

Mayor J. Paul Kilgore, Jr. called a regular monthly meeting of the Amherst Town Council to order on June 12, 2013 at 7:00 P.M. in the Council Chambers of the Town Hall at 186 S. Main Street. Council members Kenneth Bumgarner, Mike Mozingo, Rachel Thompson, Kenneth Watts and Richard Wydner were present. Town Manager Jack Hobbs, Police Chief Kelvin Brown, Town Attorney Tom Berry, Director of Public Utilities Tom Fore and Office Manager Colan Davis were present.

The Rev. Matt Gaventa from Amherst Presbyterian Church gave an invocation.

Charles Brown came forward to present a petition expressing support for an ordinance that would permit golf carts on the Town's streets. It was noted that a specific proposal on which streets golf carts would be allowed, a signage plan, a cost estimate, a funding plan, determinations as required by the Code of Virginia, and the actual ordinance to be adopted were not available. The Council asked the Police Chief to present a study of the matter to the Town Council at the August meeting.

Bob and Theresa Smith, owners of a new dwelling at 221 Christian Springs Road, came forward to request permission to connect to the Town's water line there. It was reported that the service area is still under the February 13, 2002 connection moratorium. Mr. Wydner made a motion that was seconded by Mrs. Thompson and approved 4-1 to approve the out of town connection as an exception to the moratorium and allow the installation according to all other normal policies. Messrs. Mozingo, Thompson, Watts and Wydner voted "Aye"; Mr. Bumgarner voted "Nay".

Craig Plesants and Suny Monk came forward to request support for summer 2013 events at the former Amherst Baptist Church building. Mr. Bumgarner made a motion that was seconded by Mr. Mozingo and approved 5-0 to (a) generally support ABRACADABRA!'s summer community festival and farmer's market (b) provide \$600 sponsorship of the first year of the farmer's market (c) install a banner to be supplied by the group across S. Main Street to advertise these activities at no cost to the group and (d) allow advertising streamer flags to be placed around Town on the day of the events. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted "Aye".

Mr. Wydner made a motion that was seconded by Mr. Watts and approved 5-0 to approve the minutes from the May 8 and May 20, 2013 meetings. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted "Aye".

The Police Chief came forward to propose an adjustment to the proposed FY13/14 budget. After some discussion Mrs. Thompson made a motion to adopt the FY13/14 budget with the police amendment and to repeal the real estate and personal property taxes. The motion failed due to the lack of a second. Mr. Watts made a motion that was seconded by Mr. Bumgarner and approved 5-0 to approve the amended budget as proposed. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted "Aye". A copy of the budget ordinance and updated utility rate and fee policy is attached and made a part of these minutes.

The Office Manager presented a proposal to issue payroll checks every second week instead of twice per month and an associated amendment to the Town's personnel policy. Mr. Mozingo made a motion that was seconded by Mr. Bumgarner and approved 5-0 to approve the payroll cycle change plan and amendments to the leave provisions of the Town's personnel policy as proposed effective January 1, 2014. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted "Aye". A copy of the revised leave section the personnel policy is attached and made a part of these minutes.

The Town Manager reported that USDA has reinitiated its review of the Town's application for sewer project grant/loan funding and has requested another "notice of intent to apply" ad, public

hearing and Town Council vote reauthorizing the application. By consensus, the Council agreed to hold the suggested public hearing on the matter at the July meeting.

The Council discussed the Facebook and web site update initiatives.

The Town Manager gave a status report on the study of the property at 174 S. Main Street. By consensus, the Town Councilors agreed to host an open house before the July meeting in preparation of its vote on whether to purchase the property that evening.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson to authorize the Mayor to execute documents extending the 174 S. Main Street purchase closing by up to 30 days. The motion passed 5-0. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted "Aye".

Mrs. Thompson made a motion that was seconded by Mr. Bumgarner to (a) apply for a VDOT permit for the annual Ray Puckett Lions Club Christmas Parade that would be held on Friday, December 6, 2013 starting at about 6:30 P.M., (b) provide traffic control via the Town police department for the event and (c) donate \$100 to the Amherst Lion's Club for the purpose of defraying the cost of installing and removing a banner across S. Main Street to advertise the event. The motion passed 5-0. Messrs. Bumgarner, Mozingo, Thompson, Watts and Wydner voted "Aye". Chief Brown was asked to allow traffic on U.S. Route 60 during the parade as possible and practical to reduce the inconvenience to those drivers.

Mr. Watts made a motion that was seconded by Mr. Bumgarner and approved 5-0 that the Town Council convene 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, Mozingo, Thompson, Watts and Wydner voted "Aye".

Mr. Watts left the meeting at 9:50 P.M.

Mr. Bumgarner made a motion that was seconded by Mr. Wydner and approved 4-0 that the Town Council 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, and Wydner voted "Aye" by the roll call method; Mr. Watts was absent.

At 10:25 P.M. the meeting was adjourned until June 17 at 7:00 P.M.

J. Paul Kilgore, Jr.
Mayor

Attest: _____
Clerk of Council

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014, 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, 2013, 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 14 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 14 Town of Amherst General Fund budget.

C. UTILITY FUNDS

That the amounts listed in **Attachment C** are hereby accepted as the FY 14 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 14 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 are increased by 2%. The Pay Plan contained in **Attachment E** is hereby adopted.

G. RATES & CHARGES

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

H. PRIORITIES

That the following are hereby identified and adopted as the Town of Amherst's priority initiatives for FY14:

1. Continue the effort to replace water and sewer pipes, and
2. Continue to update and refine the 5-year capital improvement plan.

I. RECOGNITION OF SPECIAL FUNDS

That the following sums shall be considered “Committed Fund Balances” under the January 11, 2012 Fund Balance Policy and that the Treasurer is authorized and directed to show these figures on the Town’s accounts:

General Fund

Permanent Fund	\$ 267,662
Economic Development Fund	70,000
Town Hall Fund	300,000

Water Fund

Fund Permanent Fund	\$ 351,591
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Sewer Fund

Permanent Fund	\$ 300,688
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J. 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 12^h of June, 2013, and shall become effective on July 1, 2013.

Mayor

Attest: _____
Clerk of Council

Attachment A

Fund / Account Number		FY12 Budget	FY12 Actual	FY13 Budget	FY13 to 12/31/2012	FY13 Estimated	FY14 Proposed	\$ Change	% Change
10 GENERAL FUND									
REVENUE									
<u>General Property Taxes</u>									
10 3010.0000	REAL ESTATE TAXES	63,000	65,035	62,000	46,203	63,000	63,000	1,000	2%
10 3020.0000	PERSONAL PROPERTY TAXES	28,000	31,210	28,000	24,379	31,500	30,000	2,000	7%
10 3020.1000	P.P. TAX RELIEF-FROM STATE	17,456	17,456	17,456	17,456	17,456	17,456	-	0%
10 3025.0000	DMV STOP REMOVAL FEES COLLECTEI	500	1,120	1,000	540	1,000	1,000	-	0%
10 3030.0000	CONSUMER UTIL TAX - ELECT	24,700	24,400	24,200	12,517	25,300	25,000	800	3%
10 3030.0010	ELECTRIC CONSUMPTION TAX	8,200	7,747	7,700	6,178	13,900	13,900	6,200	81%
10 3030.0300	TELECOM TAX FROM STATE	105,000	102,787	100,000	53,017	108,200	106,000	6,000	6%
10 3030.1100	CROWN COMMUNICATIONS LEASE	7,860	7,515	8,784	5,127	9,284	8,784	-	0%
<u>Fines and Forfeitures</u>									
10 3040.0000	MEALS & BEVERAGE TAX	225,000	277,628	245,000	141,554	282,000	275,000	30,000	12%
10 3040.0100	LODGING TAX	5,000	4,256	4,500	2,269	4,000	4,000	(500)	-11%
10 3050.0000	PENALTIES - TAXES	3,000	5,279	4,000	4,438	4,500	4,000	-	0%
<u>Other Local Taxes</u>									
10 3060.0000	BUSINESS LICENSE TAXES	100,000	100,337	100,000	16,156	100,000	100,000	-	0%
10 3070.0000	SALES TAX DISTRIBUTION	93,600	88,375	85,000	41,622	85,000	85,000	-	0%
10 3080.0000	ROLLING STOCK	2,460	2,405	2,400	2,755	2,755	2,400	-	0%
10 3080.0100	MOBILE HOME QTR		35			35			
10 3080.0200	RENTAL TAX	200		-	1,651	100	100	100	#DIV/0!
10 3080.5000	UTILITY ACCT SET UP FEE	2,000	1,975	1,800	975	2,000	2,000	200	11%
10 3090.0000	INTEREST EARNED	27,000	9,620	16,845	4,748	17,100	16,750	(95)	-1%
<u>Miscellaneous Revenue</u>									
10 3100.0000	VEHICLE LICENSE FEE	40,000	45,118	40,000	28,914	41,000	41,000	1,000	3%
10 3110.0000	MISC REVENUE	1,000	37,079	1,000	46,392	49,225	1,000	-	0%
10 3130.0000	CAPITAL STOCK TAX - BANKS	50,000	55,251	60,000	-	55,000	55,000	(5,000)	-8%
<u>Permits and Priveleges Fees</u>									
10 3150.0000	STATE POLICE AID	52,884	52,884	52,884	26,442	52,884	52,884	-	0%
10 3160.0000	FINES REVENUE	11,000	38,053	14,500	34,385	40,000	21,000	6,500	45%
10 3160.0700	POLICE SECURITY REVENUE	1,100	2,344	1,500	1,346	1,500	1,500	-	0%
<u>Intergovernmental Revenues</u>									
10 3160.0900	SEIZED PROPERTY	9,000	1,744	-	-	3,500			
<u>Revenue from Use of Money and Property</u>									
10 3180.0000	GRANTS - FIRE DEPT	7,200	8,000	8,000	8,000	8,000	8,000	-	0%
10 3180.0020	S. MAIN ST SIDEWALK		19,641	-	9,815				
10 3180.0030	GRANTS - VML SAFETY PROGRAMS		737		2,000				
10 3180.0110	POLICE GRANT REVENUE-COMPUTER			-		500	500	500	#DIV/0!
10 3180.0500	GRANT-POLICE-BLOCK	2,096			1,252				
10 3190.0000	ADMIN FEE	696,000	696,000	717,502	358,751	717,502	737,057	19,555	3%
10 3210.0000	TRASH-CURBSIDE	85,767	86,036	85,077	43,125	85,836	85,836	759	1%
10 3220.0000	TRASH-PENALTY	2,500	2,507	1,700	856	1,700	1,700	-	0%
10 3230.0000	TRASH-FRANCHISE	2,200	2,265	2,200	1,173	2,200	2,200	-	0%
10 3240.0000	IDA & ZONING APPLICATION FEES	200	1,150	500	-	-	500	-	0%
10 3310.0000	TAX EXEMPT BOND FEES	21,912	21,817	36,708	36,821	36,821	35,195	(1,513)	-4%
10 3320.0000	BP RECOUPMENT REVENUE	9,679	9,943	9,943		9,943	9,943	-	0%
	Total Revenues	1,705,514	1,827,749	1,740,199	980,857	1,872,741	1,807,705	67,506	4%

Fund / Account Number		FY12 Budget	FY12 Actual	FY13 Budget	FY13 to 12/31/2012	FY13 Estimated	FY14 Proposed	\$ Change	% Change
Dept 4001 ADMINISTRATION EXPENSE									
10 4001.0100	MAYOR & COUNCIL	1,300	1,300	1,300	650	1,300	1,300	-	0%
10 4001.0101	SALARIES & WAGES - FULL TIME	137,138	137,138	145,285	72,642	145,285	158,594	13,309	9%
10 4001.0102	SALARIES & WAGES - OTHER	10,486	11,731	18,013	8,765	17,530	18,373	360	2%
10 4001.0103	PR TAXES	11,296	11,003	12,496	5,940	11,880	13,542	1,046	8%
10 4001.0104	INSURANCE - HEALTH (GROUP)	15,660	15,660	16,380	9,555	16,380	18,000	1,620	10%
10 4001.0105	RETIREMENT & LIFE INS.	22,146	22,146	24,219	12,015	24,030	26,231	2,012	8%
10 4001.0109	EMPLOYEE ASSISTANCE PROGRAM	1,200	825	1,200	825	825	1,200	-	0%
10 4001.0110	TOWN ATTORNEY	8,000	3,470	8,000	1,920	5,000	8,000	-	0%
10 4001.0111	OFFICE SUPPLIES/POSTAGE	19,000	17,724	19,000	9,155	18,000	19,000	-	0%
10 4001.0112	OFFICE EQUIPMENT EXPENSE	18,500	21,783	18,800	7,949	18,800	17,000	(1,800)	-10%
10 4001.0113	MISC EXPENSE	2,500	1,082	2,500	31	50	1,000	(1,500)	-60%
10 4001.0114	CONTINGENCY RESERVE	182,251	561	154,584	-	-	165,892	11,308	7%
10 4001.0115	WEB SITE MAINTENANCE	1,000	450	1,000	575	1,000	10,000	9,000	900%
10 4001.0116	DEPRECIATION - GEN GOVT.	56,573	52,700	57,000	24,161	60,000	61,906	4,906	9%
10 4001.0117	LANDSCAPE MAINTENANCE	9,000	8,318	8,500	4,079	8,226	8,500	-	0%
10 4001.0118	STREETS, SIDEWALKS & PARKING	11,000	17,121	11,000	1,117	5,000	6,000	(5,000)	-45%
	New COMMUNITY PROMOTION PROJECTS						5,000	5,000	#DIV/0!
10 4001.0119	STREETLIGHTS - ELECTRIC	23,000	17,591	21,000	9,785	19,300	21,000	-	0%
10 4001.0120	HEAT & ELECTRICITY	4,500	2,657	4,200	1,623	3,450	4,300	100	2%
10 4001.0121	TELECOMMUNICATION	15,500	13,224	13,932	6,332	13,000	14,000	68	0%
10 4001.0122	UTILITY SERVICE ALLOWANCE	1,500	1,472	1,560	761	1,540	1,560	-	0%
10 4001.0123	BUILDING MAINTENANCE	1,500	5,218	1,500	1,871	2,500	2,000	500	33%
10 4001.0124	XMAS DECORATIONS & LIGHTS	2,750	1,169	1,900	1,041	1,500	1,900	-	0%
10 4001.0125	INSURANCE	60,000	47,516	52,000	46,588	52,000	52,000	-	0%
10 4001.0126	BP PROPERTY MAINTENANCE	10,000	5,800	8,000	2,872	7,185	10,922	2,922	37%
10 4001.0127	BP - MARKETING	21,000	21,027	22,500	4,923	21,114	34,216	11,716	52%
10 4001.0128	PUBLICATIONS & MEMBERSHIP	3,500	4,014	4,500	3,067	4,500	4,500	-	0%
10 4001.0129	PLANNING & DEVELOPMENT	5,000		5,000	1,045	2,000	5,000	-	0%
10 4001.0130	TRASH-CONTRACT COLLECTION	76,275	76,064	78,429	39,060	78,500	80,000	1,571	2%
10 4001.0131	MEETINGS & TRAVEL & TRAIN	3,500	972	3,500	132	2,000	3,500	-	0%
10 4001.0132	TOWN AUDITOR	8,300	8,050	8,050	8,900	8,900	10,000	1,950	24%
10 4001.0133	TOWN ENGINEER	6,000	6,000	6,000	2,500	6,000	6,000	-	0%
10 4001.0134	GRANTS - FIRE DEPT.	7,200	8,000	8,000	7,200	8,000	8,000	-	0%
10 4001.0138	DMV STOP PROGRAM	600	1,140	500	580	1,000	1,000	500	100%
10 4001.0139	ELECTION EXPENSES								
10 4001.0140	BAD DEBT EXPENSE	3,300		3,300		1,500	3,000	(300)	-9%
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 CLUB SIDEWALK PROJECT	1,250	1,250	1,250	1,250	1,250	1,250	-	0%
Total Expense - Dept 4001 ADMINISTRATION EXPENSE		787,225	594,595	769,898	324,410	594,045	829,187	59,289	8%

ATTACHMENT B-2

Fund / Account Number	FY12 Budget	FY12 Actual	FY13 Budget	FY13 to 12/31/2012	FY13 Estimated	FY14 Proposed	\$ Change	% Change
Dept 5000 PUBLIC SAFETY EXPENSE								
10 5000.0100 SALARIES - STAFF	209,983	215,452	220,050	110,025	220,051	224,451	4,401	2%
10 5000.0102 SALARIES & WAGES - OTHER	9,257	3,176	10,939	7,400	14,800	11,597	658	6%
10 5000.0200 PR TAXES	16,776	16,605	17,675	8,863	17,727	18,062	387	2%
10 5000.0400 INSURANCE - HEALTH(GROUP)	29,148	25,668	30,348	14,518	24,888	33,048	2,700	9%
10 5000.0500 RETIREMENT & LIFE INS.	34,343	33,161	36,682	18,198	36,396	37,124	442	1%
10 5000.0735 LINE OF DUTY ACT PREMIUMS	3,041	2,942	1,107	1,107	1,107	1,200	93	8%
10 5000.0740 AMMUNITION	1,246		1,890	1,126	1,900	2,509	619	33%
10 5000.0750 ELECTRONICS MAINT.	7,100		7,100	3,964	6,700	7,100	-	0%
10 5000.0800 EQUIPMENT & SUPPLIES	2,740	3,097	3,000	1,493	2,800	3,000	-	0%
10 5000.0805 OTHER PUBLIC SAFETY	2,220	7,789	2,020	402	800	2,020	-	0%
10 5000.0810 AUX POLICE & UNIFORMS	900		1,000	129	300	1,000	-	0%
10 5000.0820 PROSECUTING ATTORNEY	1,655	1,522	1,655	761	1,500	1,655	-	0%
10 5000.0830 ATTORNEY FEES	1,300	982	1,300	738	1,300	1,300	-	0%
10 5000.1100 MEETINGS & TRAVEL & TRAIN	4,350	1,575	5,100	3,029	4,000	5,100	-	0%
10 5000.2000 MISCELLANEOUS	3,600		3,600	745	2,400	3,600	-	0%
10 5000.3200 UNIFORMS	4,786		4,875	1,623	4,000	4,875	-	0%
10 5000.3400 GASOLINE	12,825	15,801	20,000	8,968	17,800	20,000	-	0%
10 5000.3500 VEHICLE REPAIR/ELECTRONIC	6,800	4,471	8,075	2,018	7,600	8,075	-	0%
10 5000.3625 INVESTIGATION EXPENSES	500	1,754	500	-	500	500	-	0%
10 5000.3650 POLICE-MASONIC BLDG. RENT	3,900	3,946	3,900	2,071	3,900	3,900	-	0%
10 5000.4100 POLICE-GRANT-BLOCK-EXP.	2,006							
Total Expense - Dept 5000 PUBLIC SAFETY	358,476	337,942	380,816	187,179	370,469	390,116	9,300	2%

ATTACHMENT B-3

Fund / Account Number	FY12 Budget	FY12 Actual	FY13 Budget	FY13 to 12/31/2012	FY13 Estimated	FY14 Proposed	\$ Change	% Change
Dept 6000 UTILITIES EXPENSE								
10 6000.0100 SALARIES	338,901	338,829	359,033	158,959	317,918	351,173	(7,860)	-2%
10 6000.0102 SALARIES & WAGES - OTHER	27,402	6,724	27,834	15,373	30,745	26,204	(1,630)	-6%
10 6000.0200 PR TAXES	28,029	26,136	29,603	12,626	25,251	28,877	(726)	-2%
10 6000.0400 INSURANCE - HEALTH (GROUP)	53,724	52,854	56,124	30,009	51,444	61,524	5,400	10%
10 6000.0500 RETIREMENT & LIFE INS.	54,727	53,791	59,851	26,248	52,495	58,084	(1,767)	-3%
Contra-Capital Projects		(76,759)						
10 6000.0700 HEAT & ELECTRICITY (SHOP)	4,000	3,105	4,000	1,098	4,000	4,000	-	0%
10 6000.0730 SHOP-W/S/T	290	265	300	137	300	340	40	13%
10 6000.1000 BUILDING MAINT. SHOP	2,000	1,066	2,000	235	2,000	2,200	200	10%
10 6000.1200 TRAINING & EDUCATION	6,000	5,914	6,000	760	6,000	6,000	-	0%
10 6000.1300 SAFETY PROGRAMS	5,000	4,584	5,000	2,636	5,000	5,000	-	0%
10 6000.3200 UNIFORMS	4,500	2,955	4,500	3,330	4,500	4,500	-	0%
10 6000.3400 GASOLINE & MILEAGE	19,000	16,188	19,000	9,276	19,000	19,500	500	3%
10 6000.4000 VEHICLE MAINTENANCE	4,240	1,707	4,240	2,303	4,240	5,000	760	18%
10 6000.4100 EQUIPMENT & MAINTENANCE	12,000	7,831	12,000	10,064	12,000	16,000	4,000	33%
Total Expense - Dept 6000 UTILITIES	559,813	445,191	589,485	273,053	534,894	588,402	(1,083)	0%
Total Expenditures	1,705,514	1,377,727	1,740,199	784,641	1,499,408	1,807,705	67,506	4%
Total Revenue - Fund 10 GENERAL FUND	1,705,514	1,827,749	1,740,199	980,857	1,872,741	1,807,705	67,506	4%
Total Expense - Fund 10 GENERAL FUND	1,705,514	1,377,727	1,740,199	784,641	1,499,408	1,807,705	67,506	4%
Gain/Loss				196,216	373,333	(0)	(0)	

ATTACHMENT C-1

Fund / Account Number	FY12 Budget	FY12 Actual	FY13 Budget	FY13 to 12/31/2012	FY13 Estimated	FY14 Proposed	\$ Change	% Change
20 WATER FUND								
Revenues								
Dept 3 REVENUE								
20 3000.0000 MONTHLY BILLING	584,326	579,428	656,996	348,924	647,812	743,261	86,265	13%
20 3000.0001 WATER REVENUE-SBC	101,268	101,310	101,310	52,320	104,640	106,410	5,100	5%
20 3000.1000 DEBT SERVICE REVENUE	99,965	99,853	104,640	51,528	99,114	99,114	(5,526)	-5%
20 3010.0000 SPRINKLER LINE CHARGES	4,968	4,972	4,968	2,484	4,968	4,968	-	0%
20 3020.0000 PENALTIES	12,000	11,443	8,400	5,696	10,000	10,000	1,600	19%
20 3025.0000 RECONNECT FEE	7,000	8,460	7,000	4,815	7,000	7,000	-	0%
20 3030.0001 MISC-WATER BY THE TRUCK LOAD-PEF	75	300	100	50	100	100	-	0%
20 3040.0000 GRANT REVENUE	30,000	30,000		2,044				
20 3050.0000 REIMBURSEMENT-CONST & MTN	2,000	1,019	2,000	-				
20 3060.0000 AVAILABILITY FEES		1,700						
Total Revenues	841,602	838,485	885,414	467,861	873,634	970,853	85,439	10%
Expenditures								
20 4000.4500 ADMINISTRATION FEE	353,000	353,000	362,210	181,105	362,210	372,264	10,054	3%
20 4000.4700 DEBT SERVICE - PRINCIPAL								
20 4000.4701 DEBT SERVICE - INTEREST						10,000	10,000	#DIV/0!
20 4000.4750 UH WATER TANK - PRIN								
20 4000.4751 UH WATER TANK - INT								
20 4000.4760 REFI LOAN WTP & UHWT PRIN	67,956		121,153	60,084	130,708	134,205	13,052	11%
20 4000.4761 REFI WTP & UHWT LOAN INT	117,250	67,951	64,052	32,519	54,500	51,000	(13,052)	-20%
20 4000.4800 DEPRECIATION	202,717	203,526	259,173	101,358	211,384	258,717	(456)	0%
20 4000.4825 REDUCED CIP CONTRIBUTION	(174,771)		(176,412)		(110,705)	(147,613)	28,799	-16%
20 4000.4840 BAD DEBT	2,000		2,000		900	2,000	-	0%
20 4000.5000 WATERSHED MANAGEMENT	21,250	20,989	22,038	11,068	22,137	22,580	542	2%
20 4000.5001 STUDY PROJECTS	30,000		7,500	-	2,500	5,000	(2,500)	-33%
20 6010.4300 LINE MATERIALS	25,000	8,972	25,000	38,774	25,000	25,000	-	0%
20 6010.4350 ASSET MAPPING	2,500	451	2,500		1,000	2,500	-	0%
20 6010.4400 PUMP STATION OPERATION - SBC	1,700	1,878	5,200	720	3,000	5,200	-	0%
20 6020.0710 ELECTRICITY	37,000	29,245	37,000	17,612	37,000	37,000	-	0%
20 6020.0730 WATER PLANT-W/S/T EXP	65,000	62,476	66,000	32,704	66,000	68,000	2,000	3%
20 6020.4900 PLANT MAINTENANCE	30,000	17,014	30,000	7,445	20,000	65,000	35,000	117%
20 6020.5000 CHEMICALS	36,000	30,682	36,000	12,087	30,000	36,000	-	0%
20 6020.5110 WATER SAMPLING	17,000	10,356	14,000	1,783	10,000	14,000	-	0%
20 6020.5200 LABORATORY	8,000	5,515	8,000	5,011	8,000	10,000	2,000	25%
Total Expenditures	841,602	812,056	885,414	502,270	873,634	970,853	85,439	10%
Total Revenue - Fund 20 WATER FUND	841,602	838,485	885,414	467,861	873,634	970,853	85,439	10%
Total Expense - Fund 20 WATER FUND	841,602	812,056	885,414	502,270	873,634	970,853	85,439	10%
Gain/Loss	0	26,429	0	-34,409	-	0	0	

ATTACHMENT C-2

Fund / Account Number		FY12 Budget	FY12 Actual	FY13 Budget	FY13 to 12/31/2012	FY13 Estimated	FY14 Proposed	\$ Change	% Change
30 SEWER FUND									
Revenues									
30 3000.0000	MONTHLY BILLING	627,977	648,522	690,815	349,191	667,855	715,319	24,504	4%
30 3100.0000	PENALTIES	7,000	7,750	5,000	4,144	7,000	7,000	2,000	40%
30 3180.0100	GRANT REVENUE - FEMA USDA		69,641		68,191	68,191			
30 3300.0000	REIMBURSEMENT-CONST & MTN	2,000	2,290	2,000	500	1,000	2,000	-	0%
30 3400.0000	SBC-RUT CR-OPERATION/LAND	35,000	33,699	33,004	17,568	33,004	33,004	-	0%
30 3510.0000	NUTRIENT CREDIT REVENUE		2,500		2,697	2,697	2,500	2,500	#DIV/0!
	Total Revenues	671,977	764,402	730,819	442,291	779,747	759,823	29,004	4%
Expenditures									
Dept 4000 ADMIN EXPENSE									
30 4000.4500	ADMINISTRATION FEE	343,000	343,000	355,293	177,647	355,293	364,793	9,500	3%
30 4000.4700	DEBT SERVICE PRIN	39,784		41,604	20,553	41,604	43,352	1,748	4%
30 4000.4750	DEBT SERVICE INTEREST	119,768	119,630	117,948	59,223	117,948	116,200	(1,748)	-1%
30 4000.4800	DEPRECIATION	230,482	235,541	237,475	120,540	241,079	241,079	3,604	2%
30 4000.4850	REDUCED CIP CONTRIBUTION	(220,607)		(190,819)		(122,065)	(205,851)	(15,032)	8%
30 4000.4860	BAD DEBT	1,500		1,500		850	1,500	-	0%
30 4000.5001	STUDY PROJECTS			7,500		2,500	5,000	(2,500)	-33%
30 4000.5002	ENGINEERING SERVICES								
30 6010.4300	LINE MATERIALS	10,000	3,698	10,000	1,640	5,000	10,000	-	0%
30 6010.4350	ASSET MAPPING	2,500	451	2,500		1,000	2,500	-	0%
30 6010.4400	PUMP STATIONS OPERATIONS	7,800	3,413	8,000	8,850	8,000	16,000	8,000	100%
30 6020.0710	RUT CREEK-ELECTRICITY	47,000	36,925	47,000	19,256	45,000	47,000	-	0%
30 6020.0730	RUT. CR.- W/S/T EXP	3,000	1,899	3,000	1,228	2,500	4,000	1,000	33%
30 6020.4100	RUT CREEK-PLANT MAINTENANCE	27,000	22,171	27,000	10,473	27,000	45,000	18,000	67%
30 6020.4200	RUT CREEK-MAJOR REPAIRS	8,000		8,000		8,000	12,000	4,000	50%
30 6020.5000	RUT CREEK-CHEMICALS	12,000	6,535	12,000	1,842	6,000	12,000	-	0%
30 6020.5600	RUT CREEK-LAB	16,500	14,424	16,500	12,891	16,500	17,000	500	3%
30 6020.5625	PRETREATMENT EXPENSE	3,750		3,750	375	3,750	3,750	-	0%
30 6020.5650	LABORATORY EQUIPMENT	7,000		7,000	423	7,000	7,000	-	0%
30 6020.5700	NUTRIENT CREDIT PURCHASE	8,000	6,476	9,568		6,788	10,000	432	5%
30 6020.7000	RUT CREEK-PERMIT RENEWAL	5,500	16,147	6,000	4,933	6,000	7,500	1,500	25%
	Total Expenditures	671,977	810,310	730,819	439,872	779,747	759,823	29,004	4%
Total Revenue - Fund 30 SEWER FUND		671,977	764,402	730,819	442,291	779,747	759,823	29,004	4%
Total Expense - Fund 30 SEWER FUND		671,977	810,310	730,819	439,872	779,747	759,823	29,004	4%
Gain/Loss		-	(45,908)	-	2,418	-	-	-	

Town of Amherst General Fund Capital Improvement Plan
 FY 2014 - FY 2018

ATTACHMENT D-1

		FY13	FY14	FY15	FY16	FY17	FY18+Beyond
<u>SOURCES OF FUNDS:</u>							
1 GR- A	BOY cash balance	1,233,750	1,501,976	248,132	247,338	183,144	42,050
2 GR- B	Current year cash surplus	373,333					
3 GR- C	Permanent Fund		(267,662)				
4 GR- D	Town Hall Fund		(300,000)				
5 GR- E	Economic Development Fund		(70,000)				
6 GR- F	General Fund Depreciation	60,000	61,906	61,906	61,906	61,906	61,906
TOTAL SOURCES		1,667,083	926,220	310,038	309,244	245,050	103,956
<u>USES OF FUNDS:</u>							
Administration							
7 AD- A	Town Hall Computers	47,730	2,000	1,200	11,000	23,000	
8 AD- B	Public Works Computers		6,100		1,100	25,000	5,000
9 AD- C	Web Site		2,000				
10 AD- D	Telecommunications				6,000		
11 AD- E	Imaging					5,000	
12 AD- F	Downtown Electrical Replacement		5,000				
13 AD- G	ACHS-Briar Patch Water Line	40,000	582,988				
Administration Subtotal		87,730	598,088	1,200	18,100	53,000	5,000
Public Safety							
14 PS- A	2007 Ford Explorer SUV	30,000					29,000
15 PS- B	2008 Ford Crown Victoria		29,000				
16 PS- C	2010 Chevy Impala			29,000			
17 PS- D	2011 Ford Crown Victoria				29,000		
18 PS- E	2011 Ford Explorer SUV					29,000	
19 PS- F	Police Computers		8,500	2,500	4,000		
20 PS- G	Mobile Video Camera		10,500				
21 PS- H	Radios						
Public Safety Subtotal		30,000	48,000	31,500	33,000	29,000	29,000
Utilities Vehicles							
22 U- A	2000 GMC 4WD pickup						
23 U- B	2000 Ford Ext Cab pickup		26,000				
24 U- C	2003 GMC flatbed dump truck				50,000		
25 U- D	2004 Chevrolet crew cab pickup	31,377					
26 U- E	2007 Ford F150 pickup						26,000
27 U- F	2008 Dodge pickup						26,000
28 U- G	2011 Chevrolet pickup					26,000	
Utilities Vehicles Subtotal		31,377	26,000	0	50,000	26,000	52,000
Utilities Machinery							
29 U- H	Komatsu WB140 Backhoe					60,000	
30 U- I	2004 Hudson trailer					15,000	
31 U- J	Farm tractor & bushhog					20,000	
32 U- K	Bucket truck 95 GMC	16,000					
33 U- L	Tractor attachments						
34 U- M	Snow plow for crew cab PU		6,000				
35 U- N	Sewer jet			30,000			
36 U- O	Mobile air compressor				25,000		
Utilities Machinery Subtotal		16,000	6,000	30,000	25,000	95,000	0
37 C0- A	Carryover to Next FY	1,501,976	248,132	247,338	183,144	42,050	17,956
TOTAL USES		1,667,083	926,220	310,038	309,244	245,050	103,956
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 2013 - FY 2017

ATTACHMENT D-2

		FY13	FY14	FY15	FY16	FY17	FY1+Beyond
<u>SOURCES OF FUNDS:</u>							
W- A	BOY cash balance	797,427	752,106	76,619	7,796	208,900	460,004
W- B	Current year cash surplus	0					
W- C	Water Fund Depreciation	211,384	258,717	258,717	258,717	258,717	258,717
W- D	Water Fund CIP Contribution (Use)	(110,705)	(147,613)	(97,613)	(47,613)	2,387	52,387
W- E	Permanent Fund		(351,591)				
W- F	Interfund Transfer	0	0	0	0	0	
W- G	VDH Grant monies	250,000	315,935				
W- H	VDH Loan monies	250,000	315,935				
W- I	Bond Project 1				4,859,598		
W-	Bond Project 2						6,118,314
	TOTAL SOURCES	1,398,106	1,143,489	237,723	5,078,498	470,004	6,889,422
<u>USES OF FUNDS:</u>							
	W-0 Engineering - Water		10,000	10,000	10,000	10,000	
	W-20 Whitehead/Maple Waterline Repl(W-21)	100,000	25,000				
	W-32 Lexington Turnpike Waterline Replacement	500,000	631,870				
	W-52 Telemetry Project (Water & Sewer)	11,000					
	W-4,5 WTP RO Flow Controller/Chemical Feeder Project	10,000	400,000	219,927			
	W-37 Sunset Drive Waterline Replacement				926,600		
	W-45 Waughs Ferry Road Waterline Replacement				1,278,723		
	W-48 Walnut Street Waterline Replacement				124,444		
	W-28 Star Street Waterline Replacement				25,835		
	W-47 Dogwood Street Waterline Replacement				117,829		
	W-42 Union Hill Road Waterline Replacement				382,196		
	W-23 Mount Olive Road Waterline Replacement				227,838		
	W-22 West Court Street Waterline Replacement				192,753		
	W-39 Lake Drive Waterline Replacement				81,760		
	W-9 Ambriar Loop Water Line - Phase 1				865,745		
	W-30 Briarherst Drive Waterline Replacement	25,000			250,000		
	W-40 Vista Drive Waterline Replacement				118,240		
	W-49 Zane Snead Drive Waterline Replacement				267,636		
	W-11 Main Street Waterline Replacement						2,240,740
	W-41 Norfolk Avenue Waterline Replacement						128,232
	W-46 Forest Avenue Waterline Replacement						183,772
	W-24 Second Street Waterline Replacement						267,100
	W-25 Washington Street/Church Street Waterline Replacement						226,867
	W-43 Lynchburg Avenue Waterline Replacement						41,595
	W-38 Town Court Lane Waterline Replacement						86,898
	W-44 Warehouse Road Waterline Replacement						48,302
	W-36 Arthur Court Waterline Replacement						269,378
	W-35 Christian Springs Road Waterline Replacement						524,761
	W-33 East Monitor Road Waterline Replacement						552,148
	W-34 Huff Creek Trail Waterline Replacement						537,791
	W-31 Monitor Road Waterline Replacement						217,184
	W-27 Mountain View Plaza Waterline Replacement						50,000
	W-29 Jail Waterline Replacement						50,000
	W-10 Ambriar Loop Water Line - Phase 2						336,004
	W-50 Automated Meter Reading Equipment						357,542
W- 99	Carryover to Next FY	752,106	76,619	7,796	208,900	460,004	771,108
	TOTAL USES	1,398,106	1,143,489	237,723	5,078,498	470,004	6,889,422
	Balance	0	0	0	0	0	0

Assume rate revenue will grow faster than expenses by \$50,000/yr after FY13; debt service not factored in.

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

Town of Amherst Sewer Fund Capital Improvement Plan
 FY 2013 - FY 2017

	FY13	FY14	FY15	FY16	FY17	FY17	FY18 + Beyond
<u>SOURCES OF FUNDS:</u>							
S- A BOY cash balance	428,340	352,601	2,174	142,435	91,304	142,435	91,304
S- B Current year cash surplus	0						
S- C Sewer Fund Depreciation	241,079	241,079	241,079	241,079	241,079	241,079	
S- D Sewer Fund CIP Contribution (Use)	(190,818)	(140,818)	(90,818)	(40,818)	9,182	59,182	
S- E Permanent Fund		(300,688)					
S- F Interfund Transfer							
S- G Bond Project 1			2,697,657				
S- H Bond Project 2					5,088,141		
S- I Bond Project 3							
TOTAL SOURCES	478,601	152,174	2,850,092	342,696	5,429,707	5,527,521	91,304
<u>USES OF FUNDS:</u>							
S-0 Engineering - Sewer	10,000	10,000	10,000	10,000	10,000	10,000	10,000
S-13 N. Main Street Sewer Collector Replacement							
S-52 Telemetry Project (Water & Sewer)	11,000						
S-12 Sewer Manhole Raising	5,000						
S-15 Briarherst Sewer Replacement	50,000	40,000					
S-16 Ambriar Shopping Center Sewer Replacement	50,000	100,000					
S-14 Lower Union Hill Main Sewer Replacement			89,895				
S-17 S. Main Street Sewer Replacement			564,963				
S-18 ACHS Sewer Lateral Replacement			57,699				
S-20 Depot Street and Downtown Sewer Replacement			1,103,057				
S-22 Depot Street Sewer Bypass Crossing Replacement			128,442				
S-23 Upper Union Hill Main Sewer Replacement			228,119				
S-24 Walnut and Dogwood and Below Buffalo Air Sewer Replacement			525,482				
S-19 Mount Olive Road Sewer Replacement				41,613			
S-21 Locust Street Sewer Lateral Replacement				29,779			
S-3 60 West Sewer Pump Station Replacement				170,000			
S-25 Ambriar Area Sewer Extension					569,333		
S-4 Sweet Briar College Interceptor Replacement					209,497		
S-5 Lower Sewer Interceptor Replacement					3,365,405		
S-6 Upper Sewer Interceptor Replacement					943,906		
S-1 WWTP Nutrient Removal Upgrade						3,500,000	
S-2 WWTP Sludge Press Installation						1,584,825	
S-99 Carryover to Next FY	352,601	2,174	142,435	91,304	331,565	432,696	81,304
TOTAL USES	478,601	152,174	2,850,092	342,696	5,429,707	5,527,521	91,304
Balance	0	0	0	0	0	0	0

Assume rate revenue will grow faster than expenses by \$50,000/yr after FY11; debt service not factored in.
Note that TOA has a PER/funding application under review with USDA, and the mix of grant and loan offered might alter the construction timetable depicted on this sheet.

Town of Amherst Pay Plan
July 1, 2013-June 30, 2014

Low est Wage	\$7.15	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	14,862	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	Annually
	7.15	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	Hourly
2	15,754	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	Annually
	7.57	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	Hourly
3	16,699	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	Annually
	8.03	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	Hourly
4	17,701	18,055	18,416	18,784	19,160	19,543	19,934	20,333	20,739	21,154	21,577	22,009	22,449	22,898	Annually
	8.51	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	Hourly
5	18,763	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	Annually
	9.02	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	Hourly
6	19,889	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	Annually
	9.56	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	Hourly
7	21,082	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	Annually
	10.14	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	Hourly
8	22,347	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	Annually
	10.74	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	Hourly
9	23,688	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	Annually
	11.39	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	Hourly
10	25,109	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	Annually
	12.07	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	Hourly
11	26,616	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	Annually
	12.80	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	Hourly
12	28,212	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	Annually
	13.56	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	Hourly
13	29,905	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	Annually
	14.38	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	Hourly
14	31,700	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	Annually
	15.24	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	Hourly
15	33,602	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	Annually
	16.15	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	Hourly
16	35,618	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	Annually
	17.12	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	Hourly
17	37,755	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	Annually
	18.15	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	Hourly
18	40,020	40,820	41,637	42,470	43,319	44,185	45,069	45,970	46,890	47,828	48,784	49,760	50,755	51,770	Annually
	19.24	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	Hourly
19	42,421	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	Annually
	20.39	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	Hourly
20	44,966	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	Annually
	21.62	22.05	22.49	22.94	23.40	23.87	24.35	24.83	25.33	25.84	26.36	26.88	27.42	27.97	Hourly
21	47,664	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	Annually
	22.92	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	Hourly
22	50,524	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	Annually
	24.29	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	Hourly
23	53,556	54,627	55,719	56,834	57,970	59,130	60,312	61,519	62,749	64,003	65,284	66,590	67,922	69,280	Annually
	25.75	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	Hourly
24	56,769	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	Annually
	27.29	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	Hourly
25	60,175	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	Annually
	28.93	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	Hourly
26	63,786	65,061	66,363	67,690	69,044	70,425	71,833	73,270	74,735	76,230	77,754	79,307	80,896	82,514	Annually
	30.67	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	Hourly
27	67,613	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	Annually
	32.51	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	Hourly
28	71,670	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	Annually
	34.46	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	Hourly
29	75,970	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	Annually
	36.52	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	Hourly
30	80,528	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	Annually
	38.72	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	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

Administration	Police	Public Utilities
26 Town Manager (Exempt)	22 Police Chief (Exempt)	23 Director of Public Utilities (Exempt)
17 Office Manager (Exempt)	18 Sergeant	18 Construction Foreman (Exempt)
13 Fiscal Assistant	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

**TOWN OF AMHERST
SCHEDULE OF LOCAL LEVY
JULY 1, 2013**

The following are tax levies for the fiscal year beginning July 1, 2013. 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 \$0.036.
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 \$0.35. 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 \$0.35 less the amount allowed for by the implementation of the Personal Property Tax Relief Act.

In accordance with the requirements set forth in 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, any qualifying vehicle situated within the Town of Amherst commencing January 1, 2013, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of up to \$20,000 will be eligible for 56% tax relief;
- Personal use vehicles with assessed value of \$20,001 or more shall receive only 56% tax relief on the first \$20,000 in assessed value;
- All other vehicles which do not meet the definition of "qualifying" (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed "non-qualifying" for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

**TOWN OF AMHERST
SCHEDULE OF UTILITY RATES AND CHARGES
JULY 1, 2014**

MONTHLY RATE

WATER

<u>Rate Component</u>	<u>Residential Base Charge</u>	<u>Debt Repayment Charge</u>	<u>Use Charge</u>
July 1, 2013-June 30, 2014	\$7.00	\$4.00	\$5.50
July 1, 2014-June 30, 2015	\$7.00	\$4.00	\$6.25

(Residential Base Charges are assessed monthly. The Debt Repayment Charge is assessed on each water account. The Use Charge is applied to 1,000 gallons as measured at the water meter.)

SEWER

<u>Rate Component</u>	<u>Residential Base Charge</u>	<u>Use Charge</u>
July 1, 2013-June 30, 2014	\$20.00	\$5.00
July 1, 2014-June 30, 2015	\$20.00	\$6.00

(Residential Base Charges are assessed monthly. The Use Charge is applied to 1,000 gallons as measured at the water meter.)

HAULED WASTE

Use Charge/1,000 gallons \$55.00

OTHER WATER AND SEWER

Base charges and debt repayment charges for non-residential water and sewer users will be computed by dividing metered use by 3,000 gallons and then multiplying by the residential charge. This applies to all nonresidential users except for churches that shall be assessed on the same basis as residences. One residential charge shall be assessed for each residential unit.

GARBAGE

Residential Base Charge (Assessed to all curbside users) \$ 5.75/month

SURCHARGES

The total of the base charge and the use charge will be increased by a factor of 2 for all out of town users.

SPRINKLERS

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

(See policy of 2/10/94)

Town of Amherst Utility Rate and Fee Policy

Effective July 1, 2013

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 \$25.00 account set-up fee 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 Debt Repayment Charge and 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>Debt Repayment Charge</u>	<u>Use Charge</u>
Water:			
July 1, 2013-June 30, 2014	\$7.00	\$4.00	\$5.50
July 1, 2014-June 30, 2015	\$7.00	\$4.00	\$6.25
Sewer:			
July 1, 2013-June 30, 2014	\$20.00		\$5.00
July 1, 2014-June 30, 2015	\$20.00		\$6.00
Curbside Refuse Collection:			
July 1, 2014-June 30, 2015	\$5.75	assessed to all customers connected to Town water except those who have dumpster service	

Nonresidential and Out of Town Water and Sewer Charges:

Base charges and debt repayment charges for non-residential water and sewer users will be computed by dividing metered use by 3,000 gallons and then multiplying by the residential 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 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).

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. The due date is 5:00 PM on the 20th of the following month. **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 the due date. All payments received after 5:00 PM 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 a disconnect notice will be mailed to give the customer 10 days notice before the meter will be disconnected.

Reconnection Fees and 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 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 check to pay to prevent service from being disconnected or to reconnect a service is returned. A reconnection fee 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 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.

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 Check Fee:

There will be a \$25.00 charge assessed for each check returned for any reason. If a bank should charge the Town of Amherst more than this rate then the amount assessed will be the actual amount charged to the Town of Amherst by the bank.

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.

Amendments to the Personnel Policy – Approved June 2, 2013; Effective January 1, 2014

B. Leave

1. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis.

0 years	42 hours per <u>monthpay period</u>
1 - 10 years	83.75 hours per <u>monthpay period</u>
11 and more	125.75 hours per <u>monthpay period</u>

Individuals employed by the Town prior to July 1, 2001 shall be granted 146.5 hours of annual leave per monthpay period after fifteen (15) years of service.

Annual leave shall be scheduled and approved in advance by the manager or supervisor. Annual leave shall not be used until all compensatory leave is used. Annual leave is not eligible at all times as the manager and supervisors have a primary obligation to insure that the Town's service to the citizens is carried out.

Each employee may accumulate a maximum of 120 hours of annual leave. Annual leave above that amount shall expire and may not be accumulated or used. Employees shall be paid for the value of the accrued vacation upon termination of their Town employment concurrent with the final paycheck.

2. Sick Leave

Sick leave shall accrue at the rate of 83.75 hours per monthpay period, and, when taken, shall be used on an hour for hour basis. Sick leave shall be used for:

- a. FMLA leave, pursuant to section D.1.
- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties, doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.
- c. An employee may elect to charge against earned sick leave credits an absence required by illness or death in the immediate family.

The "immediate family," in this application, includes only: the employee's or spouse's parents, wife, husband, children, brother, or sister, and any relative living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed twenty-four work hours for an illness of one cause, for an injury, or for a death. Sick leave used as a result of death shall be continuous and within one week of the death.

An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the supervisor a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under

the Family and Medical Leave Act. The supervisor or manager has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the Town will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be kept separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the manager. Sick leave is charged on an hour-for-hour basis for all employees and is not considered entitlement.

Each employee may accumulate a maximum of 520 hours of sick leave. Sick leave above that amount shall expire and may not be accumulated or used. All accumulated sick leave is forfeited upon separation from employment with the Town. Accumulated sick leave is not compensable for any reason.