

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, March 10, 2021

Meeting at 7:00 p.m.

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

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Citizen Comments** - *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- E. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 1038)** – *Draft of the February 10, 2021 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- F. Correspondence and Reports**
- 1. Staff Reports (Pgs. 39-48)**
- a. Town Manager Monthly Report - **attached**
  - b. Police Chief Monthly Report - **attached**
  - c. Office Manager Monthly Report - **attached**
  - d. Clerk of Council Monthly Report- **attached**
  - e. Public Works Monthly Reports- **attached**
  - f. Town Attorney Monthly Report – **attached**
- 2. Council Committee Reports (Pg. 49)**
- a. Finance Committee – *Mrs. Carton, met March 3, 2021, minutes attached*
  - b. Utilities Committee – *Mr. Watts*
- 3. Other Reports (Pgs. 50-51)**
- a. Planning Commission– *met March 3, 2021, minutes attached*
  - b. Industrial Development Authority- *no meeting*
  - c. Robert E. Lee SWCD

**G. Discussion Items**

1. **Set Public Hearing for the FY 2021-2022 Budget and Capital Improvement Program** - Sara Carter- *The Planning Commission has held a public hearing and recommended a Capital Improvement Program to the Council. Staff is currently working with the Finance Committee to finalize the budget. Staff recommends a public hearing be set for April 14, 2021 for both of these items to be considered by Council and for public comments received.*
2. **Appropriate funds for the Town Hall Roof project (Pgs. 52-53)**- Tracie Morgan and Sara Carter-*Staff is requesting that the Council appropriate funds into a line from reserves to pay for the roof replacement on Town Hall that was done on an emergency basis.*
3. **Council Decision on Bucket Truck Repair or Replacement (Pgs. 54-57)**- Sara Carter- *Every year, the bucket truck must be inspected for safety. This year's inspection has failed. Repair of the failing items will cost \$4,907.42. Examples of replacements have been included in the packet. Staff requests direction from Council as to whether they wish the truck repaired or replaced.*
4. **Second Stage Donation for FY 2022 (Pgs. 59-64)**- Sara Carter- *Each year, Council makes a tentative decision on funding for Second Stage's next year donation so that the Town can apply for state matching grant funds for Second Stage. This year, Second Stage is requesting \$3,000 from the Town for programming. Staff requests that the Council make a tentative decision on funding for this budget year so that staff can complete the application process. The final decision will be made with the budget adoption.*

**H. Matters from Staff**

**I. Matters from Town Council**

**J. Anticipated Town Council Agenda Items for Next Month**

**K. Citizen Comments**

**L. Closed session-** *Pursuant to §2.2-3711A.7 of the Code of Virginia, for the purposes of updates from the Town's legal counsel relating to actual litigation involving the Town, and consultation with counsel for a specific legal matter.*

**M. Adjournment**

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on February 10, 2021, at 7:00 P.M. in the Public Meeting Room, County Administration Building at 153 Washington Street, Amherst, VA.

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

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara Carter	Town Manager (Remote)	Greg Harler	Police Major
W. Thomas Berry	Town Attorney	Vicki K. Hunt	Clerk of Council
Tracie Morgan	Office Manager/Treasurer (Remote)		

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Kenneth S. Watts.

Town Manager Carter gave a report on a proposed 2020/2021 Amended Budget. The proposed amendment updates revenue forecasts, based upon receipts for the first half of the fiscal year; accounts for the Utilities CARES Act funds received by the Town; and applies and appropriates the amended budget figures to specific revenue lines providing better transparency.

Mayor Tuggle opened a duly advertised public hearing at 7:02 PM on adoption of the amended 2020/2021 budget.

There being no one present in person or electronically who wished to speak, the public hearing closed at 7:03 PM.

There being no discussion, upon recommendation from the Finance Committee and staff to adopt the 2020/2021 Amended Budget, Town Council voted 4-1 to adopt the 2020/2021 Amended Budget via the roll call method, as follows:

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

A copy of the 2020/2021 Amended Budget is attached to and made a part of these minutes.

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

Mr. Bunch made a motion that was seconded by Ms. Turner to approve the minutes from the January 13, 2021, meeting.

There being no discussion, the motion as to the January 13, 2021, minutes carried 4-1 via the roll call method as follows:

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

Kelly Hitchcock was present on behalf of the Central Virginia Planning District to give a Power Point presentation and report on the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update and adoption process.

Mr. Watts made a motion that was seconded by Mr. Bunch to adopt the Resolution of The Town of Amherst Authorizing the Adoption of the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update, as recommended by staff.

There being no discussion, the motion 5-0 via the roll call method carried as follows:

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

After a report by Town Manager Carter, staff will proceed with an application for State Revolving Water Drinking Funds to seek funds for addition of a generator to the Waugh's Ferry water tank that was excluded as a part of the original Water Treatment Plant Renovation project.

After discussion, by consensus of Council, if health issues should arise due to the Covid pandemic in any of the Town owned facilities, staff will proceed to have the affected facility disinfected by a professional company.

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

There being no further business, the meeting recessed at 7:29 P.M. until February 27, 2021, on motion of Mr. Watts seconded by Ms. Turner.

The motion 5-0 via the roll call method carried as follows:

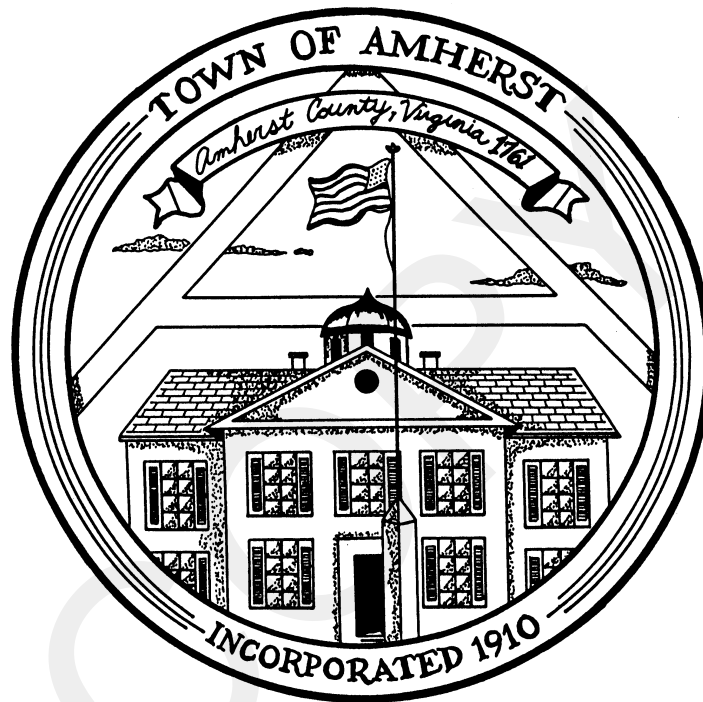
D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

---

D. Dwayne Tuggle, Mayor

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

# Town of Amherst FY 21 Amended Budget



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

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

*Respecting the past. Attending the present. Concentrating on the future.*



# TOWN OF AMHERST

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

## MEMO

**Date:** January 20, 2021

**To:** Mayor Dwayne Tuggle and Members of Town Council

**From:** Sara Carter, Town Manager

**Re:** FY 21 Town of Amherst Budget Amendment

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

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

This amendment does three things:

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

### **Adoption Process:**

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

## Town Manager's Budget Message

Table of Contents.....	1
Budget Ordinance.....	2
Schedule of Local Tax Levy.....	5
Utility Rate and Fee Policy.....	6
Public Hearing Notice.....	10
Proposed Capital Improvement Program.....	11

General Fund

Revenue.....	12
Expenditures.....	13

Water Fund

Revenue.....	17
Expenditures.....	17

Sewer Fund

Revenue.....	20
Expenditures.....	20

Garbage Fund

Revenue.....	23
Expenditures.....	23

Industrial Development Authority Fund

Revenue and Expenditures.....	24
-------------------------------	----

Policies and Fund Balances

Personnel Cost Allocation Plan.....	25
Fund Balances and Contingency Calculations.....	26
Debt Balances and Payments.....	27
Town Owned Vehicle Information.....	28
Consumer Price Index.....	29
Balance Sheet.....	30
Statement of Net Position .....	31
Fund Balance Analysis.....	32

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

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

**SOURCES OF FUNDS**

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

**FUND ACCOUNTING**

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

**Estimated Revenues**

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

**Estimated Expenditures**

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

**TAX RATES**

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

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

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

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

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

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

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

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

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



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

### **UTILITY RATES AND CHARGES**

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

### **DONATIONS**

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

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

### **FUND BALANCE REQUIREMENTS**

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

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

**PERSONNEL**

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost of Living increase for all employees of 2.12%, consistent with the cost of the consumer price index as shown by the 2019 calendar year.

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

Health insurance costs went up by approximately 9% and plan choices remain the same this year from last year.

**CONDITIONS**

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

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

Mayor \_\_\_\_\_

Attest:

Clerk of Council \_\_\_\_\_

Town of Amherst  
Schedule of Local Levy  
July 1, 2020

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

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

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

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

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

## Town of Amherst Utility Rate and Fee Policy

For FY 2020/21

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

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

### **Residential Customers:**

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

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

### **Nonresidential Customers:**

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

### **Curbside Refuse Collection:**

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

### **Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

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

### **Charges for Water Not Discharged to Sewer:**

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

**Dormant Account Fees:**

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

**Reconnection Fee:**

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

**Billing:**

Water meters are read every month and bills are calculated based upon the consumption recorded. All customers are billed every month. Bills are assigned a billing date which is normally the last day of the month during which the meter is read and then mailed to the customer. Payment is due by 5:00 P.M. on the 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 at the time of confirmation and for no more than the two preceding bills, if applicable. The Office Manager is authorized to give a 100% credit on sewer charges if the leak occurred between the meter and the house with the assumption that the water leaking from the plumbing was not being returned into the Town's sewer system. "Repaired" is defined as physical repairs to the owner's plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

**Late Payment Charges and Disconnect Procedures:**

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

**Restoration of Service:**

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

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

**Returned Payments:**

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

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

**Payment Arrangements:**

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

**Fire Hydrant Use:**

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

**Cross Connections:**

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

**Sewer Connections and Discharges:**

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

**Availability and Connection Fees:****Availability Fees:**

The Town does not charge availability fees where :

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

where that connection will not hinder service to other properties,

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

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

**Connection Fees:**

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

**Maintenance of Policy and Implementation**

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

COPY

**PUBLIC HEARING NOTICE**

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

**Amended Fiscal Year 2020/2021 Town of Amherst Budget**

This budget synopsis is prepared and published for informative planning purposes only. The inclusion of any item does not constitute an obligation or commitment on the part of the Town Council to appropriate funds for that purpose. There is no allocation or designation of Town of Amherst funds for any purpose until an appropriation for that purpose has first been made by the Town Council.

**Estimated Revenues**

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

**Estimated Expenditures**

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

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

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



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

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

## GENERAL FUND

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

**GENERAL**

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

**GENERAL**

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

**GENERAL**

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

**GENERAL**

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

**WATER FUND**

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

**WATER**

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



**WATER**

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

# SEWER

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

**SEWER**

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

**SEWER**

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

**GARBAGE**

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

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

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

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

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

<b>Garbage Fund Expense Totals</b>		<b>100,755.39</b>	<b>\$ 139,926.79</b>	<b>\$ 141,297.61</b>	<b>\$ 556.60</b>	<b>\$ 141,854.21</b>
------------------------------------	--	-------------------	----------------------	----------------------	------------------	----------------------

# INDUSTRIAL DEVELOPMENT

FY 19 Budget

FY 20 Budget

FY 21 Budget

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

# FY21 PAY & BENEFIT COST ALLOCATION

Portion of Time Per Fund

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

# Undesignated Fund Balance and Contingency Calculation For FY21

1/31/2020

## Permanent Fund principal for the General Fund

(based on proposed FY21 Budget)

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

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

## Required contingency in the General Fund

(based on proposed FY21 Budget)

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

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

### Fund 501 WATER FUND

DEBT SERVICE  
ALL OTHER EXPENSES  
Total

### FY21 Budget

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

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

### Fund 502 SEWER FUND

DEBT SERVICE  
ALL OTHER EXPENSES  
Total

### FY21 Budget

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

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

### Fund 514 GARBAGE FUND

ALL EXPENSES

### FY21 Budget

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

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

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



## TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

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

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

## Brockman Park Investment Recoupment Report

Prepared: 01/23/20

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

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

## FY21 TOWN OF AMHERST VEHICLES

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

# CPI for All Urban Consume Original Data Value

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

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

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

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

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

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

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

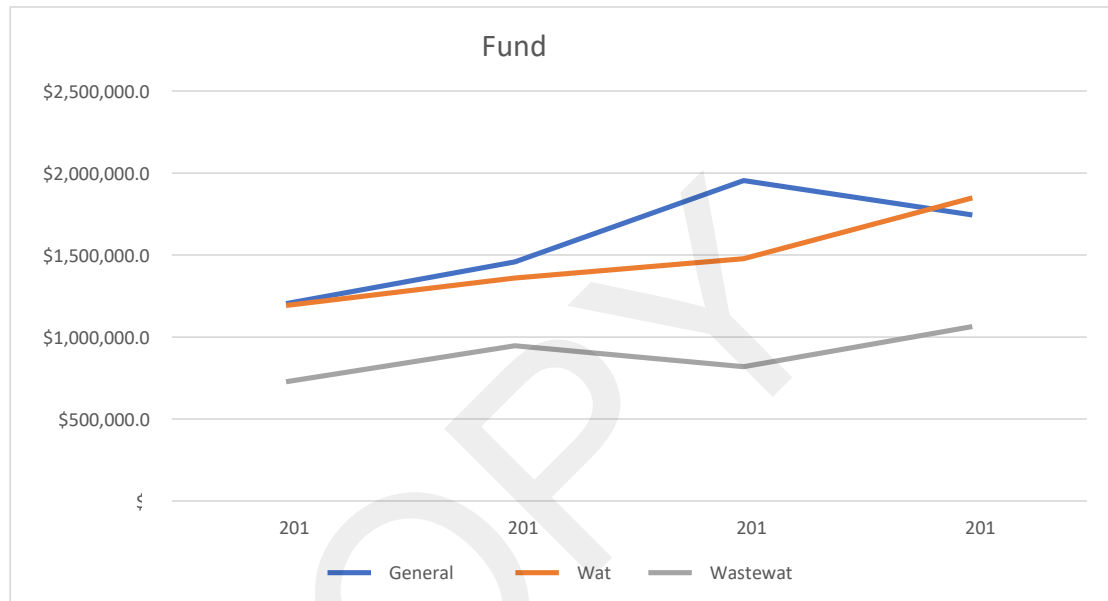
	Primary Government		Component Unit IDA
	Governmental Activities	Business-type Activities	
		Total	
<b>ASSETS</b>	\$ 1,598,218	\$ 2,833,949	\$ 4,432,167
Cash and cash equivalents			\$ 280,479
Cash and cash equivalents, restricted	14,343	124,153	138,496
Receivables:			-
Taxes receivable	1,341	-	1,341
Accounts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

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

## Analysis of Fund Balance Amounts FY 2016-2019

### Fund Balances

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



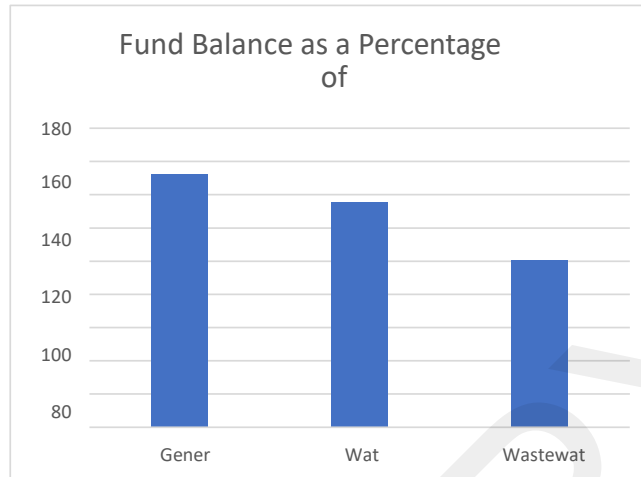
### Losses:

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

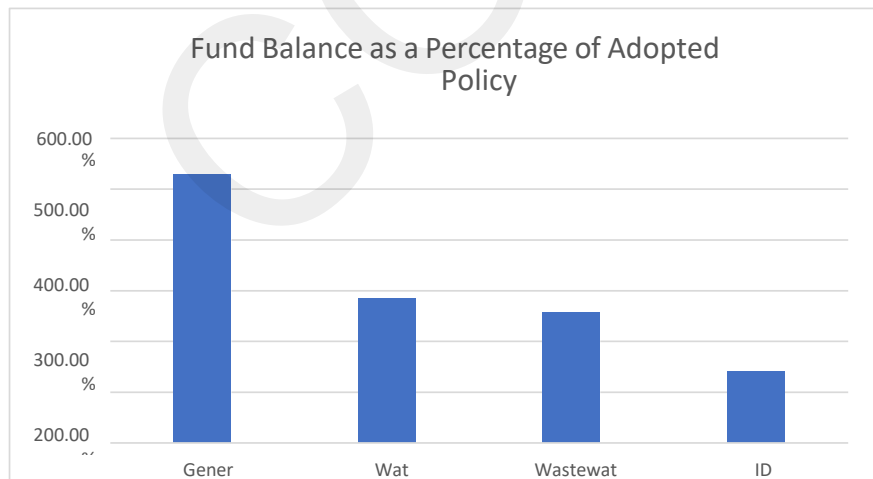
Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.

## Fund Balance Amounts in Comparison to Budget and Policy Amounts

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



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



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

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

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

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

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

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

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

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

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

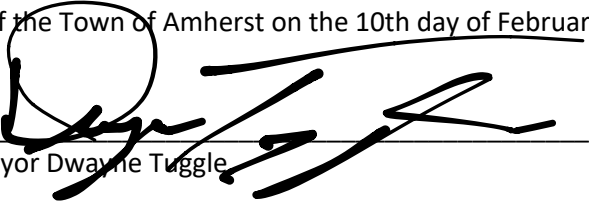
AYES: 5

NOES: 0

ABSENT: 0

ABSTAIN: 0

This Resolution was adopted by the Town Council of the Town of Amherst on the 10th day of February, 2021.

  
\_\_\_\_\_  
Mayor Dwayne Tuggle

Attest:

  
\_\_\_\_\_  
Clerk of Council



## **Town Manager's Report for the March 10, 2021 Town Council Meeting**

### Project Updates:

- The portion of the sliplining project that is centered on Wastewater Treatment Plant improvements is proceeding well. There was a delay in getting the disc filter shipped from overseas, but it is at the plant now and it looks as if the overall contract will be completed in the next few months. The line portion of the work is proceeding, and staff and the Town Engineer are watching closely to see if it will be completed by the end of the contract date. If it is not, the contractor is liable for liquidated damages on a daily basis.
- The Water Treatment Plant renovation has a Notice to Proceed date of March 15<sup>th</sup>. At that point, there is eighteen months to complete the work at the plant and raw water pump station.
- The Finance committee has reviewed the budget and the Planning Commission has reviewed the CIP. Both of these items will come to Council for a public hearing in April. The CIP can be adopted at the same meeting, and the budget is slated for adoption in May.



# **AMHERST POLICE DEPARTMENT**



## **MONTHLY REPORT**

### **February 2021**

Month: February 2021	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	26
ALARM	12
PHONE COMPLAINT	79
BOLO	11
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	8
DOMESTIC	2
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	2
EMS CALLS	2
SUDDEN DEATH	3
SUSPICIOUS PERSON	15
FUNERAL TRAFFIC	
OTHER	2

OFFICER INITIATED	NUMBER
BUILDING CHECKS	122
BUSINESS VISIT	57
BUILDING SEARCH	5
TRAFFIC SUMMONS	
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	235/32
WARRANT SERVICE	3
PROPERTY WALK AROUNDS	45
WARRANTS OBTAINED	1
PARKING TICKETS	
MISD. INVESTIGATION	3
FELONY INVESTIGATION	3
NARCOTICS INV.	1
SEARCH WARRANT	5
PUBLIC RELATIONS	
CITIZEN CONTACT	174

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

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

ARREST	NUMBER
MISDEMEANOR	4
FELONY	
EPO/PPO	
ECO	4
NARCOTICS VIOLATION	
DUI / DUID	1

OTHER	NUMBER
ASSIST OTHER OFFICER	14
ASSIST OTHER AGENCY	6
COURT	4
REPORTS	7
SCHOOL / TRAINING	
MEETINGS	5
TOWED / IMPOUNDED VEH	



## **AMHERST POLICE DEPARTMENT**

### **MONTHLY REPORT**



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

Calls for service: 158

Miles patrolled: 4650

ACSO assists:

2/2 Assist with suicidal person. Cleared unable to locate.

2/2 Assist with suspicious person. Cleared advice.

2/7 Assist with mental person. Disregarded.

2/7 Assist with problems with others. Cleared advice.

2/12 Assist with vehicle fire 29 North and Sweetbriar.

2/24 Assist with warrant service. No contact.

2/28 Assist with a disabled vehicle 29 north and Aberdene Rd.



# TOWN OF AMHERST

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

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** March 3, 2021  
**Re:** February 2021 Monthly Report

---

**Utilities** – February utility billing total was \$173,865.93. This is still down from our normal billing.

**A/P** – February bills totaled \$86,641.67.

**Meals and Beverage Tax** – 16 Businesses paid \$39,496.70 in Meals and Beverage Tax for the month of January.

**Personal Property Tax (License Fees)** – License Fee Bills totaled \$44,144 and were due December 8, 2020. Second notices were mailed out at the beginning of February and have helped to bring the outstanding balance down to \$8,601.16. Anything still outstanding on March 5, 2021 will have bank liens attached for collection.

**CARES Act Utility Forgiveness** -- At this time the way the Act reads we can only provide customers with a one-time payment forgiveness. There is a bill going forward and when passed we can allow multiple uses of the money for different time periods. I hope that is passed soon.

**Upcoming Items –**

- Capital Improvement Plan
- Budget

**Auditors** – We have a draft of the final audit. Final audit should be here next week.

**Business License** – Business License renewal letters were mailed out February 24, 2021. Applications and payment are due by May 1, 2021 to avoid penalty.

## **CLERK OF COUNCIL REPORT**

### **February 2021**

#### **COMMITTEE MEETINGS**

##### **Town Council**

Receive and review agenda materials; assemble packet for 2-10-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

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

#### **TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT**

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

#### **TOWN FACEBOOK ADMINISTRATOR**

- Create content and/or design and post on Facebook and Website, including but not limited to:
  - Notice: Procedures for Amherst Town Council November meeting during Covid-19 pandemic with link to YouTube
  - Notice: Town of Amherst Wastewater Collection System Improvements For Work Schedule Updates
  - Notice: Trash pickup reschedule
  - Notice: Town of Amherst Meeting location Change
- Share links to community events and news; Monitor feedback

#### **AUDIO VISUAL**

Watch Resi video tutorials

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

February 25, 2020: Attend training by Point Source

Install and set up Resi

#### **OTHER:**

- Convert and post audio recording of meeting
- Prepare, send, post Legal Ads/Public Hearing Notice:
  - Town Council 2/10/21 and 2/27/21; Finance Committee Meeting 3/3/21; Planning Commission 3/3/21
- Research new laptop; meet with Todd Embrey re laptop set up and conversions
- Update website council members bios
- Research Clerk's Council Chambers furniture/desk
- Research digital document archiving and management with search capabilities
- Compile and place lunch order for Strategic Planning Session; purchase other necessary items
- Miscellaneous phone calls, correspondence, other research
- Prepare miscellaneous purchase orders

Town of Amherst Committees as of February 28, 2021, Update; See Attached.

## Town of Amherst Committees as of February 28, 2021

### Appointed/Term Expires

#### **TOWN COUNCIL**

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

#### **PLANNING COMMISSION**

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

#### **BOARD OF ZONING APPEALS**

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

#### **INDUSTRIAL DEVELOPMENT AUTHORITY**

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

#### **PROPERTY MAINTENANCE INVESTIGATION BOARD**

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

#### **CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

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

### Appointed/Term Expires

#### **CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

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

#### **TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION**

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

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

#### **FINANCE COMMITTEE**

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

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

#### **UTILITIES COMMITTEE**

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

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

## Utility/Town Maintenance and Construction Report

Feb-21

Water Meter Read	1150
Water Meter Re-Read	30
Disconnects	17
VA-811 Service locations	19
Vehicle PM Work Orders	14
Pump Station/Plant Work Orders	35
Banners Installed/Dismantled	0
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	1
Major Leaks Repaired	0
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	1

### Man Hours

Meter Reading	93
Street/Sidewalk Maintenance	261
Safety Training	3
Bush Hogging	0
Flushing Water	0
Equipment Maintenance	35
Xmas decorations	0

### Major Issues & Comments

### Routine/Annual Work

### Projects/Unusual Work

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

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



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

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

**SUBMITTED ON: Wednesday, March 3, 2021**

**Grandview Water Filtration Plant,  
Daily Source Water Withdrawal, Process, and Production Volumes.**

	<b>Total, Million Gallons</b>	<b>Average, Million Gallons</b>	<b>Max., Million Gallons</b>	<b>Min., Million Gallons</b>
Raw Source Water	8.600	0.320	0.470	0.160
Plant Production	7.700	0.290	0.420	0.140
Water Delivered to System	7.340	0.270	0.410	0.140

**Rutledge Creek Wastewater Treatment Facility  
Daily Process, and Production Volumes.**

	<b>Total, Million Gallons</b>	<b>Average, Million Gallons</b>	<b>Max., Million Gallons</b>	<b>Min., Million Gallons</b>
Final Treated Effluent	10.652	0.380	0.733	0.275

**Monthly Operations/Meetings,**

- 02/22/21 Virginia PFAS Workgroup Web Meeting,  
Meeting to discuss approaches adopted by other states and the federal government for regulating PFAS as deemed necessary, in drinking water.
- 02/24/21 James River PCB TMDL Technical Advisory Committee Web Meeting,
- 03/01/21 Disc Filter has arrived on site at WWTP and installation preparations are underway.





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

W. THOMAS BERRY  
KYLE D. HUGHES

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

March 4, 2021

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

Attn: Sara Carter – Town Manager

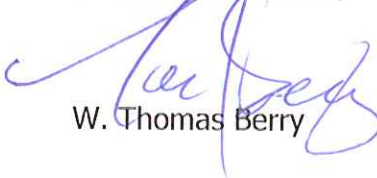
Re: Monthly Report to Town Council  
(February, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on February 10, 2021.
2. Business:
  - A. Review legal matters, specifically litigation including Ex-Investigator Timothy Maberry. John Zunka, Esquire was appointed by insurance carrier to represent the Town. Background information on Mr. Maberry's previous employment as a police officer.
  - B. Current status of alley/ right of ways in portions of town. Process for possible abandonment.
  - C. Ongoing updates on COVID workplace procedure.
  - D. Need to review easements for utility lines.
3. Access to Town Attorney: My email address is dawn@tomberryllaw.com. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,

  
W. Thomas Berry

WTB/dmc

# W. THOMAS BERRY, LLC

ATTORNEY-AT-LAW

P.O. BOX 354/ 402 COURT STREET

LOVINGSTON, VA 22949

PHONE: (434) 263-4886

## Invoice

Date	Invoice #
3/4/2021	9624

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
2/8/2021 - REVIEW TOWN PACKAGE	0.8	175.00	140.00
2/10/2021 - TOWN MEETING	1.5	175.00	262.50
2/17/2021 - RECORD REVIEW ON ALLEY IN TOWN	1	175.00	175.00
2/17/2021 - BEGIN DRAFT ON ALLEY MEMO	1.5	175.00	262.50
2/25/2021 - UPDATES COVID REGULATIONS & RESTRICTIONS	1	175.00	175.00
2/25/2021 - UPDATE REVIEW UTILITY EASEMENTS SPECIFICALLY BAILEY	1	175.00	175.00
<b>Total</b>			\$1,190.00
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$1,190.00

**FINANCE COMMITTEE  
MINUTES**

March 3, 2021  
5:15 PM

Attendees: Rachel Carton, Chairman and Sharon Turner  
Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:15 p.m.

The committee reviewed the revised budget.

The committee recessed at 6:20 pm until March 4, 2021 at 5:15 pm.

The committee reconvened on March 4<sup>th</sup> and reviewed and edited the General Fund budget.

The committee agreed to review the budget sheets a final time and then agreed to distribute the completed budget to Council.

The meeting adjourned at 8:05 pm.

**Town of Amherst  
Planning Commission Minutes  
March 3, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on March 3, 2021, at 7:00 P.M. in the Public Meeting Room, County Administration Building at 153 Washington Street, Amherst, VA.

It was noted that a quorum was present as indicated below:

P	June Driskill	A	William Jones
A	Kevin Belcher	P	Anne Webster Day
P	Ted Finney	P	Clifford Hart
P	Janice N. Wheaton		

Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

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

The minutes from the January 6, 2021, Commission meeting were approved on a motion by Mr. Hart, seconded by Ms. Day, and carried 5-0 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Aye		William Jones	Absent
Janice Wheaton	Aye			

**Capital Improvement Program FY21-22**

The Chair opened a duly advertised public hearing at 7:00 P.M., on the Town of Amherst FY21-22 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:02 PM.

After discussion and a report by Town Manager Carter, Ms. Day made a motion that was seconded by Mr. Hart to recommend that Town Council approve the Town of Amherst FY21-22 Capital Improvement Program proposal, as presented and recommended by staff.

The motion carried 4-1 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Aye		William Jones	Absent
Janice Wheaton	Nay			

Town Manager Carter reported that it is necessary to make updates to the Town of Amherst Comprehensive Plan approved April 12, 2017. After the report, it was the consensus of the Commission that only updates to numbers and maps, and an addition of sections for trails and parks and downtown revitalization be made to the plan, as recommended by staff.

There being no further business, the meeting adjourned at 7:21 PM on motion by Mr. Finney seconded by Ms. Day

---

June Driskill, Chairperson

Attest: \_\_\_\_\_  
Secretary



## TOWN OF AMHERST

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

**To:** Town Council  
**From:** Tracie Wright  
**Date:** March 4, 2021  
**Re:** Roof Replacement Appropriation Request

---

Due to expensive damage at Town Hall from recent roof leaks, the Town had to do emergency procurement for a roof replacement. The Town procured Craftmans Roofing Services and the amount was \$46,500.

The Town did submit this as an insurance claim to VML insurance. However, it is unknown at this time where it stands with approval or what will be covered.

At this time, I am requesting the \$46,500.00 be appropriated to Renovations, line item number 100-4-94000-8001.

Thank you.

Craftsman Roofing Services Inc.

4728 S Amherst HWY  
Madison Heights, VA 24572

# Invoice

Date	Invoice #
2/17/2021	1137

Bill To
Amherst Town Hall Attn: Tracy Morgan P.O. Box 280 Amherst, VA 24521

P.O. No.	Terms	Project
20-156	Net 30	20-156 install roof

Quantity	Description	Rate	Amount
	Job: Town Hall, 174 Main Street, Amherst Tore off existing roof down to metal decking. Furnished and installed .060 Rhino TPO membrane roof system and accessories per contract. *Replaced approx. 150 L.F. of deteriorated woodwork at N/C	46,500.00	46,500.00
Thank you for your business.		<b>Total</b>	\$46,500.00



# WORK ESTIMATE

12660 E. Lynchburg – Salem Tpke

Forest, VA. 24551

Phone (434) 525-2929

Phone (434) 525-2929

W/O #	DATE
R16084	2/12/2021

## ESTIMATE RECIPIENT

Company Name- Town of Amherst

Contact information- Charles (434) 238-2203

VIN #: 1GDM7H1M0SJ525212

## DESCRIPTION OF WORK

Headlights don't work	Needs Wheel Chocks
Air leak in brake system	Needs Decals on lift (Missing)
Needs new rear tires	Needs new man basket (holes drilled in the bottom)
Needs Outrigger pads	Needs E-Stop fix
Needs Di-electric	Needs Pintle Hook pin

*All of these cause ANSI & VSI failure*

## ITEMIZED COSTS

		QTY	UNIT PRICE	AMOUNT
Parts -	Headlight Bulb	2	22.00	44.00
Diag -	Air Leak	2	105.00	210.00
Parts -	Pintle Hook Pin	1	9.75	9.75
Parts -	Drive Tires	1	1,457.23	1,457.23
Labor -	Drive Tires Installation	1	287.00	287.00
Labor -	Dielectric	1	425.00	425.00
Labor -	ANSI	1	525.00	525.00
Parts -	Outrigger Pads	2	100.97	201.94
Parts -	Wheel Chocks	2	35.00	70.00
Parts -	Decals	1	200.00	200.00
Diag -	E-Stop	4	105.00	420.00
Parts -	Man Basket	1		-
Labor -	Parts Installation	9.5	105.00	997.50
Parts -	Vinyl Basket Cover	1	60.00	60.00

*Thank you for your business!*

**TOTAL ESTIMATE \$ 4,907.42**

Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work.

To schedule a time for us to complete the work, or if you have any questions, please contact  
[Jesse D, (434) 525-2929 Ext. 5026, jdamiani@customtruck.com]





**CUSTOM  
TRUCK**  
ONE SOURCE™

# 2010 Freightliner M2106 4x2

Altec TA41M Bucket Truck  
USED

## CHASSIS SPECS

### UNIT INFORMATION

VIN: 1FVACXB59ADAP4604  
Dash & ECM: 57,167 Miles  
4x2 Single Axle  
Air Brakes  
Pintle Hitch  
-Air & Electric Connections  
176 Inch Wheelbase  
110 Inch Cab To Axle  
196 Inch Cab To End  
Of Frame  
Single Frame

### CAB FEATURES

Standard Daycab  
Air Ride Suspension  
Aerodynamic Mirrors  
City Horn

### INTERIOR FEATURES

Mid Level Interior  
A/C Equipped  
Manual Windows  
Manual Door Locks  
High Back Air Ride  
Driver Seat  
High Back Fixed  
Passenger Seat  
Cruise Control  
Tilt/Telescopic Steering  
Column  
AM/FM  
Transmission Temp. Gauge  
Cup Holders  
Overhead Storage  
Map Lights

## EQUIPMENT SPECS

2010 Altec TA41M  
S/N: 0210C1469  
Articulated/Telescopic  
41 Ft. Platform Height  
400 LB. Platform Capacity  
850 LB. Material Handler  
1-Person Bucket  
Upper & Lower Hydraulic  
Tool Circuits  
Upper & Lower Controls  
Insulated 46KV  
-Category C  
Continuous Rotation

2010 Altec Line Body  
S/N: 37-15200775  
160 Inch Length  
29 Inch Tail Shelf  
LH: (5) Equipment Boxes  
RH: (4) Equipment Boxes  
A-Frame Outriggers Front  
Of Body  
-Composite Cribbing Pads  
Larin Vice  
Master Lock System

Cummins ISC, 285 HP  
S/N: 73057624  
Dash & ECM: 5239 Hours  
Exhaust Brake  
Block Heater  
RH Horizontal Exhaust

### TRANSMISSION

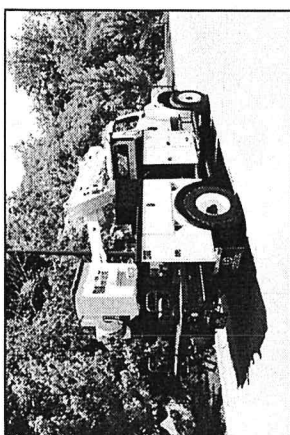
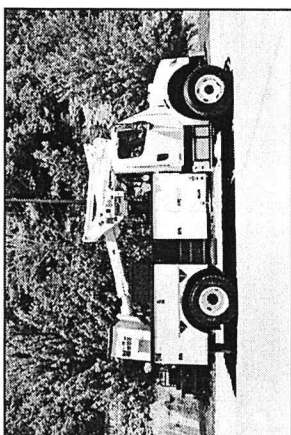
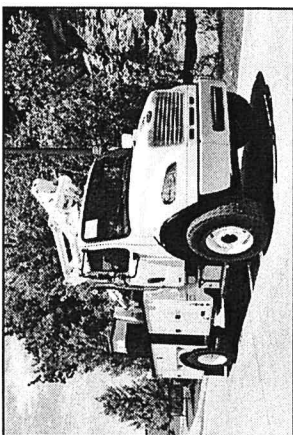
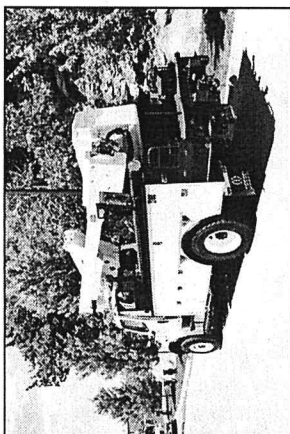
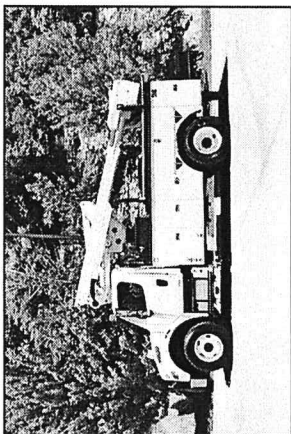
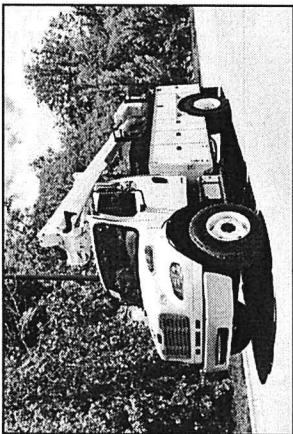
Allison 3500RDS  
1188 PTO Hours

### TIRES/WHEELS

Front Tire: 385/65R22.5  
Front Wheel: Steel  
Rear Tire: 11R22.5  
Rear Wheel: Steel

### FUEL TANK(S)

LH 50 Gallon Aluminum  
RH 50 Gallon Aluminum



Unit Qualifies For Limited Extended Warranty On  
Engine, Transmission, Rear Diff.  
Call For Details!

... PRICE: \$63,500 Plus Any Applicable Taxes & Fees  
... STOCK#: UT32814  
... EX WORKS: Kansas City, MO  
...

888-684-8146 | [www.customtruck.com](http://www.customtruck.com)

ASK ABOUT THE CUSTOMIZED AND FLEXIBLE LEASING & FINANCING  
SOLUTIONS AVAILABLE FROM CUSTOM TRUCK CAPITAL

DISCLAIMER: Specifications are believed to be correct, but may contain errors and/or omissions.  
Pictures are representative and may not be identical.

QUOTE NUMBER: P02-05-D-19

EXPIRATION DATE: 03/31/2021



**CUSTOM  
TRUCK**  
ONE SOURCE™

# 2011 Freightliner M2106 4x2

Altec TA41M Bucket Truck

## CHASSIS SPECS

### UNIT INFORMATION

Vin: 1FVACXBS0BDBB4422  
Dash: 128,433 Miles  
ECM: 128,433 Miles  
4x2 Single Axle  
Air Brakes  
178 Inch Wheelbase  
112 Inch Cab to Axle  
200 Inch Cab to End of Frame

Single Frame  
Pintle Hitch With  
Air & Electric

### CAB FEATURES

Standard Daycab  
Air Ride  
Dual Manual Windows  
Manual Door Locks  
Heated Aerodynamic Mirrors  
City Horn

### INTERIOR FEATURES

Mid-Level Interior  
A/C Equipped  
High Back Air Ride  
Drivers Seat  
High Back Fixed  
Passenger Seat  
AM/FM/Aux.

Tilt/Telescopic  
Steering Column  
Cruise Control

## EQUIPMENT SPECS

2011 Altec TA41M  
S/N: 0411CL1556

41 Ft. Platform Height  
400 Lbs Platform Capacity  
850 Lbs Material Handler  
Insulated

Category C 46KVAC  
Hydraulic Tool Circuit  
Articulated/Telescopic  
Front & Rear Remote  
Control Spotlights

2011 Altec Line Body

S/N: 37-17467101  
160 Inch Length  
29 Inch Tailshelf  
Composite Cribbing Pads  
Front "A" Frame Outriggers  
LH (5) Tool Boxes  
RH (4) Tool Boxes

### TRANSMISSION

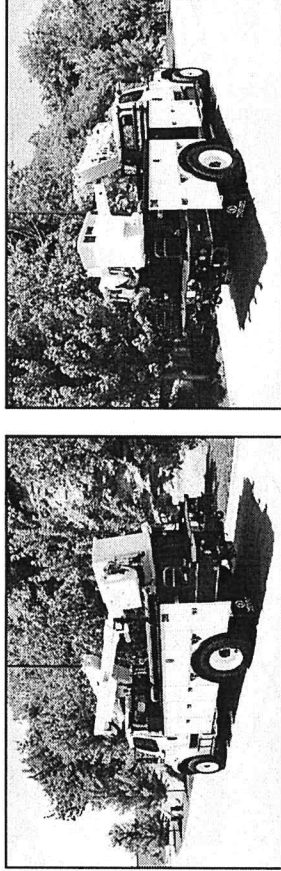
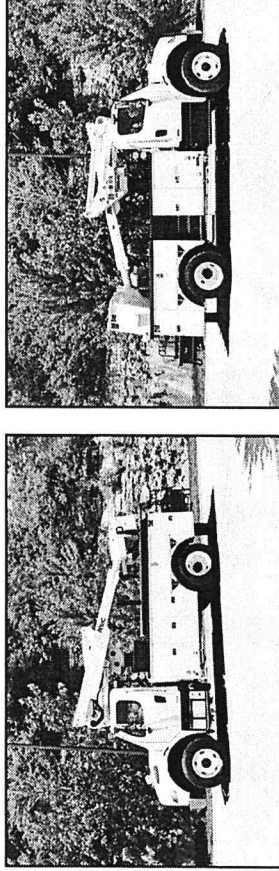
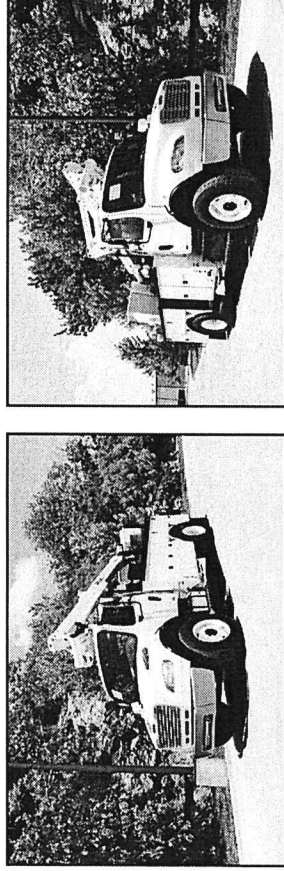
Allison 3500RDS

### TIRES/WHEELS

Front Tire: 385/65R22.5  
Front Wheel: Steel  
Rear Tire: 11R22.5  
Rear Wheel: Steel

### FUEL TANK(S)

LH 50 Gallon Aluminum



**Unit Qualifies For Limited Extended Warranty  
On Engine, Transmission, Rear Diff.  
Call For Details!**

888-684-8146 [www.customtruck.com](http://www.customtruck.com)

ASK ABOUT THE CUSTOMIZED AND FLEXIBLE LEASING & FINANCING  
SOLUTIONS AVAILABLE FROM CUSTOM TRUCK CAPITAL

DISCLAIMER: Specifications are believed to be correct, but may contain errors and/or omissions.  
Pictures are representative and may not be identical.

**:: PRICE: \$62,500 Plus Any Applicable Taxes & Fees  
:: STOCK#: UT36439  
:: EX WORKS: Kansas City, MO**

**SALES QUOTE: RF1.1-0-20**

**EXPIRATION DATE: 03/31/2021**



**CUSTOM  
TRUCK**  
ONE SOURCE™

# 2012 Dodge Ram 4x4

Versalift SST-37-EIH Bucket Truck

## CHASSIS SPECS

### UNIT INFORMATION

VIN: 3C7WDNAL1G255005

Dash: 154,529 Miles

4x4 Single Axle

Hydraulic Brakes

Pintle Hitch

-Electric Connection

168 Inch Wheelbase

84 Inch Cab To Axle

165 Inch Cab To End

Of Frame

Single Frame

Front Bumper Winch

### CAB FEATURES

Standard Daycab

Aerodynamic Mirrors

City Horn

### INTERIOR FEATURES

Mid Level Interior

A/C Equipped

Power Windows

Power Door Locks

High Back Driver Seat

High Back Passenger Seat

Cruise Control

Tilt Steering Column

AM/FM

## EQUIPMENT SPECS

2012 Versalift SST-37-EIH

S/N: DR120103

37 Ft. Platform Height

350 LB. Platform Capacity

1-Person Bucket

Upper & Lower Controls

Articulated/Telescopic

Insulated

### REAR SUSPENSION

Leaf Spring

### ENGINE

Cummins 6.7L

10,797 Hours

RH Horizontal Exhaust

### TRANSMISSION

Automatic

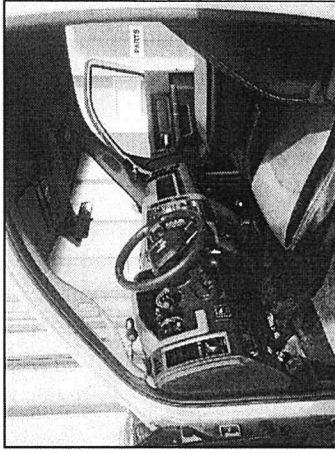
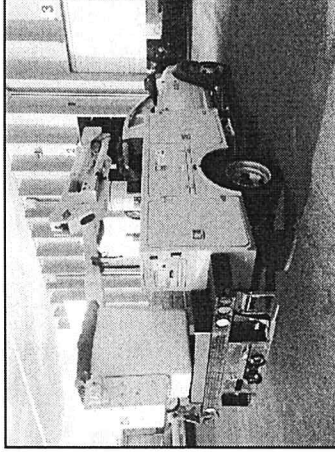
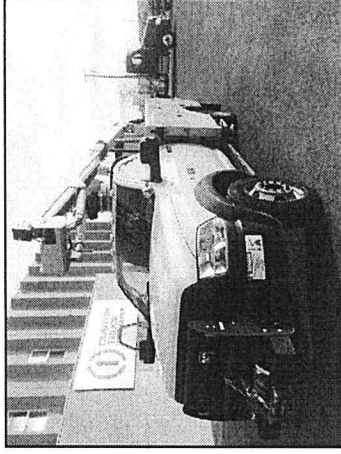
### TIRES/WHEELS

Front Tire: 225/70R19.5

Front Wheel: Steel

Rear Tire: 225/70R19.5

Rear Wheel: Steel



**Unit Qualifies For Limited Extended Warranty On  
Engine, Transmission, Rear Diff.  
Call For Details!**

**888-684-8146 | [www.customtruck.com](http://www.customtruck.com)**

**ASK ABOUT THE CUSTOMIZED AND FLEXIBLE LEASING & FINANCING  
SOLUTIONS AVAILABLE FROM CUSTOM TRUCK CAPITAL**

REGAL AMER. Specifications are believed to be correct, but may contain errors in the original source.  
Includes are representative and may not be identical.

... **PRICE: \$49,500** Plus Any Applicable Taxes & Fees

... **STOCK#: UT32837**

... **EX WORKS: Commerce City, CO**

QUOTE NUMBER: P03-1BK-19

EXPIRATION DATE: 03/31/2021

**TOWN OF AMHERST**  
**Agency Funding Request**  
**For FY22 (July 1, 2021 - June 30, 2022)**

1. Name and Mailing Address of Agency Requesting Funding:

2.

Second Stage | Amherst

P.O. Box 342

Amherst, VA 24521

3. Name, Title, Phone Number and Email of Contact Person:

4.

Charlene Monk. President Board of Directors

434-941-4057

sunymonk@gmail.com

5. Amount of funding requested from the Town of Amherst during the upcoming fiscal year:

\$3000

6. Describe below, in detail:

(a) how this money will be spent, if granted;

(b) how these programs/services benefit the citizens of the Town of Amherst; and,

(c) describe which of the following categories this request addresses - Human Services, Educational/Cultural, Environmental and Economic Development.

a. Second Stage has launched a series of virtual children's art classes, adult classes, a Read-to-Me Series of selections from favorite authors' works, and community learning events. If we are able to offer these programs in-person we will switch to that format. Additionally, two other programs (drive-in movies and a children's camp) are ready to go when restrictions are eased. Our partnership with AGAR to present the monthly Java & Jazz virtual or outdoor concert series incurs production and administrative costs. Although not strictly arts related, our wellness programs of virtual yoga classes incur teaching and production costs. Funding from the Town budget appropriation would partially cover the cost of these program including paying teachers and readers, marketing, materials, and staff administrative time.

b. The citizens of Amherst will benefit from these programs because they offer entertainment, education, physical fitness activities and cultural experiences either from the safety of their own homes or as they gather with their neighbors.

c. Educational/cultural



7. List below the amounts being requested from other public agencies (federal, state, regional, city, town and county) and non-governmental entities (United Way Fund, etc.) for the upcoming fiscal year:

**Agency:**

Economic Development Authority

**Amount Requested:**

\$5000

Amherst County

\$4500

Virginia Commission for the Arts matching funds CCPG county match

\$4500

Virginia Commission for the Arts matching funds CCPG town match

\$3000

8. If the requesting agency has received funding (including in-kind contributions) during the current fiscal year from the Town of Amherst or any of the other entities listed in the response to #5 above, show the amount and describe how these funds have been (or will be) spent:

Economic Development Authority

\$5000 General operating

Amherst County

\$4500 General operating

Virginia Commission for the Arts CCPG county match

\$4500 match for arts based budget allocation

Town of Amherst

\$1470 arts programming

Virginia Commission for the Arts matching funds CCPG town match

\$2750 match for arts budget allocation

Virginia Commission for the Arts Technical Assistance Grant

\$1000 equipment

9. For the funding request to be considered, it must contain, as attachments, copies of the following items:

- > The current year operating budget of the requesting agency.
- > The most recent financial statement of the requesting agency.
- > A copy of the IRS determination letter for the agency's non-profit status.

I certify that the information contained in this request is, to the best of my knowledge, accurate and complete and that I have the necessary authority to file this request on behalf of the agency.

*Charlene W. Monk*  
Signature of Authorized Official

1/26/21  
DATE

*Charlene W. Monk*  
Printed/Typed Name and Title of Authorized Official

This funding request is to be filed with the Amherst Treasurer no later than January 29, 2021

Second Stage Amherst, Inc			
STATEMENT OF INCOME & EXPENSE			
July - December, 2020			
	Dec 2020	FYTD	BUDGET
<b>Revenue</b>			
Direct Support			
BUSINESS CONTRIBUTIONS		467.82	2,400.00
FOUNDATION GRANTS	1,000.00	64,250.00	43,250.00
INDIVIDUAL CONTRIBUTIONS	1,865.00	4,615.00	5,000.00
LOCAL GOVERNMENT CONTRIBUTIONS		15,700.00	19,500.00
STATE GOVERNMENT CONTRIBUTIONS	730.00	1,730.00	2,000.00
FEDERAL SUPPORT (PPP)			5,200.00
Total Direct Support	\$ 3,595.00	\$ 86,762.82	\$77,350.00
Farm/Artisan Market Income			
MARKET INCOME	1,513.34	10,319.20	14,000.00
MARKET SALES % INCOME	192.77	2,404.84	1,400.00
SHARED TABLE INCOME			500.00
Total Farm/Artisan Market Income	\$ 1,706.11	\$ 12,724.04	\$15,900.00
Program Income			
BUILDING RENTAL INCOME (non-lease)	590.00	3,900.00	6,800.00
CATERING/CONSESSION INCOME			500.00
EVENT INCOME		1,636.26	2,000.00
TENANT LEASE INCOME	1,449.08	8,842.31	20,443.00
TICKET SALES			500.00
Total Program Income	\$ 2,039.08	\$ 14,378.57	\$30,243.00
Interest Earned	0.01	0.02	0.00
Total Income	\$ 7,340.20	\$ 113,865.45	\$ 123,493.00
APPLIED RESTRICTED FUND BALANCE			14,020.00
TOTAL	\$ 7,340.20	\$ 113,865.45	\$137,513.00
Administrative/Office/Business Expenses			
INSURANCE		283.00	300.00
LICENSES/DUES/FEES	32.00	242.00	225.00
OFFICE/ADMIN SUPPLY EXPENSE	543.35	1,947.33	1,420.00
TELEPHONE & INTERNET	171.01	1,025.48	1,560.00
TRAVEL/CONF/CONVENTIONS			180.00
Total Administrative/Office/Business Expenses	\$ 746.36	\$ 3,497.81	\$3,685.00
Building & Facilities			
CONSULTANT-HISTORIC DESIGNATION		1,100.00	1,100.00
CUSTODIAN & MAINTENANCE	300.00	1,200.00	2,400.00
EQUIPMENT	129.00	129.00	200.00
RENT			10.00
SUPPLIES & MAINTENANCE	4.33	1,615.04	800.00
UTILITIES	84.07	3,004.01	8,760.00

Total Building & Facilities	\$ 517.40	\$ 7,048.05	\$13,270.00
Capital Building Improvements			
CONTRACTOR SERVICES (CAPITAL IMPROVEMENT)	11,685.00	47,991.00	56,650.00
LABOR (CAPITAL IMPROVEMENTS)		250.00	3,000.00
MATERIALS (CAPITAL IMPROVEMENTS)		153.00	1,000.00
Total Capital Building Improvements	\$ 11,685.00	\$ 48,394.00	\$60,650.00
Farm/Artisan Market Expense			
MARKET MANAGER SALES % EXPENSE	206.03	2,416.88	2,400.00
MARKET VENDOR EXPENSE	1,424.75	7,570.65	14,000.00
MISC MARKET EXPENSES	198.44	2,259.46	700.00
SECOND HELPING	1,333.00	6,651.25	2,850.00
SNAP EXPENSE		273.00	1,300.00
Total Farm/Artisan Market Expense	\$ 3,162.22	\$ 19,171.24	\$21,250.00
Program Expenses			
CATERING/CONSESSIONS			500.00
EVENT/SPECIAL STAFF		250.00	1,500.00
EVENTS EXPENSE (Film licenses, attractions, misc)		1,144.83	750.00
MARKETING			3,000.00
TALENT			100.00
Total Program Expenses	\$ 0.00	\$ 1,394.83	\$5,850.00
Wages/Personnel			
BOOKKEEPER/ACCOUNTANT		815.00	4,908.00
CONSULTANT-OPS MGR	1,170.00	1,170.00	0.00
OPERATIONS MANAGER		5,256.57	25,400.00
PAYROLL TAXES		402.13	2,500.00
Total Wages/Personnel	\$ 1,170.00	\$ 7,643.70	\$32,808.00
Total Expenses	\$ 17,280.98	\$ 87,149.63	\$137,513.00
NET INCOME OVER EXPENSES	-\$ 9,940.78	\$ 26,715.82	
Saturday, Jan 09, 2021 10:59:47 AM GMT-8 - Cash Basis			

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUL 25 2014

SECOND STAGE AMHERST INC  
PO BOX 342  
AMHERST, VA 24521

Employer Identification Number:

47-0964590

DLN:

204196192

Contact Person:

CUSTOMER SERVICE

ID# 31954

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:

Yes

Effective Date of Exemption:

May 22, 2014

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



SECOND STAGE AMHERST INC

Sincerely,

*Tamara Rippanda*

Director, Exempt Organizations

Letter 5436



# Second stage

## 2020 Annual Report

### OVERVIEW:

#### What we have accomplished in 2020:

- Most successful farm market since 2015, now open year round
- Fully funded food assistance programs
- Ongoing event programming, hosted outdoors and virtual
- Public events ready to roll out including adult and children's workshops and drive-in movies
- Tenant studios and offices at full capacity; rent abatement in force
- \$49,753 invested in capital Improvements
- State historic designation achieved, national recognition in process

#### What's ahead for 2021?

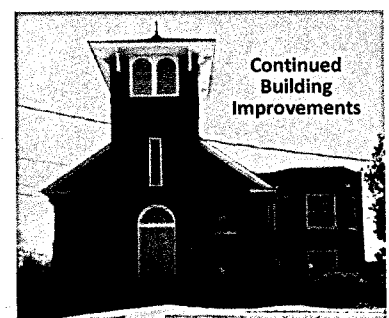
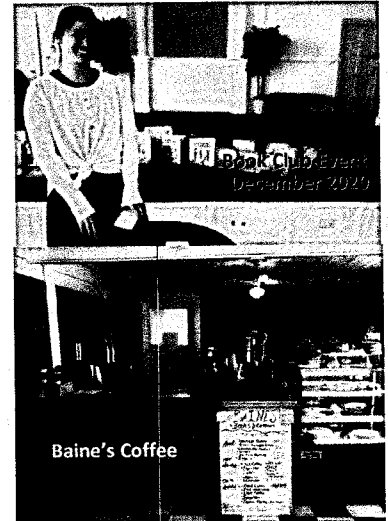
- Construction of coffee shop patio and interior painting coming in the spring
- Virtual cultural and educational programming
- Development of HumanKind daycare facility

#### INCOME:

\$20,593	Tenant Leases
\$4,550	Community Rentals
\$9,613	Donations
\$24,419	Local Government
\$2,835	State Government
\$77,750	Foundation Grants
\$17,539	Farmer's Market
\$3,023	Program Income

#### EXPENSES:

\$26,014	Operations and Payroll
\$100	Fees to Performers
\$11,381	Program Costs
\$11,913	Facilities
\$48,753	Capital Investment in Building
\$17,705	Farm Market



[www.SecondStageAmherst.org](http://www.SecondStageAmherst.org)