

Mayor J. Paul Kilgore, Jr. called a regular monthly meeting of the Amherst Town Council to order on June 10, 2015 at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. Council members Kenneth Bumgarner, André Higginbotham, Mike Mozingo and Rachel Thompson and Kenneth Watts were present. Town Manager Jack Hobbs, Town Attorney Tom Berry, Police Chief Robert Kimbrel, Director of Public Utilities Tom Fore and Office Manager Colan Davis were present.

Mrs. Rachel Carton came forward to offer a prayer as a citizen comment.

The Town Manager gave a report on a proposed agreement with Centra Health that would ensure the installation of new water and sewer utilities for the Centra project and adjacent users prior to the abandonment of a series of Town easements on Centra's proposed Ambriar campus. Mr. Watts made a motion that was seconded by Mrs. Thompson and passed 5-0 to authorize the Mayor to sign the agreement subject to minor revisions as approved by the Mayor and Town Attorney. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye".

Megan Lucas from Region 2000 came forward to present her organization's work program to the Town Council.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and passed 4-0-1 to approve the minutes from the May 13, 2015 meeting, as amended. Messrs. Bumgarner, Higginbotham, Mozingo and Thompson voted "Aye"; Mr. Watts abstained.

Police Chief Kimbrel came forward to brief the Council on options to managing anticipated staffing issues in the Amherst Police Department. Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and passed 5-0 to authorize Chief Kimbrel to apply for a COPS Hiring Program grant through the US Department of Justice. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye".

Mrs. Thompson made a motion that was seconded by Mr. Watts and passed 5-0 to adopt an ordinance that would effect a budget for the FY15-16 fiscal year. Messrs. Bumgarner, Higginbotham, Mozingo; Thompson and Watts voted "Aye". A copy of the ordinance is attached and made a part of these minutes.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and passed 5-0 to adopt an ordinance to update Section 17-12 of the Town Code relating to the utility connection fee policy. Messrs. Bumgarner, Higginbotham, Mozingo; Thompson and Watts voted "Aye". A copy of the ordinance is attached and made a part of these minutes.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and passed 5-0 to adopt an updated cell phone reimbursement policy to become effective on July 1. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye". The policy is attached and made a part of these minutes.

The Town Manager gave a report on proposed amendments to the Town Code and Personnel Policy needed to achieve better alignment with the updated Charter. Mrs. Thompson made a motion that was seconded by Mr. Bumgarner and passed 5-0 to adopt an ordinance to amend Section 2-47 of the Town Code and repeal Sections 12-1, 12-2 and 12-3 of the Town Code. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye". A copy of the ordinance is attached and made a part of these minutes.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and passed 5-0 to amend Section 2, Paragraph C of the Personnel Policy as of July 1. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye". A copy of the amended section of the policy is attached and made a part of these minutes.

The Town Manager gave a report on the status of various projects.

The Town Manager gave a report on the planned format for the July 1 (7:00 PM) Council worksession on the pay and classification study.

Mr. Bumgarner made a motion that was seconded by Mrs. Thompson and passed 5-0 that the Town Council convene in closed session for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel per the exemption at §2.2-3711A.7 of the Code of Virginia. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye".

Mr. Bumgarner made a motion that was seconded by Mr. Watts and approved 5-0 by a roll call vote that the Councilors certify that to the best of each councilors' knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye" by the roll call method.

There being no further business, at 8:57 P.M. Mr. Watts made a motion that was seconded by Mrs. Thompson and approved 5-0 to adjourn the meeting until July 1, 2015 at 7:00 PM. Messrs. Bumgarner, Higginbotham, Mozingo, Thompson and Watts voted "Aye".

J. Paul Kilgore, Jr.
Mayor

Attest: _____
Clerk of Council

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016, 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, 2015, 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 16 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 16 Town of Amherst General Fund budget.

C. UTILITY FUNDS

That the amounts listed in **Attachment C** are hereby accepted as the FY 16 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 16 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

Pending Town Council decisions associated with an upcoming Pay and Classification Study report, pay rates for all full-time and all part-time employees shall continue unchanged and 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 FY16.

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.

H. RECOGNITION OF SPECIAL FUNDS

The following shall be considered “committed fund balances” under the January 1, 2012 Fund Balance Policy and the Treasurer is authorized and directed to show these figures on the Town’s balance sheet:

General Fund Permanent Fund	\$231,964
General Fund Economic Development Fund	\$142,502
Water Fund Permanent Fund	\$399,235
Sewer Fund Permanent Fund	\$307,607

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 10th of June, 2015, and shall become effective on July 1, 2015.

Mayor

Attest: _____
Clerk of Council

Attachment A-1

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
10 GENERAL FUND							
REVENUE							
10 3010.0000 REAL ESTATE TAXES	64,070	-	-	-	-	-	
10 3020.0000 PERSONAL PROPERTY TAXES	34,029	-	(59)	(75)	-	-	
10 3020.1000 P.P. TAX RELIEF-FROM STATE	17,456	-	17,456	-	-	-	
10 3050.0000 PENALTIES - TAXES	7,764	2,000	3,987	4,100	3,000	1,000	50%
10 3040.0000 MEALS & BEVERAGE TAX	279,860	275,000	199,911	291,000	288,000	13,000	5%
10 3040.0100 LODGING TAX	5,701	4,500	4,421	6,000	5,200	700	16%
10 3030.0300 TELECOM TAX FROM STATE	146,501	102,000	68,547	102,500	102,000	-	
10 3030.0000 CONSUMER UTIL TAX - ELECT		26,000	17,362	26,200	26,000	-	
10 3030.0010 ELECTRIC CONSUMPTION TAX		17,000	11,845	18,000	18,000	1,000	6%
10 3070.0000 SALES TAX DISTRIBUTION	91,042	90,000	63,277	91,000	91,000	1,000	1%
10 3060.0000 BUSINESS LICENSE TAXES	117,205	108,000	12,914	115,000	112,000	4,000	4%
10 3100.0000 VEHICLE LICENSE FEE	43,812	43,000	44,225	43,900	43,500	500	1%
10 3130.0000 CAPITAL STOCK TAX - BANKS	66,735	60,000	-	65,000	65,000	5,000	8%
10 3030.1100 CROWN COMMUNICATIONS LEASE	8,057	8,790	6,592	8,790	8,790	-	
10 3160.0000 FINES REVENUE	59,635	15,000	17,178	15,000	25,000	10,000	67%
10 3160.0900 SEIZED PROPERTY	270	1,000		1,000	1,000	-	
10 3090.0000 INTEREST EARNED	14,242	82,300	70,585	78,370	8,245	(74,055)	-90%
10 3090.0100 LAND SALE			25,000			-	
10 3210.0000 TRASH-CURBSIDE	90,359	85,641	57,889	85,641		(85,641)	-100%
10 3220.0000 TRASH-PENALTY		1,500	995	1,425		(1,500)	-100%
10 3230.0000 TRASH-FRANCHISE		606	667	667		(606)	-100%
10 3025.0000 DMV/ STOP REMOVAL FEES COLLECTED		600	1,120	1,400	800	200	33%
10 3080.0100 MOBILE HOME QTR			750			-	
10 3080.0200 RENTAL TAX		600	1,389	1,800	1,500	900	150%
10 3080.5000 UTILITY ACCT SET UP FEE						-	
10 3110.0000 MISC REVENUE		1,000	1,523	2,500	3,000	2,000	200%
10 3240.0000 IDA & ZONING APPLICATION FEES		500	200	500	500	-	
10 3310.0000 TAX EXEMPT BOND FEES		33,315	33,510	33,510	31,799	(1,516)	-5%
10 3190.0000 ADMIN FEE	737,057	770,034	513,356	770,034	803,279	33,245	4%
10 3160.0700 POLICE SECURITY REVENUE	1,649	1,800	1,359	1,800	1,800	-	
CHRISTMAS DECORATION DONATION REVENUE		4,750	50	100	1,000	(3,750)	-79%
10 3320.0000 BP RECOUPMENT REVENUE	14,013	14,103		39,386	16,136	2,033	14%
10 3080.0000 ROLLING STOCK	2,903	2,700	2,764	2,764	2,800	100	4%
10 3150.0000 STATE POLICE AID	52,884	52,884	26,442	52,884	52,884	-	
10 3180.0000 GRANTS - FIRE DEPT	9,800	8,000	10,000	8,000	8,000	-	
10 3180.0030 GRANTS - VML SAFETY PROGRAM	1,305	1,500		2,000	2,000	500	33%
10 3180.0500 GRANT-POLICE-BLOCK		8,400			8,400	-	
MISCELLANEOUS	80,232					-	
10 3180.0110 POLICE GRANT REVENUE-COMPUTER		500			500	-	
10 3180.0020 S. MAIN ST SIDEWALK						-	
10 3360 MILL RACE SURETY BOND SEIZED			145,913	146,813		-	
MISCELLANEOUS GRANTS						-	
						-	
Total Revenues	1,946,581	1,823,023	1,361,169	2,017,009	1,731,133	(91,890)	-5%

Attachment B-1

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
10 GENERAL FUND							
Dept 4001 ADMINISTRATION							
10 4001.0100 MAYOR & COUNCIL	1,300	1,300	2,550	6,350	11,400	10,100	777%
10 4001.0101 SALARIES & WAGES - FULL TIME	176,226	170,870	114,120	170,870	170,870	-	
10 4001.0102 SALARIES & WAGES - OTHER	56,711	24,401	8,098	15,000	29,053	4,653	19%
10 4001.0103 PR TAXES		14,942	9,448	15,000	15,474	532	4%
10 4001.0104 INSURANCE - HEALTH (GROUP)		18,900	14,175	18,900	18,900	-	
10 4001.0105 RETIREMENT & LIFE INS.		26,416	17,932	26,416	26,416	-	
10 4001.0109 EMPLOYEE ASSISTANCE PROGRAM	825	1,200	850	900	900	(300)	-25%
10 4001.0110 TOWN ATTORNEY	2,620	8,000	4,212	20,000	6,000	(2,000)	-25%
10 4001.0111 OFFICE SUPPLIES/POSTAGE	17,809	19,000	14,158	19,000	20,500	1,500	8%
10 4001.0112 OFFICE EQUIPMENT EXPENSE	12,969	17,000	8,129	14,000	24,000	7,000	41%
10 4001.0113 MISC EXPENSE	6,488	1,000	444	750	1,000	-	
10 4001.0138 DMV STOP PROGRAM		600	1,200	1,400	800	200	33%
10 4001.0115 WEB SITE MAINTENANCE		10,000	1,583	6,000	1,000	(9,000)	-90%
10 4001.0114 CONTINGENCY RESERVE	6,308	126,651	25,512	50,000		(178,585)	-141%
CAPITAL OUTLAYS	583,431						
10 4001.0116 DEPRECIATION		76,994	51,899	77,850	77,500	506	1%
10 4001.0117 LANDSCAPE MAINTENANCE	13,974	8,800	4,220	12,670	19,500	10,700	122%
10 4001.0126 BP PROPERTY MAINTENANCE		8,997	2,973	6,031	9,047	50	1%
10 4001.0119 STREETLIGHTS - ELECTRIC	26,957	26,000	14,545	25,000	26,000	-	
10 4001.0118 STREETS, SIDEWALKS & PARKING		6,000	2,695	3,000	3,000	(3,000)	-50%
10 4001.0148 COMMUNITY PROMOTION PROJECTS		5,000		3,000	4,500	(500)	-10%
10 4001.0120 HEAT & ELECTRICITY	6,245	5,700	4,710	7,500	5,500	(200)	-4%
10 4001.0121 TELECOMMUNICATION	13,298	15,000	8,960	15,000	16,000	1,000	7%
10 4001.0142 DONATION - MUSEUM	26,750	2,750	2,750	2,750	2,750	-	
10 4001.0143 DONATION - LIBRARY		1,750	1,750	1,750	1,750	-	
10 4001.0144 DONATION - FIRE DEPARTMENT		10,500	10,500	10,500	10,500	-	
10 4001.0145 DONATION - LIFE SAVING CREW		10,500	10,500	10,500	10,500	-	
10 4001.0146 DONATION - VILLAGE GARDEN CLUB		1,250	1,250	1,250	1,250	-	
10 4001.0122 UTILITY SERVICE ALLOWANCE	2,329	2,400	1,701	2,400	2,200	(200)	-8%
10 4001.0123 BUILDING MAINTENANCE	368	12,000	3,211	6,000	9,000	(3,000)	-25%
10 4001.0124 XMAS DECORATIONS & LIGHTS	4,572	6,650	11,622	11,622	2,500	(4,150)	-62%
10 4001.0125 INSURANCE	52,645	55,000	50,196	50,196	49,000	(6,000)	-11%
10 4001.0127 BP - MARKETING	25,097	27,814	3,110	3,814	38,868	11,054	40%
10 4001.0128 PUBLICATIONS & MEMBERSHIP	3,120	4,500	3,684	4,500	4,000	(500)	-11%
10 4001.0129 PLANNING & DEVELOPMENT	3,795	5,000	1,045	3,795	1,500	(3,500)	-70%
10 4001.0130 TRASH-CONTRACT COLLECTION	80,843	82,582	54,484	82,582		(82,582)	-100%
NEW TUITION REIMBURSEMENT					10,000	10,000	
NEW RESERVE FOR PAY ADJUSTMENTS					70,235	70,235	
10 4001.0131 MEETINGS & TRAVEL & TRAIN	2,537	3,500	527	2,000	3,500	-	
10 4001.0132 TOWN AUDITOR	11,700	8,350	8,350	8,350	8,400	50	1%
10 4001.0133 TOWN ENGINEER	6,000	6,000	4,000	6,000	6,000	-	
10 4001.0134 GRANTS - FIRE DEPT.	9,800	8,000	10,000	8,000	8,000	-	
10 4001.0160 COST OF LAND SOLD			9,238			-	
10 4001.0140 BAD DEBT EXPENSE	-	3,000		3,000	3,000	-	
10 4001.0150 MILL RACE FUNDS DISBURSED			145,913	146,813		-	
Total Expense - Dept 4001 ADMINISTRATION	1,154,717	844,317	646,246	880,459	730,314	(114,003)	-14%

Attachment B-2

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
10 GENERAL FUND						-	
Dept 5000 PUBLIC SAFETY EXPENSE						-	
10 5000.0100 SALARIES - STAFF	239,088	228,982	129,750	208,469	227,409	(1,573)	-1%
10 5000.0102 SALARIES & WAGES - OTHER	82,665	12,652	18,420	20,000	12,623	(29)	0%
10 5000.0200 PR TAXES		18,490	11,411	19,500	18,578	89	0%
10 5000.0400 INSURANCE - HEALTH(GROUP)		31,500	18,036	29,000	28,248	(3,252)	-10%
10 5000.0500 RETIREMENT & LIFE INS.		35,401	19,556	31,500	35,157	(243)	-1%
10 5000.0735 LINE OF DUTY ACT PREMIUMS		1,887	1,887	1,887	1,887	-	
10 5000.3200 UNIFORMS	11,575	6,000	3,876	6,000	8,000	2,000	33%
10 5000.0810 AUX POLICE & UNIFORMS						-	
10 5000.0750 ELECTRONICS MAINT.		7,265	4,043	7,265	7,500	235	3%
10 5000.0740 AMMUNITION		3,150	365	3,150	4,500	1,350	43%
10 5000.0805 OTHER PUBLIC SAFETY		2,490	2,405	2,500	4,000	1,510	61%
10 5000.1100 MEETINGS & TRAVEL & TRAIN	2,917	5,100	2,551	5,100	5,100	-	
10 5000.3400 GASOLINE	15,086	20,000	6,686	15,000	18,000	(2,000)	-10%
10 5000.3500 VEHICLE REPAIR/ELECTRONIC	12,659	8,500	2,317	8,500	8,500	-	
10 5000.2000 MISCELLANEOUS	1,049	3,600	5,018	5,018		(3,600)	-100%
10 5000.3625 INVESTIGATION EXPENSES		500	-	500	500	-	
10 5000.3650 POLICE-MA SONIC BLDG. RENT	3,943	-	708	708		-	
10 5000.0800 EQUIPMENT & SUPPLIES	2,944	3,200	2,685	3,200	4,500	1,300	41%
10 5000.0820 PROSECUTING ATTORNEY		1,655	761	1,655	1,655	-	
10 5000.0830 ATTORNEY FEES	2,124	1,300		1,300	1,300	-	
10 5000.4100 POLICE-GRANT-BLOCK-EXP.					1,000	1,000	
New RADAR REPLACEMENT					2,500	2,500	
New OUTSIDE AGENCY ASSISTANCE				1,500	2,500	2,500	
New PROPERTY & EVIDENCE SUPPLIES				-		-	
New CRIME PREVENTION					2,000	2,000	
Total Expense - Dept 5000 PUBLIC SAFETY	374,050	391,672	230,475	371,752	395,458	3,786	1%

Attachment B-3

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
10 GENERAL FUND							
Dept 6000 UTILITIES							
10 6000.0100 SALARIES	373,542	350,304	228,083	348,068	351,324	1,020	0%
10 6000.0102 SALARIES & WAGES - OTHER	142,159	27,512	33,383	50,000	47,318	19,806	72%
10 6000.0200 PR TAXES		28,910	19,098	29,300	30,855	1,944	7%
10 6000.0400 INSURANCE - HEALTH (GROUP)		63,000	48,393	63,000	63,000	-	
10 6000.0500 RETIREMENT & LIFE INS.		54,157	36,086	54,157	54,664	507	1%
Contra-Capital Projects	(58,250)			-	-	-	
10 6000.0700 HEAT & ELECTRICITY (SHOP)	4,788	4,500	2,272	3,500	4,500	-	
10 6000.0730 SHOP-W/S/T		450	286	450	500	50	11%
10 6000.1000 BUILDING MAINT. SHOP	1,020	2,200	875	1,500	2,200	-	
10 6000.1200 TRAINING & EDUCATION	4,328	6,000	2,547	5,500	5,500	(500)	-8%
10 6000.1300 SAFETY PROGRAMS	3,315	5,000	3,122	4,000	4,000	(1,000)	-20%
10 6000.3200 UNIFORMS	2,397	4,500	3,209	4,000	4,500	-	
10 6000.3400 GASOLINE & MILEAGE	18,877	19,500	7,766	15,500	16,000	(3,500)	-18%
10 6000.4000 VEHICLE MAINTENANCE	14,545	5,000	1,877	4,500	5,000	-	
10 6000.4100 EQUIPMENT & MAINTENANCE	17,951	16,000	10,616	16,500	16,000	-	
Total Expense - Dept 6000 UTILITIES	524,672	587,034	397,613	599,975	605,361	18,327	3%
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General Fund Summary							
Total Revenue - Fund 10 GENERAL FUND	1,946,581	1,823,023	1,361,169	2,017,009	1,731,133	(91,890)	-5%
Total Expense - Dept 4001 ADMINISTRATION	1,154,717	844,317	646,246	880,459	730,314	(114,003)	-14%
Total Expense - Dept 5000 PUBLIC SAFETY	374,050	391,672	230,475	371,752	395,458	3,786	1%
Total Expense - Dept 6000 UTILITIES	524,672	587,034	397,613	599,975	605,361	18,327	3%
Total Expenditures	2,053,439	1,823,023	1,274,334	1,852,186	1,731,133	(91,890)	-5%
Gain/Loss	(106,858)	-	86,835	164,823	-	-	

Attachment C-1

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
20 WATER FUND						-	
Revenues						-	
20 3000.0000 MONTHLY BILLING	742,221	1,036,125	691,700	1,005,871	1,100,190	64,065	6%
20 3000.0001 WATER REVENUE-SBC	106,380	108,325	72,180	108,325	108,930	605	1%
20 3000.1000 DEBT SERVICE REVENUE	100,370			-	-	-	
20 3010.0000 SPRINKLER LINE CHARGES	4,968	4,968	3,312	4,968	4,968	-	
20 3020.0000 PENALTIES	9,636	7,800	7,931	11,000	9,000	1,200	15%
20 3025.0000 TRIP CHARGES	7,755	11,340	8,755	12,000	12,000	660	6%
DORMANT ACCOUNT FEE		3,180	2,325	3,400	3,400	220	7%
20 3030.0001 MISC-WATER BY THE TRUCK LOAD-PERMIT		100	200	250	100	-	
20 3040.0000 GRANT REVENUE				-	-	-	
20 3050.0000 REIMBURSEMENT-CONST & MTN	1,234	2,000	1,500	2,000	2,000	-	
20 3060.0000 AVAILABILITY FEES	5,100		7,400	-	-	-	
PRINCIPAL FORGIVENESS REVENUE	267,171			-	-	-	
Total Revenues	1,244,835	1,173,838	795,304	1,147,814	1,240,588	66,750	6%
Expenditures						-	
20 4000.4500 ADMINISTRATION FEE	372,264	389,110	259,407	389,110	415,311	26,201	7%
20 4000.4700 DEBT SERVICE - PRINCIPAL 60W		12,156	6,530	13,159	13,556	1,400	12%
20 4000.4701 DEBT SERVICE - INTEREST 60W		16,888	7,992	15,885	15,488	(1,400)	-8%
20 4000.4750 UH WATER TANK - PRIN				-	-	-	
20 4000.4751 UH WATER TANK - INT				-	-	-	
20 4000.4760 REFI LOAN WTP & UHWT PRIN		129,356	85,771	129,356	133,663	4,307	3%
20 4000.4761 REFI WTP & UHWT LOAN INT	76,701	55,849	37,700	55,850	51,543	(4,306)	-8%
20 4000.4800 DEPRECIATION	240,179	395,665	171,251	292,400	292,400	(103,265)	-26%
20 4000.4825 REDUCED CIP CONTRIBUTION		(142,369)				142,369	-100%
20 4000.4840 BAD DEBT		2,000		2,000	2,000	-	
NEQ CREDIT CARD EXPENSE-WATER				-	600	600	
20 4000.5000 WATERSHED MANAGEMENT	24,600	26,183	16,603	26,183	26,700	517	2%
20 4000.5001 STUDY PROJECTS		5,000		-	5,000	-	
20 6010.4300 LINE MATERIALS	29,484	25,000	12,946	20,000	25,327	327	1%
20 6010.4350 ASSET MAPPING	3,000	2,500	130	2,500	2,500	-	
20 6010.4400 PUMP STATION OPERATION - SBC	3,071	5,500	1,549	3,000	5,500	-	
20 6020.0710 ELECTRICITY	40,087	39,000	27,638	37,000	39,000	-	
20 6020.0730 WATER PLANT-W/S/T EXP	77,577	83,000	39,955	68,000	83,000	-	
20 6020.4900 PLANT MAINTENANCE	27,453	65,000	10,987	60,000	65,000	-	
20 6020.5000 CHEMICALS	28,496	40,000	14,760	36,000	40,000	-	
20 6020.5110 WATER SAMPLING	4,585	14,000	5,763	6,000	14,000	-	
20 6020.5200 LABORATORY	6,502	10,000	10,967	12,000	10,000	-	
Total Expenditures	933,999	1,173,838	709,947	1,168,443	1,240,588	66,750	6%
Total Revenue - Fund 20 WATER FUND	1,244,835	1,173,838	795,304	1,147,814	1,240,588	66,750	6%
Total Expense - Fund 20 WATER FUND	933,999	1,173,838	709,947	1,168,443	1,240,588	66,750	6%
Gain/Loss	310,836	-	85,357	(20,629)	-	-	

Attachment C-2

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
30 SEWER FUND						-	
Revenues						-	
30 3000.0000 MONTHLY BILLING	772,428	794,527	555,049	826,361	883,176	88,649	11%
DORMANT ACCOUNT FEE		4,680	3,409	5,000	5,000	320	7%
30 3100.0000 PENALTIES	6,867	6,600	5,278	7,500	7,000	400	6%
30 3180.0100 GRANT REVENUE - FEMA USDA				-	-	-	
MISCELLANEOUS REVENUE				-	-	-	
30 3300.0000 REIMBURSEMENT-CONST & MTN	2,261	2,000	2,950	3,000	2,000	-	
30 3400.0000 SBC-RUT CR-OPERATION/LAND	39,710	39,000	24,561	44,500	45,000	6,000	15%
30 3510.0000 NUTRIENT CREDIT REVENUE	1,821	2,000	1,648	1,821	2,000	-	
AVAILABILITY FEES	5,000		5,000	-	-	-	
						-	
Total Revenues	828,087	848,807	597,895	888,182	944,176	95,369	11%
						-	
Expenditures						-	
30 4000.4500 ADMINISTRATION FEE	364,793	380,924	253,941	380,924	377,750	(3,174)	-1%
30 4000.4700 DEBT SERVICE PRIN		45,175	29,750	45,174	47,069	1,894	4%
30 4000.4750 DEBT SERVICE INTEREST	116,203	114,376	76,618	114,379	112,483	(1,893)	-2%
30 4000.4800 DEPRECIATION	248,851	248,850	165,901	250,000	255,000	6,150	2%
30 4000.4850 REDUCED CIP CONTRIBUTION		(145,768)		(115,879)	(58,096)	87,672	-60%
30 4000.4860 BAD DEBT		1,500		1,500	1,500	-	
CREDIT CARD EXPENSE-SEWER				-	720	720	
30 4000.5001 STUDY PROJECTS		5,000		5,000	5,000	-	
30 4000.5002 ENGINEERING SERVICES				-	-	-	
						-	
30 6010.4300 LINE MATERIALS	11,002	10,000	5,536	10,000	10,000	-	
30 6010.4350 ASSET MAPPING	11,183	2,500	-	2,500	2,500	-	
30 6010.4400 PUMP STATIONS OPERATIONS	8,167	16,000	2,919	10,000	16,000	-	
						-	
30 6020.0710 RUT CREEK-ELECTRICITY	47,320	48,500	30,653	44,000	49,000	500	1%
30 6020.0730 RUT. CR.- W/S/T EXP	3,080	5,000	2,985	5,000	5,500	500	10%
30 6020.4100 RUT CREEK-PLANT MAINTENANCE	40,016	45,000	31,701	45,000	45,000	-	
30 6020.4200 RUT CREEK-MAJOR REPAIRS	15,826	14,000	3,088	10,000	14,000	-	
30 6020.5000 RUT CREEK-CHEMICALS	6,825	12,000	6,067	12,000	13,000	1,000	8%
30 6020.5600 RUT CREEK-LAB	17,380	17,500	14,309	17,500	19,000	1,500	9%
30 6020.5625 PRETREATMENT EXPENSE		3,750	2,556	3,000	3,750	-	
30 6020.5650 LABORATORY EQUIPMENT		7,000	1,143	5,000	7,000	-	
30 6020.5700 NUTRIENT CREDIT PURCHASE	7,564	10,000		8,000	10,000	-	
30 6020.7000 RUT CREEK-PERMIT RENEWAL		7,500	4,395	7,500	8,000	500	7%
						-	
Total Expenditures	898,210	848,807	631,560	860,598	944,176	95,369	11%
						-	
						-	
Total Revenue - Fund 30 SEWER FUND	828,087	848,807	597,895	888,182	944,176	95,369	11%
Total Expense - Fund 30 SEWER FUND	898,210	848,807	631,560	860,598	944,176	95,369	11%
Gain/Loss	(70,123)	-	(33,666)	27,584	-	-	

Attachment C-3

Fund / Account Number	FY14 Actual	FY15 Budget	FY15YTD TO 2/28	FY 15 Projected	FY 16 Proposed	\$ Variance	% Variance
40 GARBAGE FUND						-	
Revenues						-	
40 3000.0000 MONTHLY BILLING-IN TOWN CUSTOMERS					80,173	80,173	
MONTHLY BILLING-OUT OF TOWN CUSTOMERS					26,923	26,923	
40 3020.0000 PENALTIES					450	450	
Total Revenues					107,546	107,546	
Expenditures							
40 4000.4500 ADMINISTRATION FEE					10,218	10,218	
20 4000.4840 BAD DEBT					500	500	
CREDIT CARD EXPENSE-GARBAGE					120	120	
CONTINGENCY/CONTRIBUTION TO RESERVE					15,206	15,206	
40 4000.6000 CONTRACT CURBSIDE COLLECTION-IN TOWN CUSTOMERS					69,785	69,785	
41 4000.6001 CONTRACT CURBSIDE COLLECTION-OUT OF TOWN CUSTOMERS					11,717	11,717	
Total Expenditures					107,546	107,546	
Total Revenue - Fund 40 GARBAGE FUND					107,546	107,546	
Total Expense - Fund 40 GARBAGE FUND					107,546	107,546	
Gain/Loss					-	-	

Calculations prepared with 941 IT & 158 OT billing units, cost at \$6.18/mo and billing at \$7.10/mo in-town, 14.20/mo out of town.

Contingency monies are needed to build a reserve and to offset extraordinary legal costs.

Town of Amherst General Fund Capital Improvement Plan

FY 2016 - FY 2020

	FY15	FY16	FY17	FY18	FY19	FY20+Beyond
SOURCES OF FUNDS:						
1 GR- A BOY cash balance	616,805	731,808	441,609	338,509	362,009	345,009
2 GR- B Operating Fund Surplus	164,823	40,000	40,000	40,000	40,000	40,000
3 GR- D General Fund Depreciation	77,850	77,500	77,500	77,500	77,500	77,500
4 GR- A Old Town Hall Disposal		160,000				
5 AD- C Contingency		(51,934)				
6 GR- E Permanent Fund		(231,964)				
7 GR- F Economic Development Fund		(142,502)				
TOTAL SOURCES	859,478	582,909	559,109	456,009	479,509	462,509
USES OF FUNDS:						
Administration						
8 AD- A Town Hall Computers	1,200	12,200	23,000	0	2,000	0
9 AD- B Public Works Computers	5,000	1,100	26,100	3,000	11,000	0
10 AD- C Web Site	5,000					
11 AD- D Telecommunications		6,000				
12 AD- E Imaging			5,000			
13 AD- G Town Hall	35,000					
14 AD- H Main Street Trash Cans	8,000					
Administration Subtotal	54,200	19,300	54,100	3,000	13,000	0
Public Safety						
15 PS- A 2014 Ford Explorer SUV				40,000		
16 PS- B 2014 Ford Taurus Interceptor					40,000	
17 PS- C 2010 Chevy Impala	37,000					40,000
18 PS- D 2011 Ford Crown Victoria		40,000				40,000
19 PS- E 2011 Ford Explorer SUV			40,000			
20 PS- F Mobile Computer Program			43,000			13,500
21 PS- G Body Cameras			13,500			
22 PS- H Mobile Radar/Message Board						
23 PS- I Police Server	6,470				10,500	
Public Safety Subtotal	43,470	40,000	96,500	40,000	50,500	93,500
Utilities Vehicles						
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		50,000				
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	0	50,000	0	26,000	54,000	54,000
Utilities Machinery						
31 U- H Komatsu WB140 Backhoe			70,000			
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 Sewer jet	30,000					
38 U- N Portable Godwin pump						40,000
38 U- O Mobile air compressor				25,000		
Utilities Machinery Subtotal	30,000	32,000	70,000	25,000	17,000	94,000
C0- A Carryover to Next FY	731,808	441,609	338,509	362,009	345,009	221,009
TOTAL USES	859,478	582,909	559,109	456,009	479,509	462,509
Balance	0	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 2016 - FY 2020

		FY15	FY16	FY17	FY18	FY19	FY20+ Beyond
<u>SOURCES OF FUNDS:</u>							
W-A	BOY cash balance	802,139	1,073,910	862,936	1,067,946	1,321,876	1,464,226
W-B	Operating Fund Surplus	(20,629)					
W-C	Water Fund Depreciation	292,400	292,400	292,400	292,400	292,400	292,400
W-D	Water Fund CIP Contribution (Use)		-				
W-E	Permanent Fund		(399,235)				
W-F	Interfund Transfer						
W-G	Grants		50,000				
W-H	Bond Proceeds		2,806,651	0	2,979,598	2,558,259	100,000
	TOTAL SOURCES	1,073,910	3,823,727	1,155,336	4,339,944	4,172,534	1,856,626
<u>USES OF FUNDS:</u>							
<u>In-House/Cash Projects</u>							
	W-0 Engineering - Water		10,000	10,000	10,000	10,000	10,000
72	W-28 Star Street Waterline Replacement		4,710				
70	W-47 Dogwood Street Waterline Replacement				28,470		
68	W-23 Mount Olive Road Waterline Replacement		52,680				
64	W-22 West Court Street Waterline Replacement		36,750				
63	W-39 Lake Drive Waterline Replacement			22,050			
60	W-30 Briarherst Drive Waterline Replacement			55,340			
60	W-40 Vista Drive Waterline Replacement						
58	W-41 Norfolk Avenue Waterline Replacement					25,510	
58	W-46 Forest Avenue Waterline Replacement					29,310	
52	W-25 Washington Street/Church Street Waterline Replacement					58,680	
47	W-38 Town Court Lane Waterline Replacement					26,550	
<u>Oursourced/Loan Projects</u>							
80	W-37 Sunset Drive Waterline Replacement				926,600		
76	W-45 Waugh's Ferry Road Waterline Replacement				1,278,723		
73	W-48 Walnut Street Waterline Replacement				124,444		
70	W-42 Union Hill Road Waterline Replacement				382,196		
60	W-49 Zane Snead Drive Waterline Replacement				267,636		
59	W-11 Main Street Waterline Replacement		2,856,651				
52	W-24 Second Street Waterline Replacement					267,100	
50	W-43 Lynchburg Avenue Waterline Replacement					41,595	
46	W-44 Warehouse Road Waterline Replacement					48,302	
42	W-36 Arthur Court Waterline Replacement					269,378	
34	W-35 Christian Springs Road Waterline Replacement					524,761	
33	W-33 East Monitor Road Waterline Replacement					552,148	
33	W-34 Huff Creek Trail Waterline Replacement					537,791	
32	W-31 Monitor Road Waterline Replacement					217,184	
30	W-27 Mountain View Plaza Waterline Replacement					50,000	
30	W-29 Jail Waterline Replacement					50,000	
New	Water Intake Pump Station Generator						100,000
W- 99	Carryover to Next FY	1,073,910	862,936	1,067,946	1,321,876	1,464,226	1,746,626
	TOTAL USES	1,073,910	3,823,727	1,155,336	4,339,944	4,172,534	1,856,626
	Balance	0	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 2016 - FY 2020

	FY15	FY16	FY17	FY18	FY19	FY20+ Beyond	
<u>SOURCES OF FUNDS:</u>							
S- A	BOY cash balance	574,783	678,904	358,201	603,201	848,201	923,201
S- B	Operating Fund Surplus	(115,879)					
S- C	Sewer Fund Depreciation	250,000	255,000	255,000	255,000	255,000	255,000
S- D	Sewer Fund CIP Contribution (Use)		(58,096)				
S- E	Permanent Fund		(307,607)				
S- F	Interfund Transfer						
S- G	USDA Grant	1,076,000					
S- H	SBC Contribution	54,524					
S- I	Bond Proceeds	3,017,000	0	3,574,903	0	0	
	TOTAL SOURCES	708,904	4,715,725	613,201	4,433,104	1,103,201	1,178,201
<u>USES OF FUNDS:</u>							
<u>Cash-Financed Projects</u>							
S-0	Engineering - Sewer	10,000	10,000	10,000	10,000	10,000	10,000
S-15	Briarherst Sewer Replacement	20,000					
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		200,000				
S-17	S. Main Street Sewer Replacement		4,147,524				
S-18	ACHS Sewer Lateral Replacement						
S-19	Mount Olive Road Sewer Replacement						
S-14	Lower Union Hill Main Sewer Replacement						
S-20	Depot Street and Downtown Sewer Replacement						
S-6	Upper Sewer Interceptor Replacement (SBC)						
S-22	Depot Street Sewer Bypass Crossing Replacement						
S-23	Upper Union Hill Main Sewer Replacement						
S-24	Walnut and Dogwood and Below Buffalo Air Sewer Replacement						
<u>Future Outsourced Projects</u>							
S-4	Sweet Briar College Interceptor Replacement			209,497			
S-5	Lower Sewer Interceptor Replacement			3,365,405			
<u>Deleted Projects</u>							
S-25	Ambriar Area Sewer Extension						
S-1	WWTP Nutrient Removal Upgrade						
S-2	WWTP Sludge Press Installation						
S-99	Carryover to Next FY	678,904	358,201	603,201	848,201	923,201	1,168,201
	TOTAL USES	708,904	4,715,725	613,201	4,433,104	1,103,201	1,178,201
	Balance	0	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 Pay Plan

July 1, 2015-June 30, 2016

Low est Wage	\$7.29	per hour	Step Increase	2.00%
Hours/yr	2,080		Grade Increase	6.00%

Grade	Step														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	15,159	15,462	15,772	16,087	16,409	16,737	17,072	17,413	17,761	18,117	18,479	18,849	19,226	19,610	Annually
	7.29	7.43	7.58	7.73	7.89	8.05	8.21	8.37	8.54	8.71	8.88	9.06	9.24	9.43	Hourly
2	16,069	16,390	16,718	17,052	17,393	17,741	18,096	18,458	18,827	19,204	19,588	19,980	20,379	20,787	Annually
	7.73	7.88	8.04	8.20	8.36	8.53	8.70	8.87	9.05	9.23	9.42	9.61	9.80	9.99	Hourly
3	17,033	17,374	17,721	18,075	18,437	18,806	19,182	19,565	19,957	20,356	20,763	21,178	21,602	22,034	Annually
	8.19	8.35	8.52	8.69	8.86	9.04	9.22	9.41	9.59	9.79	9.98	10.18	10.39	10.59	Hourly
4	18,055	18,416	18,784	19,160	19,543	19,934	20,333	20,739	21,154	21,577	22,009	22,449	22,898	23,356	Annually
	8.68	8.85	9.03	9.21	9.40	9.58	9.78	9.97	10.17	10.37	10.58	10.79	11.01	11.23	Hourly
5	19,138	19,521	19,911	20,310	20,716	21,130	21,553	21,984	22,423	22,872	23,329	23,796	24,272	24,757	Annually
	9.20	9.39	9.57	9.76	9.96	10.16	10.36	10.57	10.78	11.00	11.22	11.44	11.67	11.90	Hourly
6	20,286	20,692	21,106	21,528	21,959	22,398	22,846	23,303	23,769	24,244	24,729	25,224	25,728	26,243	Annually
	9.75	9.95	10.15	10.35	10.56	10.77	10.98	11.20	11.43	11.66	11.89	12.13	12.37	12.62	Hourly
7	21,504	21,934	22,372	22,820	23,276	23,742	24,217	24,701	25,195	25,699	26,213	26,737	27,272	27,817	Annually
	10.34	10.55	10.76	10.97	11.19	11.41	11.64	11.88	12.11	12.36	12.60	12.85	13.11	13.37	Hourly
8	22,794	23,250	23,715	24,189	24,673	25,166	25,670	26,183	26,707	27,241	27,786	28,341	28,908	29,486	Annually
	10.96	11.18	11.40	11.63	11.86	12.10	12.34	12.59	12.84	13.10	13.36	13.63	13.90	14.18	Hourly
9	24,162	24,645	25,138	25,640	26,153	26,676	27,210	27,754	28,309	28,875	29,453	30,042	30,643	31,255	Annually
	11.62	11.85	12.09	12.33	12.57	12.83	13.08	13.34	13.61	13.88	14.16	14.44	14.73	15.03	Hourly
10	25,611	26,123	26,646	27,179	27,722	28,277	28,842	29,419	30,008	30,608	31,220	31,844	32,481	33,131	Annually
	12.31	12.56	12.81	13.07	13.33	13.59	13.87	14.14	14.43	14.72	15.01	15.31	15.62	15.93	Hourly
11	27,148	27,691	28,245	28,810	29,386	29,973	30,573	31,184	31,808	32,444	33,093	33,755	34,430	35,119	Annually
	13.05	13.31	13.58	13.85	14.13	14.41	14.70	14.99	15.29	15.60	15.91	16.23	16.55	16.88	Hourly
12	28,777	29,352	29,939	30,538	31,149	31,772	32,407	33,056	33,717	34,391	35,079	35,780	36,496	37,226	Annually
	13.83	14.11	14.39	14.68	14.98	15.27	15.58	15.89	16.21	16.53	16.86	17.20	17.55	17.90	Hourly
13	30,503	31,113	31,736	32,370	33,018	33,678	34,352	35,039	35,740	36,454	37,183	37,927	38,686	39,459	Annually
	14.67	14.96	15.26	15.56	15.87	16.19	16.52	16.85	17.18	17.53	17.88	18.23	18.60	18.97	Hourly
14	32,334	32,980	33,640	34,313	34,999	35,699	36,413	37,141	37,884	38,642	39,414	40,203	41,007	41,827	Annually
	15.54	15.86	16.17	16.50	16.83	17.16	17.51	17.86	18.21	18.58	18.95	19.33	19.71	20.11	Hourly
15	34,274	34,959	35,658	36,371	37,099	37,841	38,598	39,370	40,157	40,960	41,779	42,615	43,467	44,337	Annually
	16.48	16.81	17.14	17.49	17.84	18.19	18.56	18.93	19.31	19.69	20.09	20.49	20.90	21.32	Hourly
16	36,330	37,057	37,798	38,554	39,325	40,111	40,913	41,732	42,566	43,418	44,286	45,172	46,075	46,997	Annually
	17.47	17.82	18.17	18.54	18.91	19.28	19.67	20.06	20.46	20.87	21.29	21.72	22.15	22.59	Hourly
17	38,510	39,280	40,066	40,867	41,684	42,518	43,368	44,236	45,120	46,023	46,943	47,882	48,840	49,817	Annually
	18.51	18.88	19.26	19.65	20.04	20.44	20.85	21.27	21.69	22.13	22.57	23.02	23.48	23.95	Hourly
18	40,820	41,637	42,470	43,319	44,185	45,069	45,970	46,890	47,828	48,784	49,760	50,755	51,770	52,805	Annually
	19.63	20.02	20.42	20.83	21.24	21.67	22.10	22.54	22.99	23.45	23.92	24.40	24.89	25.39	Hourly
19	43,270	44,135	45,018	45,918	46,836	47,773	48,729	49,703	50,697	51,711	52,745	53,800	54,876	55,974	Annually
	20.80	21.22	21.64	22.08	22.52	22.97	23.43	23.90	24.37	24.86	25.36	25.87	26.38	26.91	Hourly
20	45,866	46,783	47,719	48,673	49,647	50,640	51,652	52,685	53,739	54,814	55,910	57,028	58,169	59,332	Annually
	22.05	22.49	22.94	23.40	23.87	24.35	24.83	25.33	25.84	26.35	26.88	27.42	27.97	28.53	Hourly
21	48,618	49,590	50,582	51,594	52,625	53,678	54,751	55,846	56,963	58,103	59,265	60,450	61,659	62,892	Annually
	23.37	23.84	24.32	24.80	25.30	25.81	26.32	26.85	27.39	27.93	28.49	29.06	29.64	30.24	Hourly
22	51,535	52,565	53,617	54,689	55,783	56,899	58,037	59,197	60,381	61,589	62,821	64,077	65,359	66,666	Annually
	24.78	25.27	25.78	26.29	26.82	27.36	27.90	28.46	29.03	29.61	30.20	30.81	31.42	32.05	Hourly
23	54,627	55,719	56,834	57,970	59,130	60,312	61,519	62,749	64,004	65,284	66,590	67,922	69,280	70,666	Annually
	26.26	26.79	27.32	27.87	28.43	29.00	29.58	30.17	30.77	31.39	32.01	32.65	33.31	33.97	Hourly
24	57,904	59,063	60,244	61,449	62,678	63,931	65,210	66,514	67,844	69,201	70,585	71,997	73,437	74,906	Annually
	27.84	28.40	28.96	29.54	30.13	30.74	31.35	31.98	32.62	33.27	33.94	34.61	35.31	36.01	Hourly
25	61,379	62,606	63,858	65,136	66,438	67,767	69,122	70,505	71,915	73,353	74,820	76,317	77,843	79,400	Annually
	29.51	30.10	30.70	31.32	31.94	32.58	33.23	33.90	34.57	35.27	35.97	36.69	37.42	38.17	Hourly
26	65,061	66,363	67,690	69,044	70,425	71,833	73,270	74,735	76,230	77,754	79,310	80,896	82,514	84,164	Annually
	31.28	31.91	32.54	33.19	33.86	34.54	35.23	35.93	36.65	37.38	38.13	38.89	39.67	40.46	Hourly
27	68,965	70,344	71,751	73,186	74,650	76,143	77,666	79,219	80,804	82,420	84,068	85,750	87,464	89,214	Annually
	33.16	33.82	34.50	35.19	35.89	36.61	37.34	38.09	38.85	39.62	40.42	41.23	42.05	42.89	Hourly
28	73,103	74,565	76,056	77,578	79,129	80,712	82,326	83,972	85,652	87,365	89,112	90,894	92,712	94,567	Annually
	35.15	35.85	36.57	37.30	38.04	38.80	39.58	40.37	41.18	42.00	42.84	43.70	44.57	45.46	Hourly
29	77,489	79,039	80,620	82,232	83,877	85,554	87,265	89,011	90,791	92,607	94,459	96,348	98,275	100,241	Annually
	37.25	38.00	38.76	39.53	40.33	41.13	41.95	42.79	43.65	44.52	45.41	46.32	47.25	48.19	Hourly
30	82,139	83,781	85,457	87,166	88,909	90,688	92,501	94,351	96,238	98,163	100,126	102,129	104,172	106,255	Annually
	39.49	40.28	41.09	41.91	42.74	43.60	44.47	45.36	46.27	47.19	48.14	49.10	50.08	51.08	Hourly
STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	

This merit plan is intended to apply to employees who have been working for the Town of Amherst on a full-time basis for at least 6 months. The Town Council may approve merit raises for a specific employee at any time during the fiscal year upon recommendation and justification of the supervisor.

Grade and Title of Authorized Full Time Positions Under the Town Manager

Administration	Police	Public Utilities
17 Office Manager (Exempt)	22 Police Chief (Exempt)	23 Director of Public Utilities (Exempt)
13 Fiscal Assistant	18 Sergeant	18 Construction Foreman (Exempt)
	18 Investigator	15 Lead Plant Operator(Sew er)
	16 Police Officer	14 Plant Operator(Sew er)
	16 Police Officer	14 Lead Plant Operator(Water)
		13 Plant Operator(Water)
		12 Construction Specialist
		12 Construction Specialist
		12 Construction Specialist
		12 Construction Specialist

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

**TOWN OF AMHERST
SCHEDULE OF LOCAL LEVY
JULY 1, 2015**

The following are tax levies for the fiscal year beginning July 1, 2015. 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 10, 2015 for FY2015/2016

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>
Water:				
July 1, 2015-June 30, 2016	\$14.25	\$7.10	\$28.50	\$14.20
July 1, 2016-June 30, 2017	\$15.60	\$7.75	\$31.20	\$15.50
July 1, 2017-June 30, 2018	\$17.05	\$8.50	\$34.10	\$17.00
Sewer:				
July 1, 2015-June 30, 2016	\$24.00	\$6.00	\$48.00	\$12.00
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
Curbside Refuse Collection:				
July 1, 2015-June 30, 2016	\$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 20th day of each month except when the 20th falls on a weekend or Town holiday the due date shall become 5:00 P.M. on the next business day. When a past due balance on any account is greater than \$200, a lien for the balance due plus any court recording fees will be recorded against the real estate. **Property owners are held responsible for utility bills against their properties.**

Adjustments for Leaks:

A property owner is responsible for paying for 100% of the water that has passed through the Town's water meter along with the associated sewer charges. However, in good-faith situations involving water that has leaked from the customer's plumbing, and upon confirmation by the owner that the leak is repaired so that it will not recur, the Office Manager is authorized to give a 50% credit for the excess water and sewer 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.

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF AMHERST BY AMENDING SECTION 17-12 OF THE TOWN CODE, WATER AND SEWER CONNECTIONS.

Be it Ordained by the Council of the Town of Amherst:

1. That Sec. 17-12 of the Code of the Town of Amherst is hereby amended to read as follows:

Sec. 17-12. Water and sewer connections.

New connections to the Town of Amherst water and sewer system will be made under the following procedures:

(a) **Adequacy of system.** The portions of the Town of Amherst water and sewer system serving the vicinity of the proposed connection must be large enough to retain adequate levels service, in the sole determination of the Town Council, for existing users as well as the new users.

(b) **Availability fees.** Availability fees for residential water and sewer users are based on (a) the number of residences to be attached to the Town system and (b) the location of the new user. Nonresidential users are assessed based on the equivalent residential capacity of the water meter serving the user's new facility. Except for special assessment areas established by the Town Council, each new user of the Town of Amherst's water and sewer system shall be assessed an availability fee according to the following chart:

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

All availability fees and surcharges shall be paid in advance of zoning permit issuance or physical connection. Both water and sewer availability fees will be assessed in the event the size of a user's meter is increased. Existing users shall pay the difference between the larger meter fee and the fee that would be charged for the existing meter when larger meters are installed. No availability fee shall apply to a separate "irrigation" meter for a bona fide water customer where no water will be routed back to Town sewer. No refund will be made for the removal or downsizing of meters.

At the request of a property owner, the Town Council may authorize “prepaid” availability fees provided that:

- i. the then-current property owner shall be guaranteed availability of water and/or sewer services for no more than four years,
- ii. after the four-year period the Town will have the option to assess minimum monthly fees to the property owner if no water or sewer is being used,
- iii. after the four-year period the Town will have the option to refund the availability fees with no interest to the then-current owner(s) of the lot(s) if no water or sewer has been used even if monthly minimum fees have been assessed, and
- iv. the Town Council shall have approved a contract appropriately articulating the terms of the prepayment agreement.

In order to encourage economic development or employment for the Town, the Town Council may, in its sole discretion and by resolution, authorize the availability fee to be paid from the general fund for those commercial or industrial owners (applicants) which the Town Council in its sole discretion determines would provide economic development or significant employment opportunities.

- (c) **Connection fees.** For both water and sewer connections, the cost of construction to the Town in making the connection will be assessed to the owner of the property requesting the connection in the form of a connection fee. Actual connection to Town lines shall be done by the Town or by contractor following written approval for same under inspection by the Town Manager. For usual and customary water and sewer connections to serve a single family residence or similar user and involving no more than 20’ of service pipe between an existing main and the demarcation point, the connection fee shall be ~~\$500.00~~ \$1,000.00 for water and ~~\$500.00~~ \$700.00 for sewer paid prior to the issuance of a zoning certificate. The estimated connection fee shall be escrowed in cash with the Town if the projected cost of installing new facilities is in excess of ~~\$500.00~~ \$1,000.00.

The Town Council may, in its sole discretion waive a portion of the availability or connection fees for facilities installed under federal or state funded projects. At the Town's request, the portion waived shall be indicated as Town financial participation in the project.

(Amended December 12, 2007 and June 9, 2010.)

2. That this Ordinance shall be effective on July 1, 2015.

This ordinance was adopted on June 10, 2015.

ATTEST:

Clerk of Council

Mayor

Wireless Telephone Allowance Policy
Effective July 1, 2015

Town of Amherst employees are more valuable to the Town's workforce by being readily accessible while on duty and in the event of an emergency. The Town Council has determined that, in lieu of providing a wireless telephone for an employee's use while on duty, an allowance may be paid to full-time Town employees who provide their own wireless telephone service for the Town's use. This policy will enable the employee to select the wireless telephone service plan that best suits his individual needs for personal calls which are to be made on personal time.

At the end of each month the Town shall reimburse at the rate of \$45/month to all full-time Town of Amherst employees subject to the following understandings:

- A. The wireless telephone service shall have a number reached without toll from the Town Hall.
- B. The wireless telephone number shall be provided to the Town Manager for reasonable Town business use.
- C. Voice mail and text messaging services shall be provided in the employee's service plan. Information on the carrier shall be provided to facilitate group text messages via email.
- D. The wireless telephone unit shall be normally carried by the employee both while on- and off-duty.
- E. The employee shall regularly check his voice mail and text messages.
- F. The employee shall be required to provide proof of service and/or monthly expense amount by providing a copy of his latest bill or receipt to the Town Manager by December 31 of each year.

Due to the frequency of use and connection to automated alarm systems, the Treasurer shall reimburse the Director of Public Utilities 100% of his mobile phone service subject to these same understandings.

No employee shall be reimbursed for any wireline telephone.

Amended on June 11, 2014 & June 10, 2015; effective July 1, 2015

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF AMHERST BY AMENDING SECTION 2-47 OF THE TOWN CODE AND REPEALING SECTIONS 12-1, 12-2 AND 12-3 OF THE TOWN CODE, TO ALIGN TOWN CODE PROVISIONS RELATING TO ADMINISTRATIVE STAFF WITH THE UPDATED CHARTER.

Be it Ordained by the Council of the Town of Amherst:

3. That Sec. 2-47 of the Code of the Town of Amherst is hereby amended to read as follows:

Sec. 2-47. Administrative Staff

Sec. 2-47.1. ~~2-47.~~ Town manager.

~~(a) The office of Town Manager is hereby established. The Town Manager shall be appointed by the town council and shall serve at the Town Council's pleasure. He shall be Clerk of the Council. The Town Manager shall be the administrative officer for the mayor and the town council and shall perform such duties and have such powers as may from time to time be specified for his office by the mayor and council.~~

~~(b) — It shall be the duty of the Town Manager to (1) attend all meetings of the town council, with the responsibility to counsel and advise, but without any right or privilege to vote; (2) keep the town council advised of the financial condition and the future needs of the town and all of matters pertaining to its proper administration, and make such recommendations as he deems desirable; (3) prepare and submit the annual budget to the town council and be responsible for its administration after its adoption; (4) prepare in suitable form for publication and submit to the town council at a regular meeting in June of each year a concise, comprehensive report of the financial transactions and administrative activities of the town government during the immediately preceding fiscal year; (5) present adequate financial and activity reports as required by the town council; (6) arrange for an annual audit by a certified public accountant, the selection of whom shall be approved by the town council; and (7) perform such other duties as may be prescribed or required by the mayor or the town council.~~

~~(c) — At the instance of the mayor or any two councilmen, the Town Manager shall call a special meeting of the town council, for the time, place and purpose of such meeting as stated by the mayor or councilmen instigating the call. He shall provide sufficient copies of such call to the Chief of Police, for service on members of the council not parties of the call.~~

~~(d) — Pursuant to the Town Charter, the town manager may, with the consent of the council, appoint or employ and remove or discharge such officers, employees and assistants as he deems necessary to carry on the work of such departments of the town as are committed to him by the council, in all their respective details, in an economical and satisfactory manner. The salary or compensation, and the terms of office or employment of such officers, employees and assistants shall be fixed by the Town Manager, subject to approval by the council; and his actions in all respects shall be subject to review by the council, and he shall be accountable to the council only. However, this paragraph shall not apply to the Chief of Police or any police department employee.~~

Sec. 2-47.2. ~~2-48.~~ Clerk of the council.

(a) The Clerk of the Council shall be the custodian of all records, documents and other papers of the town for which no other officer is designated as custodian, and he shall maintain them in a systematic manner so as to facilitate ready reference thereto, and in a secure and fireproof safe or in locked filing cabinets in his office; provided that the safe deposit box of a bank or trust company

designated by the town council for such purpose may be used as the place of maintenance for papers of unusual value to the town.

(b) It shall be the duty of the Clerk of the Council to enter of record and file all bonds which may be required of the mayor, councilmen or officers of the town, and he shall also file all oaths required to be taken and subscribed by the mayor, councilmen and officers of the town.

(c) The Clerk of the Council shall have such other powers and perform such other duties as may be specified for such office by the town Charter, state law, this Code and other ordinances, resolutions and orders of the town council, and which are incidental to the office of Clerk of the Council generally.

(d) The Clerk of the Council shall be appointed and supervised by the Town Manager.

Sec. 2-47.3. 2-49 Town Treasurer.

(a) ~~*Powers and duties generally.*~~ The Town Treasurer shall perform all the duties in regard to the town taxes, levies and assessments for the town and be subject to all the duties and penalties as are prescribed for a county treasurer in respect to state revenue, county taxes and assessments, so far as applicable and not inconsistent with the Charter, this Code and other ordinances and resolutions of the town. He shall perform all duties of the Town Treasurer as provided in the Charter and in this Code and the ordinances, resolutions or orders promulgated by the town council. He shall strictly enforce the provisions of the Charter, this Code and other ordinances of the town with reference to the nonpayment of taxes, licenses, special assessments and water and sewer charges and charges for electrical service.

(b) ~~*Books, papers and accounts.*~~ The Town Treasurer shall keep accurate books and accounts. Such books and accounts shall always be subject to the inspection of the council or any committee thereof. The books, papers and accounts, concerning his office, shall be kept in a fireproof safe, all of which shall be the property of the town.

(c) ~~*Segregation of money received on special assessment.*~~ All money received on any special assessment shall be held by the Town Treasurer as a special fund to be applied to the payment for which the assessment was made, and the money shall be used for no other purpose whatsoever.

(d) ~~*Disbursement in payment of claims and charges against town.*~~ The Town Treasurer shall make disbursements of town funds in payment of all claims and charges against the town approved by the town council as budgeted; provided, that payroll checks, funds for petty cash reimbursement, payments on bonded indebtedness and interest recurring obligations, refunds of utility deposits may be paid between council meetings by the town treasurer without specific approval by the council as may any other type of obligation or claim included in this classification by the council by resolution.

(e) ~~*Relief from liability on account of failure of authorized depository.*~~ The town treasurer is hereby relieved from any liability from or on account of the failure of any authorized depository in which he has deposited funds of the town.

(f) ~~*Notes, etc., issued pending sale of bonds or in anticipation of revenue.*~~ All notes and other obligations issued pending the issuance and sale of any authorized bonds, or in anticipation of receipts or revenues of the current fiscal year, shall be signed in the name of town by the town treasurer and the approval thereof endorsed on the face of such note or other obligation by the mayor, officially.

(g) ~~Purchase of warrants at discount.~~ The town treasurer shall not, either directly or indirectly, contract for or purchase any warrant drawn upon the town treasury, or payable therefrom, at any discount whatever upon the sum due upon the warrant.

(h) ~~Refusal of payment of warrant of person indebted to town.~~ The town treasurer shall refuse payment of any town warrant presented to him when the person presenting or holding such warrants is indebted to the town or delinquent in the payment of taxes or other dues to the town. The treasurer is authorized to withhold payment of such warrant until such taxes or indebtedness shall have been paid.

(i) ~~Power of levy, distress, etc.~~ For the purpose of collecting taxes, assessments, special assessments, license fees, utility charges and other dues to the town the treasurer shall have the right of distress, levy, lease and garnishment as provided by the laws of the state. All property subject to levy to satisfy taxes due to the state may be taken to satisfy taxes, assessments, special assessments, license fees, water and sewer charges due the town.

(j) The Town Treasurer shall be appointed and supervised by the Town Manager.

Sec. 2-47.4. 2-50. Town attorney.

The town attorney shall be a member in good standing of the bar of Amherst County, who shall be retained by the town council to perform such duties consistent with this section as shall be agreed upon by and between him and the town council. The town attorney shall be legal counsel for the town council and town officers, and perform such other professional services as are usually incidental to the position of legal counsel, including representation of the town in prosecutions and other litigation, with such exceptions as may be agreed upon by and between him and the town council. Subject to agreement with the town council, the town attorney may designate an assistant town attorney, who shall be a member in good standing of the bar of Amherst County, to perform the duties of town attorney when the town attorney is absent, ill or otherwise disabled or unavailable. If at any time the town attorney retained pursuant to this section be the same person who is commonwealth's attorney for Amherst County, this shall not be deemed to be a conflict of interests per se; and if at any time the assistant town attorney designated pursuant to this section be the assistant commonwealth's attorney for Amherst County this shall not be deemed to be a conflict of interests per se.

The town attorney shall attend all town council meetings.

In addition to the annual retainer paid the town attorney by way of salary, he shall have additional compensation for all special services rendered the town, in such amount as may be agreed upon by the town attorney and the town council.

From time to time, the town attorney shall present for payment any actual outlay or expense which the performance of his duties have entailed.

The Town Attorney shall be appointed and supervised by the Town Council.

Sec. 2-47.5. Chief of police.

The chief of police shall be responsible for the administration, training, discipline, and morale of the members of the police department and their effective deployment and employment to preserve and maintain law and order in the town and to enforce therein all applicable provisions of State law, the Town Charter, this Code and other ordinances and resolutions of the town council.

The chief of police shall promulgate reasonable rules and regulations pertaining to employment of off-duty law enforcement officers, which employment may require the use of police powers and authorities.

Law enforcement officers of the town are expressly authorized to engage in off-duty employment which may require the use of police powers and authorities in the performance of such employment as approved by the chief of police. All persons, firms or organizations utilizing the services shall pay, for each law enforcement officer so employed, an hourly fee equal to the current overtime rate of the police officer's salary or twenty-five dollars per hour, whichever is greater, plus an amount sufficient to cover the cost of FICA and workers compensation insurance. The foregoing fees shall be paid to the treasurer of the Town of Amherst. Officers so assigned shall be monetarily compensated at the current overtime rate of their salary, or at the rate of twenty five dollars per hour, whichever is greater at the next occurring normal pay disbursement.

The Chief of Police shall be appointed by the Town Council and supervised by the Town Manager.

4. That Sec. 12-1, Sec. 12-2, and 12-3 of the Code of the Town of Amherst is hereby repealed as follows:

~~Sec. 12-1. Personnel; ranks; organization.~~

~~The police department shall have such personnel, who shall hold such ranks, as from time to time may be provided by the town council; and the organization of the police department shall be as from time to time provided by the town council or as prescribed in the rules and regulations of the police department.~~

~~Sec. 12-2. Chief of police.~~

~~The chief of police, under the general direction of the mayor, shall be responsible for the administration, training, discipline, and morale of the members of the department and their effective deployment and employment to preserve and maintain law and order in the town and to enforce therein all applicable provisions of State law, the Town Charter, this Code and other ordinances and resolutions of the town council.~~

~~Sec. 12-3. Employment of off duty officers; fees.~~

- ~~(a) — The chief of police shall promulgate reasonable rules and regulations pertaining to employment of off duty law enforcement officers, which employment may require the use of police powers and authorities.~~
- ~~(b) — Law enforcement officers of the town are expressly authorized to engage in off duty employment which may require the use of police powers and authorities in the performance of such employment pursuant to the regulations promulgated by the chief of police.~~
- ~~(c) — All persons, firms or organizations utilizing the services shall pay, for each law enforcement officer so employed, an hourly fee equal to the current overtime rate of the police officer's salary or twenty five dollars per hour, whichever is greater, plus an amount sufficient to cover the cost of FICA and workers compensation insurance.~~
- ~~(d) — The foregoing fees shall be paid to the treasurer of the Town of Amherst.~~

~~(e) Officers so assigned shall be monetarily compensated at the current overtime rate of their salary, or at the rate of twenty five dollars per hour, whichever is greater at the next occurring normal pay disbursement.~~

5. That this Ordinance shall be effective on July 1, 2015.

This ordinance was adopted on June 10, 2015.

Mayor

ATTEST:

Clerk of Council

Personnel Policy Amendment

Approved June 10, 2015; effective July 1, 2015

REF PERSONNEL POLICY, SEC. 2 PARAGRAPH C (definition of “Manager”):

Whenever responsibilities fall to the Manager under these Policies, he or she may designate another to fulfill his or her responsibilities.

- A. Manager – the Town Manager ~~or the Police Chief~~ as appointed by the Town Council.