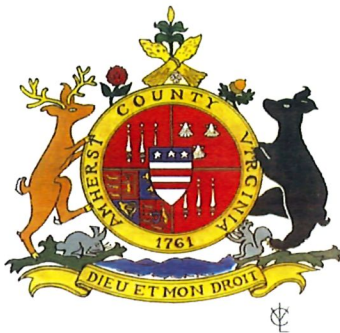


Board of Supervisors

Claudia D. Tucker, Chair
District 2
L. J. Ayers III, Vice-Chair
District 3
David W. Pugh, Jr., Supervisor
District 4
Kenneth M. Campbell, Supervisor
District 1
Jennifer R. Moore, Supervisor
District 5



County Administrator
Dean C. Rodgers

Interim County Attorney
Michael W. S. Lockaby

AMHERST COUNTY BOARD OF SUPERVISORS

MINUTES

AGENDA
BUDGET WORKSHOP

March 27, 2018
Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
Meeting Convened – 5:30 p.m.

- I. Call to Order**
- II. Discussion FY19 Operational Maintenance Budget**
- III. Adjournment**

MINUTES

At a Budget Workshop Special Meeting of the Amherst County Board of Supervisors and held at the Amherst County Administration building, Amherst, Virginia, thereof on Tuesday, the 27th day of March, 2018, at 5:31 p.m., the following members were present:

BOARD OF SUPERVISORS:

PRESENT:	Claudia D. Tucker, Chair L. J. Ayers, III, Vice-Chair David W. Pugh, Jr., Supervisor Kenneth M. Campbell, Supervisor Jennifer R. Moore, Supervisor	ABSENT: None
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STAFF PRESENT: County Administrator Dean C. Rodgers and Deputy County Administrator David R. Proffitt

OTHERS PRESENT: Finance Director Stacey Wilkes

I. Call to Order

Chair Tucker called the meeting to order 5:31 p.m. Chair Tucker stated the meeting would be conducted in an informal manner to allow for open discussions.

II. Discussion FY19 Operational Maintenance Budget

County Administrator Rodgers led the discussion regarding the FY19 Operational Maintenance Budget and asked the Board if there were any objections to what has been proposed.

Supervisor Pugh requested the Bright Software of \$300,000 be cut out of this year's budget to offset expenditures. He believed we needed to be more conservative.

Chair Tucker asked Finance Director Wilkes about the Bright Software issue and she explained that the current software is functional but becoming outdated. She is in favor of using a cloud-based server offsite as a backup, which is more secure and is currently not used with Bright.

Supervisor Pugh remarked that the County needs the items listed in Category 1 – Critical and would like to see the Bright Software expense held off for another year.

By motion of Supervisor Pugh and with the following vote, the Board delayed funding for the replacement of Bright Software of \$300,000 from the FY 2019 CIP Operational Budget and moved that item to the next year's CIP. **(See Attachment 1)**

ROLL CALL VOTE

Supervisor Pugh	AYE
Vice-Chair Ayers	AYE
Chair Tucker	NAY
Supervisor Moore	NAY
Supervisor Campbell	AYE

By motion of Supervisor Ayers and with the following vote, the Board approved the CIP Operational Budget with the exception of the Bright Software. **(See Attachment 1)**

AYE:	Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY:	None
ABSENT	None

Mr. Rodgers discussed the Supplemental Budget requests and asked the Board if there was any change to those items listed above or below the red cut line.

There was some discussion regarding the Coolwell Park Playground. Supervisor Pugh said he would like to put off the playground and not move this up.

Supervisor Pugh proposed a motion to fund Category 1 – Critical items only with the addition of the Platt/Plan Scanner/Printer for the FY 2019 Supplemental Budget.

By motion of Supervisor Pugh and with the following vote, the Board did not resolve to fund Category 1 – Critical items only with the addition of the Platt/Plan Scanner/Printer for the FY 2019 Supplemental Budget.

ROLL CALL VOTE

Supervisor Pugh	AYE
Vice-Chair Ayers	AYE
Chair Tucker	NAY
Supervisor Moore	NAY
Supervisor Campbell	NAY

Chair Tucker stated the motion failed leaving funding for Category 1, 2 and 3 down to the red cut line on the proposed Supplemental Budget for FY19 unchanged at this time.

Supervisor Pugh questioned the Rt. 29 Beautification item and asked if this was not something the EDA should be doing. He suggested that money could be pulled from Parks & Recreation for the beautification program.

Mr. Rodgers explained that the EDA budget has been dedicated to their strategic plan and he desired to give the \$10,000 funding to the Beautification Committee, which does not have continuing resources to work with.

By motion of Supervisor Campbell and with the following vote, the Board moved approval of the Supplemental Budget above the red cut line as presented. **(See Attachment 2)**

ROLL CALL VOTE

Supervisor Pugh	NAY
Vice-Chair Ayers	NAY
Chair Tucker	AYE
Supervisor Moore	AYE
Supervisor Campbell	AYE

Mr. Rodgers presented the School's FY19 Operational Budget and addressed five specific items: a pay raise of 1% for school employees; that the School and County are both to get 2.5 new positions; a pay raise that would be sufficient to cover the health insurance increase; and both School and County would forgo positions that were requested, and an additional \$200,000 for busses.

The Board continued its discussion with Chair Tucker remarking that she would like to see both Boards meet quarterly for additional planning, which will be helpful to both Boards.

By motion of Supervisor Ayers and with the following vote, the Board approved the Amherst County FY19 Operations and Maintenance Budget as presented. **(See Attachment 3)**

AYE:	Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY:	None
ABSENT	None

By motion of Supervisor Ayers and with the following vote, the Board moved to add \$200,000 to the County's 2019 CIP for the purchase of school buses. **(See Attachment 4)**

AYE:	Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY:	None
ABSENT	None

At the conclusion of the workshop, Mr. Rodgers addressed the General Fund balance.

He said the balance of unassigned funds of \$504,731 is the status of where the County stands through the coming year, and that \$482,000 can be used in the coming year for unexpected contingencies, from which the Board can draw.

Supervisor Pugh remarked on the total General Fund balance being \$10,643,575. He said that three years ago that fund balance was \$16,000,000, and is now down \$6,000,000, and commented on the significant drop. He said the Board has been very conservative in the past to try to maintain that fund and it is now dropping significantly.

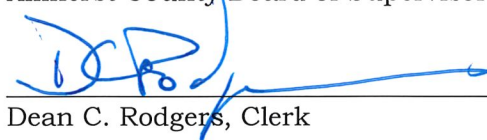
III. Adjournment

By motion of Supervisor Campbell and with the following vote, the Board adjourned at 6:45 p.m.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSENT None



Claudia D. Tucker, Chair
Amherst County Board of Supervisors



Dean C. Rodgers, Clerk

FY 2019-2023 CAPITAL IMPROVEMENT PLAN SCORING SHEET

FY 2019 Projects	Local Funding	Grant Funding	Total
Category 1 - Critical			
Self Contained Breathing Apparatus (SCBA)	\$ 200,000		\$ 200,000
DS Dozer	\$ 285,000		\$ 285,000
Riveredge Phase 3 & 4	\$ 15,000	\$ 60,000	\$ 75,000
Pedlar Tanker replacement/Refurbish	\$ 425,000		\$ 425,000
Category 2- Necessary			
Replace Bright Software	\$ 300,000		\$ 300,000
Monelison Brush Truck Replacement/Refurbish	\$ 175,000		\$ 175,000
Admin Building Controls	\$ 95,000		\$ 95,000
Category 3 - Helpful			
Academic Scholarship	\$ 100,000		
Total Capital Cost Est.	\$ 1,495,000	\$ 60,000	\$ 1,555,000
Total Operating Impact Est	\$ 100,000	\$ -	\$ 100,000
Total Expenditure	\$ 1,595,000	\$ 60,000	\$ 1,655,000

FY 2019 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET

Project Number		Recurring Costs	One-time Costs	Other Funding Sources	Total	FINAL RANK
	Category 1 - CRITICAL					
28	Real Property Assessment		\$ 250,000		\$ 250,000	1
1	Equipment Operator - II	\$ 50,944			\$ 50,944	1
22	Residential Inspector	\$ 44,659	\$ 35,500	\$ -	\$ 80,159	2
	Assistant Registrar	\$ 16,400		\$ -	\$ 16,400	
17	Fire Alarm/Security Upgrade Courthouse		\$ 40,000		\$ 40,000	2
42	Preservation Deed Index Books		\$ 36,206		\$ 36,206	3
35	Upgrade iSeries		\$ 35,000		\$ 35,000	4
40	Radios for Wireless Infrastructure		\$ 15,000		\$ 15,000	5
	Category 2 - NECESSARY					
20	Platt/Plan Scanner/Printer	\$ 4,240			\$ 4,240	6
15	Cameras Goodwin Building		\$ 16,000		\$ 16,000	7
14	Carpet Replacement Courthouse		\$ 12,500		\$ 12,500	8
30	Exterior repairs Museum		\$ 29,750		\$ 29,750	9
	Category 3 - HELPFUL					
34	Renovations IT		\$ 49,500		\$ 49,500	10
32	F&F Network Position		\$ -		\$ -	11
44	Wayfinding Signs		\$ 15,000		\$ 15,000	12
29	Student interns/building office		\$ 4,200		\$ 4,200	21
36	Rt 29 Beautification		\$ 10,000		\$ 10,000	15
	Grounds Part-time staff		\$ 20,000		\$ 20,000	
33	Cameras Admin Building		\$ 3,100		\$ 3,100	18
			\$ 571,756			
19	Spacesaver Mobile Shelving		\$ 14,960		\$ 14,960	13
9	Coolwell Park Playground		\$ 47,210	\$ 10,324	\$ 57,534	14
24	Performance Management System		\$ 6,600		\$ 6,600	16
5	Event Parking		\$ 25,000		\$ 25,000	17
38	Metal Conservation/Luggage Cart		\$ 1,500		\$ 1,500	19
16	Windows J&D Courtroom		\$ 30,000		\$ 30,000	20
	Category 4 - Desired					
25	Amherst County Wellness Initiative		\$ 2,500		\$ 2,500	22
39	Collaborative Programming/Museum		\$ 4,000		\$ 4,000	23
	Personnel					
31	Network Specialist II	\$ 56,932	\$ 10,000	\$ -	\$ 66,932	3
2	Grounds Technician	\$ 44,955	\$ 10,000		\$ 54,955	4
3	Grounds Technician	\$ 44,955	\$ 10,000		\$ 54,955	5
8	DSS - Family Services Specialist	\$ 31,910		\$ 16,439	\$ 48,349	6
11	Public Safety Office Staff	\$ 57,363			\$ 57,363	7
27	CSA Support Staff	\$ 17,982			\$ 17,982	8
13	Maintenance I	\$ 45,915			\$ 45,915	9
26	HR Support Staff	\$ 26,973			\$ 26,973	10
43	Clerk Full-time staff position	\$ 44,955			\$ 44,955	11
4	Grounds Supervisor	\$ 47,350			\$ 47,350	12
7	DSS - Benefit Programs Specialist	\$ 29,736		\$ 15,319	\$ 45,055	13
6	DSS - Assistant Director	\$ 44,312		\$ 22,827	\$ 67,139	14
	Furniture & Equipment					
					\$ -	
	Total of Cost to the General Fund	\$ 609,581	\$ 733,526			
	Total Other Funding Sources			\$ 64,909		
	Total Project costs				\$ 1,408,016	

Attachment 3

Special School Board Meeting

Amherst County Public Schools		Budget Information	Increases	Decreases	Adjusted Budget
FY18 Total School Budget		\$ 47,006,670			\$ 47,006,670
Less FY18 Child Nutrition Budget		\$ (2,214,634)			\$ (2,214,634)
Less FY18 Federal Programs Budget & Grants		\$ (3,038,326)			\$ (3,038,326)
FY18 School Operational Budget		\$ 41,753,710			\$ 41,753,710
VRS Employer Rate Change				\$ (144,060)	\$ 41,609,650
Based on mandates by the General Assembly (Professional 16.32% to 15.68%)					
Health Care Credit Rate Change				\$ (6,748)	\$ 41,602,902
Based on mandates by the General Assembly (1.23% to 1.20%)					
Utilities - Heating Oil				\$ (100,000)	\$ 41,502,902
Based on potential savings from the construction projects					
Utilities - Electrical				\$ (252,000)	\$ 41,250,902
Based on potential savings from the construction projects					
Utilities - Heating Oil			\$ -		\$ 41,250,902
Based on potential expenditures for the current year					
Utilities - Electrical			\$ -		\$ 41,250,902
Based on potential expenditures for the current year					
Health Insurance -			\$ 51,082		\$ 41,301,984
Proposed increase based on preliminary data from RCM&D 15% Increase to 2% Increase \$25,540.80 per one percent increase.					
Instructional Assistants (salaries & benefits)			\$ 25,673		\$ 41,327,657
Equalize pay for instructional assistants					
Instructional Assistants (salaries & benefits)			\$ -		\$ 41,327,657
Increase contract from 6.5 hours per day to 7 hours per day					
Comparison with area school divisions shows that instructional assistants hourly rate was comparable; however, the number of hours worked was different.					
Clerical Staff for schools and administrative office (salaries & benefits)			\$ -		\$ 41,327,657

Amherst County Public Schools		Budget Information	Increases	Decreases	Adjusted Budget
Equalize pay for clerical staff for school and administrative staff					
Clerical Staff for the Office of Principals (salaries & benefits)			\$ -		\$ 41,327,657
Increase contracts from 7.5 hours per day to 8 hours per day for office coverage					
Principals (salaries & benefits)			\$ -		\$ 41,327,657
Correct salaries based on years of experience					
Restore Director of Support Services to a full-time position (salary & full-time benefits)			\$ -		\$ 41,327,657
Current position is part-time with FICA benefits paid					
Recommended Salary Corrections for Director of Academics and CFO (salaries & benefits)			\$ -		\$ 41,327,657
Correction to align with similar local and area school division salaries					
Math Specialist (1/2 salary & benefits)			\$ 29,285		\$ 41,356,942
Position will be funded 1/2 by local dollars and 1/2 by Title I funds					
Two Teaching Positions for Monelison Middle School (salaries & benefits)			\$ 106,484		\$ 41,463,426
Based on upcoming fifth grade students entering the sixth grade					
Two percent (2%) Salary Increase for all Employees (salaries & benefits)			\$ 316,111		\$ 41,779,537
\$316,111 per one percent - 1%					
Two School Buses			\$ -		\$ 41,779,537
Continue to replace school buses for safety and reliability					
Changes to FY18 Total School Operational Expenditures to Reflect Proposed FY19 School Operational Budget		\$ 41,753,710	\$ 528,635	\$ (502,808)	\$ 41,779,537
Child Nutrition Budget		\$ 2,214,634	\$ 37,788		\$ 2,252,422
Reflect actual expenditures, equalize salaries for cafeteria employees, and provide a two percent (2%) salary increase					
Federal Programs and Adult Education Expenditures		\$ 3,038,326			\$ 3,038,326
No changes to the Federal Budgets at this time					
Changes to FY18 Total Expenditures, Child Nutrition & Federal Programs & Grants to Reflect FY19 Budget Estimates		\$ 47,006,670	\$ 566,423	\$ (502,808)	\$ 47,070,285

Amherst County Public Schools		Budget Information	Increases	Decreases	Adjusted Budget
SUMMARY OF THE FY19 SCHOOL OPERATIONAL BUDGET					
Changes to FY18 Total School Operational Expenditures to Reflect Proposed FY19 School Operational Budget		\$ 41,753,710	\$ 528,635	\$ (502,808)	\$ 41,779,537
Child Nutrition Budget		\$ 2,214,634	\$ 37,788	\$ -	\$ 2,214,634
Reflect actual expenditures					
Federal Programs and Adult Education Expenditures		\$ 3,038,326	\$ -	\$ -	\$ 3,038,326
At this time there are no changes to the Federal Budgets					
Changes to FY18 Total Expenditures, Child Nutrition & Federal Programs & Grants to Reflect FY19 Budget Estimates		\$ 47,006,670	\$ 566,423	\$ (502,808)	\$ 47,070,285
PROPOSED REVENUE PROJECTIONS FOR FY19		FY18 Budget Information	Increases	Decreases	Adjusted Budget
Revenue from Sales Tax		\$ 4,947,105	\$ -	\$ (6,088)	\$ 4,941,017
Revenue from State Funds		\$ 21,569,137	\$ 554,830	\$ (216,232)	\$ 21,907,735
Revenue from Other Local Funds		\$ 1,083,379	\$ -	\$ (45,000)	\$ 1,038,379
Revenue from Amherst County Board of Supervisors					
Based on FY18 Appropriation		\$ 14,154,089	\$ -	\$ (252,000)	\$ 13,902,089
Total State / Local Revenue for FY19		\$ 41,753,710	\$ 554,830	\$ (519,320)	\$ 41,789,220
*Based on the FY18 Appropriation by the Amherst County Board of Supervisors					
Child Nutrition Revenue for FY19		\$ 2,214,634	\$ 37,788	\$ -	\$ 2,252,422
Federal Programs and Grants FY19		\$ 3,038,326	\$ -	\$ -	\$ 3,038,326
TOTAL PROPOSED REVENUE		\$ 47,006,670	\$ 592,618	\$ (519,320)	\$ 47,079,968
FY19 SCHOOL OPERATIONAL BUDGET					
Deficit Carried Forward					\$ 9,683

GENERAL FUND	FY 2019		
	Projected Beginning	Anticipated increases	Projected Ending
FUND BALANCE	Balance	and Decreases	Balance
Assigned Funds:			
Slope Failure	\$ 21,000		\$ 21,000
Parks, recreation, and cultural	51,693		51,693
Public works	80,000	20,000	100,000
Learning Lane	23,019		23,019
Schools - CIP	122,719	(122,719)	-
County CIP Projects	4,437,980	(1,595,000)	2,842,980
County Supplemental Projects	549,416	(549,416)	-
School Bus Purchase	200,000	(200,000)	-
Committed Funds:			
Tourism	6,412		6,412
20% of Fines & Forfeitures (County)	292,151	105,000	397,151
80% of Fines & Forfeitures (Sheriff)	162,602		162,602
ESC - Capital Funds	157,482		157,482
Riveredge Grant	174,980		174,980
Code Enforcement	8,388		8,388
Policy Reserve:	6,193,137		6,193,137
Unassigned Funds:	504,731	-	504,731
TOTAL FUND BALANCE	\$ 12,985,710	\$ (2,342,135)	\$ 10,643,575