



# **AMHERST COUNTY**

## **FY 2021 PROPOSED BUDGET AND FY 2021-2025 CAPITAL IMPROVEMENT PLAN**

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# AMHERST COUNTY BOARD OF SUPERVISORS

W. Tom Martin  
*District 1*

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*District 2*

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*District 3*

David W. Pugh, Jr.  
*District 4*

Jennifer R. Moore  
*District 5*

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## COUNTY OF AMHERST



TELEPHONE (434) 946-9400

AMHERST COUNTY ADMINISTRATION BUILDING  
153 WASHINGTON STREET  
P. O. Box 390  
AMHERST, VIRGINIA 24521

FAX (434) 946-9370

May 15, 2020

To the Honorable members of the Amherst County Board of Supervisors, Citizens, Constitutional Officers, and Staff,

It is my honor to present the Fiscal Year 2021 (FY21) Operations and Maintenance (O&M) Budget and FY 2021-2025 Capital Improvement Plan (CIP). The O&M Budget presents the spending limits staff is required to follow, without further approval from the Board of Supervisors, to provide local government services for our community. The CIP provides direction to staff regarding which major investments (above \$50K) the Board is ready to fund in the upcoming year. The CIP also projects major expenditures into future years but those are just provided for information and planning purposes. All CIP projects can be moved forward or backward in time to align with available resources and Board priorities.

The Board adopted a mission statement "to provide limited, efficient and effective government services that promote liberty and a high quality of life for our citizens." We have stayed true to this mission while expanding existing services within our means and identifying efficiencies and cost savings where possible. The highest priority of the Board of Supervisors for this budget has been to correct the salaries of county staff that have been lagging behind market averages for years. Fixing that problem has been accomplished in this budget. However, the Covid-19 pandemic has created a challenge as it presented itself near the very end of the budget development cycle. Thus, all previous revenue projections and planned improvements had to be scrapped to accommodate lower revenue projections and increased belt-tightening measures.

Citizens will be pleased to learn that the Supervisors' sympathy for businesses and citizens dealing with reduced income from the Governor's restrictive executive orders has motivated the decision to not raise real estate taxes this year. Instead, the County government will engage in belt tightening for the coming fiscal year and watch to see how revenues are actually affected.

Serving as Amherst's County Administrator is an honor and a privilege for me and I am committed to serving with high ethical principles. My goals as the County Administrator continue to be economic development, place-making, and excellence in education. It is with this commitment and these goals that I provide the following annual budget.



## **Economy**

Until Covid-19 hit, Amherst County was achieving a decline in the unemployment rate over the last few years from 6.7% in 2012 to 3.3% in February 2020. At time of printing, the County has 1,059 people out of work and receiving unemployment benefits. This represents 7.0% of our workforce. While there is no certainty at this time whether the economy will snap back to where it was or begin a steady decline into a general recession, we are projecting an immediate dip in revenue for the first quarter of FY21 that will reduce in severity over the following two quarters. By this time next year, we project that our local revenue streams will be back to normal. This projection is shared with finance officials across the state, state officials, economists, and Virginia Tech professors.

County government revenue is currently derived 34% from real estate taxes. Less than 10% comes from the business taxes expected to be affected by Covid-19. See FY 2021 Proposed General Fund Revenues pie chart of revenues. The Board of Supervisors is sensitive to the fact that property owners are bearing the brunt of supplying the County its revenue. To spread that burden more fairly across the economic spectrum, businesses should be expected to carry a comparable share, but without creating disincentives for Amherst County as a business friendly location. Therefore, business growth is a goal within the County's Strategic Plan. This continues to be one of our main focuses in the current as well as coming years as we have seen a steady decline in new businesses starting up within Amherst County. Data available through 3<sup>rd</sup> quarter 2019 shows the trend to be declining again. After a surge in 2018 of 43 new businesses, 2019 is only showing 15 new business through the end of the 3<sup>rd</sup> quarter. The Board of Supervisors continues to undertake initiatives to make the County's business environment more friendly and will propose changes to business taxes this summer.

Since our revenue is mostly derived from real estate and the value of the real estate market is not affected by Covid-19, our revenue stream is mostly immune from its affects. The Commissioner of Revenue has completed a county-wide tax assessment and property values have increased on average by 3.5%. This will bring an estimated \$460,000 of additional revenue. The Board of Supervisors has decided that it will not equalize (reduce taxes to a level where revenues do not increase) the real estate tax rate. This will help to cover a loss of approximately \$725,000 in revenue over three quarters of the coming year due to Covid-19 and to help the County deal with the effects of inflation beyond the current fiscal year. In other words, we are not equalizing because we need the revenue.

## **Total Budget Summary**

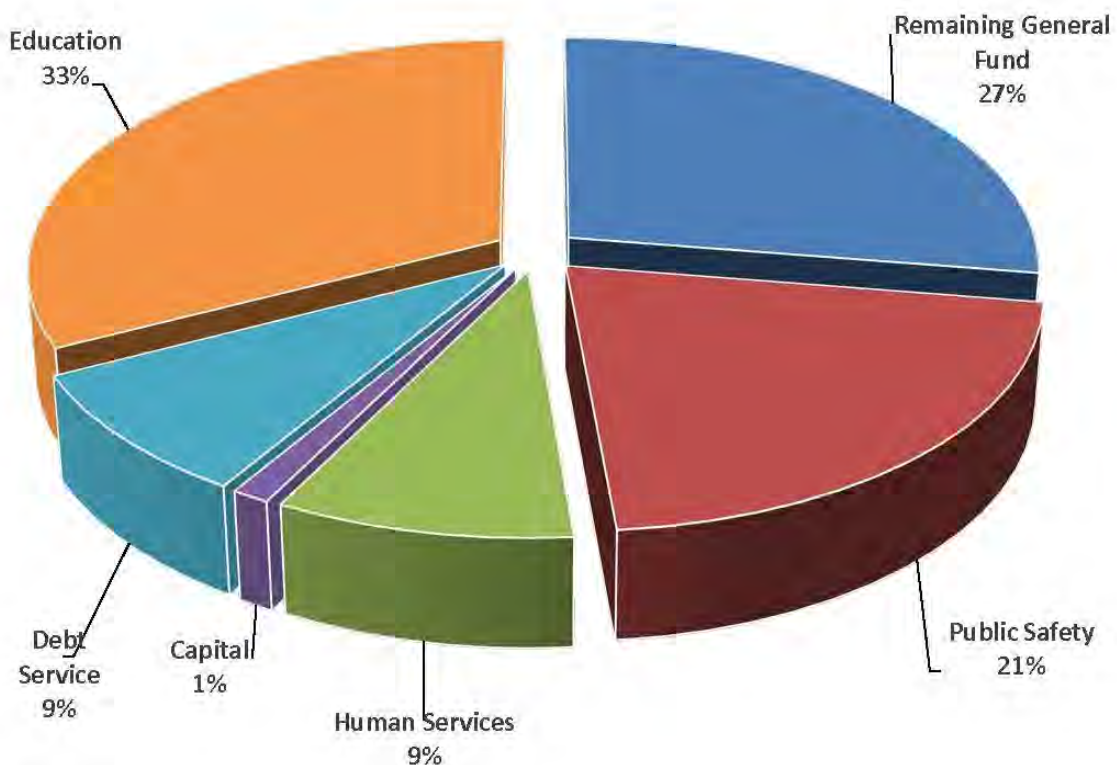
Local governments throughout the Commonwealth are required to balance revenues and expenditures.

The total FY 21 budget is \$43 million, a decrease from FY 20 of \$.5 million or 1%. The budget decrease is provided by reductions in the planned O&M Budget in response to Covid-19 and in reductions in the Capital Improvement Plan by moving some major projects from the current year into next year. Staff will be giving quarterly reports to the Board of Supervisors regarding actual revenue receipts to track the accuracy of the revenue projections. If the economy does snap back and revenue increases faster than projected, major

projects deferred to future years may be brought forward. These decisions will be based on data of actual revenues rather than projections. The major components of the County's budget are education at 33%, public safety at 21%, and debt service at 9%.

The largest single cost to the O&M Budget is the cost of personnel. For several years, county salaries have lagged behind market averages. This has now put the County in a position where critical positions cannot be filled and some departments are experiencing nearly 100% turnover of staff. County government has, in some ways, become a training ground for the staff of surrounding localities as we hire new people, train them and then lose them to localities that pay more for jobs with similar or fewer responsibilities. To stop the hemorrhaging of staff, make us competitive in hiring, and prevent the loss of experience and talent the Board of Supervisors has taken three steps: 1) the starting salaries of our Emergency Medical Service (EMS) crews and our Sheriff's Deputies has been increased to \$40,000 and other salaries within those departments have been adjusted accordingly; 2) Thirty-four (of ninety) positions in the rest of county government have been brought up to market average; and 3) all of county staff will receive a 2% Cost of Living (CoL) increase to their salaries. This salary challenge preceded Covid-19 and will exist after the economy settles out. The Board of Supervisors is unanimous in its desire to not delay resolution any longer.

### FY 2021 Proposed General Fund Expenditures

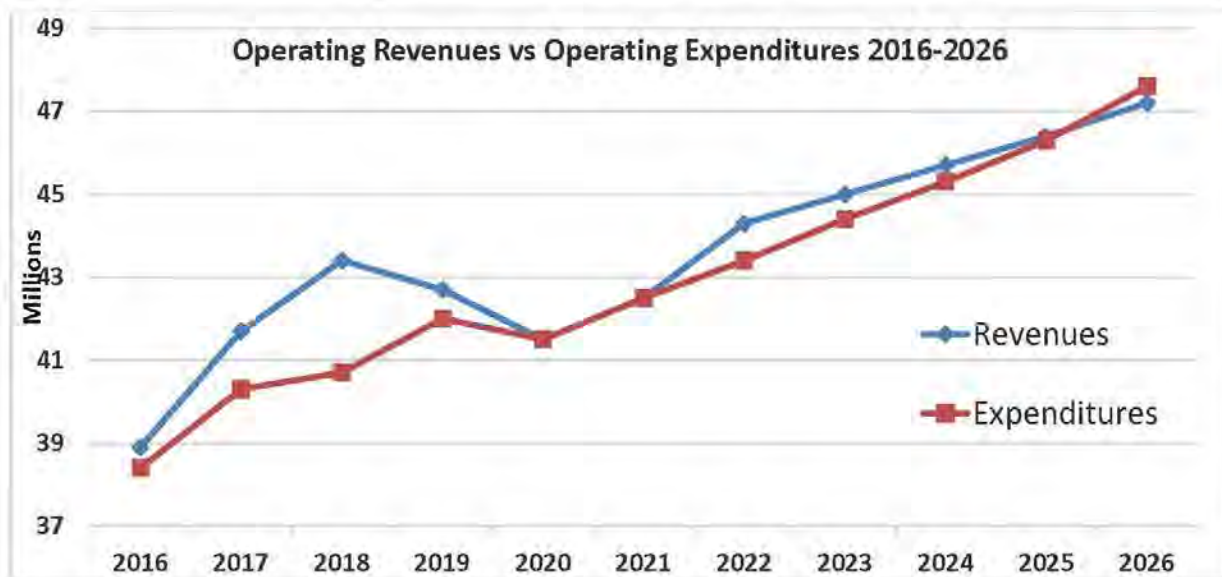


## Projected General Fund Revenue Outlook

On average, expenses have risen over time at a rate of 2% while revenues have only averaged a 1.5 % rise. Following is a graph showing revenues as they are now projected. It is important to note when they dip below the projected expenses; when this occurs, the County must draw from its reserves (savings) to make ends meet. While necessary, this is an unwise and unsustainable practice. The current budget is for the upcoming fiscal year. It does not attempt to resolve obvious shortfalls expected to arrive in coming years.

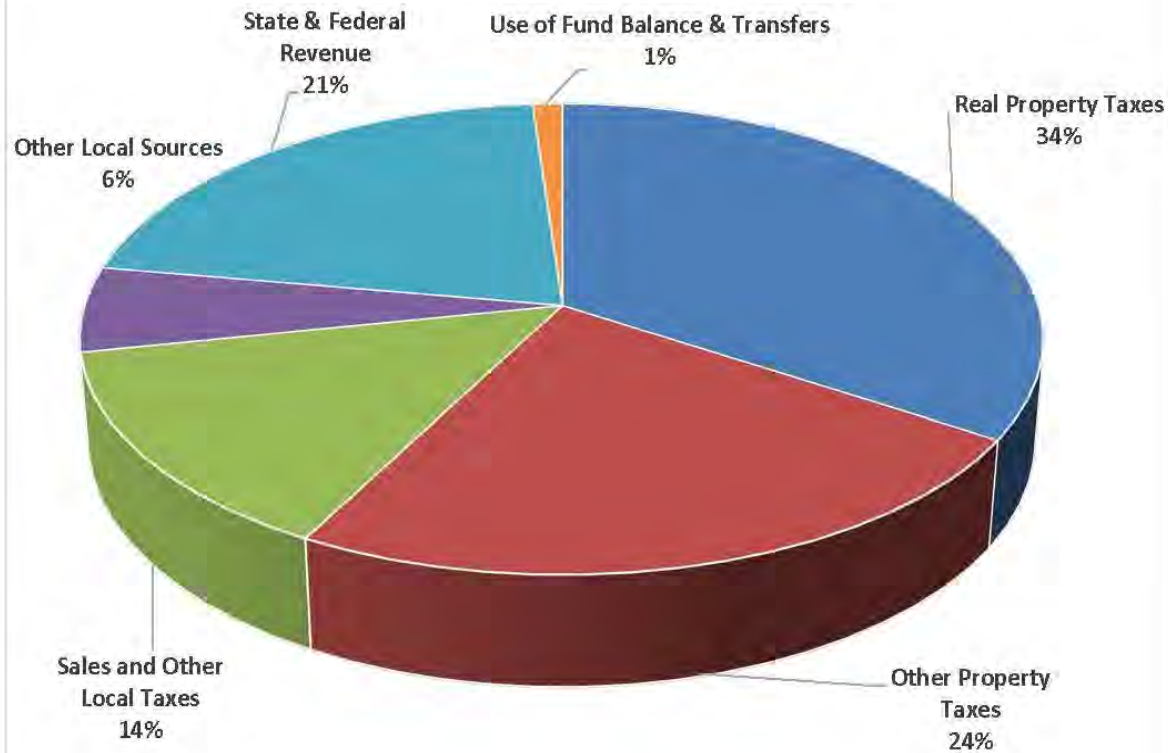
For FY21, and after estimated reductions due to Covid-19, General Fund revenues will only increase by \$.2 million or 0.8% to a total of \$42.2 million. The increase is a result of the new real estate property assessments and from drawing less from savings for the Capital Improvement Plan. However, inflation continues to dog the County's revenue stream. Without adding any new programs or positions, the cost of performing its primary and state-mandated functions will cost more than the county receives in revenue by FY25. The latest real estate property assessment (not equalized) has provided additional revenue to allow the budget to balance until then. Similarly, the CIP is also expected to run out of funds in FY25.

Nevertheless, in spite of the looming shortfall before the next real estate assessment (in 2026), the Board of Supervisors is unwilling to raise taxes in this time of uncertainty until revenues can be assured of stabilization. So, rather than raise taxes, we have slashed planned expenses to stay within projected revenues. Since revenues will not outlast the expenses of the county, regardless of the Covid-19 pandemic, this situation will necessitate a tax increase in the FY25 budget, if not sooner.



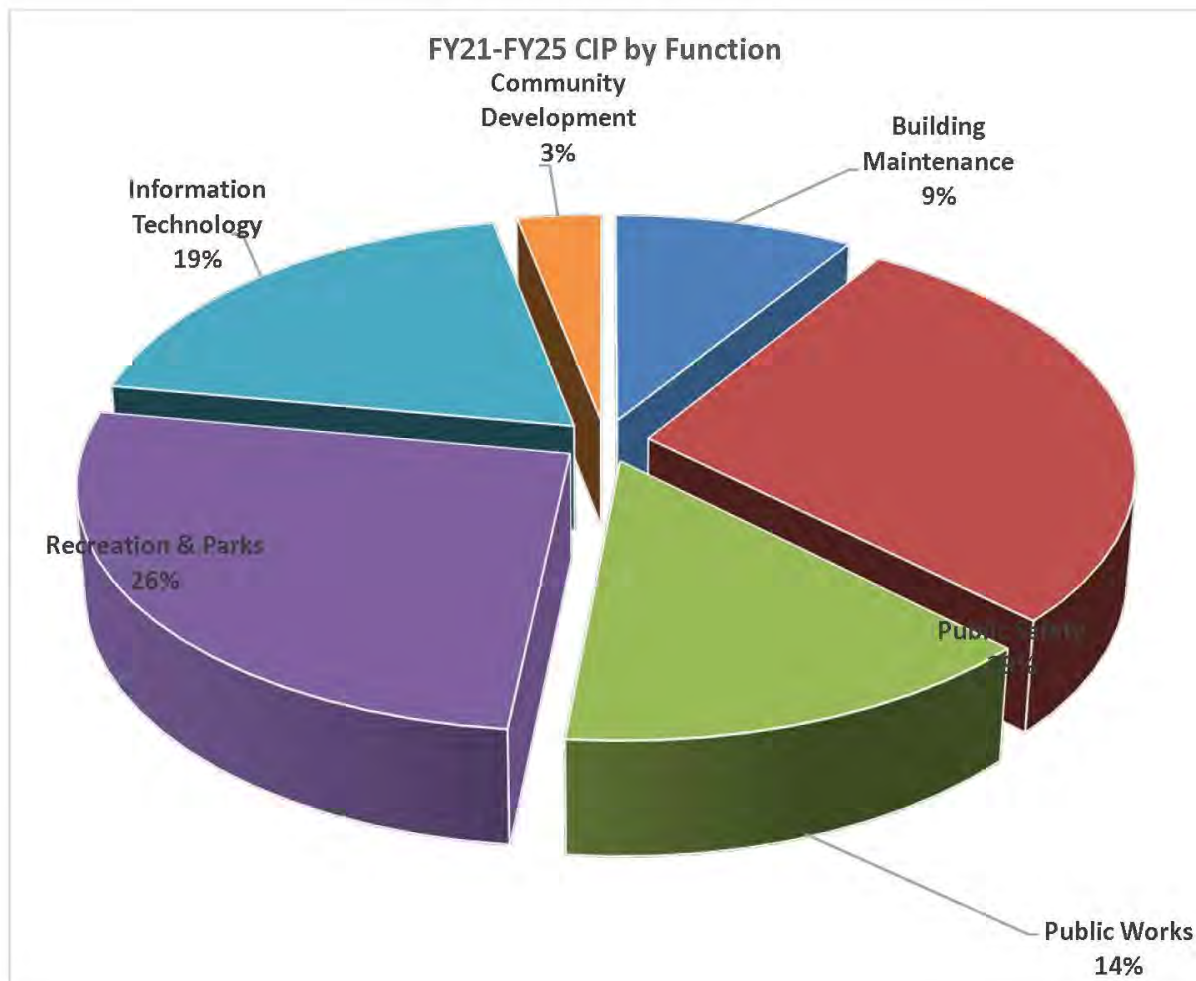


## FY 2021 Proposed General Fund Revenue



### FY21-FY25 Capital Improvement Plan

The \$6.3 million five-year CIP provides funds for critical categories such as public safety equipment, maintenance needs, technology needs, and recreational improvements for our citizens. The plan commits funds to only three specific projects in FY21. All other projects have been moved to next year or beyond. It is important to remember that if revenues rebound in the current year, as hoped, projects from FY22 may be easily moved forward. It is important to remember with regard to the CIP that all costs and schedules are only estimates, but that all projects are necessary, which means they must all come to be at some point. By projecting into future years, the CIP is reserving \$4.3 million in the General Fund for those future projects. These funds are "assigned" to future projects and can only be diverted with specific Board of Supervisors approval. See the FY 2021-2025 Capital Improvement Plan for more information.



## Supporting our Strategic Goals

### Strategic Goal 1 – Promote Business Growth

The budget continues to support this goal through its operational support of the Economic Development Authority (EDA), the EDA's Strategic Plan, and the Rt. 29 Business Beautification Committee.

Economic development projects that are moving forward are Waukeshaw, LLC's Phelps Road School, Winton redevelopment, and the old mill property. The Central Virginia Training Center redevelopment plan is now under development by contract with HDR, a major community design firm. Furthermore, design work is also underway with a master plan for the development of a central mixed use residential and commercial area that includes pedestrian friendly facilities and community areas for Madison Heights.

The County effort to make wireless broadband services available to the underserved areas was on the brink of completion before Covid-19 stopped the shipment from China of crucial transmitters needed for the last two towers. Nevertheless, at this point in time there are five towers in operation and we remain hopeful that by



the end of the summer broadband service will be available to over 90% of the county's residents at a reasonable cost. Thus far, the entire effort has been accomplished at no cost to the County.

The Business Friendliness Initiative started during FY19 and the County continues to make changes identified through the process. Ordinances have been updated, incentives simplified, new grant programs instituted and in the coming summer, the Board of Supervisors will take up the matter eliminating the Merchants Capital Tax and focus on the BPOL tax structure to make it more uniform as between all types of businesses. However, special provisions will soften the tax burden on high volume, low margin small businesses. The Supervisors intend these initial tax changes to begin equalizing the tax burden between business taxes and real estate taxes. Furthermore, the General Assembly has allowed counties to increase meals taxes without referendum and to charge cigarette taxes which will also help in this regard in FY22.

A huge initiative now underway is the development of a Madison Heights Master Plan. The outcome of the plan will be to provide a town center nestled in an attractive, walkable community of various types of housing, public parks and facilities and businesses. The purpose of the plan is to facilitate investment by developers in the growth area of the county, as identified in the Comprehensive Plan. Madison Heights' proximity to Lynchburg makes it a ripe candidate for development as Lynchburg grows but plans need to be in place before developers will pay attention. Staff expects to link its master planning effort to the redevelopment planning, now also underway, for the Central Virginia Training Center. The County is partnered with the members of the Lynchburg Regional Business Alliance and the Central Virginia Planning District Commission to employ HDR Inc. to create a redevelopment plan for CVTC that will reinvigorate that site into the Amherst and regional economy.

### **Strategic Goal 2 – Promote Tourism**

The budget supports this goal with continued support for Tourism related activities. While the Agriculture Committee has had to cancel the County Fair in 2020 due to Covid-19, its funding will carry over to continue planning and organizing for next year. Funding also remains in place for Batteau Day, the Recreation & Parks Department's Outdoor Expo, and for the staffing of the train depot Visitor's Center.

Efforts by the Community Development Department and the Planning Commission's Beautification Committee has achieved a 3-fold increase of mowing by VDOT along the county's Madison Heights entrance corridors, as well as the planting of 120 trees and installing community banners to aesthetically improve the visual experience and promote community pride along the corridor. The goal, of course, is to improve first impressions of those driving into the county from the south.

### **Strategic Goal 3 – Promote/Protect County Assets**

The FY 21 budget continues to fund our Public Information Officer position. This position is responsible for using social media, the news, and the website to share important and timely information from the County.

Funding for repair of the Percival Island Bridge and the next section of the Riveredge Park Trail remains in place so that those projects continue to move forward. Additionally, the county received grant funds from the Department of Conservation and Recreation to expand the trail at Riveredge Park.

The contract to build the Waste Transfer Station was recently signed. The Station is being built with bond funds obtained three years ago so the funding to build the new transfer station while closing the landfill cell is already in the budget. Public Works was just authorized to begin hauling waste from our manned convenience centers to the landfill and cease reliance on contractors. This is anticipated to save the County at least \$130K/yr. Meanwhile, sites for two landfill cells remain available should they ever be needed.

#### **Strategic Goal 4 – Achieve Education Excellence**

The County funded the schools FY 21 request in full. The Building Safety and Inspections division will continue leading the high school building trades certification program. Staff provides supplemental education and students can earn certifications through the International Code Council.

The County held its second regional realtors luncheon to update them on the academic excellence available in Amherst County along with community development initiatives being pursued. Efforts are underway to expand the attendance and reach of the event in the coming year.

#### **Strategic Goal 5 – Recruit/Retain High Quality Staff**

As discussed above, this goal has taken the forefront in the FY21 budget. In the midst of Covid-19 cutbacks in surrounding communities, Amherst is establishing a leadership position with regard to recruitment and retention. This may look generous in the current economic environment but is, in fact, only a holding action to catch up to our peer communities. If we can maintain regular cost of living increases, we will be positioned to better retain our human resources.

The FY 21 budget continues training budgets within departments to aid in the continued knowledge of staff, thus allowing them to be responsive to the citizens of Amherst County. The FY 21 budget provides a 2% Cost of Living adjustment for all County staff and adds no new positions.

#### **Strategic Goal 6 – Increase Citizen Engagement**

The current FY 21 budget supports the EDA's Leadership Amherst leadership development program. Funding is continued for the Planning Commission's Route 29 Beautification Committee. The Coalition for a Cleaner County (CCC) has been created to wage a war on litter. It is headed by citizen Chair and Vice-Chair with assistance from the Sheriff's Department and VDOT.

This year will see two members of the Board of Supervisors step off the Amherst County Service Authority Board of Directors and be replaced by two non-elected citizens of the county. The purpose of this change is to



have Directors who can devote their attention exclusively to Service Authority oversight and obtain additional expertise from the business and engineering communities.

Staff remains busily engaged in recruiting citizens to fill vacancies in our sixteen additional boards, committees, commissions, councils and agencies.

### **Challenges and what was unable to be funded**

Inflation marches on. Every year it costs more just to unlock the doors and turn on the lights. Every year citizens expect government to do more of that for which they could do for themselves. From organizing roadside litter pickup to calling for an ambulance crew to deal with non-emergency aches and pains, we increasingly spend taxpayer resources to do things that used to be done by family, friends and neighbors. State legislators are more frequently paying for their political generosity by pushing unfunded mandates to the local level—from hiring more attorneys based on the number of the Sheriff's body cameras to refurbishing long-established, functional dams to meet newly calculated storm flows that have never been seen before. The funding responsibilities pushed down upon local governments never seems to stop growing. But for the increased revenue from the real property tax assessment and cuts to necessary expenses, the budget could not balance this year. The cuts cannot be sustained for another year and there will not be another tax assessment for six more years. How will increasing expenses be paid without additional revenue? This question must be answered with the FY22 budget next year.

The County has no stream of revenue being put aside for the future. At our typical rate of funding capital projects (over \$1M/yr), the unobligated General Fund will not have sufficient funds for capital projects after FY24. A dedicated stream of revenue needs to be contributed to the future years of the CIP. Every year there are vehicles, roofs, parking lots, HVAC systems, buildings and more that need to be refurbished and/or replaced. Yet, there is no funding dedicated for this purpose. In the past, unspent funds at the budget's year end would be set aside to accumulate for such purposes. Inflation has eaten away our ability to accumulate these funds. At the end of the current fiscal year, it is anticipated that there will be only \$0K available to save for future projects. The County's Future Fund policy would normally require that half of that amount actually be set aside for the future.

Many items would have helped meet our Strategic Goals that remain unfunded within the FY 21 budget. In the FY 2021 Supplemental Budget Requests Worksheet, all projects and positions listed below the red "cut" lines will not be funded. In the FY 2021-2025 Capital Improvement Plan, the Supervisors have prioritized all the upcoming major projects that are needed. All but three have been pushed into future years in an effort to slow down the drain of the County's "savings". Of course, this is only a delay—the need for each project has not gone away.

No new positions are being added to the staff in FY 21. Staff members continue to wear many hats and strain at the ability to manage the growing workload. While we always seek efficiencies, additional positions will be required as workload demands rise. By way of example, 5 years ago our Child Services Act Coordinator managed the foster care and services for 25 children. Now that same employee, with the help of a part-time

assistant, manages care for over 120 children. Thus, the size of government is not growing, it is shrinking in proportion to the workload. In 2016, one cent of the tax increase was dedicated to hire three new EMTs for Public Safety. These positions have never been filled because we struggle to keep the existing positions filled. Yet the number of 911 calls increases.

As we await the stabilization of our local economy, we are challenged to be ever mindful of those throughout our community that may be facing economic hardships or are of lesser means. The burden of taxes and fees is a constant factor in evaluating budget priorities. . In an effort to generate more revenue, we have/will bring to the Board of Supervisors changes in our fees for services to increase those fees that have fallen behind those charged by surrounding localities. Economic development remains my primary focus. If businesses can prosper in Amherst County, our tax revenues will grow and the tax burden on individual property owners will not have to be increased.

## Conclusion

Amherst County government continues to meet the needs of its citizens. The anticipated effects of Covid-19 on the local economy has turned this budget into a "wait and see" plan. We continue to move forward with achieving our goals but with an ever-decreasing pool of resources. We are still investing in public safety, in our staff, in the business community, and in making useful development plans to serve the community and encourage economic development.

All of this has been accomplished without raising tax rates on our citizens but the future need for more revenue looms larger than ever on the horizon. The Board of Supervisors will take up changes to business taxes this summer that should balance the burden as between business and real estate.

I look forward to another great year in Amherst County working with the Board of Supervisors, staff and the community. In closing, I wish to express my appreciation to our dedicated staff, and County and School leaders, who work as a team to provide the best services possible for the citizens of Amherst County.

Sincerely,



Dean C. Rodgers

Amherst County Administrator

# County Overview

## History

Amherst County was formed in 1761, from parts of Albemarle County. The county was named for Sir Jeffrey Amherst, known as the "Conqueror of Canada", who commanded the British forces that successfully secured Canada from the French. Jeffrey Amherst was named Governor of Virginia, although he never came to the colony. Native Americans were the first humans to populate the area. They hunted and fished mainly along the countless rivers and streams in Amherst County. With the establishment of the Virginia Colony in 1607, English emigrants arrived in North America. By the late 1600's English explorers and traders traveled up the James River to our area. Early trading posts formed between 1710 and 1720. By 1730, many new families moved into the land currently known as Amherst County drawn by the desire for land and the good tobacco-growing soil.

The original county seat had been in Cabelsville, now Colleen, in what would later become Nelson County. In 1807 Amherst County assumed its present proportions when Nelson County was formed from its northern half. At that point, the county seat was moved to the village of Five Oaks, later renamed Amherst. The present county courthouse was built in 1870 and has served the county ever since.

In the early days, the major crop raised in Amherst County was tobacco. Apple orchards were part of mixed farming that replaced tobacco, especially in the late 19th century. Timber, mining and milling were also important industries. The introduction of the railroad in the late 19th century greatly influenced the county's growth. Amherst County contains many good examples of 18th, 19th and early 20th century rural and small town architecture. The downtown area of Amherst is a classic example of early 20th century commercial architecture.



*Brightwell Mill, Amherst County*



## **Form of Government**

The County of Amherst, Virginia (the County) is organized under the County Executive (County Administrator for Amherst) Form of Government as provided for in the Code of Virginia. Under this form of government, the Board of Supervisors appoints a County Administrator to serve as the Chief Administrative Officer of the County. The Administrator serves at the pleasure of the Board of Supervisors, implements its policies, appoints department heads, and directs the business activity of the county.

The Board of Supervisors is a five member body, elected by the voters of the electoral districts in which they reside. The Chairman of the Board is elected annually by its members. Each member of the board serves a four-year term. The Board of Supervisors enacts ordinances, appropriates funds, sets tax rates, and establishes policies for the county administration to provide quality public service.

## **Location**

Amherst County is a rural county located in the Blue Ridge Mountain Region of Central Virginia. Amherst is approximately 50 miles south of Charlottesville and across the James River from Lynchburg. The county is 479 square miles in area.

Amherst County is bordered by the counties of Rockbridge, Nelson, Appomattox, Campbell, Bedford, and the independent City of Lynchburg. The James River creates the natural southern and eastern boundaries of the county. The Blue Ridge Mountains contain the western boundary of the county.

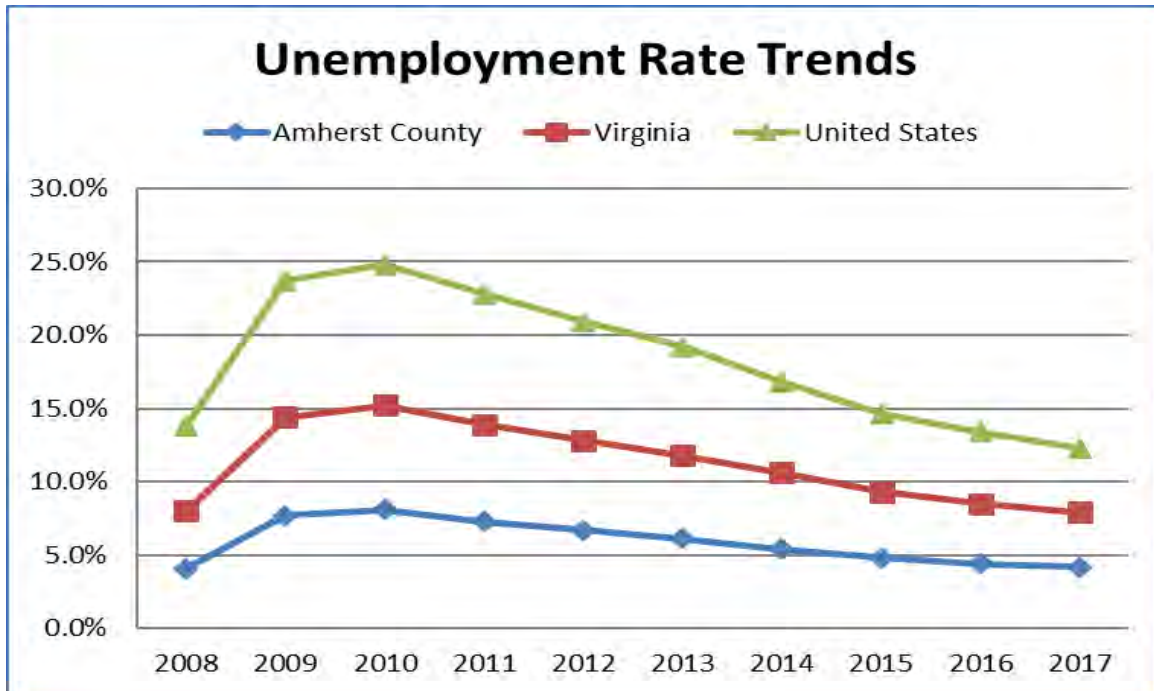
US-29 runs through the county connecting the southern parts of Virginia to the northern parts, creating economic development opportunities for the County. US-29 gives access to Interstate 64 as well. Route 60 runs east to west across the state allowing for connection to the state capital Richmond as well as Interstates 64 and 81. With both highways, visitors and residents can easily reach many areas of the state with ease.



## **Labor Force and Unemployment**

Amherst County has a well educated workforce with 84% of it's adult population holding at least a high school diploma. Of those high school graduates, 77% have had at least some college and 29% hold a bachelor's degree or higher.

Amherst County still remains at the average unemployment rate for itself and the surrounding localities at 4.0%. After the economic downturn, where Amherst saw unemployment rise to a high of 8.1%, the county has seen a steady decline since 2010. The most recent average monthly unemployment rate as of December 2018 was 2.7%, a rate not seen since before 2008.



*Source: Virginia Employment commission, Local Area Unemployment Statistics*

## **Statistical Information**

### **Major Employers**

<b><u>Employer</u></b>	<b><u>Industry</u></b>
Amherst County School Board	Government
Glad Manufacturing Company	Manufacturer
Greif Packaging LLC	Manufacturer
County of Amherst	Government
WalMart	Retail
Sweet Briar College	Education
Johnson Health Center	Medical
Food Lion	Retail/Grocer
Centra Health	Medical

*Source: Virginia Employment commission, Local Area Unemployment Statistics*

# Amherst County Strategic Plan

## Mission

The mission of Amherst County's government is to provide limited, efficient and effective government services that promote liberty and a high quality of life for our citizens. We are a County open for business in a secure community dedicated to providing a superior work force through investments in education and economic development. Our citizens expect and we deliver a fiscally responsible and transparent government.

## Vision

Amherst County will.....

- Have the resources and infrastructure that promotes business growth
- Achieve excellence in academic and vocational education
- Have a sustainable and efficient government that respects personal liberties
- Promote and protect its natural beauty, agricultural economy and recreational opportunities

## Values

- Transparent, open government
- Fiscal responsibility
- Quality education
- Safe and secure community
- Promote a sense of liberty
- Limited, efficient and effective government

## Executive Summary

This document provides the means to see whether the county staff is producing the results the Board of Supervisors wants to achieve. The Supervisors have established 6 major goals for the county. Those goals are in a prioritized order so that staff know to apply our limited resources to the items highest in the list. These goals, objectives and strategies are reviewed and modified each year at the Supervisors' strategic planning retreat in August. The metrics are developed by staff. Note that the Supervisors rely upon the Economic Development Authority to implement the county's 2016 Strategic Plan for economic development. The Supervisors rely on the Community Development Department to implement the county's 5-year Comprehensive Plan for land use.

**Goal:** Aspirational end states. (Numbered)

**Objective:** Specific indicators that will show the end state has been achieved. (Lettered and bolded)

**Strategy:** the means being employed to achieve the objective. (Numbered)

**Metric:** How or what we measure to gauge progress. (Lower case letters)

## Amherst County Strategic Plan

Metrics (based on fiscal year of Jun-Jul)					2018	2019	2020	Note
<b>Goal 1: Promote Business Growth</b>								
<b>A. Retain &amp; Attract Businesses</b>								
1. EDA strategic plan	1. EDA action items completed	21	28	EDA				9
2. Support business growth	2. Ordinance/Policy changes	1	30+	ComDev				10
3. Support new start ups	3. New startups	56	66	CoR/Twn				11
4. Promote Agriculture	1. Promote organic farming	9	9	EDA				12
	2. # of USDA-Certified personnel for County		1	Ext Svs				42
	3. Farmers Market attendance			Ext Svs				44
				Ag Comte				
<b>B. Community Development</b>								
1. Broadband availability	1. Internet access	0	20+	ComDev				13
2. Enhance rt. 29 corridor	2. Rt 29 Corridor improvements	1	1	ComDev				14
	3. Better mowing of all medians and roadways		84	Sheriff				45
3. **Master Plan for Madison Hts (Rt130 to river)	4. Sidewalks, lights & wheelchair lanes		1	ComDev				46
4. **Redevelopment Plan for CVTC	1. Comprehensive Plan modifications			ComDev				
5. **Facilitate lodging establishments	1. New hotels opened			ComDev				
	2. Air BnBs established			ComDev				
6. **Facilitate a retirement community	1. Comprehensive Plan modifications			ComDev				
<b>Goal 2: Promote Tourism</b>								
<b>A. Demonstrate increased use of Public Facilities</b>								
1. Increase wayfinding signs	Installed wayfinding signs	1	0	ComDev				1
2. Promote tourism	Train Depot visitors			Tourism				2
3. Promote events	Social media counts	3587	5,743	PIO				3
	Attendance counts	40,477	40,700	Tourism				4
	New events created	2	8	Tourism				5
4. Promote attractions	Print ads	20	100+	Tourism				6
	Website hits	1114	3032	Tourism				7
<b>B. **Expand river access and use</b>								



							R&P
							R&P
Goal 3: Promote/Protect County Assets							
A. **Demonstrate pride in the appearance of our community							
1. Promote county cleanliness	# of participants in ACSO Clean and Green			75	90	ACSO	29
a. manage public relations	# of actions to grow pride in County facilities			2	1	ComDev	30
b. litter cleanup program	# of highways adopted				0	PW	47
	# of storefront cleanup grants issued					ComDev	
	# complaints about appearance/conditions					PIO	
2. Enhance Public Facilities							
a. investment in grounds	\$ spent on facilities/ grounds			\$ 163,012	\$261,432	Fin	31
b. expand pavilions and play areas	\$ spent on improvements to county facilities			\$ 185,680	\$82,020	Fin	32
Goal 4: Achieve Education Excellence							
A. Recognized leader in education in region							
1. Promote successes	# of county press releases re schools			40	52	PIO	15
2. Improve Communication	# of county posts and press releases to parents			19	22	PIO/SD	16
B. Advance vocational training opportunities							
1. Workforce/Employer needs	Participants in Roundtable discussions			17	17	EDA	17
2. Local job program	# of internships filled			1	0	HR	18
	# of summer hires			0	0	HR	19
3. Agricultural and Career&Technical Programs	# of CTE students			1329	1099	CTE	20
	# of FFA and 4H members				924 (4H)	Ext Svs	48
	# students on field trips to local ag operations				27	Ext Svs	49
C. Promote diverse education opportunities							
1. Locality Scholarship	Under Study			X	X	Admin	22
2. CTE Academy	Progress toward realization						
Goal 5: Recruit/Retain High Quality Staff							
A. Responsive Customer Service							
1. Training and Certification programs	# of employees receiving training that year			230	444	HR	23
2. Support staff as "face" of County	# of outside customer service kudos from home page			12	15	PIO	24
B. Highly efficient manpower							
1. Current technology	# of new or improved solutions.			9	7	IT	25

C. Demonstrated Board investment in its people								
1. Increase understanding	# of Department spotlights			5	4		CAdm EA	27
2. Improve salaries 2019 STUDY COMPLETION	COLA as a percentage of CPI			0.95	1.2		Fin	28
Goal 6: Increase Citizen Engagement								
A. Recruit citizens to participate in local government								
1. Increase in volunteers	total # of applicants for B, C, C, C positions			24	35		CAtty EA	33
a. Leadership Amherst graduates	# graduates and # of applicants			6	11		EDA	34
b. citizen academy	# participants			0	0		ComDev	35
c. publicize opportunities to serve	# FB posts, press releases, and website			113	307		PIO	36
2. Increase public outreach								
a. social media	how many reached in facebook posts (wkly avg)			3014	4552		PIO	37
b. citizen portal	# total registrants			0	0		IT	38
c. hard copy surveys	# responses/survey			0	0		PIO	39
d. "town hall" meetings	# meetings & attendance			1	1		CAdm EA	40
e. senior luncheon	avg # attendees/month			220	275		R&P	41

\*\* Denotes new or emphasized item for FY20

Blue font items added in Oct 2019

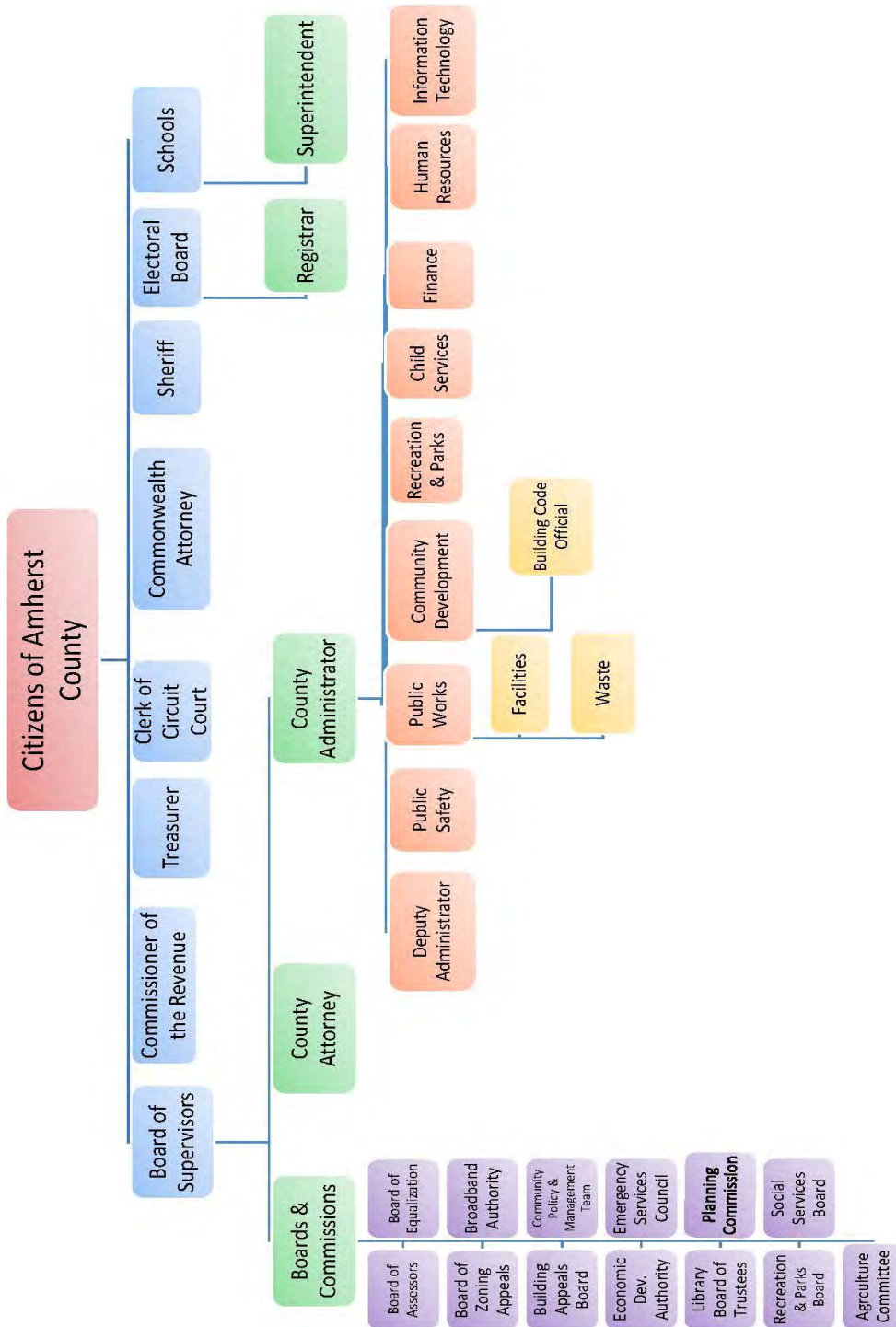
#### NOTES:

1. Train Depot entrance sign
2. Itineraries are suggested agendas of activities for county visitors for any Friday evening through Sunday
3. Social Media Followers: Facebook 1,467, Instagram-51, Tourism & County Fair - 2069
4. Includes Garden Fest, Museum presentations, Fire Dept 100th celebration, Visitor Center opening, Summer Solstice, Hallowine, Sangria Saturdays, Wine & Bluegrass
5. County Fair, Peacock Festival, Colonial Day, First Responders Parade, Lazy Day Winery = Labor Day Fest & Raise the Woof, Old Town Amherst, Outdoor Expo
6. Advertisements x Publication x Issues, Social Media Advertising and Publications both in and out of the region.
7. Tourism and County Fair websites combined. Tourism site has been live for 6 months and County Fair site just 3 months.
8. Not sure how to acquire this number.
9. The EDA has an annual action plan that covers a variety of economic development work areas and includes the Strategic Plan.
10. Chp 7, Art XII, Dealing with derelict structures and tax abatement
11. Includes all types of business licenses issued by the Commissioner of Revenue (43) and by the Town of Amherst (13)
12. AVAILABLE
13. Tracks new SCS/AcellaNet customers
14. Got VDOT to clean curbs & gutters.
16. County posts/releases about schools (19) plus total school-to-parent posts (
- 17 Number of participants in the Employer Roundtables
20. Grades 6-12



21. AVAILABLE
22. Not yet implemented
23. Retirement Planning, Leadership Series, Group Facilitation, Records retention, Service excellence, Various software, Disaster recovery, Credit card procedures, FOIA. This total includes
24. Press releases or posts about a county employee. Switched to kudos in 2020.
25. Refurb website, facebook page, twitter account, bldg permit software, Aladtec leave tracking, PCR software w/ Zoll upgrade, CAD software for 911 Dispatch, tablets to medic units, radios & dishes for Public Works and Rescue buildings.
27. Departmental Spotlights are presented at evening BoS meetings
28. CPI for 2018 was 2.1; BoS approved 2% raise., CPI 2019 was 2.5 BoS approve 3% raise
30. PC Beautification Comte, ACSO Clean & Green Day      Incl individual actions resulting in improvement; count indiv trees, banners, grants, etc.
31. Ground maintenance /not final for FY 2019
32. Playgrounds and parking lot paving at the parks/ not final for FY 2019
33. Total applicants to all bodies.
- 34 Number of participants in the leadership development program, Leadership Amherst.
36. Events, press releases, public notices, job opportunities
37. This number provided by FaceBook.
40. At Pleasant View Elementary School
42. Educational or promotional events
44. # of individuals
45. Inmate workforce days
46. Projects completed
47. Stretches of roads adopted by organizations for cleanup
48. As stated
49. As stated

# COUNTY ORGNIZATION





## COUNTY OF AMHERST



### OFFICE OF THE FINANCE DIRECTOR

TELEPHONE (434) 946-9400

AMHERST COUNTY ADMINISTRATION BUILDING  
153 WASHINGTON STREET  
P. O. Box 390  
AMHERST, VIRGINIA 24521

FAX (434) 946-9370

### MEMORANDUM

**TO:** Department Heads, Agencies, and Constitutional Officers

**FROM:** County Administrator and Finance Director

**DATE:** September 18 2019

**RE:** Fiscal Year 2021 Budget Schedule (amended)

Wednesday, September 18, 2019	Schedule & Instructions distributed with worksheets
Friday, October 25, 2019	Supplemental requests are due to Finance for review
Friday, November 1, 2019	Departments receive Supplemental correction feedback from Finance
Friday, November 8, 2019	Corrections/additions/modifications to Supplemental requests due to Finance
Tuesday, November 12, 2019	Publish Outside Agency/Non-Profit solicitation for requests
Friday, November 15, 2019	Final Supplemental requests delivered to department heads for prioritization
Monday, November 25, 2019	Department head Supplemental prioritizations due back to Finance
Monday, November 25, 2019	FY 2020 O&M budget estimate worksheets distributed to departments
Wednesday, November 27, 2019	CIP budget requests due to Finance for review
Monday, December 2, 2019	Department Head Supplemental Prioritization Workshop
Wednesday, December 4, 2019	Departments receive CIP budget correction feedback from Finance
Monday, December 9, 2019	Corrections/additions/modifications to CIP budget requests due back to Finance
Wednesday, December 11, 2019	Final CIP budget requests delivered to department heads for prioritization
Monday, December 16, 2019	Department head CIP prioritizations due back to Finance
Thursday, December 19, 2019	Department head CIP Budget Prioritization Workshop
Thursday, December 19, 2019	FY 2020 O&M budget worksheets with changes due back to Finance
<b>Monday, December 30, 2019</b>	<b>Send Board of Supervisors CIP for prioritization</b>
Monday, January 6, 2020	Outside agency/Non-profit funding requests due
<b>Monday, January 6, 2020</b>	<b>Board of Supervisors return CIP prioritizations to Finance</b>
Tuesday, January 21, 2020	Board of Supervisors CIP and Outside Agency/Non-Profit Prioritization Workshop, and BOS receive Supplemental requests for prioritization
Tuesday, January 28, 2020	Board of Supervisors return Supplemental prioritizations to Finance
Tuesday, February 4, 2020	Board of Supervisors' Supplemental Prioritization workshop
Wednesday, February 5, 2020 to Monday, February 17, 2020	Staff Balance Budget
Tuesday, February 18, 2020	Revenue Projections and proposed budget presented to Board of Supervisors
Tuesday, February 25, 2020 *	Board of Supervisors Budget Workshop
Tuesday, March 3, 2020	Board of Supervisors Budget Workshop
Tuesday, March 10, 2020 *	Board of Supervisors Budget Workshop

Tuesday, March 17, 2020	Board of Supervisors Budget Workshop
Tuesday, March 24, 2020 *	School Board presents draft to Board of Supervisors & Budget Workshop
Friday, March 27, 2020	School Board final budget due to Administration to be included in the final draft for Board of Supervisors
Tuesday, May 5, 2020	Budget Workshop
Monday, May 11, 2020 *	Budget Workshop
Tuesday, May 19, 2020	Budget Workshop for final proposed FY 2021 Budget
Friday, May 22, 2020	Send advertisement to newspaper
Tuesday, June 2, 2020	Public Hearing for FY 2021 Budget and 2021-2025 CIP
Tuesday, June 16, 2020	Budget adoption
Sunday, July 5, 2020	Tax bills issued
Wednesday, August 5, 2020	Taxes due



# **Funds Structure and Basis of Budgeting**

## **Basis of Accounting**

The County's accounting records are maintained on a current financial resources measurement focus and the modified accrual basis for the General Fund, Special Revenue Funds, and Capital Improvement Funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e. as soon as they are both measurable and available. General Fund tax revenues are considered measurable when they have been levied and available if collected within 60 days of year end. Grant revenues are considered measurable and available when related grant expenditures are incurred. All other revenue items are considered measurable and available when cash is received. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service, compensated absences, and other post-employment benefits, as well as expenditures related to claims and judgments are recorded only when payment is due.

## **Fund Accounting**

The accounts of the County and its discretely presented component units (Amherst County Public Schools and the Economic Development Authority) are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts, which comprise assets, liabilities, fund equities, revenues and expenditures, or expenses, as appropriate. The various funds are summarized by governmental or business-type activities in the general purpose financial statements, while component units are reported in separate columns/rows. The following fund types and account groups are used by the County:

### **General Fund**

The primary operating fund of the County and accounts for all revenues and expenditures applicable to the general operations not accounted for in other funds. Revenues are derived primarily from property and other local taxes, licenses, permits, charges for services, use of money and property, and intergovernmental grants.

### **Special Revenue funds**

Special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The Special Revenue fund reports revenues and expenditures related to the Dare Program, Recreation Activities, E-911 operations, Community Development Block Grant, and Solid Waste.

### **Capital Projects funds**

Capital projects funds account for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary funds. The capital projects fund accounts for the renovations, construction, and improvements related to County capital assets. Financing is provided by debt issuances and General Fund transfers.

### **Proprietary Funds**

The Amherst County Service Authority is presented in an *enterprise fund* that accounts for the Authority's water distribution system and sewage collection, pumping stations, and treatment plant. Enterprise funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's principal ongoing operations. The principal operating revenues of the County's enterprise fund are charges to customers for sales and services. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.



**Fiduciary funds**

Fiduciary funds account for assets held by the government in a trustee capacity or as agent or custodian for individuals, private organizations, other governmental units, or other funds. Agency funds include the Special Welfare and Forfeited Assets Funds.

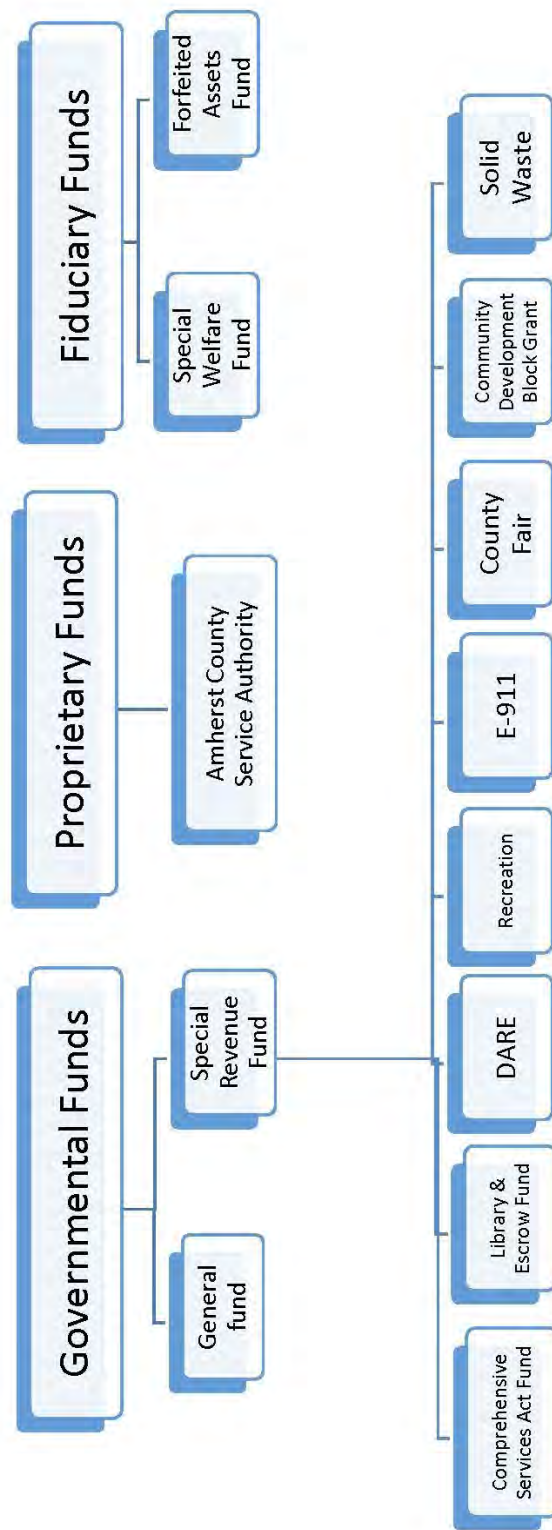
**Basis of Budgeting**

In most cases, the County's budget follows the same basis of accounting used in preparing the County's Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP). Several exceptions should be noted. The budget document does not include Special Revenue, Fiduciary, or Capital Project funds. In addition, the budget for the proprietary fund is adopted by the Amherst County Services Authority at a different time and in accordance with GAAP with the exception that the budget recognizes the flow of funds (i.e. payment of debt principal is budgeted and depreciation is not budgeted). For some proprietary fund transactions, revenue recognition under the budgetary basis is deferred until amounts are actually received as cash, whereas these transactions are recorded as revenue when measurable and available under the GAAP basis of accounting. Budgeted amounts reflected in the financial statement are as originally adopted or as amended by the Board of Supervisors or County Administrator.

In May of each year, the County Board of Supervisors adopts the budget by resolution and funds are appropriated at the department level for the General Fund, at the major category of expenditures for the School Operating Fund, and at the fund level for the Comprehensive Services Fund and other funds through the passage of an appropriations resolution.

Formal budgetary integration is employed as a management control device during the year for the General Fund. The level of control at which expenditures may not legally exceed appropriations is specified in the appropriations resolution. Potential budgetary overages among individual General Fund departments are identified through quarterly reports presented to the Board of Supervisors, and tend to be addressed through budget amendments considered each June.

## County Fund Structure



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*AMHERST*

Perfect Slice of Virginia

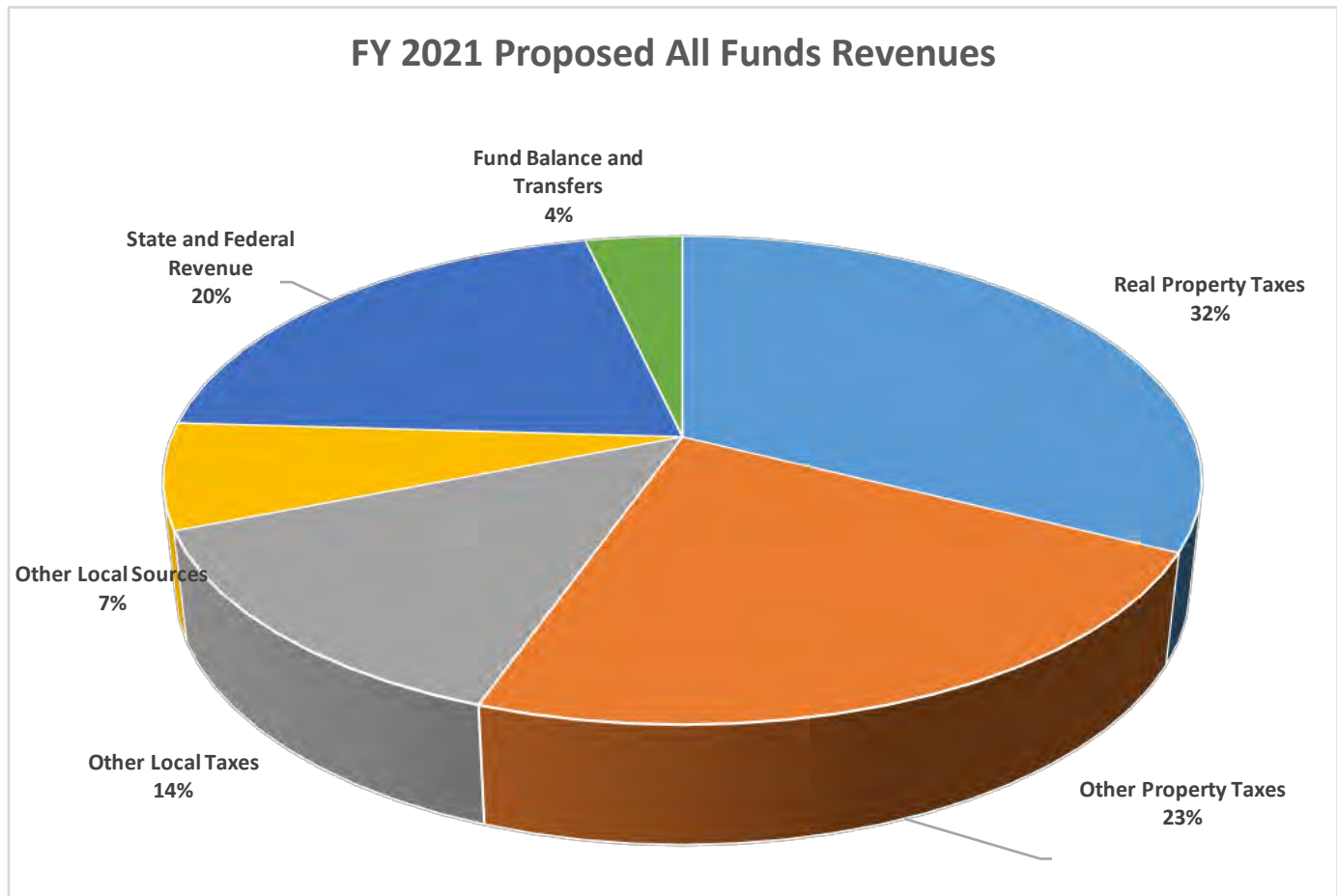
# **AMHERST COUNTY**

## **FUND SUMMARIES**



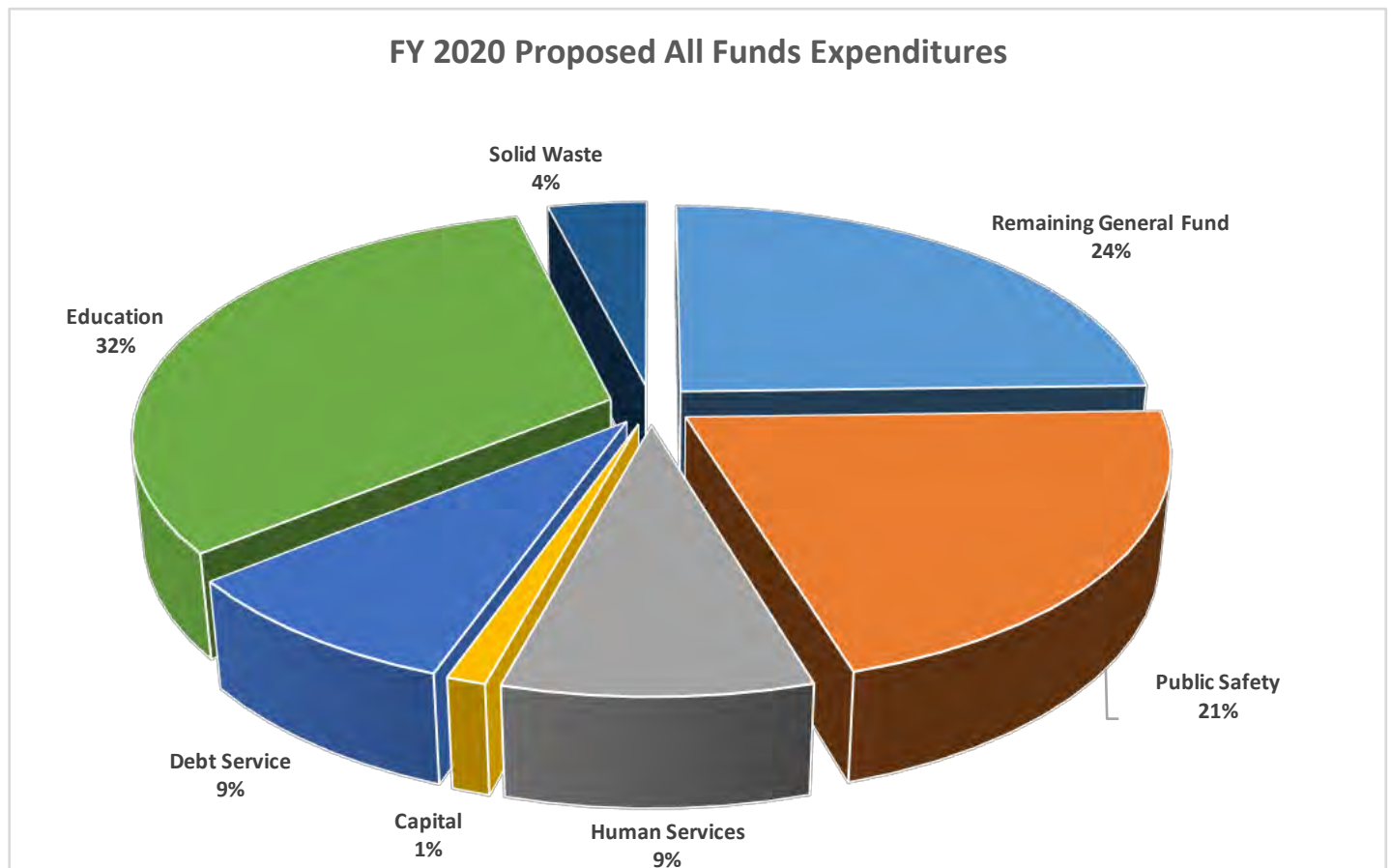
# Revenue Summary FY 2021 Proposed Budget

	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended	FY 2021 Proposed	INC/DEC FY 2020
REAL PROPERTY TAXES	\$ 14,143,819	\$ 14,356,985	\$ 14,320,000	\$ 14,432,200	0.78%
PUBLIC SERVICE TAXES	775,430	778,659	775,000	700,000	-9.68%
PERSONAL PROPERTY	9,133,539	9,145,547	9,320,350	9,502,250	1.95%
OTHER LOCAL TAXES	6,010,740	6,297,768	6,149,075	6,028,350	-1.96%
PERMITS, FEES & LI-	222,071	178,316	222,000	197,300	-11.13%
FINES & FORFEITURES	530,585	423,914	220,771	-	
USE OF MONEY AND	267,666	811,960	249,820	287,301	15.00%
CHARGES FOR SERVICES	1,792,563	2,200,697	1,830,200	2,221,000	21.35%
MISCELLANEOUS REVE-	630,213	428,152	327,052	410,000	25.36%
STATE REVENUE	7,574,062	7,122,230	7,478,825	7,562,020	1.11%
FEDERAL REVENUE	1,496,808	1,662,488	1,400,000	1,541,524	10.11%
TRANSFERS	1,626,935	1,380,486	1,366,934	1,102,115	
USE OF FUND BALANCE	370,000	-	3,110,733	491,750	-84.19%
<b>GRAND TOTAL ALL</b>	<b>\$ 44,574,431</b>	<b>\$ 44,787,202</b>	<b>\$ 46,770,760</b>	<b>\$ 44,475,810</b>	<b>-4.91%</b>



# Expenditure Summary FY 2021 Proposed Budget

	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended	FY 2021 Proposed	INC/DEC FY 2020
General Government	\$ 2,483,930	\$ 2,692,763	\$ 2,701,046	\$ 2,718,058	0.63%
Judicial	1,324,980	1,455,484	1,639,366	1,674,709	2.16%
Public Safety	9,534,860	9,224,302	9,567,321	9,086,171	-5.03%
General Services	785,843	854,149	771,951	574,739	-25.55%
Culture & Leisure	1,310,845	1,343,608	1,313,782	1,271,900	-3.19%
Community Develop-	902,234	742,147	1,089,199	544,984	-49.96%
Human Services	3,081,349	3,406,251	3,607,869	3,850,753	6.73%
Debt Service & Other	6,314,122	7,757,987	8,081,724	8,182,931	1.25%
Transfers	16,617,041	15,789,112	15,463,360	15,059,450	-2.61%
<b>Subtotal General Fund</b>	<b>\$ 42,355,204</b>	<b>\$ 43,265,803</b>	<b>\$ 44,235,618</b>	<b>\$ 42,963,695</b>	<b>-2.88%</b>
SOLID WASTE	\$ 1,933,492	\$ 1,812,211	\$ 1,962,143	\$ 1,712,115	-12.74%
<i>Less: GF Transfer</i>	<i>(1,280,162)</i>	<i>(1,362,986)</i>	<i>(1,233,217)</i>	<i>(1,102,115)</i>	<i>-10.63%</i>
<b>Subtotal Solid Waste</b>	<b>\$ 653,330</b>	<b>\$ 449,225</b>	<b>\$ 728,926</b>	<b>\$ 610,000</b>	<b>-16.32%</b>
<b>GRAND TOTAL</b>	<b>\$ 43,008,534</b>	<b>\$ 43,715,028</b>	<b>\$ 44,964,544</b>	<b>\$ 43,573,695</b>	<b>-3.09%</b>



## General Fund Revenue Overview

### **Real Property Taxes**

Real Property taxes are assessed on all real estate within the County. Property is assessed as of January 1<sup>st</sup>. Tax bills are due on June 5<sup>th</sup> and December 5<sup>th</sup> each year. The Commissioner of the Revenue administers real property taxes and keeps a record of a property's assessed value. The tax rate for 2020 is \$.61 per \$100 of assessed value.

### **Public Service Taxes**

The Virginia Division of Public Service Taxation is responsible for the assessment of all property of Public Service Corporations for local taxation. The assessment is forwarded to the Commissioner of the Revenue each year for taxing purposes. These tax bills are due December 5<sup>th</sup>.

### **Personal Property Taxes**

Personal property taxes are assessed on various classes of personal property. Property is assessed as of January 1<sup>st</sup>. Tax bills are due December 5<sup>th</sup>. The Commissioner of the Revenue administers personal property taxes and keeps a record of a property's assessed value. Rates for tax year 2020 vary from \$3.45 to \$3.95 per \$100 of assessed value depending on the property type.

### **Other Local Taxes**

The "other local tax" category includes all locally assessed taxes other than property taxes. Other local taxes represent 14% of the general fund budget in FY2021 at a combined \$6,028,350. Major revenue sources within the other local tax category include the local sales tax, consumer utility taxes, the business professional and occupational license tax (BPOL), vehicle license fees, and meals tax.

### **Local Sales Tax**

The local option sales tax is a 1% tax on the sale of most goods within the County. The Commonwealth of Virginia collects a 4% tax for a total sales tax of 5%. Both the local option and the state sales taxes are collected at the point of sale. The Virginia Department of Taxation remits the local option sales tax back to the County on a monthly basis.

The FY2021 budget projects local-option sales tax receipts of \$2,781,094, representing a \$27,094 increase from the adopted FY 2020 amount. Annual collections from this source have been growing somewhat in recent years, but due to COVID-19 there is not a substantial increase estimated for FY 2021 at this time.

### **Business Professional and Occupational License (BPOL) Tax**

The BPOL tax is a tax on the gross receipts of businesses, which operate in Amherst County. Tax is due annually on May 1<sup>st</sup> and must be paid before a business can receive a business license. The amount of

### **Consumer Utility Taxes**

Consumer utility taxes are collected on gas and electric services provided to Amherst County residents and businesses. The FY2021 budget anticipates no increase in this revenue source.

### **Vehicle License Fee**

All Amherst County residents must register their vehicles, boats, motorcycles, and trailers in the County for taxation. Citizens no longer receive a decal for their vehicles, but are still required to register their property and must pay a registration fee that is due December 5<sup>th</sup>. The FY2021 budget anticipates an increase of \$30,000 in this revenue source.

### **Meals Tax**

The County has a 4% meals tax for food and beverage served by a restaurant, caterer, or grocery/deli. The tax is filed, and paid monthly in the Commissioner of the Revenue's office. The FY2021 budget anticipate a decrease of \$116,244 due to COVID-19.

### **Permits, Fees, and Licenses**

The County generates local revenue from charges for building permits, planning permits, and several other miscellaneous licenses and fees, such as dog licenses and night fishing permits. The FY 2021 total is \$ \$24,700 lower than the FY 2020 amount primarily due to an decrease in building permits based on historical trends and forecasts of future growth.

### **Fines and Forfeitures**

This revenue is generated by the Sheriff's department and only by a supplemental appropriation of the income. The County therefore does not budget for this revenue.

### **Use of Money and Property**

This revenue source is generated from interest earnings and rental of County owned property. The increase in FY 2021 is due to a change in investments that is having a greater return than anticipated in FY 2020.

### **Charges for Services**

The service charges category includes revenue received by the County for direct services provided to citizens. The vast majority of service charge revenue is from Emergency Medical Services (EMS) transports provided by Fire & Rescue units. Most of the EMS Funds are recovered from insurance companies, Medicare, and Medicaid, representing \$1,260,000 of the FY2021 budget. Other revenues in the service charge category include parks and recreation fees, courthouse security fees, and Commonwealth Attorney collection fees.

### **Recovered Costs and Miscellaneous Revenues**

Recovered costs and miscellaneous revenues include reimbursements from the Amherst County Service Authority and the Amherst County School Board for services provided to them; and insurance recoveries for damage to County.



## **STATE REVENUES**

Amherst County receives funding from the Commonwealth of Virginia in several areas, adding up to approximately \$7.6 million for FY 2021. The largest state revenues are personal property tax relief reimbursement, salary and benefits reimbursements for state-supported positions, and centralized services reimbursement through the Virginia Department of Social Services.

### **Personal Property Tax Relief Reimbursement**

In 1998, the Commonwealth of Virginia began its Personal Property Tax Relief Act (PPTRA) program, under which Virginia residents would pay a decreasing percentage of the personal property tax on their qualifying personal vehicles. The original intent of PPTRA was to provide 100% reimbursements of personal property taxes beginning in 2002. However, fiscal constraints at the state level prevented the full implementation of the reimbursement and statewide relief has been capped at \$950 million. Amherst County's share of the \$950 million is expected to remain at \$2,199,018, a figure that has remained constant for many years.

### **Compensation Board Shared Expenses**

Historically, the Commonwealth of Virginia has supported a sizeable portion of the expenses of local constitutional officers across the state including the offices of the Sheriff, Commonwealth Attorney, Clerk of Circuit Court, Treasurer, and Commissioner of the Revenue in Amherst County.

### **Communications Tax**

Local taxes associated with the telecommunications industry were impacted by State legislation in 2007, as several revenue sources were replaced with the communications tax. These taxes are now received through monthly distributions from the Commonwealth. For FY 2021, communications tax revenue is budgeted at \$1.1 million, a decrease from the FY 2020 budget.

## **FEDERAL REVENUES**

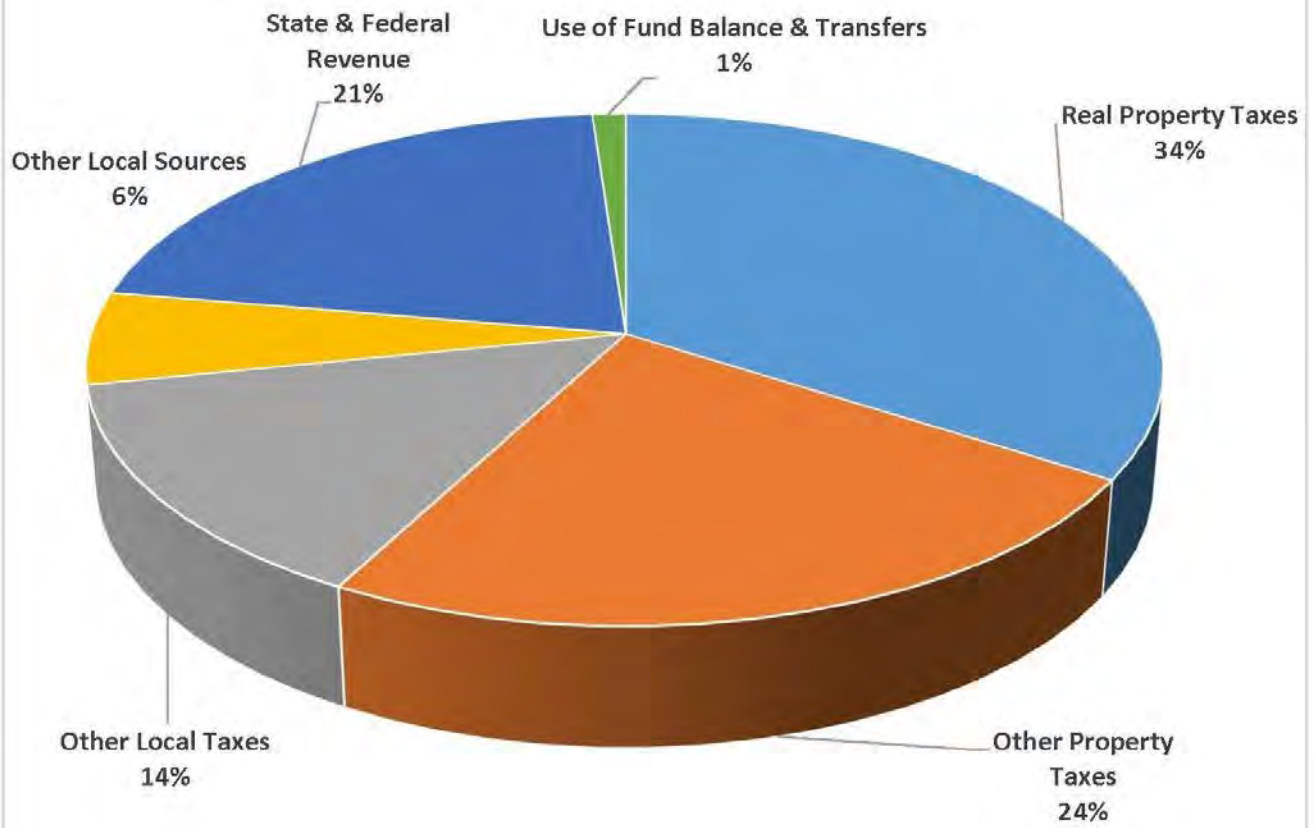
Federal revenue for local operations is budgeted for \$1.5 million in FY2021. The majority of these funds are received as a centralized services reimbursement through the Virginia Department of Social Services according to an annual cost allocation.

## **OTHER FUNDING SOURCES**

### **Use of Fund Balance**

The Use of Fund Balance are those funds identified by the Board of Supervisors to pay for current year Capital and Supplemental projects approved by the Board. The general fund operations does not use fund balance to balance the operations budget.

## FY 2021 Proposed General Fund Revenue



## General Fund Revenues Summary

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>REAL PROPERTY TAXES</b>				
REAL ESTATE TAXES	\$13,894,393	\$14,108,750	\$14,120,000	\$14,432,200
DELINQUENT REAL ESTATE TAXES	246,010	243,366	200,000	200,000
ROLLBACK TAXES	3,416	4,869	0	0
<b>TOTAL</b>	<b>14,143,819</b>	<b>14,356,985</b>	<b>14,320,000</b>	<b>14,632,200</b>
<b>PUBLIC SERVICES TAXES</b>				
PUBLIC SERVICE TAXES	775,430	778,659	775,000	700,000
<b>TOTAL</b>	<b>775,430</b>	<b>778,659</b>	<b>775,000</b>	<b>700,000</b>
<b>PERSONAL PROPERTY TAXES</b>				
PERSONAL PROPERTY TAXES	5,865,001	6,109,024	6,180,000	6,422,250
DELINQUENT PERSONAL PROPERTY TAXES	207,155	200,532	200,000	200,000
MOBILE HOME TAXES	54,675	57,822	57,000	60,000
DELINQUENT MOBILE HOME TAXES	6,259	5,984	5,000	5,000
MACH & TOOL TAXES	2,264,774	2,075,836	2,240,000	2,060,000
DELINQUENT MACH & TOOL TAXES	43,434	7,343	0	40,000
MERCHANT'S CAP TAXES	309,007	290,696	285,000	300,000
COLLECTION FEES	16,370	13,927	25,000	20,000
PENALTY ON ALL TAXES	230,987	244,290	200,000	270,000
INTEREST ON ALL TAXES	135,877	140,093	128,350	125,000
<b>TOTAL</b>	<b>9,133,539</b>	<b>9,145,547</b>	<b>9,320,350</b>	<b>9,502,250</b>
<b>OTHER LOCAL TAXES</b>				
LOCAL SALES & USE TAXES	2,673,687	2,783,437	2,754,000	2,781,094
UTILITY TAX - ELECTRIC	822,911	906,879	825,000	825,000
UTILITY TAX - GAS	13,412	12,005	13,000	12,000
BUSINESS LICENSE TAXES	363,799	378,768	371,850	300,000
MOTOR VEHICLE LICENSES	751,844	789,418	790,000	820,000
BANK STOCK TAX	114,764	123,790	100,000	120,000
RECORDATION TAXES	52,075	50,496	50,000	50,000
LOCAL TAX ON DEEDS	174,599	176,262	168,225	175,000
LODGING TAX	64,489	60,412	62,000	46,500
MEALS TAX	979,160	1,016,301	1,015,000	898,756
<b>TOTAL</b>	<b>6,010,740</b>	<b>6,297,768</b>	<b>6,149,075</b>	<b>6,028,350</b>
<b>PERMITS, FEES &amp; LICENSES</b>				
ANIMAL LICENSES	11,748	11,867	12,000	11,800
LAND USE FEES	778	539	1,000	1,000

TRANSFER FEES	1,006	1,053	1,000	1,000
ZONING ADVERTISING FEES	14,943	13,321	12,000	12,000
STATE LEVY BLDG PERMITS	1,732	0	2,000	0
BUILDING PERMITS	167,594	125,568	170,000	150,000
NIGHT FISHING PERMITS	935	785	1,000	1,000
LAND DISTURBANCE	1,350	1,275	0	1,000
SUBDIVISION PLAT FEES	4,190	5,090	5,000	5,000
SITE PLAN REVIEW(ZONING)	750	1,650	500	500
PLAN REVIEW EROSION/SEDIMENT(B&	170	4,193	2,000	1,000
COURTHOUSE MAINTENANCE FEES	16,875	12,975	15,500	13,000
<b>TOTAL</b>	<b>222,071</b>	<b>178,316</b>	<b>222,000</b>	<b>197,300</b>

#### **FINES & FORFEITURES**

FINES & FORFEITURES	424,444	338,774	185,771	0
PARKING FINES	30	80	0	0
FINES & FORFEITURES - COUNTY20%	106,111	85,060	35,000	0
<b>TOTAL</b>	<b>530,585</b>	<b>423,914</b>	<b>220,771</b>	<b>0</b>

#### **USE OF MONEY AND PROPERTY**

REIMB WATER USAGE	5,110	4,494	5,000	5,000
REIMB ELECTRIC USAGE-SCHOOL	9,098	9,156	9,350	8,650
INTEREST ON BANK DEPOSITS	44,284	132,541	105,000	135,000
RENT BUFFALO RIVER WATER	1,738	1,278	1,760	0
RENT COMMUNITY CENTERS	12,125	12,099	12,000	41,603
RENT HEALTH CENTER	40,853	40,368	41,000	40,368
RENT OTHER COUNTY PROPERTY	30	5,510	10	10
RENT SOCIAL SVCS	21,909	28,671	28,670	28,670
RENTAL OF CO. PROPERTY FOR TOWER	26,354	22,480	25,000	23,000
SALE OF XEROX COPIES	5,915	4,801	5,400	5,000
SALE OF MISC EQUIPMENT	0	478	0	0
SALE OF VEHICLES	1,250	11,423	16,630	0
SALE OF COUNTY REAL ESTATE	99,000	538,661	0	0
<b>TOTAL</b>	<b>267,666</b>	<b>811,960</b>	<b>249,820</b>	<b>287,301</b>

#### **CHARGES FOR SERVICES**

SHERIFF'S FEES	2,199	2,199	2,199	2,199
COLLECTION FEES	114,468	103,203	105,000	100,000
COMMONWEALTH ATTORNEY	3,220	3,292	3,500	3,500
CT APPOINTED ATTORNEY	7,119	6,233	6,000	6,000
COURTHOUSE SECURITY FEES	88,600	68,402	85,000	75,000
JAIL PROCESSING FEES	2,985	2,709	3,000	2,800
EMER SERVICES - ACCESS PROGRAM	33,830	35,400	33,751	36,000
EMS FEES FOR SERVICES	948,520	1,143,182	1,000,000	1,260,000
PARKS & REC - FEES FROM ACTIVITIES	36,888	45,238	37,000	45,000
ACOCA COLLECTION FEES-COMM ATTY	71,897	67,171	70,000	67,251
LIBRARY FINES	17,290	17,397	20,000	17,500
CHARGE FAX TRANSMISSION - LIBRARY	4,550	4,466	4,500	4,500



MAPS	213	358	250	250
COMM DEV CREDIT CARD FEE	50	(320)	0	0
<b>TOTAL</b>	<b>1,331,829</b>	<b>1,498,930</b>	<b>1,370,200</b>	<b>1,620,000</b>

#### MISCELLANEOUS REVENUE/RECOVERIES

LIBRARY - TOWN CONTRIBUTION	0	0	1,750	0
DONATION - PUBLIC SAFETY	20,130	0	0	0
DONATION - ANIMAL CARE CENTER-	1,568	4,295	2,611	500
ANIMAL RECLAIMED FEE	1,440	2,405	1,000	1,000
ANIMAL FRIENDLY LICENSE SALE	627	565	650	600
SVC AUTHORITY DATA PROCESSING	13,800	13,800	13,800	13,800
SCHOOL BOARD ACCT SERVICES	13,500	13,500	13,500	13,500
SVC AUTHORITY ACCT SERVICES	21,471	22,141	19,000	22,141
BAD CHECKS FEES	1,447	1,715	2,000	1,000
CREDIT CARD CONVENIENCE FEE	(30)	0	0	0
BLOOD TEST/DNA FEES	631	423	500	500
MISCELLANEOUS	345,620	147,635	100,000	213,959
REIMB JUDGE SECRETARY SALARY	25,964	26,484	0	0
SHERIFF PATROL US FOR SVC	6,180	5,340	6,600	0
REIMB - HUMANE SOCIETY	8,984	10,463	8,000	8,000
RECOVERED COST-EMER HOME REPAIR	683	1,921	115	0
CO. ORDINANCES ENFORCEMENT	13,705	2,927	0	0
FINES BUILDING OFFICE	0	5,713	0	0
REIMB SALARY- SCHOOL SRO	111,035	114,786	115,000	110,000
REF & REC - VPA CLIENTS	12,439	35,232	30,950	25,000
INSURANCE RECOVERIES	15,230	0	0	0
RECD COST-SECURITY FOR ACTIVITI	14,794	17,727	11,576	0
RECOVERED COST - SHERIFF DEPT	995	1,080	0	0
<b>TOTAL</b>	<b>630,213</b>	<b>428,152</b>	<b>327,052</b>	<b>410,000</b>

#### STATE REVENUE

MOTOR VEHICLE CARRIERS' TAXES	75,418	76,013	77,000	77,000
MOBILE HOME TITLING TAX	28,338	20,787	30,000	25,000
AUTO RENTAL TAX	30,167	23,745	23,000	23,000
MOPED & ATV SALES TAX	0	110	0	300
RECORDATION TAXES - STATE	68,544	58,186	50,413	50,000
PPTRA	2,199,018	2,199,018	2,199,018	2,199,018
SHARE COMMONWEALTH ATTY EXPENSE	408,766	404,247	399,904	444,438
SHARE SHERIFF'S EXPENSES	1,568,623	1,584,944	1,637,380	1,665,535
SHARE COMMISSIONER OF REVENUE	105,756	97,057	109,692	113,776
SHARE TREASURER'S EXPENSES	110,414	122,987	118,501	120,995
SHARE REGISTRAR	35,343	35,441	35,000	35,450
SHARE OF CLERK'S OFFICE	288,459	295,073	297,165	308,930
SHARE ELECT BD COMP & EXPENSES	6,977	6,995	6,500	6,500
PUBLIC ASSISTANCE & WELFARE	646,317	690,031	786,556	848,078
PSSF GRANT	0	0	18,000	18,000
UTILITY TAX - TELECOMMUNICATION	1,157,307	987,914	1,200,000	1,063,000

STATE REIMB FOR CRIMINAL JURORS	1,260	6,480	4,000	4,000
HEALTH DEPARTMENT	32,753	19,774	10,000	10,000
LIBRARY GRANT	150,157	146,614	150,000	152,000
FIRE PROG FUND ALLOCATION GRANT	198,452	104,261	97,750	105,000
EMERGENCY VEHICLE REGISTRATION	32,202	33,508	32,000	33,500
OEMS GRANT (EMS)/INMATE WORKFORCE	30,375	22,239	17,946	50,000
VITA - 911 GRANT	150,000	0	0	0
YOUTH SERVICES GRANT/CSA ADMIN SUPPORT	11,711	11,840	11,000	11,700
VJCCCA - VA JUVENILE COMM CRIME	4,043	37,022	35,000	57,316
DCJS-VICTIM WITNESS GRANT	96,978	99,662	102,000	101,484
GYPSY MOTH PROGRAM REIMB/RSF RES SQU	106,994	0	0	
EXTRADICTION FEES	2,570	2,988	0	0
REFUNDED LSB2007 SAVINGS	16,654	21,972	20,000	29,000
DMV REIMBURSEMENT	0	2,675	0	0
<b>TOTAL</b>	<b>7,563,596</b>	<b>7,111,583</b>	<b>7,467,825</b>	<b>7,553,020</b>

#### FEDERAL REVENUE

PAYMENT IN LIEU OF TAXES	129,747	132,618	0	0
VA PUBLIC ASSISTANCE-FED REVENUE	1,357,282	1,526,229	1,400,000	1,541,524
FED TASK FORCE - OCEDEF REIMB	9,779	3,641	0	0
<b>TOTAL</b>	<b>1,496,808</b>	<b>1,662,488</b>	<b>1,400,000</b>	<b>1,541,524</b>

#### TRANSFERS

TRANSFER FUNDS FROM SP REV	346,773	17,500	39,062	0
TRANSFER FROM 911	0	0	50,000	0
TRANSFER FROM FORFEIT FUND	0	0	4,655	0
TRANSFER FROM WAREHOUSE	0	0	40,000	0
<b>TOTAL</b>	<b>346,773</b>	<b>17,500</b>	<b>133,717</b>	<b>0</b>

#### USE OF FUND BALANCE

USE OF FUND BALANCE	0	0	3,110,733	491,750
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>3,110,733</b>	<b>491,750</b>

<b>\$42,453,069</b>	<b>\$42,711,802</b>	<b>\$45,066,543</b>	<b>\$42,963,695</b>
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## General Fund Expenditures Summary

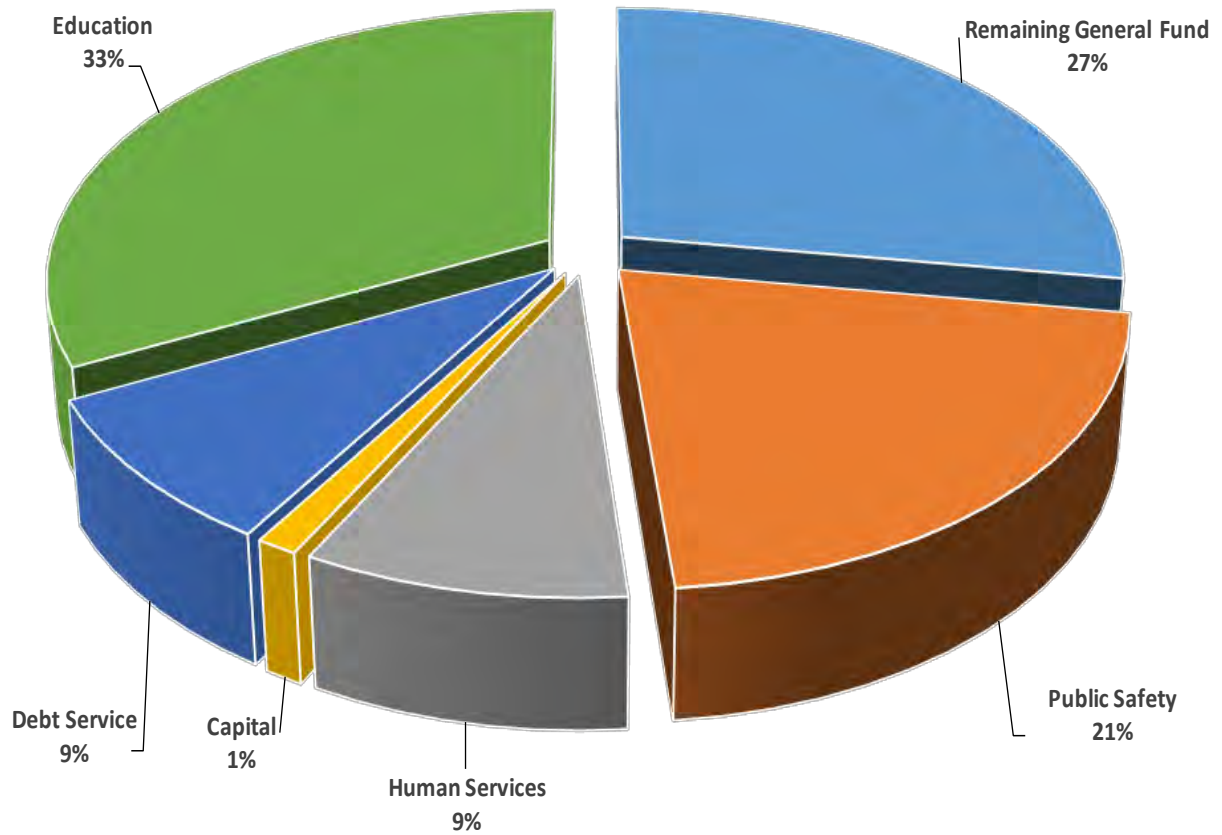
	FY 2018 Actual	FY 2019 Actual	FY 2020 Amended	FY 2021 Proposed
<b>GENERAL</b>				
BOARD OF SUPERVISORS	\$171,452	\$183,447	\$152,813	\$163,586
COUNTY ADMINISTRATOR	279,345	299,714	285,062	291,115
COUNTY ATTORNEY	169,666	167,941	172,029	170,877
HUMAN RESOURCES	91,458	148,130	157,448	152,154
COMMISSIONER OF THE REVENUE	328,260	337,489	348,623	346,364
TREASURER	436,583	453,059	419,032	421,271
FINANCE	276,446	290,414	289,434	289,971
PURCHASING	181,231	190,498	190,297	190,597
INFORMATION TECHNOLOGY	370,171	414,633	461,714	462,515
ELECTORAL BOARD	64,593	74,143	84,630	92,469
REGISTRAR	114,726	133,295	139,964	137,139
<b>TOTAL</b>	<b>2,483,931</b>	<b>2,692,763</b>	<b>2,701,046</b>	<b>2,718,058</b>
<b>JUDICIAL</b>				
CIRCUIT COURT	92,552	81,442	79,355	78,243
GENERAL DISTRICT COURT	14,062	13,273	13,070	10,776
MAGISTRATE	194	494	1,000	950
J&D COURT	30,085	13,506	16,102	12,100
CIRCUIT COURT CLERK	461,887	500,743	574,949	576,967
VJCCCA	11,599	77,152	91,755	118,988
CRIMINAL JURORS	1,830	5,370	10,000	9,000
COMMONWEALTH ATTORNEY	609,791	646,344	731,754	745,332
VICTIM WITNESS	114,579	117,159	121,381	122,353
<b>TOTAL</b>	<b>1,336,579</b>	<b>1,455,483</b>	<b>1,639,366</b>	<b>1,674,709</b>
<b>PUBLIC SAFETY</b>				
SHERIFF	4,484,701	4,391,748	4,134,321	4,042,566
VOLUNTEER EMERGENCY SERVICE	549,682	628,319	776,712	364,712
VOLUNTEER RESCUE	185,837	157,467	204,172	204,172
EMS COUNCIL	136,579	207,793	272,442	292,442
EMERGENCY MEDICAL SERVICES	1,971,638	1,738,966	1,972,991	1,950,840
BUILDING SAFETY & INSPECTIONS	211,027	292,430	298,992	299,719
ANIMAL CONTROL	137,513	123,507	132,791	148,280
PUBLIC SAFETY OPERATIONS	518,150	529,972	623,699	628,357
COMMUNICATIONS/DISPATCH	1,005,198	907,296	892,472	894,528
ANIMAL SHELTER	177,114	185,056	182,229	169,055



OTHER PUBLIC SAFETY	157,422	61,749	76,500	91,500
<b>TOTAL</b>	<b>9,534,860</b>	<b>9,224,303</b>	<b>9,567,321</b>	<b>9,086,171</b>
<b>GENERAL SERVICES</b>				
BUILDING MAINTENANCE	547,272	556,937	435,254	308,059
GROUNDS MAINTENANCE	238,571	297,212	336,697	266,680
<b>TOTAL</b>	<b>785,843</b>	<b>854,149</b>	<b>771,951</b>	<b>574,739</b>
<b>CULTURE &amp; LEISURE</b>				
RECREATION	434,443	432,937	385,111	371,810
MUSEUM	55,575	54,963	59,105	57,212
LIBRARY	745,115	801,436	819,471	805,978
TOURISM	75,712	54,272	50,095	36,900
<b>TOTAL</b>	<b>1,310,845</b>	<b>1,343,608</b>	<b>1,313,782</b>	<b>1,271,900</b>
<b>COMMUNITY DEVELOPMENT</b>				
PLANNING	286,950	297,838	325,497	297,291
PLANNING COMMISSION	23,691	25,031	33,250	25,669
ZONING BOARD	844	1,528	3,160	2,308
COMMUNITY DEVELOPMENT PROJECT	501,776	327,560	635,275	105,560
EDA BOARD	3,607	3,445	4,522	9,043
EXTENSION SERVICE	85,368	86,745	87,495	105,113
<b>TOTAL</b>	<b>902,236</b>	<b>742,147</b>	<b>1,089,199</b>	<b>544,984</b>
<b>HUMAN SERVICES</b>				
WELFARE	2,144,520	2,406,211	2,577,002	2,607,897
PUBLIC ASSISTANCE	457,420	504,245	514,710	651,440
CSA	479,409	495,795	91,157	91,416
<b>TOTAL</b>	<b>3,081,349</b>	<b>3,406,251</b>	<b>3,182,869</b>	<b>3,350,753</b>
<b>DEBT SERVICE &amp; OTHER</b>				
UTILITIES	193,223	181,290	183,000	188,000
BUILDING JANITORIAL SERVICES	87,343	86,803	91,000	91,000
EXTERNAL PROVIDERS	2,424,173	2,877,948	2,706,633	2,344,011
NONDEPT/INTERNAL SERVICES	435,610	842,965	1,336,296	1,785,347
DEBT SERVICE	3,173,773	3,768,981	3,764,795	3,774,573
<b>TOTAL</b>	<b>6,314,122</b>	<b>7,757,987</b>	<b>8,081,724</b>	<b>8,182,931</b>
<b>TOTAL OPERATIONS</b>	<b>\$25,749,765</b>	<b>\$27,476,691</b>	<b>\$28,347,258</b>	<b>\$27,404,245</b>
Transfers	16,617,041	15,789,112	15,888,360	15,559,450
<b>Total Expenditures General Fund</b>	<b>\$42,366,806</b>	<b>\$43,265,803</b>	<b>\$44,235,618</b>	<b>\$42,963,695</b>



## FY 2021 Proposed General Fund Expenditures



# FUND BALANCE SUMMARY

FY 2021

GENERAL FUND  FUND BALANCE	FY 2021		
	Projected Beginning Balance	Anticipated increases and Decreases	Projected Ending Balance
<b>Assigned Funds:</b>			
Slope Failure	\$ 18,349		\$ 18,349
Parks, recreation, and cultural	51,693	(51,693)	-
Public works	101,524	20,000	121,524
			-
Schools - CIP	348,146	(348,146)	-
County CIP Projects	4,272,283	(248,000)	4,024,283
County Supplemental Projects	243,750	(243,750)	-
<b>Committed Funds:</b>			
Tourism	6,412		6,412
Depot	2,851		
20% of Fines & Forfeitures (County)	270,000	(200,000)	70,000
80% of Fines & Forfeitures (Sheriff)	165,000		165,000
Winton	268,712		268,712
ESC - Capital Funds	296,474		296,474
Future Fund	197,604		197,604
Code Enforcement	27,401		27,401
<b>Policy Reserve:</b>	6,370,792		6,370,792
<b>Unassigned Funds:</b>	-	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 12,640,991</b>	<b>\$ (1,071,589)</b>	<b>\$ 11,566,551</b>

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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**  
**GENERAL GOVERNMENT**



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### BOARD OF SUPERVISORS

#### DESCRIPTION

The Board of Supervisors is an elected body representing Amherst County's five magisterial districts. The Board members enact ordinances and establish policies consistent with the preferences of County residents and applicable state and federal law. Meeting schedules, agendas, and minutes are available on the County's website [www.countyofamherst.com](http://www.countyofamherst.com)

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$ 26,912	\$ 26,912	\$ 26,913	\$ 26,913
TOTAL OPERATING COSTS	144,540	156,535	125,900	136,673
EQUIPMENT	0	0	0	0
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$ 171,452</b>	<b>\$ 183,447</b>	<b>\$ 152,813</b>	<b>\$ 163,586</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$ 171,452</b>	<b>\$ 183,447</b>	<b>\$ 152,813</b>	<b>\$ 163,586</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	5	5	5	5

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in professional fees and a decrease in the AEP rate negotiation based on historical costs.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	✓
4. Recruit and Retain High Quality Staff	✓
6. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**BOARD OF SUPERVISORS**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
COMPENSATION	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
FICA	1,912	1,912	1,913	1,913
<b>TOTAL PERSONNEL</b>	<b>\$ 26,912</b>	<b>\$ 26,912</b>	<b>\$ 26,913</b>	<b>\$ 26,913</b>
EDUCATION ASSISTANCE	800	1,200	2,400	2,400
AUDITING BY C.P.A.	52,550	68,007	60,000	60,000
ADVERTISING	4,808	5,902	6,000	8,000
CODIFYING CO ORDINANCE	3,737	4,936	4,000	4,000
PROFESSIONAL SERVICES	43,583	34,794	15,000	25,000
AEP RATE NEGOTIATION	6,383	4,948	3,000	1,000
CONTRACT SERVICES	0	100	0	0
COST ALLOCATION PLAN	3,000	3,000	3,000	3,900
LEGAL SERVICES	0	3,201	3,000	10,000
COURT APPOINTED ATTORNEY	11,804	11,087	10,000	11,200
OFFICE SUPPLIES	611	2,269	400	400
TRAVEL	1,583	(461)	100	0
TRAVEL & TRAINING	439	797	3,000	1,200
DUES & ASSOCIATION MEMBERSHI	7,849	7,791	8,000	8,000
OTHER OPERATING COSTS	459	555	500	500
EMPLOYEE AWARDS/RECOGNITION	6,934	8,409	7,500	1,073
<b>TOTAL OPERATING COSTS</b>	<b>\$ 144,540</b>	<b>\$ 156,535</b>	<b>\$ 125,900</b>	<b>\$ 136,673</b>
<b>TOTAL</b>	<b>\$ 171,452</b>	<b>\$ 183,447</b>	<b>\$ 152,813</b>	<b>\$ 163,586</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COMMISSIONER OF THE REVENUE

#### DESCRIPTION

The Commissioner of the Revenue is a state constitutional officer as set forth in the Constitution of Virginia. It is an elected position for a four-year term. The Commissioner is responsible for assessing personal property taxes and certifying them for PPTRA deduction (vehicles); assessing business equipment, machinery and tools, and local merchant taxes; computing county business license taxes; assesses all real estate including new construction and additions; administering Tax Relief for the Elderly and disabled program, and Disabled Veterans program on real estate taxes; maintaining the Transient Occupancy tax; maintaining the Meals tax; assisting citizens in filing state income tax and estimated returns; reviewing and correcting income tax returns; and forwarding returns to the Department of Taxation for processing.

The Commissioner of the Revenue is regulated by the State Code of Virginia and is responsible for upholding the laws of Virginia. The Office is on-line with the Department of Taxation, and therefore operates as the liaison between the taxpayer and the Department of Taxation, expediting state refunds by entering them on-line.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$303,891	\$310,304	\$316,813	\$319,464
TOTAL OPERATING COSTS	24,369	27,185	31,810	26,900
CAPITAL	0	0	0	0
EXPENDITURES	\$328,260	\$337,489	\$348,623	\$346,364
REVENUES	105,756	97,057	105,000	105,000
NET COUNTY FUNDS	\$222,504	\$240,432	\$243,623	\$241,364
FULL-TIME POSITIONS	7	6	6	6
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in travel and office expenses due to county budget cuts.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COMMISSIONER OF THE REVENUE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 231,627	\$ 243,762	\$ 251,077	\$ 251,077
SALARIES & WAGES PART-TIME	5,167	0	0	0
FICA	17,614	18,260	18,988	18,988
RETIREMENT(VSRS)	22,856	23,889	24,606	27,217
HOSPITAL/MEDICAL PLANS	22,476	19,800	17,496	17,496
GROUP LIFE EMPLOYER & EMPLOY	3,000	3,193	3,290	3,290
WORKMEN'S COMPENSATION	117	141	150	160
EMPLOYEE ASSISTANCE PROGRAM	134	167	135	165
VRS-HEALTH INS CREDIT	549	585	603	603
STANDARD LTD	351	507	468	468
<b>TOTAL PERSONNEL</b>	<b>\$ 303,891</b>	<b>\$ 310,304</b>	<b>\$ 316,813</b>	<b>\$ 319,464</b>
PRINTING & BINDING	255	255	600	600
ADVERTISING	0	0	100	100
COMPUTER SVCS-DMV	65	0	300	200
PRINTED FORMS(CO ONLY)	305	2,065	1,300	1,300
CONTRACTED SERVICES	3,676	3,643	3,250	3,750
PROFESSIONAL SVCS	0	0	500	0
POSTAL SERVICES	5,900	2,670	5,900	4,000
TELECOMMUNICATION	3,377	3,125	3,300	3,300
SURETY BONDS	0	0	750	750
OFFICE SUPPLIES	3,389	1,569	3,160	3,150
GAS OIL GREASE	137	100	200	300
TRAVEL(OUT OF TOWN)	543	1,888	3,100	2,000
DUES & ASSOC MEMBERSHIPS	785	410	950	950
SOFTWARE UPDATES	4,530	4,500	4,900	5,000
EQUIPMENT	0	0	0	0
FURNITURE	0	5,677	2,000	0
LEASE PURCHASE	1,407	1,283	1,500	1,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 24,369</b>	<b>\$ 27,185</b>	<b>\$ 31,810</b>	<b>\$ 26,900</b>
<b>TOTAL</b>	<b>\$ 328,260</b>	<b>\$ 337,489</b>	<b>\$ 348,623</b>	<b>\$ 346,364</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COUNTY ADMINISTRATION

#### DESCRIPTION

The County Administrator ensures compliance with federal, state, and local laws and ordinances, and maintains open communication with various sectors of the community, such as the business community, area governments, and County residents. The County Administrator serves at the pleasure of the Board of Supervisors, implementing their policy directives.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$248,321	\$261,633	\$265,562	\$272,165
TOTAL OPERATING COSTS	31,023	38,081	19,500	18,950
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$279,344</b>	<b>\$299,714</b>	<b>\$285,062</b>	<b>\$291,115</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$279,344</b>	<b>\$299,714</b>	<b>\$285,062</b>	<b>\$291,115</b>
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in personnel costs.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	✓
4. Recruit and Retain High Quality Staff	✓
6. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COUNTY ADMINISTRATION**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 196,291	\$ 203,070	\$ 208,759	\$ 216,822
FICA	14,673	14,985	15,404	16,081
RETIREMENT(VSRS)	19,590	19,862	20,459	23,504
HOSPITALIZATION/MEDICAL INSU	14,368	20,020	17,115	11,778
GROUP LIFE-EMPLOYEE & EMPLOY	2,538	2,644	2,735	2,841
WORKMEN'S COMPENSATION	58	69	100	135
EMPLOYEE ASSISTANCE PROGRAM	67	72	72	81
VRS-HEALTH INS CREDIT	471	485	502	521
S/LTD	265	426	416	402
<b>TOTAL PERSONNEL</b>	<b>\$ 248,321</b>	<b>\$ 261,633</b>	<b>\$ 265,562</b>	<b>\$ 272,165</b>
MAINTENANCE SVC CONTRACTS	6,950	7,251	7,400	9,600
PUBLIC AFFAIRS	0	8,274	3,000	2,000
POSTAL SERVICES	74	335	300	50
TELECOMMUNICATIONS	2,555	1,902	2,500	2,200
OFFICE SUPPLIES	605	208	600	300
BOOKS & SUBSCRIPTIONS	651	501	300	300
TRAVEL	1,796	(164)	0	0
TRAVEL & TRAINING	95	17,251	3,000	3,000
DUES & MEMBERSHIPS	1,339	1,460	1,400	1,500
FURNITURE & FIXTURES	13,958	542	1,000	0
SOFTWARE	3,000	521	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 31,023</b>	<b>\$ 38,081</b>	<b>\$ 19,500</b>	<b>\$ 18,950</b>
<b>TOTAL</b>	<b>\$ 279,345</b>	<b>\$ 299,714</b>	<b>\$ 285,062</b>	<b>\$ 291,115</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COUNTY ATTORNEY

#### DESCRIPTION

The County Attorney provides timely legal services to the Board of Supervisors and the County Administration. These services include review and preparation of County legislation, deeds, contracts, and other legal documents; representation in litigation; and the provision of day-to-day legal advice.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$57,786	\$56,258	\$56,904	\$57,352
TOTAL OPERATING COSTS	111,880	111,683	115,125	113,525
CAPITAL	0	0	0	0
TOTAL DEPARTMENT	\$169,666	\$167,941	\$172,029	\$170,877
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$169,666</b>	<b>\$167,941</b>	<b>\$172,029</b>	<b>\$170,877</b>
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in furniture and office expense due to county budget cuts.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
4. Recruit and Retain High Quality Staff	✓
6. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COUNTY ATTORNEY**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 39,520	\$ 41,772	\$ 43,026	\$ 43,026
FICA	2,721	3,077	3,170	3,170
RETIREMENT (VSRS)	3,944	4,094	4,217	4,665
HOSPITALIZATION	10,772	6,600	5,748	5,748
LIFE INS - EMPLOYEE/EMPLOYER	518	547	564	564
WORKMAN'S COMP	40	44	50	50
EMPLOYEE ASSISTANCE PROGRAM	45	24	25	25
VRS- HEALTH INS CREDIT	95	100	104	104
HYBRID -LT DISABILITY	132	0	0	0
<b>TOTAL PERSONNEL</b>	<b>\$ 57,786</b>	<b>\$ 56,258</b>	<b>\$ 56,904</b>	<b>\$ 57,352</b>
CONTRACT SERVICES	109,749	109,082	112,000	112,000
POSTAL SERVICES	35	39	200	200
TELECOMMUNICATIONS	805	533	825	825
OFFICE SUPPLIES	841	824	500	400
BOOKS & SUBSCRIPTIONS	0	43	100	100
TRAVEL & TRAINING	49	961	500	0
DUES & ASSOC MEMBERSHIPS	0	55	0	0
FURNITURE & FIXTURES	401	146	1,000	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 111,880</b>	<b>\$ 111,683</b>	<b>\$ 115,125</b>	<b>\$ 113,525</b>
<b>TOTAL</b>	<b>\$ 169,666</b>	<b>\$ 167,941</b>	<b>\$ 172,029</b>	<b>\$ 170,877</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### ELECTORAL BOARD

#### DESCRIPTION

The primary function of Electoral Board is to appoint the Registrar and Officers of Election. They oversee all elections, while maintaining polling places, canvassing the vote, and working with the Registrar's Office to assure fraud-free elections in accordance with the Code of Virginia.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$40,033	\$44,851	\$52,100	\$58,989
TOTAL OPERATING COSTS	24,515	28,300	30,030	30,980
CAPITAL	45	992	2,500	2,500
<b>EXPENDITURES</b>	<b>\$64,593</b>	<b>\$74,143</b>	<b>\$84,630</b>	<b>\$92,469</b>
REVENUES	6,977	6,995	6,900	6,500
<b>NET COUNTY FUNDS</b>	<b>\$57,616</b>	<b>\$67,148</b>	<b>\$77,730</b>	<b>\$85,969</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in compensation for election officials.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**  
**ELECTORAL BOARD**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
COMP-ELECTORAL BD MEMBERS	\$ 8,578	\$ 8,592	\$ 9,000	\$ 9,000
CUSTODIAL SERVICES	1,305	1,862	3,500	2,500
COMP-ELECTION OFFICIALS	29,931	33,740	39,100	46,800
FICA	219	657	500	689
<b>TOTAL PERSONNEL</b>	<b>\$ 40,033</b>	<b>\$ 44,851</b>	<b>\$ 52,100</b>	<b>\$ 58,989</b>
MAINTENANCE SVC CONTRACT	9,583	9,319	11,000	10,000
POSTAL SERVICES	0	317	100	100
ELECTION SUPPLIES	11,276	15,137	13,450	16,000
TRAVEL	2,276	2,347	3,500	3,500
DUES & ASSOC MEMBERSHIPS	180	180	180	180
RENTAL	1,200	1,000	1,800	1,200
<b>TOTAL OPERATING COSTS</b>	<b>\$ 24,515</b>	<b>\$ 28,300</b>	<b>\$ 30,030</b>	<b>\$ 30,980</b>
COMPUTER EQUIP VOTING MACHIN	45	992	2,500	2,500
<b>TOTAL CAPITAL</b>	<b>\$ 45</b>	<b>\$ 992</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>TOTAL</b>	<b>\$ 64,593</b>	<b>\$ 74,143</b>	<b>\$ 84,630</b>	<b>\$ 92,469</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### FINANCE

#### DESCRIPTION

The Finance Department is responsible for the budgeting and accounting functions of the County's general government. The Finance Director oversees the financial reporting for all County Funds.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$256,475	\$261,607	\$265,434	\$267,146
TOTAL OPERATING COSTS	19,971	28,807	24,000	22,825
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$276,446</b>	<b>\$290,414</b>	<b>\$289,434</b>	<b>\$289,971</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$276,446</b>	<b>\$290,414</b>	<b>\$289,434</b>	<b>\$289,971</b>
FULL-TIME POSITIONS	4	4	4	4
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**FINANCE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 191,956	\$ 196,232	\$ 202,011	\$ 202,011
FICA	13,528	14,017	14,911	14,911
RETIREMENT (VSRS)	19,157	19,231	20,161	21,898
HOSPITAL/MEDICAL PLANS	28,390	28,590	24,661	24,661
LIFE INS-EMPLOYEE & EMPLOYER	2,515	2,571	2,647	2,647
WORKMEN'S COMPENSATION	79	93	180	140
EMPLOYEE ASSISTANCE PROGRAM	89	95	95	110
VRS HEALTH INS CREDIT	461	471	485	485
HYBRID-LTD	300	307	283	283
<b>TOTAL PERSONNEL</b>	<b>\$ 256,475</b>	<b>\$ 261,607</b>	<b>\$ 265,434</b>	<b>\$ 267,146</b>
MAINTENANCE SVC CONTRACTS	3,270	2,616	2,700	2,625
CONTRACTED SERVICES	349	204	500	0
POSTAL SERVICES	2,187	2,641	2,800	2,800
TELECOMMUNICATIONS	1,324	1,038	1,400	1,100
OFFICE SUPPLIES	2,130	1,874	3,000	2,000
COMPUTER SUPPLY & CHECKS	4,801	4,200	5,000	5,500
TRAVEL	0	0	0	0
TRAVEL & TRAINING	4,950	14,109	6,300	7,000
DUES & MEMBERSHIP FEES	960	1,290	1,300	1,800
PENALTIES	0	81	0	0
FURNITURE & FIXTURES	0	754	1,000	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 19,971</b>	<b>\$ 28,807</b>	<b>\$ 24,000</b>	<b>\$ 22,825</b>
<b>TOTAL</b>	<b>\$ 276,446</b>	<b>\$ 290,414</b>	<b>\$ 289,434</b>	<b>\$ 289,971</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### HUMAN RESOURCES

#### DESCRIPTION

The Human Resources Department advises County departments regarding personnel laws, policies and procedures; oversees recruitment and retention processes regarding lawful hiring; manages a classification/compensation program; administers employee benefits; coordinates training for employee development; onboards new employees including setup in the payroll system; and provides customer service to all County employees.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$81,511	\$103,297	\$140,148	\$138,204
TOTAL OPERATING COSTS	9,947	44,833	17,300	13,950
CAPITAL	0	0	0	0
EXPENDITURES	\$91,458	\$148,130	\$157,448	\$152,154
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$91,458	\$148,130	\$157,448	\$152,154
FULL-TIME POSITIONS	1	1	2	2
PART-TIME POSITIONS	0	1	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects decreases in advertising, training, and furniture due to county budget cuts.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

✓

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**HUMAN RESOURCES**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 63,457	\$ 80,833	\$ 107,954	\$ 104,143
FICA	4,708	5,906	8,063	7,546
RETIREMENT	6,333	6,906	10,580	11,290
HOSPITALIZATION	5,988	8,470	11,580	13,303
GROUP LIFE - EE & ER	831	923	1,415	1,365
WORKMAN'S COMP	19	25	40	60
EAP	22	38	44	55
HEALTH IN CREDIT	152	169	260	250
SLTDP - STANDARS	0	27	212	192
<b>TOTAL PERSONNEL</b>	<b>\$ 81,511</b>	<b>\$ 103,297</b>	<b>\$ 140,148</b>	<b>\$ 138,204</b>
PROF SERVICES	0	35,000	0	0
ADVERTISING	3,452	519	3,500	1,500
POSTAGE	107	112	150	150
TELECOMMUNICATION	422	770	600	800
OFFICE SUPPLIES	832	937	800	1,500
TRAVEL	114	181	500	500
EMPLOYEE TRAINING	2,163	1,221	3,000	2,000
ORGANIZATION TRAINING	0	0	5,000	4,000
EMPLOYEE INCENTIVES	0	66	1,000	1,000
DUES & MEMBERSHIPS	379	594	750	1,000
PENALTIES	30	0	0	0
PRE-EMPLOYMENT SCREENING	948	1,312	1,000	1,500
FURNITURE & FIXTURES	1,501	3,559	1,000	0
EQUIPMENT	0	562	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 9,947</b>	<b>\$ 44,833</b>	<b>\$ 17,300</b>	<b>\$ 13,950</b>
<b>TOTAL</b>	<b>\$ 91,458</b>	<b>\$ 148,130</b>	<b>\$ 157,448</b>	<b>\$ 152,154</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### INFORMATION TECHNOLOGY

#### DESCRIPTION

The Information Technology (IT) Department is responsible for the procurement, installation, support, and maintenance of the County's information technology resources. Technology resources include hardware, software, networking, telecommunications and end user devices. The primary objective of the IT Department is to provide resources and technology tools to facilitate the most effective and efficient County operations.

The IT Department is also responsible for the security of the County network, agency applications, and data as well as providing guidance to staff regarding security and access to County systems.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$229,007	\$224,618	\$316,802	\$319,365
TOTAL OPERATING COSTS	121,574	112,684	114,400	114,150
CAPITAL	19,590	77,331	30,512	29,000
EXPENDITURES	\$370,171	\$414,633	\$461,714	\$462,515
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$370,171	\$414,633	\$461,714	\$462,515
FULL-TIME POSITIONS	3	3	4	4
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

✓

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**INFORMATION TECHNOLOGY**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 177,136	\$ 171,745	\$ 241,639	\$ 241,639
FICA	13,062	12,354	17,762	17,762
RETIREMENT(VSRS)	17,697	16,007	23,681	26,194
HOSPITAL/MEDICAL PLANS	17,964	21,670	29,247	29,247
LIFE INS-EMPLOYEE & EMPLOYER	2,320	2,134	3,167	3,166
WORKMEN'S COMPENSATION	58	69	100	115
EMPLOYEE ASSISTANCE PROGRAM	67	72	72	110
VRS - HEALTH INS CREDIT	425	391	581	580
HYBRID LT DISABILITY	276	176	553	552
<b>TOTAL PERSONNEL</b>	<b>\$ 229,007</b>	<b>\$ 224,618</b>	<b>\$ 316,802</b>	<b>\$ 319,365</b>
PROFESSIONAL SVCS	15,652	7,960	8,000	6,000
MAINTENANCE SVC CONTRACTS	31,132	21,348	15,000	15,000
SOFTWARE MAINT CONTRACTS	20,072	26,639	25,000	25,000
EQUIPMENT MAINTENANCE SERVIC	0	1,205	1,500	1,500
POSTAL SERVICES	11	0	100	100
TELECOMMUNICATIONS	19,003	22,376	24,200	24,200
W A T S SUPPORT	24,357	26,077	26,100	28,350
IBM SOFTWARE SUPPORT LINE/SU	3,000	2,595	3,000	3,000
OFFICE SUPPLIES	2,373	3,888	3,500	3,500
TRAVEL & EDUCATION	1,158	0	0	0
TRAVEL/TRAINING	63	446	5,500	5,000
FURNITURE & FIXTURES	4,704	150	1,000	1,000
SOFTWARE	50	0	1,500	1,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 121,574</b>	<b>\$ 112,684</b>	<b>\$ 114,400</b>	<b>\$ 114,150</b>
EQUIPMENT	5,377	3,838	4,000	4,000
EQUIPMENT/COMPUTER REPLACEME	14,213	73,493	26,512	25,000
<b>TOTAL CAPITAL</b>	<b>\$ 19,590</b>	<b>\$ 77,331</b>	<b>\$ 30,512</b>	<b>\$ 29,000</b>
<b>TOTAL</b>	<b>\$ 370,171</b>	<b>\$ 414,633</b>	<b>\$ 461,714</b>	<b>\$ 462,515</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### PURCHASING

#### DESCRIPTION

Purchasing provides central procurement services and assistance to County departments and agencies. The primary responsibilities include assuring compliance with Federal, State (Virginia Public Procurement Act) and local laws; oversight review and assistance in preparation of specifications, solicitation documents, and oversight of the review and evaluation process for Requests for Proposals and Invitations for Bids awards and general contract reviews. Purchasing is also responsible for all administration and claims for County liability and property insurance as well as the sale of county surplus property.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$177,798	\$182,061	\$184,692	\$186,172
TOTAL OPERATING COSTS	3,433	8,437	5,605	4,425
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$181,231</b>	<b>\$190,498</b>	<b>\$190,297</b>	<b>\$190,597</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$181,231</b>	<b>\$190,498</b>	<b>\$190,297</b>	<b>\$190,597</b>
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	✓
4. Recruit and Retain High Quality Staff	✓
6. Increase Citizen Engagement	

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PURCHASING**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 135,659	\$ 138,481	\$ 142,747	\$ 142,746
FICA	9,767	10,039	10,498	10,498
RETIREMENT (VRS)	13,539	13,571	13,990	15,474
HOSPITAL/MEDICAL PLANS	16,646	17,730	15,096	15,096
LIFE INS-EMPLOYEE & EMPLOYER	1,777	1,814	1,870	1,870
WORKMEN'S COMPENSATION	39	46	100	90
EMPLOYEE ASSISTANCE PROGRAM	45	48	48	55
VRS - HEALTH INS CREDIT	326	332	343	343
<b>TOTAL PERSONNEL</b>	<b>\$ 177,798</b>	<b>\$ 182,061</b>	<b>\$ 184,692</b>	<b>\$ 186,172</b>
CONTRACTED SERVICES	0	4,962	0	0
MAINTENANCE SVC CONTRACTS	0	125	130	0
ADVERTISING	295	77	300	300
POSTAL SERVICES	222	120	400	300
TELECOMMUNICATIONS	1,069	1,221	1,200	1,250
OFFICE SUPPLIES	1,449	785	1,550	1,550
GAS OIL GREASE	216	204	0	0
TRAVEL	0	15	0	0
TRAVEL-EDUCATION	0	186	700	700
DUES & ASSOC MEMBERSHIPS	178	178	225	225
OTHER OPERATING COSTS	4	45	100	100
FURNITURE & FIXTURES	0	519	1,000	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 3,433</b>	<b>\$ 8,437</b>	<b>\$ 5,605</b>	<b>\$ 4,425</b>
<b>TOTAL</b>	<b>\$ 181,231</b>	<b>\$ 190,498</b>	<b>\$ 190,297</b>	<b>\$ 190,597</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### REGISTRAR

#### DESCRIPTION

The Registrar's Office is charged with providing all facets of the electoral process to the citizens of Amherst County. This activity includes handling candidate matters as well as voter concerns, carrying out the directives of the State Board of Elections, and following the requirements of the Code of Virginia.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$102,603	\$119,749	\$120,805	\$121,198
TOTAL OPERATING COSTS	10,682	12,416	18,159	14,941
CAPITAL	1,441	1,130	1,000	1,000
<b>EXPENDITURES</b>	<b>\$114,726</b>	<b>\$133,295</b>	<b>\$139,964</b>	<b>\$137,139</b>
REVENUES	35,343	35,441	35,441	35,450
<b>NET COUNTY FUNDS</b>	<b>\$79,383</b>	<b>\$97,854</b>	<b>\$104,523</b>	<b>\$101,689</b>
FULL-TIME POSITIONS	1	2	2	2
PART-TIME POSITIONS	3	4	4	4

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in travel costs for conferences and training.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth	
2. Promote Tourism	
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**REGISTRAR**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 56,197	\$ 82,071	\$ 87,101	\$ 87,101
SALARIES & WAGES PART-TIME	27,551	14,285	10,495	10,000
FICA	6,268	7,573	7,204	7,204
RETIREMENT(VSRS)	5,609	7,829	8,536	9,442
HOSPITAL/MEDICAL PLANS	5,988	6,600	5,832	5,832
LIFE INS-EMPLOYEE & EMPLOYER	736	1,047	1,142	1,142
WORKMEN'S COMPENSATION	97	104	90	65
EMPLOYEE ASSISTANCE PROGRAM	22	48	48	55
VRS HEALTH INS CREDIT	135	192	210	210
SLTDP	0	0	147	147
<b>TOTAL PERSONNEL</b>	<b>\$ 102,603</b>	<b>\$ 119,749</b>	<b>\$ 120,805</b>	<b>\$ 121,198</b>
MAINTENANCE SVC CONTRACTS	0	0	682	0
PRINTING	322	536	1,100	1,100
ADVERTISING	482	493	750	750
POSTAL SERVICES	2,348	2,615	3,000	3,500
TELECOMMUNICATIONS	992	1,874	1,200	1,500
OFFICE SUPPLIES	1,699	1,169	2,600	2,600
TRAVEL	1,688	0	0	0
TRAVEL-EDUCATION	1,476	4,349	7,000	3,616
DUES & ASSOC MEMBERSHIPS	230	200	300	300
EQUIPMENT LEASE	1,445	1,180	1,527	1,575
<b>TOTAL OPERATING COSTS</b>	<b>\$ 10,682</b>	<b>\$ 12,416</b>	<b>\$ 18,159</b>	<b>\$ 14,941</b>
EQUIPMENT	1,085	1,085	0	0
FURNITURE & FIXTURE	356	45	1,000	1,000
<b>TOTAL CAPITAL</b>	<b>\$ 1,441</b>	<b>\$ 1,130</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>TOTAL</b>	<b>\$ 114,726</b>	<b>\$ 133,295</b>	<b>\$ 139,964</b>	<b>\$ 137,139</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### TREASURER

#### DESCRIPTION

The County Treasurer is a state Constitutional Officer as set forth in the Constitution of Virginia. The County citizens elect the Treasurer every four years. The Treasurer's office is responsible for the receipt and collection of federal, state, and local revenue; the safekeeping of revenue including deposits and investments; and accounting for certain disbursements of local funds. In addition, the Treasurer has a number of mandatory miscellaneous duties, such as budget preparation for the State Compensation Board, maintaining public records, and issuing dog licenses.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$317,856	\$319,593	\$310,607	\$313,046
TOTAL OPERATING COSTS	118,726	133,466	107,425	107,225
CAPITAL	0	0	1,000	1,000
EXPENDITURES	\$436,582	\$453,059	\$419,032	\$421,271
REVENUES	110,414	122,987	119,000	119,000
<b>NET COUNTY FUNDS</b>	<b>\$326,168</b>	<b>\$330,072</b>	<b>\$300,032</b>	<b>\$302,271</b>
FULL-TIME POSITIONS	5	5	5	5
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects increase in personnel costs.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**TREASURER**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 216,579	\$ 222,998	\$ 232,568	\$ 232,568
SALARIES & WAGES PART-TIME	10,391	0	1,000	1,000
FICA	15,444	15,144	16,359	16,359
RETIREMENT(VSRS)	21,542	21,854	22,792	25,211
HOSPITAL/MEDICAL PLANS	50,019	55,560	33,675	33,675
LIFE INS EMPLOYER & EMPLOYEE	2,828	2,921	3,047	3,047
WORKMEN'S COMPENSATION	97	114	150	150
EMPLOYEE ASSISTANCE PROGRAM	111	119	120	140
VRS- HEALTH INS CREDIT	518	535	559	559
HYBRID DISABILITY	327	348	337	337
<b>TOTAL PERSONNEL</b>	<b>\$ 317,856</b>	<b>\$ 319,593</b>	<b>\$ 310,607</b>	<b>\$ 313,046</b>
PROF SERVICES	0	2,935	1,000	1,000
MAINTENACE SVC CONTRACTS	5,940	5,940	6,000	6,000
PRINTING & BINDING	7,950	9,551	15,000	15,000
ADVERTISING	0	0	250	250
DMV & VEC	1,300	1,300	1,600	1,600
CONTRACTED SERVICES -SHREDDI	507	367	600	400
DOG LICENSE & RECORDS	719	545	675	675
POSTAL SERVICES	20,235	19,227	23,000	23,000
TELECOMMUNICATIONS	2,040	1,897	2,000	2,000
RENTAL-POSTAL METER	2,280	2,280	2,600	2,600
OFFICE SUPPLIES	4,680	4,445	5,000	5,000
WARRANTS AND BANK CHARGES	12,576	12,347	9,000	9,000
TRAVEL	2,018	593	0	0
TRAVEL/EDUCATION	0	0	7,100	7,100
DUES & ASSOC MEMBERSHIPS	450	1,000	1,100	1,100
LEVY ON PROJECTED PP REVENUE	56,680	69,550	31,000	31,000
RENTAL OF EQUIPMENT	1,352	1,489	1,500	1,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 118,726</b>	<b>\$ 133,466</b>	<b>\$ 107,425</b>	<b>\$ 107,225</b>
FURNITURE & FIXTURES	0	0	1,000	1,000
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>TOTAL</b>	<b>\$ 436,583</b>	<b>\$ 453,059</b>	<b>\$ 419,032</b>	<b>\$ 421,271</b>

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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**  
**JUDICIAL**



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### CIRCUIT COURT

#### DESCRIPTION

The Circuit Court handles all civil cases with claims more than \$25,000. It shares concurrent authority with the General District Court to hear matters involving \$4,501 to \$25,000. In addition, the Circuit Court handles cases regarding divorces, property disputes, adoption proceedings, name changes, as well as civil appeals from the General District Court and the Juvenile and Domestic Relations Court.

The Circuit Court also handles all criminal felony cases, and all misdemeanor and traffic appeals from the General District Court and Juvenile and Domestic Relations Court.

Circuit Court judges are appointed by the General Assembly and serve an 8-year term.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$69,483	\$71,811	\$73,955	\$74,543
TOTAL OPERATING COSTS	3,056	4,855	4,400	3,700
CAPITAL	20,013	4,776	1,000	1,000
EXPENDITURES	\$92,552	\$81,442	\$79,355	\$79,243
REVENUES	25,964	26,484	0	0
NET COUNTY FUNDS	\$66,588	\$54,958	\$79,355	\$79,243
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**CIRCUIT COURT**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	51,843	52,967	54,556	54,556
SALARIES & WAGES PART-TIME	1,821	2,302	3,000	3,000
FICA	3,811	3,883	4,330	4,330
RETIREMENT(VSRS)	5,174	5,191	5,347	5,914
HOSPITAL/MEDICAL PLANS	5,988	6,600	5,832	5,832
LIFE INS-EMPLOYEE & EMPLOYER	679	694	715	715
WORKMEN'S COMP	19	23	20	35
EMPLOYEE ASSISTANCE PROGRAM	22	24	24	30
VRS - HEALTH INS CREDIT	124	127	131	131
<b>TOTAL PERSONNEL</b>	<b>\$ 69,483</b>	<b>\$ 71,811</b>	<b>\$ 73,955</b>	<b>\$ 74,543</b>
REPAIRS & MAINTENACE	0	143	750	250
POSTAL SERVICES	618	900	900	900
TELECOMMUNICATIONS	860	935	900	900
OFFICE SUPPLIES	592	2,048	900	700
Equipment	0	3,176		
FURNITURE & FIXTURE	20,013	1,600	1,000	0
LEASE COPIER	986	829	950	950
<b>TOTAL OPERATING COSTS</b>	<b>\$ 23,069</b>	<b>\$ 9,631</b>	<b>\$ 5,400</b>	<b>\$ 3,700</b>
<b>TOTAL</b>	<b>\$ 92,552</b>	<b>\$ 81,442</b>	<b>\$ 79,355</b>	<b>\$ 78,243</b>

## County of Amherst, Virginia – Adopted Budget – FY 2020-2021

### CLERK OF THE CIRCUIT COURT

#### DESCRIPTION

The Clerk is a state Constitutional Officer as set forth in the Constitution of Virginia. The Clerk is the chief administrative officer of the Court of Record. The Clerk keeps all permanent records concerning real estate, estates, marriages, and divorces. Other authorities include the authority to probate wills, grant administration of estates, appoint guardians and manage the criminal juror pool.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$396,949	\$414,511	\$508,064	\$504,057
TOTAL OPERATING COSTS	66,768	91,602	76,885	82,910
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$463,717</b>	<b>\$506,113</b>	<b>\$584,949</b>	<b>\$586,967</b>
REVENUES	516,393	521,830	515,390	530,000
<b>NET COUNTY FUNDS</b>	<b>(\$52,676)</b>	<b>(\$15,717)</b>	<b>\$69,559</b>	<b>\$56,967</b>
FULL-TIME POSITIONS	6	6	7	7
PART-TIME POSITIONS	2	2	1	1

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement



**County of Amherst, Virginia – Adopted Budget – FY 2020-2021**

**CLERK OF THE CIRCUIT COURT**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 307,630	\$ 317,098	\$ 376,234	\$ 377,734
SALARIES & WAGES PART-TIME	0	0	17,500	12,000
FICA	22,303	23,049	28,766	28,807
RETIREMENT (VRSR)	29,090	29,813	36,871	40,947
HOSPITAL/MEDICAL PLANS	32,564	33,280	31,161	36,993
LIFE INS - EMPLOYER/EMPLOYEE	3,819	3,975	4,929	4,949
WORKMEN'S COMPENSATION	195	215	220	210
EMPLOYEE ASSISTANCE PROGRAM	134	143	143	165
VRS - HEALTH INS CREDIT	700	728	903	907
HYBRID LTD	516	840	1,337	1,345
<b>TOTAL PERSONNEL</b>	<b>\$ 396,949</b>	<b>\$ 409,141</b>	<b>\$ 498,064</b>	<b>\$ 504,057</b>
AUDIT BY AUDITOR PUB ACCT	2,443	0	3,000	3,500
MAINTENANCE SVC CONTRACTS	0	0	315	0
PRINTING & BINDING	16,715	47,425	12,150	12,150
CONTRACT RECORDING SERVICES	16,420	23,400	34,500	34,500
CONTRACT SERVICES	0	0	0	1,000
SHREDDING	0	1,099	1,000	2,000
POSTAL SERVICES	4,605	5,000	5,000	5,000
TELECOMMUNICATIONS	3,021	2,758	3,240	2,740
OFFICE SUPPLIES	4,973	3,505	4,000	4,000
RECORD BOOKS	2,310	1,130	3,285	2,125
COPY MACHINE MAINT & SUPPLIE	1,391	1,697	1,500	2,000
TRAVEL & TRAINING	0	63	1,500	0
DUES & ASSOC MEMBERSHIPS	0	640	395	395
EQUIPMENT	4,494	0	1,000	0
FURNITURE & FIXTURE	4,180	2,081	1,000	0
LEASE PURCHASE-COPY MACHINE	4,388	2,804	5,000	3,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 64,938</b>	<b>\$ 91,602</b>	<b>\$ 76,885</b>	<b>\$ 72,910</b>
<b>TOTAL</b>	<b>\$ 461,887</b>	<b>\$ 500,743</b>	<b>\$ 574,949</b>	<b>\$ 576,967</b>

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
CRIMINAL JURORS	\$ 1,830	\$ 5,370	\$ 10,000	\$ 9,000
TELECOMMUNICATIONS	0	0	0	0
TRAVEL	0	0	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 1,830</b>	<b>\$ 5,370</b>	<b>\$ 10,000</b>	<b>\$ 9,000</b>
<b>TOTAL</b>	<b>\$ 1,830</b>	<b>\$ 5,370</b>	<b>\$ 10,000</b>	<b>\$ 9,000</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COMMONWEALTH ATTORNEY

#### DESCRIPTION

The Commonwealth Attorney is a state Constitutional Officer as set forth in the Constitution of Virginia. The Commonwealth Attorney's Office maintains the primary responsibility for prosecuting criminal cases in the Amherst County Circuit Court, General District Court, and the Juvenile and Domestic Relations Court, as well as appellate proceedings in the Virginia Supreme Court and the Virginia Court of Appeals. The office also provides advice and legal assistance to state and local law enforcement personnel in criminal investigations and training. In addition, the office represents the Commonwealth of Virginia in specific civil proceedings as set forth in the Code of Virginia.

The office also houses the victim/witness coordinator. The coordinator provides guidance and assistance to individuals who are witnesses in criminal cases or who are victims of crimes. Assistance is also provided to individuals seeking orders of protection through the courts.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$669,297	\$674,752	\$771,725	\$793,768
TOTAL OPERATING COSTS	55,073	88,751	81,410	73,917
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$724,370</b>	<b>\$763,503</b>	<b>\$853,135</b>	<b>\$867,685</b>
REVENUES	577,641	571,080	586,484	581,484
<b>NET COUNTY FUNDS</b>	<b>\$146,521</b>	<b>\$192,423</b>	<b>\$266,651</b>	<b>\$286,201</b>
FULL-TIME POSITIONS	6	6	7	7
PART-TIME POSITIONS	1	1	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in personnel costs due to an additional position required by the state.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

v

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COMMONWEALTH ATTORNEY**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 438,775	\$ 437,753	\$ 516,324	\$ 525,069
FICA	32,351	31,843	38,539	38,425
RETIREMENT (VRS)	43,528	42,667	50,600	56,918
HOSPITAL/MEDICAL PLANS	36,708	41,140	40,956	46,874
LIFE INS - EMPLOYER/EMPLOYEE	5,700	5,693	6,764	6,879
WORKMEN'S COMPENSATION	376	380	325	325
EMPLOYEE ASSISTANCE PROGRAM	111	143	143	165
VRS - HEALTH INS CREDIT	1,044	1,043	1,240	1,261
HYBRID-LT DISABILITY	1,573	1,434	1,790	1,836
<b>TOTAL PERSONNEL</b>	<b>\$ 560,167</b>	<b>\$ 562,096</b>	<b>\$ 656,681</b>	<b>\$ 677,752</b>
REPAIRS - EQUIPMENT	360	1,620	200	0
MAINT SVC CONTRACT	948	1,019	1,000	1,000
POSTAL SERVICES	3,104	76	1,743	2,000
TELECOMMUNICATIONS	10,947	13,375	10,250	9,500
OFFICE SUPPLIES	3,582	4,081	3,344	1,800
BOOK & SUBSCRIPTIONS	2,668	2,676	2,780	2,780
TRAVEL	6,692	7,103	8,000	8,500
DUES & ASSOC MEMBERSHIPS	3,900	2,440	2,500	3,000
STATE LEVEY ON COLLECTIONS	0	35,604	35,000	35,000
EQUIPMENT	13,495	14,211	4,083	0
FURNITURE & FIXTURES	628	243	2,873	0
LEASE - CASE MGT SYSTEM	3,300	1,800	3,300	4,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 49,624</b>	<b>\$ 84,248</b>	<b>\$ 75,073</b>	<b>\$ 67,580</b>
<b>TOTAL</b>	<b>\$ 609,791</b>	<b>\$ 646,344</b>	<b>\$ 731,754</b>	<b>\$ 745,332</b>

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COMMONWEALTH ATTORNEY**

<i>Victim Witness Advocate</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 86,317	\$ 88,918	\$ 91,586	\$ 91,586
FICA	6,547	6,734	6,933	6,933
VSRS-RETIREMENT	8,647	8,714	8,976	9,928
HOSPITALIZATION	5,988	6,600	5,832	5,832
EMPLOYEE & EMPLOYER SHARE GR	1,131	1,165	1,200	1,200
WORKMAN'S COMP	39	46	50	60
EMPLOYEE ASSISTANCE PROGRAM	45	48	45	55
VRS - HEALTH INS CREDIT	207	213	220	220
STANDARD LTD	209	218	202	202
<b>TOTAL PERSONNEL</b>	<b>\$ 109,130</b>	<b>\$ 112,656</b>	<b>\$ 115,044</b>	<b>\$ 116,016</b>
POSTAGE	154	168	168	168
TELECOMMUNICATIONS	273	270	294	294
OFFICE SUPPLIES	3,645	3,021	3,873	3,873
TRAVEL	1,377	1,044	2,002	2,002
<b>TOTAL OPERATING COSTS</b>	<b>\$ 5,449</b>	<b>\$ 4,503</b>	<b>\$ 6,337</b>	<b>\$ 6,337</b>
EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 114,579</b>	<b>\$ 117,159</b>	<b>\$ 121,381</b>	<b>\$ 122,353</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### GENERAL DISTRICT COURT

#### DESCRIPTION

The General District Court is responsible for hearing all criminal, traffic, and civil cases (up to \$15,000) and all preliminary hearings on felony cases.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	14,062	13,273	13,070	10,776
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$14,062</b>	<b>\$13,273</b>	<b>\$13,070</b>	<b>\$10,776</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$14,062</b>	<b>\$13,273</b>	<b>\$13,070</b>	<b>\$10,776</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects decreases in telecommunications.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth
2. Promote Tourism
3. Promote and Protect County Assets
4. Achieve Education Excellence
4. Recruit and Retain High Quality Staff
6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**GENERAL DISTRICT COURT**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
REPAIRS & MAINTENANCE	\$ 273	\$ 294	\$ 1,300	\$ 1,000
POSTAL SVC-P.O. BOX RENT	72	76	70	76
TELECOMMUNICATIONS	7,294	6,890	6,000	4,000
DUES MEMBERSHIP SUBSCRIPTI	263	153	200	200
EQUIPMENT	528	1,088	1,500	1,500
FURNITURE AND FIXTURE	1,975	2,000	1,000	1,000
LEASE PURCHASE	3,658	2,772	3,000	3,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 14,062</b>	<b>\$ 13,273</b>	<b>\$ 13,070</b>	<b>\$ 11,276</b>
<b>TOTAL</b>	<b>\$ 14,062</b>	<b>\$ 13,273</b>	<b>\$ 13,070</b>	<b>\$ 11,276</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### JUVENILE & DOMESTIC RELATIONS COURT

#### DESCRIPTION

The Juvenile and Domestic Relations Court (J&D Court) hears and determines cases involving juveniles, including delinquency-status offenses, custody, support, child abuse and neglect, and adult criminal cases(misdemeanors and preliminary felony hearings) when a child or family member is the alleged victim.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	12,366	10,708	14,900	11,100
CAPITAL	17,719	2,798	1,202	1,000
<b>EXPENDITURES</b>	<b>\$30,085</b>	<b>\$13,506</b>	<b>\$16,102</b>	<b>\$12,100</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$30,085</b>	<b>\$13,506</b>	<b>\$16,102</b>	<b>\$12,100</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in telecommunications and equipment due to historical use within the office.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**JUVENILE & DOMESTIC RELATIONS COURT**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
REPAIRS & MAINTENANCE	\$ 95	\$ 639	\$ 1,350	\$ 300
POSTAL SVCS P.O. BOX RENT	556	620	600	600
TELECOMMUNICATIONS	6,741	5,711	8,750	6,500
OFFICE SUPPLIES	2,281	1,979	1,500	1,500
TRAVEL & TRAINING	730	185	1,000	500
LEASE PURCHASE - COPIER	1,963	1,574	1,700	1,700
<b>TOTAL OPERATING COSTS</b>	<b>\$ 12,366</b>	<b>\$ 10,708</b>	<b>\$ 14,900</b>	<b>\$ 11,100</b>
EQUIPMENT	1,971	2,798	1,000	0
FURNITURE FIXTURES	15,748	0	202	1,000
<b>TOTAL CAPITAL</b>	<b>\$ 17,719</b>	<b>\$ 2,798</b>	<b>\$ 1,202</b>	<b>\$ 1,000</b>
<b>TOTAL</b>	<b>\$ 30,085</b>	<b>\$ 13,506</b>	<b>\$ 16,102</b>	<b>\$ 12,100</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### MAGISTRATE

#### DESCRIPTION

The Magistrate's Office is a regionally supported function through the regional jail system. It provides initial judicial services to law enforcement and the general public on a continuous basis, 24 hours a day, 7 days a week.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
OTHER OPERATING COSTS	194	494	1,000	950
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$194</b>	<b>\$494</b>	<b>\$1,000</b>	<b>\$950</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$194</b>	<b>\$494</b>	<b>\$1,000</b>	<b>\$950</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**MAGISTRATE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
OFFICE SUPPLIES	\$ -	\$ 79	\$ 150	\$ 150
BOOKS & SUBSCRIPTIONS	0	0	350	300
FURNITURE & FIXTURES	194	415	500	500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 194</b>	<b>\$ 494</b>	<b>\$ 1,000</b>	<b>\$ 950</b>
<b>TOTAL</b>	<b>\$ 194</b>	<b>\$ 494</b>	<b>\$ 1,000</b>	<b>\$ 950</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### VJCCCA

#### DESCRIPTION

VJCCCA is a required service of the Commonwealth of Virginia and exists in the Court Services Unit. The purpose of the Court Services Unit is to assure protection of the citizens of Amherst County through the balanced approach of comprehensive services that prevent and reduce juvenile delinquency through partnerships with families, schools, community, law enforcement and other agencies while providing the opportunity for delinquent youth to develop into responsible and productive citizens.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	11,599	77,152	91,755	119,988
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$11,599</b>	<b>\$77,152</b>	<b>\$91,755</b>	<b>\$119,988</b>
REVENUES	21,926	37,022	37,024	37,100
<b>NET COUNTY FUNDS</b>	<b>(\$10,327)</b>	<b>\$40,130</b>	<b>\$54,731</b>	<b>\$82,888</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in state funding for group homes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**VJCCCA**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
GROUP HOMES	\$ -	\$ 71,054	\$ 25,347	\$ 53,580
OFFICE SUPPLIES	0	0	500	500
FURNITURE& FIXTURES	0	0	1,000	1,000
MAINTENANCE OF EFFORT	0	0	53,233	53,233
OUTREACH DETENTION/ELEC MONI	11,599	6,098	11,675	11,675
<b>TOTAL OPERATING COSTS</b>	<b>\$ 11,599</b>	<b>\$ 77,152</b>	<b>\$ 91,755</b>	<b>\$ 119,988</b>
<b>TOTAL</b>	<b>\$ 11,599</b>	<b>\$ 77,152</b>	<b>\$ 91,755</b>	<b>\$ 119,988</b>



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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**

**PUBLIC SAFETY**

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### ANIMAL CONTROL

#### DESCRIPTION

The Animal Control Division of the Sheriff's Office operates an animal shelter for the purpose of impounding or harboring seized stray, homeless, abandoned or unwanted animals. Animal Control also enforces all state and local animal welfare laws; work to prevent the spread of rabies; and investigate all dog bites and potential vicious dog cases. Also through education and disciplinary actions, the officers ensure that all domestic animals in the County are provided adequate care and are treated humanely.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$118,533	\$109,720	\$115,631	\$133,985
OPERATING COSTS	18,593	11,042	16,660	14,100
CAPITAL	387	2,745	500	195
<b>EXPENDITURES</b>	<b>\$137,513</b>	<b>\$123,507</b>	<b>\$132,791</b>	<b>\$148,280</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$137,513</b>	<b>\$123,507</b>	<b>\$132,791</b>	<b>\$148,280</b>
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase to personnel costs from reallocation of staff.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth
2. Promote Tourism
3. Promote and Protect County Assets
4. Achieve Education Excellence
4. Recruit and Retain High Quality Staff
6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**ANIMAL CONTROL**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES FULL-TIME	\$83,177	\$75,898	\$85,282	\$96,789
FICA	5,745	5,316	6,378	6,886
RETIREMENT	8,301	7,692	9,936	10,492
MEDICAL INSURANCE	19,152	18,665	11,664	17,232
GROUP LIFE INSURANCE	1,090	1,029	1,118	1,268
WORKMEN'S COMPENSATION	825	883	1,000	1,000
EMPLOYEE ASSISTANCE PROGRAM	45	48	48	85
VRS HEALTH INS CREDIT	200	188	205	233
<b>TOTAL PERSONNEL</b>	<b>\$118,533</b>	<b>\$109,720</b>	<b>\$115,631</b>	<b>\$133,985</b>
ADVERTISING	0	0	150	0
REPAIRS-AUTOMOBILE	1,943	1,441	1,500	1,100
TELECOMMUNICATION	1,694	1,329	1,700	1,000
LIABILITY INSURANCE-AUTO	1,508	1,007	1,010	1,200
OFFICE SUPPLIES	0	66	150	150
GASOLINE OIL GREASE	9,565	5,412	7,700	7,700
TRAPPING - SUPPLIES FOOD	0	0	150	150
UNIFORMS & WEAR APPAREL	667	736	800	400
INOCULATION/PHYSICALS	0	0	0	
AUTO TIRES TUBES PARTS	1,839	601	2,000	1,400
TRAVEL & TRAINING	917	0	1,000	800
TRAPPING EQUIPMENT	460	450	500	200
<b>TOTAL OPERATING COSTS</b>	<b>\$18,593</b>	<b>\$11,042</b>	<b>\$16,660</b>	<b>\$14,100</b>
EQUIPMENT	387	2,745	500	195
<b>TOTAL CAPITAL</b>	<b>\$387</b>	<b>\$2,745</b>	<b>\$500</b>	<b>\$195</b>
<b>TOTAL</b>	<b>\$137,513</b>	<b>\$123,507</b>	<b>\$132,791</b>	<b>\$148,280</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### ANIMAL SHELTER

#### DESCRIPTION

In conjunction with the Animal Control Officers, the shelter staff maintain the shelter. These tasks include providing adequate care services for animals housed at the shelter, and occasional euthanasia services as necessary. The staff works to find permanent homes for unclaimed animals through adoptions to citizens and networking with animal rescue organizations.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$101,725	\$98,922	\$100,095	\$107,391
OPERATING COSTS	61,609	86,134	78,736	60,664
CAPITAL	13,779	4,252	3,398	1,000
<b>EXPENDITURES</b>	<b>\$177,113</b>	<b>\$189,308</b>	<b>\$182,229</b>	<b>\$169,055</b>
REVENUES	3,008	7,265	4,000	2,100
<b>NET COUNTY FUNDS</b>	<b>\$174,105</b>	<b>\$182,043</b>	<b>\$178,229</b>	<b>\$166,955</b>
FULL-TIME POSITIONS	1	1	2	2
PART-TIME POSITIONS	2	3	4	4

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 reflects a decrease in supplies due to county budget cuts.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**ANIMAL SHELTER**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES FULL-TIME	\$35,460	\$30,818	\$38,041	\$54,380
SALARIES PART-TIME	43,021	44,054	45,000	27,554
FICA	5,396	5,126	6,280	6,195
RETIREMENT	3,608	3,318	3,729	5,895
MEDICAL INSURANCE	13,164	14,520	5,832	11,664
GROUP LIFE INSURANCE	474	484	499	712
WORKMEN'S COMPENSATION	494	497	600	550
EMPLOYEE ASSISTANCE PROGRAM	22	24	22	22
VRS HEALTH INS CREDIT	87	81	92	131
S/LTD HYBRID	0	0	0	288
<b>TOTAL PERSONNEL</b>	<b>\$101,725</b>	<b>\$98,922</b>	<b>\$100,095</b>	<b>\$107,391</b>
RABIES	891	0	500	500
CONTRACT SERVICES	3,451	2,917	3,900	3,500
HVAC CONTRACT	6,144	7,602	7,602	7,610
ELECTRIC	17,396	20,291	16,050	21,000
HEATING OIL OR NATURAL GAS	8,189	6,592	6,500	6,500
POSTAGE	0	45	100	0
TELECOMMUNICATION	4,747	3,296	3,900	3,200
GENERAL LIABILITY INS	0	0	0	35
OFFICE SUPPLIES	822	972	1,500	300
FOOD & SUPPLIES FOR SHELTER	4,115	13,876	14,138	5,085
MEDICAL SUPPLIES	10,504	17,465	14,500	7,224
KENNEL CLEANING/JANITORIAL	3,853	7,623	7,624	4,200
UNIFORMS	454	802	802	250
TRAVEL & TRAINING	682	0	800	800
DUES MEMBERSHIP LICENSE	0	0	200	100
TRAPPING EQUIPMENT	0	0	200	0
EQUIPMENT	13,779	4,252	2,398	500
FURNITURE & FIXTURES	0	50	1,000	500
LEASE COPIER	361	351	420	360
<b>TOTAL OPERATING COSTS</b>	<b>\$75,388</b>	<b>\$86,134</b>	<b>\$82,134</b>	<b>\$61,664</b>
<b>TOTAL</b>	<b>\$177,113</b>	<b>\$185,056</b>	<b>\$182,229</b>	<b>\$169,055</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### BUILDING SAFETY AND INSPECTION

#### DESCRIPTION

The Building Safety & Inspection Department's purpose is to preserve and promote the health, safety, and welfare of the public through the regulation of the built environment in accordance with the Uniform Statewide Building Code. The Building Safety & Inspection Department fulfills this role by reviewing and inspecting the structural, mechanical, electrical, and plumbing systems of buildings and structures within Amherst County.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$176,594	\$220,824	\$239,617	\$240,269
TOTAL OPERATING COSTS	33,025	41,086	57,375	59,050
CAPITAL	1,408	30,520	2,000	400
EXPENDITURES	\$211,027	\$292,430	\$298,992	\$299,719
REVENUES	181,299	181,299	160,000	135,000
NET COUNTY FUNDS	\$29,728	\$111,131	\$138,992	\$164,719
FULL-TIME POSITIONS	3	3	4	4
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**BUILDING SAFETY AND INSPECTION**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2019	PROPOSED FY 2020
SALARIES & WAGES	\$ 128,733	\$ 164,436	\$ 182,779	\$ 188,250
FICA	9,362	12,031	13,500	13,919
RETIREMENT (VRS)	12,930	15,918	17,913	20,407
HOSPITAL/MEDICAL PLANS	21,000	23,160	19,879	11,923
LIFE INS-EMPLOYEE & EMPLOYER	1,697	2,127	2,395	2,467
WORKMEN'S COMPENSATION	2,075	2,085	2,000	2,100
EMPLOYEE ASSISTANCE PROGRAM	67	72	72	110
VRS- HEALTH INS CREDIT	311	390	439	452
HYBRID - LT DISABILITY	419	605	640	641
<b>TOTAL PERSONNEL</b>	<b>\$ 176,594</b>	<b>\$ 220,824</b>	<b>\$ 239,617</b>	<b>\$ 240,269</b>
DOCUMENT SCANNING/PRINTING	83	103	0	0
REPAIRS - AUTOMOBILE	255	223	1,000	1,200
POSTAL SERVICES	321	175	750	500
TELECOMMUNICATIONS	2,783	3,125	3,500	3,500
LIABILITY INSURANCE AUTO	1,005	1,007	1,010	1,200
OFFICE SUPPLIES	(763)	992	1,000	800
GASOLINE OIL GREASE	2,935	3,999	5,000	5,000
CODE BOOKS	0	4,042	1,200	1,000
AUTO TIRES TUBES PARTS	683	0	1,000	750
TRAVEL-EDUCATION	3,328	3,313	4,000	5,000
DUES & ASSOC MEMBERSHIPS	370	415	675	500
ENFORCEMENT CO. ORDINANCES	18,107	17,580	30,000	30,000
LEVY ON PROJECTED PERMIT FEE	3,159	2,513	4,000	4,000
EQUIPMENT	7	846	1,000	400
FURNITURE & FIXTURES	752	0	1,000	0
EQUIPMENT LEASE		2,753	4,240	5,600
<b>TOTAL OPERATING COSTS</b>	<b>\$ 33,025</b>	<b>\$ 41,086</b>	<b>\$ 59,375</b>	<b>\$ 59,450</b>
MOTOR VEHICLES & EQUIP	1,408	30,520	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 1,408</b>	<b>\$ 30,520</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 211,027</b>	<b>\$ 292,430</b>	<b>\$ 298,992</b>	<b>\$ 299,719</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COMMUNICATIONS AND DISPATCH

#### DESCRIPTION

Communications and Dispatch Department serves as the main emergency 911 answering point and dispatching center for Amherst County. The department operates twenty-four hours a day, 365 days a year, and is manned by professional, well-trained Communications Officers who provide call-taking, radio dispatch, and support activities for a number of public safety and public service agencies. The department also tracks unit activity, maintains records and files, produces various statistical data and manages the County's radio system. The Department's dispatch center serves as the vital link between the public and public safety organizations.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$694,706	\$714,658	\$681,522	\$687,638
TOTAL OPERATING COSTS	137,693	192,638	210,950	206,890
CAPITAL	172,800	0	0	0
EXPENDITURES	\$1,005,199	\$907,296	\$892,472	\$894,528
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$1,005,199	\$907,296	\$892,472	\$894,528
FULL-TIME POSITIONS	13	13	13	13
PART-TIME POSITIONS	1	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COMMUNICATIONS AND DISPATCH**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 502,899	\$ 516,922	\$ 503,693	\$ 503,693
SALARIES & WAGES PART-TIME	0	0	0	0
FICA	34,814	35,837	33,493	35,817
RETIREMENT	43,160	42,372	45,279	49,181
HOSPITALIZATION	106,134	111,760	90,760	90,760
LIFE INS	5,632	5,658	5,944	5,944
WORKMAN'S COMPENSATION	272	317	500	340
EMPLOYEE ASSISTANCE PROGRAM	267	310	310	360
VRS- HEALTH INS CREDIT	1,038	1,038	1,089	1,089
S/LTDP	490	444	454	454
<b>TOTAL PERSONNEL</b>	<b>\$ 694,706</b>	<b>\$ 714,658</b>	<b>\$ 681,522</b>	<b>\$ 687,638</b>
MAINTENANCE SVC CONTRACTS	69,847	123,297	130,000	130,000
ADVERTISING	0	893	500	500
ELECTRICAL	9,862	9,523	13,000	13,390
HEATING OIL OR NATURAL GAS	2,917	3,137	4,000	3,250
911 TELECOMMUNICATIONS	36,196	37,043	38,000	38,000
OFFICE SUPPLIES	5,068	4,140	4,000	4,000
UNIFORM & BADGES	690	832	1,000	1,300
TRAVEL & TRAINING	743	825	3,000	3,000
FOOD & LODGING	585	630	0	0
DUE & ASSOCIATIONS MEMBERSHI	6,035	5,726	6,300	6,300
PRE-EMPLOYMENT SCREENING	0	570	750	750
OFFICE & COMPUTER EQUIPMENT	2,290	2,422	3,000	3,000
FURNITURE & FIXTURES	240	58	1,000	0
SOFTWARE	0	0	3,000	0
LEASE PURCHASE - COPIER	3,220	3,542	3,400	3,400
<b>TOTAL OPERATING COSTS</b>	<b>\$ 137,693</b>	<b>\$ 192,638</b>	<b>\$ 210,950</b>	<b>\$ 206,890</b>
CAD SYSTEM	172,800	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 172,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 1,005,199</b>	<b>\$ 907,296</b>	<b>\$ 892,472</b>	<b>\$ 894,528</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### OTHER PUBLIC SAFETY

#### DESCRIPTION

This section of the budget covers the County's contribution to the regional Juvenile Detention Centers for Amherst juveniles ordered to confinement by a court. It also accounts for any Coroner needs and the state forest fire tax.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	157,421	61,708	76,500	91,500
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$157,421</b>	<b>\$61,708</b>	<b>\$76,500</b>	<b>\$91,500</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$157,421</b>	<b>\$61,708</b>	<b>\$76,500</b>	<b>\$91,500</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in the VJCCA expenses.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**OTHER PUBLIC SAFETY**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
CORONERS	\$ 400	\$ 400	\$ 500	\$ 500
CONFINEMENT CARE OF JUVENILES	140,411	45,400	60,000	75,000
HUMANE SOCIETY-LICENSE PLATE	627	0	0	0
FOREST FIRE TAX	15,984	15,908	16,000	16,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 157,421</b>	<b>\$ 61,708</b>	<b>\$ 76,500</b>	<b>\$ 91,500</b>
<b>TOTAL</b>	<b>\$ 157,421</b>	<b>\$ 61,708</b>	<b>\$ 76,500</b>	<b>\$ 91,500</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### PUBLIC SAFETY

#### DESCRIPTION

Amherst County Public Safety is an All-Hazard combination Fire and Rescue Department that provides emergency services to the residents, businesses, and visitors of Amherst County. The County provides services through full-time paid staff positions along with the Amherst County Volunteer Departments. . The Department also is responsible for Emergency Management and maintaining the county radio system used by all police, fire and rescue agencies in the county.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$1,834,226	\$1,780,228	\$2,046,755	\$2,021,632
TOTAL OPERATING COSTS	1,109,801	1,037,566	1,210,344	1,287,241
CAPITAL	417,860	444,722	592,917	131,650
<b>EXPENDITURES</b>	<b>\$3,361,887</b>	<b>\$3,262,516</b>	<b>\$3,850,016</b>	<b>\$3,440,523</b>
REVENUES	1,243,379	1,338,590	1,372,500	1,374,500
<b>NET COUNTY FUNDS</b>	<b>\$1,677,849</b>	<b>\$1,923,926</b>	<b>\$2,477,516</b>	<b>\$2,066,023</b>
FULL-TIME POSITIONS	33	34	34	34
PART-TIME POSITIONS	7	7	7	7

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a reduction in capital expenditures.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PUBLIC SAFETY**

<i>EMS</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 1,203,949	\$ 1,094,139	\$ 1,248,906	\$ 1,245,855
SALARIES & WAGES PART TIME	72,612	101,036	97,850	97,850
FICA	91,555	86,745	100,489	98,310
RETIREMENT	85,210	77,569	127,711	118,654
HOSPITALIZATION	150,305	134,839	139,151	132,249
GR LIFE	11,646	10,522	14,396	14,356
WORKMAN'S COMP	41,462	40,388	45,000	43,000
EMPLOYEE'S ASSISTANCE	579	477	600	600
VRS-HEALTH INS CREDIT	2,049	1,900	2,638	2,631
S/LTD	0	0	0	85
<b>TOTAL PERSONNEL</b>	<b>\$ 1,659,365</b>	<b>\$ 1,547,615</b>	<b>\$ 1,776,741</b>	<b>\$ 1,753,590</b>
PROFESSIONAL SERVICES	31,868	55,960	50,000	50,000
MAINT SERVICE CONTRACT	30,173	32,216	35,000	35,000
ADVERTISEMENT	0	0	1,000	1,000
CONTRACT SERVICES	6,346	4,179	7,000	7,000
ELECTRICAL-TOBACCO ROW TOWER	188	173	250	250
POSTAL SERVICES	920	918	1,500	1,500
TELECOMMUNICATIONS	8,255	7,893	8,500	8,500
OFFICE SUPPLIES	1,210	1,232	1,500	1,500
MEDICAL AND LABORATORY SUPPL	25,798	28,950	30,000	30,000
UNIFORMS & BADGES	25,110	26,677	30,000	30,000
TRAVEL & TRAINING	1,949	5,061	7,000	7,000
FOOD & LODGING	1,095	2,012	0	0
DUES & MEMBERSHIP	100	210	500	500
PRE-EMPLOYMENT SCREENING	3,671	6,814	4,000	5,000
EQUIPMENT/MEDICAL COMMUNICAT	30,460	19,056	20,000	20,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 167,143</b>	<b>\$ 191,351</b>	<b>\$ 196,250</b>	<b>\$ 197,250</b>
VEHICLE PURCHASE	145,130	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 145,130</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 1,971,638</b>	<b>\$ 1,738,966</b>	<b>\$ 1,972,991</b>	<b>\$ 1,950,840</b>

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PUBLIC SAFETY**

<i>EMS Council</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
EMER SVC BD COMP	\$ -	\$ -	\$ 600	\$ 600
FICA	-	-	92	92
<b>TOTAL PERSONNEL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 692</b>	<b>\$ 692</b>
INSURANCE COVERAGE/VOL FIRE& VOLSAP	110,854 3,600	108,813 3,480	120,000 5,000	140,000 5,000
VOLUNTEER INCENTIVES	22,125	22,500	28,000	28,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 136,579</b>	<b>\$ 134,793</b>	<b>\$ 153,000</b>	<b>\$ 173,000</b>
EQUIPMENT	-	73,000	118,750	118,750
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 73,000</b>	<b>\$ 118,750</b>	<b>\$ 118,750</b>
<b>TOTAL</b>	<b>\$ 136,579</b>	<b>\$ 207,793</b>	<b>\$ 272,442</b>	<b>\$ 292,442</b>

<i>Volunteer Fire</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
FICA	\$ 1,254	\$ 840	\$ -	\$ -
PROFESSIONAL SVCS EQUIP TES	13,619	570	13,500	13,500
CONTIB AMHERST VOL FIRE	80,886	39,078	41,000	41,000
CONTRIB GLADSTONE FIRE	3,533	3,533	3,533	3,533
CONTRIB PINEY RIVER FIRE	3,718	3,718	3,718	3,718
CONTRIB MONELISON FIRE	63,641	63,641	66,000	66,000
CONTRIB PEDLAR VOL FIRE	77,913	27,913	30,000	30,000
CONTRIB BIG ISLAND FIRE	5,261	5,261	5,261	5,261
FUELING COST-VOL FIRE SERVIC	13,198	18,968	15,000	17,000
PROTECTIVE EQUIPMENT	5,000	7,727	20,000	20,000
FIRE PROGRAM FUND ALLOCATION	43,852	82,825	100,700	100,700
FIRE TRAINING	23,444	18,506	28,000	28,000
EQUIPMENT	186,750	174,251	450,000	36,000
EQUIPMENT-SCBA	27,615	181,487	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 549,682</b>	<b>\$ 628,318</b>	<b>\$ 776,712</b>	<b>\$ 364,712</b>
<b>TOTAL</b>	<b>\$ 549,682</b>	<b>\$ 628,318</b>	<b>\$ 776,712</b>	<b>\$ 364,712</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PUBLIC SAFETY**

<i>Public Safety Operations</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 125,487	\$ 155,076	\$ 193,650	\$ 189,984
SALARIES & WAGES PART TIME	9,816	17,920	10,000	10,000
FICA	8,988	11,770	13,938	14,421
RETIREMENT (VSRS)	11,124	14,131	22,249	20,457
HOSPITAL/MEDICAL PLANS	16,633	30,390	24,438	23,374
LIFE INS-EMPLOYEE & EMPLOYER	1,460	1,889	2,537	2,488
WORKMEN'S COMPENSATION	1,063	1,067	2,000	6,000
EMPLOYEE ASSISTANCE PROGRAM	22	24	45	85
VRS - HEALTH INS CREDIT	268	346	465	456
S/LTD	0	0	0	85
<b>TOTAL PERSONNEL</b>	<b>\$ 174,861</b>	<b>\$ 232,613</b>	<b>\$ 269,322</b>	<b>\$ 267,350</b>
PROFESSIONAL SERVICES	198	90	0	0
REPAIRS & MAINTENANCE	1,472	2,108	2,500	2,500
MAINTENANCE SVC CONTRACTS	673	2,896	3,000	10,000
ADVERTISING	0	0	250	250
REPAIRS - AUTO	26,599	25,041	30,891	30,900
RADIO MAINTENANCE - OTHER	105,064	102,235	137,655	141,457
RADIO MAINTENANCE-PUBLIC SAF	7,800	5,867	7,800	8,500
JANITORIAL SERVICES	10,500	10,500	9,000	11,000
POSTAL SERVICES	181	249	300	350
TELECOMMUNICATIONS	3,048	2,951	4,000	4,000
LIBILITY INSURANCE - AUTO	1,508	2,014	2,020	3,200
OFFICE SUPPLIES	250	1,350	750	750
EMER SVC DISASTER SUPPLIES	0	0	2,000	2,000
GAS OIL GREASE	13,390	15,147	12,000	12,500
AUTO TIRES TUBES AND PARTS	13,830	9,372	14,000	14,000
TRAVEL & TRAINING	963	877	3,000	3,000
DUES & ASSOC MEMBERSHIPS	1,671	1,834	1,700	1,700
REG RADIO OPERATIONS	78,500	78,500	78,500	80,000
VOL RECOGNITION & TRAINING	0	0	2,000	-
BREMS ASSISTANCE	4,714	6,603	6,000	6,000
HAZARDOUS MATERIALS EQUIPMEN	0	0	500	500
RENTAL - ANTENNA SITE	14,565	10,416	10,000	11,000
RENTAL - COPIER	0	3,325	2,344	4,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 284,925</b>	<b>\$ 281,375</b>	<b>\$ 330,210</b>	<b>\$ 348,107</b>
EQUIPMENT	11,069	13,949	23,167	12,900
FURNITURE & FIXTURES	-	-	1,000	-
MOTOR VEHICLE	47,296	2,035	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 58,365</b>	<b>\$ 15,984</b>	<b>\$ 24,167</b>	<b>\$ 12,900</b>
<b>TOTAL</b>	<b>\$ 518,151</b>	<b>\$ 529,972</b>	<b>\$ 623,699</b>	<b>\$ 628,357</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PUBLIC SAFETY**

<i>Volunteer Rescue</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
MONELISON RESCUE & FIRE TELE	\$ 766	\$ 807	\$ 800	\$ 800
CONTRIB AMHERST RESCUE	43,835	46,335	46,335	46,335
CONTRIB MONELISON RESCUE	62,022	41,869	41,869	41,869
CONTRIB PEDLAR RESCUE	12,898	10,896	15,000	15,000
CONTRIB BIG ISLAND RESCUE	0	0	19,168	19,168
FUELING COST-VOL RESCUE SERV	45,147	57,560	44,000	44,000
4FORLIFE SHARE VEHICLE REGIS	21,169	0	32,000	32,000
RESCUE TRAINING	0	0	5,000	5,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 185,837</b>	<b>\$ 157,467</b>	<b>\$ 204,172</b>	<b>\$ 204,172</b>
<b>TOTAL</b>	<b>\$ 185,837</b>	<b>\$ 157,467</b>	<b>\$ 204,172</b>	<b>\$ 204,172</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### SHERIFF

#### DESCRIPTION

The Sheriff of Amherst County is a state Constitutional Officer as set forth in the Constitution of Virginia. The Sheriff is elected by the citizens and is responsible for all phases of justice in Amherst County. The Sheriff is also responsible for court security as well as carrying out the orders of the courts in both criminal and civil matters.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$3,534,051	\$3,431,627	\$3,361,716	\$3,360,491
TOTAL OPERATING COSTS	585,627	549,453	523,733	472,575
CAPITAL	365,023	410,668	248,872	209,500
<b>EXPENDITURES</b>	<b>\$4,484,701</b>	<b>\$4,391,748</b>	<b>\$4,134,321</b>	<b>\$4,042,566</b>
REVENUES	2,204,066	2,117,154	2,153,826	1,849,999
<b>NET COUNTY FUNDS</b>	<b>\$2,375,964</b>	<b>\$2,274,594</b>	<b>\$1,980,495</b>	<b>\$2,192,567</b>
FULL-TIME POSITIONS	49	49	49	49
PART-TIME POSITIONS	11	11	11	11

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 reflects a reduction in auto repairs and travel and training due to county budget cuts.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SHERIFF**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES	\$ 2,646,058	\$ 2,538,247	\$ 2,477,937	\$ 2,468,786
FICA	186,769	178,365	171,906	180,003
RETIREMENT (VRSR)	210,698	210,853	269,389	255,138
HOSPITAL/MEDICAL PLANS	413,167	428,402	363,167	375,421
LIFE INS - EMPLOYEE & EMPLOY	29,128	28,067	30,511	30,951
WORKMEN'S COMPENSATION	41,632	41,168	42,000	43,000
EMPLOYEE ASSISTANCE PROGRAM	1,046	1,146	1,150	1,300
VRS- HEALTH INS CREDIT	5,337	5,146	5,435	5,671
STANDARD LTD	216	233	221	221
<b>TOTAL PERSONNEL</b>	<b>\$ 3,534,051</b>	<b>\$ 3,431,627</b>	<b>\$ 3,361,716</b>	<b>\$ 3,360,491</b>
HEALTH SERVICES (VET)	3,812	1,592	1,500	1,500
PROFESSIONAL SERVICES	9,607	2,311	4,600	4,600
REPAIRS-AUTOMOBILE	56,852	73,770	61,625	47,500
REPAIRS AUTO-INSURANCE RECOV	12,098	(10,941)	3,119	0
MAINTENANCE SVC CONTRACTS	30,472	33,698	21,847	21,847
ADVERTISING	245	(450)	450	0
REPAIRS & MAINTENANCE	2,811	(470)	2,500	2,500
REPAIRS - FURNITURE & FIXTUR	0	(510)	510	510
REPAIRS - AUTOMOBILE RADIO	4,945	17,218	5,000	5,000
INVESTIGATIVE SERVICES	0	1,275	0	0
JANITORIAL SERVICE CONTRACT	33,000	33,300	33,000	33,000
ELECTRICAL SERVICES	32,931	30,019	36,000	34,000
WATER & SEWER	3,659	4,218	3,000	4,500
POSTAL SERVICES	2,716	3,943	3,000	3,000
TELECOMMUNICATION	53,276	62,936	48,500	48,500
LIABILITY INSURANCE AUTO	31,276	32,855	31,300	31,300
OFFICE SUPPLIES	4,265	6,148	4,000	4,000
CANINE SUPPLIES	1,642	418	2,000	2,000
JANITORIAL SUPPLIES	2,522	339	2,500	2,500
GASOLINE OIL GREASE	140,096	129,950	130,000	130,000
POLICE SUPPLIES	20,459	15,951	20,000	20,000
UNIFORMS & WEAR APPAREL	24,714	13,354	20,468	20,468
POLICE SUPPLIES - NARCOTIC	34,668	17,500	10,825	0
INOCULATIONS OR PHYSICALS	415	490	1,000	1,000
AUTO TIRES TUBES PARTS	17,382	14,107	18,500	18,500
TRAVEL & TRAINING	38,338	42,606	43,334	27,000
DUES & ASSOC MEMBERSHIPS	2,996	1,979	2,850	2,850
PRE-EMPLOY SCREENING & MISC.	1,175	3,455	2,200	2,200
CHS BEAUTIFICATION/WORKFORCE	15,760	13,969	6,205	0
INTERMENT EXPENSES	0	500	500	500
RENTAL OF EQUIPMENT	3,494	3,923	3,400	3,800
<b>TOTAL OPERATING COSTS</b>	<b>\$ 585,627</b>	<b>\$ 549,453</b>	<b>\$ 523,733</b>	<b>\$ 472,575</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SHERIFF**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
EQUIPMENT	178,087	246,563	78,223	54,500
FURNITURE & FIXTURES	160	(900)	1,000	1,000
COMMUNICATIONS EQUIPMENT	1,033	(1,916)	2,000	2,000
CANINE	0	0	8,000	
MOTOR VEHICLES	185,743	166,921	159,649	152,000
<b>TOTAL CAPITAL</b>	<b>\$ 365,023</b>	<b>\$ 410,668</b>	<b>\$ 248,872</b>	<b>\$ 209,500</b>
<b>TOTAL</b>	<b>\$ 4,484,701</b>	<b>\$ 4,391,748</b>	<b>\$ 4,134,321</b>	<b>\$ 4,042,566</b>



*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**  
**GENERAL SERVICES**

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### BUILDING MAINTENANCE

#### DESCRIPTION

Building Maintenance is responsible for the maintenance of County-owned facilities and properties throughout Amherst County. Building maintenance ensures that facility needs of Amherst citizens, general government employees, and visitors are met; and provides a clean and safe environment in general government facilities.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$ 152,157	\$ 156,938	\$ 156,679	\$ 162,759
TOTAL OPERATING COSTS	126,597	137,345	143,400	145,300
CAPITAL	268,518	262,654	135,175	0
<b>EXPENDITURES</b>	<b>\$ 547,272</b>	<b>\$ 556,937</b>	<b>\$ 435,254</b>	<b>\$ 308,059</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$ 547,272</b>	<b>\$ 556,937</b>	<b>\$ 435,254</b>	<b>\$ 308,059</b>
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease due to no large capital projects having been appropriated within this budget.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

	ACTUAL	ACTUAL	AMENDED	PROPOSED
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**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**BUILDING MAINTENANCE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES FULL-TIME	\$ 106,113	\$ 108,413	\$ 111,666	\$ 118,073
FICA	7,259	7,300	7,657	8,340
RETIREMENT (VSRS)	10,590	10,624	10,944	12,800
HOSPITAL/MEDICAL PLANS	24,036	26,520	22,009	19,658
LIFE INS - EMPLOYEE & EMPLOY	1,390	1,420	1,463	1,547
WORKMEN'S COMPENSATION	2,447	2,329	2,600	1,800
EMPLOYEE ASSISTANCE PROGRAM	67	72	72	82
VRS- HEALTH INS CREDIT	254	260	268	284
S/LTD HYBRID	0	0	0	175
<b>TOTAL PERSONNEL</b>	<b>\$ 152,157</b>	<b>\$ 156,938</b>	<b>\$ 156,679</b>	<b>\$ 162,759</b>
REPAIR CONTRACTS	780	3,400	3,500	3,500
REPAIRS INS REIMB - AUTO	(583)	0	0	0
MAINTENANCE SVC CONTRACTS	21,291	22,003	20,000	20,000
HVAC MAINTENANCE SERVICE CON	54,904	57,798	66,000	66,000
SECURITY & FIRE ALARM MONITO	893	825	1,500	1,000
REPAIRS & MAINT ON EQUIPMENT	851	805	1,000	1,000
REPAIRS - AUTO	1,357	1,139	1,800	1,800
BLDG RENOVATE & MAINT	16,330	2,464	0	0
PAINTING -COUNTY BUILDINGS	421	271	7,000	7,000
TELECOMMUNICATIONS	1,719	2,340	2,200	2,200
LIABILITY INSURANCE - AUTO	3,038	1,510	1,600	2,000
OFFICE SUPPLIES	0	0	100	100
JANITORIAL SUPPLIES	3,418	6,691	6,000	7,500
REPAIR & MAINTENANCE SUPPLIE	13,223	16,124	17,500	17,500
GASOLINE OIL GREASE	3,926	4,526	4,000	4,000
UNIFORMS	783	776	1,000	1,000
AUTO TIRES TUBES PARTS	522	805	1,500	1,500
RENTAL - EQUIPMENT	0	210	100	100
TRAVEL	195	28	0	0
TRAVEL EDUCATION	0	0	500	2,000
DUES & ASSOC MEMBERSHIPS	45	0	100	100
FURNITURE & FIXTURES	0	0	1,000	0
BUILDING-MAINTENANCE	3,484	15,630	7,000	7,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 126,596</b>	<b>\$ 137,345</b>	<b>\$ 143,400</b>	<b>\$ 145,300</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**BUILDING MAINTENANCE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
VEHICLES	0	16,744	0	0
BUILDING RENOVATIONS	0	5,976	89,024	0
MAINTENANCE PLEASANT VIEW	50,235	26,606	0	0
WINTON REPAIRS	15,430	58,186	0	0
BUILDING RENO - LIBRARY	92,152	6,270	0	0
BUILDING MAINT - GOODWIN	0	8,716	0	0
PARSONAGE RENOVATIONS	53,701	54,644	0	0
PARKING LOT MAINTENANCE	57,000	0	0	0
RENOVATIONS - IT	0	49,500	0	0
RENOVATIONS - MUSEUM	0	29,445	0	0
BLDG MAINT - COURTHOUSE	0	6,567	46,151	0
<b>CAPITAL</b>	<b>\$ 268,519</b>	<b>\$ 262,654</b>	<b>\$ 135,175</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 547,272</b>	<b>\$ 556,937</b>	<b>\$ 435,254</b>	<b>\$ 309,059</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### GROUND MAINTENANCE

#### DESCRIPTION

Grounds Maintenance is responsible for the overall management of all County owned and operated open spaces, parks, and general grounds located around government facilities. Grounds maintenance includes managing landscaping services, parking lot cleaning, and all park related services.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$55,586	\$159,712	\$207,033	\$120,680
TOTAL OPERATING COSTS	77,295	99,559	99,800	121,000
CAPITAL	110,689	37,941	29,864	25,000
<b>EXPENDITURES</b>	<b>\$243,570</b>	<b>\$297,212</b>	<b>\$336,697</b>	<b>\$266,680</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$243,570</b>	<b>\$297,212</b>	<b>\$336,697</b>	<b>\$266,680</b>
FULL-TIME POSITIONS	2	3	3	3
PART-TIME POSITIONS	1	1	1	1

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in personnel costs due reorganization within the county.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

✓

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**GROUND MAINTENANCE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 38,509	\$ 114,208	\$ 131,929	\$ 67,239
SALARIES & WAGES PART-TIME	0	2,178	20,959	17,000
FICA	2,651	8,002	10,783	5,605
VRS	3,793	10,800	13,318	7,289
HOSPITALIZATION	10,001	22,580	25,797	19,965
GR LIFE	498	1,433	1,781	881
WORKMAN COMP	0	10	1,900	2,300
EMPLOYEE ASSISTANCE	45	72	72	72
VRS-HEALTH CREDIT	91	263	327	162
S/LTDP STANDARD	0	166	167	167
<b>TOTAL PERSONNEL</b>	<b>\$ 55,586</b>	<b>\$ 159,712</b>	<b>\$ 207,033</b>	<b>\$ 120,680</b>
PROFESSIONAL SVC - ENGINEERI	0	0	3,000	1,000
REPAIRS & MAINT - EQUIP	1,719	4,479	4,000	4,000
REPAIRS AND MAINTENANCE	0	1,102	2,000	2,000
REPAIRS AUTO	2,172	3,177	3,000	3,000
SLOPE FAILURE	0	0	0	0
CONTRACTED SERVICES	31,605	50,286	40,000	65,000
JANITORIAL SERVICES-PARKS	21,250	20,000	24,000	24,000
POSTAGE	0	4	0	0
TELECOMMUNICATIONS	0	1,816	3,000	2,500
LIABILITY-AUTO	2,011	1,510	1,600	1,000
OFFICE SUPPLIES	0	6,176	1,000	1,000
REPAIRS & MAINTENANCE SUPPLI	2,692	4,590	4,000	4,000
GASOLINE OIL GREASE	8,990	4,484	9,500	8,000
UNIFORMS	870	798	1,200	1,000
AUTO TIRES TUBES PARTS	986	130	1,000	1,000
RENTAL-EQUIPMENT	0	120	500	500
TRAVEL & EDUCATION	0	263		1,000
LANDSCAPING & BEAUTIFICATION	0	624	1,000	1,000
FURNITURE & FIXTURES	0	0	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 72,295</b>	<b>\$ 99,559</b>	<b>\$ 99,800</b>	<b>\$ 121,000</b>
EQUIPMENT	13,680	3,157	5,000	5,000
EQUIPMENT - MOWERS	7,101	9,974	10,000	10,000
PARK RENOVATIONS	89,908	24,810	14,864	10,000
<b>TOTAL CAPITAL</b>	<b>\$ 110,689</b>	<b>\$ 37,941</b>	<b>\$ 29,864</b>	<b>\$ 25,000</b>
<b>TOTAL</b>	<b>\$ 238,571</b>	<b>\$ 297,212</b>	<b>\$ 336,697</b>	<b>\$ 266,680</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### SOLID WASTE

#### DESCRIPTION

The Solid Waste Fund primary responsibility is the operation of the County landfill. The staff performs all required daily activities to maintain the landfill and to keep it in compliance with the Department of Environmental Quality and Environmental Protection Agency requirements. In addition, the department monitors the landfill gas collection system, convenience centers, recycling, open box container sites and the litter control program.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$571,456	\$615,684	\$710,287	\$849,315
TOTAL OPERATING COSTS	937,896	1,185,457	978,930	847,800
CAPITAL	424,140	11,069	272,926	15,000
<b>EXPENDITURES</b>	<b>\$1,933,492</b>	<b>\$1,812,210</b>	<b>\$1,962,143</b>	<b>\$1,712,115</b>
REVENUES	2,121,362	2,075,400	1,684,584	1,712,115
<b>NET COUNTY FUNDS</b>	<b>-\$187,870</b>	<b>-\$263,190</b>	<b>\$277,559</b>	<b>\$0</b>
FULL-TIME POSITIONS	6	6	10	10
PART-TIME POSITIONS	15	15	14	14

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in hauling costs due to a staff evaluation that hauling could be reduced by use of county personnel.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SOLID WASTE**

<i>CONVENIENCE CENTERS</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES PART-TIME	\$ 114,564	\$ 121,808	\$ 123,600	\$ 210,800
FICA	8,764	9,319	9,456	14,826
WORKMAN'S COMP	3,467	3,467	4,500	5,500
<b>TOTAL PERSONNEL</b>	<b>\$ 126,795</b>	<b>\$ 134,594</b>	<b>\$ 137,556</b>	<b>\$ 231,126</b>
REPAIR MAINT - EQUIPMENT	6,767	790	4,000	4,000
REPAIRS - TRUCKS	0	0	0	21,000
CONTRACTED SVCS (PORTABLE TO	3,600	3,935	3,900	5,000
REPAIR TO GREEN BOX SITES	6,476	1,597	3,000	0
UPGRADE GREEN BOX SITES	2,927	636	2,000	0
CONTRACTED COLLECTION SVC	158,664	151,766	90,000	0
CONTRACTED HAULING SERVICES	150,408	158,903	155,000	50,000
ELECTRIC	5,384	5,287	5,500	8,500
TELECOMMUNICATION	3,963	3,985	4,100	5,000
OFFICE SUPPLIES	418	402	400	450
FUEL-TRUCKS ONLY	0	0	0	25,000
GREASE OIL GAS	776	609	1,000	1,000
EQUIPMENT	0	0	1,000	10,000
NEW SITE OPERATIONS	0	0	100,000	100,000
SITE RENTAL	9,414	7,014	9,500	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 348,797</b>	<b>\$ 334,924</b>	<b>\$ 379,400</b>	<b>\$ 229,950</b>
<b>TOTAL</b>	<b>\$ 475,592</b>	<b>\$ 469,518</b>	<b>\$ 516,956</b>	<b>\$ 461,076</b>

<i>RECYCLING</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SITE REPAIR & MAINTENANCE	\$ -	\$ -	\$ 1,000	\$ 1,000
REPAIR & MAINTENANCE	142	0	400	400
CONTRACT-RECYCLING	30,297	190	25,000	40,000
PRINTING & BINDING	0	0	50	50
OFFICE SUPPLIES	199	241	300	300
<b>TOTAL OPERATING COSTS</b>	<b>\$ 30,638</b>	<b>\$ 431</b>	<b>\$ 26,750</b>	<b>\$ 41,750</b>
<b>TOTAL</b>	<b>\$ 30,638</b>	<b>\$ 431</b>	<b>\$ 26,750</b>	<b>\$ 41,750</b>

<i>LANDFILL CLOSURE</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PROF SERVICES - ENGINEERING	\$ 21,431	\$ 15,690	\$ 25,000	\$ 25,000
SITE MAINTENANCE	0	0	500	500
ADVERTISING	0	0	500	500
ENVIRONMENTAL MONITORING	10,507	23,938	15,000	20,000
CONTRACTED SERVICES	5,296	0	6,000	6,000
PERMIT AMENDMENTS	5,797	5,886	6,000	6,000

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SOLID WASTE**

<i>SOLID WASTE ADMINISTRATION</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 99,357	\$ 110,100	\$ 116,530	\$ 116,280
FICA	7,260	8,058	9,344	8,177
RETIREMENT(VRS)	9,526	10,808	11,420	10,906
HOSPITALIZATION	12,133	9,680	8,214	8,215
GROUP LIFE	1,250	1,442	1,527	1,458
WORKMAN'S COMPENSATION	4,616	4,623	3,500	2,000
EMPLOYEE ASSISTANCE	67	48	50	200
HEALTH INS CREDIT	229	264	280	268
HYBRID - LTD	136	613	208	208
<b>TOTAL PERSONNEL</b>	<b>\$ 134,574</b>	<b>\$ 145,636</b>	<b>\$ 151,073</b>	<b>\$ 147,712</b>
MAINT SVC CONTRACTS	0	3,030	0	0
JANITORIAL SERVICES	6,000	5,000	6,500	6,500
ADVERTISING	78	0	500	500
ELECTRICAL	1,179	1,057	1,200	1,200
POSTAGE	353	366	400	400
TELECOMMUNICATION	7,650	7,242	7,500	7,500
OFFICE SUPPLIES	877	1,363	800	800
FURNITURE & FIXTURES	0	0	1,000	1,000
MAINTENANCE SUPPLIES	270	330	400	400
TRAVEL	0	34	0	0
TRAVEL-EDUCATION	350	725	3,750	3,750
DUES & SUBSCRIPTIONS	294	252	370	350
RENTAL-COPIER	1,888	1,888	2,000	2,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 18,939</b>	<b>\$ 21,287</b>	<b>\$ 24,420</b>	<b>\$ 24,400</b>
<b>TOTAL</b>	<b>\$ 153,513</b>	<b>\$ 166,923</b>	<b>\$ 175,493</b>	<b>\$ 172,112</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SOLID WASTE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<i>LANDFILL OPERATIONS</i>				
SALARIES & WAGES FULL-TIME	\$ 206,913	\$ 248,857	\$ 298,627	\$ 335,970
SALARIES & WAGES PART-TIME	16,534	0	21,480	14,506
FICA	15,607	17,909	22,498	25,241
VRS	20,069	24,234	27,198	31,946
HOSPITALIZATION	45,345	37,920	42,663	48,495
GROUP LIFE	2,730	3,236	3,636	4,271
WORKMAN'S COMP	1,856	1,877	4,000	8,000
EMPLOYEE ASSISTANCE	22	143	60	200
HEALTH INS CREDIT	483	593	667	783
HYBRID LTD	528	685	829	1,065
<b>TOTAL PERSONNEL</b>	<b>\$ 310,087</b>	<b>\$ 335,454</b>	<b>\$ 421,658</b>	<b>\$ 470,477</b>
PROF SERVICES - ENGINEERING	52,460	67,609	50,000	50,000
REPAIRS & GROUND MAINT	2,389	10,164	2,500	2,500
MAINT AGREEMENTS	2,737	4,816	2,800	2,800
ADVERTISING	0	0	5,000	1,000
REPAIR & MAINT - EQUIP	37,869	85,583	45,000	60,000
REPAIR & MAINT	26	6,873	1,500	5,000
LEACHATE HAULING	125,466	269,205	175,000	100,000
TRENCH OPERATION	2,970	320	0	0
CONTRACTED SERVICES	93,017	40,178	10,000	10,000
ENVIRONMENTAL MONITORING	47,997	52,946	45,000	50,000
ELECTRICAL	1,126	1,041	1,500	2,000
WATER SERVICES	479	514	500	600
AUTO INSURANCE	2,263	5,264	5,500	5,800
TIRE DISPOSAL	15,077	5,821	15,000	15,000
GASOLINE OIL GREASE	45,923	76,257	60,000	60,000
UNIFORMS	2,557	3,891	3,060	5,500
HHW DISPOSAL	2,684	1,783	3,000	3,000
INOCULATION & PHYSICAL EXAM	0	97	1,000	1,000
ROAD MATERIAL	33,920	94,738	5,000	60,000
EQUIPMENT SUPPLIES	1,302	0	2,000	2,000
TRAVEL - EDUCATION	2,868	1,598	2,000	3,000
OTHER OPERATING COSTS	354	311	0	0
DEQ FEES/PERMIT AMENDMENT	23,007	4,305	4,000	4,500
LEASE PURCHASE - EQUIPMENT	49,987	49,987	56,000	50,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 546,478</b>	<b>\$ 783,301</b>	<b>\$ 495,360</b>	<b>\$ 493,700</b>
EQUIPMENT PURCHASE	7,153	11,069	226,476	15,000
VEHICLE PURCHASE	367,000	0	46,450	0
<b>TOTAL CAPITAL</b>	<b>\$ 374,153</b>	<b>\$ 11,069</b>	<b>\$ 272,926</b>	<b>\$ 15,000</b>
<b>TOTAL</b>	<b>\$ 1,230,718</b>	<b>\$ 1,129,824</b>	<b>\$ 1,189,944</b>	<b>\$ 979,177</b>



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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**  
**CULTURE & LEISURE**

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### LIBRARY

#### DESCRIPTION

The Amherst County Library is the community's primary resource for lifelong learning and the place people turn to for the discovery of ideas, the joy of reading, and the power of information. Amherst County library has two branches, one located in Madison Heights and one located in the Town of Amherst.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$551,190	\$596,407	\$607,744	\$611,809
TOTAL OPERATING COSTS	191,332	196,523	203,727	184,169
CAPITAL	2,593	8,506	8,000	10,000
<b>EXPENDITURES</b>	<b>\$745,115</b>	<b>\$801,436</b>	<b>\$819,471</b>	<b>\$805,978</b>
REVENUES	171,997	168,477	169,924	170,000
<b>NET COUNTY FUNDS</b>	<b>\$573,118</b>	<b>\$632,959</b>	<b>\$649,547</b>	<b>\$635,978</b>
FULL-TIME POSITIONS	11	11	11	11
PART-TIME POSITIONS	7	7	7	7

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in books and subscriptions due to budget cuts.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

✓

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

✓

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**LIBRARY**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 380,391	\$ 404,587	\$ 417,020	\$ 416,195
SALARIES & WAGES PART-TIME	24,891	28,301	33,500	34,325
FICA	29,145	30,886	31,486	31,486
RETIREMENT (VRSR)	37,670	39,509	40,788	45,116
HOSPITAL/MEDICAL PLANS	71,783	85,200	76,788	76,788
LIFE INS-EMPLOYER & EMPLOYEE	4,945	5,278	5,453	5,453
WORKMEN'S COMP	467	505	600	300
EMPLOYEE ASSISTANCE PROGRAM	200	263	263	300
VRS- HEALTH INS CREDIT	906	967	999	999
HYBRID-LT DISABILITY	792	911	847	847
<b>TOTAL PERSONNEL</b>	<b>\$ 551,190</b>	<b>\$ 596,407</b>	<b>\$ 607,744</b>	<b>\$ 611,809</b>
PROFESSIONAL SERVICES	13,696	0	2,600	1,000
REPAIRS & MAINTENANCE	254	213	300	300
MAINTENANCE SERVICE CONTRACT	145	607	700	700
MAINT SVC CONTRACTS-EQUIP	3,607	4,472	5,000	5,000
ADVERTISING	778	790	1,000	1,000
REPAIR & MAINT FURN & EQUIP	0	70	100	100
JANITORIAL SVC CONTRACT	25,500	25,500	26,000	26,300
COMPUTER SERVICES	13,898	6,524	14,000	14,000
ELECTRICAL SERVICES	6,799	6,886	8,000	8,000
WATER & SEWER SERVICES	4,416	4,404	4,500	4,500
POSTAL SERVICES	1,054	2,800	2,800	2,800
TELECOMMUNICATIONS	4,474	5,876	4,800	4,800
OFFICE SUPPLIES	7,802	9,375	7,800	8,000
BOOKS & SUBSCRIPTIONS	93,867	114,129	112,743	97,169
COMPUTER SUPPLIES AND SOFTWA	4,212	4,474	4,000	4,000
TRAVEL-EDUCATION	4,531	3,812	4,600	5,000
DUES/MEMBERSHIP	240	984	484	500
SPECIAL PROGRAMMING SUPPLIES	6,059	5,607	4,300	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 191,332</b>	<b>\$ 196,523</b>	<b>\$ 203,727</b>	<b>\$ 184,169</b>
EQUIPMENT	2,128	8,506	7,000	10,000
FURNITURE & FIXTURES	465	0	1,000	0
<b>TOTAL CAPITAL</b>	<b>\$ 2,593</b>	<b>\$ 8,506</b>	<b>\$ 8,000</b>	<b>\$ 10,000</b>
<b>TOTAL</b>	<b>\$ 745,115</b>	<b>\$ 801,436</b>	<b>\$ 819,471</b>	<b>\$ 805,978</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### MUSEUM

#### DESCRIPTION

The Museum Department provides one staff person for the Amherst County Historical Museum and Historical Society.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$53,300	\$54,379	\$55,929	\$56,432
TOTAL OPERATING COSTS	2,275	584	3,176	780
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$55,575</b>	<b>\$54,963</b>	<b>\$59,105</b>	<b>\$57,212</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$55,575</b>	<b>\$54,963</b>	<b>\$59,105</b>	<b>\$57,212</b>
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease due to a one-time project in FY20.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

✓

✓

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**MUSEUM**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 44,428	\$ 45,391	\$ 46,753	\$ 46,753
FICA	3,445	3,521	3,577	3,577
RETIREMENT (VRSRS)	4,434	4,448	4,582	5,069
LIFE INS-EMPLOYER & EMPLOYEE	582	595	613	613
WORKMEN'S COMPENSATION	19	23	20	30
EMPLOYEE ASSISTANCE PROGRAM	22	24	24	30
HEALTH INS CREDIT	107	109	113	113
HYBRID-LT DISABILITY	262	268	247	247
<b>TOTAL PERSONNEL</b>	<b>\$ 53,300</b>	<b>\$ 54,379</b>	<b>\$ 55,929</b>	<b>\$ 56,432</b>
CONTRACTED SERVICES	\$ -	\$ -	\$ 1,696	\$ -
OFFICE SUPPLIES	1,850	0	500	250
COMPUTER SUPPLIES	0	239	480	280
TRAVEL	425	345	500	250
<b>TOTAL OPERATING COSTS</b>	<b>\$ 2,275</b>	<b>\$ 584</b>	<b>\$ 3,176</b>	<b>\$ 780</b>
<b>TOTAL</b>	<b>\$ 55,575</b>	<b>\$ 54,963</b>	<b>\$ 59,105</b>	<b>\$ 57,212</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### RECREATION

#### DESCRIPTION

Recreation provides a variety of quality programs and facilities to meet the leisure and facility needs of Amherst County citizens and visitors. The primary responsibilities of the department are to ensure Amherst County citizens are provided well-balanced leisure activities and to provide a clean and safe environment in all parks and recreation facilities.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$251,618	\$265,138	\$271,601	\$273,160
TOTAL OPERATING COSTS	78,469	105,992	107,510	92,650
CAPITAL	104,357	61,807	6,000	6,000
EXPENDITURES	\$434,444	\$432,937	\$385,111	\$371,810
REVENUES	49,013	57,337	49,000	57,000
NET COUNTY FUNDS	\$385,117	\$375,600	\$336,111	\$314,810
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	16	16	12	12

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in professional fees for a county fair director now being paid with through the County Fair Fund.

COUNTY STRATEGIC GOALS	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**RECREATION**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 142,831	\$ 144,307	\$ 148,637	\$ 148,637
SALARIES & WAGES PART-TIME	52,429	61,445	65,700	65,700
FICA	13,311	13,840	15,511	15,511
RETIREMENT (VRS)	14,096	14,142	14,567	16,113
HOSPITAL/MEDICAL PLANS	24,036	26,520	22,009	22,009
LIFE INS-EMPLOYER & EMPLOYEE	1,850	1,891	1,948	1,948
UNEMPLOYMENT CLAIMS	39	10	0	0
WORKMEN'S COMP	2,620	2,565	2,800	2,800
EMPLOYEE ASSISTANCE PROGRAM	67	72	72	85
VRS- HEALTH INS CREDIT	339	346	357	357
<b>TOTAL PERSONNEL</b>	<b>\$ 251,618</b>	<b>\$ 265,138</b>	<b>\$ 271,601</b>	<b>\$ 273,160</b>
CONTRACTED SVCS	263	0	0	0
PROFESSIONAL SERVICES	0	15,000	15,000	0
OUTSIDE PRINTING	0	375	500	500
ADVERTISING	1,720	1,995	1,800	2,000
REPAIRS & MAINT - VEHICLES	903	1,342	2,000	1,500
ELECTRICAL SERVICES	29,839	30,307	37,000	35,000
WATER & SEWER SERVICES	961	1,563	1,100	1,100
POSTAL SERVICES	1,037	1,032	1,100	500
TELECOMMUNICATIONS	6,222	6,547	7,000	6,500
LIABILITY INSURANCE	1,005	1,007	1,010	800
OFFICE SUPPLIES	2,026	3,346	2,400	2,400
GASOLINE OIL GREASE	1,389	1,894	1,000	1,500
CULTURAL SUPPLIES	1,781	5,103	2,000	1,900
RECREATIONAL SUPPLIES	14,526	14,812	18,000	18,000
VEHICLE SUPPLIES	0	0	500	500
TRAVEL	1,427	2,902	2,000	1,400
TRAVEL - BOARD MEMBERS	0	62	0	0
DUES & ASSOC MEMBERSHIPS	626	582	650	600
OTHER OPERATING COSTS	132	(200)	0	0
SPECIAL SERVICES	9,401	12,201	8,000	12,000
SENIOR CITIZENS EXPENSES	3,829	4,719	5,000	5,000
RENTAL-COPIER	1,383	1,403	1,450	1,450
<b>TOTAL OPERATING COSTS</b>	<b>\$ 78,469</b>	<b>\$ 105,992</b>	<b>\$ 107,510</b>	<b>\$ 92,650</b>
PARK EQUIP - REPLACEMENT	104,357	60,809	5,000	5,000
FURNITURE & FIXTURES	0	998	1,000	1,000
EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 104,357</b>	<b>\$ 61,807</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 434,443</b>	<b>\$ 432,937</b>	<b>\$ 385,111</b>	<b>\$ 371,810</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### TOURISM

#### DESCRIPTION

The Tourism Department accounts for all expenses associated with the community tourism program. The program is contracted with the Amherst County Chamber of Commerce for promotion of tourism, daily operation of the state certified visitor's center and coordination of program activities.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	56,172	41,581	41,200	36,900
CAPITAL	19,540	12,691	8,895	-
EXPENDITURES	\$ 75,712	\$ 54,272	\$ 50,095	\$ 36,900
REVENUES	38,693	36,247	37,200	36,000
NET COUNTY FUNDS	\$ 37,019	\$ 18,025	\$ 12,895	\$ 900
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 reflects the expenses of the contract between the County and the Amherst County Chamber of Commerce. The revenue reflects the 60% of lodging tax that is to be spent directly on tourism.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

✓

3. Promote and Protect County Assets

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**TOURISM**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PROFESSIONAL SERVICES	\$ 42,935	\$ 29,500	\$ 29,500	\$ 29,500
ADVERTISING	10,705	9,734	10,000	5,000
REPAIRS & MAINTENANCE	540	405	0	400
EQUIPMENT	19,540	12,691	8,895	0
RENTAL OF EQUIPMENT	1,993	1,942	1,700	2,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 75,712</b>	<b>\$ 54,272</b>	<b>\$ 50,095</b>	<b>\$ 36,900</b>
<b>TOTAL</b>	<b>\$ 75,712</b>	<b>\$ 54,272</b>	<b>\$ 50,095</b>	<b>\$ 36,900</b>

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*AMHERST*

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**AMHERST COUNTY**

**COMMUNITY  
DEVELOPMENT**



## County of Amherst, Virginia – Adopted Budget – FY 2020-2021

### COMMUNITY DEVELOPMENT PROJECTS

#### DESCRIPTION

The Community Development Projects Department accounts for any incentives owed by the County and any small County-wide projects that the County determines are needed for the betterment of the community.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	274,052	327,560	298,305	105,560
CAPITAL	227,724	0	336,970	0
EXPENDITURES	\$501,776	\$327,560	\$635,275	\$105,560
REVENUES	245,000	245,000	245,000	79,500
NET COUNTY FUNDS	\$256,776	\$82,560	\$390,275	\$26,060
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease in capital expenses and in project contributions to the EDA.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Adopted Budget – FY 2020-2021**

**COMMUNITY DEVELOPMENT PROJECTS**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
RIVEREDGE	\$ -	\$ 1,215	\$ 945	\$ -
WINTON DEVELOPMENT	0	42,125	16,900	0
PHELPS ROAD SCHOOL	0	0	336,970	0
LEARNING LANE	227,724	8,258	0	0
BROCKMAN PARK RECOUPMENT	26,058	25,968	26,060	26,060
EDA CONTRIBUTIONS - PROJECTS	247,994	249,994	254,400	79,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 501,776</b>	<b>\$ 327,560</b>	<b>\$ 635,275</b>	<b>\$ 105,560</b>
<b>TOTAL</b>	<b>\$ 501,776</b>	<b>\$ 327,560</b>	<b>\$ 635,275</b>	<b>\$ 105,560</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### EDA BOARD

#### DESCRIPTION

The EDA Board department accounts for expenses associated with staffing the board

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$3,607	\$3,445	\$4,522	\$9,043
TOTAL OPERATING COSTS	0	0	0	0
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$3,607</b>	<b>\$3,445</b>	<b>\$4,522</b>	<b>\$9,043</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$3,607</b>	<b>\$3,445</b>	<b>\$4,522</b>	<b>\$9,043</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	5	5	5	5

#### EXPLANATION OF CHANGES FOR FY 2021

The FY2 budget reflects an increase in board compensation.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	✓
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**EDA BOARD**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
COMPENSATION	\$ 3,350	\$ 3,200	\$ 4,200	\$ 8,400
FICA	257	245	322	643
<b>TOTAL PERSONNEL</b>	<b>\$ 3,607</b>	<b>\$ 3,445</b>	<b>\$ 4,522</b>	<b>\$ 9,043</b>
<b>TOTAL</b>	<b>\$ 3,607</b>	<b>\$ 3,445</b>	<b>\$ 4,522</b>	<b>\$ 9,043</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### EXTENSION SERVICE

#### DESCRIPTION

Virginia Cooperative Extension is an educational outreach program of Virginia's land grant universities, Virginia Tech and Virginia State University, and a part of the USDA's National Cooperative State Research, Education, and Extension Service. Their mission is to enable people to improve their lives through an educational process that uses scientific knowledge focused on local issues and needs.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$83,213	\$83,846	\$84,195	\$102,713
TOTAL OPERATING COSTS	2,155	2,899	3,300	2,400
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$85,368</b>	<b>\$86,745</b>	<b>\$87,495</b>	<b>\$105,113</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$85,368</b>	<b>\$86,745</b>	<b>\$87,495</b>	<b>\$105,113</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in personnel costs for a full-time extension agent.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	
4. Achieve Education Excellence	✓
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**EXTENSION SERVICE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
COMP COOP EXT AGENTS	\$ 71,534	\$ 68,569	\$ 68,569	\$ 80,807
RETIREMENT (VRSR)	11,679	15,277	15,626	21,906
<b>TOTAL PERSONNEL</b>	<b>\$ 83,213</b>	<b>\$ 83,846</b>	<b>\$ 84,195</b>	<b>\$ 102,713</b>
FURNITURE & FIXTURES	-	990	1,000	100
TELECOMMUNICATIONS	2,155	1,909	2,300	2,300
<b>TOTAL OPERATING COSTS</b>	<b>\$ 2,155</b>	<b>\$ 2,899</b>	<b>\$ 3,300</b>	<b>\$ 2,400</b>
<b>TOTAL</b>	<b>\$ 85,368</b>	<b>\$ 86,745</b>	<b>\$ 87,495</b>	<b>\$ 105,113</b>

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### PLANNING DEPARTMENT

#### DESCRIPTION

The Planning Department provides professional guidance and technical support to the Board of Supervisors, Planning Commission, Board of Zoning Appeals, County Administration, and to the public on land development activities. Staff administers the County's zoning and subdivision ordinances, development applications and rezoning applications. Staff also oversees the development and implementation of the comprehensive plan.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$217,424	\$229,106	\$230,835	\$231,754
TOTAL OPERATING COSTS	79,061	93,614	95,085	92,034
CAPITAL	15,000	15,711	37,744	1,480
<b>EXPENDITURES</b>	<b>\$311,485</b>	<b>\$338,431</b>	<b>\$363,664</b>	<b>\$325,268</b>
REVENUES	23,187	27,121	41,450	21,500
<b>NET COUNTY FUNDS</b>	<b>\$288,468</b>	<b>\$311,310</b>	<b>\$322,214</b>	<b>\$303,768</b>
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects a decrease due to one-time equipment purchases in FY20. The funding for the beautification committee will continue in FY21 in the amount of \$15K.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
4. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PLANNING DEPARTMENT**

<i>Planning</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 145,348	\$ 151,820	\$ 155,590	\$ 155,590
FICA	10,187	10,570	11,252	11,263
RETIREMENT (VRSR)	13,948	14,841	15,248	16,866
HOSPITAL/MEDICAL PLANS	24,142	27,720	23,415	22,947
LIFE INS-EMPLOYR & EMPLOYEE	1,831	1,977	2,039	2,039
WORKMEN'S COMP	2,145	2,156	2,200	2,700
EMPLOYEE ASSISTANCE PROGRAM	67	72	72	85
VRS HEALTH INS CREDIT	335	362	374	374
HYBRID S/LTD	193	265	246	243
<b>TOTAL PERSONNEL</b>	<b>\$ 198,198</b>	<b>\$ 209,783</b>	<b>\$ 210,436</b>	<b>\$ 212,107</b>
GIS	17,977	12,353	23,000	23,000
PRINTING	0	50	0	0
ADVERTISING	1,937	1,544	3,000	3,500
POSTAL SERVICES	351	583	700	500
TELECOMMUNICATIONS	1,882	2,126	2,000	2,100
OFFICE SUPPLIES	653	872	1,000	600
GASOLINE OIL GREASE	422	326	700	400
TRAVEL	63	110	0	0
TRAVEL & TRAINING	10,149	1,874	3,500	3,000
DUES & MEMBERSHIP	281	331	500	250
REGION 2000 PARTNERSHIP	40,035	40,175	39,978	39,834
SOFTWARE	15,000	12,000	12,000	12,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 88,752</b>	<b>\$ 72,344</b>	<b>\$ 86,378</b>	<b>\$ 85,184</b>
BEAUTIFICATION COMMITTEE	0	14,978	27,683	0
FURNITURE & FIXTURES	0	733	1,000	0
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 15,711</b>	<b>\$ 28,683</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 286,950</b>	<b>\$ 297,838</b>	<b>\$ 325,497</b>	<b>\$ 297,291</b>

<i>Zoning Board</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES PART-TIME	\$ 360	\$ 450	\$ 1,450	\$ 750
FICA	28	34	110	58
<b>TOTAL PERSONNEL</b>	<b>\$ 388</b>	<b>\$ 484</b>	<b>\$ 1,560</b>	<b>\$ 808</b>
ADVERTISING	358	246	500	500
POSTAL SERVICES	99	84	100	100
TRAVEL & TRAINING	0	714	1,000	900
<b>TOTAL OPERATING COSTS</b>	<b>\$ 457</b>	<b>\$ 1,044</b>	<b>\$ 1,600</b>	<b>\$ 1,500</b>
<b>TOTAL</b>	<b>\$ 844</b>	<b>\$ 1,528</b>	<b>\$ 3,160</b>	<b>\$ 2,308</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**PLANNING DEPARTMENT**

<i>Planning Commission</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES PART-TIME	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
FICA	1,339	1,339	1,339	1,339
<b>TOTAL PERSONNEL</b>	<b>\$ 18,839</b>	<b>\$ 18,839</b>	<b>\$ 18,839</b>	<b>\$ 18,839</b>
ADVERTISING	2,188	4,411	2,500	2,500
POSTAGE	524	255	300	300
TRAVEL & TRAINING	2,140	1,526	2,550	2,550
<b>TOTAL OPERATING COSTS</b>	<b>\$ 4,853</b>	<b>\$ 6,192</b>	<b>\$ 5,350</b>	<b>\$ 5,350</b>
EQUIPMENT	\$ -	\$ -	\$ 9,061	\$ 1,480
<b>CAPITAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,061</b>	<b>\$ 1,480</b>
<b>TOTAL</b>	<b>\$ 23,691</b>	<b>\$ 25,031</b>	<b>\$ 33,250</b>	<b>\$ 25,669</b>



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**AMHERST COUNTY**  
**HUMAN SERVICES**

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### SOCIAL SERVICES

#### DESCRIPTION

Social Services includes the areas of Welfare and Public Assistance. Amherst County Social Services provides services ranging from protective services for children, aged and disabled to day care, foster care, and adoption services. The agency administers the SNAP program, Medicaid, Auxiliary grants, TANF and other financial and energy assistance programs.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$1,889,337	\$2,110,926	\$2,303,853	\$2,353,753
TOTAL OPERATING COSTS	699,826	722,190	785,859	898,984
CAPITAL	12,777	77,340	2,000	0
<b>EXPENDITURES</b>	<b>\$2,601,940</b>	<b>\$2,910,456</b>	<b>\$3,091,712</b>	<b>\$3,252,737</b>
REVENUES	2,003,599	2,216,260	2,218,000	2,401,002
<b>NET COUNTY FUNDS</b>	<b>\$598,341</b>	<b>\$694,196</b>	<b>\$873,712</b>	<b>\$851,735</b>
FULL-TIME POSITIONS	42	42	42	42
PART-TIME POSITIONS	4	4	4	4

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase in salaries and related benefits, and foster care costs.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SOCIAL SERVICES**

<i>Social Services Operations</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 1,399,866	\$ 1,518,329	\$ 1,642,703	\$ 1,731,647
SALARIES & WAGES PART-TIME	17,042	18,520	19,555	33,000
FICA	100,838	108,081	127,163	134,999
RETIREMENT (VSRS)	132,618	142,652	156,788	165,850
HOSPITAL/MEDICAL PLANS	204,780	282,450	318,590	249,587
LIFE INS-EMPLOYEE & EMPLOYER	17,408	19,051	20,955	22,167
UNEMPLOYMENT COMPENSATION	6,314	12,582	5,000	2,500
WORKMEN'S COMPENSATION	4,025	1,090	4,000	4,000
EMPLOYEE ASSISTANCE PROGRAM	668	1,070	1,000	1,000
VRS - HEALTH INS CREDIT	3,190	3,491	3,837	4,060
STANDARD LTD	2,590	3,610	4,262	4,943
<b>TOTAL PERSONNEL</b>	<b>\$ 1,889,337</b>	<b>\$ 2,110,926</b>	<b>\$ 2,303,853</b>	<b>\$ 2,353,753</b>
PROFESSIONAL SERVICES-OTHER	14,722	6,832	17,100	17,000
REPAIRS & MAINTENANCE	90	71	0	0
MAINTENANCE SVC CONTRACTS	20,255	1,070	600	1,500
ADVERTISING	2,655	1,470	2,000	773
PS FROM OTHER GOVT ENTITIES	1,058	1,062	1,600	1,200
JANITORIAL SERVICES	1,500	18,050	18,000	18,000
REPAIRS & MAINT AUTOMOBILES	1,819	3,498	4,000	2,000
REPAIRS & MAINT BUILDING	166	0	500	500
LEGAL SERVICES	61,191	36,373	80,000	75,000
ELECTRICAL SERVICES	14,187	13,816	12,000	12,000
WATER & SEWER SERVICES	2,461	2,247	3,000	2,500
POSTAL SERVICES	6,171	6,255	8,000	8,500
TELECOMMUNICATIONS	23,666	27,155	24,664	26,000
LIABILITY INSURANCE - AUTO	5,025	4,531	4,500	4,000
SURETY BONDS	300	300	300	300
OFFICE SUPPLIES	23,957	22,071	20,660	20,000
JANITORIAL SUPPLIES	207	197	213	300
VEHICLE SUPPLIES	6,580	6,859	5,336	6,500
TRAVEL-MILEAGE/FARES	512	1,390	1,060	100
TRAVEL-MEALS/LODGING	181	60	400	200
TRAVEL - CONVEN & EDUCATION	18,919	19,864	24,015	8,000
DUES & ASSOC MEMBERSHIPS	965	1,050	930	900
OTHER OPERATING COSTS	6,126	6,993	5,600	6,600
EQUIPMENT RENTAL	7,784	8,060	8,000	7,000
RENT/DEPRECIATION-BUILDING	21,909	28,671	28,671	28,671
<b>TOTAL OPERATING COSTS</b>	<b>\$ 242,406</b>	<b>\$ 217,945</b>	<b>\$ 271,149</b>	<b>\$ 247,544</b>
FURNITURE & FIXTURES	12,777	34,839	2,000	0
AUTOMOBILE PURCHASES	0	42,501	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 12,777</b>	<b>\$ 77,340</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 2,144,520</b>	<b>\$ 2,406,211</b>	<b>\$ 2,577,002</b>	<b>\$ 2,601,297</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SOCIAL SERVICES**

<i>Public Assistance</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
FICA	\$ 1,717	\$ 2,208	\$ -	\$ -
AUXILIARY GRANTS	137,134	88,165	130,710	75,252
INDEPENDENT LIVING GRANT	489	1,239	1,932	2,619
AID TO DEPENDENT CHILDREN	0	0	1,000	1,000
IV-E FOSTER CARE	179,921	197,637	186,030	232,383
EMERGENCY ASSISTANCE	0	0	500	3,000
FOSTER PARENT RESPITE CARE	189	0	0	1,876
FAMILY PRESERVATION	2,705	2,709	3,460	3,460
CHILD WELFARE SA & SUPP SERVICES	5,291	4,899	4,123	4,792
FOSTERING FUTURES	0	20,386	24,000	35,852
SPECIAL NEEDS ADOPTION	39,996	16,536	37,668	12,269
ADOPTION SUBSIDY	56,538	117,033	43,688	191,148
ADULT SERVICES	26,146	29,911	32,950	35,230
ADULT PROTECTIVE SERVICES	3,989	3,730	3,781	3,721
AFDC-UP MANUAL	0	0	1,000	1,000
PROMOTING SAFE/STABLE FAMILIES	0	13,357	18,000	18,557
JOBS VIEW	3,305	6,435	25,868	29,281
<b>TOTAL OPERATING COSTS</b>	<b>\$ 457,420</b>	<b>\$ 504,245</b>	<b>\$ 514,710</b>	<b>\$ 651,440</b>
<b>TOTAL</b>	<b>\$ 457,420</b>	<b>\$ 504,245</b>	<b>\$ 514,710</b>	<b>\$ 651,440</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### Child Services Act

#### DESCRIPTION

The Amherst County Office of Children's Services Act (CSA) Director coordinates all matters pertaining to CSA. This includes staffing the Amherst Community Policy & Management Team (CPMT) and the Family Assessment Planning & Treatment (FAPT) Team, serving as a liaison between the Teams, coordinating the implementation of CSA funded services including utilization management and reporting. The Director monitors the CSA budgets and makes budgetary, operational and programming recommendations to the CPMT and County Administrator. Additional responsibilities include coordinating service delivery and identifying service strengths and gaps in collaboration with the Juvenile Court, Schools, Social Services, Community Services Board, Health Department, public and private service providers, religious organizations, youth and families, and other parties involved with human services in the Amherst community. The CSA director is also involved with the following; resource development; program development and oversight; and assisting the CPMT in advocating for changes in law and policies and procedures that will improve community conditions for youth development.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$65,907	\$82,688	\$86,857	\$87,316
TOTAL OPERATING COSTS	413,502	413,107	4,300	4,100
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$479,409</b>	<b>\$495,795</b>	<b>\$91,157</b>	<b>\$91,416</b>
REVENUES	11,711	11,764	11,700	11,700
<b>NET COUNTY FUNDS</b>	<b>467,698</b>	<b>484,031</b>	<b>79,457</b>	<b>79,716</b>
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	1	1	1

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase due increased personnel costs.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**Child Services Act**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
SALARIES & WAGES FULL-TIME	\$ 50,101	\$ 64,446	\$ 52,723	\$ 52,723
SALARIES & WAGES PART-TIME	\$ -	\$ -	\$ 16,159	\$ 16,040
CPMT - PARENT REPRESENTATIVE	0	0	600	600
FICA	3,704	4,785	5,197	5,233
VRS	5,000	5,310	5,167	5,716
HOSPITALIZATION	5,988	6,930	5,832	5,832
GR LIFE	656	710	691	691
WORKMAN COMP	19	24	50	45
EAP	22	33	32	30
HEALTH INS CREDIT	120	130	127	127
HYBRID-LT DISABILITY	296	320	279	279
<b>TOTAL PERSONNEL</b>	<b>\$ 65,907</b>	<b>\$ 82,688</b>	<b>\$ 86,857</b>	<b>\$ 87,316</b>
POSTAGE	247	235	300	400
TELECOMMUNICATION	678	550	700	1,000
OFFICE SUPPLIES	640	460	1,100	1,200
TRAVEL	927	865	1,200	1,500
COMPREHENSIVE SERVICES ACT	411,009	410,000	0	0
FURNITURE & FIXTURES	0	997	1,000	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 413,502</b>	<b>\$ 413,107</b>	<b>\$ 4,300</b>	<b>\$ 4,100</b>
<b>TOTAL</b>	<b>\$ 479,409</b>	<b>\$ 495,795</b>	<b>\$ 91,157</b>	<b>\$ 91,416</b>



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*AMHERST*

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**AMHERST COUNTY  
DEBT SERVICE & OTHER**

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COUNTYWIDE

#### DESCRIPTION

The budget for Countywide expenditures includes budgetary appropriations that aren't specific to any County department.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$46,993	\$23,046	\$1,095,297
TOTAL OPERATING COSTS	3,140,349	3,942,014	3,321,753	3,222,061
CAPITAL	0	0	972,129	0
EXPENDITURES	\$3,140,349	\$3,989,007	\$4,316,928	\$4,317,358
REVENUES				
NET COUNTY FUNDS	\$3,140,349	\$3,989,007	\$4,316,928	\$4,317,358
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects personnel, CIP, and Supplemental costs that will be reassigned to individual departments after adoption of the budget.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth	✓
2. Promote Tourism	
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	✓
4. Recruit and Retain High Quality Staff	✓
6. Increase Citizen Engagement	✓

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<i>Janitorial Services</i>				
CONTRACT SERVICES	\$ 87,343	\$ 86,803	\$ 91,000	\$ 91,000
TOTAL OPERATING COSTS	\$ 87,343	\$ 86,803	\$ 91,000	\$ 91,000
TOTAL	\$ 87,343	\$ 86,803	\$ 91,000	\$ 91,000

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COUNTYWIDE

<i>External Providers</i>	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Mandatory</b>				
Blue Ridge Regional Jail	\$ 1,371,407	\$ 1,812,803	\$ 1,600,000	\$ 1,430,564
Amherst County Health Department	239,493	239,493	239,493	239,493
Horizon Behavioral Health	100,948	136,500	139,230	143,844
REGION 2000 REGIONAL COMMISS	18,416	18,481	18,390	18,324
<b>Contractual</b>				
Management Fee Winton	28,880	0	0	0
CONTRIB-ACSA PUBLIC SEWER LI	166,035	167,925	171,787	0
EDA - STRATEGIC PLAN	227,741	227,741	227,741	227,741
EDA - OPERATIONAL BUDGET	165,950	165,950	165,950	168,950
<b>Discretionary</b>				
CONTRIBUTION-CENT VA COMM AG	6,740	6,740	6,740	6,740
CONTRIB - JAMES RIVER ASSOC	0	0	35,000	0
CONTRIBUTION-GLTC	73,313	74,780	76,275	77,800
CONTRIBUTION-YWCA FAMILY VIO	3,395	3,395	3,395	3,395
CONTRIB- CASA	4,690	4,690	4,690	4,690
LYNCHBURG AREA CENTR - INDEP	1,250	1,250	1,250	1,250
CONTRIB - THE ARC	1,450	1,450	1,450	1,450
CONTRIB - NEIGHBORS HELPING N.	0	1,500	0	1,500
CONTRIBUTION-CVCC	0	785	777	770
CVCC - SMALL BUSINESS DEV CE	5,965	5,965	5,965	6,000
CONTRIBUTION-SOIL CONS DIST	8,500	8,500	8,500	8,500
LEGAL AID SOCIETY	0	0	0	2,500
CONTRIB - MONACAN INDIANS	0	0	0	500
<b>TOTAL</b>	<b>\$ 2,424,173</b>	<b>\$ 2,877,948</b>	<b>\$ 2,706,633</b>	<b>\$ 2,344,011</b>

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
ELECTRICAL SERVICES	\$ 142,307	\$ 134,361	\$ 140,000	\$ 140,000
HEATING OIL/PROPANE	\$ 33,197	\$ 29,629	\$ 25,000	\$ 30,000
WATER & SEWER SERVICES	\$ 12,617	\$ 12,708	\$ 13,000	\$ 13,000
WATER USAGE - SCHOOL/SOC SVCS	\$ 5,102	\$ 4,593	\$ 5,000	\$ 5,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 193,223</b>	<b>\$ 181,291</b>	<b>\$ 183,000</b>	<b>\$ 188,000</b>
<b>TOTAL</b>	<b>\$ 193,223</b>	<b>\$ 181,291</b>	<b>\$ 183,000</b>	<b>\$ 188,000</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COUNTYWIDE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
ELDERLY PROPERTY TAX RELIEF	\$ 242,112	\$ 242,307	\$ -	\$ -
PURCHASE SCHOOL BUSES	0	200,000	0	0
<b>NONDEPARTMENTAL</b>				
CONSTITUTIONAL 2%	72	0	0	0
MARKET ADJUSTMENT	0	0	0	790,000
COLA	0	0	0	235,297
CONTINGENCY	0	13,901	3,046	50,000
MEDICAL EMPLOYER'S PORTION	0	7,500	20,000	20,000
WORKMAN COMP (COUNTY)	0	25,022	0	0
EAP	0	570	0	
DISASTER EXPENSES	43,557	4,848	0	0
LINE OF DUTY	68,696	67,962	70,000	85,000
REASSESSMENT	3,421	192,405	198,830	0
DOCUMENT SCANNING	830	11,680	7,490	0
AFFORDABLE HEALTH CARE EXCIS	753	0	800	900
OTHER OPERATING EXPENSES	2,416	0	0	0
CIP PROJECTS	0	0	765,000	248,000
RECURRING SUPPLEMENTAL PROJECTS	0	0	0	28,900
SUPPLEMENTAL PROJECTS	0	0	207,129	243,750
<b>INTERNAL SERVICES</b>				
FICA				
GEN LIAB PROP PUBLIC OFFIC	66,330	69,827	55,000	60,000
COPY MACHINE MAINT & SUPPLY	1,163	1,231	2,000	16,000
COPY MACHINE/FAX RENTAL/LEAS	6,261	5,712	7,000	7,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 435,610</b>	<b>\$ 842,965</b>	<b>\$ 1,336,295</b>	<b>\$ 1,785,347</b>
<b>TOTAL</b>	<b>\$ 435,610</b>	<b>\$ 842,965</b>	<b>\$ 1,336,295</b>	<b>\$ 1,785,347</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### DEBT SERVICE

#### DESCRIPTION

The budget for Debt Service supports the County's annual payments toward long-term and short-term obligations for County and School facilities. Ongoing revenues of the general fund feed debt service. In the Commonwealth of Virginia, there is no statutory limitation on the amount of general obligation debt the County may incur during a year. The County has a debt policy that imposes limits on the amount of total debt and debt service the general fund can incur.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	3,173,773	3,768,981	3,764,795	3,774,573
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$3,173,773</b>	<b>\$3,768,981</b>	<b>\$3,764,795</b>	<b>\$3,774,573</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$3,173,773</b>	<b>\$3,768,981</b>	<b>\$3,764,795</b>	<b>\$3,774,573</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increase as a result of the 2020 scheduled debt payments. No new debt was incurred in FY20.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

✓

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**DEBT SERVICE**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
INTEREST - RADIO	\$ 83,196	\$ 75,991	\$ 68,565	\$ 60,900
OTHER DEBT SERVICE COSTS	5,250	0	2,000	2,000
PRINCIPAL - EDA 2017A LANDFILL	0	222,000	227,000	233,000
INTEREST - EDA 2017A LANDFILL	75,958	99,947	94,178	88,267
PRINCIPAL - EDA 2017B COUNTY	464,000	443,000	453,000	465,000
INTEREST - EDA 2017B COUNTY	87,100	109,260	98,867	88,218
INTEREST -EDA ANIMAL SHELTER	54,081	52,858	83,374	56,467
PRINCIPAL- ANIMAL SHELTER	29,293	0	0	28,170
PRINCIPAL - RADIO	227,640	234,640	242,200	249,760
SCHOOL DEBT INTEREST	259,708	214,789	172,372	135,664
SCHOOL DEBT PRINCIPAL	886,515	920,634	788,916	697,909
PINNACLE LEASE - PRINCIPAL	275,000	650,000	700,000	860,000
PINNACLE LEASE - INTEREST	334,406	324,000	308,813	291,263
USBANKCORP - PRINCIPAL	200,000	235,000	345,000	345,000
USBANKCORP - INTEREST	191,625	186,862	180,510	172,955
<b>TOTAL OPERATING COSTS</b>	<b>\$ 3,173,773</b>	<b>\$ 3,768,981</b>	<b>\$ 3,764,795</b>	<b>\$ 3,774,573</b>
<b>TOTAL</b>	<b>\$ 3,173,773</b>	<b>\$ 3,768,981</b>	<b>\$ 3,764,795</b>	<b>\$ 3,774,573</b>



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### TRANSFERS FROM GENERAL FUND

#### DESCRIPTION

The budget for Transfers supports transfers made from the County's general fund to other funds.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	16,206,032	15,789,112	15,888,360	15,559,450
CAPITAL	0	0	0	0
EXPENDITURES	\$16,206,032	\$15,789,112	\$15,888,360	\$15,559,450
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$16,206,032	\$15,789,112	\$15,888,360	\$15,559,450
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2021

The FY21 budget reflects an increased CSA transfer due to increased foster care expenses, and a reduced transfer to the Solid Waste Fund as a result of cost savings.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

✓

4. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**TRANSFERS FROM GENERAL FUND**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
TRANSFER TO CONSTRUCTION	\$ 422,500	\$ 327,715	\$ -	\$ -
TRANSFER TO GRANTS	-	296,334	-	-
TRANSFER TO FORFEITED ASSETS	-	1,500	-	-
TRANSFER TO FARMERS' MARKET	-	6,900	-	-
TRANSFER TO COUNTY FAIR	60,000	35,000	60,000	-
TRANSFER TO LANDFILL	1,280,162	1,362,986	1,446,025	1,102,115
TRANSFER TO EDA	-	2,000	-	-
TRANSFER TO CSA	-	-	425,000	500,000
TRANSFER TO SCHOOL CONSTRUCT	570,000	305,246	55,246	55,246
TRANSFER TO SCHOOL FUND	13,873,370	13,451,431	13,902,089	13,902,089
<b>TOTAL OPERATING COSTS</b>	<b>\$ 16,206,032</b>	<b>\$ 15,789,112</b>	<b>\$ 15,888,360</b>	<b>\$ 15,559,450</b>
<b>TOTAL</b>	<b>\$ 16,206,032</b>	<b>\$ 15,789,112</b>	<b>\$ 15,888,360</b>	<b>\$ 15,559,450</b>

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*AMHERST*

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**AMHERST COUNTY  
SPECIAL REVENUE FUNDS**



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### AMHERST DISASTER RECOVERY GROUP FUND

#### DESCRIPTION

The Amherst Disaster Recovery Group Fund accounts for all donations in response to a disaster. The fund was created in response to the April 2018 tornado, and will remain available for future disaster needs. All funds are to be spent on identified disaster needs for citizens of Amherst County. It is not appropriate to budget for the expenditure of these funds until the Amherst Disaster Recovery Group identifies a use.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
General Donations	\$9,700	\$48,683	\$0	\$0
Restricted Donations	0	24,972	0	0
<b>Total Revenues</b>	<b>\$9,700</b>	<b>\$73,655</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Reimbursement to Families	0	20,810	0	0
Volunteer Expenses	0	734	0	0
Home Construction	0	39,543	0	0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$61,087</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### COUNTY FAIR FUND

#### DESCRIPTION

The County Fair was created in FY 2018 and the first event was held in FY 2019. The County Fair Fund accounts for all revenues and expenses associated with the annual County Fair. The County Fair committee develops this budget at a later date than the annual county budget. These funds revert back to the General Fund if the County Fair were to discontinue operations.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
County Contribution	\$60,000	\$35,000	\$60,000	\$0
Ride Revenue	0	27,718	0	0
Sponsorship	5,555	27,695	0	0
Vendor Fees	3,225	7,811	0	0
Alcohol Sales	0	8,876	0	0
Admission Revenue	0	18,411	0	0
In-kind Sponsorship	0	27,357	0	0
Ice Revenue	0	711	0	0
Miscellaneous	0	2,402	0	0
<b>Total Revenues</b>	<b>\$68,780</b>	<b>\$155,981</b>	<b>\$60,000</b>	<b>\$0</b>
<b>Expenditures</b>				
Advertising & Website	53	29,576	0	0
Volunteer Supplies	0	14,872	0	0
Office Supplies	60	1,691	0	0
Alcoholic Beverages	0	8,265	0	0
Infrastructure & Grounds	36	43,993	0	0
Rentals	1,722	8,861	0	0
EMT & Sherriff Compensation	0	19,579	0	0
Fireworks	1,750	1,750	0	0
Entertainment	1,000	20,461	0	0
Transportation		1,646	0	0
Miscellaneous	213	16,355	0	0
<b>Total Expenditures</b>	<b>\$4,834</b>	<b>\$167,049</b>	<b>\$0</b>	<b>\$0</b>

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**COUNTY FAIR FUND**

<b>COUNTY STRATEGIC GOALS</b>	<b>Agency Primarily Supports</b>
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	
5. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### CHILDREN SERVICES ACT (CSA) FUND

#### DESCRIPTION

The CSA Program provides services to children and youth who come to be managed by the local Family and Planning Assessment Team (FAPT) and the Amherst Community Policy Management Team (CPMT).

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
CSA Custodial Service Reimbursement	\$9,112	(\$700)	\$4,000	\$4,000
Vendor Refunds - Medicaid Paid Services	0	11,921	12,000	12,000
Parental Reimbursement	5,200	20,461	12,000	12,000
CSA SSI/Social Security Payments	46,699	56,625	50,000	50,000
State Reimbursement - CSA	1,164,001	1,093,054	1,200,000	1,200,000
CSA - Child Support	4,201	1,811	5,000	5,000
Transfer from General Fund	411,009	410,000	425,000	500,000
<b>Total Revenues</b>	<b>\$1,640,222</b>	<b>\$1,593,172</b>	<b>\$1,708,000</b>	<b>\$1,783,000</b>
<b>Expenditures</b>				
Mandated Services	1,182,171	1,828,770	1,625,000	1,690,000
Non-Mandated Services	25,648	61,242	83,000	93,000
PSSF - Healthy Families Grant	7,745	0	0	0
<b>Total Expenditures</b>	<b>\$1,215,564</b>	<b>\$1,890,012</b>	<b>\$1,708,000</b>	<b>\$1,783,000</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth
2. Promote Tourism
3. Promote and Protect County Assets
4. Achieve Education Excellence
5. Recruit and Retain High Quality Staff
6. Increase Citizen Engagement

✓



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### DARE REVENUE FUND

#### DESCRIPTION

The Dare Revenue Fund accounts for three different revenues in Amherst County. The first revenue is from DARE program donations. These donations are used for DARE program activities by the Sheriff's Office. The second revenue source is from donations to the Alzheimer's electronic monitoring program managed through the Sheriff's office. The third is the concealed weapons permit fees charged by the Circuit Court Clerk's office and are used for either the DARE program or the Alzheimer's monitoring program. It is not appropriate to budget for these funds until the Sheriff's office identifies a use.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Dare Donations	\$27,160	\$27,672	\$0	\$0
Alzheimer's	\$6,140	\$7,131	0	0
Concealed Weapon Permits	17,100	15,504	0	0
<b>Total Revenues</b>	<b>\$50,400</b>	<b>\$50,307</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Dare Purchases	43,932	33,595	0	0
Alzheimer's	5,172	10,049	0	0
<b>Total Expenditures</b>	<b>\$49,104</b>	<b>\$43,644</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

✓

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FUND

#### DESCRIPTION

The DHCD Fund accounts for the Community Development Block Grant (CDBG). The CDBG is designed to preserve, rehabilitate and improve low income neighborhoods through low interest loans and rehabilitation of blighted properties. The grant is a reimbursement grant so that appropriations are approved as revenue is received.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Vendor Refund	\$3,700	\$0	\$0	\$0
Individual Loan Repayment Agreement	0	0	0	0
CDBG - Project Income	0	0	0	0
CDBG - Old Town Madison Heights	0	0	0	0
<b>Total Revenues</b>	<b>\$3,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Contract Services - Planning Grant	3,700	0	0	0
Principal Forgiveness - Stump Hill	19,261	18,001	0	0
Contract Services - Old Town Madison Heights	0	5,840	0	0
Advertising - Old Town Madison Heights	373	0	0	0
<b>Total Expenditures</b>	<b>\$23,334</b>	<b>\$23,841</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### E-911 FUND

#### DESCRIPTION

The E-911 Fund accounts for revenue distributed by the state to localities for the purpose of maintaining the E-911 infrastructure. The state requires wireless providers to collect a fee on service accounts located in the Commonwealth of Virginia. Each locality then receives sixty percent of these funds based on its share of the revenue. It is not appropriate to budget for these funds until the Public Safety Department identifies a use.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Sale of Maps	\$198	\$357	\$0	\$0
State Revenue - Wireless 911	81,166	130,500	0	0
<b>Total Revenues</b>	<b>\$81,364</b>	<b>\$130,857</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Materials & Supplies	5	981	0	0
Software	0	0	0	0
Transfer to General Fund	300,000	0	0	0
<b>Total Expenditures</b>	<b>\$300,005</b>	<b>\$981</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### ELECTRONIC SUMMONS FUND

#### DESCRIPTION

The Electronic Summons Fund accounts for a fee collected as part of the costs in a criminal or traffic case in the district or circuit court located where the case is brought and in which a defendant is charged with a violation of any statute or ordinance. These funds may only be used by the Sheriff's Office for software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system. It is not appropriate to budget for these funds until the Sheriff's office identifies a use.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Summons Fee	\$0	\$18,281	\$18,937	\$0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$18,281</b>	<b>\$18,937</b>	<b>\$0</b>
<b>Expenditures</b>				
Transfer to General Fund	0	0	18,937	0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,937</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth
2. Promote Tourism
3. Promote and Protect County Assets
4. Achieve Education Excellence
5. Recruit and Retain High Quality Staff
6. Increase Citizen Engagement

✓



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### FARMERS' MARKET FUND

#### DESCRIPTION

The Farmers' Market Fund accounts for all revenue received from the Farmers' Market created in FY 2019, as well as expenses incurred for the market. These funds will revert back to the General Fund should the Farmers' Market end.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Vendor Revenue	\$0	\$0	\$0	\$0
Transfer from General Fund	0	6,900	0	0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$6,900</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Advertising	0	90	0	0
Maintenance and Supplies	0	1,794	0	0
Equipment	0	0	0	0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$1,884</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

✓

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### FORFEITED ASSETS FUND

#### DESCRIPTION

The Forfeited Assets Fund is a required fund by the Commonwealth of Virginia used to monitor the receipts of assets seized as a result of police investigations of criminal activity. The seizure of assets is a civil forfeiture based upon probable cause to believe the asset was used in substantial connection to a drug violation. Upon judicial action authorizing such seizure, the asset is remitted to the Commonwealth of Virginia. When the asset is sold the State is allocated a portion of the collected value and returns the balance to the respective locality to allocate between the Sheriff's Office, the Commonwealth Attorney's Office and other municipalities, if appropriate. The expenditure of these funds must be related to law enforcement purposes. Per State Code it is not appropriate to budget or anticipate revenues in this fund; therefore, only figures for actual revenues can be demonstrated in the budget.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Local Confiscated Assets - Sheriff	\$2,735	\$6,006	\$0	\$0
State Confiscated Assets - Sheriff	10,178	12,563	10,825	0
State Confiscated Assets - Comm Atty	2,768	2,907	4,655	0
Fed. Confiscated Assets - Sheriff	2,674	3,340	0	0
Fed. Confiscated Assets - Comm Atty	0	0	0	0
Use of Fund Balance	0	1,500	0	0
<b>Total Revenues</b>	<b>\$18,355</b>	<b>\$26,316</b>	<b>\$15,480</b>	<b>\$0</b>
<b>Expenditures</b>				
Sheriff Expenses	0	0	0	0
Transfer to General - Sheriff	44,273	17,500	10,825	0
Transfer to General - Comm Atty	20,916	0	4,655	0
<b>Total Expenditures</b>	<b>\$65,189</b>	<b>\$17,500</b>	<b>\$15,480</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

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6. Increase Citizen Engagement

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### RECREATION ACTIVITIES FUND

#### DESCRIPTION

The Recreation Activities Fund accounts for funds held in escrow for various Recreation and Parks activities. The funds are received by donations or fees paid for various classes, events, rentals or permits. Currently youth sports, recreation sponsored trips, and donations to sponsor youth sports are the activities included within the fund. It is not appropriate to budget within this fund until funds are received and Recreation and Parks identifies their use.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Team Pictures	\$1,958	\$3,465	\$0	\$0
Trips	\$37,386	\$23,885		
Donations	0	336	0	0
<b>Total Revenues</b>	<b>\$39,344</b>	<b>\$27,686</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Trips	46,434	27,767	0	0
Team Pictures	1,899	2,731	0	0
Transfer to General Fund	2,500	0	0	0
<b>Total Expenditures</b>	<b>\$50,833</b>	<b>\$30,498</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

✓

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

✓



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### SPECIAL REVENUE FUND

#### DESCRIPTION

The Special Revenue Fund accounts for two different revenues in Amherst County. The first revenue is private library donations. These donations must be used for the Amherst County Library. The second revenue source is escrow funds received as part of the erosion control permit process. Erosion escrow funds are either returned to the payor after construction is complete or used to mitigate issues with erosion at a construction site. It is not appropriate to budget for these funds until a County identifies a use.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Library Donations	\$3,178	\$94	\$0	\$0
Escrow - Erosion Control	2,091	2,930	0	0
<b>Total Revenues</b>	<b>\$5,269</b>	<b>\$3,024</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Erosion Escrow Expenditure	5,000	8,699	0	0
<b>Total Expenditures</b>	<b>\$5,000</b>	<b>\$8,699</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth
2. Promote Tourism
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5. Recruit and Retain High Quality Staff
6. Increase Citizen Engagement

✓



## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### SPECIAL WELFARE FUND

#### DESCRIPTION

The Special Welfare Fund account is for monies received by Social Services to be used for those persons in the custody of the County and those receiving public assistance. The funds are donations for children in the custody of the County as well as restitution payments made by individuals who received public assistance for food stamps and fuel. Those monies are not part of the locality's reimbursements for regular program and administrative costs incurred by the County in delivering services to the citizens. It is not appropriate to budget for these revenues and associated expenditures until Social Services identifies the need.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Interest	\$0	\$1	\$0	\$0
Organization Donations - Pepsi	478	247	0	0
Foster Children Revenue	6,970	0	0	0
Special Welfare Revenue	60,544	81,604	0	0
<b>Total Revenues</b>	<b>\$67,992</b>	<b>\$81,852</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Food Stamp Restitution	11,052	5,435	0	0
Fuel Assist Program	816	0	0	0
General Aid	2,740	6,042	0	0
Miscellaneous	1,422	0	0	0
Foster Children Expense	54,619	73,395	0	0
Miscellaneous - Pepsi	314	0	0	0
<b>Total Expenditures</b>	<b>\$70,963</b>	<b>\$84,872</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth
2. Promote Tourism
3. Promote and Protect County Assets
4. Achieve Education Excellence
5. Recruit and Retain High Quality Staff
6. Increase Citizen Engagement

✓

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### TELECOMMUNICATIONS FUND

#### DESCRIPTION

The Telecommunications Fund provides for the ongoing replacement and enhancement of the County's telephone system.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Telecommunications Internal - Misc	\$0	\$0	\$4,900	\$0
Telecommunications Charges - Dept.	84,328	92,312	0	0
<b>Total Revenues</b>	<b>\$84,328</b>	<b>\$92,312</b>	<b>\$4,900</b>	<b>\$0</b>
<b>Expenditures</b>				
Telecommunication	64,172	58,698	0	0
<b>Total Expenditures</b>	<b>\$64,172</b>	<b>\$58,698</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

5. Recruit and Retain High Quality Staff

6. Increase Citizen Engagement

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*AMHERST*

Perfect Slice of Virginia

# **AMHERST COUNTY COMPONENT UNITS**



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**  
**AMHERST COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

**DESCRIPTION**

The Economic Development Authority (EDA) is a component unit of Amherst County. The EDA was created to promote economic development efforts that retain the county's businesses and employment base, facilitate the growth of existing commercial and industrial enterprises, and attract new businesses and employment opportunities. The County contributes one penny of real estate tax revenue of \$227,741 each year to the EDA's strategic plan, and makes an annual contribution to their operations as well.

**FINANCIAL DATA**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
Bond Annual Fees	\$11,683	\$5,334	\$0	\$0
Rent - Central VA Community College	99,036	0	0	0
Rent - Amelon Eda Building	36,047	40,200	41,200	0
.01 Strategic Plan	227,741	227,741	227,741	0
Program Income	2,050	3,240	3,300	0
Adoption Center Loan	42,950	40,962	42,951	0
Education Scholarship	2,410	2,475	0	0
Contribution - Fire Truck	0	0	667,378	0
County Contribution	165,950	168,829	165,950	0
Use of Fund Balance	0	0	7,081	0
Strategic Plan - AEP	6,000	1,000	0	0
Strategic Plan - CDBG Grant	3,480	0	0	0
Strategic Plan - USDA	7,998	0	0	0
<b>Total Revenues</b>	<b>\$605,345</b>	<b>\$489,781</b>	<b>\$1,155,601</b>	<b>\$0</b>
<b>Expenditures</b>				
Administration & Operation Costs	215,247	152,678	784,434	0
Branding	9,199	7,758	6,000	0
Development Small				
Business/Entrepreneur	6,158	45,944	55,000	0
Leadership Development	11,997	9,992	10,700	0
Space for Business to Grow	15,321	19,217	121,041	0
Education & Workforce Development	468	5,944	35,000	0
Amelon Commerce Center	8,470	16,485	22,000	0
EDA Amelon Building	23,930	7,919	31,297	0
CVCC	17,468	20	0	0
USDA Loans	27,863	27,230	42,951	0
Strategic Plan Grants Expenses	11,409	0	0	0
Reserves	0	0	47,178	0
<b>Total Expenditures</b>	<b>\$347,530</b>	<b>\$293,187</b>	<b>\$1,155,601</b>	<b>\$0</b>

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**  
**AMHERST COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

<b>COUNTY STRATEGIC GOALS</b>	<b>Agency Primarily Supports</b>
1. Promote Business Growth	✓
2. Promote Tourism	✓
3. Promote and Protect County Assets	✓
4. Achieve Education Excellence	✓
5. Recruit and Retain High Quality Staff	✓
6. Increase Citizen Engagement	✓

## County of Amherst, Virginia – Proposed Budget – FY 2020-2021

### SCHOOL OPERATING FUND

#### DESCRIPTION

The School Division budget is included in its entirety below. The County's contribution from its General Fund provides funding for school operations. It is highlighted in yellow below.

#### FINANCIAL DATA

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Revenues</b>				
State	\$26,133,462	\$26,848,752	\$28,981,701	\$30,378,400
Federal	2,221,743	2,356,645	2,356,645	2,430,197
Local Operating Funds	13,830,217	13,902,089	13,902,089	13,902,089
Other Local Funds	876,994	1,038,379	842,966	519,427
Other	627,128	681,681	681,681	0
<b>Total Revenues</b>	<b>\$43,689,544</b>	<b>\$44,827,546</b>	<b>\$46,765,082</b>	<b>\$47,230,113</b>
<b>Expenditures</b>				
Instructional	30,689,697	31,580,181	33,239,990	33,656,091
Administration, Attendance & Health	2,020,529	2,216,718	2,213,879	2,306,779
Transportation	2,985,508	2,950,759	3,092,238	3,265,111
Maintenance	3,776,626	3,811,398	3,748,828	4,091,872
Technology	1,307,319	1,257,520	1,431,821	1,480,364
Federal Programs	2,898,389	3,003,779	3,038,326	2,430,197
<b>Total Expenditures</b>	<b>\$43,678,068</b>	<b>\$44,820,355</b>	<b>\$46,765,082</b>	<b>\$47,230,413</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Promote Business Growth

✓

2. Promote Tourism

3. Promote and Protect County Assets

✓

4. Achieve Education Excellence

✓

5. Recruit and Retain High Quality Staff

✓

6. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SCHOOL OPERATING FUND**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>State Revenues</b>				
Standard of Quality Programs (SOQ)	\$11,977,526	\$12,475,856	\$12,990,993	\$14,138,660
Basic Aid - PPA	291,579	264,205	274,807	291,906
Textbooks - PPA	292,163	354,233	368,447	320,507
Vocational Ed SOQ - PPA	127,489	131,197	136,462	141,241
Gifted SOQ - PPA	1,755,634	1,907,610	1,984,156	1,988,232
Remedial Education SOQ - PPA	496,677	501,174	521,284	532,368
VRS Retirement	1,798,130	1,779,036	1,855,882	2,020,826
Social Security	783,528	805,552	840,605	866,456
Group Life	53,121	55,103	57,314	62,472
Remedial Summer School	143,828	131,000	131,000	123,359
English As a Second Language - LM	15,959	16,777	20,505	27,563
Additional Assistance W/Teacher Retire	0	0	0	0
Incentive Programs				
At-Risk - LM	0	390,306	161,287	635,056
Compensation Supplement	126,765	0	834,364	0
Technology (20% Match)	267,725	310,000	310,000	284,000
Categorical Programs				
Special ED - Homebound	31,200	31,626	33,074	52,704
Special ED - Jail Program	0	18,000	18,000	0
Lottery-Funded Programs				
Foster Care Regular	22,506	45,000	40,000	40,000
Foster Care Special ED	75,921	60,435	43,038	58,490
At-Risk - LM	454,824	56,940	404,672	303,426
4 YR Old Program - LM	302,879	352,151	346,180	416,544
Early Reading Intervention - LM	82,974	83,355	83,355	92,658
Mentor Teaching Program	1,655	1,655	1,857	4,424
Primary Class Size K-2 - LM	536,158	551,954	567,385	656,430
SOL Algebra Readiness - LM	54,343	53,945	61,166	76,299
Student Achievement Grants	16,587	15,717	16,710	16,772
Special Education Regional Tuition	771,606	745,666	590,074	804,328
Vocational	46,373	36,528	40,825	20,758
Other Funds	53,720	0	0	0
Supplemental Lottery Allocation	728,734	711,655	981,362	1,021,484
School Construction Grants Program	0	0	0	0
Other State Funds				
National Board Certification	12,500	0	12,500	10,000
Clinical Facility	52,093	0	0	0
Project Graduation	11,780	10,981	10,936	8,432
Forest Reserve	69,982	10,078	69,982	69,982
State Sales Tax	4,677,503	4,941,017	5,173,479	5,293,023
<b>Total State Revenues</b>	<b>\$26,133,462</b>	<b>\$26,848,752</b>	<b>\$28,981,701</b>	<b>\$30,378,400</b>



**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SCHOOL OPERATING FUND**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Federal Revenues</b>				
Title I	923,454	997,048	997,048	997,048
Title I (School Improvement & CSRD)	169,181	156,148	156,148	156,148
Title IV-B	0	0	0	73,552
Title IV-B	1,032,770	1,104,933	1,104,933	1,104,933
Carl Perkins	78,178	78,600	78,600	78,600
Preschool Funds	18,160	19,916	19,916	19,916
<b>Total Expenditures</b>	<b>\$2,221,743</b>	<b>\$2,356,645</b>	<b>\$2,356,645</b>	<b>\$2,430,197</b>
<b>Local Revenues</b>				
Amherst County Contribution to Operations	\$13,830,217	\$13,902,089	\$13,902,089	\$13,902,089
Other Local Funds				
Sale Furniture & Equipment	0	1,000	1,000	1,000
Insurance Payments	23,043	0	0	0
Transportation	22,088	0	0	0
Rents (Johnson Dental Clinic)	20,663	0	0	0
Rebates & Refunds	78,159	0	0	0
Sale - Other Vehicles	0	1,000	1,000	1,000
Tuition - Private Source	5,490	4,000	4,000	4,000
Summer School Tuition	2,850	7,500	7,500	7,500
Reimbursement for Fuel Costs	40,700	50,000	50,000	50,000
Donations/Special Gifts	197	0	0	0
Tuition - County/City	475,670	518,952	323,539	0
Sale - School Buses	0	2,000	2,000	2,000
Other Funds Misc.	158,986	117,927	117,927	117,927
GED Testing	49,149	0	0	0
Transfer Funds from Textbook Fund	0	336,000	336,000	336,000
Adult Regional Programs	627,128	681,681	681,681	0
<b>Total State Revenues</b>	<b>\$15,334,340</b>	<b>\$15,622,149</b>	<b>\$15,426,736</b>	<b>\$14,421,516</b>
<b>TOTAL REVENUES</b>	<b>\$43,689,545</b>	<b>\$44,827,546</b>	<b>\$46,765,082</b>	<b>\$47,230,113</b>

**County of Amherst, Virginia – Proposed Budget – FY 2020-2021**

**SCHOOL OPERATING FUND**

	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED FY 2020	PROPOSED FY 2021
<b>Expenditures</b>				
<b>Instruction</b>				
Elementary Instruction	\$13,529,603	\$13,799,954	\$14,724,279	\$14,656,879
Secondary Instruction	11,369,720	11,868,359	12,308,160	12,455,917
Other Instruction	542,764	557,707	584,645	670,125
Guidance Services	1,181,249	1,148,013	1,212,575	1,246,390
Social Workers	211,486	221,198	201,981	207,413
Homebound	105,385	134,532	117,008	118,764
Total Elem/Secondary Supervisors	834,837	811,583	887,803	926,082
Total Elem/Secondary Media	738,920	733,830	797,723	817,429
Total Elem/Secondary Principals	2,175,732	2,305,004	2,405,816	2,557,092
<b>Administrative, Attendance &amp; Health</b>				
Board Services	46,783	38,371	39,418	40,088
Executive Administration Services	331,088	376,355	338,131	348,104
Personnel Services	360,689	358,242	292,381	299,435
Fiscal Services	346,119	455,523	480,495	528,171
Health Services	631,693	610,092	665,139	684,386
Psychological Services	228,725	302,057	318,967	327,247
Speech/Audiology Services	75,433	76,078	79,347	79,347
<b>Transportation</b>				
Management and Direction	151,951	133,974	157,161	160,901
Vehicle Operation Services	2,164,961	2,245,247	2,245,376	2,292,234
Monitoring Services	210,705	233,312	240,516	247,434
Vehicle Maintenance Services	457,891	338,226	449,185	564,542
<b>Maintenance</b>				
Management and Direction	154,389	158,648	167,306	171,941
Building Services	3,214,862	3,255,088	3,276,379	3,606,775
Grounds Services	140,492	134,379	156,942	159,655
Equipment Services	18,749	13,653	15,000	15,000
Vehicle Services(Non-pupil)	61,310	28,739	10,000	10,000
Security Services	177,033	210,409	112,201	117,201
Warehousing and Distributing Services	9,791	10,483	11,000	11,000
<b>Technology</b>				
Classroom Instruction	589,566	539,843	646,348	625,683
Instructional Support	358,407	327,712	373,730	437,083
Administration	249,993	257,255	277,679	281,463
Attendance & Health	95,653	119,131	118,999	121,069
Pupil Transportation	7,856	7,393	7,500	7,500
Operations & Maintenance	5,844	6,185	7,566	7,565
<b>Federal Programs</b>	2,898,389	3,003,779	3,038,326	2,430,197
<b>Total Expenditures</b>	<b>\$43,678,068</b>	<b>\$44,820,355</b>	<b>\$46,765,082</b>	<b>\$47,230,113</b>

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# AMHERST COUNTY

## 2021

### SUPPLEMENTAL PROJECTS





## SUPPLEMENTAL PROJECTS

Amherst County's Supplemental Projects are those that go beyond normal operations and maintenance of existing operations. They are staff requests to make improvements to facilities or operations that go beyond our normal needs. They can be funded one-time expenses or recurring expenses depending on the item requested. Such requests include those for new personnel and typically cost less than \$50,000. One-time expenses come from unobligated funds—leftover savings, if you will. Recurring expenses must be paid for with available, unused recurring revenue—revenue from taxes, generally. After the Board identifies which items it is willing to fund, the projects become part of the proposed budget for the upcoming fiscal year. Each project description includes an explanation to justify why it is needed. These descriptions and justifications are included herein..

The Supplemental Projects listing depicts the arrangement of selected projects in a priority order established by the Board of Supervisors. The listing includes cost estimates and anticipated funding sources. The Supplemental Projects listing reflects difficult decisions in the allocation of limited resources among competing service demands and provides an orderly, systematic plan to address the County's smaller one-time and recurring needs.

Development of the Supplemental Projects listing occurs in conjunction with the County's budget process. Availability of funds is driven by anticipated revenues, and the County's adherence to adopted financial and debt management policies, which are located in the Appendix of this document. Adherence to these policies helps to preserve the County's excellent financial standing and provide a framework for the County's fiscal management and planning. It also allows county leaders to deal with opportunities and challenges as they pop up while still maintaining a view of the long-term outlook of county needs.

### FY 2021 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET

Project Number		Board Priority	Recurring Costs	One-time Costs	Other Funding Sources	Total
	<b>ONE TIME PROJECTS</b>					\$ -
11	File Server	1.80		\$ 15,100		\$ 15,100
10	Stretcher replacement	2.20		\$ 42,000		\$ 42,000
28	HVAC Public Safety Bldg	2.75		\$ 24,000		\$ 24,000
26	Fire Alarm Madison Heights Library	3.60		\$ 47,000		\$ 47,000
9	Public Safety Vehicle	4.60		\$ 44,500		\$ 44,500
8	Voting Machine	5.60		\$ 6,150		\$ 6,150
6	Pollbooks	6.60		\$ 3,000		\$ 3,000
20	HVAC Landfill	10.00		\$ 15,000		\$ 15,000
7	Election Officials	2.60		\$ 12,000		\$ 12,000
19	Inspection Vehicle	19.60		\$ 35,000		\$ 35,000
25	HVAC Monroe Center	9.00		\$ 13,500		\$ 13,500
22	HVAC 5 ton Monroe Center	9.50		\$ 10,000		\$ 10,000
15	Museum Exterior Upgrades	21.60		\$ 14,050	\$ 2,000	\$ 16,050
2	Records Scanning	12.00		\$ 20,000		\$ 20,000
34	Roofing Monroe	13.00		\$ 49,000		\$ 49,000
33	Water Fountain Coolwell	13.60		\$ 4,000		\$ 4,000
35	Hot Water Monroe Bathrooms	14.20		\$ 3,500		\$ 3,500
21	HVAC Wright Shop Road	14.50		\$ 5,500		\$ 5,500
39	Security Coolwell	14.80		\$ 5,100		\$ 5,100
27	Duct Cleaning Admin Bldg	16.60		\$ 7,500		\$ 7,500
23	HVAC Com Atty Waiting Area	18.50		\$ 10,000		\$ 10,000
24	HVAC Madison Heights Library	18.50		\$ 15,500		\$ 15,500
30	Flooring Coolwell	19.40		\$ 7,500		\$ 7,500
29	HVAC Comm Atty office	20.00		\$ 10,000		\$ 10,000
41	Mill Creek Lake Playground	20.60		\$ 50,000		\$ 50,000
31	Air Lock Admin Bldg	22.40		\$ 11,000		\$ 11,000
1	General District Courtroom Furniture	23.60		\$ 8,500		\$ 8,500
37	Flooring Monroe Offices	24.60		\$ 4,500		\$ 4,500
38	Flooring monroe Halls & Classrooms	25.60		\$ 9,000		\$ 9,000
40	Love Sign	27.60		\$ 12,000		\$ 12,000
14	Museum Interior Upgrades	28.20		\$ 21,430		\$ 21,430
17	Benefit Consultant	29.00	\$ 8,750	\$ 26,250		\$ 35,000
44	Museum Microfilm	29.00		\$ 1,861		\$ 1,861
36	Comm Revenue Window	29.40		\$ 1,500		\$ 1,500
						\$ -
	<b>RECURRING COST PROJECTS</b>					\$ -
42	Mini-Grant Program - 29B	3.80	\$ 15,000			\$ 15,000
16	Health Ins. & COBRA Administration	5.60	\$ 10,000			\$ 10,000
13	Comcast Wi-Fi	6.00	\$ 2,400	\$ 1,000		\$ 3,400
43	Comm Revenue Part-time staff	9.20	\$ 1,500			\$ 1,500
3	CSA - FT Program Support Position	2.40	\$ 45,734			\$ 45,734
4	DSS - Assistant Director	3.60	\$ 46,994		\$ 24,209	\$ 71,203
12	Microsoft Outlook	5.00	\$ 15,000	\$ 6,250		\$ 21,250
18	Performance Management System	9.20	\$ 10,000			\$ 10,000
32	Maintenance One Employee	7.75	\$ 46,551			\$ 46,551
	<b>Total of Cost to the General Fund</b>		<b>\$ 201,929</b>	<b>\$ 565,941</b>		
	<b>Total Other Funding Sources</b>				<b>\$ 2,000</b>	
	<b>Total Project costs</b>					<b>\$ 605,591</b>

## FY 2021 SUPPLEMENTAL REQUEST

PROJECT TITLE	Courtroom Furniture	Project #	1
DEPARTMENT/ORGANIZATION	General District Court	DATE	10/2/19
DEPARTMENTAL PRIORITY	high	SUBMITTED	Beverly Lewis
REQUIRED BY FISCAL YEAR	2020	POSITION	Clerk

### Project Description

Furniture for the courtroom

### Justification

We would like to purchase six armless chairs to be used against the wall for officers and attorneys.

Also, would like to purchase an additional table for attorneys to work off of in the courtroom.

We also need six to eight chairs to be used at the tables.

The chairs would be additional and or replacement of the 1997 chairs.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21
Equipment Costs	\$ 8,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 8,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 8,500

### Funding Sources

	FY 20-21
Local funds	\$ 8,500
Total Financing	\$ 8,500



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Records Scanning</u>	<b>Project #</b>	<u>2</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Co. Admin.</u>	<b>DATE</b>	<u>9/19/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED BY:</b>	<u>Rachel Carton</u>
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	<u>Executive Assistant/Records Officer</u>

### Project Description

Continuing the process of converting the County's paper records into digital format with the help of DOMA Technologies.

### Justification

The County started this process a couple of years ago with a budget of \$20,000. Several departments have begun the process of converting their paper records into digital format. We have close to \$7,000. remaining from the original total, but one department in particular has an extensive amount of records that are still in need of conversion at an estimate of an additional \$12,000.00 alone just for them.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

The County continues to create records which creates having to store these records. We are running out of space to safely and efficiently store these records. Converting to electronic format reduces space, employee cost, and efficiency when responding to FOIA requests, as well as internal information needs. Ultimately, the long-storage, archived records will be digitized and we will be able to store records as they are created without DOMA assistance.

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21
Equipment Costs	\$ -
Professional Services	\$ 20,000
Construction	
Salaries	\$ -
Benefits	\$ -
Total Capital Cost Est.	\$ 20,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 20,000

### Funding Sources

	FY 20-21
Local funds	\$ 20,000
Total Financing	\$ 20,000



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>FT Program Support Personnel</b>	<b>Project #</b>	<b>3</b>
<b>DEPARTMENT/ORGANIZATION</b>	Office for Families and Children Services	<b>DATE</b>	10/23/19
<b>DEPARTMENTAL PRIORITY</b>	High	<b>SUBMITTED BY:</b>	Joni Tables
<b>REQUIRED BY FISCAL YEAR</b>	FY2021	<b>POSITION</b>	Dept Head and CSA Coordinator

### Project Description

An additional full time position would assist the Department 5 days per week operating the CSA program and coordinating programs and services for the new Family Resource Center.

### Justification

In addition to assisting with the daily administrative support needs this position is essential in creating capacity to meet the increasing needs of the families and children in Amherst due to the increase in substance abuse, mental health issues, children in foster care and special education placements that our local families are experiencing. As a result of these increased needs the department will be opening a Family Resource Center in the Parsonage building in the Spring. This effort will require a tremendous amount of coordination of services and programming that will be provided by local stakeholders in order to address the mental health, parenting and life skills development of our families. The additional staff will be used to carry out these efforts as well as meeting the administrative and reimbursement requirements of the Code of Virginia in the implementation of the Children's Services Act program. This office serviced 24 families in 2014 and approximately 100 families in FY19. This is a 420% increase in workload in the past 5 years. The CSA office can no longer meet the needs of the families or the CSA program without additional staff.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Without additional full time support staff, it will be impossible to meet the increased services and respective documentation requirements of the program which puts the County at financial risk for audit findings and non-compliance with state code. Just one piece of missing documentation could cost the County upwards of \$75,000. The only alternative would be to convert the department's part time position to a full time position but that would eliminate the operator of the Family Resource Center and still leave the department exposed and at risk of expensive audit findings. The current PT position is currently not even adequate to meet the filing requirements of the program due to the number of families being served and there is no indication that the program's census will decrease but continue to increase tremendously in the future.

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 33,434
Benefits	\$ 12,300
Total Capital Cost Est.	\$ 45,734
Total Operating Impact Est	\$ -
Total Expenditure	\$ 45,734

### Funding Sources

	FY 20-21
Local funds	\$ 45,734
Total Financing	\$ 45,734



### Office for Families and Children Services Data

The Office for Families and Children Services is the county department that houses The Children's Services Act (CSA). CSA was enacted in 1993 as the law that establishes a single state pool of funds to support services for eligible youth and their families. State funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth.

The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.

CSA funds and service planning are utilized for families needing assistance in regards to mental health services, special education placements and foster care services.

Amherst County continues to see annual increases in need for the vital services it funds. The data below is a snapshot of what our local CSA office is experiencing:

- Families served=      FY14    24                      FY19    100                      420% increase
- Total Expenditures=    FY14    \$810,000.00      FY19    \$1,650,000.00
- Average cost per client FY18=                      \$18,500.00
- 42.8% of Amherst County children live in poverty (200% of Poverty Level)
- 1 in 10 Amherst County children lives in deep poverty (50% Poverty Level)
- Children who experience Food Insecurity= 16%
- Rate of Child Abuse and Neglect=    FY14    2.1%      FY17    4.8%
- J & D Custody Petitions filed =      FY19      456
- J & D Protective Orders issued =    FY19      184
- Students receiving Day Treatment( Mental Health Supports) in the schools FY19= 130
- Cost of Alternative Day Placements FY19=    \$550,000.00
- Medicaid privatization is resulting in 50% fewer Day Treatment approvals so more children may will require Alternative Day Placements which cost \$35-65K per student per year
- State average of Children with 2 or more ACES (Adverse Childhood Experiences)= 20%

For more information contact Joni Tables at 946-9398 or  
jatables@countyofamherst.com

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Social Services Assistant Director</u>		<b>Project #</b>	<u>4</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Department of Social Services</u>	<b>DATE</b>	<u>10/22/19</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED BY:</b>	<u>Susan Mays for Social Services Board</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY21</u>	<b>POSITION</b>	<u>Director</u>	

### Project Description

An Assistant Director position for Amherst County Department of Social Services
---

### Justification

DSS is one of the 3 largest county departments, and the department head has been employed by the county for over 33 years. The staff size has grown significantly in the past 5 years (as have the caseloads), and the programs have become increasingly complex. The need for an assistant director stems from the increased staff size, the increased complexity of the programs, and the need for succession planning as the department head nears retirement. With a staff of 43 full-time and 4 part-time positions interacting with one-third of the county's citizens each year, the department needs more than one administrator, even if the current director were not swiftly approaching retirement.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

The agency will continue as currently operating, often forced to be reactive rather than proactive. This, in turn, could result in failure to meet federal requirements and timelines, a pattern of which could mean that federal/state reimbursements are withheld. 98% of the department's annual spending (over \$59M in FY18) comes from federal and state revenues. The department head will eventually retire, and a period of uncertain performance would likely ensue without other staff positioned to step into leadership of the department.

Source(s) and Date (s) of Estimates:

FY20 VDSS Compensation Schedule; fringe benefit formulaes used for FY20
---

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 49,715
Benefits	\$ 21,488
Total Capital Cost Est.	\$ 71,203
Total Operating Impact Est	\$ -
Total Expenditure	\$ 71,203

### Funding Sources

	FY 20-21
Local funds	\$ 46,994
Federal Pass Through Funds	\$ 24,209
Total Financing	\$ 71,203



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>No Excuse Early Voting pollbooks</b>	<b>Project #</b>	<b>6</b>
<b>DEPARTMENT/ORGANIZATION</b>	Department of Elections	<b>DATE</b>	10/25/19
<b>DEPARTMENTAL PRIORITY</b>	HIGH	<b>SUBMITTED BY:</b>	Francine Brown
<b>REQUIRED BY FISCAL YEAR</b>	2020-2021	<b>POSITION</b>	Director of Elections/GR Electoral Board

### Project Description

No Excuse Early Voting Pollbook
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### Justification

Next year, during the last week of the Absentee voting process, "No Excuse/ Early Voting" will begin. The NEEV bill (HB 2790) allows any registered voter to vote by absentee ballot beginning on the second Saturday immediately preceding any election. In addition to NEEV, the Presidential Election is also, next year. Presidential Elections are the elections with the highest voter turnout. With the combination of "No Excuse" voting and the Presidential election, absentee voting is expected to increase by the thousands. It is anticipated that 25% of the absentee voters will vote during the first 26 days and other 75% absentee voters will vote during the WEEK of early voting. Based on projected (attached) 2 electronic pollbooks and one scanner will be necessary for AB voting.
---

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Not receiving pollbooks will result in long lines, confusion election officials, frustrated voters and possibly duplicate voting. Not to mention extremely bad public relations with Amherst County citizens
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### Source(s) and Date (s) of Estimates:

sources- Mike Brown DEMTECH (pollbook) technician and consult.

No Excuse Early Voting report - September 2019

### Project Costs

	FY 20-21
Equipment Costs -2 pollbooks	\$ 3,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 3,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 3,000

### Funding Sources

	FY 20-21
Local funds	\$ 3,000
Total Financing	\$ 3,000



No Excuse Early Voting Daily Count Down Est.		
5,004	<< Enter an estimate from 'No Excuse Early Voting' above.	
1st Saturd	20%	1,001
Day 8 - Mc	15%	751
Day 7 - Tu	9%	450
Day 6 - We	8%	400
Day 5 - Thi	8%	400
Day 4 - Fri	15%	751
Last Saturi	25%	1,251
Quality Check - Total No Excuse AB		5,004

Electronic Pollbooks		
Can check in voters 1 per minute.		
	Check-In per hour	Check-In per day
2 EPBs	120	960
3 EPBs	180	1440
4 EPBs	240	1920
5 EPBs	300	2400
6 EPBs	360	2880

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Election Officials for Early Voting</b>	<b>Project #</b>	<b>7</b>
<b>DEPARTMENT/ORGANIZATION</b>	Department of Elections	<b>DATE</b>	10/25/19
<b>DEPARTMENTAL PRIORITY</b>	HIGH	<b>SUBMITTED</b>	Francine Brown
<b>REQUIRED BY FISCAL YEAR</b>	2020-2021	<b>POSITION</b>	Director of Elections/GR Electoral Board

### Project Description

Early Voting Election Officials Stipend
---

### Justification

<p>Next year for the first time "No Excuse/Early Voting will be available to the voters in VA. NEEV voting will begin during the 45 day Absentee Voting period. The "No Excuse" bill (HB2790) allows registered voters to vote by absentee ballot beginning on the second Saturday immediately preceding any election with out providing a reason. It is expected to increase the number of voter by the thousand. Due to the Presidential election combined with the NEEV the projected number of voters is anticipated to raise from 1,85 (2016, Presidential) to 5,316 (2019).</p> <p>Note: an additional 3,462 voters will create a voting precinct in the office which will require 3 Election Officials</p> <p>Funding is being requested for 3 Election Officials to oversee Absentee voting in a proper and concise manner.</p>
---

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

<p>With out additional EO's the precinct will experience long wait lines, causing extrem inconvenience (anxiety and frustration) among the voters. Will create mistakes with office procedures and disrupt the court system.</p>
--

Source(s) and Date (s) of Estimates:

As per Early Vote No excuse Report - September 2019

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	
<b>3 Election Officials</b>	
<b>7 days (63 hrs) of service &amp; 5 hours of training</b>	
Salaries 12.50/hr	\$ 2,550
Benefits	
Total Capital Cost Est.	\$ -
Total Operating Impact Est	\$ 2,550
Total Expenditure	\$ 2,550

### Funding Sources

	FY 20-21
Local funds	\$ 2,550
Total Financing	\$ 2,550

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>No Excuse Early Voting Scan Machine</b>	<b>Project #</b>	<b>8</b>
<b>DEPARTMENT/ORGANIZATION</b>	Department of Elections	<b>DATE</b>	10/25/19
<b>DEPARTMENTAL PRIORITY</b>	HIGH	<b>SUBMITTED BY:</b>	Francine Brown
<b>REQUIRED BY FISCAL YEAR</b>	2020-2021	<b>POSITION</b>	Director of Elections/GR Electoral Board

### Project Description

HART Verity Voting scan HART Scan Machine
---

### Justification

Next year, during the last week of the Absentee voting process, "No Excuse/ Early Voting" will begin. The NEEV bill (HB 2790) allows any registered voter to vote by absentee ballot beginning on the second Saturday immediately preceding any election. In addition to NEEV, the Presidential Election is also, next year. Presidential Elections are the elections with the highest voter turnout. With the combination of "No Excuse" voting and the Presidential election, absentee voting is expected to increase by the thousands. It is anticipated that 25% of the absentee voters will vote during the first 26 days and other 75% absentee voters will vote during the <b>WEEK</b> of early voting.
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Not receiving an additional scanner will result in long lines, confusion for election officials, and frustrated voters. Not to mention extremely bad public relations with Amherst County citizens
---

### Source(s) and Date (s) of Estimates:

sources- Mike Brown DEMTECH (pollbook) technician and consult.

No Excuse Early Voting report - September 2019

### Project Costs

	FY 20-21
Equipment Costs 1 Hart scanner	\$ 6,150
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 6,150
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 6,150

### Funding Sources

	FY 20-21
Local funds	\$ 6,150
Total Financing	\$ 6,150



Quote Number 00005974  
Account Name Amherst County, VA  
Grand Total \$6,150.00

Item	Description	Unit Price	Quantity	Total Price
Verity Scan	Digital ballot scanner	\$6,100.00	1	\$6,100.00
Verity Ballot Box	Ballot box included with Verity Scan		1	
vDrive	Flash memory card/audio card included with Verity Scan		1	

Subtotal \$6,100.00  
Shipping and Handling (Estimated) \$50.00  
Grand Total \$6,150.00

Bill To Attn: Wanda Spradley  
Amherst County Electoral Board  
P.O. Box 147  
Amherst, VA 24521

Ship To Attn: Fran Brown  
Amherst County Electoral Board  
113 Taylor St.  
Amherst, VA 24521

#### Customer Contact

Contact Name Francine Brown

Email dfbrown@countyofamherst.com  
Phone (434) 946-9315

#### General Information

Expiration Date 11/24/2019  
Payment Terms Net 30

Instructions Please fax with signature to (512) 252-8914 or  
scan and email to [gweedy@hartic.com](mailto:gweedy@hartic.com) to order.

#### Terms and Conditions

Subsequent License and Support will be billed annually per contract terms.  
Pricing subject to inventory availability at time of quote execution and acceptance.  
Taxes will be calculated in conjunction with the Customer based on the final approved price list.

#### Hart Approval

Prepared By Adam Weedy

Title Inside Sales Representative

Signature

#### Customer Approval

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Confidential - Not for Redistribution



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Emergency Vehicle Replacement	<b>Project #</b>	9
<b>DEPARTMENT/ORGANIZATION</b>	Public Safety	<b>DATE</b>	10/25/2019
<b>DEPARTMENTAL PRIORITY</b>	High	<b>SUBMITTED BY:</b>	Samuel Bryant IV
<b>REQUIRED BY FISCAL YEAR</b>	2021	<b>POSITION</b>	Director

### Project Description

Replacement of 2007 Model Ford Explorer Emergency Vehicle
---

### Justification

Vehicle has in excess 140,000 miles. Used for emergency response and is necessary for carrying required and specialized equipment for EMS, Fire, GIS and Communications equipment.
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Vehicle's maintenance cost continues to increase and the costs of maintenance and repairs is more than the value of the vehicle. Unable to meet Emergency Response Demands
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Source(s) and Date (s) of Estimates:

RNK Chevrolet Inc. 10/23/19, State Contracted Vehicle
---

### Project Costs

	FY 20-21
Equipment Costs	\$ 31,500
Professional Services	\$ 10,000
Construction	\$ 3,000
Salaries	N/A
Benefits	N/A
Total Capital Cost Est.	\$ 44,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 44,500

### Funding Sources

	FY 20-21
Local funds	\$ 44,500
Total Financing	\$ 44,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Stretcher Replacement	<b>Project #</b>	10
<b>DEPARTMENT/ORGANIZATION</b>	Public Safety	<b>DATE</b>	1/10/1900
<b>DEPARTMENTAL PRIORITY</b>	HIGH	<b>SUBMITTED BY:</b>	Samuel Bryant IV
<b>REQUIRED BY FISCAL YEAR</b>	2021	<b>POSITION</b>	Director

### Project Description

Replacement of two Stryker Stretchers
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### Justification

The two stretchers being replaced are ten years old. They are beyond the recommended 7 year life span accorded to Stryker company.
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Increased maintance costs and increased potential for failure and patient injury or harm
--

Source(s) and Date (s) of Estimates:

Stryker Inc. 10/25/19
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### Project Costs

	FY 20-21
Equipment Costs	\$32,000
Professional Services	\$10,000
Construction	\$ -
Salaries	N/A
Benefits	N/A
Total Capital Cost Est.	\$ 42,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 42,000

### Funding Sources

	FY 20-21
Local Funds	\$ 42,000
Total Financing	\$ 42,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Replace File Server</u>	<b>Project #</b>	<u>11</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Information Technology</u>	<b>DATE</b>	<u>10/20/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1 of 3</u>	<b>SUBMITTED</b>	<u>Jackie Viar</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY 2020/2021</u>	<b>POSITION</b>	<u>Director of Information Technology</u>

### Project Description

The existing file service can no longer be placed under maintenance after August 2020 and needs to be replaced.

### Justification

There will be no hardware or software maintenance available for this server after August 2020. This is the main server for the County network that serves as our Active Directory server, with every user that is on our network. It is the access all users have to the county's infrastructure for their day to day operations within their department. Without it, those operation cease.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

The entire network would not be accessible for anyone to log into, therefore all operations would come to a stand still.

Source(s) and Date (s) of Estimates:

Dell - October 2019 (state contract pricing)

### Project Costs

	FY 20-21
Equipment Costs	\$15,100
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 15,100
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 15,100

### Funding Sources

	FY 20-21
Local funds	\$15,100
Total Financing	\$ 15,100

## FY 2021 SUPPLEMENTAL REQUEST

PROJECT TITLE	Microsoft Outlook 365	Project #	12
DEPARTMENT/ORGANIZATION	Information Technology	DATE	10/20/19
DEPARTMENTAL PRIORITY	2 of 3	SUBMITTED	Jackie Viar
REQUIRED BY FISCAL YEAR	FY 2020/2021	POSITION	Director of Information Technology

### Project Description

Replace our current email server with Microsoft Outlook

### Justification

We maintain 3 different ways of allowing Lotus Notes email to serve the various departments within the county and depending on the job function and access to computers, the ability to access the email accounts of the employees can be challenging for them. This would move all the email accounts to the cloud and everyone would access their email through an internet browser, with no special apps required. Any funding now used for renewing the seats of Lotus Notes would be applied to the cost of moving over to Outlook.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue using Lotus Notes as is and maintaining the software

Source(s) and Date (s) of Estimates:

October 2019 - Summit Business

### Project Costs

	FY 20-21
Equipment Costs/ Seat costs	\$15,000
Professional Services	\$6,250
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 6,250
Total Operating Impact Est	\$ 15,000
Total Expenditure	\$ 21,250

### Funding Sources

	FY 20-21
Local funds	\$21,250
Total Financing	\$ 21,250



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Comcast Wi-fi for County Admin</u>	<b>Project #</b>	<u>13</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Information Technology</u>	<b>DATE</b>	<u>10/20/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>3 of 3</u>	<b>SUBMITTED</b>	<u>Jackie Viar</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY 2020/2021</u>	<b>POSITION</b>	<u>Director of Information Technology</u>

### Project Description

Place wi-fi access in the county administration building for access and use by the various groups using the Public meeting rooms.

### Justification

The Public would have access to the internet during work hours for doing business in the county. We have had multiple requests from various groups that needed access to do presentations or supply portals for staff to do business transactions. For security purposes, we do not allow guests to sign on to the county's network. We currently have to find a work around for access to the network and in many cases have to ask to use the School's guest account.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Leave as is with no public access.

Source(s) and Date (s) of Estimates:

Comcast: October 2019

### Project Costs

	FY 20-21
Equipment Costs	\$1,000
Professional Services	
Construction	
Cost of service annually	\$2,400
Salaries	
Benefits	
Total Capital Cost Est.	\$ 1,000
Total Operating Impact Est	\$ 2,400
Total Expenditure	\$ 3,400

### Funding Sources

	FY 20-21
Local funds	\$3,400
Total Financing	\$3,400

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Interior Upgrades</u>	<b>Project #</b>	<u>14</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Museum</u>	<b>DATE</b>	<u>10/24/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>Medium High</u>	<b>SUBMITTED BY:</b>	<u>Octavia Starbuck</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u></u>	<b>POSITION</b>	<u>Museum Director</u>

### Project Description

Project includes adding 2 island exhibit cases in the Museum and 2-4 book cases 127 inches in length in the Research Library.

### Justification

Adding two double-sided island exhibits cases will allow more artifacts and archives to be put on display for the public and school groups; these cases will also make it easier to change exhibits more often. Replacing the current sagging, cheaply made bookcases in the Research Library with stronger and sturdier wood will better serve the public and researchers; will allow space for more resource materials. These bookcases will have casters for easier management.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue to manage with what we have. More changing exhibits will increase Amherst County citizen visitation and participation at the Museum.

Source(s) and Date (s) of Estimates:

### Project Costs

		FY 20-21
Equipment Costs	2 exhibit cases	\$ 18,230
Professional Services	bookcases	\$ 3,200
Construction		
Salaries		
Benefits		
Total Capital Cost Est.		\$ 21,430
Total Operating Impact Est		\$ -
Total Expenditure		\$ 21,430

### Funding Sources

		FY 20-21
Local funds		\$ 21,430
Total Financing		\$ 21,430

## FY 2021 SUPPLEMENTAL REQUEST

PROJECT TITLE: Exterior Upgrades	Project # 15
DEPARTMENT/ORGANIZATION: Museum	DATE: October 24, 2019
DEPARTMENTAL PRIORITY: 1 - Very High	SUBMITTED BY: Cynthia Hicks
REQUIRED BY FISCAL YEAR : 2021-2022	POSITION: Amherst County Museum President, Board of Directors
Promote Tourism/Increase Citizen Engagement/Achieve Education Excellence	

### Project

#### Description:

There are three areas that need to be upgraded at the Museum. They are the lower level parking lot at the Hamble Center, the disassembling and removal of the wooden fire escape, and the replacement of the rotting porch on the south side of the Museum.

#### Justification:

The parking lot has not had any gravel since it was created in May 2014. Most of the 2014 gravel has washed away and the lot has become overgrown with weeds. This is the Museum's major lot for event/program parking. The wooden fire escape has been unsafe for use since 2014 and needs to be taken down and the wood removed. Even though it is roped off, there is concern that someone could get hurt. The fire escape door should be replaced with a window. The south side house porch is becoming unsafe for use by visitors. This porch is used as one of the stations for programming with school children. All of these projects meet the Board Goals for Promoting Tourism, Achieve Education Excellence, and Increase Citizen Engagement.

#### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing:

Use of street parking/Loss of visitation by the public and Amherst County Schools in programming, possible harm to staff and visitors.

Source(s) and

Date (s) of

Estimates:

Parkway

Building

8/16/2019;

Collins Siding

& Windows

8/21/2019;

Robert's Lawn

& Garden

10/21/2019

#### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	\$ 16,050
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 16,050
Total Operating Impact Est	\$ -
Total Expenditure	\$ 16,050

#### Funding Sources

	FY 20-21
Local funds	\$ 14,050
McLeRoy Family Charitable Fund of North Texas Comr	\$2,000
Total Financing	\$ 16,050

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Health Insurance & COBRA Administration	<b>Project #</b>	16
<b>DEPARTMENT/ORGANIZATION</b>	Human Resources	<b>DATE</b>	10/23/19
<b>DEPARTMENTAL PRIORITY</b>	High	<b>SUBMITTED BY:</b>	Linda Martin Warner
<b>REQUIRED BY FISCAL YEAR</b>	FY2021	<b>POSITION</b>	Director of Human Resources

### Project Description

Continued use/access to health insurance enrollment software and third party administration of more complicated health insurance issues, COBRA administration and assistance with open enrollment.

### Justification

Leftover funds from the FY2019 Benefit Consultant contract were used to pay for continued health insurance and COBRA administration services from the selected benefit consultant for FY2020. These services included reviewing employee coverage changes, sending out the required COBRA notices and addressing more complicated employee and billing concerns with the three health insurance carriers. The fee also included continued access to electronic health insurance enrollment software. This software will also be used for electronic enrollment of other employee benefits. It is the goal of the HR Department to limit the need for more staff by using electronic tools and third party providers whenever possible.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

This would be a reoccurring expense. COBRA administration has very tight deadlines and is a huge liability for the County. Electronic tools and the use of third party administrators allow the HR Department to continue to meet the needs of employees without additional staff.

### Source(s) and Date (s) of Estimates:

I requested an updated cost estimate from USI in October 2019.

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	\$ 10,000
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ -
Total Operating Impact Est	\$ 10,000
Total Expenditure	\$ 10,000

### Funding Sources

	FY 20-21
Local funds	\$ 10,000
Total Financing	\$ 10,000



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Benefit Consultant</u>	<b>Project #</b>	<u>17</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Human Resources</u>	<b>DATE</b>	<u>10/23/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Linda Martin Warner</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY2021</u>	<b>POSITION</b>	<u>Director of Human Resources</u>

### Project Description

In December 2021, the County will have 18 months experience with our new health insurance carriers and will likely want to solicit bids again. A consultant is needed to solicit and evaluate the bids, and make recommendations. The consultant would also evaluate all employee benefits for the best use of employee dollars.

### Justification

Health insurance is complicated and requires a subject matter expert. Use of a consultant previously saved the County \$450,000 (less the cost of the consultant). The consultant will need to begin the bid process by the second quarter of FY2021 and then the services will carryover into FY2022. 75% of the fee would be paid in FY2021 with 25% of the fee carried over for FY2022 first quarter services.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Use of a consultant during our previous bid, saved the County substantial funds and was instrumental in addressing employee concerns. If the position is not funded in FY2021, the alternative would be renewing with our current providers for a third year.

Source(s) and Date (s) of Estimates:

I requested an updated cost from USI in October 2019.

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	\$ 26,250
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 26,250
Total Operating Impact Est	\$ 8,750
Total Expenditure	\$ 35,000

### Funding Sources

	FY 20-21
Local funds	\$ 35,000
Total Financing	\$ 35,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Performance Management System</u>	<b>Project #</b>	<u>18</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Human Resources</u>	<b>DATE</b>	<u>10/23/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Linda Martin Warner</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY2021</u>	<b>POSITION</b>	<u>Director of Human Resources</u>

### Project Description

Purchase and implement an electronic performance management system.

### Justification

The current paper-based performance management tool is outdated, does not accurately measure job performance and is nearly meaningless since currently there is no compensation connected to performance. It is the perception of some employees that they are not receiving pay increases because COLA based raises only maintain the status quo and do not move employees in their range. An electronic system is designed to be less subjective the ability to flag those departments where scores are outside the norm. This is a first step in allowing the County to move toward performance based merit pay which will help address turnover. The system can also be used to track training and certifications. This would be an on-going expense.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Well managed and fair performance evaluation processes increase performance and morale and protect the County from liability when employees are discharged for cause.

### Source(s) and Date (s) of Estimates:

I requested an updated quote from TrakStar in October 2019. This cost would provide performance management software for 125 employees.

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	\$ 10,000
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ -
Total Operating Impact Est	\$ 10,000
Total Expenditure	\$ 10,000

### Funding Sources

	FY 20-21
Local funds	\$ 10,000
Total Financing	\$ 10,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Inspection Vehicle</u>	<b>Project #</b>	<u>19</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Safety and Inspections</u>	<b>DATE</b>	<u>10/25/19</u>
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Nate Young</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2021</u>	<b>POSITION</b>	<u>Building Code Official</u>

### Project Description

New Vehicle to replace 2014 Jeep compass

### Justification

This vehicle would replace the Jeep compass that has served our office for 6 years at the time of replacement. The vehicle is subjected to harsh environments of rough roads and extreme dust and has begun to have electrical failures. The department expects 20000 to 25000 miles per year and currently has a 2014 and a 2015 vehicle. We would like to get to a schedule that does not stack vehicles with back to back year purchases. This would help with maintenance budgets, tires, and dependability. Current mileage is \$100K

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Alternative 1 Purchase less expensive vehicle.  
Alternative 2 postpone purchase for another budget cycle/ increased maintenance cost, decreased reliability.

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21
Equipment Costs	\$ 35,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 35,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 35,000

### Funding Sources

	FY 20-21
Local funds	\$ 35,000
Total Financing	\$ 35,000

21	Rear Window Defrost/Defog	Factory installed standard	STD
22	Air Conditioning/Heating	Factory installed front and rear air conditioning and heating system.	STD
23	License Plate Bracket	Vehicle shall be preconfigured for front and rear license plates or equipped with front and rear license plate brackets.	STD
24	Windows	Power - factory installed	STD
25	Keys	Provide two (2) sets of keys with vehicle with (2) key fobs.	STD
26	Speed control	Electronic, factory installed.	STD
27	Visors	Driver and front passenger sun visors.	STD
28	Technology	The vehicle shall not be equipped with any subscription based communication systems such as OnStar.	STD
29	Radio	Factory installed standard -AM/FM stereo. If the vehicle is normally equipped with a Satellite Radio, and the manufacturer provides a delete option, the Satellite Radio shall be deleted.	STD
30	Bumpers	Full width bumpers front and rear.	STD
31	Luggage Carrier	Manufacturer's installed luggage carrier assembly on vehicle roof.	50N
32	Lift Gate	Factory standard rear lift gate, to provide access to open rear of vehicle.	STD
33	Paint Options	Single paint color to be chosen by purchaser from manufacturer's regular production colors.	STD
34	Interior Options	Interior color shall be chosen by other purchasers from manufacturer's standard production colors.	STD

LIN E #	BASE VEHICLE PRICING	Order Code	Contract Unit Price
1	<u>2020 Model</u> Mid-Size SUV – Ford Explorer	K8B/100A	\$30,275.82

#### ADDITIONAL OPTIONS PRICING

LINE	OPTIONS: ADD-ONS		Option Order Code	Contract Unit Price
A1	TRAILER TOW PKG	Class III Trailer Tow Package (includes SelectShift Automatic Transmission, Engine Oil Cooler and 4.7 – PIN Wiring Harness)	52T	\$710.00
A2	SERVICE MANUALS	One complete set of service-shop manuals and wiring diagrams. (Delivered with first vehicle ordered) (Do not add per vehicle.)	HELM5	\$340.00

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+ Safety lights \$1000  
+ County Seal \$1000  
+ Delivery + Equipment \$2000



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>HVAC for Landfill Office</u>		<b>Project #</b>	<u>20</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintance Supervisors</u>	

### Project Description

This will continue to provide heating and cooling for the Office and the Scale House.

### Justification

These units are at the end of there life span and parts are getting hard to find for them. They also still use R-22 Refrigerant which costs more to get compared to the new Refridgeerant that is currently being used in the new systems now. The system is 25 years old. It has been there since the landfill opened.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

none. Need to replace what they have.

Source(s) and Date (s) of Estimates:

Southern Air, October 11 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 15,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 15,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 15,000

### Funding Sources

	FY 20-21
Local funds	\$ 15,000
Total Financing	\$ 15,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>HVAC Wright Shop Road South Office</u>	<b>Project #</b>	<u>21</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>2</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Replacing HVAC equipment

### Justification

The unit is old and you can not get parts for anymore. When this unit stops working, it ca not be fixed.  
The system is 22 years old and can't be fixed.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

None

Source(s) and Date (s) of Estimates:

Southern Air, October 11 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 5,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 5,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 5,500

### Funding Sources

	FY 20-21
Local funds	\$ 5,500
Total Financing	\$ 5,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	HVAC Replacing 5 ton unit at Monroe Center.	<b>Project #</b>	22
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	October 28 2019
<b>DEPARTMENTAL PRIORITY</b>	3	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2020- 2021	<b>POSITION</b>	Maintenance Supervisors

### Project Description

Replace 5 ton Heat pump at Monroe Recreation and Community center.

### Justification

Unit is old and worn out. Can not get parts for this unit anymore if this unit breaks down.  
This unit was put in place in 1996 and is 23 years old.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

None

Source(s) and Date (s) of Estimates:

Southern Air, August 23 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 10,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 10,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 10,000

### Funding Sources

	FY 20-21
Local funds	\$ 10,000
Total Financing	\$ 10,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>HVAC Com. Attorney Waiting Area</u>		<b>Project #</b>	<u>23</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>5</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>	

### Project Description

Install new HVAC equipment in an area of the CourtHouse that has a waiting room / kids area with no heating or cooling .

### Justification

This area has been changed over the years and now needs some heating and cooling because it has none. They have been doing without for two or three years. Now it gets cold and hot depending on the time of the year.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Keep on going as is.

Source(s) and Date (s) of Estimates:

Southern air, October 11 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 10,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 10,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 10,000

### Funding Sources

	FY 20-21
Local funds	\$ 10,000
Total Financing	\$ 10,000



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Hvac Madison Heights Library</u>		<b>Project #</b>	<u>24</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>6</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>	

### Project Description

Install new Hvac equipment in the work room and kitchen that will allow for heating and cooling of these areas.

### Justification

Not enough heating or cooling in these areas. They get cold or hot in them at different times of the year. Need to have more regulated temperatures.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue on as is.

Source(s) and Date (s) of Estimates:

Southern Air, October 16 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 15,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 15,500
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 15,500

### Funding Sources

	FY 20-21
Local funds	\$ 15,500
Total Financing	\$ 15,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>HVAC Monroe Rec Center</u>	<b>Project #</b>	<u>25</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>7</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020 / 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Install new HVAC equipment in a room to try to regulate the temperature better.

### Justification

Existing equipment is not able to heat or cool the area that needs to be cooled or heated.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Southern Air, October 11 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 13,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	
Total Operating Impact Est	\$ -
Total Expenditure	\$ 13,500

### Funding Sources

	FY 20-21
Local funds	\$ 13,500
Total Financing	\$ 13,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Fire Alarm Upgrade Madison Heights Library	<b>Project #</b>	26
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	October 28 2021
<b>DEPARTMENTAL PRIORITY</b>	9	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2020 / 2021	<b>POSITION</b>	Maintenance Supervisors

### Project Description

Upgrade the Fire alarm System at the Madison Heights Library.

### Justification

System is old and parts are getting harder to get. This system is not being monitored and will not let you know you have a fire.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Hudson Payne, October 15 2021

### Project Costs

	FY 20-21
Equipment Costs	\$ 47,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 47,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 47,000

### Funding Sources

	FY 20-21
Local funds	\$ 47,000
Total Financing	\$ 47,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Duct Cleaning for Admin. Building</u>		<b>Project #</b>	<u>27</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>10</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>20 / 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>	

### Project Description

Clean the duct work on the Administration side of the Building.

### Justification

Duct work is dirty in the inside and have been getting some complaints on this matter. Recommendation from 2017 study is to clean ducts and carpets. Pages 4&5 of the report.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

leave as is or run a risk of future health problems.

Source(s) and Date (s) of Estimates:

Souther Air 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 7,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 7,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 7,500

### Funding Sources

	FY 20-21
Local funds	\$ 7,500
Total Financing	\$ 7,500



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>HVAC Public Safety Building</u>	<b>Project #</b>	<u>28</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>4</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Replacing one 5 ton and one 6 ton. A/C, gas furnace package units.
--

### Justification

<p>Thes units have some age on them and have had the heat exchangers changed in all of them at least one time. They are due for this to happen again. Just because of the age of them, they need to be changed.</p> <p>The systems are 17 years old and used 24/7 because of operations. They need to be replaced.</p> <p>Carbon monoxide has leaked back into the building previously which is a danger to staff.</p>
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

None. Can cause carbon monoxide to come back into the Building.
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Source(s) and Date (s) of Estimates:

Southern Air October 11 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 24,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 24,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 24,000

### Funding Sources

	FY 20-21
Local funds	\$ 24,000
Total Financing	\$ 24,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>HVAC Comm Attorneys Office</u>	<b>Project #</b>	<u>29</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>11</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020 / 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Install new HVAC equipment in the Commonwealth Attorneys main office.

### Justification

Has issues certain times of the year heating and cooling his office. this space was modified once before and a unit was installed above the ceiling about 20 years ago. This room also has very large windows that let in large amounts of heat during the summer. Very hard to regulate the temperature.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is with what is there.

Source(s) and Date (s) of Estimates:

Southern Air, October 11 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 10,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 10,000
Total Operating Impact Est	\$
Total Expenditure	\$ 10,000

### Funding Sources

	FY 20-21
Local funds	\$ 10,000
Total Financing	\$ 10,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Flooring, Coolwell Recreation Center</u>		<b>Project #</b>	<u>30</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>12</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ransey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020 - 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>	

### Project Description

Installing new tile Flooring.

### Justification

Tile is old and getting in rough shape from the use over the years.  
The flooring is 29 years old. This building sees a lot of use and should be kept looking nice. Repair is not possible as color is no longer available. New tile is needed.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Floor Show, February 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 7,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 7,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 7,500

### Funding Sources

	FY 20-21
Local funds	\$ 7,500
Total Financing	\$ 7,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Air lock for Admin Building</u>	<b>Project #</b>	<u>31</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>13</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisor</u>

### Project Description

Install new Air lock on the Administration side of the Building.

### Justification

Helps with the heating and cooling of the building. It holds the heat and cooling inside where it needs to be.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Commercial Door LLC, August 2018.

### Project Costs

	FY 20-21
Equipment Costs	\$ 11,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 11,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 11,000

### Funding Sources

	FY 20-21
Local funds	\$ 11,000
Total Financing	\$ 11,000



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Maintenance One Worker</u>	<b>Project #</b>	<u>32</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>14</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020 / 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

This would be for a new position on our Staff.

### Justification

Can not keep up with the work load placed on current staff. The buildings we have now are getting older and require more upkeep. We have added the new addition on the County Administration building, the Train Depot, and convenience centers as well. We have regular maintenance but can not keep up with them due to constantly changing the work schedule for urgent needs. Small projects do not get completed in a timely manner due to constantly being pulled off for urgent needs.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Human Resources, 2019

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 32,146
Benefits	\$ 14,405
Total Capital Cost Est.	\$ 46,551
Total Operating Impact Est	\$ -
Total Expenditure	\$ 46,551

### Funding Sources

	FY 20-21
Local funds	\$ 46,551
Total Financing	\$ 46,551

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Water Fountain for Coolwell Rec Center</u>	<b>Project #</b>	<u>33</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>15</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020 / 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Install a new water fountain at Coolwell Recreation Center

### Justification

Do not have one out there. People are using the hydrant to drink water from.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Hajoca Company, October 23 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 4,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 4,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 4,000

### Funding Sources

	FY 20-21
Local funds	\$ 4,000
Total Financing	\$ 4,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Roofing, Monroe Community Center</u>	<b>Project #</b>	<u>34</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>16</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020 / 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Install new rubber roofing on Monroe community Center

### Justification

The roof was installed between 1995 and 2000. It is not currently leaking but starting to show age.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is and repair leaks as they happen, or replace the roof on the back half of the building which is the oldest part for the cost of \$ 19,500.00.

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21
Equipment Costs	\$ 49,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 49,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 49,000

### Funding Sources

	FY 20-21
Local funds	\$ 49,000
Total Financing	\$ 49,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Hot Water for restroom at Monroe Com Center	<b>Project #</b>	35
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	October 28 2019
<b>DEPARTMENTAL PRIORITY</b>	17	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2020 / 2021	<b>POSITION</b>	Maintenance Supervisors

### Project Description

Installing hot water heaters in rest rooms so that they will have hot water.

### Justification

They do not have any. This building belonged to the school before we got it. They did not use hot water in the restrooms.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Wares Plumbing, October 23 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 3,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 3,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 3,500

### Funding Sources

	FY 20-21
Local funds	\$ 3,500
Total Financing	\$ 3,500



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>New Window for Comm of Revenue</u>	<b>Project #</b>	<u>36</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>18</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

Install a new security window in one of the offices.

### Justification

So that nothing can be hidden from view. Transparency.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

### Source(s) and Date (s) of Estimates:

Commercial Door Service company LLC, October 18 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 1,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 1,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 1,500

### Funding Sources

	FY 20-21
Local funds	\$ 1,500
Total Financing	\$ 1,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Flooring. Monroe Com Center</u>	<b>Project #</b>	<u>37</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>19</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>

### Project Description

This would be installing new tile flooring in the office area at the Monroe Community Center.

### Justification

Installed somewhere between 1995 and 2000. Showing wear due to usage over the years. We want to keep the Monroe building looking nice for the members of the community.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Use as is.

Source(s) and Date (s) of Estimates:

Floor Show, October 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 4,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 4,500
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 4,500

### Funding Sources

	FY 20-21
Local funds	\$ 4,500
Total Financing	\$ 4,500

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>New Flooring, Monroe Com Center</u>		<b>Project #</b>	<u>38</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>October 28 2019</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>20</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020- 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors</u>	

### Project Description

Install new tile flooring in the main Hallways and two Classrooms

### Justification

Installed somewhere between 1995 and 2000. Showing wear due to usage over the years. We want to keep the Monroe building looking nice for the members of the community.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is.

Source(s) and Date (s) of Estimates:

Floor Show, October 2019

### Project Costs

	FY 20-21
Equipment Costs	\$ 9,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 9,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 9,000

### Funding Sources

	FY 20-21
Local funds	\$ 9,000
Total Financing	\$ 9,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Security/Determent System for Coolwell Park</b>	<b>Project #</b>	<b>39</b>
<b>DEPARTMENT/ORGANIZATION</b>	<b>Recreation</b>	<b>DATE</b>	<b>10/25/19</b>
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED</b>	<b>Sara Christian/ahb</b>
<b>REQUIRED BY FISCAL YEAR</b>	<b>FY 21</b>	<b>POSITION</b>	<b>Director</b>

### Project Description

Installation of video security system at the Coolwell Recreation Park

### Justification

During the Spring & Fall Soccer season, it's normal for 700+/- people to visit the park on a Saturday. Also as a result of the soccer seasons the park regularly sees on average 50 people on weeknights for practices. The main building is also utilized on average around 300 days a year. Over the past 5 years have been two break-ins and two cases of vandalism to the restrooms. There have been numerous reports of suspected drug sales as well as smoking marijuana. The basketball courts are heavily used and are much needed in our county, yet on occasions bad behavior along with foul language have discouraged families from letting their children enjoy the playground and pavilion. The reasoning behind this request is to create more confidence for our citizens so that they will not lose the perception that the park is a great & safe place for their families to enjoy. The cameras would be a visible deterrent and would contribute greatly to making the park feel and be safer. The combined monetary cost to recover from the aforementioned incidents was less than \$2500.00 which is approximately 50% of the cost to fund this project.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

From time to time we've requested more frequent police patrols. Consideration was given to hiring an off duty deputy. We learned that deputies were in short supply and would not be available very often. The hourly cost was also a deterrent.

### Source(s) and Date (s) of Estimates:

cctv Camera World <https://www.cctvcameraworld.com/>

### Project Costs

	FY 20-21
Equipment Costs	\$ 3,000
Professional Services	\$ 1,000
Construction	\$ 1,000
Reoccurring/monthly charges	\$ 100
Salaries	
Benefits	
Total Capital Cost Est.	\$ 5,100
Total Operating Impact Est	\$ -
Total Expenditure	\$ 5,100

### Funding Sources

	FY 20-21
Local funds	\$ 5,100
Total Financing	\$ 5,100



**16 Channel 1080P NVR System, 8 2MP Outdoor IP Cameras, IPS2080A816**

- 16 Channel 1080P IP Camera System
- (8) 2MP 1080P IP Cameras
- 1080P resolution
- 100ft Night Vision
- 3.6mm Lens, 80° View
- 3TB, up to 8TB
- Outdoor / Indoor
- Supports up to 5MP



## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>LOVE sign at Riveredge Park</u>	<b>Project #</b>	<u>40</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Recreation &amp; Parks</u>	<b>DATE</b>	<u>10/25/19</u>
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Sara Lu Christian</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY'21</u>	<b>POSITION</b>	<u>Director</u>

### Project Description

Construct a LOVE sign at Riveredge Park. A LOVE sign is unique to the locality in which it is constructed. It is a design created, approved, and constructed by the locality. LOVE signs are outdoor structures constructed on public facilities around the state of Virginia.

### Justification

Love signs are a "creation" of the Virginia Tourism Commission for the purpose of promoting tourism for both the state, as well as the localities that have these signs. LOVE signs are instrumental in bringing tourists, as well as locals, to the site on which they are constructed for picture taking purposes. These LOVE signs enhance the public property on which they are constructed.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Source(s) and Date (s) of Estimates:

McBride Sign Company      10/21/2019

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	\$12,000
Salaries	
Benefits	
Total Capital Cost Est.	\$ 12,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 12,000

### Funding Sources

	FY 20-21
Local funds	\$7,000
Recreation Budget	\$ 2,000
VTC Grant	\$ 3,000
Total Financing	\$ 12,000

## FY 2021 SUPPLEMENTAL REQUEST

PROJECT TITLE	Mill Creek Lake Playground	Project #	41
DEPARTMENT/ORGANIZATION	Recreation & Parks	DATE	10/25/19
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Sara Lu Christian
REQUIRED BY FISCAL YEAR	FY'21	POSITION	Director

### Project Description

Replace the existing 22 year old playground at Mill Creek with a new playground
---

### Justification

The existing playground at Mill Creek is 22 years old. It has outlived its 15-20 year lifespan. It has broken pieces for which replacement parts are no longer available. The existing playground has become a safety hazard and a liability to the county
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Simply remove the existing playground and not replace it.
---

Source(s) and Date (s) of Estimates:

--

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	\$50,000.00
Salaries	
Benefits	
Total Capital Cost Est.	\$ 50,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 50,000

### Funding Sources

	FY 20-21
Local funds	\$50,000.00
Total Financing	\$ 50,000



29 Apple Church Road  
Thomastown, MD 21158  
(410) 326-4075  
www.playgpc.com

**ADDRESS**

AMHERST COUNTY BOARD  
OF SUPERVISORS  
PO BOX 506  
AMHERST, VA 24521

**SHIP TO**

MANACAN PARK  
C/O MID-EASTERN  
CONSTRUCTION

Proposal #0607A

Get It Done

Accepted By

Accepted Date

\$49,936.50

**SALES REP**  
BLAD (61072)

**NOTE**

PRICING PER SOURCEWELL CONTRACT #0017428

**NOTE**

AMHERST COUNTY SOURCEWELL MEMBER #2957

**REMOVAL**

REMOVE AND DISPOSE OF EXISTING YELLOW PLAY  
EQUIPMENT AND BORDERS - INCLUDES DUMPSTER  
CHARGES

1 1,000.00 1,000.00

**GRADING**

GRADE AREA TO EXPAND FOR NEW EQUIPMENT

1 500.00 500.00

**PLAYWORLD EQUIPMENT**

CUSTOM PLAY STRUCTURE DESIGN PER DRAWING  
#PB0105-28 - INCLUDES ALL PLAYWORLD  
EQUIPMENT SHOWN ON DRAWINGS AND BORDER  
TOWERS

1 36,565.00 36,565.00

**DISCOUNT**

N/A 0% CONTRACT DISCOUNT

1 -3,656.50 -3,656.50

**DISCOUNT**

ADDITIONAL FACTORY DISCOUNT FOR AMHERST  
COUNTY

1 -1,620.00 -1,620.00

**INSTALLATION**

CERTIFIED INSTALLATION OF ALL EQUIPMENT  
ABOVE INCLUDING LIFETIME INSTALLATION  
WARRANTY

1 18,900.00 18,900.00

**WOODCHIPS**

PROVIDE AND SPREAD 4" CY WOODCHIPS FIVE (5)  
" COMPACTED DEPTH

44 79.00 3,476.00

\*2% surcharge on Visa/MasterCard

\*Valid for 30 days unless otherwise noted

\*5% deposit on P.O. Balance due Net 30

Sign and return with approved order for order placement

SUBTOTAL 47,471.50

TAX (0%) 0.00

SHIPPING 2,525.00

For F 301-275-4029 or Email: sales@playgpc.com

For F 301-275-4029 or Email: sales@playgpc.com





## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Mini-Grant Program - 29B</b>	<b>Project #</b>	<b>42</b>
<b>DEPARTMENT/ORGANIZATION</b>	Community Development	<b>DATE</b>	10/28/19
<b>DEPARTMENTAL PRIORITY</b>	1	<b>SUBMITTED BY:</b>	Jeremy Bryant
<b>REQUIRED BY FISCAL YEAR</b>	2021	<b>POSITION</b>	Director

### Project Description

The Amherst County Planning Commission has appointed a sub-committee that is called the "Route 29 Business Beautification Committee". The Committee's vision is to provide a "Mini-Grant" program to assist businesses along the corridor to make improvements to the overall appearance of their property. The purpose of the grant is to enhance the sense of community and wellness of the corridor. Examples of qualifying improvements could be: sign replacement and restoration, landscaping, removal of blight, facade improvement, landscaping and tree planting, fresh paint on a building. This is proposed to be a 50/50 matching grant, the committee would like to match up to a maximum of \$1,000 per qualifying project. Projects will be vetted and chosen by the Route 29 Business Beautification Committee.

### Justification

Beautification of a major gateway in Amherst County will enhance the quality of life, aesthetic view and economic development of the corridor. Funds were appropriated last few fiscal years for this effort. As a result, the committee used half of the funds to plant four species of trees totaling 119 along Route 29B. Funds from last year were used to install banners in Riversedge Park and at key intersections and along Route 29 Business. The Mini-Grant program is a public/private partnership that incentivises businesses to make improvements to the Route 29 Business corridor.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Status quo.

Source(s) and Date (s) of Estimates:

\$15,000

Source: Request from Route 29 Business Beautification Committee

### Project Costs

	FY 20-21
Equipment Costs	\$ 15,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ -
Total Operating Impact Est	\$ 15,000
Total Expenditure	\$ 15,000

### Funding Sources

	FY 20-21
Local funds	\$ 15,000
Total Financing	\$ 15,000

## FY 2021 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Part-time Staff</u>	<b>Project #</b>	<u>43</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>COMMISSIONER OF THE REVENUE</u>	<b>DATE</b>	<u>11/15/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED</b>	<u>JANE IRBY</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020-2021</u>	<b>POSITION</b>	<u>Commissioner of the Revenue</u>

### Project Description

Funds for Part -Time assistance

### Justification

Certain times of the year the workload is extremely high especially when we may be short handed.  
Also, with the possible changes to Business License in the near future additional help may be required to provide quality customer service.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21
Equipment Costs	
Professional Services	
Construction	
Salaries	\$1,500
Benefits	
Total Capital Cost Est.	\$ 1,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 1,500

### Funding Sources

	FY 20-21
Local funds	\$1,500
Total Financing	\$ 1,500

## FY 2020-2024 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Microfilm Digitization	<b>Project #</b>	12
<b>DEPARTMENT/ORGANIZATION</b>	Museum	<b>DATE</b>	11/16/18
<b>DEPARTMENTAL PRIORITY</b>	High	<b>SUBMITTED BY:</b>	Octavia Starbuck
<b>REQUIRED BY FISCAL YEAR</b>	FY 2019-2020	<b>POSITION</b>	Museum Director
		<b>Meets Board Goal</b>	Promote Tourism/Achieve Education Excellence/Increase Citizen Engagement

### Project Description :

The Museum has 32 rolls of microfilm of The New Era Progress that needs to be digitized. The microfilm spans from 1931-2000 (no 1932, 1993, 1994). Thirteen rolls contain more than 1 year of newspapers. The others only contain 1 year. See attachment. For the 1st phase I would like to have digitized the years from 1931 through April 1961.

### Justification:

The Museum inherited the microfilm and an aged and disabled microfilm reader from the County Library many, many years ago. To use the reader two people are needed -- one to hold the reel on and the other to operate a sliding mirror and focuser. The reader has no ability to print out the newspaper page. This is a very unfriendly tool for our researchers and other visitors to use and if they want a copy it has to be hand written on paper. The digitization of the microfilm is an ideal solution for researchers and visitors looking for information contained in the old newspapers. The newspaper office in Amherst does not have a service for the public's use and will not allow you into their archive of paper to do research. On-line newspaper services are expensive and do not have Amherst or Nelson newspapers.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing:

Our current system is not friendly. A microfilm reader and printer can be purchased, and although this will work for awhile, there will be continued wear and tear on the film itself. Kodak does make a Microfilm reader-printer-scanner (no price listed in their brochure). If we could find a used Microfilm reader and printer (saw one on line for \$8,045.00), it would still be more than the scanning cost. Using our current method is not good customer service.

### Source(s) and Date (s) of Estimates:

Having worked with OCI (Oklahoma Correctional Industries) Records Conversion in the past and being pleased with their scanning of scrapbooks and yearbooks for the Museum, I asked OCI for an estimate on digitizing the Museum's microfilm. Total cost of \$5,411.20. Phase I for FY19-20 will be \$1,860.10; Phase II for FY20-21 will be \$1,860.10 and Phase III for FY21-22 will be \$1,691. The Museum will need to supply a terabyte USB hard drive (around \$50.00) in order to get a discounted price.

Date of Estimate: 10/30/2018

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Equipment Costs							\$ -
Professional Services	\$ 1,861	\$ 1,691					\$ 3,552
Construction							\$ -
							\$ -
							\$ -
Salaries							\$ -
Benefits							\$ -
Total Capital Cost Est.	\$ 1,861	\$ 1,691	\$ -	\$ -	\$ -	\$ -	\$ 3,552
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 1,861	\$ 1,691	\$ -	\$ -	\$ -	\$ -	\$ 3,552

### Funding Sources

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Beyond 2024	Total
Local funds	\$ 1,911						\$ 1,911
							\$ -
							\$ -
Total Financing	\$ 1,911	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,911



# AMHERST COUNTY

## 2021-2025 CAPITAL IMPROVMENT PLAN



COMING SOON





## CAPITAL IMPROVEMENT PLAN

Amherst County's Capital Improvement Plan is a multi-year plan for public improvements that is considered each year by the Board of Supervisors. The first year of the plan is always a part of the proposed budget for upcoming fiscal year budget. The subsequent years are only approved for planning purposes. Projects submitted for consideration typically cost in excess of \$50,000 and are of a non-recurring nature. A narrative of each project description and justification is included in the plan. The plan to be approved with the FY21 budget covers the five-year period FY2021-FY2025.

The Capital Improvement Plan (CIP) serves as a guide for the efficient and effective planning for future costs. The County prepares a minimum five-year CIP but it is a dynamic document, revised annually, that proposes the acquisition, development, enhancement, or replacement of public facilities to serve the county citizens.

The CIP depicts the arrangement of selected projects in priority order and establishes cost estimates and anticipated funding sources. The CIP reflects difficult decisions in the allocation of limited resources among competing service demands and provides an orderly, systematic plan to address the County's capital needs.

Development of the CIP occurs in conjunction with the County's budget process. Availability of funds is driven by anticipated revenues, the County's adherence to adopted financial, and debt management policies, which are located in the Appendix of this document. Adherence to these policies helps to preserve the County's excellent financial standing and provide a framework for the County's fiscal management and planning.

# FY 2021-2025 CAPITAL IMPROVEMENT PLAN

Project Number		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
1	Replace Bright Software (3 year project)		\$ 400,000	\$ 400,000	\$ 400,000			\$ 1,200,000
2	Amherst Medic Unit replacement #2	\$ 258,000						\$ 258,000
4	Trail Bridge repair	\$ 100,000						\$ 100,000
3	Monelison Tanker Truck Replacement/Refurbish	\$ 100,000						\$ 100,000
16	Madison Heights Master Plan		\$ 200,000					\$ 200,000
18	HVAC Health Department(placeholder)		\$ 100,000					\$ 100,000
11	DSS Parking Lot resurfacing		\$ 80,000					\$ 80,000
6	Mini - bus replacement		\$ 94,467					\$ 94,467
7	Monroe Parking Lot Expansion		\$ 70,000					\$ 70,000
8	Coolwell Parking Lot resurfacing		\$ 105,000					\$ 105,000
9	Amherst Medic Unit replacement #3		\$ 260,000					\$ 260,000
10	Sheriff Parking Lot resurfacing		\$ 140,000					\$ 140,000
5	Riveredge Phase 3B		\$ 1,159,080					\$ 1,159,080
17	Courthouse audible alarm system		\$ 75,000					\$ 75,000
13	Convenience Centers ( 2 centers)		\$ 450,000	\$ 450,000				\$ 900,000
12	Monelison Engine #2			\$ 630,000				\$ 630,000
15	Seminole Park			\$ 200,000				\$ 200,000
14	Mill Creek Campground			\$ 100,000				\$ 100,000
	Amherst Medic Unit replacement (placeholder)				\$ 270,000			\$ 270,000
	Amherst Medic Unit replacement (placeholder)				\$ -	\$ 270,000		\$ 270,000
	Fire Station(placeholder)						\$ 4,000,000	\$ 4,000,000
	AFD Engine 13/Tanker 2000							
	Pedlar Squad 34 1999							
	Madison Heights Improvements Placeholder							
	AFD Brush 16 2005							
	Pedlar Brush 32 2005							
	Elon Bay for Medic Unit							
	Total Capital Cost Est.	\$ 458,000	\$ 3,133,547	\$ 1,780,000	\$ 670,000	\$ 270,000	\$ 4,000,000	\$ 10,311,547
	Total Operating Impact Est		\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 200,000
	Total Expenditure	\$ 458,000	\$ 3,233,547	\$ 1,880,000	\$ 670,000	\$ 270,000	\$ 4,000,000	\$ 10,511,547

Funding Sources	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 23-24	FY 24-25	Beyond 2024	Total
Grant	\$ 110,000	\$ 1,037,264	\$ -	\$ 110,000	\$ 110,000	\$ 110,000	\$ 1,000,000	\$ 2,367,264
Financing/Other Sources		\$ 72,000	\$ 100,000				\$ 1,000,000	\$ 1,172,000
Recurring funds needed		\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -		\$ 200,000
Reserves - Parks	\$ 100,000							\$ 100,000
General Fund Unassigned Fund	\$ 248,000	\$ 2,024,283	\$ 1,680,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 2,000,000	\$ 6,272,283
Total Financing	\$ 458,000	\$ 3,233,547	\$ 1,880,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 4,000,000	\$ 10,111,547

## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Replace Bright Accounting Software</u>	<b>Project #</b> <u>1</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Information Technology</u>	<b>DATE</b> <u>10/30/17</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1 of 1</u>	<b>SUBMITTED BY</b> <u>Jackie Viar</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2018/2020</u>	<b>POSITION</b> <u>Director of Information Technology</u>
<b>Meets Board Goal:</b> <u>Comp Plan facilities &amp; services Goal1, Obj 1</u>		

### Project Description

Seeking a vendor to replace the existing Bright and Associates software that currently serves the county departments consisting of Treasurer, Commissioner, Finance, Purchasing, HR, School, Building, and related IT functions.

### Justification

Bright and Associates has been the County's vendor for 29 years and from the feedback received from Finance and HR, it no longer provides the functionality to meet the needs of their departments and accommodate the technology needed to provide employees with up to date information, including leave balances and web portals for accessing their individual accounts. We are seeking a vendor that will also have modules in place for the Treasurer and Commissioner in order to continue the interfaces required for the flow of financial data from the point of assessments to receivables and completion in the Tr to GL interfaces.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continuing using Bright and Associates with minimal functionality for employees tracking leave accruals and lack reporting options needed by Finance and HR.

### Source(s) and Date (s) of Estimates:

May 2019 Budget estimate from vendor

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software		\$ 400,000	\$ 400,000	\$ 400,000			\$ 1,200,000
Total Capital Cost Est.	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 1,200,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 1,200,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds							\$ -
General Fund	\$ -	\$ 400,000	\$ 400,000	\$ 400,000			\$ 1,200,000
							\$ -
Total Financing	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 1,200,000



## FY 2020-2024 CAPITAL PROJECT REQUEST

**PROJECT TITLE** Amherst Ambulance replacement **Project #** 2  
**DEPARTMENT/ORGANIZATION** Public Safety **DATE** 10/27/17  
**DEPARTMENTAL PRIORITY** 5 **SUBMITTED BY** Sam Bryant  
**REQUIRED BY FISCAL YEAR** FY 20-21 **POSITION** Director of Public Safety  
**Meets Board Goal:** Strategic #5-promote/protect county assets; Comp Pln Goal2-provide state of art services

### Project Description

Replace a volunteer unit or County Medic Unit 1 dependant upon mileage and use. County Medic Unit 1 is a 2016 with 99,925 miles as of November 2018 and being in service for 28 months. We would evaluate a volunteer unit as well but the see limited use unless one of the County Medic units are out of service for maintenance. We will also investigate remounting the existing box on a new chassis for an approximate savings of 30% or total cost of approximately \$181,000.

### Justification

Historically ambulances need to be replaced when the unit reaches the 140,000 mileage range. The County Medic units see much greater use / mileage and may need to be remounted or purchased new prior to volunteer units even though the volunteers truck may be older. A grant will be applied for when time to replace or put a new chassis under the existing box. Remounting the box cost will vary dependent on the amount of work that has to be done at the time to the box or interior to refurbish. Volunteer units are also used by career staff when our main truck is out of service for maintenance.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

This is a programmed replacement plan. Failure to follow increases the age of the fleet, maintenance costs and down time of vehicles. Principal alternative is to delay purchases.

Source(s) and Date (s) of Estimates:

Vendor 10/2017

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 258,000		\$ -				\$ 258,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 258,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 258,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Apply for Rescue Squad	\$ 110,000		\$ -				\$ 110,000
Assistance Grant - possible							\$ -
80% funding							\$ -
Local Funds	\$ 148,000		\$ -				\$ 148,000
Total Financing	\$ 258,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 258,000



### FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Monelison Tanker replacement / refurbish</u>	<b>Project #</b>	<u>3</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>10/25/17</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>4</u>	<b>SUBMITTED</b>	<u>Sam Bryant</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY 19-20</u>	<b>POSITION</b>	<u>Director of Public Safety</u>
<b>Meets Board Goal:</b> <u>Comp Plan: Goal2, Obj1, meet reqs, insure adequate equip; Goal3, Obj1, support/maint volunteers</u>			

**Project Description**

Replace or refurbish the Monelison Tanker which located at Monelison Fire Department.

**Justification**

Replace or refurbish Monelison Tanker which was placed into service in 2000. The recommended life span based on NFPA standards of a fire apparatus is twenty years of service. The tanker will be housed at Monelison Fire Department. Total replacement cost is reflected below. Refurbish price would be lower and dependant on work that needs to be completed. This is a critical piece of equipment to shuttle water especially in that area of the county in which there are several areas with no fire hydrants. The current truck has 20,779 miles as of November 2017 and has electrical issues with the side tank dumps that do not work. Estimated refurbish cost is \$175,000.

**Alternatives to Requested Project or Cost/Harm to County of Doing Nothing**

Refurbish instead of replacement depending on condition of truck at that time. Truck must be kept up to standards in order to serve the public. Refurbish cost is estimated at \$150,000 and may extend the life of the truck another ten years

Source(s) and Date (s) of Estimates:

Vendor 10/2016

Refurbish is estimated and dependant of the work that needs to be completed at that time

**Project Costs**

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 425,000		\$ -				\$ 425,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>
<b>Total Operating Impact Est</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>

**Funding Sources**

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local Funds	\$ 425,000	\$ -					\$ 425,000
							\$ -
							\$ -
<b>Total Financing</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>

## FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE	Bridge Work on Percival Island Trail	Project #	4
DEPARTMENT/ORGANIZATION	Building Maintenance	DATE	10/26/18
DEPARTMENTAL PRIORITY	Four	SUBMITTED	Buddy Jennings / Robert Ramsey
REQUIRED BY FISCAL YEAR	2019/2020	POSITION	Maintenance Supervisors
	Meets Board Goal	Goal 3	

### Project Description

This project involves installing new decking, railings, and any other repairs that are needed to keep that bridge safe for the public to use.

### Justification

The decking and other aspects of that bridge are getting in bad shape due to the weather and time. It has gotten past the point of doing minor repair.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Bridge continues to get worse and will cost more to fix.

### Source(s) and Date (s) of Estimates:

Mattern and Craig , November 2018 ? This is when we expect to get the report back from them.

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction	\$ 100,000	\$ -					\$ 100,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds							\$ -
							\$ -
							\$ -
Reserve Funds	\$ 100,000	\$ -					\$ 100,000
Total Financing	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Riveredge Park Trail Extension</u>	<b>Project #</b>	<u>5</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Recreation &amp; Parks</u>	<b>DATE</b>	<u>10/27/17</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>#1</u>	<b>SUBMITTED</b>	<u>Sara Lu Christian</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2023</u>	<b>POSITION</b>	<u>Director</u>

Meets Board Goal: Comp Plan cultural Goal2, Obj 2- Riveredge Park

### Project Description

Engineering and construction plans for trail extension at Riveredge Park through Lee property

### Justification

Extending the trail from Riveredge Park, along the James River, and connecting to the James River Heritage Trail is a goal for the County - connecting lower Madison Heights with Lynchburg City's trail system network

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Source(s) and Date (s) of Estimates:

Region 2000      10/27/2017

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv	\$ -						\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 1,159,080					\$ 1,159,080
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>		\$ 1,159,080	\$ -	\$ -	\$ -	\$ -	\$ 1,159,080
<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ -	\$ 1,159,080	\$ -	\$ -	\$ -	\$ -	\$ 1,159,080

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds		\$231,816	\$0				\$ 231,816
Grant funds		\$ 927,264	\$0				\$ 927,264
							\$ -
<b>Total Financing</b>	\$ -	\$ 1,159,080	\$ -	\$ -	\$ -	\$ -	\$ 1,159,080



## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Mini-Bus</u>	<b>Project #</b>	<u>6</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Recreation &amp; Parks</u>	<b>DATE</b>	<u>11/26/19</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED BY:</b>	<u>Sara Lu Christian</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>20-21</u>	<b>POSITION</b>	<u>Director</u>
Meets Board Goal			

### Project Description

2019 Sonny Merryman 29 passenger bus
--------------------------------------

### Justification

The Department's current 21 passenger mini-bus is a 2007 and has become undependable. It is used predominantly to transport senior citizens around the county and the surrounding area. The department's trips have become increasingly popular and there is a growing need for a larger vehicle to accomodate. This mini-bus is also used by other county agencies for transporting public for an assortment of programs and activities
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continued use of the current 21 passenger mini-bus; limiting number of people it can transport and risking the continued likelihood of the vehicle breaking down outside of the county and thereby creating a need to find alternative transportation back
--

Source(s) and Date (s) of Estimates:

Sonny Merryman - Virginia's Bus Company

17-Oct-19

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment		\$ 94,467					\$ 94,467
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	\$ -	\$ 94,467	\$ -	\$ -	\$ -	\$ -	\$ 94,467
<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ -	\$ 94,467	\$ -	\$ -	\$ -	\$ -	\$ 94,467

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds		\$ 94,467					\$ 94,467
							\$ -
							\$ -
<b>Total Financing</b>	\$ -	\$ 94,467	\$ -	\$ -	\$ -	\$ -	\$ 94,467





## 29 with Rear Luggage Compartment Medium-Duty Shuttle Coach

**DRAFT Proposal**

*Prepared Exclusively for*



### Recreation & Parks

Amherst, Virginia

ATTENTION: Ms. Sara Lou Christian, Director

October 17, 2019

*Revised from December 11, 2018*

### **FORD/ STARCRAFT ALLSTAR XL SHUTTLE COACH**

#### CHASSIS

- 2019 Ford F-550 Super Duty RV
- dual rear wheel cutaway
- 6.8 liter V-10, 415 c.i. fuel injected gasoline engine
- 19,500# GVWR
- 5 speed electronic overdrive transmission
- Power steering and brakes
- **Mor-Ryde rear suspension system**
- Dual batteries w/ slide out battery tray
- Heavy-duty 225-amp alternator
- 40-gallon fuel tank with (standard) aluminum locking fuel door

**STARCRAFT BUS**  
a division of Forest River, Inc.



- Dash heat and air conditioning
- Cruise control and tilt steering wheel
- Deluxe bucket driver's seat
- **recovered to match passenger seats**
- Chrome bumper and grill
- Front and rear mud flaps
- **Driver's side running board**
- Electronic switch control console
- Interior passenger view mirror
- Intermittent wipers
- (6) 19.5 x 22.5 all season radial tires
- Valve stem extenders
- Stainless steel wheel inserts
- Remote controlled and heated
- west coast style bus transit side view mirrors
- 5-year, 60,000-mile limited power train warranty

#### BODY

- 2019 STARCRAFT ALLSTAR XL (approx 33' total length)
- Raised floor / three step entry
- 29 Freedman upgrade Glitz
- mid-high back passenger seats
- Under-seat retractable seat belts
- Seat recliners
- Arm rests
- Grab handles for seat backs
- Aisle seat sliders
- Map pockets
- Upgrade Level 4 two-tone Leathermate seat upholstery
- Interior overhead parcel racks with

CENTRAL VIRGINIA • HAMPTON ROADS • NORTHERN VIRGINIA

dual LED reading lights and w/ door activated feature

- LED strip lighting for center aisle
- Rear luggage compartment with shelves
- Rear exterior access door w/ door ajar buzzer
- Rear step bumper
- Trans Air TA774 bus body air conditioning system with individual compressor (80K BTU capacity)
- Dual 35K BTU passenger compartment rear heaters
- 36" electrically controlled double outward opening full height bus style entry door w/ exterior lights and key entry
- Dual entry step well lights
- Entry assist handrails on both sides of door
- Yellow step nosing to make steps discernible
- Padded safety stanchions with modesty panels (entry and behind driver)
- Flush mounted interior courtesy LED lighting (entry door activated)
- Gray Gerfloor transit flooring
- Steel cage construction meeting FMVSS 220 bus rollover test
- 36" x 36" tinted T-slider transit windows
- Fabric ceiling and rear wall
- First aid kit, fire extinguisher and road emergency equipment
- Roof hatch/ventilator
- Side emergency exit windows
- Driver's overhead storage
- Exterior LED lighting package including center mount brake light and side mounted turn signals
- Fully insulated walls and floor
- Reverse alarm
- Back-up warning system
- Back-up camera system
- Deluxe AM/FM/CD/MP3 stereo
- Public address system – additional mic jack at front driver's side passenger seating position
- Exterior PA speaker
- Fully undercoated
- Heater shutoff valves for summertime use
- White exterior with custom ACR&P exterior branding
- Delivery and driver orientation
- 5 year/100K mile limited body structural warranty

**Cost as specified above:**

.....\$94,467.00\*

\* Inclusive of all applicable Ford GPC pricing.

\* Exclusive of all applicable DMV, taxes, fees and licensing.

A Commercial Driver's License is required to operate this vehicle.

Please allow 120/150 days delivery.

Expect a 2% price increase for a 2020 model year unit.

Respectfully proposed,

**Dean**

Dean Farmer

Vice President, Sales & Marketing

[dean@sonnymerryman.com](mailto:dean@sonnymerryman.com)

(434) 485-8602

Attachment: floor plan drawing

CENTRAL VIRGINIA • HAMPTON ROADS • NORTHERN VIRGINIA

**DEALER APPROVAL**

☐ APPROVED

**CUSTOMER SIGNATURE**

NOTE: DIMENSIONS IN BRACKETS ARE MAXIMUMS. ALL DIMENSIONS ARE IN INCHES. THIS FLOOR PLAN IS FOR ILLUSTRATION PURPOSES ONLY. FINAL APPROVAL WITH A WEIGHT ANALYSIS IS REQUIRED UPON RECEIPT OF A COMPLETED ORDER WITH ALL OPTIONS SHOWN. THE SALES ORDER PLACED DECIDES ACTUAL OPTION CONTENT.

96" 30" 263 1/2" 183 3/4" 31" 1 1/2" 12 3/4" 254 1/2" 238" 27 1/2" 317 7/8" 36" 3 1/2" STEP RAISED FLOOR

**SCALE IN INCHES**

**STARCRRAFT BUS**

AMERICA'S #1 QUALITY AND HANDCRAFTED

THIS DRAWING AND THE INFORMATION THEREON ARE THE EXCLUSIVE PROPERTY OF STARCRRAFT BUS, A DIVISION OF THE STARCRRAFT GROUP, INC. NO PART OF THIS DRAWING OR INFORMATION HEREON SHALL BE REPRODUCED OR TRANSMITTED IN ANY MANNER, FOR ANY PURPOSE, WITHOUT THE WRITTEN PERMISSION OF STARCRRAFT BUS, A DIVISION OF THE STARCRRAFT GROUP, INC.		THIS DRAWING IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF STARCRRAFT BUS, A DIVISION OF THE STARCRRAFT GROUP, INC.	
MODEL NAME	DESCRIPTION OF CHANGES	DATE	BY
2018	2018	2018	2018
2019	2019	2019	2019
2020	2020	2020	2020
2021	2021	2021	2021
2022	2022	2022	2022
2023	2023	2023	2023
2024	2024	2024	2024
2025	2025	2025	2025
2026	2026	2026	2026
2027	2027	2027	2027
2028	2028	2028	2028
2029	2029	2029	2029
2030	2030	2030	2030
2031	2031	2031	2031
2032	2032	2032	2032
2033	2033	2033	2033
2034	2034	2034	2034
2035	2035	2035	2035
2036	2036	2036	2036
2037	2037	2037	2037
2038	2038	2038	2038
2039	2039	2039	2039
2040	2040	2040	2040
2041	2041	2041	2041
2042	2042	2042	2042
2043	2043	2043	2043
2044	2044	2044	2044
2045	2045	2045	2045
2046	2046	2046	2046
2047	2047	2047	2047
2048	2048	2048	2048
2049	2049	2049	2049
2050	2050	2050	2050
2051	2051	2051	2051
2052	2052	2052	2052
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2082	2082	2082	2082
2083	2083	2083	2083
2084	2084	2084	2084
2085	2085	2085	2085
2086	2086	2086	2086
2087	2087	2087	2087
2088	2088	2088	2088
2089	2089	2089	2089
2090	2090	2090	2090
2091	2091	2091	2091
2092	2092	2092	2092
2093	2093	2093	2093
2094	2094	2094	2094
2095	2095	2095	2095
2096	2096	2096	2096
2097	2097	2097	2097
2098	2098	2098	2098
2099	2099	2099	2099
2100	2100	2100	2100

## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Monroe Community Center Parking lot	<b>Project #</b>	7
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	11/26/19
<b>DEPARTMENTAL PRIORITY</b>	Four	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2020 / 2021	<b>POSITION</b>	Maintenance Supervisors
	Meets Board Goal		

### Project Description

Expanding the existing parking lot.

### Justification

The Community Center is getting a lot of use due to the programs they have out there. The parking lot is small and at times, they don't have enough parking. This addition will allow them to park 22 more vehicles.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is with what we have.

Source(s) and Date (s) of Estimates:

Counts and Dobyns, Nov 2019

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 70,000					\$ 70,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds		\$ 70,000					\$ 70,000
							\$ -
							\$ -
<b>Total Financing</b>	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000



## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Coolwell Recreation Center Parking lot Repair	<b>Project #</b>	8
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	10/26/18
<b>DEPARTMENTAL PRIORITY</b>	Three	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2019/2020	<b>POSITION</b>	Maintenance Supervisors
	Meets Board Goal		Goal 3

### Project Description

Paving the Parking lot with two inches of pavement

### Justification

This parking lot has very little surface treatment left on it and will not hold lines so that you can park between. There are also some potholes that we have to keep filling in and they keep coming back.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

This will continue to get worse and the cost more to repair if nothing is done.

Source(s) and Date (s) of Estimates:  
Boxley paving , Sept 2018

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 105,000					\$ 105,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	100,00

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds		\$ 105,000					\$ 105,000
							\$ -
							\$ -
<b>Total Financing</b>	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000

## FY 2020-2024 CAPITAL PROJECT REQUEST

**PROJECT TITLE** Amherst Ambulance replacement #2 **Project #** 9  
**DEPARTMENT/ORGANIZATION** Amherst County Public Safety **DATE** 10/27/17  
**DEPARTMENTAL PRIORITY** 5 **SUBMITTED BY** Sam Bryant  
**REQUIRED BY FISCAL YEAR** FY 21-22 **POSITION** Director of Public Safety  
**Meets Board Goal:** Strategic #5-promote/protect county assets; Comp Plan Goal2-provide state of art services

### Project Description

Replace a volunteer unit or County Medic Unit 2 dependant upon mileage and use. County Medic Unit 2 is a 2016 with 72,370 miles as of November 2018 and being in service for 2 year. We would evaluate a volunteer unit as well but they see limited use unless one of the County Medic units are out of service for maintenance. We will also investigate remounting the existing box on a new chassis for an approximate savings of 30% or total cost of approximately \$182,000.

### Justification

Historically ambulances need to be replaced when the unit reaches the 140,000 mileage range. The County Medic units see much greater use / mileage and may need to be remounted or purchased new prior to volunteer units even though the volunteers truck may be older. A grant will be applied for when time to replace or put a new chassis under the existing box. Remounting the box cost will vary dependent on the amount of work that has to be done at the time to the box or interior to refurbish. Volunteer units are also used by career staff when our main truck is out of service for maintenance.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

This is a programmed replacement plan. Failure to follow increases the age of the fleet, maintenance costs and down time of vehicles. Principal alternative is to delay purchases.

Source(s) and Date (s) of Estimates:

Vendor 10/2017

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment		\$ 260,000		\$ -			\$ 260,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 260,000		\$ -	\$ -	\$ -	\$ 260,000
Total Operating Impact Est.	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 260,000		\$ -	\$ -	\$ -	\$ 260,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Apply for Rescue Squad		\$ 110,000		\$ -			\$ 110,000
Assistance Grant - possible							\$ -
80% funding							\$ -
Local Funds		\$ 150,000		\$ -			\$ 150,000
Total Financing	\$ -	\$ 260,000		\$ -	\$ -	\$ -	\$ 260,000

## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Sheriff Office Parking Lot Repair.	<b>Project #</b>	10
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	10/26/18
<b>DEPARTMENTAL PRIORITY</b>	One	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2019/2020	<b>POSITION</b>	Maintenance Supervisors
		<b>Meets Board Goal</b>	Goal 3

### Project Description

Removing the existing pavement from the lower parking lot and entrance off of Route 60 onto Taylor street up the hill, to have new pavement installed due to the deteriorated state of the pavement that is currently in place now.

### Justification

The pavement that is there now has gotten to the point that it's crumbling and can not hold up to the traffic and weight of the cars and trucks.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

This will continue to get worse and cost more to repair if nothing is done.

Source(s) and Date (s) of Estimates:

Boxley paving, Sept 2018

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 140,000					\$ 140,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds		\$ 140,000					\$ 140,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000



## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>Social Services / Health Dept Parking lot repair</b>	<b>Project #</b>	<b>11</b>
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	10/26/18
<b>DEPARTMENTAL PRIORITY</b>	Two	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2019 / 2020	<b>POSITION</b>	Maintenance Supervisors
	Meets Board Goal		Goal 3

### Project Description

Removing the existing pavement from the parking lot and installing new pavement.
--

### Justification

This parking lot has also gotten in really bad shape due to the traffic and the weather.
--

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

This will continue to get worse and cost more to repair.
--

Source(s) and Date (s) of Estimates:

Boxley Paving , Sept 2018

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 80,000					\$ 80,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds		\$ 80,000					\$ 80,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000



## FY 2020-2024 CAPITAL PROJECT REQUEST

**PROJECT TITLE** Monelison Engine 2 replacement / refurbish **Project #** 12  
**DEPARTMENT/ORGANIZATION** Public Safety **DATE** 10/26/17  
**DEPARTMENTAL PRIORITY** 6 **SUBMITTED** Sam Bryant  
**REQUIRED BY FISCAL YEAR** FY 22-23 **POSITION** Director of Public Safety  
**Meets Board Goal:** Comp Plan: Goal2, Obj1, meet reqs, insure adequate equip; Goal3, Obj1, support/maint volunteers

### Project Description

Replace or refurbish Monelison Engine 2 which is located at Monelison Fire Department.

### Justification

Replace or refurbish Monelison Engine 2 which was placed into service in 2003. The recommended life span based on NFPA standards of a fire engine is twenty years of service. The engine will be housed at Monelison Fire Department. Total replacement cost is reflected below. Refurbish price would be lower cost and dependant on work that needs to be completed. This is intened to show the CIP needs for year five as it is too early to anticipate replacment or refurbish at this time.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Refurbish instead of replacement depending on condition of truck at that time

Source(s) and Date (s) of Estimates:

Cost of new Monelison Engine 8/2016

Refurbish is estimated and dependant of the work that needs to be completed at that time

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment			\$ 630,000				\$ 630,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local Funds			\$ 630,000				\$ 630,000
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ 630,000	\$ -	\$ -	\$ -	\$ 630,000

## FY 2020-2024 CAPITAL PROJECT REQUEST

**PROJECT TITLE** Mill Creek Park Campground **Project #** 14  
**DEPARTMENT/ORGANIZATION** Board of Supervisors **DATE** 10/31/2016  
**DEPARTMENTAL PRIORITY** **SUBMITTED BY** Dean Rodgers  
**REQUIRED BY FISCAL YEAR** 2017-2018 **POSITION** County Administrator  
 Meets Board Goal: Comp Plan parks Goal2, Obj 1- promote year round use

### Project Description

Create campground at Mill Creek Park to promote local national Forest use

### Justification

Promotes tourism, enhances the park system, and provides recreation to the citizens of Amherst County. This is currently listed as locally funded but may have grant options out there not known at this time.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Don't do it

Source(s) and Date (s) of Estimates:

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction			\$ 100,000				\$ 100,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local Funding			\$ 100,000				\$ 100,000
							\$ -
							\$ -
<b>Total Financing</b>	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Convenience Centers</u>	<b>Project #</b>	<u>13</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works</u>	<b>DATE</b>	<u>11/5/18</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTER</b>	<u>Dean Rodgers</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY 2021</u>	<b>POSITION</b>	<u>County Administrator/Public Works</u>
		<b>Meets Board Goal</b>	<u>3</u>

### Project Description

This project involves the consolidation and upgrade of the current rural trash container collection sites.

### Justification

Ability to ensure proper usage, as well as, disposal of various waste and provide source segregation of waste to increase landfill life.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue with current rural trash container system or explore curbside trash collection and recycling in dense areas of the County and reduce the number of convenience centers.

Source(s) and Date (s) of Estimates:

\_\_\_\_\_

\_\_\_\_\_

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 450,000	\$ 450,000				\$ 900,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
Total Operating Impact Est	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 200,000
Total Expenditure	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,100,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond \$ 2,025	Total
Local		\$ 550,000	\$ 550,000	\$ -			\$ 1,100,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,100,000

Note: Land purchase not included.



## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Seminole Park</u>		<b>Project #</b>	<u>15</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Recreation &amp; Parks</u>	<b>DATE</b>	<u>11/26/19</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>3</u>	<b>SUBMITTED BY:</b>	<u>Sara Lu Christian</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY 22-23</u>	<b>POSITION</b>	<u>Director</u>	
	<u>Meets Board Goal</u>			

### Project Description

Playground/Fitness Area at Seminole Park, public park area used by all ages for health and fitness.

### Justification

The county has retained property on the former Phelps Road elementary school grounds for the purpose of establishing a public park for an attraction and a gathering spot for tourists, visitors, as well as for the nearby community residents

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Source(s) and Date (s) of Estimates:

\_\_\_\_\_

\_\_\_\_\_

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction			\$ 200,000				\$ 200,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
<b>Total Operating Impact Est.</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds			\$ 100,000				\$ 100,000
Playground Specialists			\$ 50,000				\$ 50,000
Wakashaw			\$ 50,000				\$ 50,000
<b>Total Financing</b>	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000





GameTime c/o Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

QUOTE  
#146600

12/10/2019

**Seminole Park- Phase 2**

Amherst County Parks and Recreation  
Attn: Sara Lu Christian  
Williamson Road  
Madison Heights, VA 24572  
Phone: 434-946-9371  
Fax: 434-946-9370  
slchristian@countyofamherst.com

Project # P100633  
Ship To Zip: 24572

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - FT19004 Training Center [Basic: _____] [Accent: _____] (1) 14925I -- Accessible Hand Cycle (In-Ground) (1) 13280 -- Balance Board Station (2) 13565 -- Fitness Sign Post For Sticker (1) 15504 -- Parallel Bar (Accessible) (1) 14922I -- Recumbent Cycle (In-Ground) (1) 14911 -- Thrive 250 (1) 13559I -- Leg Press (Single) (1) 13562I -- Cardio Walker (In Ground) (1) 13272I -- Lat Pull Down - Ada (In-Ground Mount) (1) 13271I -- Chest Press - Ada (In-Ground Mount) (1) 13558I -- Shoulder Rotator (In-Ground)	\$44,894.00	\$44,894.00
2	28009	GameTime - 6' P/S Bench W/Back Inground [Basic: _____] [Coated Site: _____]	\$685.00	\$1,370.00
1	INSTALL	MISC - Installation of the Equipment and EWF Safety Surfacing	\$12,280.00	\$12,280.00
38	EWf	G T-Impax - Engineered Wood Fiber Safety Surfacing (per CY) - Area: 750 sq. ft. Thickness: 12"	\$20.84	\$791.92
1	INSTALL	MISC - Installation and Supply of Concrete Pads - *Includes 531 sq. ft. of concrete	\$8,000.00	\$8,000.00
1	INSTALL	MISC - Installation and Supply of Concrete Curbing and ADA Ramp - *Includes 152 LF of concrete curbing and a 5' x 5' concrete ADA ramp	\$6,000.00	\$6,000.00
1	INSTALL	MISC - Excavation of 750 sq. ft. - *Spoils to be disposed of onsite	\$2,000.00	\$2,000.00



GameTime c/o Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX

QUOTE  
#146600

12/10/2019

### Seminole Park- Phase 2

\*Site must be clear, level, free of obstructions, and accessible. Site should permit installation of equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

Sub Total:	\$75,335.92
Discount:	(\$3,811.71)
Freight:	\$1,646.93
<b>Total Amount:</b>	<b>\$73,171.14</b>

\*Taxes, if applicable, will be applied at the time of invoice. Please provide a copy of your tax exempt certificate to avoid the addition of taxes.

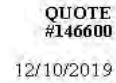
Contract: USC

#### GAME TIME - TERMS & CONDITIONS:

- PRICING:** Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted. Checks should be made payable to Playcore Wisconsin, Inc. d/b/a GameTime unless otherwise directed.
- CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount.
- ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. d/b/a GameTime.
- FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- SHIPMENT:** Standard Lead time is 4-6 weeks after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

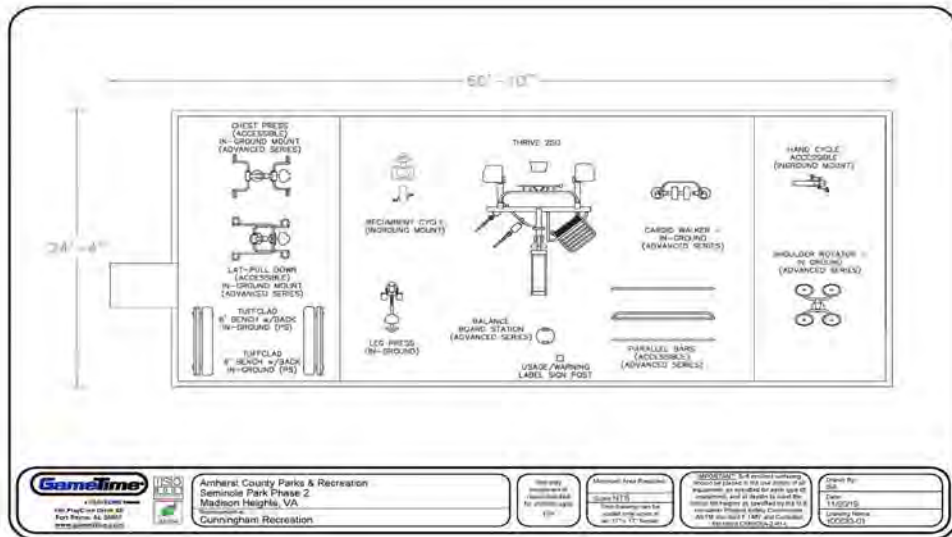
#### INSTALLATION CONDITIONS:

- ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- UTILITIES:** Installer will contact Miss Utility to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.









## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Master Plan - Madison Heights</u>	<b>Project #</b>	<u>16</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Community Development</u>	<b>DATE</b>	
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED BY:</b>	<u>J. Bryant</u>
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	<u>Comm. Dev. Dir.</u>
	<u>Meets Board Goal</u>		<u>Priority #1 from August 2019 retreat</u>

### Project Description

The area between the James River and Route 130 is the densest portion of Amherst County and is located in close proximity to the City of Lynchburg. Future development should be planned and consideration should be given to developing vacant and underutilized parcels in Madison Heights. High consideration should be given to vacant tracts of land and a master plan should be developed between Route 130, the James River and the Route 29 Bypass.

### Justification

Guide and stimulate future development and growth in Madison Heights

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Status Quo

Source(s) and Date (s) of Estimates:

None

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv	\$ -	\$ 200,000					\$ 200,000
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds	\$ -	\$ 200,000					\$ 200,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Finish Upgrading Fire alarm System Courthouse	<b>Project #</b>	17
<b>DEPARTMENT/ORGANIZATION</b>	Building Maintenance	<b>DATE</b>	11/26/19
<b>DEPARTMENTAL PRIORITY</b>	Five	<b>SUBMITTED</b>	Buddy Jennings / Robert Ramsey
<b>REQUIRED BY FISCAL YEAR</b>	2020/ 2021	<b>POSITION</b>	Maintenance Supervisors
	Meets Board Goal		

### Project Description

Upgrading the Fire Alarm System to a Voice Evacuation System.

### Justification

This Voice Evacuation System is Required by Building Code because of how the Building is occupied by the public and the employees that work there. This will allow the Fire Department and other 911 Agencies to talk to different parts or all of the building during a situation of some kind. ( Example: Fire, Tornado, Active Shooter. )

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is with the system that we just finished upgrades to. There was not enough money to bring it up to the current code that is required.

Source(s) and Date (s) of Estimates:

Hudson Payne, Sept 2019

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture	\$ 75,000						\$ 75,000
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds	\$ 75,000						\$ 75,000
							\$ -
							\$ -
Total Financing	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>HVAC Controls Health Department</u>		<b>Project #</b>	<u>18</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Building Maintenance</u>	<b>DATE</b>	<u>11/26/19</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>Six</u>	<b>SUBMITTED</b>	<u>Buddy Jennings / Robert Ramsey</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2020/ 2021</u>	<b>POSITION</b>	<u>Maintenance Supervisors.</u>	
	<u>Meets Board Goal</u>			

### Project Description

Upgrade the Hvac Controls in the Health Department.

### Justification

This is a V-TRAC control system that is twenty- five plus years old and you can no longer get parts to fix this control system. Once these controls stop working, the heating and cooling units will not work like they should to heat and cool the health department. The controls will match what we have on the main floor of the Administration Building and we will be able to monitor them on our computer System to see what the areas of the building are doing Heating and cooling wise.

### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue along as is and hope nothing breaks. There is no other option.

Source(s) and Date (s) of Estimates:

Southern Air, March 2019

### Project Costs

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 100,000						\$ 100,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

### Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds	\$ 100,000						\$ 100,000
							\$ -
							\$ -
Total Financing	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000



### FY 2020-2024 CAPITAL PROJECT REQUEST

**PROJECT TITLE** New Fire Station **Project #** 7  
**DEPARTMENT/ORGANIZATION** Public Safety **DATE** 10/28/16  
**DEPARTMENTAL PRIORITY** 7 **SUBMITTED BY:** Dean Rodgers  
**REQUIRED BY FISCAL YEAR** Beyond 2022 **POSITION** County administrator  
**Meets Board Goal:** Comp Pln-Goal1,Obj2, southern facility; Goal2, Obj2, improve response times

**Project Description**

Monelison Fire Station

**Justification**

County needs to prepare for the day when there are inadequate number of volunteer firefighters. Volunteer organizations own all existing structures and most equipment. County should have a facility and equipment for which it can hire professional staff should it become necessary. Number of volunteers can vary widely so the possibility of having inadequate manpower is real and could occur suddenly with little time to prepare.

**Alternatives to Requested Project or Cost/Harm to County of Doing Nothing**

1. Do nothing and continue to rely on volunteer organizations.
2. Harm - risk of running out of trained volunteers and county has no facility to replace them.
3. Volunteer organizations could sell/donate facilities & equipment if they don't have enough volunteers for viability.

Source(s) and Date (s) of Estimates:

**Project Costs**

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Beyond 2023	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction						\$ 4,000,000	\$ 4,000,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000

**Funding Sources**

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Beyond 2023	Total
Apply for Rescue Squad						\$ 1,000,000	\$ 1,000,000
Assistance Grant - possible						\$ 1,000,000	\$ 1,000,000
80% funding							\$ -
Local Funds						\$ 2,000,000	\$ 2,000,000
Total Financing	\$ -	\$ -	\$ -		\$ -	\$ 4,000,000	\$ 4,000,000



*AMHERST*

Perfect Slice of Virginia

# **AMHERST COUNTY**

## **APPENDICES**

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**Amherst County Regulation 3**  
**FINANCIAL POLICIES**

Originally adopted January 3, 2012

Revised February 20, 2018

Revised December 20, 2018



## Guidelines and Objectives

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### Regulation 3-1: Financial Goals

1. Purpose. A financial policy is a statement of the goals and objectives that will guide the financial management of the County. These policies are “generally accepted” as prudent, conservative and recognized as the cornerstone of sound financial management. The County Board of Supervisors is responsible for adopting and establishing financial policies and the County Administrator is responsible for their administration and monitoring.

2. Goals. Goals for County financial policy include the expectation that it:

- 2.1. Contributes significantly to the County's ability to insulate itself from fiscal crisis,
- 2.2. Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- 2.3. Promotes long-term financial stability by establishing clear and consistent guidelines,
- 2.4. Directs attention to the total financial picture of the County rather than single issue areas,
- 2.5. Promotes the view of linking long *range* financial planning with day to day operations,
- 2.6. Provides the Board of Supervisors and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines,
- 2.7. Assures that financial practices are in compliance with Generally Accepted Auditing Standards, Generally Accepted Accounting Principles, Auditor of Public Accounts, and Code of Virginia.

3. Reserved.

## Guidelines and Objectives

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### Regulation 3-2: Accounting Policy

1. General. An accounting policy addresses the accounting methods utilized in the different fund types for revenues, expenditures, assets, liabilities and fund equity. An accounting policy also addresses the process through which revenues are collected and disbursements made.

2. Financial Statements and Reports.

2.1. All activities for which the County exercises oversight responsibility are incorporated into the financial statements to form the reporting entity.

2.2. The School Board and all of its funds (School, Cafeteria, Textbook, School Construction, School Activity, etc.) are classified as a discretely presented component unit of the financial reporting entity.

2.3. The Comprehensive Annual Financial Report (CAFR) will be prepared at the conclusion of the County audit.

2.4. Periodic internally generated interim financial reports are an important product of a good accounting system. These financial reports should be accurate, and timely and present the financial position of each of the County's funds. In addition, these reports should compare budgeted results of operations and appropriations to actual results for the reporting period and for the fiscal year-to-date.

2.5. The volunteer fire and rescue departments which receive operational funding each year from the County must provide to the Public Safety Director a copy of their financial documents (balance sheet, income statement, list of investments, last year's tax return) which have been approved by a certified public accountant before current-year County funds may be disbursed to them.

3. Fund Accounting.

3.1. Accounts are organized on the basis of funds, each of which is considered to be a separate accounting entity.

3.2. Operations of each fund are accounted for with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equities, revenues and expenditures, or expenses, as appropriate.

3.3. Modified accrual basis of accounting will be followed by the governmental funds and agency funds with revenues recognized when measurable and available and expenditures recognized when incurred, with the exception of interest on long-term debt, which is recognized when due.

3.4. Accrual basis of accounting will be followed by the proprietary fund types with revenues recognized when earned and expenses recognized when incurred.

3.5. Purchase orders, contracts and other commitments for expenditure of moneys are recorded in order to reserve that portion of the applicable appropriation.

## **Guidelines and Objectives**

- 3.6. The County Administrator will report to the Board of Supervisors each quarter the status of the unobligated General Fund balance and include all assignments and commitments against the fund currently in existence.

### **4. Capital Assets.**

- 4.1. Capital assets shall be capitalized for unit costs greater than a \$5,000 expenditure.
- 4.2 Fixed assets in an enterprise fund shall be depreciated over the estimated useful life of the asset using the straight-line method as follows:
  - 4.2.1. Water and sewer system: 15-50 years.
  - 4.2.2. Buildings: 50 years.
  - 4.2.3. Equipment: 5-15 years.
- 4.3 All capital assets exceeding \$5,000 shall be reconciled on a quarterly basis.

## **Guidelines and Objectives**

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### **Regulation 3-3: Audit Policy**

1. General. Audit policy provides guidance on the selection of an independent accounting firm to provide opinions and/or reports on the County's financial statements and internal controls in compliance with federal and state standards.
2. Planning and Performance.
  - 2.1. To obtain reasonable assurance as to whether the financial statements are free of material misstatement by examining on a test basis evidence supporting the amounts and disclosures in the financial statements.
  - 2.2. To maintain compliance with the Single Audit Act.
  - 2.3. To perform additional audits of County, School Board and constitutional officer activities based upon risk assessments of activity, function or process.
3. Selection of Auditors. Auditors will be selected to perform annual audits through a request for proposal (RFP) process every five years, unless otherwise approved by the Board of Supervisors.
4. Opinions on Financial Statements. Financial statements present fairly, in all material respects, the financial position of the County as of year-end and the results of its operations and cash flows of its proprietary funds for the year then ended in conformity with generally accepted accounting principles.



## Guidelines and Objectives

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### Regulation 3-4: Budget Policy

1. General. The County's budget policy will address the process by which a budget is formulated from departmental requests to Board of Supervisors adoption, including the adoption of the Capital Improvements Program and other issues presented to the Board of Supervisors during the budget process. A budget policy addresses the authorization levels for the approval of the annual budget and all budget adjustments for revenues and expenditures of all funds.
2. Objectives.
  - 2.1. The County Administrator will identify proposed budget objectives and budget schedule to be presented to the Board of Supervisors.
  - 2.2. The budget objectives will be used as the foundation in the formulation of the County Administrator's recommended budget and the budget schedule will identify important dates throughout the budget preparation and adoption period.
  - 2.3. The following objectives shall be annual budget objectives:
    - 2.3.1. Adoption of operating and capital budgets and five-year capital improvements program.
    - 2.3.2. Anticipated property tax rate levels.
    - 2.3.3. Provision of adequate employee compensation including pay for performance increases for County employees and selective salary increases for positions significantly below market.
    - 2.3.4. Compliance with financial policies and maintain bond ratings.
    - 2.3.5. Vehicle replacement program.
    - 2.3.6. Reserve for contingencies.
    - 2.3.7. The Enterprise Funds will be self-supporting through revenues generated from their enterprise activities.
    - 2.3.8. One-time or other special revenues will not be used to finance continuing County operations, but instead will be used for funding special projects.
3. Five Year Capital Improvements Program (CIP)
  - 3.1. The County will develop a five-year plan for capital improvements and review the plan annually. The CIP is a plan for capital expenditures and a means of financing facilities, equipment and vehicles during the next five fiscal years with a unit cost greater than \$50,000.

## Guidelines and Objectives

- 3.2. Included in the CIP formulation is the operating impact of the proposed project, including personnel, operating expenditures, capital outlay and debt service.
- 3.3. The County will enact an annual capital budget based on the five-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be included in capital budget projections.
- 3.4. The County will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- 3.5. The County will maintain all its assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs.
- 3.6. The County will project its equipment replacement needs as part of the capital improvement process. From this projection a replacement schedule will be developed and followed.
- 3.7. The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
- 3.8. The County will attempt to determine the least costly and most flexible financing method for all new projects.

### 4. Budget Preparation.

The Finance Department and County Administrator will establish a budget schedule which will include important dates throughout the budget preparation period. There are certain important statutory dates that must be met in this process:

- 4.1. April 1st - The School Board must approve its budget and submit it to the Board of Supervisors.
  - 4.2. May 1st - The Board of Supervisors must approve the school budget no later than May 1st or within 30 days of receipt of estimates of state funds available.
  - 4.3. June 30th - The annual budget must be adopted and funds appropriated by the Board of Supervisors.
  - 4.4. A public hearing must be held at least 7 days before the budget is approved.
  - 4.5. If the proposed annual budget provides for an increase of greater than 1%, excluding new construction, in the total amount of revenue anticipated from tax sources (whether or not by an increased tax rate), such proposed increase shall be a matter of public notice and public hearing. The notice must be at least seven days before the increased levy is laid.
5. Budget Adoption. The budget is legally enacted through passage of an appropriations resolution for all governmental and proprietary funds.
6. Budget Amendments.

## Guidelines and Objectives

6.1. After adoption, transfers within the budget are to be made pursuant to the following guidelines.

Section	Policy
Intra-departmental Transfers	<ul style="list-style-type: none"> <li>County Administrator approval</li> </ul>
Inter-departmental Transfers (objects)	<ul style="list-style-type: none"> <li>County Administrator approval: &lt;\$25,000</li> <li>Board of Supervisors approval: &gt;\$25,000</li> </ul>
Contingency Reserve	<ul style="list-style-type: none"> <li>Board of Supervisors approval based on County Administration recommendation.</li> </ul>
New Positions/Multi Year Commitments	<ul style="list-style-type: none"> <li>Board of Supervisors approval based on County Administration recommendation.</li> </ul>
Supplemental Appropriations	<ul style="list-style-type: none"> <li>Staff granted authority to carry forward budgets for unexpended grants and encumbrances as part of year-end closeout.</li> <li>Board of Supervisors approval for all supplemental appropriations.</li> </ul>
Capital Projects (CIP & Enterprise Funds)	<ul style="list-style-type: none"> <li>Board of Supervisors approval for transfers between projects.</li> <li>County Administrator approval for Intra-project transfers.</li> <li>Staff granted authority to carry forward unexpended capital project budgets in CIP and Enterprise Funds.</li> </ul>

- 6.2. Appropriations which increase the total budget by more than \$500,000 or 1% of the total budget are required to be advertised for a public hearing at least seven days prior to the Board of Supervisors consideration.
- 6.3. If deficits appear to be forthcoming within a fiscal year, recommended spending reductions will be proposed by the County Administrator during the fiscal year in order to sufficiently offset the deficit.
- 6.4. Constitutional officers, whose staff receives remuneration from the State Compensation Board, may apply savings achieved through internal personnel changes (such as the retirement or departure of a higher paid employee) to the salaries of their existing employees for the purpose of equalizing those salaries to County pay scales and policies. [Book 34, Page 1003]

## **Guidelines and Objectives**

### **7. Budget Preparation Procedures**

#### **7.1. Budget Calendar**

7.1.1. The Finance Director will prepare the Budget Calendar with the County Administrator during the month of August.

7.1.2. The Calendar should be reviewed with the Treasurer and School Finance Director before submitting to the Board of Supervisors for approval.

7.1.2.1. Make sure School can present on the date they are given.

7.1.2.2. Make sure the Treasurer agrees with the tax bill mailing date.

7.1.3. At the first Board meeting in September the Budget Calendar should be placed on the agenda for review and adoption by the Board of Supervisors.

#### **7.2. CIP and Supplemental Requests**

##### **7.2.1. Definitions**

7.2.1.1. CIP Requests are requests for project funding that exceed \$50K, are one-time expenses, and are for the purpose of purchasing depreciable assets. These requests will be included in the 5-year Capital Improvement Plan. Generally, these do not include any recurring costs, but if there are on-going operating costs associated with them they are also identified within the 5-year Capital Improvement Plan.

7.2.1.2. Supplemental Requests are requests for project funding that are \$50K or less, are either one-time expenses or recurring program costs, or recurring personnel requests regardless of the dollar amount.

7.2.2. After the Budget Calendar is adopted the Finance Director will format the Excel file for current year CIP and Supplemental request forms, and update the instructions to go with the forms.

7.2.3. In September the forms will be distributed to all department heads and Constitutional Officers.

7.2.4. Based on the Budget Calendar, the department heads and Constitutional Officers will return their completed forms to Finance in electronic format.

7.2.5. Once these are all received the Finance Director will put together one Excel file of all CIP requests and one Excel file of all Supplemental requests.

7.2.6. A staff committee will be selected by the County Administrator to prioritize the requests.

7.2.7. The Excel files will be emailed by the Finance Director to members of the staff committee based on the Budget Calendar for them to prioritize the requests.

7.2.8. All prioritizations will be returned to the Finance Director based on the budget calendar to be compiled prior to the respective staff committee meeting.



## **Guidelines and Objectives**

- 7.2.9. At the committee meeting the prioritizations will be finalized for submission to the Board of Supervisors.
- 7.2.10. There will be a separate committee meeting for the CIP and Supplemental requests.
- 7.2.11. The Finance Director will compile the complete CIP package and the complete Supplemental package for the Board of Supervisors.
- 7.2.12. The Board of Supervisors will receive the packages based on the budget calendar for them to prioritize each of the requests themselves.
- 7.2.13. The Board will return their prioritizations to the County Administrator, who will forward them to the Finance Director for compiling the Board's overall priority.
- 7.2.14. A separate Board of Supervisors workshop will be held to review the CIP and the Supplemental requests based on the budget calendar.
  - 7.2.14.1. Staff members who have submitted requests are required to be at the workshop.
  - 7.2.14.2. The final Board of Supervisor priorities will be set during each workshop so they may then be included in the draft budget.
- 7.3. Outside Agencies and Non-Profit organizations
  - 7.3.1. In November the application for Outside Agencies and Non-Profits to request support is published by the Finance Director.
  - 7.3.2. The Finance Director will mail the application to all organizations that received or requested support from the Board of Supervisors the previous budget year.
  - 7.3.3. The application form will be placed on the website for any other organization to have the opportunity to submit a request as well.
  - 7.3.4. All requests will be due back to Finance based on the budget calendar, which is normally the first part of January.
- 7.4. Balancing the draft budget
  - 7.4.1. Staff will begin the balancing process in January.
  - 7.4.2. Revenue projections will be developed by the Finance Director, reviewed with the County Administrator, and presented to the Board of Supervisors by the end of February.
  - 7.4.3. As a standard practice the draft budget will include the following:
    - 7.4.3.1. All departmental operating expenses
    - 7.4.3.2. A Cost of Living increase for all County employees
    - 7.4.3.3. As many current year supplemental requests as possible

## **Guidelines and Objectives**

- 7.4.3.4. The current year CIP requests and as many future year requests as possible
- 7.4.3.5. No tax increase
- 7.4.3.6. Level funding for the School Board
- 7.4.4. The balanced budget will be presented at the last Board meeting in February.
- 7.4.5. The School Board will present their budget to the Board of Supervisors at the last meeting in March.
- 7.4.6. Board workshops will be held in March for the draft budget.
- 7.4.7. After the workshops any Board changes will be incorporated into the final draft by the end of March.
- 7.5 Adoption of the budget
  - 7.5.1. At the first Monday in April the budget public hearing notice is sent to the local newspaper.
  - 7.5.2. At the second Board Meeting in April the first public hearing is held for the budget.
  - 7.5.3. One week later, the second public hearing and adoption of the budget is scheduled.
- 7.6 Files
  - 7.6.1. Electronic files are located on the Finance Director's (M:) Drive in the budget folder organized by year.

## Guidelines and Objectives

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### Regulation 3-5: Debt Policy

1. General.

- 1.1. A debt policy addresses the level of indebtedness the County can reasonably expect to incur without jeopardizing its existing financial position and to ensure the efficient and effective operation of the County.
- 1.2. A debt policy also addresses the purposes for the types of debt that will be issued.
- 1.3. The debt policy is to be used in conjunction with the Adopted Budget, the Capital Improvements Program (CIP) and other financial policies.

2. Planning and Performance.

- 2.1. The planning, issuance and review of outstanding and proposed debt issuances will ensure that compliance with the debt policy is maintained.
- 2.2. The County may issue debt for the purpose of acquiring or constructing capital projects including buildings, machinery, equipment, furniture and fixtures.
- 2.3. Debt issuances will be pooled together when feasible to minimize issuance costs.
- 2.4. The County will prepare and adopt annually a Five Year Capital Improvements Program (CIP) to identify and establish an orderly plan to meet the County's infrastructure needs with all debt-related projects and the debt service impact upon operations identified.
- 2.5. The County will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
- 2.6. The County will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.

3. Issuance Guidelines.

- 3.1. The County will not use short-term borrowing to finance operating needs.
- 3.2. Long-term debt will be used in compliance with all aspects of the debt policy.
- 3.3. The maturity of any debt will not exceed the expected useful life of the project for which the debt is issued.
- 3.4. Each project proposed for financing through debt issuance will have an analysis performed for

## Guidelines and Objectives

review of tax impact and future operating costs associated with the project and debt issuance.

- 3.5. Total Debt as a percentage of Assessed Value will not exceed 3.5%.
- 4. Procedures for Debt Accounts.
  - 4.1 Fund 97 is the County Long-term Debt Fund. All outstanding county debt is accounted for within this fund. The annual debt service is maintained in Department 91050 of the General Fund or Fund 1.
  - 4.2 The Accountant will reconcile between loan amortization information and all outstanding debt accounts on a quarterly basis.
  - 4.3 The Accountant will make the necessary adjustments in the Debt fund for principal paid through debt service during the quarter being reconciled.
  - 4.4 The Finance Director will review the quarterly reconciliations.
  - 4.5 The Accountant will make the entry annually for any Bond premium or discount amortization needed.
  - 4.6 Audit Schedules will be prepared by the Accountant and reviewed by the Finance Director then submitted to the auditors for the current fiscal year audit. Schedules that are needed are as follows:
    - 4.6.1 Accrued Interest for the current year
    - 4.6.2 Debt Service for the current year
    - 4.6.3 Bond Premium amortization for the current year
  - 4.7 Files are located on the (P:) drive, Finance folder, Debt folder, and organized by fiscal year.



## Guidelines and Objectives

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### Regulation 3-6: Fund Balance Policy

1. Fund Balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board prescribes the classification scheme for components of fund balance. The types of fund balance components are non-spendable, restricted, committed, assigned and unassigned. The policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of three elements; committed, assigned and unassigned fund balance.

	Definition	Example
Non-spendable	Net resources that cannot be spent because of their form or they must be maintained intact	Inventory Prepaid Asset Long-Term Receivables
Restricted	Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments	Federal Grants and any required local match for those grants.  Unspent bond proceeds Bond covenants Taxes raised for a specific purpose
This policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of the following three types:		
Committed	Limitations imposed by the Board of Supervisors that carries forward into future budget years indefinitely. Requires resolution or other formal board action to remove.	Encumbrances, such as construction contracts and other long-term contracts for which the Board has taken formal action. This could also include revenue streams that will grow and shrink over time such as the Fines & Forfeitures , account, but remain from year to year, also limited in use by formal board action
Assigned	Limitations imposed by the Board of Supervisors that exist for the current fiscal year expenses or projects that are expected to have an end date. These do not require formal board action to remove. And do not require formal board action to establish.	Encumbrances that only exist for a certain project in the current fiscal year. This could include a purchase order that isn't complete at year-end or other items that are "outstanding" at year end that did not require formal board action to incur.
Unassigned	Total fund balance in the general fund in excess of non-spendable, restricted, committed and assigned fund balance	

## Guidelines and Objectives

### 2. General.

- 2.1. The County desires to maintain the financial operation of the County in a manner consistent with sound financial management principles including guidelines and criteria established by rating agencies and bond insurance firms.
- 2.2. Sound financial management principles include the establishment of designated and undesignated fund balances sufficient to maintain required cash flows and provide reserve for unanticipated expenditures, revenue shortfalls and other specific uses.
3. Planning and Performance. Compliance with fund balance policy will be reviewed in conjunction with the budget process, audit process and upon changes made to the budget throughout the fiscal year. Adequate fund balances are necessary for purposes of unanticipated expenditures, to provide for cash flow reserves during the fiscal year due to the timing difference between the receipt of revenues and disbursement of expenditures, and to meet desired reserves.
  - 3.1. Unassigned fund balances at the close of each fiscal year should be at least 15% of the total annual General Fund expenditures inclusive of the transfer to the Amherst County School Board.
  - 3.2. Any balances greater than the 15% figure noted above will be reserved for contingencies, capital projects, non-recurring expenses and shall remain reserved until appropriation by the Board of Supervisors.
  - 3.3. The County Board may, from time-to-time, appropriate unassigned fund balances that will reduce available fund balances below the 15% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County. In such circumstances, the Board will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period. Balances shall be at such a level that the County will not incur short-term borrowing as a means to fund operations.
  - 3.4. A "Future Fund" will be maintained as a committed fund, for the purpose of funding the Capital Improvement Plan. The fund is intended to receive and accumulate amounts to be applied in years beyond the current 5-year CIP. Funding of this account will be comprised of the unused funds left over at the end of each budget year from the county's operations and maintenance (O&M) budget, as determined through the annual audit. One half of the leftover O&M funds will be placed in the Future Fund account while the other half will be made available to the Board for other funding requests (such as the Supplemental budget or board contingency funds) as non-recurring funding. Fund balances from paragraph 3.2. may not be used for the Future Fund account.
4. Reporting. At the start of each quarter, the Board will receive a report on the status of the unobligated General Fund that shall specify the amounts in the fund as Assigned, Committed or

### **Guidelines and Objectives**

Expended for the current fiscal year. The balance of the fund shall be calculated from the Total Fund Balance provided by the prior year's audited balance sheet less Nonspendables.

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### Regulation 3-7: Special Welfare Fund Policy

1. Definition. The Special Welfare Fund is an agency fund that receives and disburses funds derived from public grants or private sources in the form of gifts, contributions, bequests or legacies for the purpose of aiding needy citizens within the County.
2. Types of Funds.
  - 2.1. *Public or private (non-foster care)* funds include gifts, contributions, special local government grants, etc. which can only be used for the purpose of the bequest.
  - 2.2. *Dedicated accounts* include certain large past-due SSI payments covering more than six months of benefits. These must be maintained in a "dedicated account" in a financial institution.
  - 2.3. *Regular monthly accounts* are regular monthly receipts to be used for current monthly needs.
3. Financial Institution Accounts
  - 3.1. *Monthly Operating Account* is the account where regular monthly SSA/SSI payments and other gifts, contributions, etc. are deposited, and disbursements are made on behalf of the child.
  - 3.2. *Dedicated Account* is the account where large past due SSI payments are deposited. The County does not currently have a need for this account. If such need arises one will be opened by the Treasurer.
  - 3.3. Both of these accounts are to be interest bearing accounts.
  - 3.4. If a beneficiary accumulates more than \$500 a separate interest bearing account will be opened on behalf of the beneficiary.
  - 3.5. The signatures of the persons authorized to disburse funds shall be on file with the local Treasurer.
4. Accounting Procedures.
  - 4.1. *Receipts*
    - 4.1.1. Department of Social Services (DSS) staff will receipt all funds received in the Special Welfare Fund and denote on the official receipt "Special Welfare Fund." Additional identifying information to be included should be case name and case number (if case specific), source of funds, donor account fund or other brief information.
    - 4.1.2. DSS will submit a report of collections along with funds received no less than once a week.
    - 4.1.3. DSS will maintain a ledger of subsidiary accounts that shall also notate any restriction on the funds within a subsidiary account and the following information is required to be included in the subsidiary ledger:



## Guidelines and Objectives

1. Name of account
  2. Case number (if case specific)
  3. Amount of receipt
  4. Date of receipt
  5. Receipt number
  6. Source of funds
  7. Purpose for which funds are to be spent
  8. Amount of disbursement
  9. Reason for disbursement
- 4.2. The Finance Department will perform a monthly reconciliation between the DSS subsidiary ledger, the bank statement, the Treasurer's balance, and the general ledger.
- 4.3. DSS will provide Finance with the "Special Welfare Account Activity Report" by the 10<sup>th</sup> of the following month as a part of the reconciliation process.
5. Disbursements.
- 5.1. Monthly disbursements will continue to be paid from the County operating account.
- 5.2. Finance will produce a report listing monthly disbursements to DSS staff by the 5<sup>th</sup> of the following month.
- 5.3. DSS will then produce a reimbursement check payable to the County by the 15<sup>th</sup> of the same month noted above.
6. Unexpended Funds.
- 6.1. If a child leaves the custody of DSS any unspent SSA/SSI funds shall be returned to the Social Security Administration unless SSA instructs the agency in writing to disburse the funds.
- 6.2. If a child leaves the custody of DSS any remaining unspent funds other than SSA/SSI must be paid to the child or the parent/guardian.
- 6.3. If the individual cannot be located, then the unspent funds shall be turned over to the state in accordance with the Unclaimed Property Act.
- 6.4. In the event of the child's death, any unspent funds become the property of the child's estate.

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### Regulation 3-8: Child Services Act Fund Policy

1. Definition. The Child Services Act Fund is a special revenue fund used to account for expenses reimbursable through the Office of Children's Services and the local match required to receive those funds from the Commonwealth of Virginia.
2. Types of Funds.
  - 2.1. *Public* funds consisting of both state and local funds.
  - 2.2. The State funds are held in a single pooled fund managed by the Office of Children's Services and then disbursed to the locality based on reimbursement requests.
  - 2.3. Local funds are the matching funds required by the state in order to receive reimbursement from the pooled fund and are a part of the General Fund budget each year.
3. Accounting Procedures.
  - 3.1. *Receipts*
    - 3.1.1. State funds are received electronically from the EDI system of the Commonwealth of Virginia and are deposited directly into the County operating account. The Treasurer's office records these receipts through the Cash Receipt system.
    - 3.1.2. Local funds will be identified as the match amount during the reimbursement request process. The Accountant will prepare the transfer journal entry to move the match funds from the General Fund to the CSA Fund.
4. Disbursements.
  - 4.1. The CSA Coordinator will enter the invoices into the reporting system of Thomas Brothers.
  - 4.2. The CSA Coordinator then creates a file of all invoices that need to be paid and sends it to the Accounts Payable Clerk in the Finance Department.
  - 4.3. The Accounts Payable Clerk will import the file created by the CSA Coordinator into the County financial system for accounts payable processing.
  - 4.4. The Accounts Payable Clerk uses the same process as for all other County payables in preparing the CSA expenditures for payment. This process creates both checks to be mailed and ACH payments to the vendors' bank accounts.
5. Reconciliation of Expenditures and Reimbursement Request.
  - 5.1. All completed accounts payable invoices are given to the Accountant by the Accounts Payable Clerk for reconciliation and file retention.

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- 5.2. The Accountant runs the GL040 expense report for Fund 90 (Child Services Act Fund) from the County financial system to get the listing of all CSA expenses posted to the general ledger.
- 5.3. The Accountant then records all the expenses from the general ledger into an Excel spreadsheet located at P:/clhart/CSA and called ExpenseReimRecon.
- 5.4. The CSA coordinator then will upload the current expenses to the Office of Children's Services (OCS) website from Thomas Brothers.
- 5.5. The Summary Report created, after the expenses are uploaded on the OCS website, will be printed by the Accountant to begin the reconciliation process.
- 5.6. The Accountant compares the Summary Report from the OCS to the Excel worksheet created for the same expenses.
- 5.7. Any differences between the Summary Report and the Excel spreadsheet identified by the Accountant will be reviewed with the CSA coordinator and any necessary corrections made.
- 5.8. The Accountant becomes the Report Preparer for the OCS at this point and will submit the reimbursement report on the OCS website.
- 5.9. The Finance Director acts as the fiscal agent for the CSA funds for the OCS website. The Finance Director will review the reimbursement report submitted by the Accountant and approve it for reimbursement on the OCS website.
- 5.10. Once the submission is made, the Accountant will transfer the necessary funds from the General Fund to the CSA Fund for the local match portion by journal entry.
- 5.11. All state revenue is recorded in revenue code 3-090-024020-0110.
- 5.12. The Accountant maintains a record of all submissions to the OCS and deposits received, as there is no itemization of invoices paid within a deposit.
- 5.13. At the end of the fiscal year, any amounts that remain unpaid by the OCS will require an additional transfer from the funds allocated in the General Fund.

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### Regulation 3-9: Payroll Regulations

1. For all new hires, a Payroll Authorization Form must be completed and returned to Human Resources prior to the new employee's start date. This will ensure that the County has all pertinent information for creation of the employee master file in a timely manner.
2. All new employees must attend a benefits orientation with Human Resources on or before their first day of employment. This ensures that the I-9 and e-Verify meets the Federal deadline.
3. Human Resources will notify the Information Technology department of the new hire and obtain a signed IT policy from the new hire. Timely departmental notification of new hires to Human Resources helps to ensure that IT will be able to complete set up of all accesses, email, and computers prior to the first date of employment. The individual departments will need to contact IT where additional securities need to be established within their specific software applications.
4. The Director of Human Resources will establish the master file for all new employees. The following details will be entered and maintained by the Director of Human Resources:
  - Name
  - Social Security number
  - Address
  - Phone number
  - Sex
  - Race
  - Birthdate
  - Emergency contacts
  - Tax information
  - Grade level
  - Payroll Code
  - Location
  - Calendar
  - Hire date
  - Full-time date (if applicable)
  - Annual salary (if applicable)
  - Hourly rate
  - Yearly work hours
  - Pay type
  - Pay frequency
  - Pay times
5. The Payroll Clerk enters the withholdings and reviews all changes made by the Director of Human Resources through the PIC system. This allows the clerk to verify accuracy of information and to ensure no fictitious employees exist.



## **Guidelines and Objectives**

6. The Payroll Clerk will maintain all accounting codes needed within the employee master files.
7. The Accountant will review all changes made by the Payroll Clerk through the PIC system. This will allow the Accountant to verify accuracy of information and to ensure no fictitious employees exist.
8. The Payroll Clerk will produce the monthly payroll sheets for each department and distribute them to the Department heads based on the monthly calendar.
9. Department heads will review all payroll sheets and submit the payroll sheets to Finance with all changes noted based on the monthly calendar provided by Finance.
  - 9.1. The total payroll including part-time should be noted on the payroll sheet.
  - 9.2. Any changes needed should be made (ex. Leave without Pay, OT, Salary increases) on the payroll sheet.
  - 9.3. Changes should be made in a color other than black if at all possible.
10. Any changes to an employee's master file (benefits, salary, withholdings, etc.) must be submitted to Human Resources by the 15th day of the current month to be included for the end of month payroll.
11. If the changes are not in to Human Resources by the specified date they will not take effect until the next pay period.
12. The Payroll clerk will prepare all payrolls for processing.
  - 12.1. Payroll preparation process
    - 12.1.1. All time is keyed in by the Payroll Clerk and verified against the payroll sheets submitted by departments.
    - 12.1.2. Run edit from Payroll Menu PR2 Option 5.
    - 12.1.3. Verify Edit report control totals to the payroll sheet totals.
    - 12.1.4. The Accountant receives the edit reports and payroll sheets for review. Once verified the Accountant signs off on the edit report.
    - 12.1.5. Five business days prior to Pay Day, the Payroll Clerk submits all information to the Information Technology department for processing and producing checks and reports. An email is sent to the IT associate, the IT Director, and the Finance Director notifying them of the submission to IT.
13. Information Technology will process all payrolls, print checks, print direct deposits, and create the ACH direct deposit file, and positive pay files.
  - 13.1. IT process

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- 13.1.1. Back up company to tape.
  - 13.1.2. Select option to process and key in starting check number.
  - 13.1.3. Fill in and match job totals to email batch totals submitted by Finance.
  - 13.1.4. Change number of copies for payroll reports and print reports.
  - 13.1.5. Process check spool files through F54 menu to create laser checks with electronic signatures.
  - 13.1.6. Print Checks and Direct Deposits.
  - 13.1.7. Go to Treasurer Menu TR180 to create Positive Pay File for the bank.
  - 13.1.8. Go to PR2 opt13 to create PR Direct Deposit File.
  - 13.1.9. Go to TR180 to create Payroll Positive Pay file for bank.
  - 13.1.10. Minimum of three business days or 72 hours prior to Pay Day, log on to BB&T secure file gateway and upload each file created for each batch (one at a time).
  - 13.1.11. Create and send multiple emails to banking entity along with Finance, Treasurer, and IT of notification of electronic files being submitted for ACH and Positive Pay. This must be done at the same time of file submissions.
- 14. Once payroll is completed by IT, the Accounts Payables associated with payroll are moved from the holding files and processed following the Accounts Payable process.
    - 14.1. These payables are balanced using the payroll cover page during the flagging process.
  - 15. The Payroll Clerk will obtain all payroll reports and checks stubs/checks for review by the Treasurer or his or her appointed deputy. The review will be maintained with a signature on the respective reports.
  - 16. The Treasurer will also verify the beginning and ending check numbers on a register maintained within the IT department.
  - 17. The Payroll Clerk will distribute a copy of all payroll reports and check stubs/checks to the appropriate departments after 2:00 pm on pay day.
  - 18. All departments will review and sign off to acknowledge agreement with the payroll processed for the period.
  - 19. All departments will maintain their copy of the payroll report within their office for a period of three years.
  - 20. All tax filings and benefit payments will be reconciled and completed by the Payroll Clerk.

## Guidelines and Objectives

21. At the end of the calendar year, the Payroll Clerk will reconcile all quarterly tax information with the system to insure accurate W-2 information.
22. The Payroll Clerk will prepare the payroll file for W-2 processing.
23. Information Technology will process W-2s for all appropriate agencies.
24. An electronic copy of all W-2s will be maintained on the M: drive by the Director of Finance and on the server stored in Information Technology.
25. Annual transmittal to the SSA and Commonwealth of Virginia will be done electronically by the Payroll Clerk, and a copy of the confirmation maintained with the quarterly reports in the Finance Department.
26. Following is a chart of process assignments.

	Primary assignment	Backup assignment
Master File Maintenance/ HR portion	HR Director	Payroll Clerk
Master File Maintenance/accounting codes	Payroll Clerk	Finance Director
Review PIC changes by HR	Payroll Clerk	Finance Director
Review PIC changes by Payroll Clerk	Accountant	Finance Director
Prepare All Payrolls	Payroll Clerk	Accountant
Review Payroll	Accountant	Finance Director
Process payroll, print Checks, direct deposit file	IT - Associate #1	IT Director

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27. Following is a chart of responsibility and backup assignments for each payroll.

Five payrolls	Benefit payment	Backup	Review
School	Payroll Clerk	Accountant	School PR clerk
Cafeteria	Payroll Clerk	Accountant	School PR clerk
County	Payroll Clerk	Accountant	Accountant/FD
DSS	Payroll Clerk	Accountant	Accountant/FD
Service Authority	Payroll Clerk	Accountant	Accountant/FD
Part-time OT County	Payroll Clerk	Accountant	Accountant/FD



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### **Regulation 3-10: Credit Card Policy**

1. The purpose of this policy is to ensure the proper use of credit cards issued to Amherst County employees.
2. Cardholders will have a separate credit card issued to them, and each card will have a separate credit limit associated with it. The County Administrator and the Finance Director are responsible for the management of the cards, and each user is responsible for the proper use of the credit card issued to them.
3. Authorized users are determined by request of the department head to the County Administrator or the Finance Director, and may be issued a credit card. Credit limits may be temporarily adjusted via the internet by the County Administrator, the Finance Director, and the Executive Assistant to the County Administrator should the need arise.
4. Documentation of Credit Card.
  - 4.1. Each cardholder and authorized user will sign a Credit Card User Agreement at the time the card is issued to the employee by the County Administrator or the Finance Director.
  - 4.2. For any credit card purchase, the cardholder or authorized user will obtain an original itemized receipt and any other documentation related to the purchase.
  - 4.3. Each month the cardholder or authorized user will submit a Credit Card Usage Form with all original documentation by the fifth of the following month.
  - 4.4. The Accounts Payable Clerk will receive all statements from the banking institution and reconcile the Credit Card Usage Form and original receipts to the statement.
  - 4.5. The Finance Director will have final approval after the Accounts Payable Clerk has completed the statement reconciliations.
  - 4.6. Any purchases made by the Finance Director will be approved by the County Administrator or the Executive Assistant to the County Administrator, should the need arise.
  - 4.7. A Missing Credit Card Receipts Form must be submitted to the Finance Director for approval if original documentation cannot be located.
  - 4.8. Failure by a cardholder or authorized user to provide sufficient documentation may limit future use of the card.
5. No purchase of any personal items may be made on the County's card account for later reimbursement.

### **Guidelines and Objectives**

6. The County Administrator or Finance Director may revoke card privileges at any time as deemed necessary.
7. Any employee of Amherst County who violates the provisions of the Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.
8. Employees to whom credit cards are issued for County purchases shall immediately surrender all County credit cards upon termination of employment.

## **Glossary**

<b>Accrual Basis</b>	A basis of accounting in which transactions are recognized at the time they are incurred, not when cash is received or spent.
<b>Ad Valorem</b>	A tax levied in proportion to value of the property against which it is levied
<b>Adopted Budget</b>	A plan of financial operations approved by the Board of Supervisors. The Adopted Budget reflects approved tax rates and estimates of revenues, expenditures, goals and objectives.
<b>Appropriation</b>	An authorization granted by the Board of Supervisors to a specified organization, such as a unit of County government, to make expenditures and incur obligations for specific purposes. An appropriation is limited in dollar amount, the fund from which it will be drawn, and when it may be spent, usually expiring at the end of the fiscal year.
<b>Appropriations Resolution</b>	A legally binding document which delineates by fund or category and/or by department or grant all expenditures and revenues adopted by the Board of Supervisors and reflected in the Adopted Budget.
<b>Asset</b>	Resources owned or held by a government, which have a monetary value.
<b>Assigned Fund Balance</b>	For the general fund, amounts constrained for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts. Amount reported as assigned should not result in a deficit in unassigned fund balance.
<b>Authorized Positions</b>	Employee full-time permanent positions, which are authorized in the Adopted Budget, to be filled during the fiscal year.
<b>BPOL</b>	Business, Professional, and Occupational License refers to the license tax that is levied upon those doing business or engaging in a profession, trade or occupation in the county.
<b>Balance Sheet</b>	A financial statement disclosing the assets, liabilities, and equity of an entity at a specified date.
<b>Balanced Budget</b>	A term used to describe a budget in which total expenditures do not exceed revenue, reserves, and unassigned fund balance for a given time period.

<b>Basis of Accounting</b>	The timing of recognition of transactions or events for financial statement reporting purposes. Amherst County uses either the accrual or modified accrual basis of accounting, as appropriate for each fund type or activity, in accordance with the US generally accepted accounting principles (GAAP) applicable to governmental units.
<b>Basis of Budgeting</b>	The method used to determine when revenues and expenditures are included for budgetary purposes. Amherst County's budget is presented on the same basis as that used for financial statement reporting purposes; however the budget is presented using a different perspective than the financial statement presentation and requires a budget to GAAP reconciliation for financial statement reporting.
<b>Bond</b>	Interest bearing certificates of public indebtedness used primarily to finance capital projects. They evidence the issuer's obligation to repay a specified principal amount on a set maturity date, together with interest at a stated rate, or according to a formula which determines that rate.
<b>Budget</b>	An annual financial plan that identifies a plan of expenditures for the fiscal year. It states expenditures anticipated and identifies revenues necessary to finance the plan.
<b>Budgetary Control</b>	The control or management of a government or enterprise in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.
<b>CAFR</b>	Comprehensive Annual Financial Report - a report compiled annually which provides detailed information on an organization's financial status at year end.
<b>Capital Improvement Program (CIP)</b>	A plan of acquisition, development, enhancement or replacement of public facilities and/or infrastructure to serve the County citizenry. The CIP is a reflection of the physical development policies of the County and encompasses a five-year period which includes projects in excess of \$50,000.
<b>Capital Assets</b>	Assets of a substantial nature (\$5,000 or more) expected to have a useful life of two or more years.
<b>Capital Projects Fund</b>	Used to account for financial resources that are restricted, committed, or assigned to expenditures for capital outlay, including the acquisition or construction of capital facilities and other capital assets.
<b>Carryover Funds</b>	Unexpended funds at the end of a fiscal year.



<b>Committed Fund Balance</b>	Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.
<b>Comprehensive Plan</b>	A long-term plan to control and direct the use and development of real estate in the County. It is also used to make strategic decisions regarding water and wastewater lines, infrastructure, and government buildings.
<b>Constitutional Officers</b>	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer)
<b>Contingency</b>	A budgetary assignment established for emergencies or unforeseen expenditures.
<b>Debt Ratios</b>	Comparative statistics showing the relationship between an entity's outstanding debt and factors such as its tax base, income, or population. Such ratios often are used to assess the credit quality of an entity's bond.
<b>Debt Service</b>	The payment of principal and interest on borrowed funds.
<b>Deficit</b>	The excess of expenditures over revenues during a single accounting period.
<b>Department</b>	An organizational unit of government functionally unique in its delivery of service.
<b>Depreciation</b>	The decrease in value of physical assets due to use and the passage of time.
<b>Disbursement</b>	Payments made in cash.
<b>Encumbrance</b>	A commitment, assignment, or other obligation to spend certain funds.
<b>Enterprise Fund</b>	A fund designed to support itself by paying its expenses from funds derived from user charges.
<b>Expenditure</b>	The payment of cash upon the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

<b>Expenditure Line Item</b>	An expenditure classification referring to the lowest and most detailed level of classification, such as utility charges, office supplies, or furniture.
<b>Fiscal Year</b>	The period of time used by the county for budgeting and accounting purposes. Amherst County uses the twelve-month period beginning July 1st and ending June 30th.
<b>Fringe Benefits</b>	Contributions made by the county for its share of Social Security, pension, medical, and life insurance plans provided to personnel.
<b>Full-time Equivalent (FTE)</b>	A measure of the number of staff members, including full-time and part-time employees, based on total man-hours of workload.
<b>Fund</b>	An accounting entity with a group of accounts which must balance. Budgets for all funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP).
<b>General Fund</b>	The General Fund is the primary location of all money and financial activity associated with ordinary operations of the County. Most taxes are accrued in this fund and transfers are made to Schools and other entities as appropriate. The General Fund is the most critical fund in the Amherst County budget.
<b>Grant</b>	Contributions or gifts of cash or other assets from another government or entity to be used or expended for a specified purpose, activity, or facility.
<b>Infrastructure</b>	Public domain fixed assets such as roads, bridges, drainage systems, lighting systems, and similar assets that are immovable and are owned and of value to the governmental unit.
<b>Interfund Transfers</b>	The movement of monies between funds of the same governmental entity. These do not include loans, quasi-external transactions, or reimbursements.
<b>Levy</b>	To impose taxes, special assessments or service charges for the support of government activities.
<b>Line-Item Budget</b>	A budget that specifies detailed types of expenditures planned for the fiscal year.
<b>Liquidity</b>	Easily available funds that provide the ability to meet short-term expenditures promptly using cash on hand or by converting an investment to cash with minimum risk to principal or accrued interest.

<b>Long-term Debt</b>	Debt that has a maturity of more than one year from date of issuance.
<b>Mission Statement</b>	A written description stating the purpose of an organizational unit (department or agency) and its function.
<b>Modified Accrual</b>	A basis of accounting in which revenues are recorded when susceptible to accrual, i.e. both measurable and available to finance expenditures of the fiscal period.
<b>Obligation</b>	An amount the County is legally required to satisfy through use of its resources, including liabilities and unliquidated encumbrances.
<b>Operating Budget</b>	Plans of expenditures for the current year and the proposed means to finance them.
<b>Operating Revenues</b>	Funds that the County receives as income to pay for ongoing operations, such as taxes, fees for specific services, interest earnings, and grant revenues.
<b>Ordinance</b>	A formal legislative enactment by the governing body of a locality. If not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the locality.
<b>Other Financing Sources</b>	Non-operating revenue received to assist with financing County operations such as recoveries, gifts/donations, and the sale of surplus fixed assets.
<b>Pay as You Go Approach</b>	The procurement of capital assets with available cash reserves.
<b>Personal Property</b>	A category of property, other than real estate, identified for purposes of taxation. It includes resident-owned items, corporate property, and business equipment. Examples of personal property include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment.
<b>Property Tax Rate</b>	The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually expressed as an amount per \$100 of assessed valuation.
<b>Proprietary Fund</b>	A fund category used to account for the business-type activities within a government.
<b>Real Property</b>	Real estate, including land and affixed improvements ( building, fencing, paving) classified for purposes of tax assessment.

<b>Reserve</b>	A portion of fund balance that is either restricted, committed, or assigned.
<b>Resolution</b>	An order of a legislative body which carries the force of law.
<b>Resources</b>	Amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.
<b>Revenue</b>	A source of income that provides an increase in net financial resources, and is used to fund expenditures. Budgeted revenue is categorized according to its source, such as local, state, federal or other financing sources.
<b>Revenue Bond</b>	A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.
<b>Special Revenue Fund</b>	A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specific purpose such as grants for specific programs.
<b>Statute</b>	A written law enacted by a duly organized and constituted legislative body.
<b>Tax Base</b>	The total property valuations on which each taxing authority levies its tax rates.
<b>Taxes</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all people.
<b>Unassigned Fund Balance</b>	For the general fund, amounts not classified as nonspendable, restricted, committed, or assigned. The general fund is the only fund that would report a positive amount in unassigned fund balance.
<b>Unencumbered Balance</b>	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses.
<b>User Charges</b>	The payment of a fee for direct receipt of a public service by the party who benefits from the service.