

# AMHERST COUNTY

**FY 2023 ADOPTED  
BUDGET AND FY 2023-2027  
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*

Drew Wade  
*District 5*

County Administrator

*Dean C. Rodgers*

Deputy County Administrator

*David R. Proffitt*

Leadership Team

*Stacey H. McBride, Finance Director*

*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*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**County of Amherst  
Virginia**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morrill*

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 01, 2021**. 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.



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## COUNTY OF AMHERST



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

FAX (434) 946-9370

April 4, 2022

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

It is my honor to present the Fiscal Year (FY) 2023 Budget and FY 2023-2027 Capital Improvement Plan. 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 ERP system for greater efficiency and transparency, improved courthouse security, and multiple park improvements.

The Board adopted a 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. It is with this commitment and goals that I provide the following annual budget. My ultimate objective is to increase the citizens’ pride in their community and local government.

### **Economy**

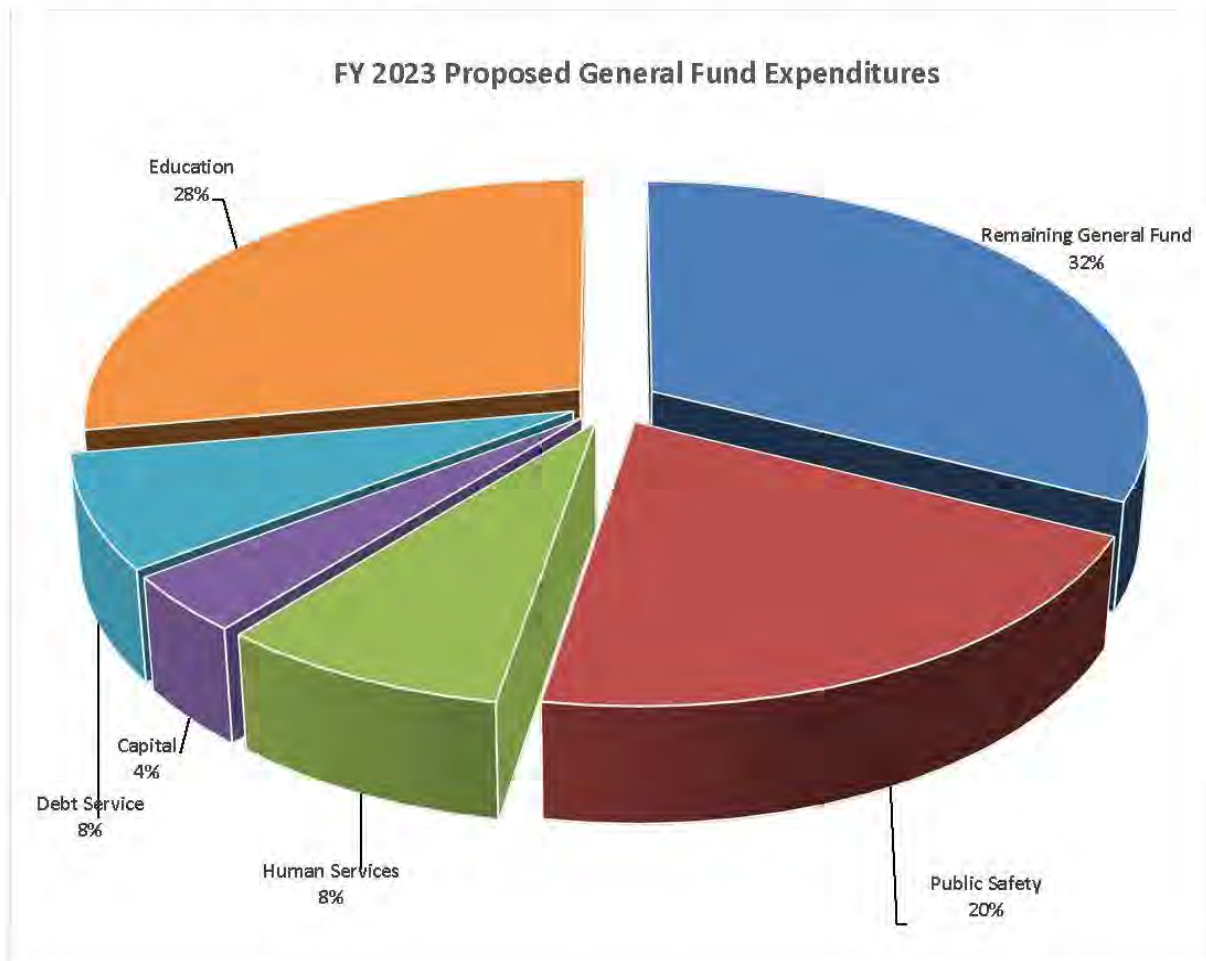
Amherst County has seen an increase in the unemployment rate over the last year from 2.9% in 2019 to 5.6% in 2020. With the COVID-19 pandemic beginning in early 2020, the unemployment rate climbed to a high of 9.2% in April 2020. By the end of 2020, Amherst County unemployment was back down to 5.6%. Continuing on the decline, in January 2022 Amherst County’s unemployment rate was at 3.5%. The County is less than the national average for unemployment by 2.5% and the state average for unemployment by .6%.

Business growth is a goal within the County’s Strategic Plan. Growth continues to be one of our main focuses in the current as well as coming years. FY 2021 saw a steady flow of new business with 31 startup businesses documented by the Virginia Employment Commission in Amherst County.

## Total Budget Summary

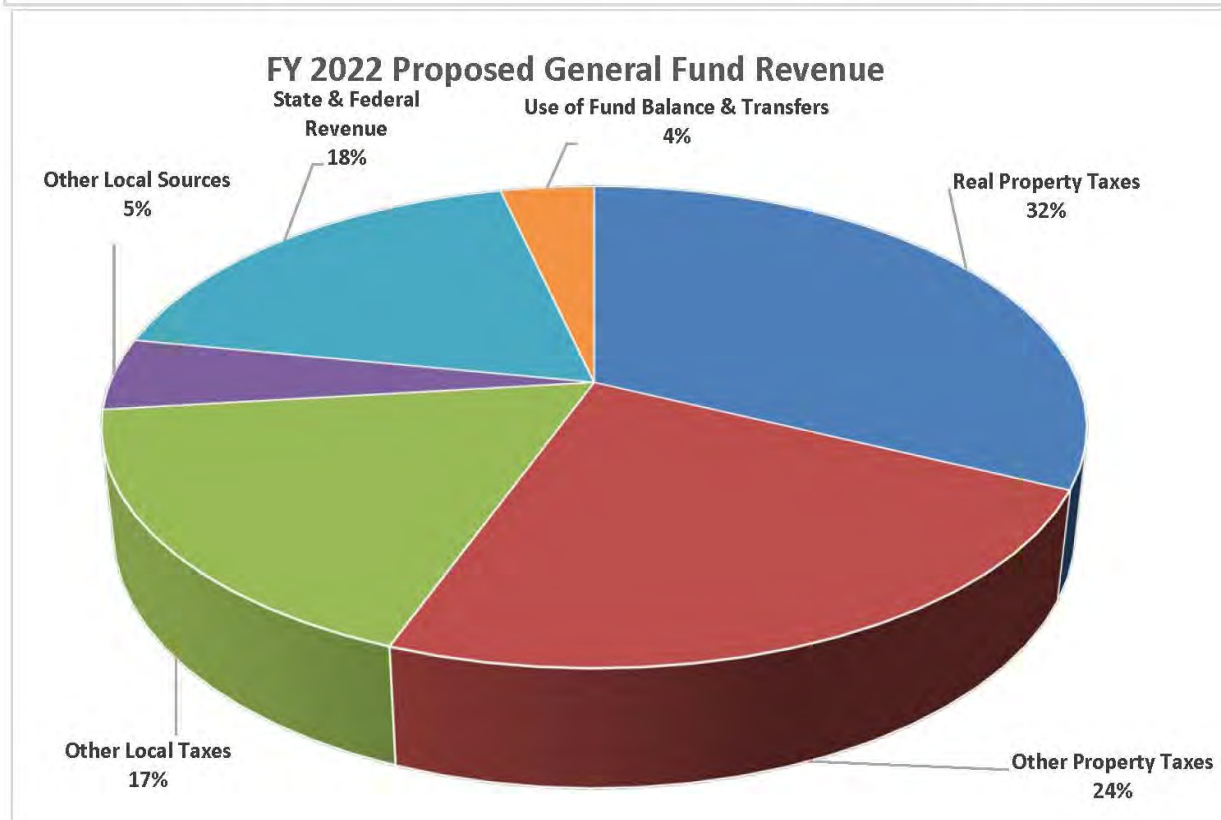
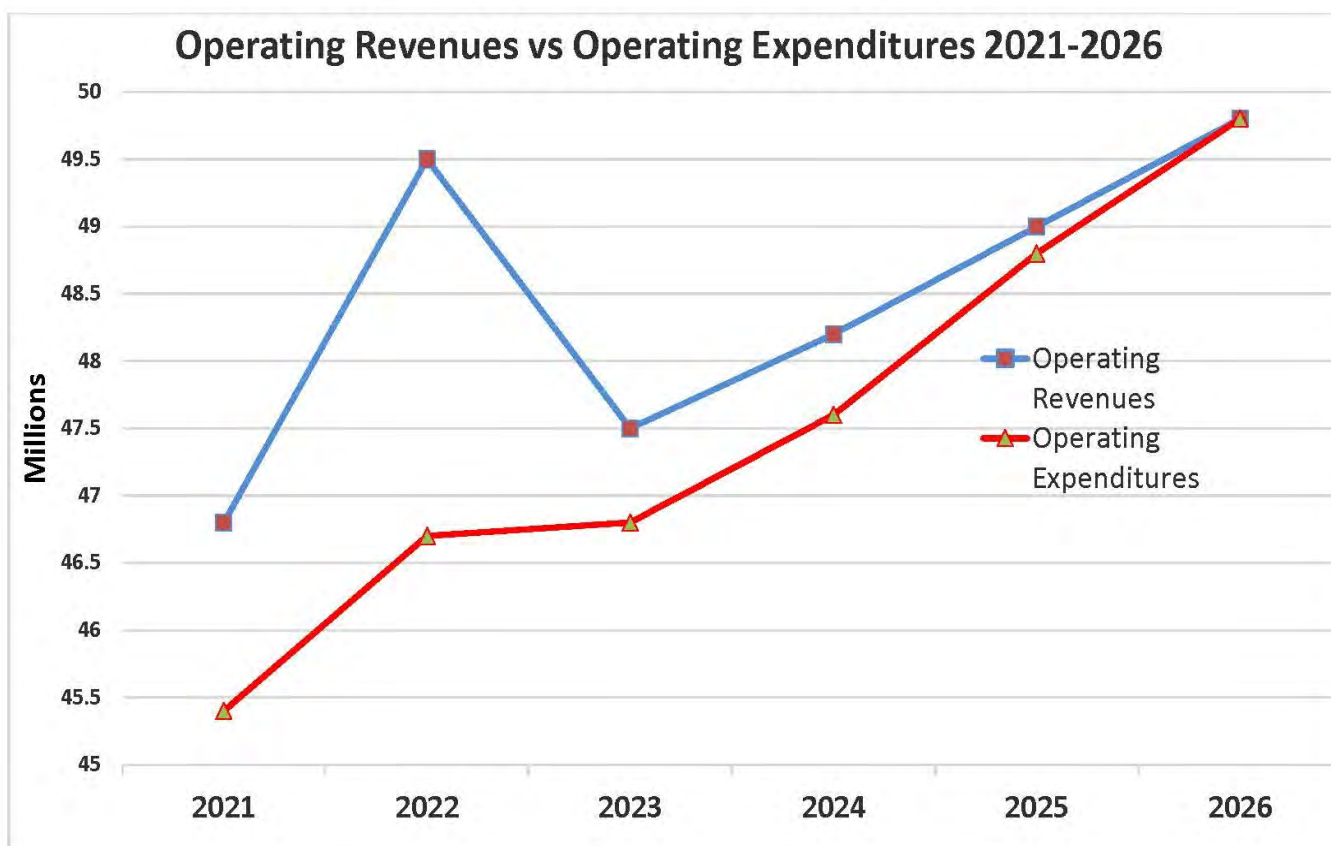
Local governments throughout the Commonwealth are required to balance revenues and expenditures.

The total FY 23 budget is \$50.4 million, an increase from FY 22 of \$3.9 million or 8.4%. The increase is explained by increased investment in the Capital Improvement Plan, Human Services, External Provider expenses, and saving for the future. The major components of the County's budget are education at 28%, public safety at 20%, human services at 8%, and debt service at 8%.



## Projected General Fund Revenue Outlook

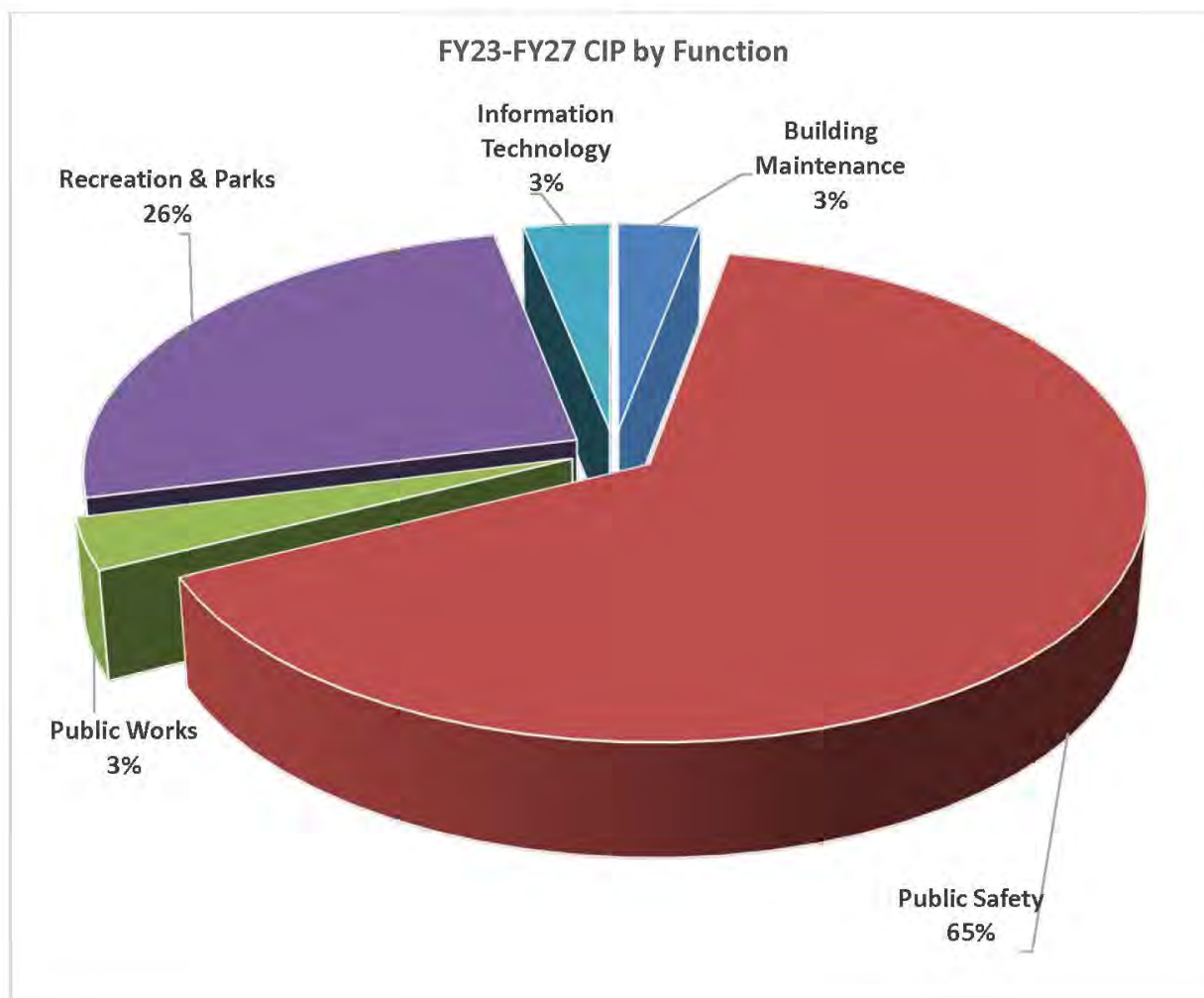
General Fund revenues have increased by \$3.0 million or 6.3% to a total of \$50.4 million. The increase is a result of increased real estate taxes and increased personal property taxes. The Board of Supervisors approved a 20% reduction in the valuation of vehicles and motorcycles. The reduction was to reduce the effects of continuing supply chain issues of the pandemic that has resulted in used vehicle values rising sharply. Even with the reduction to value the county still anticipates increased revenues for FY 2023. The revenues are projected to be substantial enough to cover expenses until FY 2026 assuming they stay the same into the future. Following is a graph showing the projected revenues and expenditures.





## FY23-FY27 Capital Improvement Plan

The \$12.5 million five-year CIP provides funds for critical expenditures for public safety equipment, maintenance needs, technology needs, and recreational improvements for our citizens. The plan commits funds to specific projects in FY23. Furthermore, it also reserves \$3.9 million in the General Fund for projects currently anticipated over the next four years. The funds “assigned” to future projects must still be appropriated by the Board of Supervisors before they can be spent and can only be diverted to different purposes with specific Board of Supervisors approval.



## Supporting our Strategic Goals

### Strategic Goal 1 – Broadband Expansion

This goal no longer needs additional funding. The county currently enjoys broadband access by 75% of the citizenry. Using ARPA funding to match a VATI grant through the state, Firefly Broadband has been contracted to



build out the areas of the county still unserved by the internet. This work is scheduled to be complete within the next 3 years. Meanwhile, the School Division has used its ARPA funds to contribute to that effort and buy 475 mobile hot spots that are currently deployed. This topic has existed for some time within the strategic plan and is not broken out as a separate goal.

### **Strategic Goal 2 – Residential Growth in Designated Areas**

This topic, also, is not broken out as a separate topic within the strategic plan because it is tied so closely to economic development. (See section I.B.) Funding for the CVTC Redevelopment Plan and the Madison Heights Master Plan has been expended in the current and past fiscal years. The CVTC plan has been completed and is now involved in internal zoning processes and awaiting transfer to the Department of General Services. Thus, no funding is dedicated to it for FY23. The Madison Heights plan will spend this year in research, development and community outreach and this has also already been funded so no additional funding is needed for FY23.

### **Strategic Goal 3 – Promote Business Growth**

The budget continues to support this goal through its operational support of the Economic Development Authority (EDA) and the EDA's Strategic Plan. Funding for the Rt. 29 Beautification Committee's incentive program has been regularized.

Economic development projects that are moving forward include a multi-tenant building for the EDA, Central Virginia Training Center redevelopment plan completion and marketing, and the Madison Heights Master Plan.

The County has partnered with Firefly Broadband to continue extending broadband across the county in a multi-year project using a portion of the County's American Rescue Plan Act funding. The goal is to have access available to every citizen of Amherst County within 3 years.

The Business Friendliness Initiative started during FY19 and the County continues to make changes identified by the EDA and county staff. A new business tax structure has been put in place eliminating the merchant's capital tax and revising the business license tax.

The Agriculture Committee has been activated in FY 19 and will continue in FY 23 to promote the County Fair and other agriculture business and tourism initiatives as they are identified.

### **Strategic Goal 4 – Promote Tourism**

The budget supports this goal with continued support within the budget for Tourism related activities. After a COVID-19 pandemic pause, the County Fair has returned in 2021. A new Director of Recreation & Tourism has been hired and he is engaged with the Parks, Recreation, Tourism and Culture Board, the Library Board, the Amherst Historic Society Board and the Chamber of Commerce to develop long range recreation and tourism plans. He is also pursuing grants on multiple projects that, if successful, will be constructed in and through FY23.

### **Strategic Goal 5 – Promote/Protect County Assets**

The FY 23 budget continues to fund our Public Information Officer position. This position is responsible for using social media, the news, and the website to share important and timely information from the County.

Park and trail extensions and improvements are included within the FY 23 budget to continue to provide quality opportunities for recreation to the citizens.

Funding is included in this budget to protect records in the Clerk of Circuit Court's office with the installation of dehumidifiers, and a courthouse security overhaul for the protection of employees and those visiting the courthouse.

Much of this budget is devoted to maintenance, refurbishment and programmed replacement of Public Safety assets. During the current fiscal year, a 4<sup>th</sup> ambulance crew was added to reduce response times. This additional cost is carried into the current budget. Public Safety (across the region) struggles to maintain staffing levels with high turnover rates as communities compete to attract staff from a fairly limited pool of applicants.

### **Strategic Goal 6 – Achieve Education Excellence**

The County funded the schools' FY 23 request. The County is assuming \$19.6M in additional debt on behalf of the School Division in order to fund a renovation of the high school's auditorium, cafeteria and career and technical education spaces. It will also make the stadium ADA compliant and increase parking areas. This will increase the County's debt service O&M budget expense by approximately \$94K/yr beginning in FY26.

Additionally, the Board of Supervisors continues to study the question of whether to move forward in partnership with Nelson County on an Agricultural Complex that will focus on providing agricultural career and technical education. There is funding for purchase of the proposed site in the General Fund but the Supervisors await the feasibility study before moving forward with the purchase.

### **Strategic Goal 7 – Recruit/Retain High Quality Staff**

The FY 23 budget continues training budgets within departments to aid in the continued knowledge of staff, thus allowing them to be responsive to the citizens of Amherst County.

The FY 23 budget also provides a 6.5 % Cost of Living adjustment for all County staff and adds one position for a Grants Administrator to allow for greater use of grant funding by the County in service to our citizens.

The volatile economy has created increased turnover for the county, as employees are able to move to better opportunities. This has not affected the county's ability to recruit and replace those employees.

### **Strategic Goal 8 – Increase Citizen Engagement**

The current FY 23 budget supports the EDA's Leadership Amherst leadership development program.



Funding is continued for the Planning Commission's Route 29 Beautification Committee's business beautification grant program. All other fifteen citizen boards, committees commissions and councils continue to be fully staffed via a rigorous recruitment program.

A volunteer organization, the Coalition for a Cleaner County, to help keep the county free of litter.

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

While the County did not experience any significant effects from the COVID-19 pandemic during FY 2022 and it has even seen an increase to tax revenues due to increased local spending and increased real and property tax values, the County still has many challenges ahead.

The County continues to invest significant resources into the growing public safety needs. All capital improvements for public safety were funded for FY 23, but the needs are still great in future years. Replacing aging equipment is the largest repeating drain on the unobligated General Fund.

Many items would have helped meet our Strategic Goals that remain unfunded within the FY 23 budget. Five full-time positions needed for the County were not funded. A 457(b) match for employees was not funded. Recreation and Parks did not receive funding for capital projects that would expand the park network and opportunities available to citizens.

While we were able to add a grant administrator for FY 23, staff continue to wear many hats and struggle to have the ability to manage the growing workload. As staff continues to seek efficiencies, additional positions will be required as workload demands rise.

The COVID-19 pandemic created many economic hardships throughout the community and staff has continued working most of FY22 finding and distributing resources as they have been made available from state and federal sources. The work related to the pandemic is in addition to normal duties and will continue through FY 2025.

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. The ultimate objective I seek to achieve in my service to the County is for its citizens to be proud of their county and its local government.

### **Conclusion**

Amherst County continues to meet the needs of our citizens. This budget supports identified priorities for both the County and Schools. Our investments in public safety, staffing needs, supporting our valued employees and citizens, and planning will serve the community for years to come with improved process, facilities and parks.

All of this has been accomplished without raising tax rates on our citizens.

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,

A handwritten signature in blue ink, appearing to read "DC Rodgers", followed by a long horizontal line extending to the right.

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.

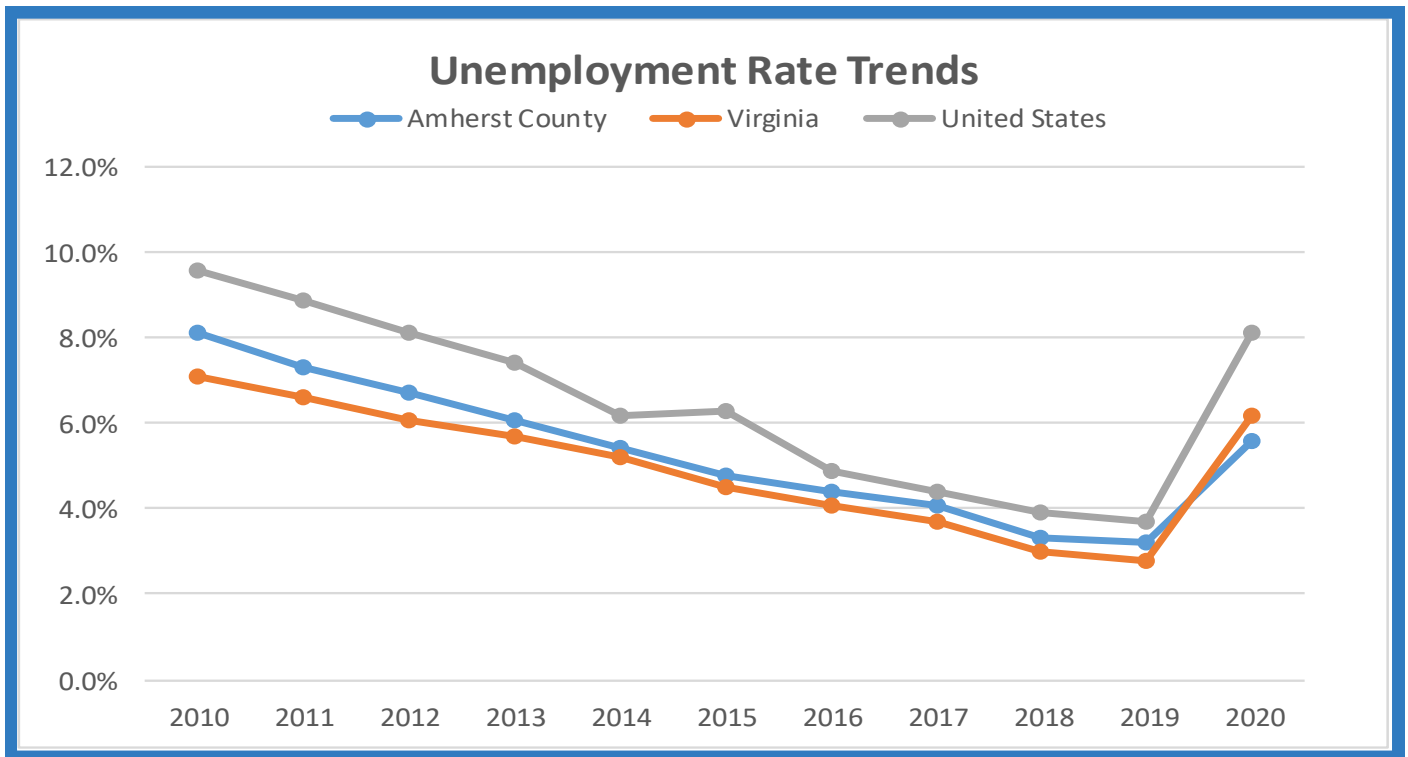
US-29 runs through the county connecting the southern parts of Virginia to the northern parts, creating economic development opportunities for the County. US-29 gives access to Interstate 64 as well. Route 60 runs east to west across the state allowing for connection to the state capital Richmond as 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, 50% have had at least some college and 17% hold a bachelor's degree or higher.

Amherst County's unemployment rate has seen an increase for the year to an average of 5.6%. 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. Amherst County experienced a pandemic peak of unemployment in April 2020 of 9.2%. While the 2020 average unemployment was 5.6%, unemployment figures as of January 2022 shows Amherst County continuing to decline to an average of 3.5%.



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

## **Statistical Information**

### **Major Employers**

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

## 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)



## Amherst County Strategic Plan

Metrics (based on fiscal year of Jan-Jul)		2019	2020	2021	Page of Comprehensive Plan
<b>Goal 1: Promote Business Growth</b>					
<b>A. Retain &amp; Attract Businesses</b>					
1. EDA strategic plan	1. EDA action items completed	28	34	45	EDA Page 129, 132
2. Support business growth	2. Ordinance/Policy changes	30+	3	4	ComDev Page 133
3. Support new start ups	3. New startups	66	54	15 (Twn)	CoR/Twn Page 133
		9	9	7	EDA Page 183
4. Promote Agriculture	1. Promote organic farming	1	0	0	Ext Sys Page 132
	2. # of USDA-Certified personnel for County		0	0	
<b>B. Community Development</b>					
1. Broadband availability	1. Internet access	20+	NDA	352	ComDev Page 48, 138
2. Enhance rt. 29 corridor	2. Rt 29 Corridor Improvements	1	1	5	ComDev Page 139
	3. Better mowing of all medians and roadways	84	0	57	Sheriff
	4. Sidewalks, lights & wheelchair lanes	1	0	4	ComDev Page 181
3. Master Plan for Madison Hts (Rt130 to river)	1. Comprehensive Plan modifications		1	1	ComDev Page 133, 134
4. Redevelopment Plan for CVTC	1. New hotels opened		0	0	ComDev Page 137
5. Facilitate lodging establishments	2. Air BnBs established	1	1	0	ComDev Page 137
6. Facilitate a retirement community	1. Comprehensive Plan modifications		4	6	ComDev Page 185
			0	1	ComDev
<b>Goal 2: Promote Tourism</b>					
<b>A. Demonstrate increased use of Public Facilities</b>					
1. Increase wayfinding signs	Installed wayfinding signs	0	Done	2	ComDev Page 137
2. Promote tourism	Train Depot visitors		236	775	Tourism Page 137, 140, 141, 181
3. Promote events	Social media counts	5,743	7,379	11,555	PIO Page 129, 139, 141
	Attendance counts	40,700	15,000	10,000+	Tourism Page 129, 139, 141
	New events created	8	0	0	Tourism Page 181
4. Promote attractions	Print ads	100+	3,000+	5000+	Tourism Page 131
	Website hits	3032	6,204	website down	Tourism Page 132
<b>B. Expand river access and use</b>					
	# canoe, kayak, island up paddle boards, innertube rentals		98, 287, 68, 100+	168 (c&k); 31 batteaux	R&P Page 137
	# new river access points		X	0	R&P Page 137
<b>Goal 3: Promote/Protect County Assets</b>					
<b>A. Demonstrate pride in the appearance of our community</b>					
1. Promote county cleanliness	# of participants in ACSO Clean and Green	90	0	0	ACSO Page 57, 139, 186
a. manage public relations	# of actions to grow pride in County facilities	1	2	5	ComDev Page 48, 110
b. litter cleanup program	# of highways adopted	0	0	0	PIO Page 102
	# of storefront cleanup grants issued		1	5	ComDev Page 57, 139, 186
	# complaints about appearance/conditions		50	10	PIO Page 48, 110
2. Enhance Public Facilities	\$ spent on facilities/ grounds	\$261,432	\$ 329,147	\$ 418,366	Fin Page 139
a. investment in grounds	\$ spent on improvements to county facilities	\$82,020	\$ 49,999	included above	Fin Page 139
b. expand pavilions and play areas					
<b>Goal 4: Achieve Education Excellence</b>					
<b>A. Recognized leader in education in region</b>					
1. Promote successes	# of county press releases re schools	52	3	2	PIO Page 9
2. Improve Communication	# of county posts and press releases to parents	22	15	20	PIO/SD Page 109

<b>B. Advance vocational training opportunities</b>		Participants in Roundtable discussions		EDA		Page 110	
1. Workforce/Employer needs		# of internships filled		0		Page 113	
2. Local job program		# of summer hires		0		Page 110	
3. Agricultural and Career&Technical Programs		# of CTE students		1099		Page 108	
		# of FFA and 4H members		924 (4H)		Page 110	
		# students on field trips to local ag operations		922 (4H), 110 (FFA)		Page 108	
				27			
				0			
				Ext Sys			
				Ext Sys			
<b>C. Promote diverse education opportunities</b>		Under Study		Admin		Page 108	
1. Locality Scholarship		Progress toward realization		not available		Page 108	
2. CTE Academy							
<b>Goal 5: Recruit/Retain High Quality Staff</b>							
<b>A. Responsive Customer Service</b>							
1. Training and Certification programs		# of employees receiving training that year		444		Page 120	
2. Support staff as "face" of County		# of outside customer service kudos from home page		15		Page 120, 122, 123	
<b>B. Highly efficient manpower</b>							
1. Current technology		# of new or improved solutions.		7		Page 48, 112, 124, 131, 138	
				9			
				3			
				IT			
<b>C. Demonstrated Board investment in its people</b>							
1. Increase understanding		# of Department spotlights		4		Page 134	
2. Improve salaries 2019 STUDY COMPLETION		COLA as a percentage of CPI		1.2		Page 134	
				0.8			
<b>Goal 6: Increase Citizen Engagement</b>							
<b>A. Recruit citizens to participate in local government</b>							
1. Increase in volunteers		total # of applicants for B, C, C, C positions		35		Catty EA	
a. Leadership Amherst graduates		# graduates and # of applicants		11		EDA	
b. citizen academy		# participants		0		Com.Dev	
c. publicize opportunities to serve		# FB posts, press releases, and website		307		Page 110	
2. Increase public outreach		how many reached in Facebook posts (wkly avg)		4552		P/O	
a. social media		# total registrants		0		Page 110	
b. citizen portal		# responses/survey		0		Page 9, 136	
c. hard copy surveys		# meetings & attendance		1		Page 9	
d. "town hall" meetings		avg # attendees/month		275		Page 5	
e. senior luncheon				0		Page 135	
				250		R&P	

## 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.

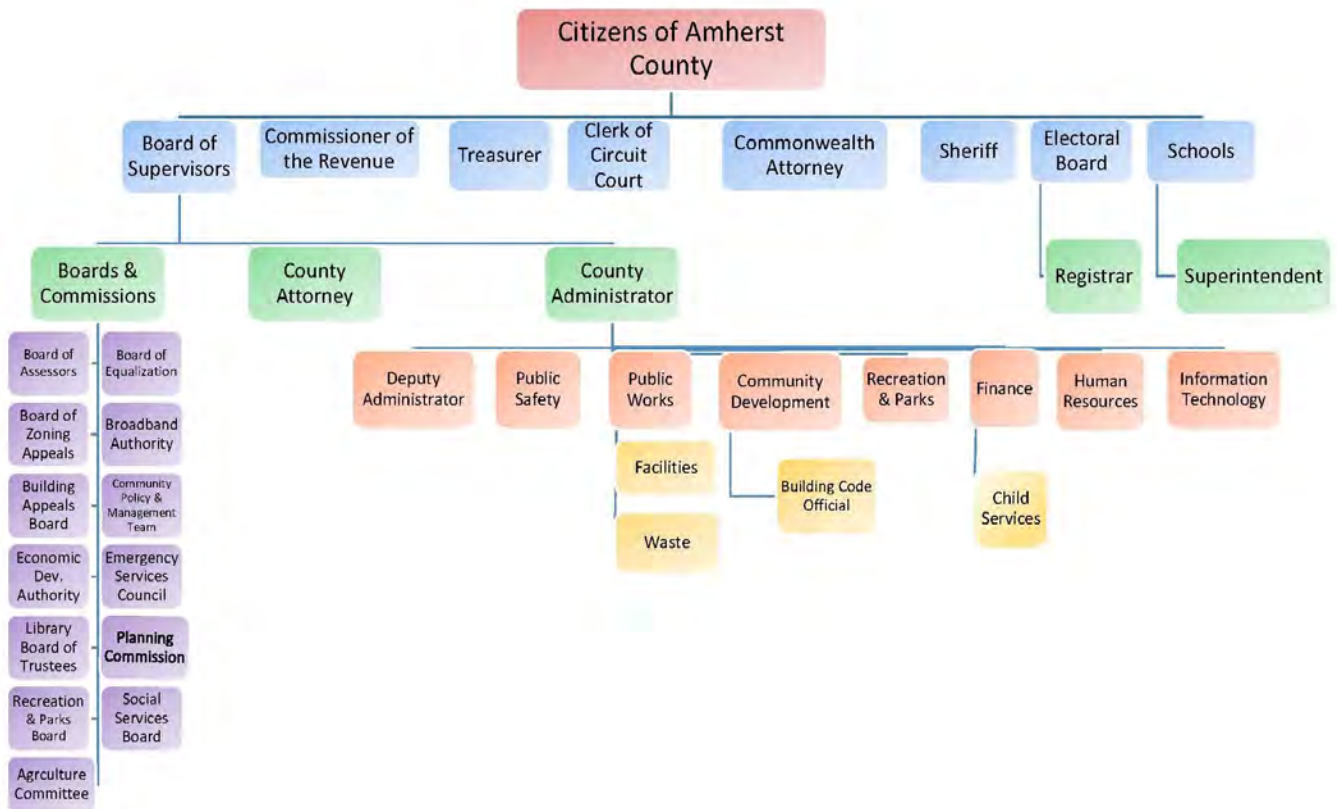
**Goal:** Aspirational end states. (Numbered)

**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)

# COUNTY ORGANIZATION





## Personnel Summary

	Actual FY 2020	Actual FY 2021	Adopted FY 2022	Proposed FY 2023
Animal Control	2	2	2	2
Animal Shelter	2	2	2	2
Building Maintenance	3	3	3	3
Building Safety and Inspections	4	4	4	5
Child Services Act	1	2	2	2
Circuit Court	1	1	1	1
Clerk of Circuit Court	6	7	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	5
Grounds Maintenance	3	4	4	4
Human Resources	2	2	2	2
Information Technology	4	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	43	43	43
Solid Waste	10	12	12	12
Treasurer	5	5	5	5
<b>Total FTEs</b>	<b>226</b>	<b>232</b>	<b>232</b>	<b>234</b>



## COUNTY OF AMHERST



### OFFICE OF THE FINANCE DIRECTOR

TELEPHONE (434) 946-9400

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

FAX (434) 946-9370

### MEMORANDUM

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

**FROM:** County Administrator and Finance Director

**DATE:** September 14, 2021

**RE:** Fiscal Year 2023 Budget Schedule

Tuesday, September 14, 2021	Schedule & Instructions distributed with worksheets
Friday, October 22, 2021	Supplemental requests are due to Finance for review
Thursday, October 28, 2021	Departments receive Supplemental correction feedback from Finance
Wednesday, November 3, 2021	Corrections/additions/modifications to Supplemental requests due to Finance
Monday, November 8, 2021	Publish Outside Agency/Non-Profit solicitation for requests
Monday, November 8, 2021	Final Supplemental requests delivered to department heads for prioritization
Monday, November 22, 2021	Department head Supplemental prioritizations due back to Finance
Monday, November 22, 2021	FY 2020 O&M budget estimate worksheets distributed to departments
Wednesday, November 24, 2021	CIP budget requests due to Finance for review
Monday, November 29, 2021	Department Head Supplemental Prioritization Workshop
Tuesday, November 30, 2021	Departments receive CIP budget correction feedback from Finance
Wednesday, December 1, 2021	Corrections/additions/modifications to CIP budget requests due back to Finance
Monday, December 6, 2021	Final CIP budget requests delivered to department heads for prioritization
Friday, December 10, 2021	Department head CIP prioritizations due back to Finance
Wednesday, December 15, 2021	Department head CIP Budget Prioritization Workshop
Friday, December 17, 2021	FY 2020 O&M budget worksheets with changes due back to Finance
Friday, December 17, 2021	Send Board of Supervisors CIP for prioritization
Tuesday, January 4, 2022	Outside agency/Non-profit funding requests due
Tuesday, January 4, 2022	Board of Supervisors return CIP prioritizations to Finance
Tuesday, January 18, 2022	Board of Supervisors CIP and Outside Agency/Non-Profit Prioritization Workshop, and BOS receive Supplemental requests for prioritization
Wednesday, January 26, 2022	Board of Supervisors return Supplemental prioritizations to Finance
Tuesday, February 1, 2022	Board of Supervisors' Supplemental Prioritization workshop
Wednesday, February 2-22, 2022	Staff Balance Budget
Tuesday, March 1, 2022	Revenue Projections and proposed budget presented to Board of Supervisors
Tuesday, March 8, 2022 *	Board of Supervisors Budget Workshop
Tuesday, March 15, 2022	Board of Supervisors Budget Workshop

Tuesday, March 22, 2022 *	School Board presents draft to Board of Supervisors & Budget Workshop
Friday, March 25, 2022	School Board final budget due to Administration to be included in the final draft for Board of Supervisors
Tuesday, March 29, 2022 *	Board of Supervisors Workshop to finalize budget
Monday, April 4, 2022	Public notice of public hearing in New Era Progress
Tuesday, April 19, 2022	Public hearing on the Budget, FY 2021-2025 CIP, and Tax Rate
Tuesday, May 3, 2022 *	Adoption of the FY 2021 Budget, FY 2021-2025 CIP, and Tax Rate
Friday, June 3, 2022	Tax bills issued by this date
Friday, July 1, 2022	Taxes due

# **Funds Structure and Basis of Budgeting**

## **Basis of Accounting**

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

## **Fund Accounting**

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

### **General Fund**

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

### **Special Revenue funds**

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

### **Capital Projects funds**

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

### **Proprietary Funds**

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

**Fiduciary funds**

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

**Basis of Budgeting**

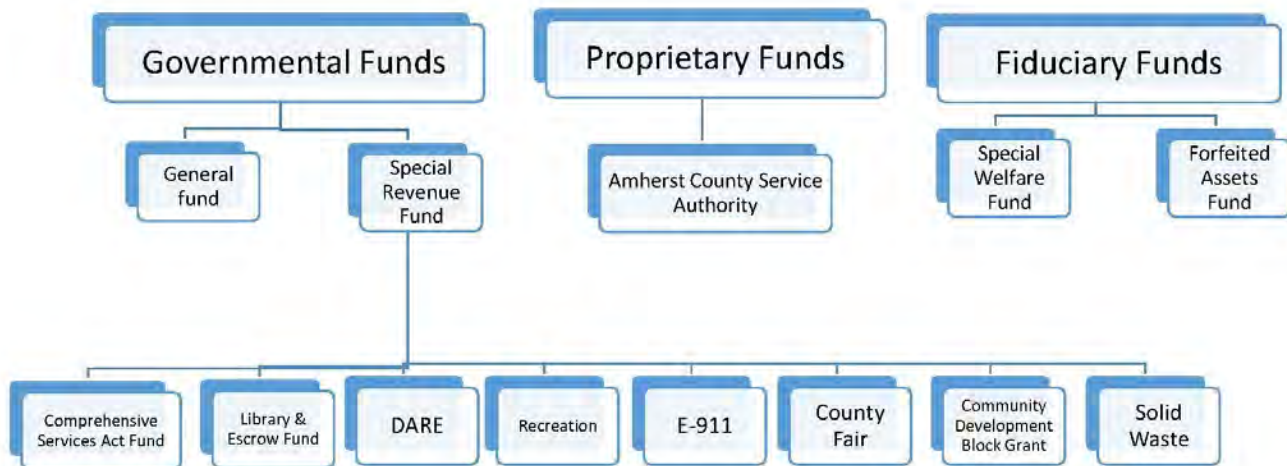
In most cases, the County's budget follows the same basis of accounting used in preparing the County's Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with generally accepted accounting principles (GAAP). Several exceptions should be noted. The budget document does not include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

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

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



## COUNTY FUND STRUCTURE



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*AMHERST*

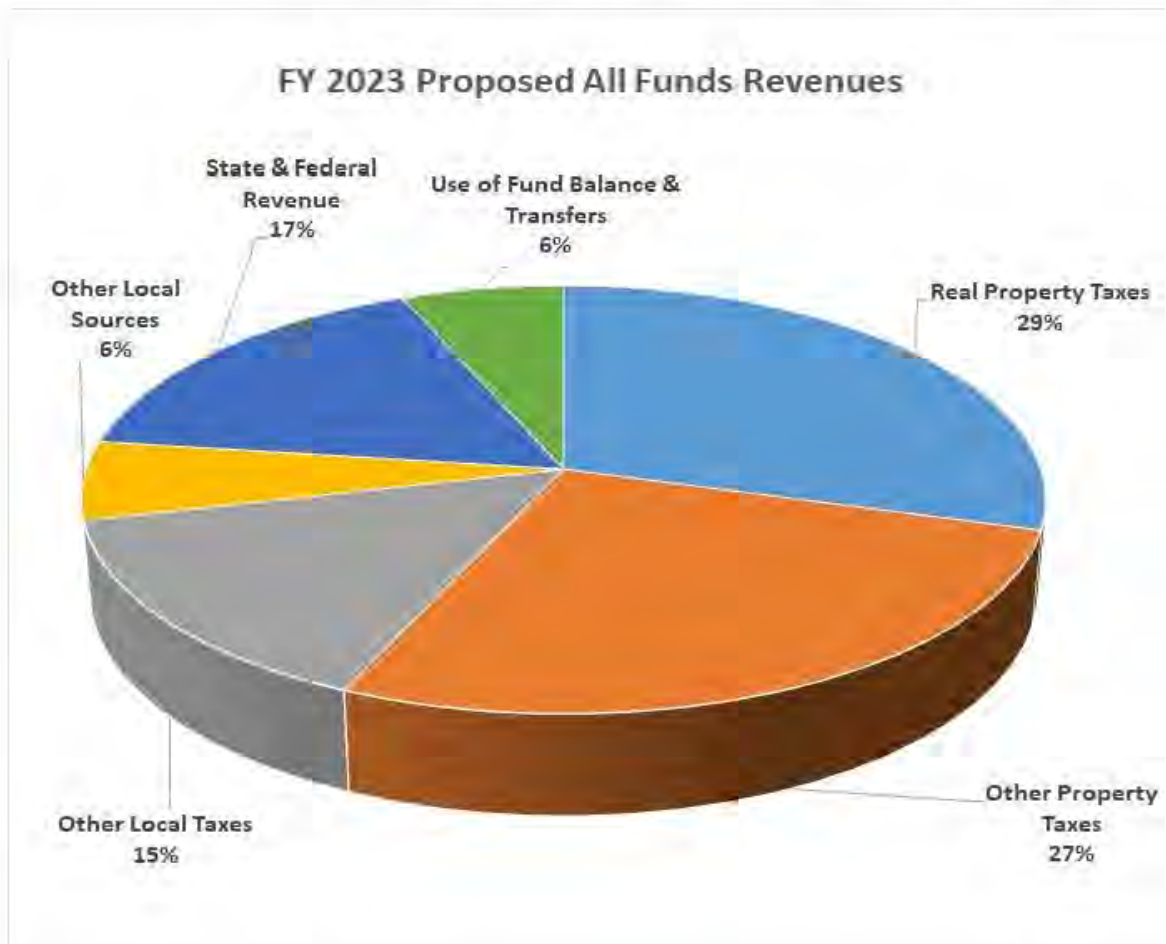
Perfect Slice of Virginia

# **AMHERST COUNTY**

## **FUND SUMMARIES**

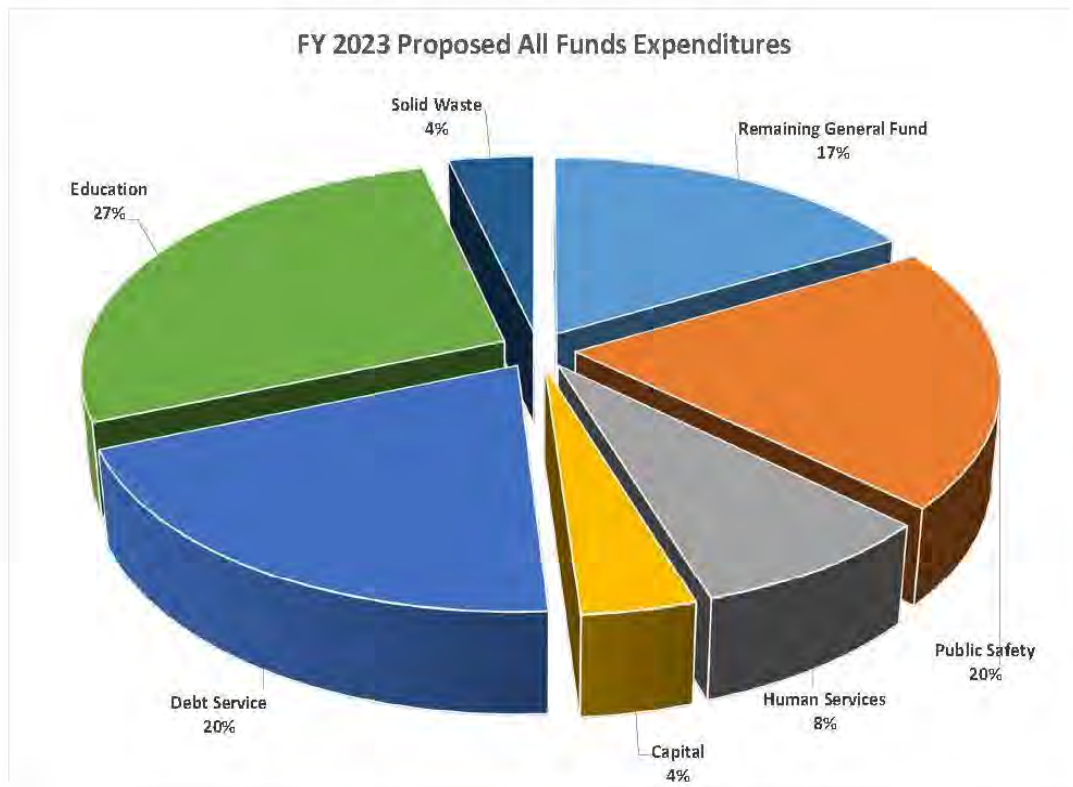
## Revenue Summary FY 2023 Proposed Budget

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended	FY 2023 Proposed	INC/DEC FY 2023
REAL PROPERTY TAXES	\$ 14,149,150	\$ 15,282,612	\$ 14,679,987	\$ 15,436,800	5.16%
PUBLIC SERVICE TAXES	699,405	741,530	740,000	798,616	7.92%
PERSONAL PROPERTY TAXES	10,979,401	11,861,608	10,826,818	13,333,487	23.15%
OTHER LOCAL TAXES	6,520,855	7,114,788	7,298,500	7,652,469	4.85%
PERMITS, FEES & LICENSES	213,979	195,798	196,525	201,031	2.29%
FINES & FORFEITURES	298,887	228,358	158,858	-	
USE OF MONEY AND PROPERTY	236,526	136,891	133,683	132,500	-0.88%
CHARGES FOR SERVICES	2,059,967	2,273,383	2,163,724	2,362,125	9.17%
MISCELLANEOUS REVENUE/RECOVERIES	462,264	795,717	401,311	419,720	4.59%
STATE REVENUE	6,251,291	6,658,570	6,602,823	6,710,317	1.63%
FEDERAL REVENUE	1,886,159	1,924,894	1,909,840	1,986,234	4.00%
BOND PROCEEDS	-	13,568,740	-	-	
TRANSFERS	1,482,741	1,210,137	1,231,437	1,337,040	
USE OF FUND BALANCE	-	3,879,042	2,859,184	1,923,034	-32.74%
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 45,240,625</b>	<b>\$ 65,872,068</b>	<b>\$ 49,202,690</b>	<b>\$ 52,293,373</b>	<b>6.28%</b>



## Expenditure Summary FY 2023 Proposed Budget

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended	FY 2023 Proposed	INC/DEC FY 2020
General Government	\$ 2,661,150	\$ 2,859,847	\$ 3,271,306	\$ 3,330,152	1.80%
Judicial	1,576,487	1,548,941	1,829,822	1,837,780	0.43%
Public Safety	8,118,037	9,522,870	10,295,010	10,297,895	0.03%
General Services	878,617	853,341	779,674	819,185	5.07%
Culture & Leisure	1,308,295	1,285,004	1,346,958	1,417,766	5.26%
Community Development	920,910	887,342	733,609	736,451	0.39%
Human Services	3,221,779	3,520,967	3,797,147	4,158,134	9.51%
Debt Service & Other	7,357,571	19,546,128	8,389,626	10,157,503	21.07%
Transfers	16,471,009	15,628,649	16,038,771	17,614,367	9.82%
<b>Subtotal General Fund</b>	<b>\$ 42,513,855</b>	<b>\$ 55,653,089</b>	<b>\$ 46,481,923</b>	<b>\$ 50,369,233</b>	<b>8.36%</b>
SOLID WASTE	\$ 2,272,669	\$ 1,779,624	\$ 1,848,303	\$ 1,924,140	4.10%
<i>Less: GF Transfer to Solid Waste</i>	<i>(1,444,693)</i>	<i>(1,210,137)</i>	<i>(1,231,437)</i>	<i>(1,337,040)</i>	8.58%
<b>Subtotal Solid Waste</b>	<b>\$ 827,976</b>	<b>\$ 569,487</b>	<b>\$ 616,866</b>	<b>\$ 587,100</b>	<b>-4.83%</b>
<b>GRAND TOTAL</b>	<b>\$ 43,341,831</b>	<b>\$ 56,222,576</b>	<b>\$ 47,098,789</b>	<b>\$ 50,956,333</b>	<b>8.19%</b>



## **General Fund Revenue Overview**

### **Real Property Taxes**

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

### **Personal Property Taxes**

Personal property taxes are assessed on various classes of personal property. Property is assessed as of January 1<sup>st</sup>. Tax bills are due December 5<sup>th</sup>. The Commissioner of the Revenue administers personal property taxes and keeps a record of a property's assessed value. Rates for tax year 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 15% of the general fund budget in FY2023 at a combined \$7,652,469. 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 FY2023 budget projects local-option sales tax receipts of \$3,800,000, representing a \$401,000 increase from the adopted FY 2022 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 2023 at this time.

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

The BPOL tax is a tax on the gross receipts of businesses, which operate in Amherst County. Tax is due annually on May 1<sup>st</sup> and must be paid before a business can receive a business license. The amount of 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 FY2023 budget anticipates a decrease of \$160K in this revenue source.

### **Vehicle License Fee**

All Amherst County residents must register their vehicles, boats, motorcycles, and trailers in the County for taxation. Citizens no longer receive a decal for their vehicles, but are still required to register their property and must pay a registration fee that is due December 5<sup>th</sup>. The FY2022 budget anticipates an increase of \$19,795 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 FY2023 budget anticipate an increase of \$25,000 as the County did not experience a decrease due to the COVID-19 pandemic as anticipated when developing the FY 2021 and FY 2022 budgets.

### **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 FY2023 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 2023 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 FY2023 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 \$6.7 million for FY 2023. 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 2023, communications tax revenue is budgeted at \$1.1 million, and no change from the FY 2022 budget.

## **FEDERAL REVENUES**

Federal revenue for local operations is budgeted for \$2.0 million in FY2023. The majority of these funds are received as a centralized services reimbursement through the Virginia Department of Social Services according to an annual cost allocation.

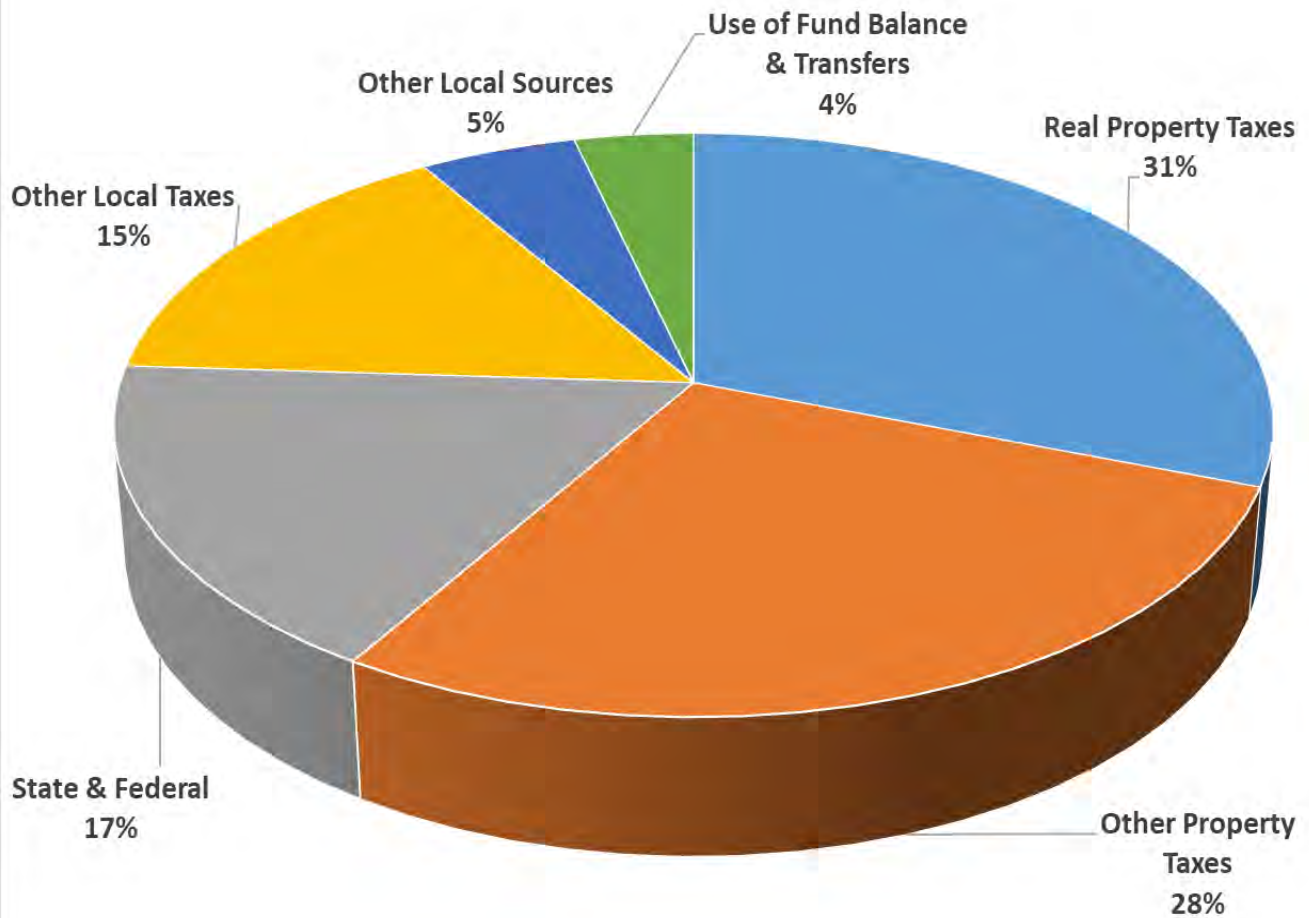
## **OTHER FUNDING SOURCES**

### **Use of Fund Balance**

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



## FY 2023 PROPOSED GENERAL FUND REVENUE



## General Fund Revenues Summary

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>REAL PROPERTY TAXES</b>				
REAL ESTATE TAXES	\$13,902,129	\$15,059,133	\$14,479,987	\$15,236,800
DELINQUENT REAL ESTATE TAXES	242,651	220,594	200,000	200,000
RE SALE FORFEITURES	0	36,784		
ROLLBACK TAXES	4,370	2,884	0	0
<b>TOTAL</b>	<b>14,149,150</b>	<b>15,319,396</b>	<b>14,679,987</b>	<b>15,436,800</b>
<b>PUBLIC SERVICES TAXES</b>				
PUBLIC SERVICE TAXES	699,405	741,530	740,000	798,616
<b>TOTAL</b>	<b>699,405</b>	<b>741,530</b>	<b>740,000</b>	<b>798,616</b>
<b>PERSONAL PROPERTY TAXES</b>				
PERSONAL PROPERTY TAXES	6,547,219	6,827,676	6,469,560	8,557,462
DELINQUENT PERSONAL PROPERTY TAXES	305,651	161,178	200,000	200,000
MOBILE HOME TAXES	66,867	83,075	60,000	60,000
DELINQUENT MOBILE HOME TAXES	2,067	5,119	5,000	5,000
MACH & TOOL TAXES	2,130,335	2,270,649	2,255,246	2,326,400
DELINQUENT MACH & TOOL TAXES	11,893	5,117	40,000	40,000
MERCHANT'S CAP TAXES	328,111	377,689	0	0
COLLECTION FEES	18,032	11,060	20,000	20,000
PENALTY ON ALL TAXES	241,052	255,588	200,000	250,000
INTEREST ON ALL TAXES	150,763	145,826	117,007	150,000
<b>TOTAL</b>	<b>9,801,990</b>	<b>10,142,978</b>	<b>9,366,813</b>	<b>11,608,862</b>
<b>OTHER LOCAL TAXES</b>				
LOCAL SALES & USE TAXES	3,227,313	3,739,679	3,399,000	3,800,000
UTILITY TAX - ELECTRIC	811,218	833,235	825,000	825,000
UTILITY TAX - GAS	13,408	11,241	10,000	10,000
BUSINESS LICENSE TAXES	383,748	953,427	725,000	969,825
MOTOR VEHICLE LICENSES	793,662	765,204	735,005	754,800
BANK STOCK TAX	66,237	126,469	120,000	126,469
RECORDATION TAXES	58,338	73,872	86,000	90,000
LOCAL TAX ON DEEDS	212,545	291,341	200,000	300,000
LODGING TAX	54,573	71,494	62,000	90,000
MEALS TAX	1,028,064	1,035,567	1,096,500	1,071,000
CIGARETTE TAX	0	0	400,000	400,000
<b>TOTAL</b>	<b>6,649,106</b>	<b>7,901,529</b>	<b>7,658,505</b>	<b>8,437,094</b>

**PERMITS, FEES & LICENSES**

ANIMAL LICENSES	6,477	6,281	7,000	6,281
LAND USE FEES	23,567	1,259	1,000	1,000
TRANSFER FEES	1,069	1,302	1,000	1,000
ZONING ADVERTISING FEES	12,093	11,406	12,000	12,000
BUILDING PERMITS	149,383	152,297	155,375	160,600
NIGHT FISHING PERMITS	600	905	1,000	1,000
ZONING COMP/VERIFICATION LETTER FEE	400	255	150	150
LAND DISTURBANCE	1,731	1,750	1,000	1,000
SUBDIVISION PLAT FEES	6,850	8,190	5,500	5,500
SITE PLAN REVIEW(ZONING)	1,275	1,550	1,000	1,000
PLAN REVIEW EROSION/SEDIMENT(B&C)	1,524	4,000	1,500	1,500
COURTHOUSE MAINTENANCE FEES	9,011	6,603	10,000	10,000
<b>TOTAL</b>	<b>213,980</b>	<b>195,798</b>	<b>196,525</b>	<b>201,031</b>

**FINES & FORFEITURES**

FINES & FORFEITURES	239,102	185,330	158,858	0
PARKING FINES	10	10	0	0
FINES & FORFEITURES - COUNTY20%	59,775	43,018	0	0
<b>TOTAL</b>	<b>298,887</b>	<b>228,358</b>	<b>158,858</b>	<b>0</b>

**USE OF MONEY AND PROPERTY**

REIMB WATER USAGE	4,287	3,535	5,000	6,000
REIMB ELECTRIC USAGE-SCHOOL	6,960	7,659	9,000	12,970
INTEREST ON BANK DEPOSITS	102,149	7,750	13,650	2,500
RENT BUFFALO RIVER WATER	1,278	1,278	1,278	1,278
RENT COMMUNITY CENTERS	11,415	10,381	15,000	20,000
RENT HEALTH CENTER	40,904	41,923	40,368	40,368
RENT OTHER COUNTY PROPERTY	3,010	10	10	4,100
RENT SOCIAL SVCS	28,671	28,671	28,670	29,754
RENTAL OF CO. PROPERTY FOR TOWER	27,336	26,034	25,000	30,000
SALE OF XEROX COPIES	4,781	3,987	4,500	4,500
SALE OF MISC EQUIPMENT	100	0	0	0
SALE OF VEHICLES	16,882	13,557	5,207	0
SALE OF COUNTY REAL ESTATE	0	3,300	0	0
<b>TOTAL</b>	<b>247,773</b>	<b>148,085</b>	<b>147,683</b>	<b>151,470</b>

**CHARGES FOR SERVICES**

SHERIFF'S FEES	0	4,397	2,199	2,199
COLLECTION FEES	103,393	87,686	100,000	100,000
COMMONWEALTH ATTORNEY	2,611	2,632	3,500	3,500
CT APPOINTED ATTORNEY	2,372	2,469	6,000	6,000
COURTHOUSE SECURITY FEES	46,622	57,341	60,000	60,000
JAIL PROCESSING FEES	1,541	1,833	2,800	2,800
EMER SERVICES - ACCESS PROGRAM	26,800	29,700	36,000	36,000
EMS FEES FOR SERVICES	1,183,483	1,336,634	1,280,000	1,553,401



PARKS & REC - FEES FROM ACTIVITIES	38,162	32,981	40,000	40,000
ACOCA COLLECTION FEES-COMM ATTY	26,470	34,846	31,975	31,975
LIBRARY FINES	12,041	2,551	2,000	2,000
CHARGE FAX TRANSMISSION - LIBRARY	2,970	942	1,000	1,000
MAPS	411	388	250	250
COMM DEV CREDIT CARD FEE	(320)	(2,760)	(2,000)	(2,000)
<b>TOTAL</b>	<b>1,446,556</b>	<b>1,591,640</b>	<b>1,563,724</b>	<b>1,837,125</b>

#### MISCELLANEOUS REVENUE/RECOVERIES

LIBRARY - TOWN CONTRIBUTION	0	0	0	0
DONATION - ANIMAL CARE CENTER-	2,654	1,142	140	0
ANIMAL RECLAIMED FEE	2,020	2,905	0	0
ANIMAL FRIENDLY LICENSE SALE	589	1,033	1,000	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	22,477	23,662	23,000	26,000
BAD CHECKS FEES	1,155	875	1,000	1,000
BLOOD TEST/DNA FEES	378	575	500	500
MISCELLANEOUS	224,119	435,654	134,083	139,950
HUMANE SOCIETY - VRA LEASE	0	28,633	0	0
SHERIFF PATROL US FOR SVC	6,600	7,440	6,230	0
REIMB - HUMANE SOCIETY	8,633	15,278	8,000	8,000
RECOVERED COST-EMER HOME REPAIR	3,427	900	0	0
CO. ORDINANCES ENFORCEMENT	6,698	21,883	0	0
FINES BUILDING OFFICE	0	0	0	0
REIMBURSED LODA MEDICAL PAYMENTS	540	540	0	0
REIMB SALARY- SCHOOL SRO	110,375	128,002	110,000	110,000
REF & REC - VPA CLIENTS	3,531	2,647	25,000	25,000
INSURANCE RECOVERIES	0	0	0	0
RECD COST-SECURITY FOR ACTIVITI	15,080	0	11,058	12,000
RECOVERED COST - SHERIFF DEPT	782	775	0	0
<b>TOTAL</b>	<b>436,358</b>	<b>699,244</b>	<b>347,311</b>	<b>350,750</b>

#### STATE REVENUE

MOTOR VEHICLE CARRIERS' TAXES	76,144	74,564	77,000	77,000
MOBILE HOME TITLING TAX	14,926	26,123	25,000	25,000
AUTO RENTAL TAX	22,263	5,104	23,000	23,000
MOPED & ATV SALES TAX	466	1,001	300	300
SKILL GAMES TAX	0	111,600	0	0
PEER-TO-PEER VEHICLE SHARING TAX	0	106	0	0
RECORDATION TAXES - STATE	43,526	0	0	0
PPTRA	2,199,018	2,199,018	2,199,018	2,199,018
SHARE COMMONWEALTH ATTY EXPENSE	435,392	435,425	498,490	457,710
SHARE SHERIFF'S EXPENSES	1,632,332	1,643,832	1,758,101	1,835,951
SHARE COMMISSIONER OF REVENUE	109,305	109,192	121,688	117,425
SHARE TREASURER'S EXPENSES	117,732	119,356	132,931	126,659
SHARE REGISTRAR	38,646	44,536	68,245	68,245

SHARE OF CLERK'S OFFICE	306,723	300,616	323,498	317,836
SHARE ELECT BD COMP & EXPENSES	29,455	0	7,194	7,194
PUBLIC ASSISTANCE & WELFARE	742,785	879,106	853,170	919,200
PSSF GRANT	0	0	18,000	18,000
UTILITY TAX - TELECOMMUNICATION	1,049,159	931,890	1,100,000	940,000
STATE REIMB FOR CRIMINAL JURORS	5,610	1,860	4,000	1,860
HEALTH DEPARTMENT	11,395	7,669	11,000	11,000
DCR - STEWARDSHIP GRANT	2,872	0	0	0
LIBRARY GRANT	147,923	166,220	145,000	165,240
FIRE PROG FUND ALLOCATION GRANT	109,709	114,795	110,000	114,795
EMERGENCY VEHICLE REGISTRATION	0	0	33,500	33,500
OEMS GRANT (EMS)/INMATE WORKFORCE	16,025	594	2,349	0
ANIMAL SPAYED/NEUTERED	0	43	0	
YOUTH SERVICES GRANT/CSA ADMIN SUPPORT	10,797	10,787	11,700	11,700
VJCCCA - VA JUVENILE COMM CRIME	37,022	3,078	37,100	37,100
DCJS-VICTIM WITNESS GRANT	100,018	94,550	101,484	101,484
EXTRADICTION FEES	419	0	0	0
REFUNDED LSB2007 SAVINGS	32,386	35,910	29,000	29,000
DMV REIMBURSEMENT	0	0	0	0
<b>TOTAL</b>	<b>7,292,048</b>	<b>7,316,975</b>	<b>7,690,768</b>	<b>7,638,217</b>
<b>FEDERAL REVENUE</b>				
PAYMENT IN LIEU OF TAXES	136,903	137,409	100,000	100,000
VA PUBLIC ASSISTANCE-FED REVENUE	1,749,256	1,787,378	1,809,840	1,886,234
CDBG - COVID	0	107	0	0
<b>TOTAL</b>	<b>1,886,159</b>	<b>1,924,894</b>	<b>1,909,840</b>	<b>1,986,234</b>
<b>OTHER FINANCING SOURCES</b>				
LEASE/BOND PROCEEDS	0	11,111,082	0	0
PREMIUM ON FINANCING	0	2,379,823	0	0
<b>TOTAL</b>	<b>0</b>	<b>13,490,905</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>				
TRANSFER FUNDS FROM SP REV	(9,385)	17,534	4,172	0
TRANSFER FROM 911	0	176,465	0	0
TRANSFER FROM SOLID WASTE	0	0	34,473	
TRANSFER FROM FORFEIT FUND	7,433	12,900	0	0
TRANSFER FROM CONSTRUCTION FUND	40,000	3,749,979	0	0
<b>TOTAL</b>	<b>38,048</b>	<b>3,956,878</b>	<b>38,645</b>	<b>0</b>
<b>USE OF FUND BALANCE</b>				
USE OF FUND BALANCE	0	0	2,820,539	1,923,034
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>2,820,539</b>	<b>1,923,034</b>
	<b>\$43,159,460</b>	<b>\$63,658,210</b>	<b>\$47,319,198</b>	<b>\$50,369,233</b>

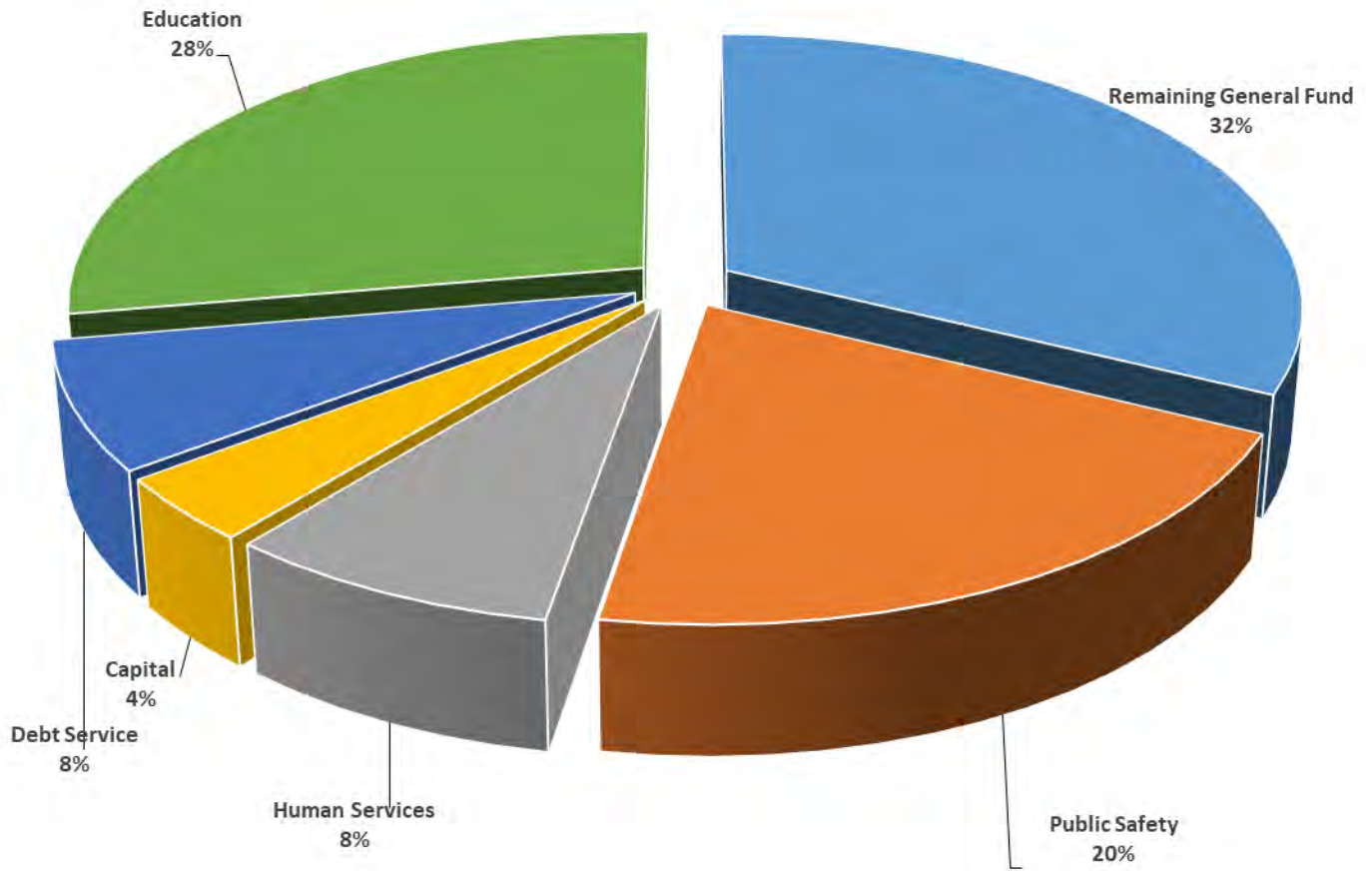


## General Fund Expenditures Summary

	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended	FY 2023 Proposed
<b>GENERAL</b>				
BOARD OF SUPERVISORS	\$125,438	\$129,641	\$188,226	\$181,913
COUNTY ADMINISTRATOR	303,171	309,497	308,730	310,699
COUNTY ATTORNEY	169,315	172,857	179,936	183,096
HUMAN RESOURCES	150,649	191,975	235,548	236,875
COMMISSIONER OF THE REVENUE	337,384	370,493	452,632	425,627
TREASURER	445,461	424,406	466,041	493,691
FINANCE	270,847	312,226	339,749	340,972
PURCHASING	189,228	201,801	207,720	208,210
INFORMATION TECHNOLOGY	431,526	520,599	555,681	594,581
ELECTORAL BOARD	104,767	79,859	144,180	147,600
REGISTRAR	133,364	146,493	192,863	206,888
<b>TOTAL</b>	<b>2,661,150</b>	<b>2,859,847</b>	<b>3,271,306</b>	<b>3,330,152</b>
<b>JUDICIAL</b>				
CIRCUIT COURT	77,284	82,828	84,068	84,256
GENERAL DISTRICT COURT	7,434	7,647	9,776	10,026
MAGISTRATE	685	951	1,000	1,150
J&D COURT	14,981	11,313	12,700	12,450
CIRCUIT COURT CLERK	562,554	537,997	634,185	642,853
VJCCA	33,197	25,646	66,755	78,430
CRIMINAL JURORS	5,580	1,830	10,000	20,000
COMMONWEALTH ATTORNEY	754,454	752,531	874,798	844,358
VICTIM WITNESS	120,318	128,198	136,540	144,257
<b>TOTAL</b>	<b>1,576,487</b>	<b>1,548,941</b>	<b>1,829,822</b>	<b>1,837,780</b>
<b>PUBLIC SAFETY</b>				
SHERIFF	3,765,369	4,574,453	4,638,509	4,491,058
VOLUNTEER EMERGENCY SERVICE	695,508	265,743	373,721	384,862
VOLUNTEER RESCUE	120,150	88,025	204,204	204,204
EMS COUNCIL	145,164	217,484	292,415	292,415
EMERGENCY MEDICAL SERVICES	1,181,443	1,881,449	2,298,085	2,315,242
BUILDING SAFETY & INSPECTIONS	284,447	330,474	350,692	417,544
ANIMAL CONTROL	123,507	161,568	171,707	172,044
PUBLIC SAFETY OPERATIONS	686,517	749,307	661,383	661,665
COMMUNICATIONS/DISPATCH	903,624	1,045,023	1,004,670	997,116
ANIMAL SHELTER	185,057	176,578	233,124	245,245
OTHER PUBLIC SAFETY	27,251	32,766	66,500	116,500
<b>TOTAL</b>	<b>8,118,037</b>	<b>9,522,870</b>	<b>10,295,010</b>	<b>10,297,895</b>

<b>GENERAL SERVICES</b>				
BUILDING MAINTENANCE	551,139	434,975	437,013	471,915
GROUPS MAINTENANCE	327,478	418,366	342,661	347,270
<b>TOTAL</b>	<b>878,617</b>	<b>853,341</b>	<b>779,674</b>	<b>819,185</b>
<b>CULTURE &amp; LEISURE</b>				
RECREATION	393,306	360,448	398,836	409,041
MUSEUM	58,349	58,686	61,273	68,392
LIBRARY	812,491	829,607	844,949	892,432
TOURISM	44,149	36,263	41,900	47,901
<b>TOTAL</b>	<b>1,308,295</b>	<b>1,285,004</b>	<b>1,346,958</b>	<b>1,417,766</b>
<b>COMMUNITY DEVELOPMENT</b>				
PLANNING	303,418	312,685	352,002	353,475
PLANNING COMMISSION	22,380	20,185	25,669	25,669
ZONING BOARD	818	5	2,408	2,408
COMMUNITY DEVELOPMENT PROJECTS	514,933	436,115	210,800	241,500
EDA BOARD	3,768	8,289	9,043	9,043
EXTENSION SERVICE	75,593	110,063	133,687	104,356
<b>TOTAL</b>	<b>920,910</b>	<b>887,342</b>	<b>733,609</b>	<b>736,451</b>
<b>HUMAN SERVICES</b>				
WELFARE	2,436,037	2,527,461	2,769,040	3,137,894
PUBLIC ASSISTANCE	695,999	876,894	895,111	886,553
CSA	89,743	116,612	132,996	133,687
<b>TOTAL</b>	<b>3,221,779</b>	<b>3,520,967</b>	<b>3,797,147</b>	<b>4,158,134</b>
<b>DEBT SERVICE &amp; OTHER</b>				
UTILITIES	157,244	167,124	179,000	180,000
BUILDING JANITORIAL SERVICES	86,803	86,803	91,000	0
EXTERNAL PROVIDERS	2,838,483	2,351,402	2,341,820	2,542,258
NONDEPT/INTERNAL SERVICES	507,244	217,962	2,012,500	3,640,092
DEBT SERVICE	3,767,797	16,722,837	3,765,306	3,795,153
<b>TOTAL</b>	<b>7,357,571</b>	<b>19,546,128</b>	<b>8,389,626</b>	<b>10,157,503</b>
<b>TOTAL OPERATIONS</b>	<b>\$26,042,846</b>	<b>\$40,024,440</b>	<b>\$30,443,152</b>	<b>\$32,754,866</b>
Transfers	16,471,009	15,628,649	16,038,771	17,614,367
<b>Total Expenditures General Fund</b>	<b>\$42,513,855</b>	<b>\$55,653,089</b>	<b>\$46,481,923</b>	<b>50,369,233</b>

### FY 2023 Proposed General Fund Expenditures



## FUND BALANCE SUMMARY

FY 2023

GENERAL FUND  FUND BALANCE	FY 2023		
	Projected Balance	Anticipated increases and Decreases	Projected Ending Balance
<b>Assigned Funds:</b>			
Public works	90,740	(90,740)	-
Schools - CIP	1,351,632	(450,544)	901,088
County CIP Projects	7,665,053	(1,752,700)	5,912,353
County Supplemental Projects	190,334	(190,334)	-
<b>Committed Funds:</b>			
Tourism	15,850		15,850
Depot	2,851		2,851
20% of Fines & Forfeitures (County)	30,000	-	30,000
80% of Fines & Forfeitures (Sheriff)	135,000		135,000
Winton	268,712		268,712
ESC - Capital Funds	834,712		834,712
Future Fund	1,557,830	350,000	1,907,830
Code Enforcement	35,431		35,431
<b>Policy Reserve:</b>	7,555,400		7,555,400
<b>Unassigned Funds:</b>	-	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 19,733,545</b>	<b>\$ (2,134,318)</b>	<b>\$ 17,599,227</b>

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*AMHERST*

Perfect Slice of Virginia

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

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### BOARD OF SUPERVISORS

#### DESCRIPTION

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

#### FINANCIAL DATA

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$ 26,912	\$ 26,912	\$ 26,913	\$ 26,913
TOTAL OPERATING COSTS	98,525	102,729	161,313	155,000
EQUIPMENT	0	0	0	0
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$ 125,437</b>	<b>\$ 129,641</b>	<b>\$ 188,226</b>	<b>\$ 181,913</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$ 125,437</b>	<b>\$ 129,641</b>	<b>\$ 188,226</b>	<b>\$ 181,913</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	5	5	5	5

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects a decrease in professional services due to one-time extra expenses in FY 22.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Broadband Expansion	✓
2. Residential Growth in Designated Growth Areas	✓
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	✓
8. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**BOARD OF SUPERVISORS**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
COMPENSATION	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
FICA	1,912	1,912	1,913	1,913
<b>TOTAL PERSONNEL</b>	<b>\$ 26,912</b>	<b>\$ 26,912</b>	<b>\$ 26,913</b>	<b>\$ 26,913</b>
EDUCATION ASSISTANCE	1,600	2,992	2,400	3,200
AUDITING BY C.P.A.	62,040	62,386	67,000	67,000
ADVERTISING	5,553	5,131	6,000	6,000
CODIFYING CO ORDINANCE	3,685	5,704	4,000	4,000
PROFESSIONAL SERVICES	1,338	3,458	40,000	35,000
AEP RATE NEGOTIATION	1,012	782	1,000	1,000
COST ALLOCATION PLAN	3,000	3,000	3,900	3,900
LEGAL SERVICES	0	0	7,000	5,000
COURT APPOINTED ATTORNEY	7,043	9,836	10,000	10,000
OFFICE SUPPLIES	150	217	400	400
DIGITIZING & SUBSCRIPTIONS	0	56	0	0
TRAVEL & TRAINING	1,722	219	3,359	3,000
DUES & ASSOCIATION MEMBERSHI	7,767	7,801	8,000	8,000
OTHER OPERATING COSTS	764	187	754	500
EMPLOYEE AWARDS/RECOGNITION	2,852	960	7,500	8,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 98,526</b>	<b>\$ 102,729</b>	<b>\$ 161,313</b>	<b>\$ 155,000</b>
<b>TOTAL</b>	<b>\$ 125,438</b>	<b>\$ 129,641</b>	<b>\$ 188,226</b>	<b>\$ 181,913</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$316,829	\$346,554	\$370,182	\$367,027
TOTAL OPERATING COSTS	20,555	23,939	82,450	58,600
CAPITAL	0	0	0	0
EXPENDITURES	\$337,384	\$370,493	\$452,632	\$425,627
REVENUES	109,305	109,192	121,688	117,425
NET COUNTY FUNDS	\$228,079	\$261,301	\$330,944	\$308,202
FULL-TIME POSITIONS	6	6	6	6
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects a decrease in cigarette tax stamps based on first year of the tax.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

✓

4. Promote Tourism

5. Promote and Protect County Assets

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**  
**COMMISSIONER OF THE REVENUE**

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 251,075	\$ 273,785	\$ 292,130	\$ 287,847
SALARIES & WAGES PART-TIME	0	0	1,500	1,500
FICA	18,997	20,771	21,908	21,907
RETIREMENT(VSRS)	24,605	29,440	31,205	32,354
HOSPITAL/MEDICAL PLANS	17,496	17,519	17,978	17,978
GROUP LIFE EMPLOYER & EMPLOY	3,289	3,639	3,858	3,858
WORKMEN'S COMPENSATION	159	189	160	200
EMPLOYEE ASSISTANCE PROGRAM	162	0	165	165
VRS-HEALTH INS CREDIT	578	652	691	461
STANDARD LTD	468	559	587	757
<b>TOTAL PERSONNEL</b>	<b>\$ 316,829</b>	<b>\$ 346,554</b>	<b>\$ 370,182</b>	<b>\$ 367,027</b>
PRINTING & BINDING	320	629	700	700
ADVERTISING	0	0	100	
COMPUTER SVCS-DMV	0	0	200	200
PRINTED FORMS(CO ONLY)	1,146	2,023	1,300	1,300
CONTRACTED SERVICES	0	4,493	5,000	5,400
PROFESSIONAL SVCS	50	50	100	100
POSTAL SERVICES	3,170	2,162	5,900	5,900
TELECOMMUNICATION	3,118	2,854	3,400	3,500
SURETY BONDS	0	0	750	750
OFFICE SUPPLIES	3,813	5,347	3,150	3,500
CIGARETTE TAX STAMPS	0	0	50,000	25,000
GAS OIL GREASE	36	18	300	300
TRAVEL(OUT OF TOWN)	1,180	160	3,100	3,100
DUES & ASSOC MEMBERSHIPS	955	420	950	950
SOFTWARE UPDATES	4,500	4,500	5,000	5,400
FURNITURE	751	0	1,000	1,000
LEASE PURCHASE	1,516	1,283	1,500	1,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 20,555</b>	<b>\$ 23,939</b>	<b>\$ 82,450</b>	<b>\$ 58,600</b>
<b>TOTAL</b>	<b>\$ 337,384</b>	<b>\$ 370,493</b>	<b>\$ 452,632</b>	<b>\$ 425,627</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$286,786	\$295,498	\$289,230	\$289,999
TOTAL OPERATING COSTS	16,385	13,999	19,500	20,700
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$303,171</b>	<b>\$309,497</b>	<b>\$308,730</b>	<b>\$310,699</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$303,171</b>	<b>\$309,497</b>	<b>\$308,730</b>	<b>\$310,699</b>
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant change.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Broadband Expansion	✓
2. Residential Growth in Designated Growth Areas	✓
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	✓
8. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COUNTY ADMINISTRATION**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 232,512	\$ 240,293	\$ 240,283	\$ 240,283
FICA	17,270	16,431	18,379	18,379
RETIREMENT(VSRS)	20,513	25,605	26,047	27,008
HOSPITALIZATION/MEDICAL INSU	12,664	8,854	27	27
GROUP LIFE-EMPLOYEE & EMPLOY	2,740	3,165	3,220	3,220
WORKMEN'S COMPENSATION	132	94	135	135
EMPLOYEE ASSISTANCE PROGRAM	81	0	81	81
VRS-HEALTH INS CREDIT	481	567	577	385
S/LTD	393	489	481	481
<b>TOTAL PERSONNEL</b>	<b>\$ 286,786</b>	<b>\$ 295,498</b>	<b>\$ 289,230</b>	<b>\$ 289,999</b>
MAINTENANCE SVC CONTRACTS	7,200	7,410	9,600	9,600
PUBLIC AFFAIRS	1,761	1,706	0	1,500
PROFESSIONAL SERVICES	0	160	0	0
POSTAL SERVICES	209	163	300	200
TELECOMMUNICATIONS	1,961	1,869	2,200	2,200
OFFICE SUPPLIES	604	209	600	600
BOOKS & SUBSCRIPTIONS	247	526	300	300
VEHICLE MAINTENANCE	0	0	0	0
TRAVEL	0	0	0	0
TRAVEL & TRAINING	2,787	420	3,000	3,500
DUES & MEMBERSHIPS	1,071	1,536	1,500	1,500
FURNITURE & FIXTURES	545	0	1,000	1,000
SOFTWARE	0		1,000	300
<b>TOTAL OPERATING COSTS</b>	<b>\$ 16,385</b>	<b>\$ 13,999</b>	<b>\$ 19,500</b>	<b>\$ 20,700</b>
<b>TOTAL</b>	<b>\$ 303,171</b>	<b>\$ 309,497</b>	<b>\$ 308,730</b>	<b>\$ 310,699</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$56,923	\$63,476	\$64,911	\$65,071
TOTAL OPERATING COSTS	112,392	109,381	115,025	118,025
CAPITAL	0	0	0	0
TOTAL DEPARTMENT	\$169,315	\$172,857	\$179,936	\$183,096
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$169,315</b>	<b>\$172,857</b>	<b>\$179,936</b>	<b>\$183,096</b>
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant change.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

✓

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

✓

8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COUNTY ATTORNEY**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 43,025	\$ 48,154	\$ 49,560	\$ 49,560
FICA	3,214	3,615	3,665	3,665
RETIREMENT (VSRS)	4,216	5,166	5,372	5,571
HOSPITALIZATION	5,748	5,756	5,456	5,456
LIFE INS - EMPLOYEE/EMPLOYER	564	639	664	664
WORKMAN'S COMP	30	32	50	50
EMPLOYEE ASSISTANCE PROGRAM	27	0	25	25
VRS- HEALTH INS CREDIT	99	114	119	80
<b>TOTAL PERSONNEL</b>	<b>\$ 56,923</b>	<b>\$ 63,476</b>	<b>\$ 64,911</b>	<b>\$ 65,071</b>
CONTRACT SERVICES	110,195	108,274	112,000	115,000
POSTAL SERVICES	40	30	100	100
TELECOMMUNICATIONS	529	678	825	825
OFFICE SUPPLIES	498	399	500	500
BOOKS & SUBSCRIPTIONS	46	0	100	100
TRAVEL & TRAINING	0	0	500	500
DUES & ASSOC MEMBERSHIPS	0	0	0	0
FURNITURE & FIXTURES	1,084	0	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 112,392</b>	<b>\$ 109,381</b>	<b>\$ 115,025</b>	<b>\$ 118,025</b>
<b>TOTAL</b>	<b>\$ 169,315</b>	<b>\$ 172,857</b>	<b>\$ 179,936</b>	<b>\$ 183,096</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$53,547	\$48,858	\$82,900	\$82,900
TOTAL OPERATING COSTS	26,392	30,901	58,780	62,200
CAPITAL	24,828	100	2,500	2,500
<b>EXPENDITURES</b>	<b>\$104,767</b>	<b>\$79,859</b>	<b>\$144,180</b>	<b>\$147,600</b>
REVENUES	6,995	29,455	6,500	7,194
<b>NET COUNTY FUNDS</b>	<b>\$97,772</b>	<b>\$50,404</b>	<b>\$137,680</b>	<b>\$140,406</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	3	3	3	3

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant change.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**ELECTORAL BOARD**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
COMP-ELECTORAL BD MEMBERS	\$ 9,101	\$ 8,851	\$ 9,000	\$ 9,000
CUSTODIAL SERVICES	3,592	4,122	5,100	5,100
COMP-ELECTION OFFICIALS	40,158	35,208	68,100	68,100
FICA	696	677	700	700
<b>TOTAL PERSONNEL</b>	<b>\$ 53,547</b>	<b>\$ 48,858</b>	<b>\$ 82,900</b>	<b>\$ 82,900</b>
MAINTENANCE SVC CONTRACT	4,852	10,983	13,200	15,000
POSTAL SERVICES	216	113	100	500
ELECTION SUPPLIES	17,311	17,240	40,000	40,000
TRAVEL	2,233	1,185	3,500	3,500
DUES & ASSOC MEMBERSHIPS	180	180	180	200
RENTAL	1,600	1,200	1,800	3,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 26,392</b>	<b>\$ 30,901</b>	<b>\$ 58,780</b>	<b>\$ 62,200</b>
COMPUTER EQUIP VOTING MACHIN	24,828	100	2,500	2,500
<b>TOTAL CAPITAL</b>	<b>\$ 24,828</b>	<b>\$ 100</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>TOTAL</b>	<b>\$ 104,767</b>	<b>\$ 79,859</b>	<b>\$ 144,180</b>	<b>\$ 147,600</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$250,668	\$294,383	\$313,524	\$314,272
TOTAL OPERATING COSTS	20,179	17,842	26,225	26,700
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$270,847</b>	<b>\$312,225</b>	<b>\$339,749</b>	<b>\$340,972</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$270,847</b>	<b>\$312,225</b>	<b>\$339,749</b>	<b>\$340,972</b>
FULL-TIME POSITIONS	4	4	4	4
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**FINANCE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 192,568	\$ 222,970	\$ 236,397	\$ 236,397
FICA	14,193	16,152	17,136	17,136
RETIREMENT (VSRS)	18,948	23,953	25,258	26,191
HOSPITAL/MEDICAL PLANS	21,506	27,426	30,501	30,501
LIFE INS-EMPLOYEE & EMPLOYER	2,533	2,961	3,123	3,123
WORKMEN'S COMPENSATION	131	126	140	140
EMPLOYEE ASSISTANCE PROGRAM	108	0	110	110
VRS HEALTH INS CREDIT	445	530	559	373
HYBRID-LTD	236	265	300	301
<b>TOTAL PERSONNEL</b>	<b>\$ 250,668</b>	<b>\$ 294,383</b>	<b>\$ 313,524</b>	<b>\$ 314,272</b>
MAINTENANCE SVC CONTRACTS	2,616	2,616	2,625	3,000
CONTRACTED SERVICES	409	0	400	300
POSTAL SERVICES	2,718	3,078	2,800	3,000
TELECOMMUNICATIONS	1,038	1,013	1,100	1,100
OFFICE SUPPLIES	1,223	1,870	2,000	2,000
COMPUTER SUPPLY & CHECKS	6,835	5,103	6,500	6,500
TRAVEL	2,062	2,860	8,000	8,000
TRAVEL & TRAINING	1,207	1,302	1,800	1,800
DUES & MEMBERSHIP FEES	190	0	0	0
PENALTIES	1,224	0	0	0
FURNITURE & FIXTURES	657	0	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 20,179</b>	<b>\$ 17,842</b>	<b>\$ 26,225</b>	<b>\$ 26,700</b>
<b>TOTAL</b>	<b>\$ 270,847</b>	<b>\$ 312,225</b>	<b>\$ 339,749</b>	<b>\$ 340,972</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$130,364	\$164,928	\$183,488	\$184,135
TOTAL OPERATING COSTS	20,285	27,047	52,060	62,740
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$150,649</b>	<b>\$191,975</b>	<b>\$235,548</b>	<b>\$246,875</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$150,649</b>	<b>\$191,975</b>	<b>\$235,548</b>	<b>\$246,875</b>
FULL-TIME POSITIONS	1	2	2	2
PART-TIME POSITIONS	1	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY22 budget reflects an increase for performance management software..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	
4. Promote Tourism	
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	✓
8. Increase Citizen Engagement	

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**HUMAN RESOURCES**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 99,706	\$ 126,300	\$ 136,864	\$ 136,864
FICA	7,134	8,939	10,098	10,318
RETIREMENT	9,683	13,583	14,837	15,384
HOSPITALIZATION	11,756	13,688	19,136	19,136
GROUP LIFE - EE & ER	1,294	1,679	1,834	1,834
UNEMPLOYMENT CLAIMS	288	144	0	0
WORKMAN'S COMP	55	63	60	60
EAP	54	0	55	45
HEALTH IN CREDIT	227	301	329	219
SLTDP - STANDARS	167	231	275	275
<b>TOTAL PERSONNEL</b>	<b>\$ 130,364</b>	<b>\$ 164,928</b>	<b>\$ 183,488</b>	<b>\$ 184,135</b>
PROF SERVICES	6,320	17,213	32,760	32,760
ADVERTISING	2,604	1,931	3,750	3,750
POSTAGE	113	91	150	150
TELECOMMUNICATION	941	833	800	800
OFFICE SUPPLIES	1,321	831	1,500	1,500
TRAVEL	188	143	250	500
EMPLOYEE TRAINING	1,212	3,013	2,600	2,600
ORGANIZATION TRAINING	2,748	199	3,000	1,500
EMPLOYEE INCENTIVES	1,258	59	1,000	1,000
DUES & MEMBERSHIPS	797	1,459	1,000	1,500
PRE-EMPLOYMENT SCREENING	3,103	1,275	3,000	5,430
FURNITURE & FIXTURES	(611)	0	1,000	1,000
EQUIPMENT	291	0	250	250
SOFTWARE	0	0	1,000	10,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 20,285</b>	<b>\$ 27,047</b>	<b>\$ 52,060</b>	<b>\$ 62,740</b>
<b>TOTAL</b>	<b>\$ 150,649</b>	<b>\$ 191,975</b>	<b>\$ 235,548</b>	<b>\$ 246,875</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$305,387	\$353,079	\$365,823	\$366,741
TOTAL OPERATING COSTS	96,429	117,845	157,640	163,840
CAPITAL	29,710	49,675	32,218	64,000
<b>EXPENDITURES</b>	<b>\$431,526</b>	<b>\$520,599</b>	<b>\$555,681</b>	<b>\$594,581</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$431,526</b>	<b>\$520,599</b>	<b>\$555,681</b>	<b>\$594,581</b>
FULL-TIME POSITIONS	3	4	4	4
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects increases for increased equipment replacement needs.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

✓

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**  
**INFORMATION TECHNOLOGY**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 232,972	\$ 269,958	\$ 278,677	\$ 278,677
FICA	16,972	19,862	20,622	20,622
RETIREMENT(VSRS)	22,855	29,047	30,209	31,324
HOSPITAL/MEDICAL PLANS	28,274	29,289	31,100	31,101
LIFE INS-EMPLOYEE & EMPLOYER	3,052	3,591	3,735	3,735
WORKMEN'S COMPENSATION	112	126	115	140
EMPLOYEE ASSISTANCE PROGRAM	108	0	110	110
VRS - HEALTH INS CREDIT	536	643	669	446
HYBRID LT DISABILITY	506	563	586	586
<b>TOTAL PERSONNEL</b>	<b>\$ 305,387</b>	<b>\$ 353,079</b>	<b>\$ 365,823</b>	<b>\$ 366,741</b>
PROFESSIONAL SVCS	1,147	3,283	6,000	6,000
MAINTENANCE SVC CONTRACTS	15,775	11,166	30,600	30,600
SOFTWARE MAINT CONTRACTS	24,551	39,082	43,100	43,100
EQUIPMENT MAINTENANCE SERVIC	1,019	1,110	1,500	1,500
POSTAL SERVICES	4	54	100	100
TELECOMMUNICATIONS	22,735	24,202	28,340	29,540
W A T S SUPPORT	27,925	31,849	34,000	39,000
IBM SOFTWARE SUPPORT LINE/SU	0	0	3,000	3,000
OFFICE SUPPLIES	2,133	3,518	3,500	3,500
TRAVEL/TRAINING	921	2,529	5,000	5,000
FURNITURE & FIXTURES	112	1,052	1,000	1,000
SOFTWARE	107	0	1,500	1,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 96,429</b>	<b>\$ 117,845</b>	<b>\$ 157,640</b>	<b>\$ 163,840</b>
EQUIPMENT	3,181	4,668	4,000	4,000
EQUIPMENT/COMPUTER REPLACEME	26,529	45,007	28,218	60,000
<b>TOTAL CAPITAL</b>	<b>\$ 29,710</b>	<b>\$ 49,675</b>	<b>\$ 32,218</b>	<b>\$ 64,000</b>
<b>TOTAL</b>	<b>\$ 431,526</b>	<b>\$ 520,599</b>	<b>\$ 555,681</b>	<b>\$ 594,581</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$184,318	\$198,391	\$202,065	\$202,555
TOTAL OPERATING COSTS	4,910	3,410	5,655	5,655
CAPITAL	0	0	0	0
EXPENDITURES	\$189,228	\$201,801	\$207,720	\$208,210
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$189,228	\$201,801	\$207,720	\$208,210
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	✓
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	✓
8. Increase Citizen Engagement	



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**PURCHASING**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 142,474	\$ 153,105	\$ 156,338	\$ 156,338
FICA	10,496	11,381	11,268	11,268
RETIREMENT (VRS)	13,962	16,488	16,580	17,192
HOSPITAL/MEDICAL PLANS	15,051	14,951	15,317	15,317
LIFE INS-EMPLOYEE & EMPLOYER	1,866	2,038	2,050	2,050
WORKMEN'S COMPENSATION	87	63	90	90
EMPLOYEE ASSISTANCE PROGRAM	54	0	55	55
VRS - HEALTH INS CREDIT	328	365	367	245
<b>TOTAL PERSONNEL</b>	<b>\$ 184,318</b>	<b>\$ 198,391</b>	<b>\$ 202,065</b>	<b>\$ 202,555</b>
MAINTENANCE SVC CONTRACTS	130	0	130	130
ADVERTISING	232	515	350	475
POSTAL SERVICES	93	237	300	275
TELECOMMUNICATIONS	1,214	1,139	1,250	1,200
OFFICE SUPPLIES	2,431	1,249	1,600	1,600
TRAVEL-EDUCATION	146	76	700	650
DUES & ASSOC MEMBERSHIPS	178	194	225	225
OTHER OPERATING COSTS	0	0	100	100
FURNITURE & FIXTURES	486	0	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 4,910</b>	<b>\$ 3,410</b>	<b>\$ 5,655</b>	<b>\$ 5,655</b>
<b>TOTAL</b>	<b>\$ 189,228</b>	<b>\$ 201,801</b>	<b>\$ 207,720</b>	<b>\$ 208,210</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$120,635	\$135,884	\$173,288	\$173,863
TOTAL OPERATING COSTS	11,625	10,309	18,575	31,875
CAPITAL	1,104	300	1,000	1,150
<b>EXPENDITURES</b>	<b>\$133,364</b>	<b>\$146,493</b>	<b>\$192,863</b>	<b>\$206,888</b>
REVENUES	38,646	35,536	68,245	68,245
<b>NET COUNTY FUNDS</b>	<b>\$94,718</b>	<b>\$110,957</b>	<b>\$124,618</b>	<b>\$138,643</b>
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	4	4	4	4

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase due to increased postage for redistricting requirements..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**REGISTRAR**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 86,919	\$ 98,682	\$ 120,589	\$ 120,589
SALARIES & WAGES PART-TIME	10,205	10,452	21,080	21,080
FICA	7,705	9,743	10,528	10,528
RETIREMENT(VSRS)	8,518	9,498	13,072	13,555
HOSPITAL/MEDICAL PLANS	5,832	5,840	5,993	5,993
LIFE INS-EMPLOYEE & EMPLOYER	1,139	1,309	1,616	1,616
WORKMEN'S COMPENSATION	63	126	65	65
EMPLOYEE ASSISTANCE PROGRAM	54	0	55	55
VRS HEALTH INS CREDIT	200	234	290	193
S/LTD	0	0	0	189
<b>TOTAL PERSONNEL</b>	<b>\$ 120,635</b>	<b>\$ 135,884</b>	<b>\$ 173,288</b>	<b>\$ 173,863</b>
PRINTING	517	1,607	1,100	1,800
ADVERTISING	495	352	750	800
POSTAL SERVICES	3,731	1,202	3,750	13,750
TELECOMMUNICATIONS	1,358	1,922	1,500	1,500
OFFICE SUPPLIES	816	934	2,600	3,000
TRAVEL	0	19	0	
TRAVEL-EDUCATION	2,952	1,835	7,000	7,000
DUES & ASSOC MEMBERSHIPS	260	600	300	350
EQUIPMENT LEASE	1,496	1,838	1,575	3,675
<b>TOTAL OPERATING COSTS</b>	<b>\$ 11,625</b>	<b>\$ 10,309</b>	<b>\$ 18,575</b>	<b>\$ 31,875</b>
EQUIPMENT	0	0	0	150
FURNITURE & FIXTURE	1,104	300	1,000	1,000
<b>TOTAL CAPITAL</b>	<b>\$ 1,104</b>	<b>\$ 300</b>	<b>\$ 1,000</b>	<b>\$ 1,150</b>
<b>TOTAL</b>	<b>\$ 133,364</b>	<b>\$ 146,493</b>	<b>\$ 192,863</b>	<b>\$ 206,888</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$301,562	\$288,527	\$343,199	\$339,216
TOTAL OPERATING COSTS	143,899	135,604	121,842	153,475
CAPITAL	0	275	1,000	1,000
<b>EXPENDITURES</b>	<b>\$445,461</b>	<b>\$424,406</b>	<b>\$466,041</b>	<b>\$493,691</b>
REVENUES	239,157	231,677	252,931	246,659
<b>NET COUNTY FUNDS</b>	<b>\$206,304</b>	<b>\$192,729</b>	<b>\$213,110</b>	<b>\$247,032</b>
FULL-TIME POSITIONS	5	5	5	5
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase due to budgeting for state levy on personal property tax increasing..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**TREASURER**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 225,868	\$ 213,257	\$ 254,419	\$ 250,519
SALARIES & WAGES PART-TIME	0	0	1,000	1,000
FICA	15,824	14,943	17,813	17,994
RETIREMENT(VSRS)	22,135	22,900	27,008	26,938
HOSPITAL/MEDICAL PLANS	33,675	33,733	38,379	38,379
LIFE INS EMPLOYER & EMPLOYEE	2,959	2,831	3,339	3,357
WORKMEN'S COMPENSATION	145	157	150	150
EMPLOYEE ASSISTANCE PROGRAM	135	0	140	135
VRS- HEALTH INS CREDIT	520	507	598	384
HYBRID DISABILITY	301	199	353	360
<b>TOTAL PERSONNEL</b>	<b>\$ 301,562</b>	<b>\$ 288,527</b>	<b>\$ 343,199</b>	<b>\$ 339,216</b>
PROF SERVICES	406	586	1,000	1,000
MAINTENACE SVC CONTRACTS	5,940	5,940	6,000	6,000
PRINTING & BINDING	7,101	12,245	11,000	11,000
ADVERTISING	0	0	250	250
DMV & VEC	1,300	1,430	1,600	1,600
CONTRACTED SERVICES -SHREDDI	300	375	400	425
DOG LICENSE & RECORDS	625	780	900	900
CIGARETTE TAX STAMPS	0	3,024	0	0
POSTAL SERVICES	25,277	21,544	37,185	30,000
TELECOMMUNICATIONS	1,906	1,808	2,000	2,000
RENTAL-POSTAL METER	2,090	1,762	2,600	2,600
OFFICE SUPPLIES	4,293	5,272	5,000	5,000
WARRANTS AND BANK CHARGES	15,842	7,670	13,012	13,000
TRAVEL/EDUCATION	1,792	416	7,295	7,100
DUES & ASSOC MEMBERSHIPS	1,775	925	1,100	1,100
LEVY ON PROJECTED PP REVENUE	73,750	70,400	31,000	70,000
RENTAL OF EQUIPMENT	1,502	1,427	1,500	1,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 143,899</b>	<b>\$ 135,604</b>	<b>\$ 121,842</b>	<b>\$ 153,475</b>
FURNITURE & FIXTURES	0	275	1,000	1,000
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>TOTAL</b>	<b>\$ 445,461</b>	<b>\$ 424,406</b>	<b>\$ 466,041</b>	<b>\$ 493,691</b>

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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**  
**JUDICIAL**

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$72,617	\$78,670	\$79,368	\$79,556
TOTAL OPERATING COSTS	4,667	4,158	4,700	4,700
CAPITAL	0	0	0	0
EXPENDITURES	\$77,284	\$82,828	\$84,068	\$84,256
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$77,284	\$82,828	\$84,068	\$84,256
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**CIRCUIT COURT**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	54,556	56,567	58,429	58,429
SALARIES & WAGES PART-TIME	1,470	960	3,000	3,000
FICA	4,018	3,911	4,623	4,624
RETIREMENT(VSRS)	5,346	6,032	6,334	6,568
HOSPITAL/MEDICAL PLANS	6,325	10,288	5,993	5,993
LIFE INS-EMPLOYEE & EMPLOYER	715	746	783	783
WORKMEN'S COMP	34	32	35	35
EMPLOYEE ASSISTANCE PROGRAM	27	0	30	30
VRS - HEALTH INS CREDIT	126	134	141	94
<b>TOTAL PERSONNEL</b>	<b>\$ 72,617</b>	<b>\$ 78,670</b>	<b>\$ 79,368</b>	<b>\$ 79,556</b>
REPAIRS & MAINTENANCE	0	0	250	250
POSTAL SERVICES	763	1,049	900	900
TELECOMMUNICATIONS	869	791	900	900
OFFICE SUPPLIES	2,080	1,379	700	700
Equipment	0	0	0	0
FURNITURE & FIXTURE	0	0	1,000	1,000
LEASE COPIER	955	939	950	950
<b>TOTAL OPERATING COSTS</b>	<b>\$ 4,667</b>	<b>\$ 4,158</b>	<b>\$ 4,700</b>	<b>\$ 4,700</b>
<b>TOTAL</b>	<b>\$ 77,284</b>	<b>\$ 82,828</b>	<b>\$ 84,068</b>	<b>\$ 84,256</b>

## County of Amherst, Virginia – Adopted Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$461,191	\$475,842	\$555,800	\$562,368
TOTAL OPERATING COSTS	106,943	63,985	88,385	100,485
CAPITAL	0	1,095	0	0
<b>EXPENDITURES</b>	<b>\$568,134</b>	<b>\$540,922</b>	<b>\$644,185</b>	<b>\$662,853</b>
REVENUES	626,742	667,689	613,498	709,696
<b>NET COUNTY FUNDS</b>	<b>(\$58,608)</b>	<b>(\$126,767)</b>	<b>\$30,687</b>	<b>(\$46,843)</b>
FULL-TIME POSITIONS	6	6	7	7
PART-TIME POSITIONS	2	2	1	1

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase for in employee benefits and criminal jurors due to increased jury trials..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement



**County of Amherst, Virginia – Adopted Budget – FY 2022-2023**

**CLERK OF THE CIRCUIT COURT**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 360,067	\$ 368,723	\$ 435,104	\$ 435,637
FICA	26,472	27,286	32,193	32,667
RETIREMENT (VSRS)	34,348	40,304	45,251	47,617
HOSPITAL/MEDICAL PLANS	33,545	32,330	34,773	38,151
LIFE INS - EMPLOYER/EMPLOYEE	4,588	4,982	5,594	5,677
WORKMEN'S COMPENSATION	206	236	210	210
EMPLOYEE ASSISTANCE PROGRAM	162	0	165	190
VRS - HEALTH INS CREDIT	805	892	1,002	678
HYBRID LTD	998	1,089	1,508	1,541
<b>TOTAL PERSONNEL</b>	<b>\$ 461,191</b>	<b>\$ 475,842</b>	<b>\$ 555,800</b>	<b>\$ 562,368</b>
AUDIT BY AUDITOR PUB ACCT	3,000	0	3,500	3,500
MAINTENANCE SVC CONTRACTS	315	0	315	315
PRINTING & BINDING	46,741	13,356	12,150	12,150
CONTRACT RECORDING SERVICES	25,945	25,010	34,500	34,500
CONTRACT SERVICES	1,091	0	2,000	2,000
SHREDDING	0	1,281	2,000	2,000
POSTAL SERVICES	5,076	5,076	5,000	5,000
TELECOMMUNICATIONS	2,691	2,599	3,000	3,000
OFFICE SUPPLIES	3,861	6,331	4,000	4,500
RECORD BOOKS	3,258	0	2,125	2,125
COPY MACHINE MAINT & SUPPLIE	1,684	1,165	2,500	2,500
TRAVEL & TRAINING	1,500	0	1,500	2,500
DUES & ASSOC MEMBERSHIPS	320	320	395	395
EQUIPMENT	900	2,425	900	1,000
FURNITURE & FIXTURE	1,095	1,500	1,000	1,500
LEASE PURCHASE-COPY MACHINE	3,886	3,092	3,500	3,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 101,363</b>	<b>\$ 62,155</b>	<b>\$ 78,385</b>	<b>\$ 80,485</b>
<b>TOTAL</b>	<b>\$ 562,554</b>	<b>\$ 537,997</b>	<b>\$ 634,185</b>	<b>\$ 642,853</b>

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
CRIMINAL JURORS	\$ 5,580	\$ 1,830	\$ 10,000	\$ 20,000
TELECOMMUNICATIONS	0	0	0	0
TRAVEL	0	0	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 5,580</b>	<b>\$ 1,830</b>	<b>\$ 10,000</b>	<b>\$ 20,000</b>
<b>TOTAL</b>	<b>\$ 5,580</b>	<b>\$ 1,830</b>	<b>\$ 10,000</b>	<b>\$ 20,000</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$788,656	\$816,927	\$905,748	\$918,115
TOTAL OPERATING COSTS	86,115	63,802	105,590	70,500
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$874,771</b>	<b>\$880,729</b>	<b>\$1,011,338</b>	<b>\$988,615</b>
REVENUES	561,880	564,821	631,949	591,169
<b>NET COUNTY FUNDS</b>	<b>\$312,891</b>	<b>\$315,908</b>	<b>\$379,389</b>	<b>\$397,446</b>
FULL-TIME POSITIONS	9	9	9	10
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects a decrease in state levy due on collections and an increase in personnel.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

√

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COMMONWEALTH ATTORNEY**

<i>Commonwealth Attorney</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 525,069	\$ 546,278	\$ 610,519	\$ 608,432
FICA	38,002	39,521	42,154	43,824
RETIREMENT (VRS)	54,457	58,652	62,643	68,388
HOSPITAL/MEDICAL PLANS	46,063	46,387	48,323	48,325
LIFE INS - EMPLOYER/EMPLOYEE	6,878	7,250	7,744	8,153
WORKMEN'S COMPENSATION	317	621	325	625
EMPLOYEE ASSISTANCE PROGRAM	162	0	165	190
VRS - HEALTH INS CREDIT	1,208	1,299	1,387	974
HYBRID-LT DISABILITY	1,413	1,676	2,286	2,447
<b>TOTAL PERSONNEL</b>	<b>\$ 673,569</b>	<b>\$ 701,684</b>	<b>\$ 775,546</b>	<b>\$ 781,358</b>
REPAIRS - EQUIPMENT	200	0	0	0
MAINT SVC CONTRACT	2,036	1,064	1,500	2,000
POSTAL SERVICES	1,619	931	2,500	2,500
TELECOMMUNICATIONS	14,855	14,950	11,000	12,000
OFFICE SUPPLIES	3,453	6,529	3,500	4,500
BOOK & SUBSCRIPTIONS	3,821	4,833	3,000	4,000
TRAVEL	7,018	67	8,500	9,000
DUES & ASSOC MEMBERSHIPS	3,200	1,477	3,000	3,500
STATE LEVY ON COLLECTIONS	32,962	12,512	60,752	15,000
EQUIPMENT	5,548	4,884	0	2,000
FURNITURE & FIXTURES	2,873	0	1,000	1,500
LEASE - CASE MGT SYSTEM	3,300	3,600	4,500	7,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 80,885</b>	<b>\$ 50,847</b>	<b>\$ 99,252</b>	<b>\$ 63,000</b>
<b>TOTAL</b>	<b>\$ 754,454</b>	<b>\$ 752,531</b>	<b>\$ 874,798</b>	<b>\$ 844,358</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COMMONWEALTH ATTORNEY**

<i>Victim Witness Advocate</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 91,586	\$ 91,161	\$ 103,211	\$ 103,210
FICA	6,970	6,923	7,820	7,820
VSRS-RETIREMENT	8,975	9,194	11,188	11,601
HOSPITALIZATION	5,832	6,326	5,993	12,204
EMPLOYEE & EMPLOYER SHARE GR	1,200	1,137	1,383	1,383
WORKMAN'S COMP	58	63	60	60
EMPLOYEE ASSISTANCE PROGRAM	54	0	55	45
VRS - HEALTH INS CREDIT	211	204	248	166
STANDARD LTD	201	235	244	268
<b>TOTAL PERSONNEL</b>	<b>\$ 115,087</b>	<b>\$ 115,243</b>	<b>\$ 130,202</b>	<b>\$ 136,757</b>
POSTAGE	168	168	168	200
TELECOMMUNICATIONS	259	269	294	300
OFFICE SUPPLIES	3,309	12,518	3,874	4,000
TRAVEL	1,494	0	2,002	3,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 5,230</b>	<b>\$ 12,955</b>	<b>\$ 6,338</b>	<b>\$ 7,500</b>
EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 120,317</b>	<b>\$ 128,198</b>	<b>\$ 136,540</b>	<b>\$ 144,257</b>



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## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	7,434	7,647	9,776	10,026
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$7,434</b>	<b>\$7,647</b>	<b>\$9,776</b>	<b>\$10,026</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$7,434</b>	<b>\$7,647</b>	<b>\$9,776</b>	<b>\$10,026</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**GENERAL DISTRICT COURT**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
REPAIRS & MAINTENANCE	\$ 139	\$ 158	\$ 500	\$ 500
POSTAL SVC-P.O. BOX RENT	76	76	76	76
TELECOMMUNICATIONS	2,514	2,336	3,000	3,000
OFFICE SUPPLIES	0	312	0	200
DUES MEMBERSHIP SUBSCRIPTI	0	100	200	250
EQUIPMENT	55	2,000	1,500	1,500
FURNITURE AND FIXTURE	2,003	165	1,000	1,000
LEASE PURCHASE	2,647	2,500	3,500	3,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 7,434</b>	<b>\$ 7,647</b>	<b>\$ 9,776</b>	<b>\$ 10,026</b>
<b>TOTAL</b>	<b>\$ 7,434</b>	<b>\$ 7,647</b>	<b>\$ 9,776</b>	<b>\$ 10,026</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	12,148	10,809	11,700	11,450
CAPITAL	2,833	504	1,000	1,000
<b>EXPENDITURES</b>	<b>\$14,981</b>	<b>\$11,313</b>	<b>\$12,700</b>	<b>\$12,450</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$14,981</b>	<b>\$11,313</b>	<b>\$12,700</b>	<b>\$12,450</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets ✓
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement ✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**JUVENILE & DOMESTIC RELATIONS COURT**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
REPAIRS & MAINTENANCE	\$ 1,350	\$ 98	\$ 300	\$ 300
POSTAL SVCS P.O. BOX RENT	581	684	700	700
TELECOMMUNICATIONS	5,797	5,596	6,500	6,000
OFFICE SUPPLIES	2,354	2,224	2,000	2,250
TRAVEL & TRAINING	370	370	500	500
LEASE PURCHASE - COPIER	1,696	1,837	1,700	1,700
<b>TOTAL OPERATING COSTS</b>	<b>\$ 12,148</b>	<b>\$ 10,809</b>	<b>\$ 11,700</b>	<b>\$ 11,450</b>
EQUIPMENT	2,631	0	0	0
FURNITURE FIXTURES	202	504	1,000	1,000
<b>TOTAL CAPITAL</b>	<b>\$ 2,833</b>	<b>\$ 504</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>TOTAL</b>	<b>\$ 14,981</b>	<b>\$ 11,313</b>	<b>\$ 12,700</b>	<b>\$ 12,450</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
OTHER OPERATING COSTS	685	951	1,000	1,150
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$685</b>	<b>\$951</b>	<b>\$1,000</b>	<b>\$1,150</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$685</b>	<b>\$951</b>	<b>\$1,000</b>	<b>\$1,150</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**MAGISTRATE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
OFFICE SUPPLIES	\$ 168	\$ 29	\$ 150	\$ 150
BOOKS & SUBSCRIPTIONS	0	541	350	500
FURNITURE & FIXTURES	517	381	500	500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 685</b>	<b>\$ 951</b>	<b>\$ 1,000</b>	<b>\$ 1,150</b>
<b>TOTAL</b>	<b>\$ 685</b>	<b>\$ 951</b>	<b>\$ 1,000</b>	<b>\$ 1,150</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	33,197	25,646	66,755	78,430
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$33,197</b>	<b>\$25,646</b>	<b>\$66,755</b>	<b>\$78,430</b>
REVENUES	37,022	3,078	37,100	37,100
<b>NET COUNTY FUNDS</b>	<b>(\$3,825)</b>	<b>\$22,568</b>	<b>\$29,655</b>	<b>\$41,330</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase in state funding for group homes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**VJCCCA**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
GROUP HOMES	\$ 27,390	\$ 18,975	\$ 25,347	\$ 37,022
OFFICE SUPPLIES	1,106	554	500	500
FURNITURE& FIXTURES	779	348	1,000	1,000
MAINTENANCE OF EFFORT	0	0	28,233	28,233
OUTREACH DETENTION/ELEC MONI	3,922	5,769	11,675	11,675
<b>TOTAL OPERATING COSTS</b>	<b>\$ 33,197</b>	<b>\$ 25,646</b>	<b>\$ 66,755</b>	<b>\$ 78,430</b>
<b>TOTAL</b>	<b>\$ 33,197</b>	<b>\$ 25,646</b>	<b>\$ 66,755</b>	<b>\$ 78,430</b>

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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY**

**PUBLIC SAFETY**

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$83,744	\$148,714	\$155,207	\$155,544
OPERATING COSTS	9,031	12,686	16,000	16,000
CAPITAL	290	168	500	500
<b>EXPENDITURES</b>	<b>\$93,065</b>	<b>\$161,568</b>	<b>\$171,707</b>	<b>\$172,044</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$93,065</b>	<b>\$161,568</b>	<b>\$171,707</b>	<b>\$172,044</b>
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflect no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**ANIMAL CONTROL**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES FULL-TIME	\$62,451	\$108,517	\$112,893	\$112,893
FICA	4,544	7,710	8,092	8,092
RETIREMENT	6,074	11,572	12,238	12,690
MEDICAL INSURANCE	8,706	17,486	19,115	19,115
GROUP LIFE INSURANCE	812	1,431	1,513	1,513
WORKMEN'S COMPENSATION	934	1,742	1,000	1,000
EMPLOYEE ASSISTANCE PROGRAM	81	0	85	60
VRS HEALTH INS CREDIT	143	256	271	181
<b>TOTAL PERSONNEL</b>	<b>\$83,745</b>	<b>\$148,714</b>	<b>\$155,207</b>	<b>\$155,544</b>
REPAIRS-AUTOMOBILE	466	1,100	1,500	1,500
TELECOMMUNICATION	960	960	1,000	1,000
LIABILITY INSURANCE-AUTO	1,149	777	1,200	1,200
OFFICE SUPPLIES	115	129	150	150
GASOLINE OIL GREASE	3,577	7,634	7,700	7,700
TRAPPING - SUPPLIES FOOD	0	0	150	150
UNIFORMS & WEAR APPAREL	0	240	800	800
AUTO TIRES TUBES PARTS	1,760	734	2,000	2,000
TRAVEL & TRAINING	625	1,000	1,000	1,000
TRAPPING EQUIPMENT	377	112	500	500
<b>TOTAL OPERATING COSTS</b>	<b>\$9,029</b>	<b>\$12,686</b>	<b>\$16,000</b>	<b>\$16,000</b>
EQUIPMENT	290	168	500	500
<b>TOTAL CAPITAL</b>	<b>\$290</b>	<b>\$168</b>	<b>\$500</b>	<b>\$500</b>
<b>TOTAL</b>	<b>\$93,064</b>	<b>\$161,568</b>	<b>\$171,707</b>	<b>\$172,044</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$99,579	\$96,561	\$164,714	\$162,475
OPERATING COSTS	71,850	79,523	67,410	81,770
CAPITAL	6,499	494	1,000	1,000
<b>EXPENDITURES</b>	<b>\$177,928</b>	<b>\$176,578</b>	<b>\$233,124</b>	<b>\$245,245</b>
REVENUES	5,263	4,090	140	0
<b>NET COUNTY FUNDS</b>	<b>\$172,665</b>	<b>\$172,488</b>	<b>\$232,984</b>	<b>\$245,245</b>
FULL-TIME POSITIONS	2	2	2	2
PART-TIME POSITIONS	4	4	4	4

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**ANIMAL SHELTER**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES FULL-TIME	\$31,884	\$46,070	\$66,560	\$66,560
SALARIES PART-TIME	51,109	29,199	64,740	64,740
FICA	6,275	5,346	9,950	9,950
RETIREMENT	2,792	4,703	7,215	7,482
MEDICAL INSURANCE	6,229	10,435	14,476	11,985
GROUP LIFE INSURANCE	297	579	892	892
WORKMEN'S COMPENSATION	779	63	550	550
EMPLOYEE ASSISTANCE PROGRAM	0	0	22	60
VRS HEALTH INS CREDIT	65	104	160	107
S/LTD HYBRID	150	62	149	149
<b>TOTAL PERSONNEL</b>	<b>\$99,580</b>	<b>\$96,561</b>	<b>\$164,714</b>	<b>\$162,475</b>
RABIES	949	4,382	2,000	2,000
CONTRACT SERVICES	4,171	3,188	3,500	3,500
HVAC CONTRACT	7,602	7,602	7,610	7,610
ELECTRIC	18,439	17,757	21,000	21,000
HEATING OIL OR NATURAL GAS	3,515	5,727	6,500	6,500
POSTAGE	100	0	100	100
TELECOMMUNICATION	3,281	2,676	3,200	3,200
GENERAL LIABILITY INS	32	0	0	0
OFFICE SUPPLIES	632	111	1,000	1,000
FOOD & SUPPLIES FOR SHELTER	13,321	9,103	6,000	11,000
MEDICAL SUPPLIES	11,142	18,135	8,140	15,000
KENNEL CLEANING/JANITORIAL	6,747	5,897	5,500	8,000
UNIFORMS	286	0	500	500
TRAVEL & TRAINING	769	132	800	800
DUES MEMBERSHIP LICENSE	90	120	200	200
FURNITURE & FIXTURES	425	4,311	1,000	1,000
LEASE COPIER	349	382	360	360
<b>TOTAL OPERATING COSTS</b>	<b>\$71,850</b>	<b>\$79,523</b>	<b>\$67,410</b>	<b>\$81,770</b>
EQUIPMENT	\$6,499	\$494	\$1,000	\$1,000
	<b>\$6,499</b>	<b>\$494</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>TOTAL</b>	<b>\$177,929</b>	<b>\$176,578</b>	<b>\$233,124</b>	<b>\$245,245</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$238,349	\$262,212	\$285,792	\$348,444
TOTAL OPERATING COSTS	46,098	63,619	64,900	69,100
CAPITAL	0	4,643	0	0
<b>EXPENDITURES</b>	<b>\$284,447</b>	<b>\$330,474</b>	<b>\$350,692</b>	<b>\$417,544</b>
REVENUES	156,081	174,180	155,375	160,600
<b>NET COUNTY FUNDS</b>	<b>\$128,366</b>	<b>\$156,294</b>	<b>\$195,317</b>	<b>\$256,944</b>
FULL-TIME POSITIONS	3	4	5	5
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase for additional personnel.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	√
3. Promote Business Growth	√
4. Promote Tourism	
5. Promote and Protect County Assets	√
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	√



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**BUILDING SAFETY AND INSPECTION**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES	\$ 182,486	\$ 202,902	\$ 218,528	\$ 264,528
FICA	13,445	15,090	16,174	20,030
RETIREMENT (VSRS)	17,202	21,667	23,689	29,733
HOSPITAL/MEDICAL PLANS	19,817	13,365	20,983	26,976
LIFE INS-EMPLOYEE & EMPLOYER	2,299	2,678	2,929	3,545
WORKMEN'S COMPENSATION	2,008	5,359	2,100	2,100
EMPLOYEE ASSISTANCE PROGRAM	108	0	110	110
VRS- HEALTH INS CREDIT	404	480	524	424
HYBRID - LT DISABILITY	580	671	755	998
<b>TOTAL PERSONNEL</b>	<b>\$ 238,349</b>	<b>\$ 262,212</b>	<b>\$ 285,792</b>	<b>\$ 348,444</b>
REPAIRS - AUTOMOBILE	1,385	1,773	1,200	1,800
POSTAL SERVICES	158	122	500	500
TELECOMMUNICATIONS	3,040	3,001	3,500	4,500
LIABILITY INSURANCE AUTO	1,149	1,166	1,200	1,600
OFFICE SUPPLIES	644	480	1,200	1,800
GASOLINE OIL GREASE	3,692	4,422	5,000	6,500
UNIFORMS	0	0	0	2,000
CODE BOOKS	363	811	4,000	1,500
AUTO TIRES TUBES PARTS	184	405	800	1,200
TRAVEL-EDUCATION	3,982	3,304	5,000	5,000
DUES & ASSOC MEMBERSHIPS	456	199	500	1,000
ENFORCEMENT CO. ORDINANCES	20,449	16,502	30,000	30,000
LEVY ON PROJECTED PERMIT FEE	1,917	3,486	4,000	4,000
EQUIPMENT	3,963	1,820	1,000	1,500
FURNITURE & FIXTURES	0	26,128	1,000	1,200
EQUIPMENT LEASE	4,716		6,000	5,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 46,098</b>	<b>\$ 63,619</b>	<b>\$ 64,900</b>	<b>\$ 69,100</b>
MOTOR VEHICLES & EQUIP	0	4,643	0	0
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 4,643</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 284,447</b>	<b>\$ 330,474</b>	<b>\$ 350,692</b>	<b>\$ 417,544</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$713,012	\$808,825	\$799,245	\$792,318
TOTAL OPERATING COSTS	190,612	168,305	205,425	204,798
CAPITAL	0	67,893	0	0
<b>EXPENDITURES</b>	<b>\$903,624</b>	<b>\$1,045,023</b>	<b>\$1,004,670</b>	<b>\$997,116</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$903,624</b>	<b>\$1,045,023</b>	<b>\$1,004,670</b>	<b>\$997,116</b>
FULL-TIME POSITIONS	13	13	13	13
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COMMUNICATIONS AND DISPATCH**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 534,938	\$ 612,142	\$ 595,525	\$ 600,525
FICA	37,634	43,472	42,669	43,255
RETIREMENT	43,598	53,992	56,425	58,507
HOSPITALIZATION	88,908	90,435	93,754	81,064
LIFE INS	5,828	6,675	8,417	6,819
WORKMAN'S COMPENSATION	325	441	340	450
EMPLOYEE ASSISTANCE PROGRAM	351	0	360	360
VRS- HEALTH INS CREDIT	1,023	1,196	1,250	833
S/LTDP	407	472	505	505
<b>TOTAL PERSONNEL</b>	<b>\$ 713,012</b>	<b>\$ 808,825</b>	<b>\$ 799,245</b>	<b>\$ 792,318</b>
MAINTENANCE SVC CONTRACTS	120,671	83,293	130,000	130,000
ADVERTISING	0	0	25	25
ELECTRICAL	9,390	8,492	11,000	10,000
HEATING OIL OR NATURAL GAS	1,267	3,242	3,250	3,413
911 TELECOMMUNICATIONS	39,366	38,069	38,000	38,000
OFFICE SUPPLIES	3,058	4,418	4,200	4,410
UNIFORM & BADGES	1,434	659	1,500	1,500
TRAVEL & TRAINING	1,497	0	3,000	3,000
FOOD & LODGING	970	0	0	0
DUE & ASSOCIATIONS MEMBERSHI	6,196	7,035	6,300	6,300
PRE-EMPLOYMENT SCREENING	325	4	750	750
OFFICE & COMPUTER EQUIPMENT	3,958	1,182	3,000	3,000
FURNITURE & FIXTURES	647	20,339	1,000	1,000
LEASE PURCHASE - COPIER	1,833	1,572	3,400	3,400
<b>TOTAL OPERATING COSTS</b>	<b>\$ 190,612</b>	<b>\$ 168,305</b>	<b>\$ 205,425</b>	<b>\$ 204,798</b>
EQUIPMENT	0	67,893	0	0
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 67,893</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 903,624</b>	<b>\$ 1,045,023</b>	<b>\$ 1,004,670</b>	<b>\$ 997,116</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	27,251	32,766	66,500	116,500
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$27,251</b>	<b>\$32,766</b>	<b>\$66,500</b>	<b>\$116,500</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$27,251</b>	<b>\$32,766</b>	<b>\$66,500</b>	<b>\$116,500</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase for increased use of the regional juvenile detention center.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**OTHER PUBLIC SAFETY**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
CORONERS	\$ 500	\$ 480	\$ 500	\$ 500
CONFINEMENT CARE OF JUVENILES	10,843	13,564	50,000	100,000
HUMANE SOCIETY-LICENSE PLATE	0	2,814	0	0
FOREST FIRE TAX	15,908	15,908	16,000	16,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 27,251</b>	<b>\$ 32,766</b>	<b>\$ 66,500</b>	<b>\$ 116,500</b>
<b>TOTAL</b>	<b>\$ 27,251</b>	<b>\$ 32,766</b>	<b>\$ 66,500</b>	<b>\$ 116,500</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$1,308,307	\$2,045,514	\$2,371,970	\$2,387,296
TOTAL OPERATING COSTS	1,056,059	1,032,456	1,254,188	1,282,442
CAPITAL	464,415	123,946	203,650	188,650
<b>EXPENDITURES</b>	<b>\$2,828,781</b>	<b>\$3,201,916</b>	<b>\$3,829,808</b>	<b>\$3,858,388</b>
REVENUES	1,319,992	1,481,129	1,426,000	1,704,196
<b>NET COUNTY FUNDS</b>	<b>\$1,508,789</b>	<b>\$1,720,787</b>	<b>\$2,403,808</b>	<b>\$2,154,192</b>
FULL-TIME POSITIONS	34	34	34	34
PART-TIME POSITIONS	7	7	7	7

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

✓

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**PUBLIC SAFETY**

<i>EMS</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 655,211	\$ 1,164,151	\$ 1,477,286	\$ 1,479,300
SALARIES & WAGES PART TIME	108,931	164,910	97,850	97,850
CERTIFICATION PAY	0	0	38,500	45,000
FICA	56,713	98,240	116,240	116,470
RETIREMENT	51,141	90,553	130,109	149,175
HOSPITALIZATION	45,908	97,770	153,883	141,762
GR LIFE	6,797	11,346	17,786	17,813
WORKMAN'S COMP	41,296	59,940	43,000	43,000
EMPLOYEE'S ASSISTANCE	594	0	600	650
VRS-HEALTH INS CREDIT	1,194	2,019	3,186	2,127
S/LTD	56	96	100	100
<b>TOTAL PERSONNEL</b>	<b>\$ 967,841</b>	<b>\$ 1,689,025</b>	<b>\$ 2,078,540</b>	<b>\$ 2,093,247</b>
PROFESSIONAL SERVICES	48,003	35,492	50,000	50,000
MAINT SERVICE CONTRACT	35,396	31,303	35,000	35,000
ADVERTISEMENT	752	568	1,000	1,000
CONTRACT SERVICES	9,168	0	7,350	7,350
ELECTRICAL-TOBACCO ROW TOWER	124	117	250	250
POSTAL SERVICES	764	510	1,000	1,000
TELECOMMUNICATIONS	5,326	6,993	8,500	7,500
OFFICE SUPPLIES	1,253	1,465	1,545	1,545
MEDICAL AND LABORATORY SUPPL	31,214	30,226	31,500	33,075
UNIFORMS & BADGES	33,797	22,636	30,900	32,445
TRAVEL & TRAINING	2,550	4,546	7,000	7,210
EDUCATION INCENTIVE	0	0	20,000	20,000
FOOD & LODGING	721	2,145	0	0
DUES & MEMBERSHIP	0	0	500	500
PRE-EMPLOYMENT SCREENING	3,203	6,862	5,000	5,120
EQUIPMENT/MEDICAL COMMUNICAT	41,331	49,560	20,000	20,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 213,602</b>	<b>\$ 192,422</b>	<b>\$ 219,545</b>	<b>\$ 221,995</b>
<b>TOTAL</b>	<b>\$ 1,181,443</b>	<b>\$ 1,881,448</b>	<b>\$ 2,298,085</b>	<b>\$ 2,315,242</b>



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**PUBLIC SAFETY**

<i>EMS Council</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
EMER SVC BD COMP	\$ -	\$ -	\$ 600	\$ 600
FICA	-	-	92	92
<b>TOTAL PERSONNEL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 692</b>	<b>\$ 692</b>
INSURANCE COVERAGE/VOL FIRE&	118,048	130,726	143,973	143,973
VOLSAP	4,230	4,470	5,000	5,000
VOLUNTEER INCENTIVES	22,000	24,000	24,000	24,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 144,278</b>	<b>\$ 159,196</b>	<b>\$ 172,973</b>	<b>\$ 172,973</b>
EQUIPMENT	886	58,288	118,750	118,750
<b>TOTAL CAPITAL</b>	<b>\$ 886</b>	<b>\$ 58,288</b>	<b>\$ 118,750</b>	<b>\$ 118,750</b>
<b>TOTAL</b>	<b>\$ 145,164</b>	<b>\$ 217,484</b>	<b>\$ 292,415</b>	<b>\$ 292,415</b>

<i>Volunteer Fire</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
FICA	\$ 919	\$ 492	\$ -	\$ -
PROFESSIONAL SVCS EQUIP TES	\$7,969	\$1,779	\$13,500	\$13,500
CONTRIB AMHERST VOL FIRE	41,000	41,000	41,000	41,000
CONTRIB GLADSTONE FIRE	3,533	0	3,533	3,533
CONTRIB PINEY RIVER FIRE	3,718	3,718	3,718	3,718
CONTRIB MONELISON FIRE	66,000	66,000	66,000	66,000
CONTRIB PEDLAR VOL FIRE	30,000	30,000	30,000	30,000
CONTRIB BIG ISLAND FIRE	5,261	5,261	5,261	5,261
FUELING COST-VOL FIRE SERVIC	15,690	13,856	17,000	17,850
FIRE PROGRAM FUND ALLOCATION	56,938	74,861	109,709	120,000
FIRE TRAINING	19,288	12,915	28,000	28,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 250,316</b>	<b>\$ 249,882</b>	<b>\$ 317,721</b>	<b>\$ 328,862</b>
PROTECTIVE EQUIPMENT	5,000	15,861	36,000	36,000
EQUIPMENT	\$423,278	\$0	\$20,000	\$20,000
EQUIPMENT-SCBA	16,914	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$445,192</b>	<b>\$15,861</b>	<b>\$56,000</b>	<b>\$56,000</b>
<b>TOTAL</b>	<b>\$695,508</b>	<b>\$265,743</b>	<b>\$373,721</b>	<b>\$384,862</b>



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**PUBLIC SAFETY**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<i>Public Safety Operations</i>				
SALARIES & WAGES FULL-TIME	\$ 245,039	\$ 277,772	\$ 209,491	\$ 209,490
SALARIES & WAGES PART TIME	17,288	6,018	10,000	10,000
FICA	18,174	19,914	15,877	15,877
RETIREMENT (VRS)	21,588	20,132	22,546	23,308
HOSPITAL/MEDICAL PLANS	28,947	29,308	25,328	25,327
LIFE INS-EMPLOYEE & EMPLOYER	2,885	2,767	2,808	2,808
WORKMEN'S COMPENSATION	5,958	0	6,000	6,000
EMPLOYEE ASSISTANCE PROGRAM	81	0	85	110
VRS - HEALTH INS CREDIT	506	482	503	336
S/LTD	0	96	100	101
<b>TOTAL PERSONNEL</b>	<b>\$ 340,466</b>	<b>\$ 356,489</b>	<b>\$ 292,738</b>	<b>\$ 293,357</b>
PROFESSIONAL SERVICES	56	0	0	0
REPAIRS & MAINTENANCE	848	947	2,500	2,500
MAINTENANCE SVC CONTRACTS	1,949	1,812	10,000	10,000
REPAIRS - AUTO	30,805	39,179	32,445	34,067
RADIO MAINTENANCE - OTHER	127,867	156,180	131,457	145,000
RADIO MAINTENANCE-PUBLIC SAF	5,612	2,515	7,500	6,000
JANITORIAL SERVICES	10,500	10,580	11,000	11,000
POSTAL SERVICES	233	183	368	300
TELECOMMUNICATIONS	5,772	5,614	4,000	4,000
LIBILITY INSURANCE - AUTO	3,131	2,720	3,200	3,200
OFFICE SUPPLIES	1,716	1,123	750	750
EMER SVC DISASTER SUPPLIES	60	0	2,000	2,000
GAS OIL GREASE	17,134	12,456	13,125	13,781
AUTO TIRES TUBES AND PARTS	15,759	8,338	14,700	15,435
TRAVEL & TRAINING	3,633	2,376	3,000	3,650
DUES & ASSOC MEMBERSHIPS	1,620	255	1,700	1,700
REG RADIO OPERATIONS	78,500	78,500	80,000	78,500
VOL RECOGNITION & TRAINING	1,989	0	0	0
BREMS ASSISTANCE	6,070	5,277	6,000	6,180
HAZARDOUS MATERIALS EQUIPMEN	0	0	500	500
RENTAL - ANTENNA SITE	11,053	11,148	11,500	11,845
RENTAL - COPIER	3,406	3,818	4,000	4,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 327,713</b>	<b>\$ 343,021</b>	<b>\$ 339,745</b>	<b>\$ 354,408</b>
EQUIPMENT	18,062	9,921	27,900	12,900
FURNITURE & FIXTURES	275	-	1,000	1,000
MOTOR VEHICLE	-	39,876	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 18,337</b>	<b>\$ 49,797</b>	<b>\$ 28,900</b>	<b>\$ 13,900</b>
<b>TOTAL</b>	<b>\$ 686,516</b>	<b>\$ 749,307</b>	<b>\$ 661,383</b>	<b>\$ 661,665</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**  
**PUBLIC SAFETY**

<i>Volunteer Rescue</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
MONELISON RESCUE & FIRE TELE	\$ 821	\$ 845	\$ 832	\$ 832
CONTRIB AMHERST RESCUE	0	0	46,335	46,335
CONTRIB MONELISON RESCUE	46,335	41,869	41,869	41,869
CONTRIB PEDLAR RESCUE	8,100	8,297	15,000	15,000
CONTRIB BIG ISLAND RESCUE	0	0	19,168	19,168
FUELING COST-VOL RESCUE SERV	40,145	37,014	44,000	44,000
4FORLIFE SHARE VEHICLE REGIS	24,749	0	32,000	32,000
RESCUE TRAINING	0	0	5,000	5,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 120,150</b>	<b>\$ 88,025</b>	<b>\$ 204,204</b>	<b>\$ 204,204</b>
<b>TOTAL</b>	<b>\$ 120,150</b>	<b>\$ 88,025</b>	<b>\$ 204,204</b>	<b>\$ 204,204</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$2,900,707	\$3,670,314	\$3,849,100	\$3,747,198
TOTAL OPERATING COSTS	564,675	512,840	551,502	511,360
CAPITAL	299,986	391,299	237,907	232,500
<b>EXPENDITURES</b>	<b>\$3,765,368</b>	<b>\$4,574,453</b>	<b>\$4,638,509</b>	<b>\$4,491,058</b>
REVENUES	2,072,888	2,023,324	2,111,595	2,022,950
<b>NET COUNTY FUNDS</b>	<b>\$1,692,480</b>	<b>\$2,551,129</b>	<b>\$2,526,914</b>	<b>\$2,468,108</b>
FULL-TIME POSITIONS	49	49	49	49
PART-TIME POSITIONS	11	11	11	11

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**SHERIFF**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES	\$ 2,102,868	\$ 2,775,472	\$ 2,922,668	\$ 2,806,956
FICA	185,502	200,380	199,485	202,278
RETIREMENT (VRS)	206,441	260,867	279,115	299,608
HOSPITAL/MEDICAL PLANS	329,373	346,359	362,249	347,798
LIFE INS - EMPLOYEE & EMPLOY	27,441	32,248	34,622	34,395
WORKMEN'S COMPENSATION	42,436	48,527	43,000	50,000
EMPLOYEE ASSISTANCE PROGRAM	1,296	0	1,300	1,400
VRS- HEALTH INS CREDIT	4,832	5,776	6,201	4,289
STANDARD LTD	518	685	460	474
<b>TOTAL PERSONNEL</b>	<b>\$ 2,900,707</b>	<b>\$ 3,670,314</b>	<b>\$ 3,849,100</b>	<b>\$ 3,747,198</b>
HEALTH SERVICES (VET)	1,181	713	1,500	1,500
PROFESSIONAL SERVICES	9,595	4,671	4,600	4,600
REPAIRS-AUTOMOBILE	51,814	66,245	48,795	47,500
REPAIRS AUTO-INSURANCE RECOV	(7,154)	(32,837)	0	0
MAINTENANCE SVC CONTRACTS	34,226	40,302	37,566	35,000
ADVERTISING	963	990	450	1,000
REPAIRS & MAINTENANCE	5,981	11,357	2,500	7,000
REPAIRS - FURNITURE & FIXTUR	537	1,028	510	510
REPAIRS - AUTOMOBILE RADIO	6,367	3,527	6,000	6,000
INVESTIGATIVE SERVICES	306	0	0	0
JANITORIAL SERVICE CONTRACT	33,600	33,600	33,000	33,600
ELECTRICAL SERVICES	27,439	25,699	32,000	30,000
WATER & SEWER	4,340	3,709	4,500	4,500
POSTAL SERVICES	3,005	3,296	3,016	3,000
TELECOMMUNICATION	57,288	60,670	60,000	60,000
LIABILITY INSURANCE AUTO	25,720	24,880	31,300	31,300
OFFICE SUPPLIES	9,974	4,788	4,088	4,000
CANINE SUPPLIES	9,080	5,266	2,000	4,500
JANITORIAL SUPPLIES	4,236	2,630	2,500	2,500
GASOLINE OIL GREASE	109,034	106,457	130,000	130,000
POLICE SUPPLIES	51,266	49,722	34,564	20,000
UNIFORMS & WEAR APPAREL	24,645	26,210	20,468	22,000
POLICE SUPPLIES - NARCOTIC	24,225	4,500	0	0
INOCULATIONS OR PHYSICALS	3,264	750	1,000	1,000
AUTO TIRES TUBES PARTS	15,864	11,063	18,500	18,500
TRAVEL & TRAINING	39,385	38,640	53,878	34,000
DUES & ASSOC MEMBERSHIPS	2,355	9,485	12,250	2,850
PRE-EMPLOY SCREENING & MISC.	3,200	650	2,217	2,200
CHS BEAUTIFICATION/WORKFORCE	9,105	1,225	0	0
INTERMENT EXPENSES	0	0	500	500

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**SHERIFF**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
RENTAL OF EQUIPMENT	3,834	3,604	3,800	3,800
<b>TOTAL OPERATING COSTS</b>	<b>\$ 564,675</b>	<b>\$ 512,840</b>	<b>\$ 551,502</b>	<b>\$ 511,360</b>
EQUIPMENT	110,669	94,204	54,500	54,500
FURNITURE & FIXTURES	420	1,309	1,000	1,000
COMMUNICATIONS EQUIPMENT	(143)	784	2,200	2,000
CANINE	10,000	15,000	0	
MOTOR VEHICLES	179,040	280,002	180,207	175,000
<b>TOTAL CAPITAL</b>	<b>\$ 299,986</b>	<b>\$ 391,299</b>	<b>\$ 237,907</b>	<b>\$ 232,500</b>
<b>TOTAL</b>	<b>\$ 3,765,368</b>	<b>\$ 4,574,453</b>	<b>\$ 4,638,509</b>	<b>\$ 4,491,058</b>



*AMHERST*

Perfect Slice of Virginia

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

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$ 163,978	\$ 190,776	\$ 174,163	\$ 178,065
TOTAL OPERATING COSTS	147,095	244,199	242,850	293,850
CAPITAL	153,263	0	20,000	0
<b>EXPENDITURES</b>	<b>\$ 464,336</b>	<b>\$ 434,975</b>	<b>\$ 437,013</b>	<b>\$ 471,915</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$ 464,336</b>	<b>\$ 434,975</b>	<b>\$ 437,013</b>	<b>\$ 471,915</b>
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase for janitorial services.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**BUILDING MAINTENANCE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES FULL-TIME	\$ 120,971	\$ 144,696	\$ 129,506	\$ 132,855
FICA	8,480	10,540	9,560	9,816
RETIREMENT (VRSR)	10,905	14,900	14,039	14,557
HOSPITAL/MEDICAL PLANS	20,344	18,155	16,909	16,490
LIFE INS - EMPLOYEE & EMPLOY	1,458	1,842	1,736	1,736
WORKMEN'S COMPENSATION	1,411	13	1,800	1,800
EMPLOYEE ASSISTANCE PROGRAM	81	0	82	190
VRS- HEALTH INS CREDIT	256	330	311	208
S/LTD HYBRID	72	300	220	413
<b>TOTAL PERSONNEL</b>	<b>\$ 163,978</b>	<b>\$ 190,776</b>	<b>\$ 174,163</b>	<b>\$ 178,065</b>
REPAIR CONTRACTS	2,802	3,708	3,500	4,000
MAINTENANCE SVC CONTRACTS	23,180	23,470	22,000	27,500
HVAC MAINTENANCE SERVICE CON	60,044	60,577	66,000	68,000
SECURITY & FIRE ALARM MONITO	825	825	1,000	1,000
REPAIRS & MAINT ON EQUIPMENT	1,356	854	0	0
REPAIRS - AUTO	1,249	580	2,500	2,500
BLDG RENOVATE & MAINT	12,570	0	0	0
PAINTING -COUNTY BUILDINGS	3,500	7,175	5,000	5,000
JANITORIAL SERVICES	86,803	90,591	91,000	121,000
TELECOMMUNICATIONS	2,001	1,739	2,200	2,200
LIABILITY INSURANCE - AUTO	1,914	2,756	2,000	2,000
OFFICE SUPPLIES	0	291	250	250
JANITORIAL SUPPLIES	9,655	6,888	9,000	12,000
REPAIR & MAINTENANCE SUPPLIE	18,232	19,944	20,000	24,000
GASOLINE OIL GREASE	3,377	4,532	4,000	4,000
UNIFORMS	1,050	439	1,800	1,800
AUTO TIRES TUBES PARTS	753	1,130	2,000	2,500
RENTAL - EQUIPMENT	150	140	500	500
TRAVEL	55	0	0	0
TRAVEL EDUCATION	0	220	2,000	2,500
DUES & ASSOC MEMBERSHIPS	0	0	100	100
FURNITURE & FIXTURES	1,000	0	1,000	1,000
EQUIPMENT	0	0	0	5,000
BUILDING-MAINTENANCE	3,382	18,340	7,000	7,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 233,898</b>	<b>\$ 244,199</b>	<b>\$ 242,850</b>	<b>\$ 293,850</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**  
**BUILDING MAINTENANCE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
VEHICLES	219	0	0	0
BUILDING RENOVATIONS	89,762	0	0	0
RENOVATIONS - MUSEUM	17,715	0	0	0
BLDG MAINT - COURTHOUSE	45,567	0	0	0
ROOF REPLACEMENTS			20,000	0
<b>CAPITAL</b>	<b>\$ 153,263</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 551,139</b>	<b>\$ 434,975</b>	<b>\$ 437,013</b>	<b>\$ 471,915</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$205,139	\$169,052	\$221,161	\$222,270
TOTAL OPERATING COSTS	105,870	110,547	91,500	95,000
CAPITAL	16,469	138,771	30,000	30,000
<b>EXPENDITURES</b>	<b>\$327,478</b>	<b>\$418,370</b>	<b>\$342,661</b>	<b>\$347,270</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$327,478</b>	<b>\$418,370</b>	<b>\$342,661</b>	<b>\$347,270</b>
FULL-TIME POSITIONS	3	3	4	4
PART-TIME POSITIONS	1	1	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

✓

4. Promote Tourism

✓

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**GROUND MAINTENANCE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 135,886	\$ 95,522	\$ 158,040	\$ 158,041
SALARIES & WAGES PART-TIME	15,019	30,242	0	0
FICA	10,515	9,141	11,623	11,099
VRS	13,317	10,177	15,117	17,017
HOSPITALIZATION	25,797	19,916	30,875	30,962
GR LIFE	1,780	1,258	2,119	2,029
UNEMPLOYMENT CLAIMS	0	2,268	0	0
WORKMAN COMP	2,265	0	2,300	2,300
EMPLOYEE ASSISTANCE	81	0	72	85
VRS-HEALTH CREDIT	313	225	380	243
S/LTDP STANDARD	166	303	635	494
<b>TOTAL PERSONNEL</b>	<b>\$ 205,139</b>	<b>\$ 169,052</b>	<b>\$ 221,161</b>	<b>\$ 222,270</b>
PROFESSIONAL SVC - ENGINEERI	2,250	823	1,500	1,500
REPAIRS & MAINT - EQUIP	5,466	7,334	4,000	5,000
REPAIRS AND MAINTENANCE	1,061	3,753	2,000	2,000
REPAIRS AUTO	4,386	1,051	3,000	4,000
CONTRACTED SERVICES	61,955	48,438	21,000	16,000
JANITORIAL SERVICES-PARKS	21,605	23,829	27,500	27,500
TELECOMMUNICATIONS	1,428	540	1,500	1,500
LIABILITY-AUTO	770	0	1,000	1,000
OFFICE SUPPLIES	316	578	1,000	1,000
REPAIRS & MAINTENANCE SUPPLI	678	5,000	4,000	5,000
GASOLINE OIL GREASE	4,973	3,742	10,000	15,000
UNIFORMS	982	309	1,500	1,500
AUTO TIRES TUBES PARTS	0	552	2,000	2,000
RENTAL-EQUIPMENT	0	0	500	500
TRAVEL & EDUCATION	0	145	1,000	1,500
LANDSCAPING & BEAUTIFICATION	0	14,053	10,000	10,000
FURNITURE & FIXTURES	0	400	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 105,870</b>	<b>\$ 110,547</b>	<b>\$ 91,500</b>	<b>\$ 95,000</b>
EQUIPMENT	867	12,102	5,000	5,000
EQUIPMENT - MOWERS	9,559	9,333	10,000	10,000
PARK RENOVATIONS	6,043	117,336	15,000	15,000
<b>TOTAL CAPITAL</b>	<b>\$ 16,469</b>	<b>\$ 138,771</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>TOTAL</b>	<b>\$ 327,478</b>	<b>\$ 418,370</b>	<b>\$ 342,661</b>	<b>\$ 347,270</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$745,934	\$927,556	\$1,031,852	\$1,141,740
TOTAL OPERATING COSTS	1,236,051	803,413	802,910	767,400
CAPITAL	290,684	48,654	15,015	15,000
EXPENDITURES	\$2,272,669	\$1,779,623	\$1,849,777	\$1,924,140
REVENUES	2,081,168	1,778,425	1,883,492	1,924,140
NET COUNTY FUNDS	\$191,501	\$1,198	-\$33,715	\$0
FULL-TIME POSITIONS	6	10	12	12
PART-TIME POSITIONS	15	25	25	25

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase due to expanded convenience center operations.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion
2. Residential Growth in Designated Growth Areas
3. Promote Business Growth
4. Promote Tourism
5. Promote and Protect County Assets
6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**SOLID WASTE**

<i>CONVENIENCE CENTERS</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES	\$ 199,252	\$ 296,816	\$ 344,100	\$ 432,426
FICA	15,210	22,544	26,955	32,944
VRS	1,010	7,724	7,262	12,862
HOSPITALIZATION	20	12,703	11,860	17,709
GR LIFE	134	955	993	1,534
UNEMPLOYMENT	0	1,177	0	0
WORKMAN'S COMP	5,364	0	5,500	5,000
HEALTH INS CREDIT	24	171	178	184
S/LTD	39	188	196	216
<b>TOTAL PERSONNEL</b>	<b>\$ 221,053</b>	<b>\$ 342,278</b>	<b>\$ 397,044</b>	<b>\$ 502,875</b>
REPAIR MAINT - EQUIPMENT	2,995	4,748	3,000	18,000
REPAIRS - TRUCKS	0	8,024	21,000	25,000
CONTRACTED SVCS (PORTABLE TO	5,790	6,459	10,000	10,000
REPAIR TO GREEN BOX SITES	10,577	6,403	15,000	0
UPGRADE GREEN BOX SITES	13,191	8,090	0	0
CONTRACTED COLLECTION SVC	96,371	0	0	0
CONTRACTED HAULING SERVICES	243,857	1,394	25,000	15,000
ELECTRIC	8,064	9,264	10,000	10,000
TELECOMMUNICATION	4,905	5,288	3,000	5,500
REPAIRS - INSURANCE	(2,261)	0	0	0
OFFICE SUPPLIES	838	110	500	1,000
CAR DECALS	441	1,034	1,000	1,000
FUEL-TRUCKS ONLY	0	26,399	30,000	45,000
GREASE OIL GAS	0	1,346	3,000	3,000
EQUIPMENT	600	2,815	10,000	10,000
NEW SITE OPERATIONS	0	0	28,000	0
SITE RENTAL	2,400	0	0	0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 387,768</b>	<b>\$ 81,374</b>	<b>\$ 159,500</b>	<b>\$ 143,500</b>
<b>TOTAL</b>	<b>\$ 608,821</b>	<b>\$ 423,652</b>	<b>\$ 556,544</b>	<b>\$ 646,375</b>

<i>RECYCLING</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SITE REPAIR & MAINTENANCE	\$ 672	\$ 1,454	\$ 2,000	\$ 2,000
REPAIR & MAINTENANCE	44	969	400	500
CONTRACT-RECYCLING	28,896	21,600	20,000	15,000
PRINTING & BINDING	0	0	500	500
POSTAGE	(61)	0	0	0
OFFICE SUPPLIES	46	798	300	500
TRAVEL	0	48	0	0
COALITION FOR CLEANER COUNTY				8,000
COMMUNITY ED PROGRAM	0	805	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 29,597</b>	<b>\$ 25,674</b>	<b>\$ 24,200</b>	<b>\$ 27,500</b>
<b>TOTAL</b>	<b>\$ 29,597</b>	<b>\$ 25,674</b>	<b>\$ 24,200</b>	<b>\$ 27,500</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**SOLID WASTE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<i>LANDFILL CLOSURE</i>				
PROF SERVICES - ENGINEERING	\$ 13,517	\$ 21,156	\$ 25,000	\$ 25,000
SITE MAINTENANCE	82	0	500	500
ADVERTISING	0	0	500	500
ENVIRONMENTAL MONITORING	48,867	26,600	50,000	60,000
CONTRACTED SERVICES	2,080	117	3,000	3,000
PERMIT AMENDMENTS	0	1,172	6,000	6,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 64,546</b>	<b>\$ 49,045</b>	<b>\$ 85,000</b>	<b>\$ 95,000</b>
<b>TOTAL</b>	<b>\$ 64,546</b>	<b>\$ 49,045</b>	<b>\$ 85,000</b>	<b>\$ 95,000</b>

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<i>SOLID WASTE ADMINISTRATION</i>				
SALARIES & WAGES FULL-TIME	\$ 112,469	\$ 132,850	\$ 136,384	\$ 136,384
FICA	7,920	8,989	10,181	9,418
RETIREMENT(VRS)	11,412	14,216	13,366	15,330
HOSPITALIZATION	12,031	19,700	20,436	20,436
GROUP LIFE	1,525	2,095	1,828	1,828
WORKMAN'S COMPENSATION	1,772	24,475	2,000	2,000
EMPLOYEE ASSISTANCE	54	0	200	200
HEALTH INS CREDIT	268	315	328	219
HYBRID - LTD	615	692	720	721
<b>TOTAL PERSONNEL</b>	<b>\$ 148,066</b>	<b>\$ 203,332</b>	<b>\$ 185,443</b>	<b>\$ 186,536</b>
MAINT SVC CONTRACTS	0	300	0	300
JANITORIAL SERVICES	8,925	17,700	20,000	20,000
ADVERTISING	0	0	500	500
ELECTRICAL	988	1,173	1,200	1,200
POSTAGE	470	295	400	400
TELECOMMUNICATION	8,735	7,401	8,000	8,000
OFFICE SUPPLIES	3,007	1,608	2,000	2,000
MAINTENANCE SUPPLIES	455	451	500	500
TRAVEL	52	0	0	0
TRAVEL-EDUCATION	1,124	3,319	4,000	6,000
DUES & SUBSCRIPTIONS	594	405	1,000	1,200
OTHER OPERATING COSTS	0	311	139	0
FURNITURE & FIXTURES	2,017	474	1,000	1,000
SOFTWARE	0	6,856	0	0
RENTAL-COPIER	1,348	1,169	2,000	1,300
<b>TOTAL OPERATING COSTS</b>	<b>\$ 27,715</b>	<b>\$ 41,462</b>	<b>\$ 40,739</b>	<b>\$ 42,400</b>
<b>TOTAL</b>	<b>\$ 175,781</b>	<b>\$ 244,794</b>	<b>\$ 226,182</b>	<b>\$ 228,936</b>



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

**SOLID WASTE**

	ACTUAL FY 2019	ACTUAL FY 2020	AMENDED FY 2021	ADOPTED FY 2022
<i>LANDFILL OPERATIONS</i>				
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
<b>TOTAL PERSONNEL</b>	<b>\$ 335,454</b>	<b>\$ 376,815</b>	<b>\$ 394,040</b>	<b>\$ 449,040</b>
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
<b>TOTAL OPERATING COSTS</b>	<b>\$ 783,301</b>	<b>\$ 726,424</b>	<b>\$ 493,200</b>	<b>\$ 491,997</b>
EQUIPMENT PURCHASE	11,069	253,094	15,000	15,000
VEHICLE PURCHASE	0	37,590	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 11,069</b>	<b>\$ 290,684</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>TOTAL</b>	<b>\$ 1,129,824</b>	<b>\$ 1,393,923</b>	<b>\$ 902,240</b>	<b>\$ 956,037</b>

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*AMHERST*

Perfect Slice of Virginia

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

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$602,762	\$644,808	\$651,480	\$659,012
TOTAL OPERATING COSTS	200,241	172,589	187,469	224,420
CAPITAL	9,489	12,210	6,000	9,000
EXPENDITURES	\$812,492	\$829,607	\$844,949	\$892,432
REVENUES	147,923	166,220	145,000	165,240
NET COUNTY FUNDS	\$664,569	\$663,387	\$699,949	\$727,192
FULL-TIME POSITIONS	11	11	11	11
PART-TIME POSITIONS	7	7	7	7

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase for books and subscriptions from increased state support for improving resources.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**LIBRARY**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 446,314	\$ 482,045	\$ 475,906	\$ 480,906
FICA	31,711	34,549	33,515	33,897
RETIREMENT (VSRS)	40,635	46,400	47,868	50,196
HOSPITAL/MEDICAL PLANS	76,302	73,658	85,711	85,711
LIFE INS-EMPLOYER & EMPLOYEE	5,432	5,736	5,918	5,985
UNEMPLOYMENT	0	69	0	0
WORKMEN'S COMP	279	457	300	400
EMPLOYEE ASSISTANCE PROGRAM	297	0	300	300
VRS- HEALTH INS CREDIT	954	1,027	1,060	715
HYBRID-LT DISABILITY	838	867	902	902
<b>TOTAL PERSONNEL</b>	<b>\$ 602,762</b>	<b>\$ 644,808</b>	<b>\$ 651,480</b>	<b>\$ 659,012</b>
PROFESSIONAL SERVICES	0	0	1,000	0
REPAIRS & MAINTENANCE	53	226	300	300
MAINTENANCE SERVICE CONTRACT	0	48	700	700
MAINT SVC CONTRACTS-EQUIP	1,181	872	4,000	4,000
ADVERTISING	0	0	1,000	3,000
REPAIR & MAINT FURN & EQUIP	0	0	100	100
JANITORIAL SVC CONTRACT	25,500	25,602	27,000	27,000
COMPUTER SERVICES	9,715	12,920	12,000	20,000
ELECTRICAL SERVICES	6,047	5,986	7,000	7,000
WATER & SEWER SERVICES	3,197	2,212	4,500	4,500
POSTAL SERVICES	2,055	2,800	2,800	2,800
TELECOMMUNICATIONS	5,706	7,988	8,100	13,020
OFFICE SUPPLIES	7,208	6,437	8,000	8,000
BOOKS & SUBSCRIPTIONS	126,346	100,733	97,969	120,000
COMPUTER SUPPLIES AND SOFTWA	2,183	0	4,000	4,000
TRAVEL-EDUCATION	5,883	4,277	6,000	6,000
DUES/MEMBERSHIP	650	800	1,000	0
SPECIAL PROGRAMMING SUPPLIES	4,517	1,688	2,000	4,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 200,241</b>	<b>\$ 172,589</b>	<b>\$ 187,469</b>	<b>\$ 224,420</b>
EQUIPMENT	6,686	12,278	5,000	5,000
FURNITURE & FIXTURES	2,803	(68)	1,000	4,000
<b>TOTAL CAPITAL</b>	<b>\$ 9,489</b>	<b>\$ 12,210</b>	<b>\$ 6,000</b>	<b>\$ 9,000</b>
<b>TOTAL</b>	<b>\$ 812,492</b>	<b>\$ 829,607</b>	<b>\$ 844,949</b>	<b>\$ 892,432</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### MUSEUM

#### DESCRIPTION

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

#### FINANCIAL DATA

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$55,987	\$58,134	\$59,873	\$66,567
TOTAL OPERATING COSTS	2,363	552	1,400	1,825
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$58,350</b>	<b>\$58,686</b>	<b>\$61,273</b>	<b>\$68,392</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$58,350</b>	<b>\$58,686</b>	<b>\$61,273</b>	<b>\$68,392</b>
FULL-TIME POSITIONS	1	1	1	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects a market adjustment for personnel..

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**MUSEUM**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 46,753	\$ 48,188	\$ 49,596	\$ 55,000
FICA	3,628	3,740	3,794	4,208
RETIREMENT (VSRS)	4,582	5,169	5,377	6,182
LIFE INS-EMPLOYER & EMPLOYEE	612	639	665	738
WORKMEN'S COMPENSATION	30	32	30	30
EMPLOYEE ASSISTANCE PROGRAM	27	0	30	30
HEALTH INS CREDIT	108	114	119	88
HYBRID-LT DISABILITY	247	252	262	291
<b>TOTAL PERSONNEL</b>	<b>\$ 55,987</b>	<b>\$ 58,134</b>	<b>\$ 59,873</b>	<b>\$ 66,567</b>
CONTRACTED SERVICES	\$ 1,911	\$ -	\$ -	\$ 325
OFFICE SUPPLIES	202	101	400	500
COMPUTER SUPPLIES	125	93	500	500
TRAVEL	125	358	500	500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 2,363</b>	<b>\$ 552</b>	<b>\$ 1,400</b>	<b>\$ 1,825</b>
<b>TOTAL</b>	<b>\$ 58,350</b>	<b>\$ 58,686</b>	<b>\$ 61,273</b>	<b>\$ 68,392</b>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$251,472	\$269,955	\$298,686	\$309,741
TOTAL OPERATING COSTS	84,131	82,700	94,150	93,300
CAPITAL	57,703	7,793	6,000	6,000
<b>EXPENDITURES</b>	<b>\$393,306</b>	<b>\$360,448</b>	<b>\$398,836</b>	<b>\$409,041</b>
REVENUES	50,177	44,267	56,000	56,000
<b>NET COUNTY FUNDS</b>	<b>\$343,129</b>	<b>\$316,181</b>	<b>\$342,836</b>	<b>\$353,041</b>
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	16	12	12	12

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**RECREATION**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 148,636	\$ 176,289	\$ 166,049	\$ 171,251
SALARIES & WAGES PART-TIME	47,806	32,722	65,700	70,000
FICA	13,344	14,561	16,634	17,032
RETIREMENT (VSRS)	14,566	16,675	18,000	18,564
HOSPITAL/MEDICAL PLANS	22,008	21,560	26,394	26,814
LIFE INS-EMPLOYER & EMPLOYEE	1,947	2,061	2,226	2,295
UNEMPLOYMENT CLAIMS	0	520	0	0
WORKMEN'S COMP	2,742	5,084	2,800	3,000
EMPLOYEE ASSISTANCE PROGRAM	81	0	85	70
VRS- HEALTH INS CREDIT	342	369	399	274
S/LTD	-	114	399	441
<b>TOTAL PERSONNEL</b>	<b>\$ 251,472</b>	<b>\$ 269,955</b>	<b>\$ 298,686</b>	<b>\$ 309,741</b>
CONTRACTED SVCS	\$ -	\$ 1,300	\$ -	\$ -
PROFESSIONAL SERVICES	10,000	0	0	0
REPAIRS AND MAINTENANCE	0	0	4,500	0
OUTSIDE PRINTING	0	120	500	500
ADVERTISING	1,187	1,227	2,000	2,000
YOUTH SPORTS ORGANIZATIONS	0	0	0	0
REPAIRS & MAINT - VEHICLES	446	489	1,500	2,000
ELECTRICAL SERVICES	27,960	26,527	32,000	30,000
WATER & SEWER SERVICES	1,226	1,320	1,100	1,400
POSTAL SERVICES	472	275	500	500
TELECOMMUNICATIONS	5,816	5,990	6,500	6,500
LIABILITY INSURANCE	766	777	800	800
OFFICE SUPPLIES	3,262	2,062	2,400	2,400
GASOLINE OIL GREASE	1,355	1,328	1,500	2,000
CULTURAL SUPPLIES	1,442	983	1,900	2,000
RECREATIONAL SUPPLIES	13,776	21,657	18,000	22,000
VEHICLE SUPPLIES	493	0	500	0
TRAVEL	1,123	2,925	1,400	2,000
DUES & ASSOC MEMBERSHIPS	250	540	600	600
OTHER OPERATING COSTS	84	0	0	0
SPECIAL SERVICES	10,346	9,521	12,000	12,000
SENIOR CITIZENS EXPENSES	2,805	4,142	5,000	5,000
RENTAL-COPIER	1,322	1,517	1,450	1,600
<b>TOTAL OPERATING COSTS</b>	<b>\$ 84,131</b>	<b>\$ 82,700</b>	<b>\$ 94,150</b>	<b>\$ 93,300</b>
PARK EQUIP - REPLACEMENT	7,441	4,660	5,000	5,000
FURNITURE & FIXTURES	263	3,133	1,000	1,000
EQUIPMENT	49,999	0	0	0
<b>TOTAL CAPITAL</b>	<b>\$ 57,703</b>	<b>\$ 7,793</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 393,306</b>	<b>\$ 360,448</b>	<b>\$ 398,836</b>	<b>\$ 409,041</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	44,149	36,263	41,900	47,901
CAPITAL	12,691	2,639	-	-
<b>EXPENDITURES</b>	<b>\$ 56,840</b>	<b>\$ 38,902</b>	<b>\$ 41,900</b>	<b>\$ 47,901</b>
REVENUES	36,564	47,901	41,540	60,300
<b>NET COUNTY FUNDS</b>	<b>\$ 20,276</b>	<b>\$ (8,999)</b>	<b>\$ 360</b>	<b>\$ (12,399)</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 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. FY23 also reflects an increase in advertising and marketing.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

✓

4. Promote Tourism

✓

5. Promote and Protect County Assets

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**TOURISM**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PROFESSIONAL SERVICES	\$ 29,500	\$ 29,500	\$ 29,500	\$ 29,500
ADVERTISING	10,000	4,823	10,000	16,001
REPAIRS & MAINTENANCE	135	0	400	400
EQUIPMENT	2,639	0	0	0
RENTAL OF EQUIPMENT	1,875	1,940	2,000	2,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 44,149</b>	<b>\$ 36,263</b>	<b>\$ 41,900</b>	<b>\$ 47,901</b>
<b>TOTAL</b>	<b>\$ 44,149</b>	<b>\$ 36,263</b>	<b>\$ 41,900</b>	<b>\$ 47,901</b>

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**AMHERST COUNTY**

**COMMUNITY  
DEVELOPMENT**

## County of Amherst, Virginia – Adopted Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	514,933	436,115	210,800	241,500
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$514,933</b>	<b>\$436,115</b>	<b>\$210,800</b>	<b>\$241,500</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$514,933</b>	<b>\$436,115</b>	<b>\$210,800</b>	<b>\$241,500</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects a contribution to the Amherst County Fair for operations.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Broadband Expansion	✓
2. Residential Growth in Designated Growth Areas	✓
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	

**County of Amherst, Virginia – Adopted Budget – FY 2022-2023**

**COMMUNITY DEVELOPMENT PROJECTS**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
RIVEREDGE	\$ 17,385	\$ 218,837	\$ -	\$ -
CVTC	50,000	0	0	0
WINTON DEVELOPMENT	28,713		0	0
PHELPS ROAD SCHOOL	336,970	6,750	0	0
AMHERST COUNTY FAIR	0	0	0	30,000
BROCKMAN PARK RECOUPMENT	26,264	26,888	26,300	27,000
SECOND STAGE	4,500	4,500	4,500	4,500
EDA CONTRIBUTIONS - PROJECTS	51,101	179,140	180,000	180,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 514,933</b>	<b>\$ 436,115</b>	<b>\$ 210,800</b>	<b>\$ 241,500</b>
<b>TOTAL</b>	<b>\$ 514,933</b>	<b>\$ 436,115</b>	<b>\$ 210,800</b>	<b>\$ 241,500</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### EDA BOARD

#### DESCRIPTION

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

#### FINANCIAL DATA

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$3,768	\$8,289	\$9,043	\$9,043
TOTAL OPERATING COSTS	0	0	0	0
CAPITAL	0	0	0	0
EXPENDITURES	\$3,768	\$8,289	\$9,043	\$9,043
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$3,768	\$8,289	\$9,043	\$9,043
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	5	5	5	5

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**EDA BOARD**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
COMPENSATION	\$ 3,500	\$ 7,700	\$ 8,400	\$ 8,400
FICA	268	589	643	643
<b>TOTAL PERSONNEL</b>	<b>\$ 3,768</b>	<b>\$ 8,289</b>	<b>\$ 9,043</b>	<b>\$ 9,043</b>
<b>TOTAL</b>	<b>\$ 3,768</b>	<b>\$ 8,289</b>	<b>\$ 9,043</b>	<b>\$ 9,043</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$73,452	\$108,188	\$130,387	\$99,556
TOTAL OPERATING COSTS	2,142	1,875	3,300	4,800
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$75,594</b>	<b>\$110,063</b>	<b>\$133,687</b>	<b>\$104,356</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$75,594</b>	<b>\$110,063</b>	<b>\$133,687</b>	<b>\$104,356</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 202

The FY23 budget reflects a decrease in personnel costs for a full-time extension agent due to increased state funding for the position.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**EXTENSION SERVICE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
COMP COOP EXT AGENTS	\$ 73,452	\$ 108,188	\$ 102,214	\$ 80,453
RETIREMENT (VSRS)	-	-	28,173	19,103
<b>TOTAL PERSONNEL</b>	<b>\$ 73,452</b>	<b>\$ 108,188</b>	<b>\$ 130,387</b>	<b>\$ 99,556</b>
FURNITURE & FIXTURES	2,142	1,875	1,000	1,000
DUES & MEMBERSHIPTS	-	-	-	1,500
TELECOMMUNICATIONS	-	-	2,300	2,300
<b>TOTAL OPERATING COSTS</b>	<b>\$ 2,142</b>	<b>\$ 1,875</b>	<b>\$ 3,300</b>	<b>\$ 4,800</b>
<b>TOTAL</b>	<b>\$ 75,594</b>	<b>\$ 110,063</b>	<b>\$ 133,687</b>	<b>\$ 104,356</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$227,732	\$258,483	\$268,715	\$270,208
TOTAL OPERATING COSTS	81,502	72,392	93,884	93,864
CAPITAL	23,759	2,000	17,480	17,480
EXPENDITURES	\$332,993	\$332,875	\$380,079	\$381,552
REVENUES	24,162	29,712	23,150	23,150
NET COUNTY FUNDS	\$308,831	\$303,163	\$356,929	\$358,402
FULL-TIME POSITIONS	3	3	3	3
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

	Agency Primarily Supports
1. Broadband Expansion	✓
2. Residential Growth in Designated Growth Areas	✓
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**PLANNING DEPARTMENT**

<i>Planning</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 154,767	\$ 178,930	\$ 184,527	\$ 185,027
FICA	11,124	12,872	13,551	13,590
RETIREMENT (VSRS)	15,176	19,233	20,003	20,797
HOSPITAL/MEDICAL PLANS	22,269	22,514	24,991	24,991
LIFE INS-EMPLOYR & EMPLOYEE	2,029	2,378	2,473	2,480
WORKMEN'S COMP	2,631	3,007	2,700	3,000
EMPLOYEE ASSISTANCE PROGRAM	81	0	85	85
VRS HEALTH INS CREDIT	356	426	443	296
HYBRID S/LTD	234	284	295	295
<b>TOTAL PERSONNEL</b>	<b>\$ 208,667</b>	<b>\$ 239,644</b>	<b>\$ 249,068</b>	<b>\$ 250,561</b>
GIS	15,845	13,165	23,000	23,000
ADVERTISING	1,997	2,804	3,500	3,500
POSTAL SERVICES	261	269	700	700
TELECOMMUNICATIONS	2,112	1,734	2,200	2,200
OFFICE SUPPLIES	944	610	1,000	1,000
GASOLINE OIL GREASE	613	170	700	700
TRAVEL	56	0	0	0
TRAVEL & TRAINING	3,076	405	3,500	3,500
DUES & MEMBERSHIP	487	50	500	500
REGION 2000 PARTNERSHIP	39,978	39,834	39,834	39,814
SOFTWARE	12,000	12,000	12,000	12,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 77,369</b>	<b>\$ 71,041</b>	<b>\$ 86,934</b>	<b>\$ 86,914</b>
BEAUTIFICATION COMMITTEE	17,382	2,000	15,000	15,000
FURNITURE & FIXTURES	0	0	1,000	1,000
<b>TOTAL CAPITAL</b>	<b>\$ 17,382</b>	<b>\$ 2,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>
<b>TOTAL</b>	<b>\$ 303,418</b>	<b>\$ 312,685</b>	<b>\$ 352,002</b>	<b>\$ 353,475</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**PLANNING DEPARTMENT**

<i>Zoning Board</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES PART-TIME	\$ 210	\$ -	\$ 750	\$ 750
FICA	16	0	58	58
<b>TOTAL PERSONNEL</b>	<b>\$ 226</b>	<b>\$ -</b>	<b>\$ 808</b>	<b>\$ 808</b>
UNEMPLOYMENT	\$ -	\$ 5	\$ -	\$ -
ADVERTISING	392	0	500	500
POSTAL SERVICES	0	0	100	100
TRAVEL & TRAINING	200	0	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 592</b>	<b>\$ 5</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>
<b>TOTAL</b>	<b>\$ 818</b>	<b>\$ 5</b>	<b>\$ 2,408</b>	<b>\$ 2,408</b>

<i>Planning Commission</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES PART-TIME	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
FICA	1,339	1,339	1,339	1,339
<b>TOTAL PERSONNEL</b>	<b>\$ 18,839</b>	<b>\$ 18,839</b>	<b>\$ 18,839</b>	<b>\$ 18,839</b>
ADVERTISING	2,132	1,599	2,500	2,500
POSTAGE	209	47	300	300
TRAVEL & TRAINING	1,200	(300)	2,550	2,550
<b>TOTAL OPERATING COSTS</b>	<b>\$ 3,541</b>	<b>\$ 1,346</b>	<b>\$ 5,350</b>	<b>\$ 5,350</b>
EQUIPMENT	\$ 9,377	\$ -	\$ 1,480	\$ 1,480
<b>CAPITAL</b>	<b>\$ 9,377</b>	<b>\$ -</b>	<b>\$ 1,480</b>	<b>\$ 1,480</b>
<b>TOTAL</b>	<b>\$ 31,757</b>	<b>\$ 20,185</b>	<b>\$ 25,669</b>	<b>\$ 25,669</b>



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



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$2,181,234	\$2,285,433	\$2,508,646	\$2,885,713
TOTAL OPERATING COSTS	930,882	1,109,537	1,152,255	1,135,484
CAPITAL	19,920	9,385	3,250	3,250
EXPENDITURES	\$3,132,037	\$3,404,355	\$3,664,151	\$4,024,447
REVENUES	2,495,572	2,669,238	2,706,010	2,848,434
NET COUNTY FUNDS	\$636,465	\$735,117	\$958,141	\$1,176,013
FULL-TIME POSITIONS	42	42	43	43
PART-TIME POSITIONS	4	4	4	4

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increase in salaries and related benefits due to the addition of an assistant director position.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**SOCIAL SERVICES**

<i>Social Services Operations</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES FULL-TIME	\$ 1,613,320	\$ 1,692,560	\$ 1,844,124	\$ 2,103,885
SALARIES & WAGES PART-TIME	29,466	31,652	33,000	33,000
FICA	118,585	125,261	143,602	163,471
RETIREMENT (VRSR)	149,888	173,187	175,609	230,700
HOSPITAL/MEDICAL PLANS	235,612	233,343	271,339	309,872
LIFE INS-EMPLOYEE & EMPLOYER	20,267	21,408	23,476	27,506
UNEMPLOYMENT COMPENSATION	1,854	135	2,500	2,500
WORKMEN'S COMPENSATION	3,895	0	4,000	4,000
EMPLOYEE ASSISTANCE PROGRAM	1,053	0	1,000	1,000
VRS - HEALTH INS CREDIT	3,522	3,835	4,302	3,283
STANDARD LTD	3,772	4,052	5,694	6,496
<b>TOTAL PERSONNEL</b>	<b>\$ 2,181,234</b>	<b>\$ 2,285,433</b>	<b>\$ 2,508,646</b>	<b>\$ 2,885,713</b>
PROFESSIONAL SERVICES-OTHER	18,682	24,930	18,400	22,000
MAINTENANCE SVC CONTRACTS	1,595	750	1,500	1,800
ADVERTISING	0	675	773	500
PS FROM OTHER GOVT ENTITIES	1,044	1,454	1,200	2,000
JANITORIAL SERVICES	18,000	18,000	18,000	19,600
REPAIRS & MAINT AUTOMOBILES	2,716	4,977	4,000	3,000
REPAIRS & MAINT BUILDING	2,867	168	11,000	500
LEGAL SERVICES	50,472	61,672	75,000	70,000
ELECTRICAL SERVICES	13,396	11,908	10,000	12,000
WATER & SEWER SERVICES	2,065	1,703	2,500	2,500
POSTAL SERVICES	7,273	5,290	7,000	7,500
TELECOMMUNICATIONS	29,277	30,575	32,280	35,000
LIABILITY INSURANCE - AUTO	3,830	3,885	4,000	4,000
SURETY BONDS	300	300	300	300
OFFICE SUPPLIES	21,938	18,055	20,000	20,000
JANITORIAL SUPPLIES	301	624	300	300
VEHICLE SUPPLIES	5,145	4,605	5,000	6,000
TRAVEL-MILEAGE/FARES	298	0	100	100
TRAVEL-MEALS/LODGING	103	0	200	200
TRAVEL - CONVEN & EDUCATION	14,424	31	5,220	1,200
DUES & ASSOC MEMBERSHIPS	940	850	900	960
OTHER OPERATING COSTS	3,216	3,361	2,800	2,800
EQUIPMENT RENTAL	8,330	7,770	8,000	8,000
RENT/DEPRECIATION-BUILDING	28,671	31,060	28,671	28,671
<b>TOTAL OPERATING COSTS</b>	<b>\$ 234,883</b>	<b>\$ 232,643</b>	<b>\$ 257,144</b>	<b>\$ 248,931</b>
FURNITURE & FIXTURES	19,920	9,385	0	0
COMPUTER EQUIPMENT	0	0	3,250	3,250
<b>TOTAL CAPITAL</b>	<b>\$ 19,920</b>	<b>\$ 9,385</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>
<b>TOTAL</b>	<b>\$ 2,436,037</b>	<b>\$ 2,527,461</b>	<b>\$ 2,769,040</b>	<b>\$ 3,137,894</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**SOCIAL SERVICES**

<i>Public Assistance</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
FICA	\$ 1,933	\$ 1,787	\$ -	
AUXILIARY GRANTS	55,335	68,970	75,252	77,032
INDEPENDENT LIVING GRANT	2,449	3,460	2,619	8,120
AID TO DEPENDENT CHILDREN	0	0	1,000	1,000
IV-E FOSTER CARE	266,628	239,411	232,383	205,649
EMERGENCY ASSISTANCE	0	0	3,000	1,500
FOSTER PARENT RESPITE CARE	178	389	1,876	4,500
FAMILY PRESERVATION	2,661	2,096	3,460	3,460
CHILD WELFARE SA & SUPP SERVICES	3,098	4,204	4,123	4,123
FOSTERING FUTURES	46,949	37,455	35,852	39,022
SPECIAL NEEDS ADOPTION	13,632	13,632	13,632	13,632
ADOPTION SUBSIDY	244,456	455,683	429,148	427,666
ADULT SERVICES	25,467	28,984	35,230	32,730
ADULT PROTECTIVE SERVICES	10,022	2,608	3,721	13,809
AFDC-UP MANUAL	0	0	1,000	1,000
PROMOTING SAFE/STABLE FAMILIES	16,532	16,933	18,534	4,173
	0	0	5,000	18,534
JOBS VIEW	6,659	1,282	29,281	5,000
ADDITIONAL VDSS AID	0	0	0	25,603
<b>TOTAL OPERATING COSTS</b>	<b>\$ 695,999</b>	<b>\$ 876,894</b>	<b>\$ 895,111</b>	<b>\$ 886,553</b>
<b>TOTAL</b>	<b>\$ 695,999</b>	<b>\$ 876,894</b>	<b>\$ 895,111</b>	<b>\$ 886,553</b>

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## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$85,602	\$115,379	\$127,466	\$127,787
TOTAL OPERATING COSTS	4,141	1,233	5,530	5,900
CAPITAL	0	0	0	0
EXPENDITURES	\$89,743	\$116,612	\$132,996	\$133,687
REVENUES	10,797	10,787	11,700	11,700
NET COUNTY FUNDS	78,946	105,825	121,296	121,987
FULL-TIME POSITIONS	1	1	2	2
PART-TIME POSITIONS	1	1	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	
4. Promote Tourism	
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**Child Services Act**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
SALARIES & WAGES	\$ 68,275	\$ 88,546	\$ 95,921	\$ 95,921
FICA	5,172	6,683	7,297	7,296
VRS	5,167	8,956	10,398	10,782
HOSPITALIZATION	5,832	9,421	11,751	11,751
GR LIFE	691	1,107	1,286	1,286
WORKMAN COMP	39	32	45	45
EAP	27	0	30	45
HEALTH INS CREDIT	121	198	231	154
HYBRID-LT DISABILITY	278	436	507	507
<b>TOTAL PERSONNEL</b>	<b>\$ 85,602</b>	<b>\$ 115,379</b>	<b>\$ 127,466</b>	<b>\$ 127,787</b>
POSTAGE	288	284	400	400
TELECOMMUNICATION	1,035	605	1,000	1,000
OFFICE SUPPLIES	1,100	322	1,630	1,500
TRAVEL	116	-	1,500	2,000
FURNITURE & FIXTURES	1,602	22	1,000	1,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 4,141</b>	<b>\$ 1,233</b>	<b>\$ 5,530</b>	<b>\$ 5,900</b>
<b>TOTAL</b>	<b>\$ 89,743</b>	<b>\$ 116,612</b>	<b>\$ 132,996</b>	<b>\$ 133,687</b>

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*AMHERST*

Perfect Slice of Virginia

**AMHERST COUNTY  
DEBT SERVICE & OTHER**

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### COUNTYWIDE

#### DESCRIPTION

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

#### FINANCIAL DATA

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$17,281	\$182,689	\$1,215,700
TOTAL OPERATING COSTS	3,497,971	2,719,207	2,667,420	3,223,616
CAPITAL	0	0	1,683,211	1,923,034
EXPENDITURES	\$3,497,971	\$2,736,488	\$4,533,320	\$6,362,350
REVENUES				
NET COUNTY FUNDS	\$3,497,971	\$2,736,488	\$4,533,320	\$6,362,350
FULL-TIME POSITIONS	0	0	0	1
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects personnel, CLP, and Supplemental costs that will be reassigned to individual departments after adoption of the budget.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	✓
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COUNTYWIDE**

<i>External Providers</i>	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Mandatory</b>				
Blue Ridge Regional Jail	\$ 1,760,933	\$ 1,430,564	\$ 1,430,564	\$ 1,600,000
Amherst County Health Department	239,493	239,493	218,493	239,493
Horizon Behavioral Health	139,230	143,844	143,844	145,844
REGION 2000 REGIONAL COMMISS	18,390	18,324	18,584	19,588
<b>Contractual</b>				
CONTRIB-ACSA PUBLIC SEWER LI	171,687	0	0	0
EDA - STRATEGIC PLAN	227,741	227,741	244,311	244,311
EDA - OPERATIONAL BUDGET	165,950	168,950	170,930	170,930
CONTRIBUTION GLTC	76,275	77,800	77,800	77,800
<b>Discretionary</b>				
CONTRIBUTION-CENT VA COMM AG	6,740	6,740	6,740	6,740
CONTRIB - JAMES RIVER ASSOC	6,018	7,891	769	0
CONTRIBUTION-YWCA FAMILY VIO	3,395	3,395	3,395	3,395
CONTRIB- CASA	4,690	4,690	4,690	4,690
LYNCHBURG AREA CENTR - INDEP	1,250	1,250	1,250	1,250
CONTRIB - THE ARC	1,450	1,450	1,450	1,450
CONTRIB - NEIGHBORS HELPING N.	0	1,500	1,500	5,000
CONTRIBUTION-CVCC	777	770	0	767
CVCC - SMALL BUSINESS DEV CE	5,965	6,000	6,000	6,000
CONTRIBUTION-SOIL CONS DIST	8,500	8,500	8,500	10,000
LEGAL AID SOCIETY	0	2,500	2,500	5,000
CONTRIB - MONACAN INDIANS			500	
<b>TOTAL</b>	<b>\$ 2,838,483</b>	<b>\$ 2,351,402</b>	<b>\$ 2,341,820</b>	<b>\$ 2,542,258</b>

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
ELECTRICAL SERVICES	\$ 120,741	\$ 121,831	\$ 130,000	\$ 130,000
HEATING OIL/PROPANE	\$ 19,085	\$ 26,915	\$ 30,000	\$ 31,000
WATER & SEWER SERVICES	\$ 13,282	\$ 14,665	\$ 14,000	\$ 15,000
WATER USAGE - SCHOOL/SOC SVCS	\$ 4,136	\$ 3,713	\$ 5,000	\$ 4,000
<b>TOTAL OPERATING COSTS</b>	<b>\$ 157,244</b>	<b>\$ 167,124</b>	<b>\$ 179,000</b>	<b>\$ 180,000</b>
<b>TOTAL</b>	<b>\$ 157,244</b>	<b>\$ 167,124</b>	<b>\$ 179,000</b>	<b>\$ 180,000</b>

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**COUNTYWIDE**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
ELDERLY PROPERTY TAX RELIEF	\$ 235,745	\$ -	\$ -	\$ 236,000
<b>NONDEPARTMENTAL</b>				
COLA	0	0	11,878	828,700
CONTINGENCY	0	0	25,000	50,000
HEALTH INS INCREASE	0	0	64,000	200,000
FUEL INFLATION	0	0	0	100,000
RETIREMENT PAYOUTS	0	0	0	50,000
MEDICAL EMPLOYER'S PORTION	0	14,583	20,000	20,000
WORKMAN COMP (COUNTY)	0	2,698	0	0
ARBITRAGE REBATE	0	23	100	100
LINE OF DUTY	76,653	63,257	65,000	75,000
REASSESSMENT	133,561	61,333	0	0
DOCUMENT SCANNING	65	0	0	0
AFFORDABLE HEALTH CARE EXCIS	843	0	0	0
CIP PROJECTS	0	0	1,448,350	1,752,700
NEW POSITIONS	0	0	61,811	73,758
SUPPLEMENTAL PROJECTS	0	0	234,861	170,334
<b>INTERNAL SERVICES</b>				
3RD PARTY SICK PAY	318	0	0	0
GEN LIAB PROP PUBLIC OFFIC	52,465	61,520	60,000	65,000
COPY MACHINE MAINT & SUPPLY	1,315	8,733	15,000	12,000
COPY MACHINE/FAX RENTAL/LEAS	6,279	5,815	6,500	6,500
<b>TOTAL OPERATING COSTS</b>	<b>\$ 507,244</b>	<b>\$ 217,962</b>	<b>\$ 2,012,500</b>	<b>\$ 3,640,092</b>
<b>TOTAL</b>	<b>\$ 507,244</b>	<b>\$ 217,962</b>	<b>\$ 2,012,500</b>	<b>\$ 3,640,092</b>

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	3,767,797	16,722,837	3,765,306	3,795,936
CAPITAL	0	0	0	0
EXPENDITURES	\$3,767,797	\$16,722,837	\$3,765,306	\$3,795,936
REVENUES	0	0	0	0
NET COUNTY FUNDS	\$3,767,797	\$16,722,837	\$3,765,306	\$3,795,936
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY2 budget reflects no significant changes.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

✓

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

✓

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### DEBT SERVICE

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
INTEREST - RADIO	\$ 68,566	\$ 60,899	\$ 52,995	\$ 21,399
OTHER DEBT SERVICE COSTS	0	85,937	7,500	7,500
PRINCIPAL - EDA 2017A LANDFILL	227,000	348,377		0
INTEREST - EDA 2017A LANDFILL	94,178	45,630		0
PRINCIPAL - EDA 2017B COUNTY	453,000	4,110,317		0
INTEREST - EDA 2017B COUNTY	98,867	46,806		0
VRA - TAXABLE - PRINCIPAL			66,667	100,000
VRA - TAXABLE - INTEREST		13,352	19,525	28,847
VRA-NONTAXABLE-PRINCIPAL			560,000	590,000
VRA-NONTAXABLE-INTEREST		158,687	336,126	306,657
VPSA - PRINCIPAL			379,167	175,000
VPSA - INTEREST			100,000	302,117
INTEREST -EDA ANIMAL SHELTER	51,576	107,868	0	0
PRINCIPAL- ANIMAL SHELTER	31,798	1,154,868	0	0
PRINCIPAL - RADIO	242,200	249,760	257,600	277,760
SCHOOL DEBT INTEREST	172,371	135,663	106,682	83,543
SCHOOL DEBT PRINCIPAL	793,916	692,909	495,000	470,000
PINNACLE LEASE - PRINCIPAL	700,000	860,000	1,115,000	1,190,000
PINNACLE LEASE - INTEREST	308,814	291,443	269,044	243,113
USBANKCORP - PRINCIPAL	345,000	8,070,000		0
USBANKCORP - INTEREST	180,511	290,321		0
<b>TOTAL OPERATING COSTS</b>	<b>\$ 3,767,797</b>	<b>\$ 16,722,837</b>	<b>\$ 3,765,306</b>	<b>\$ 3,795,936</b>
<b>TOTAL</b>	<b>\$ 3,767,797</b>	<b>\$ 16,722,837</b>	<b>\$ 3,765,306</b>	<b>\$ 3,795,936</b>

#### DEBT OVERVIEW

The County uses different financing tools for capital projects depending on the type of project. A "capital project" is defined as an acquisition that represents a public betterment to the community and has a life of not less than twenty (20) years following its purchase, construction or other acquisition. The County uses general obligation, revenue bonds, or lease purchase agreements to debt fund projects for buildings, schools, parks and recreation, solid waste, and other infrastructure needs.

#### LONG-TERM DEBT

Total outstanding debt for the County as of June 30, 2021 was \$54.5 million. Following is an excerpt from the ACFR of Note 9 containing the long-term debt details:



# County of Amherst, Virginia – Proposed Budget – FY 2022-2023

## DEBT SERVICE

### Note 9. Long-Term Liabilities

Changes in long-term liabilities consisted of the following:

#### Primary Government:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities:</b>					
General obligation bonds	\$ 3,137,909	\$ 6,170,000	\$ 692,909	\$ 8,615,000	\$ 595,000
Premium on bonds	104,519	2,965,907	263,975	2,806,451	26,521
	<u>3,242,428</u>	<u>9,135,907</u>	<u>956,884</u>	<u>11,421,451</u>	<u>621,521</u>
Lease revenue bonds	7,586,000	10,525,000	7,586,000	10,525,000	660,000
Note payable	1,232,921	-	1,232,921	-	-
Capital leases	21,576,631	-	8,976,789	12,599,842	1,199,842
	<u>30,395,552</u>	<u>10,525,000</u>	<u>17,795,710</u>	<u>23,124,842</u>	<u>1,859,842</u>
Landfill closure/post-closure	5,684,693	995,682	-	6,680,375	-
Compensated absences	1,142,453	-	7,665	1,134,788	113,479
	<u>6,827,146</u>	<u>995,682</u>	<u>7,665</u>	<u>7,815,163</u>	<u>113,479</u>
	<u>\$ 40,465,126</u>	<u>\$ 20,656,589</u>	<u>\$ 18,760,259</u>	<u>\$ 42,361,456</u>	<u>\$ 2,594,842</u>
<b>Business-Type Activities:</b>					
Revenue bonds	\$ 8,477,000	\$ 3,300,000	\$ 1,855,000	\$ 9,922,000	\$ 493,000
Premium on bond	440,655	178,222	300,438	318,439	79,020
Notes payable	1,539,449	484,835	227,676	1,796,608	158,293
Compensated absences	136,694	10,313	-	147,007	14,701
	<u>\$ 10,593,798</u>	<u>\$ 3,973,370</u>	<u>\$ 2,383,114</u>	<u>\$ 12,184,054</u>	<u>\$ 745,014</u>

Compensated absences and landfill closure/post-closure costs, pension, and other post-employment benefits liabilities for governmental activities are expected to be paid out of the General Fund.

#### Discretely Presented Component Unit – Economic Development Authority:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Notes payable	\$ 729,481	\$ -	\$ 661,495	\$ 67,986	\$ 27,979

#### Discretely Presented Component Unit – School Board:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Compensated absences	\$ 614,162	\$ -	\$ 4,649	\$ 609,513	\$ 60,951

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### DEBT SERVICE

#### Note 9. Long-Term Liabilities (Continued)

Details of long-term indebtedness are as follows:

Purpose	Interest Rates	Date Issued	Final Maturity Date	Amount Issued	Amount Outstanding
<b>PRIMARY GOVERNMENT</b>					
<b>Governmental Activities:</b>					
<b>General Obligation Bonds</b>					
Schools:					
VPSA Bonds	3.10-5.25%	2001	2021	\$ 550,000	\$ 25,000
VPSA Bonds	2.35-7.85	2002	2022	965,000	90,000
VPSA Bonds	3.10-5.35	2003	2023	1,315,000	195,000
VPSA Bonds	4.10-5.60	2004	2024	1,120,000	220,000
VPSA Bonds	4.60-5.10	2005	2025	1,615,000	400,000
VPSA Bonds	4.225-5.10	2006	2026	1,265,000	360,000
VPSA Bonds	4.10-5.10	2007	2027	3,325,000	1,155,000
VPSA Bonds	5.05	2020	2030	6,170,000	6,170,000
Total general obligation bonds					<u>\$ 8,615,000</u>
<b>Lease Revenue Bonds</b>					
Virginia Resource Authority	5.125%	2020	2027	\$ 3,120,000	\$ 3,120,000
Virginia Resource Authority - Landfill	1.948-5.125	2020	2040	5,545,000	5,545,000
Virginia Resource Authority - Animal Shelter	0.404-2.525	2020	2037	1,860,000	1,860,000
Total lease revenue bonds					<u>\$ 10,525,000</u>
<b>Capital Leases</b>					
Pinnacle - Energy Conservation	2.25%	2016	2030	\$ 15,000,000	\$ 12,515,000
Caterpillar - Equipment	3.20	2016	2021	292,937	84,842
Total capital leases					<u>\$ 12,599,842</u>
<b>Business-Type Activities:</b>					
Revenue refunding bond - Virginia Resources Authority					
BB&T bond	4.238%	2012	2022	\$ 9,915,000	\$ 715,000
Virginia Resource Authority	2.890	2017	2037	6,177,000	5,907,000
Virginia Resource Authority	0.412	2020	2029	1,640,000	1,640,000
Virginia Resource Authority	5.125	2020	2040	1,660,000	1,660,000
Total revenue bonds					<u>\$ 9,922,000</u>
<b>Notes payable</b>					
Sewage facilities note	- %	1993	2023	\$ 421,819	\$ 29,207
Sewage facilities note	-	1998	2027	747,643	152,644
Sewage facilities note	3.41	2002	2021	322,159	23,192

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### DEBT SERVICE

#### Note 9. Long-Term Liabilities (Continued)

<u>Purpose</u>	<u>Interest Rates</u>	<u>Date Issued</u>	<u>Final Maturity Date</u>	<u>Amount Issued</u>	<u>Amount Outstanding</u>
<b>PRIMARY GOVERNMENT (Continued)</b>					
<b>Business-Type Activities: (Continued)</b>					
<b>Notes payable (Continued)</b>					
Sewage facilities note	4.14%	2010	2029	\$ 329,751	\$ 181,492
Sewage facilities note	3.25	2011	2041	129,890	88,823
Sewage facilities note	2.80	2011	2041	41,049	28,734
Sewage facilities note	-	2013	2033	1,062,266	690,473
Sewage facilities note	3.22	2013	2043	30,001	25,492
Sewage facilities note	3.08	2014	2034	64,890	49,157
Sewage facilities note	3.14	2016	2036	50,297	42,559
Sewage facilities note	1.18	2020	2040	484,835	484,835
Total notes payable					<u>\$ 1,796,608</u>

#### **COMPONENT UNIT – ECONOMIC DEVELOPMENT AUTHORITY**

##### **Notes Payable (Direct Placement)**

Carter Bank and Trust	6.00%	2008	2023	\$ 309,067	<u>\$ 67,986</u>
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#### Annual debt payments

<u>Year Ending June 30,</u>	<u>Primary Government Governmental Activities</u>			
	<u>General Obligation and Lease Revenue Bonds</u>		<u>Capital Leases</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2022	\$ 1,255,000	\$ 851,261	\$ 1,199,842	\$ 269,692
2023	1,335,000	721,161	1,190,000	243,113
2024	1,310,000	659,765	1,305,000	215,044
2025	1,375,000	596,607	1,330,000	185,400
2026	1,430,000	530,085	1,365,000	155,081
2027-2031	8,340,000	1,479,146	6,210,000	331,875
2032-2034	2,125,000	339,556	-	-
2037-2041	1,970,000	107,548	-	-
	<u>\$ 19,140,000</u>	<u>\$ 5,285,129</u>	<u>\$ 12,599,842</u>	<u>\$ 1,400,205</u>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### DEBT SERVICE

Note 9. Long-Term Liabilities (Continued)

Annual debt payments (Continued)

Year Ending June 30,	Primary Government			
	Business-Type Activities			
	Revenue Bonds		Notes Payable	
	Principal	Interest	Principal	Interest
2022	\$ 493,000	\$ 274,033	\$ 158,293	\$ 20,368
2023	560,000	259,503	136,206	18,477
2024	583,000	235,896	137,348	17,160
2025	602,000	222,672	128,792	15,804
2026	615,000	208,431	130,012	14,408
2027-2031	3,094,000	797,654	579,890	49,591
2032-2036	2,540,000	403,723	348,658	23,865
2037-2041	1,435,000	76,670	168,221	9,019
2042-2044	-	-	9,188	501
	<u>\$ 9,922,000</u>	<u>\$ 2,478,582</u>	<u>\$ 1,796,608</u>	<u>\$ 169,193</u>

Year Ending June 30,	Component Unit	
	Economic Development Authority	
	Notes Payable	
	Principal	Interest
2022	\$ 27,979	\$ 3,318
2023	29,704	1,592
2024	10,303	129
	<u>\$ 67,986</u>	<u>\$ 5,039</u>

Bank notes payable are collateralized by real property.

#### Capital leases - energy conservation

During fiscal year 2017, the County entered into two capital leases totaling \$23,850,000 for energy conservation projects at various schools that include roofing, lighting, and HVAC. Funds are held in the County's SNAP investment account and will be used as the projects progress. Unspent funds of \$595,399 are included in the SNAP account discussed in Note 3.

The assets acquired through capital leases are as follows:

Furniture, equipment, and vehicles	\$ 292,937
Buildings and improvements	22,251,464
Construction in progress	710,200
Less: accumulated depreciation	(3,765,859)
	<u>\$ 19,488,742</u>



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
PERSONNEL	\$0	\$0	\$0	\$0
TOTAL OPERATING COSTS	16,038,771	5,189,813	16,239,304	17,604,367
CAPITAL	0	0	0	0
<b>EXPENDITURES</b>	<b>\$16,038,771</b>	<b>\$5,189,813</b>	<b>\$16,239,304</b>	<b>\$17,604,367</b>
REVENUES	0	0	0	0
<b>NET COUNTY FUNDS</b>	<b>\$16,038,771</b>	<b>\$5,189,813</b>	<b>\$16,239,304</b>	<b>\$17,604,367</b>
FULL-TIME POSITIONS	0	0	0	0
PART-TIME POSITIONS	0	0	0	0

#### EXPLANATION OF CHANGES FOR FY 2023

The FY23 budget reflects an increased transfer to the Solid Waste Fund as a result of increased convenience center operations, increased funding for Children Services Act matching expenses, and savings for the future.

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion

2. Residential Growth in Designated Growth Areas

3. Promote Business Growth

4. Promote Tourism

5. Promote and Protect County Assets

✓

6. Achieve Education Excellence

✓

7. Recruit and Retain High Quality Staff

8. Increase Citizen Engagement

✓

**County of Amherst, Virginia – Proposed Budget – FY 2022-2023**

**TRANSFERS FROM GENERAL FUND**

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
TRANSFER TO CONSTRUCTION	\$ 16,190	\$ -	\$ -	\$ -
TRANSFER TO GRANTS	-	144,514	-	-
TRANSFER TO COUNTY FAIR	60,000	-	-	-
TRANSFER TO LANDFILL	1,446,025	1,163,637	1,231,436	1,337,040
TRANSFER TO EDA	620,000	634,701	-	-
TRANSFER TO CONSERVATION	-	2,872	-	-
TRANSFER TO FUTURE FUND	-	-	350,000	350,000
TRANSFER TO CSA	600,249	630,517	500,000	625,000
TRANSFER TO UNOBILGATED GF	-	-	-	1,334,992
TRANSFER TO SPECIAL WELFARE	7,149	-	-	-
TRANSFER TO SCHOOL CONSTRUCT	641,666	55,246	55,246	55,246
TRANSFER TO SCHOOL FUND	13,079,730	12,997,162	13,902,089	13,902,089
<b>TOTAL OPERATING COSTS</b>	<b>\$ 16,471,009</b>	<b>\$ 15,628,649</b>	<b>\$ 16,038,771</b>	<b>\$ 17,604,367</b>
<b>TOTAL</b>	<b>\$ 16,471,009</b>	<b>\$ 15,628,649</b>	<b>\$ 16,038,771</b>	<b>\$ 17,604,367</b>



*AMHERST*

Perfect Slice of Virginia

# **AMHERST COUNTY SPECIAL REVENUE FUNDS**

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
General Donations	\$0	\$0	\$0	\$0
Restricted Donations	(768)	0	0	0
<b>Total Revenues</b>	<b>(\$768)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Reimbursement to Families	0	0	0	0
Volunteer Expenses	285	0	0	0
Home Construction	21,919	0	0	0
<b>Total Expenditures</b>	<b>\$22,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	
4. Promote Tourism	
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
County Contribution	\$60,000	\$0	\$60,315	\$0
Ride Revenue	12,662	0	20,690	0
Sponsorship	18,575	0	24,012	0
Vendor Fees	8,137	0	7,450	0
Alcohol Sales	9,316	0	9,096	0
Admission Revenue	36,379	0	19,000	0
In-kind Sponsorship	39,210	0	27,000	0
Ice Revenue	277	0	400	0
Miscellaneous	641	0	2,087	0
<b>Total Revenues</b>	<b>\$185,197</b>	<b>\$0</b>	<b>\$170,050</b>	<b>\$0</b>
<b>Expenditures</b>				
Advertising & Website	27,740	1,150	27,979	0
Volunteer Supplies	6,655	0	10,763	0
Office Supplies	1,243	0	1,130	0
Alcoholic Beverages	6,545	0	7,405	0
Infrastructure & Grounds	41,868	0	45,289	0
Rentals	14,515	0	8,679	0
Compensation	27,949	0	20,550	0
Fireworks	3,500	2,000	3,500	0
Entertainment	32,592	0	26,000	0
Transportation	3,369	0	5,014	0
Miscellaneous	9,582	125	13,741	0
<b>Total Expenditures</b>	<b>\$175,557</b>	<b>\$3,275</b>	<b>\$170,050</b>	<b>\$0</b>

County of Amherst, Virginia – Proposed Budget – FY 2022-2023

COUNTY FAIR FUND

COUNTY STRATEGIC GOALS	Agency Primarily Supports
1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
CSA Custodial Service Reimbursement	\$2,722	\$13,463	\$4,000	\$4,000
Vendor Refunds - Medicaid Paid Services	0	0	5,000	0
Parental Reimbursement	11,865	0	20,000	20,000
CSA SSI/Social Security Payments	34,781	8,778	50,000	35,000
State Reimbursement - CSA	1,544,343	1,199,554	1,500,000	1,500,000
CSA - Child Support	9,165	6,307	10,000	10,000
Transfer from General Fund	600,249	630,517	500,000	625,000
<b>Total Revenues</b>	<b>\$2,203,126</b>	<b>\$1,858,619</b>	<b>\$2,089,000</b>	<b>\$2,194,000</b>
<b>Expenditures</b>				
Mandated Services	2,269,775	2,242,596	2,029,000	2,134,000
Non-Mandated Services	53,671	24,958	60,000	60,000
PSSF - Healthy Families Grant	0		0	0
<b>Total Expenditures</b>	<b>\$2,323,446</b>	<b>\$2,267,554</b>	<b>\$2,089,000</b>	<b>\$2,194,000</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
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1. Broadband Expansion

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## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Dare Donations	\$28,024	\$6,469	\$0	\$0
Alzheimer's	\$6,855	\$5,922	0	0
Concealed Weapon Permits	15,808	25,156	0	0
Project Lifesaver	0	18,982		
<b>Total Revenues</b>	<b>\$50,687</b>	<b>\$56,529</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Dare Purchases	28,040	6,647	0	0
Alzheimer's	6,538	6,670	0	0
Project Lifesaver	0	13,680		
<b>Total Expenditures</b>	<b>\$34,577</b>	<b>\$26,997</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
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✓



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Vendor Refund	\$0	\$0	\$0	\$0
Individual Loan Repayment Agreement	22,500	0	0	0
CDBG - Project Income	0	0	0	0
CDBG - Old Town Madison Heights	0	142,958	0	0
<b>Total Revenues</b>	<b>22,500</b>	<b>142,958</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Contract Services - Planning Grant	0	0	0	0
Principal Forgiveness	27,410	67,302	0	0
Contract Services - Old Town Madison Heights	853	20,149	0	0
Rehabilitation - Old Town	0	341,614	0	0
<b>Total Expenditures</b>	<b>\$28,263</b>	<b>\$429,065</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

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## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Sale of Maps	\$9	\$3	\$0	\$0
State Revenue - Wireless 911	136,453	141,106	0	0
<b>Total Revenues</b>	<b>\$136,462</b>	<b>\$141,109</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Materials & Supplies	0	0	0	0
Software	41,925	176,465	0	0
Transfer to General Fund	0	0	0	0
<b>Total Expenditures</b>	<b>\$41,925</b>	<b>\$176,465</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

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8. Increase Citizen Engagement

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Summons Fee	\$16,516	\$13,229	\$4,172	\$0
<b>Total Revenues</b>	<b>\$16,516</b>	<b>\$13,229</b>	<b>\$4,172</b>	<b>\$0</b>
<b>Expenditures</b>				
Transfer to General Fund	18,937	17,534	4,172	0
<b>Total Expenditures</b>	<b>\$18,937</b>	<b>\$17,534</b>	<b>\$4,172</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
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8. Increase Citizen Engagement



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Vendor Revenue	\$0	\$0	\$0	\$0
Transfer from General Fund	0	0	0	0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Advertising	250	0	0	0
Maintenance and Supplies	1,807	0	0	0
Equipment	0	0	0	0
<b>Total Expenditures</b>	<b>\$2,057</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
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1. Broadband Expansion

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3. Promote Business Growth

✓

4. Promote Tourism

✓

5. Promote and Protect County Assets

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8. Increase Citizen Engagement

✓



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Local Confiscated Assets - Sheriff	\$3,359	\$1,976	\$0	\$0
State Confiscated Assets - Sheriff	5,719	820	0	0
State Confiscated Assets - Comm Atty	5,703	941	0	0
<b>Total Revenues</b>	<b>\$14,782</b>	<b>\$3,737</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Sheriff Expenses	24,225	0	0	0
Transfer to General - Sheriff	7,433	4,500	0	0
Transfer to General - Comm Atty	0	8,400	0	0
<b>Total Expenditures</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

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7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Team Pictures	\$0	\$0	\$0	\$0
Trips	\$23,078	\$13,195	\$0	\$0
Donations	0	0	0	0
<b>Total Revenues</b>	<b>\$23,078</b>	<b>\$13,195</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Trips	21,190	13,383	0	0
Team Pictures	0	0	0	0
Transfer to General Fund	0	0	0	0
<b>Total Expenditures</b>	<b>\$21,190</b>	<b>\$13,383</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	
2. Residential Growth in Designated Growth Areas	
3. Promote Business Growth	✓
4. Promote Tourism	✓
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	
7. Recruit and Retain High Quality Staff	
8. Increase Citizen Engagement	✓

## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Library Donations	\$579	\$59	\$0	\$0
Escrow - Erosion Control	11,088	500	0	0
Escrow - Landscaping	5,247	0	0	0
Transfer from General Fund	7,149	0	0	0
<b>Total Revenues</b>	<b>\$24,063</b>	<b>\$559</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Erosion Escrow Expenditure	16,335	0	0	0
<b>Total Expenditures</b>	<b>\$16,335</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

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8. Increase Citizen Engagement

✓



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Interest	\$4	\$0	\$0	\$0
Organization Donations - Pepsi	247	377	0	0
Special Welfare Revenue	53,326	43,590	0	0
Other Income Sources	66	0	0	0
<b>Total Revenues</b>	<b>\$53,644</b>	<b>\$43,967</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Food Stamp Resitution	2,814	2,938	0	0
Fuel Assist Program	486	0	0	0
General Aid	1,939	1,198	0	0
Miscellaneous	0	241	0	0
Foster Children Expense	44,408	32,017	0	0
<b>Total Expenditures</b>	<b>\$49,647</b>	<b>\$36,394</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
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8. Increase Citizen Engagement



## County of Amherst, Virginia – Proposed Budget – FY 2022-2023

### TELECOMMUNICATIONS FUND

#### DESCRIPTION

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

#### FINANCIAL DATA

	ACTUAL FY 2020	ACTUAL FY 2021	AMENDED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
Telecommunications Internal - Misc	\$0	\$0	\$0	\$0
Telecommunications Charges - Dept.	86,261	87,238	0	0
<b>Total Revenues</b>	<b>\$86,261</b>	<b>\$87,238</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>				
Telecommunication	41,676	104,810	0	0
Equipment	82,857	82,857	0	0
<b>Total Expenditures</b>	<b>\$124,534</b>	<b>\$187,667</b>	<b>\$0</b>	<b>\$0</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
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6. Achieve Education Excellence
7. Recruit and Retain High Quality Staff
8. Increase Citizen Engagement

✓

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*AMHERST*

Perfect Slice of Virginia

# **AMHERST COUNTY COMPONENT UNITS**

## County of Amherst, Virginia – Adopted Budget – FY 2022-2023

### 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 2020	ACTUAL FY 2021	ADOPTED FY 2022	PROPOSED FY 2023
<b>Revenues</b>				
State	\$29,323,418	\$30,856,016	\$32,283,792	\$38,472,037
Federal	2,173,950	2,810,795	4,702,421	7,611,481
Local Operating Funds	12,927,868	13,236,820	13,902,089	13,902,089
Other Local Funds	606,575	360,390	519,427	183,427
Other	2,168,455	662,088	653,740	653,740
<b>Total Revenues</b>	<b>\$47,200,266</b>	<b>\$47,926,109</b>	<b>\$52,061,469</b>	<b>\$60,822,774</b>
<b>Expenditures</b>				
Instructional	32,351,128	33,323,652	35,018,515	37,745,176
Administration, Attendance & Health	2,251,355	2,275,376	2,401,848	2,543,399
Transportation	3,110,679	3,401,854	3,397,032	3,733,656
Maintenance	3,647,277	4,359,391	4,342,657	4,501,842
Technology	1,629,624	1,696,473	1,545,255	1,602,600
Federal Programs	2,823,875	2,866,709	5,356,162	8,265,221
School Construction	1,444,566	0	0	2,430,880
<b>Total Expenditures</b>	<b>\$47,258,504</b>	<b>\$47,923,455</b>	<b>\$52,061,469</b>	<b>\$60,822,774</b>

#### COUNTY STRATEGIC GOALS

Agency  
Primarily  
Supports

1. Broadband Expansion	✓
2. Residential Growth in Designated Growth Areas	✓
3. Promote Business Growth	✓
4. Promote Tourism	
5. Promote and Protect County Assets	✓
6. Achieve Education Excellence	✓
7. Recruit and Retain High Quality Staff	✓
8. Increase Citizen Engagement	✓



**County of Amherst, Virginia – Adopted Budget – FY 2022-2023**

**SCHOOL OPERATING FUND**

	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED FY 2022	PROPOSED FY 2023
<b>State Revenues</b>				
Standard of Quality Programs (SOQ)				
Basic Aid - PPA	\$12,854,522	\$13,808,616	\$14,355,083	\$15,091,122
Textbooks - PPA	273,688	286,776	290,038	353,213
Vocational Ed SOQ - PPA	366,946	314,874	318,456	416,236
Gifted SOQ - PPA	135,906	138,758	140,336	146,750
Special Education - PPA	1,976,073	1,953,287	1,978,203	1,766,334
Remedial Education SOQ - PPA	519,161	523,011	528,960	570,990
VRS Retirement	1,848,322	1,985,308	2,018,685	2,073,174
Social Security	837,181	851,228	866,307	891,171
Group Life	57,081	61,374	62,072	64,036
Remedial Summer School	108,028	0	63,175	88,507
English As a Second Language - LM	21,437	26,578	30,516	54,488
Incentive Programs				
At-Risk - LM	0	0	777,675	1,798,216
4 YR Old Program - LM	0	0	509,305	720,586
Enrollment Loss	0	582,805	541,439	0
Compensation Supplement	816,521	0	949,810	999,287
Grocery Tax Hold Harmless	0	0	0	105,861
Rebenchmarking Hold Harmless	0	0	0	898,420
School Construction	0	0	0	2,430,880
Technology (20% Match)	517,607	0	284,000	284,000
Categorical Programs				
Special ED - Homebound	52,478	35,500	35,856	36,342
Lottery-Funded Programs				
Foster Care Regular	24,817	29,078	20,000	40,000
Foster Care Special ED	70,108	40,813	31,446	61,905
At-Risk - LM	563,765	921,899	446,953	570,929
4 YR Old Program - LM	346,180	306,985	0	0
Early Reading Intervention - LM	87,986	90,220	92,658	327,326
Mentor Teaching Program	4,424	3,377	3,377	0
Primary Class Size K-2 - LM	566,120	648,550	656,494	691,465
SOL Algebra Readiness - LM	66,751	76,300	76,303	79,224
Student Achievement Grants	16,772	16,773	16,772	16,465
Special Education Regional Tuition	733,180	732,265	804,328	821,436
Vocational	28,208	42,283	21,656	44,149
Other Funds	67,291	465,783	0	0
Remedial Summer School	0	66,819	0	0
Supplemental Lottery Allocation	994,859	1,112,782	1,091,080	1,081,860
Other State Funds				

**County of Amherst, Virginia – Adopted Budget – FY 2022-2023**

**SCHOOL OPERATING FUND**

National Board Certification	10,000	10,000	10,000	10,000
Clinical Facility	54,455	0	0	0
Project Graduation	10,936	8,432	8,432	6,294
Forest Reserve	0	59,101	69,982	59,101
State Sales Tax	5,292,615	5,656,441	5,184,395	5,872,270
<b>Total State Revenues</b>	<b>\$29,323,418</b>	<b>\$30,856,016</b>	<b>\$32,283,792</b>	<b>\$38,472,037</b>
<b>Federal Revenues</b>				
Title I	1,011,777	1,006,294	997,048	997,048
Title I (School Improvement & CSRD)	148,861	154,253	156,148	156,148
Title IV	83,011	83,188	73,552	73,552
Title IV-B	825,667	783,725	1,104,933	1,104,933
Carl Perkins	85,377	67,405	78,600	78,600
Preschool Funds	19,257	14,777	19,916	19,916
CARES Funds	0	701,153	2,272,224	5,181,284
<b>Total federal Revenues</b>	<b>\$2,173,950</b>	<b>\$2,810,795</b>	<b>\$4,702,421</b>	<b>\$7,611,481</b>
<b>Local Revenues</b>				
Amherst County Contribution to Operations	\$12,927,868	\$13,236,820	\$13,902,089	\$13,902,089
Other Local Funds				
Sale Furniture & Equipment	0	0	1,000	1,000
Insurance Payments	4,454	29,941	0	0
Transportation	29,646	0	0	0
Rents	0	20,663	0	0
Rebates & Refunds	15,364	9,898	0	0
Sale - Other Vehicles	28,623	0	1,000	1,000
Tuition - Private Source	6,500	6,000	4,000	4,000
Summer School Tuition	4,893	2,925	7,500	7,500
Reimbursement for Fuel Costs	0	38,827	50,000	50,000
Donations/Special Gifts	10,250	27,500	0	0
Tuition - County/City	362,520	118,051	0	0
Sale - School Buses	0	0	2,000	2,000
Other Funds Misc.	144,325	82,330	117,927	117,927
GED Testing	0	24,255	0	0
Transfer Funds from Textbook				
Fund	0	0	336,000	0
School Construction Loc3	1,573,431	0	0	0
Adult Regional Programs	595,024	662,088	653,740	653,740
<b>Total Local Funds</b>	<b>\$15,702,898</b>	<b>\$14,259,298</b>	<b>\$15,075,256</b>	<b>\$14,739,256</b>
<b>TOTAL REVENUES</b>	<b>\$47,200,266</b>	<b>\$47,926,109</b>	<b>\$52,061,469</b>	<b>\$60,822,774</b>



**County of Amherst, Virginia – Adopted Budget – FY 2022-2023**

**SCHOOL OPERATING FUND**

	ACTUAL FY 2020	ACTUAL FY 2021	ADOPTED FY 2022	PROPOSED FY 2023
<b>Expenditures</b>				
<b>Instruction</b>				
Elementary Instruction	\$14,239,968	\$14,724,732	\$15,244,718	\$16,424,655
Secondary Instruction	11,853,476	12,171,828	12,971,274	13,982,738
Other Instruction	590,433	660,316	693,839	824,168
Guidance Services	1,193,119	1,329,617	1,301,101	1,388,105
Social Workers	224,613	232,934	216,239	230,462
Homebound	120,189	67,622	123,514	131,542
Total Elem/Secondary Supervisors	892,070	885,821	950,031	1,012,598
Total Elem/Secondary Media	770,040	719,342	850,601	905,123
Total Elem/Secondary Principals	2,467,220	2,531,440	2,667,198	2,845,785
<b>Administrative, Attendance &amp; Health</b>				
Board Services	38,279	35,113	40,285	40,835
Executive Administration Services	381,846	402,969	363,540	435,783
Personnel Services	360,831	278,879	310,590	328,460
Fiscal Services	474,244	528,741	549,653	600,638
Health Services	645,663	708,438	714,534	771,233
Psychological Services	314,618	318,954	340,865	362,950
Speech/Audiology Services	35,874	2,282	82,381	3,500
<b>Transportation</b>				
Management and Direction	151,392	175,442	174,883	185,566
Vehicle Operation Services	2,095,161	1,901,199	2,383,150	2,665,198
Monitoring Services	263,220	252,325	262,351	290,092
Vehicle Maintenance Services	600,906	1,072,888	576,648	592,800
<b>Maintenance</b>				
Management and Direction	166,862	169,413	178,971	191,268
Building Services	3,196,409	3,691,991	3,843,122	3,979,929
Grounds Services	135,339	143,389	167,363	177,444
Equipment Services	12,687	8,987	15,000	15,000
Vehicle Services(Non-pupil)	9,944	8,939	10,000	10,000
Security Services	123,857	324,761	117,201	117,201
Warehousing and Distributing				
Services	2,179	11,911	11,000	11,000
<b>Technology</b>				
Classroom Instruction	857,122	903,501	634,821	649,938
Instructional Support	399,767	428,805	476,701	498,415
Administration	237,548	218,791	287,973	298,638

**County of Amherst, Virginia – Adopted Budget – FY 2022-2023**

**SCHOOL OPERATING FUND**

Attendance & Health	120,969	136,436	130,695	140,544
Pupil Transportation	7,622	918	7,500	7,500
Operations & Maintenance	6,596	8,022	7,565	7,565
Federal Programs	2,823,875	2,866,709	5,356,162	8,265,221
School Construction	1,444,566	0	0	2,430,880
<b>Total Expenditures</b>	<b>\$47,258,504</b>	<b>\$47,923,455</b>	<b>\$52,061,469</b>	<b>\$60,822,774</b>



# AMHERST COUNTY

## 2023

### SUPPLEMENTAL PROJECTS



## SUPPLEMENTAL PROJECTS

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

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

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



### FY 2023 SUPPLEMENTAL BUDGET REQUESTS WORKSHEET

Project Number		Board Priority	Staff Priorit	Recurring Costs	One-time Costs	Other Funding Sources	Total
<b>ONE TIME PROJECTS</b>							
8	Coolwell HVAC	3.2	3		\$ 12,000		\$ 12,003
10	911 Security Cameras	4.4	2		\$ 24,000		\$ 24,002
6	Coolwell Restroom Roof	4.4	4		\$ 12,000		\$ 12,004
5	Stonehouse Roofs	6.0	6		\$ 9,182		\$ 9,188
15	Monacan Roofs	6.6	8		\$ 11,200		\$ 11,208
18	IT Security Cameras	7.4	5		\$ 4,000		\$ 4,005
11	DSS Vehicle	7.6	7		\$ 12,332	\$ 5,803	\$ 18,142
7	Depot ERV Replacement	9.0	11		\$ 14,500		\$ 14,511
19	IT Electronic Locks	10.4	10		\$ 1,620		\$ 1,630
2	Air Lock Administration Building	12.4	12		\$ 13,500		\$ 13,512
25	Inspection Vehicle	13.6	14		\$ 45,000		\$ 45,014
3	Coolwell Flooring	13.8	15		\$ 11,000		\$ 11,015
16	Maintenance Tablets	13.8	13		\$ 13,500		\$ 13,513
4	Monroe Flooring	14.8	16		\$ 12,000		\$ 12,016
9	Leaf guards for park facilities	16.4	18		\$ 5,500		\$ 5,518
30	Family Services Playground	16.6	21		\$ 20,000		\$ 20,021
28	Boat	18.4	17		\$ 30,000		\$ 30,017
22	RC Mower	19.2	20		\$ 50,000		\$ 50,020
29	Snow plow	19.4	19		\$ 10,000		\$ 10,019
<b>RECURRING COST PROJECTS</b>							
12	DSS - TCP timekeeping	3.0	3	\$ 1,958		\$ 922	\$ 2,883
21	Signature Software	4.6	5	\$ 4,800			\$ 4,805
26	Grants Administrator	1.0	1	\$ 67,000	\$ 20,000		\$ 87,001
24	Deputy Fire Marshall	2.4	2	\$ 81,900	\$ 90,900		\$ 172,802
23	457(b) Match	4.8	4	\$ 72,000			\$ 72,004
32	Outreach Librarian	6.0	6	\$ 53,600			\$ 53,606
27	Special Events Coordinator	7.4	7	\$ 53,600			\$ 53,607
13	DSS - FSS Supervisor	7.2	8	\$ 48,185		\$ 22,675	\$ 70,868
14	DSS - BP Supervisor	8.6	9	\$ 51,214		\$ 24,101	\$ 75,324
							\$ -
<b>Total of Cost to the General Fund</b>				<b>\$ 434,257</b>	<b>\$ 422,234</b>		
<b>Total Other Funding Sources</b>						<b>\$ 53,501</b>	
<b>Total Project costs</b>							<b>\$ 910,258</b>

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Air Lock for Administration Building</u>	<b>Project #</b>	<u>2</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works/ Building Maintenance</u>	<b>DATE</b>	<u>Sept. 24 2021</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>9</u>	<b>SUBMITTED</b>	<u>Buddy Jennings</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022-2023</u>	<b>POSITION</b>	<u>Maintenance Supervisor</u>

### Project Description

Install a new Air Lock on the side entrance of the Administration Building next to the County Attorney and the County Administrators office.

### Justification

Over the years there have been complaints about one end of the building being too cold in winter or too hot in summer, mostly in the winter time. Not ever requested to put one in for the main entrance of this building; just the side entrance. This air lock creates a dead space of trapped air that acts like a buffer to keep the cool air inside in the summer and the warm air inside in the winter. This will maintain a more constant temperature down at that end of the building and also cut down on the complaints too.

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

Continue on as is.

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

CommercialDoor Services, Sept. 22 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 13,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 13,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 13,500

### Funding Sources

	FY 22-23
Local funds	\$ 13,500
Total Financing	\$ 13,500



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Coolwell Recreation Center Flooring</b>	<b>Project #</b>	<b>3</b>
<b>DEPARTMENT/ORGANIZATION</b>	<b>Public Works / Building Maintenance</b>	<b>DATE</b>	<b>Sept. 24 2021</b>
<b>DEPARTMENTAL PRIORITY</b>	<b>7</b>	<b>SUBMITTED</b>	<b>Buddy Jennings</b>
<b>REQUIRED BY FISCAL YEAR</b>	<b>2022-2023</b>	<b>POSITION</b>	<b>Maintenance Supervisor</b>

### Project Description

Replacing the VCT tile flooring at the Coolwell Recreation Center.
--------------------------------------------------------------------

### Justification

This VCT tile flooring is more than 30 years old and showing its age by the worn marks in the tile because of the amount of use this building gets and there are areas that will never come clean. If replacing the missing tile, we have to use a different color because they do not make that color anymore. Prefer to keep it looking nice for the public to use for many years to come. It will be replaced with new VCT tile flooring.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

There are no other alternative costs to the pricing provided. If nothing is done, we will continue to repair as needed with mismatched tile.
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Source(s) and Date (s) of Estimates:

Floor Show, Sept 22 2021
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### Project Costs

	FY 22-23
Equipment Costs	\$ 11,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 11,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 11,000

### Funding Sources

	FY 22-23
Local funds	\$ 11,000
Total Financing	\$ 11,000

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Monroe Community Center Flooring</u>	<b>Project #</b>	<u>4</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works/ Building Maintenance</u>	<b>DATE</b>	<u>Sept 24 2021</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>8</u>	<b>SUBMITTED</b>	<u>Buddy Jennings</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022-2023</u>	<b>POSITION</b>	<u>Maintenance Supervisor</u>

### Project Description

Install new VCT tile flooring in the back hallway, reception area, middle office, directors office, kitchen, conference room, file room, the back room, mop sink room, small room on the left, and the stage area.

### Justification

The VCT tile flooring was installed sometime between 1995 and 2000. The floor in these areas have been cleaned and waxed over the years to keep the appearance up. The floor is showing its age from the use over the years because it was a school before the Recreation Department took it over. Where the offices are, that floor has a wooden underlayment and is showing signs of cracking in places due to the expansion and contraction of that floor over the years. It will be replaced with new VCT tile flooring.

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

There are no other alternative costs to this pricing. If nothing is done, will continue to repair and clean as needed.

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

Floor Show, Sept. 22 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 12,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 12,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 12,000

### Funding Sources

	FY 22-23
Local funds	\$ 12,000
Total Financing	\$ 12,000

## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	StoneHouse Lake Roofs	Project #	5
DEPARTMENT/ORGANIZATION	Public Works/ Building Maintenance	DATE	October 18 2021
DEPARTMENTAL PRIORITY	5	SUBMITTED	Buddy Jennings
REQUIRED BY FISCAL YEAR	2022-2023	POSITION	Maintenance Supervisor

### Project Description

Installing new leaf guards on the gutters at the StoneHouse Lake, Monacan Park, and the Coolwell Restrooms.

### Justification

This would involve installing leaf guards on the gutters to keep debris from collecting in them throughout the year so that the down spouts do not get stopped up and cause water damage to the eaves of the buildings. This would be done all at one time for price maximization and to keep some of the maintenance costs down by reducing the man hours that we would spend doing this at each location. We currently clean gutters out 1 or 2 times a year at each location, sometimes more depending on the weather and when we can work it into our schedules.

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

It is more cost effective to do it all at one time rather than doing it in phases. The cost goes up with each phase. Plus, if putting a new roof on, it can be done all at the same time. If nothing is done, we continue to clean them as needed.

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

Cenvar Roofing, October 12 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 9,182
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 9,182
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 9,182

### Funding Sources

	FY 22-23
Local funds	\$ 9,182
Total Financing	\$ 9,182

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Coolwell Restroom Roof</u>		<b>Project #</b> <u>6</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works/ Building Maintenance</u>	<b>DATE</b>	<u>October 18 2021</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>3</u>	<b>SUBMITTED</b>	<u>Buddy Jennings</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022-2023</u>	<b>POSITION</b>	<u>Maintenance Supervisor</u>

### Project Description

Replace shingle roof on the Restrooms at Coolwell Recreation Center.

### Justification

This roof is 25 years old and is starting to look rough and worn out due to the weather and it is close to the end of its life span. It will be replaced with 30 year asphalt shingles and will come with a warranty also.

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

If we do nothing, the building will start to leak and cause water damage also needing repair.

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

Cenvar Roofing, 10/12/2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 12,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 12,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 12,000

### Funding Sources

	FY 22-23
Local funds	\$ 12,000
Total Financing	\$ 12,000



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Chamber/EDA ERV Replacements</b>	<b>Project #</b>	<b>2</b>
<b>DEPARTMENT/ORGANIZATION</b>	Public Works/ Building Maintenance	<b>DATE</b>	October 6 2021
<b>DEPARTMENTAL PRIORITY</b>	2	<b>SUBMITTED</b>	Buddy Jennings
<b>REQUIRED BY FISCAL YEAR</b>	2022-2023	<b>POSITION</b>	Maintenance Supervisor

### Project Description

Replace the ERVs ( Energy Recovery Ventilators ) that are currently in the HVAC systems in the Chamber of Commerce / EDA Building ( Train Depot )

### Justification

The ERVs are not 5 years old yet. The depot has two of them; one for each side. The one for the EDA side has stopped working altogether and the company that makes the unit has gone out of business. Can no longer get the parts to fix the one that is not working. The one on the Chamber of Commerce side is working for now, but don't know for how long. If it stops working, will not be able to get the parts to fix this one either. This is why they need to be replaced. The HVAC units need these in place to work properly and to get the efficiency out of them. This is how the systems are designed to work. If we don't put them in, County will run into moisture problems down the road in this building.

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

Equipment cost will go up and we may run into moisture problems in the future.

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

Southern AIR October 5 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 14,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 14,500
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 14,500

### Funding Sources

	FY 21-22
Local funds	\$ 14,500
Total Financing	\$ 14,500

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Coolwell Rec Center HVAC</b>	<b>Project #</b>	<b>1</b>
<b>DEPARTMENT/ORGANIZATION</b>	<b>Public Works / Building Maintenance</b>	<b>DATE</b>	<b>October 6 2021</b>
<b>DEPARTMENTAL PRIORITY</b>	<b>1</b>	<b>SUBMITTED</b>	<b>Buddy Jennings</b>
<b>REQUIRED BY FISCAL YEAR</b>	<b>2022-2023</b>	<b>POSITION</b>	<b>Maintenance Supervisor</b>

### Project Description

Replace HVAC system at Coolwell Recreation Center.
----------------------------------------------------

### Justification

This unit is 10 years old and uses R-22 refrigerant which costs more to maintain. The coil has a slow leak in it that cannot be fixed and is a non maintainable part. Just for us to replace the coil in this unit alone will cost over \$ 6000.00. The R-22 systems are being phased out because it is old technology and are not as efficient anymore plus difficulty in finding parts. The new units operate off of R-410A refrigerant and will be around much longer and able to find parts to fix them.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Cost of the equipment will go up and what we have now will eventually fail.
-----------------------------------------------------------------------------

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

Southern Air, October 5 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 12,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 12,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 12,000

### Funding Sources

	FY 22-23
Local funds	\$ 12,000
Total Financing	\$ 12,000

## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	Leaf Guards on gutters at parks	Project #	9
DEPARTMENT/ORGANIZATION	Public Works/ Building maintenance	DATE	October 12 2021
DEPARTMENTAL PRIORITY	6	SUBMITTED BY	Buddy Jennings
REQUIRED BY FISCAL YEAR	2022-2023	POSITION	Maintenance Supervisor

### Project Description

Installing new leaf guards on the gutters at the StoneHouse Lake, Monacan Park, and the Coolwell Restrooms.

### Justification

This would involve installing leaf guards on the gutters to keep the debris from collecting in them through out the year. This would eliminate clogging of the downspouts and causing water damage to the eve's of the buildings. This would also cut down on future maintenance.

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

If nothing is done, we will continue to clean them out when needed.

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

Cenvar Roofing, October 12 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 5,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 5,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 5,500

### Funding Sources

	FY 22-23
Local funds	\$ 5,500
Total Financing	\$ 5,500

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>911 Center Cameras</u>	<b>Project #</b>	<u>10</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>10/29/21</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>2</u>	<b>SUBMITTED</b>	<u>Sam Bryant</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>22-23</u>	<b>POSITION</b>	<u>Director</u>

### Project Description

Replace aged surveillance camera's and monitors in order to keep the 911 Center safe and secure.

### Justification

The surveillance camera system currently in use is original to our Public Safety Building to include the equipment used to gain access to the 911 center. The view is cloudy and distorted. Circa 2004.

There is a need for more cameras internally and externally for security of staff and the future security of medication and controlled storage.

There is no ability to repair in-house and parts are difficult to find due to the age of the current cameras.

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

Poor view of people requesting access to the 911 Center for Fire, EMS and Law Enforcement administrative requirements and warrant service.

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

Acme Technical Group, LLC 10/29/2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 24,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 24,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 24,000

### Funding Sources

	FY 22-23
Local funds	\$ 24,000
Total Financing	\$ 24,000



## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	Agency Vehicle	Project #	11
DEPARTMENT/ORGANIZATION	Social Services	DATE	10/26/21
DEPARTMENTAL PRIORITY	4	SUBMITTED BY:	Susan Mays
REQUIRED BY FISCAL YEAR	FY23	POSITION	Director

### Project Description

Purchase one vehicle to replace two older vehicles being retired

### Justification

ACDSS has a fleet of ten vehicles; model years vary from 2006 to 2019. We are looking to surplus two of the older vehicles that are becoming more costly to maintain, and purchase one new vehicle.

Agency vehicles are used strictly by staff who are conducting agency business. Children and adults are transported in these vehicles, so they must be reliable and safe.

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

Continue to pay for routine maintenance and costly repairs as vehicles continue to age, and run the risk of transporting clients in vehicles that are faulty or unsafe.

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

EVA - State Contract for 4-door sedan

### Project Costs

	FY 22-23
Equipment Costs	\$ 18,135
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 18,135
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 18,135

### Funding Sources

	FY 22-23
Local funds	\$ 12,332
Pass Thru Revenue	\$ 5,803
Total Financing	\$ 18,135

## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	Electronic Time-Tracking Software	Project #	12
DEPARTMENT/ORGANIZATION	Social Services	DATE	10/26/21
DEPARTMENTAL PRIORITY	3	SUBMITTED BY:	Susan Mays
REQUIRED BY FISCAL YEAR	FY23	POSITION	Director

### Project Description

Find a flexible, modern method of keeping timesheets/leave records for staff.

### Justification

Staff timesheets and leave records are stored on our shared network using Word and Excel formats.

Not only is this method of time tracking outdated and unreliable, it is also time consuming for the lead Administrative Program Assistant and Office Manager to process calendars and maintain leave records for ~50 employees throughout the month. This process could be smoother if staff had the ability to view and track their own leave balances, submit electronic time-off requests, and log their daily activities in a user-friendly, cloud based system that is accessible in the office as well as while working remotely.

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

An alternative would be to hire and train an additional employee.

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

TCP Software (Vendor used by county for timekeeping)

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services (first year)	\$ 2,880
Construction	
* \$1980 per year after first year	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 2,880
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 2,880

### Funding Sources

	FY 22-23
Local funds	\$ 1,958
Pass Thru Revenue	\$ 922
Total Financing	\$ 2,880

## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	Family Services Supervisor	Project #	13
DEPARTMENT/ORGANIZATION	Social Services	DATE	10/26/21
DEPARTMENTAL PRIORITY	2	SUBMITTED BY:	Susan Mays
REQUIRED BY FISCAL YEAR	FY23	POSITION	Director

### Project Description

Additional supervisor level position for the Family Services Unit

### Justification

Amherst DSS has 16 caseload-carrying line staff in the Family Services Division with only two supervisors. Based on the complexity of the casework and the vulnerability of the subjects (sometimes even life or death situations), a third supervisor is needed. Caseloads continue to grow; federal and state funding are sometimes awarded for caseworkers but rarely if ever awarded for management staff. In order to maintain our excellent performance, an additional supervisor will become more critical.

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

Cost/Harm: Declining performance is simply not acceptable as children and elderly/disabled citizens would bare the cost of that decline. While the need for the supervisor exists now, it will become more critical over time.

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

DSS payroll worksheets

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 54,122
Benefits	\$ 16,738
Total Capital Cost Est.	\$ 70,860
Total Operating Impact Est	\$ -
Total Expenditure	\$ 70,860

### Funding Sources

	FY 22-23
Local funds	\$ 48,185
Pass Thru Revenue	\$ 22,675
Total Financing	\$ 70,860

## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	Benefit Programs Supervisor	Project #	14
DEPARTMENT/ORGANIZATION	Social Services	DATE	10/26/21
DEPARTMENTAL PRIORITY	1	SUBMITTED BY:	Susan Mays
REQUIRED BY FISCAL YEAR	FY23	POSITION	Director

### Project Description

Additional supervisor level position for the Benefits Unit

### Justification

Amherst DSS has 22 caseload-carrying line staff in the Benefit Programs Division with only two supervisors. Based on an optimal range of managing "7 plus/minus 2" subordinates, a third supervisor is needed. Since Medicaid expansion, caseloads are going to continue to grow which means the staff numbers will continue to grow. In order to maintain our excellent performance, an additional supervisor will become more critical.

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

Cost/Harm: Declining performance could result in the agency being placed in corrective action which could impact the rate of reimbursement the county receives for the programs the agency administers.

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

DSS payroll worksheets

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services	
Construction	
Salaries	\$ 51,699
Benefits	\$ 23,616
Total Capital Cost Est.	\$ 75,315
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 75,315

### Funding Sources

	FY 22-23
Local funds	\$ 51,214
Pass Thru Revenue	\$ 24,101
Total Financing	\$ 75,315



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Monacan Park Roofs</u>	<b>Project #</b>	<u>15</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works/ Building Maintenance</u>	<b>DATE</b>	<u>October 18 2021</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>4</u>	<b>SUBMITTED</b>	<u>Buddy Jennings</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022-2023</u>	<b>POSITION</b>	<u>Maintenance Supervisor</u>

### Project Description

Replacing the shingle roofs on the pavilion, the restrooms, and the pump house.

### Justification

The roof on the pavilion and the restroom is 20 years old and the roof on the pump house is 26 plus years old. They are starting to look rough and worn due to the weather and are in need of replacement.

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

If we do nothing, these structures will start to leak causing water damage that will need to be repaired. Costs will continue to rise.

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

Cenvar Roofing, October 12 2021.

### Project Costs

	FY 22-23
Equipment Costs	\$ 11,200
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 11,200
Total Operating Impact Est	\$ -
Total Expenditure	\$ 11,200

### Funding Sources

	FY 22-23
Local funds	\$ 11,200
Total Financing	\$ 11,200

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Rugged Tablets</u>		<b>Project #</b>	<u>16</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works</u>	<b>DATE</b>	<u>9/27/21</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Brian Thacker</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022</u>	<b>POSITION</b>	<u>Director</u>	

### Project Description

Three tablets and scheduling software for three maintenance technicians

### Justification

Tablets allow for hand-held convenience for technicians to perform jobs on-site without returning to office for emailed work orders. Software tracks requests, monies spent, and logistically schedules work to be performed in same areas, reducing redundancies in travel and creates efficiencies for department

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

Continue inefficient means of tracking work performed, scheduling, and call-ins from departments

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

I/T April 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 13,500
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 13,500
Total Operating Impact Est	\$ -
Total Expenditure	\$ 13,500

### Funding Sources

	FY 22-23
Local funds	
Total Financing	\$ -

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Security Cameras	<b>Project #</b>	18
<b>DEPARTMENT/ORGANIZATION</b>	Information Technology	<b>DATE</b>	10/29/21
<b>DEPARTMENTAL PRIORITY</b>	2 of 5	<b>SUBMITTED BY</b>	Jackie Viar
<b>REQUIRED BY FISCAL YEAR</b>	FY 2022-2023	<b>POSITION</b>	Director of IT

### Project Description

Add 4 additional security cameras to County Administration to cover hallways with no cameras

### Justification

We currently have blind areas with no security coverage in 2 hallways and portions of the Public Meeting Room. This project has been done in phases, adding to the existing surveillance, annually. We have had requests to review the video of activity in areas that were not covered, more specifically in the corridors and hallways on the School Administrative side and the Public Meeting Room areas.

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

Maintain existing security coverage without adding additional cameras.

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

October 2021 - CDWG

### Project Costs

	FY 22-23
Equipment Costs	\$ 4,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 4,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 4,000

### Funding Sources

	FY 22-23
Local funds	\$ 4,000
Total Financing	\$ 4,000

## FY 2023 SUPPLEMENTAL REQUEST

PROJECT TITLE	Expand Electronic Door Lock System	Project #	19
DEPARTMENT/ORGANIZATION	Information Technology	DATE	10/1/21
DEPARTMENTAL PRIORITY	3 of 5	SUBMITTED BY:	Jackie Viar
REQUIRED BY FISCAL YEAR	FY 2022-2023	POSITION	Director of Information Technology

### Project Description

Expand electronic door lock system to include inside IT Computer Room and IT closet that houses Audio/Video
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### Justification

Would like to add door swipes and control units on IT entrances to computer room and on IT closet in school board hall behind the Public Meeting room.
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### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue using keys for entrance to rooms
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Source(s) and Date (s) of Estimates:

Oct-21
--------

### Project Costs

	FY 22-23
Equipment Costs	\$ 1,620
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 1,620
Total Operating Impact Est	\$ -
Total Expenditure	\$ 1,620

### Funding Sources

	FY 22-23
Local funds	\$ 1,620
Total Financing	\$ 1,620



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Electronic Signature Software</u>		<b>Project #</b>	<u>21</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Information Technology</u>	<b>DATE</b>	<u>10/1/21</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>5 of 5</u>	<b>SUBMITTED BY:</b>	<u>Jackie Viar</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY 2022-2023</u>	<b>POSITION</b>	<u>Director of Information Technology</u>	

### Project Description

Purchase Electronic Signature Software for signing of documents electronically

### Justification

Several departments have requested a solution for signing documents and contracts with electronic signatures. Including pricing for 10 departments to use.

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

Continue with signing documents and sending via email or faxing

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

Oct-21

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services	
Construction	
Software	\$ 4,800
Salaries	
Benefits	
Total Capital Cost Est.	\$ 4,800
Total Operating Impact Est.	\$ -
Total Expenditure	\$ 4,800

### Funding Sources

	FY 22-23
Local funds	\$ 4,800
Total Financing	\$ 4,800

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>RC Mower</b>	<b>Project #</b>	<b>22</b>
<b>DEPARTMENT/ORGANIZATION</b>	<b>Public Works</b>	<b>DATE</b>	<b>9/27/21</b>
<b>DEPARTMENTAL PRIORITY</b>	<b>Medium</b>	<b>SUBMITTED BY:</b>	<b>Brian Thacker</b>
<b>REQUIRED BY FISCAL YEAR</b>	<b>2022</b>	<b>POSITION</b>	<b>Director</b>

### Project Description

60" mower that is radio-controlled and can navigate the steepest of slopes without causing driver injury

### Justification

The slopes of both the landfills and the dams are difficult to cut with conventional mowers. In particular, the dams present a unique challenge for the Grounds department where a minor loss of traction can cause an accident that would both damage equipment and cause a potential worker's compensation situation. Current landfill also presents a challenge to cut, as the slopes continue to increase in size and complexity, making cutting a more cumbersome, time-consuming, and dangerous task.

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

County can continue to use zero-turn mowers and other machinery to cut as-is, but portions are now being cut by hand, which takes more employee hours & machinery to perform tasks that can be more efficiently and safely done with RC.

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

RC Mower via James River Equipment June 2021

### Project Costs

	FY 22-23
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 22-23
Local funds	\$ 50,000
Total Financing	\$ 50,000

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>457(b) Retirement Plan Match</u>	<b>Project #</b>	<u>23</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Human Resources</u>	<b>DATE</b>	<u>10/29/21</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Linda Warner</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY2023</u>	<b>POSITION</b>	<u>HR Director</u>

### Project Description

Provide an employer match for VRS Plan 1 and Plan 2 employees who invest in the County's voluntary 457(b) retirement plan.

### Justification

The County is currently state mandated to provide a match for employee contributions to the 457(b) portion of VRS Hybrid retirement plan. Hybrid plan employees also receive employer paid short and long term disability coverage that VRS Plan 1 and Plan 2 employees do not receive. As a retention strategy, I am requesting the board match contributions of up to \$1,200 per employee per calendar year that Plan 1 and Plan 2 employees make to their 457(b) plan. For FY2023, I am requesting \$72,000 which would provide up to a \$100 per month match for approximately 60 employees annually. The annual contribution amounts per employee could be smaller for some employees allowing more employees to benefit. We currently have 136 active Plan 1 and Plan 2 employees and only 27 participate in the voluntary 457(b) plan. The request is for an ongoing annual match.

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

Sworn deputies and EMS staff are not allowed to participate in the VRS Hybrid Plan due to LEOS. Providing a match is another strategy to help retain valuable employees, boost participation in the plan, and encourage retirement savings.

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

We currently expend \$67,000 per year matching 457(b) plan contributions for 82 Hybrid employees. I used that number as a ball park to ask for a comparable amount of funding for Plan 1 and Plan 2 employees.

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services	
Construction	
Salaries	
Benefits	\$ 72,000
Total Capital Cost Est.	\$ 72,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 72,000

### Funding Sources

	FY 22-23
Local funds	\$ 72,000
Total Financing	\$ 72,000

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Deputy Fire Marshal</u>	<b>Project #</b>	<u>24</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>10/23/21</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED</b>	<u>Samuel Bryant</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>22-23</u>	<b>POSITION</b>	<u>Director</u>

### Project Description

A Deputy Fire Marshal position to have a full time focus on fire prevention, education, fire academy, annual inspection of schools and daycare centers in Amherst County Virginia. This position would also include fire investigation and coordination with regional fire investigative partners: Bedford, Lynchburg, Campbell Co, Virginia State Police.

### Justification

Fire related life safety calls in Amherst County continue to rise. More people are living in a single residence. The incidence of insurance fraud continues to rise at a progressive rate. As of this date we have had 55 structural type fires to include residential, regular and commercial fire types. Many man hours are utilized in fire investigation and related actions. Some involve American Red Cross coordination, insurance investigators and legal proceedings with written reports. Public Safety is tasked with providing the service by the Board of Supervisors and the workload is exceeding staff capacity. Hiring a part-time person has not been successful.

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

Loss of life and property damage. Mutual aid partners that are unable to respond.

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

Surrounding Counties: Bedford, Campbell, Franklin Counties, City of Lynchburg, Virginia State Police. Aug 2021.

### Project Costs

	FY 22-23
Equipment Costs	\$ 90,900
Professional Services	
Construction	
Salaries	\$ 65,000
Benefits	\$ 16,900
Total Capital Cost Est.	\$ 172,800
Total Operating Impact Est	\$ -
Total Expenditure	\$ 172,800

### Funding Sources

	FY 22-23
Local funds	\$ 172,800
Total Financing	\$ 172,800



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>New Inspection Vehicle</u>		<b>Project #</b>	<u>25</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Community Development</u>	<b>DATE</b>	<u>10/25/21</u>	
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Nate Young</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2023</u>	<b>POSITION</b>		

### Project Description

Inspection Vehicle Replacement

### Justification

Inspection Vehicles are used in less than ideal circumstances, limiting the effective life and increasing repairs.

Current vehicle as of today has 100,000 miles as a 2015 and is beginning to need repairs to drive train and suspension parts. Repairs are becoming expensive. The replacement cycle has been every 6 years so the 2015 Compass is next on the rotation. Replacing current vehicles with 4WD trucks may extend the replacement cycle in the future.

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

Push replacement out another year, spend more in repairs and disrupt replacement cycle.

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

NADA search = allowance for lights and letters.

### Project Costs

	FY 22-23
Equipment Costs	\$ 45,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 45,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 45,000

### Funding Sources

	FY 22-23
Local funds	\$ 45,000
Total Financing	\$ 45,000

**EleCom, Inc.**  
 195 Communication Court  
 P.O. Box 880  
 Madison Heights, VA 24572  
 USA  
 Voice: 434-845-4371  
 Fax: 434-845-8139



## QUOTATION

Quote Number: 3394  
 Quote Date: Oct 19, 2021  
 Page: 1

**Quoted To:**

AMHERST BUILDING SAFETY AND  
 INSPECTIONS  
 153 WASHINGTON ST  
 PO BOX 390  
 AMHERST, VA 24521

Customer ID	Good Thru	Payment Terms	Sales Rep
AMHEBS	11/18/21	Net 15 Days	

Quantity	Item	Description	Unit Price	Amount
		FORD F150		
1.00	PART	FENIEX QUAD INTERIOR LIGHT FOR F150	899.00	899.00
1.00	FEN-Q-0620	FENIEX QUAD 600 SERIES LIGHT STICK	499.00	499.00
2.00	FEN-H-2219	CANNON 120 HIDEAWAY / SURFACE 1 EACH	69.00	138.00
1.00	FEN-C-4010	FENIEX MINI 4200 CONTROLLER	119.00	119.00
1.00	INSTALLATION	INSTALLATION	250.00	250.00
8.00	SKU589154-1FT	14 AGW 4 COND SHIELED UV / 1 FT	1.40	11.20
1.00	SKU479902	SPDT HORN RELAY, 12V 30 AMP	4.46	4.46
4.00	PART	CUSTOM BRACKETS	15.00	60.00
2.00	PART	DOUBLE STACK L BRACKETS	15.00	30.00
1.00	SKU95691	IN-LINE FUSE HOLDER	1.00	1.00
			Subtotal	2,011.66
			Sales Tax	
			Freight	50.00
			<b>TOTAL</b>	<b>2,061.66</b>

## 2022 Ford Explorer

### 1. Pick your trim

Have a trim in mind when you request a quote from a dealer ^

Average prices paid in your area ⓘ

Base	\$35,066	▼
XLT	\$37,017	▲



MSRP: \$36,495

High demand is causing the market average price paid to be above MSRP. This chart shows prices based on XLT 4dr SUV (2.3L 4cyl Turbo 10A) sales in your area up through October 11th, including destination fee, and any rebates currently available near Monroe, VA 24574 ^

Next

Close trim details ^

ST-Line	\$46,073	▼
Limited	\$47,282	▼

See all trims ▼

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Grants Administrator</b>	<b>Project #</b>	<b>26</b>
<b>DEPARTMENT/ORGANIZATION</b>	Finance	<b>DATE</b>	10/26/21
<b>DEPARTMENTAL PRIORITY</b>	1	<b>SUBMITTED BY:</b>	Stacey McBride
<b>REQUIRED BY FISCAL YEAR</b>	2022-2023	<b>POSITION</b>	Finance Director

### Project Description

Add a position for a Grants Administrator.
--------------------------------------------

### Justification

As the county has received a variety of CARES ACT and now ARPA funds it has become evident that an additional person is needed. The finance department has been working to centralize grants within the finance department to ensure proper record keeping and reporting as well. The finance director also believes the county may be missing out on funding opportunities because of time constraints on current staff to research the opportunities.
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### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Continue as is and doing the best we can. Funding opportunities are likely to be missed.
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Source(s) and Date (s) of Estimates:

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### Project Costs

	FY 22-23
Equipment Costs	\$ 15,000
Professional Services	
Construction	
Salaries	\$ 50,000
Benefits	\$ 17,000
Total Capital Cost Est.	\$ 82,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 82,000

### Funding Sources

	FY 22-23
Local funds	\$ 82,000
Total Financing	\$ 82,000



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Special Events Coordinator</u>		<b>Project #</b>	<u>27</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Recreation</u>	<b>DATE</b>	<u>11/3/21</u>	
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Patrick Nalley</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>2023</u>	<b>POSITION</b>	<u>Director</u>	

### Project Description

A need for a new staff member to coordinate volunteers, policies and manage special events held by the county

### Justification

The county has asked multiple times for special events and to put on the kind of events to bring the community and tourists out with the frequency requested, a new employee specializing in that task would be needed.

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

Continuation of current programming

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

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services	
Construction	
	\$ 40,000
Salaries	\$ 13,600
Benefits	
Total Capital Cost Est.	\$ 53,600
Total Operating Impact Est	\$ -
Total Expenditure	\$ 53,600

### Funding Sources

	FY 22-23
Local funds	\$ 53,600
Total Financing	\$ 53,600

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<b>Boat</b>	<b>Project #</b>	<u>28</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works</u>	<b>DATE</b>	<u>10/28/21</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Brian Thacker</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022</u>	<b>POSITION</b>	<u>Director</u>

### Project Description

Jon boat, electric motor, and trailer for lakes

### Justification

Public Works must maintain dams at Mill Creek, Stonehouse, and Thrasher's, all of which have flow valves located within the lakes themselves. There is no way to access the valves without a boat; in the event of a flood event, Public Works will have no time to find and utilize a boat to adjust the valves. In the past, we have used Public Safety's boat; this will not be an option during a flood event. Further, Public Works maintains a floating dock at Mill Creek Lake and has no access to modify or move the dock.

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

Ask for and hope to be able to borrow Public Safety's, DGIF's, or a private owner's boat

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

Jun-21

### Project Costs

	FY 22-23
Equipment Costs	\$ 30,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 30,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 30,000

### Funding Sources

	FY 22-23
Local funds	\$ 30,000
Total Financing	\$ 30,000

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	<u>Snow plow, spreader</u>	<b>Project #</b>	<u>29</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works</u>	<b>DATE</b>	<u>9/27/21</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Brian Thacker</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022</u>	<b>POSITION</b>	<u>Director</u>

### Project Description

Snow plow, salt spreader for 2017 F250 in maintenance department

### Justification

Truck not originally ordered with plow; retrofit to allow maintenance crew to plow parking lots across county

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

Continue to hand-shovel snow, ice

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

Truck Body of Lynchburg September 2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 10,000
Professional Services	
Construction	
Salaries	
Benefits	
Total Capital Cost Est.	\$ 10,000
Total Operating Impact Est	\$ -
Total Expenditure	\$ 10,000

### Funding Sources

	FY 22-23
Local funds	\$ 10,000
Total Financing	\$ 10,000

## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Playground for Child and Family Services	<b>Project #</b>	30
<b>DEPARTMENT/ORGANIZATION</b>	Recreation	<b>DATE</b>	10/22/21
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	Patrick Nalley
<b>REQUIRED BY FISCAL YEAR</b>	2023	<b>POSITION</b>	Director

### Project Description

Build a playground on the lot next to 2nd Stage and Child and Family Services

### Justification

A need was expressed to me by Karen Turner that this would be a great place for a small playground so the families that use our child services have a place to take the kids and have some fun times while helping with communication barriers

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

There is no alternative and cost/harm would be hindrance in family communication at meetings and events

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

Playground catalog 10/17/2021

### Project Costs

	FY 22-23
Equipment Costs	\$ 20,000
Professional Services	In House
Construction	In House
Salaries	
Benefits	
Total Capital Cost Est.	\$ 20,000
Total Operating /Impact Est	\$ -
Total Expenditure	\$ 20,000

### Funding Sources

	FY 22-23
Local funds	\$ 20,000
Total Financing	\$ 20,000



## FY 2023 SUPPLEMENTAL REQUEST

<b>PROJECT TITLE</b>	Outreach Librarian	<b>Project #</b>	32
<b>DEPARTMENT/ORGANIZATION</b>	Library	<b>DATE</b>	
<b>DEPARTMENTAL PRIORITY</b>	#1	<b>SUBMITTED BY:</b>	Jacob Etter
<b>REQUIRED BY FISCAL YEAR</b>	FY2023	<b>POSITION</b>	Library Director

### Project Description

The library would like to hire an additional librarian whose purpose would be to bring library materials and services offsite to people and groups who cannot and/or do not visit the library.

### Justification

There are many groups throughout the county that cannot or do not visit the library, but would greatly benefit from using it. Many of the highest need groups are concentrated in a single area such as preschools, assisted living facilities etc. An outreach librarian would visit these locations to deliver books and provide offsite programming. In this way the reach and benefits of the library would increase dramatically.

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

The current staff are already operating at max capacity, without an additional position we will not be able to sufficiently provide the outreach that is needed.

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

\*Lynchburg Entry Level Librarian Salary is \$36,837. Retrieved 11/9/2021 from:

<https://www.indeed.com/jobs?q=Librarian&l=Madison%20Heights%2C%20VA&radius=50&vik=37f488ab7149fbb7>

\*Current Amherst 5 years of experience Librarian Salary & Benefits range from \$40,924 - \$41,555. Retrieved from our own records.

### Project Costs

	FY 22-23
Equipment Costs	
Professional Services	
Construction	
Salaries	\$40,000
Benefits	\$13,600
Total Capital Cost Est.	\$ 53,600
Total Operating Impact Est	\$ -
Total Expenditure	\$ 53,600

### Funding Sources

	FY 22-23
Local funds	\$ 53,600
Total Financing	\$ 53,600

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# **AMHERST COUNTY 2023-2027 CAPITAL IMPROVMENT PLAN**

***COMING SOON!!  
MADISON  
HEIGHTS MASTER  
PLAN***

***SECURITY***



## 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 2023-2027 CAPITAL IMPROVEMENT PLAN**

Project Number		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
1	Replace Bright Software (3 year projec	\$ 400,000						\$ 400,000
2	Courthouse Security	\$ 253,115						\$ 253,115
7	Medic 2	\$ 302,970						\$ 302,970
8	Amherst Fire Engine 13	\$ 871,615						\$ 871,615
9	Clerk Dehumidifiers	\$ 50,000						\$ 50,000
	Seminole Park	\$ 150,000						\$ 150,000
	Mill Creek Improvements	\$ 103,000						\$ 103,000
	Trail Improvements	\$ 44,000						\$ 44,000
11	Sheriff Command Center			\$ 129,985				\$ 129,985
4	802 Truck - Public Safety		\$ 78,750					\$ 78,750
3	Mini - bus replacement		\$ 99,742					\$ 99,742
5	Riveredge Phase 3B		\$ 2,497,500					\$ 2,497,500
14	Roll-off Truck		\$ 225,000					\$ 225,000
10	Mill Creek Campground		\$ 100,000					\$ 100,000
12	Splashpad		\$ 200,000					\$ 200,000
6	Monroe Parking Lot Expansion		\$ 77,000					\$ 77,000
13	Boom Axe		\$ 200,000					\$ 200,000
15	Medic 3		\$ 300,674					\$ 300,674
16	Monelison Engine 22		\$ 767,485					\$ 767,485
17	Medic 50			\$ 313,750				\$ 313,750
18	800 Truck - Public Safety			\$ 93,750				\$ 93,750
19	Medic 49				\$ 326,820			\$ 326,820
21	806 Truck - Public Safety				\$ 97,500			\$ 97,500
20	Brush AFD 16				\$ 218,750			\$ 218,750
22	Pedlar Brush 32 2005				\$ 218,750			\$ 218,750
23	Medic 5					\$ 339,897		\$ 339,897
24	Fire Station(placeholder)						\$ 4,000,000	\$ 4,000,000
	<b>Total Capital Cost Est.</b>	\$ 2,174,700	\$ 4,546,151	\$ 537,485	\$ 861,820	\$ 339,897	\$ 4,000,000	\$ 12,460,053
	<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Expenditure</b>	\$ 2,174,700	\$ 4,546,151	\$ 537,485	\$ 861,820	\$ 339,897	\$ 4,000,000	\$ 12,460,053

	Funding Sources	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 23-24	Beyond 2024	Total
	Grant	\$ 125,000	\$ 2,123,000	\$ 125,000	\$ 125,000	\$ -	\$ 1,000,000	\$ 3,498,000
	ARPA funding	\$ 297,000	\$ -				\$ 1,000,000	\$ 1,297,000
	Recurring funds needed	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Reserves - Parks	\$ -						\$ -
	<b>General Fund Unassigned Fund</b>	\$ 1,752,700	\$ 2,423,151	\$ 412,485	\$ 736,820	\$ 339,897	\$ 2,000,000	\$ 7,665,053
	<b>Total Financing</b>	\$ 2,174,700	\$ 4,546,151	\$ 537,485	\$ 861,820	\$ 339,897	\$ 4,000,000	\$ 12,460,053

## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>Replace Bright Accounting Software</b>	<b>Project #</b>	<b>1</b>
<b>DEPARTMENT/ORGANIZATION</b>	Information Technology	<b>DATE</b>	10/30/17
<b>DEPARTMENTAL PRIORITY</b>	1 of 1	<b>SUBMITTED</b>	Jackie Viar
<b>REQUIRED BY FISCAL YEAR</b>	2018/2020	<b>POSITION</b>	Director of Information Technology
Meets Board Goal: <u>Comp Plan facilities &amp; services Goal1, Obj 1</u>			

### Project Description

Seeking a vendor to replace the existing Bright and Associates software that currently serves the county departments consisting of Treasurer, Commissioner, Finance, Purchasing, HR, School, Building, and related IT functions.

### Justification

Bright and Associates has been the County's vendor for 29 years and from the feedback received from Finance and HR, it no longer provides the functionality to meet the needs of their departments and accommodate the technology needed to provide employees with up to date information, including leave balances and web portals for accessing their individual accounts. We are seeking a vendor that will also have modules in place for the Treasurer and Commissioner in order to continue the interfaces required for the flow of financial data from the point of assessments to receivables and completion in the Tr to GL interfaces.

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

Continuing using Bright and Associates with minimal functionality for employees tracking leave accruals and lack reporting options needed by Finance and HR.

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

May 2019 Budget estimate from vendor

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 24-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software	\$ 400,000						\$ 400,000
Total Capital Cost Est.	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 24-26	FY 26-27	Beyond 2027	Total
Local funds							\$ -
General Fund	\$ 400,000	\$ -	\$ -				\$ 400,000
							\$ -
Total Financing	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Courthouse Security Improvements</u>	<b>Project #</b>	<u>2</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Amherst County Sheriff's Office</u>	<b>DATE</b>	<u>11/17/20</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1 of 1</u>	<b>SUBMITTED BY:</b>	<u>Eric Elliott</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>FY22</u>	<b>POSITION</b>	<u>Major</u>
	<u>Meets Board Goal</u>		

### 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture	\$ 253,115						\$ 253,115
Hardware/Software	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 99,468
<b>Total Capital Cost Est.</b>	<b>\$ 269,693</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 352,583</b>
<b>Total Operating Impact Est</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure</b>	<b>\$ 269,693</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 352,583</b>

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 269,693	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 16,578	\$ 352,583
							\$ -
							\$ -
<b>Total Financing</b>	<b>\$ 269,693</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 16,578</b>	<b>\$ 352,583</b>



## FY 2021-2025 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>Mini-Bus</b>	<b>Project #</b>	<b>3</b>
<b>DEPARTMENT/ORGANIZATION</b>	Recreation & Parks	<b>DATE</b>	11/26/19
<b>DEPARTMENTAL PRIORITY</b>	1	<b>SUBMITTED BY:</b>	Sara Lu Christian
<b>REQUIRED BY FISCAL YEAR</b>	20-21	<b>POSITION</b>	Director
Meets Board Goal			

### Project Description

2019 Sonny Merryman 29 passenger bus
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### 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	
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### 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
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Source(s) and Date (s) of Estimates:

Sonny Merryman - Virginia's Bus Company

17-Oct-19

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 24-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 24-26	FY 26-27	Beyond 2027	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

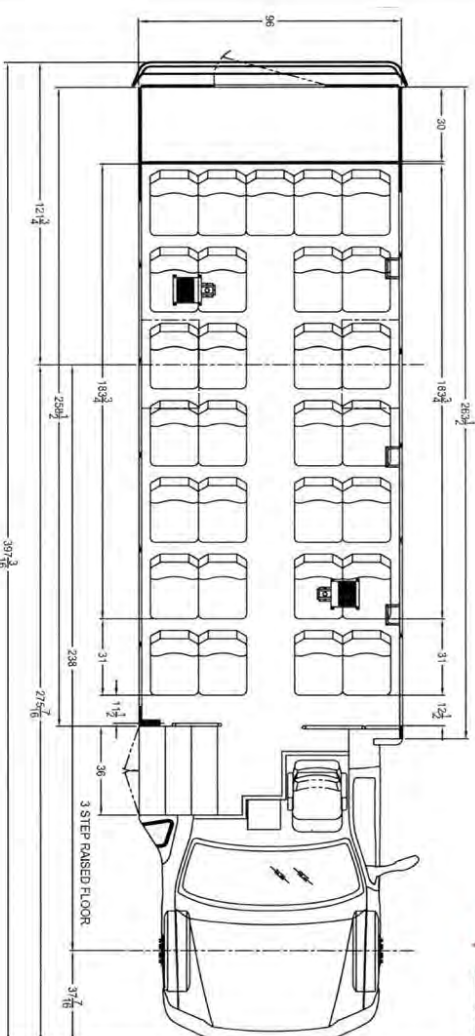
[dean@sonnymerryman.com](mailto:dean@sonnymerryman.com)

(434) 485-8602

Attachment: floor plan drawing

CENTRAL VIRGINIA • HAMPTON ROADS • NORTHERN VIRGINIA





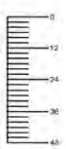
**DEALER APPROVAL**

☐ **APPROVED**

**CUSTOMER SIGNATURE**

NOTE: SHOWN WITH 4 BACK FREEMAN LUXE SEATS  
THIS FLOOR PLAN IS FOR ILLUSTRATION PURPOSES ONLY.  
A WEIGHT ANALYSIS HAS NOT YET BEEN PERFORMED.  
SEATING CAPACITY IS BASED ON 150 LBS PER PERSON.  
OPTIONAL EQUIPMENT MAY BE SHOWN.  
THE SALES ORDER PLACED DETAILS ACTUAL OPTION CONTENT.

**SCALE IN INCHES**



TOLERANCE UNLESS OTHERWISE SPECIFIED		<b>STARCRRAFT BUS</b>	
WOOD	OTHER	DATE: 02/22/17	THE 35-PASSENGER 30' REAR LUNGE 238" HD
± .18"	± .11"	MODEL: TKS	30' ALUMINUM
± .1"	± .12"	DRAW NO:	29 PASS 30 R LUG 238 394 USA

PRELIM PROJECT	DESCRIPTION OF CHANGE	BY	CHK	DATE	EDN NO.

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## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>802 Vehicle Replacement</b>	<b>Project #</b>	<b>4</b>
<b>DEPARTMENT/ORGANIZATION</b>	Public Safety	<b>DATE</b>	12/1/20
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	Jarred Scott
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 78,750						\$ 78,750
							\$ -
							\$ -
Total Financing	\$ 78,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,750



## FY 2020-2024 CAPITAL PROJECT REQUEST

PROJECT TITLE	<u>Riveredge Park Trail Extension</u>	Project #	<u>5</u>
DEPARTMENT/ORGANIZATION	<u>Community Development</u>	DATE	<u>10/15/21</u>
DEPARTMENTAL PRIORITY	<u>#1</u>	SUBMITTED	<u>Jeremy Bryant</u>
REQUIRED BY FISCAL YEAR	<u>2023</u>	POSITION	<u>Director</u>

Meets Board Goal: Comp Plan cultural Goal2, Obj 2- Riveredge Park

### Project Description

Completion of Riveredge Trail (through CVTC and 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:

Hurt and Proffitt (And: 9/22/2021)

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv	\$ -						\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction	\$ 2,497,500						\$ 2,497,500
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 2,497,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,497,500
Total Operating Impact Est.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 2,497,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,497,500

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 499,500		\$0				\$ 499,500
Grant funds	\$ 1,998,000		\$0				\$ 1,998,000
							\$ -
Total Financing	\$ 2,497,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,497,500

## FY 2022-2026 CAPITAL PROJECT REQUEST

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

### 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 77,000						\$ 77,000
							\$ -
							\$ -
Total Financing	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000

## FY 2023-2027 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Ambulance Replacement</u>		<b>Project #</b> <u>7</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>Nov 24-2021</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>1</u>	<b>SUBMITTED BY:</b>	<u>Sam Bryant, IV</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>22-23</u>	<b>POSITION</b>	<u>Director</u>
	<u>Meets Board Goal</u>		

### Project Description

Replace a 2016 Type 1 ALS Ambulance that is still in-service currently running emergency medical calls. We will apply for a 50/50 Virginia Office of Emergency Medical Services grant for this ambulance.

### Justification

Ambulances run EMS calls almost continually with an aging population that lives longer due to modern medical science. Our ambulances have run almost continually since the current and ongoing pandemic. Medic 2 is stationed in Madison Heights. Current mileage: 175,937.9. Increasing mileage each 24 hour shift. This is our highest call volume area.

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

Increased costs to maintain an ambulance with many miles on it serving our community. Mechanical failure delaying care to a patient and delivery to an emergency department.

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

Goodman Specialized vehicles, PL Custom Ambulance on 11-24-21.

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 302,970						\$ 302,970
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	<b>\$ 302,970</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,970</b>
<b>Total Operating Impact Est</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure</b>	<b>\$ 302,970</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,970</b>

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 177,902						\$ 177,902
Grant Funds	\$ 125,000						\$ 125,000
							\$ -
<b>Total Financing</b>	<b>\$ 302,902</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,902</b>



## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Amherst FD Engine 13 Replacement</u>	<b>Project #</b>	<u>8</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>12/1/20</u>
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Jarred Scott</u>
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	<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 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 pre-

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 871,615	\$ -					\$ 871,615
							\$ -
							\$ -
Total Financing	\$ 871,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 871,615



## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Courthouse Dehumidifier</u>	<b>Project #</b>	<u>9</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Courthouse</u>	<b>DATE</b>	<u>12/16/20</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>Low</u>	<b>SUBMITTED BY:</b>	<u>Brian Thacker</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2023</u>	<b>POSITION</b>	<u>Director of Public Works</u>
	<b>Meets Board Goal</b>		<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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction		\$ -					\$ -
Heavy Equipment							\$ -
Light Equipment/Furniture	\$ 50,000						\$ 50,000
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
<b>Total Operating Impact Est</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 50,000	\$ -					\$ 50,000
							\$ -
							\$ -
<b>Total Financing</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

## FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Mill Creek Park Campground	<b>Project #</b>	10
<b>DEPARTMENT/ORGANIZATION</b>	Board of Supervisors	<b>DATE</b>	10/31/2016
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY</b>	Dean Rodgers
<b>REQUIRED BY FISCAL YEAR</b>	2017-2018	<b>POSITION</b>	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local Funding	\$ 100,000	\$ -	\$ -				\$ 100,000
							\$ -
							\$ -
Total Financing	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

## FY 2023-2027 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>Mobile Operations Center</b>	<b>Project #</b>	<b>11</b>
<b>DEPARTMENT/ORGANIZATION</b>	Sheriff's Office	<b>DATE</b>	
<b>DEPARTMENTAL PRIORITY</b>	1	<b>SUBMITTED BY:</b>	Eric Elliott
<b>REQUIRED BY FISCAL YEAR</b>	FY23	<b>POSITION</b>	Major
	Meets Board Goal		

### Project Description

This project will acquire a Mobile Operations Center Trailer. The trailer will be designed to provide a self-supporting command center to be utilized at natural, man-made or critical incident events.

### Justification

The Sheriff's Office currently is in need of a mobile command center. In times of a mass critical incident the Sheriff's Office and the citizens of Amherst County would benefit from this trailer. The trailer would remain equipped and ready to be deployed and fully operational immediately once advised of the critical incident. The Sheriff's Office became an accredited agency this year. In order to meet VLEPSC standards and maintain the accreditation, the Sheriff's Office is unable to share the trailer with Public Safety and is requesting a trailer for their sole use.

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

Without this trailer, the Sheriff's Office feels they are inadequately equipped to respond to critical events. Command instruction could be delayed as the result of having to gather and configure all of the necessary components to get a command center operational.

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

Quoted by Pro-Line Trailer Sales - Boones Mill, Virginia

Date of Estimate: October 20, 2021

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 129,985						\$ 129,985
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 129,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,985
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 129,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,985

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 129,985						\$ 129,985
							\$ -
							\$ -
Total Financing	\$ 129,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,985

## FY 2023-2027 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Splashpad	<b>Project #</b>	12
<b>DEPARTMENT/ORGANIZATION</b>	Recreation	<b>DATE</b>	10/22/21
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	Patrick Nalley
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	Director
	Meets Board Goal		

### Project Description

A splashpad located at a location within the county

### Justification

There have been many requests for a splashpad in the county and this would be a safe, low cost alternative to building an aquatic center or pool

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

No alternatives and some county residents may be upset as they have been asking for one.

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

Brian Thacker had said he had called about an estimate, we have nothing formal

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction	\$ 200,000						\$ 200,000
Heavy Equipment							\$ -
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<b>Total Operating Impact Est</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 200,000						\$ 200,000
							\$ -
							\$ -
<b>Total Financing</b>	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000



## FY 2023-2027 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	Boom Axe		<b>Project #</b>	13
<b>DEPARTMENT/ORGANIZATION</b>	Public Works	<b>DATE</b>	9/27/21	
<b>DEPARTMENTAL PRIORITY</b>	Medium	<b>SUBMITTED BY:</b>	Brian Thacker	
<b>REQUIRED BY FISCAL YEAR</b>	2023	<b>POSITION</b>	Director	
Meets Board Goal				

### Project Description

Dedicated grass and brush cutter for banks at trails, with a 18' reach. Often used by VDOT on roadways, this tractor can reach areas that cannot be serviced otherwise

### Justification

Department had a Boom Axe years ago, but was sold and never replaced. Would provide critical cutting and clearing capabilities for sloped areas of trails including the banks of the James River, Tye River, and Piney River, along with the slopes in each park, landfill, and other spots (Train Depot, etc...). Currently have no capability to cut woody or steep slopes with existing equipment.

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

Hand-cut or contract out brush cutting

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

James River Equipment September 2021

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 200,000						\$ 200,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
<b>Total Capital Cost Est.</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>Total Operating Impact Est</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds	\$ 200,000						\$ 200,000
							\$ -
							\$ -
<b>Total Financing</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>

## FY 2023-2027 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Roll-off replacement truck</u>	<b>Project #</b>	<u>14</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Works</u>	<b>DATE</b>	<u>12/9/21</u>
<b>DEPARTMENTAL PRIORITY</b>	<u>High</u>	<b>SUBMITTED BY:</b>	<u>Brian Thacker</u>
<b>REQUIRED BY FISCAL YEAR</b>	<u>2022</u>	<b>POSITION</b>	<u>Director</u>
	<u>Meets Board Goal</u>		<u>Challenges/Rising cost of operations</u>

### Project Description

Replace existing 2009 roll-off truck, which has exceeded its useful lifecycle
-------------------------------------------------------------------------------

### Justification

Reserve roll-off truck serves as a third option for convenience center hauls, but is too old to rely upon for consistent use. New roll-off would be immediately placed into service, rotating one of the existing route trucks into a backup. Current trucks accrue approximately 42,000 miles per year; need to begin proper budgeting sequence for replacement trucks on an ongoing basis. Lead times for new equipment are extensive; prefer placing order for truck sooner than later.
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### Alternatives to Requested Project or Cost/Harm to County of Doing Nothing

Place emergency purchase when truck inevitably is too costly to repair; convenience sites experience gaps in service when truck is out of service while awaiting uncertain lead times for purchase
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Source(s) and Date (s) of Estimates:

Truck Enterprises, September 2021

### Project Costs

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Prelim Design/Plans							\$ -
Engineering/Arch Serv							\$ -
Land Acquisition							\$ -
Site Prep							\$ -
Construction							\$ -
Heavy Equipment	\$ 225,000						\$ 225,000
Light Equipment/Furniture							\$ -
Hardware/Software							\$ -
Total Capital Cost Est.	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds							\$ -
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## FY 2022-2026 CAPITAL PROJECT REQUEST

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

### 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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	Monelison Engine 22 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 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds		\$ 767,485	\$ -				\$ 767,485
							\$ -
							\$ -
Total Financing	\$ -	\$ 767,485	\$ -	\$ -	\$ -	\$ -	\$ 767,485



## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>Medic 50 Replacement</u>		<b>Project #</b>	<u>17</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>12/1/20</u>	
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Jarred Scott</u>	
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	<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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 25-26	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds			\$ 93,750	\$ -			\$ 93,750
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ 93,750	\$ -	\$ -	\$ -	\$ 93,750

## FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Medic 49 Replacement	Project #	19
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 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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

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

### 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 expectance 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds					\$ 218,750		\$ 218,750
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ 218,750



## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>806 EMS Captains Vehicle Replacement</b>		<b>Project #</b>	<u>21</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>12/1/20</u>	
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	<u>Jarred Scott</u>	
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	<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 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
802 Truck				\$ 37,500	\$ -		\$ 37,500
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Capital Cost Est.	\$ -	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ 37,500
Total Operating Impact Est	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure	\$ -	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ 37,500

### Funding Sources

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds				\$ 97,500	\$ -		\$ 97,500
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ 97,500	\$ -	\$ -	\$ 97,500

## FY 2022-2026 CAPITAL PROJECT REQUEST

PROJECT TITLE	Pedlar FD Brush 32 Replacement	Project #	22
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:

Safe 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds				\$ 218,750	\$ -		\$ 218,750
							\$ -
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ 218,750	\$ -	\$ -	\$ 218,750

## FY 2022-2026 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<b>Medic 5 Replacement</b>	<b>Project #</b>	<b>23</b>
<b>DEPARTMENT/ORGANIZATION</b>	Public Safety	<b>DATE</b>	12/1/20
<b>DEPARTMENTAL PRIORITY</b>		<b>SUBMITTED BY:</b>	Jarred Scott
<b>REQUIRED BY FISCAL YEAR</b>		<b>POSITION</b>	Deputy Director
	Meets Board Goal		

### 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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	Total
Local funds					\$ 214,897	\$ -	\$ 214,897
Grant funds					\$ 125,000	\$ -	\$ 125,000
							\$ -
Total Financing	\$ -	\$ -	\$ -	\$ -	\$ 339,897	\$ -	\$ 339,897



### FY 2020-2024 CAPITAL PROJECT REQUEST

<b>PROJECT TITLE</b>	<u>New Fire Station</u>		<b>Project #</b>	<u>24</u>
<b>DEPARTMENT/ORGANIZATION</b>	<u>Public Safety</u>	<b>DATE</b>	<u>10/28/16</u>	
<b>DEPARTMENTAL PRIORITY</b>	<u>7</u>	<b>SUBMITTED BY:</b>	<u>Dean Rodgers</u>	
<b>REQUIRED BY FISCAL YEAR</b>	<u>Beyond 2022</u>	<b>POSITION</b>	<u>County administrator</u>	

Meets Board Goal: Comp Plan-Goal1,Obj2, southern facility; Goal2, Obj2, improve response times

**Project Description**

Monelison Fire Station

**Justification**

County needs to prepare for the day when there are inadequate number of volunteer firefighters. Volunteer organizations own all existing structures and most equipment. County should have a facility and equipment for which it can hire professional staff should it become necessary. Number of volunteers can vary widely so the possibility of having inadequate manpower is real and could occur suddenly with little time to prepare.

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

1. Do nothing and continue to rely on volunteer organizations.
2. Harm - risk of running out of trained volunteers and county has no facility to replace them.
3. Volunteer organizations could sell/donate facilities & equipment if they don't have enough volunteers for viability.

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

**Project Costs**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Beyond 2027	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





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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

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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.

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Financial Policy

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### Regulation 3-4: Budget Policy

1. General. The County's budget policy will address the process by which a budget is formulated from departmental requests to Board of Supervisors adoption, including the adoption of the Capital Improvements Program and other issues presented to the Board of Supervisors during the budget process. A budget policy addresses the authorization levels for the approval of the annual budget and all budget adjustments for revenues and expenditures of all funds.
2. Objectives.
  - 2.1. The County Administrator will identify proposed budget objectives and budget schedule to be presented to the Board of Supervisors.
  - 2.2. The budget objectives will be used as the foundation in the formulation of the County Administrator's recommended budget and the budget schedule will identify important dates throughout the budget preparation and adoption period.
  - 2.3. The following objectives shall be annual budget objectives:
    - 2.3.1. Adoption of operating and capital budgets and five-year capital improvements program.
    - 2.3.2. Anticipated property tax rate levels.
    - 2.3.3. Provision of adequate employee compensation including pay for performance increases for County employees and selective salary increases for positions significantly below market.
    - 2.3.4. Compliance with financial policies and maintain bond ratings.
    - 2.3.5. Vehicle replacement program.
    - 2.3.6. Reserve for contingencies.
    - 2.3.7. The Enterprise Funds will be self-supporting through revenues generated from their enterprise activities.
    - 2.3.8. One-time or other special revenues will not be used to finance continuing County operations, but instead will be used for funding special projects.
3. Five Year Capital Improvements Program (CIP)
  - 3.1. The County will develop a five-year plan for capital improvements and review the plan annually. The CIP is a plan for capital expenditures and a means of financing facilities, equipment and vehicles during the next five fiscal years with a unit cost greater than \$50,000.



## Guidelines and Objectives

- 3.2. Included in the CIP formulation is the operating impact of the proposed project, including personnel, operating expenditures, capital outlay and debt service.
- 3.3. The County will enact an annual capital budget based on the five-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be included in capital budget projections.
- 3.4. The County will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- 3.5. The County will maintain all its assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs.
- 3.6. The County will project its equipment replacement needs as part of the capital improvement process. From this projection a replacement schedule will be developed and followed.
- 3.7. The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
- 3.8. The County will attempt to determine the least costly and most flexible financing method for all new projects.

### 4. Budget Preparation.

The Finance Department and County Administrator will establish a budget schedule which will include important dates throughout the budget preparation period. There are certain important statutory dates that must be met in this process:

- 4.1. April 1st - The School Board must approve its budget and submit it to the Board of Supervisors.
  - 4.2. May 1st - The Board of Supervisors must approve the school budget no later than May 1st or within 30 days of receipt of estimates of state funds available.
  - 4.3. June 30th - The annual budget must be adopted and funds appropriated by the Board of Supervisors.
  - 4.4. A public hearing must be held at least 7 days before the budget is approved.
  - 4.5. If the proposed annual budget provides for an increase of greater than 1%, excluding new construction, in the total amount of revenue anticipated from tax sources (whether or not by an increased tax rate), such proposed increase shall be a matter of public notice and public hearing. The notice must be at least seven days before the increased levy is laid.
5. Budget Adoption. The budget is legally enacted through passage of an appropriations resolution for all governmental and proprietary funds.
  6. Budget Amendments.

## Guidelines and Objectives

6.1. After adoption, transfers within the budget are to be made pursuant to the following guidelines.

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

- 6.2. Appropriations which increase the total budget by more than \$500,000 or 1% of the total budget are required to be advertised for a public hearing at least seven days prior to the Board of Supervisors consideration.
- 6.3. If deficits appear to be forthcoming within a fiscal year, recommended spending reductions will be proposed by the County Administrator during the fiscal year in order to sufficiently offset the deficit.
- 6.4. Constitutional officers, whose staff receives remuneration from the State Compensation Board, may apply savings achieved through internal personnel changes (such as the retirement or departure of a higher paid employee) to the salaries of their existing employees for the purpose of equalizing those salaries to County pay scales and policies. [Book 34, Page 1003]

## **Guidelines and Objectives**

### **7. Budget Preparation Procedures**

#### **7.1. Budget Calendar**

7.1.1. The Finance Director will prepare the Budget Calendar with the County Administrator during the month of August.

7.1.2. The Calendar should be reviewed with the Treasurer and School Finance Director before submitting to the Board of Supervisors for approval.

7.1.2.1. Make sure School can present on the date they are given.

7.1.2.2. Make sure the Treasurer agrees with the tax bill mailing date.

7.1.3. At the first Board meeting in September the Budget Calendar should be placed on the agenda for review and adoption by the Board of Supervisors.

#### **7.2. CIP and Supplemental Requests**

##### **7.2.1. Definitions**

7.2.1.1. CIP Requests are requests for project funding that exceed \$50K, are one-time expenses, and are for the purpose of purchasing depreciable assets. These requests will be included in the 5-year Capital Improvement Plan. Generally, these do not include any recurring costs, but if there are on-going operating costs associated with them they are also identified within the 5-year Capital Improvement Plan.

7.2.1.2. Supplemental Requests are requests for project funding that are \$50K or less, are either one-time expenses or recurring program costs, or recurring personnel requests regardless of the dollar amount.

7.2.2. After the Budget Calendar is adopted the Finance Director will format the Excel file for current year CIP and Supplemental request forms, and update the instructions to go with the forms.

7.2.3. In September the forms will be distributed to all department heads and Constitutional Officers.

7.2.4. Based on the Budget Calendar, the department heads and Constitutional Officers will return their completed forms to Finance in electronic format.

7.2.5. Once these are all received the Finance Director will put together one Excel file of all CIP requests and one Excel file of all Supplemental requests.

7.2.6. A staff committee will be selected by the County Administrator to prioritize the requests.

7.2.7. The Excel files will be emailed by the Finance Director to members of the staff committee based on the Budget Calendar for them to prioritize the requests.

7.2.8. All prioritizations will be returned to the Finance Director based on the budget calendar to be compiled prior to the respective staff committee meeting.

## **Guidelines and Objectives**

- 7.2.9. At the committee meeting the prioritizations will be finalized for submission to the Board of Supervisors.
- 7.2.10. There will be a separate committee meeting for the CIP and Supplemental requests.
- 7.2.11. The Finance Director will compile the complete CIP package and the complete Supplemental package for the Board of Supervisors.
- 7.2.12. The Board of Supervisors will receive the packages based on the budget calendar for them to prioritize each of the requests themselves.
- 7.2.13. The Board will return their prioritizations to the County Administrator, who will forward them to the Finance Director for compiling the Board's overall priority.
- 7.2.14. A separate Board of Supervisors workshop will be held to review the CIP and the Supplemental requests based on the budget calendar.
  - 7.2.14.1. Staff members who have submitted requests are required to be at the workshop.
  - 7.2.14.2. The final Board of Supervisor priorities will be set during each workshop so they may then be included in the draft budget.
- 7.3. Outside Agencies and Non-Profit organizations
  - 7.3.1. In November the application for Outside Agencies and Non-Profits to request support is published by the Finance Director.
  - 7.3.2. The Finance Director will mail the application to all organizations that received or requested support from the Board of Supervisors the previous budget year.
  - 7.3.3. The application form will be placed on the website for any other organization to have the opportunity to submit a request as well.
  - 7.3.4. All requests will be due back to Finance based on the budget calendar, which is normally the first part of January.
- 7.4. Balancing the draft budget
  - 7.4.1. Staff will begin the balancing process in January.
  - 7.4.2. Revenue projections will be developed by the Finance Director, reviewed with the County Administrator, and presented to the Board of Supervisors by the end of February.
  - 7.4.3. As a standard practice the draft budget will include the following:
    - 7.4.3.1. All departmental operating expenses
    - 7.4.3.2. A Cost of Living increase for all County employees
    - 7.4.3.3. As many current year supplemental requests as possible



## **Guidelines and Objectives**

- 7.4.3.4. The current year CIP requests and as many future year requests as possible
- 7.4.3.5. No tax increase
- 7.4.3.6. Level funding for the School Board
- 7.4.4. The balanced budget will be presented at the last Board meeting in February.
- 7.4.5. The School Board will present their budget to the Board of Supervisors at the last meeting in March.
- 7.4.6. Board workshops will be held in March for the draft budget.
- 7.4.7. After the workshops any Board changes will be incorporated into the final draft by the end of March.
- 7.5 Adoption of the budget
  - 7.5.1. At the first Monday in April the budget public hearing notice is sent to the local newspaper.
  - 7.5.2. At the second Board Meeting in April the first public hearing is held for the budget.
  - 7.5.3. One week later, the second public hearing and adoption of the budget is scheduled.
- 7.6 Files
  - 7.6.1. Electronic files are located on the Finance Director's (M:) Drive in the budget folder organized by year.

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### 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.

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### Regulation 3-6: Fund Balance Policy

1. Fund Balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board prescribes the classification scheme for components of fund balance. The types of fund balance components are non-spendable, restricted, committed, assigned and unassigned. The policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of three elements; committed, assigned and unassigned fund balance.

	Definition	Example
Non-spendable	Net resources that cannot be spent because of their form or they must be maintained intact	Inventory Prepaid Asset Long-Term Receivables
Restricted	Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments	Federal Grants and any required local match for those grants.  Unspent bond proceeds Bond covenants Taxes raised for a specific purpose
This policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of the following three types:		
Committed	Limitations imposed by the Board of Supervisors that carries forward into future budget years indefinitely. Requires resolution or other formal board action to remove.	Encumbrances, such as construction contracts and other long-term contracts for which the Board has taken formal action. This could also include revenue streams that will grow and shrink over time such as the Fines & Forfeitures , account, but remain from year to year, also limited in use by formal board action
Assigned	Limitations imposed by the Board of Supervisors that exist for the current fiscal year expenses or projects that are expected to have an end date. These do not require formal board action to remove. And do not require formal board action to establish.	Encumbrances that only exist for a certain project in the current fiscal year. This could include a purchase order that isn't complete at year-end or other items that are "outstanding" at year end that did not require formal board action to incur.
Unassigned	Total fund balance in the general fund in excess of non-spendable, restricted, committed and assigned fund balance	



## Guidelines and Objectives

### 2. General.

- 2.1. The County desires to maintain the financial operation of the County in a manner consistent with sound financial management principles including guidelines and criteria established by rating agencies and bond insurance firms.
- 2.2. Sound financial management principles include the establishment of designated and undesignated fund balances sufficient to maintain required cash flows and provide reserve for unanticipated expenditures, revenue shortfalls and other specific uses.
3. Planning and Performance. Compliance with fund balance policy will be reviewed in conjunction with the budget process, audit process and upon changes made to the budget throughout the fiscal year. Adequate fund balances are necessary for purposes of unanticipated expenditures, to provide for cash flow reserves during the fiscal year due to the timing difference between the receipt of revenues and disbursement of expenditures, and to meet desired reserves.
  - 3.1. Unassigned fund balances at the close of each fiscal year should be at least 15% of the total annual General Fund expenditures inclusive of the transfer to the Amherst County School Board.
  - 3.2. Any balances greater than the 15% figure noted above will be reserved for contingencies, capital projects, non-recurring expenses and shall remain reserved until appropriation by the Board of Supervisors.
  - 3.3. The County Board may, from time-to-time, appropriate unassigned fund balances that will reduce available fund balances below the 15% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County. In such circumstances, the Board will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period. Balances shall be at such a level that the County will not incur short-term borrowing as a means to fund operations.
  - 3.4. A "Future Fund" will be maintained as a committed fund, for the purpose of funding the Capital Improvement Plan. The fund is intended to receive and accumulate amounts to be applied in years beyond the current 5-year CIP. Funding of this account will be comprised of the unused funds left over at the end of each budget year from the county's operations and maintenance (O&M) budget, as determined through the annual audit. One half of the leftover O&M funds will be placed in the Future Fund account while the other half will be made available to the Board for other funding requests (such as the Supplemental budget or board contingency funds) as non-recurring funding. Fund balances from paragraph 3.2. may not be used for the Future Fund account.
4. Reporting. At the start of each quarter, the Board will receive a report on the status of the unobligated General Fund that shall specify the amounts in the fund as Assigned, Committed or

### **Guidelines and Objectives**

Expended for the current fiscal year. The balance of the fund shall be calculated from the Total Fund Balance provided by the prior year's audited balance sheet less Nonspendables.

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### Regulation 3-7: Special Welfare Fund Policy

1. Definition. The Special Welfare Fund is an agency fund that receives and disburses funds derived from public grants or private sources in the form of gifts, contributions, bequests or legacies for the purpose of aiding needy citizens within the County.
2. Types of Funds.
  - 2.1. *Public or private (non-foster care)* funds include gifts, contributions, special local government grants, etc. which can only be used for the purpose of the bequest.
  - 2.2. *Dedicated accounts* include certain large past-due SSI payments covering more than six months of benefits. These must be maintained in a "dedicated account" in a financial institution.
  - 2.3. *Regular monthly accounts* are regular monthly receipts to be used for current monthly needs.
3. Financial Institution Accounts
  - 3.1. *Monthly Operating Account* is the account where regular monthly SSA/SSI payments and other gifts, contributions, etc. are deposited, and disbursements are made on behalf of the child.
  - 3.2. *Dedicated Account* is the account where large past due SSI payments are deposited. The County does not currently have a need for this account. If such need arises one will be opened by the Treasurer.
  - 3.3. Both of these accounts are to be interest bearing accounts.
  - 3.4. If a beneficiary accumulates more than \$500 a separate interest bearing account will be opened on behalf of the beneficiary.
  - 3.5. The signatures of the persons authorized to disburse funds shall be on file with the local Treasurer.
4. Accounting Procedures.
  - 4.1. *Receipts*
    - 4.1.1. Department of Social Services (DSS) staff will receipt all funds received in the Special Welfare Fund and denote on the official receipt "Special Welfare Fund." Additional identifying information to be included should be case name and case number (if case specific), source of funds, donor account fund or other brief information.
    - 4.1.2. DSS will submit a report of collections along with funds received no less than once a week.
    - 4.1.3. DSS will maintain a ledger of subsidiary accounts that shall also notate any restriction on the funds within a subsidiary account and the following information is required to be included in the subsidiary ledger:

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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 10<sup>th</sup> of the following month as a part of the reconciliation process.
5. Disbursements.
- 5.1. Monthly disbursements will continue to be paid from the County operating account.
  - 5.2. Finance will produce a report listing monthly disbursements to DSS staff by the 5<sup>th</sup> of the following month.
  - 5.3. DSS will then produce a reimbursement check payable to the County by the 15<sup>th</sup> of the same month noted above.
6. Unexpended Funds.
- 6.1. If a child leaves the custody of DSS any unspent SSA/SSI funds shall be returned to the Social Security Administration unless SSA instructs the agency in writing to disburse the funds.
  - 6.2. If a child leaves the custody of DSS any remaining unspent funds other than SSA/SSI must be paid to the child or the parent/guardian.
  - 6.3. If the individual cannot be located, then the unspent funds shall be turned over to the state in accordance with the Unclaimed Property Act.
  - 6.4. In the event of the child's death, any unspent funds become the property of the child's estate.



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### Regulation 3-8: Child Services Act Fund Policy

1. Definition. The Child Services Act Fund is a special revenue fund used to account for expenses reimbursable through the Office of Children's Services and the local match required to receive those funds from the Commonwealth of Virginia.
2. Types of Funds.
  - 2.1. *Public* funds consisting of both state and local funds.
  - 2.2. The State funds are held in a single pooled fund managed by the Office of Children's Services and then disbursed to the locality based on reimbursement requests.
  - 2.3. Local funds are the matching funds required by the state in order to receive reimbursement from the pooled fund and are a part of the General Fund budget each year.
3. Accounting Procedures.
  - 3.1. *Receipts*
    - 3.1.1. State funds are received electronically from the EDI system of the Commonwealth of Virginia and are deposited directly into the County operating account. The Treasurer's office records these receipts through the Cash Receipt system.
    - 3.1.2. Local funds will be identified as the match amount during the reimbursement request process. The Accountant will prepare the transfer journal entry to move the match funds from the General Fund to the CSA Fund.
4. Disbursements.
  - 4.1. The CSA Coordinator will enter the invoices into the reporting system of Thomas Brothers.
  - 4.2. The CSA Coordinator then creates a file of all invoices that need to be paid and sends it to the Accounts Payable Clerk in the Finance Department.
  - 4.3. The Accounts Payable Clerk will import the file created by the CSA Coordinator into the County financial system for accounts payable processing.
  - 4.4. The Accounts Payable Clerk uses the same process as for all other County payables in preparing the CSA expenditures for payment. This process creates both checks to be mailed and ACH payments to the vendors' bank accounts.
5. Reconciliation of Expenditures and Reimbursement Request.
  - 5.1. All completed accounts payable invoices are given to the Accountant by the Accounts Payable Clerk for reconciliation and file retention.

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- 5.2. The Accountant runs the GL040 expense report for Fund 90 (Child Services Act Fund) from the County financial system to get the listing of all CSA expenses posted to the general ledger.
- 5.3. The Accountant then records all the expenses from the general ledger into an Excel spreadsheet located at P:/clhart/CSA and called ExpenseReimRecon.
- 5.4. The CSA coordinator then will upload the current expenses to the Office of Children's Services (OCS) website from Thomas Brothers.
- 5.5. The Summary Report created, after the expenses are uploaded on the OCS website, will be printed by the Accountant to begin the reconciliation process.
- 5.6. The Accountant compares the Summary Report from the OCS to the Excel worksheet created for the same expenses.
- 5.7. Any differences between the Summary Report and the Excel spreadsheet identified by the Accountant will be reviewed with the CSA coordinator and any necessary corrections made.
- 5.8. The Accountant becomes the Report Preparer for the OCS at this point and will submit the reimbursement report on the OCS website.
- 5.9. The Finance Director acts as the fiscal agent for the CSA funds for the OCS website. The Finance Director will review the reimbursement report submitted by the Accountant and approve it for reimbursement on the OCS website.
- 5.10. Once the submission is made, the Accountant will transfer the necessary funds from the General Fund to the CSA Fund for the local match portion by journal entry.
- 5.11. All state revenue is recorded in revenue code 3-090-024020-0110.
- 5.12. The Accountant maintains a record of all submissions to the OCS and deposits received, as there is no itemization of invoices paid within a deposit.
- 5.13. At the end of the fiscal year, any amounts that remain unpaid by the OCS will require an additional transfer from the funds allocated in the General Fund.

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### Regulation 3-9: Payroll Regulations

1. For all new hires, a Payroll Authorization Form must be completed and returned to Human Resources prior to the new employee's start date. This will ensure that the County has all pertinent information for creation of the employee master file in a timely manner.
2. All new employees must attend a benefits orientation with Human Resources on or before their first day of employment. This ensures that the I-9 and e-Verify meets the Federal deadline.
3. Human Resources will notify the Information Technology department of the new hire and obtain a signed IT policy from the new hire. Timely departmental notification of new hires to Human Resources helps to ensure that IT will be able to complete set up of all accesses, email, and computers prior to the first date of employment. The individual departments will need to contact IT where additional securities need to be established within their specific software applications.
4. The Director of Human Resources will establish the master file for all new employees. The following details will be entered and maintained by the Director of Human Resources:
  - Name
  - Social Security number
  - Address
  - Phone number
  - Sex
  - Race
  - Birthdate
  - Emergency contacts
  - Tax information
  - Grade level
  - Payroll Code
  - Location
  - Calendar
  - Hire date
  - Full-time date (if applicable)
  - Annual salary (if applicable)
  - Hourly rate
  - Yearly work hours
  - Pay type
  - Pay frequency
  - Pay times
5. The Payroll Clerk enters the withholdings and reviews all changes made by the Director of Human Resources through the PIC system. This allows the clerk to verify accuracy of information and to ensure no fictitious employees exist.

## **Guidelines and Objectives**

6. The Payroll Clerk will maintain all accounting codes needed within the employee master files.
7. The Accountant will review all changes made by the Payroll Clerk through the PIC system. This will allow the Accountant to verify accuracy of information and to ensure no fictitious employees exist.
8. The Payroll Clerk will produce the monthly payroll sheets for each department and distribute them to the Department heads based on the monthly calendar.
9. Department heads will review all payroll sheets and submit the payroll sheets to Finance with all changes noted based on the monthly calendar provided by Finance.
  - 9.1. The total payroll including part-time should be noted on the payroll sheet.
  - 9.2. Any changes needed should be made (ex. Leave without Pay, OT, Salary increases) on the payroll sheet.
  - 9.3. Changes should be made in a color other than black if at all possible.
10. Any changes to an employee's master file (benefits, salary, withholdings, etc.) must be submitted to Human Resources by the 15th day of the current month to be included for the end of month payroll.
11. If the changes are not in to Human Resources by the specified date they will not take effect until the next pay period.
12. The Payroll clerk will prepare all payrolls for processing.
  - 12.1. Payroll preparation process
    - 12.1.1. All time is keyed in by the Payroll Clerk and verified against the payroll sheets submitted by departments.
    - 12.1.2. Run edit from Payroll Menu PR2 Option 5.
    - 12.1.3. Verify Edit report control totals to the payroll sheet totals.
    - 12.1.4. The Accountant receives the edit reports and payroll sheets for review. Once verified the Accountant signs off on the edit report.
    - 12.1.5. Five business days prior to Pay Day, the Payroll Clerk submits all information to the Information Technology department for processing and producing checks and reports. An email is sent to the IT associate, the IT Director, and the Finance Director notifying them of the submission to IT.
13. Information Technology will process all payrolls, print checks, print direct deposits, and create the ACH direct deposit file, and positive pay files.
  - 13.1. IT process



## Guidelines and Objectives

- 13.1.1. Back up company to tape.
  - 13.1.2. Select option to process and key in starting check number.
  - 13.1.3. Fill in and match job totals to email batch totals submitted by Finance.
  - 13.1.4. Change number of copies for payroll reports and print reports.
  - 13.1.5. Process check spool files through F54 menu to create laser checks with electronic signatures.
  - 13.1.6. Print Checks and Direct Deposits.
  - 13.1.7. Go to Treasurer Menu TR180 to create Positive Pay File for the bank.
  - 13.1.8. Go to PR2 opt13 to create PR Direct Deposit File.
  - 13.1.9. Go to TR180 to create Payroll Positive Pay file for bank.
  - 13.1.10. Minimum of three business days or 72 hours prior to Pay Day, log on to BB&T secure file gateway and upload each file created for each batch (one at a time).
  - 13.1.11. Create and send multiple emails to banking entity along with Finance, Treasurer, and IT of notification of electronic files being submitted for ACH and Positive Pay. This must be done at the same time of file submissions.
- 14. Once payroll is completed by IT, the Accounts Payables associated with payroll are moved from the holding files and processed following the Accounts Payable process.
    - 14.1. These payables are balanced using the payroll cover page during the flagging process.
  - 15. The Payroll Clerk will obtain all payroll reports and checks stubs/checks for review by the Treasurer or his or her appointed deputy. The review will be maintained with a signature on the respective reports.
  - 16. The Treasurer will also verify the beginning and ending check numbers on a register maintained within the IT department.
  - 17. The Payroll Clerk will distribute a copy of all payroll reports and check stubs/checks to the appropriate departments after 2:00 pm on pay day.
  - 18. All departments will review and sign off to acknowledge agreement with the payroll processed for the period.
  - 19. All departments will maintain their copy of the payroll report within their office for a period of three years.
  - 20. All tax filings and benefit payments will be reconciled and completed by the Payroll Clerk.

## Guidelines and Objectives

21. At the end of the calendar year, the Payroll Clerk will reconcile all quarterly tax information with the system to insure accurate W-2 information.
22. The Payroll Clerk will prepare the payroll file for W-2 processing.
23. Information Technology will process W-2s for all appropriate agencies.
24. An electronic copy of all W-2s will be maintained on the M: drive by the Director of Finance and on the server stored in Information Technology.
25. Annual transmittal to the SSA and Commonwealth of Virginia will be done electronically by the Payroll Clerk, and a copy of the confirmation maintained with the quarterly reports in the Finance Department.
26. Following is a chart of process assignments.

	Primary assignment	Backup assignment
Master File Maintenance/ HR portion	HR Director	Payroll Clerk
Master File Maintenance/accounting codes	Payroll Clerk	Finance Director
Review PIC changes by HR	Payroll Clerk	Finance Director
Review PIC changes by Payroll Clerk	Accountant	Finance Director
Prepare All Payrolls	Payroll Clerk	Accountant
Review Payroll	Accountant	Finance Director
Process payroll, print Checks, direct deposit file	IT - Associate #1	IT Director

## Guidelines and Objectives

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

## **Guidelines and Objectives**

Amherst County, Virginia  
Financial Policy

Amherst County Regulation  
Book 36, Page 645

### **Regulation 3-10: Credit Card Policy**

1. The purpose of this policy is to ensure the proper use of credit cards issued to Amherst County employees.
2. Cardholders will have a separate credit card issued to them, and each card will have a separate credit limit associated with it. The County Administrator and the Finance Director are responsible for the management of the cards, and each user is responsible for the proper use of the credit card issued to them.
3. Authorized users are determined by request of the department head to the County Administrator or the Finance Director, and may be issued a credit card. Credit limits may be temporarily adjusted via the internet by the County Administrator, the Finance Director, and the Executive Assistant to the County Administrator should the need arise.
4. Documentation of Credit Card.
  - 4.1. Each cardholder and authorized user will sign a Credit Card User Agreement at the time the card is issued to the employee by the County Administrator or the Finance Director.
  - 4.2. For any credit card purchase, the cardholder or authorized user will obtain an original itemized receipt and any other documentation related to the purchase.
  - 4.3. Each month the cardholder or authorized user will submit a Credit Card Usage Form with all original documentation by the fifth of the following month.
  - 4.4. The Accounts Payable Clerk will receive all statements from the banking institution and reconcile the Credit Card Usage Form and original receipts to the statement.
  - 4.5. The Finance Director will have final approval after the Accounts Payable Clerk has completed the statement reconciliations.
  - 4.6. Any purchases made by the Finance Director will be approved by the County Administrator or the Executive Assistant to the County Administrator, should the need arise.
  - 4.7. A Missing Credit Card Receipts Form must be submitted to the Finance Director for approval if original documentation cannot be located.
  - 4.8. Failure by a cardholder or authorized user to provide sufficient documentation may limit future use of the card.
5. No purchase of any personal items may be made on the County's card account for later reimbursement.



### **Guidelines and Objectives**

6. The County Administrator or Finance Director may revoke card privileges at any time as deemed necessary.
7. Any employee of Amherst County who violates the provisions of the Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.
8. Employees to whom credit cards are issued for County purchases shall immediately surrender all County credit cards upon termination of employment.

## **Glossary**

<b>Accrual Basis</b>	A basis of accounting in which transactions are recognized at the time they are incurred, not when cash is received or spent.
<b>Ad Valorem</b>	A tax levied in proportion to value of the property against which it is levied
<b>Adopted Budget</b>	A plan of financial operations approved by the Board of Supervisors. The Adopted Budget reflects approved tax rates and estimates of revenues, expenditures, goals and objectives.
<b>Appropriation</b>	An authorization granted by the Board of Supervisors to a specified organization, such as a unit of County government, to make expenditures and incur obligations for specific purposes. An appropriation is limited in dollar amount, the fund from which it will be drawn, and when it may be spent, usually expiring at the end of the fiscal year.
<b>Appropriations Resolution</b>	A legally binding document which delineates by fund or category and/or by department or grant all expenditures and revenues adopted by the Board of Supervisors and reflected in the Adopted Budget.
<b>Asset</b>	Resources owned or held by a government, which have a monetary value.
<b>Assigned Fund Balance</b>	For the general fund, amounts constrained for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts. Amount reported as assigned should not result in a deficit in unassigned fund balance.
<b>Authorized Positions</b>	Employee full-time permanent positions, which are authorized in the Adopted Budget, to be filled during the fiscal year.
<b>BPOL</b>	Business, Professional, and Occupational License refers to the license tax that is levied upon those doing business or engaging in a profession, trade or occupation in the county.
<b>Balance Sheet</b>	A financial statement disclosing the assets, liabilities, and equity of an entity at a specified date.
<b>Balanced Budget</b>	A term used to describe a budget in which total expenditures do not exceed revenue, reserves, and unassigned fund balance for a given time period.

<b>Basis of Accounting</b>	The timing of recognition of transactions or events for financial statement reporting purposes. Amherst County uses either the accrual or modified accrual basis of accounting, as appropriate for each fund type or activity, in accordance with the US generally accepted accounting principles (GAAP) applicable to governmental units.
<b>Basis of Budgeting</b>	The method used to determine when revenues and expenditures are included for budgetary purposes. Amherst County's budget is presented on the same basis as that used for financial statement reporting purposes; however the budget is presented using a different perspective than the financial statement presentation and requires a budget to GAAP reconciliation for financial statement reporting.
<b>Bond</b>	Interest bearing certificates of public indebtedness used primarily to finance capital projects. They evidence the issuer's obligation to repay a specified principal amount on a set maturity date, together with interest at a stated rate, or according to a formula which determines that rate.
<b>Budget</b>	An annual financial plan that identifies a plan of expenditures for the fiscal year. It states expenditures anticipated and identifies revenues necessary to finance the plan.
<b>Budgetary Control</b>	The control or management of a government or enterprise in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.
<b>CAFR</b>	Comprehensive Annual Financial Report - a report compiled annually which provides detailed information on an organization's financial status at year end.
<b>Capital Improvement Program (CIP)</b>	A plan of acquisition, development, enhancement or replacement of public facilities and/or infrastructure to serve the County citizenry. The CIP is a reflection of the physical development policies of the County and encompasses a five-year period which includes projects in excess of \$50,000.
<b>Capital Assets</b>	Assets of a substantial nature (\$5,000 or more) expected to have a useful life of two or more years.
<b>Capital Projects Fund</b>	Used to account for financial resources that are restricted, committed, or assigned to expenditures for capital outlay, including the acquisition or construction of capital facilities and other capital assets.
<b>Carryover Funds</b>	Unexpended funds at the end of a fiscal year.

<b>Committed Fund Balance</b>	Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.
<b>Comprehensive Plan</b>	A long-term plan to control and direct the use and development of real estate in the County. It is also used to make strategic decisions regarding water and wastewater lines, infrastructure, and government buildings.
<b>Constitutional Officers</b>	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer)
<b>Contingency</b>	A budgetary assignment established for emergencies or unforeseen expenditures.
<b>Debt Ratios</b>	Comparative statistics showing the relationship between an entity's outstanding debt and factors such as its tax base, income, or population. Such ratios often are used to assess the credit quality of an entity's bond.
<b>Debt Service</b>	The payment of principal and interest on borrowed funds.
<b>Deficit</b>	The excess of expenditures over revenues during a single accounting period.
<b>Department</b>	An organizational unit of government functionally unique in its delivery of service.
<b>Depreciation</b>	The decrease in value of physical assets due to use and the passage of time.
<b>Disbursement</b>	Payments made in cash.
<b>Encumbrance</b>	A commitment, assignment, or other obligation to spend certain funds.
<b>Enterprise Fund</b>	A fund designed to support itself by paying its expenses from funds derived from user charges.
<b>Expenditure</b>	The payment of cash upon the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.



<b>Expenditure Line Item</b>	An expenditure classification referring to the lowest and most detailed level of classification, such as utility charges, office supplies, or furniture.
<b>Fiscal Year</b>	The period of time used by the county for budgeting and accounting purposes. Amherst County uses the twelve-month period beginning July 1st and ending June 30th.
<b>Fringe Benefits</b>	Contributions made by the county for its share of Social Security, pension, medical, and life insurance plans provided to personnel.
<b>Full-time Equivalent (FTE)</b>	A measure of the number of staff members, including full-time and part-time employees, based on total man-hours of workload.
<b>Fund</b>	An accounting entity with a group of accounts which must balance. Budgets for all funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP).
<b>General Fund</b>	The General Fund is the primary location of all money and financial activity associated with ordinary operations of the County. Most taxes are accrued in this fund and transfers are made to Schools and other entities as appropriate. The General Fund is the most critical fund in the Amherst County budget.
<b>Grant</b>	Contributions or gifts of cash or other assets from another government or entity to be used or expended for a specified purpose, activity, or facility.
<b>Infrastructure</b>	Public domain fixed assets such as roads, bridges, drainage systems, lighting systems, and similar assets that are immovable and are owned and of value to the governmental unit.
<b>Interfund Transfers</b>	The movement of monies between funds of the same governmental entity. These do not include loans, quasi-external transactions, or reimbursements.
<b>Levy</b>	To impose taxes, special assessments or service charges for the support of government activities.
<b>Line-Item Budget</b>	A budget that specifies detailed types of expenditures planned for the fiscal year.
<b>Liquidity</b>	Easily available funds that provide the ability to meet short-term expenditures promptly using cash on hand or by converting an investment to cash with minimum risk to principal or accrued interest.

<b>Long-term Debt</b>	Debt that has a maturity of more than one year from date of issuance.
<b>Mission Statement</b>	A written description stating the purpose of an organizational unit (department or agency) and its function.
<b>Modified Accrual</b>	A basis of accounting in which revenues are recorded when susceptible to accrual, i.e. both measurable and available to finance expenditures of the fiscal period.
<b>Obligation</b>	An amount the County is legally required to satisfy through use of its resources, including liabilities and unliquidated encumbrances.
<b>Operating Budget</b>	Plans of expenditures for the current year and the proposed means to finance them.
<b>Operating Revenues</b>	Funds that the County receives as income to pay for ongoing operations, such as taxes, fees for specific services, interest earnings, and grant revenues.
<b>Ordinance</b>	A formal legislative enactment by the governing body of a locality. If not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the locality.
<b>Other Financing Sources</b>	Non-operating revenue received to assist with financing County operations such as recoveries, gifts/donations, and the sale of surplus fixed assets.
<b>Pay as You Go Approach</b>	The procurement of capital assets with available cash reserves.
<b>Personal Property</b>	A category of property, other than real estate, identified for purposes of taxation. It includes resident-owned items, corporate property, and business equipment. Examples of personal property include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment.
<b>Property Tax Rate</b>	The dollar amount applied to the assessed value of various categories of property used to calculate the amount of taxes to be collected. The tax rate is usually expressed as an amount per \$100 of assessed valuation.
<b>Proprietary Fund</b>	A fund category used to account for the business-type activities within a government.
<b>Real Property</b>	Real estate, including land and affixed improvements ( building, fencing, paving) classified for purposes of tax assessment.

<b>Reserve</b>	A portion of fund balance that is either restricted, committed, or assigned.
<b>Resolution</b>	An order of a legislative body which carries the force of law.
<b>Resources</b>	Amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.
<b>Revenue</b>	A source of income that provides an increase in net financial resources, and is used to fund expenditures. Budgeted revenue is categorized according to its source, such as local, state, federal or other financing sources.
<b>Revenue Bond</b>	A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.
<b>Special Revenue Fund</b>	A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditure for specific purpose such as grants for specific programs.
<b>Statute</b>	A written law enacted by a duly organized and constituted legislative body.
<b>Tax Base</b>	The total property valuations on which each taxing authority levies its tax rates.
<b>Taxes</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all people.
<b>Unassigned Fund Balance</b>	For the general fund, amounts not classified as nonspendable, restricted, committed, or assigned. The general fund is the only fund that would report a positive amount in unassigned fund balance.
<b>Unencumbered Balance</b>	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future expenses.
<b>User Charges</b>	The payment of a fee for direct receipt of a public service by the party who benefits from the service.









































