



BOOK 38
Pages 729-730



**AMHERST COUNTY
BOARD OF SUPERVISORS**

Board of Supervisors

David W. Pugh, Jr., Chair
District 4
Tom Martin, Vice-Chair
District 1
L.J. Ayers III, Supervisor
District 3
Claudia Tucker, Supervisor
District 2
Drew Wade, Supervisor
District 5

MINUTES

August 15, 2022
Sweet Briar College
Wailes Conference Center
Patio Room D
Meeting Convened - 9:00 AM

County Administrator
Dean C. Rodgers

County Attorney
Mark Popovich

I. Review Agenda

The meeting was called to order by Supervisor Martin at 9:00 am.

II. Icebreaker & Groundrules

The groundrules were set to take breaks every 45 minutes and the meeting needed to conclude by 4:00 pm. For an Icebreaker, the Staff and Board were asked if you could wave a magic wand and change anything for the county what would it be?

III. Metrics Discussion

Each department head presented their metrics presentations to the Board in the following order. (See Attachment 1)

1. Bob Hopkins - ACSA
2. Nate Young - Building Inspections
3. Jeremy Bryant- Community Development
4. Victoria Hanson - EDA
5. Stacey McBride - Finance
6. Linda Felix - HR
7. Jackie Viar - IT
8. Jacob Etter - Library
9. Dean Rodgers on behalf of David Proffitt - Purchasing
10. Randy Nixon - Recreation and Tourism
11. Sam Bryant - Public Safety

IV. Review of Existing Mission, Vision, Goals, Objectives, and Metrics

The Board reviewed its mission, vision, goals, objectives, and metrics. The Board unanimously agreed to keep the existing mission, vision, and values the same. (See Attachment 2) By motion of Supervisor Tucker and with the following vote, the Board adopted the county goals as amended. (See Attachment 3)

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT:None

V. Break for Lunch

VI. Salary Study

County Administrator Rodgers and HR Director Linda Felix presented the Board with a salary study and a proposed 40 hr work week resulting in a 6.25% pay increase for county employees. (See Attachment 4) Chairman Pugh stated that everyone is suffering and not everyone out there is getting raises and he could not agree to this pay increase with the anticipation of the increase in funds needed by the schools from the Board. Mr. Pugh requested that any future discussions take place during the regular budget process. Mrs. Tucker agreed. Mr. Ayers expressed concern about committing to a reoccurring cost when the School Board may be increasing their annual request during the upcoming budget cycle.

VII. Public Safety Slides

The Board was presented with slides concerning Public Safety (See Attachment 5). The Board only discussed the last slide and approved that slide as policy moving forward.

VIII. Directions for Staff

The Board did not give the staff any directions.

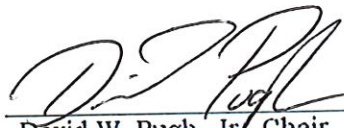
IX. Adjournment

By motion of Chairman Pugh and with the following vote, the Board adjourned at 3:30 pm.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT: None

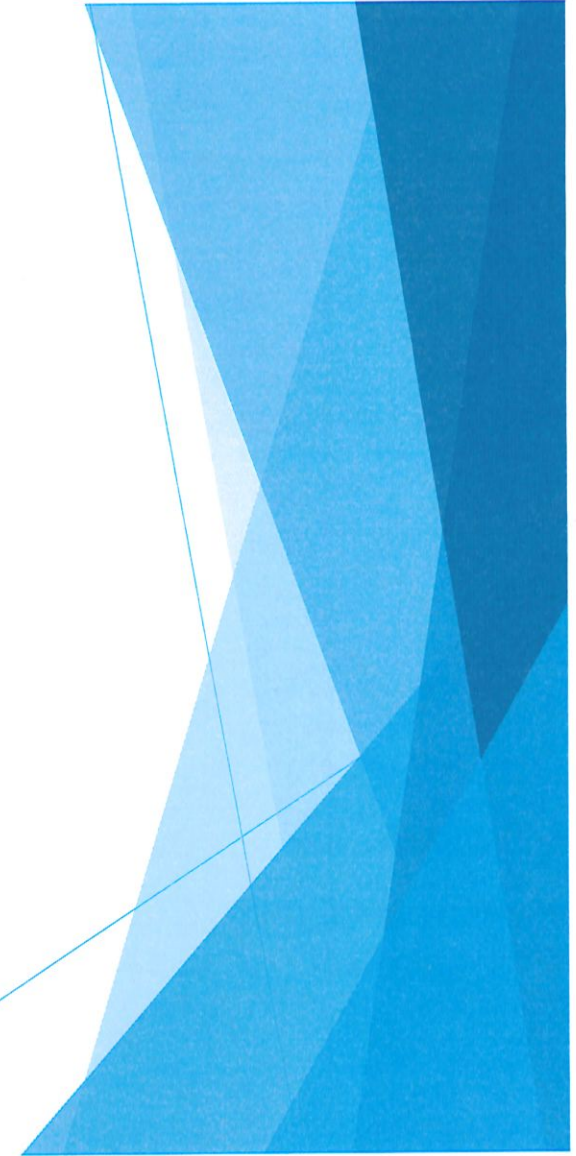


David W. Pugh, Jr., Chair
Amherst County Board of Supervisors



Dean C. Rodgers, Clerk

METRICS DISCUSSION



SUGGESTED METRICS FOR AMHERST COUNTY SERVICE AUTHORITY



Service
Authority
AMHERST COUNTY | VIRGINIA





Processes

- Water intake, treatment, storage, & distribution
- Wastewater collection, treatment, & disposal
- Customer service, billings, reporting

Customers

- Public health, quality of life, & economic growth for approximately 6,000 homes, 420 businesses, & 18,000 people

Organization

- Administrative: Executive Director & Assistant Director
- Operations: Manager, 3 Supervisors, 9 Utility Workers
- Water Plant: Manager, 6 Operators:
 - Two Class 1
 - Two Class 2
 - One Class 3
 - One Apprentice

MEASURING SUCCESS:

Annual Internal (ACSA) Metrics:

- Staff turnover < 5%
- Finish the budget year “in the black”
- Growth in number of connections:
 - * Water = 80
 - * Wastewater = 15
- **Waterworks performance excellence award**
- **Infrastructure replacement or extension projects:**
 - * Water = 3
 - * Wastewater = 3



MEASURING SUCCESS:

External (County Goals) Metrics:

- Goal 1: Promote Business Growth.

- * Adjust ACSA availability fees policy to prevent excessive assessments.
- * Initiate monthly roundtable meetings with developers & County & EDA staffs.

- Goal 2: Promote Tourism.

- * Develop annual Amherst County Water Festival.
- * Develop public water park at RiverEdge Park.

- Goal 3: Promote/Protect County Assets.

- * Purchase one property annually to enhance buffer around reservoir.
- * Increase security and install surveillance equipment at all infrastructure sites.

MEASURING SUCCESS:

Annual External (County Goals) Metrics:

- **Goal 4: Achieve Educational Excellence**
 - * Develop water-wastewater operator internship program at County high school
- **Goal 5: Recruit/Retain High Quality Staff**
 - * Pay scale competitive with neighboring public utilities
 - * Promote operational licensure advancement with promotions and raises
 - * Succession planning
 - * Promote from within whenever possible
- **Goal 6: Increase Citizen Engagement**
 - * Promote citizen awareness and reporting of infrastructure system problems
 - * Improve customer notifications of water and wastewater systems issues

BUILDING INSPECTIONS AND PERMITS



BUILDING SAFETY AND INSPECTIONS

Mission Statement

We strive to enforce the County Codes, Virginia Building Code, and Virginia Property Maintenance Codes to protect the Health Safety and Welfare of Amherst County Citizens and Guests.

COMMUNITY DEVELOPMENT BUILDING SAFETY AND INSPECTIONS.

How do we measure success?



We will measure success by counting the percentage of inspection requests received in relation to inspections completed within 3 days.



COMMUNITY DEVELOPMENT BUILDING SAFETY AND INSPECTIONS.

- Building Inspections
- Property Maintenance Inspections
- Plan Reviews
- Erosion and Sediment control inspections
- Zoning Compliance Inspections



Help Keep Amherst a Perfect Slice of Virginia



Become a leader in Certification

Continue to educate train and test for certifications on enforcement and knowledge.



Provide Advanced Customer service

Train and educate all division personnel on the most effective customer service techniques.



Maintain a presence in the development process

Involvement in the development process helps streamline the project when we proceed to construction.



Effectively enforce the Codes

Providing for the minimum safe standard sets a consistent bar to raise the stock of structures in the county.



New Buildings, New Opportunities

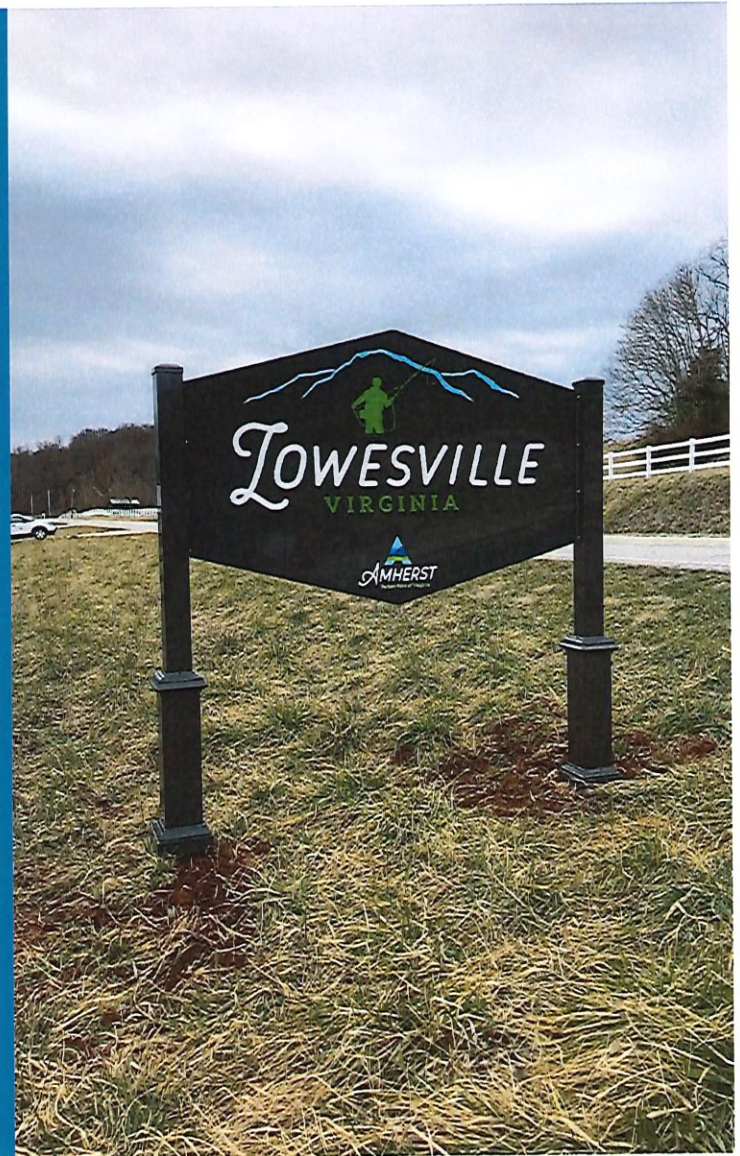


New and reconstructed buildings raise the real estate property tax base



Higher population numbers and structure values increase the tax base.

COMMUNITY DEVELOPMENT



COMMUNITY DEVELOPMENT



Customers

- Public/Citizens
- Contractors
- County Employees
- Board of Supervisors, Planning Commission, Board of Zoning Appeals, Route 29 Business Beautification Committee



Organization

- Regular County Department (under County Administrator)
- Director of Community Development (Department Head)
- Building Official, Assistant Zoning Administrator/Planner, Building Inspectors



Day-to-day

- Ensure codes and regulations are kept up-to-date and proper enforcement.
- Update and maintain the Comprehensive Plan
- Maintain, update and manage the Geographic Information System (GIS).
- Enforce building code to protect the public's health, safety, and welfare.

COMMUNITY DEVELOPMENT

Metric



Begin review process for code enforcement cases within three (3) days of a complaint that is filed properly in the iWorQ system.

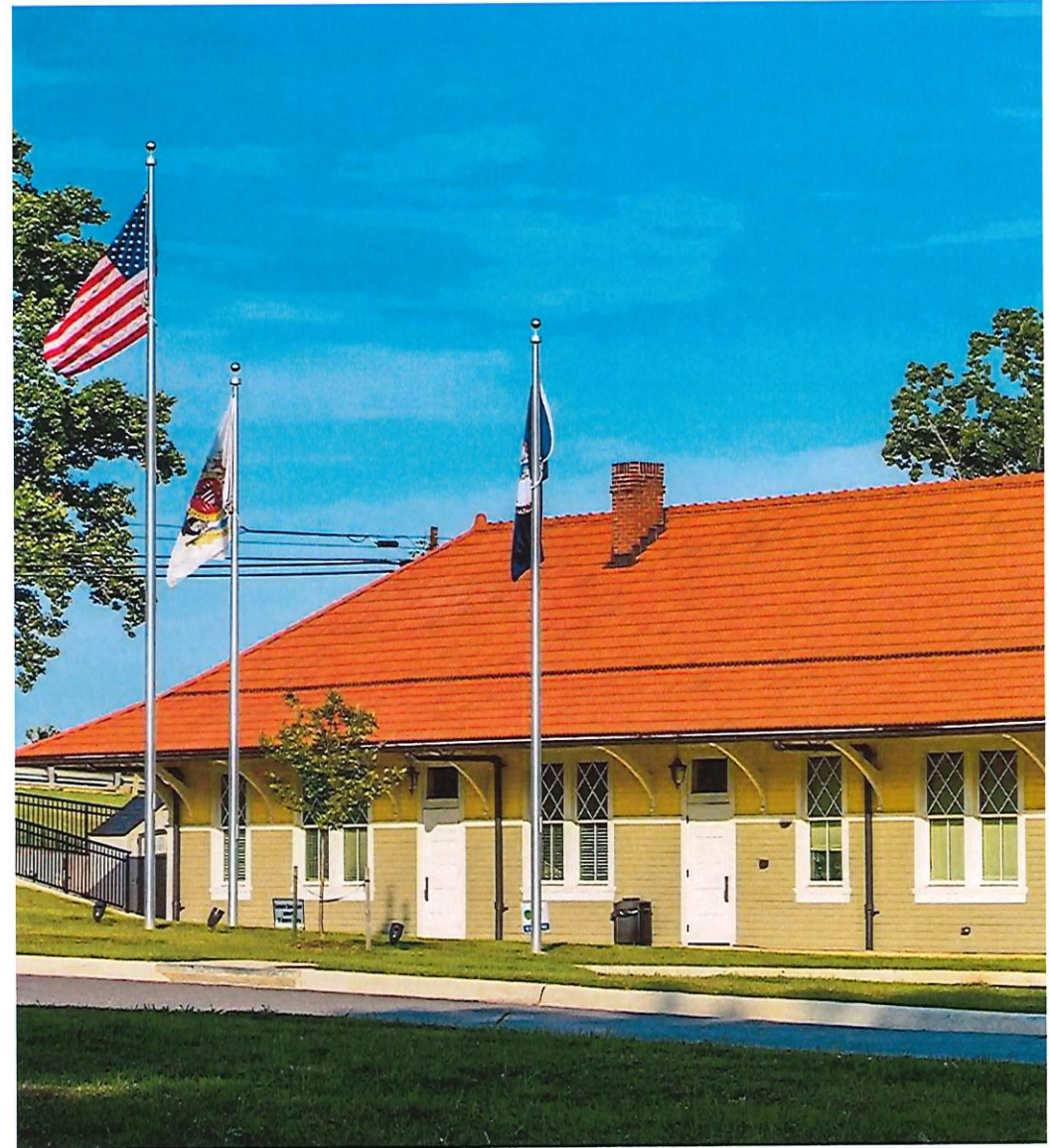
Goal: 90% compliance

Metric



Staff to make contact the applicant of a zoning permit within three days of the date filed.

Goal: 90% compliance



Four Goals of Economic Development

1. Creating Quality Jobs
2. Retaining Existing Jobs
3. Enhancing Amherst Tax Base (new taxable investment)
4. Improving the Quality of Life

Strategies of Economic Development

- Business Retention & Expansion
- Business Recruitment (Attracting New Businesses)
- Growing Your Own (Start-ups, Emerging Businesses, Entrepreneurs)

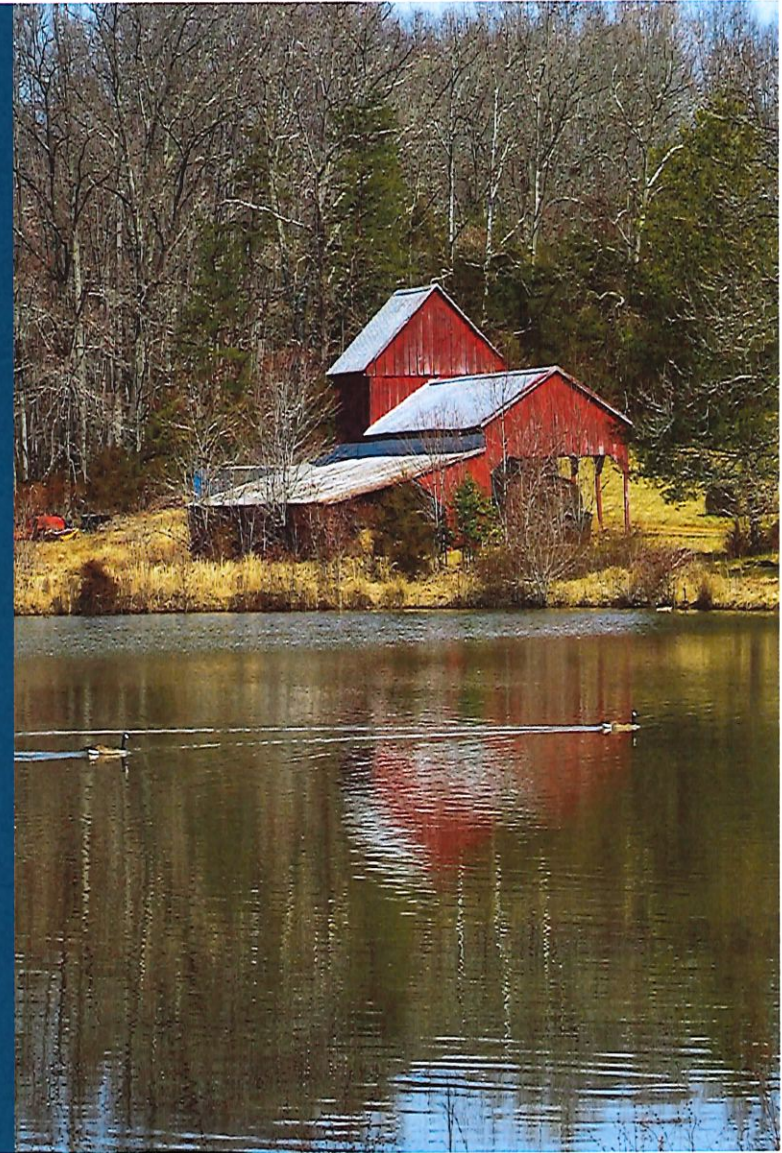
Economic Development Strategic Plan

- Space for Businesses to Grow: Identify a location for a New Business Park as available lots in the Amelon Commerce Center are filling up. Conduct a site identification study to identify potential sites, general assessments of developability, ranking of sites, and recommendations for next steps.
- Small Businesses & Entrepreneur Development (New Business Grant)
- Education & Workforce Development (CTE Navigator, Tech Program)
- Leadership Development (Starts in January after Pandemic pause)

Metrics

1. Businesses assisted: Measured by business calls, emails, training opportunities, prospective businesses, Amelon Commerce Center inquiries, workforce, business visits
2. Expansion of existing businesses: Measured by the amount of new capital investment in Machinery & Tools and Business Personal Property
3. New companies in Amherst County: Measured by an increase in business licenses, however, not all businesses need a business license
4. Space for Businesses to Grow: Measured by sites and buildings developed/assisted and supported infrastructure projects.

FINANCE'S SUGGESTED METRICS



FINANCE



Customers

- All County Departments
- Associated Organizations



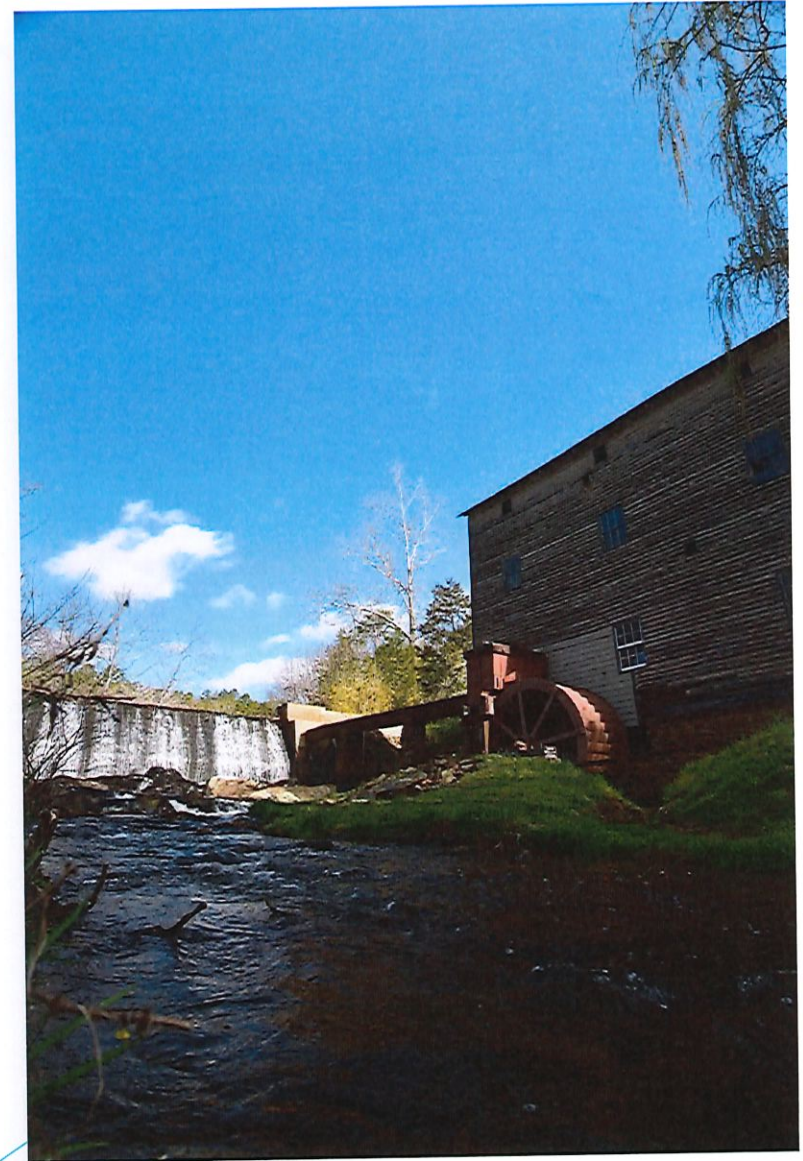
Organization

- Director
- 4 Finance Staff Members
- 2 CSA Staff



Processes

- Payroll County and Assoc. Org.
- Accounts Payable County and Assoc. Org.
- Financial Reporting County and Assoc Org.
- Grants Management
- CSA fiscal and operational management





FINANCE



Metric

- How many grants are applied for in one year.



Metric

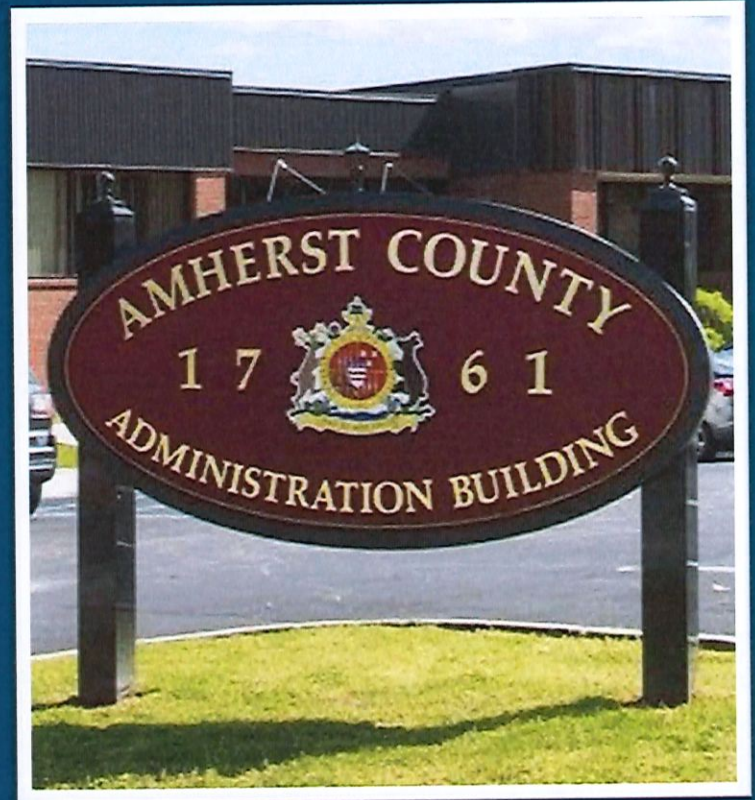
- Receive the GFOA Excellence in Budgeting award.



Metric

- Receive the GFOA Excellence in Financial Reporting award.

HUMAN RESOURCES SUGGESTED METRICS



HUMAN RESOURCES



Customers

- County Employees
- Prospective Employees



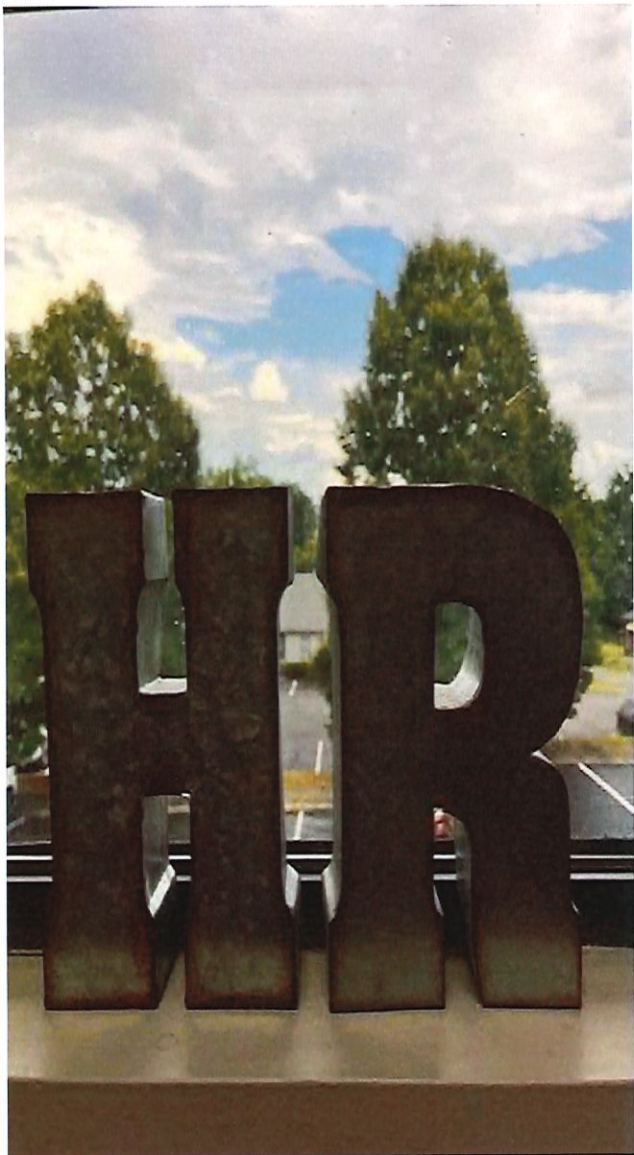
Organization

- Regular County Department (under County Administrator)
- Director of Human Resources (Department Head)
- HR Generalist



Processes

- Current paper based system changing to paperless system with new software tools
- Employee data is provided to benefit vendors and Finance for payroll purposes and other departments (as needed)
- Monitor compliance with HR policies and state and federal law



HUMAN RESOURCES

Metric



Develop and deliver a training module to introduce 20 new employees to the roles and expectations of public servants.

Metric



Develop and deliver an introduction to management training module for 10 new or aspiring supervisors.



INFORMATION TECHNOLOGY METRICS



Customers

- County Departments and Constitutionals
- Boards, Committees, Commissions (11)
- Approximately 23 total departments served



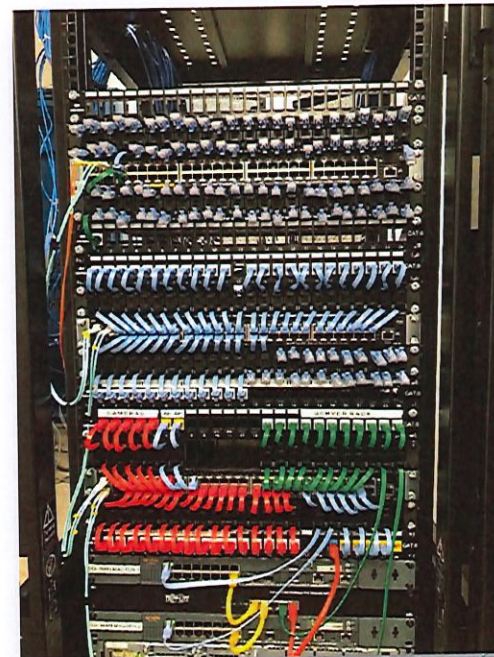
Organization

- Director
- IT Security Manager
- 2 Network Administrators

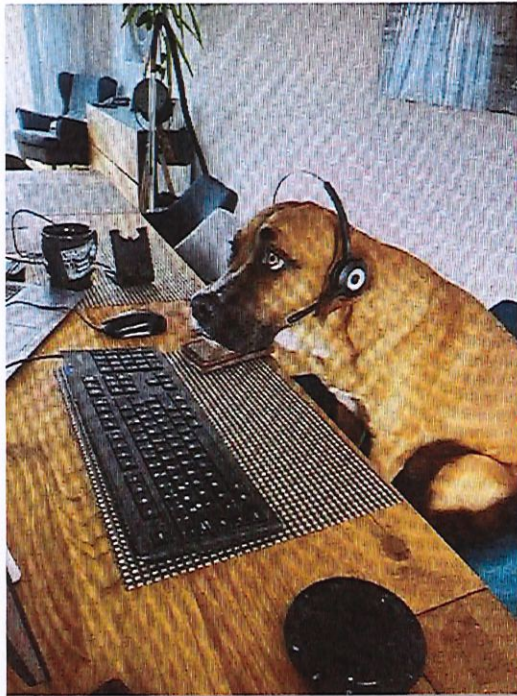


Processes

- Email Communications
- Support entire Network Infrastructure
- Server Infrastructure
- Security (Cybersecurity and Internal)
- County wide Phone system
- Audio Video and Security Cameras
- Helpdesk
- Implementation and Installation of New Financial and Tax Collection Software



INFORMATION TECHNOLOGY



Metric



- Provide excellent customer service and response times with Helpdesk tickets

Metric



- Increase Security Awareness by implementing Cyber security training for all employees on a quarterly basis.



Amherst County
PUBLIC LIBRARY



Mission

To enrich the county and its residents principally through advocating reading, literacy, and lifelong learning. To accomplish this, we provide the community with physical & digital collections of shared resources including books, audiobooks, movies, music, library staff, the internet, public spaces, and library programs.



Goals

Increase the Reach of the Library

Better Support Library Team

Enhance Library Facilities & Grounds



Proposed Metrics



Annual Circulation



Annual Program Attendance





GOALS

Increase the Reach of the Library

Better Support Library Team

Enhance Library Facilities & Grounds

FOCUS AREAS

Increase the Reach of the Library

- **Increase Digital Offerings** – Obtain more digital materials, make digital materials more accessible, etc.
- **Expand Staffing** – Hire more staff, increase staff hours, assign staff new responsibilities, etc.
- **Develop Partnerships** – Develop strategic partnerships and leverage them to increase the library's reach.
- **Encourage Physical Access to the Library** – Encourage library visitation by offering new services, reducing barriers and inconveniences, better advertising, and expanding physical access to new locations.

Better Support Library Team

- **Promote Professional Growth** – Provide opportunities to learn skills and perform duties that will lead to career advancement. Provide training that will empower our team to better serve the community.
- **Increase Compensation and Benefits** – Actively advocate for pay increases and new benefits, maximizing participation in existing benefits, etc.
- **Provide Accountability and Recognition** – Create a culture that rewards and recognizes contributions, provide feedback & accountability, improve reporting structure, etc.

Enhance Library Facilities & Grounds

- **Obtain New Minor Assets** – Purchase items such as furniture and equipment that provide new or improved services.
- **Complete Major Renovations to the Building and/or Grounds** – Make dramatic changes to the facilities to accomplish dramatic improvements.
- **Maintain, Refurbish, Repair, and Replace Existing Assets** – Vigilantly keep the library functioning at peak efficiency.

PUBLIC WORKS



BREAKING NEWS

Amherst County Landfill Now Accepting Household Hazardous Waste

For a complete list of accepted items please
contact Public Works.

Accepted Items
Include:



Used Motor Oil



Light Bulbs



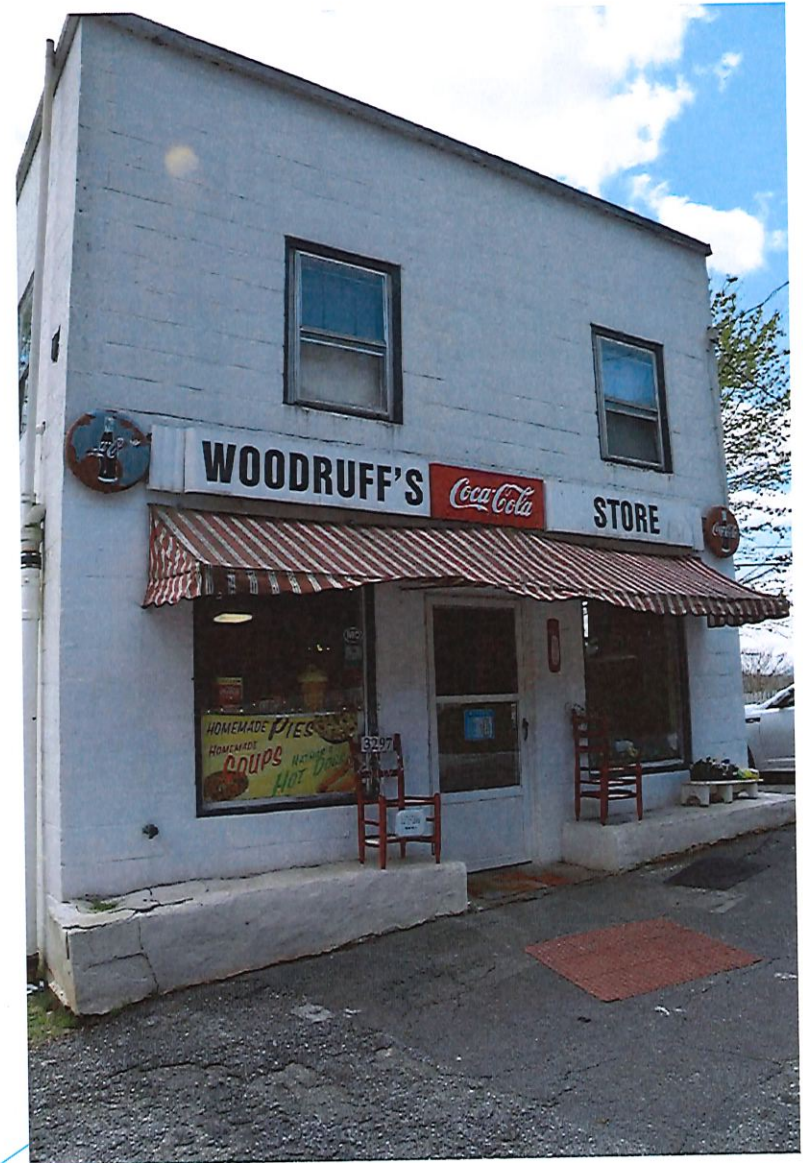
Batteries



PESTICIDES

MAINTENANCE DEPARTMENT

- **Ensure all Maintenance Requests addressed in timely fashion.**
 - Response to request filer within one business day.
 - Repair or directly address concerns within three business days.
 - Close out tickets, tally all associated costs.
 - For larger projects that cannot be completed within three business days, communicate with request filer as to scheduling the repair.



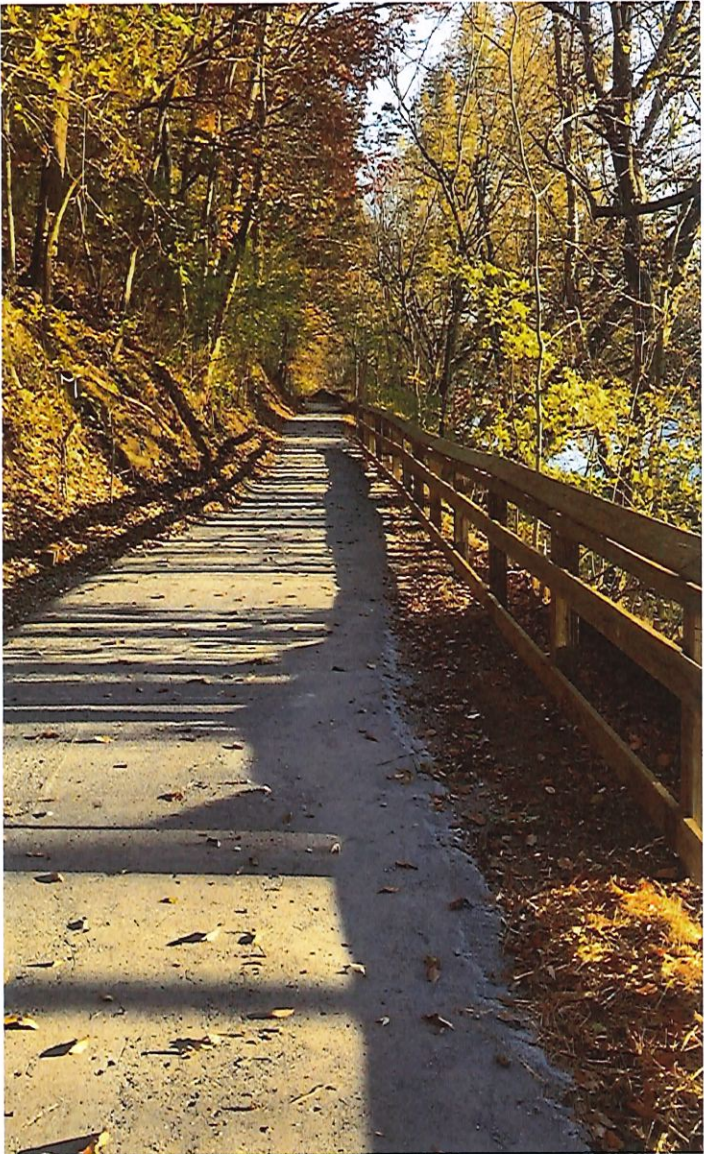
GROUNDS ENHANCEMENT

- **Continue maintaining all County properties.**
 - Includes grass cutting, trimming, landscaping, snow clearing, trail maintenance at 2 trails, 6 parks, 6 convenience centers, landfill, 12 County-owned properties.
 - In periods of inclement weather, assist County by moving furniture, addressing other minor maintenance requests .
 - **Tackle all new Grounds projects as needed without incurring additional personnel costs.**
 - Amelon Commerce Center.
 - Civil code enforcement.
 - Forthcoming parks at Seminole, unnamed 13-acre park in Madison Heights.



SOLID WASTE DIVISION

- **Continue successes hauling refuse, recyclables, burying waste**
 - Adhere to multitude of OSHA, VDOT, DEQ rules and regulations.
 - SWP 181: Closed landfill (Windy Ridge)
 - SWP 563: Active landfill
 - PBR 640: Transfer Station
 - Keep convenience centers operational, safe, and open for citizens.
 - Six total sites; 3 open five days a week, 3 open seven days a week.
 - Includes 14 waste compactors, 9 recycle compactors, 24 open-top containers, 10 recycle containers.
 - Staffed with +- 25 part-time attendants working 12 hours a day.



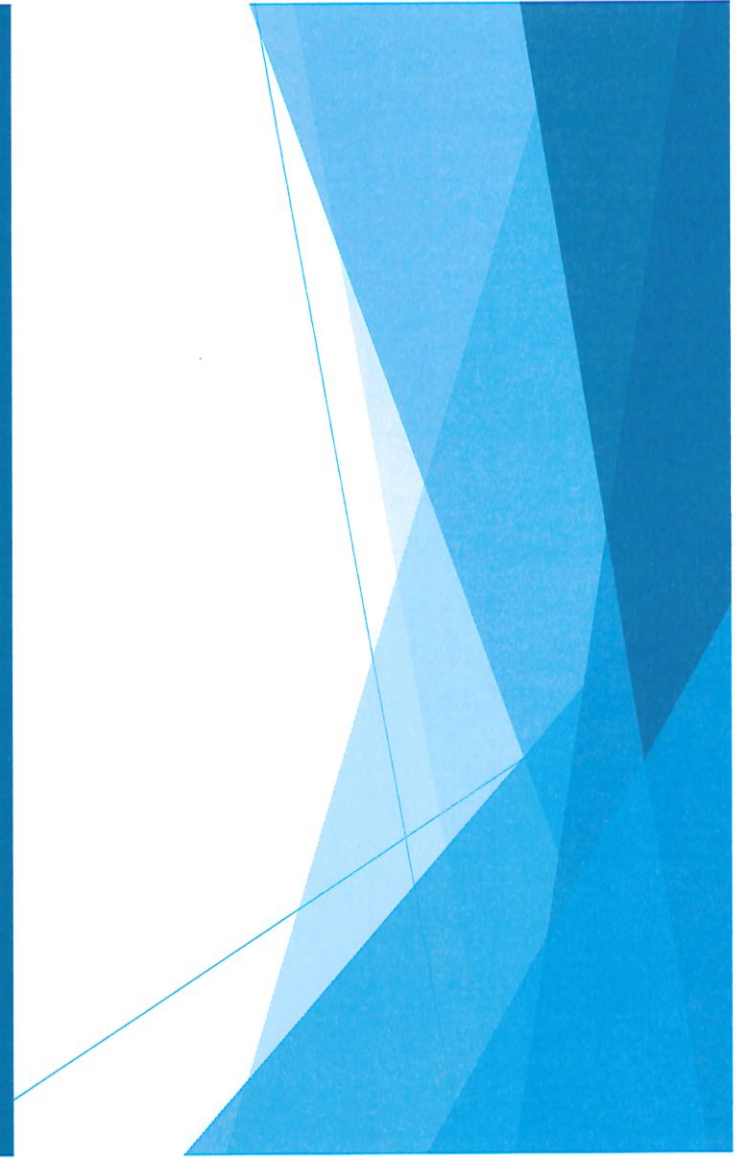
PURCHASING DEPARTMENT

Mission: Acquire the maximum value possible for tax dollars spent.



- Departments Served:
- County Departments and Agencies
- School System
- EDA
- Amherst County Service Authority

RECREATION AND TOURISM





RECREATION, TOURISM & CULTURAL DEVELOPMENT

Increase Recreation Programming



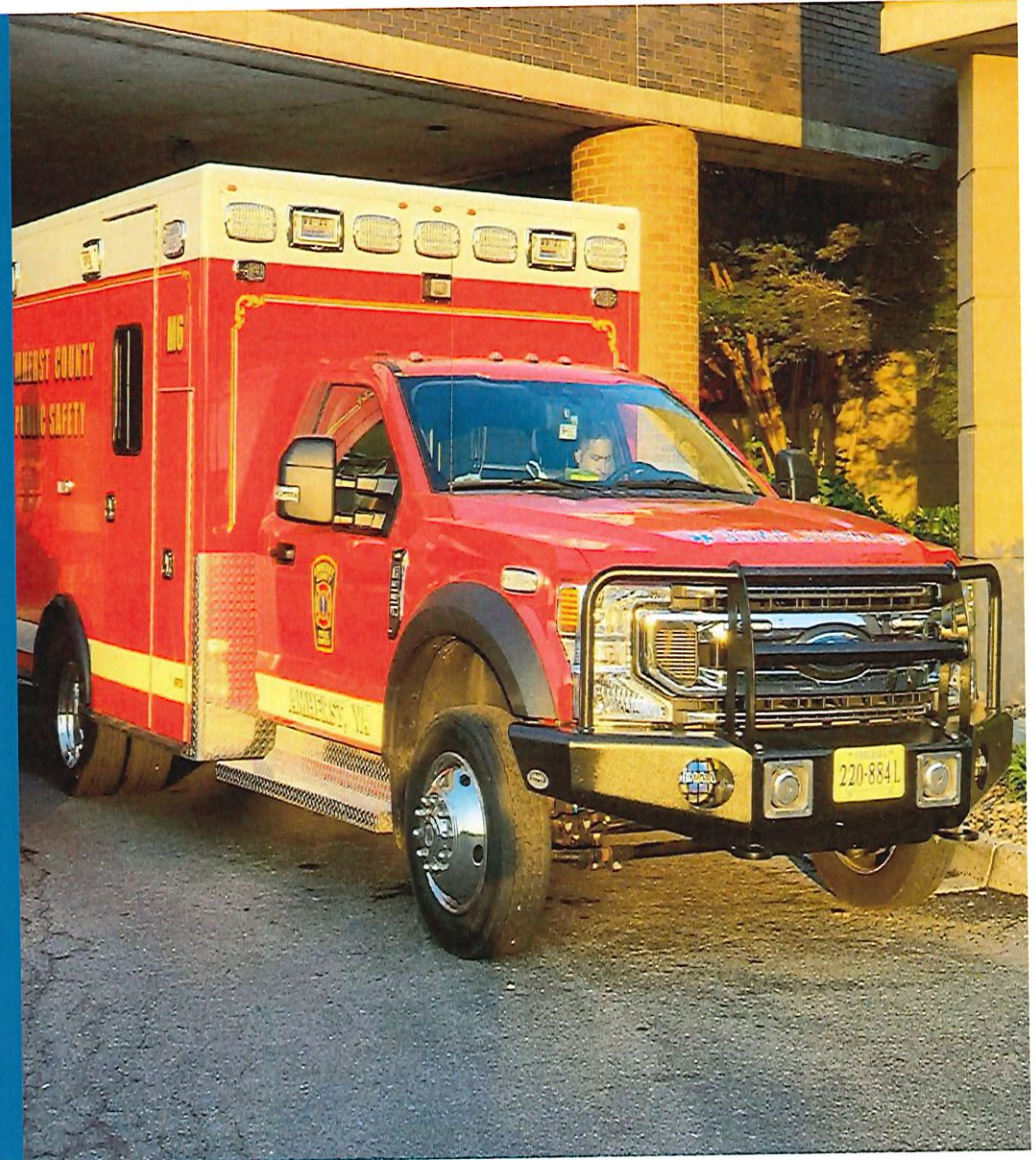
- Offer 2 additional Athletic Programs, Sports Camps or Special Events.
- Increase number of program participants over last year.
- Update and Finalize Park and Recreation Strategic Plan.

Promote Tourism



- Increase lodging tax receipts over last year.
- Update and Finalize Tourism Strategic Plan.

PUBLIC SAFETY

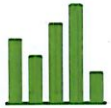


PUBLIC SAFETY

Metric



- 90% of the time, respond to all fire and EMS daylight calls within 2 minutes and nighttime calls within 4 minutes.
(Time from dispatch to marking en-route to the call in the ambulance).



- Maintain an average response time to all incidents within 15 minutes, 90% of the time.

PUBLIC SAFETY

Customers: Direct public contact, volunteers, developers, schools, businesses

Organization:

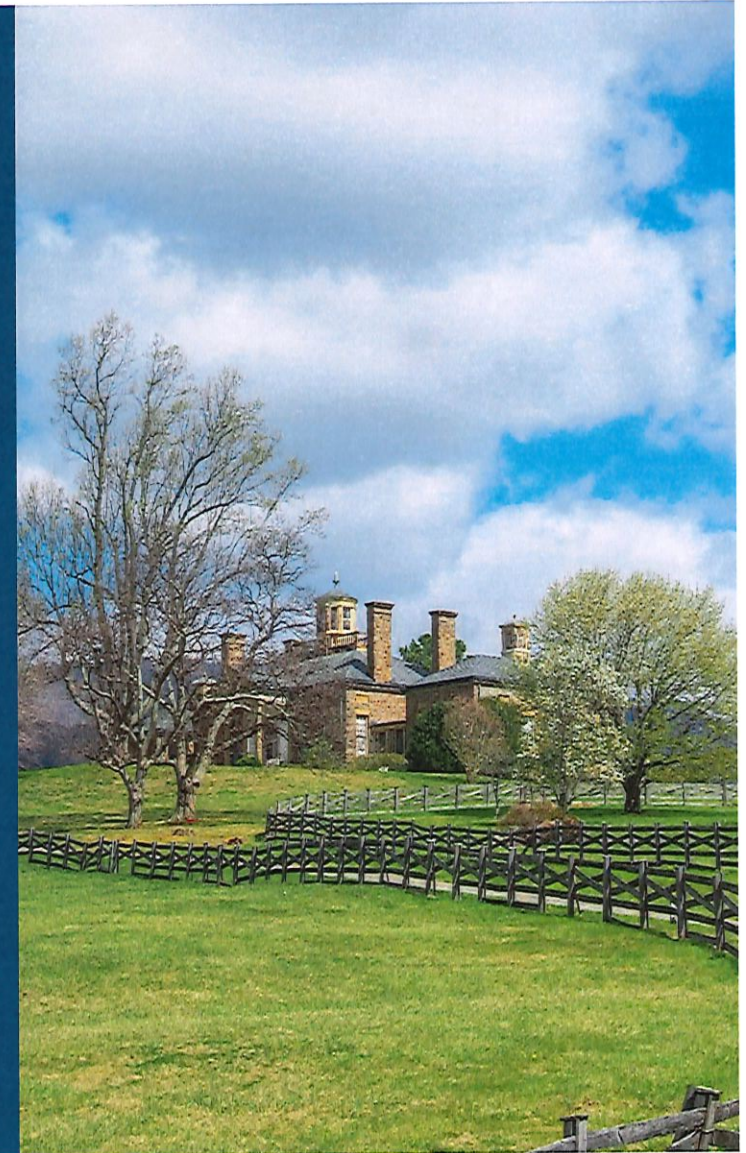
Admin - 3
Dispatch - 13
EMS - 27
Fire – 1, 3 VFDs
Emergency Response - 5000
Fire Marshall/Inspections-
Schools, Day cares, Building
Official teamwork.

Processes:

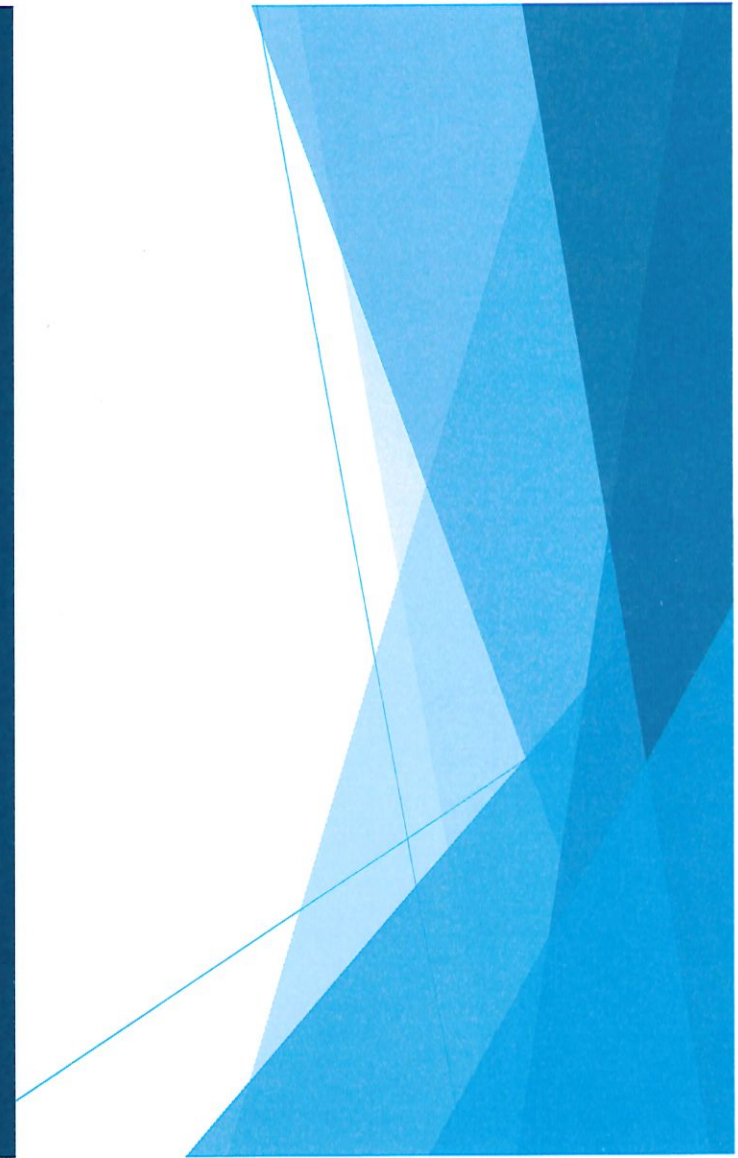
Communications & response
Staff scheduling
Conduct training
Cost recovery
Grant admin
Investigations, inspections
Emergency response-coord.

PARTING SUGGESTIONS:

- 911- Improve and engage people
- Emergency Medical Services- Five thousand calls yearly
- Fire Response-delayed responses currently. Put a career FF in the station.
- Fire Marshal/Fire Official-Inspections
- Emergency Management- VDEM, response, disaster, combine.



*LEADERSHIP
GUIDE
REVIEW*



FY23 LEADERSHIP GUIDE

Mission

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



FY24 LEADERSHIP GUIDE

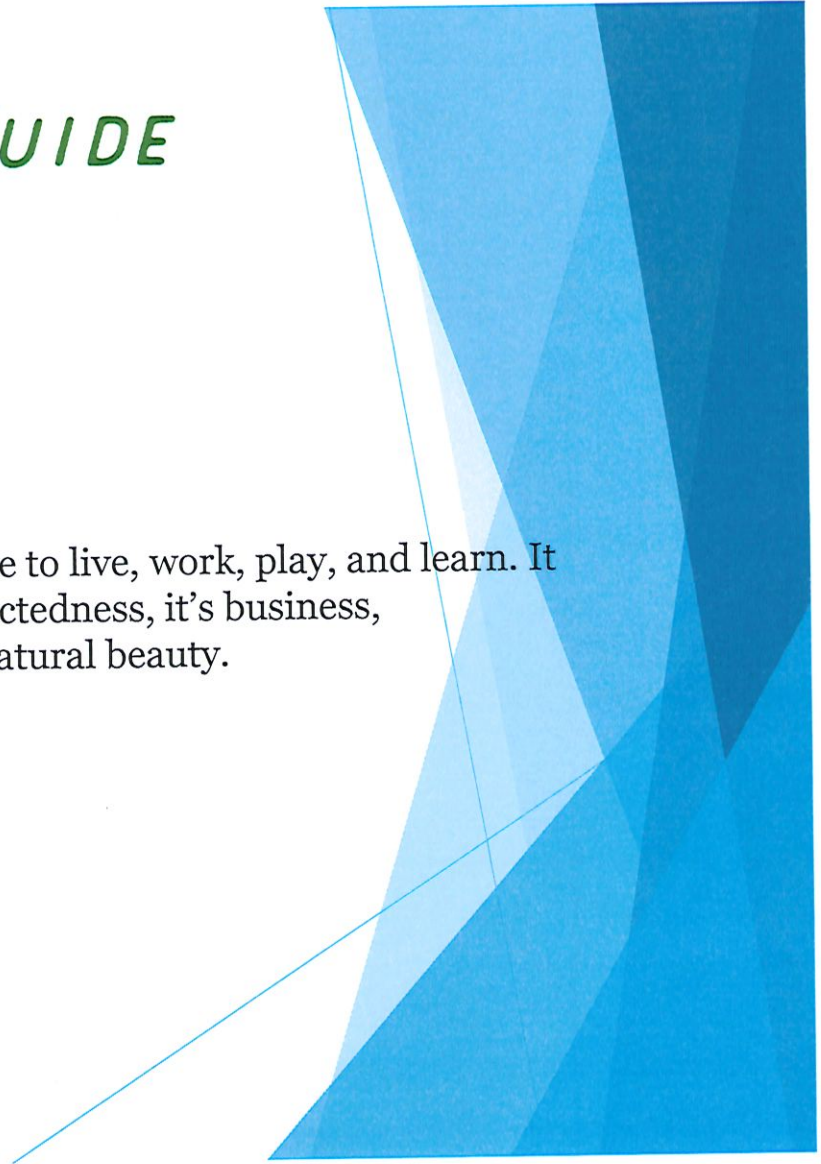
Mission



FY23 LEADERSHIP GUIDE

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, it's business, education, recreational opportunities and passion for its natural beauty.



FY24 LEADERSHIP GUIDE

Vision



FY23 LEADERSHIP GUIDE

Values

- The beauty of our natural environment.
- A safe, secure, and healthy community.
- Neighborly atmosphere.
- Business, educational, and recreational opportunities
- Connectedness.
- Transparent, responsive, and participatory government, respectful of the constitution.
- Fiscal responsibility.
- Efficient and effective public services.

FY24 LEADERSHIP GUIDE

Values



FY23 LEADERSHIP GUIDE

County Goals

- Broadband expansion.
- Residential growth in designated areas.
- Promote business growth and redevelopment.
- Promote and protect county assets.
- Achieve education excellence.
- Recruit and retain high-quality staff.
- Increase citizen engagement.
- Support the agricultural and rural communities.

FY24 LEADERSHIP GUIDE

County Goals



FY23 LEADERSHIP GUIDE

Opportunities

- CVTC and Madison Heights Master Plan.
- Broadband expansion.
- Focus on recreational areas, business growth, and availability of land.
- Rosie's and redevelopment of Seminole Plaza.
- Agriculture Complex.



FY23 LEADERSHIP GUIDE

Two-year Objectives

- CVTC Master Plan complete and published.
- Madison Heights Master Plan complete and published.
- Broadband available across the entire county.
- County Fair resumed as an annual event.



FY23 LEADERSHIP GUIDE

Challenges

- Level and aging population.
- Facilitating needs for Seniors.
- Youth retention.
- Regional transportation operations.
- Inflation and rising cost of operations.
- Lack of entertainment facilities.

FY23 LEADERSHIP GUIDE

Ten-year Issues.

- Revenue generation other than real estate taxes; attracting businesses.
- Control cost of operations; efficiency of trash collection/disposal system.
- Water/sewer infrastructure maintenance and expansion.
- Ongoing funding for capital expenditures.
- Pandemic Response
- Volunteer and firefighter retention.
- Providing an adequate workforce and technical training.
- Maintaining staff salaries/incentives/recognition.
- Maintaining state agency and regional relationships.
- Park events and activities for ALL ages.
- Improving the appearance of the County of Amherst.

FY23 LEADERSHIP GUIDE

FY23 Budget Priorities

- Upgrade and expand water/sewer infrastructure in developable areas.
- Produce a ten-year plan for Parks and Recreation.
- Produce a two-year budget plan for Tourism that incorporates the Libraries and Museum.
- Pursue community-based paramedics.
- Increase departmental training budgets for frontline employees.
- Establish underground utilities as a county planning policy by ordinance.
- Develop a design plan for camping at Mill Creek Lake.

FY24 LEADERSHIP GUIDE

FY24 Budget Priorities



STAFF PROPOSED GOALS & OBJECTIVES

Goal: Increase citizen satisfaction with their government

Objective 1 – Increase transparency of government operations and decisions

Objective 2 – Increase citizen information and engagement with local government

Objective 3 – Increase output to media

Goal: Promote and support high quality core services

Objective 1 – Increase community safety

Objective 2 – Support high quality education/CTE

Objective 3 – Protect and maintain county assets

Objective 4 – Increase recreational opportunities

Objective 5 – Maintain an efficient waste management system

Goal: Grow and diversify our economy

Objective 1 – Encourage & support new business startups

Objective 2 – Attract new, outside businesses to locate here

Objective 3 – Encourage expansion of current businesses

Objective 4 – Promote and support economic development policies and practices

Objective 5 – Increase tourism and appropriate mix of amenities

Objective 6 – Increase residential growth in designated growth areas

Goal: Be the employer of choice for the region

Objective 1 - Develop and maintain a competitive pay and classification system that will attract and retain a quality workforce

Objective 2 - Create a continuous learning environment that promotes employee engagement, career development and advancement

Objective 3 - Utilize technology systems to further departmental goals, improve productivity and provide better service to County employees

Attachment 4

Department	First Name	Last Name	Title	FY2023 Salary	% increase	Decimal Equivalent	New FY2023 Market Salary (1/1/2023)
Circuit Court Judge's Office	Pam	Springer	Judge's Secretary	\$ 62,227.00	6.25	0.0625	\$ 66,116
Clerk of the Circuit Court	Deborah	Mozingo	Circuit Court Clerk	\$ 140,444.00	6.25	0.0625	\$ 149,222
Clerk of the Circuit Court	Brandy	Brooks	Deputy Clerk I	\$ 47,925.00	6.25	0.0625	\$ 50,920
Clerk of the Circuit Court	Eliza	Vest	Deputy Clerk I	\$ 42,600.00	6.25	0.0625	\$ 45,263
Clerk of the Circuit Court	Mallory	Wood	Deputy Clerk I	\$ 48,990.00	6.25	0.0625	\$ 52,052
Clerk of the Circuit Court	Julia	LaFuze	Deputy Clerk III	\$ 56,978.00	6.25	0.0625	\$ 60,539
Clerk of the Circuit Court	Gabrielle	Morgan	Deputy Clerk III	\$ 49,570.00	6.25	0.0625	\$ 52,668
Clerk of the Circuit Court	Megan	Mills	Deputy Clerk IV	\$ 59,134.00	6.25	0.0625	\$ 62,830
Commissioner of the Revenue	Jane	Irby	Commissioner of the Revenue	\$ 97,822.00	6.25	0.0625	\$ 103,936
Commissioner of the Revenue	Brenda	Tweedy	Deputy Commissioner I	\$ 37,552.00	7.14	0.0714	\$ 40,233
Commissioner of the Revenue			Deputy Commissioner I - vacant		7.14	0.0714	\$ -
Commissioner of the Revenue			Deputy Commissioner I - vacant	\$ -	7.14	0.0714	\$ -
Commissioner of the Revenue	Delores	Honaker	Deputy Commissioner II	\$ 43,255.00	7.07	0.0707	\$ 46,313
Commissioner of the Revenue	Vickie	Hickman	Deputy Commissioner IV	\$ 56,128.00	6.80	0.0680	\$ 59,945
Commonwealth Attorney	Robert	Carwile	Assistant Commonwealth Attorney	\$ 92,035.00	11.19	0.1119	\$ 102,334
Commonwealth Attorney	Lauren	Gardner	Assistant Commonwealth Attorney	\$ 71,182.00	11.19	0.1119	\$ 79,147
Commonwealth Attorney	Adam	Stanley	Assistant Commonwealth Attorney	\$ 92,035.00	11.19	0.1119	\$ 102,334
Commonwealth Attorney	Erica	Hudson	Collections Clerk	\$ 40,847.00	9.92	0.0992	\$ 44,899
Commonwealth Attorney	Lyle	Carver	Commonwealth Attorney	\$ 154,484.00	6.25	0.0625	\$ 164,139
Commonwealth Attorney	Amber	Drumheller	Deputy Commonwealth Attorney	\$ 116,567.00	6.25	0.0625	\$ 123,852
Commonwealth Attorney	Spencer	Drake	Legal Clerk	\$ 29,784.00	6.25	0.0625	\$ 31,646
Commonwealth Attorney	Jennifer	Hunter	Office Manager	\$ 51,045.00	6.25	0.0625	\$ 54,235
Community Development - BI & S	Everett	Beach	Building Inspector	\$ 55,919.00	6.25	0.0625%	\$ 59,414
Community Development - BI & S	Maynard (Buddy)	Jennings	Building Inspector	\$ 53,250.00	6.25	0.0625%	\$ 56,578
Community Development - BI & S	Barry	Watkins	Building Inspector	\$ 47,925.00	6.25	0.0625%	\$ 50,920
Community Development - BI & S	Nate	Young	Chief Building Official/BI&S Division Manager	\$ 83,918.00	0.00	0.0000%	\$ 83,918
Community Development - BI & S	Debra	Viar	Permit Technician	\$ 37,181.00	20.00	0.2000%	\$ 44,617
Community Development - Planning & Zoning	Stacey	Stinnett	Administrative Assistant	\$ 41,526.00	7.43	0.0743%	\$ 44,611
Community Development - Planning & Zoning	Tyler	Creasy	Assistant Zoning Administrator/Planner	\$ 59,498.00	20.00	0.2000%	\$ 71,398
Community Development - Planning & Zoning	Jeremy	Bryant	Director of Community Development	\$ 96,029.00	6.25	0.0625%	\$ 102,031
County Admin	Joy	Niehaus	Admin Asst/Public Information Officer	\$ 51,777.00	6.25	0.0625%	\$ 55,013
County Admin	Dean	Rodgers	County Administrator	\$ 158,990.00	6.25	0.0625%	\$ 168,927

County Admin	Kristen	Freeman	Executive Assistant	\$ 54,826.00	6.25	0.0625%	\$ 58,253
CSA	Brenda	Manning	Administrative Assistant	\$ 39,614.00	6.25	0.0625%	\$ 42,090
CSA	Joni	Tables	Program Manager	\$ 62,542.00	6.25	0.0625%	\$ 66,451
Finance	Donna	Ponton	Accounts Payable Clerk	\$ 40,092.00	11.99	0.1199%	\$ 44,899
Finance	Stacey	McBride	Finance Director	\$ 116,846.00	1.09	0.0109%	\$ 118,120
Finance	Wendy	Campbell	Payroll Clerk	\$ 48,950.00	6.25	0.0625%	\$ 52,009
Finance	JaTaen	Rucker	Senior Accountant	\$ 60,534.00	6.25	0.0625%	\$ 64,317
HR	Linda	Felix	Director of Human Resources	\$ 90,380.00	20.00	0.2000%	\$ 108,456
HR	Kari	Sprouse	HR Generalist	\$ 58,149.00	6.25	0.0625%	\$ 61,783
IT	Jackie	Viari	IT Director	\$ 103,938.00	6.59	0.0659%	\$ 110,788
IT	Matt	Woernle	IT Security Manager	\$ 74,760.00	14.25	0.1425%	\$ 85,413
IT	Ron	Campbell Jr.	Network Administrator	\$ 69,398.00	6.25	0.0625%	\$ 73,735
IT	Mike	King	Network Administrator	\$ 69,996.00	6.25	0.0625%	\$ 74,371
Library	Brenda	Barnett	Administrative Assistant	\$ 48,215.00	6.25	0.0625%	\$ 51,228
Library	Judith	Maxham	Branch Manager	\$ 56,490.00	6.25	0.0625%	\$ 60,021
Library	Mary Ann	Hayden	Cataloging Librarian	\$ 44,020.00	10.66	0.1066%	\$ 48,713
Library	Teresa	Beasley	Library Assistant I	\$ 33,079.00	6.25	0.0625%	\$ 35,146
Library	Gabrielle	Gaines	Library Assistant I	\$ 31,844.00	6.25	0.0625%	\$ 33,834
Library	Glenda	Jennings	Library Assistant I	\$ 35,862.00	6.25	0.0625%	\$ 38,103
Library	Betsy	Langhans	Library Assistant I	\$ 34,472.00	6.25	0.0625%	\$ 36,627
Library	Paula	Higginbotham	Library Assistant II	\$ 36,179.00	6.25	0.0625%	\$ 38,440
Library	Jacob	Etter	Library Director	\$ 77,745.00	20.00	0.2000%	\$ 93,294
Library			Library Tech Services Assistant - Vacant	\$ 32,239.00	6.25	0.0625%	\$ 34,254
Library	Anna	Heilman	Youth Services Librarian	\$ 44,699.00	10.66	0.1066%	\$ 49,464
Museum	Octavia	Starbuck	Museum Director	\$ 58,575.00	6.25	0.0625%	\$ 62,236
PS - Admin	Marcia	Gilpin	Administrative Assistant	\$ 44,404.00	6.25	0.0625%	\$ 47,179
PS - Admin	Ben	Bond	Administrative Captain	\$ 66,139.00	6.25	0.0625%	\$ 70,273
PS - Admin	Jarred	Scott	Deputy Public Safety Director	\$ 75,128.00	9.49	0.0949%	\$ 82,258
PS - Admin			Director of Public Safety	\$ 96,914.00	20.00	0.2000%	\$ 116,297
PS - Administration	Kevin	Ervin	EMT/FF	\$ 48,797.00	20.00	0.2000%	\$ 58,556
PS - Communications	Deborah	Campbell	Communications Manager	\$ 59,384.00	4.95	0.0495%	\$ 62,324
PS - Communications	Kathleen	Ellis	Communications Officer	\$ 46,629.00	0.00	0.0000%	\$ 46,629
PS - Communications	Eleanor	Mawyer	Communications Officer	\$ 41,866.00	0.00	0.0000%	\$ 41,866
PS - Communications	Laura	Minnick	Communications Officer	\$ 43,391.00	0.00	0.0000%	\$ 43,391
PS - Communications	Karen	Nelms	Communications Officer	\$ 34,947.00	0.00	0.0000%	\$ 34,947
PS - Communications	Meagan	Padgett	Communications Officer	\$ 36,648.00	0.00	0.0000%	\$ 36,648
PS - Communications	Jennifer	Toliver	Communications Officer	\$ 43,391.00	0.00	0.0000%	\$ 43,391

PS - Communications	Clara	Travers	Communications Officer	\$ 45,796.00	0.00	0.0000%	\$ 45,796
PS - Communications	Kenneth	Williams, Jr.	Communications Officer	\$ 42,621.00	0.00	0.0000%	\$ 42,621
PS - Communications			Communications Officer - Vacant	\$ -	0.00	0.0000%	\$ -
PS - Communications			Communications Officer - Vacant	\$ -	0.00	0.0000%	\$ -
PS - Communications	Vickie	Coffey	Communications Shift Supervisor	\$ 55,280.00	0.00	0.0000%	\$ 55,280
PS - Communications	Teresa	Tanner	Communications Shift Supervisor	\$ 55,280.00	0.00	0.0000%	\$ 55,280
PS - EMS	Jamie	Ayers	Captain	\$ 57,000.00	0.00	0.0000%	\$ 57,000
PS - EMS	Jonathan	Hawks	Captain	\$ 55,734.00	0.00	0.0000%	\$ 55,734
PS - EMS	Sarah	Mullins	Captain	\$ 61,391.00	0.00	0.0000%	\$ 61,391
PS - EMS	Matthew	Allcock	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	Larry	Barbour	EMT/FF	\$ 48,797.00	0.00	0.0000%	\$ 48,797
PS - EMS	Jamie	Braxton	EMT/FF	\$ 47,531.00	0.00	0.0000%	\$ 47,531
PS - EMS	Joshua	Jennings	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	Jermaine	Jones	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	Brett	Mann	EMT/FF	\$ 46,494.00	0.00	0.0000%	\$ 46,494
PS - EMS	Edgar	McKinny	EMT/FF	\$ 48,127.00	0.00	0.0000%	\$ 48,127
PS - EMS	Steven	McTyre	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	Thomas	Shepard III	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	Andrew	Taylor	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	Ryan	Whidden	EMT/FF	\$ 47,531.00	0.00	0.0000%	\$ 47,531
PS - EMS	Christopher	Whitaker	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS	George	Whitehead	EMT/FF	\$ 48,990.00	0.00	0.0000%	\$ 48,990
PS - EMS	James	Williford	EMT/FF	\$ 45,190.00	0.00	0.0000%	\$ 45,190
PS - EMS			EMT/FF or Paramedic/FF - Vacant		0.00	0.0000%	\$ -
PS - EMS			EMT/FF or Paramedic/FF - Vacant		0.00	0.0000%	\$ -
PS - EMS			EMT/FF or Paramedic/FF - Vacant		0.00	0.0000%	\$ -
PS - EMS			EMT/FF or Paramedic/FF - Vacant		0.00	0.0000%	\$ -
PS - EMS			EMT/FF or Paramedic/FF - Vacant		0.00	0.0000%	\$ -
PS - EMS	Jeremy	Evans	Paramedic/FF	\$ 47,450.00	0.00	0.0000%	\$ 47,450
PS - EMS	Dillon	Martin	Paramedic/FF	\$ 47,450.00	0.00	0.0000%	\$ 47,450
PS - EMS	Jonathon	Thompson	Paramedic/FF	\$ 48,464.00	0.00	0.0000%	\$ 48,464
PS - EMS	Jesse	Greene	Paramedic/FF	\$ 46,711.00	0.00	0.0000%	\$ 46,711
PS - EMS	Tracey	Schult	Paramedic/FF	\$ 47,450.00	0.00	0.0000%	\$ 47,450
Public Works - Admin	Brian	Thacker	Director of Public Works	\$ 96,029.00	7.65	0.0765%	\$ 103,375
Public Works - Admin	Kay	Nappier	Office Manager	\$ 49,220.00	6.25	0.0625%	\$ 52,296
Public Works - Facilities & Grounds	Jared	Birch	Grounds Technician	\$ 32,674.00	6.25	0.0625%	\$ 34,716
Public Works - Facilities & Grounds	Bluford	Martin Jr.	Grounds Technician	\$ 40,355.00	6.25	0.0625%	\$ 42,877
Public Works - Facilities & Grounds	Daniel	Mosteller	Grounds Technician	\$ 33,477.00	6.25	0.0625%	\$ 35,569
Public Works - Facilities & Grounds	Harley	Burnley Jr.	Maintenance Supervisor	\$ 50,894.00	12.66	0.1266%	\$ 57,337

Public Works - Facilities & Grounds	Timothy	Rowe	Maintenance Technician II	\$ 38,988.00	6.25	0.0625%	\$ 41,425
Public Works - Facilities & Grounds	Phillip	Wilkerson	Maintenance Technician II	\$ 38,988.00	6.25	0.0625%	\$ 41,425
Public Works - Facilities & Grounds	Dylan	Clegg	Grounds Technician	\$ 33,477.00	6.25	0.0625%	\$ 35,569
Public Works - Solid Waste	D'Angelo	Brown	Equipment Operator I	\$ 38,355.00	20.00	0.2000%	\$ 46,026
Public Works - Solid Waste	Cody	Dudley	Equipment Operator I	\$ 36,883.00	20.00	0.2000%	\$ 44,260
Public Works - Solid Waste	Steven	Felix	Equipment Operator II	\$ 43,008.00	20.00	0.2000%	\$ 51,610
Public Works - Solid Waste	Thomas	Johnson	Grounds Supervisor	\$ 43,404.00	12.66	0.1266%	\$ 48,899
Public Works - Solid Waste	Eric	Sprouse	Hauling Supervisor	\$ 43,404.00	12.66	0.1266%	\$ 48,899
Public Works - Solid Waste	Chris	Houser	Heavy Equipment Mechanic	\$ 45,689.00	6.25	0.0625%	\$ 48,545
Public Works - Solid Waste			Landfill Supervisor	\$ -	20.00	0.2000%	\$ -
Public Works - Solid Waste	Jeremy	Lombardo	Solid Waste Division Manager	\$ 66,831.00	20.00	0.2000%	\$ 80,197
Public Works - Solid Waste	Ron	Bonsall	Truck Driver	\$ 39,458.00	12.66	0.1266%	\$ 44,453
Public Works - Solid Waste	Jason	Smith	Truck Driver/Heavy Equipment Operator	\$ 39,001.00	12.66	0.1266%	\$ 43,939
Purchasing	Sheila	Campbell	Administrative Assistant/Purchasing Technician	\$ 49,515.00	6.25	0.0625%	\$ 52,610
Purchasing	David	Proffitt	Deputy County Administrator	\$ 112,975.00	6.25	0.0625%	\$ 120,036
Recreation	Randal	Nixon	Director of Recreation, Tourism and Cultural Development	\$ 74,550.00	20.00	0.2000%	\$ 89,460
Recreation	Regina	Rice	Events Coordinator	\$ 52,781.00	6.25	0.0625%	\$ 56,080
Recreation	Brenda	Toney	Office Manager	\$ 51,087.00	6.25	0.0625%	\$ 54,280
Recreation	Elizabeth	Parr	Recreation Specialist	\$ 51,855.00	6.25	0.0625%	\$ 55,096
Registrar	Fran	Brown	Registrar	\$ 88,910.00	0.00	0.0000%	\$ 88,910
Sheriff	Nicholas	Deal	Academy Deputy	\$ 45,263.00	0.00	0.0000%	\$ 45,263
Sheriff	Courtney	Sebera	Academy Deputy	\$ 45,263.00	0.00	0.0000%	\$ 45,263
Sheriff	Slate	White	Academy Deputy	\$ 45,263.00	0.00	0.0000%	\$ 45,263
Sheriff	Craig	Davis	Captain	\$ 85,032.00	9.37	0.0937%	\$ 92,999
Sheriff	Juette	Renalds IV	Captain	\$ 75,280.00	9.37	0.0937%	\$ 82,334
Sheriff	John	Tetterton	Captain	\$ 81,610.00	9.37	0.0937%	\$ 89,257
Sheriff	Eric	Elliott	Chief Deputy/Major	\$ 98,429.00	9.50	0.0950%	\$ 107,780
Sheriff	Andrea	Sievwright	Civilian Accreditation	\$ 41,408.00	4.18	0.0418%	\$ 43,139
Sheriff	Theresa	Mays	Civilian Evidence Clerk	\$ 46,385.00	0.00	0.0000%	\$ 46,385
Sheriff	Shawna	Mays	Civilian Finance Specialist	\$ 54,007.00	8.46	0.0846%	\$ 58,576
Sheriff	Michael	Weigand	Civilian IT Administrator	\$ 52,354.00	13.92	0.1392%	\$ 59,642
Sheriff	Vickie	Gillespie	Civilian Secretary	\$ 44,556.00	4.37	0.0437%	\$ 46,503
Sheriff	Cassandra	Myers	Civilian Senior Office Associate	\$ 51,599.00	0.00	0.0000%	\$ 51,599
Sheriff	Brianna	Ashley	Deputy	\$ 46,420.00	0.00	0.0000%	\$ 46,420
Sheriff	William	Cheek	Deputy	\$ 45,363.00	0.00	0.0000%	\$ 45,363
Sheriff	Zachary	Clarkson	Deputy	\$ 47,542.00	0.00	0.0000%	\$ 47,542
Sheriff	Brian	Escher	Deputy	\$ 48,859.00	0.00	0.0000%	\$ 48,859
Sheriff	Riley	Hayes	Deputy	\$ 46,378.00	0.00	0.0000%	\$ 46,378
Sheriff	Bryant	Lewellyn	Deputy	\$ 46,378.00	0.00	0.0000%	\$ 46,378
Sheriff	Franklin	Micklem	Deputy	\$ 48,659.00	0.00	0.0000%	\$ 48,659
Sheriff	Marcus	Schreiber	Deputy	\$ 48,325.00	0.00	0.0000%	\$ 48,325

Sheriff	Daniel	Shores	Deputy	\$	47,417.00	0.00	0.0000%	\$	47,417
Sheriff	Tyler	White	Deputy	\$	45,863.00	0.00	0.0000%	\$	45,863
Sheriff	Jeffrey	France	Deputy - Court	\$	58,145.00	0.00	0.0000%	\$	58,145
Sheriff	Laura	Tolbert	Deputy - Court	\$	58,095.00	0.00	0.0000%	\$	58,095
Sheriff	Derek	Burkholder	Deputy - Court	\$	45,190.00	0.00	0.0000%	\$	45,190
Sheriff	Jeffrey	Floyd	Deputy - SRO	\$	71,893.00	0.00	0.0000%	\$	71,893
Sheriff			Deputy - Vacant			0.00	0.0000%	\$	-
Sheriff			Deputy -SRO Vacant			0.00	0.0000%	\$	-
Sheriff	Jordan	Cindrick	Investigator	\$	53,750.00	0.00	0.0000%	\$	53,750
Sheriff	Stephanie	Cutlip	Investigator	\$	50,821.00	0.00	0.0000%	\$	50,821
Sheriff	Gregory	Jones	Investigator	\$	59,322.00	0.00	0.0000%	\$	59,322
Sheriff	Carla	Tomlin	Investigator	\$	61,953.00	0.00	0.0000%	\$	61,953
Sheriff	Austin	Tosh	Investigator	\$	51,853.00	0.00	0.0000%	\$	51,853
Sheriff	Steven	Bodek	Lieutenant	\$	68,070.00	2.96	0.0296%	\$	70,085
Sheriff	William	Hash	Lieutenant	\$	67,071.00	2.96	0.0296%	\$	69,056
Sheriff	Dallas	Hill	Lieutenant	\$	65,669.00	2.96	0.0296%	\$	67,613
Sheriff	Blake	Hudson	Lieutenant	\$	57,668.00	2.96	0.0296%	\$	59,375
Sheriff	John	Thompson Jr.	Lieutenant	\$	74,405.00	2.96	0.0296%	\$	76,607
Sheriff			Lieutenant - vacant			2.96	0.0296%	\$	-
Sheriff	Ronald	Meeks	Master Deputy	\$	45,825.00	0.00	0.0000%	\$	45,825
Sheriff	David	Meeks	Master Deputy	\$	66,859.00	0.00	0.0000%	\$	66,859
Sheriff	Sherwood	Martin II	Master Deputy - Code Enforcement	\$	56,567.00	0.00	0.0000%	\$	56,567
Sheriff	Robert	Dickman V	Sargeant	\$	54,118.00	10.40	0.1040%	\$	59,746
Sheriff	Richard	Gates	Sargeant	\$	48,780.00	10.40	0.1040%	\$	53,853
Sheriff	Reginald	Olivier	Sargeant	\$	51,961.00	10.40	0.1040%	\$	57,365
Sheriff	John	Koda Jr.	Seargent	\$	51,698.00	10.40	0.1040%	\$	57,075
Sheriff	Michael	Robinson	Seargent	\$	58,555.00	10.40	0.1040%	\$	64,645
Sheriff	John	Ferguson	Seargent - SRO	\$	61,910.00	10.40	0.1040%	\$	68,349
Sheriff	EW	Viari	Sheriff	\$	114,148.00	8.61	0.0861%	\$	123,976
Sheriff - Animal Control			Deputy - Vacant			0.00	0.0000%	\$	-
Sheriff - Animal Control	Amanda	Aguirre	Master Deputy - Animal Control	\$	60,560.00	0.00	0.0000%	\$	60,560
Sheriff - Animal Shelter	Pamela	Davis	Animal Attendant	\$	29,905.00	20.00	0.2000%	\$	35,886
Sheriff - Animal Shelter	Amy	Caderelli	Shelter Manager	\$	40,981.00	11.11	0.1111%	\$	45,534
Treasurer	Janey	Coffey	Deputy Treasurer I	\$	33,917.00	7.00	0.0700%	\$	36,291
Treasurer	Diana	Mays	Deputy Treasurer II	\$	42,081.00	6.25	0.0625%	\$	44,711
Treasurer	Kay	Rowe	Deputy Treasurer IV	\$	57,898.00	9.75	0.0975%	\$	63,543
Treasurer	Joanne	Carden	Treasurer	\$	102,343.00	6.25	0.0625%	\$	108,739
Victim-Witness	Judith	Brooks	Victim-Witness Advocate	\$	53,877.00	6.25	0.0625%	\$	57,244
Victim-Witness	Lauren	Shelton	Victim-Witness Program Director	\$	56,041.00	13.10	0.1310%	\$	63,382
TOTALS				\$	9,858,706.00			\$	10,442,475

\$	583,769	Staff annual w/o benefits
	116,754	Benefits
	700,523	Total
	144,773	DSS w/ benefits
<u>\$</u>	<u>845,296</u>	Total annual cost to County budget

Amherst County
FY2023 Market Increase Recommendation

Attachment 4

Department	Position	Current Work Week	CT/OT/Exempt	Grade	# of Incumbents	Average Salary (FY2022 ending salary)	Average FY2022 Market Salary	% Increase	Notes
Treasurer's Office	Deputy Treasurer I	37.5	CT	1	1	\$ 31,847	\$ 34,076	7.00%	Market adjustment and increase work week to 40 hours
Commissioner's Office	Deputy Commissioner I	37.5	CT	1	3	\$ 35,260	\$ 37,778	7.14%	Market adjustment and increase work week to 40 hours
Sheriff's Office	Civilian Secretary	40	CT	2	1	\$ 41,837	\$ 43,667	4.37%	Market adjustment
Clerk's Office	Deputy Clerk I	37.5	CT	2	3	\$ 43,667	\$ 46,396	6.25%	Increase work week to 40 hours
Library	Library Assistant I	37.5	CT	3	4	\$ 31,750	\$ 33,734	6.25%	Increase work week to 40 hours
Public Works	Grounds Technicians	37.5	OT	3	4	\$ 32,860	\$ 34,914	6.25%	Increase work week to 40 hours
Treasurer's Office	Deputy Treasurer II	37.5	CT	3	1	\$ 39,513	\$ 41,983	6.25%	Increase work week to 40 hours
Commissioner's Office	Deputy Commissioner II	37.5	CT	3	1	\$ 40,615	\$ 43,485	7.07%	Market adjustment and Increase work week to 40 hours
Commonwealth Attorney's Office	Collections Clerk	37.5	CT	3	1	\$ 38,354	\$ 42,157	9.92%	Market adjustment and increase work week to 40 hours
Sheriff's Office	Animal Shelter Attendant	40	CT	3	1	\$ 28,080	\$ 31,200	11.11%	Market adjustment and regrade
Finance	Accounts Payable Technician	37.5	CT	3	1	\$ 37,645	\$ 42,157	11.99%	Market adjustment and increase work week to 40 hours
Public Safety	Communications Officer	42	OT	4	10	\$ 41,911	\$ 41,911	0.00%	Already received market adjustment
Sheriff's Office	Evidence Clerk	40	CT	4	1	\$ 43,554	\$ 43,554	0.00%	Already above market
Sheriff's Office	Sr. Office Associate	40	CT	4	1	\$ 48,450	\$ 48,450	0.00%	Already above market
Library	Library Assistant II	37.5	CT	4	1	\$ 33,971	\$ 36,094	6.25%	Increase work week to 40 hours
Library	Library Tech Services Assistant	37.5	CT	4	1	\$ 30,271	\$ 32,163	6.25%	Increase work week to 40 hours
Commonwealth Attorney's Office	Legal Clerk	37.5	CT	4	1	\$ 27,966	\$ 29,714	6.25%	Increase work week to 40 hours
Clerk's Office	Deputy Clerk III	37.5	CT	4	2	\$ 53,500	\$ 56,844	6.25%	Increase work week to 40 hours
Public Works	Truck Driver	37.5	OT	4	2	\$ 37,050	\$ 41,741	12.66%	Market adjustment and increase work week to 40 hours
Public Works	Equipment Operator I	37.5	OT	4	3	\$ 35,323	\$ 46,285	20.00%	Market adjustment and increase work week to 40 hours
Public Safety	Communications Shift Supervisor	42	OT	5	2	\$ 49,363	\$ 49,363	0.00%	Already above market
Sheriff's Office	Civilian Accreditation	40	CT	5	1	\$ 36,381	\$ 37,903	4.18%	Market adjustment
Finance	CSA Administrative Assistant	37.5	CT	5	1	\$ 37,903	\$ 40,272	6.25%	Increase work week to 40 hours
Finance	Payroll Technician	37.5	CT	5	1	\$ 45,962	\$ 48,835	6.25%	Increase work week to 40 hours
Library	Administrative Assistant	37.5	CT	5	1	\$ 45,272	\$ 48,102	6.25%	Increase work week to 40 hours
Community Development	Administrative Assistant/Zoning Technician	37.5	CT	5	1	\$ 38,992	\$ 41,891	7.43%	Market adjustment and increase work week to 40 hours
Sheriff's Office	Finance Specialist	40	CT	5	1	\$ 50,711	\$ 55,000	8.46%	Market adjustment
Community Development	Permit Technician	37.5	CT	5	1	\$ 34,912	\$ 40,959	17.32%	Market adjustment and increase work week to 40 hours
Sheriff's Office	Animal Shelter Director	40	CT	5	1	\$ 38,480	\$ 56,171	20.00%	Market adjustment
Clerk's Office	Deputy Clerk IV	37.5	CT	6	1	\$ 55,525	\$ 58,995	6.25%	Increase work week to 40 hours
Recreation	Office Manager	37.5	CT	6	1	\$ 47,969	\$ 50,967	6.25%	Increase work week to 40 hours
Community Development	Facilities Maintenance Technician II	37.5	OT	6	2	\$ 36,608	\$ 38,896	6.25%	Increase work week to 40 hours
Public Safety	Administrative Assistant (upgraded to Office Manager 8/1/2022)	37.5	CT	6	1	\$ 37,903	\$ 40,272	6.25%	Market adjustment and increase work week to 40 hours
Purchasing	Purchasing Technician	37.5	CT	6	1	\$ 46,493	\$ 49,399	6.25%	Increase work week to 40 hours
Commonwealth Attorney's Office	Office Manager	37.5	CT	6	1	\$ 47,930	\$ 50,926	6.25%	Increase work week to 40 hours
Public Works	Office Manager	37.5	OT	6	1	\$ 46,216	\$ 49,105	6.25%	Increase work week to 40 hours
Commissioner's Office	Deputy Commissioner IV	37.5	CT	6	1	\$ 52,702	\$ 56,284	6.80%	Market adjustment and increase work week to 40 hours
Treasurer's Office	Deputy Treasurer IV	37.5	CT	6	1	\$ 54,364	\$ 59,666	9.75%	Market adjustment and Increase work week to 40 hours
Public Works	Equipment Operator II	37.5	CT	6	1	\$ 40,383	\$ 51,345	20.00%	Market adjustment and Increase work week to 40 hours
Sheriff's Office	Academy Deputy	40	OT	7	2	\$ 42,500	\$ 42,500	0.00%	Already above market
Public Safety	FF EMT	56	OT	7	16	\$ 43,601	\$ 43,601	0.00%	Already above market
Sheriff's Office	Sheriff Deputy	40	OT	7	16	\$ 48,033	\$ 48,033	0.00%	Already above market
Sheriff's Office	Sheriff Master Deputy	40	OT	7	4	\$ 52,984	\$ 52,984	0.00%	Already above market

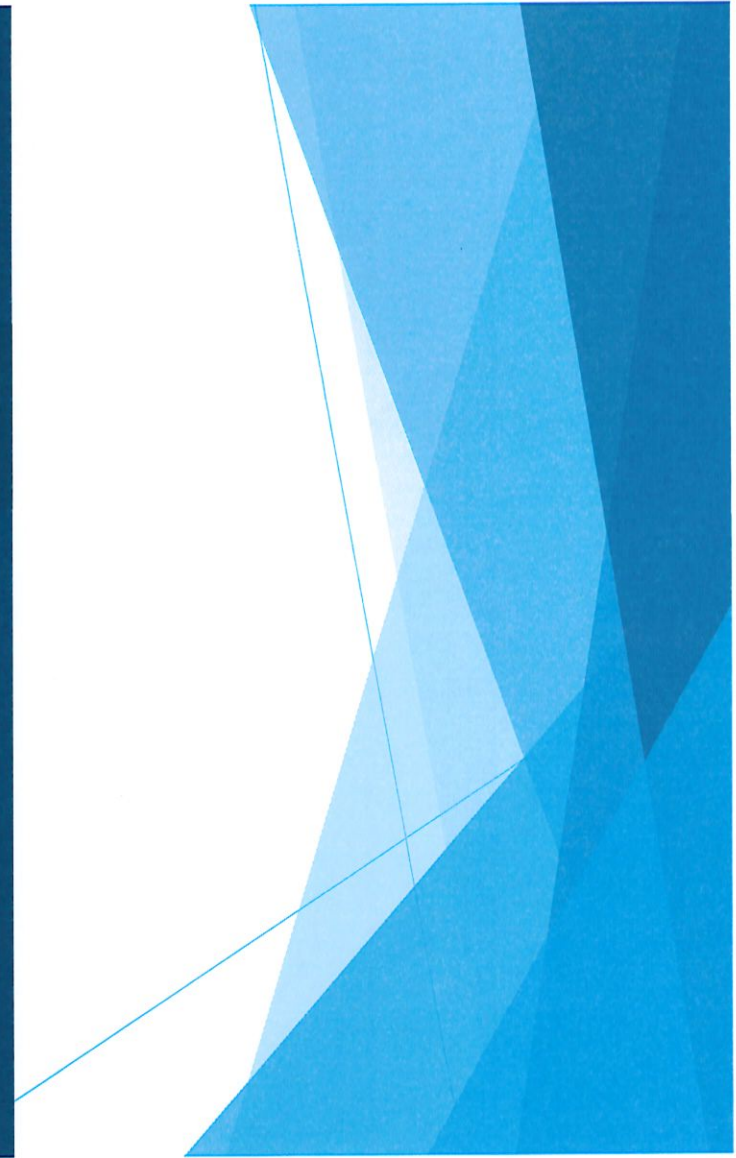
Amherst County
FY2023 Market Increase Recommendation

Department	Position	Current Work Week	CT/OT/Exempt	Grade	# of Incumbents	Average Salary (FY2022 ending salary)	Average FY2022 Market Salary	% Increase	Notes
Public Works	Mechanic	37.5	OT	7	1	\$ 42,900	\$ 45,581	6.25%	Increase work week to 40 hours
Recreation	Recreation Specialist	37.5	CT	7	1	\$ 48,690	\$ 51,733	6.25%	Increase work week to 40 hours
Circuit Court Judge	Judge's Secretary	37.5	CT	7	1	\$ 58,429	\$ 62,081	6.25%	Increase work week to 40 hours
Victim-Witness	Victim Witness Advocate	37.5	CT	7	1	\$ 50,589	\$ 53,751	6.25%	Market adjustment and Increase work week to 40 hours
County Administration	Administrative Assistant/PIO	37.5	CT	7	1	\$ 48,617	\$ 51,656	6.25%	Increase work week to 40 hours
Recreation	Events Coordinator	37.5	CT	7	1	\$ 49,560	\$ 52,658	6.25%	Increase work week to 40 hours
Library	Librarian (Cataloging and Youth Services)	37.5	CT	7	2	\$ 41,652	\$ 46,091	10.66%	Market adjustment and increase work week to 40 hours
Public Works	Grounds Supervisor	37.5	OT	7	1	\$ 40,755	\$ 45,913	12.66%	Market adjustment, regrade and increase work week to 40 hours
Public Works	Hauling Supervisor	37.5	OT	7	1	\$ 40,755	\$ 45,913	12.66%	Market adjustment, regrade and increase work week to 40 hours
Public Safety	Fire Fighter/Inspector	40	OT	7	1	\$ 45,819	\$ 52,721	15.06%	Market adjustment and regrade
Public Safety	Paramedic/FF	56	OT	8	8	\$ 44,597	\$ 44,597	0.00%	Already above market
Library	Library Branch Manager	37.5	CT	8	1	\$ 53,042	\$ 56,357	6.25%	Increase work week to 40 hours
Community Development	Building Inspector	37.5	CT	8	3	\$ 49,169	\$ 52,242	6.25%	Increase work week to 40 hours
County Administration	Executive Assistant/Clerk	37.5	CT	8	2	\$ 51,480	\$ 54,698	6.25%	Increase work week to 40 hours
Sheriff's Office	Sargeant	40	OT	8	6	\$ 51,720	\$ 57,100	10.40%	Market adjustment
Public Safety	EMS Captain	56	OT	9	3	\$ 54,988	\$ 54,988	0.00%	Already above market
Sheriff's Office	Sheriff Investigator	40	OT	9	6	\$ 54,047	\$ 54,047	0.00%	Already above market
Finance	CSA Program Manager	37.5	CT	9	1	\$ 58,725	\$ 62,395	6.25%	Increase work week to 40 hours
Sheriff's Office	Sheriff Captain	40	OT	9	3	\$ 72,049	\$ 78,801	9.37%	Market adjustment
Victim-Witness	Victim Witness Director	37.5	CT	9	1	\$ 52,621	\$ 59,514	13.10%	Market adjustment and increase work week to 40 hours
IT	IT Administrator	40	CT	9	1	\$ 49,159	\$ 56,000	13.92%	Market adjustment
Public Works	Facilities Maintenance Supervisor	37.5	OT	9	1	\$ 47,788	\$ 57,432	20.00%	Market adjustment and increase work week to 40 hours
Sheriff's Office	Lieutenant	40	OT	10	6	\$ 62,662	\$ 64,519	2.96%	Market adjustment
Public Safety	Communications Manager	40		10	1	\$ 55,760	\$ 58,522	4.95%	Market adjustment
Finance	Senior Accountant	37.5	CT	10	1	\$ 56,839	\$ 60,391	6.25%	Market adjustment and Increase work week to 40 hours
Public Safety	Administrative Captain	37.5	OT	10	1	\$ 62,102	\$ 65,983	6.25%	Market adjustment and Increase work week to 40 hours
IT	Network Administrator	37.5	CT	10	2	\$ 65,443	\$ 69,533	6.25%	Market adjustment and Increase work week to 40 hours
HR	HR Generalist	37.5	CT	10	1	\$ 54,600	\$ 58,013	6.25%	Increase work week to 40 hours
Community Development	Planner/Assistant Zoning Administrator	37.5	CT	10	1	\$ 55,867	\$ 64,761	15.92%	Market adjustment and Increase work week to 40 hours
Public Works	Landfill Supervisor	37.5	OT	10	1	\$ 42,748	\$ 54,354	20.00%	Market adjustment, correct grade and increase work week to 40 hours
IT	Sr. Network Administrator	37.5	CT	11	1	\$ 70,197	\$ 80,197	14.25%	Internal equity adjustment and Increase work week to 40 hours
Community Development	Chief Building Official	37.5	Exempt	12	1	\$ 78,796	\$ 78,796	0.00%	Already received market increase. Increase hours to 40 hours
Public Safety	Deputy Public Safety Director	37.5	OT	12	1	\$ 70,543	\$ 77,240	9.49%	Market adjustment and increase work week to 40 hours
Sheriff's Office	Major	40	Exempt	12	1	\$ 90,168	\$ 98,734	9.50%	Market adjustment and increase work week to 40 hours
Public Works	Landfill Division Manager	37.5	CT	12	1	\$ 62,752	\$ 76,990	20.00%	Market adjustment and increase work week to 40 hours
IT	IT Director	37.5	Exempt	13	1	\$ 97,594	\$ 104,025	6.59%	Market adjustment and increase work week to 40 hours
Library	Library Director	37.5	Exempt	13	1	\$ 73,000	\$ 91,014	20.00%	Market adjustment and increase work week to 40 hours
Recreation	Recreation Director	37.5	Exempt	13	1	\$ 70,000	\$ 93,854	20.00%	Market adjustment and Increase work week to 40 hours
Community Development	Community Development Director	37.5	Exempt	14	1	\$ 90,168	\$ 95,804	6.25%	Market adjustment and increase work week to 40 hours
Public Works	Public Works Director	37.5	Exempt	14	1	\$ 90,168	\$ 97,068	7.65%	Market adjustment and increase work week to 40 hours

Amherst County
FY2023 Market Increase Recommendation

Department	Position	Current Work Week	CT/OT/Exempt	Grade	# of Incumbents	Average Salary (FY2022 ending salary)	Average FY2022 Market Salary	% Increase	Notes
Commonwealth Attorney's Office	Assistant Commonwealth Attorney	37.5	CT	14	3	\$ 79,891	\$ 89,401	11.90%	Market adjustment and Increase work week to 40 hours
Public Safety	Public Safety Director	37.5	Exempt	14	1	\$ 90,999	\$ 106,052	16.54%	Market adjustment and increase work week to 40 hours
HR	Human Resources Director	37.5	Exempt	14	1	\$ 84,864	\$ 102,459	20.00%	Market adjustment and increase work week to 40 hours
Finance	Finance Director	37.5	Exempt	16	1	\$ 109,715	\$ 110,907	1.09%	Already received partial market increase. Increase hours to 40 hours
Purchasing	Deputy County Administrator/Purchasing Agent	37.5	Exempt	16	1	\$ 106,080	\$ 112,710	6.25%	Increase work week to 40 hours
Commonwealth Attorney's Office	Deputy Commonwealth Attorney	37.5	CT	16	1	\$ 109,453	\$ 116,294	6.25%	Increase work week to 40 hours
Registrar's Office	Registrar	37.5	Exempt	UG	1	\$ 83,484	\$ 83,484	0.00%	Already paid above state requirement. Increase hours to 40 hours.
County Administration	County Administrator	37.5	Exempt	UG	1	\$ 149,286	\$ 158,616	6.25%	Market adjustment and increase work week to 40 hours
Treasurer's Office	Treasurer	37.5	Exempt	UG	1	\$ 96,097	\$ 102,103	6.25%	Increase work week to 40 hours
Commonwealth Attorney's Office	Commonwealth Attorney	37.5	Exempt	UG	1	\$ 145,055	\$ 154,121	6.25%	Increase work week to 40 hours
Commissioner's Office	Commissioner of the Revenue	37.5	Exempt	UG	1	\$ 91,852	\$ 97,593	6.25%	Increase work week to 40 hours
Sheriff's Office	Sheriff	40	Exempt	UG	1	\$ 104,364	\$ 113,349	8.61%	Market adjustment
Museum	Museum Director	37.5	CT	UG	1	\$ 55,000	\$ 55,000	6.25%	Increase work week to 40 hours

PUBLIC SAFETY SLIDES

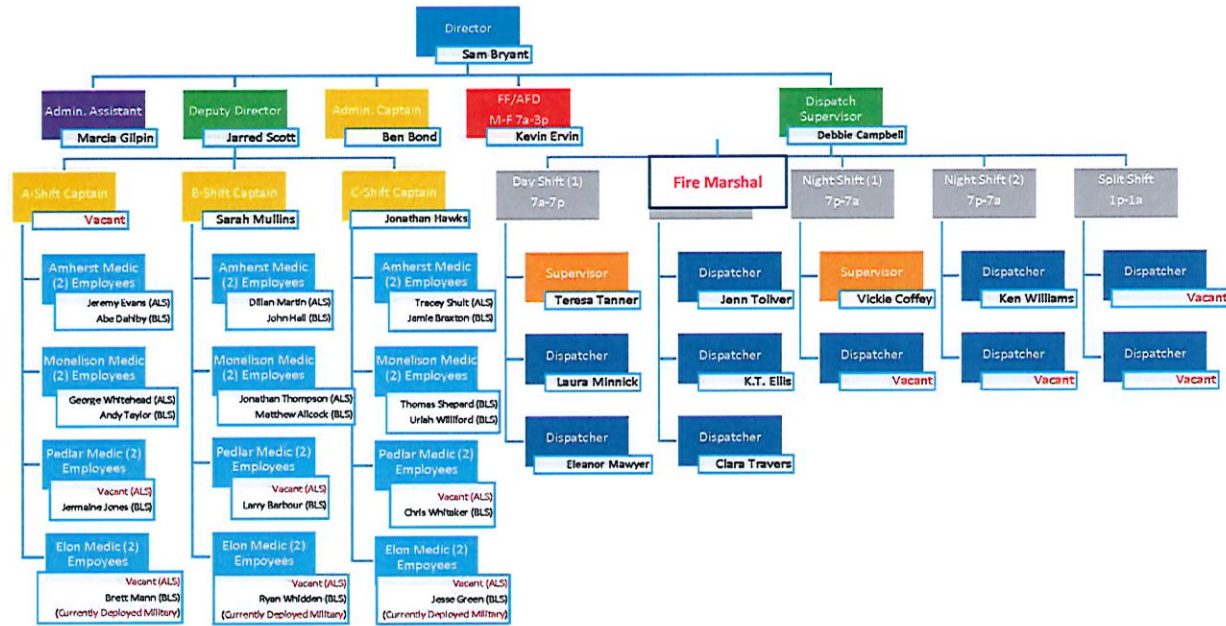


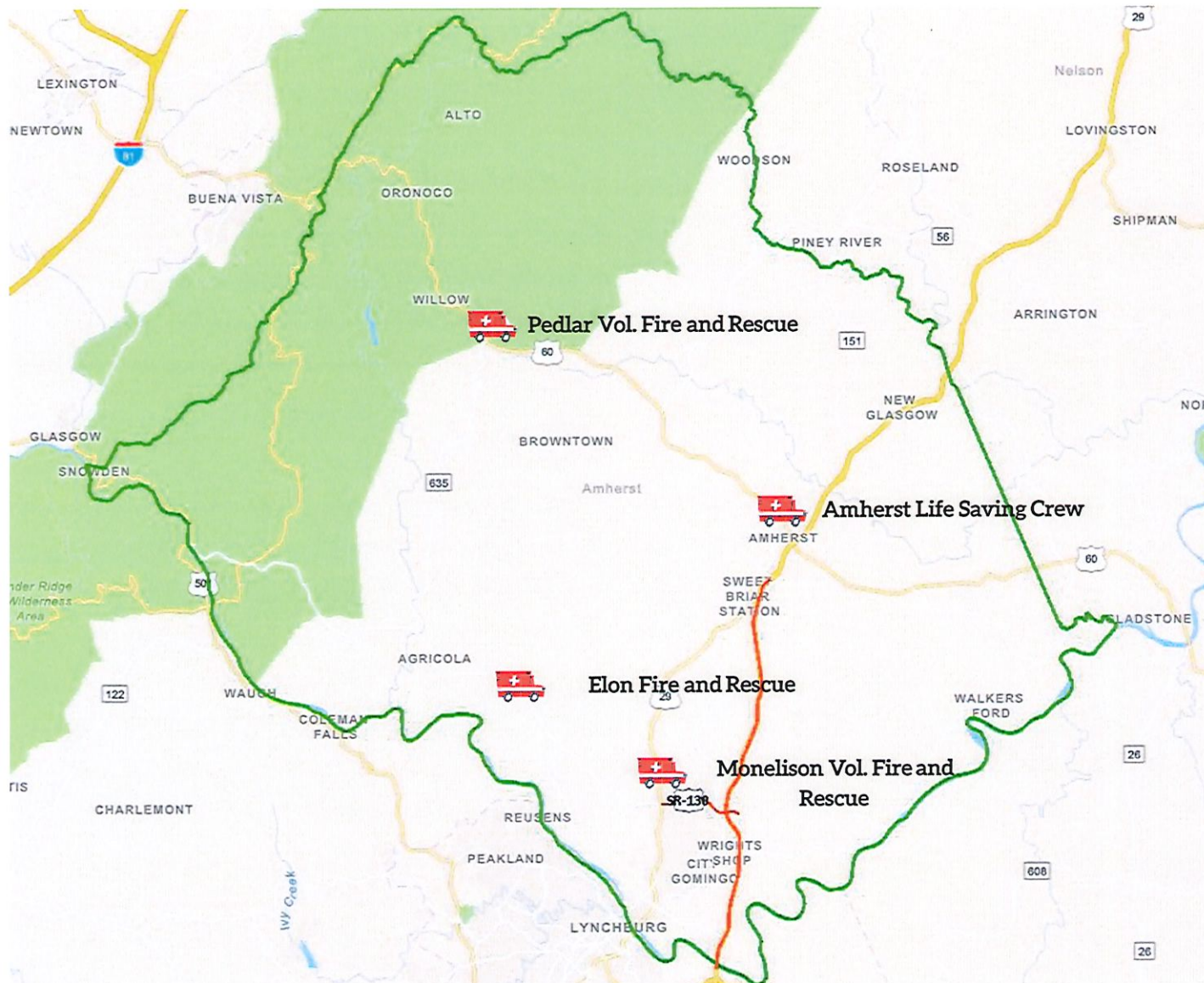
Public Safety Department

County Code §11.5

- Public Safety Director (+ Emergency Services Coordinator + Fire Marshal)
 - Fire Division
 - EMS/Rescue Division
 - Communications Division
 - Emergency Management Division
- Emergency Services Council
 - Designated members; DPS is voting member, not the clerk
 - Public forum
 - Recommendations to BoS: policy, funding, regulations, training stds
- Fire & Rescue companies officially part of county PS Department and subject to SOPs
- Fire Marshall (sworn) appointed to enforce state fire code & issue permits
 - Deputy is also sworn
 - 800+ hrs training and 50 hrs/yr continuing education
- Recovery of emergency services expenses
- Road naming, address numbering, road signage

Amherst County Public Safety Organizational Chart



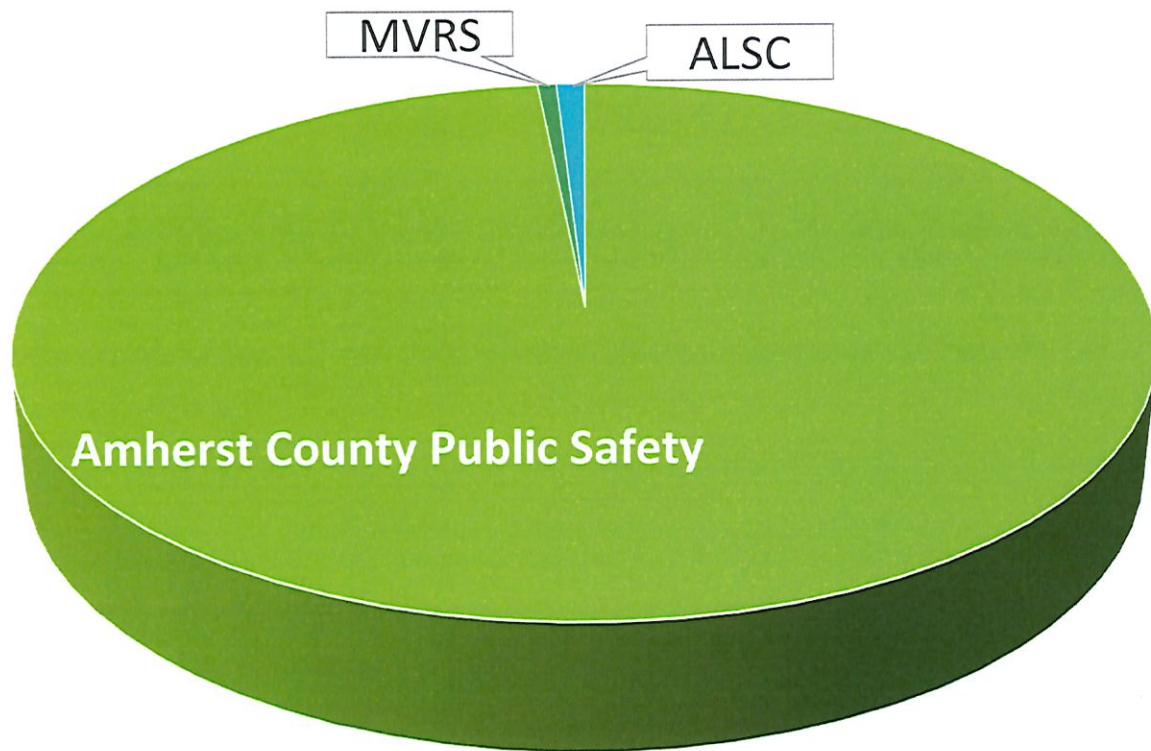


Rescue Crews

- 4 Stations
- 2 EMTs Per Station + Shift Captain
- 9 EMTs Per Shift
- Shifts are 24 hours on, 48 hours off.
- $9 \times 3 = 27$
- 27 EMTs = Fully staffed

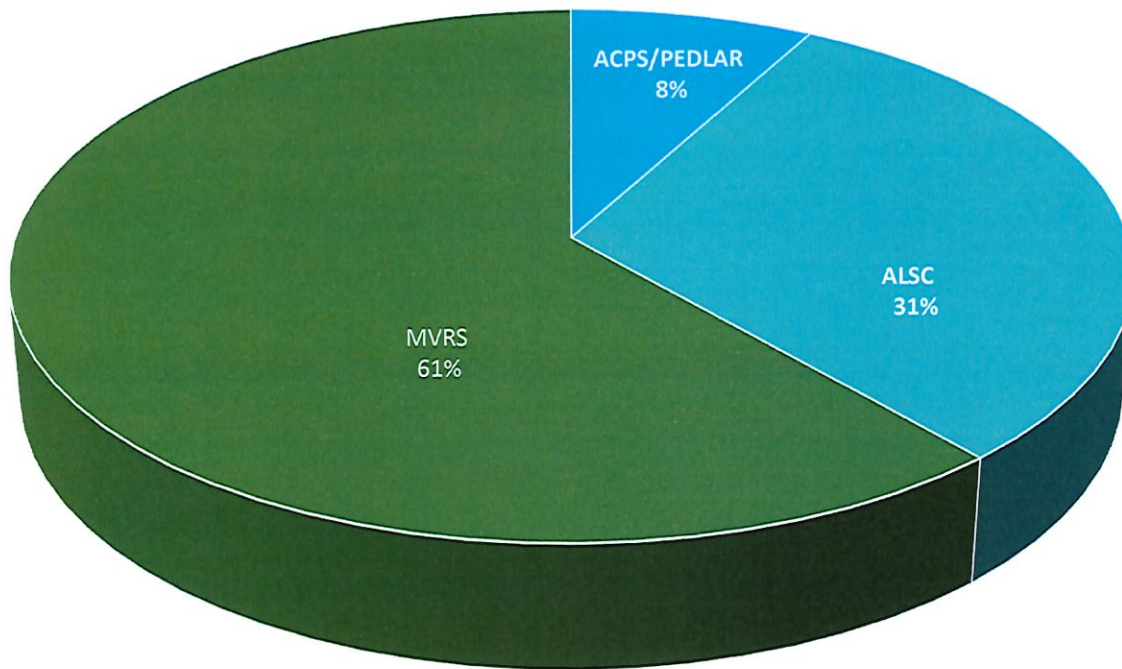
Amherst County EMS Call Response

August 2019-June 2022



- Amherst County Public Safety 98%
- Monelison Volunteer Rescue Squad 1%
- Amherst Live Saving Crew 1%

First Due EMS Dispatches 2019-2021

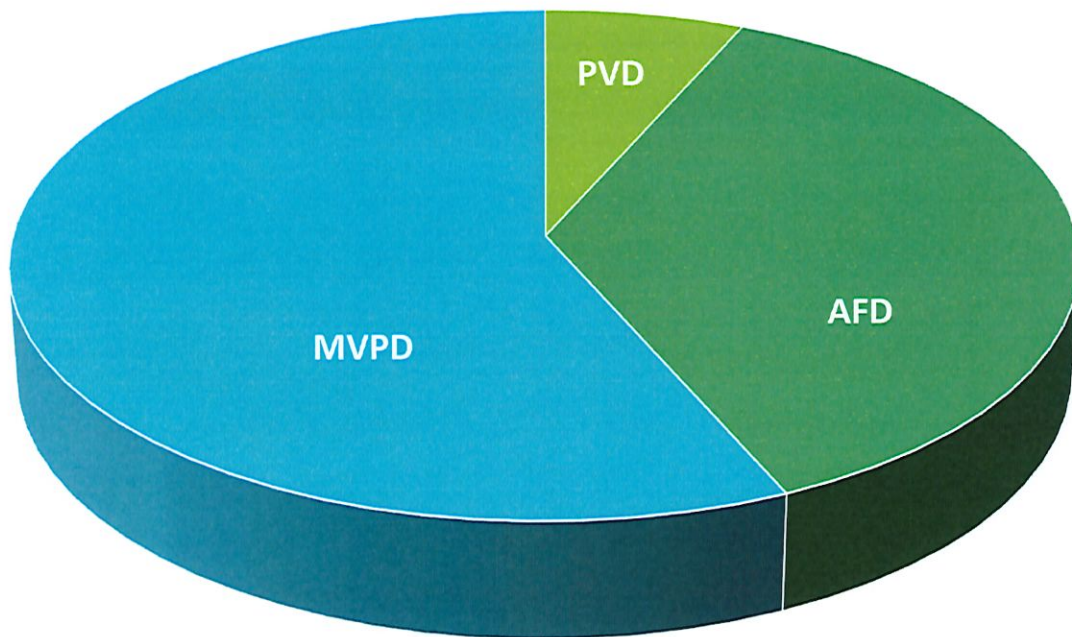


YEAR	ACPS/ PEDLAR	ALSC	MVRS	TOTAL
2019	359	1380	2722	4461
2020	341	1225	2630	4196
2021	380	1523	2902	4805
TOTALS	1080	4128	8254	13462

Totals:

- Amherst County Public Safety/Pedlar 8%
- Amherst County Live Saving Crew 31%
- Monelison Volunteer Rescue Squad 61%

Amherst County Fire First Due Dispatches 2019-2021



YEAR	PVFD	AFD	MVFD	TOTAL
2019	42	242	387	671
2020	38	220	331	589
2021	50	252	383	685
TOTALS	130	714	1101	1945

Totals:

- Pedlar Volunteer Fire Department 7%
- Amherst Fire Department 37%
- Madison heights Volunteer Fire Department 56%

Average EMS Response Times

Agency	2019	2020	2021
ACPS staff	12.4 Minutes	13.5 Minutes	13.9 Minutes
ALSC vol	11 Minutes	25.7 Minutes	18.7 Minutes
MVRS vol	12.3 Minutes	12.9 Minutes	10.5 Minutes

Agreed benchmark with VDH/OEMS: 14-17 minutes

Dispatch Call Load

CALLS	2019	2020	2021
Total	32,926	31,629	31,798
Per hour	3.8	3.6	3.6

Calls of all types to 911

Status of Elon Station 3 as of June 13, 2022

Work Completed	Still Needs
• New roof • Ceiling Insulation replaced • Bathroom Remodeled and shower installed • New ceiling in dayroom • Bunk room and kitchen refurbished/added? • Flooring replaced • HVAC installed • New hot water heater • Appliance replaced • Washer and dryer added • Electric and plumbing updated • Vehicle bay painted • Generator installed • Windows and exterior doors replaced • Security locks added • Harris Radio Base Station ordered • Pediatric airway equipment ordered	• Installing Harris Radio Base Station • Paint touchups • Blinds for windows • Final OEMS Inspection of Medic 7 • Delivery of pediatric airway equipment • Lawnmower for station grass • Sufficient staff

Funding: \$69,320 allocated - \$56,334 spent - \$12,986 left



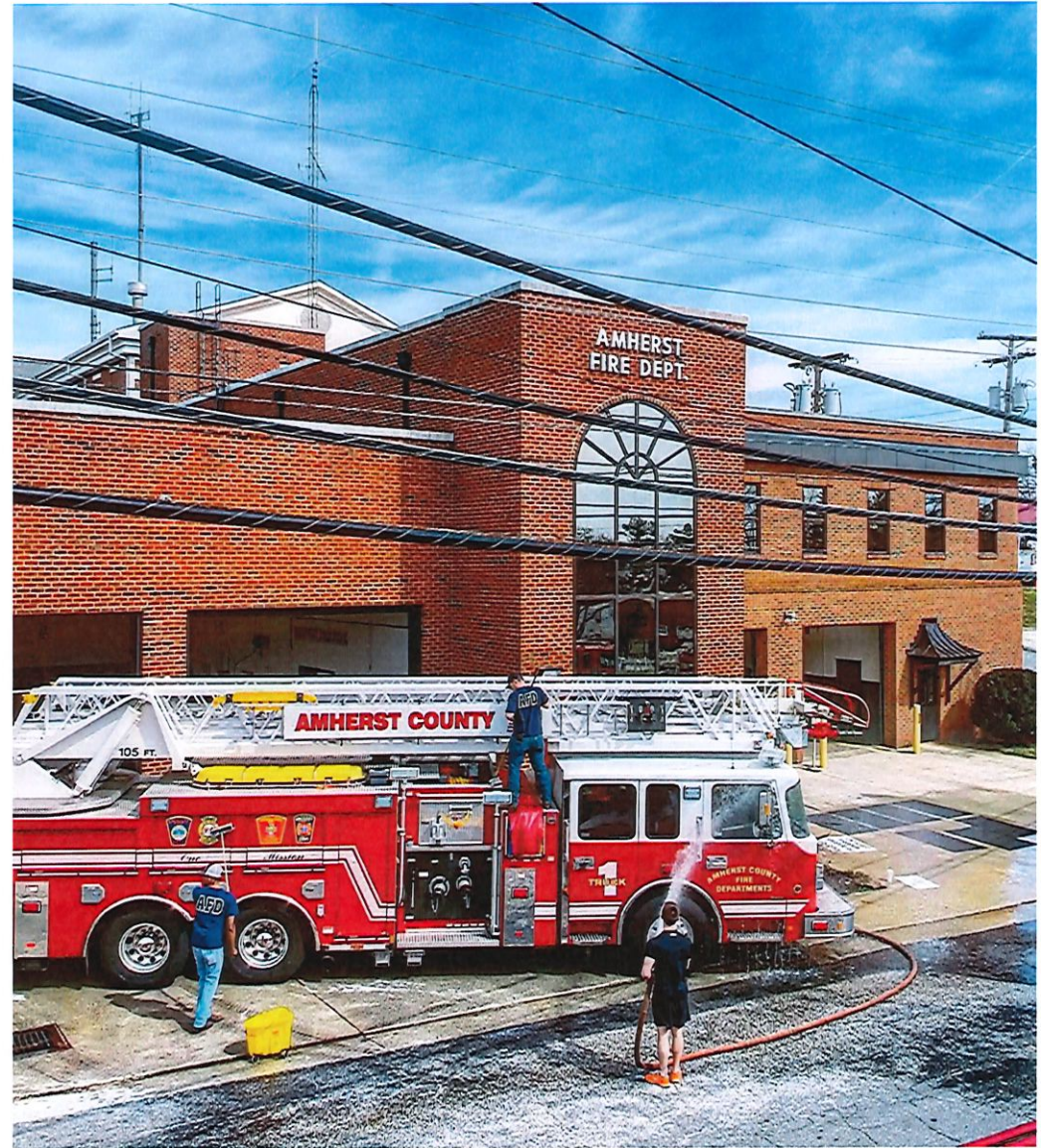
Monelison Fire Department Current Vehicle List

Vehicle	Model Year	Replacement Year
Engine 21	2017	2037
Engine 22	2000	2020
Engines 23	2010	2030
Rescue 21	2005	2025
Attack 21	2019	2039
Tanker 21	2000	2020
Brush 21	2000	2020
Chief 2	2007	?
Unit 1	1998	?

Amherst Fire Department

Current Vehicle List

Vehicle	Year	Replacement
Engine 13	2000	2020
Brush 16	2005	2025
Chief 1	2008	2028
Utility 1	2015	2035
Boat 11	2019	2039
Engine 14	1946	N/A
Truck 1	2013	2033





Pedlar Fire Department Current Vehicle List

Vehicle	Year	Replacement Year
Engine 33	1994	2014
Engine 35	2010	2030
Tanker 31	2018	2038
Tanker 36	1999	2019
Squad 34	1999	2019
Brush 32	2005	2025
Brush 21	2000	2025
Pedlar 12 (Chief 3)	1996	2023

Fire Marshal

► The Fire Marshal is notified any time:

- An incident commander cannot determine the cause or origin of an incident/fire or has concerns. (62 fires investigated in 2021)
- An intentionally set fire, hazardous material incidents, environmental crime, or explosive incident
 - Results in a fatality, injury, loss of property, or damage to property
 - Involves government facilities (Federal, State, or Local)
 - Involves persons or property that may create significant media interest
 - Results in losses exceeding \$25,000
- A vehicle fire involves suspicious circumstances or loss over \$25,000.
- An incident involves juvenile suspects.
- An injury resulting from flame contact, fireworks, or assault that requires EMS intervention or transport.
- There is a release of environmentally hazardous materials that:
 - Are released in a water way
 - Require the services of a clean-up contractor
 - Or exceeds 25 gallons
- Explosive, incendiary, WMD (weapons of mass destruction) or, CBRNE (Chemical, Biological, Radiological, Nuclear, and high yield Explosives) devices.
- Fire suppression and alarm systems are out of service.
- Fire code violations are found or there are unresolved fire code questions.

Fire Marshal

► Additional Responsibilities:

- Annual inspection of all school buildings, daycare facilities, jails, hotels, restaurants, libraries, museums, dormitories, factories (and assistance to state inspectors of group homes and retirement homes).
- Permit issuance:
 - Annual inspection of food trucks
 - Fireworks shows and retail sites
 - Tents at festivals
 - Alarm systems for fire & burglary
 - Rapid entry key boxes & systems
- Plan, organize, lead the Fire Academy and serve as adjunct instructor.
- Development Review Committee member: plan reviews.
- Apply state fire code to all new commercial and high density residential construction via inspection.
- Public education in elementary schools; public outreach and recruiting firefighters
- Fire access road inspections

Incentives

- Volunteer firefighter annual \$500 (call vol, trng, fit test, etc.)
- \$400/course for any employee
- \$20K Director's education fund w/ service commitment
- \$3/hr voluntary holdover; \$4/hr involuntary holdover
- Certification bonuses (FT only)
 - EMT-Advanced \$1,000 (x6)
 - EMT-Intermediate \$1,500 (x2)
 - EMT-Paramedic \$2,000 (x5)
 - Advanced Practice Paramedic \$3,000 (x5)

Challenges

- Inadequate staffing to meet current workload
 - Mandatory holdovers
 - No staff coverage for illness, trng, leave, xtra duties
 - Limited advancement opportunities
- Dispatcher starting pay lowest in region
- Volunteer FF resentment of career staff
- Lack of clear/consistent guidance/roles
- Restrictive hiring policies

Policy Changes

EMS

- Implement bonus pay for holdover volunteers
- Authorize hiring of 18 yr olds
- Creation of EMS Facebook page
- Make polygraph testing discretionary
- Authorize cross volunteering
- Eliminate marijuana use from zero tolerance hiring policy
- Capture policies into regulations
- Create Lt positions for each shift for adv, trng, proj, coverage
- Prepare for switch to 24/72 shifts as staffing allows
- Initiate planning for EMS Academy
- Participate in more recruiting events

Firefighters

- Offer/mandate fire officer training
- Career staff under supervision of Company Chiefs
- Authorize cross volunteering
- Authorize more reciprocal community response
- Capture policies into regulations

Dispatch

- Implement bonus pay for holdover
- Increase starting pay to \$15/hr
- Convert supervisor to EOC coordinator
- Capture policies into regulations

2013 strategic assessment