

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, MAY 8, 2019
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. Citizen Comments -** *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- E. Public Hearings and Presentations**
- 1. Public Hearing on the Recodification of the Town Code (Pgs. 1-10)–** *A public hearing has been set and advertised for a recodification of the Town Code. Along with the recodified Code, there is a new set of Rules of Procedure to be adopted concurrently. Attached are the Rules and two adopting resolutions.*
- F. Consent Agenda –** *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 11-13) –** *Draft of the April 10, 2019 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. 14-24)**
- 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 (Pgs. 25-26) – see **attached** listing of committee responsibilities**
- a. Finance Committee – *Mrs. Carton- meeting on April 23, 2019, minutes attached*
 - b. Community Relations – *Mrs. Ogden*
 - c. Utilities Committee – *Mr. Watts- meeting on April 18, 2019, minutes attached*
- 3. Other Reports**

- a. Planning Commission– *no meeting, no report*
- b. Robert E. Lee SWCD- *no report*

H. Discussion Items

1. **Policy Updates (Pgs. 27-30)-** *Sara Carter- Staff recommends two policy changes to Council. One would be a change to the personnel policy in regard to leave accrual and carryover for annual leave for full time employees. The second is a new policy that would govern the amounts allowable for meals when staff is at training or conventions.*
 - *Leave policy*
 - *Meals policy for conferences*
2. **Set Public Hearing for Pretreatment Ordinance-** *Gary Williams- DEQ is requiring a change to the Town's wastewater pretreatment ordinance in order to be in compliance with federal and state guidelines. The Utilities committee has met on this and recommends that the Council set a public hearing for the June 12 meeting.*
3. **VRS resolution to provide Long Term Care coverage for employees (Pgs. 31-32)-** *Sara Carter- VRS is offering a long-term care insurance option for employees covered under VRS. In order to make this option available to our employees (which would be offered at their expense), Council needs to pass the attached resolution.*
4. **Award of Bid for Construction at Police Department Building (Pg. 33)-** *Sara Carter- Bid opening for the Police Department renovation was Friday, May 3, 2019 at 2 pm. There were two responsive bids. Staff is requesting that Council award the bid to the lowest bidder. Staff is further requesting an appropriation of funds for the project and a suspension of a portion of the Town's procurement policy for the project.*
5. **Adoption of the Budget Ordinance (Pgs. 38-40)- Roll Call Vote-** *Sara Carter- A duly notified public hearing was held on the budget and the Capital Improvement Program on April 10, 2019. Please find attached a copy of the proposed budget, with changes as discussed at the previous Council meeting. Additional changes to the garbage rates have been made, subsequent to County Waste's notification that recycling would no longer be free of charge.*

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Adjournment

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF AMHERST, VIRGINIA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

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

Section 1. The Code entitled "Code of the Town of Amherst, Virginia," published by Municipal Code Corporation, consisting of chapters 1 through 22, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before December 12, 2018, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be guilty of a class 1 misdemeanor. Except as otherwise provided by law or ordinance: (i) With respect to violations of this Code that are continuous with respect to time, each day that the violation continues is a separate offense; (ii) With respect to violations of this Code that are not continuous with respect to time, each act constitutes a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the town may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after December 12, 2018, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective as provided by law.

This Ordinance was adopted on May 9, 2018.

Mayor

ATTEST:

Clerk of Council

A RESOLUTION TO ADOPT AND EFFECT THE RULES OF PROCEDURE FOR THE TOWN OF AMHERST FOR THE JANUARY 1, 2019– DECEMBER 31, 2020, COUNCIL TERM.

WHEREAS, the Amherst Town Charter §3.12 states that the council may adopt rules for regulating its proceedings; and

WHEREAS, the Rules of Procedure are intended to supplement the Town Charter; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Amherst hereby adopts the Rules of Procedure dated May 8, 2019; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Town Council of the Town of Amherst, Virginia, that the Rules of Procedure dated May 8, 2019, adopted May 8, 2019, shall apply for the January 1, 2019 – December 31, 2020 Council term; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Clerk of Council is ordered to spread a copy of the Rules of Procedure dated May 8, 2019, adopted May 8, 2019, upon the minute books of the Town Council of the Town of Amherst.

This Resolution was adopted by the Town Council of the Town of Amherst on May 8, 2019.

Mayor Dwayne Tuggle

Attest:

**RULES OF PROCEDURE
OF
AMHERST TOWN COUNCIL**

SECTION 1. AUTHORITY

These rules are adopted pursuant to the authority provided in Charter Article 3.12.

These rules are intended to supplement the Town Charter. When a conflict arises between this document and the Town Charter, the Town Charter is the controlling document. Unless otherwise provided by charter, ordinance or these rules, the procedure for Town council meetings shall be guided by Robert's Rules of Order, 11th Edition and whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

SECTION 2. TIME AND PLACE OF REGULAR BUSINESS MEETING

The council shall meet in formal session at 7:00 p.m., on the second Wednesday in each month in the council chambers, Town Hall, 174 S. Main Street, Amherst, VA. The meetings of the council shall be open to the public except when in the judgment of the council the public welfare shall require executive meetings under § 2.2-3711 of the Code of Virginia.

(Town Code §)

SECTION 3. SPECIAL, CLOSED AND EMERGENCY MEETINGS

The Town Manager may call special meetings at the insistence of the Mayor or any two members of council in writing at a time and location to be duly advertised in compliance with Virginia State Code.

In addition to regular and special meetings, closed meetings and emergency meetings may be scheduled and held. Notification requirements for closed meetings and emergency meetings are governed by the Virginia Code.

- A. For special meetings, the purpose and nature of the meeting will dictate whether public comment will be allowed. Time for public comment may or may not be allocated depending on the nature of the meeting and at the discretion of Council.
- B. The only items Council may consider in closed meetings are those permitted by the Virginia Freedom of Information Act and identified in the motion convening the closed meeting.

SECTION 4. CANCELLATION OF MEETINGS

At any meeting, the governing body may fix the day or days to which a regular business meeting shall be continued, rescheduled or cancelled if the mayor, or vice-mayor, in the absence of the mayor, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular business meeting. Such finding shall be promptly communicated to the council members and the press. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

SECTION 5. QUORUM; PROCEDURE IN ABSENCE OF QUORUM

A quorum is required to conduct official Town business. The mayor and five town councilmen shall constitute

the council of the town. A majority of the members of the council shall constitute a quorum for the transaction of business. Vacancies in office do not count towards determining a quorum. The mayor shall have no right to vote in the council, except in case of a tie he shall have the right to break the same by his vote; but he shall have the right to veto. In the event a quorum is not present, the meeting shall stand adjourned to a time and place agreed upon by a majority of the members present.
(Quorum defined, Code of Virginia, § 15.2-1415)

After the name of any member has been recorded as present at any meeting of the town council, he shall not absent himself previous to adjournment unless by consent of the council.

SECTION 6. PRESIDING OFFICER.

- A. The Mayor shall preside at all meetings unless absent or must relinquish the chair due to a conflict of interest. The Mayor shall retain all rights and privileges of the office of the mayor as set out in the Town charter when acting in this capacity.
- B. In the Mayor's absence the Vice Mayor of the council shall preside over the meeting. The Vice Mayor shall retain all rights and privileges of a member of council when acting in this capacity.
- C. Should the Mayor and Vice Mayor not be present to preside at a meeting, then the member of council with the most seniority will chair the meeting:
 - 1. Should either the Mayor or the Vice Mayor of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed; and
 - 2. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

SECTION 7. TOWN ATTORNEY AS PARLIAMENTARIAN

The Town Attorney shall serve as the Parliamentarian for the purposes of interpreting these Meeting Procedures, and the Code of Virginia as amended and Robert's Rules of Order, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Councilors.

SECTION 8. AGENDA AND MATERIALS

The Town Manager shall ensure a proposed agenda is prepared for the Mayor's consideration seven business days before the meeting. The agenda of every regular Council meeting is approved by the Mayor. Any Council member desiring to add items to the proposed agenda should submit them to the Town Manager and the Mayor ten business days before the meeting.

SECTION 9. ORDER OF BUSINESS AT REGULAR BUSINESS MEETINGS

The order of business at regular business meetings of the town council shall be set out in the printed agenda and shall include, but not be limited to the following items:

- 1. Call to order
- 2. Determination of Quorum
- 3. Salute to the Flag
- 4. Invocation

5. Announcements/Proclamations
6. Citizen Comment (other than public hearings)
7. Public Hearings and Presentations
8. Approval of the Consent Agenda
 - A. Minutes
9. Appointments
10. Staff Reports
11. Reports of boards, commissions, and committees
12. Discussion Items
13. Matters from Staff
14. Matters from Council
15. Matters from Mayor
16. Citizen Comments
17. Closed Session (as needed)
18. Adjournment

SECTION 10. CITIZEN COMMENT

Two periods for Citizen comment will be reserved for every regular meeting of the council. Persons wishing to speak during citizen comment must sign the “speaker’s roster” with the person’s name and address and the topic upon which the person wishes to speak not later than the call to order.

The chair shall have the authority to establish a time limit for each speaker whether speaking as an individual or as representing any group or organization. Order of speakers will be determined on first register, first speak basis. The presiding officer may allow additional persons to speak if they have not signed the speaker’s roster.

- If speaking as an individual, each speaker has no less than 3 minutes per item for discussion not including council and/or staff response time.
- If representing any group or organization, each speaker if speaking has 5 minutes per item for discussion not including council and/or staff response time.

If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing.

Councilors may, after obtaining the floor, ask questions of speakers during citizen comment. Councilors shall use restraint when exercising this option, and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a councilor is violating the spirit of this guideline.

SECTION 11. PUBLIC HEARINGS

Council will conduct public hearings on specific topics as required by law or as Council otherwise deems appropriate. The purpose of a public hearing is for Council to receive public comments on a specific topic.

During a public hearing, each speaker must limit his or her comments to the specific application or matter for which the public hearing has been scheduled. No person may speak more than once during any public hearing.

- Staff is encouraged to limit presentations to 10 minutes or less.
- Each Council member may ask staff clarification questions and is encouraged to limit his questions to 3 minutes or less not including staff response time.
- Applicants are limited to 10 minutes for presentations.
- Each Council member may ask applicants clarification questions and is encouraged to limit his questions to 3 minutes or less inclusive of applicant response time.
- After the public has had the opportunity to speak on the public hearing item Council members are encouraged to limit their time to 3 minutes or less each for discussion and debate not

including staff response time.

SECTION 12. WRITTEN COMMUNICATIONS TO COUNCIL

Every petition, communication or address to the town council shall be in respectful language and, except in cases where it is otherwise allowed, shall be in writing. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.

SECTION 13. CONSENT AGENDA

In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

SECTION 14. MINUTES

I. Generally.

- A. The clerk of council shall keep the minutes of the town council in such manner as to indicate with certainty each ordinance and resolution passed by the council, and shall transcribe them in books to be maintained in his office for such purpose, and these books shall be accurately indexed.
- B. The minutes shall contain the following information:
 1. The date, time and place of the meeting;
 2. The members present;
 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 4. The results of all votes and the vote of each member by name;
 5. The substance of any discussion on any matter; and
 6. A reference to any document discussed at the meeting

II. Approval. The council shall approve all minutes of any meeting.

- A. All minutes shall be approved within ninety days of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

SECTION 15. DISCUSSION ITEMS

Discussion items may be considered during regular or special town council meetings if:

- A. A majority of all members of town council are present to vote on a discussion item requiring a majority of the council to pass; or
- B. A quorum of all members of town council are present to vote on discussion items requiring a quorum of the council to pass.

SECTION 16. MAYOR AND COUNCIL COMMENT

At each regular business meeting of the town council an item will be included on the agenda for “Council Comment” and “Mayor’s Comment”. At that time, the mayor and council members shall have up to five minutes to make comments of general interest on matters such as public issues, community events or milestones, or constituent concerns. With the consent of the council, the chair may delete or reduce the time for comments in the event the time for the council to conduct its business is constrained or the agenda is unusually lengthy.

SECTION 17. APPLICATION OF ROBERT’S RULES OF ORDER

The provisions of Robert’s Rules of Order, 11th Edition, shall govern the council in its meetings, except in so far as such provisions are inconsistent with law, the Town Charter, and modified by the special rules of order as set forth below. In the event that there is an inconsistency between the respective rules of order, the special rules shall control.

SECTION 18. SPECIAL RULES OF ORDER

Motions, Debate, and Voting

- I. Motions.** All motions shall be distinctly worded.
 - A. The following rules shall apply to motions:
 - 1. If a motion does not receive a second, it dies.
 - 2. The council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 - 3. Any motion shall be reduced to writing if requested by a member of the council.
 - 4. A motion to amend can be made to a motion that is on the floor and has been seconded.
 - 5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
 - 6. A motion may be withdrawn by the mover at any time without the consent of the council.
 - 7. Amendments are voted on first, then the main motion if voted on as amended.
 - 8. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 - 9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.

- a. A call for the question fails without a majority vote.
- b. Debate on the main subject resumes if the motion fails.
- 10. A motion that receives a tie vote fails.
- 11. The presiding officer shall repeat the motion prior to a vote.
- B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
 - 1. No motion shall be made more than once.
 - 2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the council.
- C. Motion to Adjourn. A motion to adjourn shall be always in order and shall be decided without debate.

II. Debate. The following rules shall govern the debate of any item being discussed by the council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. In any debate no member of the council shall speak more than once on the same question until all others have spoken who desire to do so, nor more than twice on the same question, unless by consent of the council.
- D. When two or more members of the town council determine to speak at the same time, the presiding officer shall name the one to speak.
- E. The mayor, when presiding at a meeting of the council, without vacating the chair, may give his reasons for any decision made by him on any point of order and such decision shall be made without debate.
- F. The presiding officer shall have the privilege of closing the debate.

III. Voting. Every member of the town council present when a question is put on an ordinance or resolution, unless interested or excused from voting, by the council, shall vote on one or the other side of such question. No member of the town council who has any personal or pecuniary interest in the result of any question before the council shall vote upon such question.

The following rules shall apply to voting on matters before the council.

- A. Consent Agenda. The majority of a quorum vote of all members of the council present is required to approve the matters on a consent agenda.
- B. Resolutions. A majority of quorum shall be required to pass a resolution.
- C. An Ordinance Involving a Fee or Fine. An ordinance involving a fee or fine exceeding the sum of one hundred dollars shall require a majority of the council to pass. An ordinance involving a fee or fine in the sum of one hundred dollars or less shall require a majority of a quorum to pass.
- D. An Ordinance Not Involving a Fee. An ordinance which does not involve a fee or a fine shall require a majority of a quorum to pass.
- E. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.
- F. Budget. The budget shall require a majority of a quorum to pass.
- G. Franchise. A majority of a quorum shall be required to pass an ordinance granting a franchise.
- H. Elections and Appointments to Office. There shall be a recorded vote on

every ordinance having for its object elections. Every appointment to office by the council shall be viva voce and the vote shall be recorded.

- I. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules appearing herein which also appear in the Charter shall not be suspended or rescinded.
- J. Appeals From Decisions on Points of Order. Any member may appeal to the town council from the decision of the mayor on any question of order, a majority vote of those present being necessary to overrule the mayor.
- K. Recorded Votes: All votes shall be recorded in the minutes. The "ayes" and "nays" on any question shall be recorded.
- L. Ties. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower town body or commission, a tie shall render the lower body's decision approved.
- M. Expulsion of Member of Council. A vote of at least two-thirds of the members shall be required for the town council to expel a member of the council for misconduct in office.
- N. Vote Required For Decision. All questions before the town council, except where otherwise provided in the Charter, the Town Code, or these Rules, shall be decided by a majority vote of those present.
- O. Motion to Reconsider: Such motion shall require a majority of the votes of the members present, unless a greater number of votes was required to pass the measure, in which event the motion to reconsider shall not prevail, except upon the vote of as great a number of members as was required to pass the measure.

SECTION 19. EFFECTIVE DATE

- A. An ordinance or resolution shall become effective upon adoption unless otherwise stated in the ordinance or resolution.
- B. In the event no effective date shall be set forth in any such ordinances, resolutions or bylaws passed by the council, the same shall become effective thirty days from its passage.

SECTION 20. ETHICS, DECORUM, OUTSIDE STATEMENTS

- I. **Ethics.** All members of the council shall review and observe the requirements of the Amherst Town of Amherst Code of Ethics and state ethics law. All members of town council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the town as a whole.
 - C. Expressing an opinion contrary to the official position of the council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the town.
- II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
 - B. Members of the council shall preserve decorum during meetings, and shall

not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.

- C. Members of the town staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.

III. Statements to the Media and Other Organizations

- A. Representing Town. If a member of the council, to include the mayor, appears as a representative of the town before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the town, as approved by a majority of the council.
- B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the town before giving their statement.

SECTION 21. CENSURE [AND REMOVAL]

- A. The council may enforce these rules and ensure compliance with town ordinances, charter and state laws applicable to governing bodies. If a member of council violates these rules, town ordinances, the Town Charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a reprimand or removal as provided for in the Town Charter.
- B. The council may investigate the actions of any member of council and meet in executive session to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the Town Charter or state laws applicable to governing bodies has occurred.

SECTION 22. AMENDMENT TO RULES OF PROCEDURE

These Rules of Procedure may be amended by a vote of the majority of full Council.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order April 10, 2019, at 7:00 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 G. Ogden
A	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

Sara E. Carter	Town Manager	Gary Williams	Director of Plants
W. Thomas Berry	Town Attorney	Becky L. Cash	Lead Water Operator
Vicki K. Hunt	Clerk of Council	Charles Thompson	Utilities Maintenance Foreman
Tracie L. Wright	Office Manager		
Robert A. Shiflett, II	Chief of Police		

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Pastor Brian Miles, Amherst Presbyterian Church.

Mayor D. Dwayne Tuggle opened the floor for citizen comment. No comments were made.

After Town Manager Carter gave a brief report on the development of the FY19/20 budget proposal, Mayor Tuggle opened a duly advertised public hearing on the Town’s proposed FY19/20 budget at 7:09 P.M. There being no one present who wished to speak on the budget matter, the public hearing closed at 7:09 P.M.

After Town Manager Carter gave a brief report on the Town’s 2019-2020 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, Mayor Tuggle opened a duly advertised public hearing on the Town’s proposed FY19/20 budget at 7:13 P.M. There being no one present who wished to speak on the budget matter, the public hearing closed at 7:13 P.M.

Mrs. Carton made a motion that was seconded by Mrs. Ogden and carried 4-0-1 to approve the minutes from the March 13, 2019, meeting. Mmes. Carton, Ogden, Wheaton and Mr. Bunch voted “Aye.” Mr. Watts was absent.

Mrs. Carton, Chairman of the Finance Committee, gave a brief oral report on behalf of that Committee on its recommendations as indicated in the CIP to increase the amount for the ATV and inclusion of a radar gun on the message board to inform citizens of speed.

Mrs. Ogden, Chairman of the Community Relations Committee, gave a brief oral report on behalf of that Committee that included results of the leash law survey, formulating an ordinance to address nuisance issues created by loose dogs rather than danger issues, and potential creation of dog park at Scott’s Hill park. Mrs. Ogden noted that Mrs. Wheaton voiced several concerns with the park property, including flooding, safety due to isolation, inadequate ingress and egress and parking.

After discussion, a motion was made by Mr. Bunch seconded by Mrs. Carton to hold a public hearing at its next meeting on May 8, 2019, on Recodification of the Town Code. The motion carried 4-0-1 with Mmes. Carton, Ogden, Wheaton and Mr. Bunch voting “Aye.” Mr. Watts was absent.

Office Manager Wright reported that the Town of Amherst Invitation for Bid (IFB) #2019-04 Design and Renovation Services for the Police Station with an issue date of 4/11/2019 will be advertised in the New Era Progress and the News and Advance, on the Town’s website, and on eVA. A Mandatory Preproposal Meeting will be held April 23, 2019 at 10:00 a.m. The due date for bids to be received is May 3, 2019 at 2 p.m. EST.

Councilor Wheaton indicated that because she feels there is a disconnect between VDOT and the Town she would like information on how the Town works with VDOT. She also stated that she respects VDOT’s workers. Mayor Tuggle directed Town Manager Carter to formulate a response and schedule a meeting with Councilor Wheaton on her inquiry.

Councilor Wheaton indicated that she is concerned about the location of the potential dog park because of flooding. Mayor Tuggle directed Town Manager Carter to set and advertise a meeting of the Community Relations Committee to view the area at Scotts Hill park for a potential dog park.

Mayor Tuggle reported that the Town will host a third annual recognition picnic on May 18, 2019, for all Town employees, volunteers and their families.

Mayor D. Dwayne Tuggle opened the floor for citizen comment. No comments were made.

Mayor Tuggle adjourned the meeting at 7:34 PM.

Mayor Tuggle reconvened the meeting at 7:40 PM. It was noted that a quorum was present as follows:

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

At 7:40 PM Mrs. Carton made a motion that was seconded by Mr. Bunch and carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting in favor that Town Council convene in closed session, pursuant to §2.2-3711A.7 of the Code of Virginia as it relates to consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and pursuant to §2.2-3711A.7 of the Code of Virginia as it relates to discussion or disciplining of public officers or employees of any public body.

At 8:37 PM Mrs. Carton made a motion that Council adjourn the closed session and enter open session, certifying to the best of each member’s knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion 5-0 via the roll call method with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.”

There being no further business, the meeting adjourned until May 8, 2019, at 7:00 pm on motion by Mr. Watts seconded by Mrs. Ogden at 8:41 PM. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.”

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

FOR APPROVAL

Town Manager's Report for the May 8, 2019 Town Council Meeting

Committee	Report
A. Industrial Development Authority	No meetings/no report
B. Planning Commission	No meeting/no report
C. Board of Zoning Appeals	No meetings/no report
D. Property Maintenance Investigation Board	No meetings/no report
E. Community Relations Committee	No meetings/no report
F. Finance Committee	Meeting April 23, 2019, minutes attached
G. Utilities Committee	Meeting April 18, 2019, minutes attached
H. Personnel Committee	No meetings/no report
I. Town/Sweet Briar Sewer Use Advisory Commission	No meetings/no report
J. Lynchburg Regional Business Alliance	Attended two events
K. Central Virginia Planning District Commission	MPO meeting held April 18, 2019 Board meeting held April 18, 2019



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

April 2019

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

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	41
ALARM	21
PHONE COMPLAINT	31
BOLO	26
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	12
DOMESTIC	3
CHECK WELFARE	3
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	10
EMS CALLS	
SUDDEN DEATH	
SUSPICIOUS PERSON	3
FUNERAL TRAFFIC	6
OTHER	50

OFFICER INITIATED	NUMBER
BUILDING CHECKS	94
BUSINESS VISIT	59
BUILDING SEARCH	3
TRAFFIC SUMMONS	30
DRUNK IN PUBLIC	
EXTRA PATROLS	268
WARRANT SERVICE	13
PROPERTY WALK AROUNDS	22
WARRANTS OBTAINED	10
PARKING TICKETS	
MISD. INVESTIGATION	12
FELONY INVESTIGATION	4
NARCOTICS INV.	7
SEARCH WARRANT	6
PUBLIC RELATIONS	14
CITIZEN CONTACT	245

WARNINGS	NUMBER
SPEEDING	5
EQUIPMENT VIOLATION	12
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	3
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	10

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	20
EQUIPMENT VIOLATION	
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	6

ARREST	NUMBER
MISDEMEANOR	8
FELONY	2
EPO	2
ECO/ PPO	
NARCOTICS VIOLATION	2
DUI / DUIG	2

OTHER	NUMBER
ASSIST OTHER OFFICER	30
ASSIST OTHER AGENCY	33
COURT	6
REPORTS	14
SCHOOL / TRAINING	6
MEETINGS	24
TOWED / IMPOUNDED VEH	1



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.

Miles Patrol-6763.

Call for service- 235.



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: May 2, 2019
Re: April 2019 Monthly Report

Utilities – 1161 bills were cut totaling \$182,113.92.

A/P – A total of 53 checks were cut totaling \$108,350.93 for April 2019 bills.

Meals and Beverage Tax – 15 Businesses paid \$50,805.04 in Meals and Beverage Tax for the month of March. McDonald's reopened in March.

Taxes – After a few more bank lien processes and DMV stop payments, our outstanding balances for 2018 License Fees are down to 43,656.52

Investments – On April 14 I wired 2.6 million dollars to the VACO/VML Investment Pool for long term investments.

Business License – Business License applications and payments were due May 1, 2019. Any applications and payments received after May 1st will have a 10 percent penalty added and interest added starting June 1, 2019. Dee will send out second notices in June and I usually begin the bank lien process on this in August. As of today, we have collected, \$97,562.01. Our total anticipated revenues to be collected were \$120,000, so we aren't too bad as of right now.

Clerk of Council April 2019 Report

Committee Meetings

Town Council

Receive and review agenda packet for 4-10-19 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Confirm cancellation of meetings with Planning Commission and Industrial Development Authority, confirm quorum for Planning Commission and Town Council meetings.

Town Website Maintenance and Management

- Maintain, create and update content:
 - Reports (Finance and Water)
 - Agendas and Minutes
 - Public Hearings
 - Update Calendars
 - Update Hot Topics
 - Update News Room Items

Town Facebook Administrator

Post to Town's Facebook page:

- Create content and/or share links to community events and news; Monitor feedback

Recodification of Town Code

- Receive hard copies and Word version of Recodification of Town Code; review/examine for spelling mistakes and requested changes
- Correspond with Municode in re corrections to items found
- Review a proposed ordinance adopting and enacting a new code for the Town of Amherst, Virginia, provided by Municode

In conjunction with Adoption of Recodified Town Code - Rules of Procedure for the Amherst Town Council

- Draft Rules of Procedure for the Amherst Town Council for approval and adoption
- Draft Resolution to Adopt and Effect the Rules of Procedure for the Amherst Town Council for approval

Amherst Car Cruise-In

Receive permit from VDOT

Farmers Market

Preparation of permit application forms; correspond with VDOT

Other:

- Prepare Proclamation for 2019 American Cancer Society Relay for Life
- Prepare legal ads Town Council meeting and send for publication
- Prepare public hearing notices
- Finalize Ipad setup for Councilman Watts

Town of Amherst Committees as of April 30, 2019

	<u>Appointed/Term Expires</u>
<u>TOWN COUNCIL</u>	
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
Janice Norvell Wheaton	01/01/19 12/31/22
Sarah B. Ogden	01/01/19 12/31/20
Kenneth G. Bunch	01/01/19 12/31/20

<u>PLANNING COMMISSION</u>		
June Driskill, Chairperson	06/08/16	06/30/20
Janice Norvell Wheaton	01/01/19	12/31/20 (TC rep)
William Jones	04/08/15	06/30/19
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	04/08/15	06/30/19
Anne Webster Day	03/13/19	06/30/22

<u>BOARD OF ZONING APPEALS</u>		
Gary Mays, Chairman	04/08/15	08/31/20
Ed Carton	11/10/14	08/31/19
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
Kevin James Akershoek	12/11/13	08/31/18

<u>INDUSTRIAL DEVELOPMENT AUTHORITY</u>		
Lewis Addison, Chairman	04/08/15	06/30/19
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	04/08/15	06/30/19

<u>PROPERTY MAINTENANCE INVESTIGATION BOARD</u>		
C. Manly Rucker, III	05/10/17	06/30/20
Bessie H. Kirkwood	07/01/18	06/30/21
Glenda Hash	06/08/16	06/30/20

<u>REGION 2000 REGIONAL COMMISSION/MPO</u>		
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)

YMCA EXPLORATORY COMMITTEE

Tracy Wilburn	05/10/17
Erin Calhoun	05/10/17
Paul Robert Munn	08/09/17
Rebecca A. Fitzgerald	08/09/17

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

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 COMMUNITY

Sarah B. Ogden (Chairman) and Janice N. Wheaton

- 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

Utility/Town Maintenance and Construction Report

Apr-19

Water Meter Read	1150
Water Meter Re-Read	28
Disconnects	17
VA-811 Service locations	32
Vehicle PM Work Orders	22
Pump Station/Plant Work Orders	21
Banners Installed/Dismantled	1
Water Services Installed/Replaced	8
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	0
Major Leaks Repaired	0
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	0

Man Hours

Meter Reading	68
Street/Sidewalk Maintenance	110
Safety Training	5
Bush Hogging	8
Flushing Water	0
Equipment Maintenance	54
Xmas decorations	0

Major Issues & Comments

Grass cutting and bush hogging its the season.

Routine/Annual Work

Service Work Orders
 Meter Reading
 Prev-Maint Work Orders
 Disconnects
 Re-connects
 Flushing Program
 in Select Locations

Projects/Unusual Work

Locating Un-marked/Unknown Water & Sewer System Assets
 Continue Safety and Shop/Yard Clean-up
 Staff has been working on finding water valves and addressing issues
 Working on clearing water right of ways.



TOWN OF AMHERST
DEPARTMENT OF PLANTS

MONTHLY PRODUCTION AND OPERATIONAL REPORT
 April 2019

SUBMITTED BY: GARY S. WILLIAMS,
 DIRECTOR OF PLANTS

Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	8.730	0.300	0.540	0.120
Produced	7.590	0.270	0.480	0.110
Delivered	7.280	0.260	0.480	0.110

Monthly Activities and Upcoming Highlights:

- Water Plant settling basin upgrade project is slated to begin in June according to correspondence from Bowman/Anderson. This month staff will be running in mock-construction mode with one basin being isolated out of the process flow train one week, then followed by the opposite basin the following week. This trial run should give staff an overview of how the plant will perform during the actual renovations.
- The annual Consumer Confidence Report (CCR) for 2018 has been posted to the Towns website thanks to Mrs. Hunt. Thanks also go to the Office staff for affixing the notification to the water bills that the CCR could be found on the website.
- On Friday, April 26th a routine inspection of the water plant was done the Virginia Health Department. Representatives from the VDH were, Sherri Knight, PE, District Engineer; Ray Weiland, Deputy Field Director. Representative from the Town were, Town Manager, Sara Carter; Lead Water Plant Operator, Becky Cash; and Director of Plant, Gary Williams. The Health Department as a whole was complimentary, the final report will be sent in the next little bit and will expand on any short comes found.

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Final Effluent	10.474	0.349	0.587	0.242

- Rain fall for April was down and the 95% average effluent flow limitation of 0.380 MGD was not exceeded and 3 consecutive month watch is reset.
- Staff is currently working on a review of the Towns Pretreatment Ordinance to offer suggestions to help bring the ordinance into requested DEQ compliance. Also being review for inclusion is the States/Federal “Dental Office Category Rule” which is intended to reduce/curtail the entry of mercury into wastewater collection/treatment facilities. Along with possible addition of wording to cover the forth coming EPA rule on Hazardous waste Pharmaceuticals.

- Plant staff repaired the WWTP Grit Separator wear bars at a cost of \$1,220.00. Factory rep work quote was \$5,437.00.

General Department Notes.

At the behest of Town Manager Carter, Staff will be working on formalizing an Internship proposal to submit to Amherst County Public Schools representatives to begin introducing Water and Wastewater Operations as a career potential for area students. Ms. Carter's initiative has been received in a positive light from county officers as well as plant staff.

Submitted: May 1, 2019

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

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

May 1, 2019

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

Attn: Sara Carter- Town Manager

Re: Monthly Report to Town Council
(April 2019)

Dear Ms. Carter, and Council,

My report on work regarding the following matters:

1. Recodification: Review of recodification documents with Vickie Hunt, and discussions for final review.
2. IDA/ Town: No meeting this month.
3. Town Council Meeting: Attendance at the monthly scheduled meeting on April 10, 2019.
4. Personnel: Ongoing review with Nelson County Commonwealth Attorney. Spoke with Assistant Commonwealth Attorney, appears moving to May.
5. Easements: Sewer Line Easements review on Tom Hall property Route 60. Met with David Emmert to discuss Easement to basement at Town Police Building.
6. Upcoming Work: Continue with Slip Line project easements.
7. Access to Town Attorney: My email address is tammy@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
Attorney at Law

WTB/tpg

W. THOMAS BERRY, LLC

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

Invoice

Date	Invoice #
4/29/2019	8819

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

Terms
Due on receipt

Description	Qty	Rate	Amount
4/8/2019 REVIEW MUNICODE	1.8	175.00	315.00
4/9/2019 MUNICODE	1.5	175.00	262.50
4/9/2019 COUNCIL REVIEW	1.5	175.00	262.50
4/10/2019 REVIEW PACKAGE AND CHARTER	1	175.00	175.00
1/10/2019 REVIEW CHARTER	1	175.00	175.00
4/10/2019 TOWN MEETING	2	175.00	350.00
4/11/2019 REVIEW CHARTER CODE	1	175.00	175.00
4/12/2019 REVIEW CHARTER CODE	1.2	175.00	210.00
4/18/2019 MET WITH EMMERT	1.2	175.00	210.00
4/18/2019 MET WITH CHIEF	1.2	175.00	210.00
4/22/2019 TALKED TO EMMERT	0.3	175.00	52.50
4/23/2019 TALKED TO EMMERT AND SARA	0.5	175.00	87.50
4/23/2019 REVIEW COUNCIL E-MAILS	0.8	175.00	140.00

Total	\$2,625.00
Payments/Credits	\$0.00
Balance Due	\$2,625.00

**FINANCE COMMITTEE
MINUTES**

April 23, 2019
6:15 PM

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

The meeting was called to order by Ms. Carton at 6:15 p.m.

Staff reviewed the potential changes regarding the recycling program from County Waste. County Waste has informed the Town that they will no longer be able to provide recycling for free as part of their trash program.

The committee discussed the proposal from County Waste and agreed to the following:

- County Waste will charge for 800 units of recycling at \$4.07 per unit per month.
- The charge will begin on June 1st, 2019.
- Charges will be divided evenly between all users, equaling an increase of \$3.01/month, which will be charged to customers, beginning in July.
- Out of Town customers will pay the same for garbage and recycling as in Town customers.
- The Town and County Waste will work together to extend the contract, based upon these terms for two additional one year terms.

The committee further asked staff to work with County Waste to determine if bigger recycling bins were available for customers, and to also let customers know what needs to be done to get a second bin if necessary from County Waste.

The meeting adjourned at 6:32 p.m.

**UTILITIES COMMITTEE
MINUTES**

April 18, 2019
8:30 am

Attendees: Ken Watts, Chairman and Kenneth Bunch
Staff: Gary Williams and Sara Carter

The meeting was called to order by Mr. Watts at 8:33 am.

The committee reviewed a draft Pretreatment Ordinance prepared by Mr. Williams to address changes that are being required by EPA, and subsequently, by Virginia DEQ. DEQ has requested that the changes be adopted by June 30. Mr. Williams reviewed the requirements and confirmed that the changes are more in language than in actual procedure.

Staff suggests that a public hearing be set on the Code amendment at the May 8, 2019 meeting for the June 12, 2019 meeting.

The meeting adjourned at 8:47 am.



TOWN OF AMHERST

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

To: Town of Amherst Council
From: Sara Carter
Date: April 25, 2019
Re: Recommendation for update to Leave accrual and retention in the Personnel Policy

Background:

The Treasurer regularly provides an update to the leave balances to the supervisors. As I have had an opportunity to review these over the last year or so, I have noticed that the Town's leave policy is creating an issue for employees in regard to the amount of leave that they are allowed to carryover.

I requested staff to research leave accruals and carryover for nearby jurisdictions. The Town's accrual rate is somewhat lower than most, but more importantly, the carryover amount is much lower.

In order to address these issues, while maintaining the same financial liability for the Town when staff leaves, I recommend that the annual leave accrual match Amherst County, the Town of Bedford, Campbell County and the City of Lynchburg, all of which offer more leave in the earlier years and at the 15+ years of service level. Additionally, I recommend that staff be allowed to carryover 288 hours of annual leave, which is neither the highest, nor the lowest amount. However, the payout amount at time of separation should be limited to 120 hours so that the Town does not end up with additional financial liability from these changes.

In reviewing the sick leave usage and carryover, and comparing it to adjacent jurisdictions, I do not recommend any changes to the sick leave accrual or carryover policy.

Following is the excerpted section from the personnel manual with changes shown in underline/strikeout version:

1. Annual Leave

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

~~0 years (1.85 hours/2 weeks)~~

~~0+ - 5+0 years (3.69 hours/2 weeks)~~

~~5-10 years (4.62 hours/2 weeks)~~

~~10-15 years 1 and more (5.55 hours/2 weeks)~~

~~15 years or more (6.46 hours/2 weeks)~~

~~Individuals employed by the Town prior to July 1, 2001 shall be granted 6.46 hours of annual leave per 2 weeks after fifteen (15) years of service.~~

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

Each employee may accumulate a maximum of ~~120~~ 288 hours of annual leave. Annual leave above that amount shall expire and may not be accumulated or used. Employees shall be paid for the value of the accrued vacation, not to exceed 120 hours of time to be paid out upon termination of their Town employment concurrent with the final paycheck.

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

Locality	Annual Accrual				Sick Accrual	Maximum Annual	Maximum Sick
	< 5 Years	5 to 10 Years	10 to 15 Years	> 15 Years			
Town of Amherst	(4 hrs/mo. Before one full year) 8 hrs/month after		12 hrs/month		8 hrs/month	120 hours	520 hours
Town of Bedford	8 hrs/month	10 hrs/month	12 hrs/month	14 hrs/month	8 hrs/month	240 hours at end of year	960 hours at end of year
Amherst County	8 hrs/month	10 hrs/month	12 hrs/month	14 hrs/month	8 hrs/month*	315 hours at end of year	450 hours at end of year
Town of Appomattox	8 hrs/month		10 hrs/month		10 hrs/month	<10 years=120 hrs >10 years=144 hrs	240 hours at end of year
Appomattox County**	12 hrs/month	16 hrs/month		20 hrs/month	PTO	Unlimited max.-30 day payout	
Nelson County	8 hrs/month 192 hrs carryover	12 hrs/month 288 hrs carryover	16 hrs/month 384 hrs carryover		8 hrs/month	384 max payout	
Town of Altavista			120 hrs/year	144 hrs/year	720 hrs after 10 months	Per years of service	
Campbell County	8 hrs/month 192 hrs carryover	10 hrs/month 240 hrs carryover	12 hrs/month 288 hrs carryover	14 hrs/month 336 hrs carryover	8 hrs/month		
Bedford County	8 hrs/month	10 hrs/month	12 hrs/month		8 hrs/month	288 Hours	Unlimited
City of Lynchburg	8 hrs/month	10 hrs/month	12 hrs/month	14 hrs/month		288 Hours	960 hours

*Sick Accrual also increases with years of service.

**Appomattox County uses PTO, rather than separate sick and annual.



TOWN OF AMHERST

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

To: Town of Amherst Council
From: Sara Carter
Date: May 3, 2019
Re: Reimbursement for Meals Policy in the Personnel Policy

Background:

The Personnel Manual provides guidance to employees for training and development, but in the section for development, there is no guidance for appropriate expenditure or reimbursement for meals.

Recommendation:

Adopt the following language to be added to the Employee Development portion of the Personnel Manual:

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

Breakfast: \$10

Lunch: \$16

Dinner: \$26

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



VIRGINIA RETIREMENT SYSTEM
P.O. Box 2500
Richmond, VA 23218-2500

Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program Employer Adoption Agreement

THIS AGREEMENT (the “Agreement”), executed this [insert date] ____ day of _____, 20____, is by and between [insert Locality, School Division, or Other Political Subdivision] _____ (the “Employer”) and the Virginia Retirement System (the “Plan Sponsor”) (hereinafter collectively referred to as the “Parties”).

WITNESSETH

WHEREAS, the Commonwealth of Virginia has established, and the Plan Sponsor is responsible for, the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program (the “Plan”) in which employees of local governments, local officers, and teachers, as defined in § 51.1-513.3 of the *Code of Virginia* (the “Code”), as amended, may participate; and

WHEREAS, pursuant to the same section of the *Code*, the Employer desires to enter into this Agreement with the Plan Sponsor to permit participation in the Plan by its eligible employees; and

WHEREAS, the official entering into this Agreement is duly authorized on behalf of the Employer’s governing body.

NOW, THEREFORE, in consideration of the premises herein, the Parties agree as follows:

- 1) The Plan Sponsor represents and warrants to the Employer that it will comply with all applicable laws affecting the Plan.
- 2) The Plan Sponsor represents to the Employer that it will provide sufficient services to administer the Plan and to appropriately respond to inquiries by employees and participants.
- 3) The Employer acknowledges and agrees to the terms and conditions established in the Plan.
- 4) The Employer agrees to provide the Plan Sponsor’s selected long term care insurance carrier with a mail file of all active employees, in the format provided by the insurance carrier.

-
- 5) When requested by the Plan Sponsor or the insurance carrier, the Employer agrees to permit the Plan Sponsor's selected long term care insurance carrier to conduct group and individual meetings for the purpose of explaining the Plan or enrolling employees on the Employer's premises during normal working hours subject to such reasonable restrictions that the Employer communicates in writing to the Plan Sponsor and that are accepted by the Plan Sponsor.
 - 6) This Agreement may be amended from time to time by written agreement between the Plan Sponsor and the Employer.
 - 7) The term of this Agreement shall be for three years beginning on the date of its execution, and thereafter may be terminated by either party upon 60 days written notice to the other party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed, intending to be bound thereby.

Employer

Virginia Retirement System

By: _____

By: _____

Title: _____

Title: _____

Date: _____, 20__

Date: _____, 20__



TOWN OF AMHERST

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

To: Town of Amherst Council
From: Sara Carter
Date: May 4, 2019
Re: Police Department Bid Award and Improvement fund request

The Town received two responsive bids to the Invitation for Bid for the Police Department building renovation at 127 West Court Street.

Stoker Construction bid \$199,852.

Wall Construction bid \$169,060.

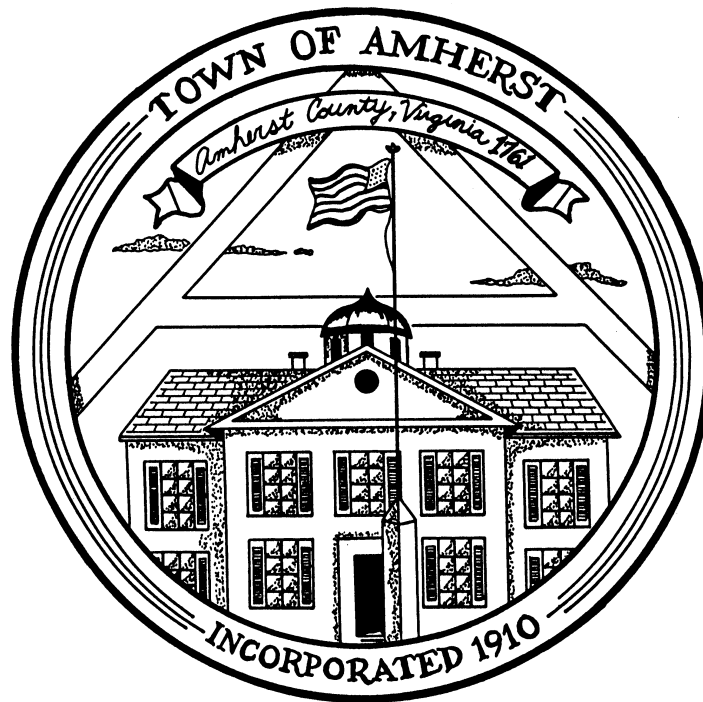
Staff recommends awarding the bid to Wall Construction.

There are two primary projects that need to occur prior to the completion of the renovation of the building. One is an assessment and whatever required remediation needs to occur for lead and asbestos. Costs for the remediation will not be known until the assessment is complete. The other need is a new roof.

Staff requests a total appropriation of \$250,000 from the general fund reserve for the purpose of the police department renovation (roll call vote).

Staff further requests that the procurement requirement for Council approval of expenditures related to this project be suspended (roll call vote). All other procurement policies will be followed. However, in order to get the project completed in a reasonable time frame, the procurement requirement of a Council vote for each \$5,000 expenditure could create additional costs in time delays.

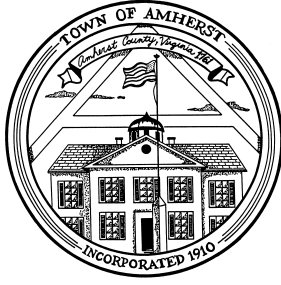
Town of Amherst FY 20 Budget Proposal



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 10, 2019
Slated for Adoption on May 8, 2019

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: May 3, 2019

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 20 Town of Amherst Budget Proposal

It is my pleasure to recommend to the Amherst Town Council a fiscally responsible, balanced budget for the fiscal year 2019-2020. This budget continues the focused effort of the Town to reinvest in their facilities, staff, and fund balances.

Highlights:

- This budget accounts for a responsible, comprehensive look at our capital needs and includes those slated needs in the budget request.
- This budget is fully balanced in each fund, with operating expenses fully funded by revenues. There are two funds that use a small amount of reserves for the purpose of fully funding the capital program in those funds.
- The budget includes a change in garbage costs, accounting for expenses of curbside recycling, which can no longer be offered for free, given the changing market. In-town and out of town customers pay the same garbage rate in this budget.
- There are no tax increases included within the proposed budget.
- The budget maintains the Town's long-term commitment to a well-maintained public utility system, by including engineering costs for the Water Treatment Plant upgrade and reserve for the sewer sliplining project.
- No increases in public utility rates are included as a part of this budget, and staff recommends a policy change to increase equitability on payments for single-family structures currently charged with two base rates and a change in the returned check policy.
- Included in this budget is the final set of changes to implement the salary study completed in 2015. Salary adjustments based upon the Consumer Price Index (CPI), step increases, and certification increases will maintain salary competitiveness long term.

- 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 has a public hearing set for the budget on April 10, 2019. At that time, Council will also hold a public hearing on a proposed Ordinance amendment for changes to the meals tax.

The budget is slated for adoption at the May 8, 2019 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, 2019 AND ENDING JUNE 30, 2020 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, 2019, 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 FY20 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,134,043
Water Fund	\$1,409,198
Sewer Fund	\$1,054,381
Garbage Fund	\$139,927
IDA Fund	\$36,987

Estimated Expenditures

General Fund	\$1,134,043
Water Fund	
- Operations	\$763,807
- Debt Service and Capital Projects	\$645,391
Sewer Fund	
- Operations	\$627,080
- Debt Service and Reserve	\$427,301
Garbage Fund	\$139,927
IDA Fund	\$36,987

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%.

D. UTILITY RATES AND CHARGES

The proposed budget holds rates at their current levels for water and sewer with an increase for garbage to account for a recycling charge from County Waste starting June 1, 2019, as shown on the revised Utility Rate and Fee Policy, contained within the budget.

E. DONATIONS

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

Amount	Organization	Purpose/Conditions
\$12,250	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$2671	Amherst County Chamber of Commerce	Membership, sponsorship and contribution towards bands at two events.
\$2750	Second Stage	Community Movie program. An additional \$2750 should be available through a Challenge Grant, which would pass through Town coffers.
\$3500	Village Garden Club	Civic Beautification
\$2500	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$2500	Neighbors Helping Neighbors	Supplies for Food Bank
\$200	Rotary Club	Civic Beautification
\$26,371	Total Donations	

F. FUND BALANCE REQUIRMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY20 fiscal year are as follows:

General Fund Permanent Fund		\$ 290,498
General Fund Contingency		\$ 33,871
Water Fund Permanent Fund		\$ 470,828
Sewer Fund Permanent Fund		\$ 422,726

G. PERSONNEL

There were salary adjustments made in one department to complete the Town’s commitment to realigning salaries with the marketplace as outlined in the salary study. These adjustments are the final adjustments that will be made to complete the Town’s commitment made as a part of the study.

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost of Living increase for all employees of 1.53%, consistent with the cost of the consumer price index as shown by the 2018 calendar year.

Additionally, employees with a satisfactory review who have met their yearly performance goals shall also receive a 2% step increase.

Health insurance costs and plans 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 8th of May, 2019 and shall become effective on July 1, 2019.

Mayor

Attest:

Clerk of Council

Town of Amherst
Schedule of Local Levy
July 1, 2019

The following are tax levies for the fiscal year beginning July 1, 2019. 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 2019/20

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 (including payments made on-line) 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, on-line payments, 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:

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

Maintenance of Policy and Implementation

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration. 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 10, 2019, 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 2019 – 2020 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	\$1,128,880
Water Fund	\$1,409,038
Sewer Fund	\$1,054,381
Garbage Fund	\$105,926
IDA Fund	\$36,987

Estimated Expenditures

General Fund	\$1,128,880
Water Fund	
- Operations	\$763,647
- Debt Service and Capital Projects	\$645,391
Sewer Fund	
- Operations	\$627,080
- Debt Service and Reserve	\$427,301
Garbage Fund	\$105,926
IDA Fund	\$39,987

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:				
Effective July 1, 2016	\$7.10		\$14.20	

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 FY19-20, RECOMMENDED BY THE PLANNING COMMISSION									
Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Recommended Sources of Funds
Police									
Four Wheeler			5,000.00	5,000.00					All Funds
UTV-Side by Side (shared)	19		15,000.00		15,000.00				All funds
Police Interceptor-SUV	13		40,000.00		40,000.00				General Fund
New Dept Building Project	17								General Fund
Message Board	13		15,200.00	15,200.00					General Fund
Maintenance									
New Truck	11		28,000.00			28,000.00			General Fund
Expand Maint. Shop	15		25,000.00	25,000.00					All Funds
New AC/Heat at Town Hall	11		30,000.00		30,000.00				General Fund
Back Hoe	13		95,000.00			95,000.00			General Fund
Bucket Truck	13		30,000.00		30,000.00				General Fund
Touch Water Meters			123,397.00						All Funds
Plants									
Water Plan Updates	20		3,100,000.00	347,850.00	3,864,000.00				
Asphalt Access Rd/Delivery Area	11		70,000.00				70,000.00		Water Fund
New Water Plant Truck	14		32,940.00					32,940.00	Water Fund
Sludge Dewatering System	16		1,500,000.00					1,500,000.00	
SCADA Replacement	12							-	
Asphalt Wasterwater Access Rd	14		70,000.00					70,000.00	Wastewater Fund
Step Screen/Washpress Rebuild	15		19,300.00	19,300.00					Wastewater Fund
New Wastewater Truck	14		32,940.00					32,940.00	Wastewater Fund
Finance									
New Accounting Software	11		28,000.00	28,000.00					All Funds
Water Line Replacements									
Replace Author Court W/L	19		7,000.00		7,000.00				Water Fund
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	8,539,336.00	440,350.00	5,005,260.00	1,529,595.00	501,288.00	2,056,296.00	
Other Waterline projects									
Smaller Scale									Shared:
Dogwood Street	Larger Scale								\$ 5,000.00
Lake Drive	Second Street								\$ 25,000.00
Briarhurst Drive	Lynchburg Avenue								\$ 28,000.00
Vista Drive	Warehouse Road								\$ 58,000.00
Norfolk Avenue	Arthur Court								\$19,333 per fund
Forest Avenue	Christian Springs Road								
Washington/Church Street	East Monitor Road								
Town Court Lane	Huff Creek Trail								
	Monitor Road								
	Mountain View Plaza								
	Jail Waterline								
	Ambriar Loop								

GENERAL FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
GENERAL FUND REVENUES						
Real Property Taxes-Current	-		-	-	-	
Real Property Taxes-Delinquent	-		-	-	-	
Personal Property Tax-Current	-		-	-	-	
Personal Property Tax-Delinquent	-		-	-	-	
Penalties on Del Taxes	-		-	-	-	
Interest on Del Taxes	-	587.94	-	-	-	
Local Sales & Use Tax	100,000.00	55,252.59	110,505.18	105,000.00		5,000.00
Consumer Utility Tax-Gas, Elec	26,000.00	12,945.95	25,891.90	26,000.00		-
Electric Consumption Tax	18,000.00	9,725.38	19,450.76	19,000.00		1,000.00
Business License Tax	120,000.00	15,447.28	125,000.00	125,000.00		5,000.00
Business Lic Tax-Interest & Pen	2,300.00	1,724.89	3,449.78	3,200.00		900.00
Motor Vehicle Licenses	42,000.00	43,032.58	42,500.00	42,500.00		500.00
Motor Vehicle Licenses Penalties/Interest	4,000.00	193.84	400.00	400.00		(3,600.00)
Bank Stock Fee	75,000.00	-	75,000.00	58,000.00		(17,000.00)
Lodging Tax	7,900.00	4,502.24	9,004.48	8,500.00		600.00
Meals Tax	495,000.00	251,645.02	503,290.04	500,000.00		5,000.00
Meals Tax-Pen & Int.	1,000.00	-	-			(1,000.00)
Zoning Permits		300.00				-
Fines & Forfeitures	15,000.00	10,753.16	21,506.32	18,000.00		3,000.00
Interest on Bank Deposits	5,000.00	2,833.79	5,667.58	5,250.00		250.00
Interest on Investments	18,000.00	15,457.22	30,914.44	25,000.00		7,000.00
Tower Lease	9,400.00	3,918.15	9,400.00	9,400.00		-
Rent-Firing Range	-					-
Police Security	1,800.00	-	1,800.00	1,000.00		(800.00)
Refunds		3,176.30	-			-
Credit Card Transaction Fee	3,000.00	129.74	500.00	250.00		(2,750.00)
Returned Check Fee	400.00	100.00	200.00	200.00		(200.00)
Accident Reports	500.00	65.00	150.00	150.00		(350.00)
Misc Rev	1,000.00	3,210.00	1,000.00	1,000.00		-
DMV Stop Fees	1,200.00	175.00	300.00	300.00		(900.00)
Rolling Stock Tax	2,500.00	2,490.66	2,500.00	2,500.00		-
Personal Property Tax Relief	17,455.00	17,455.92	17,455.00	17,455.00		-
Rental Tax	2,000.00	1,143.44	2,286.88	2,000.00		-
Communication Tax from State	96,000.00	44,614.90	89,229.80	90,000.00		(6,000.00)
DCJS Grants		-				-
State Police Aid	54,588.00	28,304.00	54,588.00	54,588.00		-
Fire Programs Grant	10,000.00	10,000.00	10,000.00	10,000.00		-
Insurance Claims						-
Sale of Land/Vehicles/Buildings						-
Carryover from previous year for budget balance						-
Transfers from Other Funds				9,350.24		9,350.24
General Fund Revenues Totals	1,129,043.00	539,184.99	1,161,990.16	1,134,043.24	0.00	5,000.24
TOWN COUNCIL						
Wages	11,400.00	5,700.00	11,400.00	11,400.00		-
FICA	872.10	436.20	872.10	872.10		-
Travel-Milage/Hotels/Conference				2,500.00		2,500.00
Employee Recognition	2,000.00		2,000.00	2,000.00		-
Town Council Totals	14,272.10	6,136.20	14,272.10	16,772.10	-	2,500.00

GENERAL FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
TOWN MANAGER						
Wages	24,759.00	18,658.39	25,632.99	25,632.99		873.99
PT Wages	32,827.09	17,036.09	33,982.75	35,982.75		3,155.66
FICA	4,405.34	2,578.26	4,560.60	4,560.60		155.26
VRS	3,825.03	1,525.53	4,188.43	4,107.52		282.49
Health Insurance	2,462.40	1,786.00	2,462.40	2,462.40		-
Group Life Insurance	306.66	127.75	335.79	329.31		22.65
STD/Long-Term Disability	178.26	321.96	151.23	151.23		(27.03)
Unemployment Insurance	50.00	1.03	25.00	25.00		(25.00)
Worker's Comp	146.01	137.42	137.42	137.42		(8.59)
Professional Svcs	800.00	2,639.18		2,500.00		1,700.00
Printing & Binding						-
Advertising	3,000.00	-		2,000.00		(1,000.00)
Contingency requirement	98,021.65	15,844.32		33,871.00		(64,150.65)
Postage	200.00	53.55		200.00		-
Telecommunications	540.00	540.00		540.00		-
Crime & Cyber Insurance	2,329.00	-	2,481.00	2,481.00		152.00
Travel-Mileage/Hotel/Conference	4,150.00	2,466.72		4,150.00		-
Dues & Memberships	3,600.00	4,941.15		4,829.00		1,229.00
Capital Improvement Program		-		33,534.00		33,534.00
Town Manager Totals	181,600.44	68,657.35	73,957.62	157,494.22	0.00	(57,640.22)
Town Attorney	40,000.00	13,947.50	30,000.00	30,000.00		(10,000.00)
Independent Auditor	16,000.00	-	20,000.00	20,000.00		4,000.00
FINANCE DEPARTMENT						
Wages	38,781.19	24,192.86	40,149.35	40,149.35		1,368.16
PT Wages	9,612.97	5,558.38	10,019.49	10,019.49		406.52
FICA	3,702.15	1,981.75	3,837.92	3,837.92		135.77
VRS	6,336.85	2,640.35	6,560.40	6,433.67		96.82
Health Insurance	6,657.60	4,294.00	6,657.60	6,657.60		-
Group Life Insurance	508.03	211.70	525.96	515.80		7.77
Unemployment Insurance	50.00	9.12	50.00	50.00		-
Worker's Comp	141.27	146.54	146.54	146.54		5.27
DMV Stops	1,500.00	775.00	1,500.00	1,500.00		-
Professional Svcs	-	2,800.00	2,800.00	2,800.00		2,800.00
Banking Service Charges	3,000.00	516.63	1,500.00	1,500.00		(1,500.00)
Service Contracts	3,215.00	1,500.00	3,215.00	3,215.00		-
Advertising	-	-				-
Postage	3,000.00	2,236.80	3,000.00	3,000.00		-
Telecommunications	1,080.00	1,716.25	1,080.00	1,080.00		-
Travel-Mileage/Hotel/Conference	1,850.00		1,850.00	1,850.00		-
Dues & Memberships	210.00		210.00	210.00		-
Office Supplies	3,500.00	1,961.00	4,000.00	4,000.00		500.00
Finance Totals	83,145.06	50,540.38	87,102.26	86,965.37	0.00	3,820.31

GENERAL FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
Information Technology						
I.T. Services	10,000.00	3,325.00	8,000.00	8,000.00		(2,000.00)
Phone Maintenance	1,200.00	-	1,000.00	1,000.00		(200.00)
Website Maintenance	500.00	750.00	1,000.00	1,000.00		500.00
Microsoft Office Service	5,760.00	3,470.00	7,620.00	7,620.00		1,860.00
I.T. Supplies	2,000.00	64.95	2,000.00	2,000.00		-
I.T. Equipment	2,000.00	-	2,000.00	2,000.00		-
I.T. Totals	21,460.00	7,609.95	21,620.00	21,620.00	0	160.00
POLICE DEPARTMENT						
Wages	308,087.94	137,193.42	309,138.55	309,138.55		1,050.61
Overtime		5,805.56	6,271.54	3,500.00		3,500.00
PT Wages	7,614.67	1,916.39	10,741.61	7,614.67		-
Other Pay/Holiday	9,659.07	4,493.21	12,771.13	10,500.00		840.93
Security Wages	1,800.00	935.53	1,800.00	1,800.00		-
FICA	25,027.87	11,464.90	25,708.97	25,708.97		681.10
VRS	50,341.57	18,228.38	50,513.24	50,513.24		171.67
Health Insurance	57,936.00	25,660.00	57,936.00	57,936.00		-
Group Life Insurance	4,035.95	1,445.41	4,049.72	4,049.72		13.77
Unemployment Insurance	75.00	1.44	50.00	50.00		(25.00)
Worker's Comp	10,879.06	10,567.89	10,656.51	10,656.51		(222.55)
LODA Insurance	2,787.00	3,902.00	5,849.00	5,849.00		3,062.00
Repair & Maint. Svcs	9,000.00		9,000.00	9,000.00		-
CODE RED	2,500.00		2,500.00	2,500.00		-
Advertising	500.00		500.00	500.00		-
Postage	500.00	11.07	500.00	500.00		-
Telecommunications	6,000.00	2,801.28	6,600.00	6,600.00		600.00
Motor Vehicle Insurance	3,180.14	3,530.39	3,337.81	3,530.39		350.25
Other Property Insurance	479.90	523.43	529.30	509.22		29.32
Travel-Mileage/Conference/Hotel	2,000.00	70.03	4,000.00	4,000.00		2,000.00
Rent of Building						-
Fire Range Fees	3,000.00		3,000.00	3,000.00		-
Attorney Fees	2,955.00	1,141.50	2,955.00	2,955.00		-
Dues & Memberships	5,000.00	2,425.00	5,000.00	5,000.00		-
Office Supplies	1,500.00	1,014.87	2,500.00	2,500.00		1,000.00
Fuel	15,000.00	6,734.50	15,000.00	15,000.00		-
Vehicle/Power Equipment Supplies	9,000.00	3,524.99	9,000.00	9,000.00		-
Police Supplies	6,000.00	3,564.07	9,000.00	9,000.00		3,000.00
Uniforms	5,000.00	5,572.07	5,000.00	5,000.00		-
Crime Prevention	4,000.00	430.68	4,000.00	4,000.00		-
Investigation Expense	1,000.00		2,000.00	2,000.00		1,000.00
Grant Expenses	-					-
Vehicles	-					-
Police Department	554,859.17	252,958.01	579,908.37	571,911.27	0.00	17,052.10
PUBLIC SAFETY						
Fire Dept Contributions	10,000.00	10,000.00	12,250.00	12,250.00		2,250.00
Fire Programs Grants	10,000.00	10,000.00	10,000.00	10,000.00		-
Rescue Contributions	10,500.00	10,500.00	-			(10,500.00)
Public Safety	30,500.00	30,500.00	22,250.00	22,250.00	0.00	(8,250.00)

GENERAL FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
Streetlights	26,225.00	12,584.89	25,215.58	25,500.00		(725.00)
GENERAL PROPERTIES						
Wages	17,455.57	31,238.44	19,310.30	18,266.10		810.53
PT Wages	12,032.02	6,079.24	12,735.78	12,735.78		703.76
Other Pay/Holiday	354.16	-	279.52	279.52		(74.64)
FICA	2,282.89	1,834.63	2,444.37	2,366.03		83.14
VRS	2,852.24	1,201.20	3,155.30	2,927.02		74.78
Health Insurance	4,104.00	6,314.00	4,104.00	4,104.00		-
Group Life Insurance	228.67	96.40	252.96	234.66		5.99
Unemployment Insurance	75.00	5.73	75.00	75.00		-
Worker's Comp	201.72	183.47	183.47	183.47		(18.25)
Maintenance Contracts	5,000.00	-	5,000.00	5,000.00		-
Electric	2,800.00	3,997.97	11,460.76	11,460.76		8,660.76
Heating Services	3,200.00	825.81	3,200.00	3,200.00		-
Water/Sewer	13,595.00	1,243.95	11,000.00	11,000.00		(2,595.00)
Telecommunication	6,720.00	2,017.29	6,792.00	6,792.00		72.00
Property Insurance	548.98	512.05	559.15	559.15		10.17
Motor Vehicle Insurance	1,259.63	1,398.37	1,322.09	1,322.09		62.46
Other Property Insurance	1,116.34	1,162.78	1,305.70	1,305.70		189.36
General Liability Insurance	12,510.00	11,811.57	12,953.00	12,953.00		443.00
Lease of Equipment	2,000.00		2,000.00	2,000.00		-
Travel-Mileage/Conference/Hotel	2,000.00	381.48	2,000.00	2,000.00		-
Dues & Memberships	-		-			-
Office Supplies	1,000.00	4.98	1,000.00	1,000.00		-
Janitorial Supplies	2,000.00	92.97	1,000.00	1,000.00		(1,000.00)
Repair & Maint. Supplies	5,000.00	2,227.96	15,000.00	15,000.00		10,000.00
Fuel	12,000.00	5,686.02	13,000.00	13,000.00		1,000.00
Vehicle/Power Equipment Supplies	29,000.00	2,978.92	29,000.00	29,000.00		-
Uniforms	2,000.00	-	2,000.00	2,000.00		-
Christmas Decorations	4,000.00	1,707.38	4,000.00	4,000.00		-
Ag Supplies	2,000.00	21.06	2,000.00	2,000.00		-
Equipment/Vehicles						-
General Properties Totals	147,336.22	83,023.67	167,133.42	165,764.28	0.00	18,428.06
CVCC Small Bus. Center Contri.	-	-				-
Second Stage Contri	2,500.00	2,500.00	3,000.00	2,750.00		250.00
Village Garden Club Contri.	2,500.00		3,500.00	3,500.00		1,000.00
Rotary Club	-		200.00	200.00		200.00
Museum Contributions	2,500.00	289.97	2,900.00	2,500.00		-
Planning/Zoning						
Professional Services						-
Advertising	1,000.00	189.00		500.00		(500.00)
Postage	100.00			100.00		-
Dues/Memberships	1,045.00		1,045.00	1,045.00		-
General Properties Totals	2,145.00	189.00	1,045.00	1,645.00	0.00	(500.00)

GENERAL FUND						
FY 19 Budget			FY 20 Budget			
Account Name	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
Community Development						
Chamber of Commerce Contr.	2,500.00		1,000.00	2,671.00		171.00
Neighbors Helping Neighbors Contr.	1,500.00	1,500.00	2,500.00	2,500.00		1,000.00
Community Development Totals	4,000.00	1,500.00	3,500.00	5,171.00	0.00	1,171.00
Revenue Refunds		1,253.81				-
Purchase of Land/Buildings		190,648.10				-
General Fund Expense Total	1,129,042.99	722,338.83	1,055,604.35	1,134,043.24	-	(28,533.75)
General Fund Total Revenue			1,161,990.16	1,134,043.24		
General Fund Total Expenditures			1,055,604.35	1,134,043.24		
Surplus			106,385.81	-		

WATER FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
WATER FUND REVENUE						
Water In-Town Base Charges	283,770.38	143,522.49	283,723.58	283,723.58		(46.80)
Water OT Base Charges	192,915.17	107,016.49	192,852.77	192,852.77		(62.40)
Water In-Town Usage Charge	417,806.34	201,283.28	417,806.34	417,806.34		(0.00)
Water OT Usage Charges	317,304.69	170,784.26	317,304.69	317,304.69		0.01
Penalties	16,000.00	7,333.53	15,000.00	15,000.00		(1,000.00)
Trip Charges	11,000.00	7,600.00	15,000.00	15,000.00		4,000.00
Dormant Acct Fee	9,110.00	1,687.32	3,716.01	3,716.01		(5,393.99)
Fire Sprinklers	4,968.00	2,484.00	4,968.00	4,968.00		-
Avalability Fee		2,920.00	-			-
Water Charges-SBC	113,653.44	56,240.37	113,653.44	113,653.44		-
Reimbursement of Const. Cost			-			-
Transfer from Reserve			-	45,172.68		45,172.68
Revenue Totals	1,366,528.02	700,871.74	1,364,024.83	\$ 1,409,197.51	\$ -	\$ 42,669.49
WATER FUND EXPENSES						
TOWN MANAGER						
Wages	36,680.00	14,672.34	37,974.80	37,974.80		1,294.80
PT Wages	4,103.39	1,721.70	4,247.84	4,247.84		144.45
FICA	3,119.93	1,254.95	3,230.03	3,230.03		110.10
VRS	5,666.71	2,257.89	6,205.08	6,085.21		418.50
Health Insurance	3,648.00	1,520.00	3,648.00	3,648.00		-
Group Life Insurance	454.30	189.30	497.47	487.86		33.56
STD/Long-Term Disability	264.10	102.30	224.05	224.05		(40.05)
Unemployment Insurance						-
Contingency	25,000.00			25,000.00		-
Town Manager Totals	78,936.43	21,718.48	56,027.29	\$ 80,897.79	\$ -	\$ 1,961.36
FINANCE DEPARTMENT						
Wages	34,066.27	14,412.04	35,267.30	35,267.30		1,201.03
PT Wages	20,027.02	5,631.13	20,873.95	20,873.95		846.93
FICA	4,138.14	1,518.86	4,294.81	4,294.81		156.67
VRS	5,566.43	2,319.35	5,762.68	5,651.35		84.92
Health Insurance	6,384.00	2,660.00	6,384.00	6,384.00		-
Group Life Insurance	446.27	185.95	462.00	453.08		6.81
Unemployment Insurance		0.00	-			-
Banking Service Charges	1,000.00	956.93	2,000.00	2,000.00		1,000.00
Support Contracts	2,625.00	857.98	2,625.00	2,625.00		-
Misc Exp		5.00				-
Finance Totals	74,253.13	28,547.24	77,669.73	\$ 77,549.49	\$ -	\$ 3,296.36

WATER FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
WATER OPERATIONAL DEPARTMENT						
Wages	123,364.41	64,117.20	127,730.34	127,730.34		4,365.93
PT Wages	13,759.20	6,138.72	14,244.90	14,244.90		485.70
Other/Holiday	3,850.70	2,456.73	5,117.03	5,117.03		1,266.33
FICA	10,784.54	5,023.41	11,204.23	11,204.23		419.69
VRS	20,157.74	8,201.60	20,871.14	20,467.95		310.21
Health Insurance	18,960.00	11,520.00	22,800.00	22,800.00		3,840.00
Group Life Insurance	1,616.07	673.40	1,673.27	1,640.94		24.87
Long-Term Disability	269.52	344.46	228.69	224.28		(45.24)
Unemployment Insurance	75.00	0.00	75.00	75.00		-
Worker's Comp	3,631.73	3,569.05	3,569.05	3,569.05		(62.68)
Water Shed Mgmt	23,000.00	11,068.34	22,140.00	0.00		(23,000.00)
Testing Services	18,000.00	1,778.42	12,000.00	12,000.00		(6,000.00)
Professional Svcs	3,000.00	1,510.20	3,000.00	3,000.00		-
Repair & Maint. Svcs	10,000.00	4,000.00	10,000.00	10,000.00		-
Advertising	2,000.00	0.00	2,000.00	2,000.00		-
Electrical Svcs	48,000.00	17,420.77	40,000.00	40,000.00		(8,000.00)
Water & Sewer	48,000.00	8,951.63	32,000.00	32,000.00		(16,000.00)
Postage	2,500.00	156.85	2,000.00	2,000.00		(500.00)
Telecommunications	3,660.00	2,070.00	3,480.00	3,480.00		(180.00)
Property Insurance	3,028.50	2,824.77	3,084.61	3,084.61		56.11
Motor Vehicle Insurance	403.23	447.64	423.23	423.23		20.00
Travel-Mileage/Hotel/Conference	4,000.00	315.50	4,000.00	4,000.00		-
Lease/Rent Equipment		0.00				-
Permits		0.00	-			-
Dues & Memberships	2,000.00	740.00	2,000.00	2,000.00		-
Office Supplies	5,000.00	735.63	2,500.00	2,500.00		(2,500.00)
Lab Supplies	12,500.00	5,225.72	15,000.00	15,000.00		2,500.00
Repair & Maint. Supplies	25,000.00	1,120.38	25,000.00	25,000.00		-
Fuel/Oil	2,000.00	34.93	2,000.00	2,000.00		-
Vehicle & Equip Supplies	5,000.00	532.50	5,000.00	5,000.00		-
Uniforms	1,000.00	1,651.53	1,500.00	1,500.00		500.00
Chemicals	40,000.00	20,448.94	40,000.00	42,000.00		2,000.00
Equipment	25,000.00	933.22	25,000.00	25,000.00		-
Operational Totals	479,560.65	184,011.54	459,641.49	\$ 439,061.56	\$ -	\$ (40,499.09)

WATER FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
WATER MAINTENANCE DEPARTMENT						
Wages	87,277.84	34,506.52	96,551.51	91,330.52		4,052.68
PT Wages	1,941.69	0.00	616.31	616.31		(1,325.38)
Other Pay/Holiday	1,770.79	68.69	1,397.62	1,397.62		(373.17)
FICA	6,960.76	2,824.37	7,397.57	7,005.88		45.12
VRS	14,261.20	6,006.05	15,776.52	14,635.12		373.92
Health Insurance	20,520.00	8,930.00	20,520.00	20,520.00		-
Group Life Insurance	1,143.34	481.55	1,264.82	1,173.32		29.98
Unemployment Insurance	-	-	-	-		-
Worker's Comp	3,496.36	3,406.86	3,496.36	3,496.36		-
Repair & Maint. Svcs	-	5,920.00	-	-		-
Miss Utility	600.00	134.80	600.00	600.00		-
Telecommunication	-	0.00	-	-		-
Motor Vehicle Insurance	1,259.63	1,398.37	1,322.09	1,322.09		62.46
Lease of Equipment	2,000.00		2,000.00	2,000.00		-
Travel-Mileage/Conference/Hotel	2,000.00		2,000.00	2,000.00		-
Dues & Memberships	200.00	100.00	200.00	200.00		-
Repair & Maint. Supplies	20,000.00	2,141.22	20,000.00	20,000.00		-
Fuel	-		-			-
Vehicle/Power Equipment Supplies	-		-			-
Uniforms	-		-			-
Equipment/Vehicles						-
Maintenance Totals	163,431.61	65,918.43	173,142.79	\$ 166,297.22	\$ -	\$ 2,865.61
W. Court Street Project		65,267.00				-
Water Sedimentation Basin		449.98				-
Debt Payments						
60W W/L Principle	13,695.00	7,356.34	14,320.00	14,320.00		625.00
60W W/L Interest	15,350.00	7,165.62	14,725.00	14,725.00		(625.00)
Refi Water Loan Principle	37,741.00	0.00		0.00		(37,741.00)
Refi Water Loan Interest	147,465.00	0.00	-	0.00		(147,465.00)
Mainstreet W/L Principle	70,848.10	35,621.96	67,050.58	67,050.58		(3,797.52)
Mainstreet W/L Interest	52,103.58	25,853.88	55,901.10	55,902.00		3,798.42
Sterling Debt Refi Prin		32,461.09	89,710.87	89,710.87		89,710.87
Sterling Debt Refi Interest		14,551.31	37,500.00	37,500.00		37,500.00
Capital Improvement Program	233,143.54			366,183.00		133,039.46
Debt Totals	570,346.22	123,010.20	279,207.55	645,391.45	-	75,045.23
Water Fund Expense Totals	1,366,528.04	488,922.87	1,045,688.85	1,409,197.5	-	42,669.5
Revenues			1,364,024.83	1,409,197.51		
Expenses			1,045,688.85	1,409,197.51		
Surplus			<u>318,335.98</u>	-		

Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
SEWER REVENUE						
Sewer In-Town Base Charges	391,457.77	196,133.46	391,594.52	391,594.52		136.75
Sewer OT Base Charges	176,663.16	104,090.56	176,663.16	176,663.16		0.00
Sewer In-Town Usage Charge	284,208.46	134,350.31	284,208.46	284,208.46		0.00
Sewer OT Usage Charges	143,801.23	84,728.21	143,801.23	143,801.23		0.00
Penalties	12,000.00	4,850.50	10,000.00	10,000.00		(2,000.00)
Dormant Acct Fee	5,393.99	2,351.49	5,393.99	5,393.99		-
Avalability Fee		3,276.00	-			-
SBC-Rut. Creek Operations	42,000.00	13,058.82	42,000.00	42,000.00		-
SBC Sewer Rehab		973.00	-			-
Reimbursement of Const. Cost			-			-
Nutrient Credit	1,000.00	720.00	720.00	720.00		(280.00)
Transfer from Other Funds						-
Revenue Totals	1,056,524.61	544,532.35	1,054,381.36	1,054,381.36	-	(2,143.25)
SEWER EXPENSES						
TOWN MANAGER						
Wages	27,510.00	11,004.24	28,481.10	28,481.10		971.10
PT Wages	3,693.05	1,549.55	3,823.06	3,823.06		130.01
FICA	2,387.03	960.94	2,503.76	2,503.76		116.73
VRS	4,250.03	1,695.03	4,653.81	4,563.91		313.88
Health Insurance	2,736.00	1,140.00	2,736.00	2,736.00		-
Group Life Insurance	340.73	141.95	373.10	365.89		25.16
STD/Long-Term Disability	198.07	76.74	168.04	168.04		(30.03)
Unemployemnt Insurance						-
Contingency	50,000.00	6,982.75		25,000.00		(25,000.00)
Town Manager Totals	91,114.91	\$ 23,551.20	42,738.88	67,641.76	-	(23,473.15)
FINANCE DEPARTMENT						
Wages	26,920.96	11,389.23	27,870.26	27,870.26		949.30
PT Wages	10,013.51	2,815.57	10,436.97	10,436.97		423.46
FICA	2,825.49	1,072.13	2,930.50	2,930.50		105.01
VRS	4,398.89	1,832.90	4,554.00	4,466.03		67.14
Health Insurance	4,924.80	2,052.00	4,924.80	4,924.80		-
Group Life Insurance	352.66	146.95	365.10	358.05		5.39
Unemployemnt Insurance		-				-
Banking Service Charges	1,000.00	1,148.45	2,000.00	2,000.00		1,000.00
Service Contracts	2,625.00	857.97	2,625.00	2,625.00		-
Finance Totals	53,061.31	21,315.20	55,706.64	55,611.61	-	2,550.30

Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
SEWER OPERATIONAL DEPARTMENT						
Wages	122,742.21	47,431.60	113,625.42	113,625.42		(9,116.79)
PT Wages		-				-
Other/Holiday	3,563.47	2,223.94	3,423.78	3,423.78		(139.69)
FICA	9,662.38	3,747.63	8,786.34	8,786.34		(876.04)
VRS	20,056.08	6,504.00	18,566.39	18,207.73		(1,848.35)
Health Insurance	22,800.00	9,224.00	22,800.00	22,800.00		-
Group Life Insurance	1,607.92	421.15	1,488.49	1,459.74		(148.18)
Long-Term Disability	\$ -	131.98	199.09	199.09		199.09
Unemployment Insurance	75.00	4.89	50.00	50.00		(25.00)
Worker's Comp	2,478.88	2,096.49	2,096.49	2,096.49		(382.39)
Sludge & Trash Removal-Rut. Crk	2,000.00	435.00	2,400.00	2,400.00		400.00
Testing Services	25,000.00	13,986.41	30,000.00	30,000.00		5,000.00
Professional Svcs	3,000.00	1,687.45	3,000.00	3,000.00		-
Repair & Maint. Svcs-Rut Crk	15,000.00	11,418.00	15,000.00	20,000.00		5,000.00
Advertising	1,000.00	-	1,000.00	1,000.00		-
Electrical Svcs-Rut. Crk	45,000.00	19,608.35	41,000.00	41,000.00		(4,000.00)
Water, Sewer -Rut. Crk	10,600.60	9,921.66	13,000.00	20,000.00		9,399.40
Electrical Svcs-Pump Station	2,000.00	1,023.23	2,100.00	2,100.00		100.00
Water, Sewer-Pump Station	240.00	78.00	200.00	200.00		(40.00)
Postage	2,500.00	550.72	2,000.00	2,000.00		(500.00)
Telecommunications	2,880.00	849.19	3,480.00	3,480.00		600.00
Property Insurance	5,475.28	5,106.96	5,576.72	5,576.72		101.44
Motor Vehicle Insurance	382.72	424.87	401.70	401.70		18.98
Lease/Rent Equipment	-	-	-			-
Travel-Mileage/Hotel/Conference	4,000.00	575.00	4,000.00	2,000.00		(2,000.00)
Permits	8,000.00	3,768.00	8,000.00	8,000.00		-
Dues & Memberships	2,000.00	1,007.05	2,000.00	2,000.00		-
Office Supplies	500.00	519.59	2,500.00	2,500.00		2,000.00
Lab Supplies	4,000.00	1,218.93	4,000.00	4,000.00		-
Repair & Maint. Supplies-Rut. Crk	25,000.00	1,585.21	25,000.00	15,000.00		(10,000.00)
Fuel/Oil	2,000.00	47.88	2,000.00	2,000.00		-
Vehicle & Equip Supplies	5,000.00	263.69	5,000.00	5,000.00		-
Uniforms	1,000.00	1,349.35	1,500.00	1,500.00		500.00
Chemicals-Rut Crk	7,000.00	1,058.50	7,000.00	7,000.00		-
Equipment-Rut Crk						-
Vehicles						-
Treatment Totals	356,564.54	148,268.72	351,194.42	350,807.01	-	(5,757.53)

Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
SEWER MAINTENANCE DEPARTMENT						
Wages	87,277.84	31,506.52	96,551.51	91,330.52		4,052.68
PT Wages	897.86	68.69	616.31	616.31		(281.55)
Other Pay/Holiday	1,770.79	-	1,397.62	1,397.62		(373.17)
FICA	6,880.91	2,824.37	6,880.91	6,880.91		0.00
VRS	14,261.20	6,006.05	15,776.52	14,635.12		373.92
Health Insurance	20,520.00	8,930.00	20,520.00	20,520.00		-
Group Life Insurance	1,143.34	481.55	1,264.82	1,173.32		29.98
Unemployment Insurance	-	-	-	-		-
Worker's Comp	1,653.40	1,528.72	1,653.40	1,653.40		-
Repair & Maint. Services	-	-	-	-		-
Telecommunication	-	-	-	-		-
Motor Vehicle Insurance	1,259.63	1,398.37	1,322.09	1,322.09		62.46
Lease of Equipment	2,000.00	-	4,000.00	4,000.00		2,000.00
Travel-Mileage/Conference/Hotel	-	-	-	-		-
Misc	-	-	-	-		-
Dues & Memberships	-	-	-	-		-
Repair & Maint. Supplies	5,000.00	1,429.05	10,000.00	10,000.00		5,000.00
Fuel	-	-	-	-		-
Vehicle/Power Equipment Supplies	-	-	-	-		-
Uniforms	-	-	-	-		-
Equipment/Vehicles	-	-	-	-		-
Maintenance Totals	142,664.97	54,173.32	159,983.17	153,529.29	-	10,864.32
Sliplining Porject		5,000.00				-
Debt Payments						
WWTP Loan Principle	53,270.00	-	-	-		(53,270.00)
WWTP Loan Interest	106,290.00	-	-	-		(106,290.00)
Sterling Bank WWTP Refi Prin		69,027.92	190,640.00	190,640.00		190,640.00
Sterling Bank WWTP Refi Int		30,873.46	79,680.00	79,680.00		79,680.00
Debt Reserve	253,558.87	-		118,838.69		(134,720.18)
Capital Program				37,633.00		
Debt Totals	413,118.87	99,901.38	270,320.00	426,791.69	-	(23,960.18)
Sewer Fund Expense Totals	1,056,524.60	352,209.82	879,943.10	1,054,381.36	-	(39,776.24)
Reveues			1,054,381.36	1,054,381.36		
Expenses			879,943.10	1,054,381.36		
Surplus			174,438.26	-		

GARBAGE FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
GARBAGE REVENUE						
Garbage IT Charges	80,677.30	40,706.18	121,052.00	121,052.00		40,374.70
Garbage OT Charges	24,083.20	11,731.56	17,574.80	17,574.80		(6,508.40)
Penalties	1,500.00	670.46	1,300.00	1,300.00		(200.00)
Transfer from Other Funds						-
Revenue Totals	106,260.50	53,108.20	139,926.80	\$ 139,926.80	\$ -	\$ 33,666.30
TOWN MANAGER						
Wages	2,751.00	1,100.44	2,848.11	2,848.11		97.11
PT Wages	410.34	172.19	424.78	424.78		14.45
FICA	241.84	97.42	250.38	250.38		8.53
VRS	425.00	169.50	465.38	465.38		40.38
Health Insurance	273.60	114.00	273.60	273.60		-
Group Life Insurance	34.07	14.20	37.31	37.31		3.24
STD/Long-Term Disability	19.81	7.68	16.80	16.80		(3.00)
Contingency	5,505.11			835.88		(4,669.23)
Town Manager Totals	4,155.66	1,675.43	4,316.37	\$ 5,152.25	\$ -	\$ 160.70
FINANCE DEPARTMENT						
Wages	1,450.27	613.57	1,501.39	1,501.39		51.13
PT Wages	400.54	112.65	417.48	417.48		16.94
FICA	141.59	54.99	146.79	146.79		5.21
VRS	236.97	98.75	245.33	245.33		8.35
Health Insurance	273.60	114.00	273.60	273.60		-
Group Life Insurance	19.00	7.95	19.67	19.67		0.67
Banking Service Charges	200.00	191.44	400.00	400.00		200.00
Finance Totals	2,721.97	1,193.35	3,004.26	3,004.26	-	\$ 82.30
GARBAGE EXPENSES						
Collection In-Town	73,411.44	36,844.14	110,737.20	110,737.20		37,325.76
Collection Out of Town	10,930.32	5,328.20	17,858.40	17,858.40		6,928.08
Garbage Totals	84,341.76	42,172.34	128,595.60	\$ 128,595.60	\$ -	\$ 44,253.84
GARBAGE MAINTENANCE DEPARTMENT						
Wages	1,939.51	766.83	2,145.59	2,145.59		206.08
PT Wages	6,599.02		-	-		(6,599.02)
Other Pay/Holiday	39.35		31.06	31.06		(8.29)
FICA	159.80	62.66	163.34	163.34		3.55
VRS	316.92	133.40	350.59	350.59		33.67
Health Insurance	456.00	190.00	456.00	456.00		-
Group Life Insurance	25.41	10.75	28.11	28.11		2.70
Maintenance Totals	9,536.00	1,163.64	3,174.69	\$ 3,174.69	\$ -	\$ (6,361.32)
Garbage Fund Expense Total	100,755.39	46,204.76	139,090.92	\$ 139,926.80	\$ -	\$ 38,135.52
Revenues			139,926.80	139,926.80		
Expenses			139,090.92	139,926.80		
Surplus			835.88	0.00		

INDUSTRIAL DEVELOPMENT AUTHORITY						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
IDA REVENUES						
BP Recoupment Rev	26,058.00	-	25,968.00	25,968.00		(90.00)
Zoning Fees	-					-
Bond Issue	16,239.00	10,722.50	9,673.75	9,673.75		(6,565.25)
Home Owners Reimb	1,332.00		1,345.11	1,345.11		13.11
Revenue Totals	43,629.00	10,722.50	36,986.86	36,986.86	-	(6,642.14)
IDA EXPENSES						
PT Wages	6,599.02	824.26	7,395.72	7,395.72		796.70
FICA	504.83	-	565.77	565.77		60.94
Repair & Maint. Svcs	-	-				-
Professional Service	2,000.00	-	2,000.00	2,000.00		-
Electrical Svcs	325.00	145.19	325.00	325.00		-
Dues & Membership	2,756.00	2,756.00	2,749.00	2,749.00		(7.00)
Transfer to IDA fund	31,444.15	-		23,951.37		(7,492.78)
Expense Totals	43,629.00	3,725.45	13,035.49	36,986.86	-	(6,642.14)
Revenue Totals	3,701,985.13	1,848,419.78	3,723,308.81	3,735,212.55	-	33,227.42
Expense Totals	3,696,480.02	1,613,401.73	3,088,828.79	3,735,212.55	-	38,732.52

FY20 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)	24%	50%	25%	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 (1)	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%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY20							1/31/2018
Permanent Fund principal for the General Fund							GF Revenues \$ 1,161,990
(based on proposed FY20 Budget)							Administration Fee (covered in W & S Funds) -
							Net GF Revenues \$ 1,161,990
Reserve per October 2010 policy	15%						Reserve per @ 25%
GF target Permanent Fund principal	\$ 174,298.52						GF target Permanent Fund principal \$ 290,497.54 ←
Required contingency in the General Fund							GF Expenses \$ 1,055,604
(based on proposed FY20 Budget)							Reserve per October 2010 policy 3.0%
							GF Contingency \$ 31,668 ←
							\$ 33,871
Permanent Fund principal for the Water Fund (based on the proposed FY20 Budget)							
Fund 501 WATER FUND				FY20 Budget			
DEBT SERVICE				\$ 279,208	Debt	279,208	
ALL OTHER EXPENSES				\$ 766,481	25%/Operator	\$ 191,620	
Total						WF target Permanent Fund principal \$ 470,828 ←	
Permanent Fund principal for the Sewer Fund (based on the proposed FY20 Budget)							
Fund 502 SEWER FUND				FY20 Budget			
DEBT SERVICE				\$ 270,320	Debt	270,320	
ALL OTHER EXPENSES				\$ 609,623	25%/Operator	\$ 152,406	
Total						SF target Permanent Fund principal \$ 422,726 ←	
Permanent Fund principal for the Garbage Fund (based on the proposed FY20 Budget)							
Fund 514 GARBAGE FUND				FY20 Budget			
ALL EXPENSES				139,091	25% operation	\$ 34,773	
						Garb target Permanent Fund principal \$ 34,773	
Total of all undesignated fund balances							\$ 1,218,824
General Fund Permanent Fund		\$ 290,498					
General Fund Contingency		\$ 33,871					
Water Fund Permanent Fund		\$ 470,828					
Sewer Fund Permanent Fund		\$ 422,726					

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/18	Interest Rate	Maturity Date	Principal Payment FY20	Interest Payment FY20	Total Debt Payment FY20
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,806,608.24	3.35%	6/30/2030	\$ 397,510.10	\$ 117,955.33	\$ 515,465.43
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	\$ 508,264.20	3.00%	7/1/2043	\$ 14,319.58	\$ 14,724.34	\$ 29,043.92

Outstanding Debt Balances							
			Sterling Refi	60 WL	Main St. WL	Total	
	FY 2019		3,629,086.56	501,366.18	\$ 2,262,501.52	\$ 6,392,954.26	
	FY 2020		3,349,531.68	487,258.22	\$ 2,196,196.86	\$ 6,032,986.76	
	FY 2021		3,060,480.24	472,723.85	\$ 2,128,391.96	\$ 5,661,596.05	
	FY 2022		2,786,515.23	457,750.18	\$ 2,059,052.92	\$ 5,303,318.33	
	FY 2023		2,477,491.47	442,323.93	\$ 1,988,144.94	\$ 4,907,960.34	
	FY 2024		2,157,969.87	426,431.42	\$ 1,915,632.50	\$ 4,500,033.79	
	FY 2025		1,827,594.03	410,058.56	\$ 1,841,479.36	\$ 4,079,131.95	
	FY 2026		1,485,995.07	393,190.83	\$ 1,765,648.44	\$ 3,644,834.34	
	FY 2027		1,132,791.75	375,813.27	\$ 1,688,101.70	\$ 3,196,706.72	
	FY 2028		767,589.75	357,910.48	\$ 1,608,800.32	\$ 2,734,300.55	
	FY 2029		389,981.55	339,466.58	\$ 1,527,704.64	\$ 2,257,152.77	

TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Shiflett)	2017	254	33,382
Ford	Interceptor (Harler)	2016	8694	74,878
Ford	Explorer (Watts)	2014	8654	63,967
Ford	Interceptor (Payne)	2017	7002	28,075
Ford	Interceptor (Robinson)	2015	1494	53,157
Ford	Interceptor Sedan (Martin)	2014	1248	72,418
MAINTENANCE				
Ford	SUV	2007	7723	96,447
Dodge	Pickup	2014	4675	41,360
Chevy	Pickup	2011	5012	61,961
Dodge	Work Truck	2013	7481	39,625
GMC	Budget Truck	1995	5212	114,453
GMC	Dump Truck	2003	9981	47,976
Ford	Explorer (Office)	2011	4253	58,566
UTILITIES				
	Wastewater		9843	60,438
	Water		4271	84,307

Town of Amherst, Virginia
 Balance Sheet
 Governmental Fund
 June 30, 2018

Exhibit 3

	<u>General</u>
ASSETS	
Cash and cash equivalents	\$ 1,824,497
Receivables (net of allowance for uncollectibles):	
Taxes receivable	1,362
Accounts receivable	44,441
Due from other governmental units	34,171
Prepaid items	75,660
Total assets	<u>\$ 1,980,131</u>
LIABILITIES	
Accrued liabilities	\$ 24,737
Total liabilities	<u>\$ 24,737</u>
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue - property taxes	\$ 1,362
Total deferred inflows of resources	<u>\$ 1,362</u>

Town of Amherst,
Virginia
Statement of Net
Position June 30,
2018

	Primary		
	Government Governmental	Busines s-type	
	<u>Activities</u>	<u>Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 1,824,497	\$ 2,206,622	\$ 4,031,119
Cash and cash equivalents, restricted	-	124,153	124,153
Receivables (net of allowance for uncollectibles):			
Taxes receivable	1,362	-	1,362
Accounts receivable	44,441	242,948	287,389
Due from other governmental units	34,171	-	34,171
Inventories	-	98,635	98,635
Prepaid items	75,660	-	75,660
Capital assets (net of accumulated depreciation):			
Land and land improvements	1,141,203	25,084	1,166,287
Buildings and improvements	358,927	-	358,927
Plant	-	2,914,374	2,914,374
Machinery and equipment	164,688	10,442	175,130
Infrastructure	-	7,151,182	7,151,182
Construction in progress	-	1,020,798	1,020,798
Total assets	<u>\$ 3,644,949</u>	<u>\$ 13,794,238</u>	<u>\$ 17,439,187</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension related items	\$ 233,802	\$ -	\$ 233,802
OPEB related items	4,249	-	4,249
Total deferred outflows of resources	<u>\$ 238,051</u>	<u>\$ -</u>	<u>\$ 238,051</u>
LIABILITIES			
Accounts payable	\$ -	\$ 26,206	\$ 26,206
Accrued liabilities	24,737	-	24,737
Long-term liabilities:			
Due within one year	3,707	362,375	366,082
Due in more than one year	1,356,827	6,346,867	7,703,694
Total liabilities	<u>\$ 1,385,271</u>	<u>\$ 6,735,448</u>	<u>\$ 8,120,719</u>
DEFERRED INFLOWS OF RESOURCES			
Pension related items	\$ 122,940	\$ -	\$ 122,940
OPEB related items	7,000	-	7,000
Total deferred inflows of resources	<u>\$ 129,940</u>	<u>\$ -</u>	<u>\$ 129,940</u>
NET POSITION			
Net investment in capital assets	\$ 1,664,818	\$ 4,412,638	\$ 6,077,456
Unrestricted	702,971	2,646,152	3,349,123