

Mayor J. Paul Kilgore, Jr. called a regular monthly meeting of the Amherst Town Council to order on June 11, 2014 at 7:00 P.M. in the Council Chambers of the Town Hall at 186 S. Main Street. Council members Kenneth Bumgarner, Rachel Thompson, Kenneth Watts and Richard Wydner were present. Councilor Mike Mozingo was absent. Town Manager Jack Hobbs, Town Attorney Tom Berry, Police Chief Kelvin Brown, Director of Public Utilities Tom Fore and Office Manager Colan Davis were present.

Mayor Kilgore asked for a moment of silence.

It was noted that badges and certificates of appreciation were presented to former police auxiliary officers Scott Bryant, Kenneth Bunch, Anthony Coffey, James Delissio, Fred Loving, Roger O'Neil, Kerry Scott, and Jeremiah Templeton at a program that ended just before the Council meeting convened. Mayor Kilgore thanked everyone for participating in the reception honoring those members of the police auxiliary unit that had recently been disbanded due to increased training requirements imposed by the Commonwealth.

At 7:07 P.M. a public hearing on a special use permit proposal by Duncan and Janice Augustine that would, if approved, allow a 5-room bed and breakfast lodging operation at 138 Garland Avenue.

The Town Manager presented a report on the application.

Applicant Janice Augustine came forward to explain her proposal.

Shannon Augustine, 138 Garland Ave., spoke in favor of the proposal stating that her parents have talked about operating a bed and breakfast for years.

Sally Mock, 580 Kenmore Rd., spoke in favor of the proposal stating the Augustine's make great hosts and would be natural bed and breakfast operators.

Anne Garrison, 140 Garland Ave., spoke in opposition of the proposal stating that her concern if the proposal was approved was opening a gateway for someone down the road to obtain approvals for additional activities such as special events.

Phil Lamm, 231 Garland Ave., spoke in opposition of the proposal and questioned what other events could be conducted if approved.

Ann Tucker, 234 Garland Ave., spoke in opposition of the proposal stating she would like Garland Ave. to remain residential and expressed concerns regarding traffic, adding amenities in order to sell property, and the effect on property values.

Lillian Wray, 125 Garland Ave., questioned what signage can be installed.

There being no one further who wished to speak, the public hearing was closed at 7:38 P.M.

Mrs. Thompson made a motion, seconded by Mr. Wydner, that the Town Council adopt an ordinance approving the application subject to certain conditions and understandings. The vote was two Councilors in favor and two Councilors against with one Councilor absent. Messrs. Thompson and Wydner voted "Aye", Messrs. Bumgarner and Watts voted "Nay", and Mr. Mozingo was absent. Mayor Kilgore broke the tie by voting in favor of the motion which therefore passed. A copy of the ordinance is attached and made part of these minutes.

Mrs. Suny Monk and Dr. Sally Mock, representing their group Second Stage, came forward to ask the Council to waive the \$100 permit fee and insurance requirement for a banner across S. Main Street that would advertise the 2014 farmers' market season and to request Council to consider writing a letter to Amherst County to show support for preserving historical aspects of the Town. Mr. Watts made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to waive the \$100 banner permit fee. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

Mrs. Thompson made a motion that was seconded by Mr. Bumgarner and approved 4-0-1 to approve the minutes from the May 14, 2014 meeting. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

The Town Attorney gave a report on the demolition of the Beverly house (201 Washington Street) that was referred to him on October 10, 2012 and a status report on the Mill Race subdivision that was involved in a foreclosure procedure on June 3.

The Council discussed the Police Chief replacement process.

On behalf of the Utilities Committee, Mr. Watts made a motion that was seconded by Mr. Wydner and approved 4-0-1 to authorize and direct the Town Manager to cancel the current curbside refuse collection contract and to develop an updated contract that can become effective on January 1, 2015. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

On behalf of the Community Relations Committee, Mr. Watts gave a status report on Ruth Martineau's Town map project.

On behalf of the Town Hall Renovations Committee, Mayor Kilgore gave a report on the status of the Town Hall project and led a discussion on finishing up the work involved in the main renovation contract, accomplishing other needed work, effecting the move to the new building and disposing of the old building.

Mr. Bumgarner made a motion that was seconded by Mr. Watts and approved 4-0-1 to approve a resolution to set the Town's retirement system contribution rates for the upcoming biennium. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. A copy of the resolution is attached and made part of these minutes.

Mr. Watts made a motion that was seconded by Mr. Bumgarner and approved 4-0-1 to approve a new payment acceptance (credit card) policy. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. A copy of the policy is attached and made part of these minutes.

Mr. Bumgarner made a motion that was seconded by Mr. Watts and approved 4-0-1 to approve an amended wireless telephone reimbursement policy. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. A copy of the revised policy is attached and made part of these minutes.

Mrs. Thompson made a motion that was seconded by Mr. Watts and approved 4-0-1 to adopt an ordinance articulating the waiver of curbside collection fees for water customers who have a dumpster refuse removal service. Messrs. Bumgarner, Thompson, Watts and Wydner

voted "Aye" and Mr. Mozingo was absent. A copy of the ordinance is attached and made part of these minutes.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to adopt a resolution approving an amended charter agreement of the Central Virginia Criminal Justice Academy. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. A copy of the resolution is attached and made part of these minutes.

Mrs. Thompson made a motion that was seconded by Mr. Wydner and approved 4-0-1 to adopt a resolution approving an amended regional law enforcement mutual aid agreement. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. A copy of the resolution is attached and made part of these minutes.

Mrs. Thompson made a motion that was seconded by Mr. Bumgarner and approved 3-1-1 to adjust the real estate and personal property rates for FY15. Messrs. Bumgarner, Thompson, and Wydner voted "Aye"; Mr. Watts voted "Nay" and Mr. Mozingo was absent. (A document articulating this approval is contained in the budget ordinance.)

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to approve an updated utility billing policy. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. (A copy of the approved policy is contained in the budget ordinance.)

Mr. Bumgarner made a motion that was seconded by Mr. Watts and approved 4-0-1 to approve a 7% raise for Gary Smith retroactively to the beginning of the first full pay period following April 2, 2014; a 2% raise for Joseph Cundiff retroactive to the beginning of the first full pay period following May 21, 2014; and to adjust the annual pay rate for Town Manager Jack Hobbs to \$90,000 per year effective July 1, 2014. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to adopt a FY15 budget by ordinance. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent. A copy of the ordinance is attached and made part of these minutes.

Mrs. Thompson made a motion that was seconded by Mr. Bumgarner and approved 4-0-1 to authorize the Town Manager to execute a contract for replacement turbidimeters for the water treatment plant (\$12,199). Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to authorize the Town Manager to execute a contract for a sewer system inflow and infiltration study (\$11,500). Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

The Town Manager gave status reports on the Water Plant, ACHS-Briar Patch water line, and county visitor center projects.

Mr. Watts made a motion that was seconded by Mr. Bumgarner and approved 4-0-1 to appoint a series of individuals to the boards for terms listed below. Messrs. Bumgarner, Thompson, Watts and Wydner voted "Aye" and Mr. Mozingo was absent.

<u>Board</u>	<u>Appointee</u>	<u>Term</u>
Planning Commission	Ken Bunch	July 1, 2014-June 30, 2018
Property Maintenance Investigation Board	Manly Rucker	July 1, 2014-June 30, 2017

The Council discussed a staff realignment proposal involving amendments to the charter, the town code and policies and agreed to continue its work on the issue at the July meeting.

Chief Brown provided Town Council with a report on surplus police equipment.

Mr. Watts stated that he will be absent from the July council meeting.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to reconvene in closed session for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation per the exemption at §2.2-3711A.1 of the Code of Virginia. Messrs. Bumgarner, Thompson, Watts and Wydner voted “Aye” and Mr. Mozingo was absent.

Mr. Bumgarner made the following motion that was seconded by Mrs. Thompson and approved 4-0-1 by a roll call vote that the Councilors certify that to the best of each councilors’ knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted “Aye”.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and approved 3-1-1 to extend Police Chief Kelvin Brown’s light duty status to June 23, 2014 and to advise if he can’t return to full duty as of that date he must use leave time or take leave without pay. Messrs. Bumgarner, Thompson and Wydner voted “Aye”; Mr. Watts voted “Nay” and Mr. Mozingo was absent.

There being no further business, Mr. Watts made a motion that was seconded by Mrs. Thompson and approved 4-0-1 to adjourn the meeting at 10:42 P.M. Messrs. Bumgarner, Thompson, Watts and Wydner voted “Aye” and Mr. Mozingo was absent.

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J. Paul Kilgore, Jr.  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

AN ORDINANCE GRANTING A SPECIAL USE PERMIT HAVING THE EFFECT OF ALLOWING A 5-BEDROOM BED AND BREAKFAST TO BE OPERATED AT 138 GARLAND AVENUE.

**Whereas**, Duncan and Janice Augustine have made a proper application for a special use permit by submitting a special use permit request form, drawings and other documentation describing the operation of a 5-bedroom bed and breakfast at their property at 138 Garland Avenue; and

**Whereas**, the property on which the project is proposed is shown as Tax Map# 96A4-A-55 & 96A3-A-11 and is zoned General Residential District R-2; and

**Whereas**, Duncan and Janice Augustine are fully aware of the following provisions of the Town of Amherst Zoning and Subdivision Ordinance:

Definition of Bed and breakfast lodging: A single family dwelling containing sleeping and breakfast accommodations as an accessory use to the principal use. Such lodging shall have no more than five (5) room accommodations for transient persons and wherein a charge is normally paid for such accommodations. (Sec. 18.1-302.11)

The requirement that a Special Use Permit must be issued before a bed and breakfast operation, subject to certain limitations, can be established in the R-2 zone: Bed and Breakfast lodging, provided that the owner and family must occupy the residence and own the business, the single-family dwelling appearance be maintained, and adequate off-street parking is provided to the rear of the front setback of the dwelling. (Table 7.1)

Limitations on signs advertising bed and breakfast establishments located in residential zones: Address or identification signs - signs not exceeding one (1) square foot in area, attached flat against a building or mailbox, or mounted on a post no greater than three (3) feet in height, indicating the address or name of a building occupant. (Sec. 18.1-908.03a), and

**Whereas**, the Town of Amherst Planning Commission held a duly advertised public hearing on this request on May 7, 2014 and recommended approval of the request subject to certain conditions; and

**Whereas**, the Town Council of the Town of Amherst held a duly advertised public hearing on this request on June 11, 2014; and

**Whereas**, the Council of the Town of Amherst has reviewed the particular facts and circumstances of proposed use in terms of the following standards and hereby finds adequate evidence showing that such uses at the proposed location:

- a. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Town's comprehensive plan and Zoning and Subdivision Ordinance;

- b. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
- c. Will not be hazardous or disturbing to existing or future neighboring uses;
- d. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
- e. Will not create excessive additional requirements at public costs for public facilities and services and will not be detrimental to the economic welfare of the community;
- f. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors, or water pollution;
- g. Will have vehicular approaches to the property which shall be so designed as not to create any interference with traffic on surrounding public streets or roads; and
- h. Will not result in the destruction, loss or damage of a natural scenic or historic feature of major importance.

**NOW, THEREFORE, BE IT ORDAINED** BY THE COUNCIL of the Town of Amherst that, pursuant to §18.1-1003 of the Town Code of the Town of Amherst, Virginia, a special use permit for the property located at 138 Garland Avenue in the Town of Amherst and described as Tax Map# 96A4-A-55 & 95A3-A3-11, is hereby approved for the operation of a bed and breakfast. This special exception shall be subject to the conditions and understandings as set out hereinbelow:

- 1. The bed and breakfast lodging use is restricted to a maximum of five bedrooms to transient lodgers.
- 2. All parking associated with the bed and breakfast lodging operation would be on-site,
- 3. There will be no commercial restaurant service on the premises other than breakfast for the bed and breakfast lodgers, and
- 4. There would be no commercial events on the site that would involve people other than individuals lodging at the bed and breakfast.

This Ordinance was adopted on June 11, 2014 and shall become effective on the date of passage.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

**A RESOLUTION TO CERTIFY EMPLOYER RETIREMENT CONTRIBUTION RATES.**

BE IT RESOLVED, that the Town Council of the Town of Amherst [55343] does hereby acknowledge that its contribution rates effective July 1, 2014 shall be based on the higher of a) the contribution rate in effect for FY 2012, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the Town Council of the Town of Amherst [55343] does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

- The Certified Rate of 14.14%                       The Alternate Rate of 11.31%; and

BE IT ALSO RESOLVED, that the Town Council of the Town of Amherst [55343] does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of Town Council of the Town of Amherst [55343] are hereby authorized and directed in the name of the Town Council of the Town of Amherst to carry out the provisions of this resolution, and said officers of the Town Council of the Town of Amherst are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town Council of the Town of Amherst for this purpose.

*This resolution was adopted by the Town Council of the Town of Amherst on June 11, 2014.*

\_\_\_\_\_  
J. Paul Kilgore, Jr.  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

## **Payment Acceptance Policy**

The Town of Amherst accepts the following forms of payments:

**Cash** – for any type of transaction

**Check** – for any type of transaction

**Money Order** – for any type of transaction

**Credit Cards** (Visa & Mastercard)- effective 5/1/14 for utility payments made in the office. The card must be present at the time of the transaction. Payments using credit cards will not be accepted via the telephone. The person transacting the credit card payment would be required to show their photo identification and have it match the name on the credit card.

### **Returned Payments**

Any payments not honored by the bank, whether check, money order or credit card payment, will be charged a \$25.00 handling fee and any bank fees. Service shall automatically be disconnected when a payment to pay to prevent service from being disconnected or to reconnect a service is returned or charged back to the Town for any reason.

Any payments received by 5 P.M. on each business day will be credited the same day. Any payments received after 5 P.M. (including U.S. Mail and our drop box) will be credited as being received the next business day.



## **Wireless Telephone Allowance Policy**

*Certain Town of Amherst employees, by the nature of their position, can increase their value to the Town's workforce by being readily accessible while on duty and in the event of an emergency. The Town Council has determined that, in lieu of providing a wireless telephone for an employee's use while on duty, an allowance may be paid to certain full-time Town employees who routinely work away from a wireline telephone and provide their own wireless telephone service for the Town's use. This policy will enable the employee to select the wireless telephone service plan that best suits his individual needs for personal calls which are to be made on personal time.*

At the end of each month the Town Treasurer shall reimburse employees determined eligible for this reimbursement by the Town Manager at the rate of ~~\$40~~ \$45/month under the following understandings:

- A. The wireless telephone service shall have a number reached without toll from the Town Hall.
- B. Voice mail and text messaging services shall be provided in the employee's service plan. Information on the on the carrier shall be provided to facilitate group text messages via email.
- C. The wireless telephone number shall be provided to the Town Manager for reasonable Town business use.
- D. The wireless telephone unit shall be carried by the employee while on duty.
- E. The employee shall regularly check his voice mail and text messages.
- F. The employee shall be required to provide proof of service and/or monthly expense amount by providing a copy of his latest bill or receipt to the Office Manager by December 31 of each year.

Due to the frequency of use and connection to automated alarm systems, the Treasurer shall reimburse the Director of Public Utilities 100% of his mobile phone service subject to these same understandings.

No employee shall be reimbursed for any wireline telephone.

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF AMHERST BY AMENDING CHAPTER 7, UPDATING THE CURBSIDE REFUSE COLLECTION USER FEE POLICY.**

**Be it Ordained by the Council of the Town of Amherst:**

*1. That Sec. 7-5 and Sec. 7-6 of the Code of the Town of Amherst is hereby amended to read as follows:*

**Sec. 7-5. Collection charges.**

Garbage and refuse collection fees and charges shall be as from time to time established by the town council.

**Sec. 7-6. Use of Trash Containers.**

Except as provided for in this section, all persons who are connected to the Town of Amherst water utility system shall participate in the refuse collection service provided by the Town of Amherst.

Any person who contracts with a commercial waste hauler, whose bona fides shall be evidenced by the possession of a current business license issued by the Town of Amherst or the County of Amherst, shall not be charged for Town refuse collection service provided that he provides proof of such a contract to the Town Manager. The burden of such proof shall be on the person requesting the waiver of fees, and no adjustment to bills issued or rebates to bills paid shall be made for more than two prior billing cycles. The existence of a then-current contract shall be subject to periodic verification by the Town Manager. Any person benefitting from such a waiver of fees shall not receive refuse collection service from the Town of Amherst.

Utility customers with water service involving only a fire sprinkler or irrigation water meter shall not be charged for Town refuse collection service.

Wholesale and contract water customers shall not be charged for Town refuse collection service.

Except for unusual cases approved on a case-by-case basis by the Town Council, it shall be unlawful for any person who is not on the Town of Amherst utility system to place garbage and refuse at curbside for collection by the town.

It shall be unlawful for any person, other than the owner, to dispose of garbage, trash, or other refuse in a dumpster or trash container which is labeled "Private Owned-Not for Public Use". Any person who violates the provisions of this ordinance shall be subject to a Class 4 misdemeanor.

*2. That this Ordinance shall be effective on July 1, 2014.*

*This ordinance was adopted on June 11, 2014.*

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

**A RESOLUTION APPROVING THE AMENDED CHARTER AGREEMENT OF THE CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY**

**WHEREAS**, the Central Virginia Criminal Justice Academy ("Academy") Board of Directors has recommended amendments to the Academy's Charter Agreement that was adopted in 1990; and

**WHEREAS**, approval of the amendments by participating governmental units of the Academy is required by the Academy's existing Charter Agreement;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST THAT THE AMENDMENTS TO THE** Academy's Charter Agreement recommended by the Academy's Board of Directors, dated May 5,2014, are hereby approved and the Town of Amherst hereby enters into said amended Charter Agreement.

*This resolution was adopted on June 11, 2014.*

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

**A RESOLUTION TO APPROVE AN AMENDED REGIONAL LAW ENFORCEMENT MUTUAL AID AGREEMENT**

**WHEREAS**, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

**WHEREAS**, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

**WHEREAS**, by resolutions adopted on July 3, 2002; February 7, 2007; and July 8, 2009 Town Council authorized the Town of Amherst to enter into a written mutual aid agreement, with the Amherst County Sheriff's Department, Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Town of Altavista, the Town of Amherst, and the City of Bedford; and,

**WHEREAS**, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

**WHEREAS**, the Sheriff's Departments for Nelson County and Pittsylvania County and the Town of Chatham have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Amherst hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the City of Lynchburg, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Brookneal, the Town of Bedford, the Town of Chatham and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Amherst.

**BE IT FURTHER RESOLVED** the Town Council of the Town of Amherst hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council of the Town of Amherst authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town of Amherst.

*This resolution was adopted on June 11, 2014.*

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

**AN ORDINANCE TO EFFECT A CHANGE IN THE REAL ESTATE AND PERSONAL PROPERTY TAX IN THE TOWN OF AMHERST.**

**WHEREAS**, Sec. 8.1-200 of the Town Code of the Town of Amherst indicates that *all real estate within the corporate limits of the town subject to taxation under the constitution and laws of the Commonwealth of Virginia shall be taxed at the rate established annually by the Town Council, and*

**WHEREAS**, Sec. 8.1-300 of the Town Code of the Town of Amherst indicates that *all machinery and tools, merchant's capital, and tangible personal property with situs in the Town of Amherst not exempted under the Code of Virginia as amended or by this article shall be assessed and taxed at a rate or rates established annually by the Town Council, and*

**WHEREAS**, the Town Council of the Town of Amherst has determined that the monies raised from other sources is sufficient and that monies that could be raised through the real estate and personal property taxation programs will not be required for funding the Town of Amherst's operations during the upcoming fiscal year, and

**WHEREAS**, the Town Council has determined that the imposition of the real estate and personal property tax should be suspended,

**Be it Ordained by the Council of the Town of Amherst:**

- 1. That the tax rate on real estate as described in Section 8.1-200 et. seq. of the Code of the Town of Amherst is set at \$0.00 per one hundred dollars of assessed value,*
- 2. That the tax rate on machinery and tools, merchant's capital, and tangible personal property as described in Section 8.1-300 et. seq. of the Code of the Town of Amherst is set at \$0.00 per one hundred dollars of assessed value, and*
- 3. That this Ordinance shall be effective on July 1, 2014.*

*This ordinance was adopted on June 11, 2014.*

ATTEST:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

**BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF AMHERST, VIRGINIA:**

**A. GENERAL FUND REVENUE**

That for the support of the Town Government and its General Fund for the tax year beginning on January 1, 2014, all taxes, fees, charges, and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein. Revenue projections detailed in **Attachment A** are hereby accepted as the revenue portion of the FY 15 Town of Amherst General Fund budget.

**B. GENERAL FUND EXPENSE**

That there is appropriated from the funds and resources of the Town of Amherst General Fund the aggregate amounts listed in **Attachment B**, or so much thereof as may be necessary, subject to conditions set forth by law or policy, for the various designated purposes as set out therein. **Attachment B**, which describes proposed expenditures for the Town's various department units, is hereby accepted as the expense portion of the FY 15 Town of Amherst General Fund budget.

**C. UTILITY FUNDS**

That the amounts listed in **Attachment C** are hereby accepted as the FY 15 revenue and expense budgets for the Water and Sewer Funds, and, as such, the aggregate of said monies are hereby appropriated, or so much thereof as may be necessary, subject to conditions set forth by law or policy, for the various designated purposes as set out therein.

**D. CAPITAL IMPROVEMENT PLAN**

That the schedule of funds available, preliminary cost estimates, and timetables contained in **Attachment D** are hereby accepted. As such, **Attachment D** shall be considered the FY 15 Capital Improvement Plan for the respective General, Water and Sewer Funds. No monies shall be expended on projects or activities shown on the individual capital improvement plans without additional specific approval by the Town Council.

**E. PERSONNEL**

The pay rates for all full-time and all part-time employees except for the Town Manager shall be increased by 2%. The Pay Plan contained in **Attachment E** is hereby adopted.

**F. TAX AND UTILITY RATES AND CHARGES**

That the policies outlining rates and charges contained in **Attachments F** and **G** are hereby adopted and/or continued as defined herein and by the Town Code.

**G. PRIORITIES**

That the following are hereby identified and adopted as the Town of Amherst's priority initiatives for FY15:

1. Complete the renovations to the new Town Hall, move and disposal of the old Town Hall
2. Complete the Water Treatment Plant Chemical Feed/Rate of Flow Controller, the ACHS-Briar Patch Water Main and the Ambriar/Briarherst Sewer Line Replacement projects.
3. Continue the effort to replace aging water and sewer pipes and updating and refining the 5-year

capital improvement plan.

4. Take advantage of favorable water and sewer project financing offered to the Town and continue to pursue favorable grant and low-rate bond financing programs.
5. Review all recurring “donations” to verify sufficiency and alignment with the Town’s mission and current policies and standards.
6. Complete a procurement process involving an updated curbside refuse collection contract and update associated ordinances and policies.
7. Upgrade the Town’s personnel practices by developing training and merit pay programs and updating the Personnel Policy in the areas of merit pay, drug testing procedures, defining disciplinary actions for drug test failure, better definition of “on-duty serious accident” and adjusting the sick leave policies due to changes in the VRS disability program.

**H. RECOGNITION OF SPECIAL FUNDS**

The following shall be considered “committed fund balances” under the January 1, 2012 Fund Balance Policy and the Treasurer is authorized and directed to show these figures on the Town’s balance sheet:

General Fund Permanent Fund	\$ 263,247
General Fund Economic Development Fund	\$ 79,451
Water Fund Permanent Fund	\$ 392,322
Sewer Fund Permanent Fund	\$ 307,220

**I. CONDITIONS**

That all appropriations are declared to be maximum and conditional, the purpose being to make the appropriations payable in full in the aggregate amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this Ordinance, the Town Charter, Town Code, and Purchasing Policy and all administrative rules and regulations.

*This Ordinance was passed by a vote of the Amherst Town Council on the 11<sup>h</sup> of June, 2014, and shall become effective on July 1, 2014.*

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

# Attachment A

Fund / Account Number	FY13 Budget	FY13 Actual	FY14 Budget	FY14 Thru Feb 28	FY14 Projected	FY15 Proposed	\$ Variance	% Variance
<b>10 GENERAL FUND</b>								
<b>REVENUE</b>								
10 3010.0000 REAL ESTATE TAXES	62,000	62,042	63,000	64,070	64,070	-	(63,000)	-100%
10 3020.0000 PERSONAL PROPERTY TAXES	28,000	31,173	30,000	33,584	33,000	-	(30,000)	-100%
10 3020.1000 P.P. TAX RELIEF-FROM STATE	17,456	17,456	17,456	17,456	17,456	-	(17,456)	-100%
10 3050.0000 PENALTIES - TAXES	4,000	8,268	4,000	3,280	4,100	2,000	(2,000)	-50%
10 3040.0000 MEALS & BEVERAGE TAX	245,000	284,521	275,000	183,660	272,000	275,000	-	0%
10 3040.0100 LODGING TAX	4,500	4,676	4,000	3,499	4,500	4,500	500	13%
10 3030.0300 TELECOM TAX FROM STATE	100,000	105,945	106,000	68,362	102,000	102,000	(4,000)	-4%
10 3030.0000 CONSUMER UTIL TAX - ELECT	24,200	25,823	25,000	17,317	26,400	26,000	1,000	4%
10 3030.0010 ELECTRIC CONSUMPTION TAX	7,700	15,705	13,900	11,966	17,000	17,000	3,100	22%
10 3070.0000 SALES TAX DISTRIBUTION	85,000	88,464	85,000	62,358	90,000	90,000	5,000	6%
10 3060.0000 BUSINESS LICENSE TAXES	100,000	116,345	100,000	9,485	108,000	108,000	8,000	8%
10 3100.0000 VEHICLE LICENSE FEE	40,000	42,603	41,000	44,736	44,500	43,000	2,000	5%
10 3130.0000 CAPITAL STOCK TAX - BANKS	60,000	58,296	55,000	-	66,000	60,000	5,000	9%
10 3030.1100 CROWN COMMUNICATIONS LEASE	8,784	10,022	8,784	5,127	8,790	8,790	6	0%
10 3160.0000 FINES REVENUE	14,500	65,429	21,000	39,820	40,000	15,000	(6,000)	-29%
10 3090.0000 INTEREST EARNED	16,845	17,217	16,750	5,225	17,600	82,300	65,550	391%
10 3210.0000 TRASH-CURBSIDE	85,077	85,174	85,836	57,656	86,203	85,641	(195)	0%
10 3220.0000 TRASH-PENALTY	1,700	1,603	1,700	1,105	1,600	1,500	(200)	-12%
10 3230.0000 TRASH-FRANCHISE	2,200	2,338	2,200	1,618	2,224	606	(1,594)	-72%
10 3025.0000 DMV STOP REMOVAL FEES COLLEC	1,000	1,080	1,000	60	400	600	(400)	-40%
10 3080.0100 MOBILE HOME QTR		365						
10 3080.0200 RENTAL TAX	-	865	100	556	600	600	500	500%
10 3080.5000 UTILITY ACCT SET UP FEE	1,800	2,500	2,000	1,525	2,200		(2,000)	-100%
10 3110.0000 MISC REVENUE	1,000	7,342	1,000	21,606	22,000	1,000	-	0%
10 3240.0000 IDA & ZONING APPLICATION FEES	500		500	-	450	500	-	0%
10 3310.0000 TAX EXEMPT BOND FEES	36,708	36,821	35,195	35,195	35,195	33,315	(1,880)	-5%
10 3190.0000 ADMIN FEE	717,502	717,503	737,057	491,371	737,057	770,034	32,977	4%
10 3160.0700 POLICE SECURITY REVENUE	1,500	3,069	1,500	1,649	1,800	1,800	300	20%
CHRISTMAS DECORATION DONATION REVENUE				17,368	17,368	4,750	4,750	
10 3320.0000 BP RECOUPMENT REVENUE	9,943	9,943	9,943	-	14,103	14,103	4,160	42%
10 3080.0000 ROLLING STOCK	2,400	2,755	2,400	2,903	2,903	2,700	300	13%
10 3150.0000 STATE POLICE AID	52,884	52,884	52,884	26,442	52,884	52,884	-	0%
10 3180.0000 GRANTS - FIRE DEPT	8,000	8,000	8,000	9,800	9,800	8,000	-	0%
10 3180.0030 GRANTS - VML SAFETY PROGRAMS		2,000		1,305	1,305	1,500	1,500	
10 3180.0500 GRANT-POLICE-BLOCK		1,252		-	2,400	8,400	8,400	
10 3160.0900 SEIZED PROPERTY	-			270	500	1,000	1,000	
10 3180.0110 POLICE GRANT REVENUE-COMPUTE	-	5	500	15	500	500	-	0%
10 3180.0020 S. MAIN ST SIDEWALK	-							
MISCELLANEOUS GRANTS		25,112		-				
<b>Total Revenues</b>	<b>1,740,199</b>	<b>1,914,596</b>	<b>1,807,705</b>	<b>1,240,389</b>	<b>1,906,908</b>	<b>1,823,023</b>	<b>15,318</b>	<b>1%</b>



## Attachment B-1

Fund / Account Number	FY13 Budget	FY13 Actual	FY14 Budget	FY14 Thru Feb 28	FY14 Projected	FY15 Proposed	\$ Variance	% Variance
<b>10 GENERAL FUND</b>								
<b>Dept 4001 ADMINISTRATION</b>								
10 4001.0100 MAYOR & COUNCIL	1,300	1,300	1,300	650	1,300	1,300	-	0%
10 4001.0101 SALARIES & WAGES - FULL TIME	145,285	148,260	158,594	103,427	158,935	170,870	12,276	8%
10 4001.0102 SALARIES & WAGES - OTHER	18,013	15,714	18,373	10,315	20,743	24,401	6,028	33%
10 4001.0103 PR TAXES	12,496	12,262	13,542	8,603	14,239	14,942	1,400	10%
10 4001.0104 INSURANCE - HEALTH (GROUP)	16,380	16,380	18,000	13,500	18,000	18,900	900	5%
10 4001.0105 RETIREMENT & LIFE INS.	24,219	24,452	26,231	17,134	26,363	26,416	185	1%
10 4001.0109 EMPLOYEE ASSISTANCE PROGRAM	1,200	1,075	1,200	825	1,200	1,200	-	0%
10 4001.0110 TOWN ATTORNEY	8,000	2,996	8,000	1,080	4,000	8,000	-	0%
10 4001.0111 OFFICE SUPPLIES/POSTAGE	19,000	18,138	19,000	8,939	18,000	19,000	-	0%
10 4001.0112 OFFICE EQUIPMENT EXPENSE	18,800	13,605	17,000	8,870	13,000	17,000	-	0%
10 4001.0113 MISC EXPENSE	2,500	49	1,000	91	200	1,000	-	0%
10 4001.0138 DMV STOP PROGRAM	500	1,200	1,000	60	400	600	(400)	-40%
10 4001.0115 WEB SITE MAINTENANCE	1,000	700	10,000	450	1,000	10,000	-	0%
10 4001.0114 CONTINGENCY RESERVE	154,584	4,140	165,893	4,993	10,000	126,651	(39,242)	-24%
10 4001.0116 DEPRECIATION - GEN GOVT.	57,000	63,432	61,906	41,027	68,914	76,994	15,088	24%
10 4001.0117 LANDSCAPE MAINTENANCE	8,500	8,225	8,500	4,150	8,400	8,800	300	4%
10 4001.0126 BP PROPERTY MAINTENANCE	8,000	4,865	10,922	3,055	8,934	8,997	(1,925)	-18%
10 4001.0119 STREETLIGHTS - ELECTRIC	21,000	21,230	21,000	16,373	26,000	26,000	5,000	24%
10 4001.0118 STREETS, SIDEWALKS & PARKING	11,000	2,804	6,000	1,175	3,000	6,000	-	0%
10 4001.0148 COMMUNITY PROMOTION PROJECTS			5,000	5,023	5,023	5,000	-	0%
10 4001.0120 HEAT & ELECTRICITY	4,200	3,380	4,300	4,109	8,000	5,700	1,400	33%
10 4001.0121 TELECOMMUNICATION	13,932	12,827	14,000	8,610	13,500	15,000	1,000	7%
10 4001.0142 DONATION - MUSEUM	2,750	2,750	2,750	2,750	2,750	2,750	-	0%
10 4001.0143 DONATION - LIBRARY	1,750	1,750	1,750	1,750	1,750	1,750	-	0%
10 4001.0144 DONATION - FIRE DEPARTMENT	10,500	10,500	10,500	10,500	10,500	10,500	-	0%
10 4001.0145 DONATION - LIFE SAVING CREW	10,500	10,500	10,500	10,500	10,500	10,500	-	0%
10 4001.0146 DONATION - VILLAGE GARDEN CLU	1,250	1,250	1,250	1,250	1,250	1,250	-	0%
10 4001.0122 UTILITY SERVICE ALLOWANCE	1,560	1,478	1,560	1,648	2,300	2,400	840	54%
10 4001.0123 BUILDING MAINTENANCE	1,500	2,577	2,000	307	1,500	12,000	10,000	500%
10 4001.0124 XMAS DECORATIONS & LIGHTS	1,900	1,682	1,900	4,478	12,618	6,650	4,750	250%
10 4001.0125 INSURANCE	52,000	46,588	52,000	52,645	52,645	55,000	3,000	6%
10 4001.0127 BP - MARKETING	22,500	48,663	34,216	2,814	30,814	27,814	(6,402)	-19%
10 4001.0128 PUBLICATIONS & MEMBERSHIP	4,500	3,067	4,500	3,120	3,500	4,500	-	0%
10 4001.0129 PLANNING & DEVELOPMENT	5,000	1,045	5,000	1,045	4,500	5,000	-	0%
10 4001.0130 TRASH-CONTRACT COLLECTION	78,429	79,271	80,000	53,786	80,843	82,582	2,582	3%
10 4001.0131 MEETINGS & TRAVEL & TRAIN	3,500	1,387	3,500	687	3,500	3,500	-	0%
10 4001.0132 TOWN AUDITOR	8,050	8,900	10,000	11,700	11,700	8,350	(1,650)	-17%
10 4001.0133 TOWN ENGINEER	6,000	5,500	6,000	4,000	6,000	6,000	-	0%
10 4001.0134 GRANTS - FIRE DEPT.	8,000	8,000	8,000	10,600	10,600	8,000	-	0%
10 4001.0139 ELECTION EXPENSES				-				
10 4001.0140 BAD DEBT EXPENSE	3,300		3,000	-	3,000	3,000	-	0%
<b>Total Expense - Dept 4001 ADMINISTRATION</b>	<b>769,898</b>	<b>611,942</b>	<b>829,187</b>	<b>436,040</b>	<b>679,421</b>	<b>844,317</b>	<b>15,130</b>	<b>2%</b>

## Attachment B-2

Fund / Account Number	FY13 Budget	FY13 Actual	FY14 Budget	FY14 Thru Feb 28	FY14 Projected	FY15 Proposed	\$ Variance	% Variance
<b>10 GENERAL FUND</b>								
<b>Dept 5000 PUBLIC SAFETY EXPENSE</b>								
10 5000.0100 SALARIES - STAFF	220,050	220,051	224,451	145,648	224,221	228,982	4,531	2%
10 5000.0102 SALARIES & WAGES - OTHER	10,939	10,596	11,597	9,885	14,642	12,652	1,055	9%
10 5000.0200 PR TAXES	17,675	17,805	18,062	11,932	18,799	18,490	428	2%
10 5000.0400 INSURANCE - HEALTH(GROUP)	30,348	24,888	33,048	20,286	27,048	31,500	(1,548)	-5%
10 5000.0500 RETIREMENT & LIFE INS.	36,682	36,396	37,124	24,138	37,202	35,401	(1,723)	-5%
10 5000.0735 LINE OF DUTY ACT PREMIUMS	1,107	1,107	1,200	1,439	1,439	1,887	687	57%
10 5000.3200 UNIFORMS	4,875	3,097	4,875	1,359	3,100	6,000	1,125	23%
10 5000.0810 AUX POLICE & UNIFORMS	1,000	129	1,000	800	800		(1,000)	-100%
10 5000.0750 ELECTRONICS MAINT.	7,100	4,178	7,100	4,791	7,100	7,265	165	2%
10 5000.0740 AMMUNITION	1,890	1,829	2,509	615	1,900	3,150	641	26%
10 5000.0805 OTHER PUBLIC SAFETY	2,020	402	2,020	10	2,000	2,490	470	23%
10 5000.1100 MEETINGS & TRAVEL & TRAIN	5,100	3,458	5,100	2,910	4,400	5,100	-	0%
10 5000.3400 GASOLINE	20,000	16,930	20,000	9,483	17,000	20,000	-	0%
10 5000.3500 VEHICLE REPAIR/ELECTRONIC	8,075	9,669	8,075	9,914	8,300	8,500	425	5%
10 5000.2000 MISCELLANEOUS	3,600	997	3,600	462	2,800	3,600	-	0%
10 5000.3625 INV/ESTIGATION EXPENSES	500		500	200	500	500	-	0%
10 5000.3650 POLICE-MA SONIC BLDG. RENT	3,900	4,022	3,900	2,648	3,900	-	(3,900)	-100%
10 5000.0800 EQUIPMENT & SUPPLIES	3,000	2,463	3,000	1,078	3,100	3,200	200	7%
10 5000.0820 PROSECUTING ATTORNEY	1,655	1,522	1,655	761	1,655	1,655	-	0%
10 5000.0830 ATTORNEY FEES	1,300	738	1,300	362	1,300	1,300	-	0%
10 5000.4100 POLICE-GRANT-BLOCK-EXP.								
<b>Total Expense - Dept 5000 PUBLIC SAFETY</b>	<b>380,816</b>	<b>360,277</b>	<b>390,116</b>	<b>248,722</b>	<b>381,205</b>	<b>391,672</b>	1,556	0%

## Attachment B-3

Fund / Account Number	FY13 Budget	FY13 Actual	FY14 Budget	FY14 Thru Feb 28	FY14 Projected	FY15 Proposed	\$ Variance	% Variance
<b>10 GENERAL FUND</b>								
<b>Dept 6000 UTILITIES</b>								
10 6000.0100 SALARIES	359,033	331,153	351,173	227,403	350,293	350,304	(869)	0%
10 6000.0102 SALARIES & WAGES - OTHER	27,834	25,162	26,204	14,580	21,700	27,512	1,308	5%
10 6000.0200 PR TAXES	29,603	26,423	28,877	17,202	27,147	28,910	33	0%
10 6000.0400 INSURANCE - HEALTH (GROUP)	56,124	53,394	61,524	46,143	61,524	63,000	1,476	2%
10 6000.0500 RETIREMENT & LIFE INS.	59,851	54,720	58,084	37,692	58,125	54,157	(3,927)	-7%
Contra-Capital Projects		(53,888)		(11,809)			-	
10 6000.0700 HEAT & ELECTRICITY (SHOP)	4,000	6,545	4,000	3,347	3,500	4,500	500	13%
10 6000.0730 SHOP-W/S/T	300	285	340	214	450	450	110	32%
10 6000.1000 BUILDING MAINT. SHOP	2,000	1,554	2,200	661	1,500	2,200	-	0%
10 6000.1200 TRAINING & EDUCATION	6,000	4,749	6,000	1,329	5,500	6,000	-	0%
10 6000.1300 SAFETY PROGRAMS	5,000	3,830	5,000	1,249	4,000	5,000	-	0%
10 6000.3200 UNIFORMS	4,500	3,857	4,500	2,281	4,000	4,500	-	0%
10 6000.3400 GASOLINE & MILEAGE	19,000	17,603	19,500	10,608	19,000	19,500	-	0%
10 6000.4000 VEHICLE MAINTENANCE	4,240	3,237	5,000	1,793	4,500	5,000	-	0%
10 6000.4100 EQUIPMENT & MAINTENANCE	12,000	14,029	16,000	16,917	16,500	16,000	-	0%
<b>Total Expense - Dept 6000 UTILITIES</b>	<b>589,485</b>	<b>492,653</b>	<b>588,402</b>	<b>369,610</b>	<b>577,739</b>	<b>587,034</b>	<b>(1,368)</b>	<b>0%</b>
<hr/>								
General Fund Summary								
<b>Total Revenue - Fund 10 GENERAL FUND</b>	1,740,199	1,914,596	1,807,705	1,240,389	1,906,908	1,823,023	15,318	1%
<b>Total Expense - Dept 4001 ADMINISTRATION</b>	769,898	611,942	829,187	436,040	679,421	844,317	15,130	2%
<b>Total Expense - Dept 5000 PUBLIC SAFETY</b>	380,816	360,277	390,116	248,722	381,205	391,672	1,556	0%
<b>Total Expense - Dept 6000 UTILITIES</b>	589,485	492,653	588,402	369,610	577,739	587,034	(1,368)	0%
<b>Total Expenditures</b>	<b>1,740,199</b>	<b>1,464,872</b>	<b>1,807,705</b>	<b>1,054,372</b>	<b>1,638,366</b>	<b>1,823,023</b>	<b>15,318</b>	<b>1%</b>
<b>Gain/Loss</b>	-	449,724	-	186,017	268,542	(0)	(0)	

## Attachment C-1

Fund / Account Number	FY13 Budget	FY13 Actual	FY14 Budget	FY14 Thru Feb 28	FY14 Projected	FY15 Proposed	\$ Variance	%
<b>20 WATER FUND</b>								
<b>Revenues</b>								
20 3000.0000 MONTHLY BILLING	656,996	664,251	743,261	496,153	766,113	1,036,125	292,864	39%
20 3000.0001 WATER REVENUE-SBC	101,310	104,640	106,410	70,920	106,410	108,325	1,915	2%
20 3000.1000 DEBT SERVICE REVENUE	104,640	100,817	99,114	67,035	100,716		(99,114)	-100%
20 3010.0000 SPRINKLER LINE CHARGES	4,968	4,968	4,968	3,312	4,968	4,968	-	0%
20 3020.0000 PENALTIES	8,400	9,958	10,000	6,970	8,500	7,800	(2,200)	-22%
20 3025.0000 TRIP CHARGES	7,000	7,605	7,000	5,355	7,900	11,340	4,340	62%
DORMANT ACCOUNT FEE						3,180	3,180	
20 3030.0001 MISC-WATER BY THE TRUCK LOAD	100	75	100	100	150	100	-	0%
20 3040.0000 GRANT REVENUE		1,410		-			-	
20 3050.0000 REIMBURSEMENT-CONST & MTN	2,000	4,686		196	500	2,000	2,000	
20 3060.0000 AVAILABILITY FEES		5,700		-			-	
PRINCIPAL FORGIVENESS REVENUE		271,981		267,171			-	
<b>Total Revenues</b>	<b>885,414</b>	<b>904,110</b>	<b>970,853</b>	<b>917,213</b>	<b>995,257</b>	<b>1,173,838</b>	<b>202,985</b>	<b>21%</b>
<b>Expenditures</b>								
20 4000.4500 ADMINISTRATION FEE	362,210	362,210	372,264	248,176	372,264	389,110	16,846	5%
20 4000.4700 DEBT SERVICE - PRINCIPAL 60W				-	-	12,156	12,156	
20 4000.4701 DEBT SERVICE - INTEREST 60W			10,000	8,543	8,543	16,888	6,888	69%
20 4000.4750 UH WATER TANK - PRIN								
20 4000.4751 UH WATER TANK - INT								
20 4000.4760 REFI LOAN WTP & UHWT PRIN	121,153	121,160	134,205	83,007	125,188	129,356	(4,849)	-4%
20 4000.4761 REFI WTP & UHWT LOAN INT	64,052	64,045	51,000	40,464	60,018	55,849	4,849	10%
20 4000.4800 DEPRECIATION	259,173	203,526	258,717	135,145	256,851	395,665	136,948	53%
20 4000.4825 REDUCED CIP CONTRIBUTION	(176,412)		(147,613)	-		(142,369)	5,244	-4%
20 4000.4840 BAD DEBT	2,000		2,000	-	2,000	2,000	-	0%
20 4000.5000 WATERSHED MANAGEMENT	22,038	28,275	22,580	19,066	25,421	26,183	3,603	16%
20 4000.5001 STUDY PROJECTS	7,500		5,000	-		5,000	-	0%
20 6010.4300 LINE MATERIALS	25,000	18,681	25,000	36,358	33,000	25,000	-	0%
20 6010.4350 ASSET MAPPING	2,500		2,500	2,005	2,500	2,500	-	0%
20 6010.4400 PUMP STATION OPERATION - SBC	5,200	1,430	5,200	2,092	3,000	5,500	300	6%
20 6020.0710 ELECTRICITY	37,000	38,015	37,000	26,657	37,000	39,000	2,000	5%
20 6020.0730 WATER PLANT-W/S/T EXP	66,000	63,824	68,000	49,679	68,000	83,000	15,000	22%
20 6020.4900 PLANT MAINTENANCE	30,000	14,199	65,000	9,268	30,000	65,000	-	0%
20 6020.5000 CHEMICALS	36,000	27,019	36,000	18,630	36,000	40,000	4,000	11%
20 6020.5110 WATER SAMPLING	14,000	4,339	14,000	2,428	10,000	14,000	-	0%
20 6020.5200 LABORATORY	8,000	7,359	10,000	5,437	8,000	10,000	-	0%
<b>Total Expenditures</b>	<b>885,414</b>	<b>954,082</b>	<b>970,853</b>	<b>686,954</b>	<b>1,077,785</b>	<b>1,173,838</b>	<b>202,985</b>	<b>21%</b>
<b>Total Revenue - Fund 20 WATER FUND</b>	<b>885,414</b>	<b>904,110</b>	<b>970,853</b>	<b>917,213</b>	<b>995,257</b>	<b>1,173,838</b>	<b>202,985</b>	<b>21%</b>
<b>Total Expense - Fund 20 WATER FUND</b>	<b>885,414</b>	<b>954,082</b>	<b>970,853</b>	<b>686,954</b>	<b>1,077,785</b>	<b>1,173,838</b>	<b>202,985</b>	<b>21%</b>
<b>Gain/Loss</b>	<b>-</b>	<b>(49,972)</b>	<b>-</b>	<b>230,259</b>	<b>(82,528)</b>	<b>(0)</b>	<b>(0)</b>	

## Attachment C-2

Fund / Account Number	FY13 Budget	FY13 Actual	FY14 Budget	FY14 Thru Feb 28	FY14 Projected	FY15 Proposed	\$ Variance	% Variance
<b>30 SEWER FUND</b>								
<b>Revenues</b>								
30 3000.0000 MONTHLY BILLING	690,815	670,837	715,319	510,273	727,110	794,527	79,208	11%
DORMANT ACCOUNT FEE						4,680	4,680	
30 3100.0000 PENALTIES	5,000	6,644	7,000	5,372	7,500	6,600	(400)	-6%
30 3180.0100 GRANT REVENUE - FEMA USDA		1,648		-			-	
MISCELLANEOUS REVENUE		43,709		-			-	
30 3300.0000 REIMBURSEMENT-CONST & MTN	2,000	1,463	2,000	2,051	2,500	2,000	-	0%
30 3400.0000 SBC-RUT CR-OPERATION/LAND	33,004	34,486	33,004	21,587	42,500	39,000	5,996	18%
30 3510.0000 NUTRIENT CREDIT REVENUE		2,697	2,500	1,821	1,821	2,000	(500)	-20%
AVAILABILITY FEES		2,500		2,500	2,500		-	
<b>Total Revenues</b>	<b>730,819</b>	<b>763,984</b>	<b>759,823</b>	<b>543,604</b>	<b>783,931</b>	<b>848,807</b>	<b>88,984</b>	<b>12%</b>
<b>Dept 4000 ADMIN EXPENSE</b>								
30 4000.4500 ADMINISTRATION FEE	355,293	355,293	364,793	243,195	364,793	380,924	16,131	4%
30 4000.4700 DEBT SERVICE PRIN	41,604	41,601	43,352	28,541	43,351	45,175	1,823	4%
30 4000.4750 DEBT SERVICE INTEREST	117,948	117,951	116,200	77,827	116,199	114,376	(1,824)	-2%
30 4000.4800 DEPRECIATION	237,475	243,509	241,079	165,901	248,850	248,850	7,771	3%
30 4000.4850 REDUCED CIP CONTRIBUTION	(190,819)		(205,851)	-		(145,768)	60,083	-29%
30 4000.4860 BAD DEBT	1,500	1,451	1,500	-	1,500	1,500	-	0%
30 4000.5001 STUDY PROJECTS	7,500	6,139	5,000	9,963	12,000	5,000	-	0%
30 4000.5002 ENGINEERING SERVICES								
30 6010.4300 LINE MATERIALS	10,000	8,348	10,000	41,410	20,000	10,000	-	0%
30 6010.4350 ASSET MAPPING	2,500		2,500	1,220	2,500	2,500	-	0%
30 6010.4400 PUMP STATIONS OPERATIONS	8,000	15,141	16,000	3,559	10,000	16,000	-	0%
30 6020.0710 RUT CREEK-ELECTRICITY	47,000	36,896	47,000	32,055	47,000	48,500	1,500	3%
30 6020.0730 RUT. CR.- W/S/T EXP	3,000	3,147	4,000	2,450	4,000	5,000	1,000	25%
30 6020.4100 RUT CREEK-PLANT MAINTENANCE	27,000	22,923	45,000	32,228	40,000	45,000	-	0%
30 6020.4200 RUT CREEK-MAJOR REPAIRS	8,000	1,093	12,000	-	10,000	14,000	2,000	17%
30 6020.5000 RUT CREEK-CHEMICALS	12,000	7,437	12,000	4,537	6,000	12,000	-	0%
30 6020.5600 RUT CREEK-LAB	16,500	20,377	17,000	12,786	12,000	17,500	500	3%
30 6020.5625 PRETREATMENT EXPENSE	3,750	375	3,750	2,712	3,750	3,750	-	0%
30 6020.5650 LABORATORY EQUIPMENT	7,000	457	7,000	2,220	5,500	7,000	-	0%
30 6020.5700 NUTRIENT CREDIT PURCHASE	9,568	6,788	10,000	-	7,000	10,000	-	0%
30 6020.7000 RUT CREEK-PERMIT RENEWAL	6,000	5,003	7,500	5,050	7,500	7,500	-	0%
<b>Total Expenditures</b>	<b>730,819</b>	<b>893,929</b>	<b>759,823</b>	<b>665,655</b>	<b>961,943</b>	<b>848,807</b>	<b>88,984</b>	<b>12%</b>
<b>Total Revenue - Fund 30 SEWER FUND</b>	<b>730,819</b>	<b>763,984</b>	<b>759,823</b>	<b>543,604</b>	<b>783,931</b>	<b>848,807</b>	<b>88,984</b>	<b>12%</b>
<b>Total Expense - Fund 30 SEWER FUND</b>	<b>730,819</b>	<b>893,929</b>	<b>759,823</b>	<b>665,655</b>	<b>961,943</b>	<b>848,807</b>	<b>88,984</b>	<b>12%</b>
<b>Gain/Loss</b>	<b>-</b>	<b>(129,945)</b>	<b>-</b>	<b>(122,051)</b>	<b>(178,012)</b>	<b>-</b>	<b>-</b>	

## Town of Amherst General Fund Capital Improvement Plan

FY 2015 - FY 2019

	FY14	FY15	FY16	FY17	FY18	FY19+Beyond
<b>SOURCES OF FUNDS:</b>						
1 GR- A BOY cash balance	1,609,176	485,237	252,863	200,757	200,757	121,451
2 GR- B Current year cash surplus	268,542					
3 GR- C Permanent Fund		(263,247)				
4 GR- D Old Town Hall Disposal		160,000				
5 GR- E Economic Development Fund		(79,451)				
6 GR- F General Fund Depreciation	68,914	76,994	76,994	76,994	76,994	76,994
<b>TOTAL SOURCES</b>	<b>1,946,632</b>	<b>379,533</b>	<b>329,857</b>	<b>277,751</b>	<b>277,751</b>	<b>198,445</b>
<b>USES OF FUNDS:</b>						
<b>Administration</b>						
7 AD- A Town Hall Computers	2,000	1,200	11,000	23,000	0	2,000
8 AD- B Public Works Computers	1,100	5,000	1,100	26,100	3,000	8,000
9 AD- C Web Site		5,000				
10 AD- D Telecommunications			6,000			
11 AD- E Imaging				5,000		
12 AD- F ACHS-Briar Patch Water Line	870,700					
13 AD- G Town Hall	518,095					
14 AD- H Main Street Trash Cans		15,000				
<b>Administration Subtotal</b>	<b>1,391,895</b>	<b>26,200</b>	<b>18,100</b>	<b>54,100</b>	<b>3,000</b>	<b>10,000</b>
<b>Public Safety</b>						
15 PS- A 2014 Ford Explorer SUV					37,000	
16 PS- B 2008 Ford Crown Victoria	29,000					
17 PS- C 2010 Chevy Impala		37,000				
18 PS- D 2011 Ford Crown Victoria			37,000			
19 PS- E 2011 Ford Explorer SUV				37,000		
20 PS- F Police Computers	8,500	6,470	4,000			
21 PS- G Mobile Video Camera				5,200		
22 PS- H In-car Laptops		27,000				
<b>Public Safety Subtotal</b>	<b>37,500</b>	<b>70,470</b>	<b>41,000</b>	<b>42,200</b>	<b>37,000</b>	<b>0</b>
<b>Utilities Vehicles</b>						
23 U- A 2000 GMC 4WD pickup	26,000					
24 U- B 2012 Dodge 4WD PU						27,000
25 U- C 2003 GMC flatbed dump truck			50,000			
26 U- D 2013 Dodge crew cab pickup						27,000
27 U- E 2007 Ford F150 pickup					26,000	
28 U- F 2008 Dodge pickup						
29 U- G 2011 Chevrolet pickup						27,000
<b>Utilities Vehicles Subtotal</b>	<b>26,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>26,000</b>	<b>81,000</b>
<b>Utilities Machinery</b>						
30 U- H Komatsu WB140 Backhoe				60,000		
31 U- I 2004 Hudson trailer						15,000
32 U- J Farm tractor & bushhog			20,000			
33 U- K Bucket truck 95 GMC					50,000	
34 U- L Tractor attachments					2,000	
35 U- M Snow plow for crew cab PU	6,000					
36 U- N Sewer jet		30,000				
37 U- O Mobile air compressor					25,000	
<b>Utilities Machinery Subtotal</b>	<b>6,000</b>	<b>30,000</b>	<b>20,000</b>	<b>60,000</b>	<b>25,000</b>	<b>67,000</b>
38 CO- A Carryover to Next FY	485,237	252,863	200,757	121,451	186,751	40,445
<b>TOTAL USES</b>	<b>1,946,632</b>	<b>379,533</b>	<b>329,857</b>	<b>277,751</b>	<b>277,751</b>	<b>198,445</b>
Balance	0	0	0	0	0	0

Note: Many figures on this page were not generated from detailed estimates, so the information hereon should be used for general planning purposes only.

Town of Amherst Water Fund Capital Improvement Plan

FY 2014 - FY 2018

	FY14	FY15	FY16	FY17	FY18	FY19	
<b><u>SOURCES OF FUNDS:</u></b>							
W-A	BOY cash balance	849,933	439,952	240,926	551,591	862,256	1,172,921
W-B	Current year cash surplus						
W-C	Water Fund Depreciation	256,851	395,665	395,665	395,665	395,665	395,665
W-D	Water Fund CIP Contribution (Use)	(82,528)	(142,369)				
W-E	Permanent Fund		(392,322)				
W-F	Interfund Transfer						
W-G	VDH Grant monies	227,017		738,288			
W-H	VDH Loan monies	227,017		2,240,740			
W-I	Bond Proceeds			2,979,598	0	2,658,259	
	<b>TOTAL SOURCES</b>	<b>1,478,290</b>	<b>300,926</b>	<b>3,615,619</b>	<b>3,926,854</b>	<b>1,257,921</b>	<b>4,226,845</b>
<b><u>USES OF FUNDS:</u></b>							
<b><u>Current Projects</u></b>							
	W-20 Whitehead/Maple Waterline Repl(W-21)	8,540					
	W-32 Lexington Turnpike Waterline Replacement	454,035					
	W-4,5 WTP ROF Controller/Chemical Feeder Project	547,763					
	(W-30) Ambriar Shopping Center Rerouting	28,000					
	<b><u>In-House/Cash Projects</u></b>						
	W-0 Engineering - Water		10,000	10,000	10,000	10,000	
72	W-28 Star Street Waterline Replacement		4,710				
70	W-47 Dogwood Street Waterline Replacement		28,470				
68	W-23 Mount Olive Road Waterline Replacement		16,820	35,860			
64	W-22 West Court Street Waterline Replacement			36,750			
63	W-39 Lake Drive Waterline Replacement			2,390	19,660		
60	W-30 Briarherst Drive Waterline Replacement				55,340	30,760	
60	W-40 Vista Drive Waterline Replacement					30,450	
58	W-41 Norfolk Avenue Waterline Replacement					13,790	25,510
58	W-46 Forest Avenue Waterline Replacement						29,310
52	W-25 Washington Street/Church Street Waterline Replacement						58,680
47	W-38 Town Court Lane Waterline Replacement						26,550
	<b><u>Outsourced/Loan Projects</u></b>						
80	W-37 Sunset Drive Waterline Replacement			926,600			
76	W-45 Waughs Ferry Road Waterline Replacement			1,278,723			
73	W-48 Walnut Street Waterline Replacement			124,444			
70	W-42 Union Hill Road Waterline Replacement			382,196			
60	W-49 Zane Snead Drive Waterline Replacement			267,636			
59	W-11 Main Street Waterline Replacement		2,979,028				
52	W-24 Second Street Waterline Replacement						267,100
50	W-43 Lynchburg Avenue Waterline Replacement						41,595
46	W-44 Warehouse Road Waterline Replacement						48,302
42	W-36 Arthur Court Waterline Replacement						269,378
34	W-35 Christian Springs Road Waterline Replacement						524,761
33	W-33 East Monitor Road Waterline Replacement						552,148
33	W-34 Huff Creek Trail Waterline Replacement						537,791
32	W-31 Monitor Road Waterline Replacement						217,184
30	W-27 Mountain View Plaza Waterline Replacement						50,000
30	W-29 Jail Waterline Replacement						50,000
New	Water Intake Pump Station Generator						100,000
W- 99	Carryover to Next FY	439,952	240,926	551,591	862,256	1,172,921	1,418,536
	<b>TOTAL USES</b>	<b>1,478,290</b>	<b>300,926</b>	<b>3,615,619</b>	<b>3,926,854</b>	<b>1,257,921</b>	<b>4,226,845</b>
	Balance	0	0	0	0	0	0

Note that funding opportunities (such as the VDH program) are being pursued, and the mix of grant and loan offered might alter the construction timetable depicted on this sheet.

**Town of Amherst Sewer Fund Capital Improvement Plan**

FY 2015 - FY 2019

	FY14	FY15	FY16	FY17	FY18	FY19
<b><u>SOURCES OF FUNDS:</u></b>						
S- A BOY cash balance	540,055	484,534	270,397	509,247	270,397	509,247
S- B Current year cash surplus						
S- C Sewer Fund Depreciation	248,850	248,850	248,850	248,850	248,850	248,850
S- D Sewer Fund CIP Contribution (Use)	(178,012)	(145,768)				
S- E Permanent Fund		(307,220)				
S- F Interfund Transfer						
S- G USDA Grant			1,000,000			
S- H SBC Contribution			162,386			
S- I Bond Proceeds		0	3,061,792	0	3,574,903	0
TOTAL SOURCES	610,893	280,397	4,743,425	758,097	4,094,149	758,097
<b><u>USES OF FUNDS:</u></b>						
<u>Cash-Financed Projects</u>						
S-0 Engineering - Sewer	10,000	10,000	10,000	10,000	10,000	10,000
S-15 Briarherst Sewer Replacement	116,359					
S-16 Ambriar Shopping Center Sewer Replacement						
S-3 60 West Sewer Pump Station Replacement						170,000
<u>USDA Projects</u>						
S-17 S. Main Street Sewer Replacement			647,959			
S-18 ACHS Sewer Lateral Replacement			66,175			
S-19 Mount Olive Road Sewer Replacement			47,727			
S-14 Lower Union Hill Main Sewer Replacement			103,023			
S-20 Depot Street and Downtown Sewer Replacement			1,265,102			
S-6 Upper Sewer Interceptor Replacement (SBC)			1,082,572			
S-22 Depot Street Sewer Bypass Crossing Replacement			147,310			
S-23 Upper Union Hill Main Sewer Replacement			261,631			
S-24 Walnut and Dogwood and Below Buffalo Air Sewer Replacement			602,678			
<u>Future Outsourced Projects</u>						
S-4 Sweet Briar College Interceptor Replacement					209,497	
S-5 Lower Sewer Interceptor Replacement					3,365,405	
<u>Deleted Projects</u>						
S-25 Ambriar Area Sewer Extension						
S-1 WWTP Nutrient Removal Upgrade						
S-2 WWTP Sludge Press Installation						
S-99 Carryover to Next FY	484,534	270,397	509,247	748,097	509,247	578,097
TOTAL USES	610,893	280,397	4,743,425	758,097	4,094,149	758,097
Balance	0	0	0	0	0	0

Note that funding opportunities (such as the VDH program) are being pursued, and the mix of grant and loan offered might alter the construction timetable depicted on this sheet.



# Attachment E

## Town of Amherst Pay Plan

July 1, 2014-June 30, 2015

Low est Wage **\$7.29** per hour Step Increase **2.00%**  
 Hours/yr **2,080** Grade Increase **6.00%**

Grade	Step														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	15,159	15,462	15,772	16,087	16,409	16,737	17,072	17,413	17,761	18,117	18,479	18,849	19,226	19,610	Annually
	7.29	7.43	7.58	7.73	7.89	8.05	8.21	8.37	8.54	8.71	8.88	9.06	9.24	9.43	Hourly
2	16,069	16,390	16,718	17,052	17,393	17,741	18,096	18,458	18,827	19,204	19,588	19,980	20,379	20,787	Annually
	7.73	7.88	8.04	8.20	8.36	8.53	8.70	8.87	9.05	9.23	9.42	9.61	9.80	9.99	Hourly
3	17,033	17,374	17,721	18,075	18,437	18,806	19,182	19,565	19,957	20,356	20,763	21,178	21,602	22,034	Annually
	8.19	8.35	8.52	8.69	8.86	9.04	9.22	9.41	9.59	9.79	9.98	10.18	10.39	10.59	Hourly
4	18,055	18,416	18,784	19,160	19,544	19,934	20,333	20,739	21,154	21,577	22,009	22,449	22,898	23,356	Annually
	8.68	8.85	9.03	9.21	9.40	9.58	9.78	9.97	10.17	10.37	10.58	10.79	11.01	11.23	Hourly
5	19,138	19,521	19,911	20,310	20,716	21,130	21,553	21,984	22,423	22,872	23,329	23,796	24,272	24,757	Annually
	9.20	9.39	9.57	9.76	9.96	10.16	10.36	10.57	10.78	11.00	11.22	11.44	11.67	11.90	Hourly
6	20,286	20,692	21,106	21,528	21,959	22,398	22,846	23,303	23,769	24,244	24,729	25,224	25,728	26,243	Annually
	9.75	9.95	10.15	10.35	10.56	10.77	10.98	11.20	11.43	11.66	11.89	12.13	12.37	12.62	Hourly
7	21,504	21,934	22,372	22,820	23,276	23,742	24,217	24,701	25,195	25,699	26,213	26,737	27,272	27,817	Annually
	10.34	10.55	10.76	10.97	11.19	11.41	11.64	11.88	12.11	12.36	12.60	12.85	13.11	13.37	Hourly
8	22,794	23,250	23,715	24,189	24,673	25,166	25,670	26,183	26,707	27,241	27,786	28,341	28,908	29,486	Annually
	10.96	11.18	11.40	11.63	11.86	12.10	12.34	12.59	12.84	13.10	13.36	13.63	13.90	14.18	Hourly
9	24,162	24,645	25,138	25,640	26,153	26,676	27,210	27,754	28,309	28,875	29,453	30,042	30,643	31,255	Annually
	11.62	11.85	12.09	12.33	12.57	12.83	13.08	13.34	13.61	13.88	14.16	14.44	14.73	15.03	Hourly
10	25,611	26,123	26,646	27,179	27,722	28,277	28,842	29,419	30,008	30,608	31,220	31,844	32,481	33,131	Annually
	12.31	12.56	12.81	13.07	13.33	13.59	13.87	14.14	14.43	14.72	15.01	15.31	15.62	15.93	Hourly
11	27,148	27,691	28,245	28,810	29,386	29,973	30,573	31,184	31,808	32,444	33,093	33,755	34,430	35,119	Annually
	13.05	13.31	13.58	13.85	14.13	14.41	14.70	14.99	15.29	15.60	15.91	16.23	16.55	16.88	Hourly
12	28,777	29,352	29,939	30,538	31,149	31,772	32,407	33,055	33,717	34,391	35,079	35,780	36,496	37,226	Annually
	13.83	14.11	14.39	14.68	14.98	15.27	15.58	15.89	16.21	16.53	16.86	17.20	17.55	17.90	Hourly
13	30,503	31,113	31,736	32,370	33,018	33,678	34,352	35,039	35,740	36,454	37,183	37,927	38,686	39,459	Annually
	14.67	14.96	15.26	15.56	15.87	16.19	16.52	16.85	17.18	17.53	17.88	18.23	18.60	18.97	Hourly
14	32,334	32,980	33,640	34,313	34,999	35,699	36,413	37,141	37,884	38,642	39,414	40,203	41,007	41,827	Annually
	15.54	15.86	16.17	16.50	16.83	17.16	17.51	17.86	18.21	18.58	18.95	19.33	19.71	20.11	Hourly
15	34,274	34,959	35,658	36,371	37,099	37,841	38,598	39,370	40,157	40,960	41,779	42,615	43,467	44,337	Annually
	16.48	16.81	17.14	17.49	17.84	18.19	18.56	18.93	19.31	19.69	20.09	20.49	20.90	21.32	Hourly
16	36,330	37,057	37,798	38,554	39,325	40,111	40,913	41,732	42,566	43,418	44,286	45,172	46,075	46,997	Annually
	17.47	17.82	18.17	18.54	18.91	19.28	19.67	20.06	20.46	20.87	21.29	21.72	22.15	22.59	Hourly
17	38,510	39,280	40,066	40,867	41,684	42,518	43,368	44,236	45,120	46,023	46,943	47,882	48,840	49,817	Annually
	18.51	18.88	19.26	19.65	20.04	20.44	20.85	21.27	21.69	22.13	22.57	23.02	23.48	23.95	Hourly
18	40,820	41,637	42,470	43,319	44,185	45,069	45,970	46,899	47,828	48,784	49,760	50,755	51,770	52,805	Annually
	19.63	20.02	20.42	20.83	21.24	21.67	22.10	22.54	22.99	23.45	23.92	24.40	24.89	25.39	Hourly
19	43,270	44,135	45,018	45,918	46,836	47,773	48,729	49,703	50,697	51,711	52,745	53,800	54,876	55,974	Annually
	20.80	21.22	21.64	22.08	22.52	22.97	23.43	23.90	24.37	24.86	25.36	25.87	26.38	26.91	Hourly
20	45,866	46,783	47,719	48,673	49,647	50,640	51,652	52,685	53,739	54,814	55,910	57,028	58,169	59,332	Annually
	22.05	22.49	22.94	23.40	23.87	24.35	24.83	25.33	25.84	26.35	26.88	27.42	27.97	28.53	Hourly
21	48,618	49,590	50,582	51,594	52,625	53,678	54,751	55,846	56,963	58,103	59,265	60,450	61,659	62,892	Annually
	23.37	23.84	24.32	24.80	25.30	25.81	26.32	26.85	27.39	27.93	28.49	29.06	29.64	30.24	Hourly
22	51,535	52,565	53,617	54,689	55,783	56,899	58,037	59,197	60,381	61,589	62,821	64,077	65,359	66,666	Annually
	24.78	25.27	25.78	26.29	26.82	27.36	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	Hourly
23	54,627	55,719	56,834	57,970	59,130	60,312	61,519	62,749	64,004	65,284	66,590	67,922	69,280	70,666	Annually
	26.26	26.79	27.32	27.87	28.43	29.00	29.58	30.17	30.77	31.39	32.01	32.65	33.31	33.97	Hourly
24	57,904	59,063	60,244	61,449	62,678	63,931	65,210	66,514	67,844	69,201	70,585	71,997	73,437	74,906	Annually
	27.84	28.40	28.96	29.54	30.13	30.74	31.35	31.98	32.62	33.27	33.94	34.61	35.31	36.01	Hourly
25	61,379	62,606	63,858	65,136	66,438	67,767	69,122	70,505	71,915	73,353	74,820	76,317	77,843	79,400	Annually
	29.51	30.10	30.70	31.32	31.94	32.58	33.23	33.90	34.57	35.27	35.97	36.69	37.42	38.17	Hourly
26	65,061	66,363	67,690	69,044	70,425	71,833	73,270	74,735	76,230	77,754	79,310	80,896	82,514	84,164	Annually
	31.28	31.91	32.54	33.19	33.86	34.54	35.23	35.93	36.65	37.38	38.13	38.89	39.67	40.46	Hourly
27	68,965	70,344	71,751	73,186	74,650	76,143	77,666	79,219	80,804	82,420	84,068	85,750	87,464	89,214	Annually
	33.16	33.82	34.50	35.19	35.89	36.61	37.34	38.09	38.85	39.62	40.42	41.23	42.05	42.89	Hourly
28	73,103	74,565	76,056	77,578	79,129	80,712	82,326	83,972	85,652	87,365	89,112	90,894	92,712	94,567	Annually
	35.15	35.85	36.57	37.30	38.04	38.80	39.58	40.37	41.18	42.00	42.84	43.70	44.57	45.46	Hourly
29	77,489	79,039	80,620	82,232	83,877	85,554	87,265	89,011	90,791	92,607	94,459	96,348	98,275	100,241	Annually
	37.25	38.00	38.76	39.53	40.33	41.13	41.95	42.79	43.65	44.52	45.41	46.32	47.25	48.19	Hourly
30	82,139	83,781	85,457	87,166	88,909	90,688	92,501	94,351	96,238	98,163	100,126	102,129	104,172	106,255	Annually
	39.49	40.28	41.09	41.91	42.74	43.60	44.47	45.36	46.27	47.19	48.14	49.10	50.08	51.08	Hourly
STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	

This merit plan is intended to apply to employees who have been working for the Town of Amherst on a full-time basis for at least 6 months. The Town Council may approve merit raises for a specific employee at any time during the fiscal year upon recommendation and justification of the supervisor.

### Grade and Title of Authorized Full Time Positions Under the Town Manager

Administration	Police	Public Utilities
17 Office Manager (Exempt)	22 Police Chief (Exempt)	23 Director of Public Utilities (Exempt)
13 Fiscal Assistant	18 Sergeant	18 Construction Foreman (Exempt)
	18 Investigator	15 Lead Plant Operator (Sewer)
	16 Police Officer	14 Plant Operator (Sewer)
	16 Police Officer	14 Lead Plant Operator (Water)
		13 Plant Operator (Water)
		12 Construction Specialist
		12 Construction Specialist
		12 Construction Specialist
		12 Construction Specialist

**TOWN OF AMHERST  
SCHEDULE OF LOCAL LEVY  
JULY 1, 2014**

The following are tax levies for the fiscal year beginning July 1, 2014. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

1. On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.00.
2. On the \$100.00 of assessed value of machinery and tools used in manufacturing or mining business including property specifically classified by Section 58.1-3506A.6 of the Tax Code of Virginia, the rate shall be \$0.00. This tax rate shall also be applicable to real and tangible personal property of public service corporations, based upon the assessments generated annually by the State Corporation Commission, and duly certified.
3. On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.00.

*(Reference the provisions of VA. CODE ANN. §58.1-3524 C.2. and §58.1-3913 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly)*

**Town of Amherst Utility Rate and Fee Policy**

Effective July 1, 2014

**Initiation or Termination of Service:**

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are charged a \$45.00 account set-up fee/ reconnection fee/trip charge at the time the account is opened and are required to show proper identification. All requests are to be in writing on a form available at the Town Hall.

**Service Charges:**

All active customers shall be charged a Residential Base Charge each month. Customers are charged for water and sewer usage based upon metered water usage.

**Water:**

<u>Rate Component</u>	<u>Residential Base Charge</u>	<u>Use Charge per 1,000 gallons</u>
<b>Water:</b>		
July 1, 2014-June 30, 2015	\$13.00	\$6.50
July 1, 2015-June 30, 2016	\$14.25	\$7.10
July 1, 2016-June 30, 2017	\$15.60	\$7.75
<b>Sewer:</b>		
July 1, 2014-June 30, 2015	\$22.50	\$5.60
July 1, 2015-June 30, 2016	\$24.00	\$6.00
July 1, 2016-June 30, 2017	\$25.60	\$6.40
<b>Curbside Refuse Collection:</b>		
July 1, 2014-June 30, 2015	\$5.75	

**Nonresidential and Out of Town Water and Sewer Charges:**

Base charges for non-residential water and sewer users will be computed by dividing metered use by 3,250 gallons and then multiplying by the residential base charge. This applies to all non residential users except for churches that shall be assessed on the same basis as residences. One residential charge shall be assessed for each residential unit. The total of the base charge and the use charge will be increased by a factor of 2 for all out of town users.

**Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

4" Line	\$17.00/Month
6" Line	\$28.00/Month
8" Line	\$39.00/Month
10" Line	\$50.00/Month

**Charges for Water Not Discharged to Sewer:**

The Town charges for sewer based on 100% return of the water to the sewer system for those Town water customers that are connected to the Town of Amherst wastewater collection and system. However, any customer may request that the Town install a separate "irrigation" meter for water that does not return to the sewer system – i.e. for lawn sprinkling or irrigation. For the purposes of billing, the irrigation meter shall be considered a separate account. Separate application and connection fees are required to be paid, and once activated the water-only (no sewer or refuse collection fees apply) will be billed separately. All irrigation systems must meet the provisions of the Cross Connection Control Ordinance (§17-14 of the Town Code).

**Dormant Account Fees:**

A dormant account fee of \$5.00/month/residence or business for water and \$10.00/month/residence or business for sewer will be charged to every property owner that is connected to the respective utility but not actively using the respective service. Dormant account fees shall not be applied to accounts associated only with yard hydrants, irrigation systems or swimming pools.

**Reconnection Fee/Trip Charge:**

A reconnection fee/trip charge of \$45 will be charged for any activation or reactivation of utility service due to a request for new service, reactivation from disconnection due to nonpayment or a customer-requested disconnection/reconnection. This fee may be waived at the Office Manager's sole discretion due to emergency or irregular situations.

**Billing:**

Water meters are read every month and bills are calculated based upon the consumption recorded. All customers are billed every month. Bills are assigned a billing date which is normally the last day of the month during which the meter is read and then mailed to the customer. Payment is due by 5:00 P.M. on the 20<sup>th</sup> day of each month except when the 20<sup>th</sup> falls on a weekend or Town holiday the due date shall become 5:00 P.M. on the next business day. When a past due balance on any account is greater than \$200, a lien for the balance due plus any court recording fees will be recorded against the real estate. **Property owners are held responsible for utility bills against their properties.**

**Adjustments for Leaks:**

A property owner is responsible for paying for 100% of the water that has passed through the Town's water meter along with the associated sewer charges. However, in good-faith situations involving water that has leaked from the customer's plumbing, and upon confirmation by the owner that the leak is repaired so that it will not recur, the Office Manager is authorized to give a 50% credit for the excess water and sewer for no more than two prior billing cycles plus the current billing cycle. "Repaired" is defined as physical repairs to the owner's plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

**Late Payment Charges and Procedures:**

The Town will assess a late charge of 10% on all accounts when the payment is not received by 5:00 P.M. on the due date. All payments received after 5:00 P.M. are processed as the next business day's receipts. If the bill is not paid by the last day of the month in which the bill is due the customer will be notified on the next bill that the previous balance must be paid by 5 P.M. on the second Monday of the month following the month in which the payment was due or service will be disconnected.

**Restoration of Service:**

If a customer has not paid the outstanding balance on an account by the disconnection date or otherwise made arrangements satisfactory to the Office Manager to have the balance paid, the water service will be terminated. Before any service is restored, the outstanding balance due, all late charges, and a \$45.00 reconnection fee/trip charge must be physically received by the Office Manager at 186 South Main Street in the Town of Amherst. Service shall be automatically disconnected when a payment to pay to prevent service from being disconnected or to reconnect a service is returned or not honored by the bank. A reconnection fee/trip charge shall be collected if a town employee has been dispatched to disconnect the service, and funds will not be accepted from customers at the service location. The \$45.00 reconnection fee/trip charge will also be charged where a customer, or any entity other than the Town, has obtained water and/or sewer service prior to all applicable fees and/or charges being paid to obtain service and/or has installed a meter or other apparatus in a meter setting to gain access to public water/sewer. All past due balances for the service address must be paid in addition to this reconnection fee/trip charge prior to water service being restored.

In recognition that circumstances beyond the control of the customer or the Town of Amherst may contribute to late payments, a once per lifetime per customer exception to the penalty and reconnect fee may be granted for good reason at the Office Manager's sole discretion.

**Returned Payments:**

Any payments not honored by the bank, whether check, money order or credit card payment, will be charged a \$25.00 handling fee and any bank fees. Service shall automatically be disconnected when a payment to pay to prevent service from being disconnected or to reconnect a service is returned or charged back to the Town for any reason.

Any payments received by 5:00 P.M. on each business day will be credited the same day. Any payments received after 5:00 P.M. (including those received via U.S. Mail and the Town's drop box) will be credited as being received the next business day.

**Fire Hydrant Use:**

Water may not be obtained from the Town of Amherst hydrants except by the Amherst Volunteer Fire Department or other approved firefighting agency. The Office Manager (434/946-7885) should be contacted for the application form for a permit to haul water from the Town of Amherst water plant.

**Cross Connections:**

As required by the Virginia Department of Health, where a high potential exists for contamination of the Town's municipal water system, a backflow prevention device approved by the Town of Amherst must be installed. This includes irrigation systems. Where required, the owner of the backflow prevention device must have annual tests performed to certify that the device is working correctly. Failure to install and operate such devices and/or provide certification or the test results to the Town of Amherst may result in the interruption of water service. (Reference §17-14 of the Town Code)

**Sewer Connections and Discharges:**

Connections to and discharges into the Town's sewer system must conform to local, state and federal sewage pretreatment regulations. This includes the installation of grease traps for restaurants and grit traps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (Reference §17-15 of the Town Code)

**Availability and Connection Fees:**

Refer to Chapter 17 of the Town Code for rules that apply to new utility connections.

**Maintenance of Policy and Implementation**

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration.