

TOWN OF AMHERST PLANNING COMMISSION
Wednesday, February 5, 2025 AGENDA

1. **Call to Order** –*Chairman Driskill*
2. **Determination of Quorum**
3. **Citizen Comment-** *This time is provided for citizens to bring concerns or comments to the Commission that are not scheduled for a public hearing. This is not meant to be a discussion or an exchange, but rather, an opportunity for citizens to have their concerns be heard.*
4. **Approval of January 7, 2025 meeting minutes** – *Chair Driskill- The minutes of the January 7, 2025, meeting are attached.*
5. **Ratify Public Hearing:** *After the last Planning Commission meeting, staff received required changes to the Floodplain Ordinance for the town from DCR (Department of Conservation and Recreation). These changes must be made no later than February 14, 2025, in order to ensure that there is no lapse in coverage for any property owners in town.*
6. **Public Hearing: Floodplain Ordinance-** *Staff has brought forward the revised Floodplain section of the Zoning Ordinance for consideration by the Commission. A public hearing has been advertised and notice provided.*
7. **Review of Capital Improvement Program-** *Each year, the Planning Commission reviews the proposed Capital Improvement Program in February and holds a public hearing in March. Staff will review the proposals with the Commission at this meeting.*
8. **Set Public Hearing: Capital Improvement Program-** *Staff requests that the Commission set a public hearing for the Capital Improvement Program for the March meeting.*
9. **Set Public Hearing: Rezoning of 305 Sunset Drive-** *Staff has received a request for rezoning of 305 Sunset Drive from A-1 to R-1. Staff requests setting a public hearing for the March meeting.*
10. **Concerns of Commissioners**
11. **Adjournment**

**Town of Amherst Planning Commission
Minutes
January 7, 2025**

A meeting of the Town of Amherst Planning Commission was called to order by Town Manager Sara McGuffin on January 7, 2025, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	June Driskill	P	Michael Driskill
P	William Jones	A	John Vandervelde
P	Anne Webster Day	A	Veda Butcher
P	Clifford Hart		

Town Manager Sara McGuffin was present. Clerk of Council Vicki K. Hunt in her capacity as Secretary was also present.

Town Manager McGuffin called for nominations for Chairperson. A nomination was first made by William Jones for June Driskill, followed by a nomination by Michael Driskill for Veda Butcher. Hearing no other nominations for Chairperson, the nominations were closed. June Driskill was elected Chairperson by a vote of 4-1 as follows:

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Nay	John Vandervelde	Absent
William Jones	Aye	Veda Butcher	Absent
Clifford Hart	Aye		

Town Manager McGuffin called for nominations for Vice Chairperson. William Jones nominated Clifford Hart. Hearing no other nominations for Vice Chairperson, the nominations were closed. Clifford Hart was elected Vice Chairperson by a vote of 5-0 as follows:

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Absent
William Jones	Aye	Veda Butcher	Absent
Clifford Hart	Aye		

Town Manager McGuffin turned the meeting over to Chairperson June Driskill.

The Chair opened the floor for citizen comments.

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

Mr. Hart made a motion that was seconded by Ms. Day to approve the minutes of the December 4, 2024, meeting.

There being no discussion the motion carried 5-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Absent
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

Town Manager McGuffin presented proposed amendments to the sign ordinance pertaining to signs authorized by special use permit, sign districts, and signs permitted in all districts. After discussion, the matter was deferred.

There being no further business, on motion of Mr. Driskill, seconded by Mr. Hart, and carried 5-0, the meeting adjourned at 7:45 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Absent
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Absent		Veda Butcher	Aye
Clifford Hart	Aye			

June Driskill, Chairperson

Attest: _____

FOR APPROVAL

ARTICLE V. FLOODPLAINS

DIVISION 1. GENERALLY

Sec. 24-294. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory structure means a non-residential structure which is on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure.

Base flood/100-year flood means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of occurring each year, although the flood may occur in any year).

Base flood elevation means the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.

Basement means any area of the building having its floor sub-grade (below ground level) on all sides.

Board of zoning appeals means the board appointed to review appeals made by individuals with regard to decisions of the zoning administrator in the interpretation of this chapter.

Conditional Letter of Map Revision (CLOMR) means A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, buildings and other structures, the placement of manufactured homes, streets, and other paving, utilities, filling, grading, excavation, mining, dredging, drilling operation, or storage of equipment or materials.

Existing manufactured home park/subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the initial effective date of these regulations.

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Expansion to an existing manufactured home park or subdivision means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads).

1. Flood means a general and temporary inundation of normally dry land areas. A general or temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland or tidal waters; or,
 - b. The unusual and rapid accumulation or runoff of surface waters from any source,
 - c. Mudflows which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph 1 (a) of this definition.

Floodplain means:

- (1) A relatively flat or low land area adjoining a river, stream or watercourse which is subject to partial or complete inundation;
- (2) An area subject to the usual and rapid accumulation or runoff of surface water from any source.

Floodprone area means any land area susceptible to being inundated by water from any source.

Floodway means the designated area of the floodplain required to carry and discharge floodwaters of a given magnitude. For the purposes of this chapter, the floodway shall be capable of accommodating a flood of the 100-year magnitude, the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point within the community.

Floodproofing means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Flood Insurance Rate Map (FIRM) means an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood Insurance Study (FIS) means a report by FEMA that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.

Highest Adjacent Grade (HAG) means The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure means any structure that is:

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- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historical district;
 - (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a. By an approved state program as determined by the Secretary of the Interior; or
 - b. Directly by the Secretary of the Interior in states without approved programs.

Letters of Map Change (LOMC) means a Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study.

Letter of Map Amendment (LOMA) means an amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by ~~met~~ets and bounds or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR) means A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Lowest Adjacent Grade (LAG) means the lowest natural elevation of the ground surface next to the walls of a structure.

Lowest Floor means The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.

Manufactured home means ~~the same as the meaning described in the definitions section of this chapter,~~ a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

Manufactured home park/subdivision means a parcel (or contiguous parcels) of land divided into two or more lots for rent or sale.

~~*New construction, for the purpose of determining insurance rates, means structures for which the start of construction commenced on or after the effective of an initial FIRM (flood insurance rate map) or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, the term "new construction" means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.*~~ *Structures for which the start of construction commenced on or after the effective start date of this floodplain management ordinance and includes any subsequent improvements to such structures. Any construction started after effective date of community's first floodplain management ordinance adopted by the community and before the effective start date of this floodplain management ordinance is subject to the ordinance in effect at the time the permit was issued, provided the start of construction was within 180 days of permit issuance.*

New manufactured home park/subdivision means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the initial effective date of the ordinance from which this chapter is derived.

Post-FIRM structures means for floodplain management purposes, a structure for which construction, or other development for which the "start of construction" occurred on or after the effective date of the initial Flood Insurance Rate Map.

Pre-FIRM structures means for floodplain management purposes, a structure for which construction or other development for which the "start of construction" occurred before the effective date of the initial Flood Insurance Rate Map.

Recreational vehicle means a vehicle which is:

- (1) Built on a single chassis;
- (2) Four hundred square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

Repetitive Loss Structure means a building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, ~~equalled~~ exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

Severe Repetitive Loss Structure means a structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage - (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

Special Flood Hazard Area means the land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year.

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Start of construction means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of a slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration on any wall, ceiling, floor, or other structural part of a building, whether or not the alteration affects the external dimensions of the building.

Structure means for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means:

- (1) Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. The term "substantial improvement" includes structures which have incurred substantial damage regardless of the actual repair work performed.
- (2) The term "substantial improvement" does not, however, include either:
 - a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to ensure safe living conditions; or
 - b. Any alteration of an historic structure, provided that the alteration will not preclude the structures continued designation as an historic structure.

Violation means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in

violation until such time as that documentation is provided.

(Zoning Ord. 2003, § 18.1-915.2)

Sec. 24-295. ~~Purpose.~~ – Statutory Authorization and Purpose [44 CFR 59.22(a)(2)]

Va. Code § 15.2-2283 specifies that zoning ordinances shall be for the general purpose of promoting the health, safety, or general welfare of the public and of further accomplishing the objectives of § 15.2-2200 which encourages localities to improve the public health, safety, convenience, and welfare of their citizens. To these ends, flood ordinances shall be designed to provide for safety from flood, to facilitate the provision of flood protection, and to protect against loss of life, health, or property from flood.

In accordance with these directed provisions, this ordinance is specifically adopted pursuant to the authority granted to localities by Va. Code § 15.2 - 2280.

The purpose of these provisions is to prevent: the loss of life, health, or property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- A. Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
- B. Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
- C. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or floodproofed against flooding and flood damage; and,
- D. Protecting individuals from ~~buying~~ buying land and structures which are unsuited for intended purposes because of flood hazards.

~~The purpose of these provisions is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:~~

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~~(1) Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies.~~

~~(2) Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding.~~

~~(3) Requiring all those uses, activities, and developments that do occur in floodprone districts to be protected and/or floodproofed against flooding and flood damage.~~

~~(4) Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.~~

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(Zoning Ord. 2003, § 18.1-915.1.1)

Sec. 24-296. Applicability.

These provisions shall apply to all lands within the jurisdiction of the town and identified as being in the 100-year floodplain by the Federal Insurance Administration.

(Zoning Ord. 2003, § 18.1-915.1.2)

Sec. 24-297. Compliance and liability.

- (a) No land shall hereafter be developed, and no structure shall be relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this chapter and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this chapter.
- (b) The degree of flood protection sought by the provisions of this chapter is considered reasonable for regulatory purposes and is based on accepted engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by manmade or natural causes, such as ice jams and bridge openings restricted by debris. This chapter does not imply that districts outside the floodplain district, or that land uses permitted within such district will be free from flooding or flood damages.
- (c) This chapter shall not create liability on the part of the town or any officer or employee thereof for any flood damages that result from reliance on this chapter, or any administrative decision lawfully made thereunder.

(Zoning Ord. 2003, § 18.1-915.1.3)

Sec. 24-298. Abrogation and greater restrictions.

This chapter supersedes any ordinance currently in effect in floodprone districts. However, any underlying ordinance shall remain in full force and effect to the extent that its provisions are more restrictive than this chapter.

(Zoning Ord. 2003, § 18.1-915.1.4)

Sec. 24-299 Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

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Sec. 24-~~299~~300. Penalties.

- (a) Any person who fails to comply with any of the requirements or provisions of this chapter or directions of the zoning officer or any other authorized employee of the town shall be guilty of a Class 1 misdemeanor and subject to the penalties therefor.
- (b) In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this chapter. The imposition of fine or penalty for any violation of, or noncompliance with, this chapter shall not excuse the violation or noncompliance to permit it to continue; and all such persons shall be required to correct or remedy such violations or noncompliance within a reasonable time. Any structure constructed, reconstructed, enlarged, altered, or relocated in noncompliance with this chapter may be declared by the town council to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this chapter.

(Zoning Ord. 2003, § 18.1-915.1.6)

Sec. 24-30~~0~~1. Variances; factors to be considered.

In passing upon applications for variances, the board of zoning appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

- (1) The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any floodway district that will cause any increase in the 100-year flood elevation.
- (2) The danger that materials may be swept on to other lands or downstream to the injury to others.
- (3) The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
- (4) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
- (5) The importance of the services provided by the proposed facility to the community.
- (6) The requirements of the facility for a waterfront location.
- (7) The availability of alternative locations not subject to flooding for the proposed use.

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- (8) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
 - (9) The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
 - (10) The safety of access by ordinary and emergency vehicles to the property in time of flood.
 - (11) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters expected at the site.
 - (12) The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and variance is the minimum necessary to preserve the historic character and design of the structure.
 - (13) Such other factors which are relevant to the purposes of this chapter.
 - a. The board of zoning appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.
 - b. Variances shall be issued only after the board of zoning appeals has determined that the granting of such will not result in unacceptable or prohibited increases in flood heights, additional threats to public safety, extraordinary public expense, and will not create nuisances, cause fraud or victimization of the public, or conflict with local laws or ordinances.
 - c. Variances shall be issued only after the board of zoning appeals has determined that variance will be the minimum required to provide relief from any exceptional hardship to the applicant.
 - d. The board of zoning appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the 100-year flood elevation increases the risks to life and property and will result in increased premium rates for flood insurance.
 - e. A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances which are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

(Zoning Ord. 2003, § 18.1-915.5)

Sec. 24-30~~42~~. Existing structures in floodplain districts.

The substantial damage or improvement of any structure shall require full compliance with the provisions of this article.

(Zoning Ord. 2003, § 18.1-915.6)

Sec. 24-303 Designation of the Floodplain Administrator [44 CFR 59.22(b)]

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The Floodplain Administrator¹ is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

- A. Do the work themselves. In the absence of a designated Floodplain Administrator, the duties are conducted by the Town of Amherst chief executive officer.
- B. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.
- C. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

Sect. 24-304 - Duties and Responsibilities of the Floodplain Administrator [44 CFR 60.3]

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The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- A. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).
- B. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.
- C. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.
- D. Review applications to determine whether all necessary permits have been obtained from the Federal, State, or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.
- E. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE), and have submitted copies of such notifications to FEMA.

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- F. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).
- G. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.
- H. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.
- I. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.
- J. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the {community}, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.
- K. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
1. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps), and Letters of Map Change; and
 2. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
- L. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.
- M. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.
- N. Administer the requirements related to proposed work on existing buildings:
1. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.

2. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

O. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

P. Notify the Federal Emergency Management Agency when the corporate boundaries of the Town of Amherst have been modified and:

1. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and

2. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

Q. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.

R. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

Secs. 24-30~~25~~—24-320. Reserved.

DIVISION 2. FLOODPLAIN DISTRICTS

Sec. 24-321. Description of floodplain districts.

(a) *Basis of districts.* The various floodplain districts shall include areas subject to inundation by waters of the 100-year flood. The basis for the delineation of these districts shall be the flood insurance study for the town

prepared by the Federal Emergency Management Agency, Federal Insurance Administration, ~~dated~~ dated February 14, 2025, and any subsequent revisions or amendments thereto. ~~Fe~~ September 19, 2007, as amended.

- (1) The floodway district is delineated, for purposes of this chapter, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the 100-year flood without increasing the water surface elevation of that flood more than one foot at any point. The areas included in this district are specifically defined in table II of the above-referenced flood insurance study and shown on the accompanying flood boundary and floodway map or flood insurance rate map.
- (2) The flood-fringe district shall be that area of the 100-year floodplain not included in the floodway district. The basis for the outermost boundary of the district shall be the 100-year flood elevations contained in the flood profiles of the above-referenced flood insurance study and as shown on the accompanying flood boundary and floodway map or flood insurance rate map.
- (3) The special floodplain district shall be that floodplain area for which base flood elevations have been provided in the FIS and FIRM but for which no floodway has been delineated. Such areas are shown as Zone AE on the maps accompanying the FIS.
- (4) The approximated floodplain district shall be that floodplain area for which no delineated flood profiles or elevations are provided, but where the 100-year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the flood insurance study. For these areas, the 100-year flood elevations and floodway information from other federal, state, or other acceptable source shall be used, when available. When such other acceptable information is not available, the elevation shall be determined by using the elevation of a point on the boundary of the identified floodplain area which is nearest to the construction site.

(5) The various special flood hazard districts shall include the SFHAs. The basis for the delineation of these districts shall be the FIS and the FIRM for the Town of Amherst prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated February 14, 2025, and any subsequent revisions or amendments thereto.

(b) *Overlay concept.*

- (1) The floodplain districts described above shall be overlays to the existing underlying districts as shown on the official zoning ordinance map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.
- (2) Any conflict between the provisions or requirements of the floodplain districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.
- (3) In the event any provisions concerning a floodplain district is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable.

(Zoning Ord. 2003, § 18.1-915.3.1)

Sec. 24-322. Official zoning map.

The boundaries of the floodplain districts are established as shown on the flood insurance rate map which is declared to be part of this chapter, and which shall be kept on file at the town offices.

(Zoning Ord. 2003, § 18.1-915.3.2)

Sec. 24-323. District boundary changes.

The delineation of any of the floodplain districts may be revised by the town council where natural or manmade changes have occurred and/or where more detailed studies have been conducted or undertaken by the U.S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from the Federal Insurance Administration.

(Zoning Ord. 2003, § 18.1-915.3.3)

Sec. 24-324. Interpretation of district boundaries.

Initial interpretation of the boundaries of the floodplain districts shall be made by the zoning officer. Should a dispute arise concerning the boundaries of any of the districts, the board of zoning appeals shall make the necessary determination. The person questioning or contesting the location of the district boundary shall be given a reasonable opportunity to present his case to the board and to submit his own technical evidence if he so desires.

(Zoning Ord. 2003, § 18.1-915.3.4)

Sec. 24-325 Submitting Model Backed Technical Data [44 CFR 65.3]

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Emergency Management Agency of the changes by submitting technical or scientific data. The community may submit data via a LOMR. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

Secs. 24-32~~6~~5—24-351. Reserved.

DIVISION 3. DISTRICT RESTRICTIONS

Sec. 24-352. General provisions.

- (a) *Permit requirement.* All uses, activities, and development occurring within any floodplain district shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of the ordinance and with all other applicable codes and ordinances, such as the uniform statewide building code and the town subdivision regulations. Prior to the issuance of any such permit, the zoning officer shall require all applications to include compliance with all applicable state and federal laws. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.
- (b) *Alteration or relocation of watercourses.* Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U.S. Corps of Engineers, the state water control board, the state marine resources commission (a joint permit application

is available from any of these organizations). Furthermore, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the division of soil and water conservation (department of conservation and recreation), and the Federal Insurance Administration.

(c) *Site plans and permit applications.* All applications for development in the floodplain district and all building permits issued for the floodplain shall incorporate the following information:

- (1) For structures to be elevated, the elevation of the lowest floor (including basement).
- (2) For structures to be floodproofed (nonresidential only), the elevation to which the structure will be floodproofed.
- (3) The elevation of the 100-year flood.
- (4) Topographic information showing existing and proposed ground elevation.

(d) *Manufactured homes.*

(1) Manufactured homes that are placed or substantially improved on sites:

- a. Outside of a manufactured home park or subdivision;
- b. In a new manufactured home park or subdivision;
- c. In an expansion to an existing manufactured home park or subdivision; or
- d. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood;

shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation plus one foot and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

(2) Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision that are not subject to the provisions of paragraph one above shall be elevated so that either:

- a. The lowest floor of the manufactured home is at or above the base flood elevation plus one foot; or
- b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

(e) *Recreational vehicles.* Recreational vehicles placed on sites shall either:

- (1) Be on the site for fewer than 180 consecutive days;
- (2) Be fully licensed and ready for highway use;
- (3) Meet the permit requirements for placement and the elevation and anchoring requirements for manufactured homes in subsection (d)(1)d of this section.

(Zoning Ord. 2003, § 18.1-915.4.1)

Sec. 24-353. Floodway district.

In the floodway district no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analyses

performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the 100-year flood elevation.

(Zoning Ord. 2003, § 18.1-915.4.2)

Sec. 24-354. Flood-fringe, special floodplain and approximated floodplain districts.

- (a) In the flood-fringe, special floodplain and approximated floodplain districts the development and/or use of land shall be permitted in accordance with the regulations of the underlying district, provided that all such uses, activities, and/or development shall be undertaken in strict compliance with the floodproofing, and related provisions contained in the uniform statewide building code and all other applicable codes and ordinances.
- (b) Standards for the special floodplain district. Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special floodplain district, designated as zones AE on the flood rate insurance map, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the town.

(Zoning Ord. 2003, § 18.1-915.4.3)

Sec. 24-355. Decision criteria for utilities and facilities.

- (a) *Sanitary sewer facilities.* All new or replacement sanitary sewer facilities and private package sewage treatment plants (including all pumping stations and collector systems) shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into the floodwaters. In addition, they should be located and constructed to minimize or eliminate flood damage and impairment.
- (b) *Water facilities.* All new or replacement water facilities shall be designed to minimize or eliminate infiltration of floodwaters into the system and be located and constructed to minimize or eliminate flood damages.
- (c) *Drainage facilities.* All storm drainage facilities shall be designed to convey the flow of surface waters without damage to persons or property. The systems shall ensure drainage away from buildings and on-site waste disposal sites. The town council may require a primarily underground system to accommodate frequent floods and a secondary surface system to accommodate larger, less frequent floods. Drainage plans shall be consistent with local and regional drainage plans. The facilities shall be consistent with local and regional drainage plans. The facilities shall be designed to prevent the discharge of excess runoff onto adjacent properties.
- (d) *Utilities.* All utilities such as gas lines, electrical and telephone systems being placed in floodprone areas should be located, elevated (where possible), and constructed to minimize the chance of impairment during a flooding occurrence.
- (e) *Streets and sidewalks.* Streets and sidewalks should be designed to minimize their potential for increasing and aggravating the levels of flood flow. Drainage openings shall be required to sufficiently discharge flood flows without unduly increasing flood heights.

(Zoning Ord. 2003, § 18.1-915.4.4)

Sec. 24-356 - General Standards

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The following provisions shall apply to all permits:

- A. New construction and substantial improvements shall be built according to this ordinance and the VA USBC, and anchored to prevent flotation, collapse, or lateral movement of the structure.
- B. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state anchoring requirements for resisting wind forces.
- C. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- D. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- E. Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- F. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- H. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

In addition to provisions A – H above, in all special flood hazard areas, the additional provisions shall apply:

- I. Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U. S. Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any of these organizations). Furthermore, in riverine areas, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), other required agencies, and the Federal Emergency Management Agency.
- J. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

Section 24-357 - Elevation and Construction Standards [44 CFR 60.3]

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In all identified flood hazard areas where base flood elevations have been provided in the FIS or generated by a certified professional in accordance with Article III, Section 3.1.A.3 the following provisions shall apply:

- A. Residential Construction

New construction or substantial improvement of any residential structure (including manufactured homes) in Zones A1-30, AE, AH, and A with detailed base flood elevations shall have the lowest floor, including basement, elevated to or above the base flood level *plus eighteen (18) inches*². See Article III, Section 3.1.A.5 and Article III, Section 3.1.A.6 for requirements in the Coastal A, VE, and V zones.

B. Non-Residential Construction

1. New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to or above the base flood level *plus eighteen (18) inches*³. See Article III, Section 3.1.A.5 and Article III, Section 3.1.A.6 for requirements in the Coastal A, VE, and V zones.
2. Non-residential buildings located in all A1-30, AE, and AH zones may be floodproofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE *plus two feet*⁴ are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are floodproofed, shall be maintained by (title of community administrator).

C. Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1-A30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

1. Not be ~~designed~~ ~~designed~~ or used for human habitation, but shall be used solely for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
2. Be constructed entirely of flood resistant materials, below the regulatory flood protection elevation;
3. Include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:
 - a. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
 - b. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
 - c. If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.

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d. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.

e. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.

f. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

D. Accessory Structures

1. Accessory structures in the SFHA shall comply with the elevation requirements and other requirements of Article IV, Section 4.3.B or, if not elevated or dry floodproofed, shall:

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a. Not be used for human habitation;

b. Be limited to no more than 600 square feet⁵ in total floor area;

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c. Be useable only for parking of vehicles or limited storage;

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d. Be constructed with flood damage-resistant materials below the base flood elevation;

e. Be constructed and placed to offer the minimum resistance to the flow of floodwaters;

f. Be anchored to prevent flotation;

g. Have electrical service and mechanical equipment elevated to or above the base flood elevation;

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h. Shall be provided with flood openings which shall meet the following criteria:

(1) There shall be a minimum of two flood openings on different sides of each enclosed area; if a building has more than one enclosure below the lowest floor, each such enclosure shall have flood openings on exterior walls.

(2) The total net area of all flood openings shall be at least 1 square inch for each square foot of enclosed area (non-engineered flood openings), or the flood openings shall be engineered flood openings that are designed and certified by a licensed professional engineer to automatically allow entry and exit of floodwaters; the certification requirement may be satisfied by an individual certification or an Evaluation Report issued by the ICC Evaluation Service, Inc.

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(3) The bottom of each flood opening shall be 1 foot or less above the higher of the interior floor or grade, or the exterior grade, immediately below the opening.

(4) Any louvers, screens or other covers for the flood openings shall allow the automatic flow of floodwaters into and out of the enclosed area.

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E. Standards for Manufactured Homes and Recreational Vehicles

1. In zones A, AE, AH, and AO, all manufactured homes placed, or substantially improved, on individual lots or parcels, must meet all the requirements for new construction, including the elevation and anchoring requirements in Article III, Section 3.1.A.6 and Article IV, Sections 4.2 and 4.3.

2. All recreational vehicles placed on sites must either:

a. Be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or

b. Meet all the requirements for manufactured homes in Article IV, Section 4.3.E.1.

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Sec. 24-358 Standards for Subdivision Proposals

A. All subdivision proposals shall be consistent with the need to minimize flood damage;

B. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

C. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards, and

D. Base flood elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty⁶ lots or five acres, whichever is the lesser.

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Secs. 24-359~~6~~—24-383. Reserved.

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⁶ The recommended standard here is 5 lots instead of 50. Fifty lots is the breakpoint suggested in the federal regulations, but the 5/5 rule is less confusing and captures more commercial development.



TOWN OF AMHERST

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

To: Planning Commission
From: Tracie Morgan
Date: January 3, 2025
Re: FY26 Capital Improvement Plan Requests

Background

The Code of Virginia 15.2-2239 states that the planning commission shall submit a Capital Improvement Plan annually to the governing body. The capital improvement program shall include the commission's recommendations and cost estimates as well the means of financing them. The recommended plan shall be compiled of recommendations from department heads as well as the Town Manager and interested citizens.

The Town's Capital Improvement Plan consists of requests from Department Heads for items that are needed or desired for town functions under their umbrella. The requests are for any item over \$5,000 and should be submitted as soon as five years prior to the purchase of the item needed to properly plan for the requested items in each year's budget process.

Requests Descriptions

Police:

Police Interceptor-Police Interceptors are reoccurring capital expenses. The Town had a period where it went several years without buying a new police car. This resulted in all police units needing to be replaced at the same time or multiple purchases in one year. We are currently caught up on car purchase for the Police department, however, this will be an ongoing reminder of this need. The quoted \$67,030 included the cost of the car purchase as well as outfitting and equipment. Unless a grant can be found in the year the purchase is needed, funding for this purchase will come from the general fund reserves.

Tasers - Police Tasers will also stay on the capital plan as a reoccurring request. Tasers have a useful life and, in some cases, become obsolete so that they can no longer be serviced, and parts cannot be purchased for them. Our current tasers are at this point. The company from which they were purchased can no longer repair them. The requested new tasers will be 95% effective versus 75% on the current tasers as well as strike up to 45 feet while the current tasers only strike up to 35 feet. It is being requested that all six tasers be replaced at one time and a new taser be purchased each year after. Unless a grant can be found in the year of purchase, funding for this purchase will come from the general fund.

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

Toughbooks - Toughbooks are another reoccurring capital expense for police. These usually have a useful life of roughly five years.

Dash Cameras and Body Cameras – Current body cameras are can no longer be serviced. It would be beneficial if all body and dash cameras could sync together, and the functionality of the devices were the same.

Plants:

Raw Influent Pumps – Requesting purchase of three pumps. Each pump is approaching its 20 years of service life. These pumps are used in pumping wastewater received from the Town’s sewer collection and pumping it to the facilities upper level for treatment. Mr. Williams is currently requesting the purchase of one pump per year.

Digester Blower/Motor – Requesting purchase of two digester blower motors for Wastewater Treatment Plant. This equipment runs on a constant alternating schedule and has been in service since 2005. Mr. Williams is currently requesting the purchase of one blower/motor each year.

**Please note that plants intend to utilize these pieces of equipment as long as they will properly function, and the repair costs do not outweigh the purchase costs. However, at such time that either of these pieces of equipment were to break, we will have to make an emergency purchase.

Plants Security Cameras – New to the CIP this year. In the past year there has been some vandalism at the Wastewater Treatment Plant, so this is being requested at both plants. This system would include recording and up to eight cameras. There has been a discussion on whether something less expensive would accommodate our needs for the time being, such as a Ring camera, however, those devices must have a good internet service in order to function properly and we aren’t sure this is possible where they are needed.

Waste Activated Sludge Flow Meter – Used to record the volume of wasted sludge sent to the digesters. The current meter is no longer working.

Maintenance:

Half Ton Pick-Up – This is an ongoing request due to the age of the maintenance truck fleet.

Covered Metal Canopy – Requesting for storage and protection of equipment from the elements of weather resulting in longer service life. This would be an open-ended canopy type structure and would be used to house the boom life, backhoe, trailer, etc.

Reseal Town Parking Lot – This is an ongoing request.

Town Office:

Town Pool Car – The current Town Explorer is used for conferences and day meetings. This vehicle is utilized by any Town staff and Council member as needed. There has been an ongoing leak in this vehicle, with multiple failed fixes. This leak is causing mildew and musky smells when used. This type of vehicle is also not needed for the purposes of which it is used. Town staff would like a smaller sedan that is easier to maneuver on city streets and parking garages.

Water Line Replacements:

Please note that all of these have been listed for some time and are being checked off as grant funds or other funds become available for use.

A full request packet is attached for your convenience. Please note that most of these prices are estimates or outdated quotes and prices are subject to change based on the exact item or system of purchase.

TOWN OF AMHERST
CAPITAL IMPROVEMENT PROGRAM FY25-26

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Recommended Sources of Funds
Police									
Police Ford Interceptor	18		67,030.00	-	67,030.00				General Fund
Tasers-Recoccurring	23		36,653.00	36,653.00	4,148.00	4,158.00	4,158.00	4,158.00	General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
Dash & Body Camera-New	19		90,000.00		90,000.00				General Fund
Plants									
Raw Influent Pumps (3)	19		54,000.00		18,000.00	18,000.00	18,000.00		Wastewater
WWTP Digester Blower/Motor (2)	17		45,400.00			-	45,400.00		Wastewater
WWTP Security Cameras-New			13,200.00						Wastewater
WTP Security Cameras-New			13,200.00						Water Fund
Waste Sludge Flow Meter	12		9,640.00		9,640.00				Wastewater
Maintenance									
Half Ton Pick-up	16		50,000.00	-	50,000.00				All Funds
Metal Structure	13		50,000.00		-		50,000.00		All Funds
Reseal Town Hall Lot	16		11,000.00		11,000.00				All Funds
Town Hall/Finance									
Town Pool Car	8		35,000.00	35,000.00					General Fund
Water Line Replacements									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Christian Springs Replacement									Grant and Water
Waugh's Ferry Road Replacement			3,000,000.00			3,000,000.00			Grant and Water
Walnut Street Replacement			400,000.00					400,000.00	Grant and Water
Union Hill Replacement			420,416.00						Grant and Water
Zane Snead Replacement			294,400.00						Grant and Water
TOTAL			4,817,939.00	71,653.00	449,818.00	3,022,158.00	117,558.00	432,158.00	



**Town of Amherst
Capital Improvement Project
Request Form**

Department/Agency: Police Department	Justification Code:
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Project Title: Ford Interceptor Police Package (SUV)	Priority: 1
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Description

Ford Interceptor SUV PPV 4 WD Police Vehicle. This quote is for a 2025 Ford Inteceptor SUV and the necessary equipment that will be needed to properly outfit the vehicle with emergency equipment and prisoner transport cage. The quote is based off state contract through Sheehy for the vehicle, AVS for the equipment and for the install. The Department anticipates the prices of the vehicle and equipment to be enhanced by the time of replacement.

History Associated with Request

Car 102 and 106 will be the oldest cars in the fleet. It is estimated Car 106 will have the most miles on it at the time of replacement. It is a 2021 model and by the time of the requested the mileage will be over 100,000. Historically when these police vehicles reach this type of mileage they begin to have mechanical problems that are not covered under warranty resulting in high expenditures to fix.

Impact on Future Operating Costs

The Department anticipates the price of vehicle and equipment to be enhanced significantly by the time of replacement.

Cost of Project

Planning/Engineering	Acquisition	Contruccion	Equipment	Project Total
	\$49,776.00	\$ 5,700.00	\$11,554.00	\$ 67,030.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
		\$ 67,030.00		

Notes (To be used by CIP Committee)

Contract Line Item #	Vehicle Configurator		Option / Order Code	UNIT PRICE
	DPS Contract #: CTR005744 Effective 12/20/21 thorough 12/19/2025 eVA Commodity: Ford Police Interceptor Utility eVA Vendor: Sheehy Ford of Richmond eVA Vendor ID#: E57154 NIGP Commodity Code: 07100			

THIS SPREADSHEET IS SOLEY FOR REFERENCE/INTERNAL PURPOSES. PLEASE ENT

1	2025 Ford Police Interceptor Utility with the 3.3L V6 Hybrid engine LATE AVAILABILITY	K8A/500A/99W/4 4B	\$48,355.85
2	2025 Ford Police Interceptor Utility with the 3.0L EcoBoost V6 engine	K8A/500A/99C/4 4U	\$49,776.00
3	2025 Ford Police Interceptor Utility with the 3.3L V6 Direct-Injection FFV engine	K8A/500A/99B/4 4U	\$46,112.00
4	Additional Delivery Charges -(Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.	n/a	\$ 1.80

FACTORY OPTIONS

F1	Interior Upgrade Package	65U	\$ 386.10
F2	Front Headlamp Lighting Solution	66A	\$ 891.00
F3	Tail Lamp / Police Interceptor Housing Only	86T	NOW STD
F4	Tail Lamp Lighting Solution	66B	\$ 425.70
F5	Rear Lighting Solution	66C	\$ 455.40
F6	Wheel Covers (18 in. Full Face Wheel Cover)	65L	\$ 69.30
F7	18 in. Painted Aluminum Wheel	64E	NO LONGER AVAILABLE
F8	Ultimate Wiring Package	67U	\$ 633.60
F9	Police Wire Harness Connector Kit - Front/Rear	67V	\$ 198.00
F10	Engine Block Heater	41H	\$ 188.10
F11	Dark Car Feature – Courtesy lamp disable	43D	NOW STD
F12	Daytime Running Lamps	942	\$ 49.50
F13	Dome Lamp - Red/White in Cargo Area	17T	NOW STD
F14	Front Warning Auxiliary Light	21L	\$ 574.20
F15	Front Interior Windshield Warning Lights	96W	NO LONGER AVAILABLE
F16	Pre-Wiring for grille LED lights, siren and speaker	60A	NOW STD
F17	Rear Auxiliary Liftgate Lights	43A	\$ 396.00
F18	Rear Quarter Glass Side Marker Lights	63L	\$ 574.20
F19	Rear Spoiler Traffic Warning Lights	96T	\$ 1,485.00
F20	Side Marker LED - Sideview Mirrors (req. 60A)	63B	\$ 336.60
F21	Spot Lamp Prep Kit, Driver Side	51P	\$ 138.60
F22	Spot Lamp Prep Kit, Dual Side	51W	\$ 277.20
F23	Spot Lamp - LED Bulb, Driver Only (Unity)	51R	\$ 396.00
F24	Spot Lamp - LED Bulb, Driver Only (Whelen)	51T	\$ 415.80

F25	Spot Lamp - LED Bulb, Dual (driver and passenger) (Unity)	51S	\$ 613.80
F26	Spot Lamp - LED Bulb, Dual (driver and passenger) (Whelen)	51V	\$ 663.30
F27	Glass - Solar Tint 2nd Row, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	\$ 118.80
F28	Glass - Solar Tint 2nd Row Only, Privacy Glass on Rear Quarter and Liftgate Window	96R	\$ 89.10
F29	Deflector Plate	76D	\$ 336.60
F30	12.1 in. Integrated Computer Screen	47E	\$ 3,663.00
F31	Rear View Camera (mirror display)	87R	\$ -
F32	Rear Camera On-Demand	19V	NOW STD
F33	Hidden Door-Lock Plunger w/Rear-door controls inoperable	52P	\$ 158.40
F34	Rear-Door Handles Controls Inoperable / Locks Inoperable (with 52P)	68G	\$ -
F35	Rear-Door Handles Controls Inoperable / Locks Inoperable (without 52P)	68G	\$ 74.25
F36	Global Lock / Unlock feature	18D	\$ -
F37	Remote Keyless-Entry Key FOB	55F	NOW STD
F38	Keyed Alike – 1435x	59E	\$ 49.50
F39	Keyed Alike – 1284x	59B	\$ 49.50
F40	Keyed Alike – 0135x	59D	\$ 49.50
F41	Keyed Alike – 0576x	59F	\$ 49.50
F42	Keyed Alike – 1111x	59J	\$ 49.50
F43	Keyed Alike – 1294x	59C	\$ 49.50
F44	Keyed Alike – 0151x	59G	\$ 49.50
F45	1st and 2nd row carpet floor covering (incl. floor mats, front and rear)	16C	\$ 148.50
F46	2nd Row Cloth Seats	88F	\$ 69.30
F47	Power Passenger Seat	87P	NOW STD
F48	Front Console Plate - Delete	85D	\$ -
F49	Rear Center Seat Delete	85S	NO LONGER AVAILABLE
F50	Rear Console Plate	85R	\$ 59.40
F51	Ballistic Door Panels (LVL III+) – Driver Front Door Only	90D	\$ 1,574.10
F52	Ballistic Door Panels (LVL III+) – Driver & Pass Front Doors	90E	\$ 3,138.30
F53	Ballistic Door Panels (LVL IV+) – Driver Front Door Only	90F	\$ 2,395.80
F54	Ballistic Door Panels (LVL IV+) – Driver & Pass Front Doors	90G	\$ 4,781.70
F55	Rear Bumper Step Pad	16P	\$ 99.00
F56	BLIS - Blind Spot Monitoring with Cross Traffic Alert	55B	NOW STD
F57	Police Perimeter Alert	68B	NOW STD
F58	Pre-Collision Assist with Pedestrian Detection	76P	NOW STD
F59	Mirrors - Heated Sideview	549	NOW STD
F60	Perimeter Anti-Theft Alarm - Activated by Hood, Door, or Liftgate (req 55F)	593	NOW STD
F61	Police Engine Idle Feature	47A	NOW STD
F62	Reverse Sensing System	76R	NOW STD
F63	Aux Air Conditioning	17A	NOW STD

F64	Rear Aux Air Conditioning without Controls	91F	NO LONGER AVAILABLE
F65	Badge Delete	16D	\$ -
F66	Cargo Storage Vault	63V	\$ 267.30
F67	H8 AGM Battery	19K	NOW STD
F68	Low-Band Frequency Noise Suppression Kit	68E	NO LONGER AVAILABLE
F69	Noise Suppression Bonds (Ground Straps)	60R	\$ 99.00
F70	100 Watt Siren/Speaker (includes bracket and pigtail)	18X	\$ 346.50
F71	OBD - II Split Connector	61B	NO LONGER AVAILABLE

ADDITIONAL OPTIONS - DEALER INSTALLED

A1	Two-Tone Paint Black & White (LAPD) Hood, Roof, All Doors below Window Moulding	LAPD	\$ 2,184.00
A2	Two-Tone Paint Black & White (LAPD) DOORS ONLY	DOORS	\$ 1,635.00
A3	Tremco Anti-Theft System	TREMCO	\$ 245.00

PAINT COLOR OPTIONS

P1	Arizona Beige Metallic Clearcoat - late availability	E3	\$ -
P2	Vermillion Red	E4	\$ -
P3	Iconic Silver Metallic	JS	\$ -
P4	Dark Blue	LK	\$ -
P5	Royal Blue	LM	\$ -
P6	Silver Grey Metallic	TN	\$ -
P7	Sterling Grey Metallic	UJ	\$ -
P8	Carbonized Grey	M7	\$ -
P9	Oxford White	YZ	\$ -
P10	Agate Black	UM	\$ -

Interior COLOR OPTIONS

I1	Charcoal Black		\$ -
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Interior COLOR OPTIONS

G1	Virginia State Police Graphics	G-VSP	\$ 1,186.75
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Total Cost for **each** Base Vehicle plus Mileage & Options

Column Totals for **All** Base Vehicle Plus Options

Grand Total of all vehicles ordered on this spreadsheet: \$

Enter Other Information or Instructions in Yellow Block to the Right Note: Entities may not order anyt

Use this spread sheet to configure your vehicle(s). You will need to use a separate column for each model type you options. Only complete the Yellow cells in the spreadsheet with the Quantity for the base vehicle and each option eVA PUNCHOUT Catalog. CLICK BELOW FOR PUN

Punchout Catalog Ordering Guide

Not for order use

3.3L V6 Hybrid Engine ENTER QUANTITY IN YELLOW COLUMN ONLY.	3.0L EcoBoost V6 Engine ENTER QUANTITY IN YELLOW COLUMN ONLY.	3.3L V6 Direct-Injection FFV Engine ENTER QUANTITY IN YELLOW COLUMN ONLY.
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ER THE ORDER THROUGH THE eVA PUNCH OUT CATALOG

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hing other than what's stated above. Buyers must choose a color choice above - do not enter it here.

are ordering. Use a separate spreadsheet for each model type ordered if it has different you want to order. When you are done the actual order needs to be entered through the CH OUT ORDERING GUIDE

Alliance Vehicle Solutions LLC

382 Lee Jackson Hwy
 Staunton, VA 24402 USA
 +15405152871
 billing@DriveAVS.com
 www.driveavs.com

INVOICE

BILL TO
 Town of Amherst Police Department - Ryan Watts
 174 South Main Street
 Amherst, VA 24521

INVOICE 846
 DATE 10/24/2024
 TERMS Net 30
 DUE DATE 11/23/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Hours	Labor	45	95.00	4,275.00
	Whelen Package for Amhesrt Police Department 2023 Ford PIU 7/24/24	Whelen Package for Amhesrt Police Department 2023 Ford PIU 7/24/24	1	5,364.87	5,364.87
					Subtotal: 9,639.87
	Hours	Labor	5	95.00	475.00
	Havis Package for Amherst Police Department 2023 Ford PIU 7/24/24	Havis Package for Amherst Police Department 2023 Ford PIU 7/24/24	1	1,019.90	1,019.90
	Magnetic Mic	Magnetic Mic	2	39.95	79.90
	1" Console Filler Plate	1 Console Filler Plate	2	7.82	15.64
	Custom Amount	Freight **Estimated Cost, Actual Cost Passed Through to Customer**			45.44
					Subtotal: 1,635.88
	Hours	Labor	6	95.00	570.00
	Pro-Gard Package for Amherst Police Department 2023 Ford PIU 7/24/24	Pro-Gard Package for Amherst Police Department 2023 Ford PIU 7/24/24	1	3,429.60	3,429.60
	Custom Amount	Freight **Estimated Cost, Actual Cost Passed Through to Customer			274.92
					Subtotal: 4,274.52
	Hours	Labor	4	95.00	380.00
	Westin Package for Town of Amherst PD PIU 8/26/24	Westin Package for Town of Amherst PD PIU 8/26/24	1	545.59	545.59
	Westin 2020 Ford Police Interceptor Utility Elite	Westin 2020 Ford Police Interceptor Utility Elite	1	0.00	0.00

Upright Wire Cover - Black	Upright Wire Cover - Black			
Custom Amount	Freight **Estimated Cost, Actual Cost Passed Through to Customer**			28.35
				Subtotal: 953.94
20A Rocker Switch	20A Rocker Switch	2	4.20	8.40
2 Pin Automotive Connector Plug	2 Pin Automotive Connector Plug	1	1.98	1.98
2 Pin Automotive Connector Receptacle	2 Pin Automotive Connector Receptacle	1	1.80	1.80
2 Pin Wedge Lock Plug	2 Pin Wedge Lock Plug	1	0.28	0.28
2 Pin Wedge Lock Receptacle	2 Pin Wedge Lock Receptacle	1	0.27	0.27
Snap Bushing, 3/4 ID, 1" KO	Snap Bushing, 3/4 ID, 1" KO	2	0.28	0.56
Rear View Mounting Tabs	Rear View Mounting Tabs	1	2.99	2.99
250A Junction Block	250A Junction Block	1	12.72	12.72
100A Circuit Breaker	100A Circuit Breaker	1	52.92	52.92
75 Amp 12 Volt Power Relay	75 Amp 12 Volt Power Relay	1	44.52	44.52
6 Position 100A Fuse Block w/Clear Cover	6 Position 100A Fuse Block w/Clear Cover	1	18.58	18.58
10 Position Fuse Block	10 Position Fuse Block	2	26.19	52.38
6 Gauge #10 Stud Battery Lug	6 Gauge #10 Stud Battery Lug	3	2.50	7.50
6 Gauge 1/4" Stud Battery Lug	6 Gauge 1/4 Stud Battery Lug	2	1.74	3.48
Female Terminal 14/16G MX150	Female Terminal 14/16G MX150	2	0.24	0.48
20-14ga Mate N Lock Socket	20-14ga Mate N Lock Socket	15	0.20	3.00
Mate N Lock Pin 20-14Ga	Mate N Lock Pin 20-14Ga	4	0.31	1.24
2 Position Socket Free Connector Mate N Lock	2 Position Socket Free Connector Mate N Lock	2	0.57	1.14
2 Position Connector Female Socket Mate N Lock	2 Position Connector Female Socket Mate N Lock	2	0.70	1.40
Male TNC Crimp Connector	Male TNC Crimp Connector	1	5.12	5.12
7' Cat 6 Ethernet Cable	7' Cat 6 Ethernet Cable	2	3.53	7.06
1 Amp Blade Type Fuse	1 Amp Blade Type Fuse	1	0.36	0.36
3 Amp Blade Type Fuse	3 Amp Blade Type Fuse	4	0.36	1.44
5 Amp Blade Type Fuse	5 Amp Blade Type Fuse	6	0.36	2.16

7.5 Amp Blade Type Fuse	7.5 Amp Blade Type Fuse	3	0.36	1.08
10 Amp Blade Fuse	10 Amp Blade Fuse	4	0.36	1.44
15 Amp Blade Type Fuse	15 Amp Blade Type Fuse	2	0.36	0.72
20 Amp Blade Type Fuse	20 Amp Blade Type Fuse	1	0.36	0.36
25 Amp Blade Type Fuse	25 Amp Blade Type Fuse	2	0.36	0.72
30 Amp Blade Type Fuse	30 Amp Blade Type Fuse	2	0.33	0.66
12 Pin Connector Plug	12 Pin Connector Plug	1	4.80	4.80
12 Pin Receptacle Connector	12 Pin Receptacle Connector	1	4.42	4.42
6 Pin Automotive Connector Plug	6 Pin Automotive Connector Plug	2	2.58	5.16
6 Pin Automotive Connector Receptacle	6 Pin Automotive Connector Receptacle	2	2.40	4.80
12 Pin Wedge Lock Receptacle	12 Pin Wedge Lock Receptacle	1	0.35	0.35
12 Pin Wedge Plug	12 Pin Wedge Plug	1	0.37	0.37
6 Pin Wedge Lock Receptacle Green	6 Pin Wedge Lock Receptacle Green	2	0.17	0.34
6 Pin Wedge Lock Plug Green	6 Pin Wedge Lock Plug Green	2	0.21	0.42
3 Pin Wedge Lock Plug	3 Pin Wedge Lock Plug	2	0.28	0.56
3 Pin Wedge Lock Receptacle	3 Pin Wedge Lock Receptacle	2	0.28	0.56
3 Position Automotive Connector Plug E SEAL	3 Position Automotive Connector Plug E SEAL	2	2.10	4.20
3 Position Automotive Connectors Receptacle Sz 16	3 Position Automotive Connectors Receptacle Sz 16	2	2.58	5.16
White Sealing Plug Sz12 & 16	White Sealing Plug Sz12 & 16	1	0.36	0.36
Male Nickel Pin Contact 20-16GA Size 16 Solid	Male Nickel Pin Contact 20-16GA Size 16 Solid	30	0.78	23.40
Female Nickel Socket Contact 16-20GA Size 16 Solid	Female Nickel Socket Contact 16-20GA Size 16 Solid	30	0.74	22.20
Mini Relay 12V 40A	Mini Relay 12V 40A	2	9.12	18.24
Snap Bushing, 5/8 ID, 3/4" KO	Snap Bushing, 5/8 ID, 3/4" KO	1	0.22	0.22
20GA Brown Wire	20GA Brown Wire	45	0.11	4.95
20GA Red Wire	20GA Red Wire	35	0.11	3.85
20GA Orange Wire	20GA Orange Wire	35	0.11	3.85
20GA Yellow Wire	20GA Yellow Wire	35	0.08	2.80
20GA Green Wire	20GA Green Wire	35	0.11	3.85

20GA Blue Wire	20GA Blue Wire	35	0.11	3.85
20GA Violet Wire	20GA Violet Wire	35	0.11	3.85
20GA Gray Wire	20GA Gray Wire	35	0.11	3.85
20GA White W/BROWN STRIPE Wire	20GA White W/BROWN STRIPE Wire	35	0.11	3.85
20GA White W/RED STRIPE Wire	20GA White W/RED STRIPE Wire	35	0.11	3.85
20GA White W/ORANGE STRIPE Wire	20GA White W/ORANGE STRIPE Wire	35	0.11	3.85
20GA White W/Yellow Stripe Wire	20GA White W/Yellow Stripe Wire	35	0.11	3.85
20GA White W/GREEN STRIPE Wire	20GA White W/GREEN STRIPE Wire	35	0.11	3.85
20GA White W/BLUE STRIPE Wire	20GA White W/BLUE STRIPE Wire	35	0.11	3.85
20GA White W/VIOLET STRIPE Wire	20GA White W/VIOLET STRIPE Wire	35	0.11	3.85
20GA White W/GRAY STRIPE Wire	20GA White W/GRAY STRIPE Wire	35	0.07	2.45
20GA Black Wire	20GA Black Wire	135	0.11	14.85
12GA Red Wire	12GA Red Wire	10	0.50	5.00
12GA Black Wire	12GA Black Wire	10	0.50	5.00
10GA Red Wire	10GA Red Wire	15	0.61	9.15
6 GA SGX Red Cross-Link Bare Copper Battery Cable	6 GA SGX Red Cross-Link Bare Copper Battery Cable	5	1.74	8.70
6 GA SGX Black Cross-Link Bare Copper Battery Cable	6 GA SGX Black Cross-Link Bare Copper Battery Cable	5	1.74	8.70
16/2 GA Parallel Bonded Red Black Wire	16/2 GA Parallel Bonded Red Black Wire	10	0.45	4.50
14GA Blue Wire	14GA Blue Wire	20	0.29	5.80
14GA GXL White Wire	14GA GXL White Wire	10	0.29	2.90
14GA Black Wire	14GA Black Wire	85	0.29	24.65
18GA Gray Wire	18GA Gray Wire	10	0.11	1.10
18GA White Wire	18GA White Wire	35	0.11	3.85
18GA Black Wire	18GA Black Wire	75	0.14	10.50
14GA Red Wire	14GA Red Wire	110	0.29	31.90
16GA Green W/WHITE STRIPE Wire	16GA Green W/WHITE STRIPE Wire	10	0.19	1.90
14GA Gray Wire	14GA Gray Wire	10	0.29	2.90
18GA Violet W/BLACK STRIPE Wire	18GA Violet W/BLACK STRIPE Wire	10	0.14	1.40

16GA Red W/BLACK STRIPE Wire	16GA Red W/BLACK STRIPE Wire	30	0.19	5.70
16GA White Wire	16GA White Wire	10	0.19	1.90
18GA Yellow Wire	18GA Yellow Wire	10	0.11	1.10
18GA White W/VIOLET STRIPE Wire	18GA White W/VIOLET STRIPE Wire	10	0.14	1.40
18GA Black W/WHITE STRIPE Wire	18GA Black W/WHITE STRIPE Wire	15	0.14	2.10
18GA Red Wire	18GA Red Wire	40	0.11	4.40
18GA Black W/RED STRIPE Wire	18GA Black W/RED STRIPE Wire	15	0.14	2.10
20AWG Multi-Conductor Cables1PR FOIL SHLD	20AWG Multi-Conductor Cables1PR FOIL SHLD	50	1.89	94.50
14GA Green Wire	14GA Green Wire	15	0.29	4.35
				Subtotal: 652.92
Hours		0	175.00	0.00
NMO Mount	NMO Mount	1	33.30	33.30
Flashlight DC1 Charge Cord Streamlight	Flashlight DC1 Charge Cord Streamlight	1	26.58	26.58
KA-Band Mount Windshield	KA-Band Mount Windshield	1	90.00	90.00
				Subtotal: 149.88

Shopmonkey Order #846. Town of Amherst Police Department 024846-
PGB97767 Patrol Build
Year: 2023
Make: Ford
Model: Explorer
VIN: 1FM5K8AC5PGB97767
Service Writer: Chris Ropp

SUBTOTAL	17,307.01
DISCOUNT	-52.92
TAX	0.00
TOTAL	17,254.09
<hr/>	
BALANCE DUE	\$17,254.09



Town of Amherst
Capital Improvement Project
Request Form

Department/Agency: Police Department	Justification Code: Other
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Project Title: Taser Replacement	Priority: 2
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Description

The Police Department is requesting to purchase six Axon Taser 10. The previous models that we carry are no longer being repaired by Axon and are considered outdated. Liability for the X26 has been placed on the department due to the age of the devices. The Taser 10 is 95% effective compared to being 70% effective on older models. The range on the Taser 10 is 45 feet, where the X26 is 35 feet. With the Taser 10, the officer is able to control the spread of the darts. The Taser 10 has a rechargeable battery and the software documents when the device is pulled from the holster and when it is pointed. The X26 only documents deployment.

History Associated with Request

The current Axon Taser's are no longer covered and are considered unservicable. If there is a malfunction with one of these devices Axon will not fix them and the solution is to buy a new one. The only maintenance available are new cartridges and new batteries. Axon covers liability insurance on their devices for 5 years for \$10,000,000. After the 5 years the department assumes liability. The quote listed is from 04/24/2024.

Impact on Future Operating Costs

Replacing six of the current Taser's will outfit the six full time employees. After the initial six are replaced we will attempt to cycle out the part time employees by purchasing one a year.

Cost of Project

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
	\$ 36,653.00			\$ 36,653.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
\$ 36,653.00	\$ 4,158.00	\$ 4,158.00	\$ 4,158.00	\$ 4,158.00

Notes (To be used by CIP Committee)

Non-Binding Budgetary Estimate



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-533797-45406.758NR

Issued: 04/24/2024

Quote Expiration: 03/15/2024

Estimated Contract Start Date: 03/01/2024

Account Number: 213688

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Amherst Police Dept. - VA 174 S Main St Amherst, VA 24521-2642 USA	Amherst Police Dept. - VA PO Box 280 Amherst VA 24521-0280 USA Email:	Nick Roche Phone: 6466611266 Email: nroche@axon.com Fax:	C.R. - "Ryan" Watts Phone: 434-946-7874 Email: ryan.watts@amherstva.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$36,653.28
ESTIMATED TOTAL W/ TAX	\$38,374.76

Discount Summary

Average Savings Per Year	\$2,660.11
TOTAL SAVINGS	\$13,300.56

Non-Binding Budgetary Estimate

Payment Summary

Date	Subtotal	Tax	Total
Jul 2024	\$36,653.28	\$1,721.48	\$38,374.76
Total	\$36,653.28	\$1,721.48	\$38,374.76

Non-Binding Budgetary Estimate

Quote List Price: \$49,953.84
 Quote Subtotal: \$36,653.28

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Term	Qty	List Price	Net Price	Subtotal	Tax	Total
BUNDLE - TASER 10 CERTIFICATION								
71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA		1	\$11.77	\$8.64	\$8.64	\$0.46	\$9.10
70033	AXON - DOCK WALL MOUNT - BRACKET ASSY		1	\$43.90	\$32.21	\$32.21	\$1.71	\$33.92
100401	AXON TASER 10 - CARTRIDGE - INERT		80	\$1.00	\$0.73	\$58.40	\$3.09	\$61.49
80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN		1	\$88.97	\$65.28	\$65.28	\$3.46	\$68.74
101193	AXON TASER - ON DEMAND CERTIFICATION	60m	1	\$130.20	\$95.54	\$95.54	\$0.00	\$95.54
80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED		1	\$177.89	\$130.54	\$130.54	\$6.92	\$137.46
20018	AXON TASER - BATTERY PACK - TACTICAL		2	\$110.00	\$80.72	\$161.44	\$8.56	\$170.00
20248	AXON TASER - EVIDENCE.COM LICENSE	60m	1	\$338.40	\$248.31	\$248.31	\$0.00	\$248.31
100399	TASER 10 LIVE CARTRIDGE		20	\$22.00	\$16.14	\$322.80	\$17.11	\$339.91
100399	TASER 10 LIVE CARTRIDGE		20	\$22.00	\$16.14	\$322.80	\$17.11	\$339.91
100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE		3	\$160.00	\$117.41	\$352.23	\$18.67	\$370.90
101180	AXON TASER - DATA SCIENCE PROGRAM	60m	8	\$64.80	\$47.55	\$380.40	\$0.00	\$380.40
100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE		4	\$160.00	\$117.41	\$469.64	\$24.89	\$494.53
100399	TASER 10 LIVE CARTRIDGE		30	\$22.00	\$16.14	\$484.20	\$25.66	\$509.86
100399	TASER 10 LIVE CARTRIDGE		30	\$22.00	\$16.14	\$484.20	\$25.66	\$509.86
100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH		8	\$83.20	\$61.05	\$488.40	\$25.88	\$514.28
100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2		1	\$750.00	\$550.34	\$550.34	\$29.17	\$579.51
20018	AXON TASER - BATTERY PACK - TACTICAL		8	\$110.00	\$80.72	\$645.76	\$34.23	\$679.99
100400	AXON TASER 10 - CARTRIDGE - HALT		50	\$22.00	\$16.14	\$807.00	\$42.77	\$849.77
100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK		8	\$160.00	\$117.41	\$939.28	\$49.78	\$989.06
100396	AXON TASER 10 - MAGAZINE - INERT RED		8	\$160.00	\$117.41	\$939.28	\$49.78	\$989.06
100400	AXON TASER 10 - CARTRIDGE - HALT		60	\$22.00	\$16.14	\$968.40	\$51.32	\$1,019.72
100400	AXON TASER 10 - CARTRIDGE - HALT		60	\$22.00	\$16.14	\$968.40	\$51.32	\$1,019.72
100400	AXON TASER 10 - CARTRIDGE - HALT		70	\$22.00	\$16.14	\$1,129.80	\$59.88	\$1,189.68
100400	AXON TASER 10 - CARTRIDGE - HALT		70	\$22.00	\$16.14	\$1,129.80	\$59.88	\$1,189.68
74200	AXON TASER - DOCK - SIX BAY PLUS CORE		1	\$1,689.32	\$1,239.60	\$1,239.60	\$65.70	\$1,305.30
20248	AXON TASER - EVIDENCE.COM LICENSE	60m	8	\$338.40	\$248.31	\$1,986.48	\$0.00	\$1,986.48
100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	60m	8	\$381.00	\$279.57	\$2,236.56	\$118.54	\$2,355.10
100399	TASER 10 LIVE CARTRIDGE		160	\$22.00	\$16.14	\$2,582.40	\$136.86	\$2,719.26
100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R		8	\$2,300.00	\$1,687.71	\$13,501.68	\$715.59	\$14,217.27
80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	49m	2	\$25.97	\$19.05	\$38.10	\$1.01	\$39.11
80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	49m	8	\$25.97	\$19.05	\$152.40	\$4.04	\$156.44
80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	49m	1	\$388.57	\$285.13	\$285.13	\$7.56	\$292.69
100704	AXON TASER 10 - EXT WARRANTY - HANDLE	49m	8	\$416.99	\$305.98	\$2,447.84	\$64.87	\$2,512.71
Total						\$36,653.28	\$1,721.48	\$38,374.76

Non-Binding Budgetary Estimate

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	8	2	07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100396	AXON TASER 10 - MAGAZINE - INERT RED	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	160		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	50		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100401	AXON TASER 10 - CARTRIDGE - INERT	80		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	8		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	2		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1		07/01/2024
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	30		07/01/2025
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	70		07/01/2025
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	20		07/01/2026
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	60		07/01/2026
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	30		07/01/2027
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	70		07/01/2027
BUNDLE - TASER 10 CERTIFICATION	100399	TASER 10 LIVE CARTRIDGE	20		07/01/2028
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	60		07/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	8	08/01/2024	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	8	08/01/2024	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	08/01/2024	07/31/2029

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	8
BUNDLE - TASER 10 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
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Non-Binding Budgetary Estimate

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	8	07/01/2025	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	07/01/2025	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	2	07/01/2025	07/31/2029
BUNDLE - TASER 10 CERTIFICATION	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	07/01/2025	07/31/2029

Non-Binding Budgetary Estimate

Shipping Locations

Location Number	Street	City	State	Zip	Country
	174 S Main St	Amherst	VA	24521-2642	USA
2	174 S Main St	Amherst	VA	24521-2642	USA

Payment Details

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	8	\$13,501.68	\$715.59	\$14,217.27
Year 1	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	8	\$939.28	\$49.78	\$989.06
Year 1	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	\$469.64	\$24.89	\$494.53
Year 1	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	\$352.23	\$18.67	\$370.90
Year 1	100396	AXON TASER 10 - MAGAZINE - INERT RED	8	\$939.28	\$49.78	\$989.06
Year 1	100399	TASER 10 LIVE CARTRIDGE	20	\$322.80	\$17.11	\$339.91
Year 1	100399	TASER 10 LIVE CARTRIDGE	160	\$2,582.40	\$136.86	\$2,719.26
Year 1	100399	TASER 10 LIVE CARTRIDGE	30	\$484.20	\$25.66	\$509.86
Year 1	100399	TASER 10 LIVE CARTRIDGE	30	\$484.20	\$25.66	\$509.86
Year 1	100399	TASER 10 LIVE CARTRIDGE	20	\$322.80	\$17.11	\$339.91
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	50	\$807.00	\$42.77	\$849.77
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	70	\$1,129.80	\$59.88	\$1,189.68
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	70	\$1,129.80	\$59.88	\$1,189.68
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	60	\$968.40	\$51.32	\$1,019.72
Year 1	100400	AXON TASER 10 - CARTRIDGE - HALT	60	\$968.40	\$51.32	\$1,019.72
Year 1	100401	AXON TASER 10 - CARTRIDGE - INERT	80	\$58.40	\$3.09	\$61.49
Year 1	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	8	\$488.40	\$25.88	\$514.28
Year 1	100623	AXON TASER - TRAINING - ENHANCED HALT SUIT V2	1	\$550.34	\$29.17	\$579.51
Year 1	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	8	\$2,447.84	\$64.87	\$2,512.71
Year 1	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	8	\$2,236.56	\$118.54	\$2,355.10
Year 1	101180	AXON TASER - DATA SCIENCE PROGRAM	8	\$380.40	\$0.00	\$380.40
Year 1	101193	AXON TASER - ON DEMAND CERTIFICATION	1	\$95.54	\$0.00	\$95.54
Year 1	20018	AXON TASER - BATTERY PACK - TACTICAL	2	\$161.44	\$8.56	\$170.00
Year 1	20018	AXON TASER - BATTERY PACK - TACTICAL	8	\$645.76	\$34.23	\$679.99
Year 1	20248	AXON TASER - EVIDENCE.COM LICENSE	1	\$248.31	\$0.00	\$248.31
Year 1	20248	AXON TASER - EVIDENCE.COM LICENSE	8	\$1,986.48	\$0.00	\$1,986.48
Year 1	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	\$32.21	\$1.71	\$33.92
Year 1	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	\$8.64	\$0.46	\$9.10
Year 1	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	\$1,239.60	\$65.70	\$1,305.30
Year 1	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	\$130.54	\$6.92	\$137.46
Year 1	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	\$65.28	\$3.46	\$68.74
Year 1	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	2	\$38.10	\$1.01	\$39.11
Year 1	80374	AXON TASER 7 - EXT WARRANTY - BATTERY PACK	8	\$152.40	\$4.04	\$156.44
Year 1	80396	AXON TASER 7 - EXT WARRANTY - DOCK SIX BAY	1	\$285.13	\$7.56	\$292.69

Non-Binding Budgetary Estimate

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
				\$36,653.28	\$1,721.48	\$38,374.76

Non-Binding Budgetary Estimate

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.





**Town of Amherst
Capital Improvement Project
Request Form**

Department/Agency: Amherst Police Department	Justification Code: Other
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Project Title: Dash Camera and Body Camera	Priority: 1
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Description

The Amherst Police Department is requesting to purchase seven Axon in car camera's and fourteen body cameras. The Watchguard car camera's and body camera's are no longer covered by Motorola and will not be serviced or replaced by the company. Two of the recently installed in-car camera systems have issues and one needs replacement. Axon currently does not have a representative for our agency and is working to remedy this. We are currently going off an estimate based on another agency quote and will update as soon as we get official quotes. The price would include the install of the in-car camera's and storage of data.

History Associated with Request

Watchguard is currently the in-car camera's and body camera's that we utilize. Watchguard was bought by motorola several years ago and they have dissolved the Watchguard system and name. Motorola will no longer cover the camera's that the deparment has and they do not perform program updates. It is imperative that the deparment has camera's in good operating order to protect the Town, Employees, and Citizens. The camera's will assist with frivolous lawsuits against the Town. They will also be used to evaluate Officers and look for areas that an Officer may need improvement or retraining to give better customer service to the citizens.

Impact on Future Operating Costs

There will be possible cost associated with replacements if the camera's get damaged.

Cost of Project

Planning/Engineering	Acquisition	Contruction	Equipment	Project Total
			\$90,000.00	\$ 90,000.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
	\$ 90,000.00			

Notes (To be used by CIP Committee)

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	3
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impact on employee efficiency.	2
Economic Development	Project will directly provide jobs with in the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	3
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	2
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	3
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	5
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	1
Total for this project						19
Notes						

PROJECT: #1 Raw Influent Pump(10-0038) / Motor(10-0041)



PROJECT DESCRIPTION:

Replacement of raw wastewater pump and motor due to age and wear. Raw influent pumps are used in pumping wastewater received from the Towns sewer collection system and pumping it to the facilities upper level for the treatment.

PROJECT JUSTIFICATION:

Pump and motor are approaching the 20 years of service life.

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2020
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** na
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 502 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering						
Acquisition						
Construction						
Equipment	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Total Estimate	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Grants/Others					
Total Funding	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18

PROJECT RANKING:

	Department Rank	CIP Committee	
		Review/Rank	Total
Federal/State Mandates	5		
Efficiency	1		
Economic Development	4		
Budgetary Impact	2	22	
Readiness to Proceed	4		
Health / Public Safety	5		
Funding	1		

Planning Comments:

PROJECT: #2 Raw Influent Pump(10-0039) / Motor(10-0042)



PROJECT DESCRIPTION:

Replacement of raw wastewater pump and motor due to age and wear. Raw influent pumps are used in pumping wastewater received from the Towns sewer collection system and pumping it to the facilities upper level for the treatment.

PROJECT JUSTIFICATION:

Pump and motor are approaching the 20 years of service life.

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2020
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** na
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 502 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering						
Acquisition						
Construction						
Equipment	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Total Estimate	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18
Grants/Others					
Total Funding	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18

PROJECT RANKING:

	Department Rank		CIP Committee Review/Rank	
	Rank	Total	Review/Rank	Total
Federal/State Mandates	5			
Efficiency	1			
Economic Development	4			
Budgetary Impact	2	22		
Readiness to Proceed	4			
Health / Public Safety	5			
Funding	1			

Planning Comments:

PROJECT: #3 Raw Influent Pump(10-0040) / Motor(10-0043)



PROJECT DESCRIPTION:

Replacement of raw wastewater pump and motor due to age and wear. Raw influent pumps are used in pumping wastewater received from the Towns sewer collection system and pumping it to the facilities upper level for the treatment.

PROJECT JUSTIFICATION:

Pump and motor are approaching the 20 years of service life.

FUNCTION:	<u>UTILITIES</u>	YEAR INTRODUCED:	<u>2020</u>
PROJECT TYPE:	<u>Wastewater</u>	CHANGE FROM PRIOR:	<u>na</u>
DEPARTMENT:	<u>PLANTS</u>	START YEAR:	
ACCOUNT NUMBER:	<u>502</u>	END YEAR:	

FINANCIAL SUMMARY:

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering						
Acquisition						
Construction						
Equipment	<u>12,136.59</u>	<u>12,136.59</u>	<u>13,350.25</u>	<u>14,685.27</u>	<u>16,153.80</u>	<u>17,769.18</u>
Total Estimate	12,136.59	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	<u>12,136.59</u>	<u>13,350.25</u>	<u>14,685.27</u>	<u>16,153.80</u>	<u>17,769.18</u>
Grants/Others					
Total Funding	12,136.59	13,350.25	14,685.27	16,153.80	17,769.18

PROJECT RANKING:

	Department Rank	CIP Committee Review/Rank	Planning Comments:
	Total	Total	
Federal/State Mandates	5		
Efficiency	1		
Economic Development	4		
Budgetary Impact	2	22	
Readiness to Proceed	4		
Health / Public Safety	5		
Funding	1		

PROJECT: #1 Digester Blower(10-0145) / Motor(10-0147)



PROJECT DESCRIPTION:

Replacement of sludge digester blower and motor due to age and wear along with fiberglass cover.

PROJECT JUSTIFICATION:

Motor and blowers are run on a constant alternating schedule and have been in service since the upgraded facility came on line in 2005.

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2020
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** na
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 502 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:	Initial Price/Quote	FY	FY	FY	FY	FY
		2021/22	2022/23	2023/24	2024/25	2025/26
Planning/Engineering		0.10	0.20	0.30	0.40	0.50
Acquisition		0.10	0.20	0.30	0.40	0.50
Construction		0.10	0.20	0.30	0.40	0.50
Equipment	15,525.00	15,525.00	17,077.50	18,785.25	20,663.78	22,730.15
Total Estimate	15,525.00	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65

FUNDING SOURCES:	FY	FY	FY	FY	FY
	2021/22	2022/23	2023/24	2024/25	2025/26
General Fund					
Wear Fund					
Sewer Fund	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65
Grants/Others					
Total Funding	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65

PROJECT RANKING:

	Department Rank		CIP Committee Review/Rank	
		Total		Total
Federal/State Mandates	5			
Efficiency	1			
Economic Development	4			
Budgetary Impact	2	21		
Readiness to Proceed	4			
Health / Public Safety	4			
Funding	1			

Planning Comments:

PROJECT: #2 Digester Blower(10-0146) / Motor(10-0148)



PROJECT DESCRIPTION:
Replacement of sludge digester blower and motor due to age and wear along with fiberglass cover.

PROJECT JUSTIFICATION:
Motor and blowers are run on a constant alternating schedule and have been in service since the upgraded facility came on line in 2005.

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2020
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** na
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 502 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:	Initial Price/Quote	FY	FY	FY	FY	FY
		2021/22	2022/23	2023/24	2024/25	2025/26
Planning/Engineering		0.10	0.20	0.30	0.40	0.50
Acquisition		0.10	0.20	0.30	0.40	0.50
Construction		0.10	0.20	0.30	0.40	0.50
Equipment	15,525.00	15,525.00	17,077.50	18,785.25	20,663.78	22,730.15
Total Estimate	15,525.00	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65

FUNDING SOURCES:	FY	FY	FY	FY	FY
	2021/22	2022/23	2023/24	2024/25	2025/26
General Fund					
Wear Fund					
Sewer Fund	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65
Grants/Others					
Total Funding	15,525.30	17,078.10	18,786.15	20,664.98	22,731.65

PROJECT RANKING:

	Department Rank		CIP Committee Review/Rank	
		Total		Total
Federal/State Mandates	5			
Efficiency	1			
Economic Development	4			
Budgetary Impact	2	21		
Readiness to Proceed	4			
Health / Public Safety	4			
Funding	1			

Planning Comments:

PROJECT: **WWTP Camera Surveillance System**

PROJECT DESCRIPTION:
 For budgetary, estimated cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. 6 cameras so this will allow for expansion at a later time.

PROJECT JUSTIFICATION:

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2024
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** n/a
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 502 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:		FY	FY	FY	FY	FY
	Initial Price/Quote	2025/26	2026/27	2027/28	2028/29	2029/30
Planning/Engineering		0.00	0.00	0.00	0.00	0.00
Acquisition	12,000.00	13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Construction		0.00	0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00	0.00
Total Estimate	12,000.00	13,200.00	14,520.00	15,972.00	17,569.20	19,326.12

FUNDING SOURCES:		FY	FY	FY	FY	FY
		2025/26	2026/27	2027/28	2028/29	2029/30
General Fund						
Water Fund						
Sewer Fund		13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Grants/Others						
Total Funding		13,200.00	14,520.00	15,972.00	17,569.20	19,326.12

PROJECT RANKING:

	Department Rank		CIP Committee Review/Rank	
		Total		Total
Federal/State Mandates	3			
Efficiency	5			
Economic Development	1			
Budgetary Impact	3	20		
Readiness to Proceed	4			
Health / Public Safety	3			
Funding	1			

Planning Comments:

From: Patrick Embry <pembry@valleyautomation.net>

Sent: Friday, October 25, 2024 3:35 PM

To: 'GSW' <gary.williams@amherstva.gov>

Cc: John Keeler <jkeeler@valleyautomation.net>; Devan Duncan <dduncan@valleyautomation.net>

Subject: Camera system

Gary:

I talked with our security manager this AM about your system. He has looked at some recent jobs and we have a budgetary number for you to consider regarding camera for the WWTP

For budgetary, I would estimate the cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. You requested 6 cameras so this will allow for expansion at a later time if you find the need.

The DVR is capable of being accessed through an App on your phone or computer for remote viewing and video playback.

Pricing includes installation, using the network already in place for from the controls upgrade (you have 2 spare fiber pulls for each fiber pull). By utilizing this network, there are no need for additional radios, cellular cards, monthly fees, etc.

Pricing also includes a monitor to be placed in the lab / admin building for full time viewing of the camera network.

I will get a firewall / remote access quote to you as discussed. I can put both this camera and the firewall quote into one package to save some funding as much of this can overlap.

If our scope of work and pricing is competitive and warrants a formal proposal, please let me know and we will turn that around early next week.

Remember, for projects or T/M support, we have a state contract that we can perform this work under to comply with any procurement needs you may have.

I look forward to your reply.

Thanks,

Patrick C. Embry, P.E.
Sr. Systems Engineer – Owner
Cell: (540) 271-3854



DCJS: 11-6642

Fax: (866) 436-6706

Luray, VA 22835 (540) 743-7772: Harrisonburg, VA 22801 (540) 433-3555: Winchester, VA 22601

PROJECT: WTP Camera Surveillance System / River Intake

PROJECT DESCRIPTION:
 For budgetary, estimated cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. 6 cameras so this will allow for expansion at a later time.

PROJECT JUSTIFICATION:

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2024
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** n/a
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 501 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:		FY	FY	FY	FY	FY
	Initial Price/Quote	2025/26	2026/27	2027/28	2028/29	2029/30
Planning/Engineering		0.00	0.00	0.00	0.00	0.00
Acquisition	12,000.00	13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Construction		0.00	0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00	0.00
Total Estimate	12,000.00	13,200.00	14,520.00	15,972.00	17,569.20	19,326.12

FUNDING SOURCES:		FY	FY	FY	FY	FY
		2025/26	2026/27	2027/28	2028/29	2029/30
General Fund						
Water Fund						
Sewer Fund		13,200.00	14,520.00	15,972.00	17,569.20	19,326.12
Grants/Others						
Total Funding		13,200.00	14,520.00	15,972.00	17,569.20	19,326.12

PROJECT RANKING:

	Department Rank		CIP Committee Review/Rank		Planning Comments:
		Total		Total	
Federal/State Mandates	3				
Efficiency	5				
Economic Development	1				
Budgetary Impact	3	20			
Readiness to Proceed	4				
Health / Public Safety	3				
Funding	1				

From: Patrick Embry <pembry@valleyautomation.net>

Sent: Friday, October 25, 2024 3:35 PM

To: 'GSW' <gary.williams@amherstva.gov>

Cc: John Keeler <jkeeler@valleyautomation.net>; Devan Duncan <dduncan@valleyautomation.net>

Subject: Camera system

Gary:

I talked with our security manager this AM about your system. He has looked at some recent jobs and we have a budgetary number for you to consider regarding camera for the WWTP

For budgetary, I would estimate the cost to be close to \$12K. This would include a DVR (Video Recorder) for up to 8 cameras. You requested 6 cameras so this will allow for expansion at a later time if you find the need.

The DVR is capable of being accessed through an App on your phone or computer for remote viewing and video playback.

Pricing includes installation, using the network already in place for from the controls upgrade (you have 2 spare fiber pulls for each fiber pull). By utilizing this network, there are no need for additional radios, cellular cards, monthly fees, etc.

Pricing also includes a monitor to be placed in the lab / admin building for full time viewing of the camera network.

I will get a firewall / remote access quote to you as discussed. I can put both this camera and the firewall quote into one package to save some funding as much of this can overlap.

If our scope of work and pricing is competitive and warrants a formal proposal, please let me know and we will turn that around early next week.

Remember, for projects or T/M support, we have a state contract that we can perform this work under to comply with any procurement needs you may have.

I look forward to your reply.

Thanks,

Patrick C. Embry, P.E.
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Cell: (540) 271-3854



www.ValleyAutomation.net

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Luray, VA 22835 (540) 743-7772: Harrisonburg, VA 22801 (540) 433-3555: Winchester, VA 22601

PROJECT: Waste Activated Sludge Flow Meter(10-0091)



PROJECT DESCRIPTION:
Process waste flow meter used in recording the volume of wasted sludge sent to the digesters. Current meter has failed and is no longer working.

PROJECT JUSTIFICATION:
Waste sludge is measured by calculating mg/L of solids time the flow in million gallons. Wasted sludge/solids are measured so that enough but not too much is removed from the active process.

FUNCTION: UTILITIES **YEAR INTRODUCED:** 2020
PROJECT TYPE: Wastewater **CHANGE FROM PRIOR:** na
DEPARTMENT: PLANTS **START YEAR:**
ACCOUNT NUMBER: 502 **END YEAR:**

FINANCIAL SUMMARY:

PROJECT ESTIMATE:	Initial Price/Quote	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Planning/Engineering		0.00	0.00	0.00	0.00	0.00
Acquisition		0.00	0.00	0.00	0.00	0.00
Construction		0.00	0.00	0.00	0.00	0.00
Equipment	6,584.00	6,584.00	7,242.40	7,966.64	8,763.30	9,639.63
Total Estimate	6,584.00	6,584.00	7,242.40	7,966.64	8,763.30	9,639.63

FUNDING SOURCES:	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
General Fund					
Waer Fund					
Sewer Fund	6,584.00	7,242.40	7,966.64	8,763.30	9,639.63
Grants/Others					
Total Funding	6,584.00	7,242.40	7,966.64	8,763.30	9,639.63

PROJECT RANKING:		CIP Committee Review/Rank		Planning Comments:
Department Rank	Total	Review/Rank	Total	
Federal/State Mandates	5			
Efficiency	1			
Economic Development	1			
Budgetary Impact	3	16		
Readiness to Proceed	4			
Health / Public Safety	1			
Funding	1			



**Town of Amherst
Capital Improvement Project
Request Form**

Department/Agency: <i>Maintenance</i>	Justification Code:
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Project Title: <i>HALF TON PICKUP TRUCK</i>	Priority: <i>3</i>
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Description

<i>Half ton pickup truck</i>

History Associated with Request

<i>Truck is requesting due to age of fleet</i>
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Impact on Future Operating Costs

<i>More efficient because of repair costs + lack of parts</i>

Cost of Project				
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Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<i>50,000.00</i>

Proposed Financing for Project: County funding needed

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
<i>50,000.00</i>				

Notes (To be used by CIP Committee)

<i>2025</i>

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	
Economic Development	Project will directly provide jobs within the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	
Total for this project						
Notes						



Town of Amherst
Capital Improvement Project
Request Form

*Protection for
Storage/Equipment*

Department/Agency: *Maintenance* **Justification Code:** *OTHER*

Project Title: *Metal Structure* **Priority:** ~~OTHER~~ *3*

Description

50' x 51' x 14' Metal Structure - Open on both ends

History Associated with Request

*Storage and protection of equipment from the elements
For items such as Lift, Backhoe, trailer, etc*

Impact on Future Operating Costs

Longer life of Equipment

Cost of Project

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<i>50,000.⁰⁰</i>

Proposed Financing for Project: County funding needed

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
<i>50,000.⁰⁰</i>				

Notes (To be used by CIP Committee)

2025

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	
Economic Development	Project will directly provide jobs within the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	
Total for this project						
Notes						



Town of Amherst
Capital Improvement Project
Request Form

Preventative

Department/Agency: *Maintenance* **Justification Code:** *Maintenance*

Project Title: *Reseal Town Hall Parking Lot* **Priority:** *3*

Description

Reseal parking lot

History Associated with Request

Age and condition

Impact on Future Operating Costs

Operating cost - product failure and age

Cost of Project

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				<i>11,000.00</i>

Proposed Financing for Project: *County funding needed*

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5
<i>11,000.00</i>				

Notes (To be used by CIP Committee)

2025

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	
Economic Development	Project will directly provide jobs within the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	
Total for this project						
Notes						



Town of Amherst
Capital Improvement Project
Request Form

Department/Agency: Town Hall	Justification Code: Convenience
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Project Title: New Town Pool Car	Priority: 3
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Description

Request a new Town Pool Car to replace the white Explorer.

History Associated with Request

Explorer has had a leak that has been unable to be repaired. After rain, the Explorer is wet and musky and moldy and has a horrible smell.

The Explorer is too big for the basic needs. A smaller size sedan would be more beneficial for training events in the cities and easier to navigate.

Impact on Future Operating Costs

Just purchase price.

Cost of Project

Planning/Engineering	Acquisition	Construction	Equipment	Project Total
				\$ 35,000.00

Proposed Financing for Project:

Can the project be phased in over more than one year? (If yes fill in amount of money needed each year):

Year 1	Year 2	Year 3	Year 4	Year 5

Notes (To be used by CIP Committee)

Criteria	Ranking					Project Ranking
	5	4	3	2	1	
Federal or State Mandates	Project is required by enforceable standards within the next year.	Project is needed to bring existing component up to enforceable standards.	Project is required by enforceable standards within the next two years.	Project is not required by any law but is required to continue operations at the current level. (example; system will no longer support software version).	Project is not mandated by law or any other requirements.	1
Efficiency	Project will directly increase employee efficiency by greater than 20%	Project will directly increase employee efficiency by greater than 10%	Project will directly increase employee efficiency by greater than 5%.	Project will make daily work easier, but not necessarily save time.	Project has not impacted on employee efficiency.	1
Economic Development	Project will directly provide jobs with in the Town.	Project will attract potential business within the Town.	Project will attract new residents to locate to the Town.	Project will revitalize and improve areas within the Town.	Project has little or no impact related to economic development.	1
Budgetary Impact	Project will provide the Town with additional revenue.	Project will provide the Town with future budget savings.	After initial cost of project there will be no impact on the budget.	Without project cost of current operations could rise (example; maintenance cost due to age of current assets).	Project will continue to require additional funds to operate after completion (example; additional personnel).	1
Readiness to Proceed	Project is ready now. Money has been approved (by outside sources or grants), costs estimates have been received.	Cost estimates have been received and initial planning has begun. Project is ready to start once approved and funded by the Town.	No initial planning has taken place. However, planning and prep can take place once approved and funded.	Project will still not be ready to take place until future period in time even after approval and funding.	Project is not needed until two or more years in the future.	2
Health/Public Safety	Failure to do project presents major risk to citizens or employees.	Project could increase safety or health concerns of citizens or employees.	Project could enrich quality of lives and health within the Town.	Project could have long term effects on health or safety that is unknown at this time.	Project has no impact on health or public safety.	1
Funding	100% of funding is being received from grants or other outside sources.	Increased tax revenue received from project will help recoupe initial cost.	Grants received but will require a Town "match" in funds less than 50%.	Grants received but will require a Town "match" in funds greater than 50%.	100% of funding will come from General/Water/Sewer Fund.	1
Total for this project						8
Notes						