

# Town of Amherst FY17 Budget Proposal



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# TOWN OF AMHERST

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## MEMO

**DA: March 29, 2016**

**TO: Town Council**

**FR: Jack Hobbs, Town Manager**

**RE: FY 17 Town of Amherst Budget and Work Plan Proposal**

As per Town tradition and required by the Town Code, attached to this memorandum is a proposed budget ordinance and supporting materials for the Town of Amherst's fiscal year that begins on July 1, 2016 and ends on June 30, 2017. This proposal would constitute the framework for the Town's service programs and work plan for the coming year.

My proposal this year is similar to those for the past few years in that there are no significant changes to the different major service programs and it continues the Town's long-term program of water and sewer infrastructure improvements. On the other hand, elements of new Town priorities such as preparing for the retirement of key employees and an economic development strategy involving the improvement and promotion of the downtown area are woven into the package. Major items of note in order of presentation include:

- II-1
  - The Economic Development Fund is projected to reach \$215,237 by June 30, 2017. These monies were generated almost entirely through bond fees and reimbursement programs initiated and driven by the IDA and are held by the Town since the IDA does not have an infrastructure of staff or bank accounts.
- II-2
  - A distinct listing of donations for clarity. See the articulations of the purpose and conditions associated with each donation and the absence of several requested donations.
- II-A-1
  - Administrative fees would increase due using the proposed budget as a basis for the calculation of the administrative fee (instead of 2-year old actual figures) per the auditor's recommendation and employee pay adjustments in FY16 and FY17.
  - The real estate and personal property tax rates would remain at \$0.00/\$100 assessment.
- II-B-2
  - Lower apparent landscape maintenance costs due to an altered contract, better results from the bid process and the decision to do more in-house work with the new farm tractor.
  - Restoration of the contingency line to the operations section of the budget.
  - More money for community promotion projects.
  - Consolidation of all "donations" into a single line per page II-2.
  - Increased costs for auditing due to the Main Street project.
  - New costs associated with the payroll outsourcing practice.
  - Funds to offset the cost of transitioning from paper to electronic records.

- II-B-2 • Nothing has been included for the sixth police officer since consensus on the long-term need, timing of the hire, startup funding (i.e. grant possibilities) and source of ongoing funded as well as updated cost estimates have not been developed.
- II-B-3 • The Town's machinery and equipment is aging which is expected to require an increased replacement and maintenance budget.
- II-C-1 • A delay in the scheduled FY16/17 water rate increase due to progress on planned projects being much slower than was anticipated in the Springsted rate study. This would have been the third of a five-year rate increase program contained in that document.
- II-C-2 • The programmed FY17 sewer rates are needed due to lower use rates and the great need to raise revenues so the Town will be able to pay back the upcoming sliplining project loan.
- II-C-3 • The Garbage Fund appears to be overfunded, but the Town will need to transfer monies to the General Fund to cover the cost of the Foulke lawsuit.
- II-D-1 • The purchase of mobile computers for the police department has been added to the usual vehicle replacement plan.
  - A project that would review, clean up and print the Town Code as well as post it online.
  - Funding the purchase and installation of Christmas decorations along S. Main Street.
- II-D-2 • Following through on the Main Street waterline replacement project is the major element of the Town's work plan for the 2016 construction season. Construction monies for the W. Court Street Waterline Replacement Project and "planning" monies for a Water Quality Study, funded in part by the health department's grant program, and an evaluation of the water plant using Town funds are programmed for FY17.

Items involving uncertainty include:

- The outcome of the Foulke lawsuit appeal.
- The Town might be forced to pay the cost associated with an old Line of Duty Act claim.
- Amounts that will actually be approved by the Town Council for "progression" pay adjustments.
- The outcome of the sixth police officer item.
- Pending grant applications, especially the sliplining project.
- Results of negotiations with Sweet Briar College on updated water and sewer contracts.

### **Personnel Plan**

No direct adjustments to the current general staffing plan are proposed. Maintenance updates to the personnel policy are needed and I plan to work on that concurrent with the progression pay effort.

### **Budget Adoption Process**

Remaining milestones on this year's budget calendar are the required budget hearing on May 11 and adoption on June 8. Of course, the Council has the discretion to alter this schedule subject to a 10-day layover between the hearing and adoption per the Code of Virginia.

I look forward to working with the Council to complete this year's budget process. Please let me know if you have any questions or concerns or want to discuss this package or any amendments.

## PUBLIC NOTICE

Notice is hereby given by that a public hearing on the proposed fiscal year 2016/2017 Town of Amherst budget will be held on May 11, 2016, at 7:00 PM in the Town Hall, 174 South Main Street, Amherst, VA. A synopsis is as follows:

	<u>Sources of Funds</u>	<u>Uses of Funds</u>
<b>General Fund</b>	\$2,061,828	\$2,061,828
<b>Water Fund</b>	1,243,240	1,243,240
<b>Sewer Fund</b>	941,659	941,659
<b>Garbage Fund</b>	106,500	106,500
<b>Capital Improvement</b>	3,850,651	3,850,651

The proposed budget includes a continuation of the real estate tax rate at \$0.00/\$100 of assessed value and the personal property tax rate at \$0.00/\$100 of assessed value.

The proposed budget includes increases to the water, sewer and curbside refuse collection rates for residential users to the following levels:

	<b>In-Town</b>		<b>Out of Town</b>	
	Monthly Base Charge	Use Charge/ 1,000 gallons	Monthly Base Charge	Use Charge/ 1,000 gallons
<u>Water</u>				
<b>FY16/17</b>	\$14.25	\$7.10	\$28.50	\$14.20
<b>FY17/18</b>	\$15.60	\$7.75	\$31.20	\$15.50
<b>FY18/19</b>	\$17.05	\$8.50	\$34.10	\$17.00
<u>Sewer</u>				
<b>FY16/17</b>	\$25.60	\$6.40	\$51.20	\$12.80
<b>FY17/18</b>	\$27.35	\$6.85	\$54.70	\$13.70
<b>FY18/19</b>	\$29.20	\$7.30	\$58.40	\$14.60
<u>Curbside Refuse Collection</u>				
<b>FY16/17</b>	\$ 7.10		\$14.20	

Commercial water and sewer rates would also increase according to previously established Town policies.

A proposed ordinances that would effect the FY16/17 budget along with supporting information is available online at [www.amherstva.gov](http://www.amherstva.gov) and for inspection in the Town Hall during normal working hours.

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:

Amount	Organization	Purpose of Funding/Conditions
\$ 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.
\$ 2,000	IRON Lives, Inc.	Purchase of tools by the Town that will be donated to IRON and used by IRON to clean up after parades, spread mulch at Town welcome signs and to clear brush along Depot Street and other areas.
\$ 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.
<hr/>		
\$ 34,650	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	52,884	-	
10	3180.0000	GRANTS - FIRE DEPT	11,000	8,000	9,000	9,000	8,000	-	
10	3180.0030	GRANTS - VML SAFETY PROGRAMS	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>2,061,828</b>	<b>330,695</b>	<b>19%</b>

## Attachment B-1

Fund / Account Number			FY15/16	FY16YTD	FY15/16	FY16/17	\$ Variance	% Variance	
			FY15 Actual	Budget	TO 11/30	Projected	Proposed		
<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				95,000	95,000	
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		1,250		1,250		(1,250)	-100%
		DONATIONS PROGRAM					34,650	34,650	
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	2,500	-	
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	
		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	
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>905,790</b>	<b>175,477</b>	<b>24%</b>



## 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>	112,565	19%
<hr/>							
General Fund Summary							
<b>Total Revenue - Fund 10 GENERAL FUND</b>	2,083,621	1,731,133	765,945	1,774,790	2,061,828	330,695	19%
<b>Total Expense - Dept 4001 ADMINISTRATION</b>	853,348	730,313	282,183	693,140	905,790	175,477	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>2,061,828</b>	330,697	19%
<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 5,700	2,000	145	2,000	2,000	-	
	1,184,291	1,240,588	592,879	1,292,705	1,243,240	2,652	0%
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	298,567	292,400	131,329	298,567	298,567	6,167	2%
REDUCED CIP CONTRIBUTION					(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>	<b>1,109,064</b>	<b>1,240,588</b>	<b>478,430</b>	<b>1,180,977</b>	<b>1,243,240</b>	2,652	0%
<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>	2,652	0%
<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>	2,652	0%
<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	802,544	883,176	358,287	826,460	881,559	(1,617)	0%
	5,204	5,000	2,130	5,192	5,100	100	2%
30 3100.0000	8,508	7,000	3,267	7,000	7,000	-	
30 3300.0000	2,950	2,000	73	2,000	2,000	-	
30 3400.0000	42,264	45,000	11,347	45,000	45,000	-	
30 3510.0000	1,648	2,000	2,282	2,282	1,000	(1,000)	-50%
	5,000					-	
	868,118	944,176	377,386	887,934	941,659	(2,517)	0%
30 4000.4500	380,916	377,750	157,396	377,750	504,154	126,404	33%
30 4000.4700	45,172	47,069	19,393	47,075	49,054	1,985	4%
30 4000.4750	114,300	112,483	47,087	112,477	110,498	(1,985)	-2%
30 4000.4800	249,149	255,000	103,674	249,149	249,149	(5,851)	-2%
30 4000.4850		(58,096)			(172,646)	(114,550)	197%
30 4000.4860		1,500		1,500	1,500	-	
30 4000.4870		720	235	700	700	(20)	-3%
30 4000.5001		5,000	-			(5,000)	-100%
30 6010.4300	2,657	10,000	344	6,000	10,000	-	
30 6010.4350		2,500	-	1,000	2,500	-	
30 6010.4400	4,558	16,000	1,136	16,000	16,000	-	
30 6020.0710	45,867	49,000	16,871	47,000	49,000	-	
30 6020.0730	3,999	5,500	6,460	9,000	6,000	500	9%
30 6020.4100	33,428	45,000	5,777	35,000	45,000	-	
30 6020.4200	14,514	14,000	-	5,000	14,000	-	
30 6020.5000	8,043	13,000	2,696	10,000	13,000	-	
30 6020.5600	17,279	19,000	9,648	17,500	19,000	-	
30 6020.5625		3,750	2,518	2,518	3,750	-	
30 6020.5650		7,000	2,602	7,000	7,000	-	
30 6020.5700	8,680	10,000	-	9,500	6,000	(4,000)	-40%
30 6020.7000		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 CURBISDE 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>	<b>(1,046)</b>	<b>-1%</b>
<b>Total Expense - Fund 40 GARBAGE FUND</b>		<b>107,546</b>	<b>37,978</b>	<b>107,000</b>	<b>106,500</b>	<b>(1,046)</b>	<b>-1%</b>
<b>Gain/Loss</b>		<b>-</b>	<b>6,393</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## Attachment D-1

### Town of Amherst General Fund Capital Improvement Plan

FY 2016 - FY 2020

		FY16	FY17	FY18	FY19	FY20+Beyond	
<u>SOURCES OF FUNDS:</u>							
1	GR- A	BOY cash balance	908,339	987,107	196,981	235,481	269,981
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		(515,457)			
6	GR- F	Economic Development Fund		(179,669)			
TOTAL SOURCES			1,081,207	481,981	366,981	405,481	439,981
<u>USES OF FUNDS:</u>							
<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		80,000			
Administration Subtotal			8,100	119,000	26,000	13,000	0
<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	
Public Safety Subtotal			40,000	86,000	54,500	51,500	82,000
<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	
Utilities Vehicles Subtotal			14,000	0	26,000	54,000	54,000
<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		
Utilities Machinery Subtotal			32,000	80,000	25,000	17,000	94,000
C0- A		Carryover to Next FY	987,107	196,981	235,481	269,981	209,981
TOTAL USES			1,081,207	481,981	366,981	405,481	439,981
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	<b>TOTAL SOURCES</b>	<b>1,767,373</b>	<b>2,983,575</b>	<b>1,312,675</b>	<b>4,258,813</b>	<b>4,412,603</b>
<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>Outsourced/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
	<b>TOTAL USES</b>	<b>1,767,373</b>	<b>2,983,575</b>	<b>1,312,675</b>	<b>4,258,813</b>	<b>4,412,603</b>
	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	BOY cash balance	687,930	640,344	375,095	620,095	865,095
S- B	Operating Fund Surplus	174,914				
S- C	Sewer Fund Depreciation		255,000	255,000	255,000	255,000
S- D	Sewer Fund CIP Contribution (Use)		(172,646)			
S- E	Permanent Fund		(337,603)			
S- F	Interfund Transfer					
S- G	USDA Grant			1,000,000		
S- H	SBC Contribution			451,288		
S- I	Bond Proceeds			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	Engineering - Sewer		10,000	10,000	10,000	10,000
S-15	Briarherst Sewer Replacement	25,000				
S-16	Ambriar Shopping Center Sewer Replacement					
S-3	60 West Sewer Pump Station Replacement					170,000
<u>USDA Projects</u>						
S-X	Video Camera/Cleaning, PER Update for USDA project Sewer rehab project	197,500		4,521,442		
S-99	Carryover to Next FY	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.





## 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.

**Undesignated Fund Balance and Contingency Calculation For FY17**

3/18/2015

**Permanent Fund principal for the General Fund  
(based on proposed FY17 Budget)**

Reserve per October 2010 policy 15%  
GF target Permanent Fund principal \$ 309,274

GF Revenues	\$	2,061,828	
Administration Fee (covered in W & S Funds)		-	
Net GF Revenues	\$	2,061,828	
Reserve per @		25%	
GF target Permanent Fund principal	\$	515,457	←

**Required contingency in the General Fund  
(based on proposed FY17 Budget)**

GF Expenses	\$	2,061,828	
Reserve per October 2010 policy		3.0%	
GF Contingency	\$	61,855	←

**Permanent Fund principal for the Water Fund (based on the proposed FY17 Budget)**

	<u>Fund 20 WATER FUND</u>	<u>FY17 Budget</u>		
4000.4500	ADMINISTRATION FEE	\$ 561,027	25% operations	\$ 140,257
4000.4700	DEBT SERVICE - PRINCIPAL 60W	\$ 13,966	Debt	13,966
4000.4701	DEBT SERVICE - INTEREST 60W	\$ 15,078	Debt	15,078
4000.4760	REFI LOAN WTP & UHWT PRIN	\$ 138,114	Debt	138,114
4000.4761	REFI WTP & UHWT LOAN INT	\$ 47,092	Debt	47,092
4000.4800	DEPRECIATION	\$ 298,567		
4000.4840	BAD DEBT	\$ 2,000	Debt	2,000
4000.4845	CREDIT CARD EXPENSE-WATER	\$ 600	Debt	600
4000.5000	WATERSHED MANAGEMENT	\$ 23,250	25% operations	\$ 5,813
4000.5001	STUDY PROJECTS	\$ 5,000	25% operations	\$ 1,250
6010.4300	LINE MATERIALS	\$ 25,000	25% operations	\$ 6,250
6010.4350	ASSET MAPPING	\$ 2,500	25% operations	\$ 625
6010.4400	PUMP STATION OPERATION - SBC	\$ 5,500	25% operations	\$ 1,375
6020.0710	ELECTRICITY	\$ 40,000	25% operations	\$ 10,000
6020.0730	WATER PLANT-W/S/T EXP	\$ 53,000	25% operations	\$ 13,250
6020.4900	PLANT MAINTENANCE	\$ 65,000	25% operations	\$ 16,250
6020.5000	CHEMICALS	\$ 40,000	25% operations	\$ 10,000
6020.5110	WATER SAMPLING	\$ 14,000	25% operations	\$ 3,500
6020.5200	LABORATORY	\$ 12,500	25% operations	\$ 3,125
	<b>Total</b>			
			WF target Permanent Fund principal	\$ <u>428,544</u> ←

**Permanent Fund principal for the Sewer Fund (based on the proposed FY17 Budget)**

	<u>Fund 30 SEWER FUND</u>	<u>FY17 Budget</u>		
4000.4500	ADMINISTRATION FEE	\$ 504,154	25% operations	\$ 126,039
4000.4700	DEBT SERVICE PRIN	\$ 49,054	Debt	49,054
4000.4750	DEBT SERVICE INTEREST	\$ 110,498	Debt	110,498
4000.4800	DEPRECIATION	\$ 249,149	Debt	
4000.4850	REDUCED CIP CONTRIBUTION	\$ (172,646)		
4000.4860	BAD DEBT	\$ 1,500	Debt	1,500
4000.4870	CREDIT CARD EXPENSE-SEWER	\$ 700	Debt	700
4000.5001	STUDY PROJECTS	\$ -	25% operations	\$ -
6010.4300	LINE MATERIALS	\$ 10,000	25% operations	\$ 2,500
6010.4350	ASSET MAPPING	\$ 2,500	25% operations	\$ 625
6010.4400	PUMP STATIONS OPERATIONS	\$ 16,000	25% operations	\$ 4,000
6020.0710	RUT CREEK-ELECTRICITY	\$ 49,000	25% operations	\$ 12,250
6020.0730	RUT. CR.- W/S/T EXP	\$ 6,000	25% operations	\$ 1,500
6020.4100	RUT CREEK-PLANT MAINTENANCE	\$ 45,000	25% operations	\$ 11,250
6020.4200	RUT CREEK-MAJOR REPAIRS	\$ 14,000	25% operations	\$ 3,500
6020.5000	RUT CREEK-CHEMICALS	\$ 13,000	25% operations	\$ 3,250
6020.5600	RUT CREEK-LAB	\$ 19,000	25% operations	\$ 4,750
6020.5625	PRETREATMENT EXPENSE	\$ 3,750	25% operations	\$ 938
6020.5650	LABORATORY EQUIPMENT	\$ 7,000	25% operations	\$ 1,750
6020.5700	NUTRIENT CREDIT PURCHASE	\$ 6,000	25% operations	\$ 1,500
6020.7000	RUT CREEK-PERMIT RENEWAL	\$ 8,000	25% operations	\$ 2,000
	<b>Total</b>			
			SF target Permanent Fund principal	\$ <u>337,603</u> ←

**Total of all undesignated fund balances \$ 1,281,604**

## Town of Amherst Interfund Cost Allocation Study for the FY16/17 Budget

3/20/2016

The Town pays for “overhead” costs (such as for personnel, legal, insurance, and vehicles) that cannot be directly assigned to any individual fund from General Fund expense line items. In a sense, the General Fund “rents” employees to and pays for other overhead cost items for the utility funds. The estimates and calculations that follow provide the basis for the recovery of personnel and other overhead costs associated with providing those utility services from utility ratepayers. In summary, purpose of this study is to calculate the proper allocation of overhead costs between the funds.

**Pursuant to the auditor’s recommendation and the discussion at the August 31, 2015 Finance and IT Committee meeting, this study considers the proposed FY16/17 budget as a basis. The prior practice was to use actual audited figures from prior years that would “trail” the budget two years due to the audit completion/current budget year/budget preparation cycle. Adjustments would be made to the estimated figure as a year-end accrual/audit adjustment.**

This exercise demonstrates the Town’s ongoing effort to properly account for monies so that water customers pay the full cost of building, operating and maintaining the water system but no more, and so that sewer customers pay for the full cost of building, operating and maintaining the sewer system but no more, and curbside refuse collection customers pay for the cost of refuse collection but no more.

The procedure employed to allocate costs between the General, Water, Sewer and Garbage Funds is as follows:

1. As personnel costs are the major proportion of the “overhead” cost, the proportion of time individual employees spend “working” for each cost center (fund) is studied and provided by operating department heads.
2. These time proportion estimates are applied to the total cost of pay and benefits of each individual employee and a department-wide allocation factor generated.
3. These and other appropriate factors are applied to each General Fund expenditure line. For example, the department-wide allocation factors are applied to personnel costs in the administrative department but 100% of the cost of street lights is allocated to the General Fund. The total of the amounts for each line assigned to the utility funds generates the “administrative” fee transferred from those funds to the General Fund. The Town’s practice is to transfer a twelfth of this annual amount each month.

The following allocations, based on proposed FY16/17 figures, would be the basis for budgeted “Administrative Fees” in FY17:

Water Fund	\$561,027
Sewer Fund	\$504,154
Garbage Fund	\$ 15,304

### Attachments:

- Allocation Factor Development spreadsheet
- FY16/17 Cost Allocation Study spreadsheet



# Allocation Factor Development for FY17 (based on FY16 Pay & Benefits Projection)

3/18/2015

FY14		Portion of time spent per func				Cost to allocate per fund			
Total Pay & Benefits		General	Water	Sewer	Garbage	General	Water	Sewer	Garbage
<b>ADMINISTRATION</b>									
JH	117,180	27%	40%	30%	3%	31,639	46,872	35,154	3,515
CD	66,301	26%	42%	30%	2%	17,238	27,846	19,890	1,326
DF	52,065	23%	45%	30%	2%	11,975	23,429	15,620	1,041
P-T	31,928	24%	50%	25%	1%	7,663	15,964	7,982	319
						68,515	114,112	78,646	6,202
						26%	44%	30%	2%
<b>PUBLIC SAFETY</b>									
RK	91,413	100%	0%	0%	0%	91,413	-	-	-
GH	69,901	100%	0%	0%	0%	69,901	-	-	-
TM	60,001	100%	0%	0%	0%	60,001	-	-	-
RW	53,827	100%	0%	0%	0%	53,827	-	-	-
BP	53,827	100%	0%	0%	0%	53,827	-	-	-
P-T	9,153	100%	0%	0%	0%	9,153	-	-	-
						338,122	-	-	-
						100%	0%	0%	0%
<b>UTILITI</b>									
TF	86,595	9%	45%	45%	1%	7,794	38,968	38,968	866
PA	59,701	9%	45%	45%	1%	5,373	26,865	26,865	597
GW	58,773	1%	5%	94%	0%	588	2,939	55,247	-
GS	52,085	0%	5%	95%	0%	-	2,604	49,481	-
JC	47,816	0%	95%	5%	0%	0	45,425	2,391	-
BF	46,395	0%	95%	5%	0%	0	44,075	2,320	-
KF	46,204	9%	45%	45%	1%	4,158	20,792	20,792	462
DP	46,204	9%	45%	45%	1%	4,158	20,792	20,792	462
MJ	46,204	9%	45%	45%	1%	4,158	20,792	20,792	462
AP	46,589	9%	45%	45%	1%	4,193	20,965	20,965	466
P-T	45,588	0%	60%	40%	0%	-	27,353	18,235	-
						30,422	271,570	276,847	3,315
						5%	47%	48%	1%

Summary of Department-Wide Allocation Factors:				
	General	Water	Sewer	Garbage
Administration	26%	44%	30%	2%
Public Safety	100%	0%	0%	0%
Utilities	5%	47%	48%	1%

# FY14 Cost Allocation Study

3/18/2015

Summary of Department-Wide Allocation Factors :				
	General	Water	Sewer	Garbage
Administration	26%	43%	29%	2%
Public Safety	100%	0%	0%	0%
Utilities	5%	47%	47%	1%

Note: Rounded and balanced.

	% General	% Water	% Sewer	% Garbage	FY 16/17 Proposed	\$ General	\$ Water	\$ Sewer	\$ Garbage	\$ Personnel
<b>ADMINISTRATION EXPENSE</b>										
MAYOR & COUNCIL PAY	50%	25%	25%	0%	11,400	5,700	2,850	2,850	-	11,400
SALARIES & WAGES	26%	43%	29%	2%	235,668	61,274	101,337	68,344	4,713	235,668
EMPLOYMENT EXPENSES	26%	43%	29%	2%	71,568	18,608	30,774	20,755	1,431	71,568
EMPLOYEE ASSISTANCE PROGRAM	40%	30%	30%	0%	900	360	270	270	-	
TOWN ATTORNEY	50%	25%	25%	0%	6,000	3,000	1,500	1,500	-	
OFFICE SUPPLIES/POSTAGE	40%	30%	30%	0%	20,500	8,200	6,150	6,150	-	
OFFICE EQUIPMENT EXPENSE	40%	30%	30%	0%	24,000	9,600	7,200	7,200	-	
MISC EXPENSE	26%	43%	29%	2%	1,000	260	430	290	20	
DMV STOP PROGRAM	100%	0%	0%	0%	1,000	1,000	-	-	-	
WEB SITE MAINTENANCE	100%	0%	0%	0%	3,000	3,000	-	-	-	
DEPRECIATION	100%	0%	0%	0%	77,500	77,500	-	-	-	
LANDSCAPE MAINTENANCE	40%	30%	30%	0%	9,500	3,800	2,850	2,850	-	
BP PROPERTY MAINTENANCE	100%	0%	0%	0%	7,082	7,082	-	-	-	
STREETLIGHTS - ELECTRIC	100%	0%	0%	0%	26,000	26,000	-	-	-	
STREETS, SIDEWALKS & PARKING	100%	0%	0%	0%	3,000	3,000	-	-	-	
COMMUNITY PROMOTION PROJECTS	100%	0%	0%	0%	10,000	10,000	-	-	-	
HEAT & ELECTRICITY	26%	43%	29%	2%	5,500	1,430	2,365	1,595	110	
TELECOMMUNICATION	50%	25%	25%	0%	16,000	8,000	4,000	4,000	-	
DONATIONS PROGRAM	100%	0%	0%	0%	34,650	34,650	-	-	-	
UTILITY SERVICE ALLOWANCE	50%	25%	25%	0%	2,200	1,100	550	550	-	
BUILDING MAINTENANCE	26%	43%	29%	2%	9,000	2,340	3,870	2,610	180	
XMAS DECORATIONS & LIGHTS	100%	0%	0%	0%	2,500	2,500	-	-	-	
INSURANCE	40%	30%	30%	0%	51,000	20,400	15,300	15,300	-	
BP - MARKETING	100%	0%	0%	0%	48,342	48,342	-	-	-	
PUBLICATIONS & MEMBERSHIP	40%	30%	30%	0%	4,000	1,600	1,200	1,200	-	
PLANNING & DEVELOPMENT	100%	0%	0%	0%	4,780	4,780	-	-	-	
TUITION REIMBURSEMENT	26%	43%	29%	2%	10,000	2,600	4,300	2,900	200	
RESERVE FOR PAY ADJUSTMENTS	26%	43%	29%	2%	70,000	18,200	30,100	20,300	1,400	
MEETINGS & TRAVEL & TRAIN	26%	43%	29%	2%	3,500	910	1,505	1,015	70	
TOWN AUDITOR	40%	30%	30%	0%	13,500	5,400	4,050	4,050	-	
TOWN ENGINEER	0%	50%	50%	0%	6,000	-	3,000	3,000	-	
GRANTS - FIRE DEPT.	100%	0%	0%	0%	8,000	8,000	-	-	-	
BAD DEBT EXPENSE	100%	0%	0%	0%	3,000	3,000	-	-	-	
						-	-	-	-	
<b>PUBLIC SAFETY EXPENSE</b>										
Pay	100%	0%	0%	0%	266,654	266,654	-	-	-	266,654
Benefits	100%	0%	0%	0%	93,928	93,928	-	-	-	93,928
All other police	100%	0%	0%	0%	77,530	77,530	-	-	-	
						-	-	-	-	
<b>UTILITIES EXPENSE</b>										
Pay	5%	47%	47%	1%	476,230	23,812	223,828	223,828	4,762	476,230
Benefits	5%	47%	47%	1%	176,946	8,847	83,165	83,165	1,769	176,946
All other utilities	5%	47%	47%	1%	64,750	3,238	30,433	30,433	648	
<b>Total</b>					<b>1,956,128</b>	<b>875,644</b>	<b>561,027</b>	<b>504,154</b>	<b>15,304</b>	<b>1,332,394</b>

Estimated allocation of administrative fees for FY17 561,027    504,154    15,304    Total  
1,080,484