BOOK 37
Pages 348-351

Perfect Slice of Virginia

AMHERST COUNTY BOARD OF SUPERVISORS

MINUTES

February 23, 2021

Meeting Convened - 5:00 PM

I. Call to Order

At a budget workshop meeting of the Amherst County Board of Supervisors held on February 23, 2021 at 5:00 p.m., the following members were present:

BOARD OF SUPERVISORS:
Jennifer R. Moore, Chair
David W. Pugh, Jr., Vice-Chair
L. J. Ayers III, Supervisor (arrived late)
Claudia D. Tucker, Supervisor

ABSENT: Tom Martin, Supervisor

STAFF:
Dean C. Rodgers, County Administrator
David R. Proffitt, Deputy County Administrator
Regina M. Rice, Clerk to Boards

Chair Moore called the meeting to order at 5:00 p.m.

II. Discussion

A. Revenue Projections

County Administrator Rodgers recapped the information presented at the last budget workshop on February 16. He advised a balanced budget was presented and the Board agreed on projects in the Capital Improvement Plan and identified in the Supplemental budget those projects the Board agreed upon.

Mr. Rodgers recapped the budget is balanced and noted that this included a 6.5% health insurance increase; a 1.5% COLA; the BPOL tax revenue remains neutral; a $100,000 loss of investment income; a $50,000 loss of state revenue; and the 2021 budget cuts were reinstated. He said one avenue to increase revenue would be a meals tax from 4 cents to 6 cents, cut services, or anticipate that the BPOL tax increases.

He advised money was found in the budget to pull the Maintenance Mechanic and Public Works driver from the list. He also reported that money was found to open Boxwood Farm and Pedlar Convenience Centers 7 days a week. **(See Attachment 1)**

Public Safety Director Sam Bryant addressed the Board and reported on a reduction of money needed to staff a 4th ambulance crew. He said that initially the cost would be $200,000 to staff four employees, however, he would now only require $100,000 for two staff.

Mr. Rodger reported that this savings will reduce the amount of money the Board needed to find from $258,500 to $158,500.

Finance Director Stacey Wilkes provided an overview and explanation of the Revenue Analysis and Projection summary. **(See Attachment 2)**

B. Proposed Budget

Finance Director Stacey Wilkes provided the Board with the Proposed O&M Budget Cut sheet and asked the Board to consider making any cuts to those line items. **(See Attachment 3)**

The Board discussed each line item listed and made necessary cuts to selected lines which would cover the revised $158,500 budget deficit.

Supervisor Tucker stated she was in favor of 2 cents meals tax increase.

Vice-Chair said he would like to wait and see how much tax revenue the BPOL and cigarette tax would generate.

Supervisor Ayers said he wanted to wait and see what those projections would show during a time period and what impact that will have on the revenue.

Mr. Rodgers recapped the following:

No adjustment made to revenue; found $158,500 in the O&M Budget; the future fund delayed to see what the revenues will bring; he will consult with the schools concerning removing the $55,000 regular contribution to the school construction line; and leave the $1,500 contribution to Neighbors Helping Neighbors.

III. Adjournment

By motion of Supervisor Martin and with the following vote, the Board adjourned at 6:18 p.m.

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

Jennifer R. Moore, Chair
Amherst County Board of Supervisors

Dean C. Rodgers, Clerk

ATTACHMENT 1

REVENUE PROJECTIONS FY 2022 BUDGET

Detailed Revenue Analysis FY 2022

DESCRIPTION	FY 2018	FY 2019	FY 2020	Actual through 12/31/2020	Projected FY 2021	Proposed FY 2022
REAL PROPERTY TAXES	14,143,819	14,356,985	14,149,150	14,148,668	14,606,952	14,679,987
PUBLIC SERVICE TAXES	775,430	778,659	699,405	666,110	740,000	740,000
PERSONAL PROPERTY TAXES	6,149,460	6,387,289	6,939,837	5,897,556	6,557,825	6,754,560
MACH & TOOL TAXES	2,308,208	2,083,179	2,142,228	2,271,536	2,272,521	2,295,246
MERCHANT'S CAPITAL TAXES	309,007	290,696	328,111	365,535	366,060	-
PENALTIES AND INTEREST	366,864	384,383	391,815	164,059	313,093	317,007
REAL ESTATE SALE FOREFITURES	-	-	-	36,784	36,784	-
LOCAL SALES & USE TAXES	2,673,687	2,783,437	3,227,313	1,134,439	3,300,000	3,399,000
CONSUMER UTILITY TAXES	1,993,630	1,906,799	1,873,785	671,643	1,935,000	1,935,000
BUSINESS LICENSE TAXES	363,799	378,768	383,748	1,139	350,000	725,000
MOTOR VEHICLE LICENSES	751,844	789,418	793,662	589,745	720,593	735,005
BANK STOCK TAX	114,764	123,790	66,237	-	120,000	120,000
TAXES ON RECORDATION & WILLS	226,674	226,758	270,883	183,745	275,000	286,000
LODGING TAX	64,489	60,412	54,573	30,425	62,000	62,000
MEALS TAX	979,160	1,016,301	1,028,064	449,437	1,075,000	1,096,500
CIGARETTE TAX	-	-	-	-	-	400,000
ANIMAL LICENSES	11,748	11,867	6,477	1,302	7,000	7,000
PERMITS, FEES & LICENSES	210,323	166,448	207,502	105,290	184,900	189,523
FINES & FORFEITURES	530,585	423,913	298,887	97,318	406,350	-
REIMBURSEMENT ACCOUNT	14,208	13,650	11,247	5,038	14,000	14,000
INTEREST ON BANK DEPOSITS	44,284	132,541	102,149	6,390	13,000	13,650
REVENUE FROM USE OF PROPERTY	253,458	798,309	134,377	54,500	132,826	128,476
CHARGES FOR SERVICES	1,331,829	1,498,930	1,446,556	731,903	1,433,550	1,483,724
MISCELLANEOUS REVENUE	420,204	206,479	280,692	143,802	207,184	152,800
RECOVERED COSTS	223,263	211,367	139,803	155,737	160,570	143,000
NON-CATEGORICAL AIDE	2,401,485	2,377,859	2,356,343	1,703,552	2,424,318	2,324,318
SHARED EXPENSES	2,524,338	2,546,743	2,669,584	1,081,726	2,626,341	2,816,626
WELFARE	646,317	690,031	742,785	887,228	818,000	871,170
STATE REIMB FOR CRIMINAL JURORS	1,260	6,480	5,610	-	4,000	4,000
OTHER CATEGORICAL AIDE	832,889	502,556	468,565	161,795	502,108	478,784
FEDERAL REVENUE	1,496,808	1,662,488	1,886,159	312,434	1,690,000	1,909,840
NON REVENUE RECEIPTS	15,230	-	-	48,204	-	-
RECOVERED REVENUE	15,789	18,807	15,862	9,980	26,000	-
RECOVERED CAPITAL COST	-	-	-			
REVENUE TRANSFER ACCOUNT	302,500	9,000	38,048	64,400	-	1,683,211
	$ 42,453,069	$ 42,844,341	$ 43,159,460	$ 32,144,637	$ 43,380,975	$ 45,765,427

FY 2022 Key Budget Points

- The budget is balanced
- The budget includes –
  - .6.5% Health insurance increase
  - 1.5% COLA
  - BPOL tax is revenue neutral
  - Loss of investment income of $100K
  - Loss of state revenue $50K
  - FY 2021 cuts reinstated

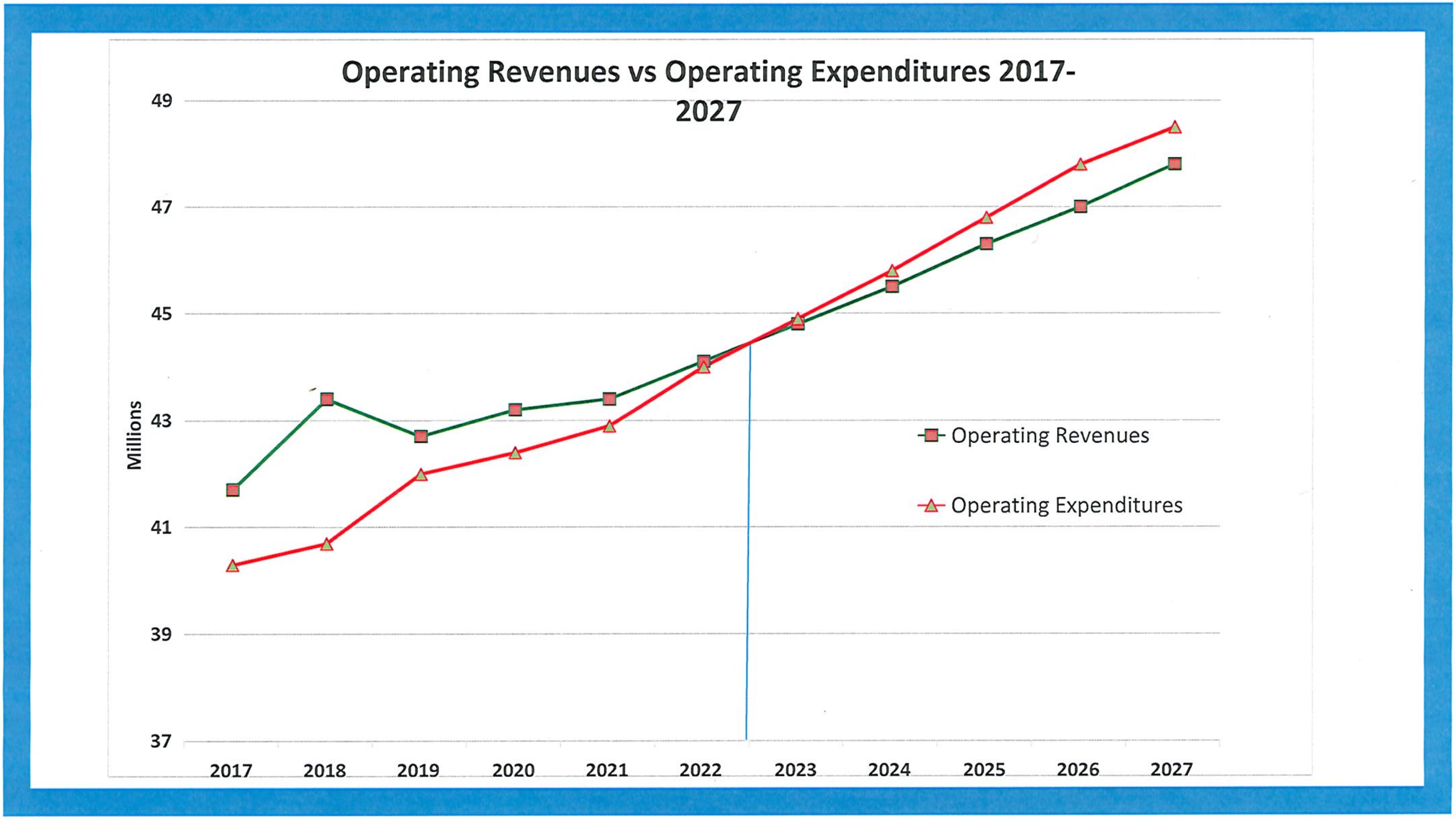
	RECURRING COST PROJECTS					$ -
16	Staff 4th Ambulance	6	$ 200,000			$ 200,000
7	EMS Certification Bonus Pay	3	$ 38,500			$ 38,500
8	EMS Education Incentive	2	$ 20,000			$ 20,000
21	Maintenance Mechanic	4	$ 60,750	$ 150,000		$ 210,750
11	Fire Marshal	5	$ 72,000			$ 72,000
13	Public Works Driver or Technician	7	$ 40,800			$ 40,800
6	Emergency Management Coordinator	7	$ 56,817			$ 56,817
12	Cafeteria Plan	8	$ 1,331,514			$ 1,331,514

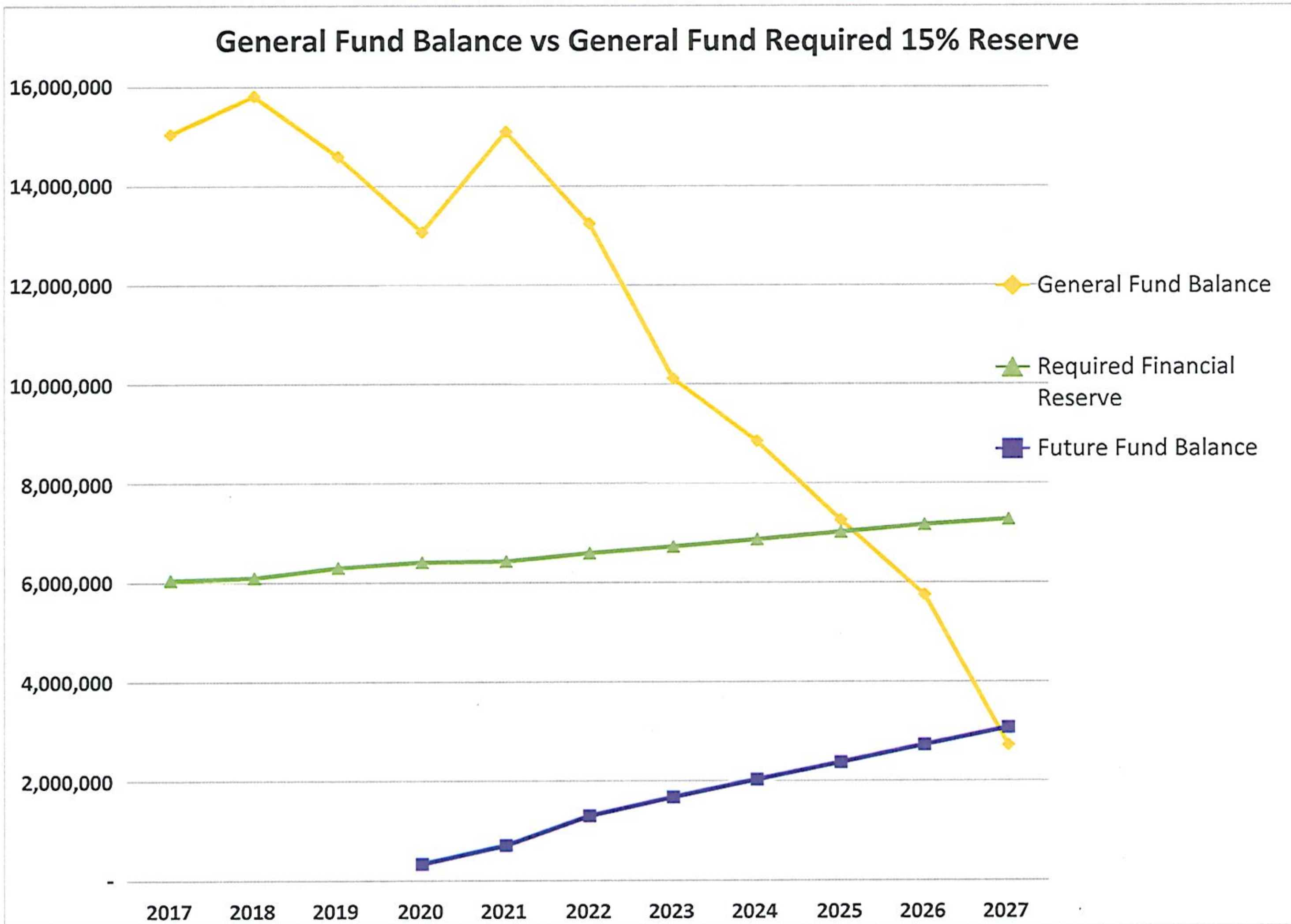
Public Works Positions

- Grounds Crew Member – Funded with Ground Maintenance Contract Svcs(already approved)
- Driver/Technician – Funded with Landfill Overtime
- Maintenance Mechanic – Funded from Repairs and Maint. Of Landfill and Convenience Centers vehicles.
  - Est. savings of approximately $23K for all vehicles
  - Savings to remain in Solid Waste Fund for small additional Earth Works projects (ex. Lynchburg Road)

Possible Revenue Needs

4th Ambulance	$ 200,000	
EMS Certification Bonus Pay		38,500
EMS Education Incentive	20,000	
Convenience Centers opening 7 days(per center)		14,779
Fire Marshall		72,000
Emergency Coordinator	56,817	
	$ 380,096	


Operating Revenues vs Operating Expenditures 2017-2027
Millions
49
47
45
43
41
39
37
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
Operating Revenues
Operating Expenditures


General Fund Balance vs General Fund Required 15% Reserve
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
General Fund Balance
Required Financial Reserve
Future Fund Balance

Possible Revenue Needs

4th Ambulance	$ 200,000		
EMS Certification Bonus Pay		38,500	
EMS Education Incentive	20,000		
Convenience Centers opening 7 days(per center)		14,779	($75K for all)
Fire Marshall		72,000	
Emergency Coordinator	56,817		
	$ 380,096		

Operating Revenue Options

Add 2 cents to meals tax	$ 550,000
Revised revenue assumptions	?????
Service cuts	?????
Hope for BPOL	?????
	$ 550,000

REGION LOCALITY MEALS TAX

- Town of Appomattox 8.00%
- Town of Amherst 8.00%
- Town of Bedford 5.50%
- City of Lynchburg 6.50%
- Bedford County 4.00%
- Campbell County 4.00% New
- Nelson County 4.00%
- Rockbridge County 6.00%
- Amherst County 4.00%

QUESTIONS?

ATTACHMENT 2

AMHERST COUNTY
REVENUE ANALYSIS AND PROJECTION - SUMMARY
FY 2022

This chart shows revenue sources that could be increased. By increasing the revenue total, more O&M expenses can be added to the budget. This leaves more funding available for Supplemental Budget projects.
Presented on the right are staff's explanations/assumptions for conservative estimates. The BoS is invited to increase anticipated revenues from sources indicated by any amount less than or equal to that shown.

NOTE	DESCRIPTION	FY 2018	FY 2019	FY 2020	Actual through 12/31/2020	Projected FY 2021	Proposed FY 2022	Possible Increase	Analysis Detail - assumptions used for proposed. Why there may be room for BoS to increase.
1	REAL PROPERTY TAXES	14,143,819	14,356,985	14,149,150	14,148,668	14,606,952	14,679,987		Trend is .5% which is the current proposed number
1	PUBLIC SERVICE TAXES	775,430	778,659	699,405	666,110	740,000	740,000		Missing one payment for FY 2021 but projection doesn't change for FY 2022
1	PERSONAL PROPERTY TAXES	6,149,460	6,387,289	6,939,837	5,897,556	6,557,825	6,754,560	130,000	Trend is actually 5% but 3% was used for calculation. 2% more which would add $131,156.50. No room for error. This category contains 21 different property tax classifications. Business Equipment (BE) only constitutes approximately $885K of the total revenue.
1	MACH & TOOL TAXES	2,308,208	2,083,179	2,142,228	2,271,536	2,272,521	2,295,246	18,862	We used trend of 1%. However, actual last 5 years is 1.83%
5	MERCHANT'S CAPITAL TAXES	309,007	290,696	328,111	365,535	366,060	-		
1	PENALTIES AND INTEREST	366,864	384,383	391,815	164,059	313,093	317,007		
	REAL ESTATE SALE FOREFITURES	-	-	-	36,784	36,784	-		
2	LOCAL SALES & USE TAXES	2,673,687	2,783,437	3,227,313	1,134,439	3,300,000	3,399,000		Used trend of 3%
2	CONSUMER UTILITY TAXES	1,993,630	1,906,799	1,873,785	671,643	1,935,000	1,935,000		
2,4&6	BUSINESS LICENSE TAXES	363,799	378,768	383,748	1,139	350,000	725,000	24,283	Kept conservative. Actual FY 2020 added to actual Merchants capital would yield more
2	MOTOR VEHICLE LICENSES	751,844	789,418	793,662	589,745	720,593	735,005		
2	BANK STOCK TAX	114,764	123,790	66,237	-	120,000	120,000		Doesn't normally change much - FY 2020 required a refund to BB&T
2	TAXES ON RECORDATION & WILLS	226,674	226,758	270,883	183,745	275,000	286,000		Used trend of 4%
2	LODGING TAX	64,489	60,412	54,573	30,425	62,000	62,000		Slowly recovering
2	MEALS TAX	979,160	1,016,301	1,028,064	449,437	1,075,000	1,096,500	3,010	Expense trend is actually 2.25% I usually round down to be conservative so used 2%
7	CIGARETTE TAX	-	-	-	-	-	400,000		New tax conservative estimate
	ANIMAL LICENSES	11,748	11,867	6,477	1,302	7,000	7,000		Large drop last year don't anticipate more
	PERMITS, FEES & LICENSES	210,323	166,448	207,502	105,290	184,900	189,523	17,011	Volatile due to housing market trend is actually 11.2%
3	FINES & FORFEITURES	530,585	423,913	298,887	97,318	406,350	-		
	REIMBURSEMENT ACCOUNT	14,208	13,650	11,247	5,038	14,000	14,000		
	INTEREST ON BANK DEPOSITS	44,284	132,541	102,149	6,390	13,000	13,650		Loss since FY 2020 is due to the prime reduction during the pandemic.
	REVENUE FROM USE OF PROPERTY	253,458	798,309	134,377	54,500	132,826	128,476		This was up due to sale of vehicles and is a volatile line depending on county transactions
	CHARGES FOR SERVICES	1,331,829	1,498,930	1,446,556	731,903	1,433,550	1,483,724	80,000	Original estimate was $1,280,000 so budgeted $1,200,000. After consulting with the billing company and comparing July - December of 2019 with 2020 (year the fees increased), the difference was $55,495 for the six months. This could be translated into $110,990 for the year. There has also been about $100K increase in the unpaid balances. no room for error.
	MISCELLANEOUS REVENUE	420,204	206,479	280,692	143,802	207,184	152,800		One time funds hard to predict
	RECOVERED COSTS	223,263	211,367	139,803	155,737	160,570	143,000		fluctuates based on which deputies are the SROs
22010-010	MOTOR VEHICLE CARRIERS' TAXES	75,418	76,013	76,144	-	77,000	77,000		
22010-010	MOBILE HOME TITLING TAX	28,338	20,787	14,926	7,339	25,000	25,000		
22010-010	AUTO RENTAL TAX	30,167	23,745	22,263	2,597	23,000	23,000		
22010-010	MOPED & ATV SALES		110	466	-	300	300		
	SKILLED GAMES TAX				44,352	100,000	-		
22010-013	RECORDATION TAXES - STATE	68,544	58,186	43,526	-	-	-		
22010-020	PPTRA	2,199,018	2,199,018	2,199,018	1,649,264	2,199,018	2,199,018		
	NON-CATEGORICAL AIDE	2,401,485	2,377,859	2,356,343	1,703,552	2,424,318	2,324,318		Skilled games are a temporary tax so removed $100K from projection
8	SHARED EXPENSES	2,524,338	2,546,743	2,669,584	1,081,726	2,626,341	2,816,626		Based on Comp Board budgets
	WELFARE	646,317	690,031	742,785	887,228	818,000	871,170		Based on DSS proposed budgets
	STATE REIMB FOR CRIMINAL JURORS	1,260	6,480	5,610	-	4,000	4,000		
	OTHER CATEGORICAL AIDE	832,889	502,556	468,565	161,795	502,108	478,784		No inmate workforce unless actually used
9	FEDERAL REVENUE	1,496,808	1,662,488	1,886,159	312,434	1,690,000	1,909,840		Based on DSS proposed budgets
	NON REVENUE RECEIPTS	15,230	-	-	48,204	-	-		
	RECOVERED REVENUE	15,789	18,807	15,862	9,980	26,000	-		
	RECOVERED CAPITAL COST	-	-	-					
	REVENUE TRANSFER ACCOUNT	302,500	9,000	38,048	64,400	-	1,683,211		CIP and Supplemental Funding
		$ 42,453,069	$ 42,844,341	$ 43,159,460	$ 32,144,637	$ 43,380,975	$ 45,765,427	273,166	**This total can be added to the Budget Cuts worksheet.**

1 Tax estimates were reviewed with the Commissioner of the Revenue and adjusted for historical data.
2 Other taxes have been based on historical average and multi-year trends.
3 Fines & Forfeitures are being budget at $-0-. These funds are currently split 80/20 between Sheriff and the County and are not included in the budget. However, they are used in his O&M budget. This does not allow for a good picture of the true cost of operations for the department when developing a budget.
4 This is a conservative estimate based on keeping revenue neutral
5 BoS Eliminated this tax
6 More businesses now paying BPOL due to elimination of Merchant's Capital Tax
7 New tax and conservative estimate for the first year
8 Compensation Board Increase
9 More benefits being paid by Department of Social Services

ATTACHMENT 3

FY 2022 Proposed O&M Budget Cuts

To increase the revenues available, staff has identified the following opportunities for cuts to expenses. The BoS may select those cuts it finds acceptable to achieve a total of $258,500. The table automatically calculates the total.

FY 2020	YTD FY 2021	Original Proposed FY 2022	Proposed Cut Amount	New Proposed FY 2022	Board Cuts	Line Item	Effect/Cost to department
0	0	50,000	25,000	25,000		Personnel Contingency Fund	Less flexibility in new hires and retention(we don't actual spend directly but transfer budget to appropriate department when needed)
0	0	40,000	40,000	0		Retirements	if someone retires Board will be asked to fund the one time payout from general fund reserve
1,338	2,000	35,000	10,000	25,000		BoS Professional Fees	Less project exploration
3,500	0	7,000	2,000	5,000		Painting for Buildings	Reduced maintenance
20,449	16,433	30,000	5,000	25,000		Bldg Code Enforcement	Depending on enforcements BoS may be asked to fund additional later
1,761	75	5,000	4,000	1,000		Public Affairs	No major public events
0	3,317	15,006	7,506	7,500		Debt Service Costs	Could need additional funding for arbitrage calculations as they come due
6,043	72,981	15,000	5,000	10,000		Park Maintenance	Limited maintenance unless additional funding is sought later($100K from F&F FY 2021)
0	3,583	10,000	5,000	5,000		Landscaping	Limited maintenance unless additional funding is sought later
0	0	30,000	10,000	20,000		Medical Employee Portion	Additional funding may be needed if too many hires choose family insurance/currently budgeted for singles only.(this we don't spend directly but transfer budget to appropiate department when needed)
127,867	78,360	141,457	10,000	131,457		Radio Maintenance - Other	Have not needed in the past but Public Safety never knows when a large need will occur

55,246	55,246	55,246	55,246	0		School Construction	These were extra funds in prior budget years that were placed with the schools
1,446,025	1,102,115	1,228,120	52,503	1,175,617		Solid Waste	Savings realized from operational and contracting changes
19,085	13,061	30,000	5,000	25,000		Heating Oil/Propane	should be ok
40,158	21,162	78,100	10,000	68,100		Election Officials	Could run short depending on number of elections
17,311	19,508	45,000	5,000	40,000		Election Supplies	Could run short depending on number of elections
0	0	10,000	3,000	7,000		BoS Legal Services	Less ability to hire outside counsel should it be needed.
171,687	0	179,937	179,937	0		ACSA Contribution	Less funds set aside for sewer extension fund
						Revenue Contribution	Carried over from Revenue spreadsheet
			434,192		**0**	**GOAL $258,500**	