

AMHERST TOWN COUNCIL

AGENDA

REVISED

Wednesday, June 9, 2021

Meeting at 7:00 p.m.

Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Public Hearing to Consider Adoption of a Cigarette Tax Ordinance (Pgs. 1-10) Tracie Morgan** - *Several years ago, staff looked at the impact of taxing cigarette sales. At the time, it was not deemed a worthwhile endeavor, as a town tax would most likely only drive sales to the County. However, with a county cigarette tax implemented, this tax will be collected in town and in the county already. Council set a public hearing to consider this ordinance for this meeting and seeks to receive public comment and potential adoption. If adopted, staff recommends an implementation date of September 1, 2021, or as soon as reasonably possible thereafter. Staff recommends adoption at next month's meeting, as we are still finalizing details with the County and wholesalers.*
- E. Citizen Comments** - *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 11-50)** – *Draft of the May 12, 2021, meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs.51-62)**
- a. Town Manager Monthly Report - **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report - **attached**
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**
 - f. Town Attorney Monthly Report – **attached**

2. Council Committee Reports (Pg. 63)

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- a. Finance Committee – Mrs. Carton- meeting June 3, 2021, draft minutes attached
- b. Utilities Committee – Mr. Watts

3. Other Reports (Pgs. 64-68)

- a. Planning Commission– no meeting
- b. Industrial Development Authority- met June 7, 2021, handout
- c. Robert E. Lee SWCD- met April 22, 2021, minutes attached

H. Discussion Items

1. **Second Stage Appropriation (Pgs. 70)** *Tracie Morgan- While the budget included a line item for the Town's contribution to Second Stage in the current fiscal year, it did not include the state portion of the grant. Staff requests that the Council appropriate \$2,750 for the purposes of accounting for this revenue and expenditure. No new Town funds are being used for this purpose. It is strictly a pass-through appropriation from the state grant.*
2. **Purchase Approval for new Police Car (Pgs. 71-72)** *Sara Carter- The Capital Improvement Plan and the FY 22 budget both include purchase of one new Police Interceptor SUV for this coming fiscal year. There are vehicles currently available through the Sheriff's Association contract. Staff does not believe that there will be a better price and would like to purchase a new car as soon as the new fiscal year begins. Staff requests purchase approval of \$34,845.03 for a 2021 Ford Police Interceptor. There will be additional costs for outfitting the vehicle and Chief Shiflett is working on finding the best prices now. Chief Shiflett has also provided an estimate for vehicle electronics, which requires purchase approval of \$8,468.46.*
3. **Planning Commission Appointments-** *Sara Carter- There are currently two Planning Commission vacancies. If Council is aware of any interested citizens.*
4. **Resolution for VDH-ODW Funding Application for Waugh's Ferry Generator-** *Sara Carter- This resolution is in support of the grant application for the Waugh's Ferry generator. The Town portion of the project is \$100,000, and the state portion is \$150,000. This resolution is in support of the application. A second resolution will be required when the funding is granted.*
5. **Addition of a Conflict of Interest Statement to the Personnel Policy-** *Tracie Morgan and Sara Carter- The certification to receive American Rescue Plan(ARPA) money is due next week on June 15th, 2021. We just received the instructions for certification today, and they require the town have a Conflict of Interest policy. Staff's recommendation is that a statement is added to the Personnel Policy that states that the Town will follow the Virginia Conflict of Interest Act, which is consistent with the Federal Conflict of Interest Act.*

I. Matters from Staff

J. Matters from Town Council

K. Other Meetings

- Retreat- June 24 at 6 p.m.
- Joint IDA meeting confirmation- July 6 at 5:15 p.m.

L. Citizen Comments

M. Adjournment



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Jack Hobbs/Town Council
From: Tracie Wright
Date: February 27, 2017
Re: Cigarette Tax

On February 4, 2017 during the Council Work Session, desire to move forward with a proposed Cigarette/Tobacco Tax was expressed. At that time, I was asked to investigate the difference between the words Cigarette and Tobacco and research the possible revenue that such a tax may generate.

The Code of Virginia, Section 58.1-1021 does in fact mention a Tobacco Tax that includes loose leaf tobacco and snuff. However, in my error this is a tax controlled by the Virginia Department of Taxation on all "tobacco" distributed within the Commonwealth of Virginia and the revenue generated by this is used for the Virginia Health Care Fund.

Section 58.1-3830 of the Code of Virginia is where it is found that cities, towns and counties are authorized to levy taxes on the sale of cigarettes. Packs and cartons of cigarettes as well as "roll-your-own" (.09 ounces of "roll-your-own tobacco equals one individual cigarette) tobacco are the only items that this tax applies to in this section and any usage of the terms Cigarette or Tobacco interchangeably, are basically referring to the "Cigarette Tax."

The discussion around the proposed "Cigarette Tax," is not new and therefore, basic research, information and steps to take on implementation have been gathered previously and compiled in the August 2016 Town Council Agenda. In addition to what was included with that agenda I have contacted the three retailers that are located within Town limits to question the amount of cigarette sales they have per month. These three retailers include; Dollar General, Food Lion, and Quickee Food Store. I have been asked to keep individual sales amounts confidential. However, I was able to compile some figures based on the information I received to report an estimate on the amount of revenue that may be generated by the proposed tax and at different tax rates. The figures below are yearly projected revenue totals for the first year based on the current information I received. The revenue amounts listed below are the revenue totals after the \$.02 stamp cost per pack, therefore, \$.02 would have to be added to each revenue total to get the total cost of the implemented tax.

5 Cent Revenue	10 Cent Revenue	15 Cent Revenue	20 Cent Revenue	25 Cent Revenue
\$ 8,922.90	\$ 17,845.79	\$26,769.00	\$ 35,691.59	\$ 44,614.49

After the Council Work Session I was also given contact information for Jeff Smith III who represents cigarette wholesalers as a go to for helpful information. He was able to give me a simplified spreadsheet that list the tax imposed by the cities and towns that currently have a “cigarette tax” implemented as well as a couple of economic research papers I think would be very beneficial for you all to read in detail that could change the figures provided to you above.

To summarize the articles, it is found that cigarette tax implementation causes a “cross-border” effect. Meaning that if practical, residents will cross outside town or city borders to areas without taxes or with lower taxes. According to the *Mangum Economics* research this effect is more profound in smaller localities because it takes less time and effort to travel outside their home area to make purchases elsewhere. Although, we of course will generate new revenue due to initial implementation, both researches show that following the first year of implementation or tax increases, revenues actually begin to drop rather than generate the same or more revenue as hoped for. Not only does the “cross-border” effect put a hit on the projected cigarette tax revenue, but as mentioned in *The Beacon Hill Institute* research, cigarette consumers who drive to other areas for their cigarette purchases at a lower cost are also making their other purchases there as well, such as gas, beverages and thereby other areas of the local economy may suffer as a result.

To give you all the information that you have asked for, I have included the following. Please be aware some information may be a repeat from the August 2016 information provided by Jack:

1. Code referencing the Town’s ability to implement the Cigarette Tax.
2. Forms that were provided to us from the Town of Appomattox in order to gather information and begin implementation of the tax.
3. Appomattox Ordinance
4. Appomattox Public Hearing Advertisement
5. Tax rates throughout Virginia-Please be advised that this shows up several times throughout the compiled data, however, Jeff Smith advises not to go by any other repository but what was provided directly from him.
6. Research Study Papers

Staff Recommendation:

Based on the research information provided I would recommend that if Council were to agree on a cigarette tax at all that they begin by adopting a relatively low tax rate to start, rather than the mentioned \$.25 tax. This would help us evaluate the economic impact the tax will have on other revenue sources in the Town. As mentioned in the research articles, the Town of Amherst is a small locality with only three retailers within its limits and we are at risk for the cross-border effect.

PUBLIC HEARING NOTICE

The Town of Amherst Town Council will hold a public hearing at 7:00 PM on June 9, 2021, in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matter:

Cigarette Tax Ordinance:

To consider amending Chapter 8 of the Town of Amherst Code, creating a new Article IX Cigarette Tax. The new article would levy an excise tax equivalent to \$0.27 per package containing 25 or fewer cigarettes effective July 1, 2021. The new article also provides definitions, methods of collection, stamp requirements, violations and penalties, and other provisions related to the levy of this tax.

All interested persons may express their views by emailing sara.carter@amherstva.gov by 2:00 PM Wednesday, June 9, 2021, prior to the meeting. Anyone having questions regarding the above may contact the Town Hall Office at 434-946-7885, Monday through Friday from 9:00 AM to 5:00 PM.

Supporting documentation is available online at amherstva.gov and for inspection in the Town Hall during normal working hours.

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF AMHERST BY ADDING SECTION 8.365 THROUGH 8.381 OF CHAPTER 8, ARTICLE IX OF THE TOWN CODE, THE AMENDED CODE REFERRING TO TAXATION

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

That Sec. 8.365 through Sec. 8.381 of the Code of the Town of Amherst are hereby added to read as follows:

ARTICLE IX. CIGARETTE TAX

Sec. 8-365. Definitions.

The following words and phrases, when used in this article, shall, for the purposes of this article, have the following respective meanings except where the context clearly indicates a different meaning:

Carton means 10 packs of cigarettes, each containing 20 cigarettes or eight packs, each containing 25 cigarettes.

Cigarette means any product that contains nicotine, is intended to be burned and produces smoke from combustion under ordinary conditions of use, and consists of or contains (i) any roll of tobacco wrapped in paper or in any substance not containing tobacco; (ii) tobacco, in any form, that is burned and functional in the product, which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette; or (iii) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described in clause (i) of this definition. The term "cigarette" includes "roll-your-own" tobacco, which means any tobacco which, because of its appearance, type, packaging, or labeling, is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes. For purposes of this definition of "cigarette," 0.09 ounces of "roll-your-own" tobacco shall constitute one individual "cigarette."

Dealer means every manufacturer, jobber, wholesale dealer, or other person who supplies a seller with cigarettes.

Pack means a package containing either 20 or 25 cigarettes.

Person means any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, and any combination of individuals.

Purchaser means every person to whom title to any cigarettes is transferred by a seller within the jurisdictional limits of the town.

Sale means every act or transaction, irrespective of the method or means employed, including the use of vending machines and other mechanical devices, whereby title to any cigarettes is transferred from the seller to any other person within the jurisdictional limits of the town.

Seller means every person who transfers title to any cigarettes or in whose place of business title to any cigarettes is transferred, within the jurisdictional limits of the town, for any purpose other than resale.

Stamp means the stamp or stamps by the use of which the tax levied under this chapter is paid and shall be officially designated as Virginia revenue stamps. The Department is hereby authorized to provide for the use of any type of stamp that will effectuate the purposes of this chapter, including but not limited to decalcomania and metering devices.

Treasurer means the treasurer of the town and any of his or her duly authorized deputies and agents.

Use means the exercise of any right or power over cigarettes incident to the ownership thereof or by any transaction where possession is given, except that it does not include the sale of cigarettes in the regular course of business.

(Ord. No.)

Sec. 8-366. Registration required.

Each distributor, wholesaler, vendor, retailer, or other person selling, storing, or possessing cigarettes within or transporting cigarettes within or into the town for sale or use shall first register with the treasurer of the town. The application form, which shall be supplied upon request, shall require such information relative to the nature of the business engaged in by the applicant as the treasurer deems necessary for the administration and enforcement of this article. Any applicant whose place of business and residence is outside the town shall automatically, by filing his application, submit himself to the town's legal jurisdiction and appoint the town administrator as his agent for any service of lawful process. A copy of any such process served on the town administrator shall be sent forthwith by registered mail to the distributor, wholesaler, vendor, retailer, or other person.

(Ord. No.)

Sec. 8-367. Levied; amount.

There is hereby levied and imposed by the town, upon each and every sale of cigarettes, an excise tax of one and thirty-five hundredths (1.35) cents per cigarette sold within the town (i.e., twenty-seven (27) cents per pack), the amount of such tax to be paid by the seller, if not previously paid, in the manner and at the time provided for in this article.

(Ord. No.)

Sec. 8-368. Method of payment.

- (a) The tax imposed by this article shall be paid by affixing or causing to be affixed a stamp or stamps, of the proper denominational or face value, to each and every package of cigarettes sold within the town, in the manner and at the time or times provided for in this article. Every dealer and every seller in the town, once registered, shall have the right to buy such stamps from the town treasurer and to affix the same to packages of cigarettes as provided in this article.
- (b) The treasurer may permit the payment in advance of the tax levied and imposed by this article by the method of placing imprints of the stamps upon original packages by the use of meter machines, in lieu of the method of paying such tax by the purchase and affixing of gummed stamps, and may prescribe and enforce the necessary regulations setting forth the method to be employed and the condition to be observed in the use of such meter machines.

(Ord. No.)

Sec. 8-369. Preparation and sale of stamps.

For the purpose of making stamps available for use, the treasurer shall prescribe, prepare, furnish and sell stamps of such denominations and in such quantities as may be necessary for the payment of the taxes imposed by this article. Any local tax stamp or meter impression required to be used to evidence payment of the tax shall be of the same stamp technology that is used or required by the Commonwealth for the state cigarette tax stamp.

In the sale of such stamps, the town treasurer shall allow a discount of one-tenth (0.10) of a cent per cigarette (i.e., two (2) cents per pack) to cover the costs which will be incurred in affixing the stamps to packages of cigarettes. In the event the printing by an authorized meter machine is used in lieu of gummed stamps, there shall be allowed a discount of six (6) percent of the denominational or face value of the imprints of such stamps so printed by such meter machine to cover the costs incurred in printing such imprints.

(Ord. No.)

Sec. 8-370. General duties of dealers and sellers with respect to stamps.

- (a) Every dealer in cigarettes is hereby required and it shall be his duty to purchase such stamps, at the office of the town treasurer, as shall be necessary to pay the tax levied and imposed by this article, and to affix or cause to be affixed a stamp or stamps of the monetary value prescribed by this article to each package of cigarettes prior to delivery or furnishing of such cigarettes to any seller. Nothing herein contained shall preclude any dealer from using a stamp meter machine in lieu of gummed stamps to effectuate the provisions of this article.
- (b) Every seller shall examine each package of cigarettes prior to exposing the same for sale, for the purpose of ascertaining whether such package has the proper stamps affixed thereto or imprinted thereon, as provided by this article. If, upon such examination, unstamped or improperly stamped packages of cigarettes are discovered, the seller, where such cigarettes were obtained from a dealer, shall immediately notify such dealer, and upon such notification, such dealer shall forthwith either affix to or imprint upon such unstamped or improperly stamped packages the proper amount of stamps, or shall replace such packages with others to which stamps have been properly affixed or imprinted thereon.
- (c) Should a seller obtain or acquire possession of, from any person other than a dealer, any unstamped or improperly stamped cigarettes, such seller shall forthwith, before selling or offering or exposing such cigarettes for sale in the town, purchase and affix or cause to be affixed to such packages of cigarettes the proper stamps, or the markings of a meter machine, covering the tax imposed by this article.
- (d) In the event any seller elects to purchase and affix stamps or imprints of a meter machine, before offering cigarettes for sale, any dealer delivering and furnishing cigarettes to such seller shall not be required to purchase and affix such stamps or imprints to such cigarettes so sold or furnished; provided that any such dealer shall, on the day after such delivery and furnishing, file with the treasurer a copy of the delivery memorandum showing the name and address of the seller and the quantity and type of cigarettes so delivered and furnished.

(Ord. No.)

Sec. 8-371. Visibility of stamps or meter markings.

Stamps or the printed markings of a meter machine shall be placed upon each package of cigarettes in such manner as to be readily visible to the purchaser.(Ord. No.)

Sec. 8-372. Altering design of stamps.

The treasurer may, from time to time, and as often as he or she may deem advisable, provide for the issuance and exclusive use of stamps of a new design and forbid the use of stamps of any other design.

(Ord. No.)

Sec. 36-373. - Meter machines.

The treasurer is authorized to permit the payment in advance of the tax levied and imposed by this article by the method of placing imprints of stamps upon original packages by the use of meter machines in lieu of the method of paying such tax by the purchase and affixing of gummed stamps, and to prescribe and enforce the

necessary regulations setting forth the method to be employed and the conditions to be observed in the use of such meter machines.

Sec. 8-374. Refund for unused stamps or meter imprints.

- (a) Should any person, after acquiring from the town treasurer any stamps provided for in this article, cease to be engaged in a business necessitating the use thereof, or should any such stamps become mutilated and unfit for use, other than by cancellation as provided in this article, such person shall be entitled to a refund of the denominational or face amount of any stamps so acquired and not used by him, without penalties or additional fees, upon presenting such stamps to the treasurer and furnishing the treasurer with an affidavit showing, to his satisfaction, that such stamps were acquired by such person and have not in any manner been used and the reason for requesting such refund. In the case of any authorized meter machine, should any imprints of such machine theretofore paid for not be used, such person shall, upon furnishing the treasurer with a similar affidavit, be entitled to a refund of the denominational or face amount thereof, without penalties or additional fees.
- (b) All refunds for unused and mutilated stamps and for nonuse of imprints of stamps by meter machines provided for under this section are hereby authorized to be made on vouchers approved by the treasurer and, when made, the same shall be charged against the sums collected for the sale of such stamps and for the use of such imprints.

(Ord. No.)

Sec. 8-375. Seizure and sale of unstamped cigarettes.

- (a) Whenever the treasurer shall discover cigarettes in quantities of more than six (6) cartons within the town which are subject to the tax imposed by this article and upon which the tax has not been paid or upon which stamps have not been affixed or evidence of such tax shown thereon by the printed markings of an authorized meter machine, as this article requires, such cigarettes shall be conclusively presumed for sale or use within the town and the treasurer may forthwith seize and confiscate such cigarettes, if:
 - (1) They are in transit, and are not accompanied by a bill of lading or other document indicating the true name and address of the cosigner or seller and of the cosigner or purchaser, and the brands and quantity of cigarettes so transported; or are in transit and accompanied by a bill of lading or other document which is false or fraudulent in whole or in part; or
 - (2) They are in transit and are accompanied by a bill of lading or other documents indicating:
 - a. A consignee or purchaser in another state or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid, and unless the tax of the state or district of destination has been paid and the said products bear the tax stamp of that state or district; or
 - b. A consignee or purchaser in the Commonwealth but outside the town who does not possess a Virginia sales and use tax certificate, a Virginia retail tobacco license and where applicable, both a business license and retail tobacco license issued by the local jurisdiction of destination; or
 - (3) They are not in transit and the tax has not been paid, nor have approved arrangements for payment been made, provided that this subsection shall not apply to cigarettes in the possession of distributors or public warehouses which have filed notice and appropriate proof with the treasurer that those cigarettes are temporarily within the town and will be sent to consignees or purchasers outside the town in the normal course of business.
- (b) All cigarettes seized and confiscated according to subsection (a) of this section shall thereupon be deemed to be forfeited to the town and may be sold within a reasonable time thereafter, after proper notice of such

seizure is given to the known holders of property interests in the cigarettes. Such notice shall be given to known holders of property interests, if any, by certified mail and by written notice posted on the bulletin board of the court house of the town at least seven (7) days before the date of sale. Such notice shall contain the time and place at which the sale is to occur and procedures for administrative appeal as well as affirmative defenses which may be asserted by such holders. All moneys collected under this section shall be paid to the town treasurer and treated as other taxes collected under this article. No credit from any sale or other disposition shall be allowed toward any tax or penalties owed.

(Ord. No.)

Sec. 8-376. Seizure and sale of coin-operated vending machines and counterfeit stamp or impression devices.

(a) Any coin-operated vending machine, in which any cigarettes are found, stored or possessed bearing a counterfeit or false tobacco tax stamp or impression or any unstamped cigarettes, or any cigarettes upon which the tax has not been paid, may be declared contraband property and be subject to confiscation and sale as provided in section 8-180(b). When any such vending machine is found containing such cigarettes, it shall be presumed that such cigarettes were intended for distribution, sale or use therefrom. In lieu of immediate seizure and confiscation of any vending machine used in an illegal evasion of the tax, it may be sealed by appropriate enforcement authorities to prevent continued illegal sale or removal of any cigarettes, and may be left unmoved until other civil and criminal penalties are imposed or waived. Notice requirements shall be the same as if the machine had been seized. Such seal may be removed and the machine declared eligible for operation only by authorized enforcement authorities. Nothing in this section shall prevent seizure and confiscation of a vending machine at any time after it is sealed.

(b) Any counterfeit stamps or counterfeit impression devices found may also be seized and confiscated.

(Ord. No.)

Sec. 8-377. Dealers' and sellers' records.

It shall be the duty of every dealer and seller to maintain and keep, for a period of two (2) years, such records of cigarettes sold and delivered by him as may be required by the town treasurer and to make all such records available for examination by such town treasurer, upon demand, at any and all reasonable times.

(Ord. No.)

Sec. 8-378. Rules and regulations for enforcement and administration of article; examination of books, records, etc.

(a) The town treasurer may prescribe, adopt, promulgate and enforce rules and regulations relating to the method and means to be used in the cancellation of stamps and to all other matters pertaining to the administration and enforcement of the provisions of this article. It shall be unlawful for any person to fail, neglect or refuse to comply with such rules and regulations.

(b) The town treasurer may examine books, records and cigarette inventories relevant to the sale of cigarettes in this town on the premises where the cigarettes are stored, displayed or sold or elsewhere in this town. Every agent, seller or dealer shall provide access to the town treasurer for such examination.

(Ord. No.)

Sec. 8-379. Tax is in addition to other taxes.

The tax levied and imposed by this article shall be in addition to all other taxes of every kind levied and imposed by any other ordinance or law.

(Ord. No.)

Sec. 8-380. Violations of article—Generally.

- (a) Any person violating any of the provisions of this article shall be guilty of a Class 1 misdemeanor. In addition, any person who shall perform any fraudulent act or fail to perform any act for the purpose of evading the payment of any tax imposed by this article shall be required to pay a penalty in the amount of fifty (50) percent and interest not to exceed three quarters of one percent per month upon any tax found to be overdue and unpaid. Conviction and payment of a fine for such violation shall not relieve any person from the payment of any tax imposed by this article.
- (b) Each violation of, or noncompliance with, any of the provisions of this article shall be and constitute a separate offense and shall subject every person convicted thereof to the penalties prescribed.

(Ord. No.)

Sec. 8-381. Same—Prohibited acts enumerated.

It shall be unlawful and a violation of this article for any person:

- (1) To perform any act or fail to perform any act for the purpose of evading the payment of any tax imposed by this article or of any part thereof; or for any dealer or seller, with intent to violate any provision of this article, to fail or refuse to perform any of the duties imposed upon him under the provisions of this article or to fail or refuse to obey any lawful order which the treasurer may issue under this article.
- (2) To falsely or fraudulently make, forge, alter or counterfeit any stamp or the printed markings of any meter machine or to procure or cause to be made, forged, altered or counterfeited any such stamp or printed markings of a meter machine or to knowingly and willfully alter, publish, pass or tender as true any false, altered, forged or counterfeited stamp or stamps or printed markings of a meter machine.
- (3) To sell any cigarettes upon which the tax imposed by this article has not been paid and upon which evidence of payment thereof is not shown on each package of cigarettes.
- (4) To reuse or refill with cigarettes any package from which cigarettes, for which the tax imposed has been theretofore paid, have been removed.
- (5) To remove from any package any stamp or the printed markings of a meter machine with intent to use or cause the same to be used after the same have already been used, or to buy, sell or offer for sale or give away any used, removed, altered or restored stamps or printed markings of a meter machine to any person, or to reuse any stamp or printed markings of a meter machine which had theretofore been used for evidence of the payment of any tax prescribed by this article, or, except as to the town treasurer, to sell or offer to sell any stamps or printed markings of a meter machine provided for in this article.

(Ord. No.)

Sec. 8-382. Same—Presumption of violation by seller.

- (a) In the event any package of cigarettes is found in the possession of a seller, without the proper stamps being affixed thereto or without authorized printed markings of a meter machine thereon, and the seller shall be unable to submit evidence establishing that he received such package within the immediately preceding forty-eight (48) hours and that he has not offered the same for sale, the presumption shall be that such package is being kept by such seller in violation of the provisions of this article and shall subject him to the penalties provided for such violation.
- (b) Any cigarettes placed in any coin-operated vending machine located within the town shall be presumed for sale within the town. Any vending machine located within the town containing cigarettes upon which the stamp has not been affixed or containing cigarettes placed so as not to allow visual inspection of the stamp through the viewing areas as provided for by the vending machine manufacturer shall be presumed to contain untaxed cigarettes in violation of this article.
- (c) Any cigarettes, coin-operated vending machines, counterfeit stamps, or other property found in violation of this article shall be declared contraband goods and may be seized by the treasurer. In addition to any tax due, the dealer or other person liable for the tax possessing such untaxed cigarettes shall be subject to civil and criminal penalties herein provided.
- (d) In lieu of seizure, the treasurer may seal such vending machines to prevent continued illegal sale or removal of such cigarettes. The removal of the seal from a vending machine by any unauthorized person shall be in violation of this article. Nothing in this article shall prevent the seizure of any vending machine at any time after it is sealed.
- (e) All cigarette vending machines shall be plainly marked with the name, address and telephone number of owner of the machine.

(Ord. No.)

3. That this Ordinance shall be effective on the 1st day of July, 2021.

This ordinance was adopted on the 9th day June, 2021.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of the Council

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on May 12, 2021, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

As a result of COVID-19 cautionary restrictions and limited space the below council members and staff met in person and electronically via virtual meeting in the event persons wishing to avoid attending could still address Council from home.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	A	Kenneth G. Bunch
P	Rachel A. Carton	P	Sharon W. Turner
P	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

Sara Carter	Town Manager	Vicki K. Hunt	Clerk of Council
W. Thomas Berry	Town Attorney	Bobby Shiflett	Chief of Police
Tracie Morgan	Office Manager/Treasurer	Charles Thompson	Utilities Maintenance Foreman
Gary Williams	Director of Plants (Remote)	Becky L. Cash (Remote)	Lead Water Operator

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Sharon W. Turner.

Mayor D. Dwayne Tuggle opened the floor for citizen comment.

There being no one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

Ms. Carton made a motion that was seconded by Ms. Wheaton to approve the minutes from the April 14, 2021, meeting.

There being no discussion, the motion as to the April 14, 2021, minutes carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a brief report by Town Manager Carter, Ms. Carton made a motion that was seconded by Mr. Watts to adopt and approve an amendment to the Town of Amherst Utility Rate and Fee Policy for FY 2021/22 to include authorization by Town Manager to allow out-of-town non-profit organizations that have a financial hardship and provide a community service, to be billed at an in-town rate, upon annual application, as recommended by staff.

After discussion, the motion carried 3-2 via the roll call method, the Mayor having cast the deciding vote pursuant to Town Code Section 3.01.7, as follows:

D. Dwayne Tuggle	Aye	Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Nay
Kenneth S. Watts	Aye	Janice N. Wheaton	Nay

A copy of the policy is attached and made a part of these minutes.

After Town Manager Carter gave a brief report on the FY21-22 Town of Amherst budget, Ms. Carton made a motion that was seconded by Ms. Turner to adopt the proposed Town of Amherst FY21-22 budget including the Ordinance to Establish the Budget for the Town of Amherst, Virginia for the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, Making Revenue Estimates and Appropriations for Same, as presented at the public hearing on April 14, 2021, and as recommended by staff.

There being no discussion, the motion carried 3-1 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Nay

A copy of the budget and ordinance are attached and made a part of these minutes.

Town Manager Carter gave a report on purchase of a Police Department building generator which is required for accreditation.

Mr. Watts made a motion that was seconded by Ms. Carton to accept the proposal from Drummond Electrical, Inc., for purchase of a 35 kw Briggs & Stratton five-year warranty liquid cool generator, including labor and materials, from Drummond Electrical, Inc., for the quoted sum of \$17,344.00, and authorizes Town Manager to make appropriate expenditures associated thereto, as recommended by staff.

After discussion, the motion carried 3-1 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Nay

Town Manager Carter was directed to inquire about a service agreement on the generator.

Town Manager Carter reported on amendments to the Town of Amherst pay plan which accommodates professional development for the Police Department and an adjustment in the pay grade for one other employee.

After a report by Town Manager Carter and Office Manager/Finance Director Morgan, a motion was made by Mr. Watts and seconded by Ms. Carton to hold a public hearing at its next meeting on June 9, 2021, to consider a Town of Amherst cigarette tax in an amount equal to that which would be imposed by the County of Amherst, as recommended by staff.

After discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Clerk of Council Vicki Hunt gave a report on a proposed Employee Recognition Policy that would allow managerial and peer-to-peer recognition and awards.

Ms. Turner made a motion that was seconded by Ms. Wheaton to refer the proposed Employee Recognition Policy to the Finance Committee for further review and comment.

After discussion, the motion carried 3-1 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Nay	Janice N. Wheaton	Aye

There being on one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

There being no further business, the meeting adjourned at 7:51 P.M., until June 9, 2021, at 7:00 p.m. on motion of Ms. Turner seconded by Ms. Carton.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Town of Amherst Utility Rate and Fee Policy

For FY 2021/22

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 required to show proper identification and will be charged a \$50.00 account set-up fee/ reconnection fee/trip charge that will be added to the customer's first bill. -

Residential Customers:

All active customers shall be charged one Residential Base Charge each month for each individual residential unit, as designated consistent with building and zoning practices. Customers are charged for water and sewer usage based upon metered water usage.

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
Water:				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
Sewer:				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
Curbside Refuse Collection:				
Effective July 1, 2016	\$10.60		\$10.60	

Nonresidential Customers:

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 applicable residential base charge. This applies to all non-residential users except for churches that shall be assessed on the same basis as residences. The applicable residential charge shall be assessed for each residential unit for Curbside Refuse Collection.

Curbside Refuse Collection:

All in-town water customers shall receive curbside refuse collection service and refuse collection services will not be provided to non-water customers.

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, has used the service in the past,

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: -

A reconnection fee/trip charge of \$50 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 20th day of each month except when the 20th 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 at the time of confirmation and for no more than the two preceding bills, if applicable. The Office Manager is authorized to give a 100% credit on sewer charges if the leak occurred between the meter and the house with the assumption that the water leaking from the plumbing was not being returned into the Town's sewer system. "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 Disconnect 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 a customer receives a bill with a previous bill balance, the previous balance must be received by 5:00

P.M. on the 2nd Monday of the month following receipt of that bill. If the previous balance is not received by that time the customer will be put on the Town's disconnect list for the following morning. **The cut off time refers to online payments and drop box payments as well as in person payments. If you make your payment at 5:05p.m. online on the cutoff date you will be added to the disconnection list per this policy.**

Restoration of Service:

If a customer has not paid the previous 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 past due amount including the \$50.00 reconnection fee/trip charge must be physically received by the Office Manager at 174 South Main Street in the Town of Amherst. Funds will not be accepted from customers at the service location. The \$50.00 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.

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, or credit card payment, will be charged a \$50.00 handling fee

and any bank fees (Reference VA Code §15.2-106). 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. If the returned payment was paid to prevent termination of services then the past due balance, the returned payment handling fee and a reconnection fee/trip charge shall be collected prior to service being restored via cash, money order or certified check. Once the Town has received a returned payment on an account more than one time, the Town will not accept any forms of payment other than cash or certified funds for a period of six (6) months for that account.

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.

Payment Arrangements:

The Office Manager is authorized to enter into a payment contract if a customer cannot pay his previous balance in full. Each customer account is only allowed one (1) payment arrangement per calendar year. There is a standard "agreement" form that is available at the Town office and must be signed by the person on the account. The Office Manager may make arrangements that deviate from the standard policy only in extreme situations.

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 grittraps 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:

Availability Fees: The Town does not charge availability fees where:

- there is programmed capacity in the system to serve the proposed connection and use,
- where that connection will not hinder service to other properties,
- and, the owner bears the cost of any line extensions that are required to make the connection.

If additional system capacity is required, the applicant will pay an availability fee based upon the cost of the improvement required.

Connection Fees:

The connection fee shall be \$250 for water and \$250 for sewer.

Maintenance of Policy and Implementation

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration. The Town Manager shall have the authority to deviate from strict enforcement for good cause. The Town Manager is further authorized to allow out-of-town non-profit organizations that have a financial hardship and provide a community service to be billed at an in-town rate, on an annual basis.

Town of Amherst FY 22 Budget

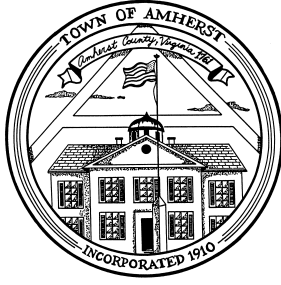


Mayor D. Dwayne Tuggle
Vice-Mayor Rachel Carton
Councilor Kenneth G. Bunch
Councilor Sharon W. Turner
Councilor Kenneth S. Watts
Councilor Janice N. Wheaton

Budget presented to Council with public hearing on April 14, 2021
Budget adoption slated for May 12, 2021

Respecting the past. Attending the present. Concentrating on the future.

Respecting the past. Attending the present. Concentrating on the future.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

MEMO

Date: March 19, 2021

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 22 Town of Amherst Budget

It is my pleasure to present to the Amherst Town Council the proposed FY 22 budget. This budget balances the need to continue reinvesting in infrastructure and capital needs while addressing reduced revenues from the COVID-19 pandemic.

Assumptions and Background:

- This budget is predicated on continuing soft revenues in all funds, due to the economic downturn. While staff believes that revenues will increase over the fiscal year with the return of pre-pandemic activities, staff does not feel it would be responsible to budget based upon improved numbers until the trend lines show an economic recovery for a longer timeframe.
- While revenues are lower than in the past, this budget does not recommend any increases to any taxes, fees, or rates. The Town has worked hard to manage costs and maintain a zero levy for real estate and personal property taxes. The Town has also reduced connection fees and eliminated availability fees for water and sewer hook ups.
- While the most recent stimulus package passed by Congress includes relief to local governments, these funds are not included in the proposed budget, as we have not yet received formal notification or guidance as to whether the Town will receive these funds or how they must be spent.

Highlights:

- The Town has continued its commitment to maintain and improve the provision of water and wastewater services to the community. Understanding that standards are increasing for water quality, both for drinking water, and for effluent, the Town has committed substantial funds over the past few years to rehabilitate and renovate water and wastewater facilities.
- The budget maintains the Town's commitment to its employees, including a 1.4% cost of living increase. While step increases are not included this year, employees are being kept whole, compared to costs. Health insurance rates decreased slightly this year, benefitting the Town and those employees who insure family members.
- The budget contains three CIP projects to be funded. These are one new police vehicle to begin replacement of aging vehicles, new heat at the maintenance shop, and a new lawnmower to assist with lawn care at the industrial park.
- The wastewater improvement bonds begin repayment in this fiscal year, with full payments in the next fiscal year. If revenues do not rebound, the wastewater fund will require the use of reserves in lower revenue years to balance until FY30, when the Sterling bank loan is paid in full.
- The Water Treatment Plant renovation will be in full swing in the coming fiscal year, with repayments beginning in FY23. The fund has adequate funds for repayment in its operational fund and a healthy fund balance for unforeseen expenses.

Adoption Process:

Council has set a public hearing on the budget and the Capital Improvement Program (CIP) for April 14, 2021. The CIP is anticipated to be adopted at the same meeting. The budget may not be adopted at the meeting where it is heard and is slated for adoption at the Council's May 12, 2021 meeting.

Town Manager's Budget Message

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AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2021, 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.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY22 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,202,614
Water Fund	\$1,260,177
Sewer Fund	\$931,041
Garbage Fund	\$143,642
IDA Fund	\$83,826

Estimated Expenditures

General Fund	\$1,202,614
Water Fund	\$1,260,177
- Operations	\$830,185
- Debt Service and Capital Projects	\$429,992
Sewer Fund	\$931,041
- Operations	\$633,301
- Debt Service and Reserve	\$297,740
Garbage Fund	\$143,642
IDA Fund	\$83,826

C. TAX RATES

The proposed budget includes a continuation of the real estate tax rate at \$0.00/\$100.00 of assessed value and the personal property tax rate at \$0.00/\$100.00 of assessed value.

The proposed budget includes a continuation of the meals and beverage tax included in the Town Code at 6%.

The annual vehicle license fee for passenger motor vehicles, trucks and motorcycles shall be \$25/year for cars, 11.00/year for motorcycles and 8.00 for trailers

The rate for Business and Professional Occupational License Taxes shall be set at:

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts

- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh produce \$50/year

D. UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 22 budget holds all water and sewer rates and fees at the same level as fiscal years 18-21.

E. DONATIONS

That donations to the following organizations are hereby authorized for the purposes listed subject to the conditions noted. These funds are to be disbursed on a reimbursement basis upon delivery of appropriate receipts:

Amount	Organization	Purpose/Conditions
\$12,250	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$3000	Village Garden Club	Civic Beautification
\$2500	Neighbors Helping Neighbors	Donations of food to the community
\$2500	Amherst County Museum	Maintenance and operation of the museum
\$20,250	Total Donations	

F. FUND BALANCE REQUIRMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY22 fiscal year are as follows:

General Fund Permanent Fund		\$ 273,767
General Fund Contingency		\$ 36,078
Water Fund Permanent Fund		\$ 649,156
Sewer Fund Permanent Fund		\$ 405,761

G. PERSONNEL

In order to maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost of Living increase for all employees of 1.40%, consistent with the cost of the consumer price index as shown by the 2020 calendar year. This budget forgoes a step increase of 2% for employees, due to the economic impacts of the pandemic.

Health insurance costs decreased slightly for this plan year and plan choices remain the same this year from last year.

H. CONDITIONS

The intent being to authorize spending according to this budget, all appropriations articulated herein are

declared to be maximum and conditional such that outlay shall be made only in the event the aggregate revenues collected and other resources available to the Town in the respective funds are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with the Ordinance, the Town Charter, Town Code and Purchasing Policy and administrative rules and procedures.

This Ordinance was passed by a vote of the Amherst Town Council on the 12th of May 12, 2021 and shall become effective on July 1, 2021.

Mayor _____

Attest:

Clerk of Council _____

Town of Amherst
Schedule of Local Levy
July 1, 2021

The following are tax levies for the fiscal year beginning July 1, 2021. 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

For FY 2021/22

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 required to show proper identification and will be charged a \$50.00 account set-up fee/ reconnection fee/trip charge that will be added to the customer's first bill. -

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Returned Payments:

Any payments not honored by the bank, whether check, or credit card payment, will be charged a \$50.00 handling fee

and any bank fees (Reference VA Code §15.2-106). 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. If the returned payment was paid to prevent termination of services then the past due balance, the returned payment handling fee and a reconnection fee/trip charge shall be collected prior to service being restored via cash, money order or certified check. Once the Town has received a returned payment on an account more than one time, the Town will not accept any forms of payment other than cash or certified funds for a period of six (6) months for that account.

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.

Payment Arrangements:

The Office Manager is authorized to enter into a payment contract if a customer cannot pay his previous balance in full. Each customer account is only allowed one (1) payment arrangement per calendar year. There is a standard "agreement" form that is available at the Town office and must be signed by the person on the account. The Office Manager may make arrangements that deviate from the standard policy only in extreme situations.

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 grittraps 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:

Availability Fees: The Town does not charge availability fees where:

- there is programmed capacity in the system to serve the proposed connection and use,
- where that connection will not hinder service to other properties,
- and, the owner bears the cost of any line extensions that are required to make the connection.

If additional system capacity is required, the applicant will pay an availability fee based upon the cost of the improvement required.

Connection Fees:

The connection fee shall be \$250 for water and \$250 for sewer.

Maintenance of Policy and Implementation

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration. The Town Manager shall have the authority to deviate from strict enforcement for good cause. The Town Manager is further authorized to allow out-of-town non-profit organizations that have a financial hardship and provide a community service to be billed at an in-town rate, on an annual basis.

PUBLIC HEARING NOTICE

The Town of Amherst Town Council will hold a public hearing at 7:00 PM on April 14, 2021 in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matters:

Capital Improvement Program

To receive comments on the Town's 2021 – 2022 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

A document containing the complete Capital Improvement Program proposal and supporting documentation is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

Fiscal Year 2021/2022 Town of Amherst Budget

This budget synopsis is prepared and published for informative planning purposes only. The inclusion of any item does not constitute an obligation or commitment on the part of the Town Council to appropriate funds for that purpose. There is no allocation or designation of Town of Amherst funds for any purpose until an appropriation for that purpose has first been made by the Town Council.

Estimated Revenues

General Fund	\$1,202,614
Water Fund	\$1,260,177
Sewer Fund	\$931,041
Garbage Fund	\$143,642
IDA Fund	\$83,826

83,826

Estimated Expenditures

General Fund	\$1,202,614
Water Fund	\$1,260,177
- Operations	\$830,185
- Debt Service and Capital Projects	\$429,992
Sewer Fund	\$931,041
- Operations	\$633,301
- Debt Service and Reserve	\$297,740
Garbage Fund	\$143,642
IDA Fund	\$83,826

The proposed budget maintains the previously adopted tax and utility rates and levies.

A document containing the complete budget proposal, implementing Ordinance and supporting documentation is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

**Town of Amherst
Capital Improvement Program FY 21-22,
Recommended by the Planning Commission for consideration by the Town Council**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Recommended Sources of Funds
Police									
Generator	20		\$12,500.00	12,500.00					GF/VRSA Grant
Police Tahoe SUV-New	13		46,000.00		46,000.00				General Fund
Police Interceptor-SUV	13		87,000.00	46,845.00			48,000	50,000	General Fund
Community Development									
Park Improvements			60,000.00	60,000.00					General Fund
Maintenance									
New Truck	11		35,000.00	-	35,000.00				General Fund
UTV-Side by Side (shared)	19		16,500.00	16,500.00					All funds
Bucket Truck	13		35,000.00		35,000.00				General Fund
Addition to Maintenance Shop	14		50,000.00		50,000.00				General Fund
Backhoe	19		100,000.00	-	100,000.00				General Fund
Maintenance Shop Heat	14		6,000.00	6,000.00					General Fund
Zero Turn Mower	23		7,000.00	7,000.00					IDA Funding
Tractor w/ bucket mower & backhoe	13		30,000.00		30,000.00				General Fund
Replacement of Town Hall roof			48,000	48,000					General Fund
Plants									
AllMax Software Bundle	19		16,041.00	\$ 16,041.00					Water/WW Fund
Roof Replacement-Lab	19		6,800.00	6,800.00					WW Fund
Raw WW Pump & Motor-QTY 3	26		36,409.77	-		36,409.77			WW Fund
Sludge Digester Blower/motor-QTY 2	21		31,050.60		-		31,050.60		WW Fund
Waste Flow Meter	16		6,584.00		6,584.00				WW Fund
Water Line Replacements									
Author Court Replacement			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement			1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement			136,888.00				136,888.00		Grant and Water
Union Hill Replacement			420,416.00					420,416.00	Grant and Water
Zane Snead Replacement			294,400.00				294,400.00		Grant and Water
Christian Springs Road replacement									Grant and Water
Heff Creek Trail replacement									Grant and Water
TOTAL			4,094,944.37	219,686.00	502,584.00	2,462,264.77	510,338.60	470,416.00	

Account Name	Account Code	FY 19 Budget		FY 20 Budget	FY 21 BUDGET	FY 22 BUDGET	
		FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommended less FY21 Adopted=Difference
GENERAL FUND REVENUES							
Real Property Taxes-Current	11010-0001	-	-				-
Real Property Taxes-Delinquent	11010-0002	-	-				-
Personal Property Tax-Current	11030-0001	-	-				-
Personal Property Tax-Delinquent	11030-0002	-	-				-
Penalties on Del Taxes	11060-0001	-	-				-
Interest on Del Taxes	11060-0002	-	-				-
Local Sales & Use Tax	12010-0001	100,000.00	105,000.00	127,000.00	120,000.00	120,000.00	(7,000.00)
Consumer Utility Tax-Gas, Elec	12020-0001	26,000.00	26,000.00	25,500.00	24,000.00	24,000.00	(1,500.00)
Electric Consumption Tax	12020-0002	18,000.00	19,000.00	19,000.00	18,000.00	18,000.00	(1,000.00)
Business License Tax	12030-0006	120,000.00	125,000.00	80,500.00	100,000.00	100,000.00	19,500.00
Business Lic Tax-Interest & Pen	12030-0007	2,300.00	3,200.00	1,800.00	1,000.00	1,000.00	(800.00)
Motor Vehicle Licenses	12050-0001	42,000.00	42,500.00	40,000.00	40,000.00	40,000.00	-
Motor Vehicle Licenses Penalties/Interest	12050-0002	4,000.00	400.00	400.00	100.00	100.00	(300.00)
Bank Stock Fee	12060-0001	75,000.00	58,000.00	60,000.00	62,500.00	62,500.00	2,500.00
Lodging Tax	12100-0001	7,900.00	8,500.00	8,700.00	8,400.00	8,400.00	(300.00)
Meals Tax	12110-0001	495,000.00	500,000.00	456,000.00	480,000.00	480,000.00	24,000.00
Meals Tax-Pen & Int.	12110-0002	1,000.00		600.00	600.00	600.00	-
Zoning Permits	13030-0007			600.00	-		(600.00)
Fines & Forfeitures	14010-0001	15,000.00	18,000.00	4,400.00	6,000.00	6,000.00	1,600.00
Interest on Bank Deposits	15010-0001	5,000.00	5,250.00	6,000.00	6,000.00	6,000.00	-
Interest on Investments	15010-0002	18,000.00	25,000.00	20,000.00	43,200.00	43,200.00	23,200.00
VIP Unrealized Gain/Loss	15010-0003			0.00			-
Tower Lease	15020-0005	9,400.00	9,400.00	9,400.00	9,403.56	9,403.56	3.56
Rent-Firing Range	15020-0006	-		0.00			-
Police Security	16030-0001	1,800.00	1,000.00	0.00			-
Refunds	18030-0001			0.00			-
Credit Card Transaction Fee	18030-0004	3,000.00	250.00	50.00	-		(50.00)
Returned Check Fee	18030-0005	400.00	200.00	250.00	100.00	100.00	(150.00)
Accident Reports	18030-0006	500.00	150.00	150.00	200.00	200.00	50.00
Misc Rev	18030-0007	1,000.00	1,000.00	1,000.00	-		(1,000.00)
Collection Fee	18030-0008			1,000.00	3,000.00	3,000.00	2,000.00
Donations-Police	18990-0003			0.00	200.00	200.00	200.00
DMV Stop Fees	19020-0005	1,200.00	300.00	1,200.00	500.00	500.00	(700.00)
Rolling Stock Tax	22010-0007	2,500.00	2,500.00	2,400.00	2,400.00	2,400.00	-
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00	17,455.00	17,455.00	-
Rental Tax	22010-0010	2,000.00	2,000.00	2,000.00	2,400.00	2,400.00	400.00
Game of Skills Tax							
Communication Tax from State	22010-0030	96,000.00	90,000.00	85,000.00	78,000.00	78,000.00	(7,000.00)
DCJS Grants	24010-0001			0.00			-
State Police Aid	24010-0003	54,588.00	54,588.00	56,608.00	56,608.00	56,608.00	-
Fire Programs Grant	24020-0001	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	-
CARES Act Funding	33020-0002			260,668.97	-		(260,668.97)
Insurance Claims	41010-0001			0.00	-		-
Sale of Land/Vehicles/Buildings	41020-0001			0.00			-
Carryover from previous year for budget balance				0.00			-
Transfers from Other Funds	41050-0006			0.00			-
Reserve Funds	42000-0000		9,350.24	120,751.77		107,547.19	(13,204.58)
General Fund Revenues Totals		1,129,043.00	1,134,043.24	1,423,433.74	1,095,066.56	1,202,613.75	(220,819.99)

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommended less FY21 Adopted=Difference
GENERAL FUND EXPENSES							
TOWN COUNCIL							
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,400.00	11,400.00	-
FICA	11010-2100	872.10	872.10	872.10	872.10	872.10	-
Travel-Milage/Hotels/Conference	11010-5501		2,500.00	500.00		1,500.00	1,000.00
Employee Recognition	11010-5811	2,000.00	2,000.00	0.00			-
Town Council Totals		14,272.10	16,772.10	12,772.10	12,272.10	13,772.10	1,000.00
TOWN MANAGER							
Wages	12110-1100	24,759.00	25,632.99	26,699.94	27,073.74	27,073.74	373.80
PT Wages	12110-1300	32,827.09	35,982.75	35,391.48	35,882.04	35,882.04	490.56
FICA	12110-2100	4,405.34	4,560.60	4,749.99	4,816.12	4,816.12	66.13
VRS	12110-2200	3,825.03	4,107.52	5,606.99	5,685.49	5,685.49	78.50
Health Insurance	12110-2300	2,462.40	2,462.40	2,579.04	2,553.12	2,553.12	(25.92)
Group Life Insurance	12110-2400	306.66	329.31	357.78	362.79	362.79	5.01
STD/Long-Term Disability	12110-2500	178.26	151.23	140.98	142.95	142.95	1.97
Unemployment Insurance	12110-2600	50.00	25.00	25.00	25.00	25.00	-
Worker's Comp	12110-2700	146.01	137.42	133.93	140.87	144.11	10.18
Professional Svcs	12110-3150	800.00	2,500.00	2,500.00			(2,500.00)
Printing & Binding	12110-3500			0.00			-
Advertising	12110-3600	3,000.00	2,000.00	2,000.00		1,000.00	(1,000.00)
Contingency requirement	12110-5000	98,021.65	33,871.00	44,855.66	36,078.41	36,078.12	(8,777.54)
CARES Act Expenses	12110-5001			0.00			-
Postage	12110-5210	200.00	200.00	200.00		200.00	-
Telecommunications	12110-5230	540.00	540.00	540.00	540.00	540.00	-
Crime & Cyber Insurance	12100-5307	2,329.00	2,481.00	2,481.00	2,956.00	2,956.00	475.00
Travel-Mileage/Hotel/Conference	12110-5501	4,150.00	4,150.00	800.00		2,000.00	1,200.00
Dues & Memberships	12110-5810	3,600.00	4,829.00	1,500.00		3,600.00	2,100.00
Capital Improvement Program	12110-8000		33,534.00	0.00		52,845.00	52,845.00
Town Manager Totals		181,600.44	157,494.22	130,561.79	116,256.52	175,904.48	45,342.69
Town Attorney	12210-3150	40,000.00	30,000.00	35,000.00	25,000.00	20,000.00	(15,000.00)
Independent Auditor	12240-3150	16,000.00	20,000.00	17,000.00	20,000.00	20,000.00	3,000.00
FINANCE DEPARTMENT							
Wages	12420-1100	38,781.19	40,149.35	42,037.82	42,626.35	42,626.35	588.53
PT Wages	12420-1300	9,612.97	10,019.49	3,264.07	4,422.57	4,422.57	1,158.50
FICA	12420-2100	3,702.15	3,837.92	3,465.60	3,599.24	3,599.24	133.64
VRS	12420-2200	6,336.85	6,433.67	6,726.05	6,820.22	6,820.22	94.17
Health Insurance	12420-2300	6,657.60	6,657.60	6,972.96	6,902.88	6,902.88	(70.08)
Group Life Insurance	12420-2400	508.03	515.80	563.31	571.19	571.19	7.88
Unemployment Insurance	12420-2600	50.00	50.00	45.00	45.00	45.00	-
Worker's Comp	12420-2700	141.27	146.54	105.48	120.37	120.37	14.89
DMV Stops	12420-3009	1,500.00	1,500.00	1,500.00	1,000.00	1,000.00	(500.00)
Professional Svcs	12420-3150	-	2,800.00	2,800.00	2,800.00	2,800.00	-
Banking Service Charges	12420-3160	3,000.00	1,500.00	1,500.00	200.00	200.00	(1,300.00)
VIP Management Fee	12420-3170			5,000.00	4,000.00	4,000.00	(1,000.00)
Service Contracts	12420-3320	3,215.00	3,215.00	3,500.00	4,250.00	4,250.00	750.00
Advertising	12420-3600	-		200.00	200.00	200.00	-
Postage	12420-5210	3,000.00	3,000.00	5,000.00	2,000.00	2,000.00	(3,000.00)
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	-
Travel-Mileage/Hotel/Conference	12420-5501	1,850.00	1,850.00	500.00	1,000.00	1,000.00	500.00
Dues & Memberships	12420-5810	210.00	210.00	500.00	200.00	200.00	(300.00)
Office Supplies	12420-6001	3,500.00	4,000.00	3,500.00	3,500.00	3,500.00	-
Finance Totals		83,145.06	86,965.37	88,260.29	85,337.83	85,337.83	(2,922.46)

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommended less FY21 Adopted=Difference
Information Technology							
I.T. Services	12510-3150	10,000.00	8,000.00	8,000.00	13,880.00	13,880.00	5,880.00
Phone Maintenance	12510-3330	1,200.00	1,000.00	1,000.00	500.00	500.00	(500.00)
Website Maintenance	12510-3340	500.00	1,000.00	1,000.00	1,000.00	1,000.00	-
Microsoft Office Service	12510-5600	5,760.00	7,620.00	8,580.00	6,300.00	6,300.00	(2,280.00)
I.T. Supplies	12510-6002	2,000.00	2,000.00	1,000.00	3,000.00	3,000.00	2,000.00
I.T. Equipment	12510-8001	2,000.00	2,000.00	37,000.00	1,000.00	1,000.00	(36,000.00)
I.T. Totals		21,460.00	21,620.00	56,580.00	25,680.00	25,680.00	(30,900.00)
POLICE DEPARTMENT							
Wages	31100-1100	308,087.94	309,138.55	325,905.98	330,468.67	330,468.67	4,562.69
Overtime	31100-1200		3,500.00	3,500.00	3,500.00	3,500.00	-
PT Wages	31100-1300	7,614.67	7,614.67	31,167.43	12,826.59	12,826.59	(18,340.84)
Other Pay/Holiday	31100-1400	9,659.07	10,500.00	37,351.27	14,021.69	14,021.69	(23,329.58)
Security Wages	31100-1500	1,800.00	1,800.00	0.00			-
FICA	31100-2100	25,027.87	25,708.97	30,441.24	29,460.30	29,460.30	(980.94)
VRS	31100-2200	50,341.57	50,513.24	52,144.96	52,874.99	52,874.99	730.03
Health Insurance	31100-2300	57,936.00	57,936.00	58,920.00	58,344.00	58,344.00	(576.00)
Group Life Insurance	31100-2400	4,035.95	4,049.72	4,367.14	4,428.28	4,428.28	61.14
Unemployment Insurance	31100-2600	75.00	50.00	70.00	70.00	70.00	-
Worker's Comp	31100-2700	10,879.06	10,656.51	13,309.28	14,474.39	14,474.39	1,165.11
LODA Insurance	31100-2710	2,787.00	5,849.00	6,725.00	6,125.00	6,125.00	(600.00)
Repair & Maint. Svcs	31100-3310	9,000.00	9,000.00	8,500.00	8,500.00	8,500.00	-
CODE RED	31100-3400	2,500.00	2,500.00	2,500.00	2,500.00	0.00	(2,500.00)
Advertising	31100-3600	500.00	500.00	400.00	400.00	400.00	-
Postage	31100-5210	500.00	500.00	500.00	500.00	500.00	-
Telecommunications	31100-5230	6,000.00	6,600.00	11,543.16	11,700.00	11,700.00	156.84
Motor Vehicle Insurance	31100-5305	3,180.14	3,530.39	3,463.05	3,722.96	3,722.96	259.91
Other Property Insurance	31100-5306	479.90	509.22	548.24	545.42	545.42	(2.82)
Tuition Reimbursement	31100-5400			4,000.00		8,000.00	4,000.00
Travel-Mileage/Conference/Hotel	31100-5501	2,000.00	4,000.00	3,000.00	10,000.00	10,000.00	7,000.00
Rent of Building	31100-5600			0.00			-
Public Safety Event	31100-5700			5,000.00	10,000.00	5,000.00	-
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-
Attorney Fees	31100-5801	2,955.00	2,955.00	3,000.00	3,000.00	3,000.00	-
Dues & Memberships	31100-5810	5,000.00	5,000.00	5,000.00	5,500.00	5,500.00	500.00
Office Supplies	31100-6001	1,500.00	2,500.00	2,500.00	2,500.00	2,000.00	(500.00)
Fuel	31100-6008	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	-
Police Supplies	31100-6010	6,000.00	9,000.00	10,936.34	12,000.00	10,000.00	(936.34)
Uniforms	31100-6011	5,000.00	5,000.00	5,000.00	6,000.00	5,000.00	-
Crime Prevention	31100-6030	4,000.00	4,000.00	4,000.00	5,000.00	5,000.00	1,000.00
Investigation Expense	31100-6032	1,000.00	2,000.00	2,000.00	2,000.00	1,000.00	(1,000.00)
Grant Expenses	31100-6040	-		0.00			-
Vehicles	31100-8005	-		0.00			-
Police Department		554,859.17	571,911.27	662,793.09	637,462.29	633,462.29	(29,330.80)
PUBLIC SAFETY							
Fire Dept Contributions	32200-5600	10,000.00	12,250.00	20,000.00	12,500.00	12,250.00	(7,750.00)
Fire Programs Grants	32200-5701	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	-
Rescue Contributions	32300-5600	10,500.00		0.00			-
Public Safety		30,500.00	22,250.00	35,000.00	27,500.00	27,250.00	(7,750.00)
Streetlights	41320-5100	26,225.00	25,500.00	25,995.15	26,000.00	26,000.00	4.85

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommended less FY21 Adopted=Difference
GENERAL PROPERTIES							
Wages	43200-1100	17,455.57	18,266.10	20,114.07	20,395.67	20,395.67	281.60
PT Wages	43200-1300	12,032.02	12,735.78	13,263.68	13,447.46	13,447.46	183.78
Other Pay/Holiday	43200-1400	354.16	279.52	314.17	318.56	318.56	4.39
FICA	43200-2100	2,282.89	2,366.03	2,577.43	2,613.37	2,613.37	35.94
VRS	43200-2200	2,852.24	2,927.02	3,218.25	3,263.31	3,263.31	45.06
Health Insurance	43200-2300	4,104.00	4,104.00	5,906.40	5,863.20	5,863.20	(43.20)
Group Life Insurance	43200-2400	228.67	234.66	269.53	273.30	273.30	3.77
Long-Term Disability	43200-2500			0.00	-	0.00	-
Unemployment Insurance	43200-2600	75.00	75.00	60.00	60.00	60.00	-
Worker's Comp	43200-2700	201.72	183.47	173.48	183.20	183.20	9.72
Maintenance Contracts	43200-3310	5,000.00	5,000.00	5,000.00	5,000.00	0.00	(5,000.00)
Electric	43200-5100	2,800.00	11,460.76	8,531.62	8,000.00	8,000.00	(531.62)
Heating Services	43200-5110	3,200.00	3,200.00	5,000.00	5,000.00	5,000.00	-
Water/Sewer	43200-5120	13,595.00	11,000.00	5,000.00	2,970.92	2,970.92	(2,029.09)
Telecommunication	43200-5230	6,720.00	6,792.00	10,774.92	11,120.00	11,120.00	345.08
Property Insurance	43200-5304	548.98	559.15	664.98	563.21	563.21	(101.77)
Motor Vehicle Insurance	43200-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	102.95
Other Property Insurance	43200-5306	1,116.34	1,305.70	1,307.21	1,307.21	1,307.21	0.00
General Liability Insurance	43200-5308	12,510.00	12,953.00	13,734.00	14,783.00	14,783.00	1,049.00
Lease of Equipment	43200-5410	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Travel-Mileage/Conference/Hotel	43200-5501	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	-
Dues & Memberships	43200-5810	-		0.00			-
Office Supplies	43200-6001	1,000.00	1,000.00	750.00	750.00	750.00	-
Janitorial Supplies	43200-6005	2,000.00	1,000.00	2,000.00	3,000.00	3,000.00	1,000.00
Repair & Maint. Supplies	43200-6007	5,000.00	15,000.00	21,500.00	21,500.00	21,500.00	-
Fuel	43200-6008	12,000.00	13,000.00	13,000.00	15,000.00	15,000.00	2,000.00
Vehicle/Power Equipment Supplies	43200-6009	29,000.00	29,000.00	25,000.00	24,000.00	24,000.00	(1,000.00)
Uniforms	43200-6011	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	1,000.00
Christmas Decorations	43200-6012	4,000.00	4,000.00	6,200.00	6,200.00	2,000.00	(4,200.00)
Ag Supplies	43200-6013	2,000.00	2,000.00	2,000.00	3,000.00	2,000.00	-
Equipment/Vehicles	43200-8005			16,200.00			(16,200.00)
General Properties Totals		147,336.22	165,764.28	188,931.43	176,087.06	165,887.06	(23,044.37)
CVCC Small Bus. Center Contri.	68000-5600	-		0.00			-
Second Stage Contri	71300-5600	2,500.00	2,750.00	2,750.00	3,000.00	0.00	(2,750.00)
Amherst Mountain Bike Club	71500-5600			0.00			-
Village Garden Club Contri.	72100-5600	2,500.00	3,500.00	3,000.00	3,000.00	3,000.00	-
Rotary Club	72150-5600	-	200.00	0.00			-
Museum Contributions	72200-5600	2,500.00	2,500.00	2,900.00	2,900.00	2,500.00	(400.00)
Planning/Zoning							
Professional Services	81100-3100			0.00			-
Advertising	81100-3600	1,000.00	500.00	200.00		200.00	-
Postage	81100-5210	100.00	100.00	75.00		75.00	-
Planning Grants	81100-5701			0.00			-
Dues/Memberships	81100-5810	1,045.00	1,045.00	0.00	1,063.00	1,045.00	1,045.00
General Properties Totals		2,145.00	1,645.00	275.00	1,063.00	1,320.00	1,045.00
Community Development							
Chamber of Commerce Contri.	81600-5600	2,500.00	2,671.00	0.00			-
Neighbors Helping Neighbors Contri.	83500-5600	1,500.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Community Development Totals		4,000.00	5,171.00	2,500.00	2,500.00	2,500.00	0.00
Transfer to Other Funds	90000-0001			160,908.03			(160,908.03)
General Fund Expense Total		1,129,042.99	1,134,043.24	1,425,226.88	1,164,058.79	1,202,613.75	(222,613.13)

WATER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
WATER FUND REVENUE							
Water In-Town Base Charges	16080-0005	283,770.38	283,723.58	256,895.26	245,907.94	\$ 245,907.94	(10,987.32)
Water OT Base Charges	16080-0006	192,915.17	192,852.77	166,864.32	175,554.62	\$ 175,554.62	8,690.30
Water In-Town Usage Charge	16080-0007	417,806.34	417,806.34	390,330.87	390,858.85	\$ 390,858.85	527.98
Water OT Usage Charges	16080-0008	317,304.69	317,304.69	274,956.36	291,729.53	\$ 291,729.53	16,773.17
Penalties	16080-0009	16,000.00	15,000.00	13,100.00	18,000.00	\$ 18,000.00	4,900.00
Trip Charges	16080-0010	11,000.00	15,000.00	11,000.00	10,000.00	\$ 10,000.00	(1,000.00)
Dormant Acct Fee	16080-0011	9,110.00	3,716.01	3,582.41	3,856.83	\$ 3,856.83	274.42
Fire Sprinklers	16080-0012	4,968.00	4,968.00	4,968.00	4,781.00	\$ 4,781.00	(187.00)
Avalability Fee	16080-0013			-			-
Water Charges-SBC	16080-0014	113,653.44	113,653.44	117,838.68	119,488.32	\$ 119,488.32	1,649.64
Reimbursement of Const. Cost	19020-0004	-		-			-
Grant Revenue	21000-0000	-		-			-
	33020-0002			15,409.56			(15,409.56)
Transfer from Reserve	41040-0006		45,172.68	-			-
Transfer from Other Fund				20,396.67			(20,396.67)
Revenue Totatls		1,366,528.02	1,409,197.51	1,275,342.13	1,260,177.09	1,260,177.09	(15,165.04)
WATER FUND EXPENSES TOWN MANAGER							
Wages	12110-1100	36,680.00	37,974.80	39,555.47	\$ 40,109.24	\$ 40,109.24	553.77
PT Wages	12110-1300	4,103.39	4,247.84	4,423.94	\$ 4,485.25	\$ 4,485.25	61.31
FICA	12110-2100	3,119.93	3,230.03	3,364.42	\$ 3,411.48	\$ 3,411.48	47.06
VRS	12110-2200	5,666.71	6,085.21	8,306.65	\$ 8,422.94	\$ 8,422.94	116.29
Health Insurance	12110-2300	3,648.00	3,648.00	3,820.80	\$ 3,782.40	\$ 3,782.40	(38.40)
Group Life Insurance	12110-2400	454.30	487.86	530.04	\$ 537.46	\$ 537.46	7.42
STD/Long-Term Disability	12110-2500	264.10	224.05	208.85	\$ 211.78	\$ 211.78	2.93
Unemployment Insurance	12110-2600			-			-
Contingency	12110-5000	25,000.00	25,000.00	40,409.56	\$ 25,000.00	\$ 25,000.00	(15,409.56)
Town Manager Totals		78,936.43	\$ 80,897.79	\$ 100,619.73	\$ 85,960.56	\$ 85,960.56	\$ (14,659.17)
FINANCE DEPARTMENT							
Wages	12420-1100	34,066.27	35,267.30	37,160.41	\$ 37,680.66	\$ 37,680.66	520.25
PT Wages	12420-1300	20,027.02	20,873.95	6,528.15	\$ 8,845.14	\$ 8,845.14	2,316.99
FICA	12420-2100	4,138.14	4,294.81	3,342.17	\$ 3,559.22	\$ 3,559.22	217.05
VRS	12420-2200	5,566.43	5,651.35	5,945.67	\$ 6,028.91	\$ 6,028.91	83.24
Health Insurance	12420-2300	6,384.00	6,384.00	6,686.40	\$ 6,719.20	\$ 6,719.20	32.80
Group Life Insurance	12420-2400	446.27	453.08	497.95	\$ 504.92	\$ 504.92	6.97
Unemployment Insurance	12420-2600			-			-
Professional Services	12420-3120			-			-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	100.00	\$ 100.00	(1,400.00)
Support Contracts	12420-3320	2,625.00	2,625.00	2,750.00	3,700.00	\$ 3,700.00	950.00
Misc Exp	12420-5000			-			-
Postage	12420-5210			2,500.00	3,710.00	\$ 3,710.00	1,210.00
Supplies	12420-6001			7,000.00	2,200.00	\$ 2,200.00	(4,800.00)
Finance Totals		74,253.13	\$ 77,549.49	\$ 73,910.75	\$ 73,048.04	\$ 74,180.42	\$ (862.71)

WATER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
WATER OPERATIONAL							
Wages	44000-1100	123,364.41	127,730.34	132,034.75	133,883.24	133,883.24	1,848.49
Overtime	44000-1200				30,000.00	30,000.00	30,000.00
PT Wages	44000-1300	13,759.20	14,244.90	14,551.28	14,758.57	14,758.57	207.29
Other/Holiday	44000-1400	3,850.70	5,117.03	5,164.90	5,424.25	5,424.25	259.35
FICA	44000-2100	10,784.54	11,204.23	11,608.95	14,081.05	14,081.05	2,472.10
VRS	44000-2200	20,157.74	20,467.95	21,125.56	21,421.32	21,421.32	295.76
Health Insurance	44000-2300	18,960.00	22,800.00	23,880.00	23,640.00	23,640.00	(240.00)
Group Life Insurance	44000-2400	1,616.07	1,640.94	1,769.27	1,794.04	1,794.04	24.77
Long-Term Disability	44000-2500	269.52	224.28	196.99	199.75	199.75	2.76
Unemployment Insurance	44000-2600	75.00	75.00	40.00			(40.00)
Worker's Comp	44000-2700	3,631.73	3,569.05	4,820.67	5,021.94	6,174.24	1,353.57
Water Shed Mgmt	44000-3100	23,000.00	0.00	-			-
Testing Services	44000-3140	18,000.00	12,000.00	12,500.00	31,000.00	31,000.00	18,500.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	-
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Electrical Svcs	44000-5100	48,000.00	40,000.00	34,881.99	35,000.00	35,000.00	118.01
Water & Sewer	44000-5120	48,000.00	32,000.00	30,678.32	3,883.29	3,883.29	(26,795.03)
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Telecommunications	44000-5230	3,660.00	3,480.00	4,320.00	5,040.00	5,040.00	720.00
Property Insurance	44000-5304	3,028.50	3,084.61	3,668.40	3,106.98	3,106.98	(561.42)
Motor Vehicle Insurance	44000-5305	403.23	423.23	439.11	472.06	472.06	32.95
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	-
Lease/Rent Equipment	44000-5410			-			-
Permits	44000-5600			-	4,000.00	4,000.00	4,000.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Office Supplies	44000-6001	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Lab Supplies	44000-6004	12,500.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	-
Chemicals	44000-6051	40,000.00	42,000.00	65,000.00	68,000.00	68,000.00	3,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-
Operational Totals		479,560.65	439,061.56	465,880.19	499,926.48	501,078.78	35,198.59

WATER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
WATER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	100,570.37	101,978.35	101,978.35	1,407.98
PT Wages	45000-1200	1,941.69	616.31	642.01	650.97	650.97	8.96
Other Pay/Holiday	45000-1300	1,770.79	1,397.62	1,570.83	1,592.82	1,592.82	21.99
FICA	45000-2100	6,960.76	7,005.88	7,862.92	7,972.99	7,972.99	110.07
VRS	45000-2200	14,261.20	14,635.12	16,091.26	16,316.54	16,316.54	225.28
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	5,264.18	5,264.18	(16,227.82)
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,347.64	1,366.51	1,366.51	18.87
Long-Term Disability	45000-2500			-	-	-	-
Unemployment Insurance	45000-2600	-		-			-
Worker's Comp	45000-2700	3,496.36	3,496.36	6,820.59	7,203.95	7,348.03	527.44
Repair & Maint. Svcs	45000-3310	-		-			-
Miss Utility	45000-5130	600.00	600.00	600.00	800.00	800.00	200.00
Telecommunication	45000-5230	-		-			-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	102.95
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Dues & Memberships	45000-5810	200.00	200.00	200.00	200.00	200.00	-
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	-
Maintenance Totals		163,431.61	166,297.22	182,569.31	168,820.96	168,965.04	(13,604.27)
W. Court Street Project	94000-8000						-
Water Sedimentation Basin	94000-8001						-
WTP Improvements	94000-8002						-
Debt Payments							
60W W/L Principle	95000-9000	13,695.00	14,320.00	14,760.00	16,210.00	16,210.00	1,450.00
60W W/L Interest	95000-9001	15,350.00	14,725.00	14,295.00	12,836.00	12,836.00	(1,459.00)
Refi Water Loan Principle	95000-9002	37,741.00	0.00	-			-
Refi Water Loan Interest	95000-9003	147,465.00	0.00	-			-
Mainstreet W/L Principle	95000-9004	70,848.10	67,050.58	68,570.00	76,620.00	76,620.00	8,050.00
Mainstreet W/L Interest	95000-9005	52,103.58	55,902.00	54,390.00	46,332.95	46,332.95	(8,057.05)
Sterling Debt Refi Prin	95000-9006		89,710.87	109,840.00	95,640.00	95,640.00	(14,200.00)
Sterling Debt Refi Interest	95000-9007		37,500.00	41,215.00	31,565.00	31,565.00	(9,650.00)
Debt Reserve				149,292.15		150,788.34	1,496.19
Capital Improvement Program	95000-9010	233,143.54	366,183.00	-			-
Debt Totals		570,346.22	645,391.45	452,362.15	279,203.95	429,992.29	(22,369.86)
Water Fund Expense Totals		1,366,528.04	1,409,197.51	1,275,342.13	1,106,960.00	1,260,177.09	(16,297.41)

SEWER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommended less FY21 Adopted=Difference
SEWER REVENUE							
Sewer In-Town Base Charges	16080-0005	391,457.77	391,594.52	349,103.04	327,844.37	327,844.37	(21,258.67)
Sewer OT Base Charges	16080-0006	176,663.16	176,663.16	142,187.52	155,026.20	155,026.20	12,838.68
Sewer In-Town Usage Charge	16080-0007	284,208.46	284,208.46	260,898.74	255,899.08	255,899.08	(4,999.66)
Sewer OT Usage Charges	16080-0008	143,801.23	143,801.23	115,738.56	126,189.06	126,189.06	10,450.50
Penalties	16080-0009	12,000.00	10,000.00	7,300.00	18,000.00	18,000.00	10,700.00
Dormant Acct Fee	16080-0011	5,393.99	5,393.99	4,994.87	5,382.01	5,382.01	387.14
Avalability Fee	16080-0012			-			-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	-
SBC Sewer Rehab	19020-0004			-			-
Reimbursement of Const. Cost	19020-0005			13,797.00			(13,797.00)
Nutrient Credit	24040-0003	1,000.00	720.00	400.00	700.00	700.00	300.00
CARES Act Utility Forgiveness	33020-0002			15,409.56			(15,409.56)
Transfer from Other Funds	41040-0006			19,623.40			(19,623.40)
Revenue Totals		1,056,524.61	1,054,381.36	971,452.69	931,040.71	931,040.71	(40,411.98)
SEWER EXPENSES							
TOWN MANAGER							
Wages	12110-1100	27,510.00	28,481.10	29,666.60	\$ 30,081.93	30,081.93	415.33
PT Wages	12110-1300	3,693.05	3,823.06	3,981.54	\$ 4,036.73	4,036.73	55.19
FICA	12110-2100	2,387.03	2,503.76	2,574.08	\$ 2,610.08	2,610.08	36.00
VRS	12110-2200	4,250.03	4,563.91	6,229.99	\$ 6,317.21	6,317.21	87.22
Health Insurance	12110-2300	2,736.00	2,736.00	2,865.60	\$ 2,836.80	2,836.80	(28.80)
Group Life Insurance	12110-2400	340.73	365.89	397.53	\$ 403.10	403.10	5.57
STD/Long-Term Disability	12110-2500	198.07	168.04	156.64	\$ 158.83	158.83	2.19
Unemployment Insurance	12110-2600			-			-
Contingency	12110-5000	50,000.00	25,000.00	40,409.56		18,208.17	(22,201.39)
Town Manager Totals		91,114.91	67,641.76	86,281.54	46,444.68	64,652.85	(21,628.69)
FINANCE DEPARTMENT							
Wages	12420-1100	26,920.96	27,870.26	29,313.76	\$ 29,724.15	29,724.15	410.39
PT Wages	12420-1300	10,013.51	10,436.97	6,364.94	\$ 8,624.01	8,624.01	2,259.07
FICA	12420-2100	2,825.49	2,930.50	2,729.42	\$ 2,933.63	2,933.63	204.21
VRS	12420-2200	4,398.89	4,466.03	4,690.20	\$ 4,755.86	4,755.86	65.66
Health Insurance	12420-2300	4,924.80	4,924.80	5,158.08	\$ 5,106.24	5,106.24	(51.84)
Group Life Insurance	12420-2400	352.66	358.05	392.80	\$ 398.30	398.30	5.50
Unemployment Insurance	12420-2600			-			-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	100.00	100.00	(1,400.00)
Service Contracts	12420-3320	2,625.00	2,625.00	2,750.00	3,710.00	3,710.00	960.00
Postage	12420-5210			2,500.00	3,710.00	3,710.00	1,210.00
Supplies	12420-6001				2,200.00	2,200.00	
Finance Totals		53,061.31	55,611.61	55,399.20	31,538.05	61,262.21	3,663.01

SEWER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommended less FY21 Adopted=Difference
SEWER OPERATIONAL DEPARTMENT							
Wages	44000-1100	122,742.21	113,625.42	125,441.77	127,197.95	127,197.95	1,756.18
PT Wages	44000-1300			-			-
Other/Holiday	44000-1400	3,563.47	3,423.78	3,779.20	5,051.42	5,051.42	1,272.22
FICA	44000-2100	9,662.38	8,786.34	9,885.40	10,117.08	10,117.08	231.68
VRS	44000-2200	20,056.08	18,207.73	20,070.68	20,351.67	20,351.67	280.99
Health Insurance	44000-2300	22,800.00	22,800.00	23,880.00	23,640.00	23,640.00	(240.00)
Group Life Insurance	44000-2400	1,607.92	1,459.74	1,680.92	1,704.45	1,704.45	23.53
Long-Term Disability	44000-2500	\$ -	199.09	185.59	188.18	191.95	6.36
Unemployment Insurance	44000-2600	75.00	50.00	50.00			(50.00)
Worker's Comp	44000-2700	2,478.88	2,096.49	2,063.48	2,195.31	2,239.22	175.74
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,400.00	2,000.00	2,000.00	2,000.00	-
Testing Services	44000-3140	25,000.00	30,000.00	35,000.00	53,500.00	38,000.00	3,000.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	-
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	20,000.00	20,000.00	20,000.00	15,000.00	(5,000.00)
Advertising	44000-3600	1,000.00	1,000.00	1,000.00	1,000.00	500.00	(500.00)
Electrical Svcs-Rut. Crk	44000-5100	45,000.00	41,000.00	35,316.60	35,000.00	35,000.00	(316.60)
Water, Sewer -Rut. Crk	44000-5120	10,600.60	20,000.00	12,285.67	6,000.00	6,000.00	(6,285.67)
Electrical Svcs-Pump Station	44000-5130	2,000.00	2,100.00	1,905.07	2,000.00	2,000.00	94.93
Water, Sewer-Pump Station	44000-5140	240.00	200.00	200.00	200.00	200.00	-
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00	500.00	(1,500.00)
Telecommunications	44000-5230	2,880.00	3,480.00	3,660.00	4,080.00	4,080.00	420.00
Property Insurance	44000-5304	5,475.28	5,576.72	6,632.16	5,617.17	5,617.17	(1,014.99)
Motor Vehicle Insurance	44000-5305	382.72	401.70	416.77	448.05	448.05	31.28
Lease/Rent Equipment	44000-5410	-		-			-
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00	-
Permits	44000-5600	8,000.00	8,000.00	8,000.00	8,000.00	4,000.00	(4,000.00)
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	1,217.86	1,217.86	(782.14)
Office Supplies	44000-6001	500.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Lab Supplies	44000-6004	4,000.00	4,000.00	6,000.00	6,000.00	6,000.00	-
Repair & Maint. Supplies-Rut. Crk	44000-6007	25,000.00	15,000.00	28,797.00	15,000.00	15,000.00	(13,797.00)
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00	3,000.00	(2,000.00)
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	-
Chemicals-Rut Crk	44000-6051	7,000.00	7,000.00	7,000.00	7,000.00	2,500.00	(4,500.00)
Equipment-Rut Crk	44000-8001			-			-
Vehicles	44000-8005			-			-
Treatment Totals		356,564.54	350,807.01	377,450.31	377,709.15	344,756.82	(32,693.49)

SEWER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
SEWER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	101,978.35	101,978.35	101,978.35	-
PT Wages	45000-1300	897.86	616.31	650.97	650.97	650.97	-
Other Pay/Holiday	45000-1400	1,770.79	1,397.62	1,592.82	1,592.82	1,592.82	-
FICA	45000-2100	6,880.91	6,880.91	7,972.99	7,972.99	7,972.99	-
VRS	45000-2200	14,261.20	14,635.12	16,316.54	16,316.54	16,316.54	-
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,276.00	21,276.00	(216.00)
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,366.51	1,366.51	1,366.51	-
Long-Term Disability	45000-2500			-	-	-	-
Unemployment Insurance	45000-2600	-		-			-
Worker's Comp	45000-2700	1,653.40	1,653.40	-			-
Repair & Maint. Services	45000-3310	-		-			-
Telecommunication	45000-5230	-		-			-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	102.95
Lease of Equipment	45000-5410	2,000.00	4,000.00	4,000.00	4,000.00	2,000.00	(2,000.00)
Travel-Mileage/Conference/Hotel	45000-5501	-		-			-
Misc	45000-5800	-		-			-
Dues & Memberships	45000-5810	-		-			-
Repair & Maint. Supplies	45000-6007	5,000.00	10,000.00	10,000.00	10,000.00	8,000.00	(2,000.00)
Fuel	45000-6008	-		-			-
Vehicle/Power Equipment Supplies	45000-6009	-		-			-
Uniforms	45000-6011	-		-			-
Equipment/Vehicles	45000-8005	-		-			-
Maintenance Totals		142,664.97	153,529.29	166,741.88	166,628.83	162,628.83	(4,113.05)
Sliplining Project	94000-8000			-			-
Debt Payments							
WWTP Loan Principle	95000-9000	53,270.00		-			-
WWTP Loan Interest	95000-9001	106,290.00		-			-
Sterling Bank WWTP Refi Prin	95000-9002		190,640.00	179,250.00	203,235.00	203,235.00	23,985.00
Sterling Bank WWTP Refi Int	95000-9003		79,680.00	67,250.00	67,075.00	67,075.00	(175.00)
Sewer Rehab Principle	95000-9004				11,450.00	11,450.00	
Sewer Rehab Interest	95000-9005				15,980.00	15,980.00	
Debt Reserve	95000-9010	253,558.87	118,838.69	39,079.76			(39,079.76)
Capital Program			37,633.00	-			-
Debt Totals		413,118.87	426,791.69	285,579.76	297,740.00	297,740.00	(15,269.76)
Sewer Fund Expense Totals		1,056,524.60	1,054,381.36	971,452.69	920,060.71	931,040.71	(70,041.98)

Garbage Fund

Account Name	Account Code	FY 19 Approved	FY 20 Approved	New FY 21 Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommended less FY21 Adopted=Difference
GARBAGE REVENUE							
Garbage IT Charges	16080-0005	80,677.30	121,052.00	121,677.40	121,264.00	121,264.00	(413.40)
Garbage OT Charges	16080-0006	24,083.20	17,574.80	17,119.00	17,140.20	17,140.20	21.20
Penalties	16080-0009	1,500.00	1,300.00	2,000.00	2,800.00	2,800.00	800.00
Transfer from Garbage Reserv	41040-0006			501.21		2,438.03	1,936.82
Transfer for Other Funds				556.59			(556.59)
Revenue Totals		106,260.50	\$ 139,926.80	\$ 141,854.20	\$ 141,204.20	\$ 143,642.23	\$ 1,788.03
TOWN MANAGER							
Wages	12110-1100	2,751.00	2,848.11	2,966.66	\$ 3,008.19	3,008.19	41.53
PT Wages	12110-1300	410.34	424.78	442.39	\$ 448.53	448.53	6.14
FICA	12110-2100	241.84	250.38	260.79	\$ 264.44	264.44	3.65
VRS	12110-2200	425.00	465.38	623.00	\$ 631.72	631.72	8.72
Health Insurance	12110-2300	273.60	273.60	286.56	\$ 283.68	283.68	(2.88)
Group Life Insurance	12110-2400	34.07	37.31	39.75	\$ 40.31	40.31	0.56
STD/Long-Term Disability	12110-2500	19.81	16.80	15.66	\$ 15.88	15.88	0.22
Contingency	12110-5000	5,505.11	835.88	-			-
Town Manager Totals		4,155.66	\$ 5,152.24	\$ 4,634.81	\$ 4,692.75	\$ 4,692.75	\$ 57.94
FINANCE DEPARTMENT							
Wages	12420-1100	1,450.27	1,501.39	1,582.78	\$ 1,604.94	1,604.94	22.16
PT Wages	12420-1300	400.54	417.48	163.20	\$ 221.13	221.13	57.93
FICA	12420-2100	141.59	146.79	133.57	\$ 139.69	139.69	6.12
VRS	12420-2200	236.97	245.33	253.25	\$ 256.79	256.79	3.54
Health Insurance	12420-2300	273.60	273.60	286.56	\$ 283.68	283.68	(2.88)
Group Life Insurance	12420-2400	19.00	19.67	21.21	\$ 21.51	21.51	0.30
Banking Service Charges	12420-3160	200.00	400.00	100.00			(100.00)
Finance Totals		2,721.97	3,004.26	2,540.57	2,527.74	2,527.74	(12.83)
GARBAGE EXPENSES							
Collection In-Town	43200-3160	73,411.44	110,737.20	113,125.44	114,598.32	114,598.32	1,472.88
Collection Out of Town	43200-3170	10,930.32	17,858.40	18,244.80	18,480.00	18,480.00	235.20
Garbage Totals		84,341.76	\$ 128,595.60	\$ 131,370.24	\$ 133,078.32	\$ 133,078.32	\$ 1,708.08
GARBAGE MAINTENANCE DEPARTMENT							
Wages	45000-1100	1,939.51	2,145.59	2,234.90	\$ 2,266.19	2,266.19	31.29
PT Wages	45000-1300	6,599.02	-	-			-
Other Pay/Holiday	45000-1400	39.35	31.06	34.91	\$ 35.40	35.40	0.49
FICA	45000-2100	159.80	163.34	173.64	\$ 176.07	176.07	2.43
VRS	45000-2200	316.92	350.59	357.58	\$ 362.59	362.59	5.01
Health Insurance	45000-2300	456.00	456.00	477.60	\$ 472.80	472.80	(4.80)
Group Life Insurance	45000-2400	25.41	28.11	29.95	\$ 30.37	30.37	0.42
Maintenance Totals		9,536.00	\$ 3,174.69	\$ 3,308.58	\$ 3,343.41	\$ 3,343.41	\$ 34.83
Garbage Fund Expense Totals		100,755.39	\$ 139,926.79	\$ 141,854.20	\$ 143,642.22	\$ 143,642.23	\$ 1,788.03

INDUSTRIAL DEVELOPMENT AUTHORITY

Account Name	Account Code	FY 19 Approved	FY 20 Approved	New FY 21 Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommended less FY21 Adopted=Difference
IDA REVENUES							
Lease/Sale of Lots	701-41020-0001			300,000.00	75,000.00	75,000.00	(225,000.00)
BP Recoupment Rev	701-41030-0001	26,058.00	25,968.00	26,264.18			(26,264.18)
Zoning Fees		-		-			-
Bond Issue	701-41040-0001	16,239.00	9,673.75	8,592.50	7,476.25	7,476.25	(1,116.25)
Home Owners Reimb	701-41060-0001	1,332.00	1,345.11	-	1,350.00	1,350.00	1,350.00
Transfer from Other Funds				120,331.38			(120,331.38)
Revenue Totals		43,629.00	36,986.86	455,188.06	83,826.25	83,826.25	(371,361.81)
IDA EXPENSES							
PT Wages	45000-1300	6,599.02	7,395.72	13,008.13	7,811.60	7,811.60	(5,196.53)
FICA	45000-2100	504.83	565.77	613.38	597.59	597.59	(15.79)
Worker's Comp	45000-2700			310.64	328.09	328.09	17.45
Repair & Maint. Svcs	81500-3310	-		-			-
Professional Services	81500-3150	2,000.00	2,000.00	5,000.00			(5,000.00)
Electrical Svcs	81500-5100	325.00	325.00	200.00	200.00	200.00	-
Dues & Membership	81500-5810	2,756.00	2,749.00	2,731.00	2,731.00	2,731.00	-
Transfer to IDA fund bal	81500-9200	31,444.15	23,951.37	313,324.91	71,983.23	65,157.97	(248,166.94)
Small Business Grant				120,000.00			(120,000.00)
Capital expenses						7,000.00	
Expense Totals		43,629.00	36,986.86	455,188.06	83,651.51	83,826.25	(378,361.81)

FY22 PAY & BENEFIT COST ALLOCATION

Job Title	Portion of Time Per Fund			
	General	Water	Sewer	Garbage
Town Manager	27%	40%	30%	3%
Deputy Town Clerk	80%	10%	9%	1%
Town Manager Total				
Office Manager	50%	25%	24%	1%
Fiscal Assistant	23%	45%	30%	2%
Office Assistant (2)	20%	40%	39%	1%
Finance Total				
Chief of Police	100%	0%	0%	0%
Major	100%	0%	0%	0%
Detective	100%	0%	0%	0%
Officers (3)	100%	0%	0%	0%
PT Office Assistant (2)	100%	0%	0%	0%
PT Officer (2)	100%	0%	0%	0%
Holiday Pay	100%	0%	0%	0%
Retiree Health	100%	0%	0%	0%
Overtime	100%	0%	0%	0%
Police Total				
Director of Plant Utilities	0%	50%	50%	0%
WWTP Operator (2)	0%	0%	100%	0%
Holiday	0%	0%	100%	0%
Sewer Total				
Lead WTP Operator	0%	100%	0%	0%
WTP Operator (2)	0%	100%	0%	0%
PT WTP Operator	0%	100%	0%	0%
Holiday	0%	100%	0%	0%
Water Total				
Maintenance Foreman	9%	45%	45%	1%
Maintenance Tech. (4)	9%	45%	45%	1%
Maintenance Tech PT	30%	5%	5%	60%
Custodian	100%	0%	0%	0%
Holiday	9%	45%	45%	1%
Retiree Health	100%	0%	0%	0%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY22

1/31/2020

Permanent Fund principal for the <u>General</u> Fund	GF Revenues	\$ 1,095,067
(based on proposed FY22 Budget)	Administration Fee (covered in W & S Funds)	-
Reserve per October 2010 policy <u>15%</u>	Net GF Revenues	\$ 1,095,067
GF target Permanent Fund principal \$ 164,259.98	Reserve per @	25%
	GF target Permanent Fund principal	\$ 273,767 ←

Required contingency in the General Fund	GF Expenses	\$ 1,202,614
(based on proposed FY22 Budget)	Reserve per October 2010 policy	3.0%
	GF Contingency	\$ 36,078 ←

Permanent Fund principal for the Water Fund (based on the proposed FY22 Budget)

<u>Fund 501 WATER FUND</u>	<u>FY21 Budget</u>		
DEBT SERVICE	\$ 452,362	Debt	452,362
ALL OTHER EXPENSES	\$ 787,174	25%/Operation	\$ 196,793
Total		WF target Permanent Fund principal	\$ 649,156

Permanent Fund principal for the Sewer Fund (based on the proposed FY22 Budget)

<u>Fund 502 SEWER FUND</u>	<u>FY21 Budget</u>		
DEBT SERVICE	\$ 246,500	Debt	246,500
ALL OTHER EXPENSES	\$ 637,043	25%/Operation	\$ 159,261
Total		SF target Permanent Fund principal	\$ 405,761

Permanent Fund principal for the Garbage Fund (based on the proposed FY22 Budget)

<u>Fund 514 GARBAGE FUND</u>	<u>FY21 Budget</u>		
ALL EXPENSES	141,298	25% operations	\$ 35,324
		Garb target Permanent Fund principal	\$ 35,324

Total of all undesignated fund balances \$ 1,364,007

General Fund Permanent Fund	\$ 273,767
General Fund Contingency	\$ 36,078
Water Fund Permanent Fund	\$ 649,156
Sewer Fund Permanent Fund	\$ 405,761

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/20	Interest Rate	Maturity Date	Principal Payment FY22	Interest Payment FY22	Total Debt Payment FY22
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,254,453.94	3.35%	6/30/2030	\$ 298,870.82	\$ 98,639.33	\$ 397,510.15
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,153,213.11	2.25%	1/1/2047	\$ 75,766.36	\$ 47,185.32	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 447,615.17	3.00%	7/1/2043	\$ 15,968.57	\$ 13,075.35	\$ 29,043.92
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,414,000.00	3.63%	4/10/2060	\$ 11,417.55	\$ 1,831.50	\$ 13,249.05

Outstanding Debt Balances						
	Sliplining	Sterling Refi	60 WL	Main St. WL	Total	
FY 2021		3,109,928.14	439,807.44	\$ 2,115,960.92	\$ 5,665,696.50	
FY 2022	3,402,582.45	2,811,057.32	423,838.87	\$ 2,040,194.56	\$ 8,677,673.20	
FY 2023	3,333,398.28	2,502,033.62	407,387.66	\$ 1,962,713.87	\$ 8,205,533.43	
FY 2024	3,263,381.07	2,182,512.13	390,439.21	\$ 1,883,480.05	\$ 7,719,812.46	
FY 2025	3,192,270.78	1,852,136.24	372,978.48	\$ 1,802,453.45	\$ 7,219,838.95	
FY 2026	3,120,176.53	1,510,537.21	354,990.01	\$ 1,719,593.49	\$ 6,705,297.24	
FY 2027	3,047,084.73	1,257,332.59	336,457.83	\$ 1,634,858.70	\$ 6,275,733.85	
FY 2028	2,973,094.88	892,130.20	317,365.51	\$ 1,548,206.65	\$ 5,730,797.24	
FY 2029	2,897,967.90	389,981.55	297,696.13	\$ 1,459,593.96	\$ 5,045,239.54	
FY 2030	2,821,801.40	0	277,432.25	\$ 1,368,976.27	\$ 4,468,209.92	
FY 2031	2,744,580.98		256,555.89	\$ 1,276,308.21	\$ 4,277,445.08	
FY 2032	2,666,393.84		235,048.55	\$ 1,181,543.40	\$ 4,082,985.79	

Water Treatment Plant Renovation Bond is slated to come on-line beginning in FY2023 with a partial payment. Annual payments will be approximately \$175,000/year for thirty years.

FY22 TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Watts)	2017	254	96,826
Ford	Interceptor (Harler)	2016	8694	96,514
Ford	Explorer (Shiflett)	2014	8654	69,475
Ford	Interceptor (Payne)	2017	7002	58,557
Ford	Interceptor (Robinson)	2015	1494	84,491
Ford	Interceptor Sedan (Martin)	2014	1248	102,901
MAINTENANCE				
Ford	SUV	2007	7723	99,341
Dodge	Pickup	2014	4675	57,281
Chevy	Pickup	2011	5012	72,641
Dodge	Work Truck	2013	7481	5,232
GMC	Bucket Truck	1995	5212	114,977
GMC	Dump Truck	2003	9981	49,116
Ford	Explorer (Office)	2011	4253	65,454
UTILITIES				
Dodge	Wastewater	2012	9843	64,720
Dodge	Water	2008	4271	91,065

Town of Amherst, Virginia
 Balance Sheet
 Governmental Funds
 June 30, 2020

	<u>General</u>	<u>Forfeited Assets Fund</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 1,621,768	\$ 2,820	\$ 1,624,588
Cash and cash equivalents, restricted	-	330	330
Receivables (net of allowance for uncollectibles):			
Taxes receivable	900	-	900
Accounts receivable	79,222	-	79,222
Due from other governmental units	159,822	-	159,822
Total assets	<u>\$ 1,861,712</u>	<u>\$ 3,150</u>	<u>\$ 1,864,862</u>
LIABILITIES			
Accrued liabilities	\$ 26,452	\$ -	\$ 26,452
Total liabilities	<u>\$ 26,452</u>	<u>\$ -</u>	<u>\$ 26,452</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	\$ 900	\$ -	\$ 900
Total deferred inflows of resources	<u>\$ 900</u>	<u>\$ -</u>	<u>\$ 900</u>
FUND BALANCES			
Restricted	\$ -	\$ 330	\$ 330
Assigned	-	2,820	2,820
Unassigned	1,834,360	-	1,834,360
Total fund balances	<u>\$ 1,834,360</u>	<u>\$ 3,150</u>	<u>\$ 1,837,510</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,861,712</u>	<u>\$ 3,150</u>	<u>\$ 1,864,862</u>

The notes to financial statements are an integral part of this statement.

Town of Amherst, Virginia
Statement of Net Position
June 30, 2020

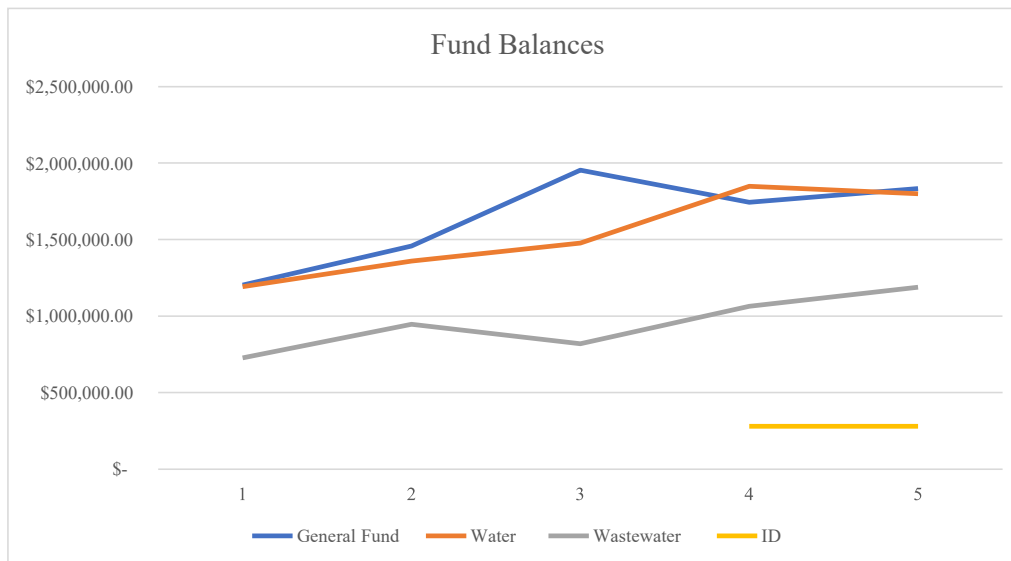
	Primary Government			Component Unit IDA
	Governmental Activities	Business-type Activities	Total	
ASSETS				
Cash and cash equivalents	\$ 1,624,588	\$ 3,037,080	\$ 4,661,668	\$ 563,081
Cash and cash equivalents, restricted	330	-	330	-
Receivables:				
Taxes receivable	900	-	900	-
Accounts receivable	79,222	264,247	343,469	-
Due from other governmental units	159,822	-	159,822	-
Inventories	-	93,173	93,173	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	1,217,364	25,084	1,242,448	-
Buildings and improvements	700,601	-	700,601	-
Plant	-	2,372,220	2,372,220	-
Machinery and equipment	107,606	14,390	121,996	-
Infrastructure	-	6,995,811	6,995,811	-
Construction in progress	-	987,220	987,220	-
Total assets	<u>\$ 3,890,433</u>	<u>\$ 13,789,225</u>	<u>\$ 17,679,658</u>	<u>\$ 563,081</u>
DEFERRED OUTFLOWS OF RESOURCES				
Pension related items	\$ 146,395	\$ 117,623	\$ 264,018	\$ -
OPEB related items	8,590	9,659	18,249	-
Total deferred outflows of resources	<u>\$ 154,985</u>	<u>\$ 127,282</u>	<u>\$ 282,267</u>	<u>\$ -</u>
LIABILITIES				
Accounts payable	\$ -	\$ 35,600	\$ 35,600	\$ 333
Accrued liabilities	26,452	-	26,452	-
Long-term liabilities:				
Due within one year	4,316	381,058	385,374	-
Due in more than one year	936,047	6,556,059	7,492,106	-
Total liabilities	<u>\$ 966,815</u>	<u>\$ 6,972,717</u>	<u>\$ 7,939,532</u>	<u>\$ 333</u>
DEFERRED INFLOWS OF RESOURCES				
Pension related items	\$ 138,793	\$ 77,780	\$ 216,573	\$ -
OPEB related items	2,229	2,506	4,735	-
Total deferred inflows of resources	<u>\$ 141,022</u>	<u>\$ 80,286</u>	<u>\$ 221,308</u>	<u>\$ -</u>
NET POSITION				
Net investment in capital assets	\$ 2,025,571	\$ 4,419,005	\$ 6,444,576	\$ -
Restricted for forfeited assets	330	-	330	-
Unrestricted	911,680	2,444,499	3,356,179	562,748
Total net position	<u>\$ 2,937,581</u>	<u>\$ 6,863,504</u>	<u>\$ 9,801,085</u>	<u>\$ 562,748</u>

The notes to financial statements are an integral part of this statement.

Fund Balances and Analysis of Reserves

Fund Balances, by Fund

Year	General Fund	Water	Wastewater	IDA
2016	\$ 1,203,035.00	\$ 1,191,623.00	\$ 726,216.00	
2017	\$ 1,458,055.00	\$ 1,360,124.00	\$ 946,198.00	
2018	\$ 1,954,032.00	\$ 1,477,324.00	\$ 819,116.00	
2019	\$ 1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00
2020	\$ 1,834,360.00	\$ 1,799,144.00	\$ 1,188,806.00	\$ 562,748.00



Losses:

General Fund loss from FY 18-19 reflects transfer of funds to the IDA fund, rather than combined.

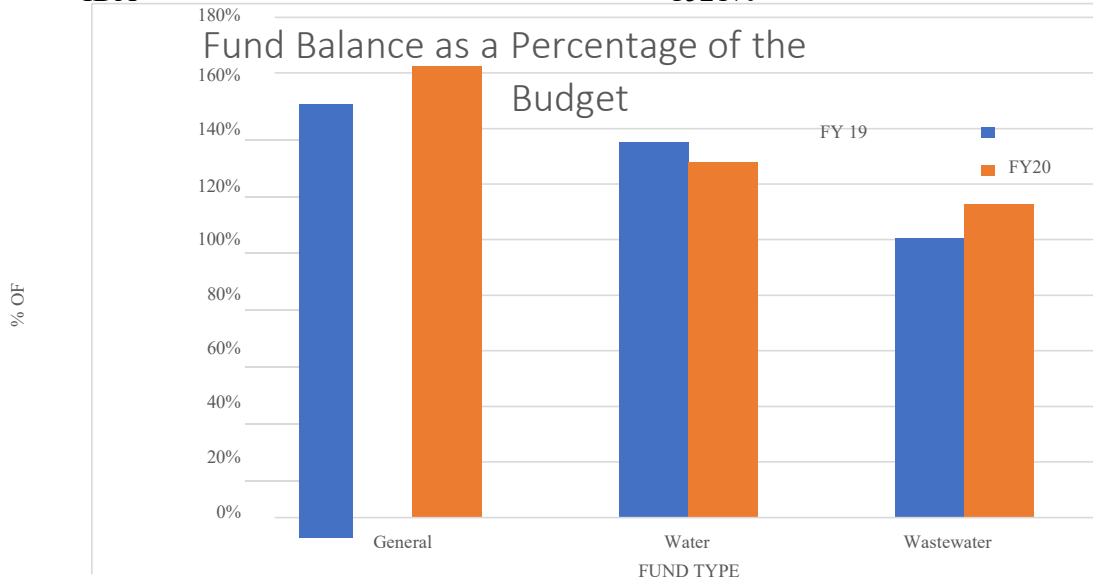
Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.

Water fund lostt in FY 20 is engineering funds paid by the Town for the WTP upgrade.

Fund

Fund Balance as a Percentage of Budget

	FY 19	FY20	
General	152%	162%	General
Water	135%	128%	Water
Wastewater	101%	113%	Wastewater
IDA		1521%	IDA



Town Manager's Report
June 9, 2021
Status of all items shown in italics

From the Council's Strategic Plan:

Ongoing or immediate

- Discuss Brockman Park development with IDA- *Ongoing*
- Advise the IDA about Council's interest in exploring an EDA- *Completed 5.3.21*
- Review the previously developed walkability plan- *Completed 4.15.21*
- Town Manager meet with the County Administrator and brief him on Council's desire to improve relationships with the County- *Completed*

Within three (3) months – by June 1, 2021

- Develop a sidewalk plan in priority blocks downtown- *Application in process for grant funding for improvements to crosswalks/sidewalks at circle and missing walk in front of CVS. Additional planning to be completed through Comprehensive Plan and continued grant work.*
- Mayor and Chair of Amherst County Board of Supervisors meeting
- Develop a business visitation plan and commence visits
- Develop a plan for a new Council table/dais, including the layout and components, get price quotes, and report back to Council

Within six (6) months – by September 1, 2021

- Bring to Council a plan for a pathway forward for the IDA to become an EDA- *Ordinance Amendment required. Can plan based upon Council and IDA feedback.*
- Convene a joint Town Council/IDA meeting *Planned for July 6, 2021*
- Explore creating a façade improvement program, with incentives
- Joint Town Council/Board of Supervisors meeting
- Explore the (additional) resources necessary to implement the workplan and report back to Council

By January 1, 2022

- Negotiate and approve a revised utility agreement with Sweet Briar College

Within one year – by March 1, 2022

- Develop a workplan for the IDA/EDA with goals
- Comprehensive Plan update, including a Downtown Revitalization Component, underway

Within two (2) years – by March 1, 2023

- Complete initial visitation of town businesses
- Adopt a revised Comprehensive Plan

Other Major Projects:

Sewer Sliplining Project

Final closure of the improvements at the Wastewater Treatment Plant are underway. On the collection side of the project, most of the in-town work is done, with the remainder of the work primarily focused on the main line to the plant and the interceptor line from Sweet Briar College. A quote to rebuild a portion of the Garland Avenue line has been requested.

Water Treatment Plant

Project has been scheduled out to completion (though we do know that changes will occur) and the projected completion date is October 15, 2022. One pond in the back of the plant has been removed and construction on the new basin is underway.

Brockman Park Engineering Work

Survey and delineation work is complete and grading plans are in process.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

May 2021

Month:	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	24
ALARM	14
PHONE COMPLAINT	155
BOLO	24
MISSING PERSON	2
SHOPLIFTING	
PROBLEM WITH OTHERS	4
DOMESTIC	1
CHECK WELFARE	3
NOISE OR DOG COMPLAINT	9
TRAFFIC CRASH	7
EMS CALLS	
SUDDEN DEATH	
SUSPICIOUS PERSON	6
Call at Ambriar	
OTHER	53

OFFICER INITIATED	NUMBER
BUILDING CHECKS	313
BUSINESS VISIT	96
BUILDING SEARCH	5
TRAFFIC SUMMONS	15
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	209/45
WARRANT SERVICE	7
PROPERTY WALK AROUNDS	118
WARRANTS OBTAINED	4
PARKING TICKETS	
MISD. INVESTIGATION	2
FELONY INVESTIGATION	1
NARCOTICS INV.	
SEARCH WARRANT	1
PUBLIC RELATIONS	9
CITIZEN CONTACT	265

WARNINGS	NUMBER
SPEEDING	1
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	4
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

ARREST	NUMBER
MISDEMEANOR	3
FELONY	2
EPO/PPO	2
ECO	1
NARCOTICS VIOLATION	
DUI / DUIG	1

OTHER	NUMBER
ASSIST OTHER OFFICER	16
ASSIST OTHER AGENCY	20
COURT	6
REPORTS	10
SCHOOL / TRAINING	
MEETINGS	7
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

Calls for service:186

Miles Patrolled: 5,284

County assist

5/26 Domestic on Yahway Dr. EPO obtained.

5/8 Suicidal barricade on Izaak Walton Rd. Disregarded.

5/11 Possible DUI 29 South and Coolwell Rd. Cleared advice.

5/16 ECO on Stage Rd. Assist.

5/21 Suspicious person at the Bus Garage. Gone on arrival.

After hours calls

5/18 Suspicious person Main St. cleared advice.

5/19 Suspicious person Maple Ln. Pursuit and traffic crash. Wanted subject arrested on multiple charges.

5/27 Suspicious person Newington Dr. Cleared advice.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

ACTIVITIES FOR THE MONTH OF MAY:

- Mock Accreditation was delayed due to staffing issues from VLEPSC. They have rescheduled our assessment for June 9th.
- APD held its first BI-Annual Trash Pick-Up on May 15th. The event was very successful for the first time holding the event.
- New intern from Cedarville University started May 6th. She will be here until the end of July.
- Officer Robinson assisted ACSO with a barricaded subject in the county. He was the negotiator throughout the entire incident. He was able to talk the individual and deescalate the situation. The individual was taken into custody without any incident.
- Unannounced evidence inspection was conducted and no issues were detected.
- Vehicle inspections completed without any discrepancies.
- Building inspection completed with some minor repairs completed.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Tracie Morgan
Date: June 2, 2021
Re: May 2021 Monthly Report

Utilities – May utility billing total was \$182,018.78.

A/P – May bills, including employee deductions and benefits totaled \$324,713.46.

Meals and Beverage Tax – 14 Businesses paid \$58,186.96 in Meals and Beverage Tax for the month of April. This is the highest remittance the Town has ever had.

Personal Property Tax (License Fees) – License Fee Bills totaled \$44,144 and were due December 8, 2020. Second notices were mailed out at the beginning of February and bank liens started in March. The outstanding balance is now down to \$5,139.09.

CARES Act Utility Forgiveness -- We received notice from DHCD that the wording on the Utility Forgiveness Funds was approved for change and we can now give the same customer assistance more than one time. We still have funds to spend so please let people know to reach out to us if they have a previous balance, so we help them.

Upcoming Items – FY21 Audit Prep-Auditors are scheduled to be on site one day at the end of June. I currently working on cleaning up the financial reports and still getting caught up on fixing the posting errors that were originally happening at the start of the software implementation.

Business License – Business License renewals were due May 1, 2021. For the current 2021 tax year we have collected \$99,265.62. This has already exceeded our budgeted revenue amount by \$18,765.62. This should be the actual total before any more late applications come in as I have already accrued back late 2020 Business License payments from this fiscal year.

**CLERK OF COUNCIL REPORT
MAY 2021**

COMMITTEE MEETINGS

IDA

Receive and review agenda materials; assemble packet for 5-3-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Town Council

Receive and review agenda materials; assemble packet for 5-12-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Quorums: Confirm Planning Commission and Town Council meetings with members; confirm cancellation of Planning Commission meeting

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously uploading information/documents; revising website pages with new information and links to documents and/or outside sites; examining traffic through the site; design for overall look and feel of the site, including photos, color, graphics and layout; creating, editing, posting, updating, and cleaning up outdated content.

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook and Website, including but not limited to:
 - Notice: Procedures for Amherst Town Council May meeting during Covid-19 pandemic
 - Audio link for Amherst Town Council May meeting
- Share links to community news and events; Monitor feedback.

AUDIO VISUAL

Emails with Point Source re installation of audio-visual needs for council chambers.

May 4, 2021: Meet with Chris from Point Source.

Confer with Chris from Point Source re trouble shooting and solutions.

ZONING ORDINANCE RECODIFICATION

Follow-up with Municode re inclusion

OTHER:

- Convert and post audio meeting recording to website.
- Prepare, send, post Legal Ads/Public Hearing Notice:
 - Finance Committee 5.20.21;
 - Town Council PH -Cigarette Tax 6.9.21;
 - Finance Committee Meeting June 3, 2021
 - Committee on Town and County Projects 6.16.21;
 - Town Council Special Session 6.24.21;
- Research and edit proposed ordinance re Cigarette Tax.
- Update 2021 Virginia Review Directory of State & Local Official Information for publication.
- Update TOA Water Plant Upgrade information to website.
- Miscellaneous phone calls, correspondence; other research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of May 31, 2021, Update; See Attached.

Town of Amherst Committees as of MAY 31, 2021

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/21	12/31/24
Kenneth S. Watts	01/01/19	12/31/22
Sharon W. Turner	01/01/21	12/31/24
Kenneth G. Bunch	01/01/21	12/31/24
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Janice N. Wheaton	01/01/21	12/31/22 (TC rep)
William Jones	07/01/19	06/30/23
Ted Finney	07/01/17	06/30/21 (Notice of Vacancy)
Kevin Belcher	07/01/18	06/30/22 (Notice of Vacancy)
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

June Driskill	11/13/20	08/31/25 Pending Court approval
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
R.A. "Tony" Robertson	01/13 /21	08/31/23 Pending Court approval

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21 (Appointed Aaron H. Mahler – 7/01/21- 6/30/25)
Jacob Bailey	07/01/20	06/30/24
Manly Rucker	05/10/17	06/30/21 reappointed 7/01/21-6/30/25
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/13/20	06/30/24
Bessie H. Kirkwood	07/01/18	06/30/22
Glenda Hash	05/13/20	06/30/24

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

D. Dwayne Tuggle	01/01/21	12/31/22
Sara Carter	01/01/21	12/31/22

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/21	12/31/22
Sara E. Carter	01/01/21	12/31/22

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Kenneth Bunch	01/01/21	12/31/22
Kenneth S. Watts	01/01/21	12/31/22

TOWN COUNCIL COMMITTEES (FOR THE 01/01/21-12/31/22 TERM)

FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Sharon W. Turner

- Monitor the budget development process.
- Review accounting procedures, budgets, and bookkeeping activities.
- Interface with auditors.

UTILITIES COMMITTEE

Kenneth S. Watts (Chairman) and Kenneth G. Bunch

- Monitor the development and construction of capital improvement projects.
- Review proposed utility system upgrades and extensions.
- Interface and assist developers in coordinating Town policies with proposed new developments.

TOWN HALL MEETING ROOM REHABILITATION AD HOC COMMITTEE

Rachel Carton (Chairman) and Sharon Turner

- Oversee and monitor rehabilitation and refurbishment

TOWN AND COUNTY PROJECTS AD HOC COMMITTEE

Kenneth Bunch (Chairman) and Sharon Turner

- Interface in Town and County projects
- Monitor project development process



**TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY PRODUCTION AND OPERATIONAL REPORT
May -- 2021**

**SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS**
SUBMITTED ON: Thursday, June 3, 2021

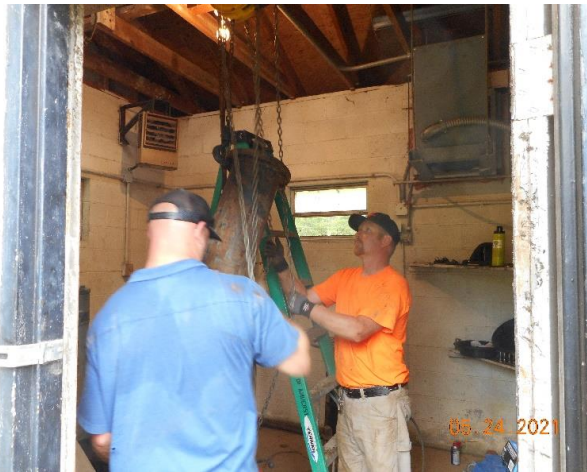
**Grandview Water Filtration Plant,
Daily Source Water Withdrawal, Process, and Production Volumes.**

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Source Water	9.010	0.290	0.460	0.160
Plant Production	8.160	0.260	0.410	0.150
Water Delivered to System	7.740	0.250	0.400	0.140

**Rutledge Creek Wastewater Treatment Facility
Daily Process, and Production Volumes.**

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Final Treated Effluent	7.380	0.238	0.292	0.181

Stand Out Details of Monthly Operations,

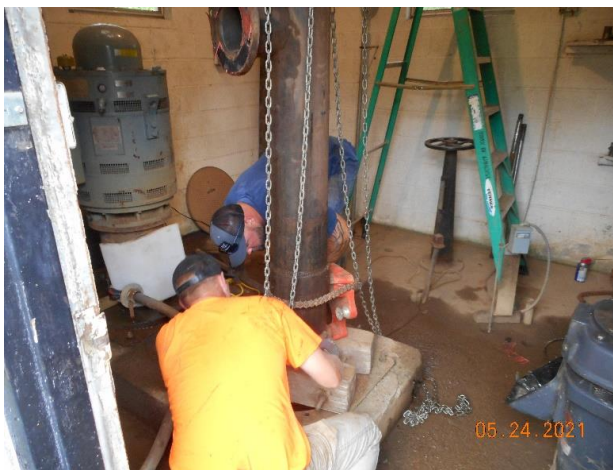


Of most importance in May was the replacement of one of the River Raw Water Pumping Stations pumps due to failure. The drive motor that failed was decades old. It, however, was not clear if the motor itself caused the loss or if the pump has caused the issue. The motor failed, and while in the construction process, the raw water pumping station is not to see upgrade activity until after the first of 2022.

The Town had a reconditioned motor and a new pump in storage. After talking with the vendor about contracting to have them remove and install the motor and pump on hand, it was found the pumps going in for the upgrade will not be the same as those currently in use. With that knowledge, the call was made to have the work done by Town staff.

Because of his proven mechanical skills, Gary Smith, Lead Wastewater Operator for the Town, was tapped as Project Lead. Joe Cundiff from the Maintenance Department was requested to assist because of a similar skill level. Together they were able to remove the pump from a twenty-foot wet well and replace it.

A big “Thank You” goes out to Mr. Thompson who’s department, already short-handed and heavily scheduled, approved Mr. Cundiff’s assistance in this project.



Utility/Town Maintenance and Construction Report

May-21

Water Meter Read	1150
Water Meter Re-Read	35
Disconnects	16
VA-811 Service locations	49
Vehicle PM Work Orders	7
Pump Station/Plant Work Orders	45
Banners Installed/Dismantled	1
Water Services Installed/Replaced	8
Sewer Services Installed/Replaced	0
Minor Leaks Repaired	0
Major Leaks Repaired	0
Minor Sewer Problems Resolved	2
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	98
Street/Sidewalk Maintenance	287
Safety Training	4
Bush Hogging	65
Flushing Water	0
Equipment Maintenance	25
Xmas decorations	0

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

Service Work Orders	Locating Un-marked/Unknown Water & Sewer System Assets
Meter Reading	Continue Safety and Shop/Yard Clean-up
Prev-Maint Work Orders	Staff has been working on finding water valves and addressing issues
Disconnects	Working on clearing water right of ways.
Re-connects	
Flushing Program in Select Locations	

W. THOMAS BERRY
ATTORNEY AT LAW
TAN BARK PROFESSIONAL BUILDING, COURT STREET
P.O. BOX 354 * 402 COURT STREET
LOVINGSTON, VIRGINIA 22949

W. THOMAS BERRY
KYLE D. HUGHES

PHONE: 434-263-4886
FAX: 434-263-4285

June 4, 2021

Town of Amherst
P.O. Box 280
Amherst, VA 24521

Attn: Sara Carter – Town Manager

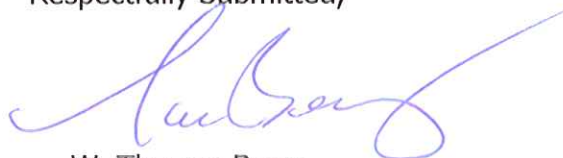
Re: Monthly Report to Town Council
(May, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on May 12, 2021.
2. Business:
 - A. Current status of alley/ right of ways in portions of Abandonment/Reversion. Land records and plats on record.
 - B. Review status of County and Town on possible projects.
 - C. Review of recent development in Legislation – marijuana legalization. VML (Virginia Municipal League) is preparing review and impact on local government. On-going.
 - D. Additional research on liability/employment.
3. Access to Town Attorney: My email address is dawn@tomberrylaw.com.
4. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,



W. Thomas Berry

WTB/dmc

Invoice

W. THOMAS BERRY, LLC
 ATTORNEY-AT-LAW
 P.O. BOX 354/ 402 COURT STREET
 LOVINGSTON, VA 22949
 PHONE: (434) 263-4886

Date	Invoice #
6/4/2021	9702

Bill To
Town of Amherst c/o Sara Carter P.O. Box 280 Amherst, VA 24521

Description	Qty	Rate	Terms
			Due on receipt
			Amount
5/4/2021 REVIEW TEXT REFERENDUM MEMO TO CARTER	2	175.00	350.00
5/4/2021 T/T COMMONWEALTH ATTY KING GEORGE COUNTY	1	175.00	175.00
5/12/2021 REVIEW TOWN PACKAGE	2	175.00	350.00
5/12/2021 MONTHLY TOWN MEETING	1.3	175.00	227.50
5/13/2021 CALL DOWNEY ON EMMERT	0.4	175.00	70.00
5/13/2021 CHIEF'S LETTER	0.2	175.00	35.00
5/21/2021 FOLLOW UP VML ON LAW	0.6	175.00	105.00
5/27/2021 CIGARETTE TAX	0.6	175.00	105.00
Total			\$1,417.50
Payments/Credits			\$0.00
Balance Due			\$1,417.50

**FINANCE COMMITTEE
MINUTES**

June 3, 2021
6:00 PM

Attendees: Rachel Carton, Chairman and Sharon Turner
Staff: Sara Carter

The meeting was called to order by Ms. Carton at 6:05 p.m.

The committee reviewed the new employee recognition policy proposed at the previous Council meeting.

The committee, upon review, asked for the following changes:

- Years of service awards should not be monetary but should be gifts.
- There should be a budget line for this in each budget.
- There should be no award for nominators, and no monthly number of awards.
- There should be an overall limit on the amount of the awards and should be gift certificates for honorees, rather than cash.
- Simplify the overall information.

The staff is directed to make changes and send the revised version back to the committee.

The meeting adjourned at approximately 6:53 pm.

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
April 22, 2021 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Bruce Jones
Brandon Payne
Charles Smith
Nancy Jo Billings

Directors:
(Absent) Joetricia Humbles
Karen Angulo
Brandon Schmitt

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Kyle Bolt, RELSWCD Ag BMP Conservation Technician
Cindy Miller, RELSWCD Office Administrator
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, USDA Natural Resources Conservatist
Rick Butler, Virginia Department of Forester

Others: Timberlake WID, Charles Falwell and Robert Lockridge
Ben Coates, DVM

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order March 22, 2021, at 6:01 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Ben Coates, DVM- Who introduced himself to the Board of Directors and let them know the area he serves and his experience with his Veterinary Services.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Perrow, Payne, passed 7/0)**

Reading and Approving the March 25, 2021 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Perrow, Barrett, passed 7/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – March 2021 –Doug Perrow, Treasurer, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The March 2021 Treasurer's report will be filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, gave the April report (copy filed with minutes).

Administration and Cost-share:

Third quarter reports were due in my office Wednesday, April 15.

Before SL-8B and SL-8H practices receive payment or tax credit: Producers must be implementing a current nutrient management plan prepared and signed by a certified nutrient management planner. The plan must address all agricultural production acres contained within the field that contain the cover crop acreage. **Cost-Share payments cannot be made until a current nutrient management plan is on file with the SWCD.**

Review carry-over procedures, new this year, on pages II-31 to 34 in the VACS manual. Board action carrying over this year's eligible bmps is needed before the end of this fiscal year. Instructions for End-of-Year carryover and cash balance reports due July 15 will be sent to districts in early May.

Secondary considerations should be in development soon for submission by June 30 to David Bryan for his review. Both secondary considerations (vetted by DCR) and average BMP component cost lists need to be approved by district boards before any 2022 VACS contracts are approved.

Reminders of deliverables in the operational grant with DCR:

- Review strategic plan (at least once/year) and annual plan (at least twice/year) - document in minutes
- Conduct timely employee evaluations and review personnel policy
- Review employee position descriptions and performance expectations
- Prepare FY22 annual plan of work (board approval in June)
- Prepare an FY21 annual report (expected completion in August or September)
- Review *Desktop Procedures for District Fiscal Operations* - document in minutes

The VA Soil & Water Conservation Board has approved moving ahead with a **review of Nutrient Management Regulations.**

Training done virtually; list is on file.

3-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, (copy filed with minutes)

EQIP

29 EQIP applications for 2021 are being processed and preapprovals will be need to be completed by Friday, April 23rd.

CRP/GRP/WRP

There are 3 CRP/CREP participants whose contracts expire in 2021 who have applied for a re-enrollment of their contracts. Reviews for 22 CRP and CREP contracts that will expire in September of 2022 are in the process. These status reviews will be completed prior to the end of September 2021.

CSP – Conservation Stewardship Program

Sign-up period for new CSP applications in FY21 ends on April 30, 2021. 1 new application is on file and 9 applications from FY20 that can be carried over into FY21, if interested. The CSP applications for FY21 need to be planned, assessed and ranked by June 4, 2021.

Conservation Compliance

8 tracts to be evaluated for conservation compliance and reported by August 20, 2021.

Review of MOU and Board Diversity

Outreach, Training and Upcoming Events -Training completed by webinar and/or teleconference due to the COVID-19 outbreak.

All training listed on CDC report (copy on file).

Don Yancey is scheduled to retire the end of May.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – (copy filed with minutes)

Planted 1000 acres in Appomattox this year. All requests eligible for cost share were filled.

The James River program received right at 100 acres of open field planting which was 100% cost shared.

Not many fires this year because of another wet Spring

Conducted the FFA Area forestry contest in which Buckingham county won 1st place and will go to the State competition at Dabney Lancaster College

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.

Cattleman Conference went well. Extension Thanks the Board of Directors for their sponsorship.

Tree donation is still underway- Trees are still on hand at the Extension office.

Pesticide recertification is wrapping up. Next year’s program is scheduled to be online.

4H Camp is being planned with Covid restrictions, 2 weeks prior to camp camper must quarantine or they must have a negative Covid test prior to camp date.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan

Wooldridge gave the April report (copy filed with minutes).

Projects:

Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for possible new projects for next program year. Helping out with soil testing and flagging out waterways not to be sprayed. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

Contract #	Instance#	Watershed/ County	Est Cost	C/S AMT	Comp Date	Fund	Practice
10-21-0023 Approved (Barrett, Payne 7/0)	428361	CB/AP	\$28,342.00	\$30,498.00 Includes: \$2,156.00 Buffer Pay	June 30,2021	PY21 CB VACS	SL-6W
10-21-0018 Approved (Payne, Smith 7/0)	42360	OCB/CAM	\$10,990.00	\$10,990.00	June 30, 2021	PY21 OCB VACS	SL-15A

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Have been working on updating the Watershed Dam general maintenance bid packet for 2021-2022.

Would like to ask the board to go forward with putting out for the Watershed Maintenance of the district's 6 dams. **Approved (Perrow, Barrett 7/0)**

Training done virtually. Details are on file.

7-RELSWCD Ag BMP Conservation Technician Report – Kyle Bolt gave the April report (copy filed with minutes).

- Recent Practice Cost Share Payments–

<u>Contract#</u>	<u>Instance#</u>	<u>Area</u>	<u>C/S</u>	<u>Fund</u>	<u>Practice</u>
10-19-0014	337071	OB/APP	\$7,857.60	2019 OCB VACS	SL-6
10-15-0092	208473	OB/CAM	\$53,165.00	2019 SL-6 Supplemental	SL-6
10-21-0002	390196	OB/APP	\$2,310.00	2021 OCB VACS	FR-1

- Cost Share Practices Completed Not Paid-
 - 10-20-0005- #374210- 14,430' stream exclusion fence, 3,650' cross fence, 5,505' of pipeline, 3 water troughs and 1 well installed. \$97,300 estimated cost share payment (SL-6W).
 - 10-15-0052- #206277- 2,860' stream exclusion fencing, 2,880' of pipeline, 1 water trough, and 1 well installed (SL-6). \$22,238.90 estimated cost share payment.
- C/S Projects Contracted-
 - Currently five SL-6 contracts approved.
 - Project Completion Deadline Reminders- Letters, emails, phone calls and visits.
 - Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.
- PY22 OCB Cost Share Practice Sign Ups/Applications-
 - One new farm visited this month, SL6W interest.
 - Currently two applications (SL-6W) with conservation plans and cost estimates on waiting list.
- Trainings-Virtual and on file.

8-RELSWCD Office Administrator Report – Cindy Miller gave the April report (copy filed with minutes).

Monthly duties are kept up to date.

- Distributed the approved minutes from the November 19, 2020 Board of Directors meeting.
- Draft minutes for the March 25, 2021 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the March 2021 Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs, ledgers and multi-funded account balances were updated monthly.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
- Processed the Monthly payroll, taxes, and retirement.

- Prepared the draft agenda for the April 22, 2021 regular Board of Directors meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Conservation Specialist, Mark Hollberg and Jeffrey Floyd, Chairman, for review.
- Paid Quarterly Director Mileage.
- Prepared Attachment E for 3rd Quarter and submitted to Mark Hollberg and Directors.
- April 6th Jonathan and I volunteered at Gleaning for the world. Helped pack school backpacks.

Outreach:

- Library outreach project: Pollinator handout with seed packet and book marks / Health Forest/ Healthy Communities and participating in the Appomattox plant swap in May.
- Campbell Co Libraries - provided a gift basket for Raffle/ in turn they will provide our logo with their summer reading program. Provided book marks.
- Poster contest and Photo contest promoted on Facebook.
- Facebook post made twice daily.
- Website updated.

Training done virtually and is on file.

9. Timberlake WID – Charles Falwell

Update given on the Timberlake WID project. DEQ inspection went well. Contractors are doing great! Brown Creek cove has been completed. Buffalo Coye is half way completed. Project is running 1 week behind schedule. *WATERMICK dr*

REPORT OF COMMITTEES

Education Committee- Committee selected Scholarship applications for our two \$2000 Scholarships and selected candidate to be submitted to the state level.

Turner Neblett- Amherst Co- Virginia Tech

Sabrina Melton- Appomattox Co- Liberty University- also selected for State level

Approved (Perrow, Smith) 7/0

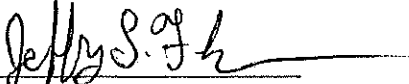
UNFINISHED BUSINESS - None

NEW BUSINESS- Doug requested that we hold a Personnel Committee meeting possibly on May 3, 2021 at 2pm.

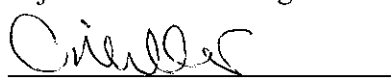
PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:12 p.m. **(Barrett, Payne passed 7/0)**



 Jeff Floyd, Chairman



 Cindy Miller, Office Administrator



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Tracie Morgan
Date: June 2, 2021
Re: Second Stage State Grant Appropriation

The current Fiscal Year 2021 Budget included \$2,750 for the Town of Amherst's contribution. However, it did not include the additional \$2,750 State grant match. Therefore, I am requesting an appropriation to the Second Stage Contribution line to clean up what currently looks like a shortage.

Thank you.



Virginia Public Body Procurement Worksheet

*The Virginia Sheriffs' Association's Vehicle Procurement Program is open to all public bodies within the Commonwealth of Virginia.
For assistance with the worksheet and any questions regarding this Procurement Program please contact Anna Martin at (919) 459-1072.*

*Disclaimer: Please contact awarded dealer before issuing purchase order. Pricing is subject to change.
Click on the dealer directory below for all contact information.
[Dealer Directory](#)*

Bid 21-04-0925 Specification #7

Awarded Dealer	Type of Vehicle	Zone	Base Unit Price
Sheehy Ford of Richmond	2021 Ford Police Interceptor Utility AWD (K8A)	Dogwood	\$32,555.00
Sheehy Ford of Richmond	2021 Ford Police Interceptor Utility AWD (K8A)	Colonial	\$32,455.00
Sheehy Ford of Richmond	2021 Ford Police Interceptor Utility AWD (K8A)	Heritage	\$32,455.00
Sheehy Ford of Richmond	2021 Ford Police Interceptor Utility AWD (K8A)	Chesapeake	\$32,429.00

The 2021 Ford Police Interceptor Utility AWD (K8A) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and VSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

[Click here for a listing of all standard equipment including, but not limited to standard engine and powertrain.](#)

Purchasing Agency: **Amherst PD**

Color (Specify Color per
Quantity): **White(YZ)**

Please use a separate worksheet per vehicle when ordering multiple vehicles with different options.

Quantity	(Please select your zone from drop down menu below)	Unit Price	Qty Price
1	Colonial	\$32,455.00	\$ 32,455.00

If you would like to pick up your vehicle from the dealer please enter a negative quantity amount for the delivery fee of the district you are purchasing from - For Example: -2 (For 2 Vehicles)

Order Code Delete Options

	Delivery Fee - Dogwood District		\$20.00	\$ -
	Delivery Fee - Colonial District		\$20.00	\$ -
	Delivery Fee - Heritage District		\$20.00	\$ -
	Delivery Fee - Chesapeake District		\$20.00	\$ -

A quantity must be entered for all desired options below.

When ordering vehicles with the exact same options, please enter the number of vehicles as the quantity for all options below. For example, if you are ordering 2 vehicles enter 2 for all requested options)

Order Code Add Options

	Tail Lamp / Police Interceptor Housing Only: Pre-existing holes with standard twist lock sealed capability (does not include LED strobe)(eliminates need to drill housing assemblies)		\$56.40	\$ 56.40
1	Remote Keyless	86T	\$319.60	\$ 319.60
1	Dark Car Feature – Courtesy lamps disabled when any door is opened	55F	\$23.50	\$ 23.50
1	Switchable Red/White Lighting in Cargo Area (deletes 3rd row overhead map light)	43D	\$47.00	\$ 47.00
1	Pre-wiring for grille LED lights, siren and speaker	71	\$47.00	\$ 47.00
1		17T	\$47.00	\$ 47.00
1		60A	\$47.00	\$ 47.00

1	Spot Lamp – LED Bulb: Driver Only (Unity)	51R	\$371.30	\$ 371.30
1	Wheel Covers (18" Full Face Wheel Cover) - Note: Only available with the standard Police wheel, not available with 64E	65L	\$56.40	\$ 56.40
1	Rear-Door controls Inoperable / Locks Inoperable (locks, handles and windows) Note: Not available with 52P. Note: Can manually remove window or door disable plate; Note: Locks/windows operable from driver's door switches with special tool	68G	\$70.50	\$ 70.50
1	Mirrors – Heated Sideview - Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	\$56.40	\$ 56.40
1	Reverse Sensing System	76R	\$258.50	\$ 258.50
1	Aux Air Conditioning - Note: Now available with Cargo Storage Vault (63V).	17A	\$573.40	\$ 573.40
1	100 Watt Siren/Speaker (includes bracket and pigtail)	18X	\$296.10	\$ 296.10
1	OBD II - CONECTOR/SPLITTER FOR EMERGENCY EQUIPMENT (USE WITH CARBIDE)		\$51.70	\$ 51.70
1	Tremco Anti-Theft Device (Dealer Installed Option)		\$162.23	\$ 162.23
	Total Per Unit			\$ 34,845.03
	Exterior Color:			
	Agate Black	UM		
1	Oxford White	YZ		
	Total of All Units			\$ 34,845.03

Next Steps: Please submit completed worksheet to contracted dealer to confirm all pricing as pricing is subject to change.
Original purchase order must be sent to contracted dealer.
A copy of all purchase orders must be sent to Kaylyn Mtiman at kmitman@virginiasheriffs.org



Tidewater Fleet Supply®

0525CC Amherst

Quoted To:

Clear Communications
 Amherst PD
 Att: Chad
 5/25/2021

By:

Rick Allen, Sales Rep

9501 Burge Avenue

Richmond, VA 23237

Cell 757-407-2415

rallen@tidewaterfleetsupply.com

TERMS: NET 30

NO PROMPT PAY DISCOUNTS ALLOWED

QTY	PART NO.	DESCRIPTION	LIST PRICE	DISC.	UNIT PRICE	TOTAL
1	PB47UINT20HD	ProGard HD P/Bumper	\$514.00	30.00%	\$359.80	\$359.80
1	DP4	Dominator Plus 4 Head Stick (B/C/B/C)	\$651.00	49.97%	\$325.70	\$325.70
1	DBKT4	Dominator L-Bracket Kit	\$24.00	49.97%	\$12.01	\$12.01
4	VTX609E	Blue/White Vertex Led (Front Corners)	\$118.00	49.97%	\$59.04	\$236.16
4	VTXFB	Black Vertex Flanges	\$9.00	49.97%	\$4.50	\$18.00
1	MBFX20	2021 PIU Mirror Beam (Blue Ion's)	\$395.00	49.97%	\$197.62	\$197.62
1	IW2BBBB	55" Liberty All Blue, TD's/ Alleys Mount	\$0.00	49.97%	\$1,495.00	\$1,495.00
4	RSB02ZCR	Blue LIN3 Led (P/B Side/Rear 1/4 Window)	\$92.00	50.00%	\$46.00	\$184.00
2	RBKT1	LIN3 L-Bracket (1/4 Window)	\$14.00	49.97%	\$7.00	\$14.00
1	AVC11B	Blue Single Avenger (Rear Hatch Window)	\$204.00	49.97%	\$102.06	\$102.06
4	VTX609B	Blue Vertex Led (Reverse Ilghts/License Plate Area)	\$113.00	50.00%	\$56.50	\$226.00
2	VTXFB	Black Vertex Flanges (License Plate Area)	\$9.00	49.97%	\$4.50	\$9.00
2	TLIB	Blue T-Ion (Under Rear Hatch)	\$135.00	50.00%	\$67.50	\$135.00
2	TCRB50	2021 PIU Tracer Mount	\$40.00	49.97%	\$20.01	\$40.02
2	TCRHS5	All Blue Solo Tracer 5 Head Unit	\$938.00	49.97%	\$469.28	\$938.56
1	P1300UINT20AOSB	ProGard 1/3 ProCell Unit w/Outboard Seat Belts	\$2,800.00	30.00%	\$1,960.00	\$1,960.00
1	295LSA6	Switchbox/Siren Unit	\$672.00	49.97%	\$336.20	\$336.20
1	SA315P	100 Watt Speaker	\$328.00	50.00%	\$164.00	\$164.00
1	SAK67D	2021 PIU SA315 Bracket	\$41.00	50.00%	\$20.50	\$20.50
1	C-VS-0618-INUT	Havis 24" Horizontal Console Pkg	\$508.00	30.00%	\$355.60	\$355.60
1	C-CUP2-I	Dual Cupholder	\$45.42	30.00%	\$31.79	\$31.79
1	C-ARM-103	Larger Adjustable Armrest	\$143.89	30.00%	\$100.72	\$100.72
1	PKG-PSM-1006	Passenger Side Laptop Mount Kit	\$358.85	30.00%	\$251.20	\$251.20
1	C-HDM-401	HD Laptop Stabilizer Pole	\$70.30	30.00%	\$49.21	\$49.21
1	DS-PAN-111	Havis DS-31 Dock (No Antenna Pass-Through)	\$859.18	30.00%	\$601.43	\$601.43
1	LPS-104	Havis P/Supply	\$221.26	30.00%	\$154.88	\$154.88
0		Core Upgrade \$823.00	\$0.00	0.00%	\$0.00	\$0.00
0		Optional Duo B/W Legacy \$1950.00	\$0.00	0.00%	\$0.00	\$0.00
0		Optional Blue Solo Legacy TD/Alleys Mount \$1495.00	\$0.00	0.00%	\$0.00	\$0.00

GOODS	\$8,318.46
SHIPPING	\$150.00
TOTAL	\$8,468.46

Quote Expires: *30 Days

Please allow 5 Business Days for shipping. Shipping charges will be added.

*This price quotation for products is for immediate acceptance and is subject to change by Tidewater Fleet Supply, LLC ("TFS") without notice. Quotations are valid for 30 days from the date of the quotation. All purchase orders for products are subject to TFS' acceptance.

Prices are based upon current costs and therefore subject to change without notice to account for changes in the cost of raw materials and other direct costs which are beyond TFS' control.

NOTES

A RESOLUTION TO APPLY FOR VIRGINIA DEPARTMENT OF HEALTH- OFFICE OF
DRINKING WATER FUNDS FOR A STAND-ALONE GENERATOR FOR THE WAUGH'S FERRY
WATER TANK AND PUMP STATION

WHEREAS, the Town of Amherst has applied for funding for various drinking water projects in the Town;

WHEREAS, Virginia Department of Health- Office of Drinking Water, hereinafter referred to as "Office," has funded several drinking water projects in the Town;

WHEREAS, the Town of Amherst Town Council has reviewed project planning material and found that the pre-requirements have been met for submitting a funding application.

THEREFORE, BE IT RESOLVED, the Town of Amherst Town Council hereby votes to seek additional funding from the Office for the following project:

Waugh's Ferry Water Tank Generator \$250,000

THEREFORE, BE IT RESOLVED, that the Town Manager immediately begin to process funding applications for these projects and be authorized to sign any and all documents to accept such funding contingent upon review and concurrence by the Town Attorney.

This resolution was adopted by the Town Council of the Town of Amherst on June 9, 2021.

Vice Mayor Rachel A. Carton

Attest:

Project Name: _____ Location (City/County) _____

VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)
FINANCIAL AND CONSTRUCTION ASSISTANCE PROGRAMS (FCAP)

RETURN APPLICATION TO:
Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219
(Voice: 804-864-7501)
(FAX: 804-864-7521)

Year-Round Submittals Accepted

Note: Submit two complete and signed hard copy applications and two copies of all required attachments to the address shown at the left before the application deadline

APPLICATION FOR CONSTRUCTION FUNDS

Application also available at: <https://www.vdh.virginia.gov/drinking-water/fcap/drinking-water-funding-program/>

Applicants are advised to schedule the required Funding Application Discussion with the appropriate ODW Field Office prior to April 1st.

PRE-REQUIREMENTS FOR FUNDING

If you answer **YES** to either of these questions; **STOP** as you are not eligible to apply for funds.

- 1. Have you been debarred or suspended from applying for state or federal funds? Yes No.
- 2. Is your waterworks state, federally, or tribally owned? Yes No.

PRE-REQUIREMENTS FOR CONSTRUCTION APPLICATIONS

If you answer **NO** to any of these questions; **STOP** as you are not ready to apply for construction funds.

Please contact us to work with you on planning the project.

- 1. Are you either a community or non-profit noncommunity waterworks? (or will become one?) Yes No.
- 2. Have you had a Funding Application Discussion with ODW's Field Office? Yes No.
- 3. Source – Not Applicable-project is for new well, or I am filing for a consecutive waterworks.
Do you have an adequate drinking water source or source agreement contract? Yes No.
If yes, provide documentation from ODW's Field Office that the source or contract is adequate.
- 4. User Agreements for new service area customers - Not Applicable
Do you have executed agreements or commitments from your initial survey from a majority of customers in the project area? Yes No.
If yes, please provide an area map indicating existing potential connections and indicating those committed.
NOTE: Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.
- 5. Do you currently or will you have less than three open DWSRF projects by July 1, 2021 (prior to the next awards)? Yes No.
- 6. Do you have a current Asset Management Plan **or** is a request included in this application? * Yes No.
* AMP included in other, active DWSRF project.

SECTION A - PROPOSED FINANCING

- 1. a. VDH Funding Assistance Needed \$ _____
- b. Other Funds Available, provide details below: → None

	<u>Amount</u>	<u>Name/Type of Funds</u>	<u>Status of Other Funding</u> (Approved, pending, indicate loan terms, and date available, etc.)
1	_____	_____	_____
2	_____	_____	_____

	<u>Amount</u>	<u>Name/Type of Funds</u>	<u>Status of Other Funding</u> (Approved, pending, indicate loan terms, and date available, etc.)
3	_____	_____	_____
4	_____	_____	_____

Subtotal: _____

c. Total Project Cost (1a + 1b) = \$ _____.

Provide funding documentation as Attachment K-1.

2. Do you have any outstanding debt related to the water and sewer system? Yes No

If yes, have you requested that new debt be issued on parity with the old? Yes No **No new debt will be incurred.**

Provide documentation as Attachment K-2.

SECTION B – PROJECT, ORGANIZATIONAL, AND CONTACT INFORMATION

1. Project Name: _____ Location (City/County) _____
 Emergency Power for Sweetbriar Pump Station/Waugh's Ferry Road Tank

2. Waterworks info: New Existing

Community PWS ID number: _____ System Name: _____

Nonprofit noncommunity PWS ID number: _____ System Name: _____

Ownership Type: Publically owned Investor/privately owned Other: Explanation: _____

3. Legal Owner of Waterworks or Authorized Agent:

a. Name: _____

b. Address: _____
Street Address/P.O. Box Town/City State ZIP

c. Contact Person: _____

d. Telephone Number: _____ Alternate Number: _____

e. FAX Number: _____ E-mail Address: _____

f. Federal DUNS #: _____ CCR # _____

4. Engineering Consultant (If applicable):

a. Firm Name: _____

b. Address: _____
Street Address/P.O. Box Town/City State ZIP

c. Preferred Contact Info:

Contact Person: _____
Name Title

Telephone Number: _____ Alternate Number: _____

E-mail Address: _____ Alternate E-mail Address: _____

FAX Number: _____

SECTION C – PROPOSED PROJECT DESCRIPTION – Provide Documentation

Please provide a brief summary and a detailed project description including a map/sketch depicting the project area and proposed facilities including length of waterlines, storage tank(s) sizes, etc. (Sketches on 8 ½ by 11 portions of topo sheets are adequate.)

I. Brief Summary –

- A. Briefly describe the public health issue, concern, or problem that this project intends to correct or address. This can include resiliency, redundancy, reliability, climate change, or green project related issues. Attach supporting info as necessary.

- B. Briefly describe the proposed project scope of work by size (e.g. diameter, volume, pump capacity) and units (e.g. linear feet for pipe and number for tanks and pump stations).

- C. Briefly quantify the benefits expected to be realized (or problems corrected) upon successful completion of the project.

II. Demographics

- A. Describe income levels in the proposed project area.

- B. Describe the community that benefits from the proposed project.

- C. Describe the type, number, and stories of structures (primary residences, vacation homes, industrial buildings, etc.) and amount of vacant land for the area that benefits from the projects. If the area contains a significant number of vacation homes or homes that are typically occupied less than half of the calendar year, then please provide details.

D. Median Household Annual Income (MHI) of area to be served \$ _____ /year

DATA AS ATTACHMENT K-3: Use the census block or latest update for county/city/towns (<http://data.census.gov>). Provide project specific income survey data for those projects not large enough to be identifiable via census information.

If you have applied or will apply to other funding agencies that require an income survey, attach the results to this application. For efficiency, consider doing income and user agreement surveys at the same time. For assistance, please contact VDH-ODW.

SECTION D - PROJECT ISSUES – Provide documentation as Attachment K-4 of each yes answer.

Presented here are relative issues that need consideration for construction projects:

1. Health Issues	<u>Yes</u>	<u>No</u>
Is there a <i>Surface Water Treatment Rule</i> violation, i.e., inadequately treated surface water or groundwater under the influence of surface water?	<input type="checkbox"/>	<input type="checkbox"/>
Are there persistent <i>Total Coliform Rule</i> or nitrate standard violations?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a continuing <i>Boil Water Notice</i> in effect? Reason: _____	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Health Hazard declaration by the State Health Commissioner, a State Declared Emergency, or have you been issued a formal enforcement order?	<input type="checkbox"/>	<input type="checkbox"/>
Are there persistent PMCL violations for contaminants such as VOC, SOC, IOC, RAD etc.? (identify contaminate(s))	<input type="checkbox"/>	<input type="checkbox"/>
Are there Lead and Copper Action Levels Exceedances?	<input type="checkbox"/>	<input type="checkbox"/>
Are there known Lead Service Lines that are to be removed?	<input type="checkbox"/>	<input type="checkbox"/>
Does the waterworks have an Enforcement Targeting Tool (ETT) score ≥ 11 ?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project resolve conditions of inadequate quality and quantity of a groundwater source water supply?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project ensure that drinking water receives appropriate treatment to protect the health of the consumers?	<input type="checkbox"/>	<input type="checkbox"/>
Will the project prevent conditions favoring the entrance of contaminants into the distribution system, e.g., inadequate pressure, inadequate storage, system water losses, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are there inadequate individual water supplies documented via report and letter by the District Health Director to show health hazards?	<input type="checkbox"/>	<input type="checkbox"/>

Provide as **Attachment K-4** supporting report and data with representative samples from at least 50% of the homes in the project area. The samples are to be evenly spaced and all potential line segments sampled. The project map will illustrate the results and problem areas.

2. Regionalization – Has regionalization been considered? Will this project consolidate failing, non-complying, or underperforming waterworks or improve resiliency? Explain below:
Regionalization was not considered because it is not the appropriate and cost-effective solution to ensuring reliability of this pump station during power outages.

SECTION E –SCHEDULE AND READINESS TO PROCEED

1. Readiness to proceed. This application assumes you have not initiated design or construction. IF this is not the case, please contact VDH.

N/A (a) For new service area customers, please document number of user agreements or commitments obtained in initial survey _____; _____ residential, _____ other.

*This initial survey must obtain executed agreements or commitments from at least a majority of the homes in the project area. Continuation of the initial survey is a requirement and the final survey result is intended to obtain 80% or more for the project to be feasible from a positive cash flow perspective. Provide as Attachment K-5 a project map indicating existing potential connections and indicating those committed. **NOTE:** Mandatory hook-up ordinance does not substitute for obtaining agreements or commitments to connect.*

(b) Provide documentation that an adequate drinking water source or source agreement contract is available and that VDH Field Office has approved as **Attachment K-6**. The source agreement contract can be contingent on VDH approving the project construction.

- (c) Please provide a copy of the Preliminary Application for Funding Meeting documentation/notes, letter reports, design notes or the Preliminary Engineering Report for the project as **Attachment K-7**.
- (d) New construction timeline – Use the Construction Project Schedule on our website to plan your project. This document will be required as part of the initial meeting if your project scores high enough to receive funding. The anticipated schedule must be provided below.

<u>ACTIVITY</u>	<u>ANTICIPATED COMPLETION DATE</u>
Engineering Procurement	_____
Submit PER	_____
Submit P & S	_____
Environment Review	_____
Advertise Project for Bid	_____
Open Bids	_____
Award Project	_____
Substantial Completion	_____

SECTION F - STATISTICAL DATA

1. Connections and Population:

ID	Data Description	Connections	Population ⁽⁴⁾
a.	Existing residential		
b.	Existing total		
c.	Project residential ⁽¹⁾		
d.	Project total ⁽¹⁾		
e.	Future residential ^(2, 3)		
f.	Future total ^(2, 3)		

Notes:

- (1) New connections and/or existing connections that benefit from the project.
- (2) For a water line extension project, e. = a. + c. and f. = b. + d because new connections are being added. For any project that benefits existing connections only, e. = a. and f. = b., and then c. and d. will reflect how many existing residential and total connections, respectively, benefit from the project.
- (3) For a project that benefits existing connections (e.g. – water line replacement) **and** also adds new connections (water line extension) then c. and d. will reflect how many residential and total connections, respectively, benefit from the project (connections that benefit from the project + new connections). In this case, e. = a. + new residential connections added and f. = b. + new total connections added.
- (4) Provide population estimates based on the previous column (connections).

2. Water Usage and losses: - **Provide supporting documentation as Attachments K-9 and K-16**

- a. What is the current monthly average number of gallons of water used per residential connection? _____ gallons/month.
Use total annual gallons billed for in–town residential customers divided by 12 months and divided by the total number of in-town residential customers.
- b. Provide the percent of water loss within the system. Unbilled authorized consumption (e.g. firefighting) should be excluded.
Water losses as a percentage of total production. = _____%

This percentage includes:
 - Real water losses (Physical losses from leaks/bursts in the distribution lines and tank overflows)
 - Apparent water losses (includes metering inaccuracies and unauthorized usage [theft/illegal use])

3. Individual water meters are on:

- All services
- Only commercial accounts
- Only residential customers
- Some services: Provide additional information: _____
- None are metered.

If none are metered, is metering included in this project? Yes No.

Explanatory statement, if appropriate:

4. Rates: **Attach rate schedules as Attachment K-8**

- a. Existing monthly water charges (explain here): **In-Town res: base rate = \$15.60. Usage rate = \$7.75/1000 gal. Out-of-Town res: base rate=\$31.20; usage rate=\$15.50**
- b. When were water rates last increased? **Please provide dates and amount/percentage of increase as Attachment K-8. 2017. See K-8 for percentage annotations on rate schedule.**
- c. What is your connection fee for water? **\$1,700 for In-Town residential 5/8" meter. \$4,000 for Out of Town residential 5/8" meter.**
- d. Are rate increases anticipated as a result of this project? Yes No
If yes, please provide the amount and percentage increase expected and the anticipated effective date for the increase(s).

5. Water Users

a. Service Area Jurisdictions	b. # of Existing Residential Connections	c. # of Project Residential Connections at Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

d. Existing drinking water usage _____ gpd. _____ % residential _____ % nonresidential

e. As **Attachment K-11**, identify Ten (10) Largest Users of the Water System and Estimated Monthly Consumption per user.

6. Determine Average Monthly Residential Water User Rate:

Provide an average monthly residential water user rate analysis as **Attachment K-10** - using VDH project only template.

Average Monthly Residential Water User Rate = \$ _____ /month

7. Target User Rates:

Target user rates are set as a percent of Median Household Income (MHI). The annual MHI utilized for a project is to be based upon the latest census figures or latest update for the city, town or county in which the waterworks is located. Multiply by 0.01 (or 1%) and divide by 12 months to get the monthly target rate.

$$\text{MHI (from item Section C, II, D. Above)} = \$ \frac{\text{_____}}{(12 \text{ months/year})} \times 0.01 = \$ \frac{\text{_____}}{\text{month}}. \text{ This is your Target User Rate.}$$

8. Evaluate Current Rate Structure:

Does the value in Item 6 (water user rate) equal or exceed the value in item 7 (target user rate), above? Yes
 No

If you answered "Yes", your waterworks/project may qualify as Disadvantaged. However, rate increases/adjustments may be required to meet debt obligations or pass a VRA credit review.

If you answered “No” then the information indicates the owner needs to adjust water rates to ensure adequate revenues. Having adequate financial resources is crucial to maintaining a successful and sustainable waterworks. Furthermore, EPA mandates that all borrowers receiving program assistance must demonstrate full financial capacity in order to receive funds.

Waterworks are expected to meet or exceed the target rate criteria at or before the time of project completion. VDH reserves the right to require a rate revision plan and implementation schedule acceptable to VDH.

SECTION G – PROJECT BUDGET INFORMATION – From PER or other sources, based on existing PWS’s financial statements

- 1. Administration, Legal Expense (should be less than \$10,000 each) \$ _____
- 2. Land, Right-of-Way \$ _____
- 3. Architectural/Engineering Basic Fees \$ _____
- 4. Other Architectural/Engineering Fees (PER, etc.) \$ _____
- 5. Project Inspection Fees \$ _____
- 6. Other (Explain. e.g. Lead Service Lines) \$ _____
- 7. Treatment Plant Construction \$ _____
- 8. Pump Station Construction \$ _____
- 9. Distribution System Construction \$ _____
- 10. Storage Tank Construction \$ _____
- 11. Equipment Purchase/Installation \$ _____
- 12. Contingencies _____ (up to 10% of the construction costs for PLANNING ONLY*) \$ _____
- 13. Other (Asset Management Plan, WBOP, Studies, etc.) \$ _____
- 14. Loan Closing Fee** \$ _____
- 15. **TOTAL** [Round to the nearest thousand] (should match Section A) \$ _____

*During the planning process only, you may calculate contingency amounts up to 10% of the estimated construction costs. **Please note: the contingency amount that will be included in the final budget will not exceed 5% of the construction costs.**

**VDH reserves the right to apply a closing fee of \$6,000 for all applicable loan offers to defray the cost of this service. The \$6,000 may be included in the principal of the loan. If VDH determines a loan closing fee does not apply it will be eliminated from the final budget.

SECTION H – FINANCIAL DATA

- 1. Annual Operation, Maintenance and Replacement (O, M & R). Estimated Cost for Proposed Facilities:-From PER or other sources based on existing PWS’s financial statements
 - a. Labor \$ _____
 - b. Utilities \$ _____
 - c. Materials \$ _____
 - d. Water Purchases \$ _____
 - e. Outside Services \$ _____
 - f. Miscellaneous Expenses \$ _____
 - g. Equipment Replacement \$ _____
 - h. Total O, M & R Cost \$ _____

- 2. Estimated Annual Water Facilities Costs - From PER or other sources based on existing PWS’s **Financial Statements**
 - a. Net O, M & R (for existing water facilities)
USE **Financial Statements** \$ _____
 - b. Existing Annual Debt Service for water system
USE **Financial Statements** \$ _____

- c. O, M & R for Proposed Facilities \$ _____
 - d. Total (Sum of a+b+c) \$ _____
3. Sources of Residential and Nonresidential Revenues as a Percentage of Total Annual Water Revenue
- a. Residential _____%
 - b. Nonresidential _____%
4. For the proposed project - Provide a six-year cash flow analysis as **Attachment K-15** - using VDH project only template- of revenue and expenses (operating budget) showing as a bottom line the funds available for debt service.

SECTION I – SUSTAINABILITY/RELIABILITY/GPR/CLIMATE READINESS

1. Asset Management Plan:

To qualify for Asset Management Plan credit, a waterworks must provide documentation as **Attachment K-17** which demonstrates a minimum of the following for the waterworks:

- Inventory of existing assets/infrastructure, (i.e., sources, treatment, storage, etc.)
- Expected useful life of assets vs. remaining useful life.
- Documentation of planned, scheduled maintenance.
- Documentation of an asset replacement or capital improvement reserve.

2. Source Water Protection Info:

To qualify for credit, a waterworks must provide documentation. Please contact VDH Source Water Protection staff.

3. Green Project Reserve (GPR) Business Case:

All applicants must submit to qualify for credit as Green Project Reserve (GPR); a waterworks must show that its proposed DWSRF-funded project has significant (not incidental) green benefits. For credit, the project must provide green infrastructure, promote water and/or power efficiency, or provide other innovative environmental benefits. This information must be reported as the **TOTAL AMOUNT OF PROJECT COSTS WHICH QUALIFY AS GPR**. Only include the costs that the DWSRF will be funding. For example, if the project is asking for \$100,000 for a 100% meter replacement project, then report \$100,000. IF there are no identifiable, benefits enter “zero” GPR dollars. Attach additional sheets as needed.

Applicant	
Contact Name and Phone	
Project Description and associated costs	
What project elements can be classified as potentially green?	
Technical Component	

Financial Component	
GPR Dollars Claimed	\$ _____ and % _____ (as % of VDH funded portion of project)
Signature/Date	

SECTION J – APPLICATION CERTIFICATION

By signing this application, you are certifying that you have been authorized to apply on behalf of the Owner or Controlling Board.

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

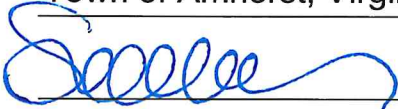
Incomplete information may result in the delay or rejection of the application request.

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. **The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.**

Owner or Chief Administrative Officer of Waterworks:

NAME and TITLE: Sara Carter, Town Manager

ORGANIZATION: Town of Amherst, Virginia

SIGNATURE :  DATE: 4.16.21

SECTION K – REQUIRED ATTACHMENTS – Please check those attached and label your attachments with corresponding numbers (i.e. K-1, K-2, etc.).

- 1) Other Funds Available (e.g. Letters of conditions, award letters, etc.)
- 2) Outstanding debt amount and with whom
- 3) Median Household Income – including site income surveys if census information not at project level.
- 4) Project issue documentation.
- 5) Results of user agreement/commitment initial survey with project map. **NEW CONNECTIONS ONLY**
- 6) Adequate drinking water source or source agreement contract – VDH approved.
- 7) Funding Application Discussion documentation/notes or VDH-Office of Drinking Water letter/email waiving this requirement. If a Preliminary Engineering Report has been drafted for this project, include a copy of that also. Any letter reports, design memos, or alternatives analysis should be included in this section. Regionalization should be considered as an option.
- 8) Current rate schedule for water connection fee for water and date of last increase.
- 9) Monthly average of residential water usage. Use total annual gallons billed for in-town residential customers divided by 12 months and divide by the total number of in-town residential customers.
- 10) Average Monthly Residential Water User Rate Analysis – using VDH project only template.
- 11) Listing of 10 largest water & sewer users and estimated monthly consumption per user.
- 12) One copy of the latest interim (unaudited) financial statement. (Budget vs. Actual Expenditures)
- 13) One copy of the current year budget.
- 14) One copy of the most recent annual audits.
- 15) For the proposed project – a six-year cash flow analysis of revenue – using VDH project only template - and expenses (operating budget) showing as a bottom line funds available for debt service.
- 16) Supporting documentation used to determine the percent of leakage in the system. For this application, leakage is the amount of real water lost in the distribution system lines and tanks from cracks, leaks, and tank overflows divided by total water production. Should match Section F.I.f.
- 17) Asset Management Plan or AMP Acceptance Letter (as described in Section I) .

Items 7, 12, 14 and 17 may be submitted in PDF format on a thumb drive provided two (2) copies are submitted.

Items 15 and 16 may also be included in spreadsheet format on the thumb drives. Please make note on the application that the information is included in the attached digital material.

PERSONNEL POLICIES

OF THE
TOWN OF AMHERST, VIRGINIA



Effective July 1, 2006
Amended July 14, 2010
Amended December 12, 2012
Amended June 12, 2013; Re-amended August 14, 2013
Amended August 13, 2014
Amended October 8, 2014
Amended June 10, 2015
Amended December 13, 2015
Amended February 14, 2018
Amended March 14, 2018
Amended October 10, 2018
Amended May 8, 2019
Amended June 10, 2020
Amended October 14, 2020

PERSONNEL POLICIES

I. Purpose

II. Definitions

- A. Exempt Employee
- B. Full-time Employee
- C. Manager
- D. Part-time Employee
- E. Probationary Employee
- F. Supervisor
- G. Temporary Employee

III. Equal Employment Opportunity

- A. Policy Statement
- B. Harassment
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VI. Employee Compensation

- A. Pay and Classifications; Compensation Plan
- B. Hours of Work
- C. Performance Increases
- D. Overtime
- E. Bonuses
- F. Retirement
- G. Time Cards
- H. Protective Clothing and Uniforms

VII. Holidays and Leave

- A. Holidays
- B. Leave
 - 1 Annual Leave
 - 2 Sick Leave
 - 3 Military Leave
 - 4 Military Leave Without Pay
 - 5 Civil Leave
- C. Workers' Compensation Leave
- D. Leave Without Pay
 - 1 Family & Medical Leave
 - 2 Eligible Employees
 - 3 Purposes for Which FMLA Leave May Be Taken
 - 4 FMLA Benefits
 - a. Leave
 - b. Job Restoration
 - c. Health Benefits
 - 5 Extended Leave Without Pay
 - 6 Disciplinary Leave Without Pay
 - 7 Return to Work

VIII. Employee Development

IX. Performance Appraisals

X. Health and Safety

- A. Workers' Compensation
- B. Occupational Safety and Health
- C. Medical Insurance
- D. Employee Assistance Program

XI. Electronic Communications

- A. Internet
- B. Consent to Monitoring
- C. Cell Phone Reimbursement

XII. Alcohol & Drug Free Workplace

- A. Employee Responsibilities
- B. Drug & Alcohol Testing
- C. Procedure for Testing

XIII. Political Activity

XIV. Freedom of Information Act

XV. Conflict of Interest

XVI. Smoking in Workplace

XVII. Discipline and Grievances

- A. Disciplinary Actions
- B. Notification
- C. Grievance

XVIII. Termination of Employment

- A. Resignation
- B. Lay-off
- C. Termination for Inability to Perform
- D. Severance Pay

XIX. In-Service Activities

- A. Motor Vehicles and Mileage Reimbursement

XX. Grievances

XXI. Modification of Policies

I. PURPOSE

The objective of these Personnel Policies (“Policies”) is to provide a uniform system of personnel administration for the staff of the Town of Amherst (“Town”), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the Town to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the Town and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT, SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY TOWN EMPLOYEE, AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS APPROVED BY THE TOWN COUNCIL AND SIGNED BY THE MAYOR.

Additionally, it is the policy of the Town to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

II. DEFINITIONS

Whenever responsibilities fall to the Manager under these Policies, he or she may designate another to fulfill his or her responsibilities.

- A. **Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- B. **Full-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work a minimum of 28 hours a week.
- C. **Manager** – the Town Manager as appointed by the Town Council.
- D. **Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is less than 28 hours per week.
- E. **Probationary Employee** – a full-time or part-time employee who has worked for the Town for less than three months.
- F. **Supervisor** – an exempt employee that has subordinate employees.
- G. **Temporary Employee** – an individual hired on a term basis, *e.g.*, day, week, period of months or on a project basis.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the Town to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, sex, age, national origin, or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, sex, age, national origin, political affiliation or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. Other personnel actions such as compensation, benefits, transfers, layoffs, training, assignments, will be administered without regard to race, color, religion, national origin, sex, age, political affiliation or disability.

B. Harassment

The Town of Amherst is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Town will not tolerate unlawful harassment of its employees by anyone, including any supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Town of Amherst employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify his supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Town Manager. If an employee believes it would be inappropriate to discuss the matter with the Town Manager, the employee may report it to the Mayor.

It is the Town of Amherst's policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Town of Amherst will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, the Town of Amherst will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. The Town of Amherst forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

C. Violence in the Workplace

It is the policy of the Town of Amherst to prohibit workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Town or which occur on Town property, will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Town of Amherst, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Town of Amherst's premises, regardless of the relationship between Town of Amherst and the parties involved.
2. All threats or acts of violence occurring off Town of Amherst 's premises involving someone who is acting in the capacity of a representative of Town of Amherst.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy any Town of Amherst property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

The Town of Amherst 's prohibition against threats and acts of violence applies to all persons involved in Town of Amherst 's operation, including but not limited to personnel, contract and temporary workers, and anyone else on Town of Amherst property. Violations of this policy by any individual on Town of Amherst property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the supervisor. If it is the supervisor who is responsible for the alleged harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Town Manager. If an employee believes it would be inappropriate to discuss the matter with the Town Manager, the employee shall report it to the Mayor.

D. Accommodating Individuals with Disabilities

The Town provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Town, or if the employee poses a direct threat to the health and safety of him or herself or others.

E. Violations

An employee who believes that any portion of this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome and (2) report it immediately to the supervisor. **The report should be made in writing;** however, a report will also be accepted by phone or in person.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the Town's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

In all cases, the Town will make follow-up inquiries to ensure that the harassment has not resumed.

An employee violating this policy will be subject to disciplinary action, including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

F. Retaliation

Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the manager. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the pay offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the Town. The Manager may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Probationary Period

All new full-time and part-time employees serve a three month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated by the manager to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status including utilization of the grievance procedure. In establishing a probationary period, the Town does not abrogate or modify in any way the employment-at-will status that applies to its employment relationship with all employees.

C. Hiring Authority

The manager has complete authority for hiring, promoting and discharging employees in accordance with these policies. The manager has the responsibility and authorization for administering the personnel system established by these policies.

D. Operators of Town-Owned Motor Vehicles

- All drivers of Town owned, leased or otherwise operated vehicles must have a valid and appropriate license for the vehicle to be driven.
- Only Town employees, including those individuals working in a contract employee capacity, are authorized to drive Town vehicles.
- There shall be no personal use made of Town vehicles. Incidental and minimal use, such as travel to or from lunch or for minor personal errands on the way to or from work or during lunch break, if the errand requires only a minor deviation from the normal route traveled, shall be excepted from this provision.
- There shall be no non-employee use of Town vehicles.

- Permission from a supervisor shall be obtained before an individual who is not a Town employee is allowed to ride as a passenger in a Town vehicle.
- Employees are to use hands-free mobile communication devices unless the vehicle is pulled off of the road in a safe location.

E. Police Department Residency Policy

Background:

The Town Council of the Town of Amherst has determined that it is desirable for police officers employed by the town of Amherst to live in the Town for the following reasons:

1. Availability of such officers to work in the event of emergency, inclement weather, vehicle breakdown, etc.;
2. Enhanced safety of individuals who live in the same neighborhood as a police officer. This will also help make those neighborhoods more desirable and therefore positively influence property values; and
3. Reduced Town costs due to lower gasoline expenses and less wear and tear on police vehicles.

Policy:

All sworn officers employed by the town of Amherst Police Department on a full-time basis shall be residents of the Town of Amherst or live in a permanent residence within five miles of the corporate limits of the Town of Amherst within 9 months of their first day on the job and must continue to live within this specified area as a condition of continued employment.

V. OUTSIDE EMPLOYMENT

The town considers itself to be the primary employer for all employees who are not temporary or part-time, and requires that activities away from the job must not adversely affect the employee's job performance or compromise the Town's interest.

Before seeking or accepting outside or self-employment, employees are cautioned to consider carefully the demands that such additional employment will create. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, refusal to travel, or refusal to work overtime or different hours. In addition, prior written permission must be obtained from the manager before such activities are commenced.

Employees will also avoid conflicts of interest and situations that give the appearance of the conflict of interest. Except for work done as a Town employee, the Town's public works employees are not to install water or sewer facilities, whether they are to be owned and operated by the Town or privately owned, that are or reasonably could be expected to connect to the Town's system.

In addition, employees are not to conduct any outside business during paid working time.

VI. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular pay and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Pay and Classifications; Compensation Plan

1. The compensation plan for employees of the Town shall consist of:
 - a. A classification system for all classified jobs.
 - b. A pay grade that sets a pay range for each classified position.
2. The rates of pay for each employee within a pay grade shall be set by the manager, upon recommendation from the subordinate supervisor (if any) and subject to approval by the Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the pay grade for the position.
3. The Town Council shall consider updating the compensation plan annually concurrently with the Town budget process.

B. Hours of Work

1. The employee's supervisor shall establish the hours of work for all Town employees under his direction. The standard scheduled workweek for full time employees for which pay is paid consists of 40 hours, generally Monday through Friday.
2. Employees shall have two 15-minute rest breaks per day, which are included within the total required hours of work. Such breaks may not accumulate from one shift or one day to another. Flexible work scheduling may be used for the purpose of extending a meal break with the employee's start time being advanced or end time being extended as approved by his supervisor. Certain employees as approved by the manager have their meal break(s) included as a part of their regularly scheduled workday if required to stay on premises or duty during scheduled lunch breaks.
3. Flexible work scheduling may be considered within the standard workweek so long as the standard hours in a workweek, normally 40, are not altered. Some examples are:
 - a. Arrive earlier in the morning and leave earlier in the afternoon.
 - b. Arrive later in the morning and leave later in the afternoon.
 - c. Work four 10-hour days.
 - d. Work four 9-hour days and one 4-hour day.
 - e. Work some other similar permanent or seasonal scheduling option(s)
 - f. Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. If flexible work

scheduling or compressed workweeks are instituted on an ongoing basis, the supervisor may approve such only after consultation with the manager.

4. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
5. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the supervisor or manager within the established workweek as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.
6. All Town employees are expected to be available for duty in the event of a weather emergency or civil crisis. In the event of a significant local weather emergency or civil crisis, it is the duty of each employee to (a) contact his supervisor for instruction on emergency work scheduling and (b) to maintain appropriate transportation to and from his residence and the Town/work site.
7. An employee's contact with his supervisor is to be either in person or by telephone. Calls from other individuals (such as family members) or to other individuals (such as co-workers) will not suffice except in the most extreme circumstances. If an employee cannot contact his supervisor, the employee is to leave a voice mail on his supervisor's mobile telephone and follow up with a call to either to the supervisor or the Town Hall to ensure that the supervisor knows the circumstances of the employee's situation and can react accordingly. Failure to adhere to this policy will be considered leave without approval and is therefore subject to an interruption in pay.

C. Performance Increases

The Town promotes excellence in its workforce. Pay increases within budget constraints may be given to that end. Each employee's performance will be reviewed at least annually concurrently with the budget process by his supervisor, and based on satisfactory performance and contributions to the organization pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

D. Overtime

For the purposes of computing overtime under the Fair Labor Standards Act, the work period shall begin at midnight on Friday.

Unless authorized by their supervisor to do so, employees should not work over 40 hours per week. Full-time employees who are not exempt under the Fair Labor Standards Act will accrue compensatory time at the rate of time and a half for all hours actually worked

in excess of 40 hours in a week during any work period except for non-exempt full-time police officers who will accrue compensatory time at the rate of time and a half for all hours actually worked in excess of 80 hours in any 14-day work period.

It is the policy of the Town of Amherst to give compensatory time off instead of paying for overtime. Exempt employees who are required to work beyond normal hours or on weekends and holidays shall be given compensatory time off at the discretion of the manager. The manager is responsible for limiting compensatory time accrual and shall report the accrual of any employee's compensatory time above 80 hours to the Town Council. Employees shall be paid for the value of the accrued compensatory time upon termination of their Town employment at their final rate of pay concurrent with the final paycheck. As part of a supervisor's responsibility for meeting departmental budgetary limitations, he is also responsible for limiting compensatory time accrual to that end.

However, when approved full-time staff positions are vacant and increased work hours are required of non-exempt full-time employees due to such full-time staff vacancies, the manager may approve monetary compensation for overtime work subject to limits of the annual operating budget. A written report of any overtime work involving monetary compensation shall be provided to the Town Council at its next regular meeting. The Town Council must approve all other instances of monetary compensation for overtime worked.

Note: The accrual of compensatory time is limited to 240 hours by the Fair Labor Standards Act except for public safety, emergency response and seasonal activity which is limited to 480 hours (Reference 29 U.S.C. § 207(a), (k) and (o)3A) and § 9.1-701 of the Code of Virginia).

E. Bonuses

The Town Council may grant a bonus to an employee to recognize superior service to the Town.

F. Hazard Pay

The Town Manager may authorize supplemental Hazard Pay for employees that are subject to working in hazardous conditions during a declared state of emergency (either State or Local). The supplement is subject to budget constraints and the nature of the emergency and shall not be considered for duties under conditions that are a regular part or hazard of the job.

G. Retirement

The Town participates in the Virginia Retirement System for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

H. Time Cards

All employees shall complete a timesheet in the form required by the Town Manager with actual time for arrival at work and departure from work, including "clocking in" and "clocking out" for lunch and non-work activities.

Emergency or on-call work is to be noted on the timesheet as emergency/on-call work, along with vacation time, holiday, and sick leave. All non-scheduled and overtime hours are to be approved by the appropriate supervisor in advance.

Each employee is responsible for accurately completing his timesheet and turning it in to his supervisor the Monday following the end of the two-week time card cycle. Any timesheets turned in to the supervisor late will not be processed until the following pay cycle.

Each supervisor is responsible for reviewing the timesheets delivered to him by the employee and approving them. The supervisor is responsible for maintaining his own time sheet and for delivering all time sheets for his department to the payroll clerk by 5 P.M. on the Tuesday following the end of the two-week time card cycle.

OTHER THAN SUPERVISORS FOR EMPLOYEES IN HIS DEPARTMENT DUE TO EXTRAORDINARY CIRCUMSTANCES, NO EMPLOYEE MAY COMPLETE A TIME SHEET FOR ANOTHER EMPLOYEE.

I. Protective Clothing and Uniforms

The appearance of the Town of Amherst's employees is a major factor in how the Town is perceived by the residents, non-residents and business operators of the community. All Town employees are expected to maintain a clean, neat and professional appearance while on duty.

It is recognized that the style of the protective clothing and uniform worn may necessarily vary dependent on the location of the employee and the type of work that employee does. The wearing of uniforms and protective clothing for some staff employed by the Town is relative to their working environment, and so the impact on employees may vary. If the employee normally works away from a fixed location (i.e. away from the Town Hall, water plant or sewer plant) that employee should be clearly identifiable as a Town employee.

This policy addresses the clothing to be worn by employees and the financial subsidy provided by the Town of Amherst towards the cost of purchase and maintenance of such clothing. This section applies to all clothing purchased by the Town of Amherst and sets out ownership, maintenance, and replacement requirements.

Application

- A. For the purposes of this section, clothing shall be defined as anything that is worn, including but not limited to the components of a uniform, protective clothing, safety equipment and hats.
- B. The Town of Amherst will furnish every employee appropriate safety equipment required by the work that employee does, in accordance with usual and customary workplace safety standards, as per the provisions of this section.
- C. The Town of Amherst will furnish any employee required to wear a uniform in the performance of his/her usual work responsibilities clothing with accessories as per the provisions of this section.

- D. All clothing purchased by the Town is the property of the Town. Nonserviceable clothing may be replaced on a one-for-one basis by turning in the nonserviceable item. All lost or negligently damaged clothing is to be replaced at the employee's expense.
- E. Employees will be responsible for exercising reasonable care of such items and when requesting replacements due to wear or damage, are required to return the original item. Where damage to such items is a result of the employee's deliberate misconduct or is due to the employee's gross or willful negligence, the employee will be responsible for cost of replacing the item.
- F. All uniform clothing worn by Town employees shall be neat, clean in appearance and free of rips, tears, and holes and shall not be missing any required parts such as buttons, patches, and accessories and free from obvious stains and other defects. The employee's supervisor shall be responsible for ensuring that the employee is appropriately dressed while on duty.
- G. Town uniforms and protective clothing are to be worn only while going to and coming from work and while actually at work for the Town of Amherst. Under no circumstances will Town employees wear Town uniforms or Town protective clothing while not working for the Town.
- H. Employees are responsible for laundering and other normal cleaning and maintenance tasks for uniform clothing.
- I. Supervisors are responsible for inventorying all uniform items and protective clothing and procuring needed items. This responsibility may be delegated to a subordinate employee.
- J. Uniform clothing within a Town department shall be consistent in color and style as specified by the departmental supervisor.
- K. Generally, the Town of Amherst will furnish normal clothing and safety gear to all full-time water and sewer employees up to the following limits. Part-time employees shall be furnished uniforms according to their specific circumstances.

Item Provided	Initial Issue	Replacement Policy	Style
Gloves	2	As worn	Latex
Dust mask	1	Return of worn out item	
Rainwear	1	Return of worn out item	
Ear protection	1	Return of worn out item	
Hard hats	1	Return of worn out item	
Hip waders	1	Return of worn out item	
Safety goggles or glasses	1	Return of worn out item	
Gloves	2	Return of worn out item	Rubber, Leather
Identification Badge	1	Return of worn out item	Picture card
Light Coveralls	1	Return of worn out item	
Insulated Coveralls	1	Return of worn out item	
Safety Boots	1	Annual \$125 allowance	
Pants	6	Return of worn out item	
Short Sleeved Shirt or	12Total	Return of worn out item	

Long Sleeved Shirt		
T-shirt		
Jacket	1	Return of worn out item

L. During inclement weather (heavy rain, sleet, snow, etc.) or during emergency or extraordinary situations, the supervisor may permit personal clothing appropriate for the situation, including turn-out gear, to be worn.

Upon leaving the employ of the Town of Amherst, uniform clothing shall be returned to the employee's supervisor.

VII. HOLIDAYS AND LEAVE

A. Holidays

The following holidays are observed by the Town. Full-time employees shall be granted time off for these days without charging the time against leave balances:

- Any day on the Governor of Virginia's planned holiday schedule.
- Any other day so appointed by the Town Council.

Whenever a holiday falls on a Saturday, the Friday before the actual day shall be observed as the holiday; whenever a holiday falls on a Sunday, the Monday after the actual day shall be observed as the holiday.

Employees who are scheduled by the supervisor to work at least a 40 hour work week during a week in which a holiday falls may receive his or her base rate of pay and an additional 100% (8 hours maximum) of his/her rate of base pay as compensation for that holiday. It shall remain the supervisor's option to allow either monetary compensation in accordance with the terms of this policy or a floater holiday. If an employee receives monetary compensation for the holiday, the employee will not be eligible to receive a floater holiday. Exempt supervisors will not be eligible to receive monetary compensation for a holiday.

Any day so appointed a "holiday" by the Town Council in excess of the Governor's scheduled holidays shall be considered a "Town Hall/Town Shop Closed" day and leave time charged against annual leave for all full-time employees normally scheduled to work but not working that day. Such extra appointed holidays shall have no effect on part-time employees.

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.

0-5 years	(3.69 hours/2 weeks)
5 - 10 years	(4.62 hours/2 weeks)
10-15 years	(5.55 hours/2 weeks)
15 years or more	(6.46 hours/2 weeks)

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 288 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, not to exceed 120 hours of time to be paid out upon termination of their Town employment concurrent with the final paycheck.

Employees with previous VRS service shall be credited for that service in the calculation of their annual leave time.

2. Sick Leave

Sick leave shall accrue at the rate of 3.69 hours per two (2) weeks, 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.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity, not to exceed fifteen (15) consecutive calendar days for training duty and five (5) working days for emergency active duty. The Town may, by motion of council, pay any such employee the difference between his or her pay and the pay received for the military duty.

4. Military Leave Without Pay

An employee who leaves the employ of the Town to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the Town. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Town not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position. This section does not override section VII B.3.

5. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) performing emergency civilian duties in connection with national defense. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

6. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven (7) days of absence full pay minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond twenty-one (21) calendar days, the employee will be required to reimburse the Town the amount of compensation awarded to the employee by the Town's workers' compensation insurance for the employee's first seven days of absence. This is an obligation owed to the Town and one which, if not reimbursed within 30 days, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the Town.

7. Return to Work

This policy addresses the Town of Amherst's deliberate, organized effort to return injured employees to productive employment as early as possible, compatible with physical restrictions and good medical practices.

A strong return to work effort yields several benefits including:

- acceleration of the injured employee's recovery;
- maintenance of an experienced workforce;
- reductions in future insurance costs; and
- improved employee relations.

The Town's first responsibility is the prevention of occupational injury and illness. Despite all best efforts, injuries and illnesses do sometimes occur. It then becomes the Town's responsibility to mitigate the impact of the injury or illness on both the employee and the Town. The Town of Amherst is committed to providing transitional work, on a temporary basis.

Transitional work is defined as:

- Appropriate work to allow the resolution of the injury and to prevent re-injury.
- Modification of the job according to the medical limitations.
- Setting a positive atmosphere and letting employees ease back into a routine by adjusting work expectations/encouraging employees to adhere to therapy schedules, and explaining the need for transitional work to the employee's co-workers to reduce peer resentment.
- Since make-work projects are of little or no value, a meaningful job.
- Work assignments that are temporary. Temporary transitional work assignments will be reviewed every seven days.

Procedure

1. The employee's supervisor shall review written correspondence from a medical provider which identifies specific employee restrictions.
2. The supervisor shall review these physical restrictions and plan tasks for the employee on a temporary transitional assignment.
3. The supervisor and employee will meet to discuss the temporary transitional work assignment.
4. The employee shall provide documentation signed by a medical provider to the supervisor as to any changes in the injured worker's physical restrictions.
5. The supervisor will re-evaluate all temporary work assignments every seven days.

C. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

1. Family & Medical Leave

- A. Employees are entitled to participate in the benefits of the Family and Medical Leave Act (“FMLA”). FMLA leave is unpaid leave. The Town requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.
- B. *Eligible Employees.* To be covered under the FMLA, an employee must have worked for the Town for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.
- C. *Purposes for Which FMLA Leave May Be Taken.* FMLA leave may be used:
 - a. to care for an employee’s child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
 - b. to care for an employee’s spouse, child, or parent (does not include in-laws) who has a serious health condition,
 - c. When the employee is unable to work because of a serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee’s position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the Town at its discretion.

D. *FMLA Benefits.*

a. *Leave.*

An eligible employee is entitled to twelve weeks of unpaid leave during a twelve-month period. The twelve-month period begins on January 1 and terminates on December 31 of each year. Employees will be required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period.

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced hours basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the Town obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

b. *Job Restoration*

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the Town. A key employee is a salaried employee who is among the highest paid ten percent of the Town's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when s/he receives notice that s/he is a key

employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

c. Health Benefits.

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the Town for the Town's share of the health care premiums paid while on FMLA leave.

2. Extended Leave Without Pay

When special circumstances require an extended leave, the manager has the authority to grant an employee leave without pay provided that the operations of the Town's program(s) will not be adversely affected.

3. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VIII. EMPLOYEE DEVELOPMENT

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization.

Education leave is discretionary and is normally taken with or without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to the Town, leave with full pay may be granted by the manager. The conditions of such leave shall be subject to a case by case determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to Town.

The cost of training and related expenses undertaken at the direction of the manager shall be paid in full by the Town. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the manager and (2) the employee shows successful completion of the course as evidenced by the grade of C or better. If the training was not required by the Town, the hours do not count as hours worked.

While employees are at Town approved training or conferences, the meal reimbursement rate shall not exceed the following for each meal:

Breakfast: \$10

Lunch: \$16

Dinner: \$26

When a meal is provided as a part of the training or conference, no reimbursement shall occur for that meal.

IX. PERFORMANCE APPRAISALS

The work of each employee will be evaluated at least annually concurrently with the budget by his immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may submit comments to be attached to the supervisor's appraisal report within 10 calendar days of being provided a copy of the appraisal.

X. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but within 24 hours.

The Town may select a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the panel. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room; follow-up care must be with the panel of physicians. If the Town selects a panel, all employees will be notified.

B. Occupational Safety and Health

The Town attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on Town property must be reported to the supervisor within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their work area. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

1. Supervisors Safety Responsibilities

The first line supervisor is essential to the overall program and must be actively involved in loss control activities.

Specifically, the supervisor shall:

- a. Conduct accident investigations to ensure prevention of recurrence.
- b. Provide instructions in accident prevention and hazard recognition to employees.
- c. Enforce all established safety rules and procedures and firmly support and convey all safety policies to all employees.
- d. Take immediate action to ensure correction of all identified unsafe acts or conditions.

- e. Communicate any additional safety needs to the manager.

2. Duties of Employees

Every employee is required to adhere to all safety rules, procedures and practices, and to use personal protective equipment provided by the Town of Amherst.

Specifically, employees shall:

- a. **Report all injuries**, regardless of severity, to his supervisor immediately. If a supervisor is not available, the injury must be reported to the manager before medical treatment is sought, except in the case of emergencies.
- b. Report and, if possible, correct all unsafe conditions, procedures, or acts.
- c. Report for work free from the influence of alcohol or drugs.
- d. Avoid horseplay and mischief which could cause injury.
- e. Take all standard safety precautions to prevent injury to yourself or fellow employees.
- f. Follow all special or departmental safety rules, including personal protective equipment wearing requirements, specifically:
 - A. **HARD HATS** will be worn by all Town employees including supervisors in the following situations:
 - (1) At any work site where hard hat requirements are posted.
 - (2) All water, sewer, and street work.
 - (3) In the presence of high voltage electrical hazards.
 - (4) In any situation where a potential for head injury exists.
 - B. **GOGGLES** as eye protection are required where grinding, cutting, weed eating, blowing leaves, chipping or any other operation presents a potential hazard from flying debris.
 - C. **SAFETY SHOES AND GLOVES** must be worn when appropriate.

3. All Employees to Observe Rules

Failure to conform to the safety policies of the Town of Amherst shall be considered insubordination and, therefore, grounds for suspension or other disciplinary action.

C. Medical Insurance

The Town will endeavor to offer each full time employee a medical and hospitalization plan, the terms of which will be established from time to time by the Town. Coverage under the plan for each full time employee will be provided at no cost to the employee.

In addition, the Town will endeavor to provide optional coverage under the plan for each employee's spouse and dependent children which additional coverage the employee may elect to take by notice to the Town and agreement to pay via payroll deduction all additional premiums attributable to such additional coverage, subject to any conditions imposed by the Town's medical and hospitalization plan provider.

Any full time employee who is a member of the plan upon retirement may elect to continue his or her participation after retirement in the plan provided that such employee agrees to pay, and does pay promptly, any and all premiums attributable to his continued participation in the plan. In addition, any such employee who, at the time of retirement, is participating in any optional coverage under the plan for his or her spouse and/or dependent children may continue to participate in such optional coverage provided that he or she elects to do so by notice to the Town at the time of retirement and agrees to pay, and does pay promptly, any and all premiums attributable to such spousal and dependent children's coverage. It is the retiree's responsibility to deliver premiums to the Town Hall by the 15th of the prior month and maintain the appropriate paperwork as required by the Town's health insurance carrier. In other words, the Town staff will advise you when additional paperwork is needed and a check for the July health insurance needs to be received by June 15. For the purposes of this paragraph, retirement shall mean a status in which the former Town employee is eligible to receive retirement benefits from the Virginia Retirement System program.

Any right to participate in the plan shall terminate:

- a. In the case of a full time employee, his or her spouse, and dependent children, upon termination of the employee's employment.
- b. In the case of a retiree, upon notice of withdrawal from the plan by the retiree or failure to pay any premiums when due.
- c. In the case of a surviving spouse who is participating in the plan at the time of the retiree's death, upon notice of withdrawal from the plan, failure to pay any premium when due, or remarriage.

Except for retirees and family members whose health insurance is provided by the Town as of January 1, 2005, the Town of Amherst will not fund any portion of a retiree's health insurance.

D. Employee Assistance Program

The Town of Amherst provides an employee assistance program (EAP) to all employees.

EAP provides confidential assistance and/or referral to employees when personal problems or concerns are troubling an employee personally or when they are contributing to, or may contribute to, deteriorating job performance. The EAP is provided as a service to employees. In itself, use of the EAP, by self-referral or supervisory referral, is not an indication of illness, inadequacy, or disability. All people have problems in their lives; thoughtful, intelligent people seek appropriate assistance with their problems.

The Town recognizes that a wide range of problems, not directly associated with one's job function, may have an adverse effect on an employee's job performance. Further, personal problems of a family member can also affect an employee's job performance.

When marital or family discord, financial or emotional crises, alcohol or drug problems, illness, or other difficulties interfere with or threaten job performance or conduct, the Town offers assistance through the EAP. There is no desire to intrude on the employee's private life. These problems are recognized as progressive and potentially destructive, but they are also recognized as able to be solved or improved. The Town stands ready to assist employees and their families who are willing to help themselves.

Early recognition of the troubled employee, through application of job performance standards, is a proper function of management.

Employees with identifiable performance problems that are not the result of deficits in knowledge, skills, education, and/or working conditions may have personal problems affecting job performance.

The Town actively supports rehabilitation efforts, when applicable and appropriate, through employee group health benefits, sick leave, and disability policies. An employee may be referred to the EAP by Town supervisory personnel, colleagues, medical personnel, or union personnel, because of a condition that may affect his or her job performance or because the employee is troubled and seeks help. The decision to accept assistance is the responsibility of the employee.

Employees are encouraged to self-refer. Immediate family members are also eligible for employee assistance services.

An employee participating in EAP at the direction of his supervisor or manager shall be considered at work for the first session. Other sessions are to occur on the employee's time; sick leave shall not be use in connection with EAP.

All records and information about referral, assessment, and treatment will be maintained by the EAP and treated as confidential. No information concerning a client's personal problems will become a part of the employee's personnel record. Except as set forth herein and in situations of dangerousness, or as may otherwise be required by law, no information, oral or written, will be disclosed without the express written permission of the employee.

If an employee is referred by the Town to the EAP because of performance-related issues, the only information the EAP will disclose to the referring person is whether the employee has followed through on the EAP referral. Additional information will only be shared as stated in the previous paragraph.

Employees participating in the EAP will not be given preferential treatment, nor will they be subject to any special regulations by the Town. EAP participation will not immunize an employee against discipline, including discharge, by reason of an infraction of work rules or the rules of conduct. All employees will be evaluated strictly on job performance criteria, irrespective of their participation in the EAP. An EAP client may be disciplined for his or her continued unsatisfactory job performance.

An employee's job security or future career advancement will not be jeopardized as a result of

his or her participation in the EAP.

The immediate supervisor is responsible for monitoring an employee's job performance. In the case of deteriorating performance, the supervisor, following established procedures, should work with the employee in an effort to reestablish accepted levels of performance. Whether or not it appears that the substandard performance is or may be due to problems or impairment, the supervisor should refer the employee to the EAP only as part of a performance improvement plan.

In the case of a job-performance-related referral, the supervisor will do all of the following:

- Document, as part of a performance improvement plan, that the employee was made aware of the EAP as a resource
- Notify the EAP that a referral has been made
- Consult with the manager as appropriate.
- Complete an EAP referral form in order to provide relevant documentation of the performance problem to the EAP

The manager may refer an employee to the EAP. He should both:

- Document the referral in the employee's medical record
- Notify the EAP of the referral

Employees and their family members experiencing problems, whether or not they may affect the job performance of that employee, are encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

XI. ELECTRONIC COMMUNICATIONS

A. Internet

The Town may provide electronic, digital and wire communications equipment for business purposes. The use of this equipment should not be for personal use. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the Town.

The Town may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the Town may establish an Internet account that may be accessed by employees.

Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the Town. The usage of the Internet is subject to the same code of conduct which applies to all other actions in the workplace and using the Town's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission and storage of messages, files, images and sounds are subject to monitoring by the Town.

Employees must not share their passwords with any other individuals, including other employees or outsiders. Nor is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the Town when using the Town's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.

The Town will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The Town will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees will be required to consent to the monitoring of communications sent, received and stored on equipment provided by the Town or an electronic, wire, or digital services provided by the Town as a requirement for employment by the Town. A signed statement acknowledging the receipt of the Personnel Policy document shall be proof of this consent.

C. Cell Phone Reimbursement

Town of Amherst employees are more valuable 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 full-time Town employees who 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 shall reimburse at the rate of \$45/month to all full-time Town of Amherst employees subject to the following understandings:

- A. The wireless telephone service shall have a number reached without toll from the Town Hall.
- B. The wireless telephone number shall be provided to the Town Manager for reasonable Town business use.
- C. Voice mail and text messaging services shall be provided in the employee's service plan. Information on the carrier shall be provided to facilitate group text messages via email.
- D. The wireless telephone unit shall be normally carried by the employee both while on- and off-duty.
- E. The employee shall regularly check his voice mail and text messages.

XII. Alcohol and Drug Free Workplace

The Town of Amherst is an established drug-free workplace and has a vital interest and responsibility in maintaining a safe, healthy, and efficient workplace for the benefit of its employees, customers, and public. The use of performance impairing drugs can cause avoidable injuries to employees, the public, or damage to public or private property.

STATEMENT OF POLICY:

To ensure a safe and productive work environment, employees shall comply with a zero-tolerance drug, alcohol, and substance abuse policy and are prohibited from:

- A. Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances, or misusing or abusing prescribed, or over the counter drugs.
- B. The sale, purchase, use, or possession of illegal drugs, or prescription drugs obtained illegally.
- C. Having present in their bodies detectable levels of illegal drugs during work hours, including arrival for work or from break periods, including lunch.
- D. Violating any Federal, State, or Local law relating to drugs.
- E. The exception to this policy is the authorized possession, use and transportation of drugs prescribed by a Physician and used according to prescription instruction, unless such use would pose a safety risk to the employee, other employees, or the public.

A. Employee Responsibilities

- 1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- 2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the manager within five days after the conviction.
- 3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- 4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- 5. No employee shall represent the Town in an official capacity while impaired by alcohol, illegal drugs, or medication.
- 6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Town.
- 7. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.

8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

DISCIPLINARY ACTION. Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, and/or failure to consent to a drug test or follow adopted procedures, appropriate employee disciplinary action will be taken, up to and including termination.

B. Drug & Alcohol Testing

In order to achieve a drug-free work place, employees in, and applicants for, all positions shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on-duty serious accident or has endangered others in the workplace.
4. As a condition for return to duty after testing positive for controlled substances or alcohol.
5. As part of follow-up procedures to return-to-duty related drug or alcohol violations.
6. The Town of Amherst, at its discretion, shall institute a policy of random testing of current and future employees. This policy shall include testing of all personnel by department and/or a random selection policy of all personnel by department and/or a random selection policy of all personnel throughout each year. Refusal to test shall result in termination of employment.

This policy covers all employees of and applicants to the Town.

C. Procedure

1. The prospective new hire or current employee will be given a drug screening form (copies in the Town Hall vault) and a copy of this sheet.
2. The prospective new hire or current employee will be sent to Lab Corp for testing (directions and map below). Prospective new hires are to arrange for their own transportation. Current town employees will be reimbursed for transportation costs only if a Town vehicle is not available.
3. The prospective new hire or current employee will return "copy 4" from form sheet to his or her potential or current supervisor after the test has been completed.

4. The results will be transmitted to the Town Manager after the test has been read.

SUPERVISORY RESPONSIBILITIES:

Supervisors shall be required to notify the Town Manager if there is any suspicion that an employee is in violation of this policy. Failure to do so can result in discipline up to and including termination of employment for the supervisor.

I have read, understand, and agree to the terms, conditions, provisions, and requirements set forth in this Drug, Alcohol, and Substance Abuse Policy.

Employee Signature

Date

XIII. Political Activity

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity on work premises during work hours, nor shall such activity have any bearing on the employee's normal work schedule.
- C. An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.
- F. An employee who seeks to hold an elected office shall advise the manager in writing of such an intention. Upon attainment of such office, whether by election or appointment, he shall, at the beginning of every term in such office, supply the manager with a written plan that (a) explains how conflicts of interest will be avoided, (b) an analysis of time and scheduling requirements, and (c) assurances that serving in such elected office will not unreasonably limit the employee's work for the Town of Amherst.

XIV. Freedom of Information Act

This policy is intended to fulfill the requirements of §2.2, Chapter 37 of the Code of Virginia.

The Virginia Freedom of Information Act (FOIA), located in §2.2, Chapter 37 of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

All employees of the Town of Amherst are responsible for furthering the interest of open and responsive government and it is the goal of the Town of Amherst to meet and exceed the requirements of the law where information is concerned.

Any questions regarding information should be forwarded to the Town's FOIA officer, and answered as quickly as possible.

In addition, the Freedom of Information Advisory Council is available to answer any questions the requestor may have about FOIA. The Council may be contacted by email at foiacouncil@dls.virginia.gov, or by phone at 866-448-4100.

XV. CONFLICT OF INTEREST

Employees shall comply with the Virginia State and Local Government Conflict of Interests Act (current version as amended). An employee with questions concerning interpretation or the application of the Act shall contact the Town Manager for a formal opinion.

XVI. Smoking – Town-owned and controlled buildings and work places.

Smoking in public areas in Town owned and controlled buildings is prohibited. The Town Manager may develop and implement policies and procedures governing smoking in parts of Town-owned and controlled buildings or work areas not open to the general public in the normal course of business, except by invitation. The Town Manager shall enforce these policies and procedures through administrative methods. Any total ban on smoking in the workplace shall only be enforced by the Town upon an affirmative vote of a majority of the affected employees voting. [State law reference(s) – §§ 15.2-2801, 15.2-2802]

XVI. DISCIPLINE AND GRIEVANCES

Town employees are expected to conduct themselves in a professional and courteous manner as representatives of the Town. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the Town.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion, or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of misconduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
2. Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers) or lying about work including but not limited to the manner in which work was done, whether it was completed and the timeframe for completion;
3. Gross negligence with Town property or misuse of Town property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the manager;
7. Using or being impaired at work by intoxicants, drugs, or alcohol;
8. Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance or demonstrating repeated carelessness in the commission of one's duties;
9. Taking property of the Town for one's personal use, for sale to another or for a gift to another;
10. Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;

11. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Town;
12. Failing to report for work or being absent without prior notice to supervisor;
13. Unsatisfactory attendance, excessive absences, or excessive tardiness.
14. Harassing other employees or the public.
15. Violating the Town's drug free workplace rules.

B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

C. Grievance

The Town grievance procedure is available for all eligible employees of the Town. Exceptions are listed in the grievance policy.

XVIII. TERMINATION OF EMPLOYMENT

A. Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the notice requirement may be waived by the manager. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation.

B. Lay-off

The Town reserves the right to dismiss employees for lack of available work or funds.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the American's with Disabilities Act.

D. Severance Pay

An employee terminated due to job elimination shall be paid two weeks severance pay based on average hours worked for the prior 13 weeks.

An employee terminated due to lay-off, where prospects for re-hire are probable, or for cause shall not be eligible for severance pay.

An employee terminating employment at his discretion shall not be eligible for severance pay.

XIX. IN-SERVICE ACTIVITIES

A. Motor Vehicles and Mileage Reimbursement

Employees are encouraged to have a valid operator license issued by the Virginia Division of Motor Vehicles and, if the employee's duties may involve such, to attain commercial driver's license that would allow for the operation of larger motor vehicles. The Chief of Police will certify validity of driver's licenses for each employee and the Chief of Police must be notified immediately if an employee's driver's license is revoked.

The personal use of vehicles and equipment for bona fide Town business must be approved in advance by the manager with all expenses reimbursed to the employee in each instance. The employee shall be reimbursed at the then-current federal mileage rate.

XX. GRIEVANCES

The purpose of this grievance procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the Town of Amherst.

I. Definition of Grievance

A. A grievance is a complaint or dispute by an employee relating to his employment, including but not necessarily limited to:

1. Disciplinary actions, including disciplinary demotions, suspensions, and dismissals provided that such dismissals result from formal discipline or unsatisfactory job performance.
2. The application of personnel policies, procedures, rules, and regulations, and the application of ordinances and statutes.
3. Acts of retaliation as the result of the use of or the participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United States Congress or the General Assembly of Virginia, or has reported an incident of fraud, abuse, or gross mismanagement.
4. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex.

B. Management Rights and Prerogatives

The Town reserves to itself the exclusive right to manage the affairs and operations of Town government. Accordingly, complaints involving the following management rights and prerogatives are not grievable:

1. Establishment and revision of wages or salaries, position classification, or general benefits.
2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.
3. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.
4. The methods, means, and personnel by which work activities are to be carried on, including but not necessarily limited to:
 - a. The provision of equipment, tools, and facilities necessary to accomplish tasks.
 - b. The scheduling and distribution of manpower/personnel resources.
 - c. Training and career development.

5. The hiring, promotion, transfer, assignment, and retention of employees in positions within the Town's service.
6. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
7. The relief of employees from duties, or taking action as may be necessary to carry out the duties, of the Town in emergencies.
8. Direction and evaluation of the work of Town employees.
9. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in force, or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to this paragraph, the action shall be upheld upon a showing by the Town that:
 - a. There was a valid business reason for the action, and
 - b. the employee was notified of the reason in writing prior to the effective date of the action.

II. Coverage of Personnel

- A. Except as noted below, all nonprobationary full-time and part-time employees are eligible to file grievances under this procedure. The following are the exceptions:
 1. Key officials of the Town. For purposes of this procedure, a key official is defined as the head of any separate Town department.
 2. Members of boards and commissions.
 3. Employees whose terms of employment are limited by law.
 4. Officials and employees who serve at the will or pleasure of an appointing authority.
 5. Appointees of elected individuals or elected groups.
 6. Probationary employees in matters concerning their dismissal. Probationary employees may, however, use this procedure for complaints or disputes other than dismissals that are determined to be grievable.
 7. Temporary, limited term, and seasonal employees.
 8. Law enforcement officers as defined in Chapter 10.1 (§2.1-116.1, et seq.) of Title 2.1 of the Code of Virginia whose grievance is subject to the provisions of Chapter 10.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.

- B. The Town Manager shall determine the officers and employees (by position) excluded from this grievance procedure and shall maintain a list of such excluded positions.

III. Operation of the Grievance Procedure

Step 1. An employee who believes he has a grievance and wishes to utilize this procedure shall discuss the grievance informally with his immediate supervisor within twenty calendar days of the occurrence of the incident giving rise to the grievance or within twenty calendar days following the time when the employee reasonably should have gained knowledge of its occurrence. A response to the grievance shall be communicated, either orally or in writing, to the grievant within ten calendar days.

Note: If the complaint is alleging discrimination or retaliation by the immediate supervisor the grievance may be presented at Step 1 to the department head or, if there is no department head above the immediate supervisor to the Town Manager. If Step 1 is with the Town Manager, Step 2 is omitted and the written grievance is presented to the Town Manager. The grievance proceeds immediately to Step 3.

Step 2. If the grievant is not satisfied with and does not accept the Step 1 response, or if a response is not provided within the required time frame, the grievant may proceed by putting the grievance in writing on the Grievance Form which is attached to this procedure. The Grievance Form shall be delivered, by mail or in person, to the department head within ten calendar days of receipt of the supervisor's response or the deadline for that response, whichever occurs first. If the immediate supervisor is the department head, the written grievance should be presented to the Town Manager and it will proceed as if it were at Step 3.

The grievant shall specify the relief that he expects to gain through the use of this procedure. The department head shall promptly meet with the grievant. Normally, the only persons who may be present at the meeting or hearing shall be the agency head, the grievant, and the appropriate witnesses. The department head shall render a written response to the grievance within ten calendar days following receipt of the completed request form with a copy of the response being sent to the manager. By mutual consent of the grievant and the department head, the grievant may skip Step 2 and proceed directly to Step 3.

Step 3. If the grievant does not accept the response at Step 2, or if the department head fails to respond within the required time frame, the grievant shall indicate his desire to advance the grievance to Step 3 on the Grievance Form. The Grievance Form shall be delivered by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 2 response or immediately after the deadline for that response, whichever occurs first. If the Town Manager determines (or has previously determined) that the complaint is grievable, a meeting with the grievant, the grievant's representative if there is one, a representative of the affected department and the Town Manager will be held within five days. Appropriate witnesses for each side, and such other persons as the Town Manager or the grievant may want to call, may be present to offer testimony only. The Town Manager shall render a written response to the grievance within ten calendar days following receipt of the completed request form.

In the event that the Town Manager determines that the complaint, or a portion of the complaint, is not grievable, the grievant may appeal that decision to the Circuit Court as set out in Section IV(B) of this procedure.

Step 4. If the grievant does not accept the Step 3 written response, or if the Town Manager fails to respond within the required time frame, and the grievant wishes to advance to a grievance panel hearing, the grievant shall complete step 4 of the Grievance Form.

The Grievance Form shall be delivered, by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 3 response or the deadline for that response, whichever occurs first. The Grievance Form shall contain the name of the person whom the grievant desires to serve on the grievance panel. The grievant shall not name a person to serve on the grievance panel unless and until the grievant has received that person's consent to do so. The grievance shall be heard by an impartial grievance panel as set out in Section VI of this procedure.

IV. Grievability and Access

- A. Grievability and access are determined by the Town Manager generally after the grievance reaches Step 3. Only after the Town Manager has determined that a complaint is grievable and/or the grievant has access to the procedure may a grievance be advanced through Steps 3 and 4. Should the question of grievability or access arise at Step 2 the grievant or the department head may request a ruling on grievability and/or on access by the Town Manager. The Town Manager shall render a decision within ten calendar days of receipt of the ruling request and shall send a copy of the decision to the grievant and the department head.
- B. The Town Manager's decision on grievability and/or access may be appealed to the Circuit Court of the County. Such appeals shall be instituted by the grievant by filing a notice of appeal with the Town Manager within ten calendar days from the date the grievant received the decision. Within ten calendar days after the filing of the notice of appeal, the Town Manager or his designee shall transmit to the Clerk of the Circuit Court a copy of the Town Manager's decision on grievability or access to the procedure, a copy of the notice of appeal, a copy of the grievance record, and copies of all exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The appeal will be heard by the Court as provided by law. The decision of the Court is final and is not appealable.

V. General Terms

Except as otherwise noted, the following rules apply to all levels of grievance hearings.

- A. Time intervals specified in Steps 1 through 4 may be extended by mutual consent of the parties.
- B. When a deadline falls on a Saturday, Sunday, or Town holiday, the next calendar day that is not a Saturday, Sunday, or Town holiday shall be considered the last calendar day.
- C. All grievance meeting and hearings shall be held during normal Town working hours unless both the grievant and the Town Manager should mutually agree otherwise.

- D. Town employees who are necessary participants at grievance hearings shall not lose pay for time necessarily lost from their jobs and will not be charged leave because of their attendance at the grievance proceedings.
- E. At the Step 3 meeting, the grievant, at his option, may have present a representative of his choice. If the grievant is represented by legal counsel, the Town likewise has the option of being represented by counsel.
- F. The use of recording devices or a court reporter is not permitted at Step 1, 2, and 3 meetings. Only Step 4 hearings may be recorded.
- H. Hearings are not intended to be conducted like proceedings in court and the rules of evidence do not necessarily apply.
- I. At Step 4, the grievance panel shall have the discretion to limit the attendance at the hearing of persons not having a direct interest in the hearing.
- J. At the request of either party, Step 4 hearings shall be private.
- K. Except in grievances involving discipline or in cases where the grievance panel determines otherwise, the grievant shall present his evidence first.
- L. The grievance panel shall determine the propriety of and the weight to be given the evidence submitted.
- L. Both the grievant and the Town may call appropriate witnesses. All witnesses, including the grievant, shall be subject to examination and cross-examination.
- N. Witnesses shall be present only while actually giving testimony and shall otherwise be excluded from the room.
- O. The grievant shall not be entitled to financially recover more than that which he has lost; the grievant's costs are not to be assessed against the Town.
- P. Where a grievant has obtained partial relief at one level of this grievance procedure but decides to appeal to the next higher level, the filing of a request form to the next higher level shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.
- Q. Each party shall bear the costs and expenses, if any, of his legal counsel or representative.

VI. Rules Concerning Grievance Panels and Panel Hearings

A. Selection of Grievance Panel.

- 1. Within five calendar days of receipt of the Step 4 request form, the Town Manager shall appoint a member to serve on a grievance panel. The member selected by the grievant and the member selected by the Town Manager shall then select a third member.

2. If the panel member appointed by the grievant and the panel member appointed by the Town Manager or his designee cannot agree upon a third panel member within 20 calendar days of the Town's receipt of the selection of the first two panel members, then the chief judge of the Circuit Court shall choose an impartial, third panel member. The third panel member shall act as chair of the panel.
- B. Eligibility to Serve on Grievance Panel. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute, giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee, or co-employee of the attorney shall serve as a panel member.
- C. The following rules apply to Step 4 grievance panels and the conduct of Step 4 grievance panel hearings:
1. The grievant shall bear the reasonable costs and expenses, if any, of his panel member.
 2. The Town shall bear the reasonable costs and expenses, if any, of its panel member and those of the third panel member unless the grievant objects. Upon objection, the reasonable costs and expenses of the third panel member shall be shared equally between the Town and the grievant.
 3. No person shall receive any compensation, whether monetary or otherwise, for his time in serving as a member of a grievance panel. Notwithstanding this prohibition, a Town employee serving as a member of a grievance panel may receive his usual Town pay for the period he serves on such a panel.
 4. The panel shall promptly set the date, time, and location for hearing the grievance and shall notify the parties.
 5. The Town shall provide the panel with copies of the grievance record prior to the hearing, and shall provide the grievant with a list of the documents furnished to the panel.
 6. Each party shall furnish to the other with copies of all documents, exhibits, and a list of witnesses it intends to use at the panel hearing seven calendar days in advance of the hearing.
 7. Both the grievant and the Town may be represented by legal counsel or other representative at the panel hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the

grievant or the Town before the panel without being in violation of the provisions of Virginia Code §54.1-3904.

8. The panel shall have the authority to determine the admissibility of evidence without regard to the burden of proof so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence. The Town shall present its evidence first in grievances challenging a disciplinary action and shall have the burden of persuasion on such issue.
10. All evidence shall be presented in the presence of the panel and the parties except by mutual consent of the parties.
11. The decision of the panel should be rendered as soon as possible, but, in any case, not later than five calendar days following the conclusion of the hearing.
12. The panel shall have the authority, if it finds (based on the greater weight of the evidence) that the grievant has been denied a benefit or wrongly disciplined without just cause (where such cause is required) to reverse, reduce, or otherwise modify such action and, where appropriate, to order the reinstatement of such employee to his former position with back pay.
 - a. Back pay shall not exceed pay for time actually lost or paid leave required to be taken due to such suspension or discharge, in an amount the panel believes equitable up to the amount of actual loss.
 - b. Any award of back pay shall be offset by interim earnings the grievant earned during the period of separation.
 - c. The panel also has the power to sustain, modify or reverse the Town's action.
13. The panel shall not have authority to do any of the following:
 - a. Formulate policies or procedures.
 - b. Alter existing policies or procedures.
 - c. Circumscribe or modify the rights afforded the parties in this procedure.
 - d. Grant relief greater than that which the grievant has requested in the request form.
14. The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures, and law.
15. The question of whether the relief granted by a panel is consistent with written policy shall be determined by the Town Manager or

his designee, unless the Town Manager or his designee has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth for the County.

16. Either party may petition the Circuit Court for an order requiring implementation of the panel decision.

VII. Compliance

- A. Except as noted in paragraph VII(B), after the initial submission of the grievance to the immediate supervisor, the failure of either party to comply with all substantial procedural requirements of this procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five work days of receipt of written notification by the other party of the noncompliance. Such written notification by the grievant shall be made directly to the Town Manager.
- B. If one of the management respondents in Steps 1, 2, or 3 does not respond to the grievance, the grievant at his option may move the grievance to the next level by submitting it without the response to the next Step or the grievant can provide the Town Manager notice of the non-compliance as set forth in paragraph VII(A).
- C. The Town Manager shall determine compliance issues. Compliance determinations made by the Town Manager or his designee shall be subject to judicial review, which shall be initiated by the grievant filing a petition with the Circuit Court of the County within thirty calendar days of the compliance determination.

XXI. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the Town Council without notice.

Grievance Hearing Form

- Please type or print -

Name of Grievant

Job Title

Department

Telephone Number(s)

Step 2 – Department Head Meeting: To be completed by the grievant at Step 2 only and filed with the grievant's department with a copy sent to the Manager.

1. Date of the incident-giving rise to this grievance. _____

2. Date of the grievant's first awareness of the incident. _____

3. Have you had a Step 1 informal hearing with your immediate supervisor? ___ Yes ___ No (check one)

4. If yes, when? _____

5. Person(s) against whom this grievance is directed.

6. Specify the incident that resulted in this grievance. (Use separate sheets if necessary.) _____

7. Specify the policy(ies), rule(s), or regulation(s) at issue. (Use separate sheets if necessary.) _____

8. Specify why the action taken was not proper. (Use separate sheets if necessary.)

9. Specify the relief sought. (Use separate sheets if necessary.) _____

Signature of grievant

Date submitted

Department Head Response:

Signature of departmental head and date

Date grievance was received

Request for Step 3 –Town Manager Meeting: To be completed by the grievant at Step 3 only and filed directly with the Manager's office.

I wish to have my grievance heard at the Step 3 (Town Manager) level. I understand that, by requesting to have my grievance heard at Step 3, I am giving up the relief, if any, that was awarded to me at Step 2.

Signature of grievant

Date submitted

Town Manager Response:

Signature of Town Manager and date

Date grievance was received

Request for Step 4 – Grievance Panel Hearing: To be completed by the grievant at Step 4 only and filed directly with the Town Manager.

1. I wish to have my grievance heard at the Step 4 (grievance panel) level. I understand that, by requesting to have my grievance heard at Step 4, I am giving up the relief, if any, that was awarded to me at Step 3.

2. Name of grievant's panel member: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

Signature of grievant

Date submitted

Town Panel Member

Name of Town's panel member: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____