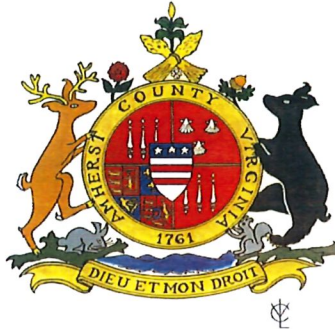


**Board of Supervisors**

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



**County Administrator**  
Dean C. Rodgers

**County Attorney**  
Michael W. S. Lockaby

**AMHERST COUNTY BOARD OF SUPERVISORS  
Budget Workshop**

**MINUTES**

**AGENDA**

**March 26, 2019**

Administration Building - 153 Washington Street - Public Meeting Room  
Amherst, Virginia 24521  
Meeting Convened – 6:00 p.m.

- I. Call to Order**
- II. Discussion**
  - A. FY20 Budget Working Papers
- III. Adjournment**

**MINUTES**

At a Budget Workshop Meeting of the Amherst County Board of Supervisors and held at the Amherst County Administration building, Amherst, Virginia, thereof on Tuesday, the 26<sup>th</sup> day of March, 2019, at 6:00 p.m., the following members were present:

**BOARD OF SUPERVISORS:**

PRESENT:	L. J. Ayers III, Chairman	ABSENT: None
	Kenneth M. Campbell, Vice-Chair	
	David W. Pugh, Jr., Supervisor	
	Jennifer R. Moore, Supervisor	
	Claudia D. Tucker, Supervisor (via telephone conference call)	

STAFF PRESENT: County Administrator Dean C. Rodgers  
Deputy County Administrator David R. Proffitt  
EA Clerk to Board Regina M. Rice  
Finance Director Stacey Wilkes

- I. Call to Order**

Chairman Ayers called the meeting to order at 6:15 p.m.

Chairman Ayers advised that Supervisor Tucker would be participating via telephone conference call.

**II. Discussion**

**A. FY20 Budget Working Papers**

County Administrator Rodgers opened the discussion stating the meeting rules would be relaxed, and this would be the last workshop before the budget is presented at a public hearing on April 16, 2019 at 7:00 p.m.

Mr. Rodgers advised the Board the FY20 budget is balanced and includes three changes: 1) adding an IT Network Specialist; 2) making the part-time HR Specialist full time; and 3) adding a Clerk full time position. He said those changes would total \$134,000. **(See Attachment A)**

The Board discussed several issues that included hiring a benefits consultant, the CSA position which was not funded and Planning Commission laptops.

Board members Pugh and Tucker had questions regarding the benefits consultant. HR Director Linda Warner addressed those questions and the benefits consultant contract.

Mr. Rodgers asked the Board how to spend the recurring \$134,000 and what amount to draw from savings from the unobligated general fund to pay for CIP projects.

Chairman Ayers invited the public to speak at this time.

Mr. Matt Woernle of Amherst, Virginia addressed the Board as a citizen of Amherst County and not as a county employee. He was concerned whether the county could afford to do some of the items that are in the budget, specifically spending \$300,000 this year and another \$300,000 for software in next year's budget. He said the county is currently paying \$30,000 a year for this type of software, which is very functional. He believed the county should purchase software to fit within its means and be fiscally responsible to county taxpayers. He was aware that the county's phone system was reaching its end of life and would need a substantial upgrade.

Mr. Woernle asked that the Board to consider putting the \$300,000 software money aside to help the underpaid county employees and upgrade the phone system software.

Ms. Rachel Carton of Amherst, Virginia addressed the Board as a citizen of Amherst County and not as a county employee. Ms. Carton said she would like to see the Board implement a pay raise plan for the employees. As a taxpayer of Amherst County, she was concerned about the pay grade study and loss of 43 employees last year and quality staff leaving. She asked the Board to consider a savings plan to implement the market study to retain high quality staff and upgrade 90 positions of which 50 of those are grossly underpaid. She said she was concerned spending \$300,000 on software this year and proposed that the Board adopt the budget and defer the funds for the software.

Mr. Rodgers said the software was a cost of \$300,000 for two consecutive years and that the county would be saving \$400,000 by changing the health insurance plan. To fix salaries, recurring revenue is needed. The software purchase would come from savings, not recurring revenue. Therefore, the software funding could not be used to fix salaries.

Supervisor Tucker said the software was important but does not "cure our people problem" with regard to salaries and retaining high quality staff.

Chairman Ayers said that the county has less than one-percent increase of revenue this year and until a decent return in revenue is realized, he urged all to curb spending and be extremely careful spending money on software but to focus on improving employee salaries.

By motion of Supervisor Pugh and with the following vote, the voted to remove the Bright Software this year from the FY 2020-2024 Capital Improvement Plan.

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

The Board's discussion continued regarding the market study of employee salaries and the cost to bring salaries up.

Supervisor Pugh stated he would not support hiring a benefit consultant and that spending needs to stop somewhere.

By motion of Supervisor Pugh and with the following vote, the board voted to remove the Benefit Consultant from the FY 2020 Supplemental Budget.

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

Supervisor Tucker commented on the AG Committee and the necessity to work with a Fair Director. She proposed to give the County Administrator flexibility to recruit a person as the fair director and use proceeds from the fair to fund the position.

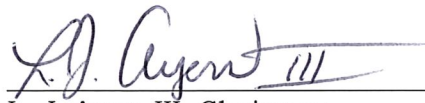
It was the Board's consensus to have the County Administrator return to the Board with proposals to retain this person.

The Board directed staff to proceed with publication of the draft budget as otherwise presented.

### **III. Adjournment**

By motion of Supervisor Pugh and with the following vote, the Board adjourned at 7:46 p.m.

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

  
\_\_\_\_\_  
L. J. Ayers III, Chairman  
Amherst County Board of Supervisors

  
\_\_\_\_\_  
Dean C. Rodgers, Clerk

A

# County of Amherst Revenue Summary

FY 2019-2020

DESCRIPTION	FY 2015	FY 2016	FY 2017	FY 2018	Actual through 12/31/2018	Projected FY 19	Proposed FY 20
REAL PROPERTY TAXES	12,988,559	13,038,513	14,207,805	14,143,819	13,544,294	14,250,750	14,320,000
PUBLIC SERVICE TAXES	628,188	669,979	777,816	775,430	777,445	777,445	775,000
PERSONAL PROPERTY TAXES	5,439,230	5,547,027	5,888,973	6,149,460	5,268,031	6,217,380	6,467,000
MACH & TOOL TAXES	1,976,937	1,993,183	2,193,503	2,308,208	2,068,840	2,335,192	2,240,000
MERCHANT'S CAPITAL TAXES	289,057	312,549	291,429	309,007	288,432	300,100	285,000
PENALTIES AND INTEREST	378,562	313,009	365,076	366,864	142,447	323,499	328,350
REAL ESTATE SALE FOREFEITURES	-	5,516	10,731	-	14,463	14,463	-
LOCAL SALES & USE TAXES	2,431,339	2,550,194	2,621,707	2,673,687	935,479	2,700,000	2,754,000
CONSUMER UTILITY TAXES	2,081,683	1,945,586	2,018,151	1,993,630	701,529	2,038,000	2,038,000
BUSINESS LICENSE TAXES	330,905	380,601	371,097	363,799	43,174	370,000	371,850
MOTOR VEHICLE LICENSES	720,149	723,346	749,710	751,844	587,570	777,570	790,000
BANK STOCK TAX	111,309	92,186	96,330	114,764	-	96,000	100,000
TAXES ON RECORDATION & WILLS	181,420	201,942	214,673	226,674	119,773	215,000	218,225
LODGING TAX	72,975	71,753	69,835	64,489	25,711	61,700	62,000
MEALS TAX	918,812	957,337	966,313	979,160	421,652	1,000,000	1,015,000
ANIMAL LICENSES	16,482	13,245	13,662	11,748	2,901	12,000	12,000
PERMITS, FEES & LICENSES	137,345	153,076	226,158	210,323	99,342	200,850	210,000
FINES & FOREFEITURES	443,406	278,583	469,572	530,585	213,095	460,100	-
REIMBURSEMENT ACCOUNT	16,863	10,133	13,639	14,208	5,268	14,000	14,350
INTEREST ON BANK DEPOSITS	32,655	32,780	32,753	44,284	42,181	100,000	105,000
REVENUE FROM USE OF PROPERTY	168,402	145,985	92,422	209,174	69,262	115,658	113,840
CHARGES FOR SERVICES	1,294,976	1,299,331	1,347,933	1,331,829	936,396	1,363,399	1,370,200
MISCELLANEOUS REVENUE	152,040	231,123	266,678	420,204	92,913	202,361	152,700
RECOVERED COSTS	110,881	349,390	182,408	223,263	166,402	197,129	148,000
NON-CATEGORICAL AIDE	2,384,534	2,395,439	2,357,067	2,401,485	1,869,400	2,379,018	2,379,431
SHARED EXPENSES	2,432,932	2,496,945	2,500,342	2,524,338	1,007,291	2,590,645	2,597,649
WELFARE	587,835	917,241	625,766	646,317	712,754	750,000	804,556
STATE REIMB FOR CRIMINAL JURORS	4,103	15,194	3,557	1,260	1,830	4,000	4,000
OTHER CATEGORICAL AIDE	1,264,054	655,746	639,021	832,889	191,676	494,286	457,750
FEDERAL REVENUE	1,149,647	750,992	1,370,122	1,496,808	253,801	1,410,000	1,400,000
FEDERAL GRANT REVENUE	1,161	-	-	-	-	-	-
NON REVENUE RECEIPTS	56,747	75,301	41,131	15,230	(3,599)	10,000	-
RECOVERED REVENUE	189,448	29,696	156,306	15,789	9,611	11,000	-
RECOVERED CAPITAL COST	-	-	328,508	-	-	-	-
REVENUE TRANSFER ACCOUNT	(20,966)	6,050	217,108	302,500	-	-	1,348,831
	\$ 38,971,670	\$ 38,658,070	\$ 41,727,304	\$ 42,453,069	\$ 30,594,901	\$ 41,777,082	\$ 42,882,732



GENERAL FUND	DEPARTMENT	Prior Years			FY 2019		FY 2020 Budget		NOTES
		Expenditure	Expenditure	Expenditure	Amended	Actual On	Department	County Admin	
		FY/2016	FY/2017	FY/2018	Budget	2018/12	Request	Recommends	
BOARD OF SUPERVISORS	\$ 259,114	\$ 208,667	\$ 171,452	\$ 186,538	\$ 102,546	\$ 206,913	\$ 182,813		
COUNTY ADMINISTRATOR	227,936	249,147	279,345	299,985	141,528	261,859	276,530		
HUMAN RESOURCES	32,852	86,983	91,458	156,826	85,439	162,630	126,881		
COMMISSIONER OF THE REVENUE	319,335	337,747	328,260	342,753	165,992	343,337	339,480		
TREASURER	405,923	429,606	436,583	428,174	224,706	433,692	418,583		
FINANCE	211,959	286,613	276,446	283,628	140,490	286,160	282,118		
PURCHASING	174,096	179,888	181,230	187,772	93,474	187,888	185,110		
INFORMATION TECHNOLOGY	326,970	383,151	370,171	402,507	160,098	399,939	390,403		
ELECTORAL BOARD	255,109	98,519	64,593	86,130	36,716	86,130	84,630		
REGISTRAR	113,091	122,938	114,726	133,909	68,289	135,784	136,588		
CIRCUIT COURT	84,065	72,884	92,552	80,838	41,761	77,922	77,075		
GENERAL DISTRICT COURT	11,289	11,979	14,062	15,000	6,497	17,670	13,070		
MAGISTRATE	-	219	194	1,000	79	1,000	1,000		
JUD COURT	15,441	13,714	30,085	14,900	3,838	14,900	14,900		
CIRCUIT COURT CLERK	437,475	440,308	461,887	504,276	208,237	506,713	509,037		
VICCA	-	-	-	65,255	1,277	65,255	91,755		
CRIMINAL JURORS	15,192	3,869	1,830	24,240	720	14,000	10,000		
COMMONWEALTH ATTORNEY	552,261	543,234	609,791	655,299	348,161	649,622	642,180		
COUNTY ATTORNEY	147,263	220,146	169,666	172,352	66,197	171,232	170,508		
VICTIM WITNESS	72,074	112,300	114,579	119,641	58,959	118,966	118,201		
SHERIFF	4,245,864	4,264,852	4,484,701	4,248,065	2,301,748	4,027,917	3,926,370		
VOLUNTEER EMERGENCY SERVICE	293,170	305,751	549,682	502,762	34,621	356,712	351,712		
VOLUNTEER RESCUE	169,908	150,511	185,837	199,725	7,358	204,172	204,172		
EMS COUNCIL	151,545	140,369	136,579	277,442	183,123	277,442	277,442		
EMERGENCY MEDICAL SERVICES	1,714,976	1,795,005	1,971,638	1,964,283	838,337	1,989,608	1,921,159		
BUILDING SAFETY & INSPECTIONS	182,005	205,805	211,027	316,258	155,437	299,321	287,450		
ANIMAL CONTROL	132,253	115,438	137,513	140,394	68,382	141,406	131,959		
PUBLIC SAFETY OPERATIONS	1,524,347	1,697,983	1,697,983	605,429	328,763	630,412	609,291		
COMMUNICATIONS/DISPATCH	723,783	1,045,734	1,005,199	927,882	472,314	907,931	867,197		
ANIMAL SHELTER	148,105	146,637	177,114	168,243	83,711	167,845	165,077		
OTHER PUBLIC SAFETY	106,722	115,163	157,421	116,500	58,257	146,500	91,500		
BUILDING MAINTENANCE	631,974	374,991	547,272	445,292	313,626	303,145	295,882		
UTILITIES	172,274	179,026	193,223	181,500	73,277	183,000	183,000		
GROUNDS MAINTENANCE	167,517	187,780	238,571	350,099	119,519	332,377	326,947		
BUILDING JANITORIAL SERVICES	73,539	78,779	87,343	90,000	28,934	91,000	91,000		
WELFARE	1,844,459	1,970,246	2,144,520	2,396,550	1,170,887	2,588,018	2,575,684		
PUBLIC ASSISTANCE	396,683	449,453	457,420	501,467	228,531	520,166	514,328		
CSA	521,505	442,559	479,409	498,552	92,254	514,503	88,565		
RECREATION	332,926	373,967	434,443	421,426	228,388	416,742	364,900		
MUSEUM	48,097	49,390	55,575	55,825	27,289	55,807	55,809		
LIBRARY	733,040	716,502	745,115	805,848	366,816	813,935	799,538		
PLANNING	252,125	273,280	286,948	315,969	172,349	299,153	292,560		
PLANNING COMMISSION	21,408	22,082	23,691	24,189	13,538	24,189	24,189		
ZONING BOARD	1,035	1,305	844	3,160	-	3,160	3,160		
COMMUNITY DEVELOPMENT PROJECTS	169,775	281,829	501,776	280,457	5,043	280,460	280,460		
EDA BOARD	4,041	4,037	3,607	4,522	1,884	4,522	4,522		
TOURISM	41,413	106,219	75,712	63,486	39,206	41,200	41,200		
EXTENSION SERVICE	78,870	86,525	85,368	87,536	21,636	88,495	87,495		
EXTERNAL PROVIDERS	2,129,755	2,444,201	2,424,173	2,593,645	-	2,690,301	2,671,633		
NONDEPT/INTERNAL SERVICES	433,895	401,487	435,610	2,063,838	332,737	429,800	1,921,955		
DEBT SERVICE	668,376	3,081,033	3,173,773	3,758,994	3,008,928	3,767,712	3,764,795		
TRANSFERS	17,246,810	16,054,149	16,617,041	15,527,822	3,615,195	15,765,257	15,595,919		
TOTAL DEPARTMENT	\$ 39,023,640	\$ 41,364,002	\$ 42,355,204	\$ 44,098,184	\$ 16,347,092	\$ 42,503,819	\$ 42,882,732		

# FY 2020 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET

Project Number		Average Score	Recurring Costs	One-time Costs	Other Funding Sources	Total
8	Clerk - Plat Book restoration	1		\$ 36,000	\$ 10,000	\$ 46,000
15	Maintenance Shop Roof	2		\$ 15,000		\$ 15,000
22	APS Investigator	3			\$ 26,400	\$ 26,400
13	Building Inspections - Plat table	5		\$ 12,500		\$ 12,500
10	Voting Machines	9		\$ 25,000		\$ 25,000
23	Adobe licenses - Finance	10		\$ 1,400		\$ 1,400
27	Riveredge Design Phase 3A	11		\$ 31,520		\$ 31,520
28	Riveredge Design Phase 3B	12		\$ 34,000		\$ 34,000
29	Riveredge Design Phase 4	13		\$ 25,000		\$ 25,000
19	Planning Comm Laptops	14		\$ 10,000		\$ 10,000
12	Museum Microfilm	15		\$ 1,911		\$ 1,911
11	Museum Painting	18		\$ 26,500	\$ 4,000	\$ 30,500
20	Route 29 - Banners	19		\$ 15,000		\$ 15,000
21	Sign grant program	20		\$ 10,000		\$ 10,000
18	Logo - painting on Water tank	22		\$ 10,200		\$ 10,200
5	EMS Fitness Initiative	24		\$ 4,000		\$ 100,000
6	HR - Performance Management	25		\$ 8,241		\$ 8,241
14	Air Lock Admin Building	26		\$ 9,500		\$ 9,500
4	Registrar Floor	27		\$ 4,915		\$ 4,915
17	Windows J& D Courtroom	28		\$ 30,000		\$ 30,000
31	General District Furniture	30		\$ 4,600		\$ 4,600
1	IT- Network Specialist	4	\$ 57,600			\$ 57,600
7	HR Specialist (make full-time)	8	\$ 24,613			\$ 24,613
3	Clerk - Full-time Position	6	\$ 52,200			\$ 52,200
9	CSA Position (make full-time)	7	\$ 25,380			\$ 25,380
26	Microsoft 365	6	\$ 45,000			\$ 45,000
24	Grounds Technician	16	\$ 44,000	\$ 10,000		\$ 54,000
25	Grounds Technician	17	\$ 44,000	\$ 10,000		\$ 54,000
16	Maintenance Worker - I	21	\$ 45,195			\$ 45,195
2	Academic Excellence	23	\$ 100,000			\$ 100,000
30	Benefit Consultant	29	\$ 35,000			\$ 35,000
						\$ -
<b>Total of Cost to the General Fund</b>			<b>\$ 472,988</b>	<b>\$ 335,287</b>		
<b>Total Other Funding Sources</b>					<b>\$ 40,400</b>	
<b>Total Project costs</b>						<b>\$ 451,687</b>

## FY 2020-2024 CAPITAL IMPROVEMENT PLAN

[illegible]