

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

**A. GENERAL FUND REVENUE**

That for the support of the Town Government and its General Fund for the tax year beginning on January 1, 2016, all taxes, fees, charges, and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein. Revenue projections detailed in **Attachment A** are hereby accepted as the revenue portion of the FY 17 Town of Amherst General Fund budget.

**B. GENERAL FUND EXPENSE**

That there is appropriated from the funds and resources of the Town of Amherst General Fund the aggregate amounts listed in **Attachment B**, or so much thereof as may be necessary, subject to conditions set forth by law or policy, for the various designated purposes as set out therein. **Attachment B**, which describes proposed expenditures for the Town's various department units, is hereby accepted as the expense portion of the FY 17 Town of Amherst General Fund budget.

**C. UTILITY FUNDS**

That the amounts listed in **Attachment C** are hereby accepted as the FY 17 revenue and expense budgets for the Water, Sewer and Garbage Funds, and, as such, the aggregate of said monies are hereby appropriated, or so much thereof as may be necessary, subject to conditions set forth by law or policy, for the various designated purposes as set out therein.

**D. CAPITAL IMPROVEMENT PLAN**

That the schedule of funds available, preliminary cost estimates, and timetables contained in **Attachment D** are hereby accepted. As such, **Attachment D** shall be considered the FY 17 Capital Improvement Plan for the respective General, Water and Sewer Funds. No monies shall be expended on projects or activities shown on the individual capital improvement plans without additional specific approval by the Town Council.

**E. PERSONNEL**

Pay rates for all full-time and all part-time employees shall be increased 2%. The Pay Plan contained in **Attachment E** is hereby continued.

**F. PRIORITIES**

That the items listed on **Attachment F** are hereby identified and adopted as the Town of Amherst's priority initiatives for the remainder of the 2015-2016 Town Council term.

**G. TAX AND UTILITY RATES AND CHARGES**

That the policies outlining rates and charges contained in **Attachments G** and **H** are hereby adopted and/or continued as defined herein and by the Town Code.

**I. RECOGNITION OF SPECIAL FUNDS**

The following shall be considered "committed fund balances" under the January 1, 2012 Fund Balance Policy and these figures shall be shown on the Town's balance sheet:

General Fund Permanent Fund	\$515,457
General Fund Economic Development Fund	\$179,669
Water Fund Permanent Fund	\$428,544
Sewer Fund Permanent Fund	\$337,603

**H. DONATIONS**

Donations to the following organizations are hereby authorized to following organizations for the purposes listed, subject to the conditions noted:

<b>Amount</b>	<b>Organization</b>	<b>Purpose of Funding/Conditions</b>
\$ 1,400	Village Garden Club	Civic beautification, including maintaining downtown garden spots.
\$ 10,500	Amherst Fire Department	Operational expenses. In addition, ATL funds will be forwarded on a pass-through basis and major capital requests will be considered on a case-by-case basis.
\$ 2,900	Amherst County Museum & Historical Society	Events and purchase of a high resolution scanner.
\$ 600	Small Business Development Center at CVCC	Counseling and training for new and existing/small and growing businesses held in the Town of Amherst.
\$ 5,000	Second Stage	Creative Community Summit community visioning process that seeks to encourage economic growth via the arts; monies are contingent upon receipt of a \$2,500 Local Government Challenge Grant per Town Council action on March 25, 2016.
\$ 10,500	Amherst Life Saving Crew and First Aid	Ambulance replacement.
\$ 1,750	Amherst County Public Library	Children’s books and audio books.
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\$ 32,650	Total FY16/17 Donations	

Note: *Lynchburg Regional Business Alliance donations are funded by the IDA.*

**I. CONDITIONS**

That all appropriations are declared to be maximum and conditional, the purpose being to make the appropriations payable in full in the aggregate amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this Ordinance, the Town Charter, Town Code, and Purchasing Policy and all administrative rules and regulations.

*This Ordinance was passed by a vote of the Amherst Town Council on the 8<sup>th</sup> of June, 2016, and shall become effective on July 1, 2016.*

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

## Attachment A-1

Fund / Account Number		FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>GENERAL FUND REVENUE</b>								
10	3020.0000	PERSONAL PROP TAXES	4,990	-	(12)			
10	3050.0000	PENALTIES - TAXES	7,869	3,000	3,787	7,000	7,000	4,000 133%
10	3040.0000	MEALS & BEVERAGE TAX	307,962	288,000	140,365	300,000	300,000	12,000 4%
10	3040.0100	LODGING TAX	6,855	5,200	4,138	9,000	9,000	3,800 73%
10	3030.0300	TELECOM TAX FROM STATE	146,859	102,000	41,485	100,000	100,000	(2,000) -2%
10	3030.0000	CONSUMER UTIL TAX - ELECT		26,000	10,739	26,000	26,000	-
10	3030.0010	ELECTRIC CONSUMPTION TAX		18,000	7,493	18,000	18,000	-
10	3070.0000	SALES TAX DISTRIBUTION	92,566	91,000	40,225	91,000	91,000	-
10	3060.0000	BUSINESS LICENSE TAXES	115,425	112,000	31,173	112,000	115,000	3,000 3%
10	3100.0000	VEHICLE LICENSE FEE	43,751	43,500	44,538	45,000	45,000	1,500 3%
10	3130.0000	CAPITAL STOCK TAX - BANKS	89,211	65,000		85,000	85,000	20,000 31%
10	3030.1100	CROWN COMMUNICATIONS LEASE	8,790	8,790	4,395	8,790	8,790	-
10	3160.0000	FINES REVENUE	25,274	25,000	3,813	25,000	25,000	-
10	3160.0900	SEIZED PROPERTY	182	1,000	3	-	(1,000)	-100%
10	3090.0000	INTEREST EARNED	78,444	8,245	8,921	8,245	8,245	-
10	3025.0000	DMV STOP REMOVAL FEES COLLECTED		800	640	1,000	800	-
10	3080.0200	RENTAL TAX		1,500	1,291	1,500	1,500	-
10	3110.0000	MISC REVENUE		3,000	11,217	15,000	15,000	12,000 400%
10	3240.0000	IDA & ZONING APPLICATION FEES		500	350	780	500	-
10	3310.0000	TAX EXEMPT BOND FEES		31,799	31,779	31,779	29,508	(2,291) -7%
10	3190.0000	ADMIN FEE	770,034	803,279	334,700	803,280	1,080,485	277,206 35%
10	3160.0700	POLICE SECURITY REVENUE	2,079	1,800	594	594	1,800	-
10	3090.9000	CHRISTMAS DECORATION DONATION REVEN		1,000		-	(1,000)	-100%
10	3320.0000	BP RECOUPMENT REVENUE	16,136	16,136		19,306	25,916	9,780 61%
10	3080.0000	ROLLING STOCK	2,764	2,800	2,846	2,846	2,900	100 4%
10	3150.0000	STATE POLICE AID	52,884	52,884	13,221	52,884	54,587	1,703 3%
10	3180.0000	GRANTS - FIRE DEPT	11,000	8,000	9,000	9,000	8,000	-
10	3180.0030	GRANTS - VML SAFETY PROGRAM	2,000	2,000	1,786	1,786	2,000	-
10	3180.0500	GRANT-POLICE-BLOCK		8,400			(8,400)	-100%
10	3160.0500	DONATIONS - POLICE			2		-	
10	3020.1000	P.P. TAX RELIEF - FROM STATE			17,456		-	
		LOCAL GOVERNMENT CHALLENGE GRANT				2,500	2,500	
		MILL RACE SURETY BOND SEIZED	145,913				-	
		CURBSIDE REFUSE COLLECTION	88,814				-	
		MISCELLANEOUS REVENUE	40,569				-	
		LAND SALE	23,250				-	
10	3180.0110	GRANT-POLICE COMPUTER		500			(500)	-100%
<b>Total Revenues</b>		<b>2,083,621</b>	<b>1,731,133</b>	<b>765,945</b>	<b>1,774,790</b>	<b>2,063,531</b>	<b>332,398</b>	<b>19%</b>

## Attachment B-1

Fund / Account Number	FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>ADMINISTRATION EXPENSE</b>							
10 4001.0100 MAYOR & COUNCIL	6,350	11,400	4,750	11,400	11,400	-	
10 4001.0101 SALARIES & WAGES - FULL TIME	190,959	170,870	61,008	163,568	180,998	10,128	6%
10 4001.0102 SALARIES & WAGES - OTHER		29,053	7,249	32,561	54,670	25,617	88%
10 4001.0103 PR TAXES	60,205	15,474	5,560	16,170	18,033	2,559	17%
10 4001.0104 INSURANCE - HEALTH (GROUP)		18,900	9,450	16,275	20,376	1,476	8%
10 4001.0105 RETIREMENT & LIFE INS.		26,416	10,999	27,279	33,159	6,743	26%
10 4001.0109 EMPLOYEE ASSISTANCE PROGRAM	850	900	850	850	900	-	
10 4001.0110 TOWN ATTORNEY	26,136	6,000	14,496	40,000	6,000	-	
10 4001.0111 OFFICE SUPPLIES/POSTAGE	19,625	20,500	8,321	20,500	20,500	-	
10 4001.0112 OFFICE EQUIPMENT EXPENSE	10,916	24,000	3,723	15,000	24,000	-	
10 4001.0113 MISC EXPENSE	7,658	1,000	1,796	4,000	1,000	-	
10 4001.0138 DMV STOP PROGRAM		800	580	1,000	1,000	200	25%
10 4001.0115 WEB SITE MAINTENANCE		1,000	2,947	5,000	3,000	2,000	200%
10 4001.0114 CONTINGENCY RESERVE	25,512				87,948	87,948	
10 4001.0116 DEPRECIATION	66,831	77,500	34,257	77,500	77,500		
10 4001.0117 LANDSCAPE MAINTENANCE	23,011	19,500	7,277	12,000	9,500	(10,000)	
10 4001.0126 BP PROPERTY MAINTENANCE		9,047	6,488	9,134	7,082	(1,965)	-22%
10 4001.0119 STREETLIGHTS - ELECTRIC	29,736	26,000	10,080	24,500	26,000	-	
10 4001.0118 STREETS, SIDEWALKS & PARKING		3,000	470	3,000	3,000	-	
10 4001.0148 COMMUNITY PROMOTION PROJECTS		4,500	2,000	4,500	10,000	5,500	122%
10 4001.0120 HEAT & ELECTRICITY	6,849	5,500	2,239	5,500	5,500	-	
10 4001.0121 TELECOMMUNICATION	13,626	16,000	6,413	16,000	16,000	-	
10 4001.0142 DONATION - MUSEUM	26,750	2,750		2,750		(2,750)	-100%
10 4001.0143 DONATION - LIBRARY		1,750		1,750		(1,750)	-100%
10 4001.0144 DONATION - FIRE DEPARTMENT		10,500		10,500		(10,500)	-100%
10 4001.0145 DONATION - LIFE SAVING CREW		10,500		10,500		(10,500)	-100%
10 4001.0146 DONATION - VILLAGE GARDEN CLUB DONATIONS PROGRAM		1,250		1,250		(1,250)	-100%
					32,650	32,650	
10 4001.0122 UTILITY SERVICE ALLOWANCE	2,356	2,200	1,041	2,200	2,200	-	
10 4001.0123 BUILDING MAINTENANCE	6,961	9,000	3,308	9,000	9,000	-	
10 4001.0124 XMAS DECORATIONS & LIGHTS	11,713	2,500	148	2,500	5,255	2,755	110%
10 4001.0125 INSURANCE	50,196	49,000	47,407	47,407	51,000	2,000	4%
10 4001.0127 BP - MARKETING	3,110	38,868	2,774	41,951	48,342	9,474	24%
10 4001.0128 PUBLICATIONS & MEMBERSHIP	3,684	4,000	3,148	4,000	4,000	-	
10 4001.0129 PLANNING & DEVELOPMENT	1,045	1,500	3,795	3,795	4,780	3,280	219%
TRASH-CONTRACT COLLECTION	81,682					-	
10 4001.0151 TUITION REIMBURSEMENT		10,000			10,000	-	
10 4001.0152 RESERVE FOR PAY ADJUSTMENTS		70,235			70,000	(235)	0%
10 4001.0131 MEETINGS & TRAVEL & TRAIN	1,179	3,500	959	3,000	3,500	-	
10 4001.0132 TOWN AUDITOR	8,350	8,400	7,650	23,300	13,500	5,100	61%
PAYROLL FEES				6,500	5,700	5,700	
10 4001.0133 TOWN ENGINEER	6,000	6,000	2,000	6,000	6,000	-	
10 4001.0134 GRANTS - FIRE DEPT.	11,000	8,000	9,000	8,000	8,000	-	
10 4001.0140 BAD DEBT EXPENSE	5,145	3,000		3,000	3,000	-	
DIGITAL RECORDS CREATION					5,000	5,000	
TOWN FINANCIAL ADVISOR					8,000	8,000	
10 4001.0140 MILL RACE FUNDS DISBURSED	145,913					-	
<b>Total Expense - Dept 4001 ADMINISTRATION</b>	<b>853,348</b>	<b>730,313</b>	<b>282,183</b>	<b>693,140</b>	<b>907,493</b>	177,180	24%

## Attachment B-2

Fund / Account Number	FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>PUBLIC SAFETY EXPENSE</b>							
10 5000.0100 SALARIES - STAFF	230,696	227,409	85,920	239,766	253,035	25,626	11%
10 5000.0102 SALARIES & WAGES - OTHER		12,623	5,349	18,587	13,619	996	8%
10 5000.0200 PR TAXES	76,073	18,578	6,975	19,220	20,404	1,826	10%
10 5000.0400 INSURANCE - HEALTH(GROUP)		28,248	14,124	28,248	27,168	(1,080)	-4%
10 5000.0500 RETIREMENT & LIFE INS.		35,157	14,790	40,356	46,356	11,199	32%
10 5000.0735 LINE OF DUTY ACT PREMIUMS		1,887	2,074	2,074	2,075	188	10%
10 5000.3200 UNIFORMS	22,281	8,000	6,276	8,000	8,000	-	
10 5000.0750 ELECTRONICS MAINT.		7,500	2,457	5,000	8,000	500	7%
10 5000.0740 AMMUNITION		4,500	405	4,500	4,500	-	
10 5000.0805 OTHER PUBLIC SAFETY	7,020	4,000	2,203	4,000	4,000	-	
10 5000.1100 MEETINGS & TRAVEL & TRAIN	5,320	5,100	931	5,100	5,500	400	8%
10 5000.3400 GASOLINE	10,486	18,000	3,258	18,000	18,000	-	
10 5000.3500 VEHICLE REPAIR/ELECTRONIC	8,145	8,500	2,152	8,500	8,500	-	
10 5000.3625 INVESTIGATION EXPENSES		500	-	500	500	-	
10 5000.0800 EQUIPMENT & SUPPLIES	3,318	4,500	1,000	4,500	5,000	500	11%
10 5000.0820 PROSECUTING ATTORNEY	1,656	1,655	381	1,655	1,655	-	
10 5000.0830 ATTORNEY FEES		1,300	120	1,300	1,300	-	
10 5000.4100 POLICE-GRANT-BLOCK-EXP.		1,000	1,786	1,000	1,000	-	
10 5000.0840 RADAR REPLACEMENT		2,500	-	2,500	2,500	-	
10 5000.0850 OUTSIDE AGENCY ASSISTANCE		2,500	90	2,500	2,500	-	
10 5000.0870 CRIME PREVENTION		2,000	-	2,000	2,000	-	
COMMUNITY NOTIFICATION SERVICE				2,500	2,500	2,500	
POLICE-MASONIC BLDG. RENT	708					-	
<b>Total Expense - Dept 5000 PUBLIC SAFETY</b>	<b>365,703</b>	<b>395,457</b>	<b>150,291</b>	<b>419,806</b>	<b>438,112</b>	<b>42,655</b>	<b>11%</b>

## Attachment B-3

Fund / Account Number	FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>PUBLIC UTILITIES EXPENSE</b>							
10 6000.0100 SALARIES	402,607	351,324	127,610	364,523	394,034	42,710	12%
10 6000.0102 SALARIES & WAGES - OTHER		47,318	13,501	56,191	82,196	34,878	74%
10 6000.0200 PR TAXES	148,186	30,855	10,167	31,286	36,440	5,585	18%
10 6000.0400 INSURANCE - HEALTH (GROUP)		63,000	31,212	63,314	67,920	4,920	8%
10 6000.0500 RETIREMENT & LIFE INS.		54,664	23,555	43,662	72,586	17,922	33%
CONTRA-CAPITAL FUND PROJECTS	(28,018)					-	
10 6000.0700 HEAT & ELECTRICITY (SHOP)	3,540	4,500	607	4,000	4,500	-	
10 6000.0730 SHOP-W/S/T		500	167	500	550	50	10%
10 6000.1000 BUILDING MAINT. SHOP	988	2,200	245	1,500	2,200	-	
10 6000.1200 TRAINING & EDUCATION	5,973	5,500	1,212	5,500	6,000	500	9%
10 6000.1300 SAFETY PROGRAMS	4,306	4,000	875	3,500	4,000	-	
10 6000.3200 UNIFORMS	3,209	4,500	2,566	4,000	4,500	-	
10 6000.3400 GASOLINE & MILEAGE	12,092	16,000	4,067	12,000	17,000	1,000	6%
10 6000.4000 VEHICLE MAINTENANCE	3,922	5,000	1,437	5,000	7,000	2,000	40%
10 6000.4100 EQUIPMENT & MAINTENANCE	14,252	16,000	2,621	14,000	19,000	3,000	19%
<b>Total Expense - Dept 6000 UTILITIES</b>	<b>571,057</b>	<b>605,361</b>	<b>219,842</b>	<b>608,976</b>	<b>717,926</b>	<b>112,565</b>	<b>19%</b>

General Fund Summary

<b>Total Revenue - Fund 10 GENERAL FUND</b>	2,083,621	1,731,133	765,945	1,774,790	2,063,531	332,398	19%
<b>Total Expense - Dept 4001 ADMINISTRATION</b>	853,348	730,313	282,183	693,140	907,493	177,180	24%
<b>Total Expense - Dept 5000 PUBLIC SAFETY</b>	365,703	395,457	150,291	419,806	438,112	42,655	11%
<b>Total Expense - Dept 6000 UTILITIES</b>	571,057	605,361	219,842	608,976	717,926	112,565	19%
<b>Total Expenditures</b>	<b>1,790,108</b>	<b>1,731,131</b>	<b>652,316</b>	<b>1,721,922</b>	<b>2,063,531</b>	<b>332,400</b>	<b>19%</b>
<b>Gain/Loss</b>	293,513		113,629	52,868	-	-	

## Attachment C-1

Fund / Account Number	FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>WATER FUND</b>							
20 3000.0000 MONTHLY BILLING	1,012,761	1,100,190	483,014	1,100,102	1,100,102	(88)	0%
20 3000.0001 WATER REVENUE-SBC	108,270	108,930	45,388	108,930	109,470	540	0%
20 3010.0000 SPRINKLER LINE CHARGES	4,968	4,968	2,070	4,968	4,968	-	
20 3020.0000 PENALTIES	11,977	9,000	5,541	11,000	11,000	2,000	22%
20 3025.0000 TRIP CHARGES	12,765	12,000	5,230	12,000	12,000	-	
20 3035.0000 DORMANT ACCOUNT FEE	3,545	3,400	1,466	3,605	3,600	200	6%
20 3030.0001 MISC-WATER BY THE TRUCK LOAD-PERMIT		100	25	100	100	-	
20 3040.0000 GRANT REVENUE - MISC.	22,800	-	50,000	50,000		-	
20 3050.0000 REIMBURSEMENT-CONST & MTN AVAILABILITY FEES	1,505	2,000	145	2,000	2,000	-	
	5,700					-	
	<u>1,184,291</u>	<u>1,240,588</u>	<u>592,879</u>	<u>1,292,705</u>	<u>1,243,240</u>	<u>2,652</u>	<u>0%</u>
20 4000.4500 ADMINISTRATION FEE	389,110	415,311	173,046	415,311	561,027	145,716	35%
20 4000.4700 DEBT SERVICE - PRINCIPAL 60W		13,556		13,556	13,966	410	3%
20 4000.4701 DEBT SERVICE - INTEREST 60W		15,488		15,488	15,078	(410)	-3%
20 4000.4760 REFI LOAN WTP & UHWT PRIN	142,522	133,663	55,165	133,663	138,114	4,451	3%
20 4000.4761 REFI WTP & UHWT LOAN INT	71,727	51,543	22,004	51,542	47,092	(4,451)	-9%
20 4000.4800 DEPRECIATION REDUCED CIP CONTRIBUTION	298,567	292,400	131,329	298,567	298,567	(118,954)	(118,954)
20 4000.4840 BAD DEBT		2,000	-	2,000	2,000	-	
20 4000.4845 CREDIT CARD EXPENSE-WATER		600	196	600	600	-	
20 4000.5000 WATERSHED MANAGEMENT	22,137	26,700	11,068	23,250	23,250	(3,450)	-13%
20 4000.5001 STUDY PROJECTS		5,000			5,000	-	
20 6010.4300 LINE MATERIALS	21,064	25,327	8,133	20,000	25,000	(327)	-1%
20 6010.4350 ASSET MAPPING	130	2,500	-	1,500	2,500	-	
20 6010.4400 PUMP STATION OPERATION - SBC	2,497	5,500	606	3,500	5,500	-	
20 6020.0710 ELECTRICITY	41,148	39,000	14,899	39,000	40,000	1,000	3%
20 6020.0730 WATER PLANT-W/S/T EXP	49,455	83,000	13,859	53,000	53,000	(30,000)	-36%
20 6020.4900 PLANT MAINTENANCE	27,405	65,000	21,209	50,000	65,000	-	
20 6020.5000 CHEMICALS	23,976	40,000	14,695	40,000	40,000	-	
20 6020.5110 WATER SAMPLING	7,140	14,000	2,915	10,000	14,000	-	
20 6020.5200 LABORATORY	12,186	10,000	9,306	10,000	12,500	2,500	25%
<b>Total Expenditures</b>	<u>1,109,064</u>	<u>1,240,588</u>	<u>478,430</u>	<u>1,180,977</u>	<u>1,243,240</u>	<u>2,652</u>	<u>0%</u>
<b>Total Revenue - Fund 20 WATER FUND</b>	<b>1,184,291</b>	<b>1,240,588</b>	<b>592,879</b>	<b>1,292,705</b>	<b>1,243,240</b>	<b>2,652</b>	<b>0%</b>
<b>Total Expense - Fund 20 WATER FUND</b>	<b>1,109,064</b>	<b>1,240,588</b>	<b>478,430</b>	<b>1,180,977</b>	<b>1,243,240</b>	<b>2,652</b>	<b>0%</b>
<b>Gain/Loss</b>	<b>75,227</b>	<b>-</b>	<b>114,449</b>	<b>111,728</b>	<b>-</b>	<b>-</b>	

## Attachment C-2

Fund / Account Number		FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>SEWER FUND</b>								
30 3000.0000	MONTHLY BILLING	802,544	883,176	358,287	826,460	881,559	(1,617)	0%
	DORMANT ACCOUNT FEE	5,204	5,000	2,130	5,192	5,100	100	2%
30 3100.0000	PENALTIES	8,508	7,000	3,267	7,000	7,000	-	
30 3300.0000	REIMBURSEMENT-CONST & MTN	2,950	2,000	73	2,000	2,000	-	
30 3400.0000	SBC-RUT CR-OPERATION/LAND	42,264	45,000	11,347	45,000	45,000	-	
30 3510.0000	NUTRIENT CREDIT REVENUE	1,648	2,000	2,282	2,282	1,000	(1,000)	-50%
	AVAILABILITY FEES	5,000					-	
		<b>868,118</b>	<b>944,176</b>	<b>377,386</b>	<b>887,934</b>	<b>941,659</b>	<b>(2,517)</b>	<b>0%</b>
30 4000.4500	ADMINISTRATION FEE	380,916	377,750	157,396	377,750	504,154	126,404	33%
30 4000.4700	DEBT SERVICE PRIN	45,172	47,069	19,393	47,075	49,054	1,985	4%
30 4000.4750	DEBT SERVICE INTEREST	114,300	112,483	47,087	112,477	110,498	(1,985)	-2%
30 4000.4800	DEPRECIATION	249,149	255,000	103,674	249,149	249,149	(5,851)	-2%
30 4000.4850	REDUCED CIP CONTRIBUTION		(58,096)			(172,646)	(114,550)	197%
30 4000.4860	BAD DEBT		1,500		1,500	1,500	-	
30 4000.4870	CREDIT CARD EXPENSE-SEWER		720	235	700	700	(20)	-3%
30 4000.5001	STUDY PROJECTS		5,000	-			(5,000)	-100%
30 6010.4300	LINE MATERIALS	2,657	10,000	344	6,000	10,000	-	
30 6010.4350	ASSET MAPPING		2,500	-	1,000	2,500	-	
30 6010.4400	PUMP STATIONS OPERATIONS	4,558	16,000	1,136	16,000	16,000	-	
30 6020.0710	RUT CREEK-ELECTRICITY	45,867	49,000	16,871	47,000	49,000	-	
30 6020.0730	RUT. CR.- W/S/T EXP	3,999	5,500	6,460	9,000	6,000	500	9%
30 6020.4100	RUT CREEK-PLANT MAINTENANCE	33,428	45,000	5,777	35,000	45,000	-	
30 6020.4200	RUT CREEK-MAJOR REPAIRS	14,514	14,000	-	5,000	14,000	-	
30 6020.5000	RUT CREEK-CHEMICALS	8,043	13,000	2,696	10,000	13,000	-	
30 6020.5600	RUT CREEK-LAB	17,279	19,000	9,648	17,500	19,000	-	
30 6020.5625	PRETREATMENT EXPENSE		3,750	2,518	2,518	3,750	-	
30 6020.5650	LABORATORY EQUIPMENT		7,000	2,602	7,000	7,000	-	
30 6020.5700	NUTRIENT CREDIT PURCHASE	8,680	10,000	-	9,500	6,000	(4,000)	-40%
30 6020.7000	RUT CREEK-PERMIT RENEWAL		8,000	4,500	8,000	8,000	-	
	<b>Total Expenditures</b>	<b>928,562</b>	<b>944,176</b>	<b>380,337</b>	<b>962,169</b>	<b>941,659</b>	<b>(2,517)</b>	<b>0%</b>
<b>Total Revenue - Fund 30 SEWER FUND</b>		<b>868,118</b>	<b>944,176</b>	<b>377,386</b>	<b>887,934</b>	<b>941,659</b>	<b>(2,517)</b>	<b>0%</b>
<b>Total Expense - Fund 30 SEWER FUND</b>		<b>928,562</b>	<b>944,176</b>	<b>380,337</b>	<b>962,169</b>	<b>941,659</b>	<b>(2,517)</b>	<b>0%</b>
	<b>Gain/Loss</b>	<b>(60,444)</b>	<b>-</b>	<b>(2,951)</b>	<b>(74,235)</b>	<b>-</b>	<b>-</b>	



## Attachment C-3

Fund / Account Number	FY15 Actual	FY15/16 Budget	FY16YTD TO 11/30	FY15/16 Projected	FY16/17 Proposed	\$ Variance	% Variance
<b>GARBAGE FUND</b>							
40 3000.0000 MONTHLY BILLING - IN TOWN CUSTOMERS		80,173	33,637	80,400	80,000	(173)	0%
40 3000.1000 MONTHLY BILLING - OUT OF TOWN CUSTOM		26,923	10,136	25,400	25,300	(1,623)	-6%
40 3020.0000 PENALTIES		450	598	1200	1200	750	167%
		<u>107,546</u>	<u>44,371</u>	<u>107,000</u>	<u>106,500</u>	<u>(1,046)</u>	
40 4000.4500 ADMINISTRATION FEE		10,218	4,258	10,218	15,304		
40 4000.4840 BAD DEBT		500		500	500	-	
40 4000.4850 CREDIT CARD EXPENSE		120	39	100	100		
40 4000.4860 CONTINGENCY/CONTRIBUTION TO RESERVE		15,206		15,182	8,996		
40 4000.6000 CONTRACT CURBSIDE COLLECTION IT		69,785	29,262	70,000	70,500	715	1%
40 4000.6001 CONTRACT CURBSIDE COLLECTION		11,717	4,419	11,000	11,100	(617)	-5%
<b>Total Expenditures</b>		<u>107,546</u>	<u>37,978</u>	<u>107,000</u>	<u>106,500</u>		
<b>Total Revenue - Fund 40 GARBAGE FUND</b>		<b>107,546</b>	<b>44,371</b>	<b>107,000</b>	<b>106,500</b>	(1,046)	-1%
<b>Total Expense - Fund 40 GARBAGE FUND</b>		<u><b>107,546</b></u>	<u><b>37,978</b></u>	<u><b>107,000</b></u>	<u><b>106,500</b></u>	(1,046)	-1%
<b>Gain/Loss</b>		-	<b>6,393</b>	-	-	-	

## Town of Amherst General Fund Capital Improvement Plan

FY 2016 - FY 2020

	FY16	FY17	FY18	FY19	FY20+Beyond
<b>SOURCES OF FUNDS:</b>					
1 GR- A BOY cash balance	908,339	987,107	244,299	282,799	317,299
2 GR- B Operating Surplus/Depreciation	52,868	170,000	170,000	170,000	170,000
3 GR- C Old Town Hall Disposal Proceeds	120,000				
4 GR- D Machine Gun Disposal		20,000			
5 GR- E Permanent Fund		(515,883)			
6 GR- F Economic Development Fund		(179,669)			
<b>TOTAL SOURCES</b>	<b>1,081,207</b>	<b>481,555</b>	<b>414,299</b>	<b>452,799</b>	<b>487,299</b>
<b>USES OF FUNDS:</b>					
<b>Administration</b>					
7 AD- A Town Hall Computers	7,000	3,000	23,000	2,000	
8 AD- B Public Works Computers	1,100	10,000	3,000	11,000	
9 AD- C Web Site		5,000			
10 AD- D Telecommunications		6,000			
11 AD- E Town Code Recodification		15,000			
12 AD- F S Main Street Decorations		32,256			
<b>Administration Subtotal</b>	<b>8,100</b>	<b>71,256</b>	<b>26,000</b>	<b>13,000</b>	<b>0</b>
<b>Public Safety</b>					
13 PS- A 2014 Ford Explorer SUV			41,000		
14 PS- B 2014 Ford Taurus Interceptor				41,000	
15 PS- C 2015 Ford Explorer Interceptor					41,000
16 PS- D 2016 Ford Explorer Interceptor	40,000				41,000
17 PS- E 2011 Ford Explorer Interceptor		41,000			
18 PS- F Mobile Computer Program		45,000			
19 PS- G Body Cameras			13,500		
23 PS- I Police Server				10,500	
<b>Public Safety Subtotal</b>	<b>40,000</b>	<b>86,000</b>	<b>54,500</b>	<b>51,500</b>	<b>82,000</b>
<b>Utilities Vehicles</b>					
24 U- A 2014 Dodge 4WD pickup					27,000
25 U- B 2012 Dodge 4WD PU					27,000
26 U- C 2003 GMC flatbed dump truck	14,000				
27 U- D 2013 Dodge crew cab pickup				27,000	
28 U- E 2007 Ford F150 pickup			26,000		
29 U- F 2008 Dodge pickup (WTP)					
30 U- G 2011 Chevrolet pickup				27,000	
<b>Utilities Vehicles Subtotal</b>	<b>14,000</b>	<b>0</b>	<b>26,000</b>	<b>54,000</b>	<b>54,000</b>
<b>Utilities Machinery</b>					
31 U- H Komatsu WB140 Backhoe		80,000			
32 U- I 2004 Hudson trailer				15,000	
33 U- J Farm tractor & bushhog	32,000				
34 U- K Bucket truck 95 GMC					50,000
35 U- L Tractor attachments				2,000	
36 U- M Snow plow for crew cab PU					4,000
37 U- N Portable Godwin pump					40,000
37 U- O Mobile air compressor			25,000		
<b>Utilities Machinery Subtotal</b>	<b>32,000</b>	<b>80,000</b>	<b>25,000</b>	<b>17,000</b>	<b>94,000</b>
C0- A Carryover to Next FY	987,107	244,299	282,799	317,299	257,299
<b>TOTAL USES</b>	<b>1,081,207</b>	<b>481,555</b>	<b>414,299</b>	<b>452,799</b>	<b>487,299</b>
Balance	0	0	0	0	0

Note: Many figures on this page were not generated from detailed estimates, so the information hereon should be used for general planning purposes only.

## Town of Amherst Water Fund Capital Improvement Plan

FY 2017 - FY 2020

	FY16	FY17	FY18	FY19	FY20+ Beyond
<b><u>SOURCES OF FUNDS:</u></b>					
W-A BOY cash balance	757,078	1,167,373	870,275	986,815	1,269,215
W-B Operating Fund Surplus	410,295				
W-C Water Fund Depreciation		292,400	292,400	292,400	292,400
W-D Water Fund CIP Contribution (Use)		(118,954)			
W-E Permanent Fund		(428,544)			
W-F Interfund Transfer					
W-G VDH Grant/Water Quality Study		31,000			
W-H VDH Loan/Main Street	600,000	2,040,300			
W-I VDH Grant/W. Court Street			150,000		
W-J Bond Proceeds				2,979,598	2,850,989
W-K TOTAL SOURCES	1,767,373	2,983,575	1,312,675	4,258,813	4,412,603
<b><u>USES OF FUNDS:</u></b>					
<u>In-House/Cash Projects</u>					
W-0 Engineering - Water		10,000	10,000	10,000	10,000
W-47 Dogwood Street Waterline Replacement			28,470		
Water Quality Study		33,000			
Water Plant Evaluation		30,000			
W-22 W Court Waterline Replacement			210,000		
W-23 Mount Olive Road Waterline Replacement					52,680
W-39 Lake Drive Waterline Replacement			22,050		
W-30 Briarherst Drive Waterline Replacement			55,340		
W-40 Vista Drive Waterline Replacement					
W-41 Norfolk Avenue Waterline Replacement					25,510
W-46 Forest Avenue Waterline Replacement					29,310
W-25 Washington Street/Church Street Waterline Replacement					58,680
W-38 Town Court Lane Waterline Replacement					26,550
<u>Oursourced/Loan Projects</u>					
W-37 Sunset Drive Waterline Replacement				926,600	
W-45 Waugh's Ferry Road Waterline Replacement				1,278,723	
W-48 Walnut Street Waterline Replacement				124,444	
W-42 Union Hill Road Waterline Replacement				382,196	
W-49 Zane Snead Drive Waterline Replacement				267,636	
W-11 Main Street Waterline Replacement	600,000	2,040,300			
W-24 Second Street Waterline Replacement					267,100
W-43 Lynchburg Avenue Waterline Replacement					41,595
W-44 Warehouse Road Waterline Replacement					48,302
W-36 Arthur Court Waterline Replacement					269,378
W-35 Christian Springs Road Waterline Replacement					524,761
W-33 East Monitor Road Waterline Replacement					552,148
W-34 Huff Creek Trail Waterline Replacement					537,791
W-31 Monitor Road Waterline Replacement					217,184
W-27 Mountain View Plaza Waterline Replacement					50,000
W-29 Jail Waterline Replacement					50,000
Water Intake Pump Station Generator					100,000
99 Carryover to Next FY	1,167,373	870,275	986,815	1,269,215	1,551,615
TOTAL USES	1,767,373	2,983,575	1,312,675	4,258,813	4,412,603
Balance	0	0	0	0	0

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

**Town of Amherst Sewer Fund Capital Improvement Plan**  
 FY 2017 - FY 2020

	FY16	FY17	FY18	FY19	FY20+ Beyond
<b><u>SOURCES OF FUNDS:</u></b>					
S- A	687,930	640,344	375,095	620,095	865,095
S- B	174,914				
S- C		255,000	255,000	255,000	255,000
S- D		(172,646)			
S- E		(337,603)			
S- F					
S- G			1,000,000		
S- H			451,288		
S- I			3,070,154	0	0
TOTAL SOURCES	862,844	385,095	5,151,537	875,095	1,120,095
<b><u>USES OF FUNDS:</u></b>					
<u>Cash-Financed Projects</u>					
S-0		10,000	10,000	10,000	10,000
S-15	25,000				
S-16					
S-3					170,000
<u>USDA Projects</u>					
S-X	197,500				
			4,521,442		
S-99	640,344	375,095	620,095	865,095	940,095
TOTAL USES	862,844	385,095	5,151,537	875,095	1,120,095
Balance	0	0	0	0	0

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

**Town of Amherst Pay Plan**  
**July 1, 2016-June 30, 2017**

Lowest Wage	\$ 16,500	per year
Hours/yr	2,080	
Step Increase	2.00%	
Grade Increase	6.00%	

Grade:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	16,500	16,830	17,167	17,510	17,860	18,217	18,582	18,953	19,332	19,719	20,113	20,516	20,926	21,345	21,771	22,207	22,651	23,104	23,566	24,037	24,518
	7.93	8.09	8.25	8.42	8.59	8.76	8.93	9.11	9.29	9.48	9.67	9.86	10.06	10.26	10.47	10.68	10.89	11.11	11.33	11.56	11.79
2	17,490	17,840	18,197	18,561	18,932	19,310	19,697	20,091	20,492	20,900	21,320	21,747	22,182	22,625	23,078	23,539	24,010	24,490	24,980	25,480	25,989
	8.41	8.58	8.75	8.92	9.10	9.28	9.47	9.66	9.85	10.05	10.25	10.46	10.66	10.88	11.10	11.32	11.54	11.77	12.01	12.25	12.49
3	18,539	18,910	19,288	19,674	20,068	20,469	20,878	21,296	21,722	22,156	22,599	23,051	23,512	23,983	24,462	24,952	25,451	25,960	26,479	27,008	27,549
	8.91	9.09	9.27	9.46	9.65	9.84	10.04	10.24	10.44	10.65	10.87	11.08	11.30	11.53	11.76	12.00	12.24	12.48	12.73	12.98	13.24
4	19,652	20,045	20,446	20,855	21,272	21,697	22,131	22,574	23,025	23,486	23,955	24,434	24,923	25,422	25,930	26,449	26,978	27,517	28,066	28,629	29,201
	9.45	9.64	9.83	10.03	10.23	10.43	10.64	10.85	11.07	11.29	11.52	11.75	11.98	12.22	12.47	12.72	12.97	13.23	13.49	13.76	14.04
5	20,831	21,247	21,672	22,106	22,548	22,999	23,459	23,928	24,407	24,895	25,393	25,901	26,419	26,947	27,486	28,036	28,596	29,168	29,752	30,347	30,954
	10.01	10.22	10.42	10.63	10.84	11.06	11.28	11.50	11.73	11.97	12.21	12.45	12.70	12.96	13.21	13.48	13.75	14.02	14.30	14.59	14.88
6	22,081	22,522	22,973	23,432	23,901	24,379	24,866	25,364	25,871	26,389	26,916	27,455	28,004	28,564	29,135	29,718	30,312	30,918	31,537	32,167	32,811
	10.62	10.83	11.04	11.27	11.49	11.72	11.96	12.19	12.44	12.69	12.94	13.20	13.46	13.73	14.01	14.29	14.57	14.86	15.16	15.47	15.77
7	23,406	23,874	24,351	24,838	25,335	25,842	26,358	26,886	27,423	27,972	28,531	29,102	29,684	30,278	30,883	31,501	32,131	32,773	33,429	34,097	34,779
	11.25	11.48	11.71	11.94	12.18	12.42	12.67	12.93	13.18	13.45	13.72	13.99	14.27	14.56	14.85	15.14	15.45	15.76	16.07	16.39	16.72
8	24,810	25,306	25,812	26,328	26,855	27,392	27,940	28,499	29,069	29,650	30,243	30,848	31,465	32,094	32,736	33,391	34,059	34,740	35,435	36,143	36,866
	11.93	12.17	12.41	12.66	12.91	13.17	13.43	13.70	13.98	14.25	14.54	14.83	15.13	15.43	15.74	16.05	16.37	16.70	17.04	17.38	17.72
9	26,298	26,824	27,361	27,908	28,466	29,036	29,616	30,209	30,813	31,429	32,058	32,699	33,353	34,020	34,700	35,394	36,102	36,824	37,561	38,312	39,078
	12.64	12.90	13.15	13.42	13.69	13.96	14.24	14.52	14.81	15.11	15.41	15.72	16.04	16.36	16.68	17.02	17.36	17.70	18.06	18.42	18.79
10	27,876	28,434	29,003	29,583	30,174	30,778	31,393	32,021	32,662	33,315	33,981	34,661	35,354	36,061	36,782	37,518	38,268	39,034	39,814	40,611	41,423
	13.40	13.67	13.94	14.22	14.51	14.80	15.09	15.39	15.70	16.02	16.34	16.66	17.00	17.34	17.68	18.04	18.40	18.77	19.14	19.52	19.91
11	29,549	30,140	30,743	31,358	31,985	32,624	33,277	33,944	34,621	35,314	36,020	36,740	37,475	38,225	38,989	39,769	40,564	41,376	42,203	43,047	43,908
	14.21	14.49	14.78	15.08	15.38	15.68	16.00	16.32	16.64	16.98	17.32	17.66	18.02	18.38	18.74	19.12	19.50	19.89	20.29	20.70	21.11
12	31,322	31,948	32,587	33,239	33,904	34,582	35,274	35,979	36,699	37,433	38,181	38,945	39,724	40,518	41,329	42,155	42,998	43,858	44,735	45,630	46,543
	15.06	15.36	15.67	15.98	16.30	16.63	16.96	17.30	17.64	18.00	18.36	18.72	19.10	19.48	19.87	20.27	20.67	21.09	21.51	21.94	22.38
13	33,201	33,865	34,543	35,233	35,938	36,657	37,390	38,138	38,901	39,679	40,472	41,282	42,107	42,949	43,808	44,685	45,578	46,490	47,420	48,368	49,335
	15.96	16.28	16.61	16.94	17.28	17.62	17.98	18.34	18.70	19.08	19.46	19.85	20.24	20.65	21.06	21.48	21.91	22.35	22.80	23.25	23.72
14	35,193	35,897	36,615	37,347	38,094	38,856	39,633	40,426	41,235	42,059	42,900	43,758	44,634	45,526	46,437	47,366	48,313	49,279	50,265	51,270	52,295
	16.92	17.26	17.60	17.96	18.31	18.68	19.05	19.44	19.82	20.22	20.63	21.04	21.46	21.89	22.33	22.77	23.23	23.69	24.17	24.65	25.14
15	37,305	38,051	38,812	39,588	40,380	41,188	42,011	42,852	43,709	44,582	45,474	46,384	47,312	48,258	49,223	50,208	51,212	52,236	53,281	54,346	55,433
	17.94	18.29	18.66	19.03	19.41	19.80	20.20	20.60	21.01	21.43	21.85	22.30	22.75	23.20	23.66	24.14	24.62	25.11	25.62	26.13	26.65
16	39,543	40,334	41,141	41,964	42,803	43,659	44,532	45,423	46,331	47,258	48,203	49,167	50,150	51,153	52,176	53,220	54,284	55,370	56,477	57,607	58,759
	19.01	19.39	19.78	20.17	20.58	20.99	21.41	21.84	22.27	22.72	23.17	23.64	24.11	24.59	25.08	25.59	26.10	26.62	27.15	27.70	28.25
17	41,916	42,754	43,609	44,481	45,371	46,278	47,204	48,148	49,111	50,093	51,095	52,117	53,159	54,223	55,307	56,413	57,541	58,690	59,860	61,053	62,285
	20.15	20.55	20.97	21.39	21.81	22.25	22.69	23.15	23.61	24.08	24.56	25.06	25.56	26.07	26.59	27.12	27.66	28.22	28.78	29.36	29.94
18	44,431	45,319	46,226	47,150	48,093	49,055	50,036	51,037	52,058	53,099	54,161	55,244	56,349	57,476	58,625	59,798	60,994	62,214	63,458	64,727	66,022
	21.36	21.79	22.22	22.67	23.12	23.58	24.06	24.54	25.03	25.53	26.04	26.56	27.09	27.63	28.19	28.75	29.32	29.91	30.51	31.12	31.74
19	47,097	48,039	48,999	49,979	50,979	51,998	53,038	54,099	55,181	56,285	57,410	58,559	59,730	60,924	62,143	63,386	64,654	65,947	67,266	68,611	69,983
	22.64	23.10	23.56	24.03	24.51	25.00	25.50	26.01	26.53	27.06	27.60	28.15	28.72	29.29	29.88	30.47	31.08	31.71	32.34	32.99	33.65
20	49,922	50,921	51,939	52,978	54,038	55,118	56,221	57,345	58,492	59,662	60,855	62,072	63,314	64,580	65,872	67,189	68,533	69,903	71,301	72,727	74,182
	24.00	24.48	24.97	25.47	25.98	26.50	27.03	27.57	28.12	28.68	29.26	29.84	30.44	31.05	31.67	32.30	32.95	33.61	34.28	34.97	35.66
21	52,918	53,976	55,056	56,157	57,280	58,425	59,594	60,786	62,002	63,242	64,506	65,797	67,114	68,458	69,824	71,220	72,645	74,098	75,580	77,091	78,633
	25.44	25.95	26.47	27.00	27.54	28.09	28.65	29.22	29.81	30.40	31.01	31.63	32.27	32.91	33.57	34.24	34.93	35.62	36.34	37.06	37.80
22	56,093	57,215	58,359	59,526	60,717	61,931	63,170	64,433	65,722	67,036	68,377	69,744	71,139	72,562	74,013	75,494	77,003	78,543	80,114	81,717	83,351
	26.97	27.51	28.06	28.62	29.19	29.77	30.37	30.98	31.60	32.23	32.87	33.53	34.20	34.89	35.58	36.29	37.02	37.76	38.52	39.29	40.07
23	59,458	60,648	61,860	63,098	64,360	65,647	66,960	68,299	69,665	71,058	72,479	73,929	75,408	76,916	78,454	80,023	81,624	83,256	84,921	86,620	88,352
	28.59	29.16	29.74	30.34	30.94	31.56	32.19	32.84	33.49	34.16	34.85	35.54	36.25	36.98	37.72	38.47	39.24	40.03	40.83	41.64	42.48
24	63,026	64,386	65,772	67,188	68,621	69,586	70,977	72,397	73,845	75,322	76,828	78,365	79,933	81,531	83,161						

## Priorities of the Town Council of the Town of Amherst

Priority Area	Items to do before June 30, 2015	Priorities for the 2015/2016 Council Term
<b>1. Improve communication/w eb site and Town promotion</b>	<ul style="list-style-type: none"> <li>Migrate the web site to the WordPress platform</li> <li>Delegate revamping the home page to a committee</li> <li>Sponsor a series of workshops with the theme of small business and downtown improvement</li> <li>Replace the Main Street trash cans</li> </ul>	<ul style="list-style-type: none"> <li>Implement a new home page on the web site (by 1/1/16)</li> <li>Encourage the development of Town focused maps and brochures</li> <li>Encourage community groups to sponsor downtown events</li> </ul>
<b>2. Personnel Support</b>	<ul style="list-style-type: none"> <li>Complete the pay and classification study</li> <li>Follow through on the charter change project</li> </ul>	<ul style="list-style-type: none"> <li>Thoroughly review the personnel policy and effect needed updates</li> <li>Update the personnel evaluation program</li> <li>Develop a resiliency plan for cross-training personnel, succession and contingencies</li> </ul>
<b>3. Infrastructure Improvement</b>	<ul style="list-style-type: none"> <li>Continue to pursue the USDA-financed sewer line replacement project</li> <li>Continue to pursue the VDH-financed Main Street water line replacement project</li> <li>Pursue a VDH planning grant for the W. Court Street/Mount Olive Road water line project</li> </ul>	<ul style="list-style-type: none"> <li>Implement a new utility billing arrangement with Sweet Briar College for both water and sewer</li> <li>Finish the USDA sewer and VDH Main Street projects.</li> <li>Prepare for a new needs assessment (plants, pumps, pipes, etc.) for the water and sewer system; update the hydraulic model for the water system; and commission preliminary engineering studies for the next phase of capital projects.</li> </ul>
<b>4. Update Utility Rate &amp; Fee Policy</b>	<ul style="list-style-type: none"> <li>Update the utility rate and fee policy through the Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>Implement the new policy</li> <li>Investigate the feasibility of autodialing or emailing customers whose utilities are scheduled for disconnection</li> </ul>
<b>5. Outsource payroll</b>		<ul style="list-style-type: none"> <li>Outsource payroll or begin using new payroll software (by 1/1/16)</li> </ul>
<b>6. Online Utility Payments</b>		<ul style="list-style-type: none"> <li>Begin accepting online payments for utility bills</li> </ul>
<b>7. Police patrol</b>	<ul style="list-style-type: none"> <li>Implement a directed patrol program to promote uniform coverage by town by police</li> </ul>	<ul style="list-style-type: none"> <li>Implement a program for day and night security checks of local businesses (by 1/1/16)</li> <li>Develop a program where officers visit schools and interact with staff and students.</li> </ul>
<b>8. Crime prevention</b>	<ul style="list-style-type: none"> <li>Distribute robbery prevention and information on what to do during and after a robbery to local businesses</li> </ul>	<ul style="list-style-type: none"> <li>Host town hall meetings in order to promote positive police/public interaction</li> <li>Implement a program to conduct site security assessments for local businesses and churches</li> </ul>
<b>9. Police administration</b>	<ul style="list-style-type: none"> <li>Prepare drafts of all high priority police policies</li> <li>Plan for mobile computers to be used for all reports</li> <li>Plan for the deployment of body cameras including associated data storage</li> </ul>	<ul style="list-style-type: none"> <li>Update the police policy manual (by 1/1/16)</li> <li>Eliminate excess weapon inventory and purchase needed weapon upgrades</li> <li>Transfer all evidence storage to Amherst County Sheriff's Office</li> </ul>

**TOWN OF AMHERST  
SCHEDULE OF LOCAL LEVY  
JULY 1, 2016**

The following are tax levies for the fiscal year beginning July 1, 2016. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

1. On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.00.
2. On the \$100.00 of assessed value of machinery and tools used in manufacturing or mining business including property specifically classified by Section 58.1-3506A.6 of the Tax Code of Virginia, the rate shall be \$0.00. This tax rate shall also be applicable to real and tangible personal property of public service corporations, based upon the assessments generated annually by the State Corporation Commission, and duly certified.
3. On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.00.

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

## Town of Amherst Utility Rate and Fee Policy

Approved June 8, 2016 for FY2016/2017

### **Initiation or Termination of Service:**

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

### **Residential Customers:**

All active customers shall be charged one Residential Base Charge each month for each residential unit. 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>
<b>Water:</b>				
July 1, 2016-June 30, 2017	\$14.25	\$7.10	\$28.50	\$14.20
July 1, 2017-June 30, 2018	\$15.60	\$7.75	\$31.20	\$15.50
July 1, 2018-June 30, 2019	\$17.05	\$8.50	\$34.10	\$17.00
<b>Sewer:</b>				
July 1, 2016-June 30, 2017	\$25.60	\$6.40	\$51.20	\$12.80
July 1, 2017-June 30, 2018	\$27.35	\$6.85	\$54.70	\$13.70
July 1, 2018-June 30, 2019	\$29.20	\$7.30	\$58.40	\$14.60
<b>Curbside Refuse Collection:</b>				
July 1, 2016-June 30, 2017	\$7.10		\$14.20	

### **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/Trip Charge:**

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 20<sup>th</sup> day of each month except when the 20<sup>th</sup> 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 on the next bill issued and for no more than the two preceding bills, if applicable. "Repaired" is defined as physical repairs to the owner's plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

**Late Payment Charges and 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 the bill is not paid by the last day of the month in which the bill is due the customer will be notified on the next bill that the previous balance must be paid by 5 P.M. on the second Monday of the month following the month in which the payment was due or service will be disconnected.

**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 entire account balance 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. Service shall be automatically disconnected when a payment to pay to prevent service from being disconnected or to reconnect a service is returned or not honored by the bank. The entire account balance and a reconnection fee/trip charge shall be collected prior to service being restored. 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, money order 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. The entire account 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.

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.

**Fire Hydrant Use:**

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

**Cross Connections:**

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

**Sewer Connections and Discharges:**

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

**Availability and Connection Fees:**

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

**Maintenance of Policy and Implementation**

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