

**BOOK 33****VIRGINIA:**

At a special meeting of the Board of Supervisors of Amherst County held at the Administration Building thereof on Tuesday, the 22<sup>nd</sup> day of March, 2011 at 9:00 a.m. at which the following members were present and absent:

**BOARD OF SUPERVISORS:**

PRESENT:	Ms. C. Tucker	ABSENT: None
	Mr. F. Campbell	
	Mr. R. Curd	
	Mr. D. Kidd	
	Ms. J. Roberson	

Ms. C. Tucker, Chair, called the meeting to order.

**IN RE: APPROVAL OF AGENDA**

On motion of Ms. Roberson and with the following vote, the Board approved the following agenda with the addition of redistricting committee extension consideration and meeting with the Treasurer after the lunch break.

**AMHERST COUNTY BOARD OF SUPERVISORS**

**BUDGET WORK SESSION  
AMHERST COUNTY ADMINISTRATION BUILDING  
BOARD OF SUPERVISORS MEETING ROOM  
TUESDAY, MARCH 22, 2011 - 9:00 A.M.**

9:00 AM	SHERIFF
9:15 AM	JAIL
9:30 AM	ANIMAL CONTROL
9:45 AM	ANIMAL SHELTER
10:15 AM	DEPARTMENT OF SOCIAL SERVICES (GLENN SULLIVAN, DIRECTOR)
10:45 AM	EMERGENCY SERVICES
11:15 AM	COMMUNICATIONS
11:30 AM	EMERGENCY MEDICAL
11:45 AM	EMERGENCY SERVICE COUNCIL
12:00 NOON	VOLUNTEER SERVICES
12:30 PM.	LUNCH BREAK
<b>ADD</b>	<b>Re-districting Committee application extension consideration</b>
<b>ADD</b>	<b>Treasurer</b>
1:30 P.M.	SOLID WASTE
1:45 P.M.	GROUND MAINTENANCE
2:15 P.M.	COMMISSIONER OF REVENUE
2:30 P.M.	CIRCUIT COURT CLERK
3:00 P.M.	LIBRARY
3:30 P.M.	INFORMATION TECHNOLOGIES

4:00 P.M. RECREATION

5:00 P.M. ADJOURN

AYE: Ms. C. Tucker, Mr. F. Campbell, Mr. R. Curd, Mr. D. Kidd and Ms. J. Roberson

NAY: None

ABSENT: None

**IN RE: SHERIFF'S DEPARTMENT – SHERIFF L. J. AYERS, III**

Sheriff Ayers met with the Board and discussed the following:

- 1) Leave of absence request previously presented for Deputy Gowen

After discussion there was a consensus to direct the County Attorney to review authority provided to the County Administrator to deviate from the County's personnel plan and ability to rule on the Sheriff's question and report to them at a future meeting.

- 2) Sheriff's Department and Jail's Department budgets

The Board proceeded to review the Sheriff's and Jail Department budgets with the Sheriff and Jenny Willow.

There were questions and discussion of anticipated impacts of participation in the Blue Ridge Regional Jail.

The scheduled date for the Amherst County Jail to close is December 31, 2011.

- 1) In the current Jail budget are the expenses for vehicles used for transporting inmates. These include: (3011) Auto Repairs, (3016) Repair Automobile Radio, (5308) Liability Insurance Auto (5408) Gasoline, and (5449) Auto Tires. I have transferred these budget lines to the Sheriff's Budget. We will continue to be responsible for numerous transports. Beginning July 1, 2011 ALL vehicle expenses will be billed to the Sheriff's budget.
- 2) When budget lines for salary (1006) are prepared by the Director of Accounting, we will be responsible for 6 months of payroll (July-December). Please keep in mind we will also be responsible for payment of accumulated leave balances (vacation, holiday, and compensatory) for correctional officers, jail nurse and cook. Blue Ridge Regional Jail Authority has advised they will not accept leave balance liability for current employees transferring to their payroll.
- 3) I have been talking with Mr. Blackstock, BRRJA and he has indicated there are a few positions that will most likely not be transferring. I have transferred the Jail Clerical (1008) to the Sheriff's budget, for example. It is my understanding the Jail "Captain" position will be changed to a compensation board funded Sheriff Captain Position. BRRJA is not transferring the LIDS position, there may be others, but these are the ones I know of at this time.
- 4) There will be some expenses for Maintenance Service contract (3005). The ten-printer machine (finger printing) will be necessary in the courts; and we may choose to keep the copy and fax machines. I assume that the maintenance on the elevator, fire and smoke alarms etc. will have to be maintained so long as the building remains in use and occupied.
- 5) Although the invoices for electric services (5101) and water and sewer (5103) will be reduced once the inmates are moved, clearly there will still be usage.
- 6) There are some budget lines that will be eliminated because they are directly related to holding inmates. For example: (3001) doctors, (5402) food, (5404) medical supplies, (5406) linen supply, etc.
- 7) I have written to you previously requesting a study for new uses for the physical space of the control room, jail offices and cell block.

- 8) There will be revenue generated in selling surplus equipment. For example the industrial laundry and kitchen equipment, TVs, cameras and the chain link fence.
- 3) Animal Control and Shelter - Each budget was discussed.

The Board proceeded to discuss fine revenue and budgeting for these funds.

The Sheriff provided background information on local enforcement of traffic laws and uses of resulting fine revenues. There was significant discussion and questions by Board members and information provided by the Sheriff.

Central Accounting Director discussed specific accounting procedures that may more clearly account for fine revenue funds.

There was a Board consensus to direct the County Attorney to draft a resolution for the Board's consideration regarding this matter and invite the Sheriff to attend when it is considered at the next scheduled budget work session.

#### **IN RE: SOCIAL SERVICES DEPARTMENT**

Glenn Sullivan and Susan Mays presented the proposed 2011-2012 Social Services preliminary budget. Mr. Sullivan informed the Board that 98.65% of their overall budget comes from federal and state sources. The proposed budgeted expenses were reviewed on a line-by-line basis. There was a Board consensus to ask Mr. Sullivan to provide them with a detailed breakdown of where the local contribution to Social Services is used.

#### **IN RE: EMERGENCY SERVICES**

Gary Roakes – Public Safety Director, met with the Board and reviewed proposed expenses on a line-by-line basis.

Communications, Emergency Medical Services, Emergency Services Council and Volunteer Services were also reviewed.

County contributions for capital expenditures by volunteer agencies were discussed.

The following proposed resolution was provided by the County Attorney as previously directed by the Board. There was discussion of the proposed resolution. The County Attorney informed the Board that the resolution was provided as a first reading. Mr. Charlie Singleton, Chairman of the Emergency Services Council was present and the Board requested that he present the proposed resolution to volunteer organizations at the next regular Emergency Services Council meeting and to provide the volunteer organizations' response as soon as possible thereafter. The County Attorney and Board liaison Robert Curd were requested to attend the Emergency Services Council at which the resolution is presented.

**For consideration on March 22, 2011**

#### **A RESOLUTION, NO. 2011-0013-R**

Establishing the parameters to govern appropriation of the FY2012 expenditures budgeted by the County for contributions to volunteer fire and rescue services.

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Approved as to form by the County Attorney

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**BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF AMHERST:**

- I. **That the Amherst County Board of Supervisors ("Board") wishes to establish**

**parameters to govern appropriation of the FY2012 expenditures budget by the County for contributions to volunteer fire and rescue services, as follows:**

**WHEREAS**, the Board has in the past adhered to a policy of budgeting County monies to support contributions to volunteer organizations providing fire and rescue services as a line item denominated "Capital Expenditures" under the Emergency Service Council; and

**WHEREAS**, under that policy, the Emergency Service Council then meets to determine what proportion of the total contribution should be allocated to each volunteer organization and reports those allocations to the "County Accounting Department; and

**WHEREAS**, the County Accounting Department then issues a check to each volunteer organization in the amount identified by the Emergency Service Council; and

**WHEREAS**, the Board does not adhere to a similar policy of issuing a single payment of County-appropriated monies in funding any County department, agency, or Constitutional officer; and

**WHEREAS**, the County is seeking to maximize the effective use of limited County resources; and

**WHEREAS**, the Board has discussed with the Emergency Service Council changes in procedures by which County funding is allocated to support volunteer fire and rescue service organizations, and conditions that may be imposed on receipt of such funding; and

**WHEREAS**, although those changes and conditions have not been reduced to writing and agreed to by all concerned parties, the Board wishes to institute procedures that will give the County greater management oversight over fiscal year 2012 appropriations to support volunteer fire and rescue service organizations until such changes and conditions have been reduced to written agreements.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF AMHERST:**

1. The Board will establish budget expenditures for volunteer fire and rescue services for fiscal year 2012, in accordance with the usual and standard budgeting practices employed for County agencies and departments.
2. The budget expenditures may be established as a single amount under the Emergency Service Council or may be identified within the County budget for each fire and rescue service organization.
3. The Board does not authorize the appropriation of FY2012 budget expenditures to the individual fire and rescue service organizations at the outset of the fiscal year. Instead, the expenditures shall be appropriated to the individual fire and rescue organization based on appropriation requests submitted to the Board.
4. Over the course of fiscal year 2012, the Board will communicate with the County Department of Public Safety, the Emergency Service Council, and the individual fire and rescue organizations as they establish agreements and other documents governing both the use of County resources and the contributions and commitments individual fire and rescue organizations are prepared to make.
5. In or before December 2011, the Board will afford the County Department of Public Safety, the Emergency Service Council, and the individual fire and rescue organizations the opportunity to appear before the Board to discuss the structure of the County's public safety network and how the Board can most effectively promote and support that network.

**BE IT FURTHER RESOLVED:**

That the Clerk of the Board of Supervisors is directed to supply a certified copy of the resolution to the County Department of Public Safety, the Emergency Service Council, and the County's individual fire and rescue service organizations.

**II. That this resolution shall be in force and effect upon passage.**

Adopted this \_\_\_\_\_ day of March, 2011.

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Claudia D. Tucker, Chair  
Amherst County Board of Supervisors

**ATTEST:**

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C. Lee Lintecum, Clerk  
Amherst County Board of Supervisors

The Board of Supervisors took a lunch break.

The Board reconvened at approximately 1:30 p.m.

**Mr. R. Curd was not present.**

**IN RE: REDISTRICTING COMMITTEE ADVERTISEMENT**

The County Attorney updated the Board on the status of the redistricting committee advertisement. She requested that the application deadline be extended for one week. The Board agreed.

There was a consensus that committee meetings be set for 6:00 p.m., April 4<sup>th</sup> and April 6<sup>th</sup>.

**IN RE: TREASURER**

Treasurer, Evelyn Martin, met with the Board to discuss reconciliation process.

The County Administrator reported to the Board on information he had previously received from the Treasurer regarding the reconciliation process.

The Treasure informed the Board that the June 2010 reconciliation statement is complete and has been sent to the County Auditors. She further stated that the July – December 2010 statements will be complete by April 5, 2011 and the January – February 2011 statements will be completed by April 12, 2011.

Mr. Campbell moved to direct the County Attorney to suspend work on the petition for writ of mandamus against the County Treasurer.

AYE: Ms. C. Tucker, Mr. F. Campbell, Mr. D. Kidd and Ms. J. Roberson

NAY: None

ABSENT: Mr. R. Curd

**IN RE: SOLID WASTE AND GROUND MAINTENANCE**

Teresa Nuckols presented proposed budgets to the Board

Grounds:

Ms. Nuckols reviewed the current condition of the Department's vehicles, mowers and tractors.

She then reviewed general ground operations.

Solid Waste:

Ms. Nuckols provided 3 optional proposed budgets.

**IN RE: COMMISSIONER OF THE REVENUE**

Commission of the Revenue, Linda Byers met with the Board and presented that department's budget request.

There were discussions of aspects of the operations and the next real estate reassessment process which should be budgeted for in the 2012/2013 budget.

**IN RE: CIRCUIT COURT CLERK**

Mr. Roy Mayo, III, Clerk of the Circuit Court, met with the Board with discussion on their budget requests.

**IN RE: SOLID WASTE**

Teresa Nuckols met again with the Board and began to review option #2 of the solid waste proposed budget.

There was a Board discussion and consensus to request Ms. Nuckols to return at the next scheduled budget workshop to further discuss budget options.

**IN RE: LIBRARY**

Steve Preston, Library Director, met with the Board and presented the proposed Library budget with a 0% increase.

Mrs. Preston stated that citizen usage of library facilities have increased significantly within the past year and described proposed new services.

**IN RE: JANITORIAL SERVICES**

There were Board questions regarding how janitorial services are budgeted. Central Accounting Director Brenda Campbell provided answers to questions and was requested to provide further information at a later time.

**(Ms. C. Tucker left meeting at approximately 3:00 p.m.)**

**IN RE: REVENUE**

Accounting Director Campbell provided the Board with a breakdown of revenue sources, state, federal and local on a per department basis, as previously requested.

**IN RE: INFORMATION TECHNOLOGY**

Jackie Viar, IT Director, proceeded to present that department's budget request. The condition of the system printer was discussed and the need for an additional T-1 line. An additional T-1 line would cost \$572 per month. The need for a back-up power source was also discussed and contingency plans for Public Safety.

The County Administrator was directed to investigate how other similar localities handle their IT needs, centralized vs de-centralized or contracted? She was to develop pros and cons and report back to them at the next regular scheduled Board meeting.

Concepts for the possible provision of broadband service to county citizens were discussed.

**IN RE: RECREATION DEPARTMENT**

Sara Lu Christian presented that department budget requests. There were general questions and discussions about distribution of newsletters and advertising. Ms. Christian was provided information concerning a 150 year anniversary civil war celebration and requested her to investigate and take actions to secure the County's involvement

**IN RE: ADJOURNMENT**

On motion of Ms. Roberson, seconded by Mr. Kidd and with the following vote, the Board of Supervisors adjourned.

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Claudia D. Tucker, Chair  
Amherst County Board of Supervisors

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David Proffitt, Acting County Administrator