

AMHERST COUNTY

FY 2022 PROPOSED BUDGET

**AND FY 2022-2026 CAPITAL IMPROVEMENT
PLAN**

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AMHERST COUNTY BOARD OF SUPERVISORS

W. Tom Martin
District 1

Claudia D. Tucker
District 2

Lemuel J. Ayers, III
District 3

David W. Pugh, Jr.
District 4

Jennifer R. Moore
District 5



County Administrator

Dean C. Rodgers

Deputy County Administrator

David R. Proffitt

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Jeremy S. Bryant, Community Development Director

Linda M. Warner, Human Resources Director

Jacqueline S. Viar, Information Technologies Director

C. Brian Thacker, Public Works Director

Samuel A. Bryant IV, Public Safety Director

Patrick Nalley, Recreation, Tourism & Cultural Development Director

Victoria Hanson, Economic Development Authority Director

Robert Hopkins, Amherst County Resource Authority Director

Special Acknowledgements

Cover photography courtesy of Kipp Teague and Samuel A. Bryant, IV



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**County of Amherst
Virginia**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morrell

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to County of Amherst, Virginia, for its Annual Budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



COUNTY OF AMHERST



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AMHERST COUNTY ADMINISTRATION BUILDING
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March 30, 2021

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

It is my pleasure to present the Fiscal Year (FY) 2022 Budget and FY 2022-2026 Capital Improvement Program (CIP). This budget focuses on our investment in local government services for our community. I am also presenting a capital improvement plan that supports major investments into the continued safety of our citizens through equipment, upgrading the emergency response system for greater efficiency and transparency, and a master plan for the Madison Heights area of the county. Expansion of broadband availability is the highest priority for the coming year.

The Board adopted a new, more refined mission statement "to nurture a vibrant and healthy community through transparent and fiscally responsible leadership and quality services." We have stayed true to this mission while expanding existing services within our means, and identifying efficiencies and cost savings where possible.

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, all of which will serve to increase business tax revenues and decrease the burden on real estate taxes over time. It is with this commitment and goals that I provide the following annual budget.

Economy

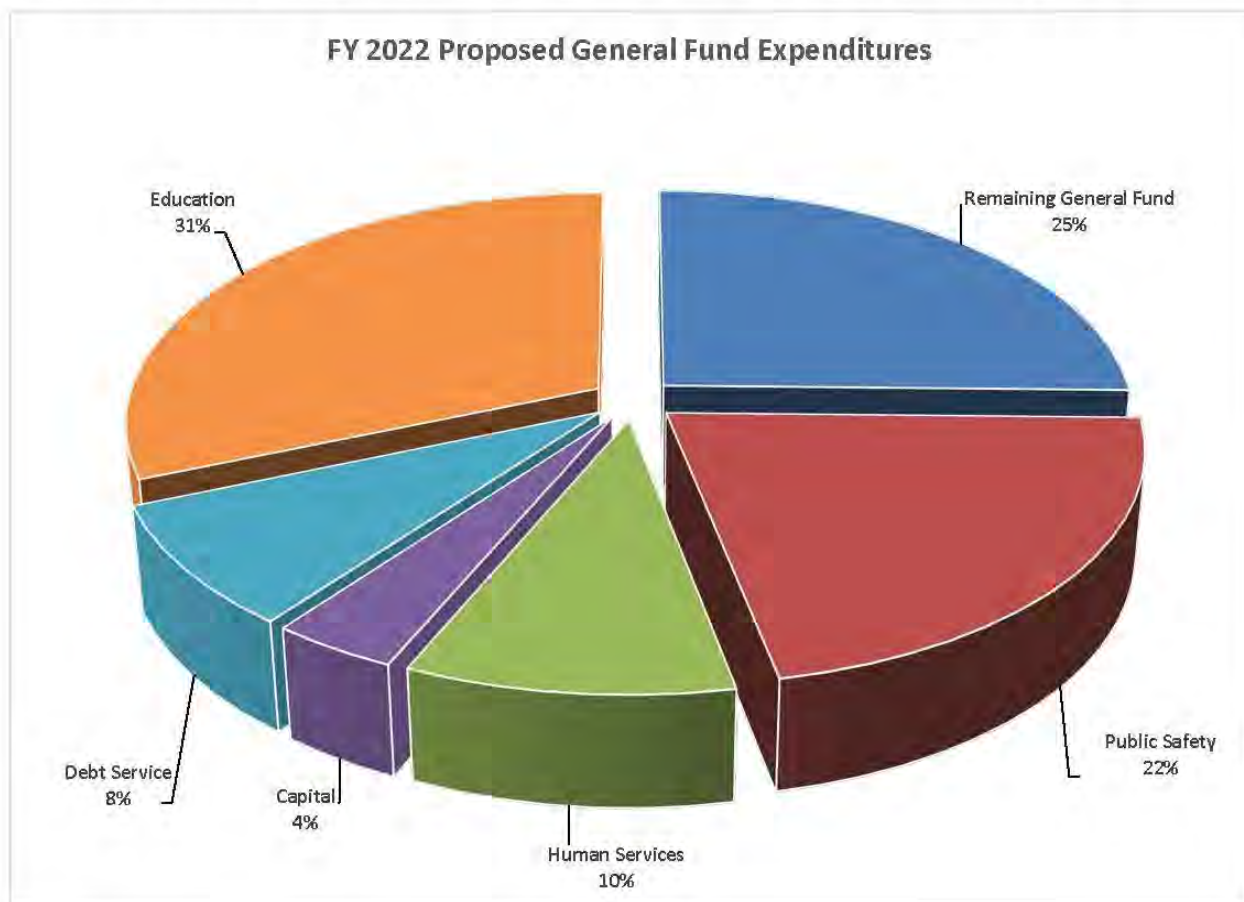
Amherst County has seen a decline in the unemployment rate over the last few years from 6.7% in 2012 to 2.9 in December 2019. With the COVID-19 pandemic beginning in early 2020, the unemployment rate climbed to a high of 9.2% in April 2020. By September 2020, Amherst County unemployment was back down to 5.5%. The County is less than the national average for unemployment by 2.2% and the state average for unemployment by .6%.

Business growth is a goal within the County's Strategic Plan. Growth in the designated growth areas continues being our main focus in the current as well as coming years. FY 2021 saw a steady flow of new business with 29 startup businesses documented by the Virginia Employment Commission. We also continue to issue an increasing number of building permits at an increasing rate.

Total Budget Summary

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

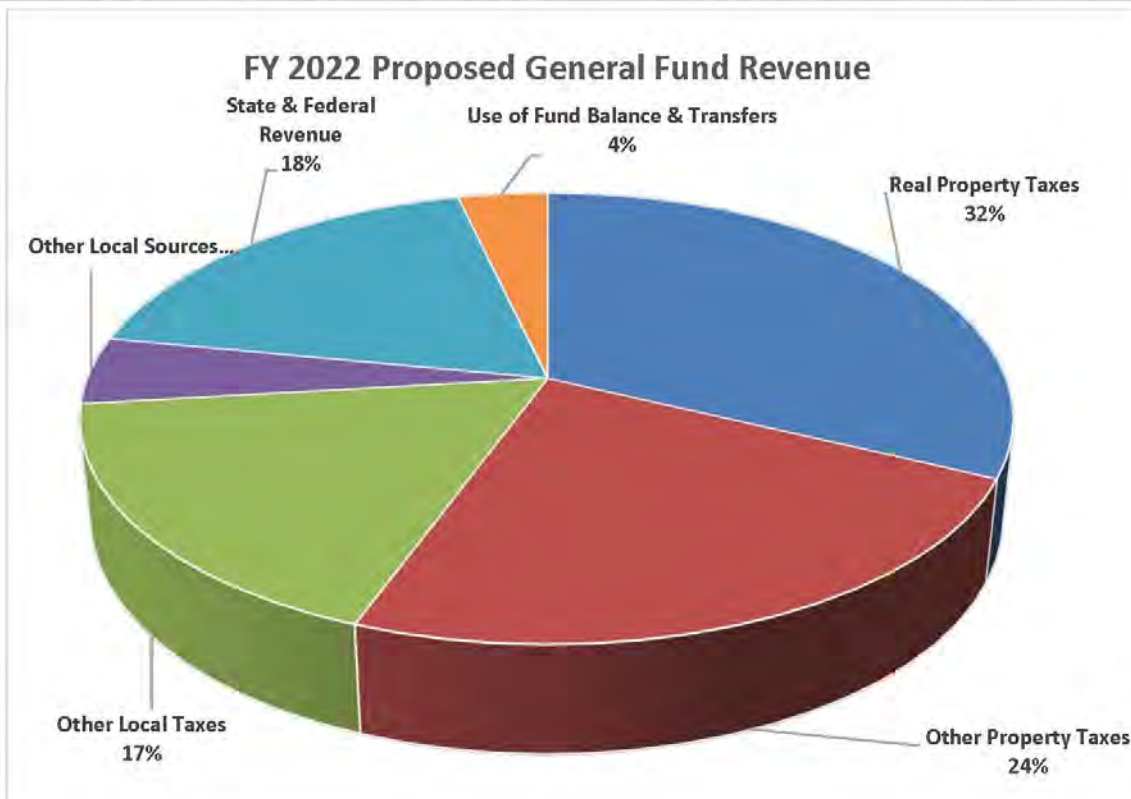
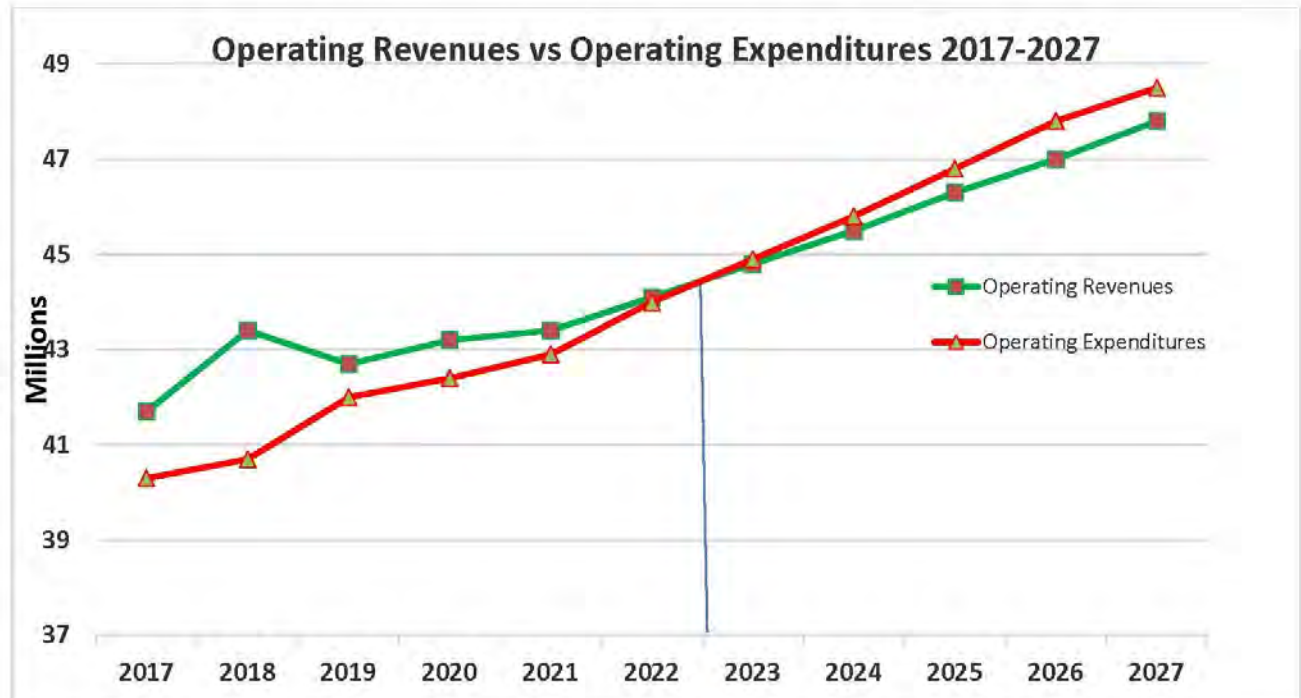
The total FY 22 budget is \$45.8 million, an increase from FY 20 of \$1.9 million or 4.3%. The increase is found through increased investment in the Capital Improvement Plan. The major components of the County's budget are education at 31%, public safety at 22%, human services at 10%, and debt service at 8%.



Projected General Fund Revenue Outlook

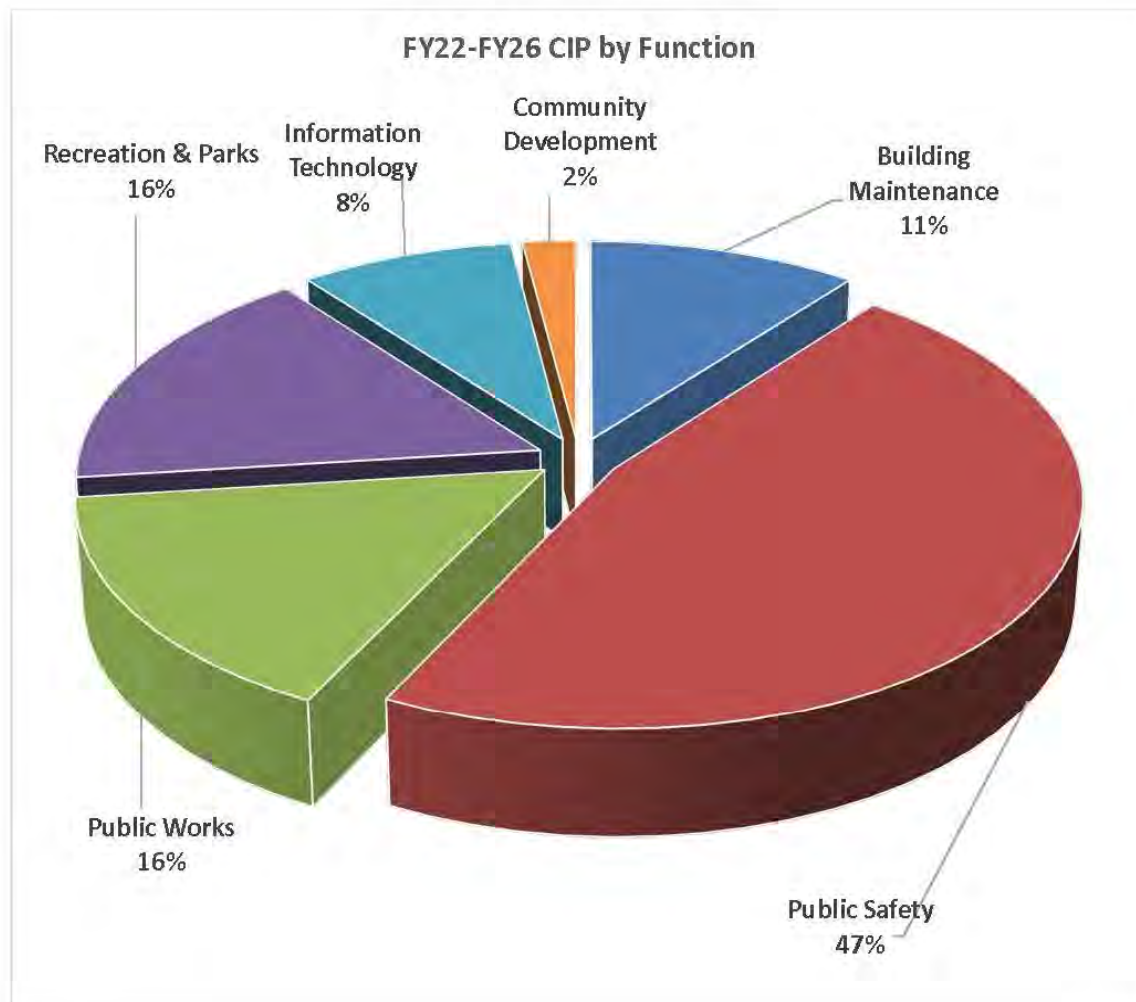
General Fund revenues have increased by \$2.7 million or 6.2% to a total of \$45.8 million. The increase is a result of drawing from savings for the Capital Improvement Plan, the new cigarette tax beginning July 2021 and the 2020 real estate assessments. Nevertheless, revenues no longer meet the expenses of the county and this will need evaluation during the FY 23 budget. On average, expenses have risen over time at a rate of 2%

while revenues have only averaged a 1% rise. Following is a graph showing the projected revenues dipping below the projected expenses in FY 23.



FY22-FY26 Capital Improvement Plan

The \$9.7 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 specific projects in FY22. Furthermore, it also reserves \$5.7 million in the General Fund for projects currently anticipated over the next four years. These funds are “assigned” to future projects and can only be diverted with specific Board of Supervisors approval.



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, funding for the Madison Heights master plan and permanent recurring funding for the Rt. 29 Beautification Committee.

The Board of Supervisors has moved broadband expansion and increased residential housing to the highest place in its strategic goals. These two topics are already contained within the economic development goal of the strategic plan that has been prominent for many years. However, these topics now hold special prominence. Economic development projects that are moving forward are Waukeshaw Development's conversion of Seminole Elementary School into The Westie Apartments, Winton redevelopment, and the restoration of the old Amherst mill property into a brewery. The Central Virginia Training Center redevelopment plan is complete and ready to move forward as state disposal processes allow. The EDA uses its dedicated tax revenue to court the expansion of local businesses, the recruitment of new businesses, and now has county support to undertake the creation of more and larger pad-ready sites in the Amelon Commerce Center including a new 45,000 sq. ft. multi-use, multi-tenant industrial building. The Madison Heights master plan will include significant increases of residential property inventory of all types for the county.

The biggest push for the coming year is to improve the economic development environment by expanding broadband availability. The County has already contracted for projects using \$1.87M in CARES Act Relief Funding (CRF) to expand the network of fiber optic cable to homes without any service. The County anticipates receiving \$6.13M from the America Rescue Plan funding. The Supervisors have dedicated \$1M of that toward sewer line expansion and the remainder, tentatively, to more fiber optic cable. From the original \$5.5M of CRF funds, almost \$1M remains (with a School Division agreed contribution of \$450K) for additional broadband expansion in the coming year. The wireless initiative with SCS Broadband to make Public Safety towers available for new transmitters is nearly complete, although engineering analysis has revealed that the Amherst Central tower is bent and cannot hold additional equipment. The wireless initiative has made broadband available in many remote areas that previously had no service. The wireless initiative has been accomplished at no significant cost to the County.

Another initiative expected to move forward in FY 22 is the purchase of land and design for an Agricultural Complex to be owned and operated jointly with, at least, Nelson County. The focus of the complex will be Career & Technical Training and serve as a venue for large events. It will include office space for lease by ag-related businesses.

Strategic Goal 2 – Promote Tourism

Support continues within the budget for Tourism related activities. With the retirement of our Director of Recreation & Parks, the focus of the position has been changed from care of facilities to the advancement of recreational programs and tourism. A new director has been hired with the title of Director of Recreation, Tourism & Cultural Development. Care of parks, facilities and structures has been re-assigned to the Director of Public Works. Tourism daily functions are still performed by contract with the Amherst Chamber of Commerce.

The Agriculture Committee has determined that the County Fair will resume in September. This year it will include a rodeo and logging demonstrations and competitions. The Amherst-Nelson Agricultural Complex design will include a large covered arena for shows, competitions, races and other large events. Proposals also include a memorial, museum, camping and equestrian and ATV trails all of which will aid in tourism.

Mill Creek Lake has been opened for swimming and additional recreational features are being designed to increase the number of activities at the lake and increase its appeal as a favorite venue for play.

Strategic Goal 3 – Promote/Protect County Assets

The FY 22 budget continues to fund our Public Information Officer position, which now reports directly to the County Administrator. This position is responsible for using social media, the news, and the website to share important and timely information from the County. She produces multiple public service announcements and at least one press release about the county each week. All activities open to the public are promoted by the County PIO.

With new park maintenance responsibilities added to the Public Works Department, it is now undertaking more earth-moving projects to save the county money. Many trail and road building, site clearing and grading, and maintenance and improvement of sites are now being accomplished with existing equipment and budgets. Funding has been included to bring two more waste convenience centers (Pedlar and Boxwood Farm) to 12-hour operations, 7 days a week.

The next section of Riveredge Trail will be finished in FY 22 that will connect the existing trail to the County's easement across the CVTC. Negotiations with the property owners of the next section of trail, that will connect to the James River Heritage Trail at the Percival Island bridge, are now underway. The side trail from Madison Heights down Horseford Road to Riveredge Park will continue to receive attention in the coming year.

CRF funds were used to accomplish many projects in FY 21, such as HVAC and restroom upgrades, that the County would not otherwise have had the CIP funding for in FY 22. Consequently, more funding was available for the expense of adding a whole additional EMS crew to Public Safety, paving the Coolwell Park, Sheriff's Office and Department of Social Services parking lots as well as upgrading security features at the County Courthouse. Fire alarm systems will be installed at both our libraries and the Coolwell Community Center will receive a new roof and security cameras.

This year will see the adoption of new financial software for the County which will greatly streamline our multiple manual accounting procedures. Funding exists in the current year budget and continues for two more years to take us completely through the transition process.

Strategic Goal 4 – Achieve Education Excellence

The County fully funded the School Division's FY 22 request. The School Superintendents of Nelson and Amherst County, as well as the President of the Central Virginia Community College are actively engaged in the planning effort for the joint Agricultural Complex with Nelson County. Career & Technical Education (CTE) for all forms of agriculture and heavy machinery operation & repair will be the focus of the joint venture.

Strategic Goal 5 – Recruit/Retain High Quality Staff

The FY 22 budget also provides a 4 % cost of living adjustment for all County staff. It adds an additional EMS crew to Public Safety in order to respond to increasing demand and decrease response times across the County. To assure recruiting and retention an annual certification bonus has been added for existing EMS crews and an education incentive has been added to entice new hires to join us.

The FY 22 budget restores training budgets within departments that were eliminated during the pandemic. It also continues the day off and gift card rewards for outstanding customer service.

Strategic Goal 6 – Increase Citizen Engagement

Citizens were invited to participate in the CVTC redevelopment and James River Vision planning focus groups. Citizens will be invited to participate in the Madison Heights master planning effort also. A volunteer Coalition for a Cleaner County has been created to address litter on county roadways and funding for its continuation and growth has been included in the FY 22 budget. Likewise, the funding for the Planning Commission's Route 29 Beautification Committee has again been included in the budget with the understanding that it is now an annual expense line.

Challenges and what was unable to be funded

While the County did not experience any significant effects from the COVID-19 pandemic during FY 2021, it also did not experience any significant economic growth during the same time period. The COVID-19 pandemic created many economic hardships throughout the community and staff has spent most of FY21 finding and distributing resources as they have been made available from state and federal sources. The work related to the pandemic will continue through FY 2025.

The County continues to invest significant resources into the growing public safety needs. All capital improvements for public safety were funded for FY 20, but the needs are still great in future years. Replacing aging equipment is the largest repeating drain on the unobligated General Fund. Funding was not found to

hire a full time Fire Marshall and an Emergency Management Coordinator despite the ability to justify both positions. They will be carried forward for consideration in future years.

Several items would have helped meet our Strategic Goals that remain unfunded within the FY 22 budget. In addition to the two full-time positions in Public Safety, a new cafeteria plan to equalize employee benefits was not funded. Nor did several park projects receive funding for capital projects that would expand the park network and recreational opportunities available to citizens.

While we were able to add two public safety staff for FY 22, all staff members continue to wear many hats and struggle to have the ability to manage the growing workload of citizen requests, pursuit and administration of grant funding, and management of increasing initiatives (broadband expansion, new financial software for all departments and constitutions, construction of waste transfer station, expanding Public Safety assets & personnel, new electronic hardware & software, growth of Public Works functions and changeover of personnel, not to mention assistance to businesses, planners and developers). While we always seek efficiencies, additional positions will be required as workload demands rise.

The burden of taxes and fees is a constant factor in evaluating budget priorities. Economic development is 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 continues to meet the needs of its citizens. This budget supports the priorities of the Board of Supervisors. We continue our investments in public safety, staffing needs, supporting our valued employees and citizens, and planning to serve the community for years to come with improved facilities and processes.

All of this has been accomplished without raising tax rates on our citizens. Nevertheless, current projections show economic inflation is chipping away at our existing revenue. New revenues and establishing a dedicated funding source for the CIP will be a priority next year in the FY 23 budget.

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.

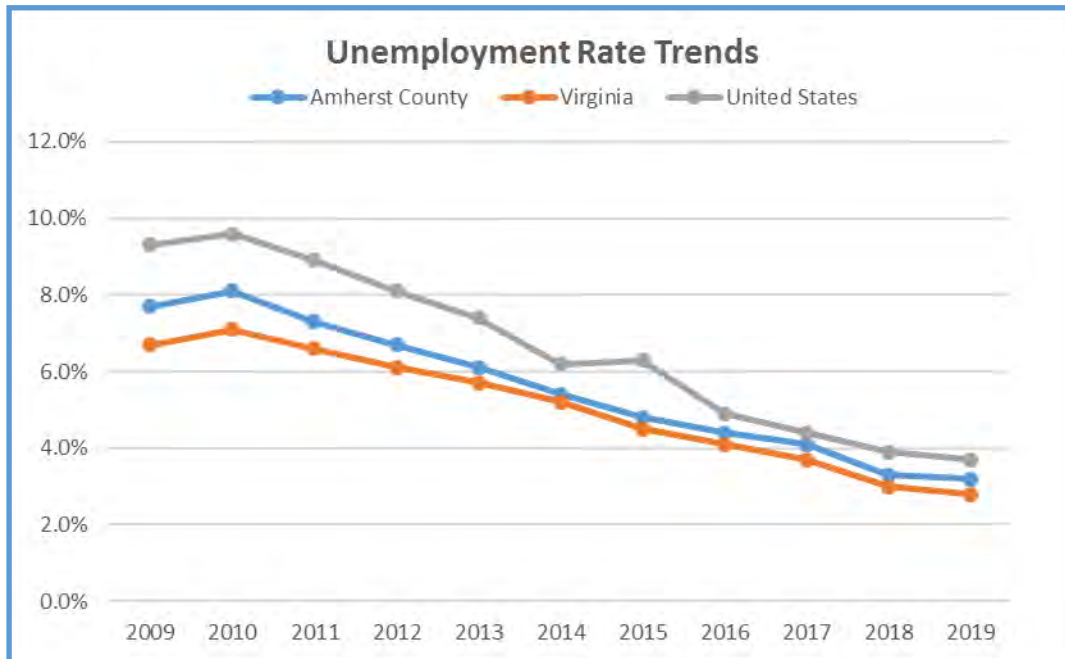
US-29 runs through the county connecting the southern parts of Virginia to the northern parts, creating economic development opportunities for the County. US-29 gives access to Interstate 64 as well. Route 60 runs east to west across the state allowing for connection to the state capital Richmond as 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 an educated workforce with 84% of its adult population holding at least a high school diploma. Of those high school graduates, 75% have had at least some college and 17% hold a bachelor's degree or higher.

Amherst County's unemployment rate has seen a slight increase for the year to an average of 3.3%. After the economic downturn of 2009, where Amherst saw unemployment rise to a high of 8.1%, the county had seen a steady decline since 2010 until the COVID-19 pandemic started in 2020. The most recent average monthly unemployment rate as of September 2020 was 5.5% which is a 3.7% decrease from the pandemic peak in April 2020 of 9.2%.



Source: Virginia Employment commission, Local Area Unemployment Statistics

Statistical Information

Major Employers

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

Source: Virginia Employment commission, Local Area Unemployment Statistics

Amherst County Strategic Plan

Mission

The mission of Amherst County's government is to nurture a vibrant and healthy community through transparent and fiscally responsible leadership and quality public services.

Vision

Amherst County will be the community of choice for people to live, work, play, and learn. It will be known for its safety, neighborly atmosphere, connectedness; its business, education, recreational opportunities and passion for its natural beauty.

Values

- The beauty of our natural environment
- Safe and secure community, respectful of the Constitution
- Neighborly atmosphere
- Business, educational, and recreational opportunities
- Connectedness
- Transparent, responsive, and participatory government
- Fiscal responsibility
- Efficient and effective government

Amherst County Strategic Plan—continued

Executive Summary

The metrics spreadsheet 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. Each August, the Board of Supervisors gathers at an off-site location for strategic planning. They review, modify and re-prioritize the existing goals and establish specific objectives they would like to achieve in the coming 1-3 years. The Leadership Group, consisting of department and county agency heads then gathers in September to identify the appropriate strategies to follow and metrics by which progress will be measured. They also agree on the department or agency that is primarily responsible for counting each metric. Notes are appended to the chart for each metric to help explain exactly how the metric is being counted. The metrics follow the fiscal year so they are updated each year as of June 30 so the Supervisors will have fresh numbers to review at their August planning workshop. Note that the Supervisors rely upon the Economic Development Authority to implement the EDA's 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)

Metrics (based on fiscal year of Jun-Jul)		2018	2019	2020	Note	Page of Comprehensive Plan
Goal 1: Promote Business Growth						
A. Retain & Attract Businesses						
1. EDA strategic plan	1. EDA action items completed	21	28	34	EDA	Page 129, 132
2. Support business growth	2. Ordinance/policy changes	1	30+	3	ComDev	Page 133
3. Support new start ups	3. New startups	56	66	54	Cor/Twn	Page 133
4. Promote Agriculture	1. Promote organic farming	9	9	9	EDA	Page 183
	2. # of USDA-Certified personnel for County		1	0	Ext Svs	Page 132
	3. Farmers Market attendance			0	Ag Comte	Page 132
B. Community Development						
1. Broadband availability	1. Internet access	0	20+	NDA	ComDev	Page 48, 138
2. Enhance rt. 29 corridor	2. Rt 29 Corridor improvements	1	1	1	ComDev	Page 139
	3. Better moving of all medians and roadways		84	0	Sheriff	45
	4. Sidewalks, lights & wheelchair lanes		1	0	ComDev	46
3. **Master Plan for Madison Hts (Rt130 to river)				1		Page 181
4. **Redevelopment Plan for CVTC	1. Comprehensive Plan modifications			0	ComDev	Page 133, 134
5. **Facilitate lodging establishments	1. New hotels opened			1	ComDev	Page 137
6. **Facilitate a retirement community	2. Air BnBs established			4	ComDev	Page 137
	1. Comprehensive Plan modifications			0	ComDev	Page 186
Goal 2: Promote Tourism						
A. Demonstrate increased use of Public Facilities						
1. Increase wayfinding signs	Installed wayfinding signs	1	0	Done	ComDev	Page 137
2. Promote tourism	Train Depot visitors			236	Tourism	Page 137, 140, 141, 181
3. Promote events	Social media counts	3587	5,743	7,379	PIO	Page 129, 139, 141
	Attendance counts	40,477	40,700	15,000	Tourism	Page 129, 139, 141
4. Promote attractions	New events created	2	8	0	Tourism	Page 181
	Print ads	20	100+	3,000+	Tourism	Page 131
	Website hits	1114	3032	6,204	Tourism	Page 132
B. **Expand river access and use						
	# canoe, kayak, stand up paddle boards, inner tube rentals			98,287; 68,100+	R&P	Page 137
	# new river access points			X	R&P	Page 137

Goal 3: Promote/Protect County Assets

A. **Demonstrate pride in the appearance of our community

1. Promote county cleanliness
 - a. manage public relations
 - b. litter cleanup program

of participants in ACSO Clean and Green
of actions to grow pride in County facilities
of highways adopted
of storefront cleanup grants issued
complaints about appearance/conditions

75	90	0	ACSO	29	Page 57, 139, 186
2	1	2	ComDev	30	Page 48, 110
	0	0	PW	47	Page 102
		1	ComDev		Page 57, 139, 186
		50	PIO	37	Page 48, 110

2. Enhance Public Facilities
 - a. investment in grounds
 - b. expand pavilions and play areas

\$ spent on facilities/ grounds
\$ spent on improvements to county facilities

\$ 163,012	\$261,432	\$ 329,147	Fin	31	Page 139
\$ 185,680	\$82,020	\$ 49,999	Fin	32	Page 139

Goal 4: Achieve Education Excellence

A. Recognized leader in education in region

1. Promote successes
2. Improve Communication

of county press releases re schools
of county posts and press releases to parents

40	52	3	PIO	15	Page 9
19	22	15	PIO/SD	16	Page 109

B. Advance vocational training opportunities

1. Workforce/Employer needs
2. Local job program
3. Agricultural and Career&Technical Programs

Participants in Roundtable discussions
of internships filled
of summer hires
of CTE students
of FFA and 4H members
students on field trips to local ag operations

17	17	14	EDA	17	Page 110
1	0	2	HR	18	Page 113
0	0	2	HR	19	Page 110
1329	1099	2522	CTE	20	Page 108
	924 (4H)	922 (4H), 110 (FFA)	Ext Svs	48	Page 110
	27	0	Ext Svs	49	Page 108

C. Promote diverse education opportunities

1. Locality Scholarship
2. CTE Academy

Under Study
Progress toward realization

X	X	X	Admin	22	Page 108
					Page 108

Goal 5: Recruit/Retain High Quality Staff

A. Responsive Customer Service

1. Training and Certification programs
2. Support staff as "face" of County

of employees receiving training that year
of outside customer service kudos from home page

230	444	231	HR	23	Page 120
12	15	110	PIO	24	Page 120, 122, 123

B. Highly efficient manpower

1. Current technology

of new or improved solutions.

9	7	9	IT	25	Page 48, 112, 124, 131, 138
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C. Demonstrated Board investment in its people

1. Increase understanding
2. Improve salaries 2019 STUDY COMPLETION

of Department spotlights
COLA as a percentage of CPI

5	4	5	CAdm EA	27	Page 134
0.95	1.2	0.8	Fin	28	Page 134

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				Cathy EA		33		
a. Leadership Amherst graduates	# graduates and # of applicants				EDA		34	Page 136	
b. citizen academy	# participants				ComDev		35	Page 9	
c. publicize opportunities to serve	# FB posts, press releases, and website				PIO		36	Page 110	
2. Increase public outreach	how many reached in facebook posts (w/ly avg)				PIO			Page 110	
a. social media	# total registrants				IT		38	Page 9, 136	
b. citizen portal	# responses/survey				PIO		39	Page 9	
c. hard copy surveys	# meetings & attendance				CAdm EA		40	Page 5	
d. "town hall" meetings	avg # attendees/month				R&P		41	Page 135	
e. senior luncheon									

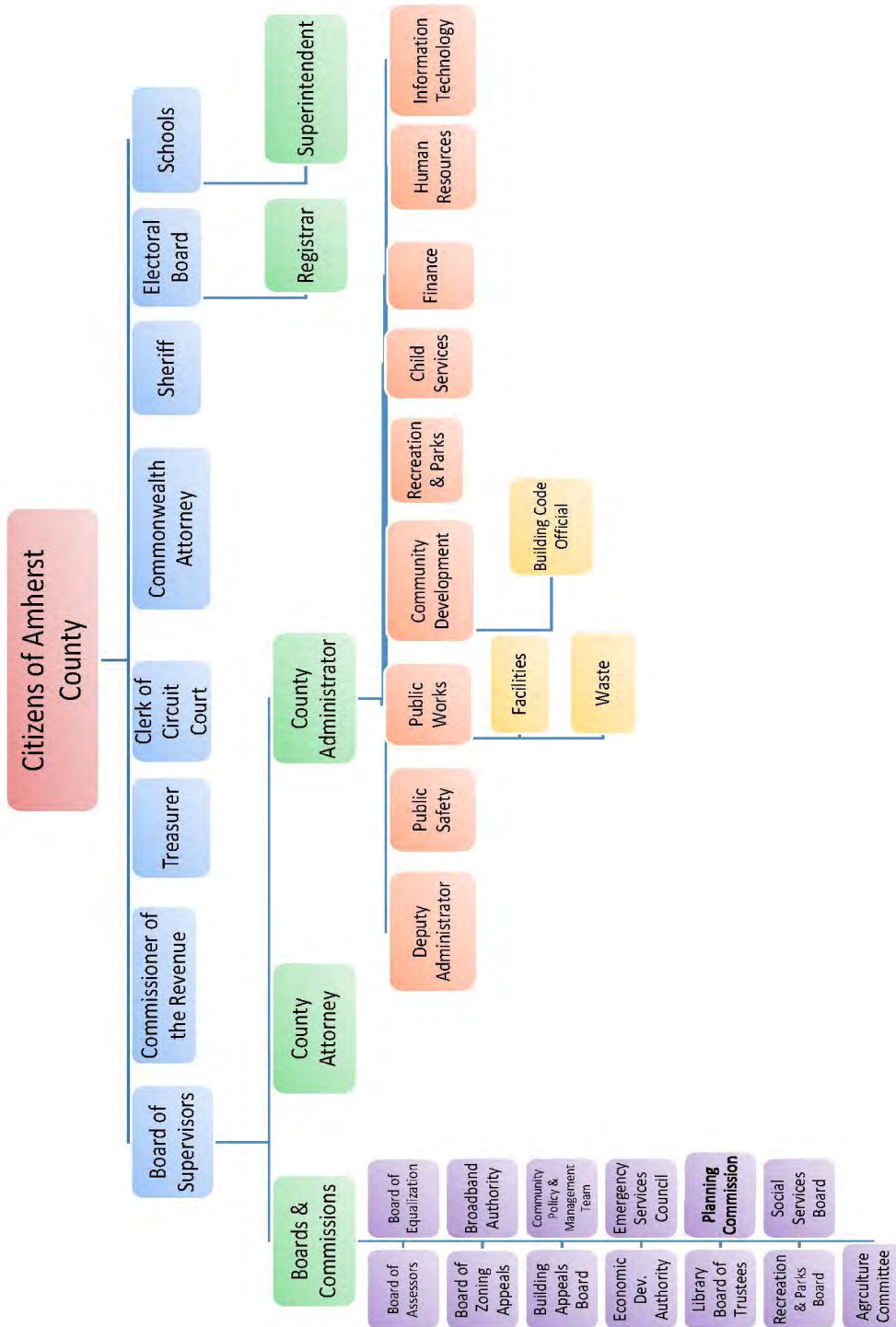
** Denotes new or emphasized item for FY20 **Blue font items added in Oct 2019**

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.
15. Posts written by the PIO about the School.
16. County posts/releases about schools (15) plus total school-to-parent posts (
- 17 Number of participants in the Employer Roundtables
- 18 This number includes summer hires because both interns were summer hires paid an hourly wage.
- 19 This number includes interns because both summer hires were also considered interns.
20. Grades 6-12
21. AVAILABLE
22. Not yet implemented
23. 231 is the total attendance at HR arranged training sessions in FY2020. Topics have included Long Term Care, VRS Plans, Driver Safety, 457 Plan, Medicare, Wellness, New W-4, Rx Savings, TimeClock Plus and many COVID-19 related sessic
24. Press releases or posts about a county employee. Switched to kudos in 2020. (Total positive customer service tickets received)
25. Moved Zoll to cloud, trials on new anti-virus, new phone system, Help Desk, IT inventory software, Leace tracking software, Blue Beam plan review software, GoToMeeting, New server & IBM OS for all county software.
- 26
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 CPI 2020 2.5% BoS approved 2%, FY 2021 Board funded the market study completely
- 29
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.
- 35.
- 36. Events, press releases, public notices, job opportunities (Only job posts, and press releases/events/ and Facebook posts that focused on ways the community could serve were counted for 2020)
- 37. The majority of these notes were solicited by asking for feedback on the County Facebook.
- 38. Customer Service Satisfaction System
- 39. (2020) Two Facebook survey's about trash in Amherst County
- 40. At Pleasant View Elementary School
- 41.
- 42. Educational or promotional events
- 43.
- 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



Personnel Summary

	Actual FY 2019	Actual FY 2020	Adopted FY 2021	Proposed FY 2022
Animal Control	2	2	2	2
Animal Shelter	1	2	2	2
Building Maintenance	3	3	3	3
Building Safety and Inspections	3	4	4	4
Child Services Act	1	1	2	2
Circuit Court	1	1	1	1
Clerk of Circuit Court	6	6	7	7
Commissioner of the Revenue	6	6	6	6
Commonwealth Attorney	9	9	9	9
Communications and Dispatch	13	13	13	13
County Administration	3	3	3	3
County Attorney	1	1	1	1
Finance	4	4	4	4
Grounds Maintenance	3	3	4	4
Human Resources	1	2	2	2
Information Technology	3	4	4	4
Library	11	11	11	11
Museum	1	1	1	1
Planning	3	3	3	3
Public Safety	34	34	34	34
Purchasing	2	2	2	2
Recreation and Parks	3	3	3	3
Registrar	2	2	2	2
Sheriff	49	49	49	49
Social Services	42	42	43	43
Solid Waste	6	10	10	10
Treasurer	5	5	5	5
Total FTEs	218	226	230	230



COUNTY OF AMHERST



OFFICE OF THE FINANCE DIRECTOR

TELEPHONE (434) 946-9400

FAX (434) 946-9370

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

MEMORANDUM

TO: Department Heads, Agencies, and Constitutional Officers

FROM: County Administrator and Finance Director

DATE: September 16, 2020

RE: Fiscal Year 2022 Budget Schedule

Wednesday, September 16, 2020	Schedule & Instructions distributed with worksheets
Friday, October 23, 2020	Supplemental requests are due to Finance for review
Friday, October 30, 2020	Departments receive Supplemental correction feedback from Finance
Friday, November 6, 2020	Corrections/additions/modifications to Supplemental requests due to Finance
Tuesday, November 10, 2020	Publish Outside Agency/Non-Profit solicitation for requests
Friday, November 13, 2020	Final Supplemental requests delivered to department heads for prioritization
Monday, November 23, 2020	Department head Supplemental prioritizations due back to Finance
Monday, November 30, 2020	Department Head Supplemental Prioritization Workshop
Wednesday, December 2, 2020	CIP budget requests due to Finance for review
Wednesday, December 2, 2020	FY 2021 O&M budget estimate worksheets distributed to departments
Friday, December 4, 2020	Departments receive CIP budget correction feedback from Finance
Wednesday, December 9, 2020	Corrections/additions/modifications to CIP budget requests due back to Finance
Friday, December 11, 2020	Final CIP budget requests delivered to department heads for prioritization
Wednesday, December 16, 2020	Department head CIP prioritizations due back to Finance
Friday, December 18, 2020	Department head CIP Budget Prioritization Workshop
Monday, December 28, 2020	FY 2021 O&M budget worksheets with changes due back to Finance
Monday, December 28, 2020	Send Board of Supervisors CIP for prioritization
Monday, January 4, 2021	Outside agency/Non-profit funding requests due
Monday, January 4, 2021	Board of Supervisors return CIP prioritizations to Finance
Tuesday, January 19, 2021	Board of Supervisors CIP and Outside Agency/Non-Profit Prioritization Workshop, and BOS receive Supplemental requests for prioritization
Tuesday, January 26, 2021	Board of Supervisors return Supplemental prioritizations to Finance
Tuesday, February 2, 2021	Board of Supervisors' Supplemental Prioritization workshop
Wednesday, February 3, 2021 to Monday, February 15, 2021	Staff Balance Budget
Tuesday, February 16, 2021	Revenue Projections and proposed budget presented to Board of Supervisors
Tuesday, February 23, 2021 *	Board of Supervisors Budget Workshop
Tuesday, March 2, 2021	Board of Supervisors Budget Workshop
Tuesday, March 9, 2021 *	Board of Supervisors Budget Workshop

Tuesday, March 16, 2021		Board of Supervisors Budget Workshop
Tuesday, March 23, 2021	*	School Board presents draft to Board of Supervisors & Budget Workshop
Friday, March 26, 2021		School Board final budget due to Administration to be included in the final draft for Board of Supervisors
Tuesday, March 30, 2021	*	Board of Supervisors Workshop to finalize budget
Friday, April 2, 2021		Public notice of public hearing in New Era Progress
Tuesday, April 20, 2021		Public hearing on the Budget, FY 2022-2026 CIP, and Tax Rate
Tuesday, April 27, 2021	*	Adoption of the FY 2021 Budget, FY 2022-2026 CIP, and Tax Rate
Monday, May 3, 2021		Tax bills issued
Monday, June 7, 2021		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.

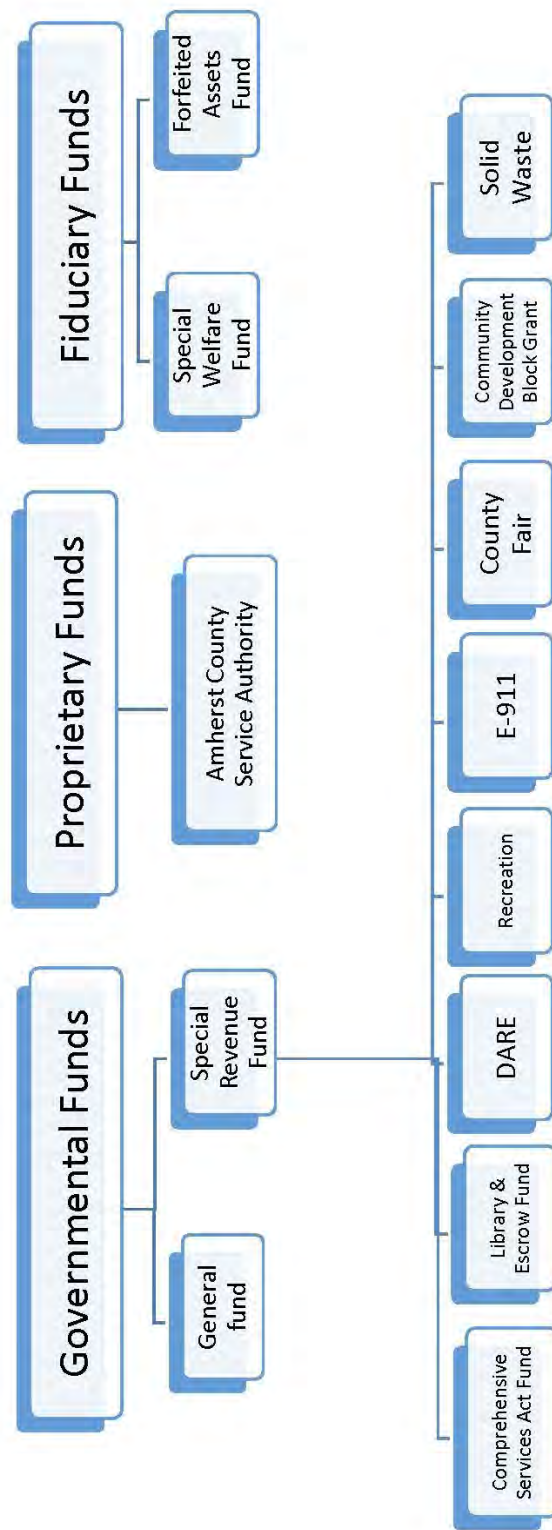
Basis of Budgeting

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





AMHERST

Perfect Slice of Virginia

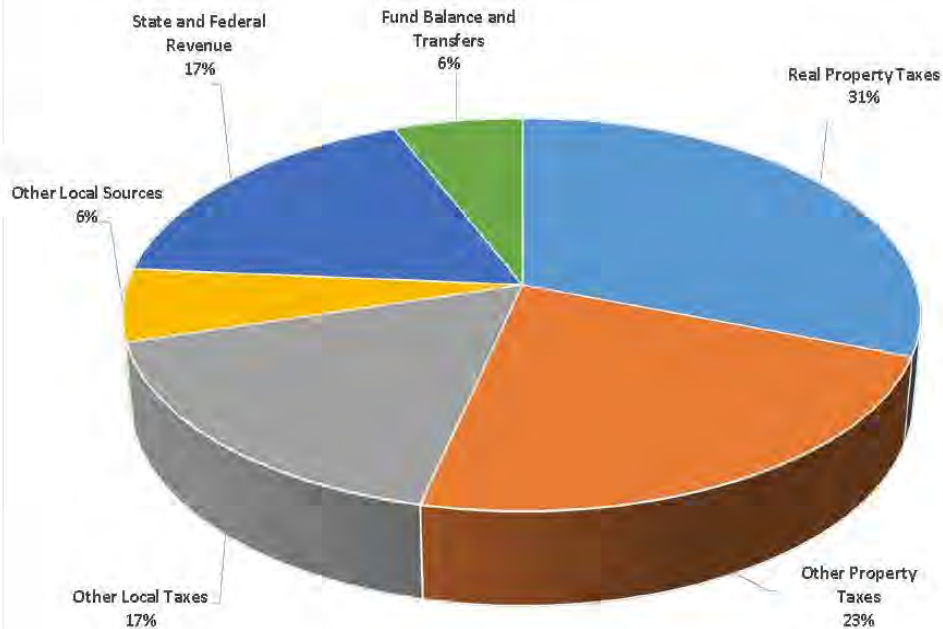
AMHERST COUNTY

FUND SUMMARIES

Revenue Summary FY 2022 Proposed Budget

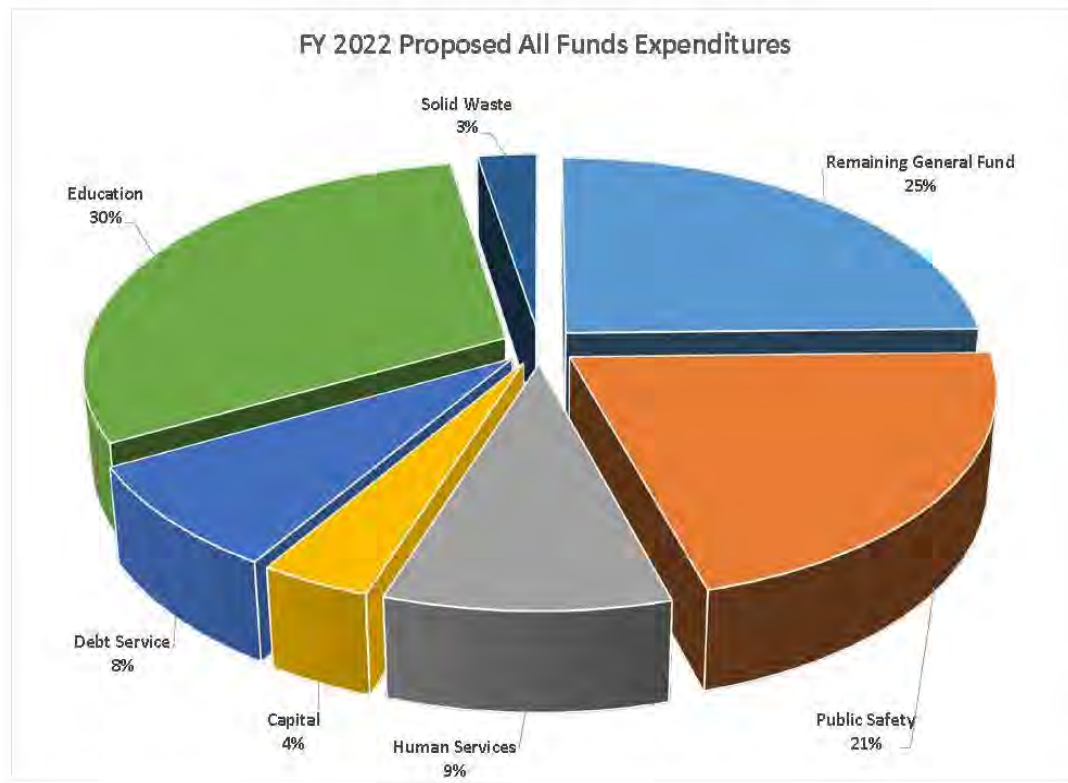
	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed	INC/DEC FY 2020
REAL PROPERTY TAXES	\$ 14,356,985	\$ 14,149,150	\$ 14,632,200	\$ 14,679,987	0.33%
PUBLIC SERVICE TAXES	778,659	699,405	700,000	740,000	5.71%
PERSONAL PROPERTY TAXES	9,145,547	10,979,401	10,322,250	10,101,818	-2.14%
OTHER LOCAL TAXES	6,297,768	6,520,855	6,271,350	8,023,500	27.94%
PERMITS, FEES & LICENSES	178,316	213,979	197,300	196,525	-0.39%
FINES & FORFEITURES	423,914	298,887	102,270	-	-
USE OF MONEY AND PROPERTY	811,960	236,526	273,651	142,126	-48.06%
CHARGES FOR SERVICES	2,200,697	2,063,607	2,221,000	2,203,724	-0.78%
MISCELLANEOUS REVENUE/RECOVERIES	428,152	458,624	439,098	309,800	-29.45%
STATE REVENUE	7,122,230	6,251,291	6,499,020	6,492,492	-0.10%
FEDERAL REVENUE	1,662,488	1,886,159	1,541,524	1,909,840	23.89%
TRANSFERS	1,380,486	1,482,741	1,171,962	1,195,617	2.00%
USE OF FUND BALANCE	-	-	548,600	1,683,211	206.82%
GRAND TOTAL ALL FUNDS	\$ 44,787,202	\$ 45,240,625	\$ 44,920,225	\$ 47,678,640	6.14%

FY 2022 Proposed All Funds Revenues



Expenditure Summary FY 2022 Proposed Budget

	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed	INC/DEC FY 2020
General Government	\$ 2,692,758	\$ 2,661,150	\$ 2,910,344	\$ 3,126,451	7.43%
Judicial	1,455,479	1,576,487	1,719,901	1,674,235	-2.66%
Public Safety	9,224,301	8,080,465	9,688,131	9,632,864	-0.57%
General Services	851,150	791,814	600,530	626,579	4.34%
Culture & Leisure	1,343,608	1,308,295	1,301,120	1,303,040	0.15%
Community Development	742,147	930,287	570,872	722,536	26.57%
Human Services	3,406,249	3,822,028	3,909,669	4,304,983	10.11%
Debt Service & Other	7,757,989	7,357,571	8,179,931	8,949,383	9.41%
Transfers	15,789,113	15,870,760	15,059,450	15,502,952	2.95%
Subtotal General Fund	\$ 43,262,794	\$ 42,398,857	\$ 43,939,948	\$ 45,843,023	4.33%
SOLID WASTE	\$ 1,812,211	\$ 2,272,669	\$ 1,767,412	\$ 1,835,617	3.86%
<i>Less: GF Transfer to Solid Waste</i>	<i>(1,280,162)</i>	<i>(1,362,986)</i>	<i>(1,157,412)</i>	<i>(1,195,617)</i>	<i>3.30%</i>
Subtotal Solid Waste	\$ 532,049	\$ 909,683	\$ 610,000	\$ 640,000	4.92%
GRAND TOTAL	\$ 43,794,843	\$ 43,308,540	\$ 44,549,948	\$ 46,483,023	4.34%



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 1st. Tax bills are due on June 5th and December 5th 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 2021 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 5th.

Personal Property Taxes

Personal property taxes are assessed on various classes of personal property. Property is assessed as of January 1st. Tax bills are due December 5th. The Commissioner of the Revenue administers personal property taxes and keeps a record of a property's assessed value. Rates for tax year 2021 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 18% of the general fund budget in FY2022 at a combined \$8,023,500. 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 FY2022 budget projects local-option sales tax receipts of \$3,399,000, representing a \$99,000 increase from the adopted FY 2021 amount. Annual collections from this source have been growing somewhat in recent years, and due to COVID-19 there is an anticipated increase for FY 2022 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 1st and must be paid before a business can receive a business license. The amount of BPOL revenue the County receives in any given fiscal year is dependent on the gross receipts of businesses in the prior calendar year. There is an anticipated increase in BPOL due to elimination of the merchant's capital tax and more business now required to pay BPOL.

Consumer Utility Taxes

Consumer utility taxes are collected on gas and electric services provided to Amherst County residents and businesses. The FY2022 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 5th. The FY2022 budget anticipates an decrease of \$85,000 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 FY2022 budget anticipate an increase of \$197,644 as the County did not experience a decrease due to the COVID-19 pandemic as anticipated when developing the FY 2021 budget.

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 FY2022 represents no significant change as the building industry remains at a consistent level.

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 decrease in FY 2022 is due to a significant reduction in interest rates due to the pandemic..

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 \$1,200,000 of the FY2022 budget. Other revenues in the service charge category include parks and recreation fees, courthouse security fees, and Commonwealth Attorney collection fees.

STATE REVENUES

Amherst County receives funding from the Commonwealth of Virginia in several areas, adding up to approximately \$6.5 million for FY 2022. 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 2022, communications tax revenue is budgeted at \$1.1 million, and no change from the FY 2021 budget.

FEDERAL REVENUES

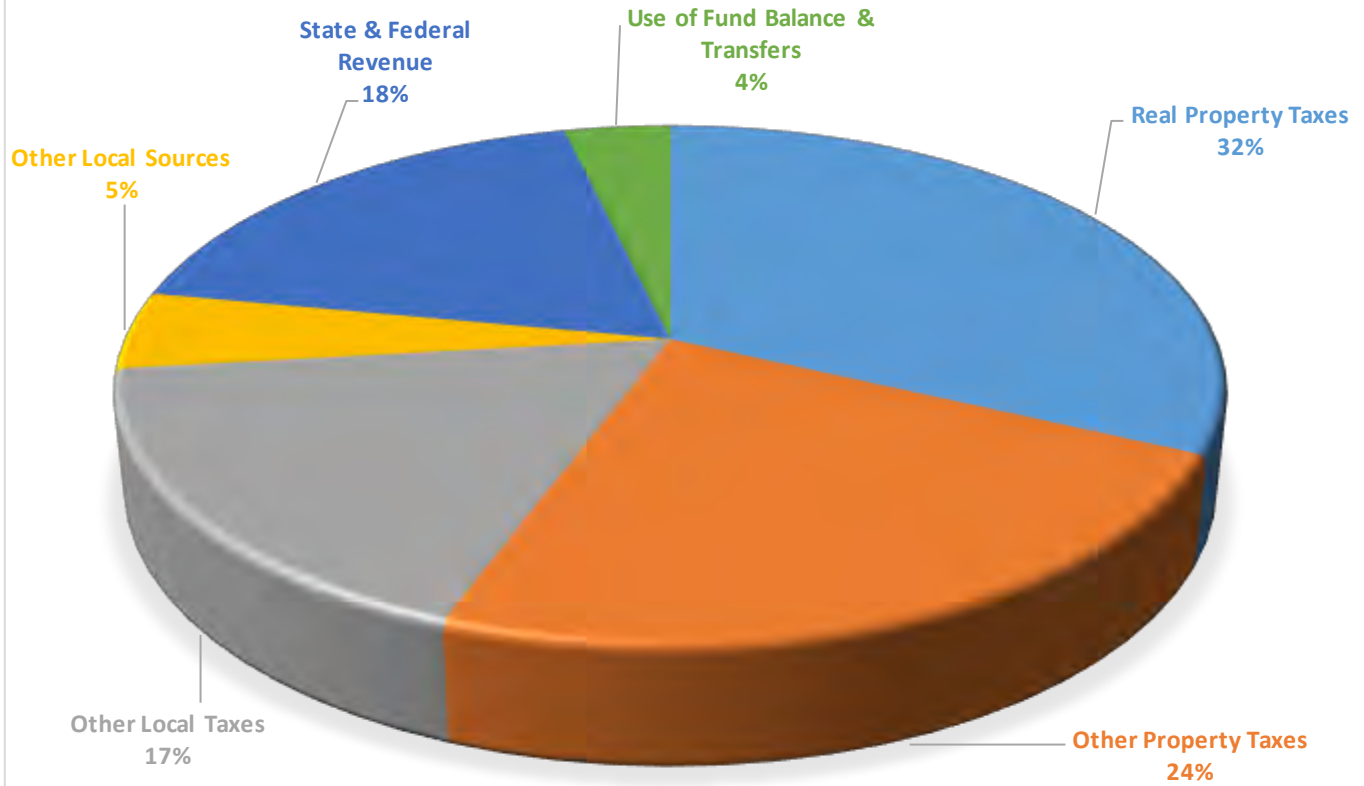
Federal revenue for local operations is budgeted for \$1.9 million in FY2022. The majority of these funds are received as a centralized services reimbursement through the Virginia Department of Social Services according to an annual cost allocation. The increase of \$.4 million is a result of increased needs created by the pandemic.

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 2022 PROPOSED GENERAL FUND REVENUE



General Fund Revenues Summary

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
REAL PROPERTY TAXES				
REAL ESTATE TAXES	\$14,108,750	\$13,902,129	\$14,432,200	\$14,479,987
DELINQUENT REAL ESTATE TAXES	243,366	242,651	200,000	200,000
ROLLBACK TAXES	4,869	4,370	0	0
TOTAL	14,356,985	14,149,150	14,632,200	14,679,987
PUBLIC SERVICES TAXES				
PUBLIC SERVICE TAXES	778,659	699,405	700,000	740,000
TOTAL	778,659	699,405	700,000	740,000
PERSONAL PROPERTY TAXES				
PERSONAL PROPERTY TAXES	6,109,024	6,547,219	6,422,250	6,469,560
DELINQUENT PERSONAL PROPERTY TAXES	200,532	305,651	200,000	200,000
MOBILE HOME TAXES	57,822	66,867	60,000	60,000
DELINQUENT MOBILE HOME TAXES	5,984	2,067	5,000	5,000
MACH & TOOL TAXES	2,075,836	2,130,335	2,060,000	2,255,246
DELINQUENT MACH & TOOL TAXES	7,343	11,893	40,000	40,000
MERCHANT'S CAP TAXES	290,696	328,111	300,000	0
COLLECTION FEES	13,254	18,032	20,000	20,000
PENALTY ON ALL TAXES	231,036	241,052	270,000	200,000
INTEREST ON ALL TAXES	140,093	150,763	125,000	117,007
TOTAL	9,131,620	9,801,990	9,502,250	9,366,813
OTHER LOCAL TAXES				
LOCAL SALES & USE TAXES	2,783,437	3,227,313	2,781,094	3,399,000
UTILITY TAX - ELECTRIC	906,879	811,218	825,000	825,000
UTILITY TAX - GAS	12,005	13,408	12,000	10,000
BUSINESS LICENSE TAXES	378,768	383,748	300,000	725,000
MOTOR VEHICLE LICENSES	789,418	793,662	820,000	735,005
BANK STOCK TAX	123,790	66,237	120,000	120,000
RECORDATION TAXES	50,496	58,338	50,000	86,000
LOCAL TAX ON DEEDS	176,262	212,545	175,000	200,000
LODGING TAX	60,412	54,573	46,500	62,000
MEALS TAX	1,016,301	1,028,064	898,756	1,096,500
CIGARETTE TAX	0	0	0	400,000
TOTAL	6,297,768	6,649,106	6,028,350	7,658,505

PERMITS, FEES & LICENSES

ANIMAL LICENSES	11,867	6,477	11,800	7,000
LAND USE FEES	539	23,567	1,000	1,000
TRANSFER FEES	1,053	1,069	1,000	1,000
ZONING ADVERTISING FEES	13,321	12,093	12,000	12,000
STATE LEVY BLDG PERMITS	0	0	0	0
BUILDING PERMITS	125,568	149,383	150,000	155,375
NIGHT FISHING PERMITS	785	600	1,000	1,000
ZONING COMP/VERIFICATION LETTER FEE	0	400	0	150
LAND DISTURBANCE	1,275	1,731	1,000	1,000
SUBDIVISION PLAT FEES	5,090	6,850	5,000	5,500
SITE PLAN REVIEW(ZONING)	1,650	1,275	500	1,000
PLAN REVIEW EROSION/SEDIMENT(B&	4,193	1,524	1,000	1,500
COURTHOUSE MAINTENANCE FEES	12,975	9,011	13,000	10,000
TOTAL	178,316	213,980	197,300	196,525

FINES & FORFEITURES

FINES & FORFEITURES	338,774	239,102	102,270	0
PARKING FINES	80	10	0	0
FINES & FORFEITURES - COUNTY20%	85,060	59,775	0	0
TOTAL	423,914	298,887	102,270	0

USE OF MONEY AND PROPERTY

REIMB WATER USAGE	4,494	4,287	5,000	5,000
REIMB ELECTRIC USAGE-SCHOOL	9,156	6,960	8,650	9,000
INTEREST ON BANK DEPOSITS	132,541	102,149	135,000	13,650
RENT BUFFALO RIVER WATER	1,278	1,278	0	1,278
RENT COMMUNITY CENTERS	12,099	11,415	41,603	15,000
RENT HEALTH CENTER	40,368	40,904	40,368	40,368
RENT OTHER COUNTY PROPERTY	5,510	3,010	10	10
RENT SOCIAL SVCS	28,671	28,671	28,670	28,670
RENTAL OF CO. PROPERTY FOR TOWER	22,480	27,336	23,000	25,000
SALE OF XEROX COPIES	4,801	4,781	5,000	4,500
SALE OF MISC EQUIPMENT	478	100	0	0
SALE OF VEHICLES	11,423	16,882	0	0
SALE OF COUNTY REAL ESTATE	538,661	0	0	0
TOTAL	811,960	247,773	287,301	142,476

CHARGES FOR SERVICES

SHERIFF'S FEES	2,199	0	2,199	2,199
COLLECTION FEES	103,203	103,393	100,000	100,000
COMMONWEALTH ATTORNEY	3,292	2,611	3,500	3,500
CT APPOINTED ATTORNEY	6,233	2,372	6,000	6,000
COURTHOUSE SECURITY FEES	68,402	46,622	75,000	60,000
JAIL PROCESSING FEES	2,709	1,541	2,800	2,800
EMER SERVICES - ACCESS PROGRAM	35,400	26,800	36,000	36,000

EMS FEES FOR SERVICES	1,143,182	1,183,483	1,262,251	1,280,000
PARKS & REC - FEES FROM ACTIVITIES	45,238	38,162	45,000	40,000
ACOCA COLLECTION FEES-COMM ATTY	67,171	26,470	65,000	31,975
LIBRARY FINES	17,397	12,041	17,500	2,000
CHARGE FAX TRANSMISSION - LIBRARY	4,466	2,970	4,500	1,000
MAPS	358	411	250	250
COMM DEV CREDIT CARD FEE	(320)	(320)	0	(2,000)
TOTAL	1,498,930	1,446,556	1,620,000	1,563,724

MISCELLANEOUS REVENUE/RECOVERIES

LIBRARY - TOWN CONTRIBUTION	0	0	1,750	0
DONATION - ANIMAL CARE CENTER-	4,295	2,654	908	0
ANIMAL RECLAIMED FEE	2,405	2,020	1,000	0
ANIMAL FRIENDLY LICENSE SALE	565	589	600	1,000
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	22,141	22,477	22,141	23,000
BAD CHECKS FEES	1,715	1,155	1,000	1,000
CREDIT CARD CONVENIENCE FEE	0	0	0	0
BLOOD TEST/DNA FEES	423	378	500	500
MISCELLANEOUS	147,635	224,119	153,649	113,650
REIMB JUDGE SECRETARY SALARY	26,484	0	0	0
SHERIFF PATROL US FOR SVC	5,340	6,600	6,600	0
REIMB - HUMANE SOCIETY	10,463	8,633	8,000	8,000
RECOVERED COST-EMER HOME REPAIR	1,921	3,427	0	0
CO. ORDINANCES ENFORCEMENT	2,927	6,698	67,000	0
FINES BUILDING OFFICE	5,713	0	0	0
REIMBURSED LODA MEDICAL PAYMENTS	0	540	0	0
REIMB SALARY- SCHOOL SRO	114,786	110,375	110,000	110,000
REF & REC - VPA CLIENTS	35,232	3,531	25,000	25,000
INSURANCE RECOVERIES	0	0	0	0
RECD COST-SECURITY FOR ACTIVITI	17,727	15,080	0	0
RECOVERED COST - SHERIFF DEPT	1,080	782	0	0
TOTAL	428,152	436,358	425,448	309,450

STATE REVENUE

MOTOR VEHICLE CARRIERS' TAXES	76,013	76,144	77,000	77,000
MOBILE HOME TITLING TAX	20,787	14,926	25,000	25,000
AUTO RENTAL TAX	23,745	22,263	23,000	23,000
MOPED & ATV SALES TAX	110	466	300	300
RECORDATION TAXES - STATE	58,186	43,526	50,000	0
PPTRA	2,199,018	2,199,018	2,199,018	2,199,018
SHARE COMMONWEALTH ATTY EXPENSE	404,247	435,392	444,438	457,710
SHARE SHERIFF'S EXPENSES	1,584,944	1,632,332	1,665,535	1,719,151
SHARE COMMISSIONER OF REVENUE	97,057	109,305	113,776	117,425
SHARE TREASURER'S EXPENSES	122,987	117,732	120,995	126,659
SHARE REGISTRAR	35,441	38,646	35,450	68,245

SHARE OF CLERK'S OFFICE	295,073	306,723	308,930	317,836
SHARE ELECT BD COMP & EXPENSES	6,995	29,455	6,500	7,194
PUBLIC ASSISTANCE & WELFARE	690,031	742,785	848,076	853,170
PSSF GRANT	0	0	18,000	18,000
UTILITY TAX - TELECOMMUNICATION	987,914	1,049,159	1,063,000	1,100,000
STATE REIMB FOR CRIMINAL JURORS	6,480	5,610	4,000	4,000
HEALTH DEPARTMENT	19,774	11,395	10,000	11,000
DCR - STEWARDSHIP GRANT	0	2,872	0	0
LIBRARY GRANT	146,614	147,923	148,000	145,000
FIRE PROG FUND ALLOCATION GRANT	104,261	109,709	105,000	110,000
EMERGENCY VEHICLE REGISTRATION	33,508	0	33,500	33,500
OEMS GRANT (EMS)/INMATE WORKFORCE	22,239	16,025	0	0
YOUTH SERVICES GRANT/CSA ADMIN SUPPORT	11,840	10,797	11,700	11,700
VJCCCA - VA JUVENILE COMM CRIME	37,022	37,022	111,316	37,100
DCJS-VICTIM WITNESS GRANT	99,662	100,018	101,484	101,484
EXTRADICTION FEES	2,988	419	0	0
REFUNDED LSB2007 SAVINGS	21,972	32,386	29,000	29,000
DMV REIMBURSEMENT	2,675	0	0	0
TOTAL	7,111,583	7,292,048	7,553,018	7,592,492

FEDERAL REVENUE

PAYMENT IN LIEU OF TAXES	132,618	136,903	0	100,000
VA PUBLIC ASSISTANCE-FED REVENUE	1,526,229	1,749,256	1,541,524	1,809,840
FED TASK FORCE - ODETF REIMB	3,641	0	0	0
TOTAL	1,662,488	1,886,159	1,541,524	1,909,840

TRANSFERS

TRANSFER FUNDS FROM SP REV	17,500	(9,385)	0	0
TRANSFER FROM 911	0	0	0	0
TRANSFER FROM FORFEIT FUND	0	7,433	4,400	0
TRANSFER FROM WAREHOUSE	0	40,000	0	0
TOTAL	17,500	38,048	4,400	0

USE OF FUND BALANCE

USE OF FUND BALANCE	0	0	658,750	1,683,211
TOTAL	0	0	658,750	1,683,211

\$42,697,875	\$43,159,460	\$43,252,811	\$45,843,023
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General Fund Expenditures Summary

	FY 2019 Actual	FY 2020 Actual	FY 2021 Amended	FY 2022 Proposed
GENERAL				
BOARD OF SUPERVISORS	\$183,447	\$125,438	\$170,586	\$172,713
COUNTY ADMINISTRATOR	299,713	303,171	316,641	317,191
COUNTY ATTORNEY	167,940	169,315	176,452	177,952
HUMAN RESOURCES	148,130	150,649	177,781	214,891
COMMISSIONER OF THE REVENUE	337,489	337,384	374,241	381,291
TREASURER	453,058	445,461	434,464	487,689
FINANCE	290,414	270,847	324,445	327,845
PURCHASING	190,497	189,228	199,296	200,526
INFORMATION TECHNOLOGY	414,633	431,526	494,241	537,731
ELECTORAL BOARD	74,144	104,767	92,469	144,180
REGISTRAR	133,293	133,364	149,728	164,442
TOTAL	2,692,758	2,661,150	2,910,344	3,126,451
JUDICIAL				
CIRCUIT COURT	81,441	77,284	85,077	86,077
GENERAL DISTRICT COURT	13,272	7,434	10,776	9,776
MAGISTRATE	494	685	950	1,000
J&D COURT	13,506	14,981	12,100	12,700
CIRCUIT COURT CLERK	500,742	562,554	583,808	595,204
VJCCA	77,152	33,197	118,988	66,755
CRIMINAL JURORS	5,370	5,580	9,000	10,000
COMMONWEALTH ATTORNEY	646,343	754,454	773,591	767,111
VICTIM WITNESS	117,159	120,318	125,611	125,612
TOTAL	1,455,479	1,576,487	1,719,901	1,674,235
PUBLIC SAFETY				
SHERIFF	4,391,748	3,765,369	4,394,028	4,350,881
VOLUNTEER EMERGENCY SERVICE	628,319	695,508	364,712	373,721
VOLUNTEER RESCUE	157,467	120,150	204,172	204,204
EMS COUNCIL	207,793	145,164	292,442	292,415
EMERGENCY MEDICAL SERVICES	1,738,964	1,181,443	2,066,144	2,068,439
BUILDING SAFETY & INSPECTIONS	292,430	284,447	320,908	326,357
ANIMAL CONTROL	123,507	93,064	161,567	163,772
PUBLIC SAFETY OPERATIONS	529,973	686,517	642,199	634,837
COMMUNICATIONS/DISPATCH	907,296	903,624	977,752	976,287
ANIMAL SHELTER	185,057	177,929	172,707	175,451
OTHER PUBLIC SAFETY	61,748	27,251	91,500	66,500
TOTAL	9,224,302	8,080,466	9,688,131	9,632,864

GENERAL SERVICES

BUILDING MAINTENANCE	553,937	464,336	321,409	327,958
GROUNDS MAINTENANCE	297,213	327,478	279,121	298,621
TOTAL	851,150	791,814	600,530	626,579

CULTURE & LEISURE

RECREATION	432,937	393,306	389,421	386,421
MUSEUM	54,963	58,349	58,350	58,970
LIBRARY	801,436	812,491	816,449	815,749
TOURISM	54,272	44,149	36,900	41,900
TOTAL	1,343,608	1,308,295	1,301,120	1,303,040

COMMUNITY DEVELOPMENT

PLANNING	297,837	303,418	323,179	340,929
PLANNING COMMISSION	25,031	31,757	25,669	25,669
ZONING BOARD	1,529	818	2,308	2,408
COMMUNITY DEVELOPMENT PROJECT	327,560	514,933	105,560	210,800
EDA BOARD	3,445	3,768	9,043	9,043
EXTENSION SERVICE	86,745	75,593	105,113	133,687
TOTAL	742,147	930,287	570,872	722,536

HUMAN SERVICES

WELFARE	2,406,211	2,436,037	2,607,897	2,758,540
PUBLIC ASSISTANCE	504,243	695,999	651,440	895,111
CSA	495,795	89,743	150,332	151,332
TOTAL	3,406,249	3,221,779	3,409,669	3,804,983

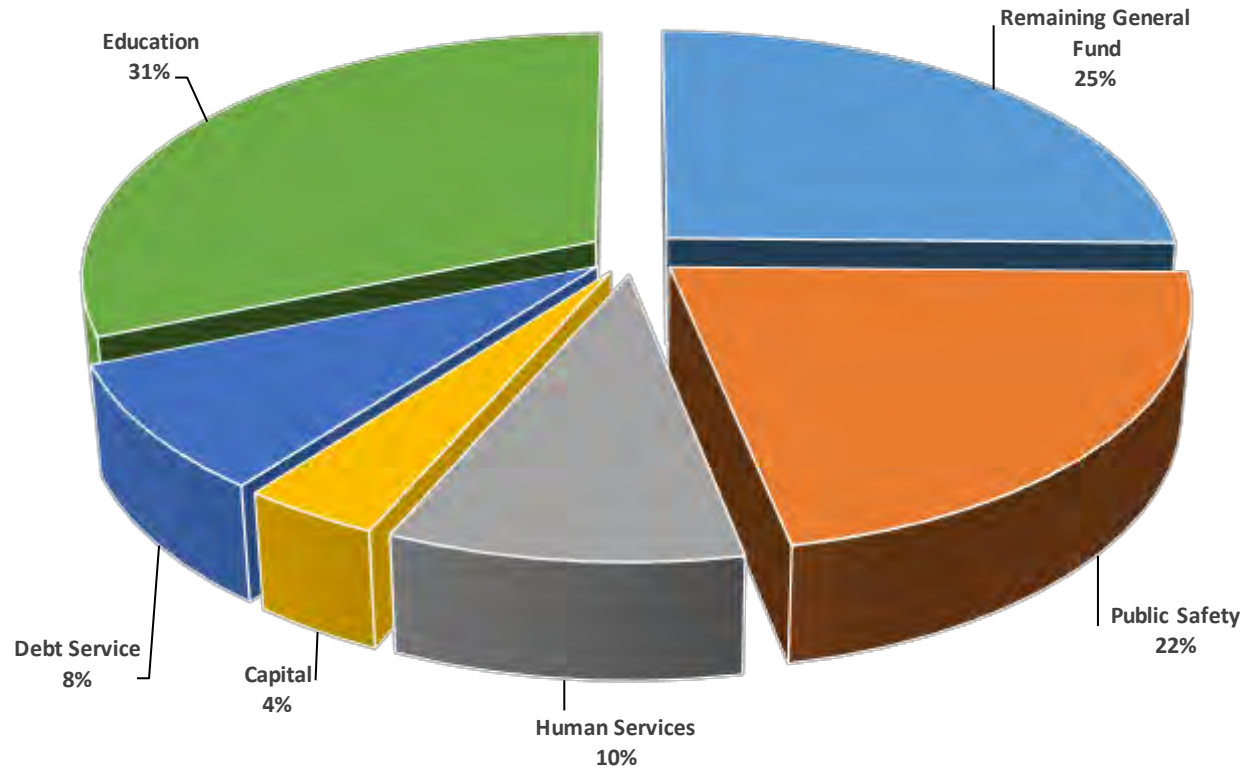
DEBT SERVICE & OTHER

UTILITIES	181,290	157,244	188,000	179,000
BUILDING JANITORIAL SERVICES	86,803	86,803	91,000	91,000
EXTERNAL PROVIDERS	2,877,948	2,838,483	2,341,011	2,341,820
NONDEPT/INTERNAL SERVICES	842,966	507,244	1,785,347	2,572,257
DEBT SERVICE	3,768,982	3,767,797	3,774,573	3,765,306
TOTAL	7,757,989	7,357,571	8,179,931	8,949,383

TOTAL OPERATIONS

	\$27,473,682	\$25,927,849	\$28,380,498	\$29,840,071
Transfers	15,789,113	16,471,009	15,559,450	16,002,952
Total Expenditures General Fund	\$43,262,795	\$42,398,858	\$43,939,948	45,843,023

FY 2022 Proposed General Fund Expenditures



FUND BALANCE SUMMARY

FY 2022

GENERAL FUND FUND BALANCE	FY 2022		
	Projected Balance	Anticipated increases and Decreases	Projected Ending Balance
Assigned Funds:			
Public works	90,740	(90,740)	-
Schools - CIP	225,427	-	225,427
County CIP Projects	7,180,471	(1,448,350)	5,732,121
County Supplemental Projects	234,861	(234,861)	-
Committed Funds:			
Tourism	6,412		6,412
Depot	2,851		2,851
20% of Fines & Forfeitures (County)	130,000	(100,000)	30,000
80% of Fines & Forfeitures (Sheriff)	153,000		153,000
Winton	268,712		268,712
ESC - Capital Funds	552,837		552,837
Future Fund	597,604	350,000	947,604
Code Enforcement	35,431		35,431
Policy Reserve:	6,623,972		6,623,972
Unassigned Funds:	-	-	-
TOTAL FUND BALANCE	\$ 16,102,318	\$ (1,523,951)	\$ 14,578,367

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AMHERST

Perfect Slice of Virginia

AMHERST COUNTY
GENERAL GOVERNMENT

County of Amherst, Virginia – Proposed Budget – FY 2021-2022
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

FINANCIAL DATA

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$ 26,912	\$ 26,912	\$ 26,913	\$ 26,913
TOTAL OPERATING COSTS	156,535	98,525	143,673	145,800
EQUIPMENT	0	0	0	0
CAPITAL	0	0	0	0
EXPENDITURES	\$ 183,447	\$ 125,437	\$ 170,586	\$ 172,713
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$ 183,447	\$ 125,437	\$ 170,586	\$ 172,713
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	5	5	5	5

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects a decrease in legal services and an increase to employee recognition that was reduced for the FY 21 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	✓

County of Amherst, Virginia – Proposed Budget – FY 2021-2022
BOARD OF SUPERVISORS

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
COMPENSATION	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
FICA	1,912	1,912	1,913	1,913
TOTAL PERSONNEL	\$ 26,912	\$ 26,912	\$ 26,913	\$ 26,913
EDUCATION ASSISTANCE	1,200	1,600	2,400	2,400
AUDITING BY C.P.A.	68,007	62,040	67,000	67,000
ADVERTISING	5,902	5,553	8,000	6,000
CODIFYING CO ORDINANCE	4,936	3,685	4,000	4,000
PROFESSIONAL SERVICES	34,794	1,338	25,000	25,000
AEP RATE NEGOTIATION	4,948	1,012	1,000	1,000
CONTRACT SERVICES	100	0	0	0
COST ALLOCATION PLAN	3,000	3,000	3,900	3,900
LEGAL SERVICES	3,201	0	10,000	7,000
COURT APPOINTED ATTORNEY	11,087	7,043	11,200	10,000
OFFICE SUPPLIES	2,269	150	400	400
TRAVEL	(461)	0	0	0
TRAVEL & TRAINING	797	1,722	1,200	3,100
DUES & ASSOCIATION MEMBERSHI	7,791	7,767	8,000	8,000
OTHER OPERATING COSTS	555	764	500	500
EMPLOYEE AWARDS/RECOGNITION	8,409	2,852	1,073	7,500
TOTAL OPERATING COSTS	\$ 156,535	\$ 98,525	\$ 143,673	\$ 145,800
TOTAL	\$ 183,447	\$ 125,438	\$ 170,586	\$ 172,713

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$310,304	\$316,829	\$347,341	\$348,841
TOTAL OPERATING COSTS	27,185	20,556	26,900	32,450
CAPITAL	0	0	0	0
EXPENDITURES	\$337,489	\$337,385	\$374,241	\$381,291
REVENUES	97,057	109,305	113,776	117,425
NET COUNTY FUNDS	\$240,432	\$228,080	\$260,465	\$263,866
FULL-TIME POSITIONS	6	6	6	6
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects increases in contract services, postage, and furniture and fixtures.

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 2021-2022

COMMISSIONER OF THE REVENUE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 243,762	\$ 251,075	\$ 274,139	\$ 274,139
SALARIES & WAGES PART-TIME	0	0	0	1,500
FICA	18,260	18,997	20,751	20,751
RETIREMENT(VSRS)	23,889	24,605	29,717	29,717
HOSPITAL/MEDICAL PLANS	19,800	17,496	17,519	17,519
GROUP LIFE EMPLOYER & EMPLOY	3,193	3,289	3,673	3,673
WORKMEN'S COMPENSATION	141	159	160	160
EMPLOYEE ASSISTANCE PROGRAM	167	162	165	165
VRS-HEALTH INS CREDIT	585	578	658	658
STANDARD LTD	507	468	559	559
TOTAL PERSONNEL	\$ 310,304	\$ 316,829	\$ 347,341	\$ 348,841
PRINTING & BINDING	255	320	600	700
ADVERTISING	0	0	100	100
COMPUTER SVCS-DMV	0	0	200	200
PRINTED FORMS(CO ONLY)	2,065	1,146	1,300	1,300
CONTRACTED SERVICES	3,643	0	3,750	5,000
PROFESSIONAL SVCS	0	50	0	100
POSTAL SERVICES	2,670	3,170	4,000	5,900
TELECOMMUNICATION	3,125	3,118	3,300	3,400
SURETY BONDS	0	0	750	750
OFFICE SUPPLIES	1,569	3,813	3,150	3,150
GAS OIL GREASE	100	36	300	300
TRAVEL(OUT OF TOWN)	1,888	1,180	2,000	3,100
DUES & ASSOC MEMBERSHIPS	410	955	950	950
SOFTWARE UPDATES	4,500	4,500	5,000	5,000
FURNITURE	5,677	751	0	1,000
LEASE PURCHASE	1,283	1,516	1,500	1,500
TOTAL OPERATING COSTS	\$ 27,185	\$ 20,556	\$ 26,900	\$ 32,450
TOTAL	\$ 337,489	\$ 337,384	\$ 374,241	\$ 381,291

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$261,633	\$286,786	\$297,691	\$297,691
TOTAL OPERATING COSTS	38,081	16,385	18,950	19,500
CAPITAL	0	0	0	0
EXPENDITURES	\$299,714	\$303,171	\$316,641	\$317,191
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$299,714	\$303,171	\$316,641	\$317,191
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects no significant change.

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 2021-2022

COUNTY ADMINISTRATION

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 203,070	\$ 232,512	\$ 237,934	\$ 237,934
FICA	14,985	17,270	17,695	17,695
RETIREMENT(VSRS)	19,862	20,513	25,792	25,792
HOSPITALIZATION/MEDICAL INSU	20,020	12,664	11,797	11,797
GROUP LIFE-EMPLOYEE & EMPLOY	2,644	2,740	3,188	3,188
WORKMEN'S COMPENSATION	69	132	135	135
EMPLOYEE ASSISTANCE PROGRAM	72	81	81	81
VRS-HEALTH INS CREDIT	485	481	571	571
S/LTD	426	393	498	498
TOTAL PERSONNEL	\$ 261,633	\$ 286,786	\$ 297,691	\$ 297,691
MAINTENANCE SVC CONTRACTS	7,251	7,200	9,600	9,600
PUBLIC AFFAIRS	8,274	1,761	2,000	1,000
POSTAL SERVICES	335	209	50	300
TELECOMMUNICATIONS	1,902	1,961	2,200	2,200
OFFICE SUPPLIES	208	604	300	600
BOOKS & SUBSCRIPTIONS	501	247	300	300
TRAVEL	(164)	0	0	0
TRAVEL & TRAINING	17,251	2,787	3,000	3,000
DUES & MEMBERSHIPS	1,460	1,071	1,500	1,500
FURNITURE & FIXTURES	542	545	0	1,000
SOFTWARE	521	0	0	0
TOTAL OPERATING COSTS	\$ 38,081	\$ 16,385	\$ 18,950	\$ 19,500
TOTAL	\$ 299,714	\$ 303,171	\$ 316,641	\$ 317,191

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$56,258	\$56,923	\$62,927	\$62,927
TOTAL OPERATING COSTS	111,683	112,392	113,525	115,025
CAPITAL	0	0	0	0
TOTAL DEPARTMENT	\$167,941	\$169,315	\$176,452	\$177,952
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$167,941	\$169,315	\$176,452	\$177,952
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects no significant change..

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 2021-2022
COUNTY ATTORNEY

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 41,772	\$ 43,025	\$ 47,654	\$ 47,654
FICA	3,077	3,214	3,523	3,523
RETIREMENT (VRS)	4,094	4,216	5,166	5,166
HOSPITALIZATION	6,600	5,748	5,756	5,756
LIFE INS - EMPLOYEE/EMPLOYER	547	564	639	639
WORKMAN'S COMP	44	30	50	50
EMPLOYEE ASSISTANCE PROGRAM	24	27	25	25
VRS- HEALTH INS CREDIT	100	99	114	114
TOTAL PERSONNEL	\$ 56,258	\$ 56,923	\$ 62,927	\$ 62,927
CONTRACT SERVICES	109,082	110,195	112,000	112,000
POSTAL SERVICES	39	40	200	100
TELECOMMUNICATIONS	533	529	825	825
OFFICE SUPPLIES	824	498	400	500
BOOKS & SUBSCRIPTIONS	43	46	100	100
TRAVEL & TRAINING	961	0	0	500
DUES & ASSOC MEMBERSHIPS	55	0	0	0
FURNITURE & FIXTURES	146	1,084	0	1,000
TOTAL OPERATING COSTS	\$ 111,683	\$ 112,392	\$ 113,525	\$ 115,025
TOTAL	\$ 167,941	\$ 169,315	\$ 176,452	\$ 177,952

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$44,851	\$53,548	\$58,989	\$92,900
TOTAL OPERATING COSTS	28,300	26,392	30,980	63,780
CAPITAL	992	24,828	2,500	2,500
EXPENDITURES	\$74,143	\$104,768	\$92,469	\$159,180
REVENUES	6,995	29,455	6,500	7,194
NET COUNTY FUNDS	\$67,148	\$75,313	\$85,969	\$151,986
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase due to Virginia's new early voting requirements.

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 2021-2022

ELECTORAL BOARD

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
COMP-ELECTORAL BD MEMBERS	\$ 8,592	\$ 9,101	\$ 9,000	\$ 9,000
CUSTODIAL SERVICES	1,862	3,592	2,500	5,100
COMP-ELECTION OFFICIALS	33,740	40,158	46,800	78,100
FICA	657	696	689	700
TOTAL PERSONNEL	\$ 44,851	\$ 53,548	\$ 58,989	\$ 92,900
MAINTENANCE SVC CONTRACT	9,319	4,852	10,000	13,200
POSTAL SERVICES	317	216	100	100
ELECTION SUPPLIES	15,137	17,311	16,000	45,000
TRAVEL	2,347	2,233	3,500	3,500
DUES & ASSOC MEMBERSHIPS	180	180	180	180
RENTAL	1,000	1,600	1,200	1,800
TOTAL OPERATING COSTS	\$ 28,300	\$ 26,392	\$ 30,980	\$ 63,780
COMPUTER EQUIP VOTING MACHIN	992	24,828	2,500	2,500
TOTAL CAPITAL	\$ 992	\$ 24,828	\$ 2,500	\$ 2,500
TOTAL	\$ 74,143	\$ 104,768	\$ 92,469	\$ 159,180

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$261,607	\$250,668	\$301,620	\$301,620
TOTAL OPERATING COSTS	28,807	20,179	22,825	26,225
CAPITAL	0	0	0	0
EXPENDITURES	\$290,414	\$270,847	\$324,445	\$327,845
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$290,414	\$270,847	\$324,445	\$327,845
FULL-TIME POSITIONS	4	4	4	4
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

FINANCE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 196,232	\$ 192,568	\$ 227,304	\$ 227,304
FICA	14,017	14,193	16,840	16,840
RETIREMENT (VSRS)	19,231	18,948	24,640	24,640
HOSPITAL/MEDICAL PLANS	28,590	21,506	28,705	28,705
LIFE INS-EMPLOYEE & EMPLOYER	2,571	2,533	3,046	3,046
WORKMEN'S COMPENSATION	93	131	140	140
EMPLOYEE ASSISTANCE PROGRAM	95	108	110	110
VRS HEALTH INS CREDIT	471	445	546	546
HYBRID-LTD	307	236	289	289
TOTAL PERSONNEL	\$ 261,607	\$ 250,668	\$ 301,620	\$ 301,620
MAINTENANCE SVC CONTRACTS	2,616	2,616	2,625	2,625
CONTRACTED SERVICES	204	409	0	400
POSTAL SERVICES	2,641	2,718	2,800	2,800
TELECOMMUNICATIONS	1,038	1,038	1,100	1,100
OFFICE SUPPLIES	1,874	1,223	2,000	2,000
COMPUTER SUPPLY & CHECKS	4,200	6,835	5,500	6,500
TRAVEL	0	2,062	7,000	8,000
TRAVEL & TRAINING	14,109	1,207	1,800	0
DUES & MEMBERSHIP FEES	1,290	190	0	1,800
PENALTIES	81	1,224	0	0
FURNITURE & FIXTURES	754	657	0	1,000
TOTAL OPERATING COSTS	\$ 28,807	\$ 20,179	\$ 22,825	\$ 26,225
TOTAL	\$ 290,414	\$ 270,847	\$ 324,445	\$ 327,845

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$103,297	\$130,364	\$163,831	\$163,831
TOTAL OPERATING COSTS	44,833	20,285	13,950	51,060
CAPITAL	0	0	0	0
EXPENDITURES	\$148,130	\$150,649	\$177,781	\$214,891
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$148,130	\$150,649	\$177,781	\$214,891
FULL-TIME POSITIONS	1	2	2	2
PART-TIME POSITIONS	1	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY21 budget reflects an increase for professional consulting services for a benefit consultant.

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 2021-2022

HUMAN RESOURCES

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 80,833	\$ 99,706	\$ 125,300	\$ 125,300
FICA	5,906	7,134	9,213	9,213
RETIREMENT	6,906	9,683	13,583	13,583
HOSPITALIZATION	8,470	11,756	13,409	13,409
GROUP LIFE - EE & ER	923	1,294	1,679	1,679
UNEMPLOYMENT CLAIMS	0	288	0	0
WORKMAN'S COMP	25	55	60	60
EAP	38	54	55	55
HEALTH IN CREDIT	169	227	301	301
SLTDP - STANDARS	27	167	231	231
TOTAL PERSONNEL	\$ 103,297	\$ 130,364	\$ 163,831	\$ 163,831
PROF SERVICES	35,000	6,320	0	32,760
ADVERTISING	519	2,604	1,500	3,750
POSTAGE	112	113	150	150
TELECOMMUNICATION	770	941	800	800
OFFICE SUPPLIES	937	1,321	1,500	1,500
TRAVEL	181	188	500	250
EMPLOYEE TRAINING	1,221	1,212	2,000	2,600
ORGANIZATION TRAINING	0	2,748	4,000	3,000
EMPLOYEE INCENTIVES	66	1,258	1,000	1,000
DUES & MEMBERSHIPS	594	797	1,000	1,000
PENALTIES	0	0	0	0
PRE-EMPLOYMENT SCREENING	1,312	3,103	1,500	3,000
FURNITURE & FIXTURES	3,559	(611)	0	1,000
EQUIPMENT	562	291		250
TOTAL OPERATING COSTS	\$ 44,833	\$ 20,285	\$ 13,950	\$ 51,060
TOTAL	\$ 148,130	\$ 150,649	\$ 177,781	\$ 214,891

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$224,618	\$305,387	\$351,091	\$351,091
TOTAL OPERATING COSTS	112,684	96,429	114,150	157,640
CAPITAL	77,331	29,710	29,000	29,000
EXPENDITURES	\$414,633	\$431,526	\$494,241	\$537,731
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$414,633	\$431,526	\$494,241	\$537,731
FULL-TIME POSITIONS	3	4	4	4
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects increases for teleworking equipment and software maintenance.

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 2021-2022
INFORMATION TECHNOLOGY

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 171,745	\$ 232,972	\$ 267,958	\$ 267,958
FICA	12,354	16,972	19,775	19,775
RETIREMENT(VSRS)	16,007	22,855	29,047	29,047
HOSPITAL/MEDICAL PLANS	21,670	28,274	29,289	29,289
LIFE INS-EMPLOYEE & EMPLOYER	2,134	3,052	3,591	3,591
WORKMEN'S COMPENSATION	69	112	115	115
EMPLOYEE ASSISTANCE PROGRAM	72	108	110	110
VRS - HEALTH INS CREDIT	391	536	643	643
HYBRID LT DISABILITY	176	506	563	563
TOTAL PERSONNEL	\$ 224,618	\$ 305,387	\$ 351,091	\$ 351,091
PROFESSIONAL SVCS	7,960	1,147	6,000	6,000
MAINTENANCE SVC CONTRACTS	21,348	15,775	15,000	30,600
SOFTWARE MAINT CONTRACTS	26,639	24,551	25,000	43,100
EQUIPMENT MAINTENANCE SERVIC	1,205	1,019	1,500	1,500
POSTAL SERVICES	0	4	100	100
TELECOMMUNICATIONS	22,376	22,735	24,200	28,340
W A T S SUPPORT	26,077	27,925	28,350	34,000
IBM SOFTWARE SUPPORT LINE/SU	2,595	0	3,000	3,000
OFFICE SUPPLIES	3,888	2,133	3,500	3,500
TRAVEL/TRAINING	446	921	5,000	5,000
FURNITURE & FIXTURES	150	112	1,000	1,000
SOFTWARE	0	107	1,500	1,500
TOTAL OPERATING COSTS	\$ 112,684	\$ 96,429	\$ 114,150	\$ 157,640
EQUIPMENT	3,838	3,181	4,000	4,000
EQUIPMENT/COMPUTER REPLACEME	73,493	26,529	25,000	25,000
TOTAL CAPITAL	\$ 77,331	\$ 29,710	\$ 29,000	\$ 29,000
TOTAL	\$ 414,633	\$ 431,526	\$ 494,241	\$ 537,731

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$182,061	\$184,318	\$194,871	\$194,871
TOTAL OPERATING COSTS	8,437	4,910	4,425	5,655
CAPITAL	0	0	0	0
EXPENDITURES	\$190,498	\$189,228	\$199,296	\$200,526
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$190,498	\$189,228	\$199,296	\$200,526
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

PURCHASING

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 138,481	\$ 142,474	\$ 150,325	\$ 150,325
FICA	10,039	10,495	11,077	11,077
RETIREMENT (VRS)	13,571	13,962	16,295	16,295
HOSPITAL/MEDICAL PLANS	17,730	15,051	14,653	14,653
LIFE INS-EMPLOYEE & EMPLOYER	1,814	1,866	2,014	2,014
WORKMEN'S COMPENSATION	46	87	90	90
EMPLOYEE ASSISTANCE PROGRAM	48	54	55	55
VRS - HEALTH INS CREDIT	332	328	361	361
TOTAL PERSONNEL	\$ 182,061	\$ 184,318	\$ 194,871	\$ 194,871
CONTRACTED SERVICES	4,962	0	0	0
MAINTENANCE SVC CONTRACTS	125	130	0	130
ADVERTISING	77	232	300	350
POSTAL SERVICES	120	93	300	300
TELECOMMUNICATIONS	1,221	1,214	1,250	1,250
OFFICE SUPPLIES	785	2,431	1,550	1,600
GAS OIL GREASE	204	0	0	0
TRAVEL	15	0	0	0
TRAVEL-EDUCATION	186	146	700	700
DUES & ASSOC MEMBERSHIPS	178	178	225	225
OTHER OPERATING COSTS	45	0	100	100
FURNITURE & FIXTURES	519	486	0	1,000
TOTAL OPERATING COSTS	\$ 8,437	\$ 4,910	\$ 4,425	\$ 5,655
TOTAL	\$ 190,498	\$ 189,228	\$ 199,296	\$ 200,526

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$119,749	\$120,635	\$133,787	\$144,867
TOTAL OPERATING COSTS	12,416	11,625	14,941	18,575
CAPITAL	1,130	1,104	1,000	1,000
EXPENDITURES	\$133,295	\$133,364	\$149,728	\$164,442
REVENUES	35,441	38,646	35,450	68,245
NET COUNTY FUNDS	\$97,854	\$94,718	\$114,278	\$96,197
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	4	4	4	4

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase due to Virginia's new early voting requirements.

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 2021-2022

REGISTRAR

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 82,071	\$ 86,919	\$ 97,682	\$ 97,682
SALARIES & WAGES PART-TIME	14,285	10,205	10,000	21,080
FICA	7,573	7,705	8,013	8,013
RETIREMENT(VSRS)	7,829	8,518	10,589	10,589
HOSPITAL/MEDICAL PLANS	6,600	5,832	5,840	5,840
LIFE INS-EMPLOYEE & EMPLOYER	1,047	1,139	1,309	1,309
WORKMEN'S COMPENSATION	104	63	65	65
EMPLOYEE ASSISTANCE PROGRAM	48	54	55	55
VRS HEALTH INS CREDIT	192	200	234	234
TOTAL PERSONNEL	\$ 119,749	\$ 120,635	\$ 133,787	\$ 144,867
PRINTING	536	517	1,100	1,100
ADVERTISING	493	495	750	750
POSTAL SERVICES	2,615	3,731	3,500	3,750
TELECOMMUNICATIONS	1,874	1,358	1,500	1,500
OFFICE SUPPLIES	1,169	816	2,600	2,600
TRAVEL	0	0	0	0
TRAVEL-EDUCATION	4,349	2,952	3,616	7,000
DUES & ASSOC MEMBERSHIPS	200	260	300	300
EQUIPMENT LEASE	1,180	1,496	1,575	1,575
TOTAL OPERATING COSTS	\$ 12,416	\$ 11,625	\$ 14,941	\$ 18,575
EQUIPMENT	1,085	0	0	0
FURNITURE & FIXTURE	45	1,104	1,000	1,000
TOTAL CAPITAL	\$ 1,130	\$ 1,104	\$ 1,000	\$ 1,000
TOTAL	\$ 133,295	\$ 133,364	\$ 149,728	\$ 164,442

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$319,593	\$301,561	\$326,239	\$326,239
TOTAL OPERATING COSTS	133,466	143,900	107,225	160,450
CAPITAL	0	0	1,000	1,000
EXPENDITURES	\$453,059	\$445,461	\$434,464	\$487,689
REVENUES	122,987	117,732	120,995	126,659
NET COUNTY FUNDS	\$330,072	\$327,729	\$313,469	\$361,030
FULL-TIME POSITIONS	5	5	5	5
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase due to cigarette tax stamps needed for the new tax beginning July 21, 2021.

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 2021-2022

TREASURER

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 222,998	\$ 225,868	\$ 238,583	\$ 238,583
SALARIES & WAGES PART-TIME	0	0	1,000	1,000
FICA	15,144	15,824	16,819	16,819
RETIREMENT(VSRS)	21,854	22,135	25,862	25,862
HOSPITAL/MEDICAL PLANS	55,560	33,675	39,572	39,572
LIFE INS EMPLOYER & EMPLOYEE	2,921	2,959	3,197	3,197
WORKMEN'S COMPENSATION	114	145	150	150
EMPLOYEE ASSISTANCE PROGRAM	119	135	140	140
VRS- HEALTH INS CREDIT	535	520	573	573
HYBRID DISABILITY	348	301	343	343
TOTAL PERSONNEL	\$ 319,593	\$ 301,561	\$ 326,239	\$ 326,239
PROF SERVICES	2,935	406	1,000	1,000
MAINTENACE SVC CONTRACTS	5,940	5,940	6,000	6,000
PRINTING & BINDING	9,551	7,101	15,000	11,000
ADVERTISING	0	0	250	250
DMV & VEC	1,300	1,300	1,600	1,600
CONTRACTED SERVICES -SHREDDI	367	300	400	400
DOG LICENSE & RECORDS	545	625	675	900
CIGARETTE TAX STAMPS	0	0	0	50,000
POSTAL SERVICES	19,227	25,277	23,000	26,000
TELECOMMUNICATIONS	1,897	1,906	2,000	2,000
RENTAL-POSTAL METER	2,280	2,090	2,600	2,600
OFFICE SUPPLIES	4,445	4,293	5,000	5,000
WARRANTS AND BANK CHARGES	12,347	15,842	9,000	13,000
TRAVEL/EDUCATION	0	1,792	7,100	7,100
DUES & ASSOC MEMBERSHIPS	1,000	1,775	1,100	1,100
LEVY ON PROJECTED PP REVENUE	69,550	73,750	31,000	31,000
RENTAL OF EQUIPMENT	1,489	1,502	1,500	1,500
TOTAL OPERATING COSTS	\$ 133,466	\$ 143,900	\$ 107,225	\$ 160,450
FURNITURE & FIXTURES	0	0	1,000	1,000
TOTAL CAPITAL	\$ -	\$ -	\$ 1,000	\$ 1,000
TOTAL	\$ 453,059	\$ 445,461	\$ 434,464	\$ 487,689

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AMHERST

Perfect Slice of Virginia

AMHERST COUNTY
JUDICIAL

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$71,811	\$72,617	\$81,377	\$81,377
TOTAL OPERATING COSTS	4,855	4,667	3,700	3,700
CAPITAL	4,776	0	0	1,000
EXPENDITURES	\$81,442	\$77,284	\$85,077	\$86,077
REVENUES	26,484	0	0	0
NET COUNTY FUNDS	\$54,958	\$77,284	\$85,077	\$86,077
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

CIRCUIT COURT

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	52,967	54,556	55,647	55,647
SALARIES & WAGES PART-TIME	2,302	1,470	3,000	3,000
FICA	3,883	4,018	3,983	3,983
RETIREMENT(VSRS)	5,191	5,346	6,032	6,032
HOSPITAL/MEDICAL PLANS	6,600	6,325	11,770	11,770
LIFE INS-EMPLOYEE & EMPLOYER	694	715	746	746
WORKMEN'S COMP	23	34	35	35
EMPLOYEE ASSISTANCE PROGRAM	24	27	30	30
VRS - HEALTH INS CREDIT	127	126	134	134
TOTAL PERSONNEL	\$ 71,811	\$ 72,617	\$ 81,377	\$ 81,377
REPAIRS & MAINTENANCE	143	0	250	250
POSTAL SERVICES	900	763	900	900
TELECOMMUNICATIONS	935	869	900	900
OFFICE SUPPLIES	2,048	2,080	700	700
Equipment	3,176	0	0	0
FURNITURE & FIXTURE	1,600	0	0	1,000
LEASE COPIER	829	955	950	950
TOTAL OPERATING COSTS	\$ 9,631	\$ 4,667	\$ 3,700	\$ 4,700
TOTAL	\$ 81,442	\$ 77,284	\$ 85,077	\$ 86,077

County of Amherst, Virginia – Adopted Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$414,511	\$466,772	\$519,898	\$526,819
TOTAL OPERATING COSTS	91,602	100,268	72,910	77,385
CAPITAL	0	1,095	0	1,000
EXPENDITURES	\$506,113	\$568,135	\$592,808	\$605,204
REVENUES	521,830	583,216	537,930	607,836
NET COUNTY FUNDS	(\$15,717)	(\$15,081)	\$54,878	(\$2,632)
FULL-TIME POSITIONS	6	6	7	7
PART-TIME POSITIONS	2	2	1	1

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase for part-time personnel cut in the FY21 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

County of Amherst, Virginia – Adopted Budget – FY 2021-2022

CLERK OF THE CIRCUIT COURT

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 317,098	\$ 360,067	\$ 397,290	\$ 402,790
FICA	23,049	26,472	28,964	29,385
RETIREMENT (VRS)	29,813	34,348	41,765	41,765
HOSPITAL/MEDICAL PLANS	33,280	33,545	35,045	35,045
LIFE INS - EMPLOYER/EMPLOYEE	3,975	4,588	5,163	5,163
WORKMEN'S COMPENSATION	215	206	210	210
EMPLOYEE ASSISTANCE PROGRAM	143	162	165	165
VRS - HEALTH INS CREDIT	728	805	925	925
HYBRID LTD	840	998	1,371	1,371
TOTAL PERSONNEL	\$ 409,141	\$ 461,192	\$ 510,898	\$ 516,819
AUDIT BY AUDITOR PUB ACCT	0	3,000	3,500	3,500
MAINTENANCE SVC CONTRACTS	0	315	0	315
PRINTING & BINDING	47,425	46,741	12,150	12,150
CONTRACT RECORDING SERVICES	23,400	25,945	34,500	34,500
CONTRACT SERVICES	0	1,091	1,000	2,000
SHREDDING	1,099	0	2,000	2,000
POSTAL SERVICES	5,000	5,076	5,000	5,000
TELECOMMUNICATIONS	2,758	2,691	2,740	3,000
OFFICE SUPPLIES	3,505	3,861	4,000	4,000
RECORD BOOKS	1,130	3,258	2,125	2,125
COPY MACHINE MAINT & SUPPLIE	1,697	1,684	2,000	2,500
TRAVEL & TRAINING	63	1,500	0	1,500
DUES & ASSOC MEMBERSHIPS	640	320	395	395
EQUIPMENT	0	900	0	900
FURNITURE & FIXTURE	2,081	1,095	0	1,000
LEASE PURCHASE-COPY MACHINE	2,804	3,886	3,500	3,500
TOTAL OPERATING COSTS	\$ 91,602	\$ 101,363	\$ 72,910	\$ 78,385
TOTAL	\$ 500,743	\$ 562,554	\$ 583,808	\$ 595,204

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
CRIMINAL JURORS	\$ 5,370	\$ 5,580	\$ 9,000	\$ 10,000
TELECOMMUNICATIONS	0	0	0	0
TRAVEL	0	0	0	0
TOTAL OPERATING COSTS	\$ 5,370	\$ 5,580	\$ 9,000	\$ 10,000
TOTAL	\$ 5,370	\$ 5,580	\$ 9,000	\$ 10,000

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$674,752	\$788,656	\$822,885	\$822,885
TOTAL OPERATING COSTS	88,751	86,115	76,317	69,838
CAPITAL	0	0	0	0
EXPENDITURES	\$763,503	\$874,771	\$899,202	\$892,723
REVENUES	571,080	561,880	610,922	591,169
NET COUNTY FUNDS	\$192,423	\$312,891	\$288,280	\$301,554
FULL-TIME POSITIONS	9	9	9	9
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects no substantial change.

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 2021-2022

COMMONWEALTH ATTORNEY

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 437,753	\$ 525,069	\$ 546,514	\$ 546,514
FICA	31,843	38,002	40,065	40,065
RETIREMENT (VRS)	42,667	54,457	59,242	59,242
HOSPITAL/MEDICAL PLANS	41,140	46,063	46,509	46,509
LIFE INS - EMPLOYER/EMPLOYEE	5,693	6,878	7,323	7,323
WORKMEN'S COMPENSATION	380	317	325	325
EMPLOYEE ASSISTANCE PROGRAM	143	162	165	165
VRS - HEALTH INS CREDIT	1,043	1,208	1,312	1,312
HYBRID-LT DISABILITY	1,434	1,413	2,156	2,156
TOTAL PERSONNEL	\$ 562,096	\$ 673,569	\$ 703,611	\$ 703,611
REPAIRS - EQUIPMENT	1,620	200	0	0
MAINT SVC CONTRACT	1,019	2,036	1,000	1,500
POSTAL SERVICES	76	1,619	2,000	2,500
TELECOMMUNICATIONS	13,375	14,855	11,900	11,000
OFFICE SUPPLIES	4,081	3,453	1,800	3,500
BOOK & SUBSCRIPTIONS	2,676	3,821	2,780	3,000
TRAVEL	7,103	7,018	8,500	8,500
DUES & ASSOC MEMBERSHIPS	2,440	3,200	3,000	3,000
STATE LEVEY ON COLLECTIONS	35,604	32,962	35,000	25,000
EQUIPMENT	14,211	5,548	0	0
FURNITURE & FIXTURES	243	2,873	0	1,000
LEASE - CASE MGT SYSTEM	1,800	3,300	4,000	4,500
TOTAL OPERATING COSTS	\$ 84,248	\$ 80,885	\$ 69,980	\$ 63,500
TOTAL	\$ 646,344	\$ 754,454	\$ 773,591	\$ 767,111

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

COMMONWEALTH ATTORNEY

<i>Victim Witness Advocate</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 88,918	\$ 91,586	\$ 94,266	\$ 94,266
FICA	6,734	6,970	7,138	7,138
VSRS-RETIREMENT	8,714	8,975	10,218	10,218
HOSPITALIZATION	6,600	5,832	5,840	5,840
EMPLOYEE & EMPLOYER SHARE GR	1,165	1,200	1,263	1,263
WORKMAN'S COMP	46	58	60	60
EMPLOYEE ASSISTANCE PROGRAM	48	54	55	55
VRS - HEALTH INS CREDIT	213	211	226	226
STANDARD LTD	218	201	208	208
TOTAL PERSONNEL	\$ 112,656	\$ 115,087	\$ 119,274	\$ 119,274
POSTAGE	168	168	168	168
TELECOMMUNICATIONS	270	259	294	294
OFFICE SUPPLIES	3,021	3,309	3,873	3,874
TRAVEL	1,044	1,494	2,002	2,002
TOTAL OPERATING COSTS	\$ 4,503	\$ 5,230	\$ 6,337	\$ 6,338
EQUIPMENT	0	0	0	0
TOTAL CAPITAL	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 117,159	\$ 120,318	\$ 125,611	\$ 125,612

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County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	13,273	7,434	10,776	9,776
CAPITAL	0	0	0	0
EXPENDITURES	\$13,273	\$7,434	\$10,776	\$9,776
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$13,273	\$7,434	\$10,776	\$9,776
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

GENERAL DISTRICT COURT

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
REPAIRS & MAINTENANCE	\$ 294	\$ 139	\$ 500	\$ 500
POSTAL SVC-P.O. BOX RENT	76	76	76	76
TELECOMMUNICATIONS	6,890	2,514	4,000	3,000
DUES MEMBERSHIP SUBSCRIPTI	153	0	200	200
EQUIPMENT	1,088	55	1,500	1,500
FURNITURE AND FIXTURE	2,000	2,003	1,000	1,000
LEASE PURCHASE	2,772	2,647	3,500	3,500
TOTAL OPERATING COSTS	\$ 13,273	\$ 7,434	\$ 10,776	\$ 9,776
TOTAL	\$ 13,273	\$ 7,434	\$ 10,776	\$ 9,776

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	10,708	12,148	11,100	11,700
CAPITAL	2,798	2,833	1,000	1,000
EXPENDITURES	\$13,506	\$14,981	\$12,100	\$12,700
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$13,506	\$14,981	\$12,100	\$12,700
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

JUVENILE & DOMESTIC RELATIONS COURT

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
REPAIRS & MAINTENANCE	\$ 639	\$ 1,350	\$ 300	\$ 300
POSTAL SVCS P.O. BOX RENT	620	581	600	700
TELECOMMUNICATIONS	5,711	5,797	6,500	6,500
OFFICE SUPPLIES	1,979	2,354	1,500	2,000
TRAVEL & TRAINING	185	370	500	500
LEASE PURCHASE - COPIER	1,574	1,696	1,700	1,700
TOTAL OPERATING COSTS	\$ 10,708	\$ 12,148	\$ 11,100	\$ 11,700
EQUIPMENT	2,798	2,631	0	0
FURNITURE FIXTURES	0	202	1,000	1,000
TOTAL CAPITAL	\$ 2,798	\$ 2,833	\$ 1,000	\$ 1,000
TOTAL	\$ 13,506	\$ 14,981	\$ 12,100	\$ 12,700

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
OTHER OPERATING COSTS	494	685	950	1,000
CAPITAL	0	0	0	0
EXPENDITURES	\$494	\$685	\$950	\$1,000
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$494	\$685	\$950	\$1,000
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

MAGISTRATE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
OFFICE SUPPLIES	\$ 79	\$ 168	\$ 150	\$ 150
BOOKS & SUBSCRIPTIONS	0	0	300	350
FURNITURE & FIXTURES	415	517	500	500
TOTAL OPERATING COSTS	\$ 494	\$ 685	\$ 950	\$ 1,000
TOTAL	\$ 494	\$ 685	\$ 950	\$ 1,000

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	77,152	33,197	118,988	66,755
CAPITAL	0	0	0	0
EXPENDITURES	\$77,152	\$33,197	\$118,988	\$66,755
REVENUES	37,022	37,022	111,316	37,100
NET COUNTY FUNDS	\$40,130	(\$3,825)	\$7,672	\$29,655
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects a decrease 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 2021-2022

VJCCCA

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
GROUP HOMES	\$ 71,054	\$ 27,390	\$ 53,580	\$ 25,347
OFFICE SUPPLIES	0	1,106	500	500
FURNITURE& FIXTURES	0	779	0	1,000
MAINTENANCE OF EFFORT	0	0	53,233	28,233
OUTREACH DETENTION/ELEC MONI	6,098	3,922	11,675	11,675
TOTAL OPERATING COSTS	\$ 77,152	\$ 33,197	\$ 118,988	\$ 66,755
TOTAL	\$ 77,152	\$ 33,197	\$ 118,988	\$ 66,755

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AMHERST

Perfect Slice of Virginia

AMHERST COUNTY

PUBLIC SAFETY

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$109,720	\$83,744	\$147,272	\$147,272
OPERATING COSTS	11,042	9,031	14,100	16,000
CAPITAL	2,745	290	195	500
EXPENDITURES	\$123,507	\$93,065	\$161,567	\$163,772
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$123,507	\$93,065	\$161,567	\$163,772
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflect 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 2021-2022

ANIMAL CONTROL

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES FULL-TIME	\$75,898	\$62,451	\$107,517	\$107,517
FICA	5,316	4,544	7,706	7,706
RETIREMENT	7,692	6,074	11,655	11,655
MEDICAL INSURANCE	18,665	8,706	17,610	17,610
GROUP LIFE INSURANCE	1,029	812	1,441	1,441
WORKMEN'S COMPENSATION	883	934	1,000	1,000
EMPLOYEE ASSISTANCE PROGRAM	48	81	85	85
VRS HEALTH INS CREDIT	188	143	258	258
TOTAL PERSONNEL	\$109,720	\$83,744	\$147,272	\$147,272
REPAIRS-AUTOMOBILE	1,441	466	1,100	1,500
TELECOMMUNICATION	1,329	960	1,000	1,000
LIABILITY INSURANCE-AUTO	1,007	1,149	1,200	1,200
OFFICE SUPPLIES	66	115	150	150
GASOLINE OIL GREASE	5,412	3,577	7,700	7,700
TRAPPING - SUPPLIES FOOD	0	0	150	150
UNIFORMS & WEAR APPAREL	736	0	400	800
AUTO TIRES TUBES PARTS	601	1,760	1,400	2,000
TRAVEL & TRAINING	0	625	800	1,000
TRAPPING EQUIPMENT	450	377	200	500
TOTAL OPERATING COSTS	\$11,042	\$9,031	\$14,100	\$16,000
EQUIPMENT	2,745	290	195	500
TOTAL CAPITAL	\$2,745	\$290	\$195	\$500
TOTAL	\$123,507	\$93,064	\$161,567	\$163,772

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$98,922	\$99,579	\$107,181	\$107,181
OPERATING COSTS	86,134	71,850	65,025	67,270
CAPITAL	4,252	6,499	500	1,000
EXPENDITURES	\$189,308	\$177,928	\$172,706	\$175,451
REVENUES	7,265	5,263	2,508	1,000
NET COUNTY FUNDS	\$182,043	\$172,665	\$170,198	\$174,451
FULL-TIME POSITIONS	1	2	2	2
PART-TIME POSITIONS	3	4	4	4

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

ANIMAL SHELTER

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES FULL-TIME	\$30,818	\$31,884	\$54,380	\$54,380
SALARIES PART-TIME	44,054	51,108	27,554	27,554
FICA	5,126	6,275	6,121	6,121
RETIREMENT	3,318	2,792	5,895	5,895
MEDICAL INSURANCE	14,520	6,229	11,679	11,679
GROUP LIFE INSURANCE	484	297	729	729
WORKMEN'S COMPENSATION	497	779	550	550
EMPLOYEE ASSISTANCE PROGRAM	24	0	22	22
VRS HEALTH INS CREDIT	81	65	131	131
S/LTD HYBRID	0	150	121	121
TOTAL PERSONNEL	\$98,922	\$99,579	\$107,181	\$107,181
RABIES	0	949	500	2,000
CONTRACT SERVICES	2,917	4,171	3,500	3,500
HVAC CONTRACT	7,602	7,602	7,610	7,610
ELECTRIC	20,291	18,439	21,000	21,000
HEATING OIL OR NATURAL GAS	6,592	3,515	6,500	6,500
POSTAGE	45	100	0	100
TELECOMMUNICATION	3,296	3,281	3,256	3,200
GENERAL LIABILITY INS	0	32	35	0
OFFICE SUPPLIES	972	632	300	1,000
FOOD & SUPPLIES FOR SHELTER	13,876	13,321	5,085	6,000
MEDICAL SUPPLIES	17,465	11,142	7,224	8,000
KENNEL CLEANING/JANITORIAL	7,623	6,747	4,200	5,500
UNIFORMS	802	286	250	500
TRAVEL & TRAINING	0	769	800	800
DUES MEMBERSHIP LICENSE	0	90	100	200
FURNITURE & FIXTURES	50	425	4,305	1,000
LEASE COPIER	351	349	360	360
TOTAL OPERATING COSTS	\$81,882	\$71,850	\$65,025	\$67,270
EQUIPMENT	\$4,252	\$6,499	\$500	\$1,000
	\$4,252	\$6,499	\$500	\$1,000
TOTAL	\$185,056	\$177,929	\$172,707	\$175,451

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$220,824	\$238,348	\$261,458	\$261,457
TOTAL OPERATING COSTS	41,086	42,136	59,450	64,900
CAPITAL	30,520	3,963	0	0
EXPENDITURES	\$292,430	\$284,447	\$320,908	\$326,357
REVENUES	125,568	149,383	150,000	155,375
NET COUNTY FUNDS	\$111,131	\$135,064	\$170,908	\$170,982
FULL-TIME POSITIONS	3	4	4	4
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase for new code books due to Virginia code 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 2021-2022

BUILDING SAFETY AND INSPECTION

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES	\$ 164,436	\$ 182,486	\$ 210,424	\$ 210,424
FICA	12,031	13,445	15,933	15,933
RETIREMENT (VRS)	15,918	17,202	22,810	22,810
HOSPITAL/MEDICAL PLANS	23,160	19,817	6,029	6,029
LIFE INS-EMPLOYEE & EMPLOYER	2,127	2,299	2,820	2,820
WORKMEN'S COMPENSATION	2,085	2,008	2,100	2,100
EMPLOYEE ASSISTANCE PROGRAM	72	108	110	110
VRS- HEALTH INS CREDIT	390	404	505	505
HYBRID - LT DISABILITY	605	580	727	727
TOTAL PERSONNEL	\$ 220,824	\$ 238,348	\$ 261,458	\$ 261,457
DOCUMENT SCANNING/PRINTING	103	0	0	0
REPAIRS - AUTOMOBILE	223	1,385	1,200	1,200
POSTAL SERVICES	175	158	500	500
TELECOMMUNICATIONS	3,125	3,040	3,500	3,500
LIABILITY INSURANCE AUTO	1,007	1,149	1,200	1,200
OFFICE SUPPLIES	992	644	800	1,200
GASOLINE OIL GREASE	3,999	3,692	5,000	5,000
CODE BOOKS	4,042	363	1,000	4,000
AUTO TIRES TUBES PARTS	0	184	750	800
TRAVEL-EDUCATION	3,313	3,982	5,000	5,000
DUES & ASSOC MEMBERSHIPS	415	456	500	500
ENFORCEMENT CO. ORDINANCES	17,580	20,449	30,000	30,000
LEVY ON PROJECTED PERMIT FEE	2,513	1,917	4,000	4,000
EQUIPMENT	846	0	400	1,000
FURNITURE & FIXTURES	0	0	0	1,000
EQUIPMENT LEASE	2,753	4,716	5,600	6,000
TOTAL OPERATING COSTS	\$ 41,086	\$ 42,136	\$ 59,450	\$ 64,900
MOTOR VEHICLES & EQUIP	30,520	3,963	0	0
TOTAL CAPITAL	\$ 30,520	\$ 3,963	\$ -	\$ -
TOTAL	\$ 292,430	\$ 284,447	\$ 320,908	\$ 326,357

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$714,658	\$713,012	\$770,862	\$770,862
TOTAL OPERATING COSTS	192,638	190,612	206,890	205,425
CAPITAL	0	0	0	0
EXPENDITURES	\$907,296	\$903,624	\$977,752	\$976,287
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$907,296	\$903,624	\$977,752	\$976,287
FULL-TIME POSITIONS	13	13	13	13
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

COMMUNICATIONS AND DISPATCH

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 516,922	\$ 534,938	\$ 575,505	\$ 575,505
FICA	35,837	37,634	41,245	41,245
RETIREMENT	42,372	43,598	54,255	54,255
HOSPITALIZATION	111,760	88,908	90,914	90,914
LIFE INS	5,658	5,828	6,557	6,557
WORKMAN'S COMPENSATION	317	325	340	340
EMPLOYEE ASSISTANCE PROGRAM	310	351	360	360
VRS- HEALTH INS CREDIT	1,038	1,023	1,201	1,201
S/LTDP	444	407	485	485
TOTAL PERSONNEL	\$ 714,658	\$ 713,012	\$ 770,862	\$ 770,862
MAINTENANCE SVC CONTRACTS	123,297	120,671	130,000	130,000
ADVERTISING	893	0	500	25
ELECTRICAL	9,523	9,390	13,390	11,000
HEATING OIL OR NATURAL GAS	3,137	1,267	3,250	3,250
911 TELECOMMUNICATIONS	37,043	39,366	38,000	38,000
OFFICE SUPPLIES	4,140	3,058	4,000	4,200
UNIFORM & BADGES	832	1,434	1,300	1,500
TRAVEL & TRAINING	825	1,497	3,000	3,000
FOOD & LODGING	630	970	0	0
DUE & ASSOCIATIONS MEMBERSHI	5,726	6,196	6,300	6,300
PRE-EMPLOYMENT SCREENING	570	325	750	750
OFFICE & COMPUTER EQUIPMENT	2,422	3,958	3,000	3,000
FURNITURE & FIXTURES	58	647	0	1,000
LEASE PURCHASE - COPIER	3,542	1,833	3,400	3,400
TOTAL OPERATING COSTS	\$ 192,638	\$ 190,612	\$ 206,890	\$ 205,425
TOTAL	\$ 907,296	\$ 903,624	\$ 977,752	\$ 976,287

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	61,708	27,251	91,500	66,500
CAPITAL	0	0	0	0
EXPENDITURES	\$61,708	\$27,251	\$91,500	\$66,500
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$61,708	\$27,251	\$91,500	\$66,500
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects a decrease in the use of the regional juvenile detention center based on history.

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 2021-2022

OTHER PUBLIC SAFETY

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
CORONERS	\$ 400	\$ 500	\$ 500	\$ 500
CONFINE CARE OF JUVENILES	45,400	10,843	75,000	50,000
HUMANE SOCIETY-LICENSE PLATE	0	0	0	0
FOREST FIRE TAX	15,908	15,908	16,000	16,000
TOTAL OPERATING COSTS	\$ 61,708	\$ 27,251	\$ 91,500	\$ 66,500
TOTAL	\$ 61,708	\$ 27,251	\$ 91,500	\$ 66,500

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$1,780,228	\$1,308,308	\$2,150,778	\$2,150,778
TOTAL OPERATING COSTS	1,037,566	1,056,059	1,231,241	1,234,188
CAPITAL	444,722	464,415	187,650	188,650
EXPENDITURES	\$3,262,516	\$2,828,782	\$3,569,669	\$3,573,616
REVENUES	1,338,590	1,319,992	1,436,751	1,459,500
NET COUNTY FUNDS	\$1,923,926	\$1,508,790	\$2,132,918	\$2,114,116
FULL-TIME POSITIONS	34	34	34	34
PART-TIME POSITIONS	7	7	7	7

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

PUBLIC SAFETY

<i>EMS</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 1,094,139	\$ 655,211	\$ 1,347,480	\$ 1,347,480
SALARIES & WAGES PART TIME	101,036	108,931	97,850	97,850
FICA	86,745	56,713	105,540	105,540
RETIREMENT	77,569	51,141	117,386	117,386
HOSPITALIZATION	134,839	45,908	138,023	138,023
GR LIFE	10,522	6,797	16,046	16,046
WORKMAN'S COMP	40,388	41,296	43,000	43,000
EMPLOYEE'S ASSISTANCE	477	594	600	600
VRS-HEALTH INS CREDIT	1,900	1,194	2,874	2,874
S/LTD	0	56	96	96
TOTAL PERSONNEL	\$ 1,547,615	\$ 967,841	\$ 1,868,894	\$ 1,868,894
PROFESSIONAL SERVICES	55,960	48,004	50,000	50,000
MAINT SERVICE CONTRACT	32,216	35,396	35,000	35,000
ADVERTISEMENT	0	752	1,000	1,000
CONTRACT SERVICES	4,179	9,168	7,000	7,350
ELECTRICAL-TOBACCO ROW TOWER	173	124	250	250
POSTAL SERVICES	918	764	1,500	1,000
TELECOMMUNICATIONS	7,893	5,326	8,500	8,500
OFFICE SUPPLIES	1,232	1,253	1,500	1,545
MEDICAL AND LABORATORY SUPPL	28,950	31,214	30,000	31,500
UNIFORMS & BADGES	26,677	33,797	30,000	30,900
TRAVEL & TRAINING	5,061	2,550	7,000	7,000
FOOD & LODGING	2,012	721	0	0
DUES & MEMBERSHIP	210	0	500	500
PRE-EMPLOYMENT SCREENING	6,814	3,203	5,000	5,000
EQUIPMENT/MEDICAL COMMUNICAT	19,056	41,331	20,000	20,000
TOTAL OPERATING COSTS	\$ 191,351	\$ 213,602	\$ 197,250	\$ 199,545
TOTAL	\$ 1,738,966	\$ 1,181,443	\$ 2,066,144	\$ 2,068,439

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

PUBLIC SAFETY

<i>EMS Council</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2020	PROPOSED FY 2021
EMER SVC BD COMP	\$ -	\$ -	\$ 600	\$ 600
FICA	-	-	92	92
TOTAL PERSONNEL	\$ -	\$ -	\$ 692	\$ 692
INSURANCE COVERAGE/VOL FIRE&	108,813	118,048	140,000	143,973
VOLSAP	3,480	4,230	5,000	5,000
VOLUNTEER INCENTIVES	22,500	22,000	28,000	24,000
TOTAL OPERATING COSTS	\$ 134,793	\$ 144,278	\$ 173,000	\$ 172,973
EQUIPMENT	73,000	886	118,750	118,750
TOTAL CAPITAL	\$ 73,000	\$ 886	\$ 118,750	\$ 118,750
TOTAL	\$ 207,793	\$ 145,164	\$ 292,442	\$ 292,415

<i>Volunteer Fire</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
FICA	\$ 840	\$ 919	\$ -	\$ -
PROFESSIONAL SVCS EQUIP TES	\$570	\$7,969	\$13,500	\$13,500
CONTIB AMHERST VOL FIRE	39,078	41,000	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	63,642	66,000	66,000	66,000
CONTRIB PEDLAR VOL FIRE	27,913	30,000	30,000	30,000
CONTRIB BIG ISLAND FIRE	5,261	5,261	5,261	5,261
FUELING COST-VOL FIRE SERVIC	18,968	15,690	17,000	17,000
FIRE PROGRAM FUND ALLOCATION	82,825	56,938	100,700	109,709
FIRE TRAINING	18,506	19,288	28,000	28,000
TOTAL OPERATING COSTS	\$ 264,854	\$ 250,316	\$ 308,712	\$ 317,721
PROTECTIVE EQUIPMENT	7,727	5,000	36,000	36,000
EQUIPMENT	\$174,251	\$423,278	\$20,000	\$20,000
EQUIPMENT-SCBA	181,487	16,914	0	0
TOTAL CAPITAL	\$363,465	\$445,192	\$56,000	\$56,000
TOTAL	\$628,319	\$695,508	\$364,712	\$373,721

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

PUBLIC SAFETY

<i>Public Safety Operations</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 155,076	\$ 252,231	\$ 211,433	\$ 211,433
SALARIES & WAGES PART TIME	17,920	10,096	0	0
FICA	11,770	18,174	15,294	15,294
RETIREMENT (VRS)	14,131	21,588	21,679	21,679
HOSPITAL/MEDICAL PLANS	30,390	28,947	23,423	23,423
LIFE INS-EMPLOYEE & EMPLOYER	1,889	2,885	2,699	2,699
WORKMEN'S COMPENSATION	1,067	5,958	6,000	6,000
EMPLOYEE ASSISTANCE PROGRAM	24	81	85	85
VRS - HEALTH INS CREDIT	346	506	483	483
S/LTD	0	0	96	96
TOTAL PERSONNEL	\$ 232,613	\$ 340,467	\$ 281,192	\$ 281,192
PROFESSIONAL SERVICES	90	56	0	0
REPAIRS & MAINTENANCE	2,108	848	2,500	2,500
MAINTENANCE SVC CONTRACTS	2,896	1,949	10,000	10,000
ADVERTISING	0	0	250	0
REPAIRS - AUTO	25,041	30,805	30,900	32,445
RADIO MAINTENANCE - OTHER	102,235	127,867	141,457	131,457
RADIO MAINTENANCE-PUBLIC SAF	5,867	5,612	8,500	7,500
JANITORIAL SERVICES	10,500	10,500	11,000	11,000
POSTAL SERVICES	249	233	350	368
TELECOMMUNICATIONS	2,951	5,772	4,000	4,000
LIBILITY INSURANCE - AUTO	2,014	3,131	3,200	3,200
OFFICE SUPPLIES	1,350	1,716	750	750
EMER SVC DISASTER SUPPLIES	0	60	2,000	2,000
GAS OIL GREASE	15,147	17,134	12,500	13,125
AUTO TIRES TUBES AND PARTS	9,372	15,759	14,000	14,700
TRAVEL & TRAINING	877	3,633	3,000	3,000
DUES & ASSOC MEMBERSHIPS	1,834	1,620	1,700	1,700
REG RADIO OPERATIONS	78,500	78,500	80,000	80,000
VOL RECOGNITION & TRAINING	0	1,989	0	0
BREMS ASSISTANCE	6,603	6,070	6,000	6,000
HAZARDOUS MATERIALS EQUIPMEN	0	0	500	500
RENTAL - ANTENNA SITE	10,416	11,053	11,000	11,500
RENTAL - COPIER	3,325	3,406	4,500	4,000
TOTAL OPERATING COSTS	\$ 281,375	\$ 327,713	\$ 348,107	\$ 339,745
EQUIPMENT	13,949	18,062	12,900	12,900
FURNITURE & FIXTURES	-	275	-	1,000
MOTOR VEHICLE	2,035	-	-	-
TOTAL CAPITAL	\$ 15,984	\$ 18,337	\$ 12,900	\$ 13,900
TOTAL	\$ 529,972	\$ 686,517	\$ 642,199	\$ 634,837

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

PUBLIC SAFETY

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
<i>Volunteer Rescue</i>				
MONELISON RESCUE & FIRE TELE	\$ 807	\$ 821	\$ 800	\$ 832
CONTRIB AMHERST RESCUE	46,335	0	46,335	46,335
CONTRIB MONELISON RESCUE	41,869	46,335	41,869	41,869
CONTRIB PEDLAR RESCUE	10,896	8,100	15,000	15,000
CONTRIB BIG ISLAND RESCUE	0	0	19,168	19,168
FUELING COST-VOL RESCUE SERV	57,560	40,145	44,000	44,000
4FORLIFE SHARE VEHICLE REGIS	0	24,749	32,000	32,000
RESCUE TRAINING	0	0	5,000	5,000
TOTAL OPERATING COSTS	\$ 157,467	\$ 120,150	\$ 204,172	\$ 204,204
TOTAL	\$ 157,467	\$ 120,150	\$ 204,172	\$ 204,204

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County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$3,431,627	\$2,900,706	\$3,633,341	\$3,616,703
TOTAL OPERATING COSTS	549,453	564,676	497,823	501,678
CAPITAL	410,668	299,986	262,863	232,500
EXPENDITURES	\$4,391,748	\$3,765,368	\$4,394,027	\$4,350,881
REVENUES	2,117,154	2,046,253	1,962,205	1,891,951
NET COUNTY FUNDS	\$2,274,594	\$1,719,115	\$2,431,822	\$2,458,930
FULL-TIME POSITIONS	49	49	49	49
PART-TIME POSITIONS	11	11	11	11

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects a reduction in capital expenditure due to a use of fine and forfeiture funds in FY 2021.

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 2021-2022

SHERIFF

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES	\$ 2,538,247	\$ 2,102,869	\$ 2,731,794	\$ 2,715,156
FICA	178,365	185,502	194,401	194,401
RETIREMENT (VRSR)	210,853	206,441	272,586	272,586
HOSPITAL/MEDICAL PLANS	428,402	329,373	350,175	350,175
LIFE INS - EMPLOYEE & EMPLOY	28,067	27,441	33,808	33,808
WORKMEN'S COMPENSATION	41,168	42,436	43,000	43,000
EMPLOYEE ASSISTANCE PROGRAM	1,146	1,296	1,300	1,300
VRS- HEALTH INS CREDIT	5,146	4,832	6,055	6,055
STANDARD LTD	233	517	221	221
TOTAL PERSONNEL	\$ 3,431,627	\$ 2,900,706	\$ 3,633,341	\$ 3,616,703
HEALTH SERVICES (VET)	1,592	1,181	1,500	1,500
PROFESSIONAL SERVICES	2,311	9,595	4,600	4,600
REPAIRS-AUTOMOBILE	73,770	51,814	47,831	47,500
REPAIRS AUTO-INSURANCE RECOV	(10,941)	(7,154)	0	0
MAINTENANCE SVC CONTRACTS	33,698	34,226	28,985	35,000
ADVERTISING	(450)	963	0	450
REPAIRS & MAINTENANCE	(470)	5,981	2,500	2,500
REPAIRS - FURNITURE & FIXTUR	(510)	537	510	510
REPAIRS - AUTOMOBILE RADIO	17,218	6,367	5,000	6,000
INVESTIGATIVE SERVICES	1,275	306	0	0
JANITORIAL SERVICE CONTRACT	33,300	33,600	33,000	33,000
ELECTRICAL SERVICES	30,019	27,439	34,000	32,000
WATER & SEWER	4,218	4,340	4,500	4,500
POSTAL SERVICES	3,943	3,005	3,000	3,000
TELECOMMUNICATION	62,936	57,288	48,501	60,000
LIABILITY INSURANCE AUTO	32,855	25,720	31,300	31,300
OFFICE SUPPLIES	6,148	9,974	4,000	4,000
CANINE SUPPLIES	418	9,080	2,000	2,000
JANITORIAL SUPPLIES	339	4,236	2,500	2,500
GASOLINE OIL GREASE	129,950	109,034	130,000	130,000
POLICE SUPPLIES	15,951	51,266	29,861	20,000
UNIFORMS & WEAR APPAREL	13,354	24,645	20,525	20,468
POLICE SUPPLIES - NARCOTIC	17,500	24,225	0	0
INOCULATIONS OR PHYSICALS	490	3,264	1,000	1,000
AUTO TIRES TUBES PARTS	14,107	15,864	18,500	18,500
TRAVEL & TRAINING	42,606	39,385	27,960	32,000
DUES & ASSOC MEMBERSHIPS	1,979	2,355	9,750	2,850
PRE-EMPLOY SCREENING & MISC.	3,455	3,200	2,200	2,200
CHS BEAUTIFICATION/WORKFORCE	13,969	9,105	0	0
INTERMENT EXPENSES	500	0	500	500
RENTAL OF EQUIPMENT	3,923	3,834	3,800	3,800
TOTAL OPERATING COSTS	\$ 549,453	\$ 564,676	\$ 497,823	\$ 501,678

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SHERIFF

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
EQUIPMENT	246,563	110,669	107,863	54,500
FURNITURE & FIXTURES	(900)	420	1,000	1,000
COMMUNICATIONS EQUIPMENT	(1,916)	(143)	2,000	2,000
CANINE	0	10,000	0	
MOTOR VEHICLES	166,921	179,040	152,000	175,000
TOTAL CAPITAL	\$ 410,668	\$ 299,986	\$ 262,863	\$ 232,500
TOTAL	\$ 4,391,748	\$ 3,765,369	\$ 4,394,028	\$ 4,350,881



AMHERST

Perfect Slice of Virginia

AMHERST COUNTY
GENERAL SERVICES

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$ 156,938	\$ 163,978	\$ 176,109	\$ 176,108
TOTAL OPERATING COSTS	137,345	147,095	145,300	151,850
CAPITAL	262,654	153,263	0	0
EXPENDITURES	\$ 556,937	\$ 464,336	\$ 321,409	\$ 327,958
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$ 556,937	\$ 464,336	\$ 321,409	\$ 327,958
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

BUILDING MAINTENANCE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES FULL-TIME	\$ 108,413	\$ 120,971	\$ 129,282	\$ 129,282
FICA	7,300	8,480	9,232	9,232
RETIREMENT (VRS)	10,624	10,905	14,014	14,014
HOSPITAL/MEDICAL PLANS	26,520	20,344	19,445	19,445
LIFE INS - EMPLOYEE & EMPLOY	1,420	1,458	1,732	1,732
WORKMEN'S COMPENSATION	2,329	1,411	1,800	1,800
EMPLOYEE ASSISTANCE PROGRAM	72	81	82	82
VRS- HEALTH INS CREDIT	260	256	311	311
S/LTD HYBRID	0	73	211	211
TOTAL PERSONNEL	\$ 156,938	\$ 163,978	\$ 176,109	\$ 176,108
REPAIR CONTRACTS	3,400	2,802	3,500	3,500
MAINTENANCE SVC CONTRACTS	22,003	23,180	20,000	22,000
HVAC MAINTENANCE SERVICE CON	57,798	60,044	66,000	66,000
SECURITY & FIRE ALARM MONITO	825	825	1,000	1,000
REPAIRS & MAINT ON EQUIPMENT	805	1,357	1,000	0
REPAIRS - AUTO	1,139	1,249	1,800	2,500
BLDG RENOVATE & MAINT	2,464	12,570	0	0
PAINTING -COUNTY BUILDINGS	271	3,500	7,000	5,000
TELECOMMUNICATIONS	2,340	2,001	2,200	2,200
LIABILITY INSURANCE - AUTO	1,510	1,914	2,000	2,000
OFFICE SUPPLIES	0	0	100	250
JANITORIAL SUPPLIES	6,691	9,655	7,500	9,000
REPAIR & MAINTENANCE SUPPLIE	16,124	18,232	17,500	20,000
GASOLINE OIL GREASE	4,526	3,377	4,000	4,000
UNIFORMS	776	1,050	1,000	1,800
AUTO TIRES TUBES PARTS	805	753	1,500	2,000
RENTAL - EQUIPMENT	210	150	100	500
TRAVEL	28	55	0	0
TRAVEL EDUCATION	0	0	2,000	2,000
DUES & ASSOC MEMBERSHIPS	0	0	100	100
FURNITURE & FIXTURES	0	1,000	0	1,000
BUILDING-MAINTENANCE	15,630	3,382	7,000	7,000
TOTAL OPERATING COSTS	\$ 137,345	\$ 147,095	\$ 145,300	\$ 151,850

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

BUILDING MAINTENANCE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
VEHICLES	16,744	219	0	0
BUILDING RENOVATIONS	5,976	89,762	0	0
MAINTENANCE PLEASANT VIEW	26,606	0	0	0
WINTON REPAIRS	58,186	0	0	0
BUILDING RENO - LIBRARY	6,270	0	0	0
BUILDING MAINT - GOODWIN	8,716	0	0	0
PARSONAGE RENOVATIONS	51,644	0	0	0
RENOVATIONS - IT	49,500	0	0	0
RENOVATIONS - MUSEUM	29,445	17,715	0	0
BLDG MAINT - COURTHOUSE	6,567	45,567	0	0
CAPITAL	\$ 259,654	\$ 153,263	\$ -	\$ -
TOTAL	\$ 553,937	\$ 464,336	\$ 321,409	\$ 327,958

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County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$159,712	\$205,139	\$133,121	\$133,121
TOTAL OPERATING COSTS	99,559	105,870	121,000	135,500
CAPITAL	37,941	16,469	25,000	30,000
EXPENDITURES	\$297,212	\$327,478	\$279,121	\$298,621
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$297,212	\$327,478	\$279,121	\$298,621
FULL-TIME POSITIONS	3	3	4	4
PART-TIME POSITIONS	1	1	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increased investment in park maintenance and 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 2021-2022

GROUND MAINTENANCE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 114,208	\$ 135,886	\$ 92,825	\$ 92,825
SALARIES & WAGES PART-TIME	2,178	15,019	0	0
FICA	8,002	10,515	6,188	6,188
VRS	10,800	13,317	10,062	10,062
HOSPITALIZATION	22,580	25,797	19,909	19,909
GR LIFE	1,433	1,780	1,244	1,244
WORKMAN COMP	10	2,265	2,300	2,300
EMPLOYEE ASSISTANCE	72	81	72	72
VRS-HEALTH CREDIT	263	313	223	223
S/LTDP STANDARD	166	166	298	298
TOTAL PERSONNEL	\$ 159,712	\$ 205,139	\$ 133,121	\$ 133,121
PROFESSIONAL SVC - ENGINEERI	0	2,250	1,000	1,500
REPAIRS & MAINT - EQUIP	4,479	5,466	4,000	4,000
REPAIRS AND MAINTENANCE	1,102	1,061	2,000	2,000
REPAIRS AUTO	3,177	4,386	3,000	3,000
CONTRACTED SERVICES	50,286	61,955	65,000	65,000
JANITORIAL SERVICES-PARKS	20,000	21,605	24,000	27,500
POSTAGE	4	0	0	0
TELECOMMUNICATIONS	1,816	1,428	2,500	1,500
LIABILITY-AUTO	1,510	770	1,000	1,000
OFFICE SUPPLIES	6,176	316	1,000	1,000
REPAIRS & MAINTENANCE SUPPLI	4,590	678	4,000	4,000
GASOLINE OIL GREASE	4,484	4,973	8,000	10,000
UNIFORMS	798	982	1,000	1,500
AUTO TIRES TUBES PARTS	130	0	1,000	2,000
RENTAL-EQUIPMENT	120	0	500	500
TRAVEL & EDUCATION	263	0	1,000	1,000
LANDSCAPING & BEAUTIFICATION	624	0	1,000	10,000
FURNITURE & FIXTURES	0	0	1,000	0
TOTAL OPERATING COSTS	\$ 99,559	\$ 105,870	\$ 121,000	\$ 135,500
EQUIPMENT	3,157	867	5,000	5,000
EQUIPMENT - MOWERS	9,974	9,559	10,000	10,000
PARK RENOVATIONS	24,810	6,043	10,000	15,000
TOTAL CAPITAL	\$ 37,941	\$ 16,469	\$ 25,000	\$ 30,000
TOTAL	\$ 297,212	\$ 327,478	\$ 279,121	\$ 298,621

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$615,684	\$745,935	\$905,113	\$1,019,321
TOTAL OPERATING COSTS	1,185,457	1,237,049	837,300	791,297
CAPITAL	11,069	290,684	25,000	25,000
EXPENDITURES	\$1,812,210	\$2,273,668	\$1,767,413	\$1,835,618
REVENUES	2,075,400	2,081,168	1,767,412	1,835,618
NET COUNTY FUNDS	-\$263,190	\$192,500	\$1	\$0
FULL-TIME POSITIONS	6	10	10	10
PART-TIME POSITIONS	15	25	25	25

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase due to new convenience center operations.

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 2021-2022

SOLID WASTE

<i>CONVENIENCE CENTERS</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES	\$ 121,808	\$ 199,252	\$ 286,250	\$ 341,250
FICA	9,319	15,210	21,767	25,975
VRS	0	1,010	6,983	6,983
HOSPITALIZATION	0	20	11,551	11,551
GR LIFE	0	134	955	955
WORKMAN'S COMP	3,467	5,364	5,500	5,500
HEALTH INS CREDIT	0	24	171	171
S/LTD	0	39	188	188
TOTAL PERSONNEL	\$ 134,594	\$ 221,054	\$ 333,365	\$ 392,573
REPAIR MAINT - EQUIPMENT	790	2,995	4,000	3,000
REPAIRS - TRUCKS	0	0	21,000	21,000
CONTRACTED SVCS (PORTABLE TO	3,935	5,790	5,000	10,000
REPAIR TO GREEN BOX SITES	1,597	10,577	0	15,000
UPGRADE GREEN BOX SITES	636	13,191	0	0
CONTRACTED COLLECTION SVC	151,766	96,371	0	0
CONTRACTED HAULING SERVICES	158,903	243,857	50,000	25,000
ELECTRIC	5,287	8,064	8,500	10,000
TELECOMMUNICATION	3,985	4,905	5,000	1,000
REPAIRS - INSURANCE	0	(2,261)	0	0
OFFICE SUPPLIES	402	838	450	500
CAR DECALS	0	441	0	1,000
FUEL-TRUCKS ONLY	0	0	25,000	30,000
GREASE OIL GAS	609	0	1,000	3,000
EQUIPMENT	0	600	10,000	10,000
NEW SITE OPERATIONS	0	0	100,000	30,000
SITE RENTAL	7,014	2,400	0	0
TOTAL OPERATING COSTS	\$ 334,924	\$ 387,767	\$ 229,950	\$ 159,500
TOTAL	\$ 469,518	\$ 608,821	\$ 563,315	\$ 552,073

<i>LANDFILL CLOSURE</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PROF SERVICES - ENGINEERING	\$ 15,690	\$ 13,517	\$ 25,000	\$ 25,000
SITE MAINTENANCE	0	82	500	500
ADVERTISING	0	0	500	500
ENVIRONMENTAL MONITORING	23,938	48,867	20,000	50,000
CONTRACTED SERVICES	0	2,080	6,000	3,000
PERMIT AMENDMENTS	5,886	0	6,000	6,000
TOTAL OPERATING COSTS	\$ 45,514	\$ 64,546	\$ 58,000	\$ 85,000
TOTAL	\$ 45,514	\$ 64,546	\$ 58,000	\$ 85,000

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SOLID WASTE

<i>SOLID WASTE ADMINISTRATION</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 110,100	\$ 112,469	\$ 131,138	\$ 131,138
FICA	8,058	7,920	9,054	9,054
RETIREMENT(VRS)	10,808	11,412	12,852	12,852
HOSPITALIZATION	9,680	12,031	19,700	19,700
GROUP LIFE	1,442	1,525	1,757	1,757
WORKMAN'S COMPENSATION	4,623	1,772	2,000	2,000
EMPLOYEE ASSISTANCE	48	54	200	200
HEALTH INS CREDIT	264	268	315	315
HYBRID - LTD	613	615	692	692
TOTAL PERSONNEL	\$ 145,636	\$ 148,066	\$ 177,708	\$ 177,708
MAINT SVC CONTRACTS	3,030	0	0	0
JANITORIAL SERVICES	5,000	8,925	6,500	20,000
ADVERTISING	0	0	500	500
ELECTRICAL	1,057	988	1,200	1,200
POSTAGE	366	470	400	400
TELECOMMUNICATION	7,242	8,735	7,500	8,000
OFFICE SUPPLIES	1,363	3,007	800	2,000
FURNITURE & FIXTURES	0	2,017	1,000	1,000
MAINTENANCE SUPPLIES	330	455	400	500
TRAVEL	34	52	0	0
TRAVEL-EDUCATION	725	1,124	3,750	4,000
DUES & SUBSCRIPTIONS	252	594	350	1,000
RENTAL-COPIER	1,888	1,348	2,000	2,000
TOTAL OPERATING COSTS	\$ 21,287	\$ 27,715	\$ 24,400	\$ 40,600
TOTAL	\$ 166,923	\$ 175,781	\$ 202,108	\$ 218,308

<i>RECYCLING</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SITE REPAIR & MAINTENANCE	\$ -	\$ 672	\$ 1,000	\$ 2,000
REPAIR & MAINTENANCE	0	44	400	400
CONTRACT-RECYCLING	190	28,896	40,000	20,000
PRINTING & BINDING	0	0	50	500
POSTAGE	0	(61)	0	0
OFFICE SUPPLIES	241	46	300	300
COMMUNITY ED PROGRAM	0	0	0	1,000
TOTAL OPERATING COSTS	\$ 431	\$ 29,597	\$ 41,750	\$ 24,200
TOTAL	\$ 431	\$ 29,597	\$ 41,750	\$ 24,200

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SOLID WASTE

<i>LANDFILL OPERATIONS</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 248,857	\$ 285,813	\$ 282,832	\$ 337,832
SALARIES & WAGES PART-TIME	0	62	14,506	14,506
FICA	17,909	21,162	22,257	22,257
VRS	24,234	24,700	26,738	26,738
HOSPITALIZATION	37,920	32,602	34,075	34,075
GROUP LIFE	3,236	3,301	3,655	3,655
WORKMAN'S COMP	1,877	7,569	8,000	8,000
EMPLOYEE ASSISTANCE	143	189	200	200
HEALTH INS CREDIT	593	579	655	655
HYBRID LTD	685	838	1,122	1,122
TOTAL PERSONNEL	\$ 335,454	\$ 376,815	\$ 394,040	\$ 449,040
PROF SERVICES - ENGINEERING	67,609	10,664	50,000	50,000
REPAIRS & GROUND MAINT	10,164	12,796	2,500	10,000
MAINT AGREEMENTS	4,816	5,359	2,800	6,000
ADVERTISING	0	1,537	1,000	1,000
REPAIR & MAINT - EQUIP	85,583	170,342	60,000	80,000
REPAIR & MAINT	6,873	13,439	5,000	7,500
LEACHATE HAULING	269,205	152,072	100,000	75,000
TRENCH OPERATION	320	5,265	0	0
CONTRACTED SERVICES	40,178	29,752	10,000	10,000
ENVIRONMENTAL MONITORING	52,946	84,239	50,000	60,000
ELECTRICAL	1,041	6,533	2,000	6,000
WATER SERVICES	514	407	600	3,000
AUTO INSURANCE	5,264	5,734	5,800	0
TIRE DISPOSAL	5,821	10,793	15,000	15,000
GASOLINE OIL GREASE	76,257	66,306	60,000	75,000
UNIFORMS	3,891	5,351	5,500	5,500
HHW DISPOSAL	1,783	0	3,000	3,000
INOCULATION & PHYSICAL EXAM	97	0	1,000	500
ROAD MATERIAL	94,738	88,934	60,000	60,000
EQUIPMENT SUPPLIES	0	4,463	2,000	2,000
TRAVEL - EDUCATION	1,598	2,795	3,000	5,000
OTHER OPERATING COSTS	311	72	0	0
DEQ FEES/PERMIT AMENDMENT	4,305	0	4,000	5,000
LEASE PURCHASE - EQUIPMENT	49,987	49,572	50,000	12,497
TOTAL OPERATING COSTS	\$ 783,301	\$ 726,424	\$ 493,200	\$ 491,997
EQUIPMENT PURCHASE	11,069	253,094	15,000	15,000
VEHICLE PURCHASE	0	37,590	0	0
TOTAL CAPITAL	\$ 11,069	\$ 290,684	\$ 15,000	\$ 15,000
TOTAL	\$ 1,129,824	\$ 1,393,923	\$ 902,240	\$ 956,037

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AMHERST

Perfect Slice of Virginia

AMHERST COUNTY
CULTURE & LEISURE

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$596,407	\$602,761	\$622,280	\$622,280
TOTAL OPERATING COSTS	196,523	200,241	184,169	187,469
CAPITAL	8,506	9,489	10,000	6,000
EXPENDITURES	\$801,436	\$812,491	\$816,449	\$815,749
REVENUES	168,477	167,715	170,000	148,000
NET COUNTY FUNDS	\$632,959	\$644,776	\$646,449	\$667,749
FULL-TIME POSITIONS	11	11	11	11
PART-TIME POSITIONS	7	7	7	7

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

LIBRARY

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 432,888	\$ 446,314	\$ 461,627	\$ 461,627
FICA	30,886	31,711	32,456	32,456
RETIREMENT (VSRS)	39,509	40,635	46,320	46,320
HOSPITAL/MEDICAL PLANS	85,200	76,302	73,658	73,658
LIFE INS-EMPLOYER & EMPLOYEE	5,278	5,432	5,726	5,726
WORKMEN'S COMP	505	279	300	300
EMPLOYEE ASSISTANCE PROGRAM	263	297	300	300
VRS- HEALTH INS CREDIT	967	954	1,026	1,026
HYBRID-LT DISABILITY	911	838	867	867
TOTAL PERSONNEL	\$ 596,407	\$ 602,761	\$ 622,280	\$ 622,280
PROFESSIONAL SERVICES	0	0	1,000	1,000
REPAIRS & MAINTENANCE	213	53	300	300
MAINTENANCE SERVICE CONTRACT	607	0	700	700
MAINT SVC CONTRACTS-EQUIP	4,472	1,181	5,000	4,000
ADVERTISING	790	0	1,000	1,000
REPAIR & MAINT FURN & EQUIP	70	0	100	100
JANITORIAL SVC CONTRACT	25,500	25,500	26,300	27,000
COMPUTER SERVICES	6,524	9,715	14,000	12,000
ELECTRICAL SERVICES	6,886	6,047	8,000	7,000
WATER & SEWER SERVICES	4,404	3,197	4,500	4,500
POSTAL SERVICES	2,800	2,055	2,800	2,800
TELECOMMUNICATIONS	5,876	5,706	4,800	8,100
OFFICE SUPPLIES	9,375	7,208	8,000	8,000
BOOKS & SUBSCRIPTIONS	114,129	126,346	97,169	97,969
COMPUTER SUPPLIES AND SOFTWA	4,474	2,183	4,000	4,000
TRAVEL-EDUCATION	3,812	5,883	5,000	6,000
DUES/MEMBERSHIP	984	650	500	1,000
SPECIAL PROGRAMMING SUPPLIES	5,607	4,517	1,000	2,000
TOTAL OPERATING COSTS	\$ 196,523	\$ 200,241	\$ 184,169	\$ 187,469
EQUIPMENT	8,506	6,686	10,000	5,000
FURNITURE & FIXTURES	0	2,803	0	1,000
TOTAL CAPITAL	\$ 8,506	\$ 9,489	\$ 10,000	\$ 6,000
TOTAL	\$ 801,436	\$ 812,491	\$ 816,449	\$ 815,749

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

MUSEUM

DESCRIPTION

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

FINANCIAL DATA

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$54,379	\$55,986	\$57,570	\$57,570
TOTAL OPERATING COSTS	584	2,363	780	1,400
CAPITAL	0	0	0	0
EXPENDITURES	\$54,963	\$58,349	\$58,350	\$58,970
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$54,963	\$58,349	\$58,350	\$58,970
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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

✓

✓

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County of Amherst, Virginia – Proposed Budget – FY 2021-2022

MUSEUM

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 45,391	\$ 46,753	\$ 47,688	\$ 47,688
FICA	3,521	3,628	3,648	3,648
RETIREMENT (VSRS)	4,448	4,582	5,169	5,169
LIFE INS-EMPLOYER & EMPLOYEE	595	612	639	639
WORKMEN'S COMPENSATION	23	30	30	30
EMPLOYEE ASSISTANCE PROGRAM	24	27	30	30
HEALTH INS CREDIT	109	108	114	114
HYBRID-LT DISABILITY	268	247	252	252
TOTAL PERSONNEL	\$ 54,379	\$ 55,986	\$ 57,570	\$ 57,570
CONTRACTED SERVICES	\$ -	\$ 1,911	\$ -	\$ -
OFFICE SUPPLIES	0	202	250	400
COMPUTER SUPPLIES	239	125	280	500
TRAVEL	345	125	250	500
TOTAL OPERATING COSTS	\$ 584	\$ 2,363	\$ 780	\$ 1,400
TOTAL	\$ 54,963	\$ 58,349	\$ 58,350	\$ 58,970

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$265,138	\$251,473	\$290,771	\$290,771
TOTAL OPERATING COSTS	105,992	84,130	92,650	89,650
CAPITAL	61,807	57,703	6,000	6,000
EXPENDITURES	\$432,937	\$393,306	\$389,421	\$386,421
REVENUES	45,238	38,162	45,000	45,000
NET COUNTY FUNDS	\$387,699	\$355,144	\$344,421	\$341,421
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	16	12	12	12

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

RECREATION

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 144,307	\$ 148,636	\$ 163,238	\$ 163,238
SALARIES & WAGES PART-TIME	61,445	47,806	65,700	65,700
FICA	13,840	13,344	16,628	16,628
RETIREMENT (VRSR)	14,142	14,566	17,695	17,695
HOSPITAL/MEDICAL PLANS	26,520	22,008	22,046	22,046
LIFE INS-EMPLOYER & EMPLOYEE	1,891	1,947	2,187	2,187
UNEMPLOYMENT CLAIMS	10	0	0	0
WORKMEN'S COMP	2,565	2,742	2,800	2,800
EMPLOYEE ASSISTANCE PROGRAM	72	81	85	85
VRS- HEALTH INS CREDIT	346	342	392	392
TOTAL PERSONNEL	\$ 265,138	\$ 251,473	\$ 290,771	\$ 290,771
PROFESSIONAL SERVICES	15,000	10,000	0	0
OUTSIDE PRINTING	375	0	500	500
ADVERTISING	1,995	1,187	2,000	2,000
REPAIRS & MAINT - VEHICLES	1,342	446	1,500	1,500
ELECTRICAL SERVICES	30,307	27,960	35,000	32,000
WATER & SEWER SERVICES	1,563	1,226	1,100	1,100
POSTAL SERVICES	1,032	472	500	500
TELECOMMUNICATIONS	6,547	5,816	6,500	6,500
LIABILITY INSURANCE	1,007	766	800	800
OFFICE SUPPLIES	3,346	3,262	2,400	2,400
GASOLINE OIL GREASE	1,894	1,355	1,500	1,500
CULTURAL SUPPLIES	5,103	1,442	1,900	1,900
RECREATIONAL SUPPLIES	14,812	13,776	18,000	18,000
VEHICLE SUPPLIES	0	493	500	500
TRAVEL	2,902	1,123	1,400	1,400
TRAVEL - BOARD MEMBERS	62	0	0	0
DUES & ASSOC MEMBERSHIPS	582	250	600	600
OTHER OPERATING COSTS	(200)	84	0	0
SPECIAL SERVICES	12,201	10,346	12,000	12,000
SENIOR CITIZENS EXPENSES	4,719	2,805	5,000	5,000
RENTAL-COPIER	1,403	1,322	1,450	1,450
TOTAL OPERATING COSTS	\$ 105,992	\$ 84,130	\$ 92,650	\$ 89,650
PARK EQUIP - REPLACEMENT	60,809	7,441	5,000	5,000
FURNITURE & FIXTURES	998	263	1,000	1,000
EQUIPMENT	0	49,999	0	0
TOTAL CAPITAL	\$ 61,807	\$ 57,703	\$ 6,000	\$ 6,000
TOTAL	\$ 432,937	\$ 393,306	\$ 389,421	\$ 386,421

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	41,581	41,510	36,900	41,900
CAPITAL	12,691	2,639	-	-
EXPENDITURES	\$ 54,272	\$ 44,149	\$ 36,900	\$ 41,900
REVENUES	36,247	36,564	31,155	41,540
NET COUNTY FUNDS	\$ 18,025	\$ 7,585	\$ 5,745	\$ 360
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

TOURISM

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PROFESSIONAL SERVICES	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500
ADVERTISING	9,734	10,000	5,000	10,000
REPAIRS & MAINTENANCE	405	135	400	400
EQUIPMENT	12,691	2,639	0	0
RENTAL OF EQUIPMENT	1,942	1,875	2,000	2,000
TOTAL OPERATING COSTS	\$ 54,272	\$ 44,149	\$ 36,900	\$ 41,900
TOTAL	\$ 54,272	\$ 44,149	\$ 36,900	\$ 41,900

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AMHERST

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AMHERST COUNTY

**COMMUNITY
DEVELOPMENT**

County of Amherst, Virginia – Adopted Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	327,560	514,933	105,560	210,800
CAPITAL	0	0	0	0
EXPENDITURES	\$327,560	\$514,933	\$105,560	\$210,800
REVENUES	245,000	0	0	0
NET COUNTY FUNDS	\$82,560	\$514,933	\$105,560	\$210,800
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects a decrease 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 2021-2022

COMMUNITY DEVELOPMENT PROJECTS

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
RIVEREDGE	\$ 1,215	\$ 17,385	\$ -	\$ -
CVTC	0	50,000	0	0
WINTON DEVELOPMENT	42,125	28,713	0	0
PHELPS ROAD SCHOOL	0	336,970	0	0
LEARNING LANE	8,258	0	0	0
BROCKMAN PARK RECOUPMENT	25,968	26,264	26,060	26,300
SECOND STAGE	4,500	4,500	4,500	4,500
EDA CONTRIBUTIONS - PROJECTS	245,494	51,101	75,000	180,000
TOTAL OPERATING COSTS	\$ 327,560	\$ 514,933	\$ 105,560	\$ 210,800
TOTAL	\$ 327,560	\$ 514,933	\$ 105,560	\$ 210,800

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

EDA BOARD

DESCRIPTION

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

FINANCIAL DATA

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$3,445	\$3,768	\$9,043	\$9,043
TOTAL OPERATING COSTS	0	0	0	0
CAPITAL	0	0	0	0
EXPENDITURES	\$3,445	\$3,768	\$9,043	\$9,043
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$3,445	\$3,768	\$9,043	\$9,043
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	5	5	5	5

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

EDA BOARD

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
COMPENSATION	\$ 3,200	\$ 3,500	\$ 8,400	\$ 8,400
FICA	245	268	643	643
TOTAL PERSONNEL	\$ 3,445	\$ 3,768	\$ 9,043	\$ 9,043
TOTAL	\$ 3,445	\$ 3,768	\$ 9,043	\$ 9,043

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$83,846	\$73,452	\$102,713	\$130,387
TOTAL OPERATING COSTS	2,899	2,142	2,400	3,300
CAPITAL	0	0	0	0
EXPENDITURES	\$86,745	\$75,594	\$105,113	\$133,687
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$86,745	\$75,594	\$105,113	\$133,687
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2021-2022

EXTENSION SERVICE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
COMP COOP EXT AGENTS RETIREMENT (VSRS)	\$ 68,569 15,277	\$ 73,452 -	\$ 80,807 21,906	\$ 102,214 28,173
TOTAL PERSONNEL	\$ 83,846	\$ 73,452	\$ 102,713	\$ 130,387
FURNITURE & FIXTURES	990	-	100	1,000
TELECOMMUNICATIONS	1,909	2,142	2,300	2,300
TOTAL OPERATING COSTS	\$ 2,899	\$ 2,142	\$ 2,400	\$ 3,300
TOTAL	\$ 86,745	\$ 75,594	\$ 105,113	\$ 133,687

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$229,106	\$208,668	\$237,995	\$237,995
TOTAL OPERATING COSTS	93,614	7,738	85,184	86,934
CAPITAL	15,711	17,382	0	16,000
EXPENDITURES	\$338,431	\$233,788	\$323,179	\$340,929
REVENUES	27,121	46,985	21,500	23,000
NET COUNTY FUNDS	\$311,310	\$186,803	\$301,679	\$317,929
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects the permanent \$15K budgeted for the beautification committee.

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 2021-2022

PLANNING DEPARTMENT

<i>Planning</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 151,820	\$ 154,767	\$ 177,430	\$ 177,430
FICA	10,570	11,124	12,945	12,945
RETIREMENT (VSRS)	14,841	15,176	19,233	19,233
HOSPITAL/MEDICAL PLANS	27,720	22,269	22,514	22,514
LIFE INS-EMPLOYR & EMPLOYEE	1,977	2,029	2,378	2,378
WORKMEN'S COMP	2,156	2,631	2,700	2,700
EMPLOYEE ASSISTANCE PROGRAM	72	81	85	85
VSRS HEALTH INS CREDIT	362	356	426	426
HYBRID S/LTD	265	234	284	284
TOTAL PERSONNEL	\$ 209,783	\$ 208,668	\$ 237,995	\$ 237,995
GIS	12,353	15,845	23,000	23,000
PRINTING	50	0	0	0
ADVERTISING	1,544	1,997	3,500	3,500
POSTAL SERVICES	583	261	500	700
TELECOMMUNICATIONS	2,126	2,112	2,100	2,200
OFFICE SUPPLIES	872	944	600	1,000
GASOLINE OIL GREASE	326	613	400	700
TRAVEL	110	56	0	0
TRAVEL & TRAINING	1,874	3,076	3,000	3,500
DUES & MEMBERSHIP	331	487	250	500
REGION 2000 PARTNERSHIP	40,175	39,978	39,834	39,834
SOFTWARE	12,000	12,000	12,000	12,000
TOTAL OPERATING COSTS	\$ 72,344	\$ 77,368	\$ 85,184	\$ 86,934
BEAUTIFICATION COMMITTEE	14,978	17,382	0	15,000
FURNITURE & FIXTURES	733	0	0	1,000
TOTAL CAPITAL	\$ 15,711	\$ 17,382	\$ -	\$ 16,000
TOTAL	\$ 297,838	\$ 303,418	\$ 323,179	\$ 340,929

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

PLANNING DEPARTMENT

<i>Zoning Board</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES PART-TIME	\$ 450	\$ 210	\$ 750	\$ 750
FICA	34	16	58	58
TOTAL PERSONNEL	\$ 484	\$ 226	\$ 808	\$ 808
ADVERTISING	246	392	500	500
POSTAL SERVICES	84	0	100	100
TRAVEL & TRAINING	714	200	900	1,000
TOTAL OPERATING COSTS	\$ 1,044	\$ 592	\$ 1,500	\$ 1,600
TOTAL	\$ 1,528	\$ 818	\$ 2,308	\$ 2,408

<i>Planning Commission</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES PART-TIME	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
FICA	1,339	1,339	1,339	1,339
TOTAL PERSONNEL	\$ 18,839	\$ 18,839	\$ 18,839	\$ 18,839
ADVERTISING	4,411	2,132	2,500	2,500
POSTAGE	255	209	300	300
TRAVEL & TRAINING	1,526	1,200	2,550	2,550
TOTAL OPERATING COSTS	\$ 6,192	\$ 3,541	\$ 5,350	\$ 5,350
EQUIPMENT	\$ -	\$ 9,377	\$ 1,480	\$ 1,480
CAPITAL	\$ -	\$ 9,377	\$ 1,480	\$ 1,480
TOTAL	\$ 25,031	\$ 31,757	\$ 25,669	\$ 25,669



AMHERST

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AMHERST COUNTY
HUMAN SERVICES

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$2,110,926	\$2,181,235	\$2,353,753	\$2,508,646
TOTAL OPERATING COSTS	722,190	930,881	905,584	1,141,755
CAPITAL	77,340	19,920	0	3,250
EXPENDITURES	\$2,910,456	\$3,132,036	\$3,259,337	\$3,653,651
REVENUES	2,216,260	2,492,041	2,407,600	2,681,010
NET COUNTY FUNDS	\$694,196	\$639,995	\$851,737	\$972,641
FULL-TIME POSITIONS	42	42	43	43
PART-TIME POSITIONS	4	4	4	4

EXPLANATION OF CHANGES FOR FY 20212

The FY22 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 2021-2022

SOCIAL SERVICES

<i>Social Services Operations</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES FULL-TIME	\$ 1,518,329	\$ 1,613,320	\$ 1,731,647	\$ 1,844,124
SALARIES & WAGES PART-TIME	18,520	29,466	33,000	33,000
FICA	108,081	118,585	134,999	143,602
RETIREMENT (VRSR)	142,652	149,888	165,850	175,609
HOSPITAL/MEDICAL PLANS	282,450	235,612	249,587	271,339
LIFE INS-EMPLOYEE & EMPLOYER	19,051	20,267	22,167	23,476
UNEMPLOYMENT COMPENSATION	12,582	1,854	2,500	2,500
WORKMEN'S COMPENSATION	1,090	3,895	4,000	4,000
EMPLOYEE ASSISTANCE PROGRAM	1,070	1,053	1,000	1,000
VRS - HEALTH INS CREDIT	3,491	3,522	4,060	4,302
STANDARD LTD	3,610	3,772	4,943	5,694
TOTAL PERSONNEL	\$ 2,110,926	\$ 2,181,235	\$ 2,353,753	\$ 2,508,646
PROFESSIONAL SERVICES-OTHER	6,832	18,682	17,000	18,400
REPAIRS & MAINTENANCE	71	0	0	0
MAINTENANCE SVC CONTRACTS	1,070	1,595	1,500	1,500
ADVERTISING	1,470	0	773	773
PS FROM OTHER GOVT ENTITIES	1,062	1,044	1,200	1,200
JANITORIAL SERVICES	18,050	18,000	18,000	18,000
REPAIRS & MAINT AUTOMOBILES	3,498	2,716	2,000	4,000
REPAIRS & MAINT BUILDING	0	2,867	500	500
LEGAL SERVICES	36,373	50,472	75,000	75,000
ELECTRICAL SERVICES	13,816	13,396	12,000	10,000
WATER & SEWER SERVICES	2,247	2,065	2,500	2,500
POSTAL SERVICES	6,255	7,273	8,500	7,000
TELECOMMUNICATIONS	27,155	29,277	26,000	32,280
LIABILITY INSURANCE - AUTO	4,531	3,830	4,000	4,000
SURETY BONDS	300	300	300	300
OFFICE SUPPLIES	22,071	21,938	20,000	20,000
JANITORIAL SUPPLIES	197	301	300	300
VEHICLE SUPPLIES	6,859	5,145	6,500	5,000
TRAVEL-MILEAGE/FARES	1,390	298	100	100
TRAVEL-MEALS/LODGING	60	103	200	200
TRAVEL - CONVEN & EDUCATION	19,864	14,424	14,600	5,220
DUES & ASSOC MEMBERSHIPS	1,050	940	900	900
OTHER OPERATING COSTS	6,993	3,216	6,600	2,800
EQUIPMENT RENTAL	8,060	8,330	7,000	8,000
RENT/DEPRECIATION-BUILDING	28,671	28,671	28,671	28,671
TOTAL OPERATING COSTS	\$ 217,945	\$ 234,882	\$ 254,144	\$ 246,644
FURNITURE & FIXTURES	34,839	19,920	0	0
COMPUTER EQUIPMENT	0	0	0	3,250
AUTOMOBILE PURCHASES	42,501	0	0	0
TOTAL CAPITAL	\$ 77,340	\$ 19,920	\$ -	\$ 3,250
TOTAL	\$ 2,406,211	\$ 2,436,037	\$ 2,607,897	\$ 2,758,540

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SOCIAL SERVICES

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
<i>Public Assistance</i>				
FICA	\$ 2,208	\$ 1,933	\$ -	\$ -
AUXILIARY GRANTS	88,165	55,335	75,252	75,252
INDEPENDENT LIVING GRANT	1,239	2,449	2,619	2,619
AID TO DEPENDENT CHILDREN	0	0	1,000	1,000
IV-E FOSTER CARE	197,637	266,628	232,383	232,383
EMERGENCY ASSISTANCE	0	0	3,000	3,000
FOSTER PARENT RESPITE CARE	0	178	1,876	1,876
FAMILY PRESERVATION	2,709	2,661	3,460	3,460
CHILD WELFARE SA & SUPP SERVICES	4,899	3,098	4,792	4,123
FOSTERING FUTURES	20,386	46,949	35,852	35,852
SPECIAL NEEDS ADOPTION	16,536	13,632	12,269	13,632
ADOPTION SUBSIDY	117,033	244,456	191,148	429,148
ADULT SERVICES	29,911	25,467	35,230	35,230
ADULT PROTECTIVE SERVICES	3,730	10,022	3,721	3,721
AFDC-UP MANUAL	0	0	1,000	1,000
PROMOTING SAFE/STABLE FAMILIES	13,357	16,532	18,557	18,534
JOBS VIEW	6,435	6,659	29,281	29,281
ADDITIONAL VDSS AID	0	0	0	5,000
TOTAL OPERATING COSTS	\$ 504,245	\$ 695,999	\$ 651,440	\$ 895,111
TOTAL	\$ 504,245	\$ 695,999	\$ 651,440	\$ 895,111

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County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$82,688	\$85,602	\$146,232	\$146,232
TOTAL OPERATING COSTS	413,107	4,141	4,100	5,100
CAPITAL	0	0	0	0
EXPENDITURES	\$495,795	\$89,743	\$150,332	\$151,332
REVENUES	11,764	10,797	11,700	11,700
NET COUNTY FUNDS	484,031	78,946	138,632	139,632
FULL-TIME POSITIONS	1	1	2	2
PART-TIME POSITIONS	1	1	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increase due to 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 2021-2022

Child Services Act

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
SALARIES & WAGES	\$ 64,446	\$ 68,275	\$ 114,331	\$ 114,331
FICA	4,785	5,172	8,673	8,673
VRS	5,310	5,167	9,998	9,998
HOSPITALIZATION	6,930	5,832	11,211	11,211
GR LIFE	710	691	1,236	1,236
WORKMAN COMP	24	39	45	45
EAP	33	27	30	30
HEALTH INS CREDIT	130	121	221	221
HYBRID-LT DISABILITY	320	278	487	487
TOTAL PERSONNEL	\$ 82,688	\$ 85,602	\$ 146,232	\$ 146,232
POSTAGE	235	288	400	400
TELECOMMUNICATION	550	1,035	1,000	1,000
OFFICE SUPPLIES	460	1,100	1,200	1,200
TRAVEL	865	116	1,500	1,500
COMPREHENSIVE SERVICES ACT	410,000	0	0	0
FURNITURE & FIXTURES	997	1,602	0	1,000
TOTAL OPERATING COSTS	\$ 413,107	\$ 4,141	\$ 4,100	\$ 5,100
TOTAL	\$ 495,795	\$ 89,743	\$ 150,332	\$ 151,332

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AMHERST

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**AMHERST COUNTY
DEBT SERVICE & OTHER**

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

COUNTYWIDE

DESCRIPTION

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

FINANCIAL DATA

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$46,993	\$0	\$1,124,197	\$483,946
TOTAL OPERATING COSTS	3,942,014	3,589,774	2,789,411	2,758,420
CAPITAL	0	0	491,750	1,683,211
EXPENDITURES	\$3,989,007	\$3,589,774	\$4,405,358	\$4,925,577
REVENUES				
NET COUNTY FUNDS	\$3,989,007	\$3,589,774	\$4,405,358	\$4,925,577
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
<i>Janitorial Services</i>				
CONTRACT SERVICES	\$ 86,803	\$ 86,803	\$ 91,000	\$ 91,000
TOTAL OPERATING COSTS	\$ 86,803	\$ 86,803	\$ 91,000	\$ 91,000
TOTAL	\$ 86,803	\$ 86,803	\$ 91,000	\$ 91,000

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

COUNTYWIDE

<i>External Providers</i>	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Mandatory				
Blue Ridge Regional Jail	\$ 1,812,803	\$ 1,760,933	\$ 1,430,564	\$ 1,430,564
Amherst County Health Department	239,493	239,493	239,493	218,493
Horizon Behavioral Health	136,500	139,230	143,844	143,844
REGION 2000 REGIONAL COMMISS	18,481	18,390	18,324	18,584
Contractual				
CONTRIB-ACSA PUBLIC SEWER LI	167,925	171,687	0	0
EDA - STRATEGIC PLAN	227,741	227,741	227,741	244,311
EDA - OPERATIONAL BUDGET	165,950	165,950	165,950	170,930
Discretionary				
CONTRIBUTION-CENT VA COMM AG	6,740	6,740	6,740	6,740
CONTRIB - JAMES RIVER ASSOC	0	6,018		0
CONTRIBUTION-GLTC	74,780	76,275	77,800	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.	1,500	0	1,500	1,500
CONTRIBUTION-CVCC	785	777	770	769
CVCC - SMALL BUSINESS DEV CE	5,965	5,965	6,000	6,000
CONTRIBUTION-SOIL CONS DIST	8,500	8,500	8,500	8,500
LEGAL AID SOCIETY	0	0	2,500	2,500
CONTRIB - MONACAN INDIANS	0	0	500	500
TOTAL	\$ 2,877,948	\$ 2,838,483	\$ 2,341,011	\$ 2,341,820

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
ELECTRICAL SERVICES	\$ 134,361	\$ 120,741	\$ 140,000	\$ 130,000
HEATING OIL/PROPANE	\$ 29,629	\$ 19,085	\$ 30,000	\$ 30,000
WATER & SEWER SERVICES	\$ 12,708	\$ 13,282	\$ 13,000	\$ 14,000
WATER USAGE - SCHOOL/SOC SVCS	\$ 4,593	\$ 4,136	\$ 5,000	\$ 5,000
TOTAL OPERATING COSTS	\$ 181,291	\$ 157,244	\$ 188,000	\$ 179,000
TOTAL	\$ 181,291	\$ 157,244	\$ 188,000	\$ 179,000

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

COUNTYWIDE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
ELDERLY PROPERTY TAX RELIEF	\$ 242,307	\$ 235,745	\$ -	\$ -
PURCHASE SCHOOL BUSES	200,000	0	0	0
NONDEPARTMENTAL				
MARKET ADJUSTMENT	0	0	790,000	0
COLA	0	0	235,297	374,946
CONTINGENCY	13,901	0	50,000	25,000
HEALTH INS INCREASE	0	0	0	64,000
MEDICAL EMPLOYER'S PORTION	7,500	0	20,000	20,000
WORKMAN COMP (COUNTY)	25,022	0	0	0
EAP	570	0	0	0
DISASTER EXPENSES	4,848	0	0	0
ARBITRAGE REBATE	0	0	0	100
LINE OF DUTY	67,962	76,653	85,000	65,000
REASSESSMENT	192,405	133,561	0	0
DOCUMENT SCANNING	11,680	65	0	0
AFFORDABLE HEALTH CARE EXCIS	0	843	900	0
CIP PROJECTS	0	0	248,000	1,448,350
NEW POSITIONS	0	0	28,900	0
SUPPLEMENTAL PROJECTS	0	0	243,750	234,861
INTERNAL SERVICES				
3RD PARTY SICK PAY	0	318		
GEN LIAB PROP PUBLIC OFFIC	69,827	52,465	60,000	60,000
COPY MACHINE MAINT & SUPPLY	1,231	1,315	16,000	15,000
COPY MACHINE/FAX RENTAL/LEAS	5,712	6,279	7,500	6,500
TOTAL OPERATING COSTS	\$ 842,965	\$ 507,244	\$ 1,785,347	\$ 2,313,757
TOTAL	\$ 842,965	\$ 507,244	\$ 1,785,347	\$ 2,313,757

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County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	3,768,981	3,767,797	3,774,573	3,765,306
CAPITAL	0	0	0	0
EXPENDITURES	\$3,768,981	\$3,767,797	\$3,774,573	\$3,765,306
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$3,768,981	\$3,767,797	\$3,774,573	\$3,765,306
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects a decrease as a result of the 2021 refinancing of certain debts.

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 2021-2022

DEBT SERVICE

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
INTEREST - RADIO	\$ 75,991	\$ 68,566	\$ 60,900	\$ 52,995
OTHER DEBT SERVICE COSTS	0	0	2,000	7,500
PRINCIPAL - EDA 2017A LANDFILL	222,000	227,000	233,000	0
INTEREST - EDA 2017A LANDFILL	99,947	94,178	88,267	0
PRINCIPAL - EDA 2017B COUNTY	443,000	453,000	465,000	0
INTEREST - EDA 2017B COUNTY	109,260	98,867	88,218	0
VRA - TAXABLE - PRINCIPAL	0	0	0	66,667
VRA - TAXABLE - INTEREST	0	0	0	19,525
VRA-NONTAXABLE-PRINCIPAL	0	0	0	560,000
VRA-NONTAXABLE-INTEREST	0	0	0	336,126
VPSA - PRINCIPAL	0	0	0	379,167
VPSA - INTEREST	0	0	0	100,000
INTEREST -EDA ANIMAL SHELTER	52,858	51,576	56,467	0
PRINCIPAL- ANIMAL SHELTER	0	31,798	28,170	0
PRINCIPAL - RADIO	234,640	242,200	249,760	257,600
SCHOOL DEBT INTEREST	214,789	172,371	135,664	106,682
SCHOOL DEBT PRINCIPAL	920,634	793,916	697,909	495,000
PINNACLE LEASE - PRINCIPAL	650,000	700,000	860,000	1,115,000
PINNACLE LEASE - INTEREST	324,000	308,814	291,263	269,044
USBANKCORP - PRINCIPAL	235,000	345,000	345,000	0
USBANKCORP - INTEREST	186,862	180,511	172,955	0
TOTAL OPERATING COSTS	\$ 3,768,981	\$ 3,767,797	\$ 3,774,573	\$ 3,765,306
TOTAL	\$ 3,768,981	\$ 3,767,797	\$ 3,774,573	\$ 3,765,306

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	15,789,112	16,471,009	15,559,450	16,002,952
CAPITAL	0	0	0	0
EXPENDITURES	\$15,789,112	\$16,471,009	\$15,559,450	\$16,002,952
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$15,789,112	\$16,471,009	\$15,559,450	\$16,002,952
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

EXPLANATION OF CHANGES FOR FY 2022

The FY22 budget reflects an increased transfer to the Solid Waste Fund as a result of increased convenience center operations, and a new transfer for the Future Fund created for future capital projects.

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 2021-2022

TRANSFERS FROM GENERAL FUND

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
TRANSFER TO CONSTRUCTION	\$ 327,715	\$ 16,190	\$ -	\$ -
TRANSFER TO GRANTS	296,334	-	-	-
TRANSFER TO FORFEITED ASSETS	1,500	-	-	-
TRANSFER TO FARMERS' MARKET	6,900	-	-	-
TRANSFER TO COUNTY FAIR	35,000	60,000	-	-
TRANSFER TO LANDFILL	1,362,986	1,446,025	1,102,115	1,195,617
TRANSFER TO EDA	2,000	620,000	-	-
TRANSFER TO FUTURE FUND	-	-	-	350,000
TRANSFER TO CSA	-	600,249	500,000	500,000
TRANSFER TO SPECIAL WELFARE	-	7,149	-	-
TRANSFER TO SCHOOL CONSTRUCT	305,246	641,666	55,246	55,246
TRANSFER TO SCHOOL FUND	13,451,431	13,079,730	13,902,089	13,902,089
TOTAL OPERATING COSTS	\$ 15,789,112	\$ 16,471,009	\$ 15,559,450	\$ 16,002,952
TOTAL	\$ 15,789,112	\$ 16,471,009	\$ 15,559,450	\$ 16,002,952

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AMHERST

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**AMHERST COUNTY
SPECIAL REVENUE FUNDS**

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
General Donations	\$48,683		\$0	\$0
Restricted Donations	24,972	(768)	0	0
Total Revenues	\$73,655	(\$768)	\$0	\$0
Expenditures				
Reimbursement to Families	20,810	0	0	0
Volunteer Expenses	734	285	0	0
Home Construction	39,543	21,919	0	0
Total Expenditures	\$61,087	\$22,205	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
County Contribution	\$35,000	\$60,000	\$0	\$0
Ride Revenue	27,718	12,662	0	0
Sponsorship	27,695	18,575	0	0
Vendor Fees	7,811	8,137	0	0
Alcohol Sales	8,876	9,316	0	0
Admission Revenue	18,411	36,379	0	0
In-kind Sponsorship	27,357	39,210	0	0
Ice Revenue	711	277	0	0
Miscellaneous	2,402	641	0	0
Total Revenues	\$155,981	\$185,197	\$0	\$0
Expenditures				
Advertising & Website	29,576	27,740	0	0
Volunteer Supplies	14,872	6,655	0	0
Office Supplies	1,691	1,243	0	0
Alcoholic Beverages	8,265	6,545	0	0
Infrastructure & Grounds	43,993	41,868	0	0
Rentals	8,861	14,515	0	0
Compensation	19,579	27,949	0	0
Fireworks	1,750	3,500	0	0
Entertainment	20,461	32,592	0	0
Transportation	1,646	3,369	0	0
Miscellaneous	16,355	9,582	0	0
Total Expenditures	\$167,049	\$175,557	\$0	\$0

County of Amherst, Virginia – Proposed Budget – FY 2021-2022
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	
5. Recruit and Retain High Quality Staff	
6. Increase Citizen Engagement	✓

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
CSA Custodial Service Reimbursement	(\$700)	\$2,722	\$4,000	\$4,000
Vendor Refunds - Medicaid Paid Services	11,921	0	12,000	5,000
Parental Reimbursement	20,461	11,865	12,000	20,000
CSA SSI/Social Security Payments	56,625	34,781	50,000	50,000
State Reimbursement - CSA	1,093,054	1,544,343	1,200,000	1,500,000
CSA - Child Support	1,811	9,165	5,000	10,000
Transfer from General Fund	410,000	600,249	500,000	500,000
Total Revenues	\$1,593,172	\$2,203,126	\$1,783,000	\$2,089,000
Expenditures				
Mandated Services	1,828,770	2,269,775	1,690,000	2,029,000
Non-Mandated Services	61,242	53,671	93,000	60,000
PSSF - Healthy Families Grant	0	0	0	0
Total Expenditures	\$1,890,012	\$2,323,446	\$1,783,000	\$2,089,000

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Dare Donations	\$27,672	\$28,024	\$0	\$0
Alzheimer's	\$7,131	\$6,855	0	0
Concealed Weapon Permits	15,504	15,808	0	0
Total Revenues	\$50,307	\$50,687	\$0	\$0
Expenditures				
Dare Purchases	33,595	28,040	0	0
Alzheimer's	10,049	6,538	0	0
Total Expenditures	\$43,644	\$34,577	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Vendor Refund	\$0	\$0	\$0	\$0
Individual Loan Repayment Agreement	0	22500	0	0
CDBG - Project Income	0	0	0	0
CDBG - Old Town Madison Heights	0	0	0	0
Total Revenues	\$0	\$0	\$0	\$0
Expenditures				
Contract Services - Planning Grant	0	0	0	0
Principal Forgiveness - Stump Hill	18,001	27,410	0	0
Contract Services - Old Town Madison Heights	5840	853	0	0
Advertising - Old Town Madison Heights	0	0	0	0
Total Expenditures	\$23,841	\$23,841	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Sale of Maps	\$357	\$9	\$0	\$0
State Revenue - Wireless 911	130,500	136,453	0	0
Total Revenues	\$130,857	\$136,462	\$0	\$0
Expenditures				
Materials & Supplies	981	0	0	0
Software	0	41,925	0	0
Transfer to General Fund	0	0	0	0
Total Expenditures	\$981	\$41,925	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Summons Fee	\$18,281	\$16,516	\$0	\$0
Total Revenues	\$18,281	\$16,516	\$0	\$0
Expenditures				
Transfer to General Fund	0	18,937	0	0
Total Expenditures	\$0	\$18,937	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Vendor Revenue	\$0	\$0	\$0	\$0
Transfer from General Fund	6,900	0	0	0
Total Revenues	\$6,900	\$0	\$0	\$0
Expenditures				
Advertising	90	250	0	0
Maintenance and Supplies	1,794	1,807	0	0
Equipment	0	0	0	0
Total Expenditures	\$1,884	\$2,057	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Local Confiscated Assets - Sheriff	\$6,006	\$3,359	\$0	\$0
State Confiscated Assets - Sheriff	12,563	5,719	0	0
State Confiscated Assets - Comm Atty	2,907	5,703	4,400	0
Fed. Confiscated Assets - Sheriff	3,340	0	0	0
Fed. Confiscated Assets - Comm Atty	0	0	0	0
Use of Fund Balance	1,500	0	0	0
Total Revenues	\$26,316	\$14,782	\$4,400	\$0
Expenditures				
Sheriff Expenses	0	24,225	0	0
Transfer to General - Sheriff	17,500	7,433	0	0
Transfer to General - Comm Atty	0	0	4,400	0
Total Expenditures	\$17,500	\$17,500	\$4,400	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Team Pictures	\$3,465	\$0	\$0	\$0
Trips	\$23,885	\$23,078		
Donations	336	0	0	0
Total Revenues	\$27,686	\$23,078	\$0	\$0
Expenditures				
Trips	27,767	21,190	0	0
Team Pictures	2,731	0	0	0
Transfer to General Fund	0	0	0	0
Total Expenditures	\$30,498	\$21,190	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Library Donations	\$94	\$579	\$0	\$0
Escrow - Erosion Control	2,930	11,088	0	0
Escrow - Landscaping	0	5,247	0	0
Transfer from General Fund	0	7,149	0	0
Total Revenues	\$3,024	\$24,063	\$0	\$0
Expenditures				
Erosion Escrow Expenditure	8,699	16,335	0	0
Total Expenditures	\$8,699	\$16,335	\$0	\$0

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Interest	\$1	\$4	\$0	\$0
Organization Donations - Pepsi	247	247	0	0
Special Welfare Revenue	81,604	53,326	0	0
Other Income Sources	0	66	0	0
Total Revenues	\$81,852	\$53,644	\$0	\$0
Expenditures				
Food Stamp Restitution	5,435	2,814	0	0
Fuel Assist Program	0	486	0	0
General Aid	6,042	1,939	0	0
Miscellaneous	0	0	0	0
Foster Children Expense	73,395	44,408	0	0
Total Expenditures	\$84,872	\$49,647	\$0	\$0

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 2021-2022
TELECOMMUNICATIONS FUND

DESCRIPTION

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

FINANCIAL DATA

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Telecommunications Internal - Misc	\$0	\$0	\$0	\$0
Telecommunications Charges - Dept.	92,312	86,261	0	0
Total Revenues	\$92,312	\$92,312	\$4,900	\$0
Expenditures				
Telecommunication	58,698	41,676	0	0
Equipment	0	82,857	0	0
Total Expenditures	\$58,698	\$124,534	\$0	\$0

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 2021-2022
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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
Bond Annual Fees	\$5,334	\$0	\$0	\$0
Rent - Amelon EDA Building	40,200	41,742	42,600	43,800
.01 Strategic Plan	227,741	227,741	227,741	244,311
Program Income	3,240	1,860	0	170,930
Adoption Center Loan	40,962	39,371	42,951	42,951
Education Scholarship	2,475	1,158	0	0
Contribution - Fire Truck	0	667,378	0	0
County Contribution	168,829	165,950	168,950	0
Use of Fund Balance	0	0	0	0
Strategic Plan - AEP	1,000	0	0	0
Brownfield Grant	0	295,000	0	0
Total Revenues	\$489,781	\$1,440,200	\$482,242	\$501,992
Expenditures				
Administration & Operation Costs	152,678	837,856	168,950	184,333
Branding	7,758	730	2,000	500
Development Small Business/Entrepreneur	45,944	59,602	55,000	25,000
Leadership Development	9,992	3,692	1,000	300
Space for Business to Grow	19,217	84,337	135,241	189,011
Education & Workforce Development	5,944	0	15,000	9,000
Amelon Commerce Center	16,485	23,484	19,500	20,500
EDA Amelon Building	7,919	3,866	31,297	30,397
CVCC	20	0	0	0
USDA Loans	27,230	26,569	42,951	42,951
Brownfield Grant	0	295,000	0	0
Reserves	0	0	11,303	0
Total Expenditures	\$293,187	\$1,335,137	\$482,242	\$501,992

County of Amherst, Virginia – Proposed Budget – FY 2021-2022
AMHERST COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA)

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 2021-2022

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 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Revenues				
State	\$27,580,199	\$29,323,418	\$30,378,400	\$32,283,792
Federal	2,245,469	2,173,949	2,430,197	4,702,419
Local Operating Funds	13,442,192	12,927,868	13,902,089	13,902,089
Other Local Funds	923,122	606,577	519,427	519,427
Other	2,168,455	2,168,455	653,740	653,740
Total Revenues	\$46,359,437	\$47,200,267	\$47,883,853	\$52,061,467
Expenditures				
Instructional	31,580,180	32,351,129	33,656,091	35,018,514
Administration, Attendance & Health	2,216,718	2,251,356	2,306,778	2,401,849
Transportation	2,950,759	3,110,679	3,265,112	3,397,031
Maintenance	3,811,399	3,647,275	4,091,572	4,342,658
Technology	1,257,519	1,629,624	1,480,363	1,545,256
Federal Programs	3,003,779	2,885,775	3,083,938	5,356,162
School Construction	373,073	1,444,566	0	0
Total Expenditures	\$45,193,428	\$47,320,404	\$47,883,854	\$52,061,470

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 2021-2022

SCHOOL OPERATING FUND

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
State Revenues				
	\$12,397,76	\$12,854,52	\$14,138,66	\$14,355,08
Standard of Quality Programs (SOQ)	4	2	0	3
Basic Aid - PPA	273,529	273,688	291,906	290,038
Textbooks - PPA	366,734	366,946	320,507	318,456
Vocational Ed SOQ - PPA	135,827	135,906	141,241	140,336
Gifted SOQ - PPA	1,974,930	1,976,073	1,988,232	1,978,203
Remedial Education SOQ - PPA	518,861	519,161	532,368	528,960
VRS Retirement	1,841,819	1,848,322	2,020,826	2,018,685
Social Security	833,980	837,181	866,456	866,307
Group Life	57,048	57,081	62,472	62,072
Remedial Summer School	99,499	108,028	123,359	63,175
English As a Second Language - LM	19,107	21,437	27,563	30,516
Incentive Programs				
At-Risk - LM	0	0	635,056	777,675
Enrollment Loss	0	0	0	541,439
Compensation Supplement	0	816,521	0	949,810
Technology (20% Match)	205,105	517,607	284,000	284,000
Categorical Programs				
Special ED - Homebound	32,909	52,478	52,704	35,856
Special ED - Jail Program	2,989	0	0	0
Lottery-Funded Programs				
Foster Care Regular	19,622	24,817	40,000	20,000
Foster Care Special ED	57,133	70,108	58,490	31,446
At-Risk - LM	512,202	563,765	303,426	446,953
4 YR Old Program - LM	350,562	346,180	416,544	509,305
Early Reading Intervention - LM	83,355	87,986	92,658	92,658
Mentor Teaching Program	1,857	4,424	4,424	3,377
Primary Class Size K-2 - LM	573,367	566,120	656,430	656,494
SOL Algebra Readiness - LM	61,166	66,751	76,299	76,303
Student Achievement Grants	16,710	16,772	16,772	16,772
Special Education Regional Tuition	879,798	733,180	804,328	804,328
Vocational	26,147	28,208	20,758	21,656
Other Funds	113,553	67,291	0	0
Supplemental Lottery Allocation	989,231	994,859	1,021,484	1,091,080
Other State Funds				
National Board Certification	12,500	10,000	10,000	10,000
Clinical Facility	47,198	54,455	0	0
Project Graduation	10,981	10,936	8,432	8,432
Forest Reserve				
	65,731	0	69,982	69,982

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SCHOOL OPERATING FUND

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
State Sales Tax	4,998,985	5,292,615	5,293,023	5,184,395
Total State Revenues	\$27,580,199	\$29,323,418	\$30,378,400	\$32,283,792
Federal Revenues				
Title I	1,037,562	1,011,776	997,048	997,048
Title I (School Improvement & CSRD)	154,550	148,861	156,148	156,146
Title IV	31,673	83,011	73,552	73,552
Title IV-B	936,386	825,667	1,104,933	1,104,933
Carl Perkins	62,245	85,377	78,600	78,600
Preschool Funds	23,053	19,257	19,916	19,916
CARES Funds	0	0	0	2,272,224
Total federal Revenues	\$2,245,469	\$2,173,949	\$2,430,197	\$4,702,419
Local Revenues				
Amherst County Contribution to Operations	\$13,442,192	\$12,927,868	\$13,902,089	\$13,902,089
Other Local Funds				
Sale Furniture & Equipment	0	0	1,000	1,000
Insurance Payments	1,480	4,454	0	0
Transportation	28,336	29,646	0	0
Rebates & Refunds	13,346	15,364	0	0
Sale - Other Vehicles	0	28,623	1,000	1,000
Tuition - Private Source	2,100	6,500	4,000	4,000
Summer School Tuition	11,500	4,893	7,500	7,500
Reimbursement for Fuel Costs	99,422	0	50,000	50,000
Donations/Special Gifts	10	10,250	0	0
Tuition - County/City	604,359	362,522	0	0
Sale - School Buses	0	0	2,000	2,000
Other Funds Misc.	125,641	144,325	117,927	117,927
GED Testing	36,928	0	0	0
Transfer Funds from Textbook Fund	0	0	336,000	336,000
School Construction Loc3	373,073	1,573,431		
Adult Regional Programs	629,382	595,024	653,740	653,740
Total Local Funds	\$15,367,769	\$15,702,900	\$15,075,256	\$15,075,256
TOTAL REVENUES	\$45,193,437	\$47,200,267	\$47,883,853	\$52,061,467

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SCHOOL OPERATING FUND

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Expenditures				
Instruction				
Elementary Instruction	\$13,799,954	\$14,239,968	\$14,656,879	\$15,244,718
Secondary Instruction	11,868,359	11,853,477	12,455,917	12,971,273
Other Instruction	557,707	590,433	670,125	693,839
Guidance Services	1,148,013	1,193,119	1,246,390	1,301,101
Social Workers	221,198	224,613	207,413	216,239
Homebound	134,532	120,189	118,764	123,514
Total Elem/Secondary Supervisors	811,583	892,070	926,082	950,031
Total Elem/Secondary Media	733,830	770,040	817,429	850,601
Total Elem/Secondary Principals	2,305,004	2,467,220	2,557,092	2,667,198
Administrative, Attendance & Health				
Board Services	38,371	38,279	40,088	40,285
Executive Administration Services	376,355	381,846	348,104	363,539
Personnel Services	358,242	360,831	299,435	310,591
Fiscal Services	455,523	474,244	528,171	549,653
Health Services	610,092	645,664	684,386	714,535
Psychological Services	302,057	314,618	327,247	340,865
Speech/Audiology Services	76,078	35,874	79,347	82,381
Transportation				
Management and Direction	133,974	151,392	160,902	174,883
Vehicle Operation Services	2,245,247	2,095,161	2,292,234	2,383,150
Monitoring Services	233,312	263,220	247,434	262,351
Vehicle Maintenance Services	338,226	600,906	564,542	576,647
Maintenance				
Management and Direction	158,648	166,862	171,941	178,972
Building Services	3,255,088	3,196,407	3,606,775	3,843,122
Grounds Services	134,379	135,339	159,655	167,363
Equipment Services	13,653	12,687	15,000	15,000
Vehicle Services(Non-pupil)	28,739	9,944	10,000	10,000
Security Services	210,409	123,857	117,201	117,201
Warehousing and Distributing				
Services	10,483	2,179	11,000	11,000
Technology				
Classroom Instruction	539,843	857,122	625,683	634,822
Instructional Support	327,712	399,767	437,083	476,701
Administration	257,255	237,548	281,463	287,973
Attendance & Health	119,131	120,969	121,069	130,695

County of Amherst, Virginia – Proposed Budget – FY 2021-2022

SCHOOL OPERATING FUND

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	PROPOSED FY 2022
Pupil Transportation	7,393	7,622	7,500	7,500
Operations & Maintenance	6,185	6,596	7,565	7,565
Federal Programs	3,003,779	2,885,775	3,083,938	5,356,162
School Construction	373,073	1,444,566	0	0
	\$45,193,428	\$47,320,404	\$47,883,854	\$52,061,470
Total Expenditures	8	4	4	0

AMHERST COUNTY

2022

SUPPLEMENTAL PROJECTS



Up to 8 x 3.5 Simple Swap SATA drives or Hot Swap SATA/SAS drives



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 2022 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET

Board Member _____

Project Number		Average	Recurring Costs	One-time Costs	Other Funding Sources	Total
	ONE TIME PROJECTS					\$ -
24	Courthouse Security Cameras	1		\$ 45,861		\$ 45,861
9	Fire Alarm Amherst Library	2		\$ 49,000		\$ 49,000
10	Fire Alarm Madison Heights Library	3		\$ 47,000		\$ 47,000
19	Security Coolwell	4		\$ 5,000		\$ 5,000
15	Monroe Community Center Roof	5		\$ 20,000		\$ 20,000
22	Scalehouse Software	6		\$ 18,000		\$ 18,000
18	Mill Creek Playground	7		\$ 50,000		\$ 50,000
1	Air Lock Administration Building	8		\$ 12,000		\$ 12,000
2	Coolwell Flooring	9		\$ 9,000		\$ 9,000
14	Monroe Community Center Flooring	10		\$ 11,000		\$ 11,000
23	Commissioner of Revenue Window	11		\$ 1,500		\$ 1,500
4	Museum Microfilm Digitization	12		\$ 1,530		\$ 1,530
5	Museum Interior Upgrades	12		\$ 15,010		\$ 15,010
25	Break Room Improvements	13		\$ 60,000		\$ 60,000
17	LOVE Sign	14		\$ 12,000		\$ 12,000
						\$ -
	RECURRING COST PROJECTS					\$ -
16	Staff 4th Ambulance	6	\$ 200,000			\$ 200,000
7	EMS Certification Bonus Pay	3	\$ 38,500			\$ 38,500
8	EMS Education Incentive	2	\$ 20,000			\$ 20,000
11	Fire Marshal	5	\$ 72,000			\$ 72,000
6	Emergency Management Coordinator	7	\$ 56,817			\$ 56,817
12	Cafeteria Plan	8	\$ 1,331,514			\$ 1,331,514
						\$ -
Total of Cost to the General Fund			\$ 1,718,831	\$ 356,901		
Total Other Funding Sources					\$ -	
Total Project costs						\$ 2,075,732

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Air lock for Administration Building</u>	Project #	<u>1</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>October 23 2020</u>
DEPARTMENTAL PRIORITY	<u>7</u>	SUBMITTED	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021- 2022</u>	POSITION	<u>Maintenance supervisor</u>

Project Description

Installing a new Air Lock on the Administration side of the building.

Justification

This will help with the heating and cooling of this building by creating a dead space to keep the warm air inside of the building in the winter and cool air inside of it in the summer. This would be located next to the Administrator and the County Attorneys Offices. We have gotten a few complaints over the years about the cold air blowing in that side of the building in the winter time. This will help to maintain more of a constant tempeture in the hallways also.

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

Continue as is.

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

Commercial Door Services, October 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 12,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 12,000

Funding Sources

	FY 21-22
Local funds	\$ 12,000
Total Financing	\$ 12,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Coolwell Recreation Center Flooring</u>	Project #	<u>2</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>October 23 2020</u>
DEPARTMENTAL PRIORITY	<u>4</u>	SUBMITTED	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021- 2022</u>	POSITION	<u>Maintenance Supervisor</u>

Project Description

Replacing tile flooring at Coolwell Recreation Center

Justification

This floor is more than 30 years old and is really starting to show its age. There are areas in this floor that will never come clean and that is what you see when you first come in. This building also gets a lot of use by the public when it is rented out and we want to keep it looking nice for another twenty or more years so that folks will be able to enjoy and continue to use the facility for functions and recreation.

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

Continue to use as is and cost of flooring will go up if project is not done this year.

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

Floor Show, October 21 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 9,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 9,000

Funding Sources

	FY 21-22
Local funds	\$ 9,000
Total Financing	\$ 9,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Microfilm Digitization	Project #	4
DEPARTMENT/ORGANIZATION	Museum	DATE	10/22/20
DEPARTMENTAL PRIORITY	1 (High)	SUBMITTED BY:	Octavia Starbuck
REQUIRED BY FISCAL YEAR	FY 2021-2022	POSITION	Museum Director

Project Description

The Museum has 17 rolls of newspaper microfilm that needs to be converted to CDs for researcher use.
Having this work done will Increase Citizen Engagement, Promote Tourism, and Achieve Education Excellence.

Justification

Newspapers are full of important historical information and events. They give dates which are important in genealogical research. Newspapers are a very valuable source of information. The Amherst New Era Progress does not provide copies of older newspapers. Newspaper services are expensive and usually do not carry Amherst County newspapers. Microfilm readers are expensive, especially if they include printout capability. The ideal inexpensive solution is to convert the newspaper microfilm to CD.

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

Purchase a used microfilm reader that prints out pages (\$8,000.00 or more). Pay a newspaper services a yearly fee. There will be wear and tear and deterioration on the old microfilm when used in a used microfilm reader.

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

OCI (Oklahoma Correctional Industries) Records Conversion 10/22/2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	\$1,530
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 1,530
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 1,530

Funding Sources

	FY 21-22
Local funds	\$ 1,530
Total Financing	\$ 1,530

staff@amherstcountymuseum.org

From: OCI Records Conversion <ocirc@doc.ok.gov>
Sent: Wednesday, October 21, 2020 3:59 PM
To: staff@amherstcountymuseum.org
Subject: price quote revised
Attachments: Amherst County Museum and Historical Society ADM phase II Contract.pdf

Octavia,

We scan all microfilm at 300 dpi greyscale – which produces a far better product than black-and-white – especially when pictures are involved. After the initial scan, we advance the image to searchable pdf formatting. Our microfilm digitization price range starts for a total image count less than 200,000 and it is .09 cents per image. The formula we utilize figures for an estimated one thousand (1,000) images per reel multiplied by the Seventeen (17) reels that you have. For instance, since you have Seventeen (17) reels, we would figure for an estimated Seventeen thousand (17,000) images. Then we would multiply 17,000 images times .09 cents per image to arrive at a project total of \$1,530.00.

All Prices Quoted will be good for thirty day from this date October 22, 2020

All FedEx shipping costs, round trip, are included in the pricing. Our turnaround time, is more than competitive in the industry. Your turnaround time for Phase II will be thirty (30) days. When it comes to quality of final product, pricing, and turnaround time, we consider ourselves to be the standard bearer in the industry. This is the same Prospectus that we send to all prospective Customers to attach to their Grant applications. I am in the office until around 2:30 pm (Oklahoma time) weekdays. I do apologize for the confusion on my part we have changed some of our operational procedures due to COVID. I hope you find this satisfactory for your grant needs if there is anything further that you need please don't hesitate to contact me. Make e-mails to my attention. I look forward to hearing from you.

Respects and Regards,

Jesse Smith, Sales Manager
American Digital Memories, LLC
405-527-0830
ocirc@doc.ok.gov
www.americandigitalmemories.com



FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Interior Upgrades</u>	Project #	<u>5</u>
DEPARTMENT/ORGANIZATION	<u>Museum</u>	DATE	<u>10/21/20</u>
DEPARTMENTAL PRIORITY	<u>2 Medium-High</u>	SUBMITTED BY:	<u>Octavia Starbuck</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Museum Director</u>

Project Description

Project includes adding 1 island exhibit case in the Museum and 2-4 book cases 127 inches in length in the Research Library. Adding an exhibit case and providing easier access to library research sources will increase Citizen Engagement, Promote Tourism and Achieve Education Excellence.

Justification

Adding one double-sided island exhibits case will allow more artifacts and archives to be put on display for the public and school groups; this case will also make it easier to change exhibits more often. More changing exhibits will increase Amherst County citizen visitation and participation at the Museum. 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 and movement.

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

Continue to manage with what we have.

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

Gaylord Archival Catalogue 10/21/2020; Cheverton Woodworks, LLC 10/21/2020

exhibit case increase of \$2,745.00 since 2019

Project Costs

		FY 21-22
Equipment Costs	1 exhibit case	\$ 11,860
Professional Services	bookcases	\$ 3,400
Construction		
Salaries		
Benefits		
Total Capital Cost Est.		\$ 15,260
Total Operating Impact Est		\$ -
Total Expenditure		\$ 15,260

Funding Sources

	FY 21-22
Local funds	\$ 15,010
William M. Cage Library Trust	\$ 250
Total Financing	\$ 15,260



(//embed.widenet.net/mg/gaylord/lobznemits/1500x1500px/DSI723624.jpeg?position=c&crop=no&color=fff&quality=100&u=rycmg)

ROLLOVER TO ZOOM



(//embed.widenet.net/mg/gaylord/lobznemits/1500x1500px/DSI723624.jpg?position=c&crop=no&color=fff&quality=100&u=rycmg)

Related Products



Acrifix® Acrylic
Cleaning Kit

\$16.99

[View Details](#)



Gender-Neutral
Conservation Head
Form

From \$205.00

[View Details](#)

Gaylord Archival® Keynote Island Exhibit Case

\$11,860.00 USD

Selected Options [Clear](#)

UV-Filtering Vitrine : Yes

Interior Clearance : 58H x 34 1/2W x 14 1/2D (per side)

Overall Dimensions : 72H x 36W x 32D

SW Name & Number:

Slatwall Color:

Wilsonart Laminate Color Name & Number:

Quantity:

[ADD TO CART](#)

[ADD TO WISHLIST](#)

The Gaylord Archival® Keynote Island Exhibit Case is ideal for arranging themed displays that tell a story. Adjust the acrylic shelves along the slatwall back or remove them to accommodate artifacts, risers and other display accessories. Place the double-sided case in any open area. It doubles your display space in a single footprint.

[SHOP THE KEYNOTE COLLECTION > \(/p/HYBC00012\)](#)

FEATURES

+

SPECS

+

Cheverton Woodworks LLC.
PO Box 426
Madison Hghts., Va 24572

10/21/2020

Amherst County Museum
Amherst, Va

Construct, stain, finish and install two 63 ½" bookcases for Museum
Bookcases to be 96" tall and 12 ½" deep

\$3,400.00

This price is for estimate only.

Thank you!

Submitted by:
J. Michael Cheverton

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Emergency Management Coordinator	Project #	6
DEPARTMENT/ORGANIZATION	PUBLIC SAFETY	DATE	23-Oct-20
DEPARTMENTAL PRIORITY	High	SUBMITTED BY:	Samuel A. Bryant, IV
REQUIRED BY FISCAL YEAR	2022	POSITION	Director

Project Description

Hiring of a full time Emergency Management Coordinator.
Currently these responsibilities are shared by the Amherst County Administrator and the Director of Public Safety.

Justification

Increased call volume from internal and external customers has decreased time allocation for developing, implementing and addressing all aspects of emergency preparedness for the current and next disaster. Examples include and are not limited to: Natural, technological and intentionally caused disasters.

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

Current model/ decreased response efficiency and decreased level of outcome during recovery.

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

Virginia Department of Emergency Management consult in Oct, 2020.

Neighboring Local Government consultation. Oct, 2020.

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 50,000
Benefits	\$ 10,000
Total Capital Cost Est.	\$ -
Total Operating Impact Est	\$ 60,000
Total Expenditure	\$ 60,000

Funding Sources

	FY 21-22
Local funds	\$ 60,000
Total Financing	\$ 60,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	EMS Certificaiton Pay	Project #	7
DEPARTMENT/ORGANIZATION	PUBLIC SAFETY	DATE	23-Oct-20
DEPARTMENTAL PRIORITY	Medium	SUBMITTED BY:	Samuel A. Bryant, IV
REQUIRED BY FISCAL YEAR	2022	POSITION	Director

Project Description

Awarding current and future advanced level Emergency Medical Service Providers with Certification pay.
Advanced EMT-\$1000.00, EMT-Intermediate \$ 1,500.00, Paramedic \$ 2,000.00, Adv. Practice Paramedic \$ 3000.00.

Justification

Currently there is no program to incentivise personnel to seek advanced level education and responsibility for patient care. We need our people to maintain current advanced levels and the Basic EMT's to move up in certification.

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

Current model with \$400.00 awarded for each successful completion of a class/no advancement opportunity. Increased attrition and cost for replacement personnel. Less experience in the field caring for patients.

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

Neighboring jurisdiction Bonus pay documentation. 10/20

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	\$38,500
Benefits	
Total Capital Cost Est.	\$38,500
Total Operating Impact Est.	\$ 38,500
Total Expenditure	\$ 38,500

Funding Sources

	FY 21-22
Local funds	\$ 38,500
Total Financing	\$ 38,500

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	EMS Educational Incentive	Project #	8
DEPARTMENT/ORGANIZATION	PUBLIC SAFETY	DATE	10/23/20
DEPARTMENTAL PRIORITY	High	SUBMITTED BY:	Samuel A. Bryant, IV
REQUIRED BY FISCAL YEAR	2022	POSITION	Director

Project Description

Send high performance EMS Providers to Paramedic training. Contract obligated.
--

Justification

A local/regional/national lack of qualified Advanced Life Support Emergency Medical Service Providers as in Paramedics needed to care for the sick and injured people in our community. As a whole, modern medical science has allowed our older population to live longer with more health care challenges.
--

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

Staffing some of our ambulances at the basic life support level. A decrease in the level of care provided to our citizens and visitors to Amherst County.

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

Central Virginia Community College education for for 2021.

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Education	\$ 20,000
Salaries	
Benefits	
Total Capital Cost Est.	
Total Operating Impact Est	\$ 20,000
Total Expenditure	\$ 20,000

Funding Sources

	FY 21-22
Local funds	\$ 20,000
Total Financing	\$ 20,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Fire Alarm Upgrade Amherst Library</u>	Project #	<u>9</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>October 23 2020</u>
DEPARTMENTAL PRIORITY	<u>1</u>	SUBMITTED	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Maintenance Supervisor</u>

Project Description

Upgrading the fire alarm system at the Amherst Library.

Justification

This system is more than 30 years old. You cannot get parts for the main control panel anymore because they do not make it anymore. When the system breaks for the last time, the building will have no working fire alarm system. This building also has no monitoring by an outside source to let you know that a fire is even happening during the day or after closing.

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

No alternatives. Continue as is

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

Hudson Payne, October 21 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 49,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 49,000

Funding Sources

	FY 21-22
Local funds	\$ 49,000
Total Financing	\$ 49,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Fire Alarm Upgrade Madison Heights Library	Project #	10
DEPARTMENT/ORGANIZATION	Building Maintenance	DATE	October 23 2020
DEPARTMENTAL PRIORITY	2	SUBMITTED	Buddy Jennings
REQUIRED BY FISCAL YEAR	2021- 2022	POSITION	Maintenance Supervisor

Project Description

Upgrade the Fire Alarm System at the Madison Heights Library.

Justification

This system is more than 30 years old. You can not get parts for the main control panel anymore because they don't make it anymore. So when this system breaks, it will not be able to be repaired and the building will be left with out a working system. This building is also not being monitored by an outside source to let you know that a fire is even happening during the day or after closing.

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

None. Continue as is.

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

Hudson Payne, October 21 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 47,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 47,000

Funding Sources

	FY 21-22
Local funds	\$ 47,000
Total Financing	\$ 47,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Fire Marshal</u>	Project #	<u>11</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>10/23/20</u>
DEPARTMENTAL PRIORITY	<u>High</u>	SUBMITTED BY:	<u>Samuel A. Bryant, IV</u>
REQUIRED BY FISCAL YEAR	<u>2022</u>	POSITION	<u>Fire Marshal</u>

Project Description

Hire a full time Fire Marshal for Amherst County

Justification

Currently we are experiencing approximately 150 fire type events a year. There is an increase in injury type fires and those suspicious in nature requiring investigation. Fire Inspections are required annually in daycares, schools, jails, and group homes. We need to develop a Fire Marshal Office in order to prevent fires and investigate the cause and origin of fires. This position would also coordinate our Firefighter I and II Academy and also facilitate Fire Training for Amherst County Fire Departments. Fire Investigations are labor intensive, require two people for safety and take away many hours of administrative work time. These events are unplanned, spontaneous and all too frequent in nature.

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

Keep the same model/decreased efficiency and loss of life and property

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

Virginia Department of Fire Programs 10/20

Neighboring jurisdictions 10/20

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 60,000
Benefits	\$ 12,000
Total Capital Cost Est.	\$ -
Total Operating Impact Est	\$ 72,000
Total Expenditure	\$ 72,000

Funding Sources

	FY 21-22
Local funds	\$ 72,000
Total Financing	\$ 72,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Cafeteria Plan	Project #	12
DEPARTMENT/ORGANIZATION	Human Resources	DATE	10/21/20
DEPARTMENTAL PRIORITY	High	SUBMITTED BY:	Linda Martin Warner
REQUIRED BY FISCAL YEAR	FY2022	POSITION	Director of Human Resources

Project Description

Provide full-time employees with an annual "use or lose" allowance toward benefits in a true Cafeteria Plan style that promotes equitable treatment and allows for more choice.

Justification

Amherst County currently provides employees with multiple dependents a substantial health insurance subsidy compared to employees who do not have dependents or have only one dependent. The additional amount that these employees receive for doing the same job is as much as \$911 per month, or \$10,932 in additional compensation per year. I am proposing providing each employee \$1,000 per monthly pay period that can be spent on a "use or lose" basis to purchase County sponsored employee benefits (health insurance, supplemental health insurance, deferred compensation, life insurance, etc.). This allows employees more flexibility in determining how their benefit dollars are spent and stabilizes the employer portion of benefit costs.

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

Current policy treats single employees and employees with only one dependent differently. These employees tend to be female. It is also difficult to accurately project a position's benefit costs until the employee is hired and makes their benefit decisions.

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

Finance Director - based on 230 FT positions (additional funds needed above the FY2021 \$1,428,486 benefits funding level). This would be a recurring cost. Vacancy savings were not included.

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	\$ 1,331,514
Total Capital Cost Est.	
Total Operating Impact Est	\$ 1,331,514
Total Expenditure	\$ 1,331,514

Funding Sources

	FY 21-22
Local funds	\$ 1,331,514
Total Financing	\$ 1,331,514

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Monroe Community Center Flooring</u>	Project #	<u>14</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>October 23 2020</u>
DEPARTMENTAL PRIORITY	<u>6</u>	SUBMITTED BY	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021- 2022</u>	POSITION	<u>Maintenance Superevisor</u>

Project Description

Install new flooring back in the office area of the Monroe Community Center.

Justification

This floor was installed sometime between 1995 and 2000. The floor in this area has been cleaned and waxed a few times to improve the appearance. Now it has to be replaced because you can't get all the dirt out of it and is just starting to look bad. We have repaired the tile when it has cracked or had to be replaced. We still want to keep the place looking nice for our employees and for the public to see.

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

Continue to clean and repair as needed. If nothing is done, the cost will continue to rise.

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

Floor Show, October 21 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 11,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 11,000

Funding Sources

	FY 21-22
Local funds	\$ 11,000
Total Financing	\$ 11,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Monroe Community Center roof</u>		Project #	<u>15</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>October 23 2020</u>	
DEPARTMENTAL PRIORITY	<u>5</u>	SUBMITTED BY	<u>Buddy Jennings</u>	
REQUIRED BY FISCAL YEAR	<u>2021- 2022</u>	POSITION	<u>Maintenance supervisor</u>	

Project Description

Replace Ballested roof on back part of the Community Center.

Justification

This roof was installed sometime between 1995 and 2000. We have had to fix some leaks due to walking on this part of the of the roof, which has ballest stone on it to hold the rubber down. The rock will punch a hole in it and you dont know it has happened until it rains. We are trying to get ahead of the game to keep this from happening and to reduce future maintenance costs.

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

Continue to repair leaks as they happen.

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

Woodall Lang, October 22 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 20,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 20,000

Funding Sources

	FY 21-22
Local funds	\$ 20,000
Total Financing	\$ 20,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Staffing for 4th 24 hour ambulance	Project #	16
DEPARTMENT/ORGANIZATION	PUBLIC SAFETY	DATE	23-Oct-20
DEPARTMENTAL PRIORITY	High	SUBMITTED BY:	Samuel A. Bryant, IV
REQUIRED BY FISCAL YEAR	2022	POSITION	Director

Project Description

Staffing of a 4th ambulance by adding four full time personnel with a geographical challenge due to terrain and call volume. This enables ACPS to meet the Standards of Coverage Agreement timeframe for EMS response and serve our patients better.

Justification

Timeley response of EMS resources is important for patient outcome and critical to many patient populations.

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

Power Shift enactment using current and part time personnel/longer response times to include delayed care and not meeting the Virginia Office of Emergency Management Services Standards of Coverage Agreement.

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

Finance and Human Resources Department Information 10/20

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	\$160,000
Benefits	\$40,000
Total Capital Cost Est.	\$ -
Total Operating Impact Est.	\$ 200,000
Total Expenditure	\$ 200,000

Funding Sources

	FY 21-22
Local funds	
	\$ 200,000
Total Financing	\$ 200,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	LOVE sign at Riveredge park	Project #	17
DEPARTMENT/ORGANIZATION	Recreation & Parks	DATE	10/21/20
DEPARTMENTAL PRIORITY	3 or 3	SUBMITTED BY:	Sara Lu Christian
REQUIRED BY FISCAL YEAR	FY21	POSITION	Director

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 properties 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.

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 21-22
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 21-22
Local funds	\$ 7,000
Recreation Budget	\$ 2,000
VTC Grant	\$ 3,000
Total Financing	\$ 12,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Mill Creek Lake Playground	Project #	18
DEPARTMENT/ORGANIZATION	Recreation & Parks	DATE	10/21/20
DEPARTMENTAL PRIORITY	1	SUBMITTED BY:	Sara Lu Christian
REQUIRED BY FISCAL YEAR	FY21	POSITION	Director

Project Description

Replace the existing 23 year old playground at Mill Creek with a new playground

Justification

The existing playground at Mill Creek 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 to any child brave enough to use it and a liability to the county.

New playgrounds have been installed at all the other county parks - Riveredge, Monacan, Coolwell, Thrashers and Stonehouse.

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

Remove existing playground and not replace it.

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

Project Costs

	FY 21-22
Equipment Costs	\$ 50,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 50,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 50,000

Funding Sources

	FY 21-22
Local funds	\$ 50,000
Total Financing	\$ 50,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Security/Deterrent System for Coolwell Park	Project #	19
DEPARTMENT/ORGANIZATION	Recreation & Parks	DATE	10/21/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Sara Lu Christian
REQUIRED BY FISCAL YEAR	FY21	POSITION	Director

Project Description

Installation of video security system at the Coolwell Recreation Park

Justification

Over the past 5 years, there have been several break-ins and several cases of vandalism to the restrooms. There have been numerous reports of suspected drug sales. A security system will protect the county's property as well as create more confidence in our citizens to use and enjoy the park. The cameras will be a visible deterrent and will contribute greatly in making the park feel and be safer.

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

Seeking additional police patrols

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

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

Project Costs

	FY 21-22
Equipment Costs	\$3,000
Professional Services	\$ 1,000
Construction	\$ 1,000
Salaries	
Benefits	
Total Capital Cost Est.	\$ 5,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 5,000

Funding Sources

	FY 21-22
Local funds	\$ 5,000
Total Financing	\$ 5,000

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Scale House software update	Project #	22
DEPARTMENT/ORGANIZATION	Public Works	DATE	10/27/20
DEPARTMENTAL PRIORITY	Medium	SUBMITTED BY:	Brian Thacker
REQUIRED BY FISCAL YEAR	2021-2022	POSITION	Director of Public Works

Project Description

Necessary upgrade for scale house weighing system; last upgrade was over 5 years prior
--

Justification

Without upgrade, integration with County software will become more difficult as existing software becomes more obsolete

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

The longer the delay in upgrading, the more likely software issues will occur, shuttering our ability to weigh and collect revenues

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

Paradigm Software, June 11, 2020

Project Costs

	FY 21-22
Equipment Costs	\$ 18,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 18,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 18,000

Funding Sources

	FY 21-22
Local funds	\$ 18,000
Total Financing	\$ 18,000



Price Quote

Buyer: Paradise, Amherst County Dept of Solid Waste

To: Paradise, Amherst County Dept of Solid Waste

From: 09/11/2020

Buyer's PO#:

Buyer's Name:

Buyer's Address:

Buyer's City:

Buyer's State:

Buyer's Zip:

Buyer's Phone:

Buyer's Email:

Buyer's Fax:

Buyer's Website:

Buyer's Account Number:

Buyer's Tax ID:

Buyer's Sales Tax ID:

Buyer's License Number:

Buyer's Registration Number:

Buyer's Permit Number:

Buyer's Certificate Number:

Buyer's Approval Number:

Buyer's Authorization Number:

Buyer's Confirmation Number:

Buyer's Acknowledgment Number:

Buyer's Receipt Number:

Buyer's Invoice Number:

Buyer's Statement Number:

Buyer's Report Number:

Buyer's Summary Number:

Buyer's Detail Number:

Buyer's Footer Number:

Buyer's Header Number:

Buyer's Page Number:

Buyer's Total Number:

Buyer's Grand Total:

Buyer's Net Total:

Buyer's Tax Total:

Buyer's Freight Total:

Buyer's Insurance Total:

Buyer's Shipping Total:

Buyer's Handling Total:

Buyer's Packaging Total:

Buyer's Labor Total:

Buyer's Material Total:

Buyer's Equipment Total:

Buyer's Fuel Total:

Buyer's Maintenance Total:

Buyer's Repairs Total:

Buyer's Parts Total:

Buyer's Supplies Total:

Buyer's Tools Total:

Buyer's Travel Total:

Buyer's Entertainment Total:

Buyer's Gifts Total:

Buyer's Miscellaneous Total:

Buyer's Other Total:

Buyer's Unallocated Total:

Buyer's Unapplied Total:

Buyer's Unavailable Total:

Buyer's Unrecorded Total:

Buyer's Unreconciled Total:

Buyer's Unsettled Total:

Buyer's Unpaid Total:

Buyer's Unreceived Total:

Buyer's Unissued Total:

Buyer's Unsent Total:

Buyer's Unsent Total:

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Buyer's Unsent Total:

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Window for Comm of Revenue	Project #	23
DEPARTMENT/ORGANIZATION	Building Maintenance	DATE	October 23 2020
DEPARTMENTAL PRIORITY	8	SUBMITTED	Buddy Jennings
REQUIRED BY FISCAL YEAR	2021- 2022	POSITION	Maintenance Suipervisor

Project Description

Install a new window in one of the offices.

Justification

This is for security reasons and 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, October 2020

Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 1,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 1,500

Funding Sources

	FY 21-22
Local funds	\$ 1,500
Total Financing	\$ 1,500

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	Courthouse Security Improvements	Project #	24
DEPARTMENT/ORGANIZATION	Amherst County Sheriff's Office	DATE	11/6/20
DEPARTMENTAL PRIORITY	1	SUBMITTED BY:	Eric Elliott
REQUIRED BY FISCAL YEAR	FY2022	POSITION	Major

Project Description

The Amherst County Sheriff's Office is tasked with protecting a courthouse building that was not designed for the current climate of violence against the government and the rule of law. The Sheriff's Office has presented a security systems proposal to the Board of Supervisors and the 24 hours surveillance camera monitoring system is phase 1.

Justification

Without 24 hour monitoring, our deputies and other county employees are forced to begin the day inside of a building with many unknowns and security hazards. Court deputies reporting to the courthouse have found doors unlocked, propped open and have found unauthorized persons inside of the building. More recently the exterior of the courthouse was found vandalized upon our deputies reporting to work. A monitoring system will provide deputies a vital tool to effectively keep the courthouse secure twenty-four hours a day.

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

The safety of county employees and citizens is the top priority of the Sheriff's Office. Without this security system we are unable to effectively provide the security that our employees and citizens deserve.

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

Estimate provided by Hudson Payne Electronics Corporation on September 11, 2020

Project Costs

	FY 21-22
Equipment Costs	\$ 45,861
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 45,861
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 45,861

Funding Sources

	FY 21-22
Local funds	\$ 45,861
Total Financing	\$ 45,861

FY 2022 SUPPLEMENTAL REQUEST

PROJECT TITLE	<u>Break/Lunch Rooms Renovations</u>		Project #	<u>25</u>
DEPARTMENT/ORGANIZATION	<u>Customer Service Team</u>	DATE	<u>10/20/20</u>	
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Rachel Carton</u>	
REQUIRED BY FISCAL YEAR	<u>2022</u>	POSITION	<u>Executive Assistant</u>	

Project Description

Renovation of multiple break rooms throughout the county buildings in order to make them safer, social distancing compliant, and efficient and productive use of space.

Justification

Due to Covid-19, we have noticed how unsanitary and inefficient some of our larger Break/Lunch rooms really are. In order to build employee confidence for their safety and welfare, and to let the employees know how much they are appreciated by supplying them with a safe place to take a break or eat lunch.

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

Unsanitary and unsafe environment for food prep or consumption while trying to stay socially distant will aid in the spread of viruses faster, putting the health, safety, and welfare of county staff at risk on a daily basis if not renovated.

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

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Project Costs

	FY 21-22
Equipment Costs	
Professional Services	
Construction	\$ 60,000
Salaries	
Benefits	
Total Capital Cost Est.	\$ 60,000
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 60,000

Funding Sources

	FY 21-22
Local funds	\$ 60,000
Total Financing	\$ 60,000

NAME OF BREAK ROOM	ITEMS FOR CONTRACTOR
County Admin Building Break Room	<ul style="list-style-type: none"> ▶ Remove the current break room wall & replace with like wall approx. 3 feet into the Co. Admin. Conference Room to line up with the window seam. ▶ Move all electrical and data boxes that are effected into the new wall. ▶ Move duct work where necessary. ▶ Replace/repair ceiling grid and panels where necessary. ▶ Replace the section of exposed floor with matching tile. ▶ Remove all existing countertops & cabinets and replace with new countertops & cabinets according to drafted floor plan. ▶ Hook up exhaust fan over new oven. ▶ Replace window blinds with a new blinds. This is a complete
Library - Amherst Location	<ul style="list-style-type: none"> ▶ New window blinds ▶ Paint Cabinets ▶ Remove wallpaper & paint walls ▶ Repair window sill. ▶ Repair kitchen sink (it backs up). ▶ Add outlet by the break table. ▶ Look at hot water (it takes a really long time to work)
Library - Madison Heights Location	<ul style="list-style-type: none"> ▶ Replace vinyl flooring in break room/bathroom. ▶ New window blinds. ▶ Remove wallpaper & Paint walls.
Courthouse Break Room	<ul style="list-style-type: none"> ▶ Paint walls. ▶ Add electrical for refrigerator.
Museum & Historical Society	<ul style="list-style-type: none"> ▶ Needs hot water. ▶ New window blinds. ▶ Paint walls. ▶ Look into ventilation of room. ▶ Partition panels to separate area.

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AMHERST COUNTY
2022-2026
CAPITAL IMPROVMENT PLAN



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 2022-2026 CAPITAL IMPROVEMENT PLAN

Project Number		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
1	Replace Bright Software (3 year project)	\$ 400,000	\$ 400,000					\$ 800,000
12	Medic 1	\$ 274,530						\$ 274,530
27	Courthouse Fire Alarm	\$ 82,500						\$ 82,500
26	Courthouse Security	\$ 200,000	\$ 253,115					\$ 453,115
4	Coolwell Parking Lot resurfacing	\$ 115,000	\$ -					\$ 115,000
3	Sheriff Parking Lot resurfacing	\$ 144,000						\$ 144,000
28	Convenience Centers (2 centers)	\$ -	\$ 750,000		\$ 750,000			\$ 1,500,000
2	DSS Parking Lot resurfacing	\$ 88,000						\$ 88,000
5	Madison Heights Master Plan	\$ 200,000						\$ 200,000
29	Station 3 remodel	\$ 69,320						\$ 69,320
8	Mini - bus replacement		\$ 99,742					\$ 99,742
10	Scentral Bark		\$ 200,000					\$ 200,000
17	802 Truck - Public Safety		\$ 78,750					\$ 78,750
7	Riveredge Phase 3B		\$ 1,159,080					\$ 1,159,080
6	Monroe Parking Lot Expansion		\$ 77,000					\$ 77,000
13	Medic 2		\$ 287,604					\$ 287,604
21	Pedlar Squad 34 1999		\$ 525,000					\$ 525,000
16	Amherst Fire Engine 13		\$ 871,615					\$ 871,615
30	Clerk Dehumidifiers		\$ 50,000					\$ 50,000
11	Mill Creek Campground		\$ 100,000					\$ 100,000
15	Medic 3			\$ 300,674				\$ 300,674
14	Monelison Engine 22			\$ 767,485				\$ 767,485
20	Medic 50			\$ 313,750				\$ 313,750
18	800 Truck - Public Safety			\$ 93,750				\$ 93,750
22	Medic 49					\$ 326,820		\$ 326,820
23	Brush AFD 16					\$ 218,750		\$ 218,750
19	806 Truck - Public Safety					\$ 97,500		\$ 97,500
25	Pedlar Brush 32 2005					\$ 218,750		\$ 218,750
24	Medic 50						\$ 339,897	\$ 339,897
26	Fire Station(placeholder)						\$ 4,000,000	\$ 4,000,000
	Total Capital Cost Est.	\$ 1,573,350	\$ 4,851,906	\$ 1,068,159	\$ 1,157,500	\$ 861,820	\$ 4,339,897	\$ 13,852,632
	Total Operating Impact Est	\$ -	\$ 117,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 217,000
	Total Expenditure	\$ 1,573,350	\$ 4,968,906	\$ 1,068,159	\$ 1,257,500	\$ 861,820	\$ 4,339,897	\$ 14,069,632

Funding Sources	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Grant	\$ 125,000	\$ 1,052,264	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 1,000,000	\$ 2,552,264
Financing/Other Sources	\$ -	\$ 780,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,780,000
Recurring funds needed	\$ -	\$ 117,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 217,000
Reserves - Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Unassigned Fund	\$ 1,448,350	\$ 3,019,642	\$ 943,159	\$ 1,032,500	\$ 736,820	\$ 2,339,897	\$ 9,520,368	\$ 9,520,368
Total Financing	\$ 1,573,350	\$ 4,968,906	\$ 1,068,159	\$ 1,257,500	\$ 861,820	\$ 4,339,897	\$ 14,069,632	\$ 14,069,632

FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Replace Bright Accounting Software</u>		Project #	<u>1</u>
DEPARTMENT/ORGANIZATION	<u>Information Technology</u>	DATE	<u>10/30/17</u>	
DEPARTMENTAL PRIORITY	<u>1 of 1</u>	SUBMITTED BY	<u>Jackie Viar</u>	
REQUIRED BY FISCAL YEAR	<u>2018/2020</u>	POSITION	<u>Director of Information Technology</u>	

Meets Board Goal: Comp Plan facilities & services Goal1, Obj 1

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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software	\$ 400,000	\$ 400,000					\$ 800,000
Total Capital Cost Est.	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-26	Beyond 2026	Total
Local funds							\$ -
General Fund	\$ 400,000	\$ 400,000	\$ -	\$ -			\$ 800,000
							\$ -
Total Financing	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Social Services/ Health Dept Parking lot</u>	Project #	<u>2</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>12/2/20</u>
DEPARTMENTAL PRIORITY	<u>two</u>	SUBMITTED	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Maintenance Supervisor</u>
Meets Board Goal			

Project Description

Removing existing pavement from the parking lot and replace with new.

Justification

The pavement is getting crumbly due to the traffic use. The weather has also caused some damage to this by the water run off and the freezing and thawing of this pavement in the winter time. If we just put a layer of seal coat on this, it would not fix the problem.

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

Continue to use as is and the cost will continue to increase to repair it as the damage gets worse.

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

Boxly, Sept 2018

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,000
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 88,000						\$ 88,000
							\$ -
							\$ -
Total Financing	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,000

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Sheriffs Office Parking Lot Repair</u>	Project #	<u>3</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>12/2/20</u>
DEPARTMENTAL PRIORITY	<u>one</u>	SUBMITTED BY	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Maintenance Supervisor</u>
	<u>Meets Board Goal</u>		

Project Description

Removing the existing pavement from the lower parking lot and the entrance off of 60 east onto Taylor Street coming up the hill and have new pavement installed.

Justification

The pavement that is there now has gotten into a deteriorated state to the point that it crumbles and can not be repaired like it should be. Even if you put a layer of seal coat on this, it will not fix the problem.

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

Keep using as is and will cost more to repair as time goes on.

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

Boxly Paving, Sept 2018

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 144,000						\$ 144,000
							\$ -
							\$ -
Total Financing	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,000

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Coolwell Recreation Center Parking Lot</u>	Project #	<u>4</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>12/2/2022</u>
DEPARTMENTAL PRIORITY	<u>Three</u>	SUBMITTED BY	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Maintenance Supervisor</u>
	<u>Meets Board Goal</u>		

Project Description

Paving the Parking lot with two inches of asphalt.

Justification

The parking lot has very little surface treatment left on it and is prone to getting potholes in it that we patch on a regular basis. This parking lot gets a lot of use and would like to keep it from getting worse. This would also help keep up the appearance of this facility.

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

Continue to patch hole and use as is and will cost more to fix in the future.

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

Boxly Paving, Sept 2018

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 115,000						\$ 115,000
							\$ -
							\$ -
Total Financing	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000

FY 2021-2025 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Master Plan - Madison Heights</u>		Project #	<u>5</u>
DEPARTMENT/ORGANIZATION	<u>Community Development</u>	DATE		
DEPARTMENTAL PRIORITY	<u>1</u>	SUBMITTED BY:	<u>J. Bryant</u>	
REQUIRED BY FISCAL YEAR		POSITION	<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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-26	Beyond 2026	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 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Monroe Community Center Parking lot</u>	Project #	<u>6</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>12/2/2020</u>
DEPARTMENTAL PRIORITY	<u>Five</u>	SUBMITTED BY	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Maintenance Supervisor</u>
	Meets Board Goal		

Project Description

Expand the existing Parking Lot

Justification

The Community Center does get a lot of use when they do have programs at the center. The parking lot is small and at times they don't have enough parking. This addition will allow for them to park twenty- two more vehicles.

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

Continue as is with what they have.

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

Counts and Dobyns, November 2019

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 77,000						\$ 77,000
							\$ -
							\$ -
Total Financing	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000

FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE	Riveredge Park Trail Extension	Project #	7
DEPARTMENT/ORGANIZATION	Recreation & Parks	DATE	10/27/17
DEPARTMENTAL PRIORITY	#1	SUBMITTED BY	Sara Lu Christian
REQUIRED BY FISCAL YEAR	2023	POSITION	Director

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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-26	Beyond 2026	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							\$ -
Total Capital Cost Est.	\$ 1,159,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,159,080
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 1,159,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,159,080

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-26	Beyond 2026	Total
Local funds	\$ 231,816		\$0				\$ 231,816
Grant funds	\$ 927,264		\$0				\$ 927,264
							\$ -
Total Financing	\$ 1,159,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,159,080

FY 2021-2025 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Mini-Bus</u>		Project #	<u>.8</u>
DEPARTMENT/ORGANIZATION	<u>Recreation & Parks</u>	DATE	<u>11/26/19</u>	
DEPARTMENTAL PRIORITY	<u>1</u>	SUBMITTED BY:	<u>Sara Lu Christian</u>	
REQUIRED BY FISCAL YEAR	<u>20-21</u>	POSITION	<u>Director</u>	
	<u>Meets Board Goal</u>			

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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 24-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 99,742						\$ 99,742
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 99,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,742
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 99,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,742

Funding Sources

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Beyond 2025	Total
Local funds	\$ 99,742	\$ -					\$ 99,742
							\$ -
							\$ -
Total Financing	\$ 99,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,742



**29 with Rear Luggage Compartment
Medium-Duty Shuttle Coach**

DRAFT Proposal

Prepared Exclusively for



Recreation & Parks

Amherst, Virginia

ATTENTION: Ms. Sara Lou Christian, Director

November 18, 2020

(Revised from October 17, 2019)

**FORD/ STARCRAFT
ALLSTAR XL SHUTTLE COACH**

CHASSIS

- 2021 Ford F-550 Super Duty RV dual rear wheel cutaway
- 7.3 liter V-8, 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

- 2021 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 dual LED reading lights and w/ door activated feature**

CENTRAL VIRGINIA • HAMPTON ROADS • NORTHERN VIRGINIA

- 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:

.....\$99,742.00*

* 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.

Respectfully proposed,

Dean

Dean Farmer

Vice President, Sales & Marketing

dean@sonnymerryman.com

(434) 485-8602

Attachment: floor plan drawing

CENTRAL VIRGINIA • HAMPTON ROADS • NORTHERN VIRGINIA

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Scentral Bark	Project #	10
DEPARTMENT/ORGANIZATION	Recreation & Parks	DATE	11/29/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Sara Lu Christian
REQUIRED BY FISCAL YEAR	FY'22	POSITION	Director
Meets Board Goal			

Project Description

Scentral Bark is a 3 1/2 acre park being developed on the former Seminole Elementary School property that the county owns. Wakashaw Inc. is contributing the cost of the dog park portion of the property which will cover 1/2 of the property. Plans are being drawn to develop the remaining property into a park for people to enjoy with children and family - i.e. playgrounds, picnic area and shelter, jogging trail, etc.

Justification

Waukashaw Inc. purchased the former Seminole Elementary School and is turning the building into an apartment complex. The county retained the property behind the school building that formerly served as a playground area for Seminole Elementary School before the school was abandoned. Waukashaw Inc is proceeding with building a dog park on 1/2 of that county property. That leaves the other half of the property "unfinished". The "people park" will consist of playgrounds, picnic area and shelter, benches, restroom, water fountain, and a jogging trail around the entire park property. Establishing this property to serve both dog owners and families will expand the use of this property and turn this site into a regional park, attracting visitors from all around. This park will also serve to enhance that area of Madison Heights and potentially bring more revenue into the county.

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

Waukashaw is constructing a dog park on the property. The remaining property if undeveloped and kept mowed, will be used by the surrounding neighborhood for outdoor activities

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

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction	\$ 200,000						\$ 200,000
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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$170,000						\$ 170,000
Wakashaw	\$30,000						\$ 30,000
							\$ -
Total Financing	\$ 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) 149251 -- Accessible Hand Cycle (In-Ground) (1) 13280 -- Balance Board Station (2) 13565 -- Fitness Sign Post For Sticker (1) 15504 -- Parallel Bar (Accessible) (1) 149221 -- Recumbent Cycle (In-Ground) (1) 14911 -- Thrive 250 (1) 135591 -- Leg Press (Single) (1) 135621 -- Cardio Walker (In Ground) (1) 132721 -- Lat Pull Down - Ada (In-Ground Mount) (1) 132711 -- Chest Press - Ada (In-Ground Mount) (1) 135581 -- 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 LP 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



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Seminole Park- Phase 2

*Site must be clear, level, free of obstructions, and accessible. Site should permit installation 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 cost.

Sub Total:	\$75,335.92
Discount:	(\$3,811.71)
Freight:	\$1,646.93
Total Amount:	\$73,171.14

*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 resoring 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.



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QUOTE
#146600
12/10/2019

Seminole Park- Phase 2

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$73,171.14**

SALES TAX EXEMPTION CERTIFICATE # _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION (IF DIFFERENT FROM ABOVE):

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____



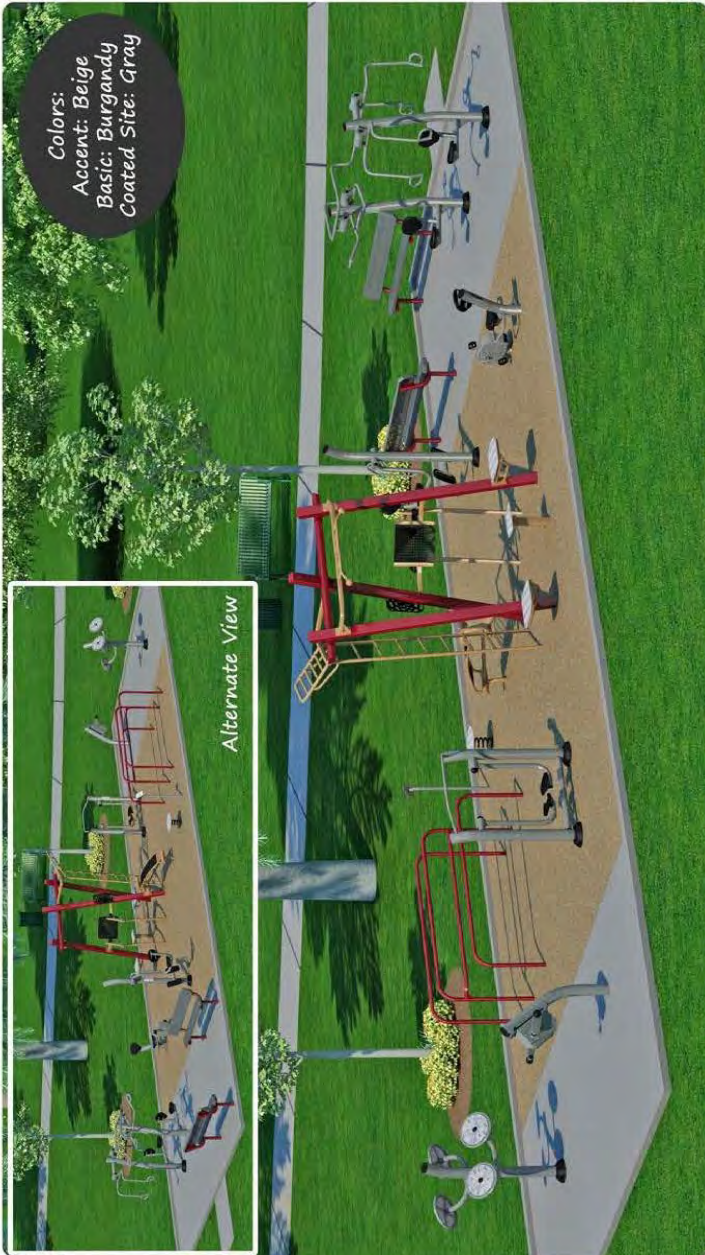
Seminole Park- Phase 2 Madison Heights, VA

Design • Build • PLAY!



Alternate View

Colors:
Accent: Beige
Basic: Burgandy
Coated Site: Gray



www.cunninghamrecreation.com

800.438.2780

FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE Mill Creek Park Campground **Project #** 11
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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	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 Funding		\$ 100,000	\$ -				\$ 100,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Convenience Centers</u>	Project #	<u>28</u>
DEPARTMENT/ORGANIZATION	<u>Public Works</u>	DATE	<u>11/5/18</u>
DEPARTMENTAL PRIORITY	<u>1</u>	SUBMITTED	<u>Dean Rodgers</u>
REQUIRED BY FISCAL YEAR	<u>FY 2021</u>	POSITION	<u>County Administrator/Public Works</u>
		Meets Board Goal	<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 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction	\$ -	\$ 750,000		\$ 750,000			\$ 1,500,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ 1,500,000
Total Operating Impact Est.	\$ -	\$ 100,000		\$ 100,000	\$ -	\$ -	\$ 200,000
Total Expenditure	\$ -	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ -	\$ 1,700,000

Funding Sources

	FY 20-21	FY 20-21	FY 22-23	FY 23-24	FY 24-25	Beyond \$ 2,025	Total
local	\$ -	\$ 850,000	\$ -	\$ 850,000			\$ 1,700,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ -	\$ 1,700,000

Note: Land purchase not included.

FY 2021-2025 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Seminole Park</u>	Project #	<u>15</u>
DEPARTMENT/ORGANIZATION	<u>Recreation & Parks</u>	DATE	<u>11/26/19</u>
DEPARTMENTAL PRIORITY	<u>3</u>	SUBMITTED BY:	<u>Sara Lu Christian</u>
REQUIRED BY FISCAL YEAR	<u>FY 22-23</u>	POSITION	<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							\$ -
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			\$ 100,000				\$ 100,000
Playground Specialists			\$ 50,000				\$ 50,000
Wakashaw			\$ 50,000				\$ 50,000
Total Financing	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Finish Upgrade Fire alarm System Courthouse</u>	Project #	<u>27</u>
DEPARTMENT/ORGANIZATION	<u>Building Maintenance</u>	DATE	<u>12/2/2020</u>
DEPARTMENTAL PRIORITY	<u>Four</u>	SUBMITTED BY	<u>Buddy Jennings</u>
REQUIRED BY FISCAL YEAR	<u>2021-2022</u>	POSITION	<u>Maintenance Supervisor</u>
	<u>Meets Board Goal</u>		

Project Description

Upgrading the Fire Alarm System to a voice activated system.

Justification

This voice activated system is required by the 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 with the system that was just upgraded about a year ago. The reason it didn't get this upgrade, it was not enough money to go this.

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

Hudson Payne, November 2020

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 82,500						\$ 82,500
							\$ -
							\$ -
Total Financing	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Medic 1 Replacement</u>		Project #	<u>12</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>	
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>	
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>	
	<u>Meets Board Goal</u>			

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace Medic 1.

Justification

This vehicle is a 2016 Dodge Ram 4500 Ambulance (Medic 1) that is stationed at Monelison. As of Dec. 2020 the Mileage on this vehicle is 173,257 miles and has 2,576 Engine Hours. The Life Expectancy for an Emergency Medical Ambulance is approx. 150,000 miles. This vehicle has met and exceeded its life expectancy. It takes approx. 1 year after the approval of funds to order and receive a new Medic before the old unit can be taken Out of Service.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Medic 11 bought in 2020 cost \$261,459. The cost for this unit is based on that number with a approx. 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Medic 1 Replacement	\$ 274,530						\$ 274,530
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ 274,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,530
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 274,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,530

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 149,530						\$ 149,530
Grant Funds	\$ 125,000						\$ 125,000
							\$ -
Total Financing	\$ 274,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,530

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Medic 2 Replacement</u>	Project #	<u>13</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This project is to replace Medic 2

Justification

This vehicle is a 2016 Dodge Ram Ambulance (Medic 2) that is stationed at Pedlar. As of December 2020 the Mileage on the this unit is 147,670 miles and has 6667 Engine Hours. The Life Expectancy for an Emergency Medical Ambulance is approx. 150,000 miles. This vehicle will met and exceded its life expectancy. It takes approx. 1 year after the approval of funds to order and receive a new Medic before the old unit can be taken Out of Service.

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

Not replacing an aging Emergency Vehicle would result in increasing maintainance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Medic 11 bought in 2020 cost \$261,459. The cost for Medic 2 is based on that number with a approx. 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Medic 2		\$ 287,604					\$ 287,604
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ 287,604	\$ -	\$ -	\$ -	\$ -	\$ 287,604
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 287,604	\$ -	\$ -	\$ -	\$ -	\$ 287,604

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds		\$ 162,604					\$ 162,604
Grant funds		\$ 125,000					\$ 125,000
							\$ -
Total Financing	\$ -	\$ 287,604	\$ -	\$ -	\$ -	\$ -	\$ 287,604

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Monelison Engine 22 Replacement</u>	Project #	<u>14</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This project is to replace Monelison Engine 22.

Justification

This vehicle is a 2004 Peirce Enforcer Fire Engine (Engine 22) that is stationed at Monelison. The life expectancy of this type of vehicle is 20 yr. It will meet its Life Expectancy as of year 2024. As of Sept. 2020 the Mileage on the this vehicle is 28,419 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

AFD Engine 11 bought in 2020 cost \$667,378. The cost for Engine 22 is based on that number with a approx. 5% increase per year. The cost of AFD Engine 11 had significant cost saving with a pre-paid plan.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Monelison Engine 22			\$ 767,485				\$ 767,485
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ 767,485	\$ -	\$ -	\$ -	\$ 767,485
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ 767,485	\$ -	\$ -	\$ -	\$ 767,485

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds			\$ 767,485				\$ 767,485
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ 767,485	\$ -	\$ -	\$ -	\$ 767,485

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Medic 3 Replacement</u>	Project #	<u>15</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY	<u></u>	SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR	<u></u>	POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This project is to replace Medic 3

Justification

This vehicle is a 2017 Dodge Ram Ambulance (Medic 3) that is stationed at Amherst. As of December 2020 the Mileage on the this unit is 157,492 miles. The Life Expectancy for an Emergency Medical Ambulance is approx. 150,000 miles. This vehicle has met and exceeded its life expectancy. It takes approx. 1 year after the approval of funds to order and receive a new Medic before the old unit can be taken Out of Service.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Medic 11 bought in 2020 cost \$261,459. The cost for this unit is based on that number with a approx. 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Medic 3			\$ 300,674				\$ 300,674
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ 300,674	\$ -	\$ -	\$ -	\$ 300,674
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ 300,674	\$ -	\$ -	\$ -	\$ 300,674

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds			\$ 175,674				\$ 175,674
Grant funds			\$ 125,000				\$ 125,000
							\$ -
Total Financing	\$ -	\$ -	\$ 300,674	\$ -	\$ -	\$ -	\$ 300,674

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Amherst FD Engine 13 Replacement	Project #	16
DEPARTMENT/ORGANIZATION	Public Safety	DATE	12/1/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Jarred Scott
REQUIRED BY FISCAL YEAR		POSITION	Deputy Director
	Meets Board Goal		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace AFD Engine 13

Justification

This vehicle is a 2000 Peirce Fire Engine (Engine 13) that is stationed at Amherst. The life expectancy of this type of vehicle is 20 yr. It has met that Life Expectance as of year 2020. As of Sept. 2020 the Mileage on the this vehicle is 28,189 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

AFD Engine 11 bought in 2020 cost \$667,378. The cost for Engine 13 is based on that number plus an additional cost estimate of \$125,000 for a tandem-axle Tanker with a approx. 5% increase per year. The cost of AFD Engine 11 had significant cost saving with a

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Amherst Fire Engine 13		\$ 871,615					\$ 871,615
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ 871,615	\$ -	\$ -	\$ -	\$ -	\$ 871,615
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 871,615	\$ -	\$ -	\$ -	\$ -	\$ 871,615

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds		\$ 871,615					\$ 871,615
							\$ -
							\$ -
Total Financing	\$ -	\$ 871,615	\$ -	\$ -	\$ -	\$ -	\$ 871,615

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	802 Vehicle Replacement	Project #	17
DEPARTMENT/ORGANIZATION	Public Safety	DATE	12/1/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Jarred Scott
REQUIRED BY FISCAL YEAR		POSITION	Deputy Director
Meets Board Goal			

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace the Deputy Director's vehicle

Justification

This vehicle is a 2014 Chevrolet Tahoe currently assigned to the Deputy Director of Public Safety. The life expectancy of this type of vehicle is 7 yr. It will meet its Life Expectance as of year 2021. As of December 2020 the mileage on the this vehicle is 130,828 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not. This vehicle enables the Deputy Director to perform his job duties of Emergency Response, Fire Investigator and Incident Commander. As well as many other necessary functions.

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

This price estimate is based on the previous 806 vehicle that was purchased in 2018 with a 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
802 Truck	\$ 78,750						\$ 78,750
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ 78,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,750
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 78,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,750

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 78,750						\$ 78,750
							\$ -
							\$ -
Total Financing	\$ 78,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,750

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	800 Vehicle Replacement	Project #	18
DEPARTMENT/ORGANIZATION	Public Safety	DATE	12/1/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Jarred Scott
REQUIRED BY FISCAL YEAR		POSITION	Deputy Director
	Meets Board Goal		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace the Director's vehicle.

Justification

This vehicle is a 2017 Chevrolet 2500 Silverado currently assigned to the Director of Public Safety. The life expectancy of this type of vehicle is 7 yr. It will meet its Life Expectance as of year 2024. As of September 2020 the mileage on the this vehicle is 44,726 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not. This vehicle enables the Deputy Director to perform his job duties of Emergency Response, Fire Investigator and Incident Commander. As well as many other necessary functions.

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

This price estimate is based on the previous 806 vehicle that was purchased in 2018 with a 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
802 Truck				\$ 93,750			\$ 93,750
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ 93,750	\$ -	\$ -	\$ 93,750
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ 93,750	\$ -	\$ -	\$ 93,750

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds				\$ 93,750			\$ 93,750
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ 93,750	\$ -	\$ -	\$ 93,750

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	806 EMS Captains Vehicle Replacement	Project #	
DEPARTMENT/ORGANIZATION	Public Safety	DATE	12/1/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Jarred Scott
REQUIRED BY FISCAL YEAR		POSITION	Deputy Director
	Meets Board Goal		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace the EMS Captain's vehicle

Justification

This vehicle is a 2018 Chevrolet 2500 Silverado currently assigned to Amherst Station. This vehicle operated 24/7/365 by our Three EMS Captains. The life expectancy of this type of vehicle is 7 yr. It will meet its Life Expectance as of year 2025. As of December 2020 the mileage on the this vehicle is 45,625 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not. This vehicle enables the Deputy Director to perform his job duties of Emergency Response, Fire Investigator and Incident Commander. As well as many other necessary functions.

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

This price estimate is based on the previous 806 vehicle that was purchased in 2018 with a 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
802 Truck					\$ 97,500		\$ 97,500
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ 97,500	\$ -	\$ 97,500
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ 97,500	\$ -	\$ 97,500

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds					\$ 97,500		\$ 97,500
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ 97,500	\$ -	\$ 97,500

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Medic 50 Replacement</u>	Project #	<u>20</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This project is to replace Medic 50

Justification

As of December 2020 the Mileage on the this unit is 100,570 miles. The Life Expectancy for an Emergency Medical Ambulance is approx. 150,000 miles. It takes approx. 1 year after the approval of funds to order and receive a new Medic before the old unit can be taken Out of Service.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Medic 11 bought in 2020 cost \$261,459. The cost for this unit is based on that number with a approx. 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Medic 50				\$ 313,750			\$ 313,750
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ 313,750	\$ -	\$ -	\$ 313,750
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ 313,750	\$ -	\$ -	\$ 313,750

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds				\$ 188,750			\$ 188,750
Grant Funds				\$ 125,000			\$ 125,000
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ 313,750	\$ -	\$ -	\$ 313,750

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Pedlar Squad 34 Replacement</u>	Project #	<u>21</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY	<u></u>	SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR	<u></u>	POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace PFD Squad 34

Justification

This vehicle is a 1999 Freightliner (Squad 34) that is stationed at Pedlar. The life expectance of this type of vehicle is 20 yr. It has met that Life Expectance as of year 2020. As of Sept. 2020 the Mileage on the this vehicle is 14,425 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not

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

The cost of a custom built commercial chassis varies greatly depending on the specifications needed by the department.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Pedlar Squad 34	\$ 525,000						\$ 525,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 525,000						\$ 525,000
							\$ -
							\$ -
Total Financing	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Medic 49 Replacement</u>	Project #	<u>22</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This project is to replace Medic 49

Justification

The Life Expectancy for an Emergency Medical Ambulance is approx. 150,000 miles. It takes approx. 1 year after the approval of funds to order and receive a new Medic before the old unit can be taken Out of Service.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Medic 11 bought in 2020 cost \$261,459. The cost for this unit is based on that number with a approx. 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Medic 49					\$ 326,820		\$ 326,820
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ 326,820	\$ -	\$ 326,820
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ 326,820	\$ -	\$ 326,820

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds					\$ 201,820		\$ 201,820
Grant funds					\$ 125,000		\$ 125,000
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ 326,820	\$ -	\$ 326,820

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Amherst FD Brush 16 Replacement</u>	Project #	<u>23</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace AFD Brush 16

Justification

This vehicle is a 2005 Ford F550 (Brush 16) that is stationed at Amherst. The life expectancy of this type of vehicle is 20 yr. It will meet its Life Expectance as of year 2025. As of Sept. 2020 the Mileage on the this vehicle is 14,716 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Sale Rep. with Altantic Emergency Solutions current estimated cost of a general Brush Truck as of 12/2020 is \$175,000 with a 5% increase each year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
AFD Brush 16					\$ 218,750		\$ 218,750
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds					\$ 218,750		\$ 218,750
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Medic 5 Replacement</u>	Project #	<u>24</u>
DEPARTMENT/ORGANIZATION	<u>Public Safety</u>	DATE	<u>12/1/20</u>
DEPARTMENTAL PRIORITY		SUBMITTED BY:	<u>Jarred Scott</u>
REQUIRED BY FISCAL YEAR		POSITION	<u>Deputy Director</u>
	<u>Meets Board Goal</u>		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This project is to replace Medic 5

Justification

This vehicle is a 2014 Ford F450 Ambulance (Medic 5) that is stationed at Amherst. As of December 2020 the Mileage on the this unit is 79,164 miles. The Life Expectancy for an Emergency Medical Ambulance is approx. 150,000 miles. This vehicle will meet and exceed its life expectancy. It takes approx. 1 year after the approval of funds to order and receive a new Medic before the old unit can be taken Out of Service.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Medic 11 bought in 2020 cost \$261,459. The cost for this unit is based on that number with a approx. 5% increase per year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Medic 5						\$ 339,897	\$ 339,897
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,897	\$ 339,897
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,897	\$ 339,897

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds						\$ 214,897	\$ 214,897
Grant funds						\$ 125,000	\$ 125,000
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,897	\$ 339,897

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Pedlar FD Brush 32 Replacement	Project #	25
DEPARTMENT/ORGANIZATION	Public Safety	DATE	12/1/20
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Jarred Scott
REQUIRED BY FISCAL YEAR		POSITION	Deputy Director
	Meets Board Goal		

Project Description

This is part of the Amherst County Emergency Vehicle Replacement Schedule. This Project is to replace Pedlar Brush 32

Justification

This vehicle is a 2005 Ford F550 (Brush 32) that is stationed at Pedlar. The life expectancy of this type of vehicle is 20 yr. It will meet its Life Expectance as of year 2025. As of Sept. 2020 the Mileage on the this vehicle is 10,446 miles.

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

Not replacing an aging Emergency Vehicle would result in increasing maintenance and repair costs to keep this vehicle in-service. An aging vehicle that remains in-service poses increased risk of mechanical malfunction and breakdown during an emergency event that could lead to a negative outcome and/or loss of life. At some point that is unknown at this time it would be necessary to take this vehicle out-of-service regardless of whether it is replaced or not.

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

Sale Rep. with Atlantic Emergency Solutions current estimated cost of a general Brush Truck as of 12/2020 is \$175,000 with a 5% increase each year.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Pedlar Brush 32					\$ 218,750		\$ 218,750
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds					\$ 218,750		\$ 218,750
							\$ -
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Courthouse Security Improvements	Project #	26
DEPARTMENT/ORGANIZATION	Amherst County Sheriff's Office	DATE	11/17/20
DEPARTMENTAL PRIORITY	1 of 1	SUBMITTED BY:	Eric Elliott
REQUIRED BY FISCAL YEAR	FY22	POSITION	Major
	Meets Board Goal		

Project Description

The Amherst County Sheriff's Office is tasked with protecting a courthouse building that was not designed for the current climate of violence against the government and the rule of law. The Sheriff's office has presented a security systems proposal to the Board of Supervisors to ensure the safety of our workers and citizens.

Justification

Upgrades need to be done to the structure of the courthouse to enhance the security and safety of our employees. Exterior glass doors need to be replaced and have enhanced locking mechanisms to prevent forced entry into the building. Card readers need to be placed on all exterior entry points allowing 24 hour monitoring of entry into the building. Annual Monitoring estimates below for future years

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

The safety of county employees and citizens is the top priority of the Sheriff's Office. Without this security system we are unable to effectively provide the security that our employees and citizens deserve.

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

Estimate provided by Hudson Payne Electronics on September 11, 2020

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture	\$ 200,000	\$ 253,115					\$ 453,115
Hardware/Software		\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 82,890
Total Capital Cost Est.	\$ 200,000	\$ 269,693	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 536,005
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 200,000	\$ 269,693	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 536,005

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 200,000	\$ 269,693	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 536,005
							\$ -
							\$ -
Total Financing	\$ 200,000	\$ 269,693	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 536,005

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Monelison Station 3 Remodel	Project #	29
DEPARTMENT/ORGANIZATION	Public Safety	DATE	12/10/2020
DEPARTMENTAL PRIORITY		SUBMITTED BY:	Jarred Scott
REQUIRED BY FISCAL YEAR	FY 21-22	POSITION	Deputy Director
Meets Board Goal			

Project Description

This project is needed in order to staff EMS career personnell in Monelison Station #3 in Elon. The station currently is used to house a fire engine and misc. storage. It has an outdated living area with kitchenette, half bath and office space that has fallen into disrepair due to lack of occupation and use. It is our intention to house a daytime EMS crew in this station and decrease our response times to the Elon community with increased service. While this station is small in size a Van Ambulance has already been purchased that would fit into the existing bay. The building is located at 2537 Elon Rd. Monroe VA 24572 and was constructed in 1979 and is a single story structure. The Truck Bay area is 28'x38' with 1120sq ft the main living area which is the focus of this remodel is 36'x14' with 504 sq.ft. Items needed would include but not limited too: HVAC in the bay and living area, Hot Water Heater, Bathroom Remodel with shower, Kitchen remodel with appliances, Repair/Paint walls, Office Furniture, Communication Equipment.

Justification

The Elon and Snowden Communities are an area of the county that are under serviced in terms of Fire and EMS coverage with these services responding primarily from Madison Heights Station 1 which is approx. 11 minutes away. These communities have seem major growth in the last 5-10 years and will continue to grow at a rapid rate with the addition of approx. 250 new single family homes in the coming years.

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

Without the completion of this Remodel Project, EMS crews could not routinely/regularly operate out of this station during the day. Thus EMS response would likely continue to come from Monelison Station 1 or the next closest available unit.

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

General Contractor price for a remodel is approx. \$80/sq.ft. The Square Footage of the area for remodel in 504 sq/ft.
HVAC prices from PARR Heating, Appliances priced from Lowes.

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction	\$ 50,320						\$ 50,320
Heavy Equipment							\$ -
Light Equipment/Furniture	\$ 19,000						\$ 19,000
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 69,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,320
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 69,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,320

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds	\$ 69,320						\$ 69,320
							\$ -
							\$ -
Total Financing	\$ 69,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,320

FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE New Fire Station **Project #** 26
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

Monellison 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

FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Courthouse Dehumidifier</u>	Project #	<u>30</u>
DEPARTMENT/ORGANIZATION	<u>Courthouse</u>	DATE	<u>12/16/20</u>
DEPARTMENTAL PRIORITY	<u>Low</u>	SUBMITTED BY:	<u>Brian Thacker</u>
REQUIRED BY FISCAL YEAR	<u>2023</u>	POSITION	<u>Director of Public Works</u>
		Meets Board Goal	<u>No</u>

Project Description

Adding a mini-split in the records room at the courthouse to reduce moisture and potential damage

Justification

Requested by Courts, in-line with suggestions from other state agencies in consideration of taking additional precautions to prevent document storage damage
--

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

Add additional de-humidifiers, other similar items to records room to drop humidity

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

Southern Air, 12/15/2020

Project Costs

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ 50,000					\$ 50,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Beyond 2026	Total
Local funds		\$ 50,000					\$ 50,000
							\$ -
							\$ -
Total Financing	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000



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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"> County Administrator approval
Inter-departmental Transfers (objects)	<ul style="list-style-type: none"> County Administrator approval: <\$25,000 Board of Supervisors approval: >\$25,000
Contingency Reserve	<ul style="list-style-type: none"> Board of Supervisors approval based on County Administration recommendation.
New Positions/Multi Year Commitments	<ul style="list-style-type: none"> Board of Supervisors approval based on County Administration recommendation.
Supplemental Appropriations	<ul style="list-style-type: none"> Staff granted authority to carry forward budgets for unexpended grants and encumbrances as part of year-end closeout. Board of Supervisors approval for all supplemental appropriations.
Capital Projects (CIP & Enterprise Funds)	<ul style="list-style-type: none"> Board of Supervisors approval for transfers between projects. County Administrator approval for Intra-project transfers. Staff granted authority to carry forward unexpended capital project budgets in CIP and Enterprise Funds.

- 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

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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	

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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

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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:

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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 10th 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 5th of the following month.
 - 5.3. DSS will then produce a reimbursement check payable to the County by the 15th 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.

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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.

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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

Accrual Basis	A basis of accounting in which transactions are recognized at the time they are incurred, not when cash is received or spent.
Ad Valorem	A tax levied in proportion to value of the property against which it is levied
Adopted Budget	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.
Appropriation	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.
Appropriations Resolution	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.
Asset	Resources owned or held by a government, which have a monetary value.
Assigned Fund Balance	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.
Authorized Positions	Employee full-time permanent positions, which are authorized in the Adopted Budget, to be filled during the fiscal year.
BPOL	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.
Balance Sheet	A financial statement disclosing the assets, liabilities, and equity of an entity at a specified date.
Balanced Budget	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.

Basis of Accounting	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.
Basis of Budgeting	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.
Bond	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.
Budget	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.
Budgetary Control	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.
CAFR	Comprehensive Annual Financial Report - a report compiled annually which provides detailed information on an organization's financial status at year end.
Capital Improvement Program (CIP)	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.
Capital Assets	Assets of a substantial nature (\$5,000 or more) expected to have a useful life of two or more years.
Capital Projects Fund	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.
Carryover Funds	Unexpended funds at the end of a fiscal year.

Committed Fund Balance	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.
Comprehensive Plan	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.
Constitutional Officers	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)
Contingency	A budgetary assignment established for emergencies or unforeseen expenditures.
Debt Ratios	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.
Debt Service	The payment of principal and interest on borrowed funds.
Deficit	The excess of expenditures over revenues during a single accounting period.
Department	An organizational unit of government functionally unique in its delivery of service.
Depreciation	The decrease in value of physical assets due to use and the passage of time.
Disbursement	Payments made in cash.
Encumbrance	A commitment, assignment, or other obligation to spend certain funds.
Enterprise Fund	A fund designed to support itself by paying its expenses from funds derived from user charges.
Expenditure	The payment of cash upon the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

Expenditure Line Item	An expenditure classification referring to the lowest and most detailed level of classification, such as utility charges, office supplies, or furniture.
Fiscal Year	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.
Fringe Benefits	Contributions made by the county for its share of Social Security, pension, medical, and life insurance plans provided to personnel.
Full-time Equivalent (FTE)	A measure of the number of staff members, including full-time and part-time employees, based on total man-hours of workload.
Fund	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).
General Fund	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.
Grant	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.
Infrastructure	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.
Interfund Transfers	The movement of monies between funds of the same governmental entity. These do not include loans, quasi-external transactions, or reimbursements.
Levy	To impose taxes, special assessments or service charges for the support of government activities.
Line-Item Budget	A budget that specifies detailed types of expenditures planned for the fiscal year.
Liquidity	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.

Long-term Debt	Debt that has a maturity of more than one year from date of issuance.
Mission Statement	A written description stating the purpose of an organizational unit (department or agency) and its function.
Modified Accrual	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.
Obligation	An amount the County is legally required to satisfy through use of its resources, including liabilities and unliquidated encumbrances.
Operating Budget	Plans of expenditures for the current year and the proposed means to finance them.
Operating Revenues	Funds that the County receives as income to pay for ongoing operations, such as taxes, fees for specific services, interest earnings, and grant revenues.
Ordinance	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.
Other Financing Sources	Non-operating revenue received to assist with financing County operations such as recoveries, gifts/donations, and the sale of surplus fixed assets.
Pay as You Go Approach	The procurement of capital assets with available cash reserves.
Personal Property	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.
Property Tax Rate	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.
Proprietary Fund	A fund category used to account for the business-type activities within a government.
Real Property	Real estate, including land and affixed improvements (building, fencing, paving) classified for purposes of tax assessment.

Reserve	A portion of fund balance that is either restricted, committed, or assigned.
Resolution	An order of a legislative body which carries the force of law.
Resources	Amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.
Revenue	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.
Revenue Bond	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.
Special Revenue Fund	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.
Statute	A written law enacted by a duly organized and constituted legislative body.
Tax Base	The total property valuations on which each taxing authority levies its tax rates.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all people.
Unassigned Fund Balance	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.
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses.
User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.

