

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, JUNE 10, 2020

REVISED

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**
- E. Citizen Comments** – *This time is set aside on the agenda for Town citizens to address Council regarding items not on the agenda for public hearing or presentations. Individual comment time is limited to three minutes, and groups are limited to five minutes. This time is for citizens to address Council, and not designed to be a question and answer session or a discussion time. If follow-up is requested, that will occur after the meeting. Citizen comments must be submitted in advance of the meeting, no later than 6:45 pm. Comments have been solicited via Facebook and the Town’s website.*
- 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. 2-8)** – *Draft of the May 13, 2020 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. 9-18)**
- 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. 19)**
- a. Finance Committee – *Mrs. Carton, met May 20, 2020, minutes attached.*
 - b. Community Relations – *Mrs. Ogden*
 - c. Utilities Committee – *Mr. Watts*
3. **Other Reports (Pgs. 20)**
- a. Planning Commission, met, June 3, 2020, minutes attached
 - b. Industrial Development Authority, no meeting
 - c. Robert E. Lee SWCD, no report
- H. Discussion Items**

1. **Acceptance and Use of CARES funding-** *Sara Carter- Per the Federal CARES act, and the State's decision to direct a portion of the funds to local governments, the Town will receive approximately \$193,000 for use related to Coronavirus impacts. The funding is very constrained, and staff will bring a complete proposal for its use at a subsequent meeting.*
2. **Adopt Revised FY 21 Budget- (Pgs 21-54)-** *Sara Carter- Due to the Coronavirus, the FY 21 budget has been revised to reflect changed budget projections for revenues and expenditures. The Council held a public hearing on April 8 and continued it to the May 13 meeting. No comments have been received.*
3. **Set Public Hearing for Lease of Town Property-** *Sara Carter- Staff has been negotiating with a possible user in Brockman Industrial Park to allow a temporary RV Park for housing workers associated with the ACP during the life of the Dominion lease. Any lease of public property requires a public hearing. Staff requests the hearing be set for the June meeting, as long as an acceptable proposal is received in a timely manner.*
4. **Use Determination for Lease of Town Property- (Pgs. 55-62)** *Sara Carter- The Zoning Ordinance allows for additional uses in the Industrial Park in Sec. 18.1-707.1.02, subject to a determination by the Town Council. Staff recommends a finding of use determination for the above proposed lease.*
5. **Authorization to accept amendment of Mutual Aid Agreement- (Pgs. 63-75)-** *Sara Carter- The regional mutual aid agreement for police services needs to be updated due to the reelection of new Sheriffs.*
6. **Hazard Pay Policy (Pgs. 76-81)-** *(Sara Carter)- Staff recommends adding a Hazard Pay policy for our staff that is required to have continued interaction with the public at times of high personal risk.*
7. **Appointments to Boards (Pgs. 14)-** *Sara Carter- Mr. Jacob Bailey has indicated that he is willing to continue serving on the Industrial Development Authority. Staff recommends he be reappointed for another term. There are two vacancies on the Board of Zoning Appeals. Please see the Clerk of Council report for highlighted positions.*
8. **Amendment to Comprehensive Plan for conservation easement at the Amherst Milling Company-** *Sara Carter- Action on this item has been deferred since the December meeting. The last deferral request by the applicant was to the April meeting.*

I. **Matters from Staff**

J. **Matters from Town Council**

K. **Anticipated Town Council Agenda Items for Next Month**

L. **Citizen Comments**

M. **Adjournment**

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on May 13, 2020 at 7:02 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sarah B. Ogden
P	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

Sara E. Carter	Town Manager	Vicki K. Hunt	Clerk of Council
W. Thomas Berry	Town Attorney		

As a result of COVID-19 cautionary restrictions and limited space the above 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 as part of a public hearing.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Kenneth S. Watts.

Mayor Tuggle re-opened a duly advertised public hearing, continued from April 8, 2020, on the Town’s proposed FY20/21 budget at 7:05 P.M. Town Manager Carter gave a brief report. There being no one present in person or electronically who wished to speak on the budget matter, the public hearing closed at 7:08 P.M. To allow time for anticipated revisions due to changing economic conditions, discussion is deferred with adoption of the budget on June 10, 2020, as recommended by staff.

No citizen comments were made.

Ms. Carton made a motion that was seconded by Mr. Bunch to approve the minutes from the April 8, 2020, meeting. There being no discussion, the motion 5-0 via the roll call method carried as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Mr. Watts, on behalf of the Utility Committee, gave a report on a determination from Town Engineer for additional services to be performed by WW Associates, Inc. for construction stakeout services in relation to the sanitary sewer rehabilitation and replacement project, amending the March 20, 2018, agreement in an additional amount of \$8,500.00. After discussion and upon recommendation of the Utility Committee, Town Council voted 5-0 to approve the amendment to the March 20, 2018 agreement with WW Associates, Inc., to perform construction stakeout services, in an additional amount of \$8,500.00, via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Mr. Watts, on behalf of the Utility Committee, reported that the committee recommends that Town Council ratify the Wastewater Collection Treatment Improvements and Wastewater Treatment Plant Improvements sliplining project bid awards, and to authorize Town Manager Carter to execute all future contracts in relation to the project. There being no discussion, upon recommendation of the Utility Committee, Town

Council voted 4-0-1 to ratify the Wastewater Collection Treatment Improvements and Wastewater Treatment Plant Improvements sliplining project bid awards, and to authorize Town Manager Carter to execute all future contracts in relation to the project, via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Abstain

After a report from Town Manager Carter, Mr. Watts made a motion that was seconded by Ms. Ogden to authorize the request from Iron Lives to postpone the 2020 IRON 5k Run/Walk event from April 19, 2020, to October 4, 2020, 3 pm to 5 pm. There being no discussion, the motion 5-0 via the roll call method carried as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a report from Town Manager Carter, Ms. Carton made a motion that was seconded by Ms. Ogden to approve the Memorandum of Understanding between Amherst County School Board and Town of Amherst dated March 12, 2020 to allow the use of the sanitary sewer easement on the high school property to be used as a trail, and to authorize Mayor Tuggle to execute same. There being no discussion, the motion 4-0-1 via the roll call method carried as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Abstain

A copy of the Memorandum of Understanding is attached to and made a part of these minutes.

After a brief report by Town Manager Carter, Ms. Carton reported on behalf of the Finance Committee that the committee recommends authorizing staff to reimburse Second Stage in an amount only for which they have receipts during this fiscal year budget according to policy. There being no discussion, upon recommendation of the Finance Committee, Town Council voted 5-0 to authorize staff to reimburse Second Stage in an amount only for which they have receipts during this fiscal year budget via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a brief report by Town Manager Carter, Mr. Watts made a motion that was seconded by Ms. Carton to hold a public hearing on July 8, 2020, on the sale of approximately one-acre parcel of land between Whitehead Drive and Maple Lane. There being no discussion, the motion via roll call method carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

By consensus of Council the proposed amendment of the Town of Amherst Zoning Ordinance (Article IX. Special Provisions, Section 18.1-908.06 Signs) to allow works of art to be in town without a sign permit is referred to the Planning Commission for discussion and recommendation.

After a report by Town Manager Carter on current members willingness to continue to serve on various boards and noting that there are two vacancies to be filled on the Board of Zoning Appeals and one position on the Industrial Development Authority that will require reappointment or replacement, Mr. Bunch made a motion that was seconded by Mr. Watts to appoint the following individuals to the following boards and for the terms listed below.

Board	Appointed	Term of Office
Planning Commission	June Driskill	5/13/20 – 6/30/24
Property Maintenance Investigation Board	C. Manly Rucker, III	5/13/20 – 6/30/24
Property Maintenance Investigation Board	Glenda Hash	5/13/20 - 6/30/24

There being no discussion, the motion via roll call method carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sarah B. Ogden	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

By consensus of Council action on the proposed amendment to the Town’s Comprehensive Plan to change the designated land use for Tax Map parcels 96-4-A and 96-1-1-7, totaling 76+/- acres from Planned Development-Residential to Agricultural to allow a request for a conservation easement by Dave McCormack, Owner, Lazy River LTD, that would, if approved by Town Council, allow land between the developed portion of the Mill Race subdivision and the Amherst Milling Company to be changed from planned development areas to conservation and would allow Mr. McCormick to complete a conservation easement process for the property was deferred to a future meeting with a date uncertain due to the current covid-19 crisis, as recommended by staff.

Ms. Wheaton made a motion that was seconded by Mr. Watts to remove the provision in the town charter that allows for two-thirds vote to remove a council member. After discussion, the motion to allow the removal of the provision in the town charter that allows for two-thirds vote to remove a council member failed 1-4 via roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Nay
Rachel A. Carton	Nay	Sarah B. Ogden	Nay
Kenneth S. Watts	Nay	Janice N. Wheaton	Aye

No Citizen comments were made.

There being no further business, the meeting adjourned until June 10, 2020, at 8:00 pm on motion by Mr. Bunch seconded by Ms. Carton.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Prepared by: W. Thomas Berry, Esquire

Return to: W. Thomas Berry, Esquire

Tax Map ID No.: 95-A-83 and 95-A-78A

THIS MEMORANDUM OF UNDERSTANDING, made and entered into this 12th day of March, 2020, by and between AMHERST COUNTY SCHOOL BOARD, hereinafter called "School Board," Grantor for the purpose of indexing, and THE TOWN OF AMHERST, hereinafter called "Town," Grantee for the purpose of indexing, whose address is 174 South Main Street, P.O. Box 280, Amherst, Virginia 24521.

WHEREAS, School Board is the owner of certain property, on which is located the Amherst County High School campus, and adjoins the lands of Town, being more particularly described as Tax Map Parcel No. 95-A-83, and being the property conveyed to Amherst County School Board by deed dated October 30, 1947, and recorded in the Office of the Clerk of Circuit Court of Amherst County, Virginia in Deed Book 135, page 231; and,

WHEREAS, Town is the owner of that certain property, on which is located the Amherst Town Park, and adjoins the lands of School Board, being more particularly described as Tax Map Parcel No. 95-A-78A, being the property conveyed to Town by deed dated January 18, 2019 and recorded in the Office of the Clerk of the Circuit Court of Amherst County, Virginia as Instrument Number 190000440 with plat recorded in Plat Cabinet 4, slide 4.

WHEREAS, the School Board property includes a utility easement for a waterline that is maintained by the Town. The Town and the School Board desire to enter into an agreement to allow the Town use of the lands contained within the utility easement for recreational purposes to include walking, hiking jogging and non-motorized biking.

WHEREAS, Town and School Board understand that the Amherst County Schools also make use of the property.


WHEREAS, the recreational use of the utility easement will enhance the use of the Amherst Town Park and benefit the School Board property.

NOW, THEREFORE, that for and in consideration of the premises and the mutual covenants contained herein, the parties hereby agree as follows:

1. School Board does hereby agree to allow Town the use of an area of land lying and being situate in the Court House District of Amherst County, Virginia, being more particularly described as "A Twenty Foot Utility Easement" as set forth in Utility Easement dated December 19, 2013, recorded in the Clerk's Office of the Circuit Court of Amherst County, Virginia in Deed Book 1249, page 340.
2. School Board hereby acknowledges that the use of the existing utility easement is for the purpose of recreational walking, hiking, jogging, and non-motorized biking. Town shall be permitted to mow and maintain the existing easement area, keeping it free from debris and obstruction.
3. Both Town and School Board understand that certain maintenance is required to keep the property in good condition for recreational use by the Town and normal use by the Amherst County Schools.
4. The Town agrees to provide regular police patrols of the easement area.
5. Town hereby agrees to indemnify, defend and save harmless School Board against and all liabilities, claims, expenses, costs, losses and damages, including, but not limited to reasonable attorney's fees, arising from or in connection with the Town's use of the subject area.

6. The term of this agreement shall be for a period of twenty-five (25) years and may be terminated during that time by either party upon a six (6) month written notice of termination mailed, by certified mail, return receipt requested, to the other party at the above address, or at such other address as a party may provide. Upon the termination of this agreement, Town shall leave the area clean and free of trash and debris. This agreement may be extended an additional twenty-five (25) years upon further written agreement.
7. This agreement contains the entire agreement between the parties and may be changed only by a written amendment, signed by both parties. This agreement shall be governed by the laws of the Commonwealth of Virginia. It shall not be assigned by Town without the prior written approval of School Board.

WITNESS the following signature and seals:

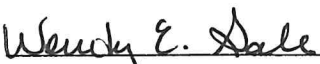

_____(seal)
Dr. Robert Arnold, Superintendent
Amherst County School Board

STATE OF VIRGINIA
CITY/COUNTY OF Amherst - to-wit:

The foregoing was acknowledged before me, in my jurisdiction aforesaid, this 1st
day of April, 2020, by Dr. Robert Arnold, Superintendent, Amherst County
School Board.

My commission expires: 9/30/2022

My Registration No: 7057808



Notary Public

WITNESS the following signature and seals:

_____(seal)
Dwayne Tuggle, Mayor
Town of Amherst

STATE OF VIRGINIA
CITY/COUNTY OF _____ - to-wit:

The foregoing was acknowledged before me, in my jurisdiction aforesaid, this ____
day of _____, 2020, by Dwayne Tuggle, Mayor, Town of Amherst.

My commission expires: _____

My Registration No: _____

Notary Public

Town Manager's Report for the June 10, 2020 Town Council Meeting

Committee	Report
A. Industrial Development Authority	No meeting/no report
B. Planning Commission	Meeting June 3 rd , minutes attached
C. Board of Zoning Appeals	No meeting/no report
D. Property Maintenance Investigation Board	No meeting/no report
E. Community Relations Committee	No meeting/no report
F. Finance Committee	Meeting May 20 th , minutes attached
G. Utilities Committee	No meeting/no report
H. Town/Sweet Briar Sewer Use Advisory Commission	No meeting/no report
I. Lynchburg Regional Business Alliance	RED Team meeting May 21 st Board meeting May 28 th
J. Central Virginia Planning District Commission	Board meeting on May 21 st
K. Amherst County Chamber of Commerce	No meeting/no report



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

MAY 2020

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

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	27
ALARM	6
PHONE COMPLAINT	127
BOLO	9
MISSING PERSON	3
SHOPLIFTING	
PROBLEM WITH OTHERS	6
DOMESTIC	2
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	4
TRAFFIC CRASH	12
EMS CALLS	6
SUDDEN DEATH	
SUSPICIOUS PERSON	3
Calls at Ambriar	2
OTHER	38

OFFICER INITIATED	NUMBER
BUILDING CHECKS	197
BUSINESS VISIT	46
BUILDING SEARCH	
TRAFFIC SUMMONS	1
DRUNK IN PUBLIC	1
EXTRA PATROLS/ Parks	242/69
WARRANT SERVICE	2
PROPERTY WALK AROUNDS	55
WARRANTS OBTAINED	1
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	2
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	5
CITIZEN CONTACT	115

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

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

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

OTHER	NUMBER
ASSIST OTHER OFFICER	16
ASSIST OTHER AGENCY	23
COURT	
REPORTS	10
SCHOOL / TRAINING	
MEETINGS	9
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: 154

Miles patrolled: 4567



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 Wright
Date: June 3, 2020
Re: May 2020 Monthly Report

Utilities – 1164 bills were cut totaling \$176,645.23

A/P – A total of 62 checks were cut totaling \$183,586.65 for May 2020 bills.

Meals and Beverage Tax – 15 Businesses paid \$28,514.75 in Meals and Beverage Tax for the month of April. This is roughly a \$11,500 drop from normal taxes paid.

Taxes – As of June 3, 2020 we have a total of \$3,932.25 in outstanding 2019 bills. Therefore, we received \$2,000 as a result of the bank lien process.

New Financial Software – We have another “Process Review” call on June 8th to start discussing utilities.

Business License – As of June 3, 2020 we have received a total of \$102,149.91 in Business License payments. We are only \$22,850 short of meeting our FY20 budget.

Upcoming Items –

- Coronavirus updates weekly.

Front Office – Everything seems to be running smooth with few complaints even though the office is closed to the public.

**CLERK OF COUNCIL REPORT
MAY 2020**

COMMITTEE MEETINGS

Industrial Development Authority

Receive and review agenda packet for 5-4-20 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Town Council

Receive and review agenda packet for 5-13-20 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Town Council meetings; Confirm/notify cancellation of meeting with members of Planning Commission

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously 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:
 - Notice: Procedures for Amherst Town Council Meeting during Covid-19 pandemic restrictions for May Town Council Meeting with link to YouTube
 - Notice: DMV Connect service dates at Town Hall with link to DMV appointment page
 - Notice: Night of Fireworks - 4th Saturday in June beginning at 9:15 PM for more information visit <http://amherstva.gov/wp-content/uploads/general/NIGHT-OF-FIREWORKS-CELEBRATING-FIRST-RESPONDERS.pdf>
 - Share Amherst Graduation Ceremony Information
- Share links to community events and news; Monitor feedback

OTHER:

- Advise various board members of reappointment to offices: Planning Commission, IDA, Property Maintenance Investigation Board; prepare oaths and correspond with Court Clerk and board members re same
- Research, revise draft Employee Recognition Policy; prepare draft Employee Peer Recognition Nomination Form
- Format for signature the approved ordinance to amend Town Code Sec. 4.24-4.27 Chapter 4, Art. II referring to Animals – Dog and Cats
- Correspond with Municode re ordinances to be included in Supplement 1 to Town Code
- Attend webinar on webinars and security features/authentication
- Set up and run livestreaming tests for connection from virtual meeting to YouTube
- Prepare, send, post Legal Ads/Public Hearing Notice: Town Council PH 5/13/20; Finance Committee Meeting 5/20/20; Ad Hoc Committee on Personnel Performance Evaluation Forms 5/27/20
- Prepare miscellaneous purchase orders

Town of Amherst Committees as of May 31, 2020 Update; See Attached.

Town of Amherst Committees as of May 31, 2020

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/22
Sarah B. Ogden	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Janice N. Wheaton	12/11/10	12/31/20 (TC rep)
William Jones	07/01/19	06/30/23
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

Gary Mays, Chairman	04/08/15	08/31/20	Vacancy occurring 8/31
Ed Carton	09/01/19	08/31/24	
Teresa Tatlock	07/10/16	08/31/21	
Marvin Hensley	08/31/17	08/31/22	
Kevin James Akershoek	09/01/18	08/31/23	Vacancy Advertised

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
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
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

REGION 2000 REGIONAL COMMISSION/MPO

D. Dwayne Tuggle	01/01/19	12/31/20
Sara Carter	01/01/19	12/31/20

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/19	12/31/20
Sara E. Carter	01/01/19	12/31/20

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Clifford Hart	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/20

JOINT COMMITTEE ON COOPERATION

Kenneth S. Watts	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Sarah B. Ogden	01/01/19	12/31/20

(3 Appointments from Amherst County)

TOWN COUNCIL COMMITTEES (FOR THE 01/01/19-12/31/20TERM)
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FINANCE COMMITTEE

- Rachel A. Carton (Chairman) and Kenneth S. Watts
- Monitor the budget development process.
 - Review accounting procedures, budgets, and bookkeeping activities.
 - Interface with auditors.

COMMUNITY RELATIONS AND RECREATION COMMITTEE

- Sarah B. Ogden (Chairman) and Rachel A. Carton
- Monitor and review implementation of the Town's bike trails and public parks
 - Review the Town's beautification efforts and programs.
 - Interface with citizens, business operators, Sweet Briar College and VDOT

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.

RECODIFICATION COMMITTEE

- Kenneth G. Bunch (Chairman) and Kenneth S. Watts
- Monitor the recodification of Town Code process
 - Review proposed proof and edits

AD HOC COMMITTEE – PERSONNEL PERFORMANCE EVALUATION FORMS

- Kenneth G. Bunch (Chairman) and Rachel A. Carton
- Review and make revisions to the Town's Personnel Employee Performance Evaluation and Employee Self-Performance Evaluation Forms

Utility/Town Maintenance and Construction Report

May-20

Water Meter Read	1150
Water Meter Re-Read	32
Disconnects	0
VA-811 Service locations	29
Vehicle PM Work Orders	16
Pump Station/Plant Work Orders	24
Banners Installed/Dismantled	0
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	0
Minor Leaks ks Repaired	1
Major Leaks Repaired	0
Minor Sewer Problems Resolved	2
Major Sewer Problems Resolved	4

10

Man Hours

Meter Reading	52
Street/Sidewalk Maintenance	120
Safety Training	2
Bush Hogging	0
Flushing Water	0
Equipment Maintenance	75
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	



TOWN OF AMHERST
DEPARTMENT OF PLANTS

MONTHLY PRODUCTION AND OPERATIONAL REPORT
May -- 2020

SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS

SUBMISSION DATE: June 4, 2020

Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gal.	Max, million gallons	Min, million gallons
Raw Water	8.110	0.270	0.500	0.120
Produced	7.260	0.240	0.420	0.100
Delivered	7.000	0.230	0.420	0.020

Cryptosporidium test result on samples taken from the Buffalo River 05/05/2020 came back as Zero, continuing the trend for 14 consecutive months of negative test results.

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gal.	Max, million gallons	Min, million gallons
Raw Influent	8.610	0.278	0.497	0.185
Final Effluent	7.904	0.255	0.486	0.187

Preparations have been made for the upcoming construction projects to begin on June 8, 2020.

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

OFFICE PHONE
434-263-4886
Fax: 434-263-4285

June 4, 2020

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

Attn: Sara Carter- Town Manager

Re: Monthly Report to Town Council
(May 2020)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: Attended the monthly scheduled meeting on May 13, 2020.
2. Personnel: Review of Town of Amherst Police Department Policy.
3. Business:
 - A. Continue review Charter
 - B. Review Maple Lane property Taze Crowder/Surveyor
 - C. Sign ordinance amendment
4. Upcoming Work:
 - A. Amendments to Virginia State Code set for July 1, 2020.
 - B. Review Memorandum of Understanding with County.
5. Access to Town Attorney: My email address is dawn@tomberrylaw.com. 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

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

Invoice

Date	Invoice #
6/3/2020	9350

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

Description	Qty	Rate	Terms
			Due on receipt
			Amount
5/11/2020 T/T DOWNEY - POLICE DEPARTMENT	1	175.00	175.00
5/22/2020 PHONE - SARA, TAZE CROWDER - SALE OF LAND	0.4	175.00	70.00
5/8/2020 PREP ON TOWN MEETING	1	175.00	175.00
5/13/2020 TOWN MEETING	0.7	175.00	122.50
5/27/2020 MET WITH TAZE CROWDER, SURVEYOR	0.8	175.00	140.00
5/29/2020 BEGAN DRAFT DOCUMENTS	2	175.00	350.00
Total			\$1,032.50
Payments/Credits			\$0.00
Balance Due			\$1,032.50

**FINANCE COMMITTEE
MINUTES**

May 20, 2020
5:15 PM

Attendees: Rachel Carton, Chairman and Ken Watts
Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:15 p.m.

The committee reviewed the revised budget and agreed to have the budget completed and distributed to Council.

The Committee discussed the CARES Act funding and possible uses for that revenue. Staff stated that they are continuing to research allowable uses.

The meeting adjourned at 6:20 p.m.

**Town of Amherst
Planning Commission Minutes
June 3, 2020**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM on June 3, 2020.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Anne Webster Day
P	Ted Finney	P	Clifford Hart
P	Janice N. Wheaton		

Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

The minutes from the March 4, 2020, Commission meeting were approved on a motion by Mr. Finney, seconded by Mr. Hart, and carried according to the following:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Aye		William Jones	Aye
Janice Wheaton	Aye			

Sign Ordinance

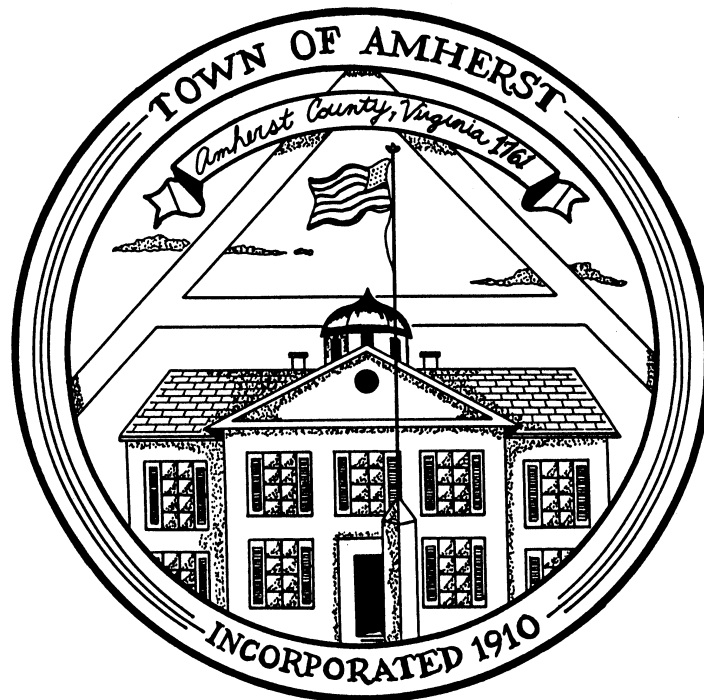
A proposed amendment of the Town of Amherst Zoning Ordinance (Article IX. Special Provisions, Section 18.1-908.06 Signs), the purpose of which is to allow works of art to be displayed in the Town without a sign permit, was provided to the Commission. After discussion, Town Manager Carter was directed to make further revisions to the proposed amendment to the sign ordinance for consideration by the Commission. Further discussion on revisions to the sign ordinance is deferred to the July meeting.

There being no further business, the meeting adjourned at 7:38 PM.

June Driskill, Chairperson

Attest: _____
Secretary

Town of Amherst FY 21 Revised Budget Proposal



Mayor D. Dwayne Tuggle
Vice-Mayor Rachel Carton
Councilor Kenneth G. Bunch
Councilor Sarah B. Ogden
Councilor Kenneth S. Watts
Councilor Janice N. Wheaton

Presented for Public Hearing on April 8, 2020
Public Hearing continued on May 13, 2020
Slated for adoption on June 10, 2020

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: June 4, 2020

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 21 Town of Amherst REVISED Budget Proposal

When the planning stages for the FY 21 budget process began, the economy was booming and growth in sales and development were built into the projections. Many things have changed in last six months. This budget proposal is substantially different than the one that predated it. However, what hasn't changed is this- the Town is well positioned for this time. This revised budget balances the need to conserve reserves, focus on necessary capital improvements in the utilities funds, and maintain the ability for the Town to meet its fiduciary and customer obligations.

Highlights:

- This budget accounts for a responsible, comprehensive look at our capital needs and includes those slated needs in the budget request. Capital projects that can be deferred to a later date without sacrificing operational efficiency have been delayed, understanding that this may lead to larger expenditures later.
- While any projections for general fund revenue are very preliminary in nature, staff has made conservative estimates of revenue for the year. Should the economy improve faster, these estimates will be low and additional expenditures can be considered. If revenue is greater than anticipated, I would recommend adding in the cost of living increases for staff in January to continue the Town's commitment to maintaining the salary adjustments that have been made.
- The budget includes the anticipated CARES Act funding of \$193,000 and shows an expense line for this money under the Town Manager's budget. Staff will follow up with recommendations about how this money should be spent for Council's consideration in the coming months.
- This budget is fully balanced in each fund. Only the general fund requires supplements from reserves due to the economic downturn. All other funds balance with operating expenses funded by operating revenue.

- This budget makes no recommended increases to tax or utility rates for any customers, continuing Council's direction to hold utility rates constant, as has been achieved for the last two budget cycles.
- The revised utility policy recommends a decrease to connection fees for new development for water and sewer and provides clarification to the availability fee section of the policy.
- The budget maintains the Town's long-term commitment to a well-maintained public utility system, anticipating the completion of the USDA funded sewer sliplining project and continuing the Water Treatment Plant upgrade, funded through the Virginia Drinking Water revolving loan fund. Neither of these projects are yet reflected in the budget, as they will be completed during the year and accounted for in coming years with debt payments. Both of these projects have significant grant money associated with them and have been programmed into the budget for several years with increasing reserves in the water and sewer funds.
- The budget also reflects the Town Council's decision to continue fully paid employee health insurance coverage with an excellent health plan.

Adoption Process:

Council held a public hearing for the budget on April 8, 2020 and continued it at the May 13 meeting.

The budget is slated for adoption at the June 10, 2020 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, 2020 AND ENDING JUNE 30, 2021 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, 2020, 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 FY21 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,094,098
Water Fund	\$1,239,536
Sewer Fund	\$922,623
Garbage Fund	\$141,298
IDA Fund	\$334,857

Estimated Expenditures

General Fund	\$1,094,098
Water Fund	\$1,239,536
- Operations	\$787,174
- Debt Service and Capital Projects	\$452,362
Sewer Fund	\$922,623
- Operations	\$637,043
- Debt Service and Reserve	\$285,580
Garbage Fund	\$141,298
IDA Fund	\$334,857

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 21 budget holds all water and sewer rates and fees at the same level as fiscal years 18-20. There is a decrease in fees associated with new services.

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
\$10,000	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$3000	Village Garden Club	Civic Beautification
\$13,000	Total Donations	

F. FUND BALANCE REQUIREMENTS

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 FY21 fiscal year are as follows:

General Fund Permanent Fund		\$ 273,525
General Fund Contingency		\$ 32,823
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 originally included a Cost of Living increase for all employees of 2.12%, consistent with the cost of the consumer price index as shown by the 2019 calendar year and a step increase of 2% for employees that have met their yearly performance goals. Due to the economic impacts of the Coronavirus, these raises have been eliminated.

Health insurance costs went up by approximately 9% 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 10th of June and shall become effective on July 1, 2020.

Mayor

Attest:

Clerk of Council

Town of Amherst
Schedule of Local Levy
July 1, 2020

The following are tax levies for the fiscal year beginning July 1, 2020. 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 2020/21

Initiation or Termination of Service:

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are charged a \$50.00 account set-up fee/ reconnection fee/trip charge at the time the account is opened and are required to show proper identification. All requests are to be in writing on a form available at the Town Hall.

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.

Re-reads Charges:

The Town staff reviews water meter readings for accuracy and investigates suspected incorrect readings prior to mailing bills. In the case of a billing dispute, a customer may request that the Town re-read the customer's water meter. However, if the customer's water meter has already been re-read by the Town during the billing cycle in question, a \$20 trip fee will be charged to offset the cost of a Town employee making a second re-reading trip to the customer's meter. This charge will be added to the customer's next bill.

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. "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.

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 grit traps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (Reference §17-15 of the Town Code)

Availability and Connection Fees:

Availability fees will be charged where the Town has provided capacity for future development and there was no developer contribution for the expansion. Where a developer provides capacity for development with Town agreement, only connection fees will be charged. Additionally, the Town may work with developers and future customers to provide additional capacity where none exists. Under that scenario, there may be additional construction costs that are charged for the development of the line over and above the availability fee.

Availability Fees:

Meter Size	80% Capacity, gpm	Factor	In Town		Out of Town	
			Water	Sewer	Water	Sewer
5/8"	16	1	\$1,700	\$2,500	\$4,000	\$5,000
3/4"	24	1.5	\$2,550	\$3,750	\$6,000	\$7,500
1"	40	2.5	\$4,250	\$6,250	\$10,000	\$12,500
1 1/2"	80	5	\$8,500	\$12,500	\$25,000	\$25,000
2"	128	8	\$13,600	\$20,000	\$40,000	\$40,000
3"	280	17.5	\$29,750	\$43,750	\$87,500	\$87,500
4"	480	30	\$51,000	\$75,000	\$150,000	\$150,000
6"	1000	62.5	\$106,250	\$156,250	\$312,500	\$312,500

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.

PUBLIC HEARING NOTICE

The Town of Amherst Town Council will hold public hearings at 7:00 PM on April 8, 2020, 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 2020 – 2021 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.

Proposed Fiscal Year 2019/2020 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	\$1,318,862
Water Fund	\$1,260,220
Sewer Fund	\$946,671
Garbage Fund	\$141,999
IDA Fund	\$334,857

Estimated Expenditures

General Fund	\$1,318,862
Water Fund	\$1,260,220
- Operations	\$816,880
- Debt Service and Capital Projects	\$443,340
Sewer Fund	\$946,671
- Operations	\$663,558
- Debt Service and Reserve	\$283,113
Garbage Fund	\$141,999
IDA Fund	\$334,857

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. It maintains the meals and beverage tax rate at 6%.

The proposed budget maintains water, sewer and curbside collection at their same rates:

<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:	\$10.60		\$10.60	

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 20-21,
Recommended by the Planning Commission and adopted by the Town Council**

Project Description & Ranking	CIP Committee Evaluation	Total Estimated Cost	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Recommended Sources of Funds
Police								
Generator	18	\$11,000.00	11,000.00					General Fund
UTV-Side by Side (shared)	19	16,500.00	16,500.00					All funds
Police Interceptor-SUV	13	87,000.00	42,000.00		45,000.00			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
Bucket Truck	13	35,000.00		35,000.00				General Fund
Town Hall A/C Heat Unit	11	35,000.00		35,000.00				General Fund
Backhoe	13	100,000.00			100,000.00			General Fund
Maintenance Shop Heat	14	6,000.00		6,000.00				General Fund
8 Ton Trailer	16	8,500.00	8,500.00					General Fund
Tractor w/ bucket mower & backhoe	19	30,000.00			30,000.00			General Fund
Utilities								
Sewer Sliplining Project		4,500,000.00	\$ 4,500,000.00					Grant and Loan
Water Treatment Plant Renovation		4,100,000.00	4,100,000.00					Grant and Loan
Sludge Dewaterer		1,500,000.00					1,500,000.00	Wastewater Fund
Used Water Plant Truck	14	39,524.00				30,000.00		Water Fund
Used Wastewater Truck	14	39,524.00			28,000.00			Wastewater Fund
Replace Author Court W/L		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
Total:		\$14,080,607	\$8,738,000	\$276,000	\$2,663,855	\$461,288	\$1,920,416	

General Fund

General Fund		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 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	84,000.00	84,000.00		(21,000.00)
Consumer Utility Tax-Gas, Elec	12020-0001	26,000.00	26,000.00	25,500.00	25,500.00		(500.00)
Electric Consumption Tax	12020-0002	18,000.00	19,000.00	19,000.00	19,000.00		-
Business License Tax	12030-0006	120,000.00	125,000.00	69,000.00	69,000.00		(56,000.00)
Business Lic Tax-Interest & Pen	12030-0007	2,300.00	3,200.00	1,800.00	1,800.00		(1,400.00)
Motor Vehicle Licenses	12050-0001	42,000.00	42,500.00	40,000.00	40,000.00		(2,500.00)
Motor Vehicle Licenses Penalties/Interest	12050-0002	4,000.00	400.00	400.00	400.00		-
Bank Stock Fee	12060-0001	75,000.00	58,000.00	70,000.00	60,000.00		2,000.00
Lodging Tax	12100-0001	7,900.00	8,500.00	9,000.00	7,200.00		(1,300.00)
Meals Tax	12110-0001	495,000.00	500,000.00	306,000.00	306,000.00		(194,000.00)
Meals Tax-Pen & Int.	12110-0002	1,000.00		600.00	600.00		600.00
Zoning Permits	13030-0007			600.00	600.00		600.00
Fines & Forfeitures	14010-0001	15,000.00	18,000.00	17,600.00	17,600.00		(400.00)
Interest on Bank Deposits	15010-0001	5,000.00	5,250.00	6,000.00	6,000.00		750.00
Interest on Investments	15010-0002	18,000.00	25,000.00	60,000.00	20,000.00		(5,000.00)
VIP Unrealized Gain/Loss	15010-0003						-
Tower Lease	15020-0005	9,400.00	9,400.00	9,400.00	9,400.00		-
Rent-Firing Range	15020-0006	-					-
Police Security	16030-0001	1,800.00	1,000.00				(1,000.00)
Refunds	18030-0001						-
Credit Card Transaction Fee	18030-0004	3,000.00	250.00	50.00	50.00		(200.00)
Returned Check Fee	18030-0005	400.00	200.00	250.00	250.00		50.00
Accident Reports	18030-0006	500.00	150.00	150.00	150.00		-
Misc Rev	18030-0007	1,000.00	1,000.00	1,000.00	1,000.00		-
Collection Fee	18030-0008			1,000.00	1,000.00		1,000.00
Donations-Police	18990-0003						-
DMV Stop Fees	19020-0005	1,200.00	300.00	1,000.00	1,200.00		900.00
Rolling Stock Tax	22010-0007	2,500.00	2,500.00	2,400.00	2,400.00		(100.00)
Personal Property Tax Relief	22010-0009	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	2,000.00		-
Communication Tax from State	22010-0030	96,000.00	90,000.00	85,000.00	85,000.00		(5,000.00)
DCJS Grants	24010-0001						-
State Police Aid	24010-0003	54,588.00	54,588.00	56,608.00	56,608.00		2,020.00
Fire Programs Grant	24020-0001	10,000.00	10,000.00	10,000.00	10,000.00		-
CARES Act Funding	33020-0001			193,000.00	193,000.00		
Insurance Claims	41010-0001						-
Sale of Land/Vehicles/Buildings	41020-0001						-
Carryover from previous year for budget balance							-
Transfers from Other Funds	41050-0006						-
Reserve Funds	42000-0000		9,350.24	-	255,854.38		246,504.14
General Fund Revenues Totals		1,129,043.00	1,134,043.24	1,088,813.00	1,293,067.38	0.00	(33,975.86)

GENERAL FUND EXPENSES							
TOWN COUNCIL							
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,400.00		-
FICA	11010-2100	872.10	872.10	872.10	872.10		-
Travel-Milage/Hotels/Conference	11010-5501		2,500.00		500.00		(2,000.00)
Employee Recognition	11010-5811	2,000.00	2,000.00		0.00		(2,000.00)
Town Council Totals		14,272.10	16,772.10	12,272.10	12,772.10	-	(4,000.00)

General Fund

General Fund		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
TOWN MANAGER							
Wages	12110-1100	24,759.00	25,632.99	25,632.99	25,632.99		-
PT Wages	12110-1300	32,827.09	35,982.75	33,977.22	33,977.22		(2,005.53)
FICA	12110-2100	4,405.34	4,560.60	4,560.18	4,560.18		(0.42)
VRS	12110-2200	3,825.03	4,107.52	4,101.28	4,101.28		(6.24)
Health Insurance	12110-2300	2,462.40	2,462.40	2,579.04	2,579.04		116.64
Group Life Insurance	12110-2400	306.66	329.31	343.48	343.48		14.17
STD/Long-Term Disability	12110-2500	178.26	151.23	135.34	135.34		(15.89)
Unemployment Insurance	12110-2600	50.00	25.00	25.00	25.00		-
Worker's Comp	12110-2700	146.01	137.42	133.93	133.93		(3.49)
Professional Svcs	12110-3150	800.00	2,500.00	2,500.00	2,500.00		-
Printing & Binding	12110-3500						-
Advertising	12110-3600	3,000.00	2,000.00	2,000.00	2,000.00		-
Contingency requirement	12110-5000	98,021.65	33,871.00	33,871.00	38,792.00		4,921.00
CARES Act Expenses	12110-5001			193,000.00	193,000.00		
Postage	12110-5210	200.00	200.00	200.00	200.00		-
Telecommunications	12110-5230	540.00	540.00	540.00	540.00		-
Crime & Cyber Insurance	12100-5307	2,329.00	2,481.00	2,956.00	2,481.00		-
Travel-Mileage/Hotel/Conference	12110-5501	4,150.00	4,150.00	4,150.00	800.00		(3,350.00)
Dues & Memberships	12110-5810	3,600.00	4,829.00	6,500.00	1,500.00		(3,329.00)
Capital Improvement Program	12110-8000		33,534.00		0.00		(33,534.00)
Town Manager Totals		181,600.44	157,494.22	317,205.46	313,301.46	0.00	(37,192.76)
Town Attorney	12210-3150	40,000.00	30,000.00	40,000.00	35,000.00		5,000.00
Independent Auditor	12240-3150	16,000.00	20,000.00	17,000.00	17,000.00		(3,000.00)
FINANCE DEPARTMENT							
Wages	12420-1100	38,781.19	40,149.35	40,357.96	40,357.96		208.61
PT Wages	12420-1300	9,612.97	10,019.49	2,301.00	2,301.00		(7,718.49)
FICA	12420-2100	3,702.15	3,837.92	3,263.41	3,263.41		(574.51)
VRS	12420-2200	6,336.85	6,433.67	6,457.27	6,457.27		23.60
Health Insurance	12420-2300	6,657.60	6,657.60	6,972.96	6,972.96		315.36
Group Life Insurance	12420-2400	508.03	515.80	540.80	540.80		25.00
Unemployment Insurance	12420-2600	50.00	50.00	45.00	45.00		(5.00)
Worker's Comp	12420-2700	141.27	146.54	105.48	105.48		(41.06)
DMV Stops	12420-3009	1,500.00	1,500.00	1,500.00	1,500.00		-
Professional Svcs	12420-3150	-	2,800.00	2,800.00	2,800.00		-
Banking Service Charges	12420-3160	3,000.00	1,500.00	1,500.00	1,500.00		-
VIP Management Fee	12420-3170			5,000.00	5,000.00		5,000.00
Service Contracts	12420-3320	3,215.00	3,215.00	3,500.00	3,500.00		285.00
Advertising	12420-3600	-		200.00	200.00		200.00
Postage	12420-5210	3,000.00	3,000.00	5,000.00	5,000.00		2,000.00
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,080.00		-
Travel-Mileage/Hotel/Conference	12420-5501	1,850.00	1,850.00	1,000.00	500.00		(1,350.00)
Dues & Memberships	12420-5810	210.00	210.00	500.00	500.00		290.00
Office Supplies	12420-6001	3,500.00	4,000.00	5,000.00	3,500.00		(500.00)
Finance Totals		83,145.06	86,965.37	87,123.89	85,123.88	0.00	(1,841.49)
Information Technology							
I.T. Services	12510-3150	10,000.00	8,000.00	8,000.00	8,000.00		-
Phone Maintenance	12510-3330	1,200.00	1,000.00	1,000.00	1,000.00		-
Website Maintenance	12510-3340	500.00	1,000.00	1,000.00	1,000.00		-
Microsoft Office Service	12510-5600	5,760.00	7,620.00	8,580.00	8,580.00		960.00
I.T. Supplies	12510-6002	2,000.00	2,000.00	2,000.00	1,000.00		(1,000.00)
I.T. Equipment	12510-8001	2,000.00	2,000.00	5,000.00	1,000.00		(1,000.00)
I.T. Totals		21,460.00	21,620.00	25,580.00	20,580.00	-	(1,040.00)

General Fund

General Fund		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
POLICE DEPARTMENT							
Wages	31100-1100	308,087.94	309,138.55	312,882.56	312,882.56		3,744.01
Overtime	31100-1200		3,500.00	6,294.43	3,500.00		-
PT Wages	31100-1300	7,614.67	7,614.67	10,889.38	6,000.00		(1,614.67)
Other Pay/Holiday	31100-1400	9,659.07	10,500.00	12,817.74	10,000.00		(500.00)
Security Wages	31100-1500	1,800.00	1,800.00	-			(1,800.00)
FICA	31100-2100	25,027.87	25,708.97	26,230.63	26,230.63		521.66
VRS	31100-2200	50,341.57	50,513.24	50,061.21	50,061.21		(452.03)
Health Insurance	31100-2300	57,936.00	57,936.00	58,920.00	58,920.00		984.00
Group Life Insurance	31100-2400	4,035.95	4,049.72	4,192.63	4,192.63		142.91
Unemployment Insurance	31100-2600	75.00	50.00	70.00	70.00		20.00
Worker's Comp	31100-2700	10,879.06	10,656.51	13,309.28	13,309.28		2,652.77
LODA Insurance	31100-2710	2,787.00	5,849.00	6,725.00	6,725.00		876.00
Repair & Maint. Svcs	31100-3310	9,000.00	9,000.00	9,000.00	8,500.00		(500.00)
CODE RED	31100-3400	2,500.00	2,500.00	2,500.00	2,500.00		-
Advertising	31100-3600	500.00	500.00	500.00	400.00		(100.00)
Postage	31100-5210	500.00	500.00	500.00	500.00		-
Telecommunications	31100-5230	6,000.00	6,600.00	11,543.16	11,543.16		4,943.16
Motor Vehicle Insurance	31100-5305	3,180.14	3,530.39	3,463.05	3,463.05		(67.34)
Other Property Insurance	31100-5306	479.90	509.22	548.24	548.24		39.02
Tuition Reimbursement	31100-5400			5,000.00	4,000.00		4,000.00
Travel-Mileage/Conference/Hotel	31100-5501	2,000.00	4,000.00	5,000.00	3,000.00		(1,000.00)
Rent of Building	31100-5600						-
Public Safety Event	31100-5700			10,000.00	5,000.00		5,000.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	5,000.00	3,000.00		-
Attorney Fees	31100-5801	2,955.00	2,955.00	3,000.00	3,000.00		45.00
Dues & Memberships	31100-5810	5,000.00	5,000.00	6,000.00	5,000.00		-
Office Supplies	31100-6001	1,500.00	2,500.00	3,000.00	2,500.00		-
Fuel	31100-6008	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		-
Police Supplies	31100-6010	6,000.00	9,000.00	15,000.00	9,000.00		-
Uniforms	31100-6011	5,000.00	5,000.00	8,000.00	5,000.00		-
Crime Prevention	31100-6030	4,000.00	4,000.00	6,000.00	4,000.00		-
Investigation Expense	31100-6032	1,000.00	2,000.00	2,000.00	2,000.00		-
Grant Expenses	31100-6040	-					-
Vehicles	31100-8005	-					-
Police Department		554,859.17	571,911.27	622,447.31	588,845.76	0.00	16,934.49
PUBLIC SAFETY							
Fire Dept Contributions	32200-5600	10,000.00	12,250.00	20,000.00	10,000.00		(2,250.00)
Fire Programs Grants	32200-5701	10,000.00	10,000.00	10,000.00	10,000.00		-
Rescue Contributions	32300-5600	10,500.00					-
Public Safety		30,500.00	22,250.00	30,000.00	20,000.00	0.00	(2,250.00)
Streetlights	41320-5100	26,225.00	25,500.00	25,995.15	25,995.15		495.15

General Fund

General Fund		FY 19 Budget	FY 20 Budget	FY 21 BUDGET			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
GENERAL PROPERTIES							
Wages	43200-1100	17,455.57	18,266.10	19,310.30	19,310.30		1,044.20
PT Wages	43200-1300	12,032.02	12,735.78	12,733.66	12,733.66		(2.12)
Other Pay/Holiday	43200-1400	354.16	279.52	301.61	301.61		22.09
FICA	43200-2100	2,282.89	2,366.03	2,505.75	2,505.75		139.72
VRS	43200-2200	2,852.24	2,927.02	3,089.65	3,089.65		162.63
Health Insurance	43200-2300	4,104.00	4,104.00	5,906.40	5,906.40		1,802.40
Group Life Insurance	43200-2400	228.67	234.66	258.76	258.76		24.10
Long-Term Disability	43200-2500			-			-
Unemployment Insurance	43200-2600	75.00	75.00	60.00	60.00		(15.00)
Worker's Comp	43200-2700	201.72	183.47	173.48	173.48		(9.99)
Maintenance Contracts	43200-3310	5,000.00	5,000.00	5,000.00	5,000.00		-
Electric	43200-5100	2,800.00	11,460.76	8,531.62	8,531.62		(2,929.14)
Heating Services	43200-5110	3,200.00	3,200.00	6,000.00	5,000.00		1,800.00
Water/Sewer	43200-5120	13,595.00	11,000.00	3,373.34	5,000.00		(6,000.00)
Telecommunication	43200-5230	6,720.00	6,792.00	10,774.92	10,774.92		3,982.92
Property Insurance	43200-5304	548.98	559.15	664.98	664.98		105.83
Motor Vehicle Insurance	43200-5305	1,259.63	1,322.09	1,371.69	1,371.69		49.60
Other Property Insurance	43200-5306	1,116.34	1,305.70	1,307.21	1,307.21		1.51
General Liability Insurance	43200-5308	12,510.00	12,953.00	13,734.00	13,734.00		781.00
Lease of Equipment	43200-5410	2,000.00	2,000.00	5,000.00	2,000.00		-
Travel-Mileage/Conference/Hotel	43200-5501	2,000.00	2,000.00	4,000.00	1,000.00		(1,000.00)
Dues & Memberships	43200-5810	-					-
Office Supplies	43200-6001	1,000.00	1,000.00	1,000.00	750.00		(250.00)
Janitorial Supplies	43200-6005	2,000.00	1,000.00	3,000.00	2,000.00		1,000.00
Repair & Maint. Supplies	43200-6007	5,000.00	15,000.00	21,500.00	21,500.00		6,500.00
Fuel	43200-6008	12,000.00	13,000.00	15,000.00	13,000.00		-
Vehicle/Power Equipment Supplies	43200-6009	29,000.00	29,000.00	29,000.00	25,000.00		(4,000.00)
Uniforms	43200-6011	2,000.00	2,000.00	3,000.00	2,000.00		-
Christmas Decorations	43200-6012	4,000.00	4,000.00	4,000.00	6,200.00		2,200.00
Ag Supplies	43200-6013	2,000.00	2,000.00	3,000.00	2,000.00		-
Equipment/Vehicles	43200-8005						-
General Properties Totals		147,336.22	165,764.28	183,597.38	171,174.03	0.00	5,409.75
CVCC Small Bus. Center Contri.	68000-5600	-					-
Second Stage Contri	71300-5600	2,500.00	2,750.00	3,000.00	0.00		(2,750.00)
Amherst Mountain Bike Club	71500-5600			5,000.00	0.00		-
Village Garden Club Contri.	72100-5600	2,500.00	3,500.00	3,000.00	3,000.00		(500.00)
Rotary Club	72150-5600	-	200.00		0.00		(200.00)
Museum Contributions	72200-5600	2,500.00	2,500.00	2,900.00	0.00		(2,500.00)
Planning/Zoning							
Professional Services	81100-3100						-
Advertising	81100-3600	1,000.00	500.00	500.00	200.00		(300.00)
Postage	81100-5210	100.00	100.00	100.00	75.00		(25.00)
Planning Grants	81100-5701						-
Dues/Memberships	81100-5810	1,045.00	1,045.00	1,045.00	0.00		(1,045.00)
General Properties Totals		2,145.00	1,645.00	1,645.00	275.00	0.00	(1,370.00)
Community Development							
Chamber of Commerce Contri.	81600-5600	2,500.00	2,671.00				(2,671.00)
Neighbors Helping Neighbors Contri.	83500-5600	1,500.00	2,500.00	2,500.00	0.00		(2,500.00)
Community Development Totals		4,000.00	5,171.00	2,500.00	0.00	0.00	(5,171.00)
Revenue Refunds	94200-9000						-
Renovations	94000-8001						-
Purchase of Land/Buildings	94000-8000						-

TOWN OF AMHERST

FISCAL YEAR 2020-2021 BUDGET

General Fund Expense Total	1,129,042.99	1,134,043.24	1,374,266.29	1,293,067.38	-	(33,975.86)
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Water Fund		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
WATER FUND REVENUE							
Water In-Town Base Charges	16080-0005	283,770.38	283,723.58	256,895.26	256,895.26		-26,828.32
Water OT Base Charges	16080-0006	192,915.17	192,852.77	166,864.32	166,864.32		-25,988.45
Water In-Town Usage Charge	16080-0007	417,806.34	417,806.34	390,330.87	390,330.87		-27,475.47
Water OT Usage Charges	16080-0008	317,304.69	317,304.69	274,956.36	274,956.36		-42,348.33
Penalties	16080-0009	16,000.00	15,000.00	13,100.00	13,100.00		-1,900.00
Trip Charges	16080-0010	11,000.00	15,000.00	11,000.00	11,000.00		-4,000.00
Dormant Acct Fee	16080-0011	9,110.00	3,716.01	3,582.41	3,582.41		-133.60
Fire Sprinklers	16080-0012	4,968.00	4,968.00	4,968.00	4,968.00		0.00
Avalability Fee	16080-0013						0.00
Water Charges-SBC	16080-0014	113,653.44	113,653.44	117,838.68	117,838.68		4,185.24
Reimbursement of Const. Cost	19020-0004	-					0.00
Grant Revenue	21000-0000	-					0.00
Transfer from Reserve	41040-0006		45,172.68				-45,172.68
Revenue Totals		1,366,528.02	1,409,197.51	1,239,535.91	1,239,535.90	0.00	-169,661.61
WATER FUND EXPENSES							
TOWN MANAGER							
Wages	12110-1100	36,680.00	37,974.80	\$ 37,974.80	37,974.80		0.00
PT Wages	12110-1300	4,103.39	4,247.84	\$ 4,247.15	4,247.15		-0.69
FICA	12110-2100	3,119.93	3,230.03	\$ 3,229.98	3,229.98		-0.05
VRS	12110-2200	5,666.71	6,085.21	\$ 6,075.97	6,075.97		-9.24
Health Insurance	12110-2300	3,648.00	3,648.00	\$ 3,820.80	3,820.80		172.80
Group Life Insurance	12110-2400	454.30	487.86	\$ 508.86	508.86		21.00
STD/Long-Term Disability	12110-2500	264.10	224.05	\$ 200.51	200.51		-23.54
Unemployment Insurance	12110-2600						0.00
Contingency	12110-5000	25,000.00	25,000.00		25,000.00		0.00
Town Manager Totals		78,936.43	\$ 80,897.79	\$ 56,058.07	81,058.07	\$ -	160.28
FINANCE DEPARTMENT							
Wages	12420-1100	34,066.27	35,267.30	35,675.46	35,675.46		408.16
PT Wages	12420-1300	20,027.02	20,873.95	4,602.00	4,602.00		-16,271.95
FICA	12420-2100	4,138.14	4,294.81	3,081.23	3,081.23		-1,213.58
VRS	12420-2200	5,566.43	5,651.35	5,708.07	5,708.07		56.72
Health Insurance	12420-2300	6,384.00	6,384.00	6,686.40	6,686.40		302.40
Group Life Insurance	12420-2400	446.27	453.08	478.05	478.05		24.97
Unemployment Insurance	12420-2600						0.00
Professional Services	12420-3120						0.00
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	1,500.00		-500.00
Support Contracts	12420-3320	2,625.00	2,625.00	2,750.00	2,750.00		125.00
Misc Exp	12420-5000						0.00
Postage	12420-5210			2,500.00	2,500.00		2,500.00
Supplies	12420-6001			7,000.00	7,000.00		7,000.00
Finance Totals		74,253.13	\$ 77,549.49	\$ 69,981.21	69,981.21	\$ -	-7,568.28

Water Fund		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
WATER OPERATIONAL DEPARTMENT							
Wages	44000-1100	123,364.41	127,730.34	126,758.56	126,758.56		-971.78
PT Wages	44000-1300	13,759.20	14,244.90	13,969.80	13,969.80		-275.10
Other/Holiday	44000-1400	3,850.70	5,117.03	4,958.51	4,958.51		-158.52
FICA	44000-2100	10,784.54	11,204.23	11,201.28	11,201.28		-2.95
VRS	44000-2200	20,157.74	20,467.95	20,281.37	20,281.37		-186.58
Health Insurance	44000-2300	18,960.00	22,800.00	23,880.00	23,880.00		1,080.00
Group Life Insurance	44000-2400	1,616.07	1,640.94	1,698.56	1,698.56		57.62
Long-Term Disability	44000-2500	269.52	224.28	189.12	189.12		-35.16
Unemployment Insurance	44000-2600	75.00	75.00	40.00	40.00		-35.00
Worker's Comp	44000-2700	3,631.73	3,569.05	4,820.67	4,820.67		1,251.62
Water Shed Mgmt	44000-3100	23,000.00	0.00	-			0.00
Testing Services	44000-3140	18,000.00	12,000.00	12,500.00	12,500.00		500.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00		200.00
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	10,000.00		0.00
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Electrical Svcs	44000-5100	48,000.00	40,000.00	34,881.99	34,881.99		-5,118.01
Water & Sewer	44000-5120	48,000.00	32,000.00	30,678.32	30,678.32		-1,321.68
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00		0.00
Telecommunications	44000-5230	3,660.00	3,480.00	4,320.00	4,320.00		840.00
Property Insurance	44000-5304	3,028.50	3,084.61	3,668.40	3,668.40		583.79
Motor Vehicle Insurance	44000-5305	403.23	423.23	439.11	439.11		15.88
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	4,000.00	4,000.00		0.00
Lease/Rent Equipment	44000-5410						0.00
Permits	44000-5600						0.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Office Supplies	44000-6001	5,000.00	2,500.00	2,500.00	2,500.00		0.00
Lab Supplies	44000-6004	12,500.00	15,000.00	15,000.00	15,000.00		0.00
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	25,000.00	25,000.00		0.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00		0.00
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00		0.00
Chemicals	44000-6051	40,000.00	42,000.00	65,000.00	65,000.00		23,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00	25,000.00		0.00
Operational Totals		479,560.65	439,061.56	458,485.67	458,485.69	0.00	19,424.13

Water Fund		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
WATER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	96,551.51	96,551.51		5,220.99
PT Wages	45000-1200	1,941.69	616.31	700.00	700.00		83.69
Other Pay/Holiday	45000-1300	1,770.79	1,397.62	1,508.06	1,508.06		110.44
FICA	45000-2100	6,960.76	7,005.88	7,658.14	7,662.90		657.02
VRS	45000-2200	14,261.20	14,635.12	15,448.24	15,448.24		813.12
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,492.00		972.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,293.79	1,293.79		120.47
Long-Term Disability	45000-2500			-			0.00
Unemployment Insurance	45000-2600	-					0.00
Worker's Comp	45000-2700	3,496.36	3,496.36	6,820.59	6,820.59		3,324.23
Repair & Maint. Svcs	45000-3310	-					0.00
Miss Utility	45000-5130	600.00	600.00	600.00	600.00		0.00
Telecommunication	45000-5230	-					0.00
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,371.69		49.60
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00	2,000.00		0.00
Dues & Memberships	45000-5810	200.00	200.00	200.00	200.00		0.00
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	20,000.00		0.00
Fuel	45000-6008	-					0.00
Vehicle/Power Equipment Supplies	45000-6009	-					0.00
Uniforms	45000-6011	-					0.00
Equipment/Vehicles	45000-8005						0.00
Maintenance Totals		163,431.61	166,297.22	177,644.03	177,648.78	-	11,351.56
W. Court Street Project	94000-8000						0.00
Water Sedimentation Basin	94000-8001						0.00
Debt Payments							
60W W/L Principle	95000-9000	13,695.00	14,320.00	14,760.00	14,760.00		440.00
60W W/L Interest	95000-9001	15,350.00	14,725.00	14,295.00	14,295.00		-430.00
Refi Water Loan Principle	95000-9002	37,741.00	0.00				0.00
Refi Water Loan Interest	95000-9003	147,465.00	0.00				0.00
Mainstreet W/L Principle	95000-9004	70,848.10	67,050.58	68,570.00	68,570.00		1,519.42
Mainstreet W/L Interest	95000-9005	52,103.58	55,902.00	54,390.00	54,390.00		-1,512.00
Sterling Debt Refi Prin	95000-9006		89,710.87	109,840.00	109,840.00		20,129.13
Sterling Debt Refi Interest	95000-9007		37,500.00	41,215.00	41,215.00		3,715.00
Debt Reserve					149,292.15		
Capital Improvement Program	95000-9010	233,143.54	366,183.00				-366,183.00
Debt Totals		570,346.22	645,391.45	303,070.00	452,362.15	-	-193,029.30
							0.00
Water Fund Expense Totals		1,366,528.04	1,409,197.51	1,065,238.98	1,239,535.90	-	-169,661.61

Sewer Fund

		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
SEWER REVENUE							
Sewer In-Town Base Charges	16080-0005	391,457.77	391,594.52	349,103.04	349,103.04		(42,491.48)
Sewer OT Base Charges	16080-0006	176,663.16	176,663.16	142,187.52	142,187.52		(34,475.64)
Sewer In-Town Usage Charge	16080-0007	284,208.46	284,208.46	260,898.74	260,898.74		(23,309.72)
Sewer OT Usage Charges	16080-0008	143,801.23	143,801.23	115,738.56	115,738.56		(28,062.67)
Penalties	16080-0009	12,000.00	10,000.00	7,300.00	7,300.00		(2,700.00)
Dormant Acct Fee	16080-0011	5,393.99	5,393.99	4,994.87	4,994.87		(399.12)
Avalability Fee	16080-0012						-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	42,000.00	42,000.00		-
SBC Sewer Rehab	19020-0004						-
Reimbursement of Const. Cost	19020-0005						-
Nutrient Credit	24040-0003	1,000.00	720.00	400.00	400.00		(320.00)
Transfer from Other Funds	41040-0006						-
Revenue Totals		1,056,524.61	1,054,381.36	922,622.73	922,622.73	-	(131,758.63)
SEWER EXPENSES							
TOWN MANAGER							
Wages	12110-1100	27,510.00	28,481.10	28,481.10	28,481.10		-
PT Wages	12110-1300	3,693.05	3,823.06	3,822.44	3,822.44		(0.62)
FICA	12110-2100	2,387.03	2,503.76	2,471.22	2,471.22		(32.54)
VRS	12110-2200	4,250.03	4,563.91	4,556.98	4,556.98		(6.93)
Health Insurance	12110-2300	2,736.00	2,736.00	2,865.60	2,865.60		129.60
Group Life Insurance	12110-2400	340.73	365.89	381.65	381.65		15.76
STD/Long-Term Disability	12110-2500	198.07	168.04	150.38	150.38		(17.66)
Unemployment Insurance	12110-2600						-
Contingency	12110-5000	50,000.00	25,000.00		25,000.00		-
Town Manager Totals		91,114.91	67,641.76	42,729.36	67,729.37	-	87.61
FINANCE DEPARTMENT							
Wages	12420-1100	26,920.96	27,870.26	28,142.36	28,142.36		272.10
PT Wages	12420-1300	10,013.51	10,436.97	4,486.95	4,486.95		(5,950.02)
FICA	12420-2100	2,825.49	2,930.50	2,496.14	2,496.14		(434.36)
VRS	12420-2200	4,398.89	4,466.03	4,502.78	4,502.78		36.75
Health Insurance	12420-2300	4,924.80	4,924.80	5,158.08	5,158.08		233.28
Group Life Insurance	12420-2400	352.66	358.05	377.11	377.11		19.06
Unemployment Insurance	12420-2600						-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	1,500.00		(500.00)
Service Contracts	12420-3320	2,625.00	2,625.00	2,750.00	2,750.00		125.00
Postage	12420-5210			2,500.00	2,500.00		2,500.00
Finance Totals		53,061.31	55,611.61	51,913.42	51,913.42	-	(6,198.19)

Sewer Fund		FY 19 Budget		FY 20 Budget		FY 21 Budget		
		Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved
SEWER OPERATIONAL DEPARTMENT								
Wages	44000-1100	122,742.21	113,625.42	120,429.04	120,429.04		6,803.62	
PT Wages	44000-1300						-	
Other/Holiday	44000-1400	3,563.47	3,423.78	3,628.18	3,628.18		204.40	
FICA	44000-2100	9,662.38	8,786.34	9,685.69	9,685.69		899.35	
VRS	44000-2200	20,056.08	18,207.73	19,268.65	19,268.65		1,060.92	
Health Insurance	44000-2300	22,800.00	22,800.00	23,880.00	23,880.00		1,080.00	
Group Life Insurance	44000-2400	1,607.92	1,459.74	1,613.75	1,613.75		154.01	
Long-Term Disability	44000-2500	\$ -	199.09	178.17	178.17		(20.92)	
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	2,063.48		(33.01)	
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,400.00	2,000.00	2,000.00		(400.00)	
Testing Services	44000-3140	25,000.00	30,000.00	35,000.00	35,000.00		5,000.00	
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00		200.00	
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	20,000.00	20,000.00	20,000.00		-	
Advertising	44000-3600	1,000.00	1,000.00	1,000.00	1,000.00		-	
Electrical Svcs-Rut. Crk	44000-5100	45,000.00	41,000.00	35,316.60	35,316.60		(5,683.40)	
Water, Sewer -Rut. Crk	44000-5120	10,600.60	20,000.00	12,285.67	12,285.67		(7,714.33)	
Electrical Svcs-Pump Station	44000-5130	2,000.00	2,100.00	1,905.07	1,905.07		(194.93)	
Water, Sewer-Pump Station	44000-5140	240.00	200.00	200.00	200.00		-	
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00		-	
Telecommunications	44000-5230	2,880.00	3,480.00	3,660.00	3,660.00		180.00	
Property Insurance	44000-5304	5,475.28	5,576.72	6,632.16	6,632.16		1,055.44	
Motor Vehicle Insurance	44000-5305	382.72	401.70	416.77	416.77		15.07	
Lease/Rent Equipment	44000-5410	-					-	
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	2,000.00	4,000.00	4,000.00		2,000.00	
Permits	44000-5600	8,000.00	8,000.00	8,000.00	8,000.00		-	
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00		-	
Office Supplies	44000-6001	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		2,000.00	
Repair & Maint. Supplies-Rut. Crk	44000-6007	25,000.00	15,000.00	15,000.00	15,000.00		-	
Fuel/Oil	44000-6008	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		-	
Uniforms	44000-6011	1,000.00	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		-	
Equipment-Rut Crk	44000-8001						-	
Vehicles	44000-8005						-	
Treatment Totals		356,564.54	350,807.01	357,413.22	357,413.23	-	6,606.22	

Sewer Fund

		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
SEWER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	96,551.51	96,551.51		5,220.99
PT Wages	45000-1300	897.86	616.31	616.36	616.36		0.05
Other Pay/Holiday	45000-1400	1,770.79	1,397.62	1,508.06	1,508.06		110.44
FICA	45000-2100	6,880.91	6,880.91	7,705.30	7,705.30		824.39
VRS	45000-2200	14,261.20	14,635.12	15,448.24	15,448.24		813.12
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,492.00		972.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,293.79	1,293.79		120.47
				-			-
Unemployment Insurance	45000-2600	-					-
Worker's Comp	45000-2700	1,653.40	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	1,371.69		49.60
Lease of Equipment	45000-5410	2,000.00	4,000.00	4,000.00	4,000.00		-
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		-
Fuel	45000-6008	-					-
Vehicle/Power Equipment Supplies	45000-6009	-					-
Uniforms	45000-6011	-					-
Equipment/Vehicles	45000-8005	-					-
Maintenance Totals		142,664.97	153,529.29	159,986.95	159,986.95	-	6,457.66
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	179,250.00		(11,390.00)
Sterling Bank WWTP Refi Int	95000-9003		79,680.00	67,250.00	67,250.00		(12,430.00)
Debt Reserve	95000-9010	253,558.87	118,838.69		39,079.76		(79,758.93)
Capital Program			37,633.00				(37,633.00)
Debt Totals		413,118.87	426,791.69	246,500.00	285,579.76	-	(141,211.93)
Sewer Fund Expense Totals		1,056,524.60	1,054,381.36	858,542.96	922,622.73	-	(134,258.63)

Garbage Fund		FY 19 Budget	FY 20 Budget	FY 21 Budget			
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
GARBAGE REVENUE							
Garbage IT Charges	16080-0005	80,677.30	121,052.00	121,677.40	121,677.40		625.40
Garbage OT Charges	16080-0006	24,083.20	17,574.80	17,119.00	17,119.00		(455.80)
Penalties	16080-0009	1,500.00	1,300.00	2,000.00	2,000.00		700.00
Transfer from Garbage Reserv	41040-0006				501.21		501.21
Revenue Totals		106,260.50	\$ 139,926.80	\$ 140,796.40	\$ 141,297.61	\$ -	\$ 1,370.81
TOWN MANAGER							
Wages	12110-1100	2,751.00	2,848.11	\$ 2,848.11	2848.11		-
PT Wages	12110-1300	410.34	424.78	\$ 424.72	424.72		(0.06)
FICA	12110-2100	241.84	250.38	\$ 250.37	250.37		(0.01)
VRS	12110-2200	425.00	465.38	\$ 455.70	455.7		(9.68)
Health Insurance	12110-2300	273.60	273.60	\$ 286.56	286.56		12.96
Group Life Insurance	12110-2400	34.07	37.31	\$ 38.16	38.16		0.85
STD/Long-Term Disability	12110-2500	19.81	16.80	\$ 15.04	15.04		(1.76)
Contingency	12110-5000	5,505.11	835.88				(835.88)
Town Manager Totals		4,155.66	\$ 5,152.24	\$ 4,318.66	\$ 4,318.66	\$ -	\$ (833.58)
FINANCE DEPARTMENT							
Wages	12420-1100	1,450.27	1,501.39	1,519.53	1519.53		18.14
PT Wages	12420-1300	400.54	417.48	115.05	115.05		(302.43)
FICA	12420-2100	141.59	146.79	125.05	125.05		(21.74)
VRS	12420-2200	236.97	245.33	243.13	243.13		(2.20)
Health Insurance	12420-2300	273.60	273.60	286.56	286.56		12.96
Group Life Insurance	12420-2400	19.00	19.67	20.36	20.36		0.69
Banking Service Charges	12420-3160	200.00	400.00	100.00	100.00		(300.00)
Finance Totals		2,721.97	3,004.26	2,409.68	\$ 2,409.68	-	(594.58)
GARBAGE EXPENSES							
Collection In-Town	43200-3160	73,411.44	110,737.20	113,125.44	113,125.44		2,388.24
Collection Out of Town	43200-3170	10,930.32	17,858.40	18,244.80	18,244.80		386.40
Garbage Totals		84,341.76	\$ 128,595.60	\$ 131,370.24	\$ 131,370.24	\$ -	\$ 2,774.64
GARBAGE MAINTENANCE DEPARTMENT							
Wages	45000-1100	1,939.51	2,145.59	\$ 2,145.59	2145.59		-
PT Wages	45000-1300	6,599.02	-				-
Other Pay/Holiday	45000-1400	39.35	31.06	\$ 33.51	33.51		2.45
FICA	45000-2100	159.80	163.34	\$ 170.18	170.29		6.95
VRS	45000-2200	316.92	350.59	\$ 343.29	343.29		(7.30)
Health Insurance	45000-2300	456.00	456.00	\$ 477.60	477.60		21.60
Group Life Insurance	45000-2400	25.41	28.11	\$ 28.75	28.75		0.64
Maintenance Totals		9,536.00	\$ 3,174.69	\$ 3,198.93	\$ 3,199.03	\$ -	\$ 24.34
Garbage Fund Expense Totals		100,755.39	\$ 139,926.79	\$ 141,297.50	\$ 141,297.61	\$ -	\$ 1,370.82

Industrial Development Authority

Account Name		FY 19 Budget		FY 20 Budget		FY 21 Budget	
		FY 19 Approved	FY 20 Approved	FY 21 Department Request	FY 21 Town Manager Recommended	FY 21 Approved	FY 21 Recommended less FY20 Adopted=Difference
IDA REVENUES							
Lease/Sale of Lots	701-41020-0001			300,000.00	300,000.00		300,000.00
BP Recoupment Rev	701-41030-0001	26,058.00	25,968.00	26,264.18	26,264.18		296.18
Zoning Fees		-					-
Bond Issue	701-41040-0001	16,239.00	9,673.75	8,592.50	8,592.50		(1,081.25)
Home Owners Reimb	701-41060-0001	1,332.00	1,345.11				(1,345.11)
Revenue Totals		43,629.00	36,986.86	334,856.68	334,856.68	-	297,869.82
IDA EXPENSES							
PT Wages	45000-1300	6,599.02	7,395.72	7,396.27	12,701.00		5,305.28
FICA	45000-2100	504.83	565.77	565.81	589.13		23.36
Worker's Comp	45000-2700			310.64	310.64		310.64
Repair & Maint. Svcs	81500-3310	-					-
Professional Services	81500-3150	2,000.00	2,000.00		5,000.00		3,000.00
Electrical Svcs	81500-5100	325.00	325.00	200.00	200.00		(125.00)
Dues & Membership	81500-5810	2,756.00	2,749.00	2,731.00	2,731.00		(18.00)
Transfer to IDA fund b	81500-9200	31,444.15	23,951.37		313,324.91		289,373.54
Expense Totals		43,629.00	36,986.86	11,203.73	334,856.68	-	297,869.82

Total Budget

Revenue Totals	3,701,985.13	3,774,535.77	3,533,624.71	3,732,411.30	-	(42,124.47)
Expense Totals	3,696,480.02	3,774,535.76	3,257,549.46	3,732,411.30	-	(44,624.46)

FY21 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 (3)	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	100%	0%	0%	0%
PT Officer	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 FY21

1/31/2020

Permanent Fund principal for the <u>General Fund</u>		GF Revenues	\$	1,293,067
(based on proposed FY21 Budget)		Administration Fee (covered in W & S Funds)		-
Reserve per October 2010 policy	15%	Net GF Revenues	\$	1,293,067
GF target Permanent Fund principal	\$ 193,960.11	Reserve per @		25%
		GF target Permanent Fund principal	\$	323,266.85 ←

Required contingency in the General Fund		GF Expenses	\$	1,293,067
(based on proposed FY21 Budget)		Reserve per October 2010 policy		3.0%
		GF Contingency	\$	38,792 ←

Permanent Fund principal for the Water Fund (based on the proposed FY21 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 FY20 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 FY20 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 \$ 1,413,508

General Fund Permanent Fund	\$	323,267
General Fund Contingency	\$	38,792
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 12/31/19	Interest Rate	Maturity Date	Principal Payment FY21	Interest Payment FY21	Total Debt Payment FY21
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,514,669.45	3.35%	6/30/2030	\$ 279,554.80	\$ 117,955.33	\$ 397,510.13
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,298,123.48	2.25%	1/1/2047	\$ 67,050.58	\$ 55,901.10	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 494,364.71	3.00%	7/1/2043	\$ 14,752.39	\$ 14,291.53	\$ 29,043.92
Outstanding Debt Balances							
			Sterling Refi	60 WL	Main St. WL	Total	
	FY 2019		3,654,446.84	501,366.18	\$ 2,262,501.52	\$ 6,418,314.54	
	FY 2020		3,374,892.08	487,258.22	\$ 2,196,196.86	\$ 6,058,347.16	
	FY 2021		3,085,840.60	472,723.85	\$ 2,128,391.96	\$ 5,686,956.41	
	FY 2022		2,786,969.78	457,750.18	\$ 2,059,052.92	\$ 5,303,772.88	
	FY 2023		2,477,946.08	442,323.93	\$ 1,988,144.94	\$ 4,908,414.95	
	FY 2024		2,158,424.59	426,431.42	\$ 1,915,632.50	\$ 4,500,488.51	
	FY 2025		1,828,048.70	410,058.56	\$ 1,841,479.36	\$ 4,079,586.62	
	FY 2026		1,486,449.67	393,190.83	\$ 1,765,648.44	\$ 3,645,288.94	
	FY 2027		1,233,245.05	375,813.27	\$ 1,688,101.70	\$ 3,297,160.02	
	FY 2028		868,042.66	357,910.48	\$ 1,608,800.32	\$ 2,834,753.46	
	FY 2029		389,981.55	339,466.58	\$ 1,527,704.64	\$ 2,257,152.77	
	FY 2030			320,465.20		\$ 320,465.20	

FY21 TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Watts)	2017	254	48,834
Ford	Interceptor (Harler)	2016	8694	86,798
Ford	Explorer (Shifflet)	2014	8654	89,897
Ford	Interceptor (Payne)	2017	7002	44,053
Ford	Interceptor (Robinson)	2015	1494	71,703
Ford	Interceptor Sedan (Martin)	2014	1248	90,620
MAINTENANCE				
Ford	SUV	2007	7723	98,187
Dodge	Pickup	2014	4675	48,854
Chevy	Pickup	2011	5012	66,965
Dodge	Work Truck	2013	7481	47,288
GMC	Bucket Truck	1995	5212	114,783
GMC	Dump Truck	2003	9981	48,860
Ford	Explorer (Office)	2011	4253	
UTILITIES				
Dodge	Wastwater	2012	9843	62,632
Dodge	Water	2008	4271	86,980

Town of Amherst, Virginia
Balance Sheet Governmental
Funds June 30, 2019

	<u>General</u>	<u>Forfeited Assets Fund</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 1,594,798	\$ 3,420	\$ 1,598,218
Cash and cash equivalents, restricted	-	14,343	14,343
Receivables (net of allowance for uncollectibles):			
Taxes receivable	1,341	-	1,341
Accounts receivable	80,691	-	80,691
Due from other governmental units	32,899	-	32,899
Prepaid items	70,381	-	70,381
Total assets	<u>\$ 1,780,110</u>	<u>\$ 17,763</u>	<u>\$ 1,797,873</u>
LIABILITIES			
Accrued liabilities	\$ 34,952	\$ -	\$ 34,952
Total liabilities	<u>\$ 34,952</u>	<u>\$ -</u>	<u>\$ 34,952</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	\$ 1,341	\$ -	\$ 1,341
Total deferred inflows of resources	<u>\$ 1,341</u>	<u>\$ -</u>	<u>\$ 1,341</u>
FUND BALANCES			
Nonspendable	\$ 70,381	\$ -	\$ 70,381
Restricted	-	14,343	14,343
Assigned	-	3,420	3,420
Unassigned	1,673,436	-	1,673,436
Total fund balances	<u>\$ 1,743,817</u>	<u>\$ 17,763</u>	<u>\$ 1,761,580</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,780,110</u>	<u>\$ 17,763</u>	<u>\$ 1,797,873</u>

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

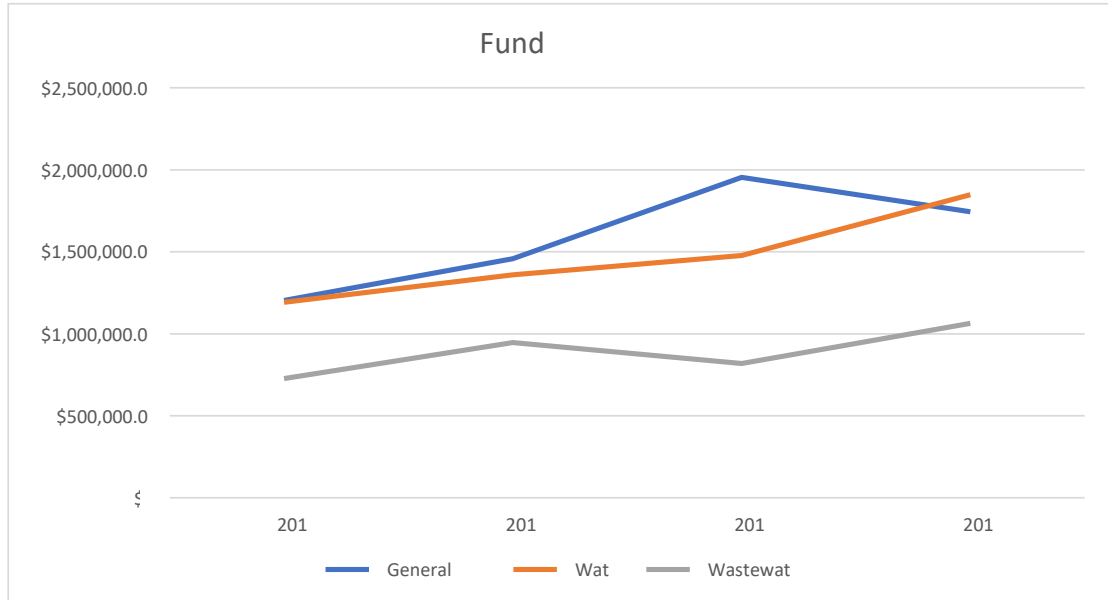
Town of Amherst, Virginia Statement of Net
Position June 30, 2019

	Primary Government			Component Unit IDA
	Governmental Activities	Business-type Activities	Total	
ASSETS	\$ 1,598,218	\$ 2,833,949	\$ 4,432,167	\$ 280,479
Cash and cash equivalents				
Cash and cash equivalents, restricted	14,343	124,153	138,496	-
Receivables:				
Taxes receivable	1,341	-	1,341	-
Accounts receivable	80,691	313,004	393,695	-
Due from other governmental units	32,899	-	32,899	-
Inventories	-	93,394	93,394	-
Prepaid items	70,381	9,310	79,691	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	1,217,364	25,084	1,242,448	-
Buildings and improvements	495,827	-	495,827	-
Plant	-	2,643,297	2,643,297	-
Machinery and equipment	101,253	13,391	114,644	-
Infrastructure	-	7,124,048	7,124,048	-
Construction in progress	-	792,028	792,028	-
Total assets	<u>\$ 3,612,317</u>	<u>\$ 13,971,658</u>	<u>\$ 17,583,975</u>	<u>\$ 280,479</u>
DEFERRED OUTFLOWS OF RESOURCES	\$ 131,749	\$ 68,372	\$ 200,121	\$ -
Pension related items				
OPEB related items	3,605	4,054	7,659	-
Total deferred outflows of resources	<u>\$ 135,354</u>	<u>\$ 72,426</u>	<u>\$ 207,780</u>	<u>\$ -</u>
LIABILITIES	\$ -	\$ 82,765	\$ 82,765	\$ -
Accounts payable				
Accrued liabilities	34,952	-	34,952	-
Long-term liabilities:				
Due within one year	3,460	368,889	372,349	-
Due in more than one year	629,506	6,591,720	7,221,226	-
Total liabilities	<u>\$ 667,918</u>	<u>\$ 7,043,374</u>	<u>\$ 7,711,292</u>	<u>\$ -</u>
DEFERRED INFLOWS OF RESOURCES	\$ 102,829	\$ 37,221	\$ 140,050	\$ -
Pension related items				
OPEB related items	2,824	3,176	6,000	-
Total deferred inflows of resources	<u>\$ 105,653</u>	<u>\$ 40,397</u>	<u>\$ 146,050</u>	<u>\$ -</u>
NET POSITION	\$ 1,814,444	\$ 4,254,037	\$ 6,068,481	\$ -
Net investment in capital assets				
Restricted for forfeited assets	14,343	-	14,343	-
Unrestricted	1,145,313	2,706,276	3,851,589	280,479
Total net position	<u>\$ 2,974,100</u>	<u>\$ 6,960,313</u>	<u>\$ 9,934,413</u>	<u>\$ 280,479</u>

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

Analysis of Fund Balance Amounts FY 2016-2019

Fund Balances				
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



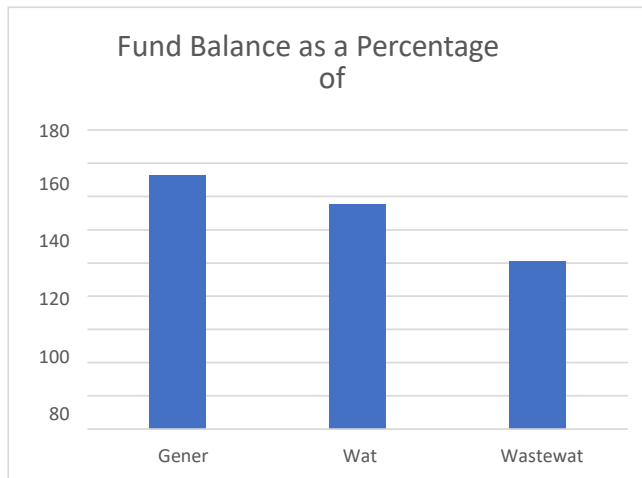
Losses:

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

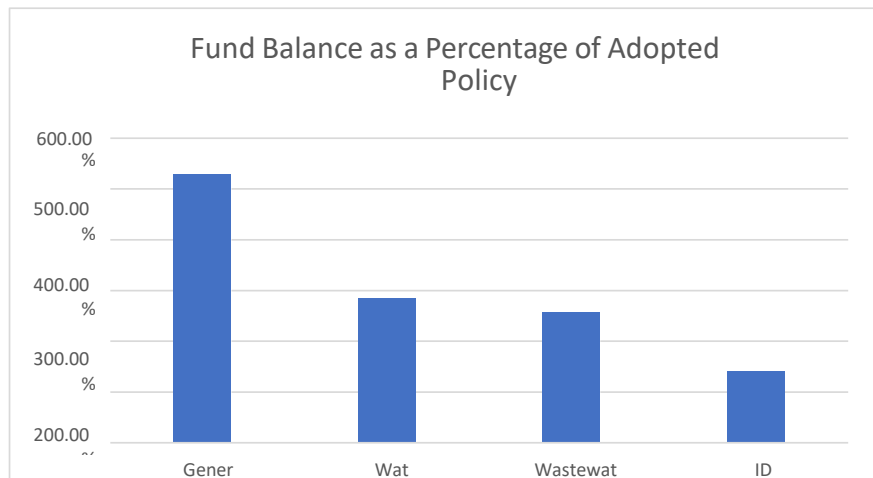
Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.

Fund Balance Amounts in Comparison to Budget and Policy Amounts

Fund	Fund Balance as a Percentage of Budget (FY19)
General	152%
Water	135%
Wastewater	101%



Fund	Fund Balance as a Percentage of Adopted Policy Amount
General	528.88%
Water	285.40%
Wastewater	257.91%
IDA	140.24%





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: Sara Carter
Date: June 5, 2020
Re: Use Determination for E-1 District

The Brockman Industrial Park is zoned E-1 (Business Park District). The district includes two classes of uses, Class 1 and Class II, based upon location within the park. Closer to Route 60 (within 1,000 feet), only Class 1 uses are allowed. Further from Route 60, both Class 1 and II uses are allowed.

Class 1 uses include motels, motor homes and motor inns, as well as nursing homes and retirement centers. Therefore, temporary residential uses are allowed. Specifically prohibited in the Ordinance for the E-1 district are permanent residential uses, such as single family homes, apartments and townhomes and mobile home parks. Additionally, the Ordinance allows “other uses determined by Town Council to be of similar character to and compatible with the above uses” in the Class II area of the park.

From a zoning point of view, a temporary RV park fits within the same temporary residential use category as hotels and motor inns, which are allowed in the E-1 district. Temporary RV parks are not an enumerated use in the Zoning Ordinance, so an interpretation must be made. Staff requests that Council make a use determination subject to Code Section 18.1-707.1.02, and staff recommends that a temporary RV park be found to be an appropriate use in the E-1 district, Class II section.

Sec. 18.1-706.1.03 Special uses.

Within this district, special uses (which may be permitted under the process described herein) are designated by an “S” in the column for this district in the row for the specific use described in Table 7.1.

Sec. 18.1-707. General Commercial District B-2

Sec. 18.1-707.01 Intent of General Commercial District B-2.

This district covers those areas of the town intended for the conduct of general business to which the public requires direct and frequent access, but which is not characterized either by constant heavy trucking other than stocking and delivery of retail goods, or by limited nuisance factors including incidental light and noise of congregation of people and passenger vehicles.

Sec. 18.1-707.02 Permitted uses.

Within this district, uses permitted are designated by a “P” in the column for this district in the row for the specific use described in Table 7.1.

Sec. 18.1-707.03 Special uses.

Within this district, special uses (which may be permitted under the process described herein) are designated by an “S” in the column for this district in the row for the specific use described in Table 7.1.

Sec.18.1-707.1 Business Park District E-1

Sec. 18.1-707.1.01 Intent of Business Park District E-1.

This district covers that part of the town intended for the installation of uses that will improve and expand the Town’s employment base and improve the Town’s general economic situation. Uses allowed are characterized as being those which the public does not require direct and frequent access, but may see constant heavy trucking involving raw or finished materials, stocking and delivery of retail or wholesale goods, or by very limited nuisance factors such as smoke, odor, fumes, noise, light, traffic, including incidental light and noise due to the congregation of people and vehicles.

Sec. 18.1-707.1.02 Permitted uses.

Within the Business Park District E-1,

- a. Class I Uses shall be permitted throughout the district provided all other restrictions contained in the Zoning and Subdivision Ordinance are met.
- b. Class II Uses shall be permitted throughout the district provided all other restrictions contained in the Zoning and Subdivision Ordinance are met and no building containing a Class II Use is located within 1,000 feet of a major road. For the purpose of this ordinance, major road shall include U.S. Route 60, U.S. Route 29 Business or U.S. Route 29 Bypass.
- c. Class III Uses are specifically prohibited.

Class I Uses

1. Accessory uses as provided in Section 18.1-901 herein.
2. Automotive repair garage, mechanical and body, provided all operations are conducted in a building which shall not have any opening other than a stationary window within 100 feet of a residential district and which shall not store or otherwise maintain any parts or waste material outside such building.
3. Bakeries.
4. Banks and savings and loan institutions.
5. Building materials dealer, not including handling of bulk materials such as sand and gravel located outside a building.

6. Cabinet making shops.
7. Catering establishments.
8. Churches.
9. Clinics and medical offices.
10. Cold storage plants and frozen food lockers not including lard rendering and abattoirs.
11. Contractor facilities for the fabrication, installation and servicing of the following: air conditioning, electrical service, telephony and wireless communication systems, flooring, heating, interior decorating, painting, plumbing, roofing, tiling, or ventilating with all material and equipment stored entirely in buildings enclosed on all sides. Accessory storage yards for contractor facilities shall be allowed provided that they are adequately screened from public view.
12. Day care centers.
13. Feed and seed stores.
14. Frozen food processors.
15. Garages, private and public.
16. Government buildings used exclusively by the county, municipal, state or federal government for public service, including libraries.
17. Hospitals, nursing homes and retirement centers.
18. Laboratories, pharmaceutical or medical.
19. Machinery sales and services conducted within a building.
20. Manufacturing, processing or fabricating, distributing, or packaging of products (including machine shops without punch presses) provided all operations are conducted in a building; parts or waste material shall not be stored or otherwise maintained outside any such building; and operations shall not create smoke, fumes, noise, odor or dust detrimental to health, safety or general welfare of the community.
21. Motels, motor hotels and motor inns.
22. Pest exterminating businesses.
23. Post offices.
24. Printing plants and newspaper offices.
25. Professional office buildings.
26. Public utilities; poles, lines, transformers, pipes, meters, and/or other facilities necessary for the provision and maintenance of public utilities; provided that electric service lines within 1,500' from a primary road shall be underground and that provided that only one line of utility poles shall be allowed on any street.
27. Radio and TV offices and studios.
28. *(Deleted)*
29. *(Deleted)*
30. Restaurants.
31. Sign manufacturing.
32. Signs as permitted herein.
33. Wineries, vineyards and microbreweries.

Class II Uses

1. Any manufacturing or industrial use which is not specifically prohibited by this section or prohibited under any performance specification contained in the Zoning and Subdivision Ordinance or deed restrictions. Allowable Light Industrial Uses meeting all applicable performance standards shall include but not be limited to the manufacturing of:
 - a. Adhesive products.

AMHERST TOWN CODE

- b. Air conditioning, refrigerated equipment.
- c. Apparel and accessories, hosiery and lingerie.
- d. Automatic temperature controls.
- e. Automobile and truck parts.
- f. Bakery goods.
- g. Battery.
- h. Blankbooks, looseleaf binders and devices.
- i. Box.
- j. Broom and brush.
- k. Business machines, typewriters, adding machines, calculators, card punching or counting equipment.
- l. Camera and photographic equipment.
- m. Cameras and other photographic equipment.
- n. Candy.
- o. Canvas products.
- p. Ceramic products.
- q. Chemical apparatus.
- r. Communication equipment.
- s. Computer.
- t. Confection.
- u. Cosmetics and toiletries.
- v. Costume jewelry, costume novelties, buttons and miscellaneous notions (except precious metals).
- w. Curtains and draperies.
- x. Cutlery, hand tools and general hardware.
- y. Dental equipment and supplies.
- z. Drugs.
- aa. Electrical appliance, components and instrument.
- bb. Electrical equipment
- cc. Electrical lighting and wiring equipment.
- dd. Electrical transmission and distribution equipment.
- ee. Electronic components and instruments.
- ff. Engineering, laboratory and scientific and research instruments, equipment.
- gg. Envelope.
- hh. Extracts, food and flavor.
- ii. Fence.
- jj. Food products other than fish, sauerkraut, vinegar, or yeast, or the refining or rendering of fats or oils.
- kk. Furniture and fixtures.
- ll. Glass products.
- mm. Greeting card.
- nn. Hardware and tools.
- oo. Hats, caps and millinery.
- pp. Ice cream.
- qq. Ice, natural and dry.
- rr. Ink products.
- ss. Instruments, professional, scientific and controlling.

AMHERST TOWN CODE

- tt. Insulating material.
- uu. Jewelry, silverware and flatware.
- vv. Laboratory apparatus.
- ww. Lace goods.
- xx. Leather products (manufacturing, not to include tanning).
- yy. Luggage (manufacturing, not to include tanning).
- zz. Machine tools, light.
- aaa. Machinery and machines, household and office.
- bbb. Medical instruments and equipment.
- ccc. Metal products and machinery, medium and light.
- ddd. Modular and mobile homes.
- eee. Motorcycles.
- fff. Musical instruments and parts.
- ggg. Novelty products.
- hhh. Office, computing and accounting machines.
- iii. Ophthalmic goods.
- jjj. Optical instruments and lenses.
- kkk. Orthopedic, medical, prosthetic and surgical supplies.
- lll. Perfumes.
- mmm. Pharmaceutical.
- nnn. Photographic equipment and supplies.
- ooo. Photography film.
- ppp. Polish.
- qqq. Porcelain enamel products.
- rrr. Pottery and chinaware.
- sss. Professional, scientific and controlling instruments; photographic and optical goods, watches and clocks, clockwork operated devices and parts.
- ttt. Radio and television sets.
- uuu. Rope, fibrous.
- vvv. Rugs.
- www. Shoe.
- xxx. Signs and advertising displays.
- yyy. Silverware and plated ware.
- zzz. Silverware, plate and sterling.
- aaaa. Spices.
- bbbb. Sporting and athletic goods.
- cccc. Starch.
- dddd. Textile mills products.
- eeee. Tobacco products.
- ffff. Toiletries.
- gggg. Toys and games.
- hhhh. Twine, fibrous.
- iiii. Umbrellas, parasols and canes.
- jjjj. Wax and wax products.
- kkkk. Wearing apparel.
- llll. Window blinds, shades and awnings.
- mmmm. Wire.

- nnnn. Wood products.
2. Blueprinting and photostating establishments.
 3. Bookbinding.
 4. Books, publishing and printing.
 5. Bottling and beverage works.
 6. Bus and other transit stations.
 7. Carpentry and cabinet making shops.
 8. Catering establishments.
 9. Coffee and peanut roasting.
 10. Commercial greenhouses.
 11. Communications systems service and wholesale.
 12. Computer centers.
 13. Contractor and construction shops and yards.
 14. Contractor facilities and storage yards and establishments for installation and servicing products with outside storage.
 15. Dairies and/or pasteurizing plants.
 16. Data processing service.
 17. Dental laboratory services.
 18. Depositories for the storage of office records, microfilm or computer tapes.
 19. Die casting.
 20. Distribution center.
 21. Dyeing establishments.
 22. Electrical equipment fabrication.
 23. Electrical testing laboratories.
 24. Electronic components and instruments fabrication.
 25. Electroplating.
 26. Emergency services.
 27. Feed and seed stores.
 28. Food wholesale.
 29. Frozen food lockers and ice manufacturing.
 30. Frozen food processors.
 31. Laboratories (research and testing).
 32. Laboratories, pharmaceutical or medical.
 33. Latex (fabrication, not including paint).
 34. Laundry plants.
 35. Linen supply establishments.
 36. Lithographing.
 37. Machine shops.
 38. Manufacturing, processing, fabricating, assembling, distributing or packaging of products including, but not limited to: business equipment, die-cut paperboard and cardboard; glass products made of purchased glass; electrical lighting and wiring equipment; dairy products; baked and confectioners goods; fruit and vegetable processing, canning and storage; electronic components; professional, scientific, engineering; laboratory, or research instruments; electronic computing instruments; iron and steel, musical instruments; toys; rubber and metal stamps; photographic equipment; drugs; fire extinguisher; sporting and athletic goods, lithographic and printing processes; radio and television receiving sets; appliances; watches; clocks; and optical goods.
 39. Metal finishing.

AMHERST TOWN CODE

40. Metal products and machinery, medium and light fabrication.
41. Milk and dairy products (processing and distribution).
42. Monument works and statuary (production).
43. Motor freight terminals.
44. Motorcycles fabrication.
45. Moving and storage establishments.
46. Newspapers, publishing and printing.
47. Office, general, directly related to industrial activities.
48. Off-street parking garages and lots incidental to industrial activities.
49. Oil and gas exploration, extraction and production, provided the provisions of Sections 45.1-106 through 45.1-144 (45.1-286 through 45.1-361), Code of Virginia, 1950, as amended, and the oil and gas rules and regulations promulgated by the Virginia Department of Labor and Industry are adhered to.
50. Packaging and paper products manufacturing from previously prepared materials.
51. Photoengraving.
52. Photography film processing.
53. Plastics (fabrication).
54. Porcelain enamel products fabrication.
55. Printing and publishing.
56. Printing establishments.
57. Public utilities; poles, lines, transformers, pipes, meters and related or similar facilities; public water and sewer filtration lines, treatment facilities, and pumping facilities, electrical power transmission lines and substations; oil and gas transmission pipelines and pumping station microwave transmission and relay towers and substations; unmanned telephone exchange centers and similar such facilities.
58. Radio and television studios and stations, provided that studios produce no exterior electromagnetic effect and are soundproofed from adjoining properties.
59. *(Deleted)*
60. *(Deleted)*
61. Research, development and testing laboratories.
62. Retail/wholesale display rooms for sales at industrial establishments of products manufactured on site and other products of the corporation provided the display does not exceed fifteen (15) percent of the total floor area.
63. Rubber fabrication.
64. Sale of products produced on the premises.
65. Sign manufacturing.
66. Signs as provided in Section 907 herein.
67. Silverware, plate and sterling fabrication.
68. Soft drink and bottling plants.
69. Spices processing.
70. Static transformer stations, transmission lines, gas and water mains, conduits for the transmission of electric energy including telephone, telegraph, and noncommercial radio and television poles and appurtenances thereto.
71. Wireless communication facilities, including radio and TV transmitters and transmission towers, subject to Section 18.1-914 of the Town Code.
72. Telephone exchanges.
73. Textile mills products fabrication.
74. Tool, die or pattern making shops.

75. Transportation terminals and facilities.
76. Truck painting and body repair shops.
77. Warehousing and storage, except sandyards, gravel yards, coal yards, railroad yards, automobile wrecking yards, junkyards, or the storage of combustibles prohibited by the fire code.
78. Warehousing operations.
79. Welding and blacksmith shops.
80. Welding, blacksmith, or machine shops, excluding punch presses.
81. Wholesale and jobbing establishments.
82. Wholesale display rooms within industrial establishments.
83. Wholesale establishments with a building area of five thousand (5,000) square feet or more. A portion of the establishment may be used for retail display area, provided the retail sales (a) do not exceed fifteen (15) percent of the total building area, and (b) are not used for second hand (consignment) merchandise or auction centers and do not require outdoor storage such as lumber yards, wholesale warehouses for the sale of motor vehicles, farm, or heavy construction equipment.
84. Wool processing.
85. Yards for storage and/or sale of coal, lumber, building materials, or contracting equipment.
86. Other uses determined by the Town Council to be of similar character to and compatible with the above uses.

Class III Uses

1. Residential uses such as single family dwellings, manufactured homes and manufactured home parks, duplexes, multifamily and apartment dwellings, and townhouses.
2. Abattoir or slaughterhouse, except for poultry which is incidental to a commercial use permitted by this ordinance.
3. Acetylene gas manufacture on a commercial scale.
4. Acid manufacture, such as sulphurous, sulphuric, nitric, picric, hydrochloric or other corrosive or offensive acid manufacture, or their use or storage, except on a limited scale as accessory to a permitted industry.
5. Armories.
6. Asphalt roofing, tar roofing or waterproofing manufacture.
7. Automobile and truck rental.
8. *(Deleted)*
9. Bleaching powder, ammonia or chlorine manufacture.
10. Celluloid or pyroxylyene manufacture or processing; the manufacture of explosive or highly inflammable cellulose products.
11. Coal tar manufacture or tar distillation.
12. Cork products manufacturing outside an enclosed structure.
13. Creosote manufacture or creosote treatment.
14. Distillation of bones.
15. Fat rendering.
16. Fertilizer manufacture or the compounding of fertilizers on a commercial scale.
17. Fireworks or explosives manufacture, nitrating process, the loading of explosives or their storage in bulk.
18. Fish smoking or curing or processes involving recovery from fish or animal offal.
19. Fuel storage yards.
20. Gas manufacture, or gas storage in quantity exceeding five hundred thousand (500,000) cubic feet within one hundred (100) feet of any lot line; or in quantity exceeding two hundred (200) cubic feet if the pressure is greater than one hundred (100) pounds per square inch.

THIS AGREEMENT, made and entered into this 1st day of May, 2017, by and between E.W. VIAR, SHERIFF, COUNTY OF AMHERST, VIRGINIA; BARRY E. LETTERMAN, SHERIFF, COUNTY OF APPOMATTOX, VIRGINIA; MICHAEL J. BROWN, SHERIFF, COUNTY OF BEDFORD, VIRGINIA; STEVE A. HUTCHERSON, SHERIFF, COUNTY OF CAMPBELL, VIRGINIA; DAVID HILL, SHERIFF, COUNTY OF NELSON, VIRGINIA; RONALD L. GILLISPIE, SHERIFF, CITY OF LYNCHBURG, VIRGINIA; MICHAEL W. TAYLOR, SHERIFF, COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Altavista); THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Amherst); THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); THE TOWN COUNCIL OF THE TOWN OF CHATHAM, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Chatham); THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA, a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

WITNESSETH:

WHEREAS, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. **WHEREAS**, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and
2. **WHEREAS**, the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police

officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their ability to maintain peace and good order throughout the entire area; and

3. **WHEREAS**, it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. **WHEREAS**, the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is

made, the requesting agency should determine the best method of communication. If the agencies have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriff's office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this

Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by

third parties for property damage or personal injury which may arise out of the activities of the other parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties pursuant to §15.2-1736 of the Code of Virginia dated July 1, 2014. All other written or oral Agreements between all or any of the parties to this Agreement shall remain in full force and effect.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

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

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. May 1, 2017, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on April 30, 2022.

TOWN OF AMHERST

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Amherst

The forgoing instrument was acknowledged before me this 28 day of March, 2017.

By *Jack Hobbs*
Jack Hobbs
Town Manager, Town of Amherst

Tracie L. Wright
Notary Public

My Commission expires: 1/31/2020
Notary Number: 7692035



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

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

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

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

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

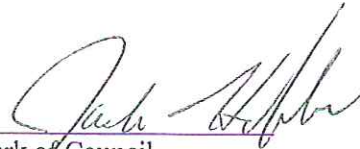
WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County and the Town of Chatham have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties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

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

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

This resolution was adopted on June 11, 2014.

ATTEST:


Clerk of Council


Mayor

2020 AMENDMENT TO MUTUAL AID AGREEMENT

This Amendment is made to the Mutual Aid Agreement dated May 1, 2017 and effective until April 30, 2022 (hereinafter the 2017 Agreement), the original of which is maintained in the Office of the Clerk of the Lynchburg City Council.

It is agreed that the Sheriffs of the Counties of Appomattox, Bedford and Campbell Counties who were elected in 2019, shall from the date of the signature of the Clerk of the Lynchburg City Council acknowledging and accepting custody of this Amendment, shall be parties to the 2017 Agreement. All other terms and conditions of the 2017 Agreement shall remain in full force and effect.

TOWN OF BROOKNEAL

The undersigned party hereby agrees to this 2020 Amendment to the Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, and Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham, and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia

Town of Brookneal

The foregoing instrument was acknowledged before me this ____ day of _____, 2020.

By

Bobbie Waller

Town Clerk, Town of Brookneal

Russell Thurston

Town Manager, Town of Brookneal

Notary Public

My Commission expires: _____

Notary Number: _____

TOWN OF CHATHAM

The undersigned party hereby agrees to this 2020 Amendment to the Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, and Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham, and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Chatham

The foregoing instrument was acknowledged before me this ____ day of _____, 2020.

By

Timothy D. Hammell
Town Clerk, Town of Chatham

Richard G. Cocke
Town Manager, Town of Chatham

Notary Public

My Commission expires: _____

Notary Number: _____

TOWN OF BEDFORD

The undersigned party hereby agrees to this 2020 Amendment to the Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, and Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham, and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Bedford

The foregoing instrument was acknowledged before me this ____ day of _____, 2020.

By

Debra Anderson
Town Clerk, Town of Bedford

Bart Warner
Town Manager, Town of Bedford

Notary Public

My Commission expires: _____

Notary Number: _____

TOWN OF AMHERST

The undersigned party hereby agrees to this 2020 Amendment to the Mutual Aid Agreement dated May 1, 2017, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, and Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham, and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia

Town of Amherst

The foregoing instrument was acknowledged before me this ____ day of _____, 2020.

By _____

Sara E. Carter

Town Manager, Town of Amherst

Notary Public

My Commission expires: _____

Notary Number: _____

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.