

AMHERST TOWN COUNCIL

AGENDA

Wednesday, February 10, 2021

Meeting at 7:00 p.m.

**SUBSTITUTE LOCATION 153 WASHINGTON STREET, COUNTY ADMINISTRATION
BUILDING, PUBLIC MEETING ROOM, AMHERST, VA 24521**

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Public Hearing- Budget Amendment (Pgs.1-35)** – *Sara Carter- An amended budget, reflecting the use of CARES Act monies and decisions by Council about its expenditure has been advertised for a public hearing for this meeting.*
- E. Citizen Comments** - *Per the Town Council’s policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor’s discretion.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 36-47)** – *Draft of the January 13, 2021 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 48-57)**
- 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 – **handout**
- 2. Council Committee Reports**
- a. Finance Committee – *Mrs. Carton*
 - b. Utilities Committee – *Mr. Watts*
- 3. Other Reports**
- a. Planning Commission– *no meeting*

- b. Industrial Development Authority- *no meeting*
- c. Robert E. Lee SWCD

H. Discussion Items

1. **Hazard Mitigation Plan (Pgs. 58-67)-** *Kelly Hitchcock- The Central Virginia Planning District Commission has been coordinating a rewrite of the regional Hazard Mitigation Plan. Each jurisdiction is asked to adopt the Plan. Please find attached a summary of the plan as well as an overview with links to the complete plan on the Central Virginia PDC's website.*
2. **Waugh's Ferry Water Tank Generator Project-** *Sara Carter- Adding a generator to the Waugh's Ferry water tank was originally included as a part of the Water Treatment Plant Renovation project. However, it was excluded, based upon the overall bid price for the project, and because the bid price for this item with the winning contractor was substantially higher than other bidders. Staff recommends applying for State Revolving Water Drinking Funds to see what amount of grant funds may be available to bring this project to completion.*

I. Matters from Staff

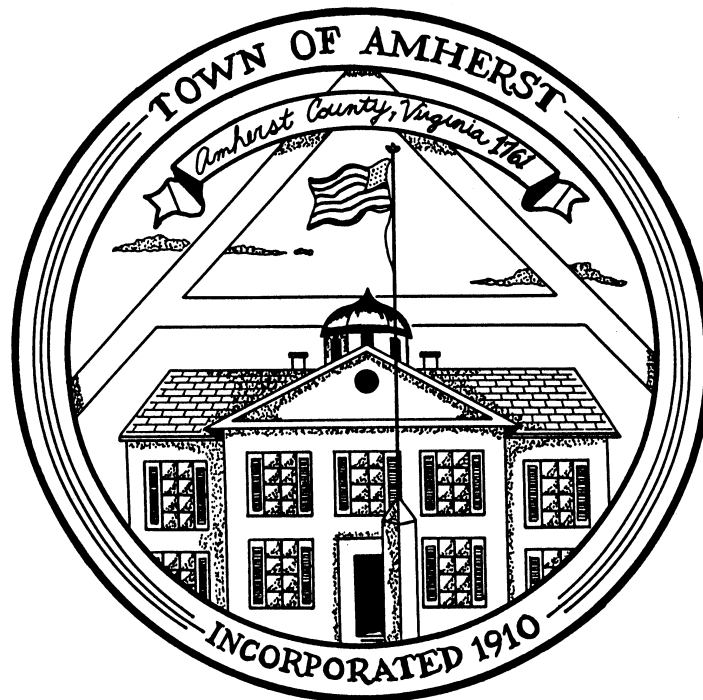
J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Adjournment

Town of Amherst FY 21 Amended Budget



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

Original Budget Adopted on June 10, 2020
Amended September 9, 2020 to include CARES Act funding
Public Hearing on February 10, 2021 to include Utilities CARES Act
funding and delineate funding lines from both amendments

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: January 20, 2021

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 21 Town of Amherst Budget Amendment

Please find attached a complete budget amendment proposal for Council's consideration at your February 10, 2021 meeting.

Council adopted the budget at their June 2020 meeting, based upon the changed circumstances from COVID-19. At their September 2020 meeting, Council adopted a revised budget ordinance to account for the receipt of additional CARES Act funding, as well as directed staff regarding the expenditure of those funds.

This amendment does three things:

1. It updates revenue forecasts, based upon receipts for the first half of the fiscal year. The numbers have been better than anticipated, especially for sales tax receipts. Staff is still projecting a decrease in business license revenue and meals taxes, but less of a decrease than previously projected in the adopted budget.
2. It accounts for the Utilities CARES Act funds that the Town received.
3. It applies the amended budget figures to the specific lines where revenue is received and then appropriated to each line, providing a more transparent and complete picture of the Town's financial picture than a simple budget ordinance amendment.

Adoption Process:

Council will hold a public hearing for the budget on February 10, 2021 and can adopt the budget amendment at the same meeting, if they choose to do so.

Town Manager's Budget Message

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AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2021, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY21 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,423,434
Water Fund	\$1,275,342
Sewer Fund	\$969,660
Garbage Fund	\$141,854
IDA Fund	\$455,188

Estimated Expenditures

General Fund	\$1,423,434
Water Fund	\$1,275,342
Operations	\$822,980
Debt Service and Capital Projects	\$452,362
Sewer Fund	\$969,660
Operations	\$684,080
Debt Service and Reserve	\$285,580
Garbage Fund	\$141,854
IDA Fund	\$455,188

TAX RATES

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

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

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

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

Contractors: \$0.16 per \$100 of gross receipts

Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts

Retailers: \$0.10 per \$100 of gross receipts

Wholesalers: \$0.04 per \$100 of gross receipts

Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts

The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh produce \$50/year

UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 21 budget holds all water and sewer rates and fees at the same level since fiscal year 2018.

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
\$20,000	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$2750	Second Stage	Community Movie program. An additional \$2750 should be available through a Challenge Grant, which would pass through Town coffers.
\$3000	Village Garden Club	Civic Beautification
\$2900	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$2500	Neighbors Helping Neighbors	Supplies for Food Bank
\$31,150	Total Donations	

FUND BALANCE REQUIREMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY21 fiscal year are as follows:

General Fund Permanent Fund	\$	355,858
General Fund Contingency	\$	42,703
Water Fund Permanent Fund	\$	649,156
Sewer Fund Permanent Fund	\$	405,761
Garbage Fund Permanent Fund	\$	35,324

PERSONNEL

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 2.12%, consistent with the cost of the consumer price index as shown by the 2019 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 went up by approximately 9% and plan choices remain the same this year from last year.

CONDITIONS

The intent being to authorize spending according to this budget, all appropriations articulated herein are declared to be maximum and conditional such that outlay shall be made only in the event the aggregate revenues collected and other resources available to the Town in the respective funds are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with the Ordinance, the Town Charter, Town Code and Purchasing Policy and administrative rules and procedures.

This Ordinance was passed by a vote of the Amherst Town Council on the 10th of February and reflects the complete amended budget for July 1, 2020 to June 30, 2021.

Mayor _____

Attest:

Clerk of Council _____

Town of Amherst
Schedule of Local Levy
July 1, 2020

The following are tax levies for the fiscal year beginning July 1, 2020. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.00.

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.

On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.00.

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

Town of Amherst Utility Rate and Fee Policy

For FY 2020/21

Initiation or Termination of Service:

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are required to show proper identification and will be charged a \$50.00 account set-up fee/ reconnection fee/trip charge that will be added to the customer’s first bill-

Residential Customers:

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

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

Nonresidential Customers:

Base charges for non-residential water and sewer users will be computed by dividing metered use by 3,250 gallons and then multiplying by the applicable residential base charge. This applies to all non- residential users except for churches that shall be assessed on the same basis as residences. The applicable residential charge shall be assessed for each residential unit for Curbside Refuse Collection.

Curbside Refuse Collection:

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

Fire Sprinkler Fees

Fire sprinkler fees are as follows:

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

Charges for Water Not Discharged to Sewer:

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

Dormant Account Fees:

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

Reconnection Fee:

A reconnection fee/trip charge of \$50 will be charged for any activation or reactivation of utility service due to a request for new service, reactivation from disconnection due to nonpayment or a customer-requested disconnection/reconnection. This fee may be waived at the Office Manager's sole discretion due to emergency or irregular situations.

Billing:

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

Adjustments for Leaks:

A property owner is responsible for paying for 100% of the water that has passed through the Town's water meter along with the associated sewer charges. However, in good-faith situations involving water that has leaked from the customer's plumbing, and upon confirmation by the owner that the leak is repaired so that it will not recur, the Office Manager is authorized to give a 50% credit for the excess water and sewer at the time of confirmation and for no more than the two preceding bills, if applicable. The Office Manager is authorized to give a 100% credit on sewer charges if the leak occurred between the meter and the house with the assumption that the water leaking from the plumbing was not being returned into the Town's sewer system. "Repaired" is defined as physical repairs to the owner's plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

Late Payment Charges and Disconnect Procedures:

The Town will assess a late charge of 10% on all accounts when the payment is not received by 5:00 P.M. on the due date. All payments received after 5:00 P.M. are processed as the next business day's receipts. If a customer receives a bill with a previous bill balance, the previous balance must be received by 5:00 P.M. on the 2nd Monday of the month following receipt of that bill. If the previous balance is not received by that time the customer will be put on the Town's disconnect list for the following morning. **The cut off time refers to online payments and drop box payments as well as in person payments. If you make your payment at 5:05p.m. online on the cutoff date you will be added to the disconnection list per this policy.**

Restoration of Service:

If a customer has not paid the previous balance on an account by the disconnection date or otherwise made arrangements satisfactory to the Office Manager to have the balance paid, the water service will be terminated. Before any service is restored, the past due amount including the \$50.00 reconnection fee/trip charge must be physically received by the Office Manager at 174 South Main Street in the Town of Amherst. Funds will not be accepted from customers at the service location. The \$50.00 reconnection fee/trip charge will also be charged where a customer, or any entity other than the Town, has obtained water and/or sewer service prior to all applicable fees and/or charges being paid to obtain service and/or has installed a meter or other apparatus in a meter setting to gain access to public water/sewer.

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

Returned Payments:

Any payments not honored by the bank, whether check, or credit card payment, will be charged a \$50.00 handling fee and any bank fees (Reference VA Code §15.2-106). Service shall automatically be disconnected when a payment to pay to prevent service from being disconnected or to reconnect a service is returned or charged back to the Town for any reason. If the returned payment was paid to prevent termination of services then the past due balance, the returned payment handling fee and a reconnection fee/trip charge shall be collected prior to service being restored via cash, money order or certified check. Once the Town has received a returned payment on an account more than one time, the Town will not accept any forms of payment other than cash or certified funds for a period of six (6) months for that account.

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

Payment Arrangements:

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

Fire Hydrant Use:

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

Cross Connections:

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

Sewer Connections and Discharges:

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

Availability and Connection Fees:

Availability Fees:

The Town does not charge availability fees where :

there is programmed capacity in the system to serve the proposed connection and use,

where that connection will not hinder service to other properties,

and, the owner bears the cost of any line extensions that are required to make the connection.

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

Connection Fees:

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

Maintenance of Policy and Implementation

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration. The Town Manager shall have the authority to deviate from strict enforcement for good cause.

PUBLIC HEARING NOTICE

The Town of Amherst Town Council will hold a public hearing at 7:00 PM on February 10, 2021 in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matters:

Amended Fiscal Year 2020/2021 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.

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Garbage Fund	\$141,854
IDA Fund	\$455,188

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

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

**Town of Amherst
Capital Improvement Program FY 20-21,
As Recommended by the Planning Commission and Adopted by the Town Council**

Project Description & Ranking	CIP Committee Evaluation	Total Estimated Cost	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Recommended Sources of Funds
Police								
Generator	18	\$11,000.00	11,000.00					General Fund
UTV-Side by Side (shared)	19	16,500.00	16,500.00					All funds
Police Interceptor-SUV	13	87,000.00	42,000.00		45,000.00			General Fund
Community Development								
Park Improvements		60,000.00	60,000.00					General Fund
Maintenance								
New Truck	11	35,000.00			35,000.00			General Fund
Bucket Truck	13	35,000.00		35,000.00				General Fund
Town Hall A/C Heat Unit	11	35,000.00		35,000.00				General Fund
Backhoe	13	100,000.00			100,000.00			General Fund
Maintenance Shop Heat	14	6,000.00		6,000.00				General Fund
8 Ton Trailer	16	8,500.00	8,500.00					General Fund
Tractor w/ bucket mower & backhoe	19	30,000.00			30,000.00			General Fund
Utilities								
Sewer Sliplining Project		4,500,000.00	\$ 4,500,000.00					Grant and Loan
Water Treatment Plant Renovation		4,100,000.00	4,100,000.00					Grant and Loan
Sludge Dewaterer		1,500,000.00					1,500,000.00	Wastewater Fund
Used Water Plant Truck	14	39,524.00				30,000.00		Water Fund
Used Wastewater Truck	14	39,524.00			28,000.00			Wastewater Fund
Replace Author Court W/L		200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement		1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement		1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement		136,888.00				136,888.00		Grant and Water
Union Hill Replacement		420,416.00					420,416.00	Grant and Water
Zane Snead Replacement		294,400.00				294,400.00		Grant and Water
Total:		\$14,080,607	\$8,738,000	\$276,000	\$2,663,855	\$461,288	\$1,920,416	

GENERAL FUND

Account Name	Account Code	FY 19 Budget		FY 20 Budget		FY 21 BUDGET	
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	New Total	
GENERAL FUND REVENUES							
Real Property Taxes-Current	11010-0001	-	-				
Real Property Taxes-Delinquent	11010-0002	-	-				
Personal Property Tax-Current	11030-0001	-	-				
Personal Property Tax-Delinquent	11030-0002	-	-				
Penalties on Del Taxes	11060-0001	-	-				
Interest on Del Taxes	11060-0002	-	-				
Local Sales & Use Tax	12010-0001	100,000.00	105,000.00	84,000.00	43,000.00		127,000.00
Consumer Utility Tax-Gas, Elec	12020-0001	26,000.00	26,000.00	25,500.00			25,500.00
Electric Consumption Tax	12020-0002	18,000.00	19,000.00	19,000.00			19,000.00
Business License Tax	12030-0006	120,000.00	125,000.00	69,000.00	11,500.00		80,500.00
Business Lic Tax-Interest & Pen	12030-0007	2,300.00	3,200.00	1,800.00			1,800.00
Motor Vehicle Licenses	12050-0001	42,000.00	42,500.00	40,000.00			40,000.00
Motor Vehicle Licenses Penalties/Interest	12050-0002	4,000.00	400.00	400.00			400.00
Bank Stock Fee	12060-0001	75,000.00	58,000.00	60,000.00			60,000.00
Lodging Tax	12100-0001	7,900.00	8,500.00	7,200.00	1,500.00		8,700.00
Meals Tax	12110-0001	495,000.00	500,000.00	306,000.00	150,000.00		456,000.00
Meals Tax-Pen & Int.	12110-0002	1,000.00		600.00			600.00
Zoning Permits	13030-0007			600.00			600.00
Fines & Forfeitures	14010-0001	15,000.00	18,000.00	17,600.00	(13,200.00)		4,400.00
Interest on Bank Deposits	15010-0001	5,000.00	5,250.00	6,000.00			6,000.00
Interest on Investments	15010-0002	18,000.00	25,000.00	20,000.00			20,000.00
VIP Unrealized Gain/Loss	15010-0003						0.00
Tower Lease	15020-0005	9,400.00	9,400.00	9,400.00			9,400.00
Rent-Firing Range	15020-0006	-					0.00
Police Security	16030-0001	1,800.00	1,000.00				0.00
Refunds	18030-0001						0.00
Credit Card Transaction Fee	18030-0004	3,000.00	250.00	50.00			50.00
Returned Check Fee	18030-0005	400.00	200.00	250.00			250.00
Accident Reports	18030-0006	500.00	150.00	150.00			150.00
Misc Rev	18030-0007	1,000.00	1,000.00	1,000.00			1,000.00
Collection Fee	18030-0008			1,000.00			1,000.00
Donations-Police	18990-0003						0.00
DMV Stop Fees	19020-0005	1,200.00	300.00	1,200.00			1,200.00
Rolling Stock Tax	22010-0007	2,500.00	2,500.00	2,400.00			2,400.00
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00			17,455.00
Rental Tax	22010-0010	2,000.00	2,000.00	2,000.00			2,000.00
Communication Tax from State	22010-0030	96,000.00	90,000.00	85,000.00			85,000.00
DCJS Grants	24010-0001						0.00
State Police Aid	24010-0003	54,588.00	54,588.00	56,608.00			56,608.00
Fire Programs Grant	24020-0001	10,000.00	10,000.00	10,000.00	5,000.00		15,000.00
CARES Act Funding	33020-0002			193,000.00	67,668.97		260,668.97
Insurance Claims	41010-0001						0.00
Sale of Land/Vehicles/Buildings	41020-0001						0.00
Carryover from previous year for budget balance							0.00
Transfers from Other Funds	41050-0006						0.00
Reserve Funds	42000-0000		9,350.24	255,854.38	(135,102.61)		120,751.77
General Fund Revenues Totals		1,129,043.00	1,134,043.24	1,293,067.38	130,366.36		1,423,433.74

GENERAL

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 BUDGET		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
GENERAL FUND EXPENSES						
TOWN COUNCIL						
Wages	11010-1100	11,400.00	11,400.00	11,400.00		11,400.00
FICA	11010-2100	872.10	872.10	872.10		872.10
Travel-Milage/Hotels/Conference	11010-5501		2,500.00	500.00		500.00
Employee Recognition	11010-5811	2,000.00	2,000.00	0.00		0.00
Town Council Totals		14,272.10	16,772.10	12,772.10	-	12,772.10
TOWN MANAGER						
Wages	12110-1100	24,759.00	25,632.99	25,632.99	1,066.95	26,699.94
PT Wages	12110-1300	32,827.09	35,982.75	33,977.22	1,414.26	35,391.48
FICA	12110-2100	4,405.34	4,560.60	4,560.18	\$ 189.81	4,749.99
VRS	12110-2200	3,825.03	4,107.52	4,101.28	1,505.71	5,606.99
Health Insurance	12110-2300	2,462.40	2,462.40	2,579.04		2,579.04
Group Life Insurance	12110-2400	306.66	329.31	343.48	14.30	357.78
STD/Long-Term Disability	12110-2500	178.26	151.23	135.34	5.64	140.98
Unemployment Insurance	12110-2600	50.00	25.00	25.00		25.00
Worker's Comp	12110-2700	146.01	137.42	133.93		133.93
Professional Svcs	12110-3150	800.00	2,500.00	2,500.00		2,500.00
Printing & Binding	12110-3500					0.00
Advertising	12110-3600	3,000.00	2,000.00	2,000.00		2,000.00
Contingency requirement	12110-5000	98,021.65	33,871.00	38,792.00	6,063.66	44,855.66
CARES Act Expenses	12110-5001			193,000.00	(193,000.00)	0.00
Postage	12110-5210	200.00	200.00	200.00		200.00
Telecommunications	12110-5230	540.00	540.00	540.00		540.00
Crime & Cyber Insurance	12100-5307	2,329.00	2,481.00	2,481.00		2,481.00
Travel-Mileage/Hotel/Conference	12110-5501	4,150.00	4,150.00	800.00		800.00
Dues & Memberships	12110-5810	3,600.00	4,829.00	1,500.00		1,500.00
Capital Improvement Program	12110-8000		33,534.00	-		0.00
Town Manager Totals		181,600.44	157,494.22	313,301.46	(182,739.67)	130,561.79
Town Attorney	12210-3150	40,000.00	30,000.00	35,000.00		35,000.00
Independent Auditor	12240-3150	16,000.00	20,000.00	17,000.00		17,000.00
FINANCE DEPARTMENT						
Wages	12420-1100	38,781.19	40,149.35	40,357.96	1,679.86	42,037.82
PT Wages	12420-1300	9,612.97	10,019.49	2,301.00	963.07	3,264.07
FICA	12420-2100	3,702.15	3,837.92	3,263.41	202.19	3,465.60
VRS	12420-2200	6,336.85	6,433.67	6,457.27	268.78	6,726.05
Health Insurance	12420-2300	6,657.60	6,657.60	6,972.96		6,972.96
Group Life Insurance	12420-2400	508.03	515.80	540.80	22.51	563.31
Unemployemnt Insurance	12420-2600	50.00	50.00	45.00		45.00
Worker's Comp	12420-2700	141.27	146.54	105.48		105.48
DMV Stops	12420-3009	1,500.00	1,500.00	1,500.00		1,500.00
Professional Svcs	12420-3150	-	2,800.00	2,800.00		2,800.00
Banking Service Charges	12420-3160	3,000.00	1,500.00	1,500.00		1,500.00
VIP Management Fee	12420-3170			5,000.00		5,000.00
Service Contracts	12420-3320	3,215.00	3,215.00	3,500.00		3,500.00
Advertising	12420-3600	-		200.00		200.00
Postage	12420-5210	3,000.00	3,000.00	5,000.00		5,000.00
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00		1,080.00
Travel-Mileage/Hotel/Conference	12420-5501	1,850.00	1,850.00	500.00		500.00
Dues & Memberships	12420-5810	210.00	210.00	500.00		500.00
Office Supplies	12420-6001	3,500.00	4,000.00	3,500.00		3,500.00
Finance Totals		83,145.06	86,965.37	85,123.88	3,136.41	88,260.29

GENERAL

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 BUDGET		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
Information Technology						
I.T. Services	12510-3150	10,000.00	8,000.00	8,000.00		8,000.00
Phone Maintenance	12510-3330	1,200.00	1,000.00	1,000.00		1,000.00
Website Maintenance	12510-3340	500.00	1,000.00	1,000.00		1,000.00
Microsoft Office Service	12510-5600	5,760.00	7,620.00	8,580.00		8,580.00
I.T. Supplies	12510-6002	2,000.00	2,000.00	1,000.00		1,000.00
I.T. Equipment	12510-8001	2,000.00	2,000.00	1,000.00	36,000.00	37,000.00
I.T. Totals		21,460.00	21,620.00	20,580.00	36,000.00	56,580.00
POLICE DEPARTMENT						
Wages	31100-1100	308,087.94	309,138.55	312,882.56	13,023.42	325,905.98
Overtime	31100-1200		3,500.00	3,500.00	-	3,500.00
PT Wages	31100-1300	7,614.67	7,614.67	6,000.00	25,167.43	31,167.43
Other Pay/Holiday	31100-1400	9,659.07	10,500.00	10,000.00	27,351.27	37,351.27
Security Wages	31100-1500	1,800.00	1,800.00			0.00
FICA	31100-2100	25,027.87	25,708.97	26,230.63	4,210.61	30,441.24
VRS	31100-2200	50,341.57	50,513.24	50,061.21	2,083.75	52,144.96
Health Insurance	31100-2300	57,936.00	57,936.00	58,920.00		58,920.00
Group Life Insurance	31100-2400	4,035.95	4,049.72	4,192.63	174.51	4,367.14
Unemployment Insurance	31100-2600	75.00	50.00	70.00		70.00
Worker's Comp	31100-2700	10,879.06	10,656.51	13,309.28		13,309.28
LODA Insurance	31100-2710	2,787.00	5,849.00	6,725.00		6,725.00
Repair & Maint. Svcs	31100-3310	9,000.00	9,000.00	8,500.00		8,500.00
CODE RED	31100-3400	2,500.00	2,500.00	2,500.00		2,500.00
Advertising	31100-3600	500.00	500.00	400.00		400.00
Postage	31100-5210	500.00	500.00	500.00		500.00
Telecommunications	31100-5230	6,000.00	6,600.00	11,543.16		11,543.16
Motor Vehicle Insurance	31100-5305	3,180.14	3,530.39	3,463.05		3,463.05
Other Property Insurance	31100-5306	479.90	509.22	548.24		548.24
Tuition Reimbursement	31100-5400			4,000.00		4,000.00
Travel-Mileage/Conference/Hotel	31100-5501	2,000.00	4,000.00	3,000.00		3,000.00
Rent of Building	31100-5600					0.00
Public Safety Event	31100-5700			5,000.00		5,000.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00		3,000.00
Attorney Fees	31100-5801	2,955.00	2,955.00	3,000.00		3,000.00
Dues & Memberships	31100-5810	5,000.00	5,000.00	5,000.00		5,000.00
Office Supplies	31100-6001	1,500.00	2,500.00	2,500.00		2,500.00
Fuel	31100-6008	15,000.00	15,000.00	15,000.00		15,000.00
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00		9,000.00
Police Supplies	31100-6010	6,000.00	9,000.00	9,000.00	1,936.34	10,936.34
Uniforms	31100-6011	5,000.00	5,000.00	5,000.00		5,000.00
Crime Prevention	31100-6030	4,000.00	4,000.00	4,000.00		4,000.00
Investigation Expense	31100-6032	1,000.00	2,000.00	2,000.00		2,000.00
Grant Expenses	31100-6040	-				0.00
Vehicles	31100-8005	-				0.00
Police Department		554,859.17	571,911.27	588,845.76	73,947.33	662,793.09
PUBLIC SAFETY						
Fire Dept Contributions	32200-5600	10,000.00	12,250.00	10,000.00	10,000.00	20,000.00
Fire Programs Grants	32200-5701	10,000.00	10,000.00	10,000.00	5,000.00	15,000.00
Rescue Contributions	32300-5600	10,500.00				0.00
Public Safety		30,500.00	22,250.00	20,000.00	15,000.00	35,000.00
Streetlights	41320-5100	26,225.00	25,500.00	25,995.15		25,995.15

GENERAL

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 BUDGET		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
GENERAL PROPERTIES						
Wages	43200-1100	17,455.57	18,266.10	19,310.30	803.77	20,114.07
PT Wages	43200-1300	12,032.02	12,735.78	12,733.66	530.02	13,263.68
Other Pay/Holiday	43200-1400	354.16	279.52	301.61	12.56	314.17
FICA	43200-2100	2,282.89	2,366.03	2,505.75	71.68	2,577.43
VRS	43200-2200	2,852.24	2,927.02	3,089.65	128.60	3,218.25
Health Insurance	43200-2300	4,104.00	4,104.00	5,906.40		5,906.40
Group Life Insurance	43200-2400	228.67	234.66	258.76	10.77	269.53
Long-Term Disability	43200-2500					0.00
Unemployment Insurance	43200-2600	75.00	75.00	60.00		60.00
Worker's Comp	43200-2700	201.72	183.47	173.48		173.48
Maintenance Contracts	43200-3310	5,000.00	5,000.00	5,000.00		5,000.00
Electric	43200-5100	2,800.00	11,460.76	8,531.62		8,531.62
Heating Services	43200-5110	3,200.00	3,200.00	5,000.00		5,000.00
Water/Sewer	43200-5120	13,595.00	11,000.00	5,000.00		5,000.00
Telecommunication	43200-5230	6,720.00	6,792.00	10,774.92		10,774.92
Property Insurance	43200-5304	548.98	559.15	664.98		664.98
Motor Vehicle Insurance	43200-5305	1,259.63	1,322.09	1,371.69		1,371.69
Other Property Insurance	43200-5306	1,116.34	1,305.70	1,307.21		1,307.21
General Liability Insurance	43200-5308	12,510.00	12,953.00	13,734.00		13,734.00
Lease of Equipment	43200-5410	2,000.00	2,000.00	2,000.00		2,000.00
Travel-Mileage/Conference/Hotel	43200-5501	2,000.00	2,000.00	1,000.00		1,000.00
Dues & Memberships	43200-5810	-				0.00
Office Supplies	43200-6001	1,000.00	1,000.00	750.00		750.00
Janitorial Supplies	43200-6005	2,000.00	1,000.00	2,000.00		2,000.00
Repair & Maint. Supplies	43200-6007	5,000.00	15,000.00	21,500.00		21,500.00
Fuel	43200-6008	12,000.00	13,000.00	13,000.00		13,000.00
Vehicle/Power Equipment Supplies	43200-6009	29,000.00	29,000.00	25,000.00		25,000.00
Uniforms	43200-6011	2,000.00	2,000.00	2,000.00		2,000.00
Christmas Decorations	43200-6012	4,000.00	4,000.00	6,200.00		6,200.00
Ag Supplies	43200-6013	2,000.00	2,000.00	2,000.00		2,000.00
Equipment/Vehicles	43200-8005				16,200.00	16,200.00
General Properties Totals		147,336.22	165,764.28	171,174.03	17,757.40	188,931.43

GENERAL

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 BUDGET		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
CVCC Small Bus. Center Contr.	68000-5600	-				0.00
Second Stage Contr	71300-5600	2,500.00	2,750.00	-	2,750.00	2,750.00
Amherst Mountain Bike Club	71500-5600			-		0.00
Village Garden Club Contr.	72100-5600	2,500.00	3,500.00	3,000.00		3,000.00
Rotary Club	72150-5600	-	200.00	-		0.00
Museum Contributions	72200-5600	2,500.00	2,500.00	-	2,900.00	2,900.00
Planning/Zoning						
Professional Services	81100-3100					0.00
Advertising	81100-3600	1,000.00	500.00	200.00		200.00
Postage	81100-5210	100.00	100.00	75.00		75.00
Planning Grants	81100-5701					0.00
Dues/Memberships	81100-5810	1,045.00	1,045.00	-		0.00
General Properties Totals		2,145.00	1,645.00	275.00	0.00	275.00
Community Development						
Chamber of Commerce Contr.	81600-5600	2,500.00	2,671.00	0	0	0.00
Neighbors Helping Neighbors Contr.	83500-5600	1,500.00	2,500.00	0	2,500.00	2,500.00
Community Development Totals		4,000.00	5,171.00	0.00	2,500.00	2,500.00
Transfer to Other Funds	90000-0001				159,114.90	159,114.90
Revenue Refunds	94200-9000					0.00
Renovations	94000-8001					0.00
Purchase of Land/Buildings	94000-8000					0.00
General Fund Expense Total		1,129,042.99	1,134,043.24	1,293,067.38	130,366.36	1,423,433.74

WATER FUND

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 Budget		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
WATER FUND REVENUE						
Water In-Town Base Charges	16080-0005	283,770.38	283,723.58	256,895.26		256,895.26
Water OT Base Charges	16080-0006	192,915.17	192,852.77	166,864.32		166,864.32
Water In-Town Usage Charge	16080-0007	417,806.34	417,806.34	390,330.87		390,330.87
Water OT Usage Charges	16080-0008	317,304.69	317,304.69	274,956.36		274,956.36
Penalties	16080-0009	16,000.00	15,000.00	13,100.00		13,100.00
Trip Charges	16080-0010	11,000.00	15,000.00	11,000.00		11,000.00
Dormant Acct Fee	16080-0011	9,110.00	3,716.01	3,582.41		3,582.41
Fire Sprinklers	16080-0012	4,968.00	4,968.00	4,968.00		4,968.00
Avalability Fee	16080-0013					-
Water Charges-SBC	16080-0014	113,653.44	113,653.44	117,838.68		117,838.68
Reimbursement of Const. Cost	19020-0004	-				-
Grant Revenue	21000-0000	-				-
CARES Act Utility Forgiveness	33020-0002				15,409.56	15,409.56
Transfer from Reserve	41040-0006		45,172.68			-
Transfer from Other Fund					20,396.67	20,396.67
Revenue Totatls		1,366,528.02	1,409,197.51	1,239,535.90	35,806.23	1,275,342.13
WATER FUND EXPENSES						
TOWN MANAGER						
Wages	12110-1100	36,680.00	37974.8	37974.8	1580.668	39555.468
PT Wages	12110-1300	4,103.39	4,247.84	4,247.15	\$ 176.79	4,423.94
FICA	12110-2100	3,119.93	3,230.03	3,229.98	\$ 134.44	3,364.42
VRS	12110-2200	5,666.71	6,085.21	6,075.97	\$ 2,230.68	8,306.65
Health Insurance	12110-2300	3,648.00	3,648.00	3,820.80		3,820.80
Group Life Insurance	12110-2400	454.30	487.86	508.86	\$ 21.18	530.04
STD/Long-Term Disability	12110-2500	264.10	224.05	200.51	\$ 8.34	208.85
Unemployment Insurance	12110-2600					-
Contingency	12110-5000	25,000.00	25,000.00	25,000.00	15,409.56	40,409.56
Town Manager Totals		78,936.43	\$ 80,897.79	\$ 81,058.07	\$ 19,561.66	\$ 100,619.73
FINANCE DEPARTMENT						
Wages	12420-1100	34,066.27	35,267.30	35,675.46	\$ 1,484.95	37,160.41
PT Wages	12420-1300	20,027.02	20,873.95	4,602.00	\$ 1,926.15	6,528.15
FICA	12420-2100	4,138.14	4,294.81	3,081.23	\$ 260.94	3,342.17
VRS	12420-2200	5,566.43	5,651.35	5,708.07	\$ 237.60	5,945.67
Health Insurance	12420-2300	6,384.00	6,384.00	6,686.40		6,686.40
Group Life Insurance	12420-2400	446.27	453.08	478.05	\$ 19.90	497.95
Unemployment Insurance	12420-2600					-
Professional Services	12420-3120					-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00		1,500.00
Support Contracts	12420-3320	2,625.00	2,625.00	2,750.00		2,750.00
Misc Exp	12420-5000					-
Postage	12420-5210			2,500.00		2,500.00
Supplies	12420-6001			7,000.00		7,000.00
Finance Totals		74,253.13	\$ 77,549.49	\$ 69,981.21	\$ 3,929.54	\$ 73,910.75

WATER

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 Budget		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
WATER OPERATIONAL DEPARTMENT						
Wages	44000-1100	123,364.41	127,730.34	126,758.56	\$ 5,276.19	132,034.75
PT Wages	44000-1300	13,759.20	14,244.90	13,969.80	\$ 581.48	14,551.28
Other/Holiday	44000-1400	3,850.70	5,117.03	4,958.51	\$ 206.39	5,164.90
FICA	44000-2100	10,784.54	11,204.23	11,201.28	\$ 407.67	11,608.95
VRS	44000-2200	20,157.74	20,467.95	20,281.37	\$ 844.19	21,125.56
Health Insurance	44000-2300	18,960.00	22,800.00	23,880.00		23,880.00
Group Life Insurance	44000-2400	1,616.07	1,640.94	1,698.56	\$ 70.71	1,769.27
Long-Term Disability	44000-2500	269.52	224.28	189.12	\$ 7.87	196.99
Unemployment Insurance	44000-2600	75.00	75.00	40.00		40.00
Worker's Comp	44000-2700	3,631.73	3,569.05	4,820.67		4,820.67
Water Shed Mgmt	44000-3100	23,000.00	0.00			-
Testing Services	44000-3140	18,000.00	12,000.00	12,500.00		12,500.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00		3,200.00
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00		10,000.00
Advertising	44000-3600	2,000.00	2,000.00	2,000.00		2,000.00
Electrical Svcs	44000-5100	48,000.00	40,000.00	34,881.99		34,881.99
Water & Sewer	44000-5120	48,000.00	32,000.00	30,678.32		30,678.32
Postage	44000-5210	2,500.00	2,000.00	2,000.00		2,000.00
Telecommunications	44000-5230	3,660.00	3,480.00	4,320.00		4,320.00
Property Insurance	44000-5304	3,028.50	3,084.61	3,668.40		3,668.40
Motor Vehicle Insurance	44000-5305	403.23	423.23	439.11		439.11
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	4,000.00		4,000.00
Lease/Rent Equipment	44000-5410					-
Permits	44000-5600					-
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00		2,000.00
Office Supplies	44000-6001	5,000.00	2,500.00	2,500.00		2,500.00
Lab Supplies	44000-6004	12,500.00	15,000.00	15,000.00		15,000.00
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	25,000.00		25,000.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00		2,000.00
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00		5,000.00
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00		1,500.00
Chemicals	44000-6051	40,000.00	42,000.00	65,000.00		65,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00		25,000.00
Operational Totals		479,560.65	439,061.56	458,485.69	7,394.49	465,880.18
WATER MAINTENANCE DEPARTMENT						
Wages	45000-1100	87,277.84	91,330.52	96,551.51	\$ 4,018.86	100,570.37
PT Wages	45000-1200	1,941.69	616.31	700.00	\$ (57.99)	642.01
Other Pay/Holiday	45000-1300	1,770.79	1,397.62	1,508.06	\$ 62.77	1,570.83
FICA	45000-2100	6,960.76	7,005.88	7,662.90	\$ 200.02	7,862.92
VRS	45000-2200	14,261.20	14,635.12	15,448.24	\$ 643.02	16,091.26
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00		21,492.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,293.79	\$ 53.85	1,347.64
Long-Term Disability	45000-2500					-
Unemployment Insurance	45000-2600	-				-
Worker's Comp	45000-2700	3,496.36	3,496.36	6,820.59		6,820.59
Repair & Maint. Svcs	45000-3310	-				-
Miss Utility	45000-5130	600.00	600.00	600.00		600.00
Telecommunication	45000-5230	-				-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69		1,371.69
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00		2,000.00
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00		2,000.00
Dues & Memberships	45000-5810	200.00	200.00	200.00		200.00
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00		20,000.00
Fuel	45000-6008	-				-
Vehicle/Equipment Supplies	45000-6009	-				-
Uniforms	45000-6011	-				-
Equipment/Vehicles	45000-8005					-
Maintenance Totals		163,431.61	166,297.22	177,648.78	4,920.53	182,569.31

WATER

Account Name	Account Code	FY 19 Budget	FY 20 Budget	FY 21 Budget		New Total
		FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	
W. Court Street Project	94000-8000					
Water Sedimentation Basin	94000-8001					
Debt Payments						
60W W/L Principle	95000-9000	13,695.00	14,320.00	14,760.00		14,760.00
60W W/L Interest	95000-9001	15,350.00	14,725.00	14,295.00		14,295.00
Refi Water Loan Principle	95000-9002	37,741.00	0.00			-
Refi Water Loan Interest	95000-9003	147,465.00	0.00			-
Mainstreet W/L Principle	95000-9004	70,848.10	67,050.58	68,570.00		68,570.00
Mainstreet W/L Interest	95000-9005	52,103.58	55,902.00	54,390.00		54,390.00
Sterling Debt Refi Prin	95000-9006		89,710.87	109,840.00		109,840.00
Sterling Debt Refi Interest	95000-9007		37,500.00	41,215.00		41,215.00
Debt Reserve				149,292.15		149,292.15
Capital Improvement Program	95000-9010	233,143.54	366,183.00			-
Debt Totals		570,346.22	645,391.45	452,362.15	-	452,362.15
Water Fund Expense Totals		1,366,528.04	1,409,197.51	1,239,535.90	35,806.23	1,275,342.13

SEWER

		FY 19 Budget	FY 20 Budget	FY 21 Budget		
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	New Total
SEWER REVENUE						
Sewer In-Town Base Charges	16080-0005	391,457.77	391,594.52	349,103.04		349,103.04
Sewer OT Base Charges	16080-0006	176,663.16	176,663.16	142,187.52		142,187.52
Sewer In-Town Usage Charge	16080-0007	284,208.46	284,208.46	260,898.74		260,898.74
Sewer OT Usage Charges	16080-0008	143,801.23	143,801.23	115,738.56		115,738.56
Penalties	16080-0009	12,000.00	10,000.00	7,300.00		7,300.00
Dormant Acct Fee	16080-0011	5,393.99	5,393.99	4,994.87		4,994.87
Avalability Fee	16080-0012					-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	42,000.00		42,000.00
SBC Sewer Rehab	19020-0004					-
Reimbursement of Const. Cost	19020-0005				13,797.00	13,797.00
Nutrient Credit	24040-0003	1,000.00	720.00	400.00		400.00
CARES Act Utility Forgiveness	33020-0002				15,409.56	15,409.56
Transfer from Other Funds	41040-0006				17,830.27	17,830.27
Revenue Totals		1,056,524.61	1,054,381.36	922,622.73	47,036.83	969,659.56
SEWER EXPENSES						
TOWN MANAGER						
Wages	12110-1100	27,510.00	28,481.10	28,481.10	\$ 1,185.50	29,666.60
PT Wages	12110-1300	3,693.05	3,823.06	3,822.44	\$ 159.10	3,981.54
FICA	12110-2100	2,387.03	2,503.76	2,471.22	\$ 102.86	2,574.08
VRS	12110-2200	4,250.03	4,563.91	4,556.98	\$ 1,673.01	6,229.99
Health Insurance	12110-2300	2,736.00	2,736.00	2,865.60		2,865.60
Group Life Insurance	12110-2400	340.73	365.89	381.65	\$ 15.88	397.53
STD/Long-Term Disability	12110-2500	198.07	168.04	150.38	\$ 6.26	156.64
Unemployment Insurance	12110-2600				-	-
Contingency	12110-5000	50,000.00	25,000.00	25,000.00	15,409.56	40,409.56
Town Manager Totals		91,114.91	67,641.76	67,729.37	18,552.17	86,281.54
FINANCE DEPARTMENT						
Wages	12420-1100	26,920.96	27,870.26	28,142.36	\$ 1,171.40	29,313.76
PT Wages	12420-1300	10,013.51	10,436.97	4,486.95	\$ 1,877.99	6,364.94
FICA	12420-2100	2,825.49	2,930.50	2,496.14	\$ 233.28	2,729.42
VRS	12420-2200	4,398.89	4,466.03	4,502.78	\$ 187.42	4,690.20
Health Insurance	12420-2300	4,924.80	4,924.80	5,158.08		5,158.08
Group Life Insurance	12420-2400	352.66	358.05	377.11	\$ 15.69	392.80
Unemployment Insurance	12420-2600					-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00		1,500.00
Service Contracts	12420-3320	2,625.00	2,625.00	2,750.00		2,750.00
Postage	12420-5210			2,500.00		2,500.00
Finance Totals		53,061.31	55,611.61	51,913.42	3,485.79	55,399.21

SEWER

		FY 19 Budget	FY 20 Budget	FY 21 Budget		
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	New Total
SEWER OPERATIONAL DEPARTMENT						
Wages	44000-1100	122,742.21	113,625.42	120,429.04	\$ 5,012.73	125,441.77
PT Wages	44000-1300					-
Other/Holiday	44000-1400	3,563.47	3,423.78	3,628.18	\$ 151.02	3,779.20
FICA	44000-2100	9,662.38	8,786.34	9,685.69	\$ 199.71	9,885.40
VRS	44000-2200	20,056.08	18,207.73	19,268.65	\$ 802.03	20,070.68
Health Insurance	44000-2300	22,800.00	22,800.00	23,880.00		23,880.00
Group Life Insurance	44000-2400	1,607.92	1,459.74	1,613.75	\$ 67.17	1,680.92
Long-Term Disability	44000-2500	\$ -	199.09	178.17	\$ 7.42	185.59
Unemployment Insurance	44000-2600	75.00	50.00	50.00		50.00
Worker's Comp	44000-2700	2,478.88	2,096.49	2,063.48		2,063.48
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,400.00	2,000.00		2,000.00
Testing Services	44000-3140	25,000.00	30,000.00	35,000.00		35,000.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00		3,200.00
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	20,000.00	20,000.00		20,000.00
Advertising	44000-3600	1,000.00	1,000.00	1,000.00		1,000.00
Electrical Svcs-Rut. Crk	44000-5100	45,000.00	41,000.00	35,316.60		35,316.60
Water, Sewer -Rut. Crk	44000-5120	10,600.60	20,000.00	12,285.67		12,285.67
Electrical Svcs-Pump Station	44000-5130	2,000.00	2,100.00	1,905.07		1,905.07
Water, Sewer-Pump Station	44000-5140	240.00	200.00	200.00		200.00
Postage	44000-5210	2,500.00	2,000.00	2,000.00		2,000.00
Telecommunications	44000-5230	2,880.00	3,480.00	3,660.00		3,660.00
Property Insurance	44000-5304	5,475.28	5,576.72	6,632.16		6,632.16
Motor Vehicle Insurance	44000-5305	382.72	401.70	416.77		416.77
Lease/Rent Equipment	44000-5410	-				-
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	2,000.00	4,000.00		4,000.00
Permits	44000-5600	8,000.00	8,000.00	8,000.00		8,000.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00		2,000.00
Office Supplies	44000-6001	500.00	2,500.00	2,500.00		2,500.00
Lab Supplies	44000-6004	4,000.00	4,000.00	6,000.00		6,000.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	25,000.00	15,000.00	15,000.00	13,797.00	28,797.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00		2,000.00
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00		5,000.00
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00		1,500.00
Chemicals-Rut Crk	44000-6051	7,000.00	7,000.00	7,000.00		7,000.00
Equipment-Rut Crk	44000-8001					-
Vehicles	44000-8005					-
Treatment Totals		356,564.54	350,807.01	357,413.23	20,037.09	377,450.32

SEWER

		FY 19 Budget	FY 20 Budget	FY 21 Budget		
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	New Total
SEWER MAINTENANCE DEPARTMENT						
Wages	45000-1100	87,277.84	91,330.52	96,551.51	\$ 4,018.86	100,570.37
PT Wages	45000-1300	897.86	616.31	616.36	\$ 25.65	642.01
Other Pay/Holiday	45000-1400	1,770.79	1,397.62	1,508.06	\$ 62.77	1,570.83
FICA	45000-2100	6,880.91	6,880.91	7,705.30	\$ 157.62	7,862.92
VRS	45000-2200	14,261.20	14,635.12	15,448.24	\$ 643.02	16,091.26
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00		21,492.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,293.79	\$ 53.85	1,347.64
						-
Unemployment Insurance	45000-2600	-				-
Worker's Comp	45000-2700	1,653.40	1,653.40			-
Repair & Maint. Services	45000-3310	-				-
Telecommunication	45000-5230	-				-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69		1,371.69
Lease of Equipment	45000-5410	2,000.00	4,000.00	4,000.00		4,000.00
Travel-Mileage/Conference/Hotel	45000-5501	-				-
Misc	45000-5800	-				-
Dues & Memberships	45000-5810	-				-
Repair & Maint. Supplies	45000-6007	5,000.00	10,000.00	10,000.00		10,000.00
Fuel	45000-6008	-				-
Vehicle/Power Equipment Supplies	45000-6009	-				-
Uniforms	45000-6011	-				-
Equipment/Vehicles	45000-8005	-				-
Maintenance Totals		142,664.97	153,529.29	159,986.95	4,961.77	164,948.72
Sliplining Project	94000-8000					-
Debt Payments						
WWTP Loan Principle	95000-9000	53,270.00				-
WWTP Loan Interest	95000-9001	106,290.00				-
Sterling Bank WWTP Refi Prin	95000-9002		190,640.00	179,250.00		179,250.00
Sterling Bank WWTP Refi Int	95000-9003		79,680.00	67,250.00		67,250.00
Debt Reserve	95000-9010	253,558.87	118,838.69	39,079.76		39,079.76
Capital Program			37,633.00			-
Debt Totals		413,118.87	426,791.69	285,579.76	-	285,579.76
Sewer Fund Expense Totals		1,056,524.60	1,054,381.36	922,622.73	47,036.83	969,659.56

GARBAGE

FY 19 Budget FY 20 Budget

FY 21 Budget

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	New Total
GARBAGE REVENUE						
Garbage IT Charges	16080-0005	80,677.30	121,052.00	121,677.40		121,677.40
Garbage OT Charges	16080-0006	24,083.20	17,574.80	17,119.00		17,119.00
Penalties	16080-0009	1,500.00	1,300.00	2,000.00		2,000.00
Transfer from Garbage Reserv	41040-0006			501.21		501.21
Transfer for Other Funds					\$ 556.60	556.60
Revenue Totals		106,260.50	\$ 139,926.80	\$ 141,297.61	\$ 556.60	\$ 141,854.21

TOWN MANAGER						
Wages	12110-1100	2,751.00	2,848.11	2,848.11	\$ 118.55	2,966.66
PT Wages	12110-1300	410.34	424.78	424.72	\$ 17.67	442.39
FICA	12110-2100	241.84	250.38	250.37	\$ 10.42	260.79
VRS	12110-2200	425.00	465.38	455.70	\$ 167.30	623.00
Health Insurance	12110-2300	273.60	273.60	286.56		286.56
Group Life Insurance	12110-2400	34.07	37.31	38.16	\$ 1.59	39.75
STD/Long-Term Disability	12110-2500	19.81	16.80	15.04	\$ 0.62	15.66
Contingency	12110-5000	5,505.11	835.88			-
Town Manager Totals		4,155.66	\$ 5,152.24	\$ 4,318.66	\$ 316.16	\$ 4,634.82

FINANCE DEPARTMENT						
Wages	12420-1100	1,450.27	1,501.39	1,519.53	\$ 63.25	1,582.78
PT Wages	12420-1300	400.54	417.48	115.05	\$ 48.15	163.20
FICA	12420-2100	141.59	146.79	125.05	\$ 8.52	133.57
VRS	12420-2200	236.97	245.33	243.13	\$ 10.12	253.25
Health Insurance	12420-2300	273.60	273.60	286.56		286.56
Group Life Insurance	12420-2400	19.00	19.67	20.36	\$ 0.85	21.21
Banking Service Charges	12420-3160	200.00	400.00	100.00		100.00
Finance Totals		2,721.97	3,004.26	2,409.68	130.89	2,540.57

GARBAGE EXPENSES						
Collection In-Town	43200-3160	73,411.44	110,737.20	113,125.44		113,125.44
Collection Out of Town	43200-3170	10,930.32	17,858.40	18,244.80		18,244.80
Garbage Totals		84,341.76	\$ 128,595.60	\$ 131,370.24	\$ -	\$ 131,370.24

GARBAGE MAINTENANCE DEPARTMENT						
Wages	45000-1100	1,939.51	2,145.59	2,145.59	\$ 89.31	2,234.90
PT Wages	45000-1300	6,599.02	-			-
Other Pay/Holiday	45000-1400	39.35	31.06	33.51	\$ 1.40	34.91
FICA	45000-2100	159.80	163.34	170.29	\$ 3.35	173.64
VRS	45000-2200	316.92	350.59	343.29	\$ 14.29	357.58
Health Insurance	45000-2300	456.00	456.00	477.60		477.60
Group Life Insurance	45000-2400	25.41	28.11	28.75	\$ 1.20	29.95
Maintenance Totals		9,536.00	\$ 3,174.69	\$ 3,199.03	\$ 109.55	\$ 3,308.58

Garbage Fund Expense Totals		100,755.39	\$ 139,926.79	\$ 141,297.61	\$ 556.60	\$ 141,854.21
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INDUSTRIAL DEVELOPMENT

FY 19 Budget

FY 20 Budget

FY 21 Budget

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Approved	Amended	New Total
IDA REVENUES						
Lease/Sale of Lots	701-41020-0001			300,000.00		300,000.00
BP Recoupment Rev	701-41030-0001	26,058.00	25,968.00	26,264.18		26,264.18
Zoning Fees		-				-
Bond Issue	701-41040-0001	16,239.00	9,673.75	8,592.50		8,592.50
Home Owners Reimb	701-41060-0001	1,332.00	1,345.11			-
Transfer from Other Funds					120,331.37	120,331.37
Revenue Totals		43,629.00	36,986.86	334,856.68	120,331.37	455,188.05
IDA EXPENSES						
PT Wages	45000-1300	6,599.02	7,395.72	12,701.00	\$ 307.13	13,008.13
FICA	45000-2100	504.83	565.77	589.13	\$ 24.24	613.37
Worker's Comp	45000-2700			310.64		310.64
Repair & Maint. Svcs	81500-3310	-				-
Professional Services	81500-3150	2,000.00	2,000.00	5,000.00		5,000.00
Electrical Svcs	81500-5100	325.00	325.00	200.00		200.00
Dues & Membership	81500-5810	2,756.00	2,749.00	2,731.00		2,731.00
Transfer to IDA fund bal	81500-9200	31,444.15	23,951.37	313,324.91		313,324.91
Small Business Grant					120,000.00	120,000.00
Expense Totals		43,629.00	36,986.86	334,856.68	120,331.37	455,188.05
Revenue Totals		3,701,985.13	3,774,535.77	3,931,380.30	334,097.38	4,265,477.68
Expense Totals		3,696,480.02	3,774,535.76	3,931,380.30	334,097.38	4,265,477.68

FY21 PAY & BENEFIT COST ALLOCATION

Portion of Time Per Fund

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

Undesignated Fund Balance and Contingency Calculation For FY21

1/31/2020

**Permanent Fund principal for the General Fund
(based on proposed FY21 Budget)**

Reserve per October 2010 policy 15%
GF target Permanent Fund principal \$ 213,515.06

GF Revenues \$ 1,423,434
Administration Fee (covered in W & S Funds) -
Net GF Revenues \$ 1,423,434
Reserve per @ 25%
GF target Permanent Fund principal \$ 355,858.44 ←

**Required contingency in the General Fund
(based on proposed FY21 Budget)**

GF Expenses \$ 1,423,434
Reserve per October 2010 policy 3.0%
GF Contingency \$ 42,703 ←

Permanent Fund principal for the Water Fund (based on the proposed FY21 Budget)

Fund 501 WATER FUND
DEBT SERVICE
ALL OTHER EXPENSES
Total

FY21 Budget
\$ 452,362 Debt 452,362
\$ 787,174 25%/Operation \$ 196,793
WF target Permanent Fund principal \$ 649,156

Permanent Fund principal for the Sewer Fund (based on the proposed FY20 Budget)

Fund 502 SEWER FUND
DEBT SERVICE
ALL OTHER EXPENSES
Total

FY21 Budget
\$ 246,500 Debt 246,500
\$ 637,043 25%/Operation \$ 159,261
SF target Permanent Fund principal \$ 405,761

Permanent Fund principal for the Garbage Fund (based on the proposed FY20 Budget)

Fund 514 GARBAGE FUND
ALL EXPENSES

FY21 Budget
141,298 25% operations \$ 35,324
Garb target Permanent Fund principal \$ 35,324

Total of all undesignated fund balances \$ 1,446,099

General Fund Permanent Fund \$ 355,858
General Fund Contingency \$ 42,703
Water Fund Permanent Fund \$ 649,156
Sewer Fund Permanent Fund \$ 405,761

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/19	Interest Rate	Maturity Date	Principal Payment FY21	Interest Payment FY21	Total Debt Payment FY21
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,514,669.45	3.35%	6/30/2030	\$ 279,554.80	\$ 117,955.33	\$ 397,510.13
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,298,123.48	2.25%	1/1/2047	\$ 67,050.58	\$ 55,901.10	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 494,364.71	3.00%	7/1/2043	\$ 14,752.39	\$ 14,291.53	\$ 29,043.92

Outstanding Debt Balances						
		Sterling Refi	60 WL	Main St. WL	Total	
FY 2019		3,654,446.84	501,366.18	\$ 2,262,501.52	\$ 6,418,314.54	
FY 2020		3,374,892.08	487,258.22	\$ 2,196,196.86	\$ 6,058,347.16	
FY 2021		3,085,840.60	472,723.85	\$ 2,128,391.96	\$ 5,686,956.41	
FY 2022		2,786,969.78	457,750.18	\$ 2,059,052.92	\$ 5,303,772.88	
FY 2023		2,477,946.08	442,323.93	\$ 1,988,144.94	\$ 4,908,414.95	
FY 2024		2,158,424.59	426,431.42	\$ 1,915,632.50	\$ 4,500,488.51	
FY 2025		1,828,048.70	410,058.56	\$ 1,841,479.36	\$ 4,079,586.62	
FY 2026		1,486,449.67	393,190.83	\$ 1,765,648.44	\$ 3,645,288.94	
FY 2027		1,233,245.05	375,813.27	\$ 1,688,101.70	\$ 3,297,160.02	
FY 2028		868,042.66	357,910.48	\$ 1,608,800.32	\$ 2,834,753.46	
FY 2029		389,981.55	339,466.58	\$ 1,527,704.64	\$ 2,257,152.77	
FY 2030			320,465.20		\$ 320,465.20	

Brockman Park Investment Recoupment Report

Prepared: 01/23/20

Prior to the transfer of any amount by the Town, the IDA shall prepare an annual activity report on the Fund in January of each year for the prior calendar year and submit it to the Town along with estimates for the then-current year. A copy of this report and any accompanying documentation shall be concurrently submitted to the County.

Balance, 6/30/2019		\$ 2,210,510.77
FY 20 Activity:		
County: Lot 10: Steven D. Clancy, LLC (BlackBox)) Real Estate Taxes	12,694.10	
Lot 10: MTS/Black Box Personal Property Taxes	1,053.99	
Lot 10: MTS/Black Box Business Equipment Taxes	7,405.43	
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	7,851.31	
<i>Note: Above is as per Commissioner of the Revenue Jane Irby on 1/23/20</i>		
Less - FY98 Assessment	(2,740.65)	
Total FY20 from County	26,264.18	(26,264.18)
Projected Balance, 6/30/2020	\$	2,184,246.59

FY21 TOWN OF AMHERST VEHICLES

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

CPI for All Urban Consume Original Data Value

Series Id: CUUR03
Not Seasonally Adjusted
Series Title: All items
Area: South
Item: All items

Year	Jan	Dec	Annual	HALF1	HALF2	% increase
2009	204.288	209.476	207.845	206.483	209.206	
2010	210.056	212.488	211.338	210.913	211.764	1.44%
2011	213.589	219.469	218.618	217.249	219.987	3.29%
2012	220.497	223.109	223.242	222.708	223.776	1.66%
2013	223.933	227.082	226.721	226.012	227.429	1.78%
2014	227.673	228.451	230.552	230.302	230.802	0.60%
2015	226.855	229.581	230.147	229.501	230.793	0.49%
2016	229.469	234.204	232.692	231.469	233.915	2.01%
2017	235.492	238.512	237.456	236.424	238.487	1.84%
2018	239.772	242.150	242.737	242.004	243.470	1.53%
2019	242.547	247.289	246.265	245.331	247.199	2.12%

Source: Bureau of Labor Statistics
 Generated on: January 23, 2020 (01:59:41 PM)

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

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

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

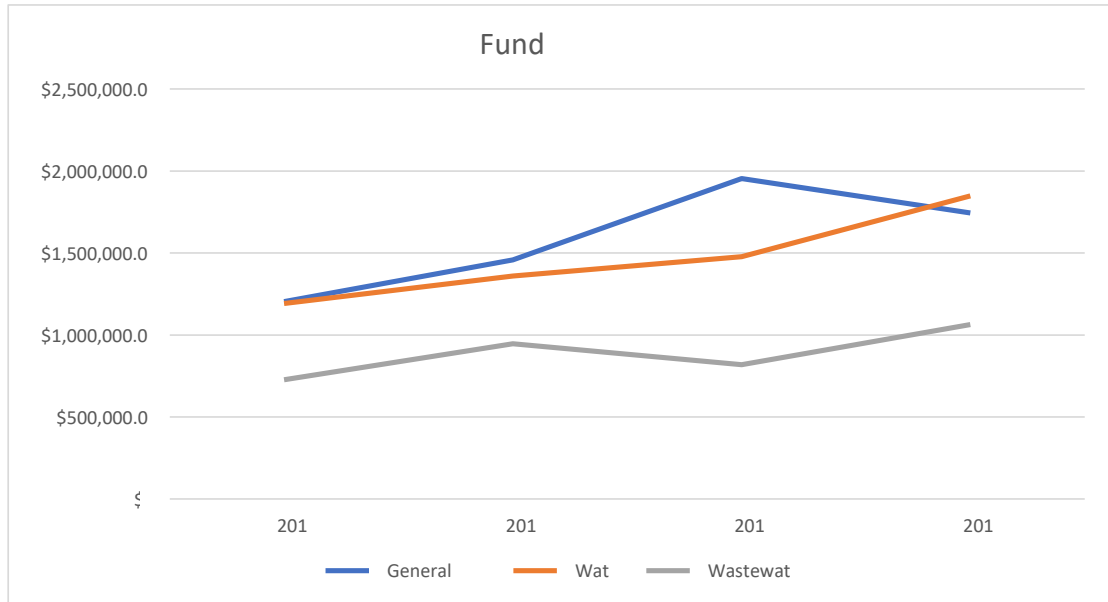
**Town of Amherst, Virginia Statement of Net
Position June 30, 2019**

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

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

Analysis of Fund Balance Amounts FY 2016-2019

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



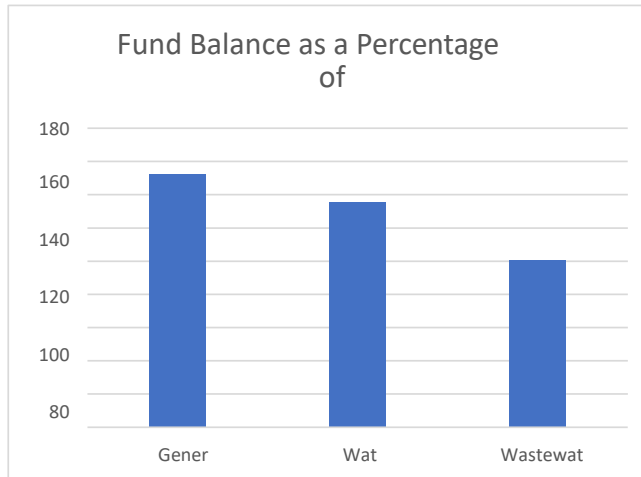
Losses:

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

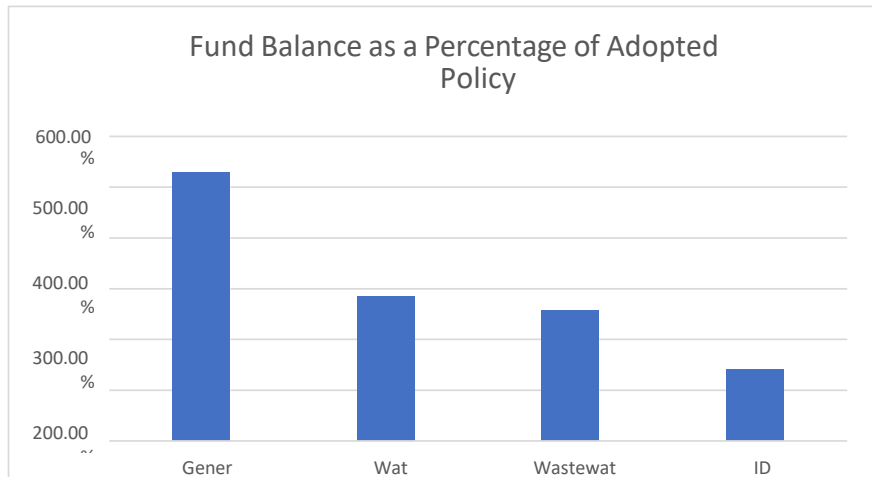
Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.

Fund Balance Amounts in Comparison to Budget and Policy Amounts

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



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



Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on January 13, 2021, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

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

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara Carter	Town Manager	Bobby Shiflett	Chief of Police
W. Thomas Berry	Town Attorney	Vicki K. Hunt	Clerk of Council
Tracie Morgan	Office Manager/Treasurer (Remote)	Becky L. Cash (Remote)	Lead Water Operator

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

Police Chief Shiflett presented Officer Brandon Payne with Officer of the Year Award and Investigator Ryan Watts with Award of Excellence, recognizing them for their hard work and dedicated service to the Amherst Police Department and the Town of Amherst.

Town Manager Carter gave a report on a proposed Resolution Verifying and Approving Utility Accounts Receivable Averages are in Excess of One Percent of Annual Operating Revenues. As part of the updated State budget, municipalities are no longer allowed to disconnect service for past due accounts, unless the total arrearages for the system are over 1% of the budget total and the governing body verifies the financial information, allows public comment, and determines that disconnections may continue. Ms. Carter reported that for the current fiscal year, the total utilities budget is \$2, 212, 003. One percent of that number is \$22,120.03. Current arrearages are \$83,118.52, not including penalties and interest, which equates to approximately four percent of the total utilities budget.

Mayor Tuggle opened a duly advertised public hearing at 7:10 PM on the adoption of the Resolution Verifying and Approving Utility Accounts Receivable Averages are in Excess of One Percent of Annual Operating Revenues.

There being no one present in person or electronically who wished to speak, the public hearing closed at 7:11 PM.

Ms. Carton made a motion that was seconded by Mr. Bunch to adopt the Resolution Verifying and Approving Utility Accounts Receivable Averages are in Excess of One Percent of Annual Operating Revenues and allow disconnections to continue, as recommended by staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

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

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

R.A.”Tony” Robertson, Amherst, VA, came forward to inquire about council’s view on opposing Gov. Ralph Northam’s Covid-19 restrictions and passing a First Amendment resolution declaring Town of Amherst a “First Amendment Sanctuary.”

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

Ms. Carton made a motion that was seconded by Mr. Bunch to approve the minutes from the December 9, 2020, meeting.

There being no discussion, the motion as to the December 9, 2020, minutes carried 3-1 via the roll call method as follows:

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

Ms. Turner made a motion that was seconded by Ms. Wheaton to recommend the following individual for appointment to the board and for the remainder of an unexpired term listed below subject to his willingness to serve.

Board	Appointed	Term of Office
Board of Zoning Appeals	R.A.”Tony” Robertson	1-13-21 – 8-31-2023 (filling an unexpired term)

There being no discussion, the motion 4-0 via the roll call method carried as follows:

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

After a report by Town Manager Carter, Mr. Bunch made a motion that was seconded by Ms. Wheaton to waive that portion of the Town’s policy requiring receipts for reimbursement for donation from Second Stage for this fiscal year only, as recommended by staff.

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

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

After a report by Town Manager Carter, Mr. Bunch made a motion that was seconded by Ms. Wheaton to authorize forgiveness of penalties and interest for those assisted by the CARES Act funding, as recommended by staff.

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

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

After a report by Town Manager Carter, Ms. Carton made a motion that was seconded by Ms. Turner to set a public hearing to consider an amended budget with accompanying spreadsheets, as recommended by staff.

There being no discussion, the motion 4-0 via the roll call method carried as follows:

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

After a report by Town Manager Carter on a contract between the Town of Amherst and W. Thomas Berry, Esq., and proposed Resolution to Adopt and Effect the Organizational Plan for the Town of Amherst for January 1, 2021 through December 31, 2022, Ms. Turner made a motion that was seconded by Mrs. Carton to approve the Resolution to Adopt and Effect the Organizational Plan for the Town of Amherst for the January 1, 2021, through December 31, 2022, Council Term having the effect of appointing a variety of positions and covering a series of items required by Town Code and Town Charter.

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

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

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

The Code of Ethics for the Town Council, as adopted on January 11, 2017, and reaffirmed January 19, 2021, was presented to each council member for signature and will be reproduced for display in Council Chambers at Town Hall.

Mayor D. Dwayne Tuggle gave a Town of Amherst year in review reporting on a variety of the Town’s accomplishments during 2020.

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

There being no further business, the meeting adjourned at 7:43 P.M. until February 10, 2021, on motion of Ms. Turner seconded by Ms. Carton.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

FOR APPROVAL

**RESOLUTION VERIFYING AND APPROVING UTILITY ACCOUNTS RECEIVABLE
ARREARAGES ARE IN EXCESS OF ONE PERCENT OF ANNUAL OPERATING
REVENUES**

WHEREAS, during the 2020 Special Session I (Appropriation Act Amendments, Item 4-14) the Virginia General Assembly approved specific procedures and requirements for utility service applicable in the coronavirus-related declared state of emergency, including provisions related to customer assistance grants, utility shutoffs for nonpayment, and customer utility debt repayment plans; and

WHEREAS, the Town of Amherst is well-positioned to implement these new procedures and requirements because the Town of Amherst has always worked to assist customers in a fiscally responsible manner to pay utility bills with flexible repayment plans where appropriate; and

WHEREAS, the Utility's only source of revenue is from charges for services provided, which are generally based on rates necessary to recover the full cost of operations without reserve for forgiveness of payment due for such services; and

WHEREAS, the Utility employs industry-standard collection process for unpaid bills including disconnection of water service in appropriate cases, which historically has proven effective in minimizing losses; and

WHEREAS, the Utility self-imposed a moratorium on disconnection of water service for unpaid bills in response to the coronavirus pandemic and continued to offer customers the opportunity to enter into reasonable repayment plans; and

WHEREAS, during the disconnection moratorium period to date, customers generally did not avail themselves of repayment plan opportunities and instead accumulated increasing debt; and

WHEREAS, the Town resumed disconnections for non-payment in order to halt the significant number of accounts increasing overdue balances such that customers may find their repayment responsibility difficult to manage; and

WHEREAS, the Utility determined and documented in a written analysis from accounting records that account receivable arrearages exceed one percent of annual operating revenues and also provided such analysis to the Town Council, as the Utility's governing body;

WHEREAS, the Utility contemporaneously made the associated working papers verifying such facts available for public inspection; now therefore be it

RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST that it has reviewed the calculations of account receivable arrearages and verifies that the arrearages exceed one percent of annual operating revenues and; be it

RESOLVED FURTHER, that the Utility resume normal collection procedures including disconnection of water service where necessary to achieve customer response, while also continuing normal procedures to avoid disconnecting water service for customers that request and implement repayment plans to bring accounts current over time; be it

[OPTIONAL] RESOLVED FURTHER, that the Town Manager shall have the necessary authority to undertake all reasonable efforts and required processes to request, receive, and apply available state and federal customer assistance funding offered through the State Corporation Commission and the Virginia Department of Housing and Community Development, including appropriate modifications to normal billing and collection procedures as needed to facilitate such state and federal assistance.

This Resolution was adopted by the Town Council of the Town of Amherst on ____ day of January, 2021.

Mayor Dwayne Tuggle

Attest:

Clerk of Council

A RESOLUTION TO ADOPT AND EFFECT THE CONTINUATION OF GOVERNANCE FOR THE TOWN OF AMHERST FOR THE JANUARY 1, 2021 – DECEMBER 31, 2022 COUNCIL TERM.

WHEREAS, various provisions of Code of Virginia, the Town Charter and the Town Code as well as tradition indicate that the Town Council of the Town of Amherst, Virginia, should take certain actions following an election,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Amherst, Virginia, that the following organizational plan shall apply for the January 1, 2021 – December 31, 2022 Council term:

1. **Election of Vice Mayor:** Pursuant to Article III, Section 3.01(9) of the Town Charter, Rachel Carton shall be elected Vice Mayor.
2. **Continuation of Policies:**
 - 2.1 Pursuant to Article III, Section 3.01(10) of the Town Charter, Section 2-31 of the Town Code which establishes the regular date and place of the **regular monthly Town Council meeting** is hereby affirmed. Regular meetings shall begin at 7:00 PM. Special meetings may be called as per Section 3.01 (10) of the Town Charter.
 - 2.2 The **rules of conduct** for the meetings of the Town Council as established in the Rules of Procedure of the Town Council, adopted May 8, 2019 are hereby affirmed.
 - 2.3 The **Code of Ethics** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 2.4 The **Invocation Policy** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 2.5 The **Personnel Policy** adopted on June 14, 2006, effective on July 1, 2006 and last amended on October 14, 2020 is hereby affirmed.
 - 2.6 The **Procurement Policy** adopted on December 13, 2017, and last amended on October 9, 2019 is hereby affirmed.
 - 2.7 The **Policy for the Development of Agendas and Presentations** to the Town Council shall be as follows:

Most items considered by the Town Council are routine in nature or are arranged by the Town Manager. Some items are developed and presented by members of the Town Council or any of its various committees, boards and commissions. Materials supporting such issues are to be developed and distributed to the members of the Town Council as soon as practical or, at a minimum, along with the agenda materials.

There are times when residents of the Town of Amherst, Town business operators, or other individuals desire to speak before the Town Council or request the Town Council to take action or otherwise react on a specific issue. The Town Council has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not given. Therefore, it is the policy of the Town Council of the Town of Amherst

to require that a reproducible (8 ½ x 11) written description of any item to be considered be submitted to the Town Manager by 5:00 PM on the first Wednesday of the month for the meeting to be held that month. Individuals are reminded that such information becomes public information, subject to the Freedom of Information Act, upon receipt at the Town Hall.

However, the Town Council feels that Town residents and business operators have the right to address the Town Council on any issue that may involve the Town. Any individual desiring to speak before the Council who has not met the deadline requirement noted above 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 will be at the discretion of the Mayor. It is the Town Council's policy that agendas for regular monthly Town Council meetings will include time reserved at both the beginning and end of the meeting for hearing public comments.

The Town Council may waive this policy if it finds that strict adherence to its language is too restrictive.

3. **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Truist, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
4. **Standing Council Committee Appointments:** The authority of the Town Council to appoint standing committees is established in Section 2-29 of the Town Code. The purpose of standing committees is (a) to facilitate policy decisions by the Town Council via review, preliminary discussion and investigation of various matters during preparation of their reports to the Town Council and (b) to act in an advisory capacity to the Town Manager and department heads but not to supplant the authority of either the Town Council or management. The following standing committees are hereby established, members appointed, and ongoing duties assigned accordingly:
 - 4.1 **Finance Committee** – Rachel Carton (Chairman) and Sharon W. Turner
 - Monitor the budget development process.
 - Review accounting procedures, budgets, and bookkeeping activities.
 - Interface with auditors.
 - 4.2 **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.
5. **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2021 – December 31, 2022 Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.

- 5.1 **Town Manager** - Pursuant to Article III, Section 3.01 (21), (22), (23) and (24) of the Town Charter, Sara E. Carter is hereby appointed Town Manager with duties and authorities as outlined in the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.
- 5.2 **Town Clerk** – Pursuant to Section 2-89 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.
- 5.3 **Town Treasurer** – Pursuant to Section 2-90 of the Town Code, Tracie L. Morgan is hereby appointed Town Treasurer with all duties and authorities as described in the Town Code. These duties shall be considered in addition to her duties as Office Manager.
- 5.4 **Town Attorney** – Pursuant to Section 2-91 of the Town Code, W. Thomas Berry is hereby appointed Town Attorney with all duties and authorities as described in the Town Code. Remuneration shall be continued on a contractual basis.
- 5.5 **Chief of Police** – Pursuant to Section 2-92 of the Town Code, Robert A. Shiflett is hereby appointed Chief of Police with all duties and authorities as described in the Town Code.
- 5.6 **Town Engineer** – Herbert F. White, III is hereby appointed Town Engineer with duties as assigned from time to time by the Town Council or Town Manager. Contract renewal and remuneration shall be continued on an annual contractual basis.

6. Board Appointments:

- 6.1 Pursuant to Article II, Section 2 of the November 2018 **Central Virginia Planning District Commission** charter, Dwayne Tuggle and Sara Carter are hereby appointed to that board for the January 1, 2021 – December 31, 2022 term.
- 6.2 Pursuant to Article III, Section 1 of the July 2019 **Central Virginia Transportation Planning Council** (MPO) bylaws, Dwayne Tuggle and Sara Carter are hereby appointed to that board for the January 1, 2021 – December 31, 2022 term.
- 6.3 Pursuant to Article V of the April 17, 1972 Town-Sweet Briar sewer usage contract, Kenneth G. Bunch and Kenneth Watts are appointed to the **Town/Sweet Briar Sewer Advisory Commission** for the January 1, 2021 – December 31, 2022 term.
- 6.4 Pursuant to Section 18.1-1403 of the Town Code, Janice N. Wheaton is appointed as the Town Council's representative on the **Town of Amherst Planning Commission** for a term to expire on December 31, 2022.

It is the intent of the Town Council that the terms for all appointments made by this resolution shall continue beyond the January 1, 2021 – December 31, 2022 Town Council term of office until successors are duly appointed.

This Resolution was adopted by the Town Council of the Town of Amherst on January 13th, 2021.

Mayor D. Dwayne Tuggle

Attest: _____

COPY



Amherst Town Council

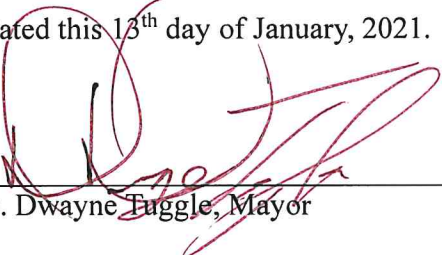
CODE OF ETHICS

Recognizing that public officials hold office as a public trust, and that their stewardship of such office requires a superior degree of ethical conduct on their part, any person serving on the Amherst Town Council agrees to adhere to the following Code of Ethics:

1. Uphold federal, state, and local laws, and never knowingly be a party to their evasion.
2. Respect and uphold the Constitution of the United States and the Constitution of Virginia and never act in a way that will restrict individual liberties. Council members should operate from a belief that the Constitution is the road map for every decision that the Council makes.
3. Put loyalty to the Town as a whole above loyalty to individuals or particular groups.
4. Dedicate sincere effort and service to the position of trust for which stewardship has been granted, giving earnest action and best thought to the performance of duties in an ethical manner.
5. Seek to find and use the most equitable, efficient, effective, and economical means for accomplishing Town business.
6. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties.
8. Make no private promises of any kind which purport to bind performance of public duty.
9. Engage in no business with the Town government, either directly or indirectly, which is inconsistent with the conscientious performance of government duties, and ensure full compliance with the Conflict of Interest Act (Code of Virginia, Title 2.2, Chapter 31).
10. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act, using closed meetings only as authorized by the Code of Virginia.
12. Avoid involvement, or the perception thereof, in matters that when completed, come before the Town Council for resolution or approval.
13. Seek to communicate fairly and equally with all other Council members outside of formal meetings; avoid excluding one or more Council members from information shared with others, while consistently maintaining adherence to the requirements of the Virginia Freedom of Information Act.

14. Never use a position of public trust to gain access to the public or the media for purposes of criticizing colleagues, staff, or citizens, impugning their integrity, or vilifying their personal beliefs.
15. Ensure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Council.
16. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

Dated this 13th day of January, 2021.



D. Dwayne Fuggle, Mayor



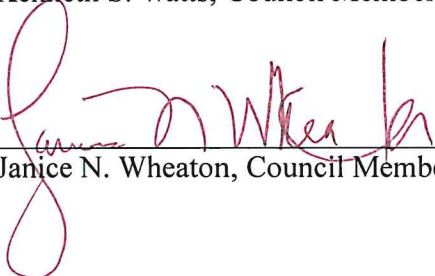
Rachel A. Carton, Vice Mayor



Kenneth S. Watts, Council Member



Kenneth G. Bunch, Council Member



Janice N. Wheaton, Council Member



Sharon W. Turner, Council Member

Town Manager's Report for the February 10, 2021 Town Council Meeting

Current Activities in Town:

- It is the time of year when staff is working hard behind the scenes to prepare the budget and handle annual renewals for items such as health insurance, as well as working with our auditors to complete the final steps for the audit. Staff plans to meet with the Finance Committee beginning in March to go over budget numbers for FY22.
- Staff is working with the fireworks company from previous years to line up the fireworks display for the last Saturday in June, June 26th. We are not planning any other events for that day, but the Town got a great reception last year from maintaining the fireworks as a fun and safe event during the pandemic.

Upcoming meetings and items of interest:

- The Planning Commission will hold its public hearing on the Capital Improvement Plan in March, with an anticipated public hearing for the Council in April, along with the budget.
- The Town has received procurement approval from the Department of Health for the Water Treatment Plant renovation and staff anticipates executing contracts this month.
- The Town Council will hold their retreat on February 27th.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

January 2021

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

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	19
ALARM	3
PHONE COMPLAINT	71
BOLO	8
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	7
DOMESTIC	
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	5
TRAFFIC CRASH	7
EMS CALLS	
SUDDEN DEATH	
SUSPICIOUS PERSON	3
CALLS AT AMBRIAR	1
OTHER	30

OFFICER INITIATED	NUMBER
BUILDING CHECKS	185
BUSINESS VISIT	47
BUILDING SEARCH	2
TRAFFIC SUMMONS	4
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	230/41
WARRANT SERVICE	12
PROPERTY WALK AROUNDS	48
WARRANTS OBTAINED	12
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	6
NARCOTICS INV.	
SEARCH WARRANT	1
PUBLIC RELATIONS	2
CITIZEN CONTACT	120

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

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

ARREST	NUMBER
MISDEMEANOR	6
FELONY	7
EPO/PPO	1
ECO	
NARCOTICS VIOLATION	
DUI / DUID	

OTHER	NUMBER
ASSIST OTHER OFFICER	7
ASSIST OTHER AGENCY	1
COURT	4
REPORTS	12
SCHOOL / TRAINING	40
MEETINGS	9
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



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

Call for service: 220

Miles Patrolled/Traveled: 4734

ACSO Assists. 4 vehicles stuck on Buffalo Hill due to snow.

Call after hours. Alarm on Main St. Cleared false alarm.

JANUARY ACTIVITIES:

- Attended the Christmas Parade debriefing and planning for 2021.
- Officer Robinson attended the (40 hour) required training course to be Hostage/Crisis negotiator certified.
- Investigator Watts has been accepted to the Virginia Forensic Science Academy. The session is scheduled from September 13, 2021 through November 12, 2021.

****Reserve Hours for the Month**** 14 hrs.



TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: February 4, 2021
Re: January 2021 Monthly Report

Utilities – January utility billing total was \$151,819.09. This is down from our normal billing. Re-reads were done on accounts that seemed to out of the normal but they came back correctly. The only thing we can think of is that Glad’s usage was way down for this month’s reading.

A/P – January bills totaled \$597,220.11, which still includes work for the Sewer Rehab Project.

Meals and Beverage Tax – 13 Businesses paid \$40,013.73 in Meals and Beverage Tax for the month of December. That number is up slightly from November, which is surprising considering the increase of virus cases during the month of December.

Personal Property Tax (License Fees) – License Fee Bills totaled \$44,144 and were due December 8, 2020. At this time, we still have an outstanding balance of \$10,389.46. Bank lien process will start in March.

CARES Act Utility Forgiveness -- At this time the way the Act reads we can only provide customers with a one time payment forgiveness. I did have a representative with the Department of Housing and Community Development call and I expressed my concerns about this and hopefully this will change. If you know anyone on Town utilities who may be a month or more behind on their utility bill please ask them to call Town Hall to see if they qualify for this program before making a payment.

Upcoming Items –

- Capital Improvement Plan
- Budget

Auditors – We have a draft of the final audit. Once they have the MD&A letter we should receive the final version.

CLERK OF COUNCIL REPORT
January 2021

COMMITTEE MEETINGS

Planning Commission

Receive and review agenda materials; assemble packet for 1-6-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Town Council

Receive and review agenda materials; assemble packet for 1-13-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

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

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

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

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook and Website, including but not limited to:
 - Notice: Procedures for Amherst Town Council November meeting during Covid-19 pandemic with link to YouTube
 - Notice: DMV Services at Town Hall
- Share links to community events and news; Monitor feedback

2020 CHRISTMAS PARADE

January 13, 2021 - meet with Town staff and Mike Cargill, ACHS, for parade debriefing.

FOIA

Receive and answer 1 FOIA request

AUDIO VISUAL

Attend Resi Webinar

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

OTHER:

- Update 2021 Town Calendars (Trash and Recycle; Town Hall Meetings; Town Holiday) posting all to website
- Update Brockman Park website materials
- Prepare livestreaming connection from virtual meetings to YouTube
- Convert and post audio recording of meeting
- Prepare, send, post Legal Ads/Public Hearing Notice:
 - Town Council 1/13/21; Finance Committee Meeting 1/20/21
- Research replacement laptop
- Research Clerk's Council Chambers furniture/desk
- Research and order new minute books
- Prepare letter to Circuit Court Judges re BZA appointment
- Miscellaneous phone calls, correspondence, research
- Prepare miscellaneous purchase orders

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

Town of Amherst Committees as of January 31, 2021

Appointed/Term Expires

TOWN COUNCIL

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

PLANNING COMMISSION

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

BOARD OF ZONING APPEALS

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

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/10/20	06/30/24
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

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

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

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

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

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

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

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

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

FINANCE COMMITTEE

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

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

UTILITIES COMMITTEE

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

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

Utility/Town Maintenance and Construction Report

Jan-21

Water Meter Read	1150
Water Meter Re-Read	37
Disconnects	23
VA-811 Service locations	27
Vehicle PM Work Orders	12
Pump Station/Plant Work Orders	38
Banners Installed/Dismantled	1
Water Services Installed/Replaced	6
Sewer Services Installed/Replaced	5
Minor Leaks Repaired	0
Major Leaks Repaired	1
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	84
Street/Sidewalk Maintenance	273
Safety Training	2
Bush Hogging	12
Flushing Water	0
Equipment Maintenance	27
Xmas decorations	30

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

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



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

**SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS**

SUBMITTED ON: 4-Feb

Grandview Water Filtration Plant,

Daily Source Water Withdrawal, Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Source Water	9.080	0.300	0.500	0.100
Plant Production	8.100	0.270	0.470	0.080
Water Delivered to System	7.800	0.260	0.450	0.080

Rutledge Creek Wastewater Treatment Facility

Daily Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Final Treated Effluent	8.603	0.278	0.448	0.215

Monthly Operations/Meetings,

- 01/08/21 VAMWA: Legislative Zoom Meeting,
VAMWA Nutrient Initiative Discussion
- 01/15/21 VAMWA: Legislative Zoom Meeting,
Tracking Report Review / Priority Bill
- 01/19/21 Virginia PFAS Workgroup Meeting,
Review of other State's perspective on regulation PFAS in Drinking Water
PFAS in regards to Health and Toxicology
PFAS in regards to Occurrence and Monitoring
PFAS in regards to Policy and Regulation
PFAS in regards to Treatment Technologies
- 01/21/21 AWWA: Legal Aspects of the Final Lead and Copper Rule
- 01/22/21 VAMWA: Legislative Zoom Meeting, States Joint Legislative report,
House Bill 2129/Senate Bill 1354: Chesapeake Bay Wastewater Treatment Nutrient Removal
House Bill 2221/Senate Bill 1373: Environmental Permits/Justice
- 01/28/21 AWWA: Final Lead and Copper Rule Revisions
- 01/29/21 VAMWA: Legislative Zoom Meeting, States Joint Legislative report,
House Bill 2129/Senate Bill 1354: WIP3 Floating Cap - House substitute adopted in SubC

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

W. THOMAS BERRY
KYLE D. HUGHES

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

February 2, 2021

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

Attn: Sara Carter – Town Manager

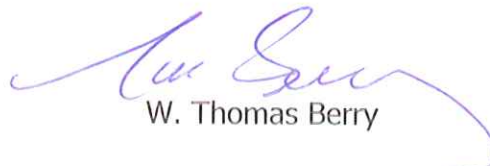
Re: Monthly Report to Town Council
(January, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on January 13, 2021.
2. Business:
 - A. Work on Contract for Town Police Department.
 - B. Review legal matters, specifically litigation including Ex-Investigator Timothy Maberry. John Zunka, Esquire was appointed by insurance carrier to represent the Town. Background information on Mr. Maberry's previous employment as a police officer.
 - C. Review previous work on governmental response in emergency settings. Government operations were outlined when the weather and other environmental disasters occurred.
 - D. Reviewing Governor Northam's mandate on COVID procedure in the workplace. A copy can be downloaded via DOLI.virginia.gov. A side issue is mandated or required COVID vaccination.
3. Access to Town Attorney: My email address is dawn@tomberrylaw.com. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,


W. Thomas Berry

WTB/dmc

W. THOMAS BERRY, LLC

ATTORNEY-AT-LAW

P.O. BOX 354/ 402 COURT STREET

LOVINGSTON, VA 22949

PHONE: (434) 263-4886

Invoice

Date	Invoice #
2/1/2021	9570

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

Description	Qty	Rate	Terms
			Due on receipt
			Amount
1/8/2021 - REVIEW W. JOHN ZUNKA (MABERRY CASE)	1	175.00	175.00
1/13/2021 - TOWN MEETING	2	175.00	350.00
1/22/2021 - WORK ON POLICE CONTRACT	1	175.00	175.00
1/22/2021 - ISSUE ON VACATING ALLEYWAYS IN TOWN	1	175.00	175.00
1/25/2021 - REVIEW DEPT OF LABOR COVID STANDARD	1.5	175.00	262.50
Total			\$1,137.50
Payments/Credits			\$0.00
Balance Due			\$1,137.50

A Resolution of The Town of Amherst
Authorizing the Adoption of the
Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update

WHEREAS, the Town of Amherst and the entire Central Virginia Planning District region have exposure to natural hazards that can affect the safety to life, property, businesses, and local economy; and

WHEREAS, pro-active mitigation, or actions, before a disaster even can lessen or eliminate long-term risk and impacts of hazards to life and property; and

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-228, as amended), Title 44 of the Code of Federal Regulations (CFR), as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390), requires development of pre-disaster mitigation plan as a requirement for eligibility for federal pre- and post-disaster hazard mitigation funding; and

WHEREAS, the Central Virginia Planning District Hazard Mitigation Technical Advisory Committee, comprised of a coalition of local, regional, state, business, and citizen stakeholders, that included dedicated Town of Amherst representation and representation of each of the ten (10) Central Virginia Planning District localities, lead a pre-disaster planning process according to FEMA regulations; and

WHEREAS, the planning team completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed mitigation strategies consistent with a set of uniform goals and objectives, and includes an evaluation, maintenance, and revision process; and

WHEREAS, the Federal Emergency Management Agency (FEMA) have reviewed, and on January 22, 2021 Approved Pending Adoption (APA) was granted to the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update;

NOW, THEREFORE, BE IT RESOLVED by the Amherst Town Council that the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update is hereby approved and adopted for the Town of Amherst.

Passed and adopted on this 10, day of February 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update Plan Adoption Consideration

The Disaster Mitigation Act of 2000 requires local governments, as a condition for eligibility to receive federal mitigation funds, establish a plan to identify hazard risk, vulnerabilities, and strategies. The Central Virginia Planning District Commission (CVPDC), in partnership its member localities, state and local agencies, and public stakeholders, has completed the regional pre-disaster plan or Hazard Mitigation Plan (HMP).

The *Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update (CVPDC HMP 2020)* identifies hazards, such as flooding, severe weather and wildfires, area vulnerabilities, establishes goals and objectives, and presents regional and locality-specific strategies, or potential actions, to lessen the overall impact from natural disasters to households, businesses and property. The *CVPDC HMP 2020* was developed through a comprehensive public outreach process and through the leadership and guidance by the HMP Technical Advisory Committee (TAC), comprised of local, state, and regional governmental staff, business, non-profit, and local citizen stakeholders.

The Town was represented throughout Plan development on the TAC by Sara Carter, Manager and Gary Williams, Director of Plants. Also representing Amherst Community on the TAC were Samuel Bryant, Director, Public Safety and Robert Hopkins, Director, Amherst County Service Authority. Additional County staff, including representatives from planning, public works, extension, and the school system contributed to the development of the regional pre-hazard plan and the Amherst Town Mitigation Strategies.

The *CVPDC HMP 2020* can be accessed on the CVPDC Hazard Mitigation Plan website, www.cvhmp.org. In addition to providing access to the full Plan, the interactive website provides access to vulnerability, risk, and historic data interactive maps, and to the regional and individual CVPDC-locality identified mitigation strategies.

Reviewing the Document

The *CVPDC HMP 2020* is a comprehensive regional document. As such, contains considerable information and is quite large. The pre-hazard mitigation plan website provides the ability to review Chapters and sections individually. The following is provided to assist reviewing the document:

- CVPDC HMP 2020 Plan website: www.cvhmp.org:
- Full plan and individual chapters: <http://www.cvhmp.org/cvpdc/resources/documents/#plan>
- Executive Summary: <http://www.cvhmp.org/static/files/0-summary-cvpdc-hmp-2020.pdf>
- Mitigation Strategies: <http://www.cvhmp.org/cvpdc/mitigation/>

Use the Jurisdiction-Specific Mitigation Actions section of this page to see Amherst Town's, the CVPDC regional, or other individual locality mitigation strategies.

Town of Amherst Council Adoption Consideration Approval

The *Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update* was submitted to FEMA in October 2020. Provisional FEMA adoption was provided December 21, 2020 and final adoption was awarded by FEMA January 22, 2021. The *CVPDC HMP 2020 Update* will be presented to Council for adoption consideration at the February 10, 2021 meeting.



EXECUTIVE SUMMARY



Executive Summary

Executive Summary

The Central Virginia Planning District Hazard Mitigation Plan 2020 is a revision to the Region 2000 Hazard Mitigation Plan, completed and adopted by FEMA in 2013. The original Hazard Mitigation Plan (HMP) was developed for the Central Virginia Planning District Commission (CVPDC), then the Region 2000 Local Government Council, was written in 2006. While this HMP represents an update to the 2013 plan, it has been developed and designed such that it looks, feels, and reads differently than the previous version. As such, this regional hazard mitigation document has been developed as though it is the first regional plan and does not directly build upon or maintain past mitigation strategies. This is due to several factors including: availability of new hazard information and data that drives new considerations of risk, the region has matured and new capabilities are now available, this plan was developed with expanded stakeholder participation, and uses a new format to allow readers to more easily understand the content. In addition, the previous Hazard Mitigation Plan included several action items that have been completed, creating an opportunity for developing new mitigation strategies. Finally, the CVPDC HMP 2020 incorporates a corresponding interactive website that allows for real-time review of hazard data, a detailed plan and mitigation strategy oversight program, and a format for continued public engagement and participation.

Mitigation is defined as “*the action of lessening in severity or intensity*”. Hazard mitigation focuses on lessening the severity and intensity of identified hazards as well as protecting life and property. An HMP identifies specific measures to be taken by a

community to reduce their vulnerability from future hazard events and shorten the recovery time. The HMP is created through a planning process with input from citizens, business owners, public safety officials, and other stakeholders.

In 2006 and 2012, the Center for Geospatial Information Technology (CGIT) at Virginia Tech was contracted by Virginia Region 2000 Local Government Council to carry out the original and first update of Hazard Mitigation Plan. This 2020 update was also contracted with the CGIT, with contribution by Sobis, Inc. Funding for the project was provided through a grant from the Virginia Department of Emergency Management (VDEM) and Federal Emergency Management Agency (FEMA) with the appropriate match made by each locality in CVPDC.

This HMP update includes an updated list of identified natural, technological, and man-made hazards that are a threat to the CVPDC area; an update to the evaluation and analysis of the risks to each jurisdiction in CVPDC; a strategy for long and short-term mitigation of identified natural hazards; and a process for ongoing review and maintenance of the HMP. With these updated items, the plan follows the requirements for local mitigation planning as required under Section 322 of the Robert T. Stafford Act (42U.S.C. 5165) and 44 CFR Part 201 as the necessary components of a local hazard mitigation plan and the new regulations for the program per 2019.¹

The Project Management Team, defined in Table 1, reviewed each section of the plan to ensure that each section adequately served their communities.

¹ Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities as

of June 2019. <https://www.fema.gov/media-library/assets/documents/15271>



Executive Summary

The adoption of the CVPDC HMP 2020 by the participating jurisdictions assures continuing entitlement for FEMA and other federally-funded grant assistance through the Hazard Mitigation Grant Program (HMGP), the Building Resilient Infrastructure and Communities (BRIC) Program, the Flood Mitigation Assistance (FMA) Program, and Rehabilitation of High Hazard Potential Dam Grant Program.

Jurisdictions

The CVPDC HMP covers the following jurisdictions:

COUNTIES	TOWNS
Amherst County	Town of Altavista
Appomattox County	Town of Appomattox
Bedford County	Town of Amherst
Campbell County	Town of Bedford
CITIES	Town of Brookneal
City of Lynchburg	

The CVPDC HMP and the 2020 update fulfills the requirements of Sections 201.6(a)(3) and 201.6(c)(5) of the Disaster Mitigation Act of 2000 as administered by the VDEM and FEMA, for multi-jurisdictional planning participation and adoption.

This plan is awaiting evaluation and approval from FEMA before it can be evaluated and adopted by the eleven participating local governments. Resolutions will be added to this HMP as Appendix A: Adoption Resolutions upon approval by FEMA.

Participation

All jurisdictions listed in the above section of the CVPDC HMP participated in the creation of the original plan and the two updates to the plan. The project management team was made up of local officials from each jurisdiction, State agencies, universities and colleges, and non-profits.

Participation in the update included a series of project management team meetings to review and update the plan. In addition, a public survey was administered, and two public meetings held to provide the public information and the opportunity to provide input into the mitigation plan.

Each of the jurisdictions in this plan was represented elected officials and/or staff from the locality with knowledge of planning, public works, and emergency response. The membership of the project management team is in accordance with the requirements of Section 44 CFR 201.6(b)(2) for a multi- jurisdictional plan and the members are listed in the table below.



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Project Management Team Members

Representative	Title	Jurisdiction / Organization
Kelly Hitchcock	Planning and Development Coordinator	CVPDC
Sharon Williams	Community Development Director	Altavista, Town of
Thomas Fore	Director of Public Utilities	Altavista, Town of
Samuel Bryant	Director, Fire Chief - Marshal	Amherst County Public Safety
Robert "Bob" Hopkins	Director of Public Utilities	Amherst County Service Authority
Sara Carter	Town Manager	Amherst, Town of
Johnnie Roark	Director of Community Development	Appomattox County
Bobby Wingfield	Public Safety Director, Emergency Manager Coordinator	Appomattox County
Jeff Elder	Director of Operations	Appomattox, Town of
Gary Shanaberger	Town Manager	Appomattox, Town of
Jack Jones	Chief of Department, Dept. of Fire & Rescue	Bedford County
Jeff Johnson	Director of Emergency Communications	Bedford County
Mary Zirkle	Economic Development Coordinator	Bedford, Town of
Mike Crews	Public Works Director	Brookneal, Town of
Jonaaron Evans	Communications Technician	Campbell County
Tracy Fairchild	Director/Emergency Coordinator, CC Public Safety	Campbell County
Myra Simpson	Deputy-Director of Public Safety	Campbell County
Melissa Foster	Director, Dept. of Emergency Services	Lynchburg City
Erin Hawkins	Water Quality Manager, Water Resources Dept.	Lynchburg City
Jeff Martin	Assistant Director, Water Resources Dept.	Lynchburg City
Piper VanDePerre	Emergency Programs Specialist, Dept. of Emergency Services	Lynchburg City
Curt Whitlock	Managing Director Accreditation, Safety & Security	Centra Health
Brittany Powell	Local Health Emergency Coordinator	VDH - Central Virginia Health District
Christopher Bruce	All-Hazards Emergency Planner	VDEM Region 3
Jonathan Simmons	All-Hazards Emergency Planner	VDEM Region 6
Lauren Pillow	Hazardous Waste Inspector	VA DEQ
Gregory Bennett	Director Health & Environmental Safety	Liberty University
Ralph Lawson	Disaster Program Manager	Red Cross - Virginia Region
Bob Driskill	Director, Office of Campus Safety	University of Lynchburg

Hazard Identification and Risk Assessment (HIRA)

The purpose of the HIRA is to:

1. Identify and profile the hazards that could affect the jurisdictions in the CVPDC area,

2. Determine which community assets are the most vulnerable to damage from these hazards, and
3. Estimate social, economic, and environmental losses from these hazards and prioritize the potential risks to the community.

All jurisdictions in the CVPDC area are vulnerable to natural, technological, and man-made hazards



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that threaten the safety of residents, and have the potential to damage or destroy both public and private property, cause environmental degradation, or disrupt the local economy and overall quality of life. While many disasters are possible for any given area in the United States, the most likely hazards to potentially affect the communities in the CVPDC area generally include the hazards in the 2020 plan update. A ranking analysis was used to help identify which hazards should be considered a priority in the

region. The results of this analysis can be found below.

Drought, flooding, and urban fire hazards were ranked highest hazard risk, although it should be noted that the urban fire hazard may not be a priority for non-urban jurisdictions. The extreme temperatures, hailstorm, hurricane, severe thunderstorm, severe winter storm, tornado, wildfire, dam failure, and hazmat incident all ranked as moderate. Earthquake, fog, land subsidence/karst, and landslide hazards are ranked as low.

Final Hazard Ranking of Hazards for the CVPDC Region

Hazards	Probability	Impact	Spatial Extent	Warning Time	Duration	Value	Rank
Drought	3	3	4	1	4	3.1	High
Earthquake	1	1	4	4	1	1.9	Low
Extreme Cold	3	2	4	1	3	2.7	Mod.
Extreme Heat	4	2	4	1	3	3	Mod.
Flooding	4	4	2	4	2	3.4	High
Fog	4	1	1	2	1	2	Low
Hailstorm	4	2	4	3	1	3	Mod.
Hurricane	2	3	4	1	1	2.5	Mod.
Land Subsidence/ Karst	1	1	1	4	1	1.3	Low
Landslide	2	2	1	4	1	1.9	Low
Severe Thunderstorm	4	2	4	2	1	2.9	Mod.
Sever Winter Storm	4	2	4	1	3	3	Mod.
Tornado	3	3	1	4	1	2.5	Mod.
Wildfire	4	2	1	4	3	2.7	Mod.
Dam Failure	2	3	1	4	2	2.3	Mod.
Hazmat Incident	3	2	1	4	2	2.3	Mod.
Urban Fire*	4	4	1	4	1	3.1	High

*For CVPDC urban areas.



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Capabilities

The capability assessment serves as a guide to the communities on their existing capacity and limitations to implement policy and programmatic mitigation actions. Local capabilities analysis serves as the foundation for designing an effective hazard mitigation plan,

that builds on measures already in place, detects capacity gaps, and provides a foundation for effective mitigation strategy implementation.

Part of this section involves the jurisdictions conducting their own self-assessment. A general summary of the self-assessment is provided in the table below.

Jurisdiction	Planning Capabilities	Legal Capabilities	Technical Capabilities	Administrative Capabilities	Fiscal Capabilities
Amherst County	Few Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$50M Budget (2020)
Town of Amherst	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$3.4M Budget (2020)
Appomattox County	Some Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$41.9M Budget (2020)
Town of Appomattox	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate In-House and Contract Staffing and Expertise	\$2.7M Budget (2020)
Bedford County	Few Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate Staffing and Expertise	\$110M Budget (2020)
Town of Bedford	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate Staffing and Expertise	\$30.2M Budget (2020)
Campbell County	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate Staffing and Expertise	\$81M Budget (2020)
Town of Altavista	Some Planning Gaps	Legal Authority	Some Programs and Certifications	Adequate Staffing and Expertise	\$4.1M Budget (2020)
Brookneal	Some Planning Gaps	Legal Authority	Few Programs and Certifications	Adequate Staffing and Expertise	\$1.4M Budget (2020)
Lynchburg City	Few Planning Gaps	Legal Authority	Several Programs and Certifications	Robust Staffing and Expertise	\$179M Budget (2020)



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Mitigation

The Mitigation Strategy section presents goals, objectives, and specific actions that assist in minimizing the vulnerability and impact of natural and man-made hazards. The mitigation strategies are meant to be comprehensive with both regional and location-specific actions while at the same time being feasible based on the regional and jurisdictional capabilities.

CVPDC set up working group meetings with the Program Management Team to identify regional mitigation goals, objectives, and actions. A goal for each type of mitigation strategy and supporting objectives, based on regional needs and capabilities is presented. Recognizing that each jurisdiction has specific needs, jurisdiction-specific mitigation actions were developed and are presented in Jurisdiction-Specific Mitigation Actions Section of this Plan. The following regional goals were identified. Regional mitigation actions are identified in the table below.

Information & Outreach Goal: Increase hazard awareness and preparedness activity participation by area individuals, property owners, and businesses.

Prevention Capacity Goal: Through governmental operations, business and private sector partnerships, advance planning initiatives, voluntary and regulatory programs (e.g. code enforcement), and maintenance practices to lessen hazard impacts.

Property Protection Goal: Support property and infrastructure fortification programs and projects to lessen hazard impacts to lives, property, and infrastructure.

Structural Projects Goal: Execute measures that significantly lessen the impact of natural hazard impact to lives, communities, property, and infrastructure in the region.

Natural System Resiliency Goal: Preserve the function and resiliency of the region’s natural resources and sensitive landscapes.

Goal	Mitigation Action Description	Hazard(s)
Information & Outreach	Develop hazard preparedness outreach/education best practices, resources, and program activity within the CVPDC website.	All Hazards
Information & Outreach	Expand outreach and education about the National Flood Insurance Program (NFIP), including inclusion within CVPDC website.	Flood
Information & Outreach	Develop public hazard communication campaign with emphasis on increasing number of residents joining area public information systems.	All Hazards
Information & Outreach	Establish regular hazard mitigation feature, where best practices for readiness, safe sheltering, public announcements, are incorporated within agency newsletter, social media feeds, and general scheduled agency outreach. Include property maintenance, business best practices - features for preparedness.	All Hazards
Capacity	Ensure the regional Hazard Mitigation Plan and mitigation planning are included as integral components of all regional planning initiatives including transportation, mobility, watershed, community development, emergency, and CEDS agency programs.	All Hazards



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Goal	Mitigation Action Description	Hazard(s)
Capacity	Establish HMP Technical Advisory Committee, include locality, citizen, business, agency representation, that meets at least twice per year to review HMP mitigation strategy progress, evaluate changes, review regional projects.	All hazards
Capacity	Seek opportunities to host regional mitigation, program skills training for area locality, business and agency partner staff.	All Hazards
Capacity	Seek opportunity to expand regional Comprehensive Economic Development Strategy (CEDS) to incorporate community resiliency or develop regional resiliency plan in coordination with locality partners.	All Hazards
Capacity	Coordinate an emergency communication and verification protocol with VDOT to ensure emergency critical staff access.	All Hazards
Capacity	Evaluate and seek opportunity to execute (to include regional participation agreement and equipment purchase) regional Public Safety Answering Point (PSAP) generator(s) to facilitate rapid and efficient emergency communication and response capabilities between the region's emergency response departments.	All Hazards
Capacity	Encourage develop of local or regional Resiliency Plans	All Hazards
Capacity, Property Protection	Seek opportunities to evaluate and improve corridors, especially those with recurring stormwater impacts, essential for access to public transit or other multimodal access by vulnerable populations.	Flood
Property Protection, Structure	Seek opportunities to study condition of or improve drainage along rural roadways to reduce stormwater and flood impacts that impact roadway movement safety or impact emergency access/movement.	Flood
Property Protection, Natural System Resiliency	Support initiatives that expand use of green infrastructure in the region through education, workshops, training initiatives to expand expertise and local knowledge for green infrastructure use and implementation in area projects.	Flood, Dam
Property Protection, Structure, Natural System Resiliency	Seek opportunities to evaluate and execute streambank stabilization or other practices, to restore or protect the natural function of area streams to lessen flood impact to essential regional infrastructure (e.g. roadways, rail lines, communication towers).	Flood

Implementation and Maintenance

The success and value of the CVPDC HMP as mitigation tool and resource relies on Plan integration, monitoring, evaluation and, when necessary, amendments.

Plan adoption is essential, however, fundamental to implementation success is the structural integration of the HMP within

foundational community and regional plans, regulatory systems, departmental procedures, and funding structure.

The primary tool for implementing land use goals is within each locality's zoning ordinance. The regional mitigation plan goals, objectives, and strategies should be evaluated and considered within review and zoning regulation updates, especially site improvements within flood zones.



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Emergency managers should capitalize on local and regional disaster operations and recovery plans to execute elements of the Plan mitigation strategies, especially those directly applicable to emergency response operations and efficiency, including training, equipment, and facility improvement needs.

Many of the mitigation strategies, especially those property protection, structural, or natural system resiliency projects, will require considerable planning and large financial investment. Execution will require continuously seeking funding opportunities including federal and state grant programs, incorporation and dual benefits across departments and agencies to capitalize on funding efficiency, integration within capital improvement plans.

The CVPDC will be responsible for convening the CVPDC Mitigation Plan Advisory Committee (MPAC), similarly comprised of locality and agency stakeholder representatives. The CVPDC will facilitate twice-yearly MPAC meetings, where mitigation strategy implementation

including regional, locality-specific, and stakeholder summaries will be reported. The meetings will also be used to coordinate regional projects, with focus on information and outreach strategies, and incorporate a staff educational component such as information on state, federal or non-profit funding information, overview of success program execution by local partner, discussion of challenges, recordation of anticipated future changes or Plan integration, and outline agenda and actions for future meetings. Integral to the Plan maintenance program, will be the yearly submittal of a Virginia Hazard Mitigation Plan Annual Report Form to VDEM. The CVPDC Hazard Mitigation Annual Report, as well as regular program features throughout the year, will be made available for public comment and housed on the CVPDC Mitigation Plan website.

To ensure that the regional hazard plan does not exceed the FEMA five-year program eligibility an update process will be initiated, by beginning to seek FEMA funding and plan development preparation three years from the FEMA adoption.