** Fees for residential service shall be calculated per metered dwelling unit. Multifamily apartment buildings shall be calculated per metered dwelling unit if apartments are individually metered. Service fees shall be calculated based upon the number of connections to the water main distribution line and/or wastewater collection line. When a separate service connection for irrigation is made to the main water distribution line, an additional fee for this metered service shall be charged.

<b>Tap &amp; Service Lateral Connection Charges</b>		
<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
\$1,990.00	\$1,940.00	\$3,930.00
\$50 per foot greater than 15 ft	\$65 per foot greater than 15 ft	<b>Note.</b> Service laterals installed to maximum of 15 feet at above charges.

<b>Main Line Extension Charges</b>		
<b>Water</b>	<b>Wastewater</b>	
\$96.00 per foot	\$95.00 per foot	

**Note.** (1) Service laterals installed to maximum of 15 feet. (2) Depth of open cut to maximum of 5 feet. (3) Water service lateral connection to maximum 1-inch meter size. (4) Wastewater service lateral connection to maximum of 4-inch. (5) Main water distribution line and wastewater collection line each to a maximum of 8-inch. (6) Asphalt cut and patch is included. (7) Assumes no rock or ledge is encountered. (8) Work is performed on low traffic volume residential streets, not main/arterial collector streets or intersections. (9) Water and wastewater main extensions are performed in conjunction with tap & service lateral connection work. (10) A contracting charge of 20% for water and 16% for wastewater of the estimated value of the work or \$1,000.00 each, whichever is greater, shall apply when the Town performs some or all of its work by contract. The customer may be required to make a down payment when work is to be performed by contract. An administrative service charge of \$125.00, plus any actual costs incurred, will be assessed by the Town, if the customer elects to perform the work with its own contractor or not at all, after the Town obtains pricing from a contractor. Also, an administrative service charge of \$125.00, plus any additional costs incurred, will be assessed when a customer requests return of fees and charges paid to the Town. If conditions differ from above items (1) through (9), then additional charges shall apply.

<b>Inspection Charges</b>		
<b>Water</b>	<b>Wastewater</b>	<b>Residential Dwelling Unit</b>
\$120.00	\$125.00	

(1) Above charges shall be calculated per residential dwelling unit for customer connections to the Town system. Additional charges shall apply if an excessive number of re-inspections are required, \$70 for water and \$75 for wastewater.

<b>Water</b>	<b>Wastewater</b>	<b>Subdivision</b>
\$ 485.00	\$ 505.00	Up to 10 dwelling units.
\$1,065.00	\$1,110.00	Up to 20 dwelling units.
\$2,035.00	\$2,120.00	20 or more units

(1) Above charges apply for inspection of water distribution lines, wastewater collection lines, and all appurtenances. Additional charges shall apply if an excessive number of re-inspections are required, \$85 for water and \$90 for wastewater.

<b>Water</b>	<b>Wastewater</b>	<b>Commercial &amp; Industrial</b>
\$400.00	\$410.00	<b>Commercial</b>
\$925.00	\$960.00	<b>Commercial Apartment Complex, Multi-Building</b>
\$795.00	\$825.00	<b>Industrial</b>

**Water Meter Setting Fees**

<b>Meter Size, in.</b>		
5/8	\$310.00	
¾	\$380.00	
1	\$450.00	
Meter size larger than 1-inch	<i>Determined and priced on a case by case basis.</i>	

Effective Date: July 1, 2020

<b>TOWN OF VINTON</b>			
<b>RATES &amp; CHARGES SCHEDULE FOR WATER AND WASTEWATER SERVICE</b>			
<b><u>Water Rates &amp; Charges</u></b>		<b><i>Bimonthly</i></b>	<b><i>Monthly</i></b>
<b>Minimum Charge for <u>Residential Service</u></b>			<b><u>Gallons</u></b>
5/8" meter		\$11.88	\$5.94
<b><u>Residential Volumetric Consumption Rate</u></b>			
33,000 gallons or less ( <i>per 1,000 gallons</i> )		\$4.26	16,500 or less \$4.26
All over 33,000 gallons ( <i>per 1,000 gallons</i> )		\$5.34	All over 16,500 \$5.34
<b>Minimum Charge for <u>Commercial/Institutional/Industrial Service</u></b>			<b><i>Monthly</i></b>
5/8" meter			\$ 5.94
3/4" meter			\$ 6.48
1" meter			\$ 6.92
1-1/4" meter			\$ 7.19
1-1/2" meter			\$ 7.78
2" meter			\$ 9.96
3" meter			\$13.31
4" meter			\$17.47
6" meter			\$21.85
8" meter			\$24.45
<b><u>Commercial/Institutional/Industrial Volumetric Consumption Rate</u></b>			
All Consumption ( <i>per 1,000 gals.</i> )			\$5.44
<b><u>Purchased Water Sales</u></b>			<b><i>Monthly</i></b>
Service Charge.			\$5.94
<b>Volumetric Consumption Rate (<i>Residential/Commercial/Institutional</i>).</b> ( <i>Per 1,000 gallons</i> )			\$5.44
<b>Volumetric Consumption Rate (<i>Industrial</i>).</b> ( <i>Per 1,000 gallons</i> )			\$4.04
<b><u>Bulk Water Sales</u></b>			<b><i>Monthly</i></b>
<b>Hydrant Meter</b>			
Service Charge.			\$225.46
Volumetric Consumption Rate ( <i>per 1,000 gallons</i> ).			\$ 20.74
<b>Unmetered</b>			
Service Charge.			\$150.31
Volumetric Consumption Rate ( <i>per 1,000 gallons</i> ).			\$ 20.74
<b>Note.</b> The Town shall determine when the hydrant meter will be used.			
<b><u>Miscellaneous Water Service Charges and Fees</u></b>			
Initial Service Application.		\$25.00	
Temporary Water or Sewer account administrative fee		\$50.00	
Tenant Deposit for Residential/Commercial Unit		\$100.00	
Deposit Required After Disconnection		\$100.00	
Re-check reading of meter (See Note 1).		\$25.00	
Meter Accuracy Test - Residential (See Note 2).		\$50.00	
Meter Accuracy Test - Comm./Inst./Ind. (See Note 2).		\$200.00	
Reconnect fee.		\$40.00	
Additional Overtime Charge (See Note 3)		\$25.00	
Return check fee		\$50.00	
<b>Note 1.</b> No charge for first re-read request. No charge for misread meter. Charge applies to any additional requests within a 12-month period.			
<b>Note 2.</b> No charge if meter fails accuracy test.			
<b>Note 3.</b> Applies for work other than 8:00 AM to 3:00 PM, Monday thru Friday.			

**TOWN OF VINTON  
 RATES & CHARGES SCHEDULE FOR WATER AND WASTEWATER SERVICE**

<b>Wastewater Rates &amp; Charges</b>	<b>Bimonthly</b>	<b>Monthly</b>
		<b>Gallons</b>
<b>Minimum Charge for Residential Service - Metered</b>	\$20.52	\$10.26
<b>Residential Volumetric Disposal Rate</b>		
All consumption (per 1,000 gallons )	\$4.97	\$4.97
<b>Minimum Charge for Commercial/Institutional/Industrial - Metered Service</b>		\$10.26
<b>Commercial/Institutional/Industrial Volumetric Disposal Rate</b>		
All consumption (per 1,000 gallons )		\$4.97
<b>Residential Unmetered Service</b>	<b>Bimonthly</b>	<b>Monthly</b>
Fixed Charge (See Note 1)	\$70.58	\$35.29
<u>Note 1.</u> Applies where no individual residential water meter is installed.		

**TOWN OF VINTON  
RATES & CHARGES SCHEDULE FOR WATER AND WASTEWATER SERVICE**

<b>Monthly Residential Water Rates &amp; Charges</b>					
	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>
	<b>7/1/2020</b>	<b>1/1/2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Minimum Charge for Residential Service</b>					
First 1,500 Gallons or Less Thru 5/8" Meter	\$ 10.27	\$ 5.50	\$ 5.94	\$ 6.42	\$ 6.93
<b>Residential Volumetric Consumption Rate</b>					
First 1,500 Gallons or Less (Per 1,000 Gallons)	\$ -	\$ 4.02	\$ 4.26	\$ 4.51	\$ 4.78
Next 15,000 Gallons or Less (Per 1,000 Gallons)	\$ 3.79	\$ 4.02	\$ 4.26	\$ 4.51	\$ 4.78
All Over 16,500 Gallons (Per 1,000 Gallons)	\$ 4.75	\$ 5.04	\$ 5.34	\$ 5.66	\$ 6.00
<b>Monthly Commercial Water Rates &amp; Charges</b>					
	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>
	<b>7/1/2020</b>	<b>1/1/2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Minimum Charge for Commercial/Institutional/Industrial Service</b>					
First 1,500 Gallons or Less Thru 5/8" Meter	\$ 10.27	\$ 5.50	\$ 5.94	\$ 6.42	\$ 6.93
First 1,500 Gallons or Less Thru 3/4" Meter	\$ 11.21	\$ 6.00	\$ 6.48	\$ 7.00	\$ 7.56
First 1,500 Gallons or Less Thru 1" Meter	\$ 11.97	\$ 6.41	\$ 6.92	\$ 7.48	\$ 8.07
First 1,500 Gallons or Less Thru 1-1/4" Meter	\$ 12.45	\$ 6.66	\$ 7.19	\$ 7.77	\$ 8.39
First 1,500 Gallons or Less Thru 1-1/2" Meter	\$ 13.46	\$ 7.20	\$ 7.78	\$ 8.40	\$ 9.07
First 1,500 Gallons or Less Thru 2" Meter	\$ 17.22	\$ 9.22	\$ 9.96	\$ 10.75	\$ 11.61
First 1,500 Gallons or Less Thru 3" Meter	\$ 23.01	\$ 12.32	\$ 13.31	\$ 14.37	\$ 15.52
First 1,500 Gallons or Less Thru 4" Meter	\$ 30.22	\$ 16.18	\$ 17.47	\$ 18.87	\$ 20.38
First 1,500 Gallons or Less Thru 6" Meter	\$ 37.79	\$ 20.23	\$ 21.85	\$ 23.60	\$ 25.48
First 1,500 Gallons or Less Thru 8" Meter	\$ 42.29	\$ 22.64	\$ 24.45	\$ 26.41	\$ 28.52
<b>Commercial Volumetric Consumption Rate</b>					
First 1,500 Gallons or Less (Per 1,000 Gallons)	\$ -	\$ 5.13	\$ 5.44	\$ 5.76	\$ 6.11
All Over 1,500 Gallons (Per 1,000 Gallons)	\$ 4.84	\$ 5.13	\$ 5.44	\$ 5.76	\$ 6.11
<b>Monthly Residential Wastewater Rates &amp; Charges</b>					
	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>
	<b>7/1/2020</b>	<b>1/1/2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Minimum Charge for Residential Service - Metered</b>					
First 1,500 Gallons or Less	\$ 15.07	\$ 9.50	\$ 10.26	\$ 11.08	\$ 11.97
<b>Residential Volumetric Disposal Rate</b>					
First 1,500 Gallons or Less (Per 1,000 Gallons)	\$ -	\$ 4.69	\$ 4.97	\$ 5.26	\$ 5.58
All Over 1,500 Gallons (Per 1,000 Gallons)	\$ 4.42	\$ 4.69	\$ 4.97	\$ 5.26	\$ 5.58
<b>Residential Unmetered Service</b>					
	\$ 31.41	\$ 33.29	\$ 35.29	\$ 37.41	\$ 39.65
<b>Monthly Commercial Wastewater Rates &amp; Charges</b>					
	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>
	<b>7/1/2020</b>	<b>1/1/2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Minimum Charge for Commercial Service - Metered</b>					
First 1,500 Gallons or Less	\$ 15.07	\$ 9.50	\$ 10.26	\$ 11.08	\$ 11.97
<b>Commercial Volumetric Disposal Rate</b>					
First 1,500 Gallons or Less (Per 1,000 Gallons)	\$ -	\$ 4.69	\$ 4.97	\$ 5.26	\$ 5.58
All Over 1,500 Gallons (Per 1,000 Gallons)	\$ 4.42	\$ 4.69	\$ 4.97	\$ 5.26	\$ 5.58

## PRINCIPAL WATER AND WASTEWATER CUSTOMERS

Customer	Rank	% of Revenue
Precision Fabrics Group, Inc.	1	5.41 %
Aramark	2	4.10 %
Cardinal Glass	3	2.80 %
The Berkshire	4	1.65 %
Roanoke County Schools	5	1.49 %
Blue Ridge Manor Apartments	6	1.43 %
RGM	7	0.79 %
Richard Dickerson/RL Mansard Sq	8	0.51 %
F & W Management	9	0.47 %
A Porter's Haven	10	0.44 %

# NOTICE OF PUBLIC HEARING FOR PROPOSED REAL PROPERTY TAX INCREASE

The Town of Vinton proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 3.13 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$.0678 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The Town of Vinton proposes to adopt a tax rate of \$.07 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$.0022 per \$100, or 3.13 percent. This difference will be known as the "effective tax rate increase." Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.
4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the Town of Vinton General Fund will exceed last year's by 3.13 percent.

A public hearing on the increase will be held on Tuesday, April 7, 2020 at 7:00 p.m. or as soon thereafter as the matter may be heard, in the Council Chambers of the Vinton Municipal Building, located at 311 South Pollard Street, Vinton, Virginia.

Persons requiring special assistance to attend and participate at this public hearing should contact the Town Manager's office at (540) 983-0607.

Susan N. Johnson  
Town Clerk

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Please publish in the Messenger on Thursday, March 5, 2020.

Please send invoice and affidavit of publication to:  
Susan N. Johnson  
Town Manager's Office  
Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

**ORDINANCE NO. 1014**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, APRIL 7, 2020, AT 7:00 P.M., AT THE VINTON WAR MEMORIAL LOCATED AT 814 WASHINGTON AVENUE, VINTON, VIRGINIA**

**AN ORDINANCE** to provide for the annual levy on real estate in the Town of Vinton, Virginia.

**WHEREAS**, it is desirable of the Town of Vinton to collect real estate taxes semi-annually by June 5th and December 5th; and

**WHEREAS**, the annual levy is necessary to provide for the daily operation of various municipal departments of the Town of Vinton, and thus avoid creating an emergency.

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Town of Vinton that the tax levy for the calendar year 2020 on all real property and improvements shall be as follows:

**"All Real Estate shall be assessed at 100% of fair market value, local levy of SEVEN CENTS (\$.07) per ONE HUNDRED DOLLARS (\$100.00) of the assessed value for the calendar year 2019."**

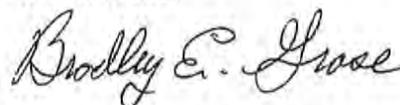
**BE IT FURTHER ORDAINED** that a copy of this Ordinance be immediately forwarded by the Town Clerk to the Commissioner of Revenue for Roanoke County/Town of Vinton, and to the Finance Director/Treasurer of the Town of Vinton.

This Ordinance adopted on motion made by Council Member Scheid, seconded by Vice Mayor Liles, with the following votes recorded:

AYES: McCarty, Scheid, Stovall, Liles, Grose

NAYS: None

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk

LEGAL NOTICE  
TOWN OF VINTON, VIRGINIA  
NOTICE OF PUBLIC HEARING

Please be advised that the Vinton Town Council will hold a public hearing at its meeting on Tuesday, April 7, 2020, at 7:00 p.m. or as soon thereafter as the matter may be heard, in the Council Chambers of the Vinton Municipal Building, located at 311 South Pollard Street, Vinton, Virginia, on the following, to-wit:

TO SET A PERSONAL PROPERTY TAX RATE OF NOT MORE THAN \$1.00 PER \$100 ASSESSED VALUATION IN THE TOWN OF VINTON.

TO SET A MACHINERY AND TOOLS TAX RATE OF NOT MORE THAN \$1.00 PER \$100 ASSESSED VALUATION IN THE TOWN OF VINTON.

Persons requiring special assistance to attend and participate at this public hearing should contact the Town Manager's office at (540) 983-0607.

Susan N. Johnson  
Town Clerk

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Please publish in the Messenger on Thursday, March 5, 2020.

Please send invoice and affidavit of publication to:  
Susan N. Johnson  
Town Manager's Office  
Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

**ORDINANCE NO. 1015**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, APRIL 7, 2020, AT 7:00 P.M., AT THE VINTON WAR MEMORIAL LOCATED AT 814 WASHINGTON AVENUE, VINTON, VIRGINIA**

**AN ORDINANCE** to provide for the annual levy on all personal property in the Town of Vinton, Virginia, and to provide for the annual levy on the classification of vehicles owned by disabled veterans, pursuant to § 58.1-3506 of the Code of Virginia (1950, as amended, and by the adoption of Ordinance No. 594 dated August 17, 1993 by the Vinton Town Council.

**WHEREAS,** it is desirable of the Town of Vinton to collect personal property taxes by May 31, 2020; and

**WHEREAS,** the annual levy is necessary to provide for the daily operation of various municipal departments of the Town of Vinton, and thus avoid creating an emergency.

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Town of Vinton that a tax levy for the calendar year 2020 shall be **one dollar (\$1.00) per one hundred dollars (\$100.00)** of the assessed valuation of all personal property excepting therefrom household furnishings; and

**BE IT FURTHER ORDAINED** by the Council of the Town of Vinton that a tax levy for the calendar year 2020 shall be **fifty percent (50%) or fifty cents (\$.50) per one hundred dollars (\$100.00)** of the assessed valuation of one motor vehicle owned and regularly used by a disabled veteran, subject to certain qualifications; and

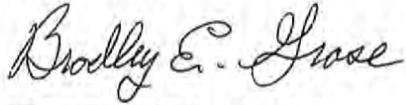
**BE IT FURTHER ORDAINED** that a copy of this Ordinance be immediately forwarded by the Town Clerk to the Commissioner of Revenue for Roanoke County/Town of Vinton, and to the Finance Director/Treasurer of the Town of Vinton.

This Ordinance adopted on motion made by Vice Mayor Liles, seconded by Council Member McCarty, with the following votes recorded:

AYES: McCarty, Scheid, Stovall, Liles, Grose

NAYS: None

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk

LEGAL NOTICE  
TOWN OF VINTON, VIRGINIA  
NOTICE OF PUBLIC HEARING

Please be advised that the Vinton Town Council will hold a public hearing concerning the proposed FY2020-2021 Town of Vinton Budget at its meeting on Tuesday, June 2, 2020, at 7:00 p.m. or as soon thereafter as the matter may be heard. In light of the ongoing COVID-19 emergency, participation in this public hearing by Council members, staff, and the public will be available through electronic or other alternative means. The public may comment on the proposed budget by emailing [sjohnson@vintonva.gov](mailto:sjohnson@vintonva.gov), leaving a message at 540-983-0607 or writing to the Town Clerk, Vinton Municipal Building, 311 S. Pollard Street, Vinton, Virginia 24179. Voice mails, emails and other messages containing comments on the budget will be provided to Council members. The public also may be able to comment during the electronic public hearing. Citizens interested in this option must register in advance by calling the Town Clerk's Office at 540-983-0607 or sending an email to [sjohnson@vintonva.gov](mailto:sjohnson@vintonva.gov) by 12 Noon on Monday, June 1, 2020. The public can observe this meeting through a livestream on the Town's Facebook page at [www.facebook.com/vintonva](http://www.facebook.com/vintonva). Additional information concerning the meeting and the public hearing will be made available on the Town's website at least three days before the meeting date. The proposed budget is as follows:

<u>Revenues</u>	<u>Total All Funds</u>
General Fund	\$7,168,550
Grant Fund	4,000
Utility Fund	3,826,500
Capital Fund	175,000
Stormwater Fund	489,723
<b>Total Revenues</b>	<b>\$11,663,773</b>
<u>Expenditures</u>	
<b><u>General Fund:</u></b>	
Town Council	\$130,168
Town Manager's Office	116,468
Human Resources	55,579
Legal Services	42,558
Treasurer/Finance Department	246,827
Police Department	2,181,089
Communications Services	434,000
Fire & EMS	2,385
Police/Animal Control	94,580
Public Works Administration	120,560
Maintenance/Highways/Streets/Bridges	800,172
Snow and Ice Removal	45,421
Traffic Signs and Street Light	109,189
Refuse Collection	555,148
Recycling	86,144
Building & Grounds	138,422
Health Department	25,020
Special Programs	146,384
WM Interdepartmental Functions	10,000

War Memorial	260,274
Vinton Veterans Monument	5,000
Swimming Pool/Parks	3,290
Senior Program	92,280
Town Museum	13,445
Planning & Zoning	277,645
Economic Development	105,457
Public Transportation	115,000
Vinton Business Center	7,350
Performance Agreements	53,400
Retiree Insurance	5,000
Travel & Training	15,551
Debt Service - General Fund	444,882
Transfers	429,862
<b>Total General Fund</b>	<b>\$7,168,550</b>

**Grant Fund:**

VML Risk Management Grant	4,000
<b>Total Grant Fund</b>	<b>\$4,000</b>

**Utility Fund:**

Water & Wastewater Administration	\$439,560
Customer Accounts	305,900
Water System Maintenance	929,862
Purchased Water	145,000
Wastewater System Maintenance	847,173
Debt Retirement-Bonds/L.T.D.	770,629
Contingency	143,514
Transfers	244,862
<b>Total Utility Fund</b>	<b>\$3,826,500</b>

**Capital Fund:**

Street Mountain View Road Imp	\$175,000
<b>Total Grant Fund</b>	<b>\$175,000</b>

**Stormwater Fund**

Administration	\$128,738
Street & Road Cleaning	66,566
Operations	255,692
Debt Retirement	38,727
<b>Total Stormwater Fund</b>	<b>\$489,723</b>
<b>Total Combined Expenditures</b>	<b>\$11,663,773</b>

Persons requiring special assistance to attend and participate at this public hearing should contact the Town Manager's office at (540) 983-0607.

Susan N. Johnson, CMC  
Town Clerk

Please publish as a Display ad in The Vinton Messenger on Thursday, May 21, 2020 and Thursday, May 28, 2020.

Please send invoice and affidavit of publication to:

Susan N. Johnson  
Town Manager's Office  
Vinton Municipal Building  
311 South Pollard Street  
Vinton, VA 24179  
(540) 983-0607

**PROPOSED ORDINANCE NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JUNE 16, 2020, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.**

**WHEREAS,** the Town Charter requires that a budget be adopted by July 1<sup>st</sup> for the new fiscal year; and

**WHEREAS,** the Council has reviewed the proposed budget and is of the opinion that the Town government can operate for the twelve-month period beginning July 1, 2020 to June 30, 2021, with the revenues and expenditures contained in the attached budget; and

**WHEREAS,** any funds appropriated in this budget to any Town department may be used as participating funds in any Federal Aid Programs for like purposes, with the prior approval of the Town Council.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Town of Vinton, Virginia, that the budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 be set forth herein.

**BE IT FURTHER ORDAINED** that this ordinance provides for the daily operation of the department of law and the department of finance, and in an emergency.

**BE IT FURTHER ORDAINED** that this Ordinance takes effect July 1, 2020.

This Ordinance adopted on motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

AYES:

NAYS:

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, CMC, Town Clerk

Revenues  
General Fund

Total All Funds  
\$7,168,550

Grant Fund	4,000
Utility Fund	3,826,500
Capital Fund	175,000
Stormwater Fund	489,723
<b>Total Revenues</b>	<b>\$11,663,773</b>

**Expenditures**

**General Fund:**

Town Council	\$130,168
Town Manager's Office	116,468
Human Resources	55,579
Legal Services	42,558
Treasurer/Finance Department	246,827
Police Department	2,181,089
Communications Services	434,000
Fire & EMS	2,385
Police/Animal Control	94,580
Public Works Administration	120,560
Maintenance/Highways/Streets/Bridges	800,172
Snow and Ice Removal	45,421
Traffic Signs and Street Light	109,189
Refuse Collection	555,148
Recycling	86,144
Building & Grounds	138,422
Health Department	25,020
Special Programs	146,384
WM Interdepartmental Functions	10,000
War Memorial	260,274
Vinton Veterans Monument	5,000
Swimming Pool/Parks	3,290
Senior Program	92,280
Town Museum	13,445
Planning & Zoning	277,645
Economic Development	105,457
Public Transportation	115,000
Vinton Business Center	7,350
Performance Agreements	53,400
Retiree Insurance	5,000
Travel & Training	15,551
Debt Service - General Fund	444,882
Transfers	429,862
<b>Total General Fund</b>	<b>\$7,168,550</b>

**Grant Fund:**

VML Risk Management Grant	4,000
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<b>Total Grant Fund</b>	<b>\$4,000</b>
<b><u>Utility Fund:</u></b>	
Water & Wastewater Administration	\$439,560
Customer Accounts	305,900
Water System Maintenance	929,862
Purchased Water	145,000
Wastewater System Maintenance	847,173
Debt Retirement-Bonds/L.T.D.	770,629
Contingency	143,514
Transfers	244,862
<b>Total Utility Fund</b>	<b>\$3,826,500</b>
<b><u>Capital Fund:</u></b>	
Street Mountain View Road Imp	\$175,000
<b>Total Grant Fund</b>	<b>\$175,000</b>
<b><u>Stormwater Fund</u></b>	
Administration	\$128,738
Street & Road Cleaning	66,566
Operations	255,692
Debt Retirement	38,727
<b>Total Stormwater Fund</b>	<b>\$489,723</b>
<b>Total Combined Expenditures</b>	<b>\$11,663,773</b>

**ORDINANCE NO. 1017**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, APRIL 7, 2020, AT 7:00 P.M., AT THE VINTON WAR MEMORIAL LOCATED AT 814 WASHINGTON AVENUE, VINTON, VIRGINIA**

**AN ORDINANCE** amending Chapter 86, Taxation, Article II, Property Taxes, Division 3, Personal Property Taxes, Section 86-57, Penalty and interest on delinquencies of the Vinton Town Code.

**WHEREAS**, on Monday, March 30, 2020, the Governor of Virginia issued Executive Order 55 stating that “all individuals in Virginia shall remain at their place of residence, except as provided below by this Order and Executive Order 53”; and

**WHEREAS**, the Town of Vinton would like to maintain the current due date for the payment of tangible personal property taxes of June 1, 2020, but provide financial relief for citizens unable to pay their personal property bill by that date due to loss of job or income resulting from this Executive Order or otherwise resulting from the COVID-19 disaster as declared by the Governor of Virginia; and

**WHEREAS**, the Town of Vinton will, therefore, create a thirty (30) day grace period for the payment of tangible personal property taxes during which time citizens will not be charged penalties or interest from untimely tax payments; provided, however, that tangible personal property taxes not paid by July 1, 2020, will result in the imposition of penalties and interest from that date; and

**WHEREAS**, the Town of Vinton will adopt an Ordinance rescinding the thirty (30) day grace period after the COVID-19 disaster is over.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Vinton that Chapter 86, Taxation, Article II, Property Taxes, Division 3, Personal Property Taxes, Section 86-57, Penalty and interest on delinquencies of the Vinton Town Code Chapter, is amended as follows:

Chapter 86 – TAXATION

\* \* \*

ARTICLE II. - PROPERTY TAXES

\* \* \*

DIVISION 3 – PERSONAL PROPERTY TAXES

\* \* \*

**Sec. 86-57. - Penalty and interest on delinquencies.**

- (a) Any person who shall fail to pay any tangible personal property tax when the same is due shall be assessed and shall pay, along with such tax, a penalty of ~~ten-zero~~ percent of the amount of such unpaid tax. Any person who shall fail to pay any tangible personal property tax within thirty (30) days of when the same is due shall be assessed and shall pay, along with such tax, a penalty of ten percent of the amount of such unpaid tax.
- (b) If any tax on tangible personal property is not paid on or before the date the same is due, interest at the rate of ~~ten-zero~~ percent (commencing on the first day following the due date of the year for which such tax was assessed) shall be assessed and collected on the principal of and penalties on such tax; provided, however, that for the second and subsequent years of delinquency, such interest shall be at the rate established pursuant to section 6621 of the U.S. Internal Revenue Code of 1986, as amended, or ten percent, whichever rate is greater. If any tax on tangible personal property is not paid within thirty (30) days of the date the same is due, interest at the rate of ten percent (commencing on the first day thirty (30) days following the due date of the year for which such tax was assessed) shall be assessed and collected on the principal of and penalties on such tax; provided, however, that for the second and subsequent years of delinquency, such interest shall be at the rate established pursuant to section 6621 of the U.S. Internal Revenue Code of 1986, as amended, or ten percent, whichever rate is greater.
- (c) If any tax on tangible personal property is not paid on or before the date the same is due and the tax bill is declared delinquent, collection agency fees and attorney's fees not exceeding ~~zero 20~~ percent of the delinquent tax bill shall be assessed and collected. Such attorney's fees shall be added only if such delinquency is collected by action at law or suite in equity. If any tax on tangible personal property is not paid within thirty (30) days of the date the same is due and the tax bill is declared delinquent, collection agency fees and attorney's fees not exceeding 20 percent of the delinquent tax bill shall be assessed and collected. Such attorney's fees shall be added only if such delinquency is collected by action at law or suite in equity.
- (d) No tax assessment or tax bill shall be deemed delinquent and subject to the collection procedures prescribed in this section during the pendency of any administrative appeal under section Code of Virginia, § 58.1-3980, so long as the appeal is filed within 90 days of the date of the assessment and for 30 days after the date of the final determination of the appeal.

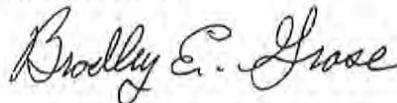
\* \* \*

This Ordinance adopted on motion made by Council Member Scheid, seconded by Council Member McCarty, with the following votes recorded:

AYES: McCarty, Scheid, Stovall, Liles, Grose

NAYS: None

APPROVED:



Bradley E. Grose, Mayor

ATTEST:

  
Susan N. Johnson, CMC, Town Clerk

**Town of Vinton, Virginia**  
**General Fund Reserve Policy**

**Purpose:**

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

**Reserve Level:**

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

- The Town shall strive to maintain a General Fund reserve equal to 2 months of discretionary General Fund revenues. These funds are set-aside to address potential needs in the following areas:
  - A Reserve for Economic Uncertainty – funds designated to mitigate periodic revenue shortfalls due to downturn in economic cycles, thereby avoiding the need for service-level reductions within the fiscal year or budget year.
  - An Emergency Reserve – funds designated to mitigate costs of unforeseeable emergencies and natural disasters.
  - Working Capital – to provide the Town sufficient cash flow without having to borrow to meet operating expenses.
- The appropriate level of General Fund reserves shall be reviewed every year.

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

**Use of Reserve Funds:**

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

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

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

Working Capital – The Town Treasurer can transfer to the Town’s Operating Account up to a total of \$1,000,000 during any fiscal year in order to meet operating expenditures and maintain cash flow during periods such as the first six months of the fiscal year. The Finance Committee will be apprised during the year of the status of the transfers from the Reserve Fund. This money must be replaced in the Reserve Fund by the second Council meeting in June of the Fiscal Year in which it was transferred. In the event that the transferred money cannot be restored in the Reserve Fund a report to Council will need to be given so a formal action plan can be enacted.

**Excess Fund Balance:**

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

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

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

**Other Funds:**

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

Adopted by Vinton Town Council on November 7, 2017 by Resolution No. 2223



## Town of Vinton

311 S. Pollard Street  
Vinton, VA 24179  
Phone (540) 983-0608  
Fax (540) 985-3105

Anne W. Cantrell, CPA  
Treasurer/Finance Director

### ADMINISTRATIVE MEMORANDUM

TO: Leadership Team

FROM: Anne Cantrell, Finance Director/Treasurer *AWC*

DATE: April 5, 2018

SUBJECT: Grant Policy and Procedures

Grant funds from state, federal, or other agencies and organizations are an important revenue source that can aid the Town in providing quality services to citizens and customers while keeping our taxes as low as possible. The growing increase in the number of grants awarded to the Town has necessitated a higher level of coordination to ensure that grant funds are being used to the greatest benefit of the Town. Departments are urged to solicit grants, especially to help further the desires of Town Council's Strategic Plan.

In order to assist the Department with appropriate tracking of grant expenditures and revenue, the Finance Department will create a Grant Fund that will be separate from the other Funds for internal reporting.

**RESPONSIBILITY:** The department will need to send copies of all files to the Finance Department. The Finance Department will maintain files for all grants to provide central back-up of documentation and to provide management reporting. The grant file and compliance will be maintained by the department seeking the grant, and must be retained in accordance with Library of Virginia retention standards. The department will be responsible for grant compliance. The Finance Department will review expenditures during normal processes and alert the department of any detected non-compliance. Staff in the Finance Department will assist the departments in year-end grant deferrals and accruals, as well as questions from the Independent Auditors.

**GRANT PROCEDURES:** The Department is required to have approval from the Town Council for a grant award acceptance. If this is a recurring grant, the Department will need to notify the Finance Department to include in the budget process in following years. For all grants that cover a multi-year period, the Finance Department will need to be included in the drafting of the resolution to Council to add language that allows the Finance Director to move budget funding between fiscal years. The Finance Department will create or assign a general ledger code to the grant for tracking purposes. Once received, the Department will give copies to the Finance Department of all grant documents. The

Department will submit application for reimbursements to the Finance Office for review, and any subsequent changes in the reimbursement will be sent to Finance Department. The Finance Department will assist the Department in final close-out of the grant for all Financial Reporting required.

YEAR-END PROCEDURES: The Department should reconcile July Expenditures in a timely manner to insure that all goods and services received prior to June 30<sup>th</sup> are posted in the correct fiscal year. Due to audit timing, there is a limited window that this can be accomplished.

**RESOLUTION NO. 2232**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, FEBRUARY 6, 2018 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA**

**WHEREAS**, the Finance Committee of the Vinton Town Council has reviewed the Intradepartmental and Interdepartmental Transfer Policy adopted by Council on July 18, 2017 by Resolution No. 2207 and has recommended changes to said Policy; and

**WHEREAS**, the Vinton Town Council was briefed on the proposed changes to said Policy at its meeting on January 16, 2018; and

**WHEREAS**, it is the intent of Council that this new Policy supersede and replace any previous version.

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

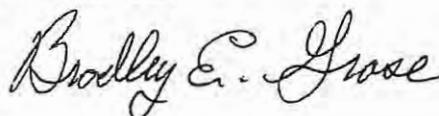
1. The Town Manager is authorized to approve all intradepartmental transfers in an amount not to exceed \$10,000 per occurrence; and
2. The Town Manager is authorized to approve interdepartmental transfers in an amount not to exceed \$10,000 per occurrence with approval from the Finance Committee; and
3. All intradepartmental and interdepartmental transfers that exceed \$10,000 per occurrence must be presented and approved by Council; and
4. This policy will be reviewed by the Finance Committee on a fiscal year basis and with any changes to management; and
5. This Policy will become effective immediately and supersedes and replaces any previous version.

This Resolution adopted on motion made by Vice Mayor Hare, seconded by Council Member Liles with the following votes recorded:

AYES: Liles, McCarty, Scheid, Hare, Grose

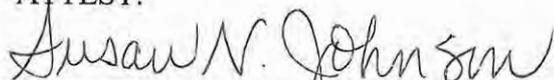
NAYS: None

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk

# **Town of Vinton, Virginia**

## **Statement of Investment Policy**

### **Purpose**

The purpose of this policy is to set forth the investment and operational policies for the management of the public funds of the Town of Vinton, Virginia (“ the Town”). These policies have been adopted by, and can be changed only by, a majority vote of the Town Council of the Town of Vinton, Virginia.

These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

### **Scope of the Investment Policy**

This investment policy is a comprehensive one that governs the overall administration and investment management of those funds held in the Town’s investment portfolio. This policy shall apply to such funds from the time of receipt until the time the funds ultimately leave the Town’s accounts. These funds include, but are not limited to all general operating funds, enterprise funds, debt service funds, capital improvement funds, and all float (the “Town Portfolio”). The monies of individual funds may be commingled for investment purposes. The guidance set forth herein is to be strictly followed by all those responsible for any aspect of the management or administration of these funds.

### **Investment Objectives**

The Town’s Portfolio shall be managed to accomplish the following hierarchy of objectives:

1 - Preservation of Principal – The single most important objective of the Town’s investment program is the preservation of principal of those funds within the portfolio.

2 - Maintenance of Liquidity – The portfolio shall be managed in such a manner that assures that funds are available as needed to meet those immediate and/or future operating requirements of the Town, including but not limited to payroll, accounts payable, capital projects, debt service and other payments.

3 - Maximize Return – The portfolio shall be managed in such a fashion as to maximize the return on investments within the context and parameters set forth by objectives one (1) and two (2) above.

## **Delegation of Authority**

The Town Treasurer is an appointed official provided by the Town Charter who is charged with collecting, safeguarding and disbursing the Town's funds. Therefore the Town Treasurer shall have responsibility for the operation of the investment program. The Town Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreement agreements and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Town Treasurer. The Town may employ an Investment Manager to assist in managing some or the Town's entire Portfolio. Such Investment Manager must be registered under the Investment Advisors Act of 1940 or exempt from registration.

## **Investment Committee**

The Town shall have an Investment Committee to serve in an advisory capacity. The committee shall be comprised of the Town Treasurer, Town Manager, Assistant Town Manager and Council Members serving on the Finance Committee. The Town Treasurer shall be the chairperson of the Investment Committee. The Committee may establish its own rules of procedure, and may retain the services of an investment advisor, registered under the Investment Advisers Act of 1940 or exempt from registration, to assist it in performing its duties.

The Investment Committee will be charged with the following responsibilities:

1. To review the investment policy annually and update the investment policy when deemed necessary;
2. Monitor the investment transactions to insure that proper controls are in place to ensure the integrity and security of the Town's Portfolio;
3. Assure that the Town is in compliance with current state laws and the Town's written investment policies.
4. Meet periodically to deliberate such topics as economic outlook, portfolio diversification and maturity structure, cash flow forecasts, potential risks and target rate of return on the investment portfolio.

## **Standard of Prudence**

The standard of prudence to be applied to the investment of the Town's Portfolio shall be the "Prudent Investor" rule that states:

*"Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the*

*management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”*

The Town Treasurer and other town employees and officials involved in the investment process acting in accordance with the Code of Virginia, this policy and any other written procedures pertaining to the administration and management of the Town’s Portfolio and who exercise the proper due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that any negative deviations are reported in a timely fashion to the Town’s Investment Committee and that reasonable and prudent action is taken to control and prevent any further adverse developments. Furthermore, in accordance with Section 2.2-4410 et seq. of the Code of Virginia, the Treasurer shall not be liable for loss of public money due to the default, failure or insolvency of a depository.

### **Ethics and Conflicts of Interest**

The State and Local Government Conflict of Interests Act governs officers and employees, including those involved in the Town’s investment process. Specifically, Code of Virginia Section 2.2-3103 (5) and (6) of the Act provide that no officer or employee shall:

1. accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties; or
2. Accept a business or professional opportunity when he knows there is a reasonable likelihood that the opportunity is being afforded to influence him in the performance of his official duties.

To ensure that personal investment or business transactions do not violate these provisions or any other provision of the State and Local Government Conflict of Interests Act, officers and employees must (i) familiarize themselves with his Act and (ii) carefully scrutinize how their personal interests may affect or be affected by the transactions that are part of the Town’s investment process.

### **Authorized Investments**

In accordance with Sections 2.2-4501 through 2.2-4510 of the Code of Virginia and other applicable law, including regulations promulgated by the Treasury Board of Virginia, the Town shall be permitted to invest in any of the following securities.

- A) **U. S. Government Obligations.** The following securities issued by the United States Government or its Agencies:
  1. Stocks, bonds, treasury notes and other evidences of indebtedness of the United States, including:

- a. the guaranteed portion of any loan guaranteed by the Small Business Administration,
  - b. any agency of the United States government, and
  - c. those unconditionally guaranteed as to the payment of principal and interest by the United States.
2. Bonds of the District of Columbia;
  3. Bonds and notes of the Federal National Mortgage Association and the Federal Home Loan Banks;
  4. Bonds, debentures or other similar obligations of the federal land banks, federal intermediate credit banks, or banks of cooperatives, issued pursuant to acts of Congress; and
  5. Obligations issued by the United States Postal Service when principal and interest thereon are guaranteed by the government of the United States.

U.S. Government obligations shall be limited to a maximum maturity of five (5) years at the time of purchase.

**B) Repurchase Agreements.** Contracts for the present purchase and subsequent resale at a specified time in the future of specific securities at specified prices at a price differential representing the interest income to be earned by the Town. Such contracts shall be invested in only if the following conditions are met:

1. the repurchase agreement has a term to maturity of no greater than ninety (90) days;
2. the contract is fully secured by deliverable U.S. Government Obligations as described in (A) above (without limit to maturity), having a market value at all times of at least one hundred two percent (102%) of the amount of the contract;
3. a master repurchase agreement or specific written, repurchase agreement governs the transaction;
4. the securities are held free and clear of any lien by an independent third party custodian acting solely as agent for the Town, provided such third party is not the seller under the repurchase agreement and is a qualified public depository as defined in Section 2.2-4400 et seq. of the Code of Virginia;
5. a perfected first security interest under the Uniform Commercial Code in accordance with book entry procedures prescribed at 31 C.F.R. 306.1 et seq. in such securities is created for the benefit of the Town;
6. for repurchase agreements with terms to maturity of greater than one (1) day, the Town will value the collateral securities continuously and require that if additional collateral is required then that collateral must be delivered within one business day (if a collateral deficiency is not corrected within this time frame, the collateral securities will be liquidated.);

7. the counterparty is a :
  - a. primary government securities dealers who report daily to the Federal Reserve Bank of New York, or
  - b. a bank, savings and loan association or diversified securities broker-dealer having \$5 billion in assets and \$500 million in capital and subject to regulation of capital standards by any state or federal regulatory agency; and
8. the counterparty meets the following criteria:
  - a. has a short-term debt rating of “A-1” or higher from Standard & Poor’s;
  - b. has a long term debt rating of at least “AA” by Standard & Poor’s or “Aa” by Mood’s Investor’s Services,
  - c. has been in operation for at least 5 years, and
  - d. Is reputable among market participants.

C) **Commercial Paper.** Unsecured short-term debt of U.S. corporations may be purchased if the following conditions are met:

1. the maturity is no greater than two hundred-seventy days (270) days;
2. no more than thirty-five (35%) of the total funds available for investment (based on book value on the date of acquisition) may be invested in commercial paper;
3. the amount invested in any single issuing corporation will not exceed five percent (5%) of the total funds available for investment (based on book value on the date of acquisition);
4. the issuing corporation, or its guarantor, has a net worth of at least \$50 million;
5. the net income of the issuing corporation, or its guarantor, has averaged \$3 million per year for the previous five years; and
6. the issuing corporation, or its guarantor, has a short-term debt rating of no less than “A-1” (or its equivalent” by at least two of the following Moody’s Investors Service, Standard & Poor’s and Fitch Investor’s Service.

D) **Bankers’ Acceptances.** Issued by a domestic bank or a federally chartered domestic office of a foreign bank, which are eligible for purchase by the Federal Reserve System may be purchased if the following conditions are met:

1. the maturity is no greater than two hundred-seventy days (270) days;
2. the short-term paper of which is rated not lower than P-1 by Moody’s Investors Services and A-1 Standard & Poor’s Corporation; and
3. The amount invested in any single bank will not exceed five percent (5%) of the total funds available for investment (based on book value on the date of acquisition).

- E) **Corporate Notes.** Issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States which meet the following requirements:
1. the maturity is no greater than five (5) years at the time of purchase;
  2. has a minimum “Aa” long term debt rating by Moody’s Investors Service and a minimum “AA” long term debt rating by Standard & Poor’s; and
  3. The amount invested in any single issuing corporation will not exceed five percent (5%) of the total funds available for investment (based on book value on the date of acquisition).
- F) **Municipal Obligations.** Bonds, notes and other evidences of indebtedness of the Commonwealth of Virginia, or of any county, City, town, district, authority or public body of the Commonwealth of Virginia upon which there is no default that meet the following criteria;
1. Have a final maturity on the date of investment not to exceed five (5) years.
  2. Rated in either of the two highest rating categories by a nationally recognized rating agency.
- G) **Negotiable Certificates of Deposit and Bank Deposit Notes** of domestic banks and domestic offices of foreign banks with:
1. a rating of at least “A-1” by Standard & Poor’s and “P-1” by Moody’s Investor Service, Inc., for maturities of one year or less;
  2. and a rating of at least “AA” by Standard & Poor’s and “Aa” by Moody’s Investor Service for maturities over one year and not exceeding five years.
- H) **State Pool.** The pooled investment fund (known as the Virginia Local Government Investment Pool) as provided for in Section 2.2-4600 et seq. of the Code of Virginia.
- I) **VACo/VML Virginia Investment Pool.** A pooled investment program that local governments and other political subdivisions use to invest assets they expect to hold for one year or longer. Assets of governmental participants are invested in high-quality corporate and government securities with average duration of between 1 to 2 years. VIP has a higher expected rate of return compared to traditional money market funds by investing in slightly longer-term securities as authorized under the Virginia Investment of Public Funds Act. Local governments typically utilize both vehicles:
1. A money market fund with overnight liquidity for operating expenses, and

2. VIP for funds requiring less liquidity that can be invested for one year or longer.

VIP's approach provides governmental entities the opportunity to access a professional investment manager while sharing expenses. Investment decisions are guided by a top-notch fund manager with access to extensive research capabilities. The program offers semi-monthly liquidity, which enables participants to access their funds on short notice in order to respond to unexpected events.

- J) **Registered Investment Companies (Mutual Funds.)** Shares in open-end investment funds provided such funds are registered under the Federal Investment Company Act of 1940, invest exclusively in the securities specifically permitted under this investment policy, and which are similarly diversified, provided that the fund is rated "AAM" or "AAM-G" or better by Standard & Poor's Corporation, or equivalent by other rating agencies. The fund must also be properly registered for sale under the Securities Act (Section 13.1-501 et seq.) of the Code of Virginia.

## **Bank Deposits**

Certificates of deposit and other evidences of deposit in any national banking association, Federal Savings and Loan Association or Federal Savings Bank located in Virginia and any bank, trust company or savings institutions organized under Virginia law are permitted by Section 2.2-4401 et seq. of the Code of Virginia. The Town will maintain bank deposits meet the following requirements:

1. the maturity is greater than one (1) year at the time of purchase;
2. certificates of deposit will be placed directly with depository institutions (no third parties or money brokers will be used);
3. deposits will be secured in accordance with the Virginia Security for Public Deposits Act, (Section 2.2-4400 et se.) of the Code of Virginia that requires:
  - a. collateralization on all deposits of Town funds in excess of the amount protected by federal deposit insurance, and
  - b. Collateralization with (i) U.S. Government obligations and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any Agency thereof, or (ii) municipal bonds of the Commonwealth of Virginia or any political subdivision of the Commonwealth of Virginia that meets the minimum criteria established in this Policy for direct investment.

## Portfolio Diversification

The Town's Portfolio shall be diversified by security type and institution. The maximum percentage of the portfolio (book value at the date of acquisition) permitted in each eligible security is as follows:

U.S. Government Obligations	100%	Maximum
Registered Money Market Mutual Funds	100%	Maximum
State of Virginia LGIP	75%	Maximum
VACo/VML Virginia Investment Pool	75%	Maximum
Repurchase Agreements	50%	Maximum
Bankers' Acceptances	40%	Maximum
Commercial Paper	35%	Maximum
Negotiable Certificates of Deposit/Bank Notes	20%	Maximum
Municipal Obligations	20%	Maximum
Corporate Notes	15%	Maximum
Bank Deposits	25%	Maximum

The combined amount of bankers' acceptances, commercial paper, negotiable certificates of deposit/bank notes and corporate notes shall not exceed fifty (50%) of the total book value of the portfolio at the date of acquisition.

The Town's Portfolio will be further diversified to limit the exposure to any one issuer. No more than 5% of the Town's Portfolio will be invested in the securities of any single issuer with the following exceptions:

U.S. Treasury	100%	Maximum
Each Federal Agency	35%	Maximum
Each Repurchase Agreement Counterparty	25%	Maximum

## Maximum Maturity

Maintenance of adequate liquidity to meet the cash flow needs of the Town is essential. Accordingly, the portfolio will be structured in a manner that ensures sufficient cash is available to meet anticipated liquidity needs. Selection of investment maturities must be consistent with the cash requirements of the Town in order to avoid the forced sale of securities prior to maturity.

**Operating Funds.** The Town's operating funds will be invested in permitted investments with a stated maturity of no more than 2 years from the date of purchase. To control interest rate risk, the average maturity of the portfolio will not exceed 1 year.

**Bond Proceeds.** Proceeds from the sale of bonds will be invested in compliance with the specific requirements of the bond covenants without further restrictions as to the maximum term to maturity of securities purchased. These proceeds are generally held by

the Bond Trustee. However, in no case will bond proceeds be invested in securities with a term to maturity that exceeds the expected disbursement date of those funds.

**Reserve Funds and other funds** with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investment is made to coincide as nearly as practicable with expected use of funds.

## **Prohibited Investments and Investment Practices**

The Town is prohibited from:

1. Investment in reverse repurchase agreements;
2. Short sales (selling a specific security before it has been legally purchased);
3. Borrowing funds for the sole purpose of reinvesting the proceeds of such borrowing;
4. Investment in complex derivatives such as range notes, dual index notes, inverse floating rate notes and leveraged notes, or notes linked to lagging indices or to long-term indices.
5. Investing in any security not specifically permitted by this Policy.

## **Selection, Approval of Brokers, Qualified Financial Institutions**

The Town Treasurer and/or the Town's Investment Manager shall maintain a list of financial institutions and broker/dealers that are approved for investment purposes ("Qualified Institutions"). Only firms meeting the following requirements will be eligible to serve as Qualified Institutions:

1. "primary" dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
2. capital of no less than \$10,000,000;
3. registered as a dealer under the Securities Exchange Act of 1934;
4. member of the National Association of Dealers (NASD);
5. registered to sell securities in Virginia; and
6. The firm and assigned broker have been engaged in the business of effecting transactions in U.S. government and agency obligations for at least five (5) consecutive years.

All brokers, dealers and other financial institutions deemed to be Qualified Institutions shall be provided with current copies of the Town's Investment Policy. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the Town transacts business.

## **Competitive Selection of Investment Instruments**

It will be the policy of the Town to transact all securities purchase/sales only with Qualified Institutions through a formal and competitive process requiring the solicitation

and evaluation of at least three bids/offers. The Town will accept the offer which (a) the highest rate of return within the maturity required; and (b) optimizes the investment objective of the overall portfolio. When selling a security, the Town will select the bid that generates the highest sale price.

Primary fixed price federal agencies offerings may be purchased from the list of Qualified Institutions without competitive solicitation if it is determined that no agency obligations meeting the Town's requirements are available in the secondary market at a higher yield.

### **Investment of Bond Proceeds**

The Town intends to comply with all applicable sections of the Internal Revenue Code of 1986, Arbitrage Rebate Regulations and bond covenants with regard to the investment of bond proceeds. Accounting records will be maintained in a form and for a period of time sufficient to the document compliance with these regulations.

Sinking fund investments will be limited to those securities authorized by Section 2.2-4500 et seq. of the Code of Virginia.

### **Safekeeping and Custody**

All investment securities purchased by the Town or held as collateral on deposits or investments shall be held by the Town or by a third-party custodial agent who may not otherwise be counterparty to the investment transaction.

All securities in the Town's Portfolio shall be held in the name of the Town and will be free and clear of any lien. Further, all investment transactions will be conducted on a delivery-vs.-payment basis. The custodial agent shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the custodial agent will also provide reports which list all securities held for the Town, the book value of holdings and the market value as of month-end.

Appropriate Town officials and representatives of the custodial agent responsible for, or in any manner involved with, the safekeeping and custody process of the Town shall be bonded in such a fashion as to protect the Town from losses from malfeasance and misfeasance.

### **Performance Standards**

The investment portfolio shall be designed and managed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs of the Town. Short-term funds and other funds that must maintain a high degree of liquidity will be compared to the return on the three-month U. S. Treasury Bill. Medium term investments and other funds that have a

longer-term investment horizon will be compared to an index of U. S. Treasury securities having a similar duration or other appropriate benchmark.

## **Reporting**

The Town Treasurer or Investment Manager shall prepare an investment report not less than monthly for the Investment Committee. This report shall include: (i) a listing of the existing portfolio in terms of investment securities, amortized book value, maturity date, yield-on-cost, market value, credit rating and other features deemed relevant and (ii) a listing of all transactions executed during the month.

The Town Treasurer or Investment Manager shall prepare and submit to the Investment Committee a “Quarterly Investment Report” that summarizes (i) recent market conditions, economic developments and anticipated investment conditions, (ii) the investment strategies employed in the most recent quarter, (iii) a description of all securities held in investment portfolios at month-end, (iv) the total rate of return for the quarter and year-to-date versus appropriate benchmarks, and (v) any areas of policy concern warranting possible revisions to current or planned investment strategies.

The quarterly report will also include a statement that the investment of the Town Portfolio is in compliance with this Policy and any applicable bond resolutions.

Adopted by Resolution No. 2053 by Town Council on February 18, 2014.

## Glossary of Terms and Acronyms

**Accrual** - A basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period.

**Adopted Budget** - The budget for financial operations approved by Town Council and enacted via a budget appropriation ordinance. The Adopted Budget shows approved tax rates and estimates of revenues, expenditures, and transfers. It also indicates departmental goals, objectives, and strategies.

**Appropriation** - An authorization made by Town Council which permits the Town administrative staff to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**Assessed Value** - The fair market value placed by the Commissioner of Revenue on personal and real property owned by taxpayers.

**Audit** - A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals. The Commonwealth of Virginia requires that an independent certified public accountant conduct an annual financial audit of each municipality.

**Balanced Budget** – A budget in which current revenues equal current expenditures. After expenditures have been pared, budgets may be balanced by adjusting taxes and fees to generate total current revenues, by drawing down fund balances accumulated from prior years, or by short-term borrowing to make up the difference between revenues from taxes and other income and current expenditures. The legal requirement for a balanced budget may be set by the state or the local government.

**Basis of Budgeting and Accounting** – Accounting methods, such as accrual basis and modified accrual basis, used to track revenues received and authorized obligations expensed.

**Bond** – A written promise to pay a sum of money on a particular date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are use most frequently for construction of large capital projects, such as buildings, utility systems, parks, etc. General obligation bonds require approval through voter referendum for counties in Virginia.

**Budget** - A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures (revenue estimates).

**Budget Calendar** - The schedule of key dates or milestones which the Town follows in the preparation and adoption of the budget.

**Budget Committee** – the Town’s administrative staff who are responsible for providing oversight to the budget development process and for submitting a recommended budget to Town Council.

**Budget Document** - The official written statement prepared by the Town's administrative staff which presents the proposed budget to the Town Council.

**Budget Message** - A general discussion of the proposed budget presented to the Town Council by the Town Manager as a part of or supplement to the budget document. The budget message explains principle budget issues against the background of financial experience in recent years and presents recommendations made by the Town Manager.

**Budget Transfer** – A shift of budgeted funds from one expenditure item to another.

**CAFR** – Comprehensive Annual Financial Report – the annual report issued by the Town on its financial position and activity for the fiscal year. This report is prepared by an independent firm of certified public accountants in conformity with U.S. generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

**Capital Assets** - Town assets of significant value and having a useful life of several years, also referred to as fixed assets.

**Capital Fund** - accounts for financial resources to be used for the acquisition or construction of major capital purchases.

**Capital Lease** - A lease obligation that has met the criteria to be categorized as a capital lease as opposed to an operating lease under generally accepted accounting principles. Capital leases are common in certain types of financing transactions involving the use of revenue bonds as opposed to general obligation bonds.

**Capital Outlay** – Expenditures to acquire or improve fixed assets that are not necessarily included in the Capital Improvement Program. Examples of capital outlays are furniture, fixtures, machinery, and equipment.

**Capital Projects** - Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

**CDBG** – Community Development Block Grant - funding received from the U. S. Department of Housing and Urban Development. CDBG primarily benefits low-and moderate-income persons through housing, human services, neighborhood improvements and economic development activities, with a secondary emphasis on the reduction of slums and blight.

**CIP** – Capital Improvement Program – A plan for capital expenditures, to be incurred each year over a fixed period of several future years, which sets forth each capital project, identifies the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

**Contingency Reserve** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**Debt** - Any obligations of the Town for the payment of money issued pursuant to the Public Finance Act of Virginia.

**Debt Service** - Payment of interest and repayment of principal on Town debt.

**Delinquent Taxes** – Taxes remaining unpaid on or after the date on which a penalty for non-payment is attached.

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence, or (2) the portion of the cost of a capital asset which is charged as an expense during a fiscal period.

**DEQ** - Department of Environmental Quality - protects and enhances Virginia's environment, and promotes the health and well-being of the citizens of the Commonwealth.

**DHCD** – Department of Housing and Community Services - partners with Virginia's communities to develop their economic potential, regulates Virginia's building and fire codes, provides training and certification for building officials, and invests more than \$100 million each year into housing and community development projects throughout the state - the majority of which are designed to help low- to moderate-income citizens.

**Distinguished Budget Presentation Awards Program** – A voluntary awards program administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents. To receive the award, governments must have prepared a budget that meets program criteria as a document, an operations guide, a financial plan, and a communications device.

**Enterprise Funds** - A type of proprietary fund set up to account for the financing of services to the general public where all or most of the operating expenses involved are recovered in the form of user charges. Included in this category are the Utility Fund and the Stormwater Fund.

**EMS** – Emergency Medical Services – The Fire and Emergency Medical Services Department provides emergency fire suppression response to incidents involving fires, fire alarms, smoke scares, vehicle accidents and other types of calls where the threat of fire exists. It also provides emergency medical response to incidents involving injury, illness, accidents, and other types of calls where the threat of injury or illness exists.

**EPA** - Environmental Protection Agency – issues policy and guidance documents to assist the public on environmental issues and regulated entities and also helps regulated entities meet federal requirements and holds entities legally accountable for environmental violations.

**Expenditures** - The cost of goods received or services rendered whether payment for such goods and services have been made or not.

**Fiscal Year** - An accounting period extending from July 1 to the following June 30 for the Town of Vinton.

**Fund** - A sum of revenues set aside and allocated to specific categories, such as General and Proprietary to provide funding of day-to-day and administrative operations.

**Fund Balance** – represents the cumulative difference between total financial resources and total appropriated uses. Fund balances are used for one-time (non-operational) expenditures or they are appropriated as “reserves” or “contingency”. In the budget process, financial resources equal total appropriated uses because the creation of reserves or contingencies is budgeted as appropriated uses.

**GAAP** – Generally Accepted Accounting Principles - the standard framework of guidelines for financial accounting, mainly used in the U.S.A. It includes the standards, conventions, and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements.

**GASB** – The Governmental Accounting Standards Board – establishes and improves state and local governmental accounting and financial reporting standards which result in practical information for users of financial reports. They also guide and educate the public, including issuers, auditors, and users of those financial reports.

**General Fund** - A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the Town. The primary sources of revenue for this fund are local taxes and Federal and State grants.

**General Obligation Bonds** - Bonds issued pursuant to Article VII, Section 10 of the Constitution of Virginia and the Public Finance Act secured by the full faith, credit and taxing power of the Town.

**GFOA** – The Government Finance Officers Association (GFOA) – promotes excellence in state and local government financial management. They also provide best practice guidance, consulting, networking opportunities, publications including books, e-books, and periodicals, recognition programs, research, and training opportunities.

**Goal** - A clear statement of a program's mission, or purpose.

**Governmental Funds** – These funds are typically used to account for most of a government's activities, including those that are tax supported.

**Grant** – A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the Federal and State governments for specified purposes.

**Grant Fund** – A component of the General Funds used to track expenditures and revenue of grant funds received from state, federal or other agencies and organizations.

**HMGP** - Hazard Mitigation Grant Program (HMGP) - helps communities implement hazard mitigation measures following a Presidential Major Disaster Declaration in the areas of the state, tribe, or territory requested by the Governor or Tribal Executive. The key purpose of this grant program is to enact mitigation measures that reduce the risk of loss of life and property from future disasters.

**Lease Purchase Agreement** – Contractual agreements that are termed leases, but that in substance are purchase contracts.

**License/Permit** – Document issued to regulate various kinds of businesses or activities within the Town.

**Modified Accrual** - An accounting method in which revenues are recorded when available and measurable and expenditures are recorded when services or goods are received and the liabilities are incurred.

**Objective** - The actual functions or services that a Town program must provide in order to achieve its stated goals.

**Organization** – An operating department, grant or capital project. Also sometimes referred to as a “cost center”.

**Outcomes** – the desired results that will be seen if the Town is successful in providing programs and services that affect the causal factors identified for the priorities.

**Performance Measure** - Specific quantitative measures of services performed or results obtained within a program.

**Program** - A term used to describe a Town department or cost center with distinct objectives and activities.

**Proposed Budget** - The budget proposed by the Town Manager to Town Council for adoption.

**Proprietary Funds** - A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the Town include the Enterprise Fund.

**Refunding** - A transaction in which the Town refinances an outstanding issue by issuing new (refunding) bonds and using the proceeds to immediately retire the old (refunded) bonds.

**Revenue** - A term used to represent income to a specific fund, or an increase in the fund's assets.

**SERCAP** - Southeast Rural Community Assistance Project - supports a diverse group of individuals and communities across the organization's seven state service region and provides training, technical, and financial assistance to address water, wastewater, solid-waste, community development, and housing needs.

**Service Level** – A management tool used to measure past performance and changes in the quantity, quality, and efficiency of services.

**Stormwater Fund** – A fund used to track expenses on stormwater during the year, currently funded by a transfer from the General Fund and Utility Fund.

**Tax Levy** - The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

**Tax Rate** - The level at which taxes are levied.

**Utility Fund** – A type of fund used to account for operations of the public water and sewer system financed through user charges and other system revenues.

**VDOT** – Virginia Department of Transportation - is responsible for building, maintaining, and operating the State's roads, bridges and tunnels. And, through the Commonwealth Transportation Board, it also provides funding for airports, seaports, rail and public transportation.

**Working Capital** – liquid assets used to fund day-to-day operations of the government.

**VBAF** - Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund – provides grants or loans to local governments to promote restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse so these sites can be effectively marketed to new economic development prospects.

## Frequently Used Acronyms and Initialisms

**BVP** – Bullet Proof Vest Partnership

**CAFR** – Comprehensive Annual Financial Report

**CDBG** - Community Development Block Grant

**CIP** – Capital Improvement Program

**COLA** – Cost of Living Adjustment

**COMBAT** – Community Blight Abatement Team

**DCJS** – Department of Criminal Justice Services

**DEQ** - Department of Environmental Quality

**DHCD** – Department of Housing and Community Services

**DMV** – Division of Motor Vehicles

**EMS** – Emergency Medical Service

**EPA** - Environmental Protection Agency

**FOIA** – Freedom of Information Act

**FY** – Fiscal Year

**GAAP** – Generally Accepted Accounting Principles

**GASB** – The Governmental Accounting Standards Board

**GFOA** – Government Finance Officers Association

**GIS** – Geographic Information System

**HMGP** - Hazard Mitigation Grant Program (HMGP)

**NFIP** – National Flood Insurance Program

**SNAP** – Supplemental Nutrition Assistance Program

**VABF** – Virginia Brownfields Restoration and Economic Development Assistance Fund

**VDOT** – Virginia Department of Transportation

**VML** – Virginia Municipal League