

AMHERST TOWN COUNCIL

AGENDA

Wednesday, June 12, 2024

Meeting at 7:00 p.m.

Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Public Hearing: Code Amendment for Personal Services (Pg. 1)**- *Sara McGuffin- Council has set a public hearing to consider an amendment to the Table of Uses in the Zoning Ordinance to broaden the definition of personal services allowed within commercial districts.*
 - 2. Public Hearing: FY 24 Budget Amendment (Pgs. 2-23)**- *Tracie Morgan- State Code requires a budget amendment if a budget expenditures exceed the adopted budget amount by more than 1%. Increased costs for electricity and an approved capital project for the maintenance building caused this amount to be reached.*
 - 3. Appearance: Robin Davies**- *Ms. Davies appears before the Council to request permission for Lancer Lane to be made one-way during the Second Annual Amherst County Wellness Fair. The event will be held at the High School on September 14th from 10 am to 2 pm.*
- E. Citizen Comments** - *Per the Town Council’s policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor’s discretion.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 24-69)** – *A draft of the May 8th meeting minutes is **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
 - 2. Check approval (Pgs. 70-84)**- *The check register for the month of May 2024 is **attached**. Please let Tracie Morgan know if you have any concerns by Wednesday morning so that any needed documentation will be available at the meeting. All invoices will be available for review.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 85-123)**
 - a. Manager Monthly Report- *attached***
 - b. Police Chief Monthly Report - *attached***
 - c. Office Manager Monthly Report - *attached***

- d. Clerk of Council Monthly Report- **attached**
- e. Public Works Monthly Reports- **attached**

2. Other Reports (Pg. 124)

- a. Planning Commission– *met June 10, 2024, minutes forthcoming*
- b. Economic Development Authority- *met June 3, 2024, minutes attached*
- c. Robert E. Lee SWCD

H. Discussion Items

- 1. Discussion: Design Proposals (Pgs. 125-136) - Sara McGuffin-** *In order to implement Council’s desire to improve the streetscape and downtown area of the Town, staff has requested design proposals for how improvements could be made in three areas:*
 - a. Main Street from Second Street to Court Street- Review three options to improve the sidewalk area on the west side of the street, including looking at options to convert some parking spaces to sidewalk.
 - b. Crosswalk options for 60 West at the Traffic Circle
 - c. Landscaped Median Options along Main Street
- 2. Set Public Hearing for Sign Ordinance Amendment (Pgs. 137-142)- Sara McGuffin-** *The Planning Commission has reviewed and recommended changes to the Sign Ordinance to allow additional signage options in Town. Staff recommends that the Council set a public hearing for these proposals for the July meeting.*
- 3. Set Public Hearing for Code Amendment Related to Water System Tampering (Pg. 143)- Gary Smith and Sara McGuffin-** *There have been repeated issues with contractors stealing water from fire hydrants in Town. While there is a State Code section that can be used to address a theft, the proposed language offers more comprehensive language to protect the Town’s utilities. Staff recommends that the Council set a public hearing for the July meeting.*

I. Matters from Staff

J. Citizen Comments

K. Matters from Town Council

L. Anticipated Town Council Agenda Items for Next Month

M. Closed Session- *Pursuant to §2.2-3711A.1 of the Code of Virginia, for Town Council to convene in closed session for discussion of personnel matters, specifically to discuss recruitment for the Police Chief and assignment of Town Attorney position.*

N. Adjournment

From the Table of Uses, and permitted in T-1, B-1, B-2 and CBD:

DELETE:

Retail service stores such as bakeries, barber shops, beauty parlors, shoe shops, self-service laundries, and establishments for receiving and distributing articles for laundering, drying and dry cleaning

REPLACE WITH:

Retail goods for sale inside of the premises and personal services licensed by the state.



MOTION: _____
SECOND: _____

Regular Meeting
June 10, 2024
Ord. No.

ORDINANCE OF THE TOWN OF AMHERST

AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS, ARTICLE IV, SECTION 235 TABLE OF USES TO INCLUDE TATTOO PARLORS AS PERSONAL SERVICES

WHEREAS, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950, as may be amended from time to time, enable a local governing body to adopt, amend, and codify ordinances or portions thereof; and

WHEREAS, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, this amendment of the Town of Amherst Zoning Ordinance is required to serve the public necessity, convenience, general welfare, and good zoning practice pursuant to Section 15.2-2286(A)(7) of the Code of Virginia, as amended; and

WHEREAS, the Town Council wishes to expand the definition of personal services to include tattoo parlors; and

WHEREAS, the proper advertisement and public hearing was conducted as required by law; and

WHEREAS, the full text of this amendment was available for public inspection in the Town Hall located at 174 S. Main Street, Amherst, Virginia.

NOW THEREFORE, BE IT ORDAINED BY THE AMHERST TOWN COUNCIL that the Town of Amherst Zoning Ordinance are amended and reenacted as follows:

Sec. 24-235. Table of uses.

Table 24-235. Table of Uses

<i>A-1</i>	<i>R-1</i>	<i>R-2</i>	<i>T-1</i>	<i>R-3</i>	<i>R-4</i>	<i>B-1</i>	<i>CBD</i>	<i>B-2</i>	<i>M-1</i>	<i>Description of Use</i>
			P			P	P	P		Retail service stores such as bakeries, barber shops, beauty parlors, shoe shops, self-service laundries and establishments for receiving and distributing articles for laundering, drying and dry cleaning Retail goods for sale inside of the premises and personal services licensed by the state.

This ordinance was adopted on June 12, 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of the Council



TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: May 29, 2024
Re: FY24 Budget Amendment

The Code of Virginia requires each locality to hold a public hearing and approve a budget amendment if at any time the budget exceeds one percent of expenditures of the originally adopted budget. Throughout the fiscal year Council approved the following appropriations which require the budget amendment hearing:

- General Fund:
 - Portion of maintenance shop addition in excess of budgeted amounts: \$20,000
 - Berkley Group Chief Recruitment: \$15,000
- Water Fund:
 - Portion of maintenance shop addition in excess of budgeted amounts: \$20,000
 - Water Permit: \$10,000
- Sewer Fund:
 - Portion of maintenance shop addition in excess of budgeted amounts: \$20,000

In addition to those items already appropriated above, the advertised budget amendment includes the following:

1. Water Fund: Mainstreet Loan Amortization Adjustment

- Reason: An updated loan amortization schedule was broken out into interest and loan fees. Unfortunately, I failed to include the loan fee portion in our original budget as part of the interest expense.
- Funding Source: Reserve balances, as there are no additional revenues available to balance this item.
- Amount: \$29,736.00
- Appropriate from:
 - Reserve (501-3-41040-0006): \$29,736.00
- Appropriate to:
 - Mainstreet W/L Principle (501-4-95000-9004): \$1,775.00
 - Mainstreet W/L Interest (501-4-95000-9005): \$27,961.00

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

2. General Fund: Town Maintenance Shop Funding Adjustment

- Reason: \$20,000 of the amount budgeted in our capital items budget was for the new side by side resulting in the request of additional Maintenance Shop funds to be underbudgeted by this amount.
- Funding Source: Additional revenues have been identified to cover this request.
- Amount: \$20,000.00
- Appropriate from:
 - Business License Tax (100-3-12030-0006): \$20,000.00
- Appropriate to:
 - Equipment/Vehicles (100-4-43200-8005): \$20,000.00

3. General Fund: Miscellaneous Revenue Appropriations

- Reason: Various additional revenues have been received, which need to be appropriated accordingly.
- Funding Source: Identified revenues from various sources.
- Amounts and Line Items:
 - Salvage/Surplus (100-3-18990-0005): \$1,127.88
 - Donations (100-3-18990-0003): \$1,349.00
 - Grant (100-3-33010-0009): \$1,310.00
- Appropriate to:
 - Vehicle (100-4-31100-8005): \$1,127.88
 - Events (100-4-31100-5700): \$1,349.00
 - Police Supplies (100-4-31100-6010): \$1,310.00

At this time, I recommend approval of the advertised budget amendment that includes the newly listed appropriations.

Thank you.

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2023, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY24 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,748,515
Water Fund	\$1,477,705
Sewer Fund	\$1,227,829
Garbage Fund	\$163,436
IDA Fund	\$36,421

Estimated Expenditures

General Fund	\$1,748,515
Water Fund	\$1,477,705
- Operations	\$985,651
- Debt Service and Capital Projects	\$492,054
Sewer Fund	\$1,227,829
- Operations	\$803,985
- Debt Service and Reserve	\$423,844
Garbage Fund	\$163,436
IDA Fund	\$36,421

C. TAX RATES

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

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

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

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

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts
- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itingrant merchants (\$500/yr max) and peddler of

fresh produce \$50/year

D. UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 24 budget holds all water and sewer rates and fees at the same level since fiscal year 2018.

E. DONATIONS

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

Amount	Organization	Purpose/Conditions
\$15,000	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$3,000	Village Garden Club	Civic Beautification
\$3,000	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$2,500	Neighbors Helping Neighbors	Supplies for Food Bank
\$23,500	Total Donations	

F. FUND BALANCE REQUIREMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town’s credit worthiness. Required balances for the FY24 fiscal year are as follows:

General Fund Permanent Fund	\$	422,714
General Fund Contingency	\$	50,726
Water Fund Permanent Fund	\$	672,731
Sewer Fund Permanent Fund	\$	591,340
Garbage Fund Permanent Fund	\$	40,859

G. PERSONNEL

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 7.04%, with a cap of \$80,000 applied amount. This cap means that any employee earning over \$80,000 receives the same raise based upon a salary amount of \$80,000, rather than their total salary. The 7.04% is consistent with the consumer price index change in the 2022 calendar year.

Additionally, employees may receive raises during the year commensurate with their completion of career development goals.

Health insurance costs went up by approximately 8% and plan choices remain the same this year from last year.

H. CONDITIONS

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

This Ordinance was passed by a vote of the Amherst Town Council on the 12th day of June, 2024 and reflects the complete amended budget for July 1, 2023 to June 30, 2024.

Mayor

Attest:

Clerk of Council

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2023, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY24 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,748,515
Water Fund	\$1,477,705
Sewer Fund	\$1,227,829
Garbage Fund	\$163,436
IDA Fund	\$36,421

Estimated Expenditures

General Fund	\$1,748,515
Water Fund	\$1,477,705
- Operations	\$985,651
- Debt Service and Capital Projects	\$492,054
Sewer Fund	\$1,227,829
- Operations	\$803,985
- Debt Service and Reserve	\$423,844
Garbage Fund	\$163,436
IDA Fund	\$36,421

C. TAX RATES

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

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

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

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

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts
- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of

G. PERSONNEL

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 7.04%, with a cap of \$80,000 applied amount. This cap means that any employee earning over \$80,000 receives the same raise based upon a salary amount of \$80,000, rather than their total salary. The 7.04% is consistent with the consumer price index change in the 2022 calendar year.

Additionally, employees may receive raises during the year commensurate with their completion of career development goals.

Health insurance costs went up by approximately 8% and plan choices remain the same this year from last year.

H. CONDITIONS

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

This Ordinance was passed by a vote of the Amherst Town Council on the 12th day of June, 2024 and reflects the complete amended budget for July 1, 2023 to June 30, 2024.

Mayor

Attest:

Clerk of Council

GENERAL FUND

FY 24 BUDGET

Account Name	Account Code	FY 24 TM Recommended	FY 24 Approved	FY 24 Amended Total
GENERAL FUND REVENUES				
Local Sales & Use Tax	12010-0001	146,400.00	146,400.00	146,400.00
Consumer Utility Tax-Gas, Elec	12020-0001	25,000.00	25,000.00	25,000.00
Electric Consumption Tax	12020-0002	18,000.00	18,000.00	18,000.00
Business License Tax	12030-0006	130,000.00	130,000.00	185,000.00
Business Lic Tax-Interest & Pen	12030-0007	1,300.00	1,300.00	1,300.00
Motor Vehicle Licenses	12050-0001	40,000.00	40,000.00	40,000.00
Motor Vehicle Licenses Penalties/Interest	12050-0002	300.00	300.00	300.00
Bank Stock Fee	12060-0001	70,000.00	70,000.00	70,000.00
Cigarette Tax	12080-0001	30,000.00	30,000.00	30,000.00
Lodging Tax	12100-0001	12,000.00	12,000.00	12,000.00
Meals Tax	12110-0001	700,000.00	700,000.00	700,000.00
Meals Tax-Pen & Int.	12110-0002	600.00	600.00	600.00
Zoning Permits	13030-0007			
Fines & Forfeitures	14010-0001	6,000.00	6,000.00	6,000.00
Interest on Bank Deposits	15010-0001	5,000.00	5,000.00	5,000.00
Interest on Investments	15010-0002	20,000.00	20,000.00	20,000.00
VIP Unrealized Gain/Loss	15010-0003			
Tower Lease	15020-0005	10,859.16	10,859.16	10,859.16
Rent-Firing Range	15020-0006			
Police Security	16030-0001	20,000.00	20,000.00	20,000.00
Refunds	18030-0001			
Credit Card Transaction Fee	18030-0004			
Returned Check Fee	18030-0005	500.00	500.00	500.00
Accident Reports	18030-0006	250.00	250.00	250.00
Misc Rev	18030-0007			
Collection Fee	18030-0008	2,000.00	2,000.00	2,000.00
Donations-Police	18990-0003			1,349.00
Sale of Surplus Property/Salvage	18990-0005			
DMV Stop Fees	19020-0005	1,200.00	1,200.00	1,200.00
Rolling Stock Tax	22010-0007	2,400.00	2,400.00	2,400.00
Personal Property Tax Relief	22010-0009	17,455.92	17,455.92	17,455.92
Rental Tax	22010-0010	3,000.00	3,000.00	3,000.00
Game of Skills Tax				
Communication Tax from State	22010-0030	70,800.00	70,800.00	70,800.00
DCJS Grants	24010-0001		92,000.00	92,000.00
State Police Aid	24010-0003	64,664.00	64,664.00	64,664.00
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00
Other Public Safety Grants	24020-0004			
DCJS Federal Justice Grants	33010-0009			1,310.00
CARES Act Funding	33020-0002			
Insurance Claims	41010-0001			
Transfers from Other Funds	41050-0006			
Reserve Funds	42000-0000	527,739.21	186,127.21	186,127.21
General Fund Revenues Totals		1,940,468.29	1,690,856.29	1,748,515.29

GENERAL FUND

FY 24 BUDGET

Account Name	Account Code	FY 24 TM Recommended	FY 24 Approved	FY 24 Amended Total
GENERAL FUND EXPENSES				
TOWN COUNCIL				
Wages	11010-1100	15,600.00	11,400.00	11,400.00
FICA	11010-2100	872.10	872.10	872.10
Travel-Milage/Hotels/Conference	11010-5501	5,000.00	5,000.00	5,000.00
Town Council Totals		21,472.10	17,272.10	17,272.10
TOWN MANAGER				
Wages	12110-1100	53,263.01	54,705.81	54,705.81
PT Wages	12110-1300	41,252.82	41,241.26	41,241.26
FICA	12110-2100	7,230.46	7,339.95	7,339.95
VRS	12110-2200	4,952.11	4,950.72	4,950.72
Health Insurance	12110-2300	8,602.44	8,602.44	8,602.44
Group Life Insurance	12110-2400	713.72	733.06	733.06
STD/Long-Term Disability	12110-2500	281.23	288.85	288.85
Unemployment Insurance	12110-2600	26.00	26.00	26.00
Worker's Comp	12110-2700	121.29	125.04	125.04
Professional Svcs	12110-3150	3,000.00	-	-
Printing & Binding	12110-3500			
Advertising	12110-3600	2,000.00	2,000.00	2,000.00
Contingency requirement	12110-5000	58,214.00	50,726.00	50,726.00
Postage	12110-5210	250.00	250.00	250.00
Telecommunications	12110-5230	540.00	540.00	540.00
Crime & Cyber Insurance	12100-5307	2,225.00	2,225.00	2,225.00
Travel-Mileage/Hotel/Conference	12110-5501	3,000.00	3,000.00	3,000.00
Dues & Memberships	12110-5810	2,500.00	2,500.00	2,500.00
Capital Improvement Program	12110-8000	171,192.08		
Town Manager Totals		359,364.16	179,254.12	179,254.12
Town Attorney	12210-3150	26,575.50	26,750.00	26,750.00
Independent Auditor	12240-3150	20,000.00	20,000.00	20,000.00
FINANCE DEPARTMENT				
Wages	12420-1100	47,332.46	49,879.28	49,879.28
PT Wages	12420-1300	5,084.68	5,083.25	5,083.25
FICA	12420-2100	4,009.91	4,204.63	4,204.63
VRS	12420-2200	8,013.39	8,444.56	8,444.56
Health Insurance	12420-2300	8,155.56	8,155.56	8,155.56
Group Life Insurance	12420-2400	634.25	668.38	668.38
Unemployemnt Insurance	12420-2600	41.60	41.60	41.60
Worker's Comp	12420-2700	100.47	104.03	104.03
DMV Stops	12420-3009	2,000.00	2,000.00	2,000.00
Professional Svcs	12420-3150	3,800.00	3,800.00	3,800.00
Banking Service Charges	12420-3160	800.00	800.00	800.00
VIP Management Fee	12420-3170	3,500.00	3,500.00	3,500.00
Service Contracts	12420-3320	4,250.00	4,250.00	4,250.00
Advertising	12420-3600	200.00	200.00	200.00
Postage	12420-5210	3,000.00	3,000.00	3,000.00
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00
Tuition Reimbursement	12420-5400	8,000.00	8,000.00	8,000.00
Travel-Mileage/Hotel/Conference	12420-5501	3,000.00	3,000.00	3,000.00
Dues & Memberships	12420-5810	300.00	300.00	300.00
Office Supplies	12420-6001	4,000.00	4,000.00	4,000.00
Finance Totals	11	107,302.32	110,511.30	110,511.30

GENERAL FUND

FY 24 BUDGET

Account Name	Account Code	FY 24 TM Recommended	FY 24 Approved	FY 24 Amended Total
Information Technology				
I.T. Services	12510-3150	9,000.00	9,000.00	9,000.00
Phone Maintenance	12510-3330			
Website Maintenance	12510-3340	1,000.00	1,000.00	1,000.00
Microsoft Office Service	12510-5600	8,000.00	8,000.00	8,000.00
I.T. Supplies	12510-6002	5,000.00	5,000.00	5,000.00
I.T. Equipment	12510-8001	5,000.00	5,000.00	5,000.00
I.T. Totals		28,000.00	28,000.00	28,000.00
POLICE DEPARTMENT				
Wages	31100-1100	432,367.83	436,639.62	436,639.62
Overtime	31100-1200	3,500.00	8,453.09	8,453.09
PT Wages	31100-1300	31,523.48	31,516.13	31,516.13
Other Pay/Holiday	31100-1400	13,908.20	13,904.30	13,904.30
Security Wages	31100-1500	20,000.00	20,000.00	20,000.00
FICA	31100-2100	39,066.03	37,524.26	37,524.26
VRS	31100-2200	73,199.87	73,923.09	73,923.09
Health Insurance	31100-2300	74,262.00	74,262.00	74,262.00
STD/Long-Term Disability		123.98	123.94	123.94
Group Life Insurance	31100-2400	5,793.73	5,850.97	5,850.97
Unemployment Insurance	31100-2600	93.45	93.45	93.45
Worker's Comp	31100-2700	14,584.80	14,140.78	14,140.78
LODA Insurance	31100-2710	2,642.00	2,642.00	2,642.00
Maint Services	31100-3310	2,000.00	2,000.00	2,000.00
Professional Services	31100-3320	4,000.00	4,000.00	19,000.00
CODE RED	31100-3400	2,700.00	2,700.00	2,700.00
Advertising	31100-3600	500.00	500.00	500.00
Postage	31100-5210	500.00	500.00	500.00
Telecommunications	31100-5230	10,000.00	10,000.00	10,000.00
Motor Vehicle Insurance	31100-5305	2,844.68	2,844.68	2,844.68
Other Property Insurance	31100-5306	163.69	163.69	163.69
Tuition Reimbursement	31100-5400			
Travel-Mileage/Conference/Hotel	31100-5501	5,000.00	5,000.00	5,000.00
Public Safety Event	31100-5700	12,000.00	12,000.00	13,349.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00
Attorney Fees	31100-5801	2,000.00	2,000.00	2,000.00
Dues & Memberships	31100-5810	6,000.00	6,000.00	6,000.00
Office Supplies	31100-6001	3,000.00	3,000.00	3,000.00
K-9 Supplies	31100-6003	4,000.00	4,000.00	4,000.00
Fuel	31100-6008	20,000.00	20,000.00	20,000.00
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00
Police Supplies	31100-6010	45,000.00	45,000.00	46,310.00
Uniforms	31100-6011	4,000.00	4,000.00	4,000.00
Crime Prevention	31100-6030	5,000.00	5,000.00	5,000.00
Investigation Expense	31100-6032	2,500.00	2,500.00	2,500.00
Vehicles	31100-8005		104,692.08	104,692.08
Police Department		854,273.76	966,974.08	984,633.08
PUBLIC SAFETY				
Fire Dept Contributions	32200-5600	15,000.00	15,000.00	15,000.00
Fire Programs Grants	32200-5701	15,000.00	15,000.00	15,000.00
Public Safety		30,000.00	30,000.00	30,000.00
Streetlights	41320-5100	26,085.79	26,085.79	26,085.79

GENERAL FUND

FY 24 BUDGET

Account Name	Account Code	FY 24 TM Recommended	FY 24 Approved	FY 24 Amended Total
GENERAL PROPERTIES				
Wages	43200-1100	42,648.75	43,140.93	43,140.93
PT Wages	43200-1300	15,456.45	15,452.12	15,452.12
Other Pay/Holiday	43200-1400	4,126.44	4,125.28	4,125.28
FICA	43200-2100	3,262.63	3,300.28	3,300.28
VRS	43200-2200	7,220.43	7,303.76	7,303.76
Health Insurance	43200-2300	10,613.40	10,613.40	10,613.40
Group Life Insurance	43200-2400	571.49	578.09	578.09
Long-Term Disability	43200-2500	100.10	100.10	100.10
Unemployment Insurance	43200-2600	83.20	83.20	83.20
Worker's Comp	43200-2700	146.95	146.91	146.91
Maintenance Contracts	43200-3310			
Electric	43200-5100	7,702.59	7,702.59	7,702.59
Heating Services	43200-5110	4,500.00	4,500.00	4,500.00
Water/Sewer	43200-5120	3,759.00	3,759.00	3,759.00
Telecommunication	43200-5230	11,136.00	11,136.00	11,136.00
Property Insurance	43200-5304	358.22	358.22	358.22
Motor Vehicle Insurance	43200-5305	1,126.76	1,126.76	1,126.76
Other Property Insurance	43200-5306	1,281.25	1,281.25	1,281.25
General Liability Insurance	43200-5308	5,433.00	5,433.00	5,433.00
Lease of Equipment	43200-5410	7,000.00	7,000.00	7,000.00
Travel-Mileage/Conference/Hotel	43200-5501	3,000.00	3,000.00	3,000.00
Dues & Memberships	43200-5810	0.00	0.00	0.00
Office Supplies	43200-6001	750.00	750.00	750.00
Janitorial Supplies	43200-6005	3,000.00	3,000.00	3,000.00
Repair & Maint. Supplies	43200-6007	21,500.00	21,500.00	21,500.00
Fuel	43200-6008	20,000.00	20,000.00	20,000.00
Vehicle/Power Equipment Supplies	43200-6009	24,000.00	24,000.00	24,000.00
Uniforms	43200-6011	2,500.00	2,500.00	2,500.00
Christmas Decorations	43200-6012	4,000.00	4,000.00	4,000.00
Ag Supplies	43200-6013	2,500.00	2,500.00	2,500.00
Equipment/Vehicles	43200-8005		68,000.00	108,000.00
General Properties Totals		207,776.67	276,390.90	316,390.90
Second Stage Contri	71300-5600			
Amherst Mountain Bike Club	71500-5600			
Village Garden Club Contri.	72100-5600	3,000.00	3,000.00	3,000.00
Rotary Club	72150-5600			
Museum Contributions	72200-5600	3,000.00	3,000.00	3,000.00
Planning/Zoning				
Professional Services	81100-3100			
Advertising	81100-3600			
Postage	81100-5210			
Dues/Memberships	81100-5810	1,118.00	1,118.00	1,118.00
General Properties Totals		1,118.00	1,118.00	1,118.00
Community Development				
Chamber of Commerce Contri.	81600-5600			
Neighbors Helping Neighbors Contri.	83500-5600	2,500.00	2500.00	2500.00
Community Development Totals		2,500.00	2,500.00	2,500.00
Purchase of Land/Buildings	94000-8000	250,000.00	0	0
General Fund Expense Total		1,940,468.29	1,690,856.29	1,748,515.29

WATER FUND

		FY 24 Budget		
Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Amended Total
WATER FUND REVENUE				
Water In-Town Base Charges	16080-0005	269,934.29	269,934.29	269,934.29
Water OT Base Charges	16080-0006	175,851.84	175,851.84	175,851.84
Water In-Town Usage Charge	16080-0007	408,047.97	408,047.97	408,047.97
Water OT Usage Charges	16080-0008	291,179.13	291,179.13	291,179.13
Penalties	16080-0009	20,000.00	20,000.00	20,000.00
Trip Charges	16080-0010	8,000.00	8,000.00	8,000.00
Dormant Acct Fee	16080-0011	3,715.33	3,715.33	3,715.33
Fire Sprinklers	16080-0012	4,764.00	4,764.00	4,764.00
Avalability Fee	16080-0013	3,000.00	3,000.00	3,000.00
Water Charges-SBC	16080-0014	131,625.12	131,625.12	131,625.12
Reimbursement of Const. Cost	19020-0004			
Grant Revenue	21000-0000			
	33020-0002			
Transfer from Reserve	41040-0006	140,081.53	101,851.33	161,587.33
Transfer from Other Fund				
Revenue Totatls		1,456,199.20	1,417,969.00	1,477,705.00

WATER FUND

		FY 24 Budget		
Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Amended Total
WATER FUND EXPENSES				
TOWN MANAGER				
Wages	12110-1100	44,122.04	43,962.71	43,962.71
PT Wages	12110-1300	5,156.60	5,058.80	5,058.80
FICA	12110-2100	3,769.82	3,750.15	3,750.15
VRS	12110-2200	9,265.63	9,232.17	9,232.17
Health Insurance	12110-2300	4,468.80	4,468.80	4,468.80
Group Life Insurance	12110-2400	591.24	589.10	589.10
STD/Long-Term Disability	12110-2500	232.96	232.12	232.12
Unemployment Insurance	12110-2600			
Contingency	12110-5000			
Town Manager Totals		67,607.09	\$ 67,293.84	\$ 67,293.84
FINANCE DEPARTMENT				
Wages	12420-1100	38,207.34	37,853.15	37,853.15
PT Wages	12420-1300	10,169.36	9,976.48	9,976.48
FICA	12420-2100	3,700.82	3,658.97	3,658.97
VRS	12420-2200	6,468.50	6,408.54	6,408.54
Health Insurance	12420-2300	7,820.40	7,820.40	7,820.40
Group Life Insurance	12420-2400	511.98	507.23	507.23
Unemployment Insurance	12420-2600			
Professional Services	12420-3120			
Banking Service Charges	12420-3160	200.00	200.00	200.00
Support Contracts	12420-3320	3,600.00	3,600.00	3,600.00
Misc Exp	12420-5000			
Postage	12420-5210	3,600.00	3,600.00	3,600.00
Supplies	12420-6001	2,200.00	2,200.00	2,200.00
Finance Totals		76,478.40	\$ 75,824.77	\$ 75,824.77

WATER FUND

		FY 24 Budget		
Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Amended Total
WATER OPERATIONAL DEPARTMENT				
Wages	44000-1100	172,309.74	170,869.00	170,869.00
Overtime	44000-1200			
PT Wages	44000-1300	27,547.38	27,299.88	27,299.88
Other/Holiday	44000-1400	6,232.27	6,114.07	6,114.07
FICA	44000-2100	15,765.84	15,627.65	15,627.65
VRS	44000-2200	23,112.97	22,983.97	22,983.97
Health Insurance	44000-2300	33,516.00	33,516.00	33,516.00
Group Life Insurance	44000-2400	2,308.95	2,289.64	2,289.64
Long-Term Disability	44000-2500	496.43	492.41	492.41
Unemployment Insurance	44000-2600	41.60	41.60	41.60
Worker's Comp	44000-2700	4,167.01	4,115.07	4,115.07
Water Shed Mgmt	44000-3100			
Testing Services	44000-3140	31,000.00	31,000.00	31,000.00
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00
Advertising	44000-3600	2,000.00	2,000.00	2,000.00
Electrical Svcs	44000-5100	47,707.13	47,707.13	47,707.13
Water & Sewer	44000-5120	40,400.00	40,400.00	40,400.00
Postage	44000-5210	2,000.00	2,000.00	2,000.00
Telecommunications	44000-5230	5,040.00	5,040.00	5,040.00
Property Insurance	44000-5304	1,976.14	1,976.14	1,976.14
Motor Vehicle Insurance	44000-5305	360.70	360.70	360.70
Travel-Mileage/Hotel/Conference	44400-5501	3,000.00	3,000.00	3,000.00
Lease/Rent Equipment	44000-5410			
Permits	44000-5600	7,500.00	7,500.00	17,500.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00
Office Supplies	44000-6001	2,000.00	2,000.00	2,000.00
Lab Supplies	44000-6004	15,000.00	15,000.00	15,000.00
Repair & Maint. Supplies	44000-6007	20,000.00	20,000.00	20,000.00
Fuel/Oil	44000-6008	3,000.00	3,000.00	3,000.00
Vehicle & Equip Supplies	44000-6009	3,000.00	3,000.00	3,000.00
Uniforms	44000-6011	1,500.00	1,500.00	1,500.00
Chemicals	44000-6051	108,000.00	108,000.00	108,000.00
Equipment	44000-8005	42,500.00	15,000.00	15,000.00
Operational Totals		636,682.16	607,033.24	617,033.24

WATER FUND

		FY 24 Budget		
Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Amended Total
WATER MAINTENANCE DEPARTMENT				
Wages	45000-1100	127,929.98	125,683.37	125,683.37
PT Wages	45000-1200	748.35	734.15	734.15
Other Pay/Holiday	45000-1300	1,856.90	1,821.68	1,821.68
FICA	45000-2100	9,985.94	9,810.30	9,810.30
VRS	45000-2200	21,658.55	21,278.19	21,278.19
Health Insurance	45000-2300	27,930.00	27,930.00	27,930.00
Group Life Insurance	45000-2400	1,714.26	1,684.16	1,684.16
Long-Term Disability	45000-2500	50.05	50.05	50.05
Unemployment Insurance	45000-2600			
Worker's Comp	45000-2700	6,380.09	6,380.09	6,380.09
Repair & Maint. Svcs	45000-3310	1,000.00	1,000.00	1,000.00
Miss Utility	45000-5130	800.00	800.00	800.00
Telecommunication	45000-5230			
Motor Vehicle Insurance	45000-5305	1,126.76	1,126.76	1,126.76
Lease of Equipment	45000-5410	5,000.00	5,000.00	5,000.00
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00
Dues & Memberships	45000-5810	200.00	200.00	200.00
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00
Fuel	45000-6008			
Vehicle/Power Equipment Supplies	45000-6009			
Uniforms	45000-6011			
Equipment/Vehicles	45000-8005		18,000.00	38,000.00
Maintenance Totals		228,380.87	243,498.75	263,498.75
Revenue Refunds	92000-9000			
WTP Improvements	94000-8002			
Debt Payments				
60W W/L Principle	95000-9000	17,202.68	17,202.68	17,202.68
60W W/L Interest	95000-9001	11,841.24	11,841.24	11,841.24
Mainstreet W/L Principle	95000-9004	78,352.35	78,352.35	80,127.35
Mainstreet W/L Interest	95000-9005	14,866.45	14,866.45	42,827.45
Sterling Debt Refi Prin	95000-9006	102,248.00	102,248.00	102,248.00
Sterling Debt Refi Interest	95000-9007	24,960.00	24,960.00	24,960.00
Water Plant Upgrades Prin	95000-9008	84,247.39	84,247.39	84,247.39
Water Plant Upgrades Interest	95000-9009	90,600.30	90,600.30	90,600.30
Debt Reserve	95000-9010			
Capital Improvement Program		-		
Debt Totals		424,318.41	424,318.41	454,054.41
Water Fund Expense Totals		1,433,466.93	1,417,969.00	1,477,705.00

SEWER FUND

FY 24 Budget

Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Approved
SEWER REVENUE				
Sewer In-Town Base Charges	16080-0005	366,129.74	366,129.74	366,129.74
Sewer OT Base Charges	16080-0006	144,879.09	144,879.09	144,879.09
Sewer In-Town Usage Charge	16080-0007	269,596.69	269,596.69	269,596.69
Sewer OT Usage Charges	16080-0008	117,929.46	117,929.46	117,929.46
Penalties	16080-0009	15,000.00	15,000.00	15,000.00
Dormant Acct Fee	16080-0011	5,395.54	5,395.54	5,395.54
Avalability Fee	16080-0012			
SBC-Rut. Creek Operations	19020-0003	50,000.00	50,000.00	50,000.00
SBC Sewer Rehab	19020-0004	11,172.00	11,172.00	11,172.00
Reimbursement of Const. Cost	19020-0005			
Nutrient Credit	24040-0003	400.00	400.00	400.00
CARES Act Utility Forgiveness	33020-0002			
Transfer from Reserve		260,710.96	227,326.61	247,326.61
USDA Grant Funds	41040-0006			
Revenue Totals		1,241,213.48	1,207,829.13	1,227,829.13

SEWER FUND

FY 24 Budget

Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Approved
SEWER EXPENSES				
TOWN MANAGER				
Wages	12110-1100	37,732.48	37,524.95	37,524.95
PT Wages	12110-1300	4,640.94	4,552.92	4,552.92
FICA	12110-2100	2,886.53	2,870.66	2,870.66
VRS	12110-2200	6,949.22	6,924.13	6,924.13
Health Insurance	12110-2300	3,351.60	3,351.60	3,351.60
Group Life Insurance	12110-2400	443.43	441.83	441.83
STD/Long-Term Disability	12110-2500	174.72	174.09	174.09
Unemployment Insurance	12110-2600			
Contingency	12110-5000			
Town Manager Totals		56,178.92	55,840.17	55,840.17

FINANCE DEPARTMENT				
Wages	12420-1100	30,949.42	30,609.39	30,609.39
PT Wages	12420-1300	9,915.12	9,727.07	9,727.07
FICA	12420-2100	3,126.14	3,085.74	3,085.74
VRS	12420-2200	5,239.74	5,182.17	5,182.17
Health Insurance	12420-2300	6,703.20	6,703.20	6,703.20
Group Life Insurance	12420-2400	414.72	410.17	410.17
Unemployment Insurance	12420-2600			
Banking Service Charges	12420-3160			
Service Contracts	12420-3320	3,000.00	3,000.00	3,000.00
Postage	12420-5210	3,700.00	3,700.00	3,700.00
Supplies	12420-6001	2,000.00	2,000.00	2,000.00
Finance Totals		65,048.33	64,417.73	64,417.73

SEWER FUND

FY 24 Budget

Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Approved
SEWER OPERATIONAL DEPARTMENT				
Wages	44000-1100	183,688.93	181,011.05	181,011.05
PT Wages	44000-1300			
Other/Holiday	44000-1400	5,878.07	5,766.59	5,766.59
FICA	44000-2100	14,501.88	14,288.49	14,288.49
VRS	44000-2200	31,098.54	30,645.17	30,645.17
Health Insurance	44000-2300	33,516.00	33,516.00	33,516.00
Group Life Insurance	44000-2400	2,461.43	2,425.55	2,425.55
Long-Term Disability	44000-2500	229.33	224.98	224.98
Unemployment Insurance	44000-2600	41.60	41.60	41.60
Worker's Comp	44000-2700	3,395.61	3,359.10	3,359.10
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,000.00	2,000.00
Testing Services	44000-3140	50,666.00	50,666.00	50,666.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,000.00
Repair & Maint. Svcs-Rut Crk	44000-3310	18,666.00	18,666.00	18,666.00
Advertising	44000-3600	500.00	500.00	500.00
Electrical Svcs-Rut. Crk	44000-5100	41,426.32	41,426.32	41,426.32
Water, Sewer -Rut. Crk	44000-5120	9,705.00	9,705.00	9,705.00
Electrical Svcs-Pump Station	44000-5130	1,785.30	1,785.30	1,785.30
Water, Sewer-Pump Station	44000-5140	187.20	187.20	187.20
Postage	44000-5210	250.00	250.00	250.00
Telecommunications	44000-5230	4,260.00	4,260.00	4,260.00
Property Insurance	44000-5304	3,572.70	3,572.70	3,572.70
Motor Vehicle Insurance	44000-5305	360.70	360.70	360.70
Lease/Rent Equipment	44000-5410			
Travel-Mileage/Hotel/Conference	44000-5501	3,000.00	3,000.00	3,000.00
Permits	44000-5600	4,000.00	4,000.00	4,000.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00
Office Supplies	44000-6001	2,000.00	2,000.00	2,000.00
Lab Supplies	44000-6004	8,235.00	8,235.00	8,235.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	27,692.00	27,692.00	27,692.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00
Vehicle & Equip Supplies	44000-6009	3,000.00	3,000.00	3,000.00
Uniforms	44000-6011	2,000.00	2,000.00	2,000.00
Chemicals-Rut Crk	44000-6051	4,615.00	4,615.00	4,615.00
Equipment-Rut Crk	44000-8001			
Vehicles	44000-8005	42,500.00	15,000.00	15,000.00
Treatment Totals		512,232.61	481,199.75	481,199.75

SEWER FUND

FY 24 Budget

Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Approved
SEWER MAINTENANCE DEPARTMENT				
Wages	45000-1100	127,550.81	125,304.20	125,304.20
PT Wages	45000-1300	748.35	734.15	734.15
Other Pay/Holiday	45000-1400	1,856.90	1,821.68	1,821.68
FICA	45000-2100	9,956.94	9,781.29	9,781.29
VRS	45000-2200	21,594.35	21,214.00	21,214.00
Health Insurance	45000-2300	27,818.28	27,818.28	27,818.28
Group Life Insurance	45000-2400	1,709.18	1,679.08	1,679.08
Long-Term Disability	45000-2500	48.05	48.05	48.05
Unemployment Insurance	45000-2600			
Worker's Comp	45000-2700			
Repair & Maint. Services	45000-3310			
Professional Services	45000-3320	-	-	-
Telecommunication	45000-5230			
Motor Vehicle Insurance	45000-5305	1,126.76	1,126.76	1,126.76
Lease of Equipment	45000-5410	5,000.00	5,000.00	5,000.00
Travel-Mileage/Conference/Hotel	45000-5501			
Misc	45000-5800			
Dues & Memberships	45000-5810			
Repair & Maint. Supplies	45000-6007	8,000.00	8,000.00	8,000.00
Fuel	45000-6008			
Vehicle/Power Equipment Supplies	45000-6009			
Uniforms	45000-6011			
Equipment/Vehicles	45000-8005		18,000.00	38,000.00
Maintenance Totals		205,409.61	220,527.48	240,527.48
Debt Payments				
Sterling Bank WWTP Refi Prin	95000-9002	217,275.00	217275	217275
Sterling Bank WWTP Refi Int	95000-9003	53,033.00	53033	53033
Sewer Rehab Principle	95000-9004	70,017.22	70017.22	70017.22
Sewer Rehab Interest	95000-9005	45,518.78	45518.78	45518.78
Debt Reserve	95000-9010			
Capital Program		-		
Debt Totals		385,844.00	385,844.00	385,844.00
Sewer Fund Expense Totals		1,224,713.48	1,207,829.13	1,227,829.13

GARBAGE FUND

FY 23 Budget

Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Amended Total
GARBAGE REVENUE				
Garbage IT Charges	16080-0005	138,492.00	138,492.00	138,492.00
Garbage OT Charges	16080-0006	19,944.00	19,944.00	19,944.00
Penalties	16080-0009	5,000.00	5,000.00	5,000.00
Transfer from Garbage Reserve	41040-0006			
Transfer for Other Funds				
Revenue Totals		\$ 163,436.00	\$ 163,436.00	\$ 163,436.00
TOWN MANAGER				
Wages	12110-1100	3,309.15	3,297.20	3,297.20
PT Wages	12110-1300	515.66	505.88	505.88
FICA	12110-2100	292.60	290.94	290.94
VRS	12110-2200	694.92	692.41	692.41
Health Insurance	12110-2300	335.16	335.16	335.16
Group Life Insurance	12110-2400	44.34	44.18	44.18
STD/Long-Term Disability	12110-2500	17.47	17.41	17.41
Contingency	12110-5000	565.48	678.34	678.34
Town Manager Totals		\$ 5,774.79	\$ 5,861.52	\$ 5,861.52
FINANCE DEPARTMENT				
Wages	12420-1100	1,615.11	1600.93863	1600.93863
PT Wages	12420-1300	254.23	249.41196	249.41196
FICA	12420-2100	143.00	141.5518201	141.5518201
VRS	12420-2200	273.44	271.0389101	271.0389101
Health Insurance	12420-2300	335.16	335.16	335.16
Group Life Insurance	12420-2400	21.64	21.45257764	21.45257764
Banking Service Charges	12420-3160			
Finance Totals		2,642.58	2,619.55	2,619.55
GARBAGE EXPENSES				
Collection In-Town	43200-3160	129,646.32	129,646.32	129,646.32
Collection Out of Town	43200-3170	20,865.60	20,865.60	20,865.60
Garbage Totals		\$ 150,511.92	\$ 150,511.92	\$ 150,511.92
GARBAGE MAINTENANCE DEPARTMENT				
Wages	45000-1100	3,011.41	2,961.48	2,961.48
PT Wages	45000-1300			
Other Pay/Holiday	45000-1400	41.26	40.48	40.48
FICA	45000-2100	233.53	229.65	229.65
VRS	45000-2200	509.83	501.38	501.38
Health Insurance	45000-2300	670.32	670.32	670.32
Group Life Insurance	45000-2400	40.35	39.68	39.68
Maintenance Totals		\$ 4,506.71	\$ 4,443.00	\$ 4,443.00
Garbage Fund Expense Totals		\$ 163,436.00	\$ 163,436.00	\$ 163,436.00

ECONOMIC DEVELOPMENT AUTHORITY

FY 24 Budget

Account Name	Account Code	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Amended Total
IDA REVENUES				
Lease/Sale of Lots	701-41020-0001			
BP Recoupment Rev	701-41030-0001	28,456.73	28,456.73	28,456.73
Bond Issue	701-41040-0001	5,148.76	5,148.76	5,148.76
Home Owners Reimb	701-41060-0001	2,815.14	2,815.14	2,815.14
Transfer from Other Funds				
Revenue Totals		36,420.63	36,420.63	36,420.63
IDA EXPENSES				
PT Wages	45000-1300	8,980.14	8,809.82	8,809.82
FICA	45000-2100	686.98	673.95	673.95
Worker's Comp	45000-2700	258.93	254.02	254.02
Repair & Maint. Svcs	81500-3310	-	-	-
Professional Services	81500-3150			
Electrical Svcs	81500-5100	180.00	180.00	180.00
Dues & Membership	81500-5810	2,800.00	2,800.00	2,800.00
Transfer to IDA fund bal	81500-9200	7,014.58	5,702.84	5,702.84
Small Business Grant				
Capital expenses		-	18,000.00	18,000.00
Expense Totals		19,920.63	36,420.63	36,420.63
Revenue Totals		4,837,737.61	4,516,511.06	4,653,906.06
Expense Totals		4,782,005.33	4,516,511.05	4,653,906.05

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on May 8, 2024, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	P	Kenneth S. Watts

Also present were the following staff members:

Sara E. McGuffin	Town Manager	Ryan Watts	Police Captain
Kelley Kemp	Town Attorney	Gary Williams	Director of Plants
Tracie Morgan	Deputy Town Manager/Treasurer	Becky Cash	Plants Operator
Vicki K. Hunt	Clerk of Council	Charles Thompson	Utilities Maintenance Foreman

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

Town Manager McGuffin gave a report on a proposed amendment to the Town’s Zoning Ordinance Sec. 24-511. Surfacing, that would, if approved, amend subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add a new subsection (c) to define parking spaces and driveways. At its meeting on March 6, 2024, the Planning Commission voted to recommend approval of the proposed amendment with a vote of 4-1 with two members absent.

Mayor Tuggle opened a duly advertised public hearing on the proposed amendment to Sec. 24-511, Surfacing at 7:07 P.M.

Sonny Sundarmurthy, Town of Amherst resident, came forward in support of allowing surface treatment and in opposition of inclusion of the definition of surface treatment standards and that driveways must be twenty-two feet in width as set out in the proposed amendment.

Derin Foor, Town of Amherst business owner, came forward in favor of the proposed ordinance on surfacing.

There being no one else present in person or otherwise who wished to speak, the public hearing closed at 7:11 P.M.

Mr. Driskill made a motion that was seconded by Mr. Watts to approve an amendment to Sec. 24-511. Surfacing, amending subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amending subsection (b) to include surface treatment; and add a new subsection (c) to define parking spaces and driveways. as recommended by the Planning Commission and staff.

After discussion, the motion failed 2-3 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Nay	Michael Driskill	Aye
Sharon Turner	Nay	Kenneth Watts	Nay

Mayor Tuggle opened the floor to citizen comments.

Sam Bryant, IV, Town of Amherst property owner, came forward to speak on his views on the necessary qualifications for next police chief.

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

Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve the minutes of the meetings held on April 10, 2024, and April 25, 2024, as presented.

There being no discussion, the motion carried 4-0-1 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Abstain

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the March 2024 check registry with the exception of Item #6052 Hill Hardware.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

Ms. Wheaton made a motion that was seconded by Mr. Watts to approve Item #6052 Hill Hardware on the March 2024 check registry, as presented.

There being no discussion, the motion carried 4-0-1 via the roll call method, as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Abstain	Kenneth Watts	Aye

Deputy Town Manager/Treasurer Morgan gave a short report on the Town's FY24/25 Proposed Budget. A duly advertised public hearing was held by Council at its meeting on April 10, 2024, after which an additional meeting on the proposed budget was held by Council on April 25, 2024. Staff recommended adoption of the proposed budget as presented.

Ms. Turner made a motion that was seconded by Mr. Watts to adopt the proposed Town of Amherst FY24-25 budget including the Ordinance to Establish the Budget for the Town of Amherst, Virginia, for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025, as presented and as recommended by staff, with a correction of \$250,000 to \$25,000 for reoccurring taser purchases.

After discussion, the motion carried 4-1 via the roll call method, as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Nay	Kenneth Watts	Aye

A copy of the corrected FY24-25 Budget and Ordinance to Establish the Budget is attached and made a part of these minutes.

Town Manager McGuffin gave a report on a proposed acceptance of right of way dedication and resolution for the Virginia Department of Maintenance for The Meadows streets. The Town may request that the Virginia Department of Transportation (VDOT) take over maintenance of Town streets of up to 0.25 miles per year. Staff requested Council accept the right of way from The Meadows and adopt the resolution for maintenance by VDOT.

Mr. Watts made a motion that was seconded by Ms. Wheaton to accept the right of way from The Meadows and adopt the resolution for Virginia Department of Maintenance as recommended by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

A copy of the resolution is attached and made a part of these minutes.

Deputy Town Manager/Treasurer Morgan gave a report on the Brockman Park Recoupment program per the October 2, 2001, agreement whereby the County would direct monies to the Town to defray Brockman Park development costs, with the town contributing to the fund from real estate taxes collected on Brockman Park property. Staff requested that Council appropriate \$24,860.34, representing tax amounts for the years 2014 through 2023 based on the Town’s 2013 tax rate, from the General Fund Reserve to the Economic Development fund and to adopt a resolution to add a yearly contribution to the Brockman Park Investment Recoupment Plan.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to appropriate \$24,860.34 from the General Fund Reserve to the Economic Development Fund to cover tax amounts for the years 2014 through 2023, and to adopt the resolution that the Town agrees to make a yearly contribution to the Brockman Park Investment Recoupment Plan based on the 2013 tax rates while utilizing property values obtained from the County Commissioner of Revenue until such time as a real estate tax may be reestablished, as recommended by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

A copy of the resolution is attached and made a part of these minutes.

Town Manager McGuffin gave a report on a proposed amendment to Town of Amherst Zoning Ordinance Section 24-235 – Table of uses that would broaden the range of retail goods and personal services in the T1, B1, B2, and CBD. The Planning Commission will hold a public hearing on the matter at its meeting on June 10, 2024. Staff requests that Town Council set a public hearing at its meeting on June 12, 2024.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to set a public hearing at its meeting on June 12, 2024, on a proposed amendment to the Town of Amherst Zoning Ordinance Sec. 24-235. - Table of uses, that would, if approved, replace existing language with new language pertaining to retail goods and personal services that would be permitted in the T1, B1, B2 and CBD, as recommended by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

Deputy Town Manager/Treasurer Morgan gave a report on increased costs for electricity and the Maintenance Shop project that require an FY 23-24 budget amendment due to the expenditures exceeding 1%. Staff requested that Council set a public hearing for the June 12, 2024, meeting to reflect the expenditures.

Mr. Higginbotham made a motion that was seconded by Mr. Driskill to set a public hearing at its meeting on June 12, 2024, on a FY 23-24 budget amendment to reflect expenditures for increased costs for electricity and the Maintenance Shop project, as recommended by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

Mr. Watts made a motion that was seconded by Ms. Wheaton to appoint the following individuals to the boards and for the term listed below subject to their willingness to serve.

Board	Appointed	Term of Office
Economic Development Authority	Steven A. Jefferson	07/01/24 – 06/30/28
Planning Commission	June Driskill	07/01/24 – 06/30/28
Property Maintenance Investigation Board	Glenda Hash	07/01/24 – 06/20/28
Property Maintenance Investigation Board	C. Manly Rucker	07/01/24 – 06/20/28

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Aye

Mayor Tuggle opened the floor to citizen comments.

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

At 7:38 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body specifically the Town Police Chief and Town Police Officer.

WHEREAS, pursuant to: §2.2-3711(A)(1) of the Code of Virginia, such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does hereby authorize discussion of the aforesated matters in Closed Meeting.

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the resolution and go into closed session.

Council Member Watts recused himself from the discussion and exited the meeting.

The motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Absent

A copy of the Resolution is attached to and made a part of these minutes.

At 7:39 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:14 PM the meeting reopened to the public.

Clerk of Council Hunt read the following closed session certification to Council:

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 of the Code of Virginia, and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the session?

Responses via the roll call method were as follows:

D. Dwayne Tuggle	Yes	Andra Higginbotham	Yes
Janice N. Wheaton	Yes	Michael Driskill	Yes
Sharon Turner	Yes	Kenneth S. Watts	Absent

There being no further business, on motion of Ms. Turner and seconded by Mr. Driskill at 8:15 PM the meeting adjourned until June 12, 2024, at 7:00 p.m.

The motion carried 4-0 as follows:

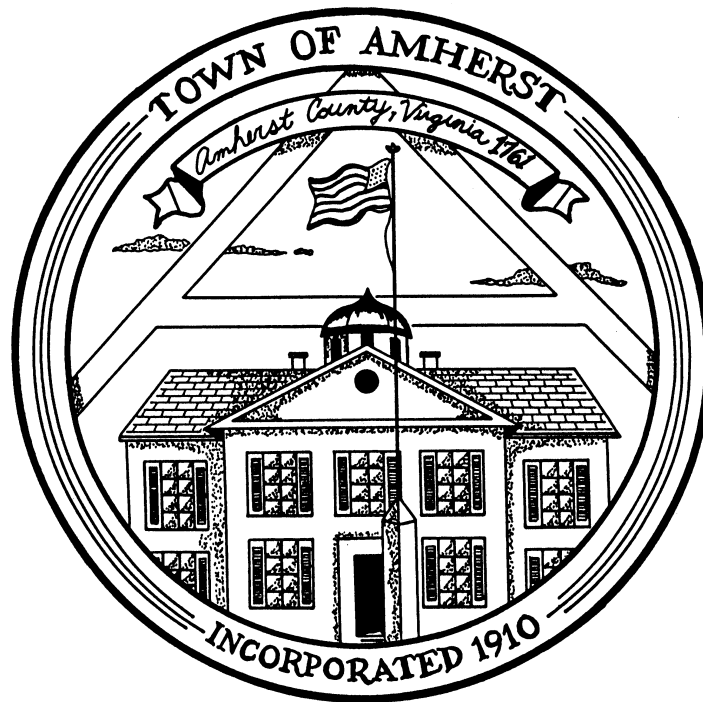
D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth S. Watts	Absent

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Town of Amherst FY 25 Budget



Mayor D. Dwayne Tuggle
Vice-Mayor Andra Higginbotham
Councilor Michael H. Driskill
Councilor Sharon W. Turner
Councilor Kenneth S. Watts
Councilor Janice N. Wheaton

Budget presented to Council with public hearing on April 10, 2024
Slated for adoption on May 8, 2024

MEMO**Date:** March 20, 2024**To:** Mayor Dwayne Tuggle and Members of Town Council**From:** Sara McGuffin, Town Manager**Re:** FY 25 Town of Amherst Budget

It is my pleasure to present to the Amherst Town Council the proposed FY 25 budget. The financial outlook for the Town is very positive, however, like everyone else, the Town is seeing increased costs across all sectors. This impacts all areas of the budget. Fortunately, the Town is seeing positive revenue growth and has healthy fund balances to see the Town through this time without increases in taxes or utility rates in the near term.

The Town has been the beneficiary of two grant funded projects that are under way during this current budget cycle. The Town received \$1.3 million in grant funds to replace the Sunset Drive water line and we also received \$250,000 in grant funds to assist with the Lead Service Line Inventory that is due in October. We are grateful to be able to use these funds to improve circumstances in the Town at no cost to the rate payers.

Highlights:

- Staff recommends fully funding the first year of the Capital Improvement Program, which for this year, will only require the appropriation of funds for one police car and automated water metering, as the other projects are grant funded.
- While the economy is creating several increased expenditure lines that are beyond the control of the Town, this budget recommends only one change to any rate, fee, or taxes. Staff recommends an increase in garbage fees from \$12.00 to \$12.50/month. The cost to the Town is increased annually by the rate of inflation, the amount needs to go up to manage the increased cost to the Town.
- Last year, Council determined that the optimal way to handle the structural deficits in the water and sewer lines created by the Sterling loan (which runs

through FY 2030) is to recognize the cost and use fund balance to pay any annual deficit. Because of the Town's fiscal responsibility with these funds, there is an adequate balance to do this for several years, and the current inflation makes this the fiscally responsible approach.

- This year, staff is recommending moving forward with replacement of all water meters in Town. With the aging of our meters (many of them have over one million gallons on them), we are seeing increased loss of billed water. Replacing these meters will help bring the water and wastewater funds into balance without changing rates, as the billing will be more accurate.
- This budget assumes the continuation of Council's previous practice of increasing salaries and the pay scale by the rate of inflation for the previous year. For calendar year 2023, this amount is 3.7%. Additional raises and increases are based upon each employee's professional development plan, with a merit increase of 2%.

Adoption Process:

Council will be requested to set a public hearing on the budget and the Capital Improvement Program (CIP) for April 10, 2024. The CIP is anticipated to be adopted at the same meeting. The budget may not be adopted at the meeting where it is heard and is slated for adoption at the Council's May 8, 2024 meeting.

Town Manager’s Budget Message

Table of Contents..... 1

Budget Ordinance.....3

Schedule of Local Tax Levy.....6

Utility Rate and Fee Policy.....7

Public Hearing Notice.....11

Proposed Capital Improvement Program.....12

Proposed Fiscal Year Spending on Capital Improvements.....13

General Fund

Revenue.....14

Expenditures.....15

Water Fund

Revenue.....18

Expenditures.....18

Sewer Fund

Revenue.....21

Expenditures.....21

Garbage Fund

Revenue and Expenditures.....24

Industrial Development Authority Fund

Revenue and Expenditures.....25

Policies and Fund Balances

Personnel Cost Allocation Plan.....26

Fund Balances and Contingency Calculations.....27

Debt Balances and Payments.....28

Town Owned Vehicle Information.....29

Balance Sheet.....To be Added

Statement of Net PositionTo be Added

Fund Balance Analysis.....30

Pay Plan.....31

Zoning Fees.....32

AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2024, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY25 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,703,498
Water Fund	\$3,144,159
Sewer Fund	\$1,539,377
Garbage Fund	\$172,788
EDA Fund	\$70,626

Estimated Expenditures

General Fund	\$1,703,498
Operations	\$1,633,498
Capital Projects	\$70,000
Water Fund	\$3,144,159
- Operations	\$1,140,112
- Debt Service and Capital Projects	\$2,004,047
Sewer Fund	\$1,539,377
- Operations	\$903,534
- Debt Service and Capital Projects	\$635,843
Garbage Fund	\$172,788
EDA Fund	\$70,626

C. TAX RATES

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

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

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

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

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts
- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh

- produce \$50/year
- Realtors: \$100/year per realtor

D. UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 25 budget holds all water and sewer rates and fees at the same level since fiscal year 2018.

The monthly garbage rate will be increased from \$12.00 per month to \$12.50 per month to account for the increase in cost to the Town, based on the annual rate of inflation.

E. DONATIONS

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

Amount	Organization	Purpose/Conditions
\$15,000	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$3,000	Village Garden Club	Civic Beautification
\$2,500	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$2,500	Neighbors Helping Neighbors	Supplies for Food Bank
\$1000	Second Stage	Sponsorship
\$2000	Amherst/Nelson Tech Club	Technical assistance with events
\$26,000	Total Donations	

F. FUND BALANCE REQUIREMENTS

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

General Fund Permanent Fund	\$423,056
General Fund Contingency	\$50,726
Water Fund Permanent Fund	\$672,731
Sewer Fund Permanent Fund	\$591,340
Garbage Fund Permanent Fund	\$40,859

G. PERSONNEL

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 3.7%, with an opportunity for merit raises of an additional 2%. This is consistent with changes in the Consumer Price Index last year.

Health insurance costs remained the same this year.

H. CONDITIONS

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

This Ordinance was passed by a vote of the Amherst Town Council on the 8th of May, 2024 and reflects the complete budget for July 1, 2024 to June 30, 2025.

Mayor

Attest:

Clerk of Council

Town of Amherst
Schedule of Local Levy
July 1, 2024

The following are tax levies for the fiscal year beginning July 1, 2024. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

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

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

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

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

Town of Amherst Utility Rate and Fee Policy

FY 24/25

Initiation or Termination of Service:

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

Residential Customers:

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

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
Water:				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
Sewer:				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
Curbside Refuse Collection:				
Effective July 1, 2016	\$12.50		\$12.50	

Nonresidential Customers:

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

Deposits

A lessee or tenant of a property shall pay a security deposit of \$300 to the Town as a condition precedent to turning on water or sewer services in the name of the lessee or tenant for that property. This may be paid at a rate of \$100/month, added to the monthly utility bill. Interest will not be paid on deposit refunds. Deposits will be credited to the tenant’s final bill after the Town is notified that the tenant will no longer be living at a particular residence. Any remaining credit balance left on a closed account will be mailed to the account holder, within two (2) months from when the account was closed, in the form of a check. Refund checks will only be made to the account holder.

Curbside Refuse Collection:

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

Fire Sprinkler Fees

Fire sprinkler fees are as follows:

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

Charges for Water Not Discharged to Sewer:

The Town charges for sewer based on 100% return of the water to the sewer system for those Town water

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

Dormant Account Fees:

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

Reconnection Fee: -

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

Billing:

Water meters are read every month and bills are calculated based upon the consumption recorded. All customers are billed every month. Bills are assigned a billing date which is normally the last day of the month during which the meter is read and then mailed to the customer. Payment is due by 5:00 P.M. on the 20th day of each month except when the 20th falls on a weekend or Town holiday the due date shall become 5:00 P.M. on the next business day. When a past due account is in delinquency status for more than three months, a lien for the balance due plus any court recording fees will be recorded against the real estate.

Property owners are held responsible for utility bills against their properties.

Adjustments for Leaks:

A property owner is responsible for paying for 100% of the water that has passed through the Town’s water meter along with the associated sewer charges. However, in good-faith situations involving water that has leaked from the customer’s plumbing, and upon confirmation by the owner that the leak is repaired so that it will not recur, the Office Manager is authorized to give a 50% credit for the excess water and sewer at the time of confirmation and for no more than the two preceding bills, if applicable. The Office Manager is authorized to give a 100% credit on sewer charges if the leak occurred between the meter and the house with the assumption that the water leaking from the plumbing was not being returned into the Town’s sewer system. “Repaired” is defined as physical repairs to the owner’s plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

Late Payment Charges and Disconnect Procedures:

The Town will assess a late charge penalty of 10%, which shall be assessed once for each new delinquent amount charged when the payment is not received by 5:00 P.M. on the due date. Delinquent charges shall also be assessed interest at 10% per annum (0.833% per month) until paid. All payments received after 5:00 P.M. are processed as the next business day’s receipts. If a customer receives a bill with a previous balance showing 60 days past due, that 60 days past due balance must be received by 5:00 P.M. on the 2nd Monday of the month following receipt of that bill. If the 60 day previous balance is not received by that time, customer will be put on the Town’s disconnect list for the following morning. **The cut off time refers to online payments and drop box payments as well as in person payments. If you make your payment at 5:05p.m. online on the cutoff date you will be added to the disconnection list per this policy.**

Restoration of Service:

If a customer has not paid the 60 day past due balance on an account by the disconnection date or

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

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

Returned Payments:

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

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

Payment Arrangements:

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

Fire Hydrant Use:

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

Cross Connections:

As required by the Virginia Department of Health, where a high potential exists for contamination of the Town's municipal water system, a backflow prevention device approved by the Town of Amherst must be installed. This includes irrigation systems. Where required, the owner of the backflow prevention device must have annual tests performed to certify that the device is working correctly. Failure to install and operate such devices and/or provide certification or the test results to the Town of Amherst may result in the interruption of water service. (*See* Town Code 22-53, 22-54)

Sewer Connections and Discharges:

Connections to and discharges into the Town's sewer system must conform to local, state, and federal sewage pretreatment regulations. This includes the installation of grease traps for restaurants and grit traps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (*See* Town Code § 22-157.)

Availability and Connection Fees:

Availability Fees:

The Town does not charge availability fees where:

- there is programmed capacity in the system to serve the proposed connection and use,
- that connection will not hinder service to other properties, and
- the owner bears the cost of any line extensions that are required to make the connection.

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

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

Maintenance of Policy and Implementation

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

**Town of Amherst Town Council
NOTICE OF PUBLIC HEARINGS**

The Town of Amherst Town Council will hold public hearings at 7:00 PM on April 10, 2024, in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following:

Capital Improvement Program

To receive comments on the Town’s 2024 – 2025 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

A document containing the complete Capital Improvement Program proposal and supporting documentation is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

Fiscal Year 2024/2025 Town of Amherst Budget

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

Estimated Revenues

General Fund	\$1,703,498
Water Fund	\$3,144,159
Sewer Fund	\$1,539,377
Garbage Fund	\$172,788
EDA Fund	\$70,626

Estimated Expenditures

General Fund	\$1,703,498
Operations	\$1,633,498
Capital Projects	\$70,000
Water Fund	\$3,144,159
- Operations	\$1,140,112
- Debt Service and Capital Projects	\$2,004,047
Sewer Fund	\$1,539,377
- Operations	\$903,534
- Debt Service and Capital Projects	\$635,843
Garbage Fund	\$172,788
EDA Fund	\$70,626

The proposed budget maintains the previously adopted tax and utility rates and levies, with the exception of the monthly garbage rate, which is increased to \$12.50.

All interested persons may express their views by emailing sara.mcguiffin@amherstva.gov prior to the meeting. Anyone having questions regarding the above may contact the Town Hall Office at 434-946-7885.

TOWN OF AMHERST
CAPITAL IMPROVEMENT PROGRAM FY24-25

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Recommended Sources of Funds
Police									
Police Tahoe SUV-	18		70,000.00	70,000.00		70,000.00			General Fund
Tazers-Reoccurring	23		41,579.00		25,000.00	4,160.00	4,160.00		General Fund
Toughbooks-Reoccurring	16		28,000.00					28,000.00	General Fund
Plants									
WWTP Scada	22		250,000.00	250,000.00					USDA Grants
WWTP Generator			225,000.00			225,000.00			Wastewater
Raw Influent Pumps (3)-New	19		30,000.00		10,000.00	10,000.00	10,000.00		Wastewater
WWTP Digester Blower/Motor (2)-New	17		37,572.30			37,572.30			Wastewater
Waste Sludge Flow Meter-New	12		8,000.00		8,000.00				Wastewater
WWTP NPW Upgrade-New	13		25,000.00					25,000.00	Wastewater
WWTP Step Screen/Washpress-New	18		28,267.70		28,267.70				Wastewater
Maintenance									
Automated Meter Reading	20		750,000.00	250,000.00	500,000.00				All Funds
Half Ton Pick-up-New	16		45,000.00			45,000.00			All Funds
Metal Structure-New	13		50,000.00					50,000.00	All Funds
Reseal Town Hall Lot-New	16		10,000.00			10,000.00			All Funds
Town Hall/Finance									
Town Hall Renovation-New	11		50,000.00						General Fund
Water Line Replacements									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			3,000,000.00	3,000,000.00					Grant and Water
Waugh's Ferry Road Replacement			3,000,000.00				3,000,000.00		Grant and Water
Route 60 West/C. Springs/Huff Creek						2,000,000.00			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			8,963,235.00	3,570,000.00	771,267.70	2,401,732.30	3,014,160.00	503,000.00	

Capital Improvement Program Items Included within the FY 25 Budget:

Project Name	Description	Budget and Where Accounted	Source of Funds
Sunset Drive Water Line	Full replacement of line	\$1,300,000 Water Fund	100% grant funded
LSL Inventory	Required inventory of all water service lines in the town to comply with EPA requirements	\$250,000 Water Fund	100% grant funded
Automated Meter Reading	Replacement of all water line meters on the town system with automated reading meters	\$500,000 Water and Wastewater Funds	100% self funded
WWTP SCADA	Addition and replacement of SCADA systems in the WWTP	\$250,000	50% grant funded
Police Tahoe	Replacement of one car	\$70,000 General Fund	100% self funded

This list represents the items that are shown as funded in the budget, as well as which funds are designated for each improvement.

GENERAL FUND								
		FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET	FY 25 BUDGET			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
GENERAL FUND REVENUES								
Real Property Taxes-Current	11010-0001	-						
Real Property Taxes-Delinquent	11010-0002	-						
Personal Property Tax-Current	11030-0001	-						
Personal Property Tax-Delinquent	11030-0002	-						
Penalties on Del Taxes	11060-0001	-						
Interest on Del Taxes	11060-0002	-						
Local Sales & Use Tax	12010-0001	120,000.00	144,000.00	146,400.00	166,424.22	88,554.37	168,000.00	
Consumer Utility Tax-Gas, Elec	12020-0001	24,000.00	25,200.00	25,000.00	25,779.51	12,793.39	25,000.00	
Electric Consumption Tax	12020-0002	18,000.00	18,000.00	18,000.00	17,339.09	7,015.04	15,000.00	
Business License Tax	12030-0006	100,000.00	115,000.00	130,000.00	188,053.84	28,037.44	180,000.00	
Business Lic Tax-Interest & Pen	12030-0007	1,000.00	2,500.00	1,300.00	4,531.42	3,393.65	4,000.00	
Motor Vehicle Licenses	12050-0001	40,000.00	40,000.00	40,000.00	42,311.64	43,150.00	42,000.00	
Motor Vehicle Licenses Penalties/Interest	12050-0002	100.00	300.00	300.00	815.08	349.96	500.00	
Bank Stock Fee	12060-0001	62,500.00	70,000.00	70,000.00	64,000.00	-	65,000.00	
Cigarette Tax	12080-0001	-	30,000.00	30,000.00	39,000.00	15,000.00	30,000.00	
Lodging Tax	12100-0001	8,400.00	12,000.00	12,000.00	16,391.12	11,078.08	20,000.00	
Meals Tax	12110-0001	480,000.00	625,000.00	700,000.00	744,791.86	390,492.30	760,000.00	
Meals Tax-Pen & Int.	12110-0002	600.00	600.00	600.00	2,657.58	223.47	600.00	
Zoning Permits	13030-0007	-			3,454.01	200.00		
Fines & Forfeitures	14010-0001	6,000.00	6,000.00	6,000.00		6,309.07	12,000.00	
Interest on Bank Deposits	15010-0001	6,000.00	3,000.00	5,000.00		45,465.46	60,000.00	
Interest on Investments	15010-0002	43,200.00	12,000.00	20,000.00	72,324.55	65,406.36	96,000.00	
VIP Unrealized Gain/Loss	15010-0003	-	0.00		(42,231.15)	41,244.89	20,000.00	
Tower Lease	15020-0005	9,403.56	9,403.56	10,859.16	11,764.09	4,524.65	10,859.16	
Rent-Firing Range	15020-0006	-				-		
Police Security	16030-0001	2,100.00		20,000.00	16,829.48	2,525.10	5,000.00	
Refunds	18030-0001	-			5,146.70	5,084.99	5,544.00	
Returned Check Fee	18030-0005	100.00	150.00	500.00	455.00	550.00	500.00	
Accident Reports	18030-0006	200.00	200.00	250.00	310.00	125.00	300.00	
Misc Rev	18030-0007	-			230.97	53.00		
Collection Fee	18030-0008	3,000.00	2,200.00	2,000.00	3,557.20	864.48	2,000.00	
Donations-Police	18990-0003	200.00			7,675.00	385.00		
Sale of Surplus Property/Salvage	18990-0005	9,955.95						
DMV Stop Fees	19020-0005	500.00	500.00	1,200.00	1,327.86	1,374.02	2,000.00	
Rolling Stock Tax	22010-0007	2,400.00	2,390.00	2,400.00	2,630.46	2,627.62	2,600.00	
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.92	17,455.92	17,455.92	17,455.92	
Rental Tax	22010-0010	2,400.00	2,400.00	3,000.00	2,545.77	1,121.03	2,200.00	
Game of Skills Tax		-	0.00					
Communication Tax from State	22010-0030	78,000.00	78,000.00	70,800.00	70,967.56	33,618.15	66,000.00	
DCJS Grants	24010-0001	-		92,000.00	24,322.00	-		
State Police Aid	24010-0003	56,608.00	58,820.00	64,664.00	64,664.00	17,003.00	64,664.00	
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
Other Public Safety Grants	24020-0004	2,000.00						
DCJS Federal Justice Grants	33010-0009	20,756.00				71,819.10		
CARES Act Funding	33020-0002	226,063.00			1,130,893.00			
Insurance Claims	41010-0001	-			58,629.00			
Sale of Land/Vehicles/Buildings	41020-0001	-			1,850.00	600.00		
Carryover from previous year for budget balance		-						
FOIA Request	41040-0006				198.54	12.79		
Transfers from Other Funds	41050-0006	-						
Reserve Funds	42000-0000	107,547.19	188,390.21	186,127.21			11,274.73	

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
GENERAL FUND EXPENSES								
TOWN COUNCIL								
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,372.10	5,700.00	11,400.00	
FICA	11010-2100	872.10	872.10	872.10	870.29	436.20	872.10	
Travel-Milage/Hotels/Conference	11010-5501	3,737.65	1,500.00	5,000.00	6,061.58	2,549.18	6,000.00	
Employee Recognition	11010-5811	-						
Town Council Totals		16,009.75	13,772.10	17,272.10	18,303.97	8,685.38	18,272.10	-
TOWN MANAGER								
Wages	12110-1100	27,073.74	28,261.74	54,705.81	44,828.99	25,975.99	45,449.80	
PT Wages	12110-1300	35,882.04	60,481.52	41,241.26	40,398.50	20,518.87	43,627.09	
FICA	12110-2100	4,816.12	6,788.86	7,339.95	6,503.34	4,172.80	6,814.38	
VRS	12110-2200	5,685.49	9,649.13	4,950.72	10,406.18	5,273.65	10,921.59	
Health Insurance	12110-2300	2,553.12	7,900.20	8,602.44	7,396.46	4,055.12	6,390.38	
Group Life Insurance	12110-2400	362.79	672.68	733.06	625.54	358.08	536.31	
STD/Long-Term Disability	12110-2500	142.95	380.89	288.85	233.37	144.48	239.97	
Unemployment Insurance	12110-2600	25.00	41.45	26.00	20.80		20.00	
Worker's Comp	12110-2700	144.11	147.83	125.04	112.69		131.80	
Professional Svcs	12110-3150	7,448.26	3,000.00	-	8,039.77	53.00	4,000.00	
Printing & Binding	12110-3500	-			-			
Advertising	12110-3600	1,000.00	1,000.00	2,000.00	2,530.36	694.21	2,500.00	
Contingency requirement	12110-5000	48,555.73	44,455.00	50,726.00	11,781.88	3,770.59	51,000.00	
Postage	12110-5210	287.50	200.00	250.00	296.49	354.32	400.00	
Telecommunications	12110-5230	540.00	540.00	540.00	540.00	270.00	1,080.00	
Crime & Cyber Insurance	12100-5307	2,956.00	2,956.00	2,225.00	2,225.00		2,225.00	
Travel-Mileage/Hotel/Conference	12110-5501	2,000.00	2,000.00	3,000.00	2,752.50	3,215.45	3,500.00	
Dues & Memberships	12110-5810	3,600.00	2,500.00	2,500.00	659.00	620.83	2,500.00	
Capital Improvement Program	12110-8000	9,532.00	135,800.00					
Town Manager Totals		152,604.85	306,775.30	179,254.12	139,350.87	69,477.39	181,336.32	0.00
Town Attorney	12210-3150	25,000.00	25,000.00	26,750.00	24,020.23	12,700.00	28,274.75	
Independent Auditor	12240-3150	20,000.00	20,000.00	20,000.00	19,850.00	-	20,000.00	
FINANCE DEPARTMENT								
Wages	12420-1100	42,626.35	46,280.54	49,879.28	41,782.92	25,700.76	54,869.29	
PT Wages	12420-1300	4,422.57	4,750.80	5,083.25	4,388.35	2,215.73	5,376.13	
FICA	12420-2100	3,599.24	3,903.90	4,204.63	3,701.46	2,317.74	4,608.77	
VRS	12420-2200	6,820.22	7,835.30	8,444.56	8,735.68	5,139.03	11,634.26	
Health Insurance	12420-2300	6,902.88	7,489.80	8,155.56	9,700.65	8,896.80	10,819.12	
Group Life Insurance	12420-2400	571.19	620.16	668.38	627.78	399.03	647.46	
Hybrid Disability	12420-2500				24.12	26.40	55.76	
Unemployemnt Insurance	12420-2600	45.00	29.83	41.60	74.61	6.59	32.00	
Worker's Comp	12420-2700	120.37	130.19	104.03	97.52	-	112.99	
DMV Stops	12420-3009	1,000.00	1,200.00	2,000.00	1,525.00	1,425.00	2,000.00	
Professional Svcs	12420-3150	2,800.00	2,800.00	3,800.00	3,668.86	22.86	3,800.00	
Banking Service Charges	12420-3160	200.00	840.00	800.00	567.01	28.00	100.00	
VIP Management Fee	12420-3170	4,000.00	3,500.00	3,500.00	2,906.34	1,230.19	3,500.00	
Service Contracts	12420-3320	4,250.00	4,250.00	4,250.00	3,507.60	4,299.33	4,600.00	
Advertising	12420-3600	200.00	200.00	200.00	151.54	507.08	200.00	
Postage	12420-5210	2,000.00	3,000.00	3,000.00	2,702.44	2,210.58	3,000.00	
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,035.00	780.41	1,080.00	
Tuition Reimbursement	12420-5400	-	5,000.00	8,000.00	5,294.50	5,506.00	1,200.00	
Travel-Mileage/Hotel/Conference	12420-5501	1,000.00	1,000.00	3,000.00	3,332.04	592.63	3,000.00	
Dues & Memberships	12420-5810	200.00	210.00	300.00	370.00	200.00	520.00	
Office Supplies	12420-6001	3,500.00	4,000.00	4,000.00	7,551.87	1,614.28	4,000.00	
Finance Totals		85,337.83	98,120.51	110,511.30	101,745.29	63,118.44	115,155.78	0.00

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
Information Technology								
I.T. Services	12510-3150	13,880.00	9,000.00	9,000.00	8,622.25	283.28	15,000.00	
Phone Maintenance	12510-3330	500.00	500.00					
Website Maintenance	12510-3340	1,000.00	1,000.00	1,000.00	450.00	450.00	1,000.00	
Microsoft Office Service	12510-5600	6,300.00	6,480.00	8,000.00	9,287.88	4,639.75	10,000.00	
I.T. Supplies	12510-6002	2,399.76	3,000.00	5,000.00	6,753.57	12,748.12	5,000.00	
I.T. Equipment	12510-8001	1,600.24	1,000.00	5,000.00	913.87		5,000.00	
I.T. Totals		25,680.00	20,980.00	28,000.00	26,027.57	18,121.15	36,000.00	-
POLICE DEPARTMENT								
Wages	31100-1100	338,419.96	379,712.76	436,639.62	408,589.03	228,898.57	489,307.91	
Overtime	31100-1200	3,500.00	3,500.00	8,453.09	694.81	5,205.99	9,667.19	
PT Wages	31100-1300	37,126.59	47,634.99	31,516.13	18,526.64	10,259.04	30,000.00	
Other Pay/Holiday	31100-1400	14,021.69	16,547.41	13,904.30	7,531.25	6,826.13	15,798.25	
Security Wages	31100-1500	1,732.50		20,000.00	15,080.00	2,557.50	5,000.00	
FICA	31100-2100	29,460.30	34,225.73	37,524.26	33,242.01	18,351.98	41,676.89	
VRS	31100-2200	52,874.99	67,999.53	73,923.09	66,142.16	39,024.44	101,323.94	
Health Insurance	31100-2300	58,344.00	66,690.00	74,262.00	67,641.50	36,203.34	83,575.80	
Group Life Insurance	31100-2400	4,428.28	5,295.57	5,850.97	5,913.85	2,895.35	5,773.83	
STD/Long-Term Disability	31100-2500			123.94	96.50	61.98	131.10	
Unemployment Insurance	31100-2600	70.00	221.64	93.45	152.53	11.05	68.73	
Worker's Comp	31100-2700	11,774.39	17,484.23	14,140.78	11,498.63	-	16,356.36	
LODA Insurance	31100-2710	6,125.00	6,125.00	2,642.00	2,642.00	-	3,300.00	
Maint Services	31100-3310			2,000.00	1,025.00	425.00	2,000.00	
Professional Services	31100-3320	8,500.00	6,000.00	4,000.00	11,091.36	4,000.00	8,000.00	
CODE RED	31100-3400	2,700.00	2,700.00	2,700.00	2,700.00	-	2,700.00	
Advertising	31100-3600	400.00	500.00	500.00	843.92		1,200.00	
Postage	31100-5210	500.00	500.00	500.00	49.15	66.00	500.00	
Telecommunications	31100-5230	11,700.00	11,760.00	10,000.00	8,281.16	3,639.01	11,640.00	
Motor Vehicle Insurance	31100-5305	3,722.96	3,722.96	2,844.68	2,844.68		2,933.78	
Other Property Insurance	31100-5306	545.42	545.42	163.69	163.69		534.96	
Tuition Reimbursement	31100-5400	-	0.00					
Travel-Mileage/Conference/Hotel	31100-5501	10,000.00	4,000.00	5,000.00	1,920.20	1,682.49	8,000.00	
Public Safety Event	31100-5700	6,000.00	6,000.00	12,000.00	18,441.56	-	15,000.00	
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	929.83	593.56	3,000.00	
Attorney Fees	31100-5801	3,000.00	2,000.00	2,000.00	1,350.00	1,020.00	2,000.00	
Dues & Memberships	31100-5810	5,500.00	5,500.00	6,000.00	5,265.00	4,248.00	6,000.00	
Office Supplies	31100-6001	2,000.00	3,000.00	3,000.00	8,437.10	631.44	3,000.00	
K-9 Supplies	31100-6003			4,000.00	4,284.27	1,209.10	4,500.00	
Fuel	31100-6008	15,000.00	15,000.00	20,000.00	17,448.87	8,341.07	20,000.00	
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	12,381.13	1,091.97	9,000.00	
Police Supplies	31100-6010	34,459.95	28,000.00	45,000.00	37,640.93	26,899.07	20,000.00	
Uniforms	31100-6011	5,000.00	4,000.00	4,000.00	4,054.68	1,728.56	4,000.00	
Crime Prevention	31100-6030	5,000.00	4,000.00	5,000.00	7,767.99	4,534.08	5,000.00	
Investigation Expense	31100-6032	1,000.00	2,500.00	2,500.00	2,180.12	1,007.43	3,000.00	
Vehicles	31100-8005	91,812.84	0.00	104,692.08	47,334.82	101,133.40	70,000.00	
Police Department		776,718.87	757,165.25	966,974.08	834,186.37	512,545.55	1,003,988.74	0.00
PUBLIC SAFETY								
Fire Dept Contributions	32200-5600	12,250.00	12,500.00	15,000.00	12,500.00	15,000.00	15,000.00	
Fire Programs Grants	32200-5701	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
Public Safety		27,250.00	27,500.00	30,000.00	27,500.00	30,000.00	30,000.00	0.00
Streetlights	41320-5100	26,000.00	26,000.00	26,085.79	31,438.13	14,079.92	34,135.00	

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 TM Recommended	FY 25 Approved
GENERAL PROPERTIES								
Wages	43200-1100	20,395.67	21,904.95	43,140.93	27,119.30	22,218.32	45,631.89	
PT Wages	43200-1300	13,447.46	14,442.71	15,452.12	9,651.38	5,492.65	16,343.74	
Other Pay/Holiday	43200-1400	318.56	342.14	4,125.28	179.43	261.92	392.71	
FICA	43200-2100	2,613.37	2,806.77	3,300.28	2,781.62	2,137.57	4,771.18	
VRS	43200-2200	3,263.31	3,708.51	7,303.76	6,349.10	4,415.11	10,070.09	
Health Insurance	43200-2300	5,863.20	6,225.00	10,613.40	5,992.59	5,108.27	11,674.74	
Group Life Insurance	43200-2400	273.30	293.53	578.09	368.59	412.84	538.46	
Long-Term Disability	43200-2500	-	-	100.10	-	-	105.88	
Unemployment Insurance	43200-2600	60.00	46.20	83.20	92.00	5.39	64.00	
Worker's Comp	43200-2700	183.20	196.74	146.91	119.19	237.00	849.24	
Maintenance Contracts	43200-3310	-	-	-	-	-	-	
Electric	43200-5100	8,000.00	8,000.00	7,702.59	24,291.15	4,346.67	10,350.00	
Heating Services	43200-5110	5,000.00	3,500.00	4,500.00	2,424.28	1,040.52	4,000.00	
Water/Sewer	43200-5120	2,970.92	3,400.00	3,759.00	3,550.15	1,715.65	3,720.00	
Telecommunication	43200-5230	11,120.00	10,600.00	11,136.00	15,063.39	7,134.72	12,084.00	
Property Insurance	43200-5304	563.21	563.21	358.22	358.22	-	384.01	
Motor Vehicle Insurance	43200-5305	1,474.64	1,474.64	1,126.76	1,126.76	-	1,162.05	
Other Property Insurance	43200-5306	1,307.21	1,307.21	1,281.25	1,281.25	-	2,841.13	
General Liability Insurance	43200-5308	14,783.00	14,783.00	5,433.00	7,238.00	-	5,475.00	
Lease of Equipment	43200-5410	2,000.00	7,000.00	7,000.00	6,147.88	1,923.70	10,000.00	
Travel-Mileage/Conference/Hotel	43200-5501	1,915.11	1,000.00	3,000.00	2,149.66	1,018.68	4,000.00	
Dues & Memberships	43200-5810	-	-	0.00	-	-	-	
Office Supplies	43200-6001	750.00	750.00	750.00	467.06	28.85	750.00	
Janitorial Supplies	43200-6005	2,084.89	3,000.00	3,000.00	1,355.95	292.32	3,000.00	
Repair & Maint. Supplies	43200-6007	17,884.43	21,500.00	21,500.00	4,258.18	7,508.03	21,500.00	
Fuel	43200-6008	15,000.00	15,000.00	20,000.00	16,680.86	5,412.90	20,000.00	
Vehicle/Power Equipment Supplies	43200-6009	24,000.00	24,000.00	24,000.00	23,248.70	6,200.37	24,000.00	
Uniforms	43200-6011	3,000.00	2,500.00	2,500.00	1,787.42	-	3,000.00	
Christmas Decorations	43200-6012	5,615.57	3,500.00	4,000.00	3,964.23	3,536.72	4,000.00	
Ag Supplies	43200-6013	2,000.00	2,000.00	2,500.00	2,991.66	224.00	2,500.00	
Equipment/Vehicles	43200-8005	83,114.00	-	68,000.00	30,053.70	-	-	
General Properties Totals		249,001.06	173,844.61	276,390.90	201,091.70	80,672.20	223,208.12	0.00
Second Stage Contri	71300-5600	-	0.00	-	-	-	1,000.00	
Amherst Mountain Bike Club	71500-5600	-	-	-	-	-	-	
Village Garden Club Contri.	72100-5600	3,000.00	3,000.00	3,000.00	3,000.00	-	3,000.00	
Amherst/Nelson Tech Club		-	-	-	-	-	2,000.00	
Museum Contributions	72200-5600	2,500.00	2,500.00	3,000.00	2,500.00	-	2,500.00	
Planning/Zoning								
Professional Services	81100-3100	-	-	-	-	-	-	
Advertising	81100-3600	200.00	200.00	-	812.56	345.12	800.00	
Postage	81100-5210	75.00	75.00	-	94.06	-	100.00	
Dues/Memberships	81100-5810	1,045.00	1,075.00	1,118.00	1,118.00	-	1,227.00	
General Properties Totals		1,320.00	1,350.00	1,118.00	2,024.62	345.12	2,127.00	0.00
Community Development								
Chamber of Commerce Contri.	81600-5600	-	0.00	-	-	-	-	
Neighbors Helping Neighbors Contri.	83500-5600	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
Community Development Totals		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
Purchase of Land/Buildings	94000-8000	50,566.35	-	0	-	-	-	0
General Fund Expense Total		1,463,488.70	1,478,507.77	1,690,856.29	1,433,538.75	812,245.15	1,703,497.81	-

WATER FUND								
		FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 24 Budget			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
WATER FUND REVENUE								
Water In-Town Base Charges	16080-0005	245,907.94	254,707.54	269,934.29	241,286.38	132,783.19	258,869.76	
Water OT Base Charges	16080-0006	175,554.62	150,338.98	175,851.84	182,021.17	73,291.26	154,342.85	
Water In-Town Usage Charge	16080-0007	390,858.85	374,019.84	408,047.97	404,723.38	199,232.62	392,788.62	
Water OT Usage Charges	16080-0008	291,729.53	253,848.46	291,179.13	299,352.57	120,634.80	256,224.77	
Penalties	16080-0009	18,000.00	20,000.00	20,000.00	46,356.43	17,038.66	35,000.00	
Trip Charges	16080-0010	10,000.00	12,000.00	8,000.00	7,737.46	5,450.00	8,000.00	
Dormant Acct Fee	16080-0011	3,856.83	3,662.66	3,715.33	3,693.97	1,840.85	3,540.63	
Fire Sprinklers	16080-0012	4,781.00	4,749.55	4,764.00	4,764.00	2,382.00	4,764.00	
Avalability Fee	16080-0013	0.00		3,000.00	11,891.61	4,346.69	5,000.00	
Water Charges-SBC	16080-0014	119,488.32	131,625.12	131,625.12	97,921.69	48,150.00	96,300.00	
Water Construction Reimbursement	16080-0016						26,227.20	
Reimbursement of Const. Cost	19020-0004	0.00				13,113.60		
Grant Revenue-Lead Service Line	21000-0000	0.00			1,061,309.91		187,000.00	
Grant Revenue-Sunset Project	21000-0001						1,300,000.00	
	33020-0002	0.00						
Transfer from Reserve	41040-0006	0.00	7,663.39	101,851.33				
Utility Account Deposits	41060-0007				800.00	212.48	1,000.00	
Transfer from Other Fund		11,011.37					415,101.10	
Revenue Totals		1,271,188.46	1,212,615.54	1,417,969.00	2,361,858.57	618,476.15	3,144,158.92	0.00
WATER FUND EXPENSES								
TOWN MANAGER								
Wages	12110-1100	40,109.24	41,869.24	43,962.71	41,698.28	22,965.43	61,355.59	
PT Wages	12110-1300	4,485.25	4,817.90	5,058.80	4,835.19	2,564.90	5,453.39	
FICA	12110-2100	3,411.48	3,571.57	3,750.15	3,759.11	2,048.43	5,110.89	
VRS	12110-2200	8,422.94	8,792.54	9,232.17	8,743.59	4,842.14	14,743.75	
Health Insurance	12110-2300	3,782.40	4,104.00	4,468.80	4,054.19	2,223.03	7,261.80	
Group Life Insurance	12110-2400	537.46	561.05	589.10	557.99	305.95	724.00	
STD/Long-Term Disability	12110-2500	211.78	221.07	232.12	233.48	112.16	323.96	
Unemployment Insurance	12110-2600	0.00						
Contingency	12110-5000	21,148.72						
Town Manager Totals		82,109.28	\$ 63,937.36	\$ 67,293.84	63,881.83	35,062.04	94,973.36	\$ -
FINANCE DEPARTMENT								
Wages	12420-1100	37,680.66	40,718.94	37,853.15	40,384.20	19,006.64	42,815.36	
PT Wages	12420-1300	8,845.14	9,501.60	9,976.48	8,776.75	4,431.43	10,752.27	
FICA	12420-2100	3,559.22	3,841.87	3,658.97	3,673.14	1,670.54	4,097.92	
VRS	12420-2200	6,028.91	6,893.72	6,408.54	6,030.86	2,868.53	9,513.12	
Health Insurance	12420-2300	6,719.20	7,182.00	7,820.40	6,342.98	1,385.65	7,820.40	
Group Life Insurance	12420-2400	504.92	545.63	507.23	497.55	227.09	505.22	
Hybrid Disability	12420-2500				47.22	51.60	109.09	
Unemployment Insurance	12420-2600	0.00			-			
Professional Services	12420-3120	0.00			-			
Banking Service Charges	12420-3160	100.00	-	200.00	119.29		200.00	
Support Contracts	12420-3320	3,700.00	3,600.00	3,600.00	2,750.00	3,208.33	3,500.00	
Misc Exp	12420-5000	0.00						
Postage	12420-5210	3,710.00	3,500.00	3,600.00	3,848.83	1,878.28	4,000.00	
Supplies	12420-6001	2,200.00	2,200.00	2,200.00	1,486.00	1,723.00	2,000.00	
Finance Totals		73,048.04	\$ 77,983.77	\$ 75,824.77	\$ 73,956.82	\$ 36,451.09	85,313.38	\$ -

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
WATER OPERATIONAL DEPARTMENT								
Wages	44000-1100	133,883.24	145,735.81	170,869.00	148,630.30	97,656.25	167,842.87	
Overtime	44000-1200	5,850.00				1,177.17		
PT Wages	44000-1300	14,758.57	15,849.66	27,299.88	12,531.07	14,526.16	30,209.05	
Other/Holiday	44000-1400	10,424.25	5,961.45	6,114.07	10,820.98	6,041.69	6,621.08	
FICA	44000-2100	14,081.05	12,817.34	15,627.65	11,644.96	8,776.10	15,657.48	
VRS	44000-2200	21,421.32	24,673.07	22,983.97	23,168.65	16,378.47	37,375.38	
Health Insurance	44000-2300	23,640.00	25,650.00	33,516.00	26,333.77	19,325.97	33,516.00	
Group Life Insurance	44000-2400	1,794.04	1,952.86	2,289.64	1,840.82	1,307.63	1,980.55	
Long-Term Disability	44000-2500	299.75	227.39	492.41	183.99	139.96	440.09	
Unemployment Insurance	44000-2600	50.00	92.40	41.60	98.63	10.19	32.00	
Worker's Comp	44000-2700	6,174.24	5,374.40	4,115.07	2,600.00		4,105.22	
Water Shed Mgmt	44000-3100	0.00						
Testing Services	44000-3140	31,000.00	31,000.00	31,000.00	8,359.91	1,427.09	31,000.00	
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00	3,250.00	1,500.00	3,200.00	
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	2,501.04	1,457.24	10,000.00	
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	1,148.00		2,000.00	
Electrical Svcs	44000-5100	46,000.00	37,000.00	47,707.13	59,008.82	32,801.43	68,952.59	
Water & Sewer	44000-5120	8,883.29	7,500.00	40,400.00	40,251.19	9,239.72	104,400.00	
Postage	44000-5210	2,000.00	2,000.00	2,000.00	285.30	8.13	2,000.00	
Telecommunications	44000-5230	5,040.00	4,500.00	5,040.00	3,823.74	2,327.70	7,500.00	
Property Insurance	44000-5304	3,106.98	3,106.98	1,976.14	1,976.14		2,215.50	
Motor Vehicle Insurance	44000-5305	472.06	472.06	360.70	360.70		372.00	
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	3,000.00	3,000.00	870.00	350.00	3,000.00	
Lease/Rent Equipment	44000-5410	0.00						
Permits	44000-5600	4,000.00	4,000.00	7,500.00	3,558.00	3,558.00	7,000.00	
Dues & Memberships	44000-5810	5,000.00	2,000.00	2,000.00	1,027.00	225.00	2,000.00	
Office Supplies	44000-6001	2,500.00	2,000.00	2,000.00	461.85	2,541.81	2,000.00	
Lab Supplies	44000-6004	15,000.00	15,000.00	15,000.00	6,791.02	24,718.41	15,000.00	
Repair & Maint. Supplies	44000-6007	25,000.00	20,000.00	20,000.00	4,426.85	20,059.41	20,000.00	
Fuel/Oil	44000-6008	2,000.00	2,000.00	3,000.00	2,087.38		3,000.00	
Vehicle & Equip Supplies	44000-6009	5,000.00	4,000.00	3,000.00	804.72	567.84	3,000.00	
Uniforms	44000-6011	1,500.00	1,500.00	1,500.00	1,485.80	931.62	1,500.00	
Chemicals	44000-6051	68,000.00	70,000.00	108,000.00	73,250.13	34,731.24	108,000.00	
Equipment	44000-8005	25,000.00	25,000.00	15,000.00		167.85	15,000.00	
Operational Totals		501,078.78	487,613.43	607,033.24	453,580.76	301,952.08	708,919.80	0.00

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
WATER MAINTENANCE DEPARTMENT								
Wages	45000-1100	101,978.35	109,524.75	125,683.37	107,917.45	55,148.44	137,919.66	
PT Wages	45000-1200	650.97	699.29	734.15	700.06	431.16	791.17	
Other Pay/Holiday	45000-1300	1,592.82	1,710.69	1,821.68			1,963.56	
FICA	45000-2100	7,972.99	8,563.01	9,810.30	8,164.81	4,264.56	10,761.59	
VRS	45000-2200	16,316.54	18,542.54	21,278.19	17,342.34	9,064.14	28,665.84	
Health Insurance	45000-2300	5,264.18	23,085.00	27,930.00	22,206.33	11,284.72	27,930.00	
Group Life Insurance	45000-2400	1,366.51	1,467.63	1,684.16	1,445.40	728.35	1,627.45	
Long-Term Disability	45000-2500	0.00		50.05	-		52.94	
Unemployment Insurance	45000-2600	0.00						
Worker's Comp	45000-2700	7,348.03	7,737.04	6,380.09	4,282.23		6,031.12	
Repair & Maint. Svcs	45000-3310	0.00		1,000.00			1,000.00	
Professional Services	45000-3320				3,375.00			
Miss Utility	45000-5130	800.00	800.00	800.00	294.00	77.00	800.00	
Telecommunication	45000-5230	0.00			-			
Motor Vehicle Insurance	45000-5305	1,474.64	1,474.64	1,126.76	1,126.76		1,162.05	
Lease of Equipment	45000-5410	2,000.00	2,000.00	5,000.00	-		5,000.00	
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00			2,000.00	
Dues & Memberships	45000-5810	200.00	200.00	200.00	160.00		200.00	
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	22,871.41	4,870.59	25,000.00	
Fuel	45000-6008	0.00						
Vehicle/Power Equipment Supplies	45000-6009	0.00				312.50		
Uniforms	45000-6011	0.00						
Equipment/Vehicles	45000-8005	0.00		18,000.00		37,366.50		
Maintenance Totals		168,965.04	197,804.60	243,498.75	189,885.79	123,547.96	250,905.39	-
Revenue Refunds	92000-9000	14,862.65						
WTP Improvements	94000-8002	0.00				333,674.40		
Sunset Waterline Replacement	94000-8003						1,300,000.00	
Debt Payments								
60W W/L Principle	95000-9000	16,210.00	16,697.98	17,202.68	16,697.98	8,537.31	17,722.64	
60W W/L Interest	95000-9001	12,836.00	10,288.28	11,841.24	12,345.94	5,984.65	11,321.28	
Mainstreet W/L Principle	95000-9004	76,620.00	78,352.35	78,352.35	78,352.35	39,838.51	81,938.15	
Mainstreet W/L Interest	95000-9005	46,332.95	14,866.45	14,866.45	44,599.33	21,637.33	41,013.53	
Sterling Debt Refi Prin	95000-9006	95,640.00	98,887.58	102,248.00	98,887.59	51,123.42	105,720.27	
Sterling Debt Refi Interest	95000-9007	31,565.00	28,315.66	24,960.00	28,315.66	12,929.44	21,482.95	
Water Plant Upgrades Prin	95000-9008	0.00	44,529.08	84,247.39	44,529.08	47,431.47	96,853.57	
Water Plant Upgrades Interest	95000-9009	0.00	92,895.00	90,600.30	85,207.21	39,992.62	77,994.61	
Debt Reserve	95000-9010	150,788.34						
Capital Improvement Program		0.00					250,000.00	
Debt Totals		429,992.29	384,832.38	424,318.41	408,935.14	227,474.75	704,047.00	-
Water Fund Expense Totals		1,270,056.09	1,212,171.53	1,417,969.00	1,190,240.34	1,058,162.32	3,144,158.92	-

SEWER FUND								
		FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 25 Budget			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
SEWER REVENUE								
Sewer In-Town Base Charges	16080-0005	327,844.37	342,220.20	366,129.74	341,001.55	180,243.33	390,945.22	
Sewer OT Base Charges	16080-0006	155,026.20	133,646.24	144,879.09	134,046.06	45,862.70	97,260.45	
Sewer In-Town Usage Charge	16080-0007	255,899.08	243,134.20	269,596.69	262,899.61	130,753.87	292,422.04	
Sewer OT Usage Charges	16080-0008	126,189.06	108,786.08	117,929.46	109,111.56	37,086.06	79,168.59	
Penalties	16080-0009	18,000.00	20,000.00	15,000.00	23,233.95	14,065.74	25,000.00	
Dormant Acct Fee	16080-0011	5,382.01	5,217.14	5,395.54	5,510.05	2,832.34	5,353.58	
Avalability Fee	16080-0012	-	-					
SBC-Rut. Creek Operations	19020-0003	42,000.00	48,000.00	50,000.00	54,102.29	29,890.12	55,000.00	
SBC Sewer Rehab	19020-0004	-		11,172.00	13,965.00	5,586.00	11,172.00	
Reimbursement of Const. Cost	19020-0005	-						
Nutrient Credit	24040-0003	700.00	600.00	400.00	304.61	389.47	400.00	
CARES Act Utility Forgiveness	33020-0002	11,011.37						
Transfer from Reserve				227,326.61			582,655.53	
USDA Grant Funds	41040-0006	-	139,338.26		468,231.00			
Revenue Totals		942,052.08	1,040,942.12	1,207,829.13	1,412,405.68	446,709.63	1,539,377.41	-
SEWER EXPENSES								
TOWN MANAGER								
Wages	12110-1100	30,081.93	31,401.93	37,524.95	31,518.07	17,224.06	36,705.65	
PT Wages	12110-1300	4,036.73	4,336.11	4,552.92	4,351.67	2,308.41	5,453.39	
FICA	12110-2100	2,610.08	2,733.96	2,870.66	2,874.67	1,565.66	3,225.17	
VRS	12110-2200	6,317.21	6,594.41	6,924.13	6,557.70	3,631.58	8,820.37	
Health Insurance	12110-2300	2,836.80	3,078.00	3,351.60	3,040.69	1,667.32	3,686.76	
Group Life Insurance	12110-2400	403.10	420.79	441.83	418.32	229.51	433.13	
STD/Long-Term Disability	12110-2500	158.83	165.80	174.09	165.70	91.62	193.81	
Unemployment Insurance	12110-2600	-						
Contingency	12110-5000	13,584.47						
Town Manager Totals		60,029.15	48,730.99	55,840.17	48,926.82	26,718.16	58,518.26	-
FINANCE DEPARTMENT								
Wages	12420-1100	29,724.15	32,163.66	30,609.39	33,467.38	15,568.54	35,042.28	
PT Wages	12420-1300	8,624.01	9,264.06	9,727.07	8,557.28	4,320.62	10,483.46	
FICA	12420-2100	2,933.63	3,169.22	3,085.74	2,978.28	1,403.94	3,482.72	
VRS	12420-2200	4,755.86	5,445.31	5,182.17	4,829.93	2,398.82	7,676.26	
Health Insurance	12420-2300	5,106.24	5,540.40	6,703.20	4,969.68	1,330.44	6,636.17	
Group Life Insurance	12420-2400	398.30	430.99	410.17	399.23	189.84	413.50	
Unemployment Insurance	12420-2600	-			31.50	34.38		
Banking Service Charges	12420-3160	100.00	-					
Service Contracts	12420-3320	3,710.00	3,700.00	3,000.00	2,750.00	3,208.34	3,500.00	
Postage	12420-5210	3,710.00	3,700.00	3,700.00	3,257.29	1,878.31	4,000.00	
Supplies	12420-6001	2,200.00	2,200.00	2,000.00	1,486.00	1,723.00	2,000.00	
Finance Totals		61,262.21	65,613.65	64,417.73	62,726.57	32,056.23	73,234.39	-

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
SEWER OPERATIONAL DEPARTMENT								
Wages	44000-1100	127,197.95	138,423.95	181,011.05	141,333.84	61,468.43	202,634.89	
PT Wages	44000-1300	-				-		
Other/Holiday	44000-1400	5,051.42	5,553.68	5,766.59	6,434.14	3,091.32	6,588.68	
FICA	44000-2100	10,117.08	11,014.29	14,288.49	12,180.97	4,978.71	16,005.60	
VRS	44000-2200	20,351.67	23,435.17	30,645.17	23,433.01	10,498.01	43,304.92	
Health Insurance	44000-2300	23,640.00	25,650.00	33,516.00	22,417.73	11,282.53	33,516.00	
Group Life Insurance	44000-2400	1,704.45	1,854.88	2,425.55	1,857.13	833.32	2,391.09	
Long-Term Disability	44000-2500	191.95	214.27	224.98	214.20	119.26	257.06	
Unemployment Insurance	44000-2600	-	66.00	41.60	31.20			
Worker's Comp	44000-2700	2,239.22	2,376.64	3,359.10	2,750.00		3,762.31	
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,000.00	2,000.00	643.25		5,000.00	
Testing Services	44000-3140	38,000.00	38,000.00	50,666.00	26,632.43	20,860.22	53,655.29	
Professional Svcs	44000-3150	3,200.00	3,200.00	3,000.00	2,750.00	1,500.00	3,000.00	
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	14,000.00	18,666.00	6,988.36	7,413.37	18,666.00	
Advertising	44000-3600	500.00	500.00	500.00	352.20		500.00	
Electrical Svcs-Rut. Crk	44000-5100	35,000.00	35,000.00	41,426.32	49,149.73	26,309.68	53,000.00	
Water, Sewer -Rut. Crk	44000-5120	6,000.00	6,000.00	9,705.00	6,505.22	2,118.14	7,400.00	
Electrical Svcs-Pump Station	44000-5130	2,000.00	1,622.92	1,785.30	2,346.79	693.20	2,370.00	
Water, Sewer-Pump Station	44000-5140	200.00	200.00	187.20	193.79	93.60	220.00	
Postage	44000-5210	500.00	250.00	250.00	4.78	25.04	250.00	
Telecommunications	44000-5230	4,080.00	4,260.00	4,260.00	4,077.16	3,052.40	5,796.00	
Property Insurance	44000-5304	5,617.17	5,617.17	3,572.70	3,572.70		3,302.41	
Motor Vehicle Insurance	44000-5305	448.05	448.05	360.70	1,126.76		353.07	
Lease/Rent Equipment	44000-5410	-			-			
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	3,000.00	3,000.00	499.00		3,000.00	
Permits	44000-5600	4,000.00	4,000.00	4,000.00	3,985.00	4,180.00	4,000.00	
Dues & Memberships	44000-5810	1,217.86	2,000.00	2,000.00	2,889.03	697.00	2,000.00	
Office Supplies	44000-6001	2,500.00	2,000.00	2,000.00	420.70	2,541.80	2,000.00	
Lab Supplies	44000-6004	6,000.00	7,000.00	8,235.00	7,492.44	1,815.07	8,235.00	
Repair & Maint. Supplies-Rut. Crk	44000-6007	15,000.00	18,000.00	27,692.00	23,197.88	12,406.28	35,000.00	
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	4,965.09	1,527.51	3,000.00	
Vehicle & Equip Supplies	44000-6009	3,000.00	3,000.00	3,000.00	1,130.53	150.55	3,000.00	
Uniforms	44000-6011	1,500.00	2,000.00	2,000.00	960.23	561.98	2,000.00	
Chemicals-Rut Crk	44000-6051	2,500.00	3,000.00	4,615.00	1,716.40		4,615.00	
Equipment-Rut Crk	44000-8001	-						
Vehicles	44000-8005	-		15,000.00		167.85	15,000.00	
Treatment Totals		344,756.82	365,687.02	481,199.75	362,251.69	178,385.27	543,823.33	-

FISCAL YEAR 2024-2025 BUDGET

Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
SEWER MAINTENANCE DEPARTMENT								
Wages	45000-1100	101,978.35	109,524.75	125,304.20	109,307.79	55,148.44	137,518.60	
PT Wages	45000-1300	650.97	699.29	734.15	700.06	431.16	791.17	
Other Pay/Holiday	45000-1400	1,592.82	1,710.69	1,821.68	-	-	1,963.56	
FICA	45000-2100	7,972.99	8,563.01	9,781.29	8,270.77	4,264.56	10,730.91	
VRS	45000-2200	16,316.54	18,542.54	21,214.00	17,342.34	9,064.11	28,569.46	
Health Insurance	45000-2300	21,276.00	23,085.00	27,818.28	22,344.97	11,284.72	30,600.11	
Group Life Insurance	45000-2400	1,366.51	1,467.63	1,679.08	1,445.40	728.35	1,622.72	
Long-Term Disability	45000-2500	-	-	48.05	-	-	-	
Unemployment Insurance	45000-2600	-	-	-	-	-	-	
Worker's Comp	45000-2700	-	-	-	-	-	-	
Repair & Maint. Services	45000-3310	-	-	-	1,055.00	-	-	
Professional Services	45000-3320	-	-	-	3,375.00	-	-	
Telecommunication	45000-5230	-	-	-	-	-	-	
Motor Vehicle Insurance	45000-5305	1,474.64	1,474.64	1,126.76	342.35	-	1,162.05	
Lease of Equipment	45000-5410	2,000.00	2,000.00	5,000.00	339.73	-	5,000.00	
Travel-Mileage/Conference/Hotel	45000-5501	-	-	-	-	-	-	
Misc	45000-5800	-	-	-	-	-	-	
Dues & Memberships	45000-5810	-	-	-	-	-	-	
Repair & Maint. Supplies	45000-6007	8,000.00	8,000.00	8,000.00	8,862.47	13,475.30	10,000.00	
Fuel	45000-6008	-	-	-	-	-	-	
Vehicle/Power Equipment Supplies	45000-6009	-	-	-	-	-	-	
Uniforms	45000-6011	-	-	-	-	-	-	
Equipment/Vehicles	45000-8005	-	-	18,000.00	-	37,366.50	-	
Maintenance Totals		162,628.83	175,067.55	220,527.48	173,385.88	131,763.14	227,958.58	-
Revenue Refund	92000-90000	15,635.07	-	-	-	-	-	-
Debt Payments								
Sterling Bank WWTP Refi Prin	95000-9002	203,235.00	210,136.13	217,275.00	210,136.12	108,637.33	224,655.57	
Sterling Bank WWTP Refi Int	95000-9003	67,075.00	60,170.78	53,033.00	60,170.75	27,424.64	45,651.27	
Sewer Rehab Principle	95000-9004	11,450.00	69,184.17	70,017.22	69,184.17	35,129.21	71,110.29	
Sewer Rehab Interest	95000-9005	15,980.00	46,351.83	45,518.78	46,351.83	22,640.57	44,425.71	
Debt Reserve	95000-9010	-	-	-	-	-	-	
Capital Program		-	-	-	-	-	250,000.00	
Debt Totals		297,740.00	385,842.91	385,844.00	385,842.87	193,831.75	635,842.84	-
Sewer Fund Expense Totals		942,052.08	1,040,942.12	1,207,829.13	1,033,133.83	562,754.55	1,539,377.41	-

GARBAGE FUND							
	FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 25 Budget			
Account Name	FY 22 Approved	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
GARBAGE REVENUE							
Garbage IT Charges	121,264.00	122,451.20	138,492.00	123,171.92	70,219.24	146,975.00	
Garbage OT Charges	17,140.20	17,299.20	19,944.00	17,519.78	9,980.34	20,812.50	
Penalties	2,800.00	2,800.00	5,000.00	4,770.11	2,736.06	5,000.00	
Transfer from Garbage Reserve	2,438.03	11,577.44					
Transfer for Other Funds							
Revenue Totals	\$ 143,642.23	\$ 154,127.84	\$ 163,436.00	\$ 145,461.81	\$ 82,935.64	\$ 172,787.50	\$ -
TOWN MANAGER							
Wages	3,008.19	3,140.19	3,297.20	3,170.21	1,722.39	3,670.57	
PT Wages	448.53	481.79	505.88	465.24	256.38		
FICA	264.44	277.08	290.94	291.06	158.59	280.80	
VRS	631.72	659.44	692.41	655.90	363.10	882.04	
Health Insurance	283.68	307.80	335.16	303.63	166.69	368.68	
Group Life Insurance	40.31	42.08	44.18	41.76	22.97	43.31	
STD/Long-Term Disability	15.88	16.58	17.41	16.73	9.12	19.38	
Contingency			678.34			5,146.67	
Town Manager Totals	\$ 4,692.75	\$ 4,924.96	\$ 5,861.52	\$ 4,944.53	\$ 2,699.24	\$ 10,411.45	\$ -
FINANCE DEPARTMENT							
Wages	1,604.94	1,733.71	1,600.94	1,717.38	800.72	1,804.44	
PT Wages	221.13	237.54	249.41	219.46	110.79	268.81	
FICA	139.69	110.66	141.55	145.36	64.84	158.60	
VRS	256.79	293.52	271.04	255.68	120.13	402.59	
Health Insurance	283.68	307.80	335.16	270.69	55.41	368.68	
Group Life Insurance	21.51	23.23	21.45	21.17	9.51	21.29	
Hybrid Disability				2.34	2.22	4.85	
Finance Totals	2,527.74	2,706.45	2,619.55	2,632.08	1,163.62	3,029.26	-
GARBAGE EXPENSES							
Collection In-Town	114,598.32	123,036.96	129,646.32	120,924.06	63,206.16	132,949.92	
Collection Out of Town	18,480.00	19,840.80	20,865.60	16,829.48	8,770.08	21,403.20	
Garbage Totals	\$ 133,078.32	\$ 142,877.76	\$ 150,511.92	\$ 137,753.54	\$ 71,976.24	\$ 154,353.12	\$ -
GARBAGE MAINTENANCE DEPARTMENT							
Wages	2,266.19	2,433.88	2,961.48	2,413.52	1,225.67	3,243.13	
PT Wages							
Other Pay/Holiday	35.40	38.02	40.48	-		43.63	
FICA	176.07	189.10	229.65	181.44	9,405.00	251.44	
VRS	362.59	412.06	501.38	385.46	201.46	679.85	
Health Insurance	472.80	513.00	670.32	489.97	250.79	737.35	
Group Life Insurance	30.37	32.61	39.68	31.81	16.19	38.27	
Maintenance Totals	\$ 3,343.41	\$ 3,618.67	\$ 4,443.00	\$ 3,502.20	\$ 11,099.11	\$ 4,993.67	\$ -
Garbage Fund Expense Total	\$ 143,642.23	\$ 154,127.84	\$ 163,436.00	\$ 148,832.35	\$ 86,938.21	\$ 172,787.50	\$ -

ECONOMIC DEVELOPMENT AUTHORITY								
		FY 22 Budget	FY 23 Budget	FY 24 Budget	FY 25 Budget			
Account Name	Account Code	FY 22 Amended Total	FY 23 Approved	FY 24 Approved	FY 23 EOY	FY 24 @ 12/31/23	FY 25 Town Manager Recommended	FY 25 Approved
IDA REVENUES								
Lease/Sale of Lots	701-41020-0001	75,000.00	-					
BP Recoupment Rev	701-41030-0001	-	26,771.75	28,456.73	28,456.73		64,812.76	
Bond Issue	701-41040-0001	7,476.25	6,325.00	5,148.76	6,404.22	5,148.76	3,890.00	
Home Owners Reimb	701-41060-0001	1,350.00	1,433.40	2,815.14	1,593.81		1,923.00	
Transfer from Other Funds		-						
Revenue Totals		83,826.25	34,530.15	36,420.63	36,454.76	5,148.76	70,625.76	-
IDA EXPENSES								
PT Wages	45000-1300	7,811.60	8,391.44	8,809.82	8,400.44	5,173.84	9,494.03	
FICA	45000-2100	597.59	8,391.44	673.95	642.68	395.79	726.29	
Worker's Comp	45000-2700	328.09	352.44	254.02	210.21		273.74	
Repair & Maint. Svcs	81500-3310	3,750.00		-				
Professional Services	81500-3150	1,250.00			300.00			
Electrical Svcs	81500-5100	200.00	200.00	180.00	217.33	167.04	300.00	
Dues & Membership	81500-5810	2,731.00	2,728.00	2,800.00	2,728.00	2,690.00	2,800.00	
Transfer to IDA fund b	81500-9200	60,157.97	14,466.83	5,702.84			57,031.70	
Small Business Grant		-						
Capital expenses		7,000.00		18,000.00				
Expense Totals		76,826.25	34,530.15	36,420.63	12,498.66	8,426.67	70,625.76	-
Revenue Totals		517,863.14	3,920,724.41	4,516,511.06		6,644,443.97	6,630,447.40	-
Expense Totals		497,731.94	3,920,723.42	4,516,511.05		3,752,277.80	6,630,447.40	-

FY25 PAY & BENEFIT COST ALLOCATION

Job Title	Portion of Time Per Fund			
	General	Water	Sewer	Garbage
Town Manager	27%	40%	30%	3%
Deputy Town Clerk	80%	10%	10%	0%
Administrative Analyst	50%	50%	0%	0%
Town Manager Total				
Treasurer	50%	25%	24%	1%
Deputy Town Treasurer	23%	45%	30%	2%
Office Assistant (2)	20%	40%	39%	1%
Retiree Health	100%	0%	0%	0%
Finance Total				
Chief of Police	100%	0%	0%	0%
Captain	100%	0%	0%	0%
Detective	100%	0%	0%	0%
Officers (3)	100%	0%	0%	0%
Alison Davis (Split)	100%	0%	0%	0%
PT Office Assistant	100%	0%	0%	0%
PT Officer (4)	100%	0%	0%	0%
Holiday Pay	100%	0%	0%	0%
Retiree Health	100%	0%	0%	0%
Overtime	100%	0%	0%	0%
Police Total				
Director of Plant Utilities	0%	50%	50%	0%
Plants Supervisor	0%	50%	50%	0%
WWTP Operator	0%	0%	100%	0%
WWTP Operator	0%	0%	100%	0%
Holiday	0%	0%	100%	0%
Sewer Total				
WTP Operator (2)	0%	100%	0%	0%
PT WTP Operator (2)	0%	100%	0%	0%
Holiday	0%	100%	0%	0%
Water Total				
Maintenance Foreman	9%	45%	45%	1%
Maintenance Tech. (4)	9%	45%	45%	1%
Landscape/Maint	50%	25%	24%	1%
Maintenance Tech PT	30%	5%	5%	60%
Custodian	100%	0%	0%	0%
Holiday	9%	45%	45%	1%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY25				2/5/2024
Permanent Fund principal for the <u>General Fund</u>			GF Revenues	\$ 1,692,223
(based on proposed FY54 Budget)			Administration Fee (covered in W & S Funds)	-
			Net GF Revenues	\$ 1,692,223
Reserve per October 2010 policy	15%		Reserve per @	25%
GF target Permanent Fund principal	\$ 253,833.46		GF target Permanent Fund principal	\$ 423,055.77
<hr/>				
Required contingency in the General Fund			GF Expenses	\$ 1,690,856
(based on proposed FY25 Budget)			Reserve per October 2010 policy	3.0%
			GF Contingency	\$ 50,726
<hr/>				
Permanent Fund principal for the Water Fund (based on the proposed FY25 Budget)				
Fund 501 WATER FUND		FY25 Budget		
DEBT SERVICE		\$ 424,318	Debt	424,318
ALL OTHER EXPENSES		\$ 993,651	25%/Operation	\$ 248,413
Total			WF target Permanent Fund principal	\$ 672,731
<hr/>				
Permanent Fund principal for the Sewer Fund (based on the proposed FY25 Budget)				
Fund 502 SEWER FUND		FY25 Budget		
DEBT SERVICE		\$ 385,844	Debt	385,844
ALL OTHER EXPENSES		\$ 821,985	25%/Operation	\$ 205,496
Total			SF target Permanent Fund principal	\$ 591,340
<hr/>				
Permanent Fund principal for the Garbage Fund (based on the proposed FY25 Budget)				
Fund 514 GARBAGE FUND		FY25 Budget		
ALL EXPENSES		163,436	25% operation	\$ 40,859
			Garb target Permanent Fund principal	\$ 40,859
			Total of all undesignated fund balances	\$ 1,727,986
<hr/>				
General Fund Permanent Fund		\$ 423,056		
General Fund Contingency		\$ 50,726		
Water Fund Permanent Fund		\$ 672,731		
Sewer Fund Permanent Fund		\$ 591,340		
Garbage Fund Permanent Fund		\$ 40,859		

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/23	Interest Rate	Maturity Date	Principal Payment FY24	Interest Payment FY24	Total Debt Payment FY24
Sterling Debt Refi	\$ 3,933,409.44	\$ 2,632,457.89	3.35%	6/30/2030	\$ 330,375.84	\$ 67,134.22	\$ 397,510.06
Mainstreet Water Line	\$ 2,368,672.03	\$ 1,962,713.87	2.25%	1/1/2047	\$ 81,938.15	\$ 41,013.53	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 407,387.66	3.00%	7/1/2043	\$ 17,722.64	\$ 11,321.28	\$ 29,043.92
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,368,172.76	3.63%	2/10/2062	\$ 71,110.29	\$ 44,425.71	\$ 115,536.00
Water Treatment Plan Re	\$ 3,730,000.00	\$ 3,730,000.00	2.50%	7/1/2052	\$ 96,853.57	\$ 77,994.61	\$ 174,848.18

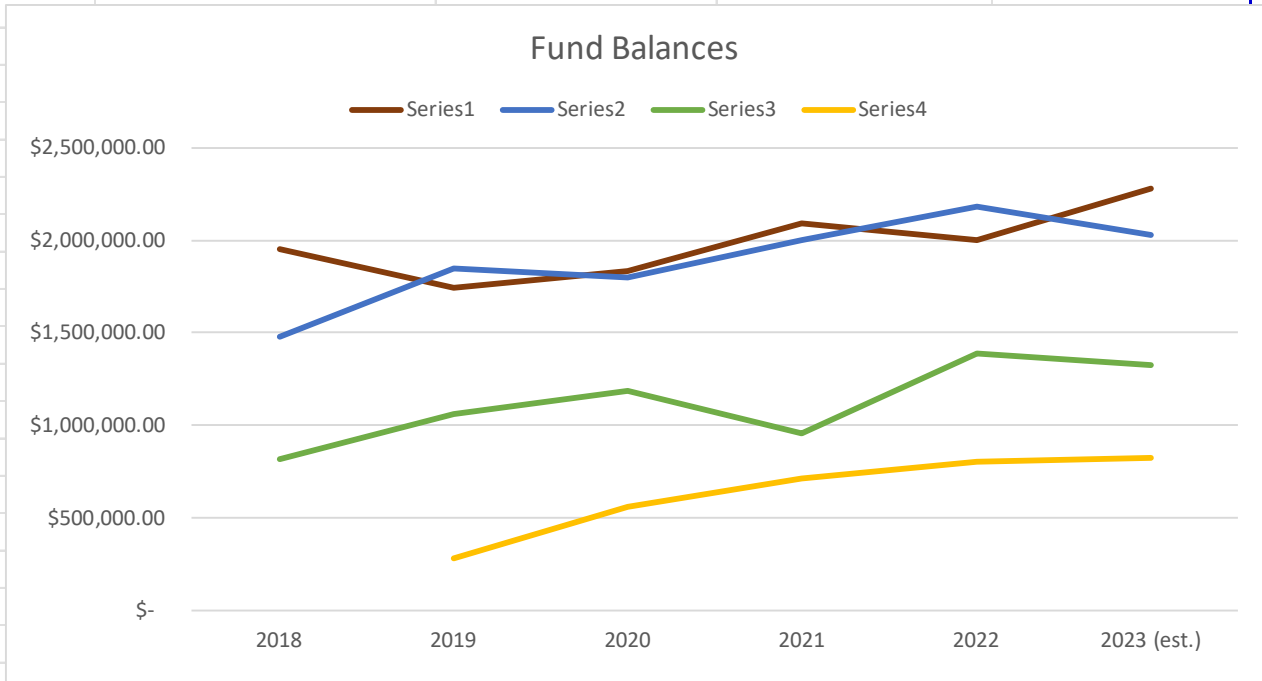
Outstanding Debt Balances

	Sliplining	Sterling Refi	60 WL	Main St. WL	WTP Loan	Total
FY 2023	3,333,398.28	2,477,946.02	398,976.52	\$ 1,923,318.56	\$ 3,685,470.92	\$ 8,485,712.02
FY 2024	3,263,381.07	2,158,424.53	381,773.84	\$ 1,843,193.36	\$ 3,594,870.62	\$ 7,978,262.35
FY 2025	3,192,270.78	1,828,048.64	364,051.20	\$ 1,761,255.21	\$ 3,502,174.53	\$ 7,455,529.58
FY 2026	3,120,176.53	1,486,449.61	345,792.90	\$ 1,677,463.08	\$ 3,407,334.17	\$ 6,917,039.76
FY 2027	3,047,084.73	1,233,244.99	326,982.73	\$ 1,591,775.02	\$ 3,310,299.94	\$ 6,462,302.68
FY 2028	2,973,094.88	868,042.60	307,604.03	\$ 1,504,148.13	\$ 3,211,021.09	\$ 5,890,815.85
FY 2029	2,897,967.90	389,981.55	287,639.61	\$ 1,414,538.55	\$ 3,109,445.69	\$ 5,201,605.40
FY 2030	2,821,801.40	0	267,071.77	\$ 1,322,901.41	\$ 3,005,520.63	\$ 4,595,493.81
FY 2031	2,744,580.98		245,882.27	\$ 1,229,190.84	\$ 2,899,191.55	\$ 4,374,264.66
FY 2032	2,666,393.84		224,052.32	\$ 1,133,359.93	\$ 2,790,402.83	\$ 4,147,815.08

FY25 TOWN OF AMHERST VEHICLES				
MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Car 103)	2017	254	123,790
Ford	Interceptor (Car 102)	2021	6442	18,623
Chevrolet	Tahoe (Car 101)	2022	2110	12,381
Ford	Interceptor (Car 104)	2017	7002	95,052
Ford	Interceptor (Spare)	2015	1494	105,001
Ford	Interceptor (Car 106)	2021	6441	25,587
Ford	Interceptor (Car105)	2016	8692	125,269
Chevy	Tahoe (Investigator)	2023	6501	186
Chevy	Tahoe (K-9)	2023	6466	23
MAINTENANCE				
Ford	SUV	2007	7723	105,108
Dodge	Pickup	2014	4675	81,591
Chevy	Pickup	2011	5012	89,651
Dodge	Work Truck	2013	7481	78,470
GMC	Dump Truck	2003	9981	50,653
Chevy	2500 Pick up	2023	8667	102
Ford	Explorer (Office)	2011	4253	75,311
UTILITIES				
Dodge	Wastewater	2012	9843	74,703
Dodge	Water	2008	4271	112,134
Ford	Explorer-Moved from Police	2014	8654	123,945

Fund Balances and Analysis of Reserves

Year	General Fund	Water	Wastewater	EDA
2016	\$ 1,203,035.00	\$ 1,191,623.00	\$ 726,216.00	
2017	\$ 1,458,055.00	\$ 1,360,124.00	\$ 946,198.00	
2018	\$ 1,954,032.00	\$ 1,477,324.00	\$ 819,116.00	
2019	\$ 1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00
2020	\$ 1,834,360.00	\$ 1,799,144.00	\$ 1,188,806.00	\$ 562,748.00
2021	\$ 2,089,532.00	\$ 1,997,481.00	\$ 960,340.00	\$ 716,372.00
2022	\$ 2,000,965.98	\$ 2,182,806.34	\$ 1,386,953.67	\$ 804,400.44
2023 (est.)	\$ 2,277,359.00	\$ 2,029,488.00	\$ 1,325,380.00	\$ 825,096.00



FISCAL YEAR 2024-2025 BUDGET

Grade:	Town of Amherst Pay Plan																				
	July 1, 2023-June 30, 2024																				
	Step:																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	Hours/Yr																				
	2080																				
	Step Increase																				
	Grade Increases																				
	0.02																				
	0.06																				
1	\$ 21,107.00	\$ 21,529.14	\$ 21,959.72	\$ 22,398.92	\$ 22,846.90	\$ 23,303.83	\$ 23,769.91	\$ 24,245.31	\$ 24,730.21	\$ 25,224.82	\$ 25,729.32	\$ 26,243.90	\$ 26,768.78	\$ 27,304.16	\$ 27,850.24	\$ 28,407.24	\$ 28,975.39	\$ 29,554.90	\$ 30,145.99	\$ 30,748.91	\$ 31,363.89
2	\$ 22,373.42	\$ 22,809.89	\$ 23,277.31	\$ 23,742.85	\$ 24,217.71	\$ 24,702.06	\$ 25,196.10	\$ 25,700.03	\$ 26,214.03	\$ 26,738.31	\$ 27,273.07	\$ 27,818.54	\$ 28,374.91	\$ 28,942.40	\$ 29,521.25	\$ 30,111.68	\$ 30,713.91	\$ 31,328.19	\$ 31,954.75	\$ 32,593.85	\$ 33,245.73
3	\$ 23,715.83	\$ 24,190.14	\$ 24,673.94	\$ 25,167.42	\$ 25,670.77	\$ 26,184.19	\$ 26,707.87	\$ 27,242.03	\$ 27,786.87	\$ 28,342.61	\$ 28,909.46	\$ 29,487.65	\$ 30,077.40	\$ 30,678.95	\$ 31,292.53	\$ 31,918.38	\$ 32,556.75	\$ 33,207.88	\$ 33,872.04	\$ 34,549.48	\$ 35,240.47
4	\$ 25,138.77	\$ 25,641.55	\$ 26,154.38	\$ 26,677.47	\$ 27,211.02	\$ 27,755.24	\$ 28,310.34	\$ 28,876.55	\$ 29,454.08	\$ 30,043.16	\$ 30,644.03	\$ 31,256.91	\$ 31,882.04	\$ 32,519.69	\$ 33,170.08	\$ 33,833.48	\$ 34,510.15	\$ 35,200.35	\$ 35,904.36	\$ 36,622.45	\$ 37,354.90
5	\$ 26,647.10	\$ 27,180.04	\$ 27,723.64	\$ 28,278.12	\$ 28,843.68	\$ 29,420.55	\$ 30,008.96	\$ 30,609.14	\$ 31,221.13	\$ 31,845.75	\$ 32,482.67	\$ 33,132.32	\$ 33,794.97	\$ 34,470.87	\$ 35,160.28	\$ 35,863.49	\$ 36,580.76	\$ 37,312.37	\$ 38,058.62	\$ 38,819.79	\$ 39,596.19
6	\$ 28,245.93	\$ 28,810.85	\$ 29,387.06	\$ 29,974.80	\$ 30,574.30	\$ 31,185.79	\$ 31,809.50	\$ 32,445.69	\$ 33,094.61	\$ 33,756.50	\$ 34,433.63	\$ 35,126.26	\$ 35,834.77	\$ 36,559.12	\$ 37,299.90	\$ 38,056.65	\$ 38,830.88	\$ 39,622.12	\$ 40,430.91	\$ 41,257.70	\$ 42,103.04
7	\$ 29,940.68	\$ 30,539.50	\$ 31,150.29	\$ 31,773.29	\$ 32,408.76	\$ 33,056.93	\$ 33,718.07	\$ 34,392.43	\$ 35,080.28	\$ 35,781.89	\$ 36,497.53	\$ 37,227.48	\$ 37,971.03	\$ 38,728.47	\$ 39,500.10	\$ 40,286.22	\$ 41,086.34	\$ 41,900.98	\$ 42,730.67	\$ 43,575.92	\$ 44,437.28
8	\$ 31,737.12	\$ 32,371.87	\$ 33,019.30	\$ 33,679.69	\$ 34,353.28	\$ 35,040.35	\$ 35,741.16	\$ 36,455.98	\$ 37,185.10	\$ 37,928.80	\$ 38,687.38	\$ 39,461.12	\$ 40,250.35	\$ 41,055.35	\$ 41,876.46	\$ 42,713.99	\$ 43,568.27	\$ 44,439.64	\$ 45,328.43	\$ 46,235.00	\$ 47,159.70
9	\$ 33,641.35	\$ 34,314.18	\$ 35,000.46	\$ 35,700.47	\$ 36,414.48	\$ 37,142.77	\$ 37,885.63	\$ 38,643.34	\$ 39,416.20	\$ 40,204.53	\$ 41,008.62	\$ 41,828.79	\$ 42,665.37	\$ 43,518.68	\$ 44,389.05	\$ 45,276.83	\$ 46,182.37	\$ 47,106.01	\$ 48,048.13	\$ 49,009.10	\$ 49,989.28
10	\$ 35,659.83	\$ 36,373.03	\$ 37,100.49	\$ 37,842.50	\$ 38,599.35	\$ 39,371.34	\$ 40,158.76	\$ 40,961.94	\$ 41,781.18	\$ 42,616.80	\$ 43,468.14	\$ 44,335.52	\$ 45,219.29	\$ 46,119.90	\$ 47,039.94	\$ 47,980.93	\$ 48,943.31	\$ 49,927.37	\$ 50,932.50	\$ 51,959.14	\$ 52,996.84
11	\$ 37,799.42	\$ 38,555.41	\$ 39,326.52	\$ 40,113.05	\$ 40,915.31	\$ 41,733.62	\$ 42,568.29	\$ 43,419.65	\$ 44,288.05	\$ 45,173.81	\$ 46,077.28	\$ 46,988.83	\$ 47,918.98	\$ 48,869.12	\$ 49,839.75	\$ 50,831.30	\$ 51,844.25	\$ 52,868.00	\$ 53,902.95	\$ 54,959.50	\$ 56,039.15
12	\$ 39,967.39	\$ 40,868.74	\$ 41,866.11	\$ 42,879.83	\$ 43,910.23	\$ 44,957.63	\$ 46,022.39	\$ 47,104.83	\$ 48,205.33	\$ 49,324.24	\$ 50,461.03	\$ 51,616.17	\$ 52,789.14	\$ 53,980.40	\$ 55,190.40	\$ 56,419.60	\$ 57,668.50	\$ 58,936.60	\$ 60,224.40	\$ 61,532.40	\$ 62,860.10
13	\$ 42,271.43	\$ 43,308.86	\$ 44,387.28	\$ 45,507.02	\$ 46,667.44	\$ 47,868.93	\$ 49,112.89	\$ 50,400.73	\$ 51,732.84	\$ 53,110.54	\$ 54,534.28	\$ 56,004.40	\$ 57,521.30	\$ 59,085.40	\$ 60,697.10	\$ 62,356.90	\$ 64,065.30	\$ 65,822.80	\$ 67,628.90	\$ 69,484.10	\$ 71,388.90
14	\$ 45,019.72	\$ 46,320.11	\$ 47,663.51	\$ 49,050.11	\$ 50,481.20	\$ 51,957.10	\$ 53,478.10	\$ 55,044.50	\$ 56,656.70	\$ 58,315.10	\$ 60,019.90	\$ 61,770.60	\$ 63,568.60	\$ 65,414.40	\$ 67,308.60	\$ 69,251.40	\$ 71,243.60	\$ 73,285.80	\$ 75,378.60	\$ 77,522.40	\$ 79,717.60
15	\$ 47,720.90	\$ 49,153.32	\$ 50,626.22	\$ 52,140.00	\$ 53,695.00	\$ 55,291.60	\$ 56,930.40	\$ 58,612.00	\$ 60,338.00	\$ 62,108.80	\$ 63,924.80	\$ 65,786.60	\$ 67,694.80	\$ 69,649.00	\$ 71,650.00	\$ 73,707.00	\$ 75,819.00	\$ 77,986.00	\$ 80,208.00	\$ 82,486.00	\$ 84,820.00
16	\$ 50,584.15	\$ 52,159.84	\$ 53,782.75	\$ 55,454.30	\$ 57,175.90	\$ 58,948.99	\$ 60,773.00	\$ 62,648.50	\$ 64,575.90	\$ 66,556.60	\$ 68,593.00	\$ 70,685.60	\$ 72,834.80	\$ 75,041.00	\$ 77,305.60	\$ 79,628.20	\$ 82,009.40	\$ 84,449.60	\$ 86,950.40	\$ 89,512.40	\$ 92,136.00
17	\$ 53,619.20	\$ 55,319.59	\$ 57,068.42	\$ 58,867.15	\$ 60,716.20	\$ 62,615.00	\$ 64,564.00	\$ 66,563.60	\$ 68,614.30	\$ 70,716.60	\$ 72,870.00	\$ 75,075.00	\$ 77,331.00	\$ 79,638.00	\$ 82,006.00	\$ 84,435.00	\$ 86,925.00	\$ 89,476.00	\$ 92,088.00	\$ 94,761.00	\$ 97,496.00
18	\$ 56,836.56	\$ 58,679.08	\$ 60,573.14	\$ 62,518.20	\$ 64,514.70	\$ 66,562.10	\$ 68,661.00	\$ 70,811.80	\$ 73,014.10	\$ 75,268.40	\$ 77,574.30	\$ 79,931.40	\$ 82,339.30	\$ 84,797.60	\$ 87,306.00	\$ 89,865.00	\$ 92,474.00	\$ 95,133.00	\$ 97,843.00	\$ 100,604.00	\$ 103,426.00
19	\$ 60,246.54	\$ 62,151.47	\$ 64,102.50	\$ 66,100.10	\$ 68,144.70	\$ 70,236.80	\$ 72,376.80	\$ 74,565.10	\$ 76,802.20	\$ 79,088.40	\$ 81,425.30	\$ 83,812.60	\$ 86,250.00	\$ 88,737.60	\$ 91,275.00	\$ 93,862.00	\$ 96,498.00	\$ 99,184.00	\$ 101,920.00	\$ 104,706.00	\$ 107,543.00
20	\$ 63,861.33	\$ 65,838.56	\$ 67,864.33	\$ 69,939.10	\$ 72,063.30	\$ 74,237.40	\$ 76,461.90	\$ 78,737.40	\$ 81,064.40	\$ 83,442.40	\$ 85,871.40	\$ 88,341.00	\$ 90,860.80	\$ 93,430.40	\$ 96,050.40	\$ 98,720.40	\$ 101,441.00	\$ 104,212.00	\$ 107,033.00	\$ 109,904.00	\$ 112,826.00
21	\$ 67,693.01	\$ 69,746.87	\$ 71,842.81	\$ 73,981.30	\$ 76,163.00	\$ 78,388.40	\$ 80,658.00	\$ 82,972.40	\$ 85,331.30	\$ 87,735.30	\$ 90,185.00	\$ 92,689.90	\$ 95,240.00	\$ 97,836.00	\$ 100,477.00	\$ 103,163.00	\$ 105,894.00	\$ 108,670.00	\$ 111,491.00	\$ 114,357.00	\$ 117,269.00
22	\$ 71,754.59	\$ 73,989.68	\$ 76,276.54	\$ 78,614.70	\$ 81,004.70	\$ 83,446.90	\$ 85,941.80	\$ 88,489.90	\$ 91,091.80	\$ 93,748.90	\$ 96,461.80	\$ 99,231.00	\$ 102,057.00	\$ 104,938.00	\$ 107,874.00	\$ 110,865.00	\$ 113,911.00	\$ 117,012.00	\$ 120,168.00	\$ 123,380.00	\$ 126,648.00
23	\$ 76,059.86	\$ 78,419.06	\$ 80,829.64	\$ 83,291.10	\$ 85,804.00	\$ 88,368.80	\$ 90,985.10	\$ 93,653.40	\$ 96,374.30	\$ 99,148.40	\$ 101,976.40	\$ 104,858.00	\$ 107,794.00	\$ 110,784.00	\$ 113,828.00	\$ 116,926.00	\$ 120,078.00	\$ 123,284.00	\$ 126,544.00	\$ 129,858.00	\$ 133,226.00
24	\$ 80,623.46	\$ 83,135.93	\$ 85,699.64	\$ 88,315.10	\$ 90,982.00	\$ 93,700.80	\$ 96,472.10	\$ 99,296.40	\$ 102,173.40	\$ 105,103.60	\$ 108,086.60	\$ 111,123.00	\$ 114,213.00	\$ 117,356.00	\$ 120,552.00	\$ 123,801.00	\$ 127,102.00	\$ 130,455.00	\$ 133,860.00	\$ 137,317.00	\$ 140,826.00
25	\$ 85,460.86	\$ 88,170.08	\$ 90,923.48	\$ 93,721.50	\$ 96,564.70	\$ 99,453.60	\$ 102,388.80	\$ 105,371.00	\$ 108,401.80	\$ 111,480.00	\$ 114,606.40	\$ 117,780.60	\$ 120,903.40	\$ 124,075.40	\$ 127,297.40	\$ 130,569.00	\$ 133,891.00	\$ 137,263.00	\$ 140,685.00	\$ 144,157.00	\$ 147,679.00
26	\$ 90,588.52	\$ 93,400.29	\$ 96,252.29	\$ 99,144.10	\$ 102,076.40	\$ 105,059.80	\$ 108,094.00	\$ 111,179.60	\$ 114,316.40	\$ 117,504.00	\$ 120,742.00	\$ 124,030.00	\$ 127,368.00	\$ 130,756.00	\$ 134,194.00	\$ 137,682.00	\$ 141,220.00	\$ 144,808.00	\$ 148,446.00	\$ 152,134.00	\$ 155,872.00
27	\$ 96,023.83	\$ 99,044.30	\$ 102,106.20	\$ 105,210.10	\$ 108,356.60	\$ 111,545.40	\$ 114,777.20	\$ 118,052.60	\$ 121,371.40	\$ 124,735.40	\$ 128,145.40	\$ 131,601.00	\$ 135,103.00	\$ 138,651.00	\$ 142,245.00	\$ 145,885.00	\$ 149,571.00	\$ 153,303.00	\$ 157,081.00	\$ 160,905.00	\$ 164,775.00
28	\$ 101,785.26	\$ 104,920.96	\$ 108,109.38	\$ 111,351.10	\$ 114,646.70	\$ 117,996.70	\$ 121,401.60	\$ 124,861.90	\$ 128,378.30	\$ 131,950.40	\$ 135,578.80	\$ 139,263.20	\$ 142,904.30	\$ 146,601.80	\$ 150,355.40	\$ 154,165.80	\$ 158,032.80	\$ 161,956.90	\$ 165,937.60	\$ 170,000.00	\$ 174,133.00
29	\$ 107,892.37	\$ 111,050.52	\$ 114,221.52	\$ 117,406.00	\$ 120,604.50	\$ 123,817.60	\$ 127,045.80	\$ 130,289.70	\$ 133,549.00	\$ 136,814.40	\$ 140,085.60	\$ 143,362.30	\$ 146,645.20	\$ 149,934.00	\$ 153,228.60	\$ 156,528.60	\$ 159,834.60	\$ 163,146.40	\$ 166,463.60	\$ 169,786.80	\$ 173,115.60
30	\$ 114,365.91	\$ 117,653.23	\$ 121,046.63	\$ 124,446.63	\$ 127,853.70	\$ 131,267.40	\$ 134,687.30	\$ 138,113.00	\$ 141,545.10	\$ 145,000.00	\$ 148,466.40	\$ 151,944.00	\$ 155,432.40	\$ 158,931.40	\$ 162,441.60	\$ 165,962.80	\$ 169,494.60	\$ 173,037.60	\$ 176,591.40	\$ 180,156.60	\$ 183,732.80

Notes: This merit plan applies to full-time, non-probationary employees. The Town Manager may approve merit raises for a specific employee at any time during the fiscal year within budget limitations upon recommendation and justification of the supervisor.

Upper lines contain annualized pay rates, lower lines contain hourly pay rates.

Positions with professional development paths may be promoted within a budget year once they have met the requirements to do so.

Following is a list of positions included in the Town's Pay Plan:		Police		Public Utilities	
Administration		Police		Public Utilities	
20 Office Manager/Finance Director (Exempt)		25 Chief of Police (Exempt)		25 Public Utilities Director (Exempt)	
19 Clerk to Council		23 Major (Exempt)		23 Director of Plants (Exempt)	
13 Fiscal Assistant		22 Captain (Exempt)		17 Utility Maintenance Foreman (Exempt)	
14 Senior Fiscal Assistant		20 Investigator		15 Lead Treatment Plant Operator	
9 Office Assistant (part-time)		18 Accreditation Manager		13 Treatment Plant Operator	
		19 Police Officer 3		12 Treatment Plant Operator-Apprentice	
		17 Police Officer 2		12 Utility Maintenance Technician	
		15 Police Officer 1		11 Landscape and Maintenance Assistant	
		14 Administrative Officer		8 Custodian	

For the FY23-24 budget, the following positions are included:

Town of Amherst Zoning Fees
 September 20, 2008

Sec. 18.1-1009. Administrative fee structure.

In order to cover costs incurred by the town council, the commission, the board of zoning appeals and the zoning administrator incidental to the review, hearing and reporting of the processing applications for a zoning certificate for a permitted use or a special use permit, a zoning amendment, an administrative review, a variance, a site plan and subdivision plats, the following fees shall be required to accompany appropriate applications:

<u>Application Type</u>	<u>Application Fee</u>
Permitted Use	No fee
Special Use Permit	\$ 300
Zoning Ordinance Amendment	\$ 300
Variance	\$ 150
Any other application to the Board of Zoning Appeals	\$ 300
Site Plan subject to special review under Section 1103	\$ 200
Other Site Plan	No fee
Subdivision Pre-application review	No fee
Preliminary Plat	\$ 40
Final Plat	\$60+\$15/lot

§33.2-339 – Town Addition to Secondary Route

RESOLUTION

WHEREAS, the Town of Amherst has authority pursuant to §33.2-339, *Code of Virginia*, to request the addition of mileage to the Secondary System of State Highways as long as all proposed mileage conforms to specific Virginia Department of Transportation (VDOT) requirements addressing widths of right-of-way and not exceeding the 0.25 mile limitation of maximum allowable new Secondary System mileage per VDOT fiscal year.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Amherst requests the Virginia Department of Transportation to add the segment(s) described on the attached Form AM-4.3 to the Secondary System of State Highways.

BE IT FURTHER RESOLVED, the Town Council of the Town of Amherst does guarantee to the Commonwealth of Virginia a clear and unrestricted minimum right-of-way of 40 feet, as required by VDOT Secondary Highway System policy and including all necessary easements for cuts, fills and drainage structures for the segment(s) requested to be added.

Adopted this 8th day of May 2024.

D. Dwayne Tuggle, Mayor

ATTEST

Clerk of Council



COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION
Form AM 4.3

In Town of Amherst

by Resolution of the governing body adopted 5/8/2024

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision: **Meadows Subdivision - Town Addition (33.2-339)**

CHANGE TYPE	RTE NUM & STREET NAME	CHANGE DESCRIPTION	FROM TERMINI	TO TERMINI	LENGTH	NUMBER OF LANES	RECORDATION REFERENCE	ROW WIDTH
Addition	Rt. 1114 - Meadow Green Court	Town 1/4 mpy, pre-existing street §33.2-339, §33.2-705	0.14 miles east of Route 29 Business (current end of state maintenance)	0.23 miles east of Route 29	0.09	2		40
Addition	Rt. 1143 - Meadow Lake Court	Town 1/4 mpy, pre-existing street §33.2-339, §33.2-705	Route 1114 (Cedar Street)	0.047 miles west Route 1114	0.0470	2		40

RESOLUTION
AMHERST TOWN COUNCIL
RE: BROCKMAN PARK INVESTMENT RECOUPMENT PLAN

WHEREAS, the Board of Supervisors of Amherst County (the "Board" or "County") and the Town Council for the Town of Amherst (the "Council" or "Town") recognize the shared economic interests of Amherst County and the Town of Amherst, and acknowledge the importance of fostering economic and industrial growth within both jurisdictions for the benefit of their citizens; and,

WHEREAS, the Town of Amherst completed the acquisition of land and the installation of essential infrastructure, including water, sewer, electrical facilities, roads, and stormwater management facilities, for the L. Barnes Brockman Business and Industrial Park (hereinafter sometimes referred to as "Brockman Park" or "Park") situated in Amherst County on the northern side of U.S. Route 60 within the Town of Amherst at its eastern corporate limits; and,

WHEREAS, Brockman Park spans approximately 130 useable acres of industrial and commercial property, with the Town aiming to recoup its initial investment of \$3,000,000 through land sales, grant funds such as the VDOT Industrial Access Fund, and increased taxes to the Town; and,

WHEREAS, recognizing the significant per-acre cost required to recoup the initial investment solely through land sales, grant funds, and increased taxes, the Town seeks alternative mechanisms to expedite the recovery process; and,

WHEREAS, the County has historically supported the Brockman Park project through its backing of the project's participation in the VDOT Industrial Access Fund program and various marketing endeavors, believing that the successful development of Brockman Park will generate vital revenues to support public services in the County and create additional employment opportunities for its citizens, thus expressing a desire to further contribute to the project's success; and,

WHEREAS, the Town acknowledges that the development, marketing, and sale of property within Brockman Park shall be determined by the Industrial Development Authority (IDA) and the Town, without requiring separate affirmative, official action by the County on each matter; and,

WHEREAS, it is in the best interest of all citizens of the Town of Amherst and Amherst County to accelerate the recovery of the Town's initial investment in order to foster the growth, utility, and success of Brockman Park; and,

WHEREAS, the Town and the County approved the original resolution on October 2, 2001, with the Town agreeing to the following:

1. The Town hereby establishes the Brockman Park Recapitalization Investment Recoupment Fund (hereinafter sometimes referred to as the “Fund”), with an initial amount equal to the total cost of the Brockman Park land, engineering, infrastructure development, and incidental costs, calculated to be \$3,000,000.

2. The Town pledges 100% of the taxes it collects in the form of real estate tax, personal property tax, or machinery and tool tax with regard to park property, as well as land sales monies and grant monies collected in connection with the location of new business and industry in Brockman Park, to defray the Fund.

3. The Town acknowledges that compliance with Virginia law prohibits the County from agreeing to make this investment beyond the current fiscal year without taking other measures. Further, this resolution does not bind or obligate any future Board of Supervisors to appropriate and pay any amounts set forth herein.

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

5. The Town urges all future Boards of Supervisors to appropriate sums sufficient to carry out the purposes of this resolution, for the benefit of all citizens of Amherst County.

6. The IDA shall manage the Fund, with all monies held by the Town Treasurer. As such, the Town shall transfer monies accordingly.

7. The Town agrees to collaborate with the County and the IDA to accomplish the purposes of this resolution and, more broadly, to achieve economic growth for the benefit of all citizens of Amherst County.

8. The Town reserves the right to adjust its tax rates.

9. Upon the date the Brockman Park Recapitalization Investment Recoupment Fund reaches a zero or negative balance, the Fund shall cease to exist and become null and void.

WHEREAS, the Town adopted a \$0.00 tax rate in fiscal year 2014, resulting in no contributions on the Town’s behalf since 2013.

NOW, THEREFORE, BE IT RESOLVED by the Town, that the Town agrees to contribute to the Brockman Park Investment Recoupment Plan going forward based on the 2013 tax rates while utilizing property values obtained from the County Commissioner of Revenue on a yearly basis.

NOW, THEREFORE, BE IT FURTHER RESOLVED at any time the Town reinstates a tax rate, the contribution amount will be made at the newly adopted tax rate and based on the property values obtained from the County Commissioner of Revenue.

TOWN OF AMHERST, VIRGINIA

Adopted May 8, 2024

By _____

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Sharon Turner
SECOND: Janice Wheaton

Wednesday, May 8, 2024
Regular Meeting

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body specifically the Town Police Chief and Town Police Officer.

WHEREAS, pursuant to: §2.2-3711(A)(1) of the Code of Virginia, such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does hereby authorize discussion of the aforesated matters in Closed Meeting.

Adopted this 8th day of May 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 05/01/24 to 05/31/24
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING									
6097	05/03/24	AMERI005 AMERICAN FIDELITY ASSURANCE CO					260		
24-00052	1	APR 24 CHECK DEDUCTIONS	160.28	100-2-21500-0000	G/L		1	1	
				AMERICAN FIDELITY DISABILITY W/HOLDING					
24-00052	2	APR 24 CHECK DEDUCTIONS	37.56	100-2-21600-0000	G/L		2	1	
				CANCER W/HOLDING					
24-00052	3	APR 24 CHECK DEDUCTIONS	179.86	100-2-21950-0000	G/L		3	1	
				AMERICAN FIDELITY LIFE W/HOLDING					
24-00052	4	APR 24 CHECK DEDUCTIONS	53.26	501-2-21500-0000	G/L		4	1	
				AMERICAN FIDELITY DISABILITY W/HOLDING					
24-00052	5	APR 24 CHECK DEDUCTIONS	39.85	501-2-21600-0000	G/L		5	1	
				CANCER W/HOLDING					
24-00052	6	APR 24 CHECK DEDUCTIONS	53.26	502-2-21500-0000	G/L		6	1	
				AMERICAN DISABILITY W/HOLDING					
24-00052	7	APR 24 CHECK DEDUCTIONS	39.85	502-2-21600-0000	G/L		7	1	
				CANCER W/HOLDING					
24-00052	8	APR 24 CHECK DEDUCTIONS	55.58	502-2-21950-0000	G/L		8	1	
				AMERICAN FIDELITY LIFE W/HOLDING					
			<u>619.50</u>						
6098	05/03/24	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					260		
V4-00566	1	04/01-05/31/2024	547.31	100-4-43200-5230	Expenditure		26	1	
				TELECOMMUNICATION					
V4-00566	2	04/01-05/31/2024	623.31	100-4-43200-5230	Expenditure		27	1	
				TELECOMMUNICATION					
			<u>1,170.62</u>						
6099	05/03/24	COLUM005 COLUMN SOFTWARE PBC					260		
V4-00562	1	PC AND TC ADVERT	183.06	100-4-81100-3600	Expenditure		19	1	
				ADVERTISING					
V4-00562	2	PC AND TC ADVERT	155.92	100-4-12110-3600	Expenditure		20	1	
				ADVERTISING					
			<u>338.98</u>						
6100	05/03/24	DEALL005 DEAL & LACHENEY P.C.					260		
V4-00567	1	APRIL LEGAL SERVICES	2,140.00	100-4-12110-3150	Expenditure		28	1	
				PROFESSIONAL SVCS					
6101	05/03/24	DIVER005 DIVERSIFIED INTEGRATION, INC					260		
V4-00565	1	ANNUAL CALIBRATION	1,260.00	501-4-44000-6004	Expenditure		24	1	
				LAB SUPPLIES					
V4-00565	2	ANNUAL CALIBRATION	682.50	502-4-44000-6004	Expenditure		25	1	
				LAB SUPPLIES					
			<u>1,942.50</u>						
6102	05/03/24	ELECT010 ELECTRICAL MECHANICAL SVCS					260		
V4-00569	1	PHASE MONITOR	4,000.00	501-4-44000-6007	Expenditure		30	1	
				REPAIR & MAINT. SUPPLIES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6103	05/03/24	HARRI005 HARRIS TIRE COMPANY					260		
V4-00568	1	TIRES	602.16	100-4-31100-6009	Expenditure		29		1
				VEHICLE/POWER EQUIPMENT SUPPLIES					
6104	05/03/24	MINNE005 MINNESOTA LIFE					260		
24-00054	1	APR 24 CHECK DEDUCTIONS	0.42	501-2-21550-0000	G/L		9		1
				OPT LIFE INS. W/HOLDING					
24-00054	2	APR 24 CHECK DEDUCTIONS	52.38	502-2-21550-0000	G/L		10		1
				OPT LIFE INS. W/HOLDING					
			<u>52.80</u>						
6105	05/03/24	NATIO010 NATIONWIDE RETIREMENT SOLUTION					260		
24-00055	1	APR 24 CHECK DEDUCTIONS	146.20	100-2-21400-0000	G/L		11		1
				RETIREMENT W/HOLDING					
24-00055	2	APR 24 CHECK DEDUCTIONS	278.46	100-2-21900-0000	G/L		12		1
				DEFERRED COMP W/HOLDING					
24-00055	3	APR 24 CHECK DEDUCTIONS	191.88	501-2-21400-0000	G/L		13		1
				RETIREMENT W/HOLDINGS					
24-00055	4	APR 24 CHECK DEDUCTIONS	365.46	501-2-21900-0000	G/L		14		1
				DEFERRED COMP W/H					
24-00055	5	APR 24 CHECK DEDUCTIONS	143.90	502-2-21400-0000	G/L		15		1
				RETIRMENT W/HOLDING					
24-00055	6	APR 24 CHECK DEDUCTIONS	274.10	502-2-21900-0000	G/L		16		1
				DEFERRED COMP W/HOLDING					
			<u>1,400.00</u>						
6106	05/03/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					260		
V4-00570	1	LAB TESTS	364.40	501-4-44000-3140	Expenditure		31		1
				TESTING SERVICES					
V4-00570	2	LAB TESTS	58.20	501-4-44000-3140	Expenditure		32		1
				TESTING SERVICES					
V4-00570	3	LAB TESTS	184.60	502-4-44000-3140	Expenditure		33		1
				TESTING SERVICES					
V4-00570	4	LAB TESTS	184.60	502-4-44000-3140	Expenditure		34		1
				TESTING SERVICES					
V4-00570	5	LAB TESTS	20.90	501-4-44000-3140	Expenditure		35		1
				TESTING SERVICES					
V4-00570	6	LAB TESTS	184.60	502-4-44000-3140	Expenditure		36		1
				TESTING SERVICES					
			<u>997.30</u>						
6107	05/03/24	SOUTH015 SOUTHERN COPIER					260		
V4-00564	1	COPIES	5.10	100-4-31100-6001	Expenditure		22		1
				OFFICE SUPPLIES					
V4-00564	2	CONTRACT	360.00	100-4-31100-6001	Expenditure		23		1
				OFFICE SUPPLIES					
			<u>365.10</u>						
6108	05/03/24	THESH005 THE SHERWIN WILLIAMS					260		
V4-00572	1	PAINT	156.94	100-4-43200-6007	Expenditure		38		1
				REPAIR & MAINT. SUPPLIES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING			Continued						
6109	05/03/24	U-000011 TATULLI, JOHN					260		
24-00056	1	UTILITY REFUND Water	225.08	501-3-16080-0015	Revenue		17		1
				PREPAY UTILITIES					
6110	05/03/24	U-000012 GRANT, CANDICE					260		
24-00057	1	UTILITY REFUND Water	95.59	501-3-16080-0015	Revenue		18		1
				PREPAY UTILITIES					
6111	05/03/24	UNIVA005 UNIVAR					260		
V4-00563	1	CHEMICALS	6,173.85	501-4-44000-6051	Expenditure		21		1
				CHEMICALS					
6112	05/03/24	VERIZ005 VERIZON					260		
V4-00571	1	04/25-05/24	39.99	100-4-43200-5230	Expenditure		37		1
				TELECOMMUNICATION					
6113	05/09/24	APPAL005 APPALACHIAN POWER					262		
V4-00587	1	STREET LIGHTS TO 4/30/2024	2,572.81	100-4-41320-5100	Expenditure		11		1
				STREETLIGHTS					
6114	05/09/24	COLUM005 COLUMN SOFTWARE PBC					262		
V4-00588	1	RFP	174.96	100-4-12420-3600	Expenditure		12		1
				ADVERTISING					
6115	05/09/24	FEDEX005 FEDEX					262		
V4-00575	1	MAILED CIGARETTE STAMPS	86.35	100-4-12420-5210	Expenditure		1		1
				POSTAGE					
6116	05/09/24	HILLH005 HILL HARDWARE CORPORATION					262		
V4-00589	1	APRIL STATEMENT	25.36	502-4-44000-6007	Expenditure		13		1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
V4-00589	2	APRIL STATEMENT	25.99	501-4-44000-6007	Expenditure		14		1
				REPAIR & MAINT. SUPPLIES					
V4-00589	3	APRIL STATEMENT	54.99	100-4-43200-5410	Expenditure		15		1
				LEASE OF EQUIPMENT					
V4-00589	4	APRIL STATEMENT	6.87	100-4-31100-6010	Expenditure		16		1
				POLICE SUPPLIES					
V4-00589	5	APRIL STATEMENT	10.50	100-4-43200-6007	Expenditure		17		1
				REPAIR & MAINT. SUPPLIES					
V4-00589	6	APRIL STATEMENT	101.42	100-4-43200-6009	Expenditure		18		1
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00589	7	APRIL STATEMENT	5.89	502-4-45000-6007	Expenditure		19		1
				REPAIR & MAINT. SUPPLIES					
			<u>231.02</u>						
6117	05/09/24	MANSF005 MANSFIELD OIL COMPANY					262		
V4-00576	1	04/16-04/30/2024	468.90	100-4-43200-6008	Expenditure		2		1
				FUEL					
V4-00576	2	04/16-04/30/2024	683.34	100-4-31100-6008	Expenditure		3		1
				FUEL					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6117	MANSFIELD	OIL COMPANY							
V4-00576	3	04/16-04/30/2024	89.36	502-4-44000-6008	Expenditure		4	1	
				FUEL/OIL					
			<u>1,241.60</u>						
6118	05/09/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							262
V4-00579	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		6	1	
				TESTING SERVICES					
V4-00579	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		7	1	
				TESTING SERVICES					
			<u>369.20</u>						
6119	05/09/24	PHYSI005 PHYSICIANS TREATMENT CENTER							262
V4-00584	1	CJ DRUG SCREEN	45.00	100-4-43200-6007	Expenditure		9	1	
				REPAIR & MAINT. SUPPLIES					
6120	05/09/24	PYLES005 PYLE SOLUTIONS, LLC.							262
V4-00585	1	BUG SPRAY	1,055.75	502-4-45000-6007	Expenditure		10	1	
				REPAIR & MAINT. SUPPLIES					
6121	05/09/24	SECUR005 SECURITY LOCK AND KEY							262
V4-00577	1	PD LOCK PAD	1,196.00	100-4-43200-6007	Expenditure		5	1	
				REPAIR & MAINT. SUPPLIES					
6122	05/09/24	SUPPL005 THE SUPPLY ROOM							262
V4-00583	1	TOILET CLEANER	10.87	100-4-43200-6005	Expenditure		8	1	
				JANITORIAL SUPPLIES					
6123	05/09/24	VACOR005 VACORP							262
V4-00590	1	APRIL 2024 HYBRID	20.26	502-4-44000-2500	Expenditure		20	1	
				LONG-TERM DISABILITY					
V4-00590	2	APRIL 2024 HYBRID	13.75	100-4-12110-2500	Expenditure		21	1	
				STD/LONG-TERM DISABILITY					
V4-00590	3	APRIL 2024 HYBRID	20.36	501-4-12110-2500	Expenditure		22	1	
				STD/LONG-TERM DISABILITY					
V4-00590	4	APRIL 2024 HYBRID	15.27	502-4-12110-2500	Expenditure		23	1	
				STD/LONG-TERM DISABILITY					
V4-00590	5	APRIL 2024 HYBRID	1.52	514-4-12110-1100	Expenditure		24	1	
				WAGES					
V4-00590	6	APRIL 2024 HYBRID	10.33	100-4-12110-2500	Expenditure		25	1	
				STD/LONG-TERM DISABILITY					
V4-00590	7	APRIL 2024 HYBRID	10.33	100-4-31100-2500	Expenditure		26	1	
				STD/LONG-TERM DISABILITY					
V4-00590	8	APRIL 2024 HYBRID	35.71	501-4-44000-2500	Expenditure		27	1	
				LONG-TERM DISABILITY					
V4-00590	9	APRIL 2024 HYBRID	8.02	100-4-43200-2500	Expenditure		28	1	
				HYBRID DISABILITY					
V4-00590	10	APRIL 2024 HYBRID	4.01	501-4-45000-2500	Expenditure		29	1	
				HYBRID DISABILITY					
V4-00590	11	APRIL 2024 HYBRID	3.85	502-4-45000-2500	Expenditure		30	1	
				HYBRID DISABILITY					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL		FIRST NATION MAIN CHECKING		Continued					
6123	VACORP			Continued					
V4-00590	12	APRIL 2024 HYBRID	4.40	100-4-12420-2500	Expenditure		31		1
				HYBRID DISABILITY					
V4-00590	13	APRIL 2024 HYBRID	8.60	501-4-12420-2500	Expenditure		32		1
				HYBRID DISABILITY					
V4-00590	14	APRIL 2024 HYBRID	5.73	502-4-12420-2500	Expenditure		33		1
				HYBRID DISABILITY					
V4-00590	15	APRIL 2024 HYBRID	0.37	514-4-12420-2500	Expenditure		34		1
				HYBRID DISABILITY					
V4-00590	16	APRIL 2024 HYBRID	0.16	502-4-45000-2500	Expenditure		35		1
				HYBRID DISABILITY					
			<u>162.67</u>						
6124	05/14/24	C-000006 MCLANE MID-ATLANTIC							264
24-00058	1	CUSTOMER REFUND CIG003	6,000.00	100-2-22000-0000	G/L		1		1
				DEFERRED REVENUE					
6125	05/16/24	COLUM005 COLUMN SOFTWARE PBC							265
V4-00598	1	PC RANGE OF RETAIL	139.63	100-4-81100-3600	Expenditure		2		1
				ADVERTISING					
6126	05/16/24	DEPAR005 DEPARTMENT OF MOTOR VEHICLES							265
V4-00596	1	APRIL STOP REMOVALS	75.00	100-4-12420-3009	Expenditure		1		1
				DMV STOPS					
6127	05/16/24	DISCO005 DISCOUNT PORTABLE RESTROOMS							265
V4-00607	1	173 INDUSTRIAL	125.00	100-4-43200-6007	Expenditure		10		1
				REPAIR & MAINT. SUPPLIES					
6128	05/16/24	FEDEX005 FEDEX							265
V4-00599	1	CIGARETTE SEND BACK	42.22	100-4-12420-5210	Expenditure		3		1
				POSTAGE					
6129	05/16/24	INSITU005 INSITUFORM TECHNOLOGIES, LLC							265
V4-00608	1	PAYMENT #13	87,862.48	502-4-94000-8000	Expenditure		11		1
				SLIPLINING PROJECT					
6130	05/16/24	JAMES005 JAMES RIVER EQUIPMENT							265
V4-00606	1	PARTS FOR TRACTOR	98.99	100-4-43200-6009	Expenditure		9		1
				VEHICLE/POWER EQUIPMENT SUPPLIES					
6131	05/16/24	KRUGE005 KRUGER							265
V4-00603	1	DISE FILTER PANELSQ	2,485.08	502-4-44000-6007	Expenditure		5		1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
6132	05/16/24	LITTL005 LITTLETON AND ASSOCIATES, INC.							265
V4-00609	1	PAYMENT #12	136,467.50	502-4-94000-8002	Expenditure		12		1
				WWTP CENTRIFUGE					
6133	05/16/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							265
V4-00604	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		6		1
				TESTING SERVICES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6133 PACE ANALYTICAL SERVICES, INC. Continued									
V4-00604	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		7	1	
				TESTING SERVICES					
			<u>369.20</u>						
6134	05/16/24	UNIVA005 UNIVAR							265
V4-00605	1	CHEMICALS	2,907.00	501-4-44000-6051	Expenditure		8	1	
				CHEMICALS					
6135	05/16/24	VERIZ005 VERIZON							265
V4-00600	1	05/02-06/01	200.07	501-4-44000-5230	Expenditure		4	1	
				TELECOMMUNICATIONS					
6136	05/24/24	APPAL005 APPALACHIAN POWER							267
V4-00616	1	ELEC TO 05152024	587.64	100-4-43200-5100	Expenditure		23	1	
				ELECTRIC					
V4-00616	2	ELEC TO 05152024	5,168.75	501-4-44000-5100	Expenditure		24	1	
				ELECTRICAL SVCS					
V4-00616	3	ELEC TO 05152024	5,097.34	502-4-44000-5100	Expenditure		25	1	
				ELECTRICAL SVCS-RUT CRK					
V4-00616	4	ELEC TO 05152024	104.77	502-4-44000-5130	Expenditure		26	1	
				ELECTRICAL SVCS-PUMP STATION					
V4-00616	5	ELEC TO 05152024	97.71	100-4-41320-5100	Expenditure		27	1	
				STREETLIGHTS					
V4-00616	6	ELEC TO 05152024	26.75	701-4-81500-5100	Expenditure		28	1	
				ELECTRICAL SERV.					
			<u>11,082.96</u>						
6137	05/24/24	BBTBA005 TRUIST BANK							267
V4-00614	1	SUBWAY VH	220.62	100-4-12110-5000	Expenditure		4	1	
				CONTINGENCY REQUIREMENT					
V4-00614	2	ZOOM VH	42.00	100-4-12510-3150	Expenditure		5	1	
				I.T. SERVICES					
V4-00614	3	AMAZON VH	135.82	100-4-12420-6001	Expenditure		6	1	
				OFFICE SUPPLIES					
V4-00614	4	VISTA PRINT VH	41.04	100-4-12420-6001	Expenditure		7	1	
				OFFICE SUPPLIES					
V4-00614	5	INDEED RW	465.12	100-4-31100-3600	Expenditure		8	1	
				ADVERTISING					
V4-00614	6	WASABI SM	23.23	100-4-12510-3150	Expenditure		9	1	
				I.T. SERVICES					
V4-00614	7	FOOD LION GSW	58.40	501-4-44000-6004	Expenditure		10	1	
				LAB SUPPLIES					
V4-00614	8	FERGUSON	163.32	502-4-44000-6007	Expenditure		11	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
V4-00614	9	WALMART GS	54.84	502-4-44000-6001	Expenditure		12	1	
				OFFICE SUPPLIES					
V4-00614	10	AMAZON GS	77.37	501-4-44000-8005	Expenditure		13	1	
				EQUIPMENT					
V4-00614	11	AMAZON GS	77.37	502-4-44000-8005	Expenditure		14	1	
				VEHICLES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6137 TRUIST BANK Continued									
V4-00614	12	AMAZON GS	187.85	501-4-44000-8005	Expenditure		15	1	
				EQUIPMENT					
V4-00614	13	AMAZON GS	187.84	502-4-44000-8005	Expenditure		16	1	
				VEHICLES					
V4-00614	14	HOTELS CT	1,144.28	100-4-43200-5501	Expenditure		17	1	
				TRAVEL-MILEAGE/CONFERENCE/HOTEL					
V4-00614	15	TRACTOR SUPPLY CT	368.92	100-4-43200-6007	Expenditure		18	1	
				REPAIR & MAINT. SUPPLIES					
V4-00614	16	USPS	9.48	100-4-12110-5210	Expenditure		19	1	
				POSTAGE					
V4-00614	17	HOTEL/VLGMA SM	553.84	100-4-12110-5210	Expenditure		20	1	
				POSTAGE					
V4-00614	18	VLGMA TM	400.00	100-4-12420-5501	Expenditure		21	1	
				TRAVEL-MILEAGE/HOTEL/CONFERENCE					
V4-00614	19	VOICE TM	75.00	100-4-12110-5000	Expenditure		22	1	
				CONTINGENCY REQUIREMENT					
			<u>4,286.34</u>						
6138	05/24/24	CLEAR015 CLEAR COMMUNICATIONS & ELEC.							267
V4-00622	1	EXPLORER EQUIP REMOVAL	328.00	100-4-31100-8005	Expenditure		35	1	
				VEHICLES/EQUIPMENT					
6139	05/24/24	COLUM005 COLUMN SOFTWARE PBC							267
V4-00617	1	BUDGET NOTICE	158.63	100-4-12420-3600	Expenditure		29	1	
				ADVERTISING					
6140	05/24/24	MANSF005 MANSFIELD OIL COMPANY							267
V4-00612	1	FUEL 05/01-05/15	575.35	100-4-31100-6008	Expenditure		1	1	
				FUEL					
V4-00612	2	FUEL 05/01-05/15	406.97	100-4-43200-6008	Expenditure		2	1	
				FUEL					
V4-00612	3	FUEL 05/01-05/15	129.65	502-4-44000-6008	Expenditure		3	1	
				FUEL/OIL					
			<u>1,111.97</u>						
6141	05/24/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							267
V4-00619	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		31	1	
				TESTING SERVICES					
V4-00619	2	LAB TESTING	184.60	502-4-44000-3140	Expenditure		32	1	
				TESTING SERVICES					
V4-00619	3	LAB TESTING	184.60	502-4-44000-3140	Expenditure		33	1	
				TESTING SERVICES					
V4-00619	4	LAB TESTING	184.60	502-4-44000-3140	Expenditure		34	1	
				TESTING SERVICES					
			<u>738.40</u>						
6142	05/24/24	TMOBI005 T-MOBILE							267
V4-00618	1	04/15-05/14/2024	147.84	100-4-43200-5230	Expenditure		30	1	
				TELECOMMUNICATION					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6143	05/31/24	AMERI005 AMERICAN FIDELITY ASSURANCE CO					270		
24-00060	1	MAY 24 DEDUCTION CHECKS	155.62	100-2-21500-0000	G/L		1	1	
				AMERICAN FIDELITY DISABILITY W/HOLDING					
24-00060	2	MAY 24 DEDUCTION CHECKS	35.90	100-2-21600-0000	G/L		2	1	
				CANCER W/HOLDING					
24-00060	3	MAY 24 DEDUCTION CHECKS	174.69	100-2-21950-0000	G/L		3	1	
				AMERICAN FIDELITY LIFE W/HOLDING					
24-00060	4	MAY 24 DEDUCTION CHECKS	55.59	501-2-21500-0000	G/L		4	1	
				AMERICAN FIDELITY DISABILITY W/HOLDING					
24-00060	5	MAY 24 DEDUCTION CHECKS	40.68	501-2-21600-0000	G/L		5	1	
				CANCER W/HOLDING					
24-00060	6	MAY 24 DEDUCTION CHECKS	55.59	502-2-21500-0000	G/L		6	1	
				AMERICAN DISABILITY W/HOLDING					
24-00060	7	MAY 24 DEDUCTION CHECKS	40.68	502-2-21600-0000	G/L		7	1	
				CANCER W/HOLDING					
24-00060	8	MAY 24 DEDUCTION CHECKS	60.75	502-2-21950-0000	G/L		8	1	
				AMERICAN FIDELITY LIFE W/HOLDING					
			<u>619.50</u>						
6144	05/31/24	CARRO005 CARROT-TOP INDUSTRIES, INC.					270		
V4-00626	1	FLAG	301.00	100-4-31100-6010	Expenditure		21	1	
				POLICE SUPPLIES					
6145	05/31/24	DISCO005 DISCOUNT PORTABLE RESTROOMS					270		
V4-00624	1	173 INDUSTRIAL 5/1/24	100.00	100-4-43200-6007	Expenditure		18	1	
				REPAIR & MAINT. SUPPLIES					
6146	05/31/24	GFLN005 GFL ENVIRONMENTAL					270		
V4-00629	1	SLDUEG REMOVAL	178.25	502-4-44000-3120	Expenditure		24	1	
				SLUDGE & TRASH REMOVAL-RUT CRK.					
V4-00629	2	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		25	1	
				FIRE RANGE FEES					
			<u>205.20</u>						
6147	05/31/24	HILLH005 HILL HARDWARE CORPORATION					270		
V4-00634	1	MARCH STATEMENT	215.30	100-4-43200-6007	Expenditure		44	1	
				REPAIR & MAINT. SUPPLIES					
V4-00634	2	MARCH STATEMENT	461.94	100-4-43200-6009	Expenditure		45	1	
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00634	3	MARCH STATEMENT	24.99	502-4-44000-6007	Expenditure		46	1	
				REPAIR & MAINT. SUPPLIES-RUT. CRK.					
V4-00634	4	MARCH STATEMENT	40.00	501-4-45000-6007	Expenditure		47	1	
				REPAIR & MAINT. SUPPLIES					
			<u>742.23</u>						
6148	05/31/24	MINNE005 MINNESOTA LIFE					270		
24-00062	1	MAY 24 DEDUCTION CHECKS	0.42	501-2-21550-0000	G/L		9	1	
				OPT LIFE INS. W/HOLDING					
24-00062	2	MAY 24 DEDUCTION CHECKS	52.38	502-2-21550-0000	G/L		10	1	
				OPT LIFE INS. W/HOLDING					
			<u>52.80</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL FIRST NATION MAIN CHECKING Continued									
6149	05/31/24	NATIO010 NATIONWIDE RETIREMENT SOLUTION							270
24-00063	1	MAY 24 DEDUCTION CHECKS	146.20	100-2-21400-0000	G/L		11		1
				RETIREMENT W/HOLDING					
24-00063	2	MAY 24 DEDUCTION CHECKS	278.46	100-2-21900-0000	G/L		12		1
				DEFERRED COMP W/HOLDING					
24-00063	3	MAY 24 DEDUCTION CHECKS	191.88	501-2-21400-0000	G/L		13		1
				RETIREMENT W/HOLDINGS					
24-00063	4	MAY 24 DEDUCTION CHECKS	365.46	501-2-21900-0000	G/L		14		1
				DEFERRED COMP W/H					
24-00063	5	MAY 24 DEDUCTION CHECKS	143.90	502-2-21400-0000	G/L		15		1
				RETIRMENT W/HOLDING					
24-00063	6	MAY 24 DEDUCTION CHECKS	274.10	502-2-21900-0000	G/L		16		1
				DEFERRED COMP W/HOLDING					
			<u>1,400.00</u>						
6150	05/31/24	PACEA005 PACE ANALYTICAL SERVICES, INC.							270
V4-00630	1	LAB TESTING	58.20	501-4-44000-3140	Expenditure		26		1
				TESTING SERVICES					
V4-00630	2	LAB TESTING	20.90	501-4-44000-3140	Expenditure		27		1
				TESTING SERVICES					
			<u>79.10</u>						
6151	05/31/24	POSTM005 POSTMASTER, AMHERST							270
V4-00627	1	MAY UTILITY MAILING	319.43	501-4-12420-5210	Expenditure		22		1
				POSTAGE					
V4-00627	2	MAY UTILITY MAILING	319.43	502-4-12420-5210	Expenditure		23		1
				POSTAGE					
			<u>638.86</u>						
6152	05/31/24	TURNP005 TURNPIKE CONTROLS							270
V4-00625	1	TECH SUPPORT	236.00	501-4-44000-3310	Expenditure		19		1
				REPAIR & MAINT. SVCS					
V4-00625	2	TECH SUPPORT	236.00	502-4-44000-3310	Expenditure		20		1
				REPAIR & MAINT. SVCS-RUT CRK					
			<u>472.00</u>						
6153	05/31/24	U-000013 PETTIGREW, CARLOS							270
24-00064	1	UTILITY REFUND Wtr Deposit	17.63	501-3-16080-0015	Revenue		17		1
				PREPAY UTILITIES					
6154	05/31/24	VACOR005 VACORP							270
V4-00632	1	MAY 2024 HYBRID	20.26	502-4-44000-2500	Expenditure		28		1
				LONG-TERM DISABILITY					
V4-00632	2	MAY 2024 HYBRID	13.75	100-4-12110-2500	Expenditure		29		1
				STD/LONG-TERM DISABILITY					
V4-00632	3	MAY 2024 HYBRID	20.36	501-4-12110-2500	Expenditure		30		1
				STD/LONG-TERM DISABILITY					
V4-00632	4	MAY 2024 HYBRID	15.27	502-4-12110-2500	Expenditure		31		1
				STD/LONG-TERM DISABILITY					
V4-00632	5	MAY 2024 HYBRID	1.52	514-4-12110-1100	Expenditure		32		1
				WAGES					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
GENERAL		FIRST NATION MAIN CHECKING	Continued						
6154 VACORP		Continued							
V4-00632	6	MAY 2024 HYBRID	10.33	100-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		33		1
V4-00632	7	MAY 2024 HYBRID	10.33	100-4-31100-2500 STD/LONG-TERM DISABILITY	Expenditure		34		1
V4-00632	8	MAY 2024 HYBRID	35.71	501-4-44000-2500 LONG-TERM DISABILITY	Expenditure		35		1
V4-00632	9	MAY 2024 HYBRID	8.02	100-4-43200-2500 HYBRID DISABILITY	Expenditure		36		1
V4-00632	10	MAY 2024 HYBRID	4.01	501-4-45000-2500 HYBRID DISABILITY	Expenditure		37		1
V4-00632	11	MAY 2024 HYBRID	3.85	502-4-45000-2500 HYBRID DISABILITY	Expenditure		38		1
V4-00632	12	MAY 2024 HYBRID	4.40	100-4-12420-2500 HYBRID DISABILITY	Expenditure		39		1
V4-00632	13	MAY 2024 HYBRID	8.60	501-4-12420-2500 HYBRID DISABILITY	Expenditure		40		1
V4-00632	14	MAY 2024 HYBRID	5.73	502-4-12420-2500 HYBRID DISABILITY	Expenditure		41		1
V4-00632	15	MAY 2024 HYBRID	0.37	514-4-12420-2500 HYBRID DISABILITY	Expenditure		42		1
V4-00632	16	MAY 2024 HYBRID	0.16	502-4-45000-2500 HYBRID DISABILITY	Expenditure		43		1
			<u>162.67</u>						

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	58	0	286,883.94	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	58	0	286,883.94	0.00

GENERAL-ACH	VENDOR ACH PAYMENTS	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
4 05/03/24	ANTW005 BENCHMARK SYSTEMS, INC.		Direct Deposit			261		
V4-00573	1 PROCARE	428.50	100-4-12510-5600 MICROSOFT OFFICE SERVICE	Expenditure		1		1
5 05/03/24	USABL005 USA BLUE BOOK		Direct Deposit			261		
V4-00574	1 LAB REAGENTS	394.62	501-4-44000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		2		1
V4-00574	2 LAB REAGENTS	140.95	502-4-44000-6007 REPAIR & MAINT. SUPPLIES-RUT. CRK.	Expenditure		3		1
		<u>535.57</u>						
6 05/09/24	GALLS005 GALLS, INC.		Direct Deposit			263		
V4-00578	1 HANDCUFF CASE	47.99	100-4-31100-6010 POLICE SUPPLIES	Expenditure		5		1
7 05/09/24	GRAIN005 GRAINGER		Direct Deposit			263		
V4-00580	1 TRUCK TOOL BOX	715.58	501-4-44000-8005 EQUIPMENT	Expenditure		6		1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
GENERAL-ACH VENDOR ACH PAYMENTS			Continued						
7 GRAINGER			Continued						
V4-00580	2	TRUCK TOOL BOX	715.58	502-4-44000-8005	Expenditure		7	1	
				VEHICLES					
			<u>1,431.16</u>						
8	05/09/24	VANUT005 VA NUTRIENT CREDIT EXCHANGE		Direct Deposit					263
V4-00581	1	NUTRIENT CREDIT PURCHASE	747.84	502-4-44000-5810	Expenditure		4	1	
				DUES & MEMBERSHIPS					
9	05/09/24	VUPS0005 VA UTILITY PROTECTION SERVICE		Direct Deposit					263
V4-00582	1	APRIL TRASNS	50.60	501-4-45000-5130	Expenditure		3	1	
				MISS UTILITY					
10	05/09/24	WWASS005 WW ASSOCIATES		Direct Deposit					263
V4-00586	1	RETAINER	250.00	501-4-44000-3150	Expenditure		1	1	
				PROFESSIONAL SVCS					
V4-00586	2	RETAINER	250.00	502-4-44000-3150	Expenditure		2	1	
				PROFESSIONAL SVCS					
			<u>500.00</u>						
11	05/16/24	ANTW0005 BENCHMARK SYSTEMS, INC.		Direct Deposit					266
V4-00591	1	DECEMBER 12292023 PROCARE	428.50	100-4-12510-3150	Expenditure		3	1	
				I.T. SERVICES					
V4-00592	1	DECEMBER 12272023 MICRO	568.00	100-4-12510-5600	Expenditure		5	1	
				MICROSOFT OFFICE SERVICE					
V4-00593	1	FEBRUARY 02292024 PROCARE	428.50	100-4-12510-3150	Expenditure		2	1	
				I.T. SERVICES					
V4-00594	1	JANUARY PROCARE 01312024	428.50	100-4-12510-3150	Expenditure		1	1	
				I.T. SERVICES					
V4-00595	1	YEARLY RENEWAL	306.25	100-4-12510-3150	Expenditure		4	1	
				I.T. SERVICES					
V4-00601	1	TRACIE AND BUDDY COMPUTERS	2,358.00	100-4-12510-8001	Expenditure		6	1	
				I.T. EQUIPMENT					
			<u>4,517.75</u>						
12	05/16/24	CMCSU005 CMC SUPPLY, INC.		Direct Deposit					266
V4-00610	1	PARTS	1,017.34	502-4-45000-6007	Expenditure		10	1	
				REPAIR & MAINT. SUPPLIES					
13	05/16/24	FISHE005 FISHER AUTO PARTS, INC		Direct Deposit					266
V4-00597	1	APRIL STATEMENT	36.95	100-4-43200-6009	Expenditure		7	1	
				VEHICLE/POWER EQUIPMENT SUPPLIES					
V4-00597	2	APRIL STATEMENT	67.23	501-4-44000-6009	Expenditure		11	1	
				VEHICLE & EQUIP SUPPLIES					
			<u>104.18</u>						
14	05/16/24	GALLS005 GALLS, INC.		Direct Deposit					266
V4-00611	1	OXFORDSA	79.99	100-4-31100-6011	Expenditure		9	1	
				UNIFORMS					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL-ACH VENDOR ACH PAYMENTS			Continued				
15	05/16/24	USABL005 USA BLUE BOOK		Direct Deposit			266
V4-00602	1	SLEEVE FOR LAMP	281.90	502-4-44000-6007	Expenditure		8 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
16	05/24/24	ANTW005 BENCHMARK SYSTEMS, INC.		Direct Deposit			268
V4-00615	1	HARDWARE INSTAL	2,860.00	100-4-12510-3150	Expenditure		1 1
				I.T. SERVICES			
17	05/24/24	SHERW005 SHERWOOD-LOGAN & ASSOCIATES		Direct Deposit			268
V4-00621	1	LOSS OF HEAT FILTER	282.34	501-4-44000-6007	Expenditure		3 1
				REPAIR & MAINT. SUPPLIES			
18	05/24/24	USABL005 USA BLUE BOOK		Direct Deposit			268
V4-00620	1	LAB AND UV SUPPLIES	458.65	502-4-44000-6004	Expenditure		2 1
				LAB SUPPLIES			
V4-00620	2	LAB AND UV SUPPLIES	422.85	502-4-44000-6007	Expenditure		4 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
V4-00620	3	UV SUPPLIES	422.85	502-4-44000-6007	Expenditure		5 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
V4-00620	4	UV SUPPLIES	281.90	502-4-44000-6007	Expenditure		6 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
			<u>1,586.25</u>				
19	05/28/24	MERIW005 MERIWETHER-GODSEY, INC.		Direct Deposit			269
V4-00623	1	BOBBY RETIREMENT DINNER	1,711.25	100-4-12110-5000	Expenditure		1 1
				CONTINGENCY REQUIREMENT			
20	05/31/24	ANDER005 ANDERSON CONSTRUCTION, INC.		Direct Deposit			271
V4-00633	1	PAYMENT 33/FINAL PAYMENT	247,117.55	501-4-94000-8002	Expenditure		1 1
				WATER TREATMENT PLANT IMPROVEMENTS			
21	05/31/24	POINT005 POINT SOURCE AUDIO, INC.		Direct Deposit			271
V4-00628	1	TECH SUPPORT	185.00	100-4-12510-3150	Expenditure		2 1
				I.T. SERVICES			
22	05/31/24	VANUT005 VA NUTRIENT CREDIT EXCHANGE		Direct Deposit			271
V4-00631	1	EXCHANGE COMPLIANCE 25	625.00	502-4-44000-5810	Expenditure		3 1
				DUES & MEMBERSHIPS			

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	0	0	0.00	0.00
Direct Deposit:	19	0	264,110.21	0.00
Total:	19	0	264,110.21	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	58	0	286,883.94	0.00
Direct Deposit:	19	0	264,110.21	0.00
Total:	77	0	550,994.15	0.00

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	27,554.41	0.00	7,593.23	35,147.64
WATER FUND	4-501	270,192.59	338.30	1,304.90	271,835.79
SEWER FUND	4-502	242,733.72	0.00	1,246.47	243,980.19
GARBAGE FUND	4-514	3.78	0.00	0.00	3.78
IDA FUND	4-701	26.75	0.00	0.00	26.75
Total of All Funds:		<u>540,511.25</u>	<u>338.30</u>	<u>10,144.60</u>	<u>550,994.15</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	27,554.41	0.00	7,593.23	35,147.64
WATER FUND	501	270,192.59	338.30	1,304.90	271,835.79
SEWER FUND	502	242,733.72	0.00	1,246.47	243,980.19
GARBAGE FUND	514	3.78	0.00	0.00	3.78
IDA FUND	701	26.75	0.00	0.00	26.75
Total of All Funds:		<u>540,511.25</u>	<u>338.30</u>	<u>10,144.60</u>	<u>550,994.15</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	27,554.41	0.00	0.00	0.00	27,554.41
WATER FUND	4-501	270,192.59	0.00	0.00	0.00	270,192.59
SEWER FUND	4-502	242,733.72	0.00	0.00	0.00	242,733.72
GARBAGE FUND	4-514	3.78	0.00	0.00	0.00	3.78
IDA FUND	4-701	26.75	0.00	0.00	0.00	26.75
Total of All Funds:		<u>540,511.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>540,511.25</u>

Town Manager Report to Council
 Status of Strategic Planning Initiatives

Goals and Strategies

<i>Goal #</i>	<i>Goals</i>	<i>Strategy #</i>	<i>Workshop Council Proposed Strategies - 2-year time frame</i>
1	Develop Recreational Facilities and Entertainment Venues	1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
<p>Actions Taken:</p> <ul style="list-style-type: none"> • Staff proposed funding in the budget for land purchase. • Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far. • Signs have been installed at the park, and the name sign is ready for unveiling. • Bike racks have been purchased and installed at Town Hall and at the mini park. • Staff has begun research on Town clock options and exploring best option for location. • Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel. • The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration. • Council declined the conservation easement. • The County has accepted the conservation easement and land donation for the Ambler property. • Staff is awaiting further direction from Council. • Maintenance staff has added swings and a “Free Little Library” (with the help of John Vandervelde) to Old Mill Park. They have been happily used. 			
2	Promote Business and Economic Development	2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue
		2.d	Joint Goals and Strategies Meeting with EDA members (guidance on path forward for Economic Development in Town)
<p>Actions Taken:</p> <ul style="list-style-type: none"> • Staff has met with the new engineers to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing 			

stormwater facilities at Brockman. The revised plans will have phasing in place to allow the plans to be approved by DEQ. Staff has received comments on the second submission and will work with the engineering firm to have a resubmittal to DEQ. After three submittals, the contract has been completed and there are no sites that have approved plans. Staff presented options for the EDA’s consideration for next steps.

- Staff has been seeking additional information from other localities about business licenses and also reviewing the revenue stream for business licenses to give Council more information about this issue.
- The Town EDA met with the County EDA.
- Staff is working with a site selector for the location of a distribution center to be located at Brockman Park.
- Staff has proposed a change to the business license fee for Realtors in response to concerns about this tax.

3	Revitalize Downtown Area		
		4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space

Action Taken:

- Staff has held an initial meeting with our VDOT Residency Engineer to discuss issues around having parking spaces eliminated and adding sidewalk space, as well as street trees.
- Staff met with a consultant who has worked on several VDOT/municipality projects for streetscape improvements.
- The PDC has added additional work on the walkability study to their 2024 work program.
- Staff is meeting with an engineering firm to receive a proposal for streetscaping and widening of sidewalk area in a selected area.
- Staff has begun work with a new engineering firm to get proposals for two streetscape proposals. One of these is to add landscaped medians in the center of Main Street in selected areas and the other is to create a “model block” downtown with enhanced streetscaping. Once the proposals are received, they will go to Council for appropriation and upon completion, can be used to solicit grant funds.
- The Mayor and Manager met with several VDOT staff members to review options for walkability improvements in Town.
- Staff has three options for additional proposals to the community and VDOT for improving walkability and appearance in the Town.

4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



MAY 2024 MONTHLY REPORT

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	13
ALARM	15
PHONE COMPLAINT	50
BOLO	8
MISSING PERSON	
SHOPLIFTING	1
PROBLEM WITH OTHERS	5
DOMESTIC	1
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	4
EMS CALLS	6
SUDDEN DEATH	
SUSPICIOUS PERSON	3
OTHER	30
CALLS AT AMBRIAR	2

OFFICER INITIATED	NUMBER
BUILDING CHECKS	56
BUSINESS VISIT	67
BUILDING SEARCH	2
TRAFFIC SUMMONS	5
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	134
WARRANT SERVICE	2
PROPERTY WALK AROUNDS	
WARRANTS OBTAINED	
PARKING TICKETS	
MISD. INVESTIGATION	2
FELONY INVESTIGATION	4
NARCOTICS INV.	
SEARCH WARRANT	12
PUBLIC RELATIONS	3
CITIZEN CONTACT	204

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

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	1
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	2
ALL OTHER VIOLATIONS	1

OTHER	NUMBER
ASSIST OTHER OFFICER	9
ASSIST OTHER AGENCY	12
COURT	5
REPORTS	13
SCHOOL / TRAINING	5
MEETINGS	3
TOWED / IMPOUNDED VEH	

ARREST	NUMBER
MISDEMEANOR	2
FELONY	
EPO/PPO	
ECO	1
NARCOTICS VIOLATION	
DUI / DUID	



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

MONTH OF MAY 2024 ACTIVITIES:

Calls for Service: 242

Miles Patrolled: 3,064

5/08/2024- Captain Watts attended the Council Meeting.

5/08/2024- Major incident on East Court St. multiple officers have been involved with the Investigation. Multiple search warrants were issued for this investigation.

5/10/2024- Community Policing at the ball fields by Officer Rose and Skye.

5/14/2024- Officer Rose attended K9 Training.

5/15/2024- Officer Rose attended K9 Training.

5/18/2024- Community Policing at Ambriar for an event by Officer Hash.

5/29/2024- Community Policing at the ball fields by Officer Rose and Skye.

5/30/2024- Chief Harler and Captain Watts picked up the new K9 vehicle and it is now in service.

Chief Harler and Captain Watts have been working with Clear Communications to get both vehicles outfitted by the end of the fiscal year.

Continuous work on the June 29th event.

Background investigation into possible new hire.



Chief Harler and Ms. Davis picked up the old Inv. Explorer and has been turned over to Buddy Smith.

AFTER HOURS CALLS

5/07/2024	Mental Health	Fairmont	Assist
5/09/2024	Phone Complaint	East Court St.	Advice by 3
5/19/2024	Alarm	Hardees	Building Secure
5/19/2024	Alarm	Hardees	Building Secure
5/28/2024	Alarm	Hardees	Building Secure
5/28/2024	Alarm	Hardees	Building Secure

ASSIST COUNTY CALLS

5/01/2024	Welfare Check	29 North at Sweetbriar	Advice
5/01/2024	Hit and Run	29 Going into Town	Assist
5/03/2024	K9 Deployed	Narcotics	Assist
5/04/2024	K9 Deployed	Narcotics	Assist
5/16/2024	K9 Deployed	Narcotics	Assist

Town of
AMHERST
POLICE
Department



Town of
AMHERST
POLICE
Department



Town of
**AMHERST
POLICE**
Department





Town of
AMHERST
POLICE
Department



Town of
AMHERST
POLICE
Department





TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: June 4, 2024
Re: May 2024 Monthly Report

Utilities:

- May 2024 utility billing total was \$181,375.62.
- There was only one disconnect for May 2024.
- Seven new account set-ups.
- Our online payment system now has a feature for customers to set up Auto-Pay. Notices were put on the monthly utility bills as well as advertised on the Town's Facebook page. Patty has also personally sat down with a customer to walk them through how to set this up. She is happy to help anyone else that would want to come into the office.
- Request for Proposals for a new Automated Reading Infrastructure (AMI) was issued May 11th. The due date for these has been moved to June 21st. I plan to review proposals and have a recommendation to Council at the July Council meeting so that we can move forward with this project.

Accounts Payable:

- The total amount of checks cut for May bills, including payroll deductions was \$540,511.25. The majority of this amount was due to water and sewer projects.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 15 Businesses paid \$63,396 in Meals and Beverage Tax for the month of April 2024.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through May 2024.

Business License Tax:

- Business License Tax was due May 1st. As of the date of this memo, we still have 53 unpaid businesses. Collection efforts will start toward the end of June.

Revenue Account Range: First to zzz-z-zzzzz-zzzz **Include Non-Anticipated:** Yes **Year To Date As Of:** 05/31/24
Expend Account Range: First to zzz-z-zzzzz-zzzz **Include Non-Budget:** Yes **Current Period:** 05/01/24 to 05/31/24
Print Zero YTD Activity: No **Prior Year:** 05/01/23 to 05/31/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	375.00	375.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	0.00	0.00	0.44	2.12	2.12	0
	11030 Total	0.00	0.00	0.44	377.12	377.12	0
100-3-11060-0002	INTEREST ON DEL TAXES	25.68	0.00	28.08	297.29	297.29	0
100-3-12010-0001	LOCAL SALES & USE TAX	14,866.60	146,400.00	15,640.94	161,454.46	15,054.46	110
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,140.99	25,000.00	2,134.76	23,966.13	1,033.87 -	96
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,365.10	18,000.00	1,377.07	14,707.00	3,293.00 -	82
	12020 Total	3,506.09	43,000.00	3,511.83	38,673.13	4,326.87 -	89
100-3-12030-0006	BUSINESS LICENSE TAX	57,571.99	130,000.00	87,097.10	197,139.95	67,139.95	152
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	531.22	1,300.00	9,977.72	13,743.89	12,443.89	***
	12030 Total	58,103.21	131,300.00	97,074.82	210,883.84	79,583.84	160
100-3-12050-0001	MOTOR VEHICLE LICENSES	350.00 -	40,000.00	0.00	41,170.00	1,170.00	103
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	47.09	300.00	60.29	591.90	291.90	197
	12050 Total	302.91 -	40,300.00	60.29	41,761.90	1,461.90	103
100-3-12060-0001	BANK STOCK FEE	15,586.00	70,000.00	34,854.00	66,637.00	3,363.00 -	95
100-3-12080-0001	CIGARETTE TAX	3,000.00	30,000.00	78.78	30,078.78	78.78	100
100-3-12100-0001	LODGING TAX	1,687.83	12,000.00	1,900.62	16,111.18	4,111.18	134

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-12110-0001	MEALS TAX	65,164.06	700,000.00	65,802.02	700,899.94	899.94	100
100-3-12110-0002	MEALS TAX-PEN & INTEREST	993.42	600.00	541.95	1,578.20	978.20	263
	12110 Total	66,157.48	700,600.00	66,343.97	702,478.14	1,878.14	100
100-3-13030-0007	ZONING PERMITS	0.00	0.00	380.00	580.00	580.00	0
100-3-14010-0001	FINES & FORFEITURES	0.00	6,000.00	368.22	11,237.09	5,237.09	187
100-3-15010-0001	INTEREST ON BANK DEPOSITS	9,003.61	5,000.00	0.00	62,383.26	57,383.26	***
100-3-15010-0002	INTEREST ON INVESTMENTS	8,436.29	20,000.00	0.00	119,315.54	99,315.54	597
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	12,377.92 -	0.00	0.00	2,736.05	2,736.05	0
	15010 Total	5,061.98	25,000.00	0.00	184,434.85	159,434.85	737
100-3-15020-0005	TOWER LEASE	1,809.86	10,859.16	904.93	9,954.23	904.93 -	92
100-3-16030-0001	POLICE SECURITY	861.12	20,000.00	0.00	2,525.10	17,474.90 -	13
100-3-16150-0003	SALE OF BANNERS	0.00	0.00	250.00	250.00	250.00	0
100-3-18030-0001	REFUNDS	274.00	500.00	280.00	7,626.74	7,126.74	***
100-3-18030-0005	RETURNED CHECK FEE	0.00	0.00	150.00	850.00	850.00	0
100-3-18030-0006	ACCIDENT REPORTS	30.00	250.00	20.00	190.00	60.00 -	76
100-3-18030-0007	MISC REV	0.00	0.00	0.00	70.34	70.34	0
100-3-18030-0008	COLLECTION FEE	1,899.10	2,000.00	0.00	1,998.55	1.45 -	100
	18030 Total	2,203.10	2,750.00	450.00	10,735.63	7,985.63	390
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	1,349.00	1,349.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	0.00	0.00	0.00	1,127.88	1,127.88	0

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
18990 Total		0.00	0.00	0.00	2,476.88	2,476.88	0
100-3-19020-0005	DMV STOP FEES	227.62	1,200.00	0.00	1,619.45	419.45	135
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,400.00	0.00	2,627.62	227.62	109
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.92	0.00	17,455.92	0.00	100
100-3-22010-0010	RENTAL TAX	146.83	3,000.00	116.36	1,961.06	1,038.94 -	65
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,915.25	70,800.00	5,579.81	61,791.87	9,008.13 -	87
22010 Total		6,062.08	93,655.92	5,696.17	83,836.47	9,819.45 -	89
100-3-24010-0001	DCJS GRANTS	1,705.00	92,000.00	13,941.21	17,721.91	74,278.09 -	19
100-3-24010-0003	STATE POLICE AID	0.00	64,664.00	17,004.00	51,010.00	13,654.00 -	79
24010 Total		1,705.00	156,664.00	30,945.21	68,731.91	87,932.09 -	43
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	0.00	0.00	0.00	17,003.00	17,003.00	0
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	71,819.10	71,819.10	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	100.00	0.00	100.00	1,100.00	1,100.00	0
100-3-41040-0006	FOIA REQUESTS	0.00	0.00	0.00	12.79	12.79	0
100-3-42000-0000	RESERVE	0.00	201,127.21	0.00	0.00	201,127.21 -	0
GENERAL FUND Revenue Totals		180,660.74	1,705,856.29	258,588.30	1,750,069.34	44,213.05	102

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	10,450.00	950.00	92
100-4-11010-2100	FICA	72.70	872.10	72.70	799.70	72.40	92
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	5,000.00	0.00	3,010.97	1,989.03	60
	11010 TOWN COUNCIL	1,022.70	17,272.10	1,022.70	14,260.67	3,011.43	83
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	6,222.11	54,705.81	4,107.24	47,023.41	7,682.40	86
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	3,172.74	37,968.94	3,272.32	92
100-4-12110-2100	FICA	721.99	7,339.95	566.79	7,074.16	265.79	96
100-4-12110-2200	VRS	1,506.60	10,250.72	942.98	9,823.79	426.93	96
100-4-12110-2300	HEALTH INSURANCE	642.91	8,602.44	701.14	7,025.88	1,576.56	82
100-4-12110-2400	GROUP LIFE INSURANCE	55.45	733.06	60.47	648.05	85.01	88
100-4-12110-2500	STD/LONG-TERM DISABILITY	22.08	288.85	48.16	240.80	48.05	83
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	26.00	0.00	0.00	26.00	0
100-4-12110-2700	WORKER'S COMP	0.00	125.03	0.00	125.03	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	0.00	500.00	0.00	427.88	72.12	86
100-4-12110-3600	ADVERTISING	0.00	2,000.00	155.92	1,391.73	608.27	70
100-4-12110-5000	CONTINGENCY REQUIREMENT	1,041.05	34,226.00	2,006.87	11,368.64	22,857.36	33
100-4-12110-5210	POSTAGE	0.00	250.00	563.32	652.29	402.29 -	261
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	90.00	900.00	360.00 -	167
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	2,225.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	78.00	5,000.00	0.00	3,706.58	1,293.42	74
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	620.83	1,879.17	25
	12110 TOWN MANAGER	13,300.05	170,554.12	12,415.63	131,223.01	39,331.11	77
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	2,140.00	23,400.00	3,350.00	87

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	20,000.00	0
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	5,654.89 -	54,629.28	4,486.64	49,447.90	5,181.38	91
100-4-12420-1300	PT WAGES	382.60	5,083.25	352.07	4,141.40	941.85	81
100-4-12420-2100	FICA	326.50 -	4,904.63	400.68	4,434.30	470.33	90
100-4-12420-2200	VRS	69.24 -	10,744.56	926.96	9,635.27	1,109.29	90
100-4-12420-2300	HEALTH INSURANCE	1,728.72 -	8,155.56	1,399.44	9,863.04	1,707.48 -	121
100-4-12420-2400	GROUP LIFE INSURANCE	1.24	818.38	73.37	754.96	63.42	92
100-4-12420-2500	HYBRID DISABILITY	4.02	50.00	8.80	44.00	6.00	88
100-4-12420-2600	UNEMPLOYEMENT INSURANCE	0.00	41.60	0.00	10.34	31.26	25
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	104.04	0.00	100
100-4-12420-3009	DMV STOPS	0.00	2,000.00	75.00	1,900.00	100.00	95
100-4-12420-3150	PROFESSIONAL SVCS	0.00	23.00	0.00	22.86	0.14	99
100-4-12420-3160	BANKING SERVICE CHARGES	241.43	500.00	0.00	366.95	133.05	73
100-4-12420-3170	VIP MANAGEMENT FEE	0.00	2,700.00	0.00	2,138.79	561.21	79
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,300.00	0.00	4,299.33	0.67	100
100-4-12420-3600	ADVERTISING	0.00	684.00	333.59	840.67	156.67 -	123
100-4-12420-5000	MISC EXP	0.00	15.00	0.00	14.99	0.01	100
100-4-12420-5210	POSTAGE	0.00	3,356.00	128.57	3,484.16	128.16 -	104
100-4-12420-5230	TELECOMMUNICATIONS	225.00	1,080.00	90.00	990.00	90.00	92
100-4-12420-5400	TUITION REIMBURSEMENT	3,107.25	5,506.00	0.00	5,506.00	0.00	100
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	555.42	1,500.00	400.00	1,257.63	242.37	84
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	560.00	0.00	560.00	0.00	100
100-4-12420-6001	OFFICE SUPPLIES	125.70	6,000.00	176.86	5,994.97	5.03	100
	12420 FINANCE DEPARTMENT	3,136.69 -	112,755.30	8,851.98	105,811.60	6,943.70	94
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

06/04/2024
09:53 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-12510-3150	I.T. SERVICES	50.89	9,000.00	7,746.73	11,536.66	2,536.66 -	128
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	1,751.88	8,000.00	2,048.25 -	5,324.80	2,675.20	67
100-4-12510-6002	I.T. SUPPLIES	12.99	5,000.00	0.00	4,143.26	856.74	83
100-4-12510-8001	I.T. EQUIPMENT	0.00	9,500.00	2,358.00	12,391.42	2,891.42 -	130
	12510 INFORMATION TECHNOLOGY	1,815.76	32,500.00	8,056.48	33,846.14	1,346.14 -	104
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	32,061.01	448,508.62	26,367.27	412,829.42	35,679.20	92
100-4-31100-1200	OVERTIME	95.04	11,053.09	1,094.52	9,948.75	1,104.34	90
100-4-31100-1300	PT WAGES	5,237.09 -	22,516.13	1,788.99	19,656.37	2,859.76	87
100-4-31100-1400	OTHER PAY/HOLIDAY	0.00	12,404.30	0.00	10,004.31	2,399.99	81
100-4-31100-1500	SECURITY WAGES	400.00	20,000.00	0.00	2,557.50	17,442.50	13
100-4-31100-2100	FICA	2,022.39	37,804.26	2,183.82	33,574.69	4,229.57	89
100-4-31100-2200	VRS	4,356.25	73,923.09	4,248.38	66,248.71	7,674.38	90
100-4-31100-2300	HEALTH INSURANCE	4,995.41	69,262.00	4,208.66	61,040.08	8,221.92	88
100-4-31100-2400	GROUP LIFE INSURANCE	384.45	5,980.97	332.21	5,052.58	928.39	84
100-4-31100-2500	STD/LONG-TERM DISABILITY	9.65	123.94	20.66	92.97	30.97	75
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	93.45	0.00	13.04	80.41	14
100-4-31100-2700	WORKER'S COMP	0.00	14,140.78	0.00	14,140.78	0.00	100
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	2,642.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	360.00	2,000.00	0.00	425.00	1,575.00	21
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	19,000.00	0.00	10,250.00	8,750.00	54
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	2,700.00	0.00	100
100-4-31100-3600	ADVERTISING	48.92	500.00	465.12	722.40	222.40 -	144
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	66.00	434.00	13
100-4-31100-5230	TELECOMMUNICATIONS	289.82	10,000.00	293.66	9,047.33	952.67	90
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	2,844.68	0.00	100

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	163.69	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	47.97	3,000.00	0.00	2,277.49	722.51	76
100-4-31100-5700	EVENTS	0.00	12,000.00	0.00	2,674.10	9,325.90	22
100-4-31100-5800	FIRE RANGE FEES	0.00	1,000.00	26.95	728.31	271.69	73
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	1,920.00	80.00	96
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	0.00	4,448.00	1,552.00	74
100-4-31100-6001	OFFICE SUPPLIES	4,000.00	3,000.00	365.10	2,154.41	845.59	72
100-4-31100-6003	CANINE SUPPLIES	0.00	4,000.00	0.00	2,521.91	1,478.09	63
100-4-31100-6008	FUEL	1,208.20	17,000.00	1,258.69	14,647.40	2,352.60	86
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	809.64	6,000.00	602.16	2,559.88	3,440.12	43
100-4-31100-6010	POLICE SUPPLIES	831.98	38,000.00	355.86	34,972.86	3,027.14	92
100-4-31100-6011	UNIFORMS	43.68	4,000.00	101.83	3,433.47	566.53	86
100-4-31100-6030	CRIME PREVENTION	0.00	2,000.00	0.00	1,894.03	105.97	95
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	0.00	1,346.52	1,153.48	54
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	134,692.08	328.00	121,654.54	13,037.54	90
	31100 POLICE DEPARTMENT	46,727.32	991,353.08	44,041.88	861,253.22	130,099.86	87
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	15,000.00	0.00	15,000.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	15,000.00	0.00	100
	32200 CONTROL	0.00	30,000.00	0.00	30,000.00	0.00	100
100-4-41320-5100	STREETLIGHTS	2,729.09	32,085.79	2,670.52	27,968.18	4,117.61	87
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	8,980.23 -	36,140.93	4,618.67	28,920.48	7,220.45	80
100-4-43200-1300	PT WAGES	784.08	10,952.12	764.64	8,852.40	2,099.72	81
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	625.28	0.00	261.92	363.36	42

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-4-43200-2100	FICA	621.87 -	3,300.28	412.38	2,951.90	348.38	89
100-4-43200-2200	VRS	1,559.24 -	8,003.76	925.79	5,413.50	2,590.26	68
100-4-43200-2300	HEALTH INSURANCE	2,432.70 -	10,613.40	1,348.49	6,492.56	4,120.84	61
100-4-43200-2400	GROUP LIFE INSURANCE	142.70 -	693.09	73.18	489.57	203.52	71
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	16.04	16.04	84.06	16
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	83.20	0.00	11.30	71.90	14
100-4-43200-2700	WORKER'S COMP	0.00	146.91	0.00	237.00	90.09 -	161
100-4-43200-5100	ELECTRIC	723.70	11,702.60	587.64	9,162.66	2,539.94	78
100-4-43200-5110	HEATING SERVICES	128.64	2,500.00	0.00	2,103.22	396.78	84
100-4-43200-5120	WATER/SEWER	252.61	3,759.00	231.16	2,853.44	905.56	76
100-4-43200-5230	TELECOMMUNICATION	1,212.24	14,136.00	1,872.29	11,634.16	2,501.84	82
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	358.22	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	1,281.25	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,433.00	0.00	5,433.00	0.00	100
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	54.99	2,012.68	4,987.32	29
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	308.18	3,000.00	1,144.28	3,399.99	399.99 -	113
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	89.31	660.69	12
100-4-43200-6005	JANITORIAL SUPPLIES	0.00	1,000.00	10.87	489.18	510.82	49
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	0.00	21,500.00	2,217.66	21,413.56	86.44	100
100-4-43200-6008	FUEL	603.55	15,000.00	875.87	9,636.83	5,363.17	64
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	2,219.14	24,000.00	699.30	15,753.43	8,246.57	66
100-4-43200-6011	UNIFORMS	622.30	3,110.00	0.00	3,102.02	7.98	100
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,526.00	0.00	4,525.90	0.10	100
100-4-43200-6013	AG SUPPLIES	662.82	2,500.00	0.00	224.00	2,276.00	9
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	0.00	21,260.78	46,739.22	31
	43200 GENERAL MAINTENANCE	6,219.48 -	261,341.90	15,853.25	169,507.06	91,834.84	65

Town of Amherst
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
100-4-71300-5600	SECOND STAGE CONTRIBUTION	0.00	1,000.00	0.00	1,000.00	0.00	100
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	1,004.27	1,995.73	33
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	0.00	1,838.89	1,161.11	61
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	519.76	626.00	322.69	948.57	322.57 -	152
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	0.00	1,118.00	0
	81100 PLANNING/ZONING	519.76	1,744.00	322.69	948.57	795.43	54
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIB	0.00	2,500.00	0.00	2,500.00	0.00	100
	GENERAL FUND Expenditure Totals	58,758.51	1,705,856.29	95,375.13	1,404,561.61	301,294.68	82

100 GENERAL FUND	Prior	Current	YTD
Revenues:	180,660.74	258,588.30	1,750,069.34
Expenditures:	58,758.51	95,375.13	1,404,561.61
Net Income:	121,902.23	163,213.17	345,507.73

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	23,720.39	269,934.29	20,624.78	228,552.87	41,381.42 -	85
501-3-16080-0006	WATER OT BASE CHARGES	16,006.90	175,851.84	12,219.58	136,700.69	39,151.15 -	78
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	34,956.12	408,047.97	32,722.54	356,440.62	51,607.35 -	87
501-3-16080-0008	WATER OT USAGE CHARGES	25,877.92	291,179.13	19,430.05	224,170.57	67,008.56 -	77
501-3-16080-0009	PENALTIES	2,959.85	20,000.00	942.45	29,265.79	9,265.79	146
501-3-16080-0010	TRIP CHARGES	900.00	8,000.00	450.00	8,700.00	700.00	109
501-3-16080-0011	DORMANT ACCT FEE	296.16	3,715.33	287.17	3,332.04	383.29 -	90
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	4,367.00	397.00 -	92
501-3-16080-0013	AVAILABILITY FEE	1,386.25	3,000.00	250.00	11,713.17	8,713.17	390
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	131,625.12	8,025.00	88,275.00	43,350.12 -	67
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	338.30 -	2,359.22 -	2,359.22 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	2,185.60	24,041.60	24,041.60	0
	16080 Total	114,525.59	1,316,117.68	97,195.87	1,113,200.13	202,917.55 -	84
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	106.56 -	0.00	850.00	200.04	200.04	0
501-3-42000-0000	RESERVE FUNDS	0.00	111,851.33	0.00	0.00	111,851.33 -	0
	WATER FUND Revenue Totals	114,419.03	1,427,969.01	98,045.87	1,113,400.17	314,568.84 -	77
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,220.72	48,352.55	3,559.18	44,187.59	4,164.96	91
501-4-12110-1300	PT WAGES	370.60	5,058.80	396.60	4,746.20	312.60	94
501-4-12110-2100	FICA	289.12	3,750.15	318.54	3,919.00	168.85 -	104
501-4-12110-2200	VRS	728.64	9,232.17	841.30	8,760.94	471.23	95
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	4,075.63	393.17	91
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	562.95	26.15	96

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-12110-2500	STD/LONG-TERM DISABILITY	18.42	232.11	40.72	193.60	38.51	83
	12110 TOWN MANAGER	5,014.10	71,683.68	5,578.26	66,445.91	5,237.77	93
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	5,996.05	38,105.73	3,187.69	35,808.50	2,297.23	94
501-4-12420-1300	PT WAGES	765.22	9,976.48	704.13	8,282.73	1,693.75	83
501-4-12420-2100	FICA	623.40	3,658.97	277.37	3,148.75	510.22	86
501-4-12420-2200	VRS	831.00	6,408.54	524.14	5,369.97	1,038.57	84
501-4-12420-2300	HEALTH INSURANCE	1,554.02	7,820.40	231.28	6,312.38	1,508.02	81
501-4-12420-2400	GROUP LIFE INSURANCE	67.52	507.23	41.49	425.07	82.16	84
501-4-12420-2500	HYBRID DISABILITY	7.87	0.00	17.20	86.00	86.00 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	0.00	200.00	0.00	21.00	179.00	10
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	3,208.33	391.67	89
501-4-12420-5210	POSTAGE	301.37	3,600.00	319.43	3,474.66	125.34	97
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,723.00	477.00	78
	12420 FINANCE DEPARTMENT	10,146.45	76,077.35	5,302.73	67,860.39	8,216.96	89
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	12,662.20	170,869.00	12,523.21	134,260.87	36,608.13	79
501-4-44000-1200	OVERTIME	0.00	0.00	259.95	1,478.93	1,478.93 -	0
501-4-44000-1300	PT WAGES	1,371.60	27,299.88	1,195.70	23,670.04	3,629.84	87
501-4-44000-1400	OTHER/HOLIDAY	4,142.34	6,114.07	0.00	5,887.14	226.93	96
501-4-44000-2100	FICA	513.99	15,627.65	1,072.27	12,681.63	2,946.02	81
501-4-44000-2200	VRS	2,237.25	22,983.97	2,296.66	22,423.54	560.43	98
501-4-44000-2300	HEALTH INSURANCE	5,560.70	33,516.00	2,814.53	36,353.01	2,837.01 -	108
501-4-44000-2400	GROUP LIFE INSURANCE	173.43	2,289.62	181.77	2,442.35	152.73 -	107
501-4-44000-2500	LONG-TERM DISABILITY	16.50	492.41	71.42	280.37	212.04	57
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	13.13	28.47	32

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-44000-2700	WORKER'S COMP	0.00	4,115.07	0.00	4,115.07	0.00	100
501-4-44000-3140	TESTING SERVICES	1,149.60	11,000.00	522.60	3,164.49	7,835.51	29
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,750.00	450.00	86
501-4-44000-3310	REPAIR & MAINT. SVCS	577.50	10,000.00	236.00	2,655.79	7,344.21	27
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	5,691.00	72,707.13	5,168.75	64,616.73	8,090.40	89
501-4-44000-5120	WATER & SEWER	123.29	50,400.00	4,753.28	49,185.67	1,214.33	98
501-4-44000-5210	POSTAGE	0.00	100.00	0.00	8.13	91.87	8
501-4-44000-5230	TELECOMMUNICATIONS	302.32	5,040.00	573.73	4,357.70	682.30	86
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	225.00	0.00	225.00	0.00	100
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.14	0.00	1,976.14	0.00	100
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	360.70	0.00	100
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	725.00	2,275.00	24
501-4-44000-5600	PERMITS	0.00	13,558.00	0.00	13,558.00	0.00	100
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	1,000.00	0.00	1,167.00	167.00 -	117
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,605.78	0.00	2,605.78	0.00	100
501-4-44000-6004	LAB SUPPLIES	1,405.45	30,000.00	1,318.40	29,715.70	284.30	99
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	0.00	30,000.00	4,702.95	30,155.67	155.67 -	101
501-4-44000-6008	FUEL/OIL	0.00	3,000.00	0.00	0.00	3,000.00	0
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	43.98	3,000.00	67.23	1,511.03	1,488.97	50
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	1,127.56	372.44	75
501-4-44000-6051	CHEMICALS	6,023.48	88,000.00	9,080.85	69,631.17	18,368.83	79
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	980.80	1,739.60	13,260.40	12
	44000 WATER OPERATIONAL	42,244.63	631,022.02	48,070.10	524,842.94	106,179.08	83
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	6,178.46	120,683.37	9,168.61	111,243.75	9,439.62	92
501-4-45000-1300	PT WAGES	50.80	688.13	46.88	575.01	113.12	84

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-45000-2100	FICA	482.40	9,410.30	708.22	8,575.51	834.79	91
501-4-45000-2200	VRS	1,321.52	20,278.19	1,672.68	18,455.96	1,822.23	91
501-4-45000-2300	HEALTH INSURANCE	1,625.79	25,430.00	2,097.42	23,036.27	2,393.73	91
501-4-45000-2400	GROUP LIFE INSURANCE	108.80	1,684.16	132.41	1,472.79	211.37	87
501-4-45000-2500	HYBRID DISABILITY	0.00	50.05	8.02	8.02	42.03	16
501-4-45000-2700	WORKER'S COMP	0.00	6,380.09	0.00	3,172.62	3,207.47	50
501-4-45000-5130	MISS UTILITY	35.70	800.00	50.60	391.65	408.35	49
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	100
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	1,112.76	20,000.00	462.14 -	17,709.46	2,290.54	89
501-4-45000-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	0.00	336.50	0.00	336.50	0.00	100
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	41,080.31	23,080.31 -	228
	45000 WATER MAINTENANCE	10,916.23	224,867.55	13,422.70	227,184.61	2,317.06 -	101
	94000 CONTROL	83,920.12	0.00	247,117.55	615,073.65	615,073.65 -	0
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	83,920.12	0.00	247,117.55	615,073.65	615,073.65 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	0.00	69,000.00	69,000.00 -	0
	94000 CONTROL	83,920.12	0.00	247,117.55	684,073.65	684,073.65 -	0
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	17,202.68	0.00	8,537.31	8,665.37	50
501-4-95000-9001	60W W/L INTEREST	0.00	11,841.24	0.00	5,984.65	5,856.59	51
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	39,838.51	38,513.84	51
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	21,637.33	6,770.88 -	146
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,240.62	102,248.00	0.00	85,205.70	17,042.30	83
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,256.27	24,960.00	0.00	21,058.21	3,901.79	84
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	84,247.39	0.00	47,431.47	36,815.92	56
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	90,600.30	0.00	39,992.62	50,607.68	44
	95000 DEBT SERVICE	10,496.89	424,318.41	0.00	269,685.80	154,632.61	64

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	WATER FUND Expenditure Totals	162,738.42	1,427,969.01	319,491.34	1,840,093.30	412,124.29 -	129
501 WATER FUND							
			Prior	Current	YTD		
	Revenues:	114,419.03	98,045.87	1,113,400.17			
	Expenditures:	162,738.42	319,491.34	1,840,093.30			
	Net Income:	48,319.39 -	221,445.47 -	726,693.13 -			

Town of Amherst
Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	31,322.29	366,129.74	32,369.68	340,935.80	25,193.94 -	93
502-3-16080-0006	SEWER OT BASE CHARGES	7,661.12	144,879.09	8,218.42	91,795.25	53,083.84 -	63
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	22,695.43	269,596.69	22,666.07	246,521.25	23,075.44 -	91
502-3-16080-0008	SEWER OT USAGE CHARGE	6,236.05	117,929.46	6,639.53	74,112.80	43,816.66 -	63
502-3-16080-0009	PENALTIES	2,503.09	15,000.00	1,241.91	27,331.67	12,331.67	182
502-3-16080-0011	DORMANT ACCT FEE	438.00	5,395.54	430.00	5,034.72	360.82 -	93
502-3-16080-0012	AVALABILITY FEE	0.00	0.00	250.00	3,438.08	3,438.08	0
	16080 Total	70,855.98	918,930.52	71,815.61	789,169.57	129,760.95 -	85
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	50,000.00	19,136.89	66,380.97	16,380.97	133
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	2,793.00	11,172.00	0.00	100
	19020 Total	0.00	61,172.00	21,929.89	77,552.97	16,380.97	126
502-3-24040-0003	NUTRIENT CREDIT	0.00	400.00	0.00	389.47	10.53 -	97
502-3-42000-0000	RESERVE FUNDS	0.00	227,326.61	0.00	0.00	227,326.61 -	0
	SEWER FUND Revenue Totals	70,855.98	1,207,829.13	93,745.50	867,112.01	340,717.12 -	71
<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,415.54	37,524.95	2,669.40	31,905.69	5,619.26	85
502-4-12110-1300	PT WAGES	333.54	4,837.26	356.94	4,271.58	565.68	88
502-4-12110-2100	FICA	221.08	3,142.66	243.44	2,899.06	243.60	92
502-4-12110-2200	VRS	546.48	7,204.13	631.00	6,570.77	633.36	91
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	3,056.82	294.78	91
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	422.31	19.52	96
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.81	174.08	30.54	152.70	21.38	88

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	12110 CONTROL	3,820.39	56,676.51	4,247.78	49,278.93	7,397.58	87
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	4,391.06	32,109.39	2,646.95	29,467.54	2,641.85	92
502-4-12420-1300	PT WAGES	746.08	9,727.07	686.53	8,075.64	1,651.43	83
502-4-12420-2100	FICA	458.24	3,085.74	235.46	2,656.73	429.01	86
502-4-12420-2200	VRS	621.68	5,182.17	444.54	4,514.92	667.25	87
502-4-12420-2300	HEALTH INSURANCE	1,098.16	6,703.20	222.04	4,953.89	1,749.31	74
502-4-12420-2400	GROUP LIFE INSURANCE	50.69	410.16	35.19	357.36	52.80	87
502-4-12420-2500	HYBRID DISABILITY	5.25	0.00	11.46	57.30	57.30 -	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,208.34	0.00	3,208.34	0.00	100
502-4-12420-5210	POSTAGE	301.37	3,795.00	319.43	3,474.71	320.29	92
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,723.00	277.00	86
	12420 FINANCE DEPARTMENT	7,672.53	66,221.07	4,601.60	58,489.43	7,731.64	88
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	10,171.95	181,011.05	14,952.85	176,869.66	4,141.39	98
502-4-44000-1200	OVERTIME	0.00	1,079.61	259.95	1,339.56	259.95 -	124
502-4-44000-1400	OTHER/HOLIDAY	3,765.15 -	5,766.59	33.20	2,841.54	2,925.05	49
502-4-44000-2100	FICA	1,315.48	14,288.49	1,109.93	13,234.12	1,054.37	93
502-4-44000-2200	VRS	1,729.50	30,645.17	2,734.44	29,486.72	1,158.45	96
502-4-44000-2300	HEALTH INSURANCE	1,285.70 -	33,516.00	2,771.47	22,185.49	11,330.51	66
502-4-44000-2400	GROUP LIFE INSURANCE	140.53	2,425.55	216.43	1,668.30	757.25	69
502-4-44000-2500	LONG-TERM DISABILITY	17.85	224.98	40.52	200.30	24.68	89
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	3,359.10	0.00	100
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	500.00	178.25	356.50	143.50	71
502-4-44000-3140	TESTING SERVICES	1,015.80	32,666.00	2,030.60	28,496.42	4,169.58	87

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,717.73	250.00	3,717.73	0.00	100
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	682.50	18,666.00	236.00	7,804.37	10,861.63	42
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	4,521.61	56,426.32	5,097.34	51,881.76	4,544.56	92
502-4-44000-5120	WATER, SEWER - RUT. CRK.	298.31	4,205.00	205.15	3,395.98	809.02	81
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	139.34	1,785.30	104.77	1,441.85	343.45	81
502-4-44000-5140	WATER,SEWER-PUMP STATION	22.11	187.20	15.60	171.60	15.60	92
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	25.04	234.86	10
502-4-44000-5230	TELECOMMUNICATIONS	397.32	6,760.00	378.70	5,547.50	1,212.50	82
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	3,572.70	0.00	100
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	360.70	0.00	100
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	4,180.00	180.00 -	104
502-4-44000-5810	DUES & MEMBERSHIPS	224.00	2,000.00	1,372.84	2,507.85	507.85 -	125
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,605.76	54.84	2,660.60	54.84 -	102
502-4-44000-6004	LAB SUPPLIES	68.31	5,235.00	1,141.15	3,581.37	1,653.63	68
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	14,109.43	27,751.20	4,249.20	21,842.63	5,908.57	79
502-4-44000-6008	FUEL/OIL	278.78	3,000.00	219.01	2,973.85	26.15	99
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	927.41	2,072.59	31
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	661.98	1,338.02	33
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	0.00	667.40	3,947.60	14
502-4-44000-8005	VEHICLES	0.00	15,000.00	980.79	1,739.59	13,260.41	12
	44000 SEWER OPERATIONAL	30,331.97	471,171.95	38,633.03	399,699.62	71,472.33	85
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	21,279.88	125,304.20	9,148.98	111,182.17	14,122.03	89
502-4-45000-1300	PT WAGES	50.80	734.15	46.88	575.01	159.14	78
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,821.68	0.00	0.00	1,821.68	0
502-4-45000-2100	FICA	1,634.54	9,781.29	706.71	8,571.84	1,209.45	88

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-45000-2200	VRS	3,652.30	21,214.00	1,668.74	18,446.94	2,767.06	87
502-4-45000-2300	HEALTH INSURANCE	4,869.62	27,818.28	2,090.33	23,020.02	4,798.26	83
502-4-45000-2400	GROUP LIFE INSURANCE	304.01	1,679.07	132.10	1,472.08	206.99	88
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	8.02	8.02	40.03	17
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	100
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	0.00	20,457.22	2,078.98	21,157.20	699.98 -	103
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	41,080.30	23,080.30 -	228
	45000 SEWER MAINTENANCE	31,791.15	227,984.70	15,880.74	226,640.34	1,344.36	99
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	0.00	0.00	87,862.48	87,862.48	87,862.48 -	0
502-4-94000-8002	WWTP CENTRIFUGE	93,996.25	0.00	136,467.50	1,163,289.71	1,163,289.71 -	0
	94000 CAPITAL PROJECTS	93,996.25	0.00	224,329.98	1,251,152.19	1,251,152.19 -	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	17,511.35	217,275.00	0.00	181,062.21	36,212.79	83
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	4,794.58	53,033.00	0.00	44,698.30	8,334.70	84
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,847.72	70,017.22	0.00	58,280.34	11,736.88	83
502-4-95000-9005	SEWER REHAB INTEREST	3,780.28	45,518.78	0.00	37,997.88	7,520.90	83
	95000 DEBT SERVICE	31,933.93	385,844.00	0.00	322,038.73	63,805.27	83
	SEWER FUND Expenditure Totals	199,546.22	1,207,898.23	287,693.13	2,307,299.24	1,099,401.01 -	191

502 SEWER FUND	Prior	Current	YTD
Revenues:	70,855.98	93,745.50	867,112.01
Expenditures:	199,546.22	287,693.13	2,307,299.24
Net Income:	128,690.24 -	193,947.63 -	1,440,187.23 -

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	10,317.35	138,492.00	11,853.20	129,369.18	9,122.82 -	93
514-3-16080-0006	GARBAGE OT CHARGES	1,479.76	19,944.00	1,644.00	18,129.37	1,814.63 -	91
514-3-16080-0009	PENALTIES	401.73	5,000.00	225.18	4,789.93	210.07 -	96
	16080 Total	12,198.84	163,436.00	13,722.38	152,288.48	11,147.52 -	93
	GARBAGE FUND Revenue Totals	12,198.84	163,436.00	13,722.38	152,288.48	11,147.52 -	93
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	241.54	3,297.20	269.96	3,193.55	103.65	97
514-4-12110-1300	PT WAGES	37.08	505.88	39.64	474.40	31.48	94
514-4-12110-2100	FICA	22.38	290.94	24.66	293.66	2.72 -	101
514-4-12110-2200	VRS	54.66	692.41	63.10	657.00	35.41	95
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	305.59	29.57	91
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	42.27	1.91	96
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.39	17.41	0.00	12.16	5.25	70
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	678.34	0
	12110 TOWN MANAGER	386.03	5,861.52	429.00	4,978.63	882.89	85
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	260.57	1,600.93	133.74	1,506.49	94.44	94
514-4-12420-1300	PT WAGES	19.14	249.41	17.59	207.03	42.38	83
514-4-12420-2100	FICA	26.22	141.55	10.74	122.06	19.49	86
514-4-12420-2200	VRS	35.89	271.05	21.84	224.51	46.54	83
514-4-12420-2300	HEALTH INSURANCE	68.14	335.16	9.24	269.19	65.97	80
514-4-12420-2400	GROUP LIFE INSURANCE	2.94	21.45	1.73	17.76	3.69	83
514-4-12420-2500	HYBRID DISABILITY	0.40	0.00	0.74	3.70	3.70 -	0
	12420 FINANCE DEPARTMENT	413.30	2,619.55	195.62	2,350.74	268.81	90

Town of Amherst
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	10,074.74	129,646.32	0.00	105,343.60	24,302.72	81
514-4-43200-3170	COLLECTION OUT OF TOWN	1,404.72	20,865.61	0.00	14,616.80	6,248.81	70
	43200 CONTROL	11,479.46	150,511.93	0.00	119,960.40	30,551.53	80
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	305.03	2,961.48	212.46	2,499.61	461.87	84
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	23.44	229.65	16.32	191.10	38.55	83
514-4-45000-2200	VRS	55.19	501.38	38.92	414.12	87.26	83
514-4-45000-2300	HEALTH INSURANCE	66.97	670.32	49.76	516.65	153.67	77
514-4-45000-2400	GROUP LIFE INSURANCE	4.31	39.69	3.07	32.99	6.70	83
	45000 GARBAGE MAINTENANCE	454.94	4,443.00	320.53	3,654.47	788.53	82
	GARBAGE FUND Expenditure Totals	12,733.73	163,436.00	945.15	130,944.24	32,491.76	80

514 GARBAGE FUND	Prior	Current	YTD
Revenues:	12,198.84	13,722.38	152,288.48
Expenditures:	12,733.73	945.15	130,944.24
Net Income:	534.89 -	12,777.23	21,344.24

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	28,456.73	0.00	641.12	27,815.61 -	2
701-3-41040-0001	BOND ISSUE	0.00	5,148.76	0.00	5,148.76	0.00	100
701-3-41060-0001	HOME OWNERS REIM	531.27	2,815.14	64,812.76	66,095.00	63,279.86	***
IDA FUND Revenue Totals		531.27	36,420.63	64,812.76	71,884.88	35,464.25	197
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	609.54	8,809.82	562.59	6,899.94	1,909.88	78
701-4-45000-2100	FICA	46.64	673.95	43.05	527.85	146.10	78
701-4-45000-2700	WORKER'S COMP	0.00	254.02	0.00	0.00	254.02	0
701-4-45000-8005	CAPITAL	0.00	18,000.00	0.00	0.00	18,000.00	0
45000 CONTROL		656.18	27,737.79	605.64	7,427.79	20,310.00	27
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	25.26	180.00	26.75	317.08	137.08 -	176
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,800.00	0.00	2,690.00	110.00	96
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	5,702.84	0.00	0.00	5,702.84	0
81500 ECONOMIC DEVELOPMENT		25.26	8,682.84	26.75	3,007.08	5,675.76	35
IDA FUND Expenditure Totals		681.44	36,420.63	632.39	10,434.87	25,985.76	29
701 IDA FUND							
Revenues:		531.27	64,812.76	71,884.88			
Expenditures:		681.44	632.39	10,434.87			

Town of Amherst
Statement of Revenue and Expenditures

Net Income: 150.17 - 64,180.37 61,450.01

Grand Totals	Prior	Current	YTD
Revenues:	378,665.86	528,914.81	3,954,754.88
Expenditures:	434,458.32	704,137.14	5,693,333.26
Net Income:	55,792.46 -	175,222.33 -	1,738,578.38 -

**CLERK OF COUNCIL REPORT
MAY 2024**

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 05/01/24: Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; draft minutes for approval; post to Town website.

Town Council

Regular Meeting 05/08/24: Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Quorums: Confirm meetings and cancellations with board members

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

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

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design for posting on Facebook with links to Town Website
- Share links to community news and events; Monitor feedback.

BANNERS

Military Pole Banners: Receive 2 orders; prepare design and place order

FREEDOM OF INFORMATION ACT

One (1) request: Receive, review, and respond to requestor

OTHER:

- Convert and post audio recording of meeting to website
- Prepare/draft miscellaneous legal ads and notices; post ads to newspaper portal; post notices to website
- Post RFP and Addendums to website
- Prepare closed session resolution
- Prepare oaths and compose letters to Clerk of Court for new board members
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– May 31, 2024 - See Attached.

Town of Amherst Committees as of May 31, 2024

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Kenneth S. Watts	11/16/23	12/31/24
Michael Driskill	01/01/23	12/31/24
Sharon W. Turner	01/01/21	12/31/24
Andra A. Higginbotham	01/01/23	12/31/26
Janice N. Wheaton	01/01/23	12/31/26

PLANNING COMMISSION

June Driskill, Chairperson	07/01/24	06/30/28
Michael H. Driskill	01/01/23	12/31/24 (TC rep)
William Jones	07/01/23	06/30/27
Veda Butcher	5/10/23	11/10/25
John Kendrick Vandervelde	07/01/22	06/30/26
Clifford Hart	07/01/23	06/30/27
Anne Webster Day	07/01/22	06/30/26

BOARD OF ZONING APPEALS

June Driskill	11/13/20	08/31/25
Rachel E. Thompson	10/19/22	08/31/24
Teresa Tatlock	11/11/21	08/31/26
Shannan C. Carter	09/01/22	08/31/27
R.A. "Tony" Robertson	09/1/23 -	08/31/28

ECONOMIC DEVELOPMENT AUTHORITY

Clifford Hart	07/01/23	06/30/27
Sharon Watts Turner	07/01/22	06/30/26
Douglas L. Thompson	08/15/22	06/30/25
Steven A. Jefferson	07/01/24	06/30/28
Manly Rucker	07/01/21	06/30/25
Mark Milhous	08/18/22	08/31/26
Harold O. Thomas, Jr.	04/10/24	04/31/28

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	07/01/24	06/30/28
Bessie H. Kirkwood	07/01/22	06/30/26
Glenda Hash	07/01/24	06/30/28

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

D. Dwayne Tuggle	01/01/23	12/31/24
Sara McGuffin	01/01/23	12/31/24

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/23	12/31/24
Sara E. McGuffin	01/01/23	12/31/24

Appointed/Term Expires

STANDING COUNCIL COMMITTEES 01/01/23 12/31/24

Town Council will act as a whole in lieu of standing council committees.

Utility/Town Maintenance and Construction Report

May-24

Water Meter Read	1210
Water Meter Re-Read	27
Disconnects	0
VA-811 Service locations	43
Vehicle PM Work Orders	27
Pump Station/Plant Work Orders	26
Banners Installed/Dismantled	1
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	1
Minor Leaks s Repaired	0
Major Leaks Repaired	0
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	94
Street/Sidewalk Maintenance	380
Bush gogging/ Right of way water/ sewer	110
Flushing Water	2
Equipment Maintenance	83
Xmas decorations	0

Water

Wa ter intake road reworked	work with VDOT on storm water p r problems
Start Maintenance building addition.	
Vac all streets and repaint parking and no parking spaces.	
Work with vendor on meter reading study	
Work on Park (swings,library book exchange box)	Many other projects completed

Routine/Annual Work

Projects/Unusual Work

Service Work Orders	Locating Un-marked/Unknown Water & Sewer System Assets
Meter Reading	Continue Safety and Shop/Yard Clean-up
Prev-Maint Work Orders	Staff has been working on finding water valves and addressing issues
Disconnects	Working on clearing water right of ways.
Re-connects	
Flushing Program	
in Select Locations	

Centrifuge Installation Slow Down...

Certification of the Sludge Dewatering Centrifuge has stopped for the time being as Staff is now trying to thin digester sludge that has been held on to for a long time. Digested sludge going into the centrifuge needs to be around 2.5% solids. The digester is currently holding around 13 – 15% solids.

Staff is currently working to transfer sludge from digester #1 to digester #2 and have even transferred some to the remaining dring bed. Then, clear plant effluent was added back into digester #1, hoping to get down to the 2.5 % desired. This process has been performed twice and may have to be repeated.

But once the backlog of solids has been alleviated, the Staff looks forward to maintaining lower solids percentages and ensuring backlogging is no longer an issue.

SCADA System Project Start Up ...

Valley Automation, Inc., the contractors working on the SCADA project at Rutledge Creek, and the Town Engineering Staff, the Electrician, and the Plant Staff had the onsite project kick-off meeting in May. That project will soon be fully underway with the controlling functions of the plant process being updated, so should any hard case goods need to be replaced, they will be available as shelf stock.

Water Plant Upgrade ...

It can be said that the water plant upgrade is completed. There are no outstanding items that need to be done. The Staff operates the facility as intended, and only minor hiccups now occur. These would be in the form of small instances, such as miss programed weight conversions in the SCADA—slightly lesser equipment malfunctions which have to be repaired within a day of discovery.

As projects end in the plant's department, Staff have already started working on the scheduling and contact information to keep all new and preexisting equipment well maintained to increase its life and use at both plants.

**Town of Amherst
Economic Development Authority**

Town Manager McGuffin called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on June 3, 2024, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	Sharon Turner	A	Steven Jefferson
P	C. Manly Rucker	P	Harold Thomas, Jr.
P	Clifford Hart	A	Douglas Thompson
A	Mark Milhous		

Town Manager Sara E. McGuffin, in her capacity of secretary, and Clerk of Council Vicki K. Hunt were also present.

Mr. Rucker made a motion which was seconded by Mr. Hart to approve the minutes of the March 4, 2024, meeting. There being no discussion, the motion carried 4-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Absent
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Harold Thomas	Aye
Mark Milhous	Absent		

Town Manager McGuffin presented a report from TRC Companies, Inc., on options for grading plans for pad ready sites at Brockman Industrial Park following the guidance of Virginia Economic Development Partnership, and potential scope of services. After discussion, no action was taken and the matter was deferred for further consideration.

There being no further business, the meeting adjourned at 5:47 p.m. on motion of Mr. Thomas seconded by Mr. Rucker.

The motion carried 4-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Absent
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Harold Thomas	Aye
Mark Milhous	Absent		

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

May 1, 2024

Ms. Sara McGuffin
Town Manager
Town of Amherst
174 S. Main Street
Amherst, Virginia 24521

RE: Proposal for Professional Planning Services
Main Street Corridor Improvements
Town of Amherst, Virginia

Dear Ms. McGuffin:

McGill Associates is pleased to provide you with this proposal for professional Services for the above referenced project. The intent of this planning effort will be to develop a concept plan for the Main Street corridor from Court Street to 2nd Street. The primary focus for this initiative is to evaluate viable alternatives for streetscape improvements that would enhance downtown and improve pedestrian facilities. In addition, the study would consider opportunities for public open space and corridor enhancements to create an integrated design which provides pedestrian connectivity that will complement the downtown core. We anticipate the following scope of services.

Scope of Services

Project Management

1. Coordinate with Town Staff to review and finalize project objectives and a concise project scope and schedule.
2. Meet with the Owner to gather initial data, relevant information, and determine the technical requirements for the project.

Current Conditions and Needs Assessment:

1. Identify relevant site design parameters and project objectives with Town Staff.
2. Conduct an on-site investigation of the subject project area to determine the site parameters, and the location of existing site features.
3. McGill will use the GIS information and aerial photography provided by the Owner to develop a base map for the project and to show proposed improvements.
4. Inventory existing street conditions (characteristics of existing conditions, existing street geometry, sidewalk widths, landscaping, parking, opportunities/possibilities for improvements).
5. Prepare photographic documentation of current conditions.
6. Coordinate with Town Staff regarding the potential opportunities and improvements.

Goals and Recommendations

Based upon the corridor assessment, develop up to three (3) design scenarios of the corridor that meet the following objectives.

- Improves bicycle/pedestrian connectivity and safety.
 - Provides traffic calming measures.
 - Evaluate downtown parking and public space opportunities within the project area.
 - Creates an attractive street environment that will encourage pedestrians to utilize the downtown corridor.
1. Prepare a preliminary color graphic rendering for each scenario and review with Town Staff for comments.
 2. Develop an estimate of probable cost
 3. Revise graphic renderings based on review comments from Town Staff
 4. Prepare final presentation and submit to Town Staff.

Implementation

1. Develop preliminary costs for each of the proposed design scenarios that would include the following:
 - a. Develop an opinion of probable construction cost for the proposed improvements.
 - b. Develop costs for Preliminary Engineering and Construction Phase Services

Deliverables

- Two (2) Plan Graphic Renderings of the Corridor Plan
- Two (2) Photographic Visualization Rendering
- Opinion of Probable Construction Cost

Compensation

Based on our understanding of the project, we propose to provide the Scope of Services detailed in this proposal for the **lump sum fee of \$11,400.00** in accordance with our Basic Fee Schedule, inclusive of all reimbursable expenditures.

Our estimated fees do not include provisions for final design services, geotechnical services, or legal fees; and are specifically limited to the above-defined scope of services relating to the strategic planning effort for accomplishing the streetscape improvements within the timing and financial goals of the Town.

Additional Services

1. Providing services of professional consultants for items of work other than those described above.

2. Changes to the proposed project limits which occur after McGill has completed preliminary design will be considered additional services. McGill can coordinate these additional services as needed.

Owner's Responsibilities

1. The Owner shall provide full information regarding the project location for the graphic rendering.
2. The Owner shall designate a representative for the Project. The Owner or his representative shall examine documents submitted by McGill and shall render decisions needed, avoiding unreasonable delay in the progress of McGill's work.

We appreciate the opportunity to provide this proposal to the Town of Amherst and prepared to begin work immediately to meet the Town's schedule. If this proposal is acceptable, please sign and return one (1) copy of this proposal to our office.

As always, if you have any questions regarding this proposal, please do not hesitate to contact me. We look forward to working with you and Town Staff on this project.

Sincerely:
MCGILL ASSOCIATES, PA

WES FLEMING, PE
ROANOKE OFFICE MANAGER

Attachments: Basic Fee Schedule

AUTHORIZATION TO PROCEED:

This proposal for professional planning services is executed as Authorization to Proceed:

Executed this _____ day of _____, 2024.

SARA MCGUFFIN, TOWN MANAGER, TOWN OF AMHERST

ATTACHMENT A - STANDARD HOURLY RATE AND FEE SCHEDULE
January 2024

PROFESSIONAL FEES	I	II	III	IV
Senior Principal	\$295			
Principal – Regional Manager – Director	\$250	\$255	\$270	\$285
Practice Area Lead	\$215	\$240	\$250	\$265
Senior Project Manager	\$220	\$240	\$245	\$250
Senior Engineer	\$220	\$240	\$245	\$250
Project Manager	\$190	\$210	\$215	\$220
Senior Project Engineer	\$190	\$210	\$215	\$220
Project Engineer	\$155	\$165	\$175	\$185
Engineering Associate	\$130	\$135	\$140	\$145
Planner- Consultant – Designer	\$130	\$150	\$175	\$185
Engineering Technician	\$120	\$130	\$145	\$155
CAD Operator – GIS Analyst	\$100	\$110	\$120	\$130
Construction Services Manager	\$160	\$170	\$180	\$205
Construction Administrator	\$125	\$140	\$150	\$160
Financial Services Manager	\$145	\$155	\$165	\$175
Grant Administrator	\$125	\$145	\$155	\$165
Construction Field Representative	\$100	\$115	\$125	\$140
Environmental Specialist	\$100	\$110	\$115	\$120
Administrative Assistant	\$85	\$90	\$100	\$115
Survey Party Chief	\$100	\$115	\$130	\$150
Survey Field Technician	\$85	\$90	\$95	\$100

EXPENSES

- a. Mileage - \$0.70/mile
- b. Flow Monitoring Equipment: Pressure Flow Meter- \$400/wk.; Gravity Flow Meter - \$1,000/deployment
- c. Robotics/GPS Equipment: \$30/hr.
- d. Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

ASSOCIATED SERVICES

- a. Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus fifteen (15) percent.

May 15, 2024

Ms. Sara McGuffin
Town Manager, Town of Amherst
174 S. Main Street
Amherst, Virginia 24521

RE: Engineering Services Proposal
South Main Street Sidewalk Improvements
Amherst, Virginia

Dear Ms. McGuffin:

McGill Associates is pleased to submit this proposal to the Town of Amherst (Client) for providing land surveying and engineering services for sidewalk improvements along S Main Street and Lexington Turnpike in front of the CVS facility and a crosswalk across Lexington Turnpike northwest of the roundabout.

Based on this understanding, we propose the following scope of services:

SCOPE OF SERVICES

Surveying

Perform a topographic survey of the subject property according to the following criteria:

1. Horizontal and vertical geodetic survey control on NAD83(2011) and NAVD88(GEOID12A) horizontal and vertical datum.
2. Locate planimetric data for above ground features, including accessible piping networks, roads, buildings, structures.
3. Provide topographic mapping and digital terrain model of the site suitable to produce a one-foot contour.
4. Contact Virginia 811 and request utility locations for the project area, and locate utilities as marked. Please be aware, Virginia 811 utility representatives are likely to locate only those underground utilities within the right-of-way of the roadway. Virginia 811 utility representatives will not locate underground utilities on private property.
5. Determine locations of property and right-of-way lines for design purposes only. No survey plat will be produced or property corner monuments set.

Design

1. Attend one (1) site visit meeting with the Client's staff. During this visit we will attempt to coordinate a meeting with VDOT to discuss crosswalk location.
2. Prepare preliminary schematic plan drawing showing proposed improvements.
3. Attend one (1) in-person review meeting with the Client's staff to review and discuss the proposed improvements and verify field conditions.
4. Prepare preliminary design plans with details required to construct site repairs and improvements including:
 - Demolition and removal of existing site features to accommodate project construction
 - Final site layout identifying final locations of sidewalk, curb ramps, crosswalk, and curb improvements
 - Grading plan identifying existing and proposed grades
 - Erosion and sediment control plan identifying temporary measures for controlling soil erosion during the construction process and permanent measures to provide ongoing stabilization
 - Construction details
5. Prepare technical specifications and bidding documents in MasterSpec format based on McGill Associates standard specifications and bidding document templates.
6. Provide one (1) engineer's estimate of construction cost.
7. Prepare one (1) application with supporting calculations and documentation for each of the following local jurisdiction permit reviews:
 - VDOT Land Use Permit Application

Bidding Phase Assistance

1. Consult with Client regarding bidding schedule, award dates, and specific bidding conditions.
2. Manage bid process as an informal, competitive bid.
3. Provide Invitation to Bid to be advertised by Client.
4. Address questions from bidders during the bid process and issue Addenda containing bidders questions and responses.
5. Attend one (1) bid opening.
6. Provide assistance in reviewing bids, prepare a certified bid tab, and recommendation of award.

7. Prepare final contract documents and coordinate contract execution and notice to proceed with selected Contractor.

Construction Phase Services

1. Attend one (1) preconstruction meeting.
2. Review shop drawings and submittals submitted by the Contractor.
3. Provide responses to Contractor Requests for Information (RFI's).
4. Review Contractor pay applications and change order requests.
5. Provide up to eight (8) site visits for construction observation during active project construction.
6. Conduct one (1) punch list site visit and one (1) final closeout site visit with reports.

BASIS OF COMPENSATION

We anticipate providing the above efforts with the following lump sum fees:

Surveying	\$ 6,500.00 (Lump Sum)
Design	\$ 32,000.00 (Lump Sum)
Bidding Phase Assistance	\$ 6,000.00 (Lump Sum)
Construction Phase Assistance	\$ 16,800.00 (Lump Sum)

The Client will be invoiced monthly as work progresses.

ASSUMPTIONS

This proposal assumes the following:

1. All information provided to McGill Associates by the Client will be deemed reliable for use as presented.
2. Drawings will be prepared in 24-inches by 36-inches size on McGill Associates title block, unless otherwise requested. For other formats, title block and appropriate fonts will be provided in AutoCAD (2022 or newer) format to our office.
3. Construction of this project will disturb less than 10,000 square feet, therefore, application for a Land Disturbance Permit will not be necessary.

4. The Client will be responsible for payment of all permit application fees related to this project and are therefore not included under this proposal.
5. The project will be advertised and bid through the competitive bidding process, and the bid invitation will be advertised by the Client.
6. Construction phase services are based on a 60-day construction contract time.
7. Attendance at meetings not listed in the above scope of services is not included in the above fees and will be billed on an hourly basis, as additional services in accordance with the attached Standard Fee Schedule.
8. Services for tasks other than those specifically detailed above are not included in the above fee.

CLIENT'S RESPONSIBILITIES

1. The Client shall provide full information regarding the project site and related requirements for the Project.
2. The Client shall provide McGill Associates personnel full access to the project site.
3. The Client shall designate a representative authorized to act in the Client's behalf with respect to the Project. The Client or Client's representative shall examine documents submitted by McGill Associates and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of McGill's work.

If the above is acceptable to you, please sign the attached Consulting Services Agreement and return one (1) copy to us for our records. We appreciate your consideration for our services and look forward to working with you. Please do not hesitate to contact us if you have any questions or need additional information.

Sincerely,
McGILL ASSOCIATES, P.A.

WES FLEMING, PE
Roanoke Office Manager

DOUGLAS CHAPMAN, PE
Vice President of Operations

Attachments: Consulting Services Agreement
Standard Fee Schedule

AUTHORIZATION TO PROCEED:

This proposal for professional engineering services is executed as Authorization to Proceed:

Executed this _____ day of _____, 2024.

Sara McGuffin, Town Manager, Town of Amherst

June 7, 2024

Ms. Sara McGuffin
Town Manager
Town of Amherst
174 S. Main Street
Amherst, Virginia 24521

RE: Proposal for Professional Planning Services
Main Street Enhancement Study
Town of Amherst, Virginia

Dear Ms. McGuffin:

McGill Associates is pleased to provide you with this proposal to provide professional services for the above-referenced project. The intent of this planning effort will be to perform a feasibility study for enhancement at eleven (11) locations along North Main Street and South Main Street entering into the Town limits. The primary focus for this effort is to evaluate viable alternatives for street medians to provide visual improvements along this corridor. The primary objectives of the effort will be to provide corridor enhancement and traffic calming along the corridor.

We anticipate the following scope of services for the project outlined above:

Scope of Services

Project Management

1. Kick-Off Meeting:

The project will kick off with a meeting of the McGill and the Town Staff to review and refine the proposed scope of services. At this time, we will confirm project goals and deliverables, and reach a consensus on a project schedule, including milestones and the structure of any required meetings.

Current Conditions and Needs Assessment:

1. Meet with the Owner to gather initial data, relevant information, and determine the technical requirements for the project.
2. Identify relevant site design parameters and project objectives with Town Staff.
3. Conduct an on-site investigation of the subject project area to determine the site parameters, and the location of existing site features.
4. McGill will use the GIS information and aerial photography provided by the Owner to develop a base map for the project and to show proposed improvements.
5. Prepare photographic documentation of current conditions.
6. Coordinate with Town Staff regarding the potential opportunities and improvements.
7. Coordinate with the Virginia Department of Transportation (VDOT) regarding existing conditions, regulations, and proposed roadway modifications.

Goals and Recommendations

Based upon the current conditions and needs assessment and discussions with Town staff and VDOT, McGill will develop a conceptual design plan for the project area which will include locations of roadway medians.

1. Prepare a site plan showing proposed locations of road islands.
2. Develop a graphic rendering of a typical road island and landscaping to provide a proposed visual representation of the proposed improvements.
3. Develop an estimate of probable cost for construction of the proposed improvements.
4. Prepare final presentation and submit to Town Staff for review.

Deliverables

- A concept plan of these portions of Main Street showing proposed roadway improvements.
- A graphic rendering of the concept plan
- Opinion of Probable Design Engineering and Construction Cost.

Compensation

Based on our understanding of the project, we propose to provide the Scope of Services detailed in this proposal for the lump sum fee of **\$15,800.00**, inclusive of reimbursable expenditures.

Our estimated fees do not include provisions for final design services, traffic studies, geotechnical services, or legal fees; and are specifically limited to the above-defined scope of services relating to the strategic planning effort for accomplishing the Main Street improvements within the timing and financial goals of the Town.

Additional Services

1. Providing services of professional consultants for items of work other than those described above.
2. Changes to the proposed project limits which occur after McGill has completed the feasibility study will be considered additional services. McGill can coordinate these additional services as needed.

Owner's Responsibilities

1. The Owner shall provide full information regarding the project location.
2. The Owner shall designate a representative for the Project. The Owner or his representative shall examine documents submitted by McGill and shall render decisions needed, avoiding unreasonable delay in the progress of McGill's work.

We appreciate the opportunity to provide this proposal to the Town of Amherst and we are prepared to begin work immediately to meet the Town's schedule. If this proposal is acceptable, please sign and return one (1) copy of this proposal and the attached consulting services agreement to our office.

Sara McGuffin
June 7, 2024
Page 3 of 3

As always, if you have any questions regarding this proposal, please do not hesitate to contact me. We look forward to working with you and Town Staff on this project.

Sincerely:
McGILL ASSOCIATES, PA

WES FLEMING, PE
ROANOKE OFFICE MANAGER

Attachments: Basic Fee Schedule
Consulting Services Agreement

AUTHORIZATION TO PROCEED:

This proposal for professional planning services is executed as Authorization to Proceed:

Executed this _____ day of _____, 2024.

SARA MCGUFFIN, TOWN MANAGER, TOWN OF AMHERST

ARTICLE IX. SIGNS

Sec. 24-571. Intent.

The intent of this section is to establish limitations on signs to ensure that they are appropriate to the neighborhood, building or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose as a means of communication without adverse impact on the visual character of the area; to ensure that signs are compatible with their surroundings; to maintain and enhance the aesthetic environment of the town and its entrance corridors; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on nearby public and private property; to avoid visual clutter that is potentially harmful to traffic and pedestrian safety, property values, and community appearance; to establish reasonable time, place, and manner provisions to facilitate the appropriate exercise of free speech; and to enable the fair and consistent enforcement of these sign regulations. Any display of off-premises signs is considered inappropriate to the character and sound development of the town, and it is intended by this article that street and highway rights-of-way in the town shall not be made available for such display unless erected and maintained by the town or another governmental entity. It is the policy of the town that the purpose of commercial signs is to attract patrons onto the site of business activity and not for brand promotion, advertising goods and services, or directing traffic to other locations.

(Zoning Ord. 2003, § 18.1-908.01)

Sec. 24-572. Calculation of sign area.

- (a) Sign area shall be calculated as the area within a single rectangle, triangle, or circle and shall include all letters, figures, graphics or other elements of the sign together with the framework or background of the sign. Double-faced signs (two sign faces back-to-back at not more than a 60-degree angle) shall be counted as one sign.
- (b) Whenever an individual lot has not used all of its permissible sign area, then the unused portion may be used for displaying noncommercial messages.

(Zoning Ord. 2003, § 18.1-908.02)

Sec. 24-573. Signs shall pertain to the property.

Any commercial message carried by permitted signs shall pertain to the business located on the same premises as the sign; or to any otherwise lawful noncommercial message that does not direct attention to a business operated for profit, or to a commodity or service for sale, provided that signs erected on contiguous properties with the same owner may pertain to a business located on any such contiguous property. Billboards and other off-premises signs are prohibited except as expressly permitted by this article.

(Zoning Ord. 2003, § 18.1-908.03)

Sec. 24-574. Permit required.

- (a) *Compliance.* No sign, except those qualifying for permit exceptions, shall be constructed, erected, relocated, expanded or otherwise altered until a sign permit has been obtained from the zoning administrator in accordance with the provisions of this section.
- (b) *Permit exceptions.* A permit shall not be required for the following signs, but they shall be subject to all other applicable provisions of this article:
 - (1) Repainting or refacing an existing sign or minor nonstructural repairs.
 - (2) Signs specifically excluded from permit requirements.
 - (3) Signs permitted in all sign districts as outlined in section 24-576.

(Zoning Ord. 2003, § 18.1-908.04)

Sec. 24-575. Sign districts.

In order to meet the intent of this section, sign districts are hereby created to reflect the character of various areas in the town. These districts are:

- (1) *Commercial and industrial sign district.* This district is designed to support retail and service businesses in the town's commercial areas. As such, it encompasses all town lands zoned commercial or industrial.
- (2) *Mixed use district.* This district is designed to support smaller scale retail and service businesses that are consistent with residential development. This district encompasses the central business and transitional zoning districts.
- (3) *Residential and agricultural sign district.* This district encompasses residential and noncommercial areas to ensure that signage is in keeping with the character of these areas. As such, it includes all town lands not included in the aforementioned sign district.

(Zoning Ord. 2003, § 18.1-908.05)

Sec. 24-576. Signs permitted in all sign districts.

The following signs shall be permitted in all sign districts and shall not require a sign permit, unless otherwise indicated. The area of any sign described in this section shall not be included in computing the aggregate sign areas specified for individual districts.

- (1) *Temporary signs.* Temporary signs, which shall be nonilluminated and limited to the following types:
 - a. When buildings are under construction or sites are under development, signs may be displayed provided that they are removed upon issuance of a certificate of occupancy. The maximum sign area of each such sign shall be 32 square feet.
 - b. When a property is offered for lease or for sale, signs may be displayed provided that they are removed within five days of the date of closing or within five days of the beginning of the lease.
 - 1. In the residential sign and mixed use districts, the maximum aggregate sign area shall be four square feet and the maximum height shall be 12 feet.
 - 2. In the commercial and industrial sign district, the maximum aggregate sign area shall be 32 square feet and the maximum height shall be 12 feet.

-
- c. When a business in the mixed use or commercial and industrial sign district opens, temporary building-mounted signs and banners shall be permitted, provided that such sign or signs shall not be displayed for more than 30 days. The maximum aggregate sign area shall be 32 square feet.
 - d. When a dwelling in a residential sign district is holding a yard sale, signs may be displayed for only 48 hours and only on the property where the yard sale will be held.
 - e. For special events within the town, any property owner may display up to two signs of up to four square feet each for up to five days in any 60-day period.
 - f. Signs on private property that exercise the property owner's right to right to free speech and express noncommercial messages such as ideals, causes, policies or candidates, provided that the aggregate sign area is not larger than 40 square feet in the mixed use and commercial and industrial sign districts or 16 square feet in the residential and agricultural sign district, and the total number of signs on a parcel cannot exceed two. Such signs shall be removed within 60 days of installation, and no property can display such signs for more than a total of 120 days per year.
 - g. Signs in the commercial or mixed use district, at a permitted and licensed business, that is displayed only when open, is attached to the building, does not impede the right of way or obscure vehicular or pedestrian traffic, and are no larger than 15 square feet. No more than one is allowed per business. Alternatively, sidewalk signs are allowed under the same conditions, with a size limitation of six square feet.
 - h. LED or other lit signs inside of a business window, in the commercial or mixed use district, at a permitted and licensed business, that is displayed only when open, with no more than one per business and no more than six square feet.
- (2) *Permanent signs.*
- a. One sign at each parking lot entrance with no commercial logo or other message and not exceeding three square feet in area.
 - b. Nonilluminated names of buildings, dates of erection, monumental citations, commemorative tablets, insignia of local, state or federal government, and like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of a building structure. The maximum size of such sign shall be 32 square feet.
 - c. Usual and customary signs identifying disabled parking, restrooms, directions, driving instructions or other facilities relating to such places or activities.
 - d. Signs not visible from adjacent properties or public rights-of-way.
- (3) *Flags.* Flags containing no commercial message are not regulated.
- (4) *Location on right-of-way.* Signs installed on VDOT right-of-way under a VDOT permit. The town will only assist in the VDOT permitting process with town-approved banners installed above South Main Street on the existing banner bracket.
- (5) *Nonconforming.* Any sign may remain in use provided that it was lawful at the time this article was enacted. However, signage for any business shall be required to conform to all requirements of this chapter as a condition of approval before any change to the signage for that business.
- (6) *Community promotions.* Community promotions that do not contain any commercial messages or references and are constructed or displayed on public property under the auspices of a locally based government agency.

(Zoning Ord. 2003, § 18.1-908.06)

Sec. 24-577. Signs located in the commercial and industrial sign district.

For residential uses in the commercial and industrial sign district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

- (1) *Freestanding signs.*
 - a. Number of freestanding signs permitted: One.
 - b. Maximum sign area:
 1. 40 square feet.
 2. For shopping centers of 60,000 square feet or greater of retail space, or single users of 40,000 square feet or greater, 200 square feet total.
 - c. Maximum height: 12 feet, or in the case of subsection (1)b.2 of this section, 25 feet.
 - d. Setback: Seven feet.
- (2) *Building-mounted signs in the commercial and industrial sign district.*
 - a. Number of building-mounted signs permitted: Up to four on a single building, with a cumulative area of allowable size as listed in subsection (2)b, or one per business in a shopping center.
 - b. Maximum sign area:
 1. Mounted flat against the building: 60 square feet.
 2. Projecting configuration: 12 square feet.
 3. For shopping centers or large users, as defined in subsection (1)b.2 of this section, 120 square feet for the center.
 4. Restaurants located in a B-2 district are also permitted to have up to 30 square feet of signage in menu boards, that is not counted against their cumulative sign average.
 - c. Maximum height: All areas of building mounted signs shall be located below the ridge line of a gable roof building or the top of the parapet of a flat-roofed building.

(Zoning Ord. 2003, § 18.1-908.07)

Sec. 24-578. Signs located in the mixed use district.

For residential uses in the mixed use district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

- (1) *Freestanding signs.*
 - a. Number of freestanding signs permitted: One.
 - b. Maximum sign area: 20 square feet.
 - c. Maximum height: Ten feet.
 - d. Setback: Seven feet.
 - e. Placement requirement: Freestanding signs in this district shall be placed within a grass or landscaped area of at least 200 square feet.
- (2) *Building-mounted signs in the mixed use sign district.*

-
- a. Number of building-mounted signs allowed: Up to four on a single building, or one per business in a multi-tenant building.
 - b. Maximum sign area: 60 square feet.
 - c. Projecting configuration: 12 square feet.
 - d. Maximum height: All areas of building-mounted signs shall be located below the ridge line of a gable roof building or at the top of the parapet of a flat-roofed building.

(Zoning Ord. 2003, § 18.1-908.08)

Sec. 24-579. Signs located in the residential and agricultural sign district.

The following regulations shall apply in the residential and agricultural sign district:

- (1) *Single-family, duplex and townhouse dwelling units.* One building-mounted or freestanding sign, not exceeding two square feet in area for each dwelling unit, indicating only the street address of the property, shall be permitted.
- (2) *Multifamily buildings.* One or more building-mounted signs, not exceeding in the aggregate ten square feet per building, shall be permitted.
- (3) *Subdivisions, apartment or condominium complexes and planned developments.* Freestanding signs, with maximum total area of 24 square feet, shall be permitted. No more than two signs shall be permitted for each street frontage.

(Zoning Ord. 2003, § 18.1-908.09)

Sec. 24-580. Signs prohibited in all sign districts.

The following types of signs are prohibited in all sign districts:

- (1) Any sign that impedes sight distance for a VDOT owned right-of-way.
- (2) Any sign that obscures a sign display by a public authority for the purpose of giving traffic instructions or directions or other public information.
- (3) Any sign, except official notices and advertisements, that is nailed, tacked, posted or in any other manner attached to any utility pole or structure or supporting wire, cable, or pipe; or to any tree on any street or sidewalk or to public property of any description.
- (4) Any sign that is attached to or mounted on a roof or projects above the plane of the building facade. This shall include decorative roofs such as a mansard roof.
- (5) Portable freestanding signs larger than 24 square feet or displayed for more than 60 days per year.
- (6) Except for time and temperature, no sign shall display flashing or intermittent lights, moving signs, inflatables or other lights of changing degrees of intensity, brightness or color. The light from any illuminated sign shall not cause direct glare into or upon any building or property other than the building or property to which the sign may be related. Neither the direct nor reflected light from an illuminated sign shall be located so as to create a traffic hazard to operators of motor vehicles on public thoroughfares.
- (7) Feather or flutter flags are prohibited, except as allowed as a temporary sign, regulated by 24-576 (1).
- (8) Off-premises signs, other than those specifically permitted.

(Supp. No. 2)

Created: 2022-11-23 12:13:42 [EST]

(Zoning Ord. 2003, § 18.1-908.10)

Secs. 24-581—24-608. Reserved.

Sign means any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trade name or marks, or combinations thereof, by which anything is made known, such as the designation of an individual, a firm, an association, a profession, a public business, a commodity, or product, which are visible from any public way ~~and used as an outdoor display.~~



**TOWN OF AMHERST
DEPARTMENT OF PLANTS**

P.O. BOX 280, AMHERST, VIRGINIA 24521

GRANDVIEW WATER FILTRATION PLANT
208 GRANDVIEW DRIVE, AMHERST, VIRGINIA 24521
PHONE: (434) 946-1267 FAX: (434) 946-2087

RUTLEDGE CREEK WASTEWATER FACILITY
448 INDUSTRIAL PARK DRIVE, AMHERST, VIRGINIA 24521
PHONE: (434) 946-5769 FAX: (434) 946-2087

April 29, 2024

RE: Recommended Addition to Town Code.

SEC. xx-xx UNAUTHORIZED USE OF WATER FROM FIRE HYDRANT.

No person shall take or use any water from a fire hydrant or other outlet connected with mains supplied with water by the waterworks of the Town for any purpose other than the extinguishing of a fire by duly recognized fire department personnel, unless such use shall have been first authorized by the Town Manager in writing, and in the event such use is not for a public purpose in the Town, until and unless the charge for any such water to be so taken or used shall be paid in advance or agreed to be paid. Unless otherwise specifically provided, any person convicted of a violation of this section shall be held responsible for any fiscal liabilities associated with the unauthorized use and shall be guilty of a class one misdemeanor.

SEC. xx-xx TAMPERING, DAMAGING TOWN PROPERTY.

It shall be unlawful for any person to open or tamper with, including the obstruction of, any water meter, meter box, lid, valve, valve box, manhole, fire hydrant, pipe, fence, building, reservoir or any property of the town used in connection with the town's water and sewer system. The town shall have the right to discontinue service to the property on which the tampering occurred and/or remove the obstruction, including, but not limited to, the towing of vehicles blocking access to the towns water meters or other facilities, without liability therefore, in order to protect the health and safety of its customers, prevent or stop the theft of service and to access, repair or maintain its infrastructure, incidents of tampering with or obstruction of town utility facilities shall be reported to the town police department or other appropriate law enforcement agency for investigation and may be prosecuted civilly or criminally pursuant to the code of Virginia.

Submission Date, April 29, 2024
Submitted By: Gary P. Smith