



FY2021 PROPOSED BUDGET

OPERATING AND CAPITAL
AUGUSTA COUNTY, VIRGINIA

Photo Credit: Zak Suhar Photography

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County Administrator's Letter to the Board

COUNTY OF AUGUSTA, VA

18 Government Center Lane
P. O. Box 590, Verona, Virginia 24482-0590
(540) 245-5618, FAX 245-5621



March 30, 2020

M E M O R A N D U M

TO: BOARD OF SUPERVISORS

FROM: Timothy K. Fitzgerald, County Administrator

SUBJECT: **FISCAL YEAR 2020-21 OPERATING BUDGET**

It is my pleasure and honor to submit to you for consideration the Fiscal Year 2020-21 budget. This budget is balanced and provides for a spending plan for the next fiscal year. The budget has been prepared in accordance with section 15.2-2503 of the Code of Virginia as amended. The budget is comprised of multiple funds, including General, Fire Revolving, Asset Forfeiture, Economic Development Authority, Revenue Recovery, Shenandoah Valley Social Services, various Education funds, Debt Service and Capital Improvement.

The total fiscal year 2021 budget is \$104,414,222, which is an increase from fiscal year 2020 in the amount of \$3,352,993 or 3%. In order to fulfill the need of submitting a balanced budget, I have cut \$7,241,653 from agency requests. While these requests were well thought out, there simply was not enough revenue to cover all requests. The spending plan includes funding the core services of local government: public safety, education, cultural, community development and the administrative services to support them.

The budget was prepared over the past several months and balanced prior to the COVID-19 crisis. Revenue estimates and the spending plan do not take into account the potential effects of the current crisis, as the outcome and the term are yet unknown. Staff and I have considered contingency planning to put in effect, as the outcomes become known. These may include hiring and spending freezes in the short term and reconsideration of some of the plans in the fiscal year 2021 budget.

The 2020 Virginia General Assembly actions may have an effect on the budget in the future. For example, changes to the minimum wage requirements will affect multiple budget years, becoming more costly to the County and/or the School Board each year. Staff will continue to monitor actions as they relate to the budget.

REVENUES:

As of January 1st, 2019 the total assessed value of all taxable property in Augusta County was:

REAL ESTATE:	<u>Tax Rate</u> \$.63/\$100	<u>Assessment</u> \$6,537,644,725	<u>Levy</u> \$47,487,182
PERSONAL PROPERTY:	<u>Tax Rate</u> \$2.50/\$100	<u>Assessment</u> \$ 610,536,850	<u>Levy</u> \$15,263,421
	<u>Tax Rate</u> \$2.00/\$100	<u>Assessment</u> \$ 128,382,510	<u>Levy</u> \$ 2,567,650
PUBLIC SERVICE: REAL ESTATE:	<u>Tax Rate</u> \$.63/\$100	<u>Assessment</u> \$451,481,450	<u>Levy</u> \$2,844,333
MOBILE HOMES:	<u>Tax Rate</u> \$.63/\$100	<u>Assessment</u> \$ 31,747,180	<u>Levy</u> \$ 200,007
MACHINERY & TOOLS:	<u>Tax Rate</u> \$2.00/\$100	<u>Assessment</u> \$ 233,760,070	<u>Levy</u> \$4,675,201

Levies are increased by estimated growth to arrive at an approximate January 1, 2020 assessment. Reductions for collections rate, tax increment financing payments and exemptions per the Code of Virginia are applied to arrive at a final budget figure. Estimates for tax increment financing commitments and exemptions per the Code of Virginia total \$751,000 and \$221,000 respectively for Fiscal Year 2021. Total estimated growth in property tax revenue totals \$2 million or 3%. The FY20-21 budget is balanced assuming that the County's current tax rates are not changed. The following is a partial listing of tax rates and the revenue generated for each 1 cent increase in the tax rate:

Real Estate 63¢	= \$731,000
TPP \$2.50	= \$ 60,000
\$2.00	= \$ 12,000

OTHER LOCAL TAXES:

Other local taxes show an estimated growth of \$785,000 or 5%. This category encompasses 16% of total revenues in the general fund. Consumer spending drives the success of local taxes and due to the stable economy, sales, business license, and recordation taxes have grown. Tax increment financing commitments reduced revenue estimates for other local taxes by \$267,000.

OTHER REVENUES:

For Calendar year 2019, the County issued 825 building permits for a total of \$153 million in value, an increase of 56 permits or 7%, and an increase in value of 53%. The increase was in part to the number of multi-family units of 219 over the prior year's 65 and the slight increase of new single family permits of 163 in 2019 versus 152 in 2018.

STATE FUNDING:

State funding is the third largest funding source for the general fund at \$12 million dollars or 11%. Revenues from the Commonwealth mainly show a decline in communications tax for a net decrease of \$267,000. While this budget is reflective of State funding anticipated in the approved State budget, we are aware that changes in State funding are forthcoming. However, at this point we have no way of knowing what that may look like.

FEDERAL FUNDING:

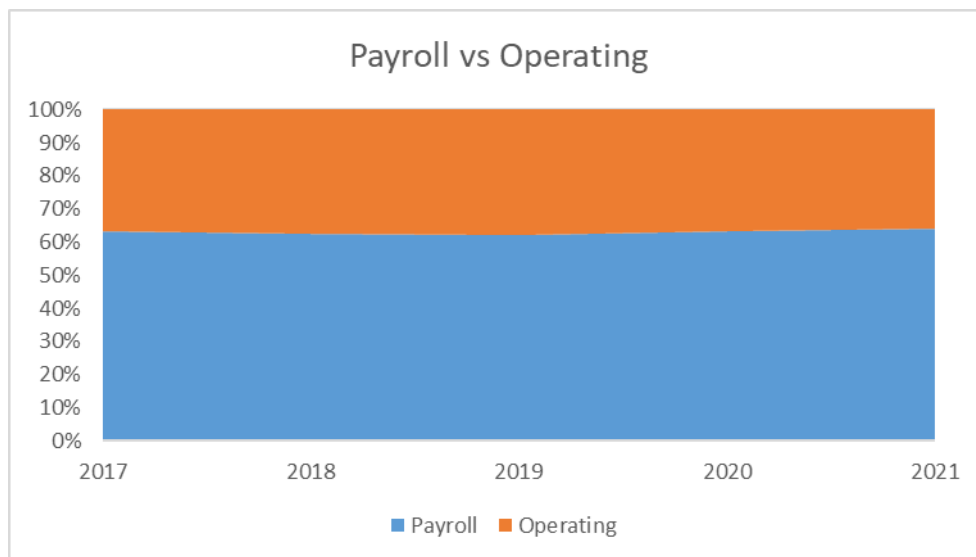
Federal funding increased \$141,000, mainly due to the Federal Government funding payment in lieu of taxes at more appropriate levels.

EXPENDITURES:

The budget, as presented, is balanced with anticipated expenditures covered by estimated revenues. Below is an explanation of primary expenditure requests. These requests may need to be re-evaluated based on revised revenues due to the current COVID-19 crisis.

PERSONNEL:

Developing and supporting an excellent workforce remains a priority. Over 64% of the budget is related to personnel as shown in the following graph:



The balanced budget recommends a 2% cost of living and merit increase for all full and part-time employees effective January 1, 2021 (budget impact of 1% for half year). The merit component would be based on the fall 2020 evaluations.

Health insurance is expected to increase 10.8% for CY2021. Even though the County implemented Health Insurance Plan changes in CY2017 to manage employer benefit costs in the general fund the cost of health insurance coverage continues to rise. The current year increase totals \$465,000. The FY2021 budget includes the use of the health insurance reserve in the amount of \$642,000. The actual increase in premiums may need to be allocated between the employer and employee upon insurance renewal decisions in the fall of 2020.

The VRS (Virginia Retirement System) rate for the County employee increased from 9.43% to 10.69% for the FY21/22 biennium, which equated to \$336,000 in increased costs.

Departments requested twenty-seven positions in FY2021. Included in the balanced budget are six of the requested positions, only one of which is not covered by an offsetting revenue stream.

- **4 Emergency Medical Services (EMS) Positions:** Allows the Augusta County Fire Rescue to attract seasoned EMS personnel and redeploy cross trained FF/EMS staff to improve staffing across the organization. Personnel and related expenditures are offset by revenue from ambulance transports.
- **Parks and Rec Coordinator:** Addition of a Coordinator will increase the quantity of programs and activities offered by the department and with the additional labor hours help to insure quality offerings. Most importantly, this position will allow us to meet more expressed and realized interests and needs of County citizens. This increase in programming will translate directly to an increase in revenue based on the department's current programming model. The position will primarily focus on trips and senior adult programming. We are confident there are many untapped new and exciting opportunities that could be offered with the addition of this programmer. This creates an increase in programming opportunities with an additional revenue estimated at \$55,000, as such this position will be covered with additional revenue.
- **Associate Planner I:** The Planner I Position (Associate Planner) has remained unfilled since 2013. The current Planner was hired in August of 2016 and the former Planner retired in November 2016. There is no back-up in the Planning Department if the Planner is sick or were gone for an extended period of time. As work on the Stuarts Draft Small Area Plan demonstrates, without hiring a consultant for such in depth planning processes, and without another experienced Planner, it is difficult to complete comprehensive small area plans in an expedited timeline. The Fishersville Small Area Plan, adopted in 2009, was

completed with the work of a two person Planning department team and the latest Comprehensive Plan Update (2015) had a two person planning team for some of the review period. This past year, Planning worked on the utility scale solar Special Use Permit request in Stuarts Draft. This project, although unique in size and scale, took a significant amount of staff time. If such a project would have fallen in a year where staff was completing a 5 year Comprehensive Plan review or redistricting, it would have been very difficult to keep other functions of the Planning department running in an efficient manner. As we look to the future, we must consider the redistricting process (to be done after the 2020 Census data is released), comprehensive plan review and updates (every 5 years, including 2020), rezoning requests, potential rezoning requests, special projects, ordinance amendments, etc. This increase in workload creates the need to add the Associate Planner back to our staff.

Other than the positions mentioned above, several other considerations were considered in the personnel budget:

- **Career Development:** ACFR Administration and Human Resources have explored the potential to introduce genuine career development to the ranks of Augusta County Fire-Rescue in an effort to recruit good candidates and retain experienced personnel. The Career Development program will include both career advancement and monetary incentives. This program offers several opportunities for promotion between the entry level rank(s) and the rank of lieutenant. It also will open the possibility of creating a true captain rank, therefore giving experienced lieutenants promotional options. Phase I of the Career Development Program is included in the budget at a cost of \$115,000.
- **Temporary Real Estate Assessor Position:** Temporarily adding this position will allow opportunity to train a new Assessor and position the Real Estate Manager to work co-operatively with the Chief Deputy Commissioner of Revenue on computer software selection and transition. Currently the Commissioner of Revenues office has two part-time positions that are not filled. This position will use the funding allocated to the part-time positions to fund this position instead.
- **School Resources Officer (2 Part-time to 1 Full-time):** In FY2020, the County added four part-time School Resource Officers. It is difficult to find part-time help due to the need for the officer to complete a current Criminal Justice Academy program. A full-time officer will also allow for student training opportunities. The full time position is mostly offset by two part-time positions.

EDUCATION:

Education remains a priority in this balanced budget. The County's FY21 budget includes a proposed direct operating transfer to the School fund in the amount of \$45,544,333 which includes \$1,346,575 in new revenue from the shared revenue growth formula. School bus funding of \$1,080,000 approved in FY2020 will continue to be transferred to the School Capital Improvement Fund in FY2021.

GENERAL GOVERNMENT:

General Government includes all County departments. In the balanced budget, non-payroll expenditures for departments remain flat or less than previous years budget expenditures.

OUTSIDE AGENCIES:

The County assists with funding to multiple community and regional agencies. The most significant increase in requested funding is from Middle River Regional Jail Authority due to the continued growth in inmate days both in overall number, as well as Augusta County's percent (34.03%). Utilities, medical, supplies and food expenditures all rise with the increase of population. Staff has prepared a cash flow summary of the jail reserve account and the use of these reserves will only be available for FY2021. The funding plan of the last decade is no longer feasible and a portion of capital funding will need to be allocated to the jail's reserve.

Nominal increases were made to other regional entities that serve the citizens of Augusta County.

Finally, the budget reflects the local match required for the Children's Services Act (CSA) to provide services to youth and families. This expenditure continues to increase substantially due to the number of children coming into care and who need specialized education services. The FY2021 budget includes the use of the CSA reserve in the amount of \$517,000.

EQUAL TAXATION:

Augusta County, along with other counties in Virginia, petitioned the General Assembly to allow for taxing authority equal to cities. The 2020 General Assembly passed a bill that will allow the following:

1. The bill eliminates the limit on the rate of transient occupancy tax that the county may impose. The bill requires that any revenue attributable to a rate over two percent but not exceeding five percent must be dedicated to tourism marketing.

2. The bill authorizes the county to impose a cigarette tax up to a maximum rate of 40 cents per pack. The provisions related to the cigarette tax have a delayed effective date of July 1, 2021.

3. The bill authorizes the county to impose a food and beverage tax of up to six percent and eliminates the requirement to hold a referendum before imposing such tax.

Equal taxation has been a Board legislative priority for several years. With the passage of this bill, staff recommends that the Board consider moving forward to impose changes in the meals and lodging rates and establish a cigarette tax as per

Code. Per current budget estimates, a 2% increase in meals tax to the 6% maximum allowable per Code would collect an additional \$1,275,000. Increases in lodging tax will be in part allocated to tourism (additional 1% or \$155,750).

BALANCED BUDGET:

As in past years, we have provided a balanced budget for your consideration. Because we have proposed budget reductions to balance the budget does not mean the unfunded requests are without merit. We recognize that the Board reserves the right to modify revenues and expenditures to meet community needs. It is our role to assist the Board by providing a base budget (balanced with existing revenue) developed with the input of county agencies and constitutional officers. Additionally, the public and non-profit agencies have been provided an opportunity to submit their requests for taxpayers supported contributions.

ACKNOWLEDGEMENTS:

The development of a budget is not without the participation and assistance of a great number of people. I would especially like to thank Jennifer Whetzel and Misty Cook for their leadership, Jean Shrewsbury and her office for revenue projection assistance, Faith Duncan, Lora Swortzel and Angie Michael for their patience and willingness to run calculations and preparing drafts. Department Heads, Constitutional Officers, and the Superintendent of Schools have been most cooperative throughout the development of this budget.

H:BUDGET/BUD21

March 25, 2020

MEMORANDUM

TO: Timothy K. Fitzgerald

RE: FY2020-21 Budget Calendar - REVISED

A revised budget schedule is below. New dates will allow the County to comply with Governor Northam's statewide order to protect the health and safety of Virginians and reduce the spread of the novel coronavirus, or COVID-19. Executive Order Fifty-Three banned all gatherings of more than 10 people and the order remains in place until Thursday, April 23, 2020. The County will provide avenues for the public to participate in the meetings. The new schedule will meet the Code of Virginia requirements for the budget process.

Board of Supervisors Meeting-Consensus to Advertise	4/8/20 <i>Regular meeting</i>
Advertise Budget in Newspaper 15.2-2506	4/15/20
Public Hearing 15.2-2506	4/22/20 <i>Regular meeting</i>
Adopt Budget 15.2-2503	5/13/20 <i>Regular meeting</i>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**County of Augusta
Virginia**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the County of Augusta, Virginia, for its Annual Budget for the fiscal year beginning July 1, 2018. 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 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.



Front Row: Left to Right: Steve Morelli, Gerald Garber, Pam Carter
Back Row: Left to Right: Scott Seaton, Butch Wells, Jeffrey Slaven, Mike Shull

Board of Supervisors

G.L. "BUTCH" WELLS, BEVERLEY MANOR

GERALD W. GARBER, MIDDLE RIVER (Chairman)

JEFFERY A. SLAVEN, NORTH RIVER

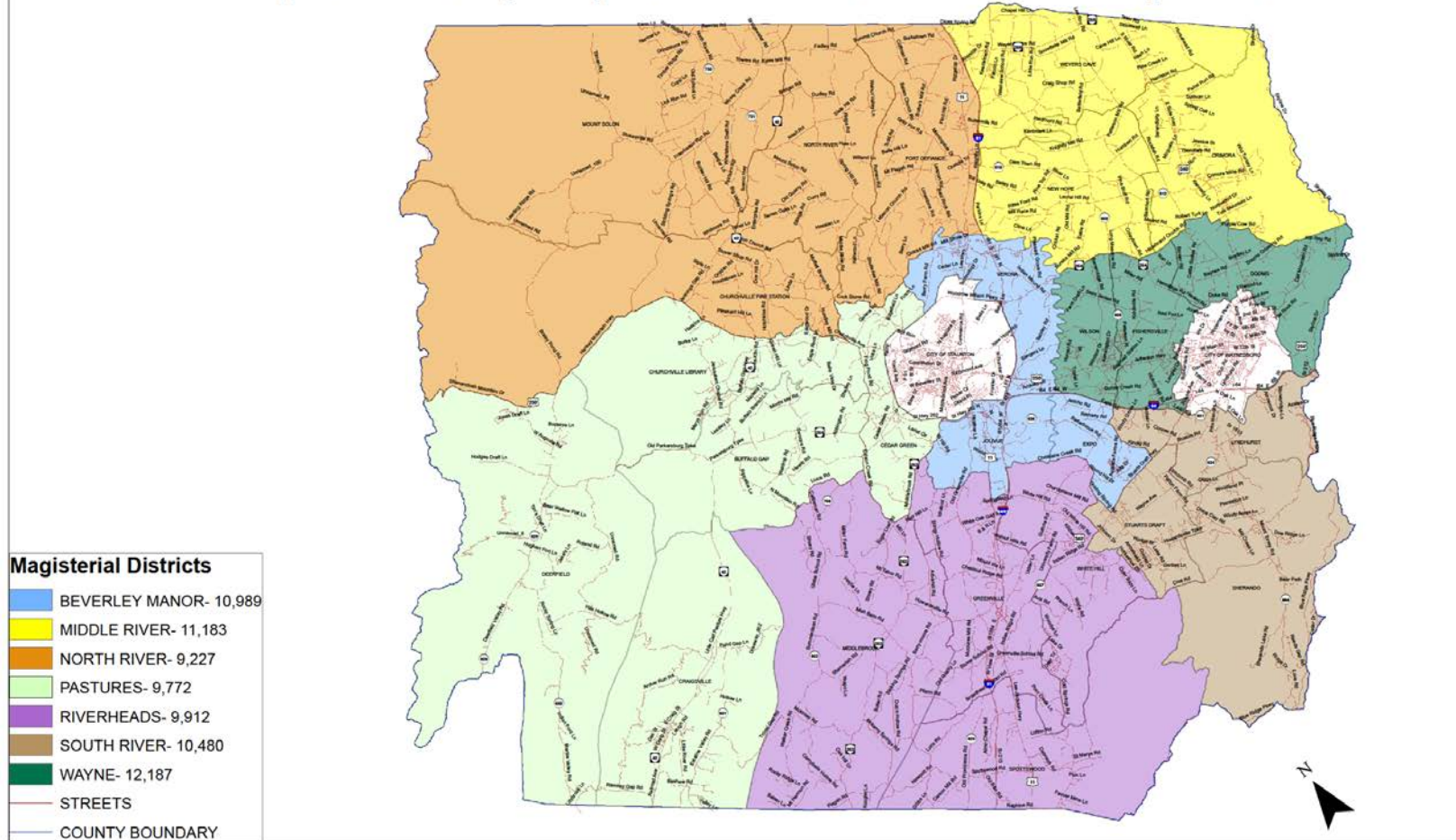
PAMELA L. CARTER, PASTURES (Vice Chairman)

MICHAEL L. SHULL, RIVERHEADS

STEVE MORELLI, SOUTH RIVER

SCOTT SEATON, WAYNE

Augusta County Magisterial Districts with 2010 Population



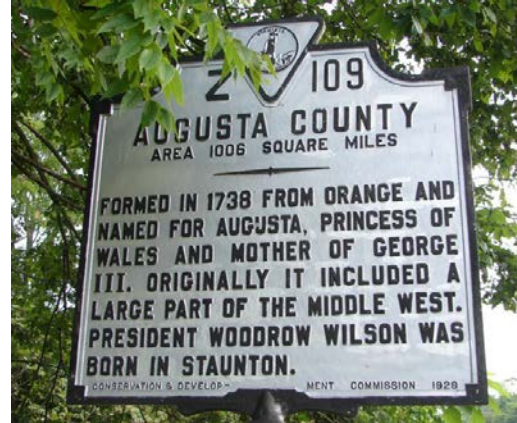
Mission:

The government of Augusta County exists to provide the citizens of the County with essential services, which will address their individual and collective well-being. In partnership with the community of residents, the government of Augusta County pledges civic stewardship that is fiscally accountable, socially responsive and worthy of the citizens trust.

About Augusta County

History:

The County of Augusta was formed in 1738 and named for Augusta, Princess of Wales and the mother of King George, III. The original western boundary of the County was the western edge of Virginia, which at that time was the Mississippi River. The present boundaries of the County were set in 1790.



Government:

The County of Augusta is a political subdivision of the Commonwealth of Virginia administered by a seven-member board elected by magisterial district for four year staggered terms. The Board of Supervisors elects one of its own to serve as Chairman and selects a County Administrator to oversee the general administration of the County. This body enacts ordinances, appropriates funds, sets tax rates, establishes policies, and generally oversees the operation of the County government. The County Administrator is appointed by, and serves at the pleasure of, the Board of Supervisors. As the Chief Executive Officer of the County, he or she is responsible for developing an annual budget and carrying out policies and laws, which are reviewed and approved by the Board. The County Administrator directs business and administrative policies and recommends to the Board those methods, procedures, and policies which will properly govern the County.

Location:

Situated in the Shenandoah Valley of Virginia, the County of Augusta is at the juncture of Interstates 64 and 81, and the headwaters of the James River and the Potomac River basins. It is 150 miles southwest of the nation's capital, Washington, D.C., 100 miles west of the state capital, Richmond, and 85 miles north of the City of Roanoke. Within the boundaries of the County of Augusta are the independent cities of Staunton, founded in 1747, and Waynesboro, founded in 1801.

Economy:

Augusta County enjoys a diversified economy, with manufacturing accounting for approximately 21% of the jobs in the County. Manufacturing employs approximately 5,900 of 36,000 plus workers in the County's labor force and makes up approximately 3.3% of the total local property taxes. Agriculture is a large portion of the overall economy of the County. Augusta County is one of the top producers of many agricultural commodities in the state and this wealth of production overflows into many other industries of the County, including farm equipment manufacturers and dealers, transportation, energy, retail and the ever-growing agritourism business. The unemployment rate for the County decreased from 3.0% in 2018 to 2.6% in 2019. The County's rate remains lower than that of the State's unemployment rate of 2.9% and compares favorably to the national unemployment rate of 3.8%.



Hershey Stuarts Draft, VA-ground breaking ceremony for their “Roasting Center of Excellence” – May 2019. This is a \$104 million dollar investment in Augusta County that will create 65 jobs and add 111,000 square feet to their Stuarts Draft Plant, including a new 46,000 square feet building that will house the peanut roasting operation.

Community:

Check <https://www.co.augusta.va.us/government/parks-recreation/community-events> for events and information such as:

- **Food Truck Wednesdays kick off at the Government Center May 6th!**



- **Sweet Dreams Day:** This event is in its 17th year, it is a fun, family-friendly event to kick off summer. There are lots of great events for kids, as well as plenty of events for adults to enjoy as well.



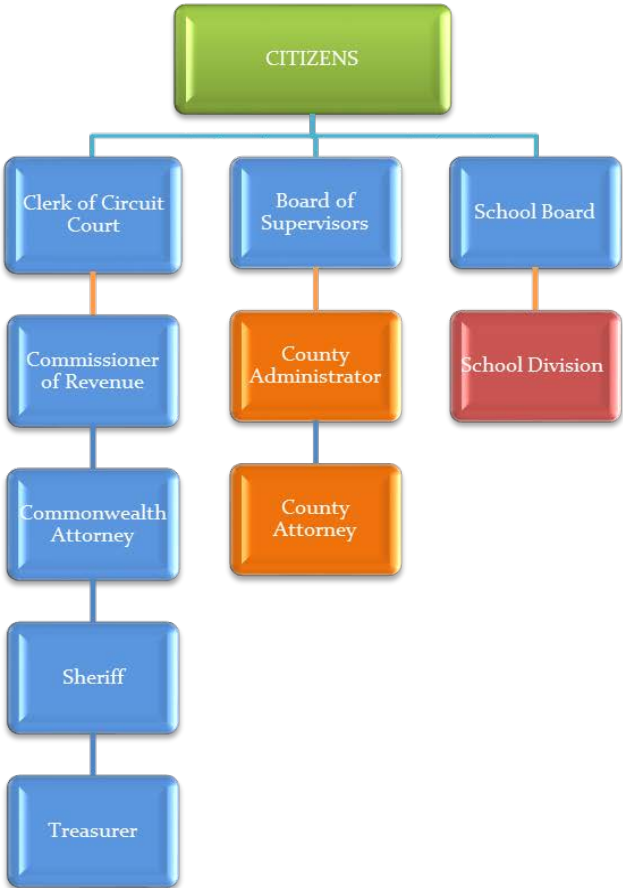
- **Fall Spooktacular at Natural Chimney's**

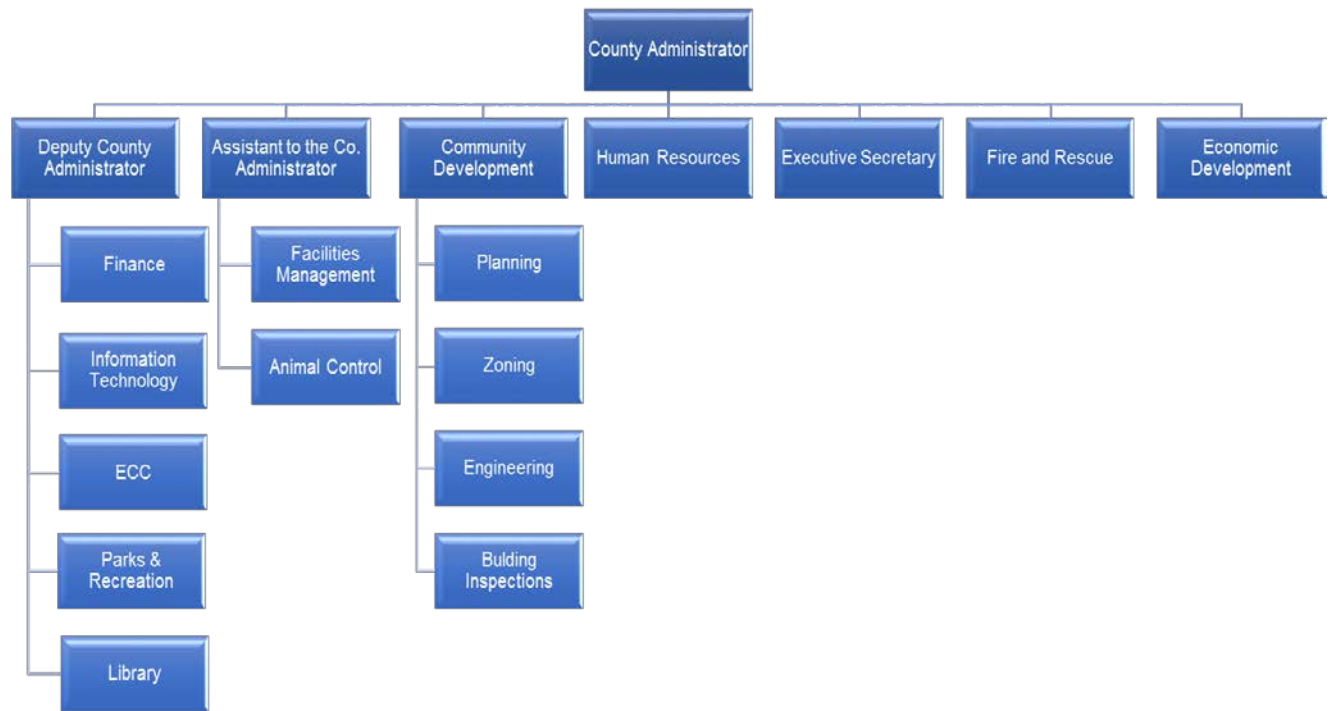


- **Senior Health Fair**



Organizational Chart





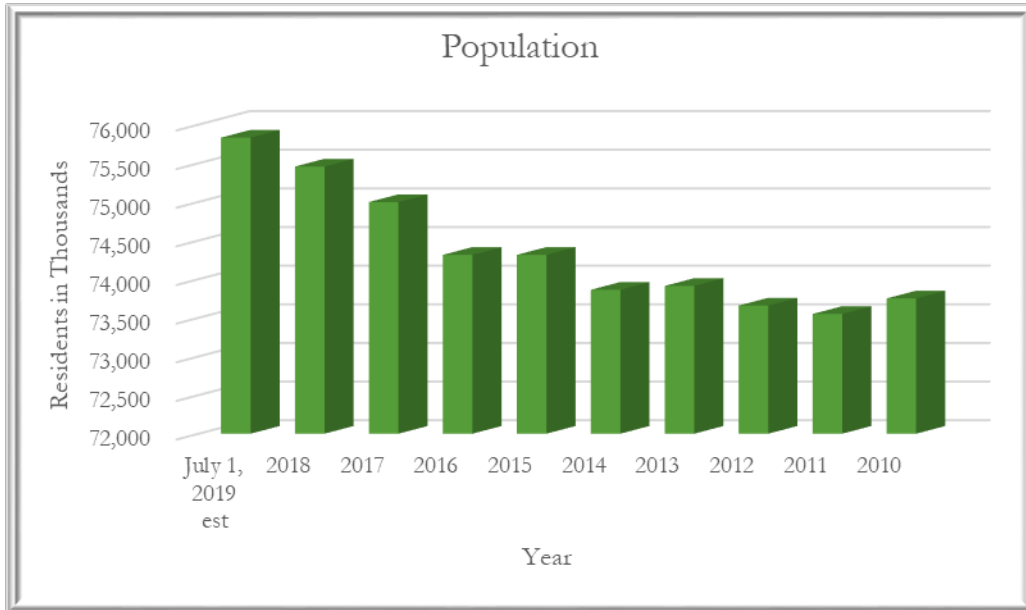
County Statistics
6/30/2019

Date Established	1738
Form of Government	County Administrator
Area	971 Square Miles
Education:	
Number of Elementary Schools	11
Number of Middle Schools	4
Number of High Schools	5
Number of Career Centers	1
Parks and Recreation:	
Number of Parks	6
Total Park Acreage	225.5
Libraries:	
Number of Sites	6
Total Circulation	523,321
Program Attendance	40,500

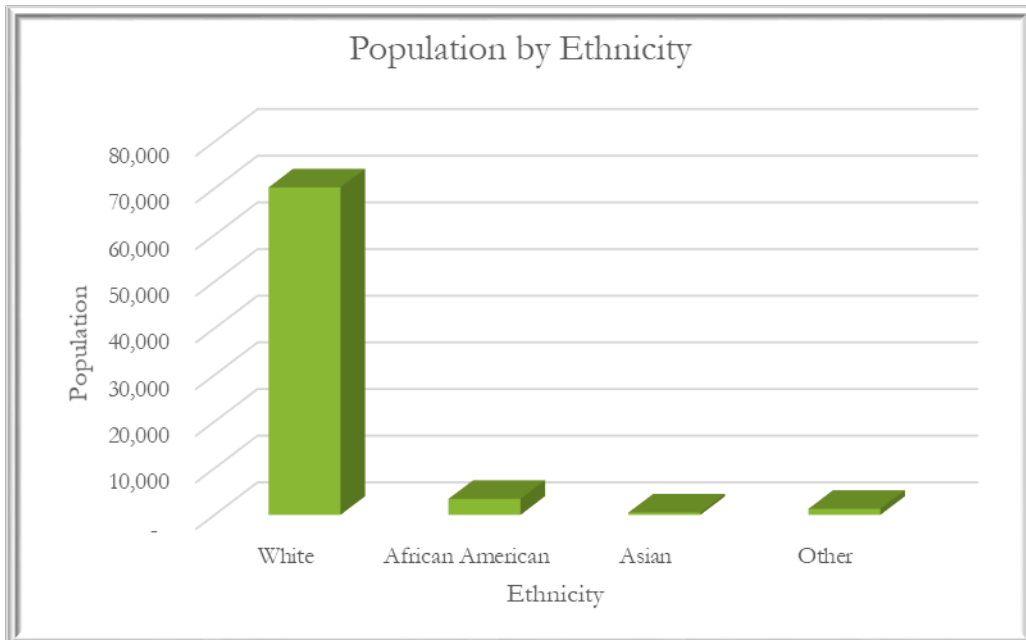
*Source: Individual Departments

Population:

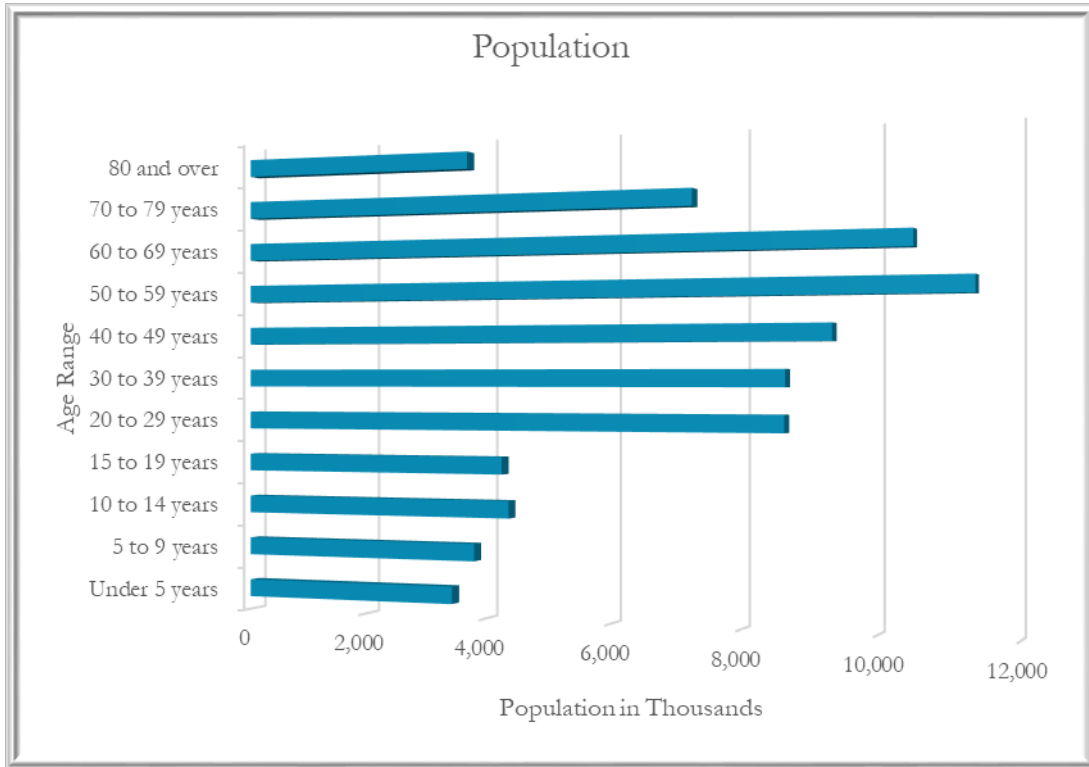
Although primarily a rural county, Augusta County's 2018 population was 75,254. Below is a chart showing the population in the County over the last nine years and the projected estimate for 2019.



*Estimate is based on numbers from Weldon Cooper Center for Public Service. Last census completed in 2010.

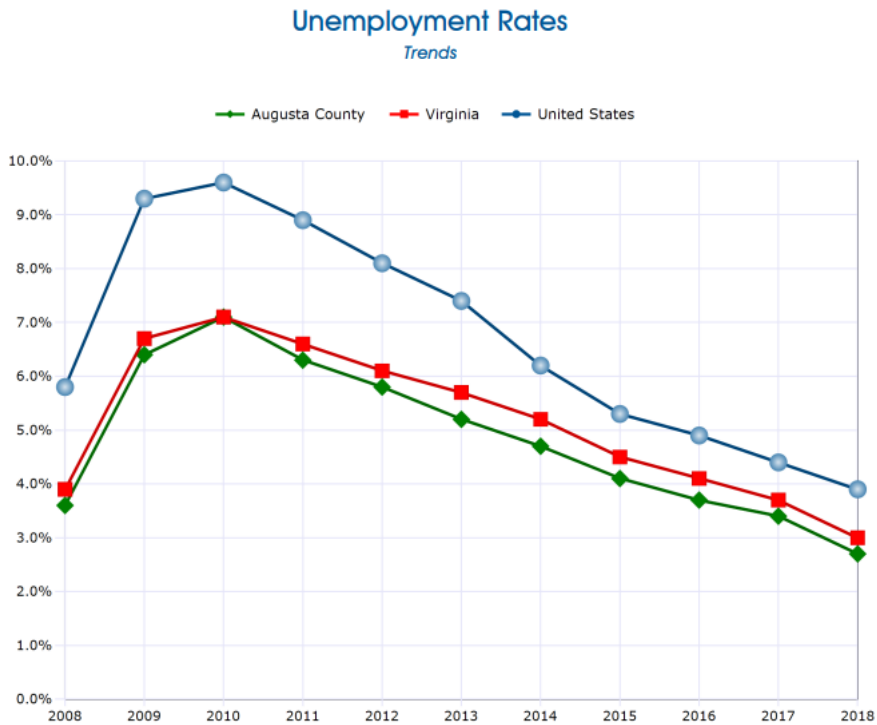


*Population by Ethnicity is based on Weldon Cooper Center for Public service estimates for 2018.

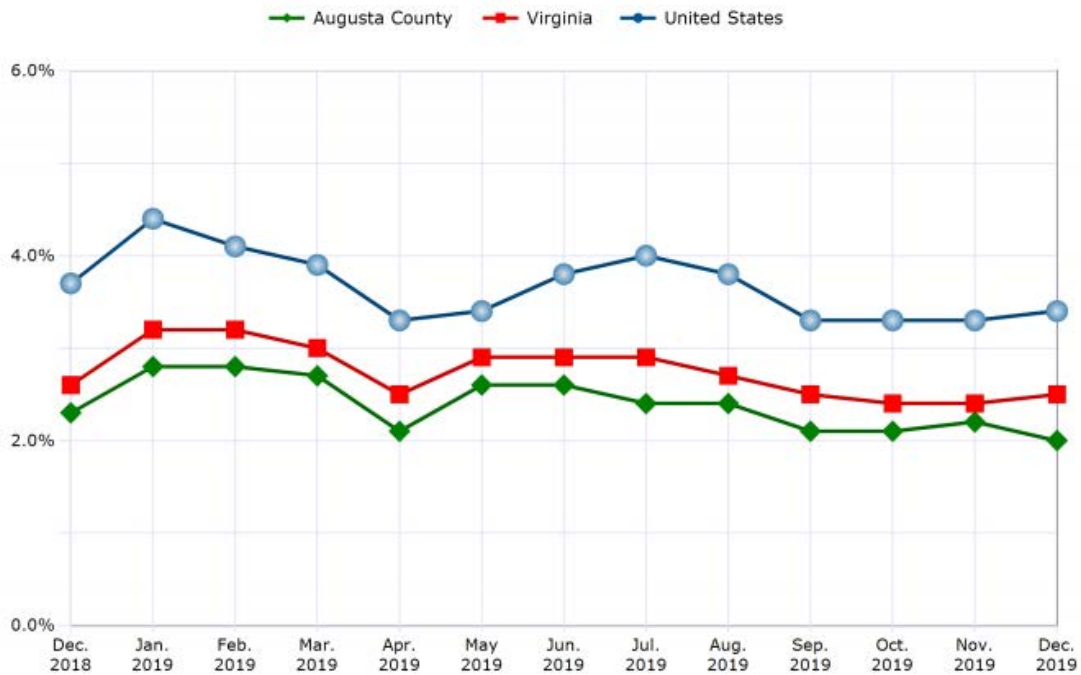


*Population by age range is based on Weldon Cooper Center for Public Service estimates for 2018.

Unemployment Rates:



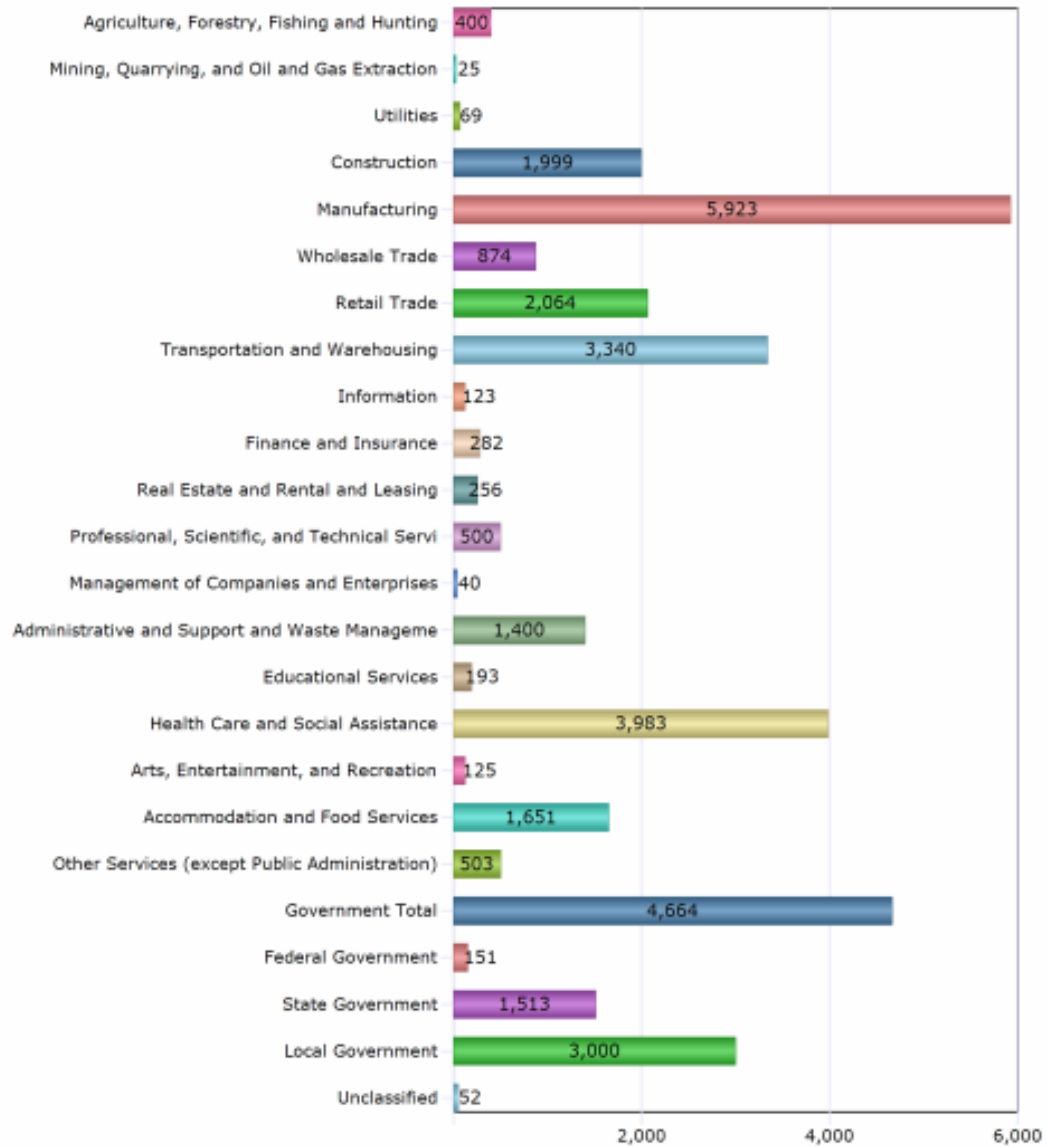
Unemployment Rates Past 12 Months



	Augusta County	Virginia	United States
Dec. 2018	2.3%	2.6%	3.7%
Jan. 2019	2.8%	3.2%	4.4%
Feb. 2019	2.8%	3.2%	4.1%
Mar. 2019	2.7%	3.0%	3.9%
Apr. 2019	2.1%	2.5%	3.3%
May 2019	2.6%	2.9%	3.4%
Jun. 2019	2.6%	2.9%	3.8%
Jul. 2019	2.4%	2.9%	4.0%
Aug. 2019	2.4%	2.7%	3.8%
Sep. 2019	2.1%	2.5%	3.3%
Oct. 2019	2.1%	2.4%	3.3%
Nov. 2019	2.2%	2.4%	3.3%
Dec. 2019	2.0%	2.5%	3.4%

Source: Virginia Employment Commission, Economic Information & Analytics, Local Area Unemployment Statistics.

Employment by Industry



Total: 28,467

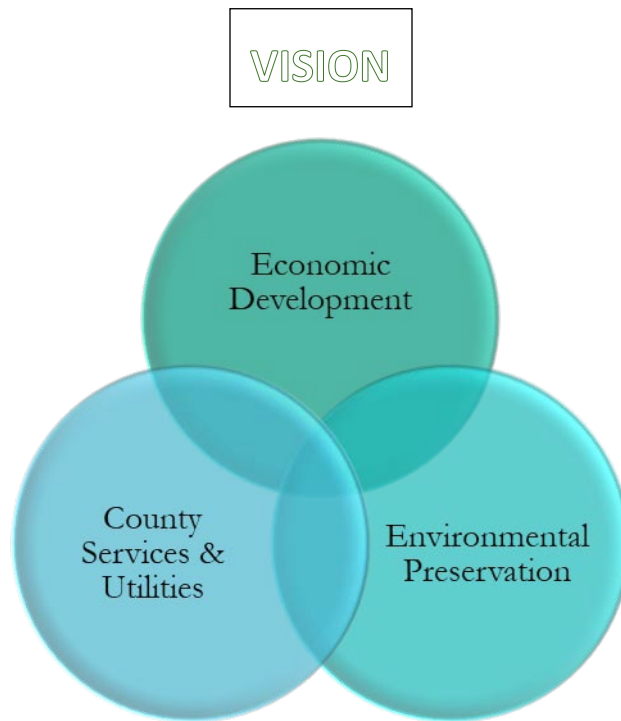
Note: Asterisk (*) indicates non-disclosable data.

Source: Virginia Employment Commission, Economic Information & Analytics, Quarterly Census of Employment and Wages (QCEW), 3rd Quarter (July, August, September) 2019.

Long-Term Vision:

A strategic plan is an important tool on the road map to success for any locality. The following elements of the long-term vision for Augusta County were adapted from the County’s most current Economic Strategic Plan and Comprehensive Plan. It is important to note that the County’s Comprehensive plan is due for review in Fiscal Year 2021. The board is also exploring options for a formal Countywide Strategic Plan if funding is available.

- The rural character and natural beauty of the County will be preserved.
- Growth and development in the County will be well managed and concentrated in designated Urban Service Areas, Agriculture will be the predominant land use.
- Farms, forests, mountains, rivers and streams will provide the framework and context for development in urban areas.
- Continue to utilize cost-effective public services and utilities while improving the overall quality of life in neighborhoods.



Key Issues:

- The County actively seeks to attract businesses and industries that are compatible with and enhance the County’s economic climate
- Continue the advancement of technology in daily operations to improve efficiency of the departments.
- The County continues to seek ways to improve, maintain, and support the public safety services countywide.
- Continue working towards updating the current Enterprise Resource Planning Software (ERP) to a more current solution.
- Continue to address the pressing need for renovation and expansion of the current courts buildings.



Economic Strategic Plan:

The County's Economic Development Strategic Plan was predicated on achieving the County vision set out in its newest Comprehensive Plan.

The Strategic Plan can be accessed via:

<https://www.co.augusta.va.us/Home/ShowDocument?id=1665>

Comprehensive Plan:

Since 1980, every Virginia locality has been required by State law to have a Comprehensive Plan. The purpose of the Comprehensive Plan is to guide growth and development over a 20-year time period by providing long-range vision, goals, and strategies of the community. Augusta County's plan serves as a guide to landowners, developers, businesses, citizens and County officials about future land use decisions. By considering the types and locations of development and services needed or desired for a 20-year time period, decision makers are better able to evaluate individual proposals in the context of long-term goals. The last Comprehensive plan update was in 2015.

The County's Comprehensive Plan can be accessed via:

<https://www.co.augusta.va.us/government/community-development/planning/comprehensive-plan/comprehensive-plan-2007-2027>

STATEMENT of GOALS

General

- To promote fiscal health of the County by encouraging a diversified economy.
- To seek to run an efficient County government without duplicating tasks by different departments within the County.
- To effectively and efficiently manage the County resources while maintaining and enhancing County Services.
- To build and maintain strong relationships with the citizens we serve.

Accounting

- To provide full disclosure to County residents through annual financial statements.
- To follow the accounting procedures and principles established by the Virginia Auditor of Public Accounts and the Generally Accepted Accounting Principles (GAAP).
- To educate and assist departments on proper finance procedures including but not limited procurement, and purchase orders.
- To be good steward of the County's funds and ensure proper handling and exceptional service.

Short-Term Influencing factors:

There were many short-term factors within the County Government that affected the decisions for this budget year. These factors are outlined in depth in the County Administrator's memorandum to the Board of Supervisor's included in the next section. To highlight a few, Fire and Rescue has struggled with attrition and the ability to fill positions as well as the need for additional staffing for EMS only personnel. With nationwide low unemployment rates, and other localities competing for trained staff, these challenges have been hard to remedy. Fire and rescue proposed a career advancement program for their department to allow staff with certain training and certifications the opportunity for advancement. While the proposed budget was unable to fully fund the request, partial funding is included in the balanced budget.

Twelve new EMS only positions were also proposed in their budget to fully staff Craigsville and Stuarts Draft Rescue Squads. The County has been able to realize increased revenue collections in their

ambulance billing program by eliminating a third party billing provider and utilizing staff in the Finance department to bill for those services, so we have proposed adding four EMS only staff positions in the balanced budget. Proposed changes to the Revenue Recovery policy and procedures could allow for additional revenue that would allow for funding of additional positions in a future budget cycle.

Education also remained a priority and the direct operating transfer to the School fund included \$ 1,346,575 in new revenue based on the shared revenue growth formula. This budget also addressed the County Schools needs for bus replacements due to its aging fleet with an additional \$1,080,000 transferred to School Capital to fund these replacements. This amount is recurring to allow for bus replacement each year and was implemented in Fiscal Year 2020, utilizing Reassessment dollars.

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Long-Range Financial Plans

Although the 2020 Fiscal Year Budget has been adopted, there are still long-range budget challenges that must be addressed. We will mention these as a primer for future discussion but this list is not intended to be all encompassing.

- Continue to attract Private investment in the Mill Place Commerce Park which is a 300 acre industrial zoned parcel owned by Augusta County. The Park represents an investment by the County to the economic strength of the community. The task is to capitalize on this investment by attracting private investors to purchase lots for development.
- Continue working on architectural and design for a new Courts Complex, to include Circuit, General District, and Juvenile and Domestic Relations Courts, along with the respective Clerks offices. The 1901 Courthouse will be remodeled, in part, as office space. Temporary facilities for housing the Courts during construction will also be included in the project. The County has purchased adjacent property in anticipation of pursuing this project.
- Wrap up flood control structure rehabilitation of Hearthstone Lake Dam. The dam is the fifth structure addressed within the County.
- Continue working with VDOT on the planned pedestrian paths in Verona.
- Manage expenditures in relation to growth in revenues to ensure essential public services are provided while maintaining a conservative tax rate for citizens.

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Budget Calendar

December/January

Department Directors develop requests, objectives, goals, accomplishments, and performance measures
Department Directors review budgetary requests with Finance Department
Human Resources and Finance develop payroll and fringe benefit expenditure estimates
Preliminary Revenue estimates are formulated
Preliminary growth number is provided to School Board

February

County Administrator reviews department submissions to be included in the recommended budget and recommends changes
Revenue estimates are refined

March

The Board of Supervisors holds a work session to review the County Administrator's recommended budget, which includes revenue and expenditure estimates
The Board of Supervisors approves the newspaper advertisement for public hearing on the adopted budget, capital improvement program and tax rate

April

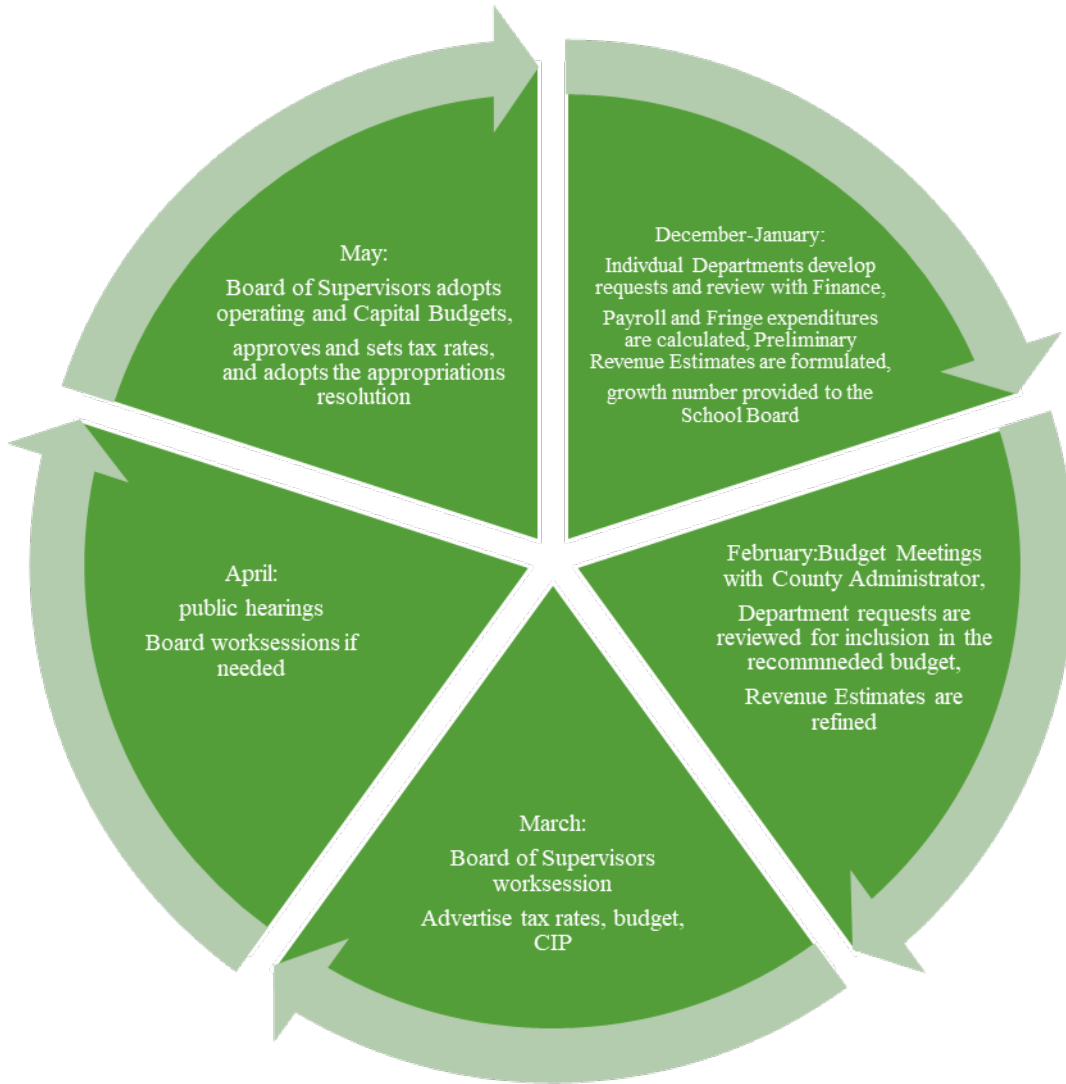
A public hearing is held to solicit taxpayer input on the adopted budget
The Board of Supervisors holds its final work session, if needed

May

The Board of Supervisors officially adopts the operating and capitals budgets, fixes tax rates
The Board of Supervisors adopts the appropriations resolutions

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Budget Process



Augusta County's budget development begins each year in December and continues through the final budget adoption in May (see Budget Calendar). The process is designed to incorporate a rigorous internal review of each department's budget and to allocate resources across departmental programs based on a thorough examination of program alternatives and justifications. Each activity funded has been reviewed by the County's Finance Department, the County Administrator and the Board of Supervisors.

Prior to April 1, the County Administrator submits to the Board of Supervisors a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them. The following Funds have legally adopted budgets: General Fund, Fire Revolving Loan Fund, Asset Forfeiture Fund, Economic Development Fund, Revenue Recovery Fund, Virginia Public Assistance Fund, Children's Services Act Fund, School Operating Fund, School Cafeteria Fund, School Capital Projects Fund, Debt Fund, Head Start Fund, Governor's School Fund and County Capital Improvement Fund.

A public hearing is conducted in April to inform residents about the adopted budget and to obtain citizen comments to guide spending decisions.

By or in May, the Board of Supervisors makes its final revisions to the adopted budget and adopts the budget by appropriations resolution. Funds are appropriated at the department level. Budgets for all funds are adopted on a basis consistent with generally accepted accounting principles applicable to governmental units.

Appropriations lapse on June 30, for all County operating funds. The County's practice is to appropriate Capital Projects by Project. Appropriations for Capital Project Funds are continued until the completion of the applicable project or grant, even when the project or grant extends beyond the end of the fiscal year.

The Appropriations Resolution places legal restrictions on expenditures at the fund level. The appropriation for each function or category can be revised only by the Board of Supervisors. Appropriations for the current fiscal year are revised in conjunction with the budget planning for the following fiscal year. The County Administrator is authorized to transfer budgeted amounts between general government departments; however, the School Board is authorized to transfer budgeted amounts within the school system's categories.

The current budget has been appropriated at 100% which allows for departments and agencies to better utilize the monthly financial reports to monitor spending.

Basis of Accounting

In the Comprehensive Annual Finance Report (CAFR), governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Sales and utility taxes, which are collected by the state and subsequently remitted to the County, are recognized as revenues and receivables upon collection by the state, which is generally in a two month period preceding receipt by the County.

Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, state and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Revenues from general purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when cash is received by the government.

The government reports the following major governmental funds:

General Fund:

The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. In the CAFR, the general fund includes the activities of the Fire Revolving Loan, Asset Forfeiture, Revenue Recovery, and Economic Development funds.

Special Revenue Fund:

The special revenue fund accounts for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. Special revenue funds consist of the Virginia Public Assistance Fund and Children's Services Act Fund, School fund, School cafeteria Fund, Head Start Fund, & Governor's School Fund.

Debt Service Fund:

The debt service fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds. Debt service funds consist of the Debt Service Fund.

Capital Project Fund:

The capital project fund accounts for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary funds. Capital project funds consist of the County Capital Improvements Fund.

School Capital Projects Fund:

The school capital projects fund accounts for the major construction expenditures for the school system. The majority of financing is provided from bond issues.

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Fund Structure

County Fund	Fund Type	Function
General Government	General Operating Fund	General Government Administration Judicial Administration Public Safety Public Works Health & Public Assistance Cultural Community Development Non-Departmental
Fire Revolving Loan	General Fund	Public Safety
Asset Forfeiture	General Fund	Public Safety
Revenue Recovery	General Fund	Public Safety
Economic Development	General Fund	Community Development
Virginia Public Assistance Fund	Special Revenue Fund	Health & Public Assistance
Children's Services Act	Special Revenue	Health & Public Assistance
School Operating	Special Revenue	Instruction Administration Transportation Maintenance Facilities Technology
School Cafeteria	Special Revenue	Food Services
Schools Capital Improvement	Schools Capital Project Fund	Capital Projects
Debt Service	Debt Service Fund	Debt Service
Head Start	Special Revenue	Instruction
Governor's School	Special Revenue	Instruction
County Capital Improvement	Capital Project Fund	Capital Projects

Basis of Budgeting

The budgets of governmental type fund (for example, the General, Special Revenue and Capital Projects Funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the County (for example, outstanding purchase orders) are budgeted as expenditures, but revenues are recognized only when they are measurable and available.

It is required that a balanced budget be submitted to the Board of Supervisors, which means that estimated revenues meets estimated expenditures.

In all cases when goods and services are not received by year end, the encumbrances lapse.

The Comprehensive Annual Financial Report (CAFR) shows the status of the County's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the County prepares the budget.

Prior to May 1, the County Board of Supervisors adopts the budget by resolution and funds are appropriated generally at the function level for the General Fund, and at the major category of expenditures level for the School Operating Fund.

Formal budgetary integration is employed as a management control device during the year for all funds except Trust and Agency Funds. Budgets are legally adopted annually for the County's General Fund and the School Operating Fund.

A budget is adopted for each grant or project in the Special Revenue Fund, or the County Capital Projects Fund, projects are appropriated in total for each fiscal year. The budget resolution specifies that the budget and appropriation for each grant or project continue until the expiration of the grant or completion of the project. All other appropriations lapse at year-end. Budgets for these grants and projects are not included herein since they are not legally adopted annually.

The level of control at which expenditures may not legally exceed appropriations is at the individual or project in the County Capital Projects Fund and at the total appropriation level for each fiscal year in the School Capital Projects Fund.

Financial Management Tools and Long Range Planning Documents

This section is intended to provide a brief description of some of the financial management tools and long range documents used by the County. These tools and planning documents include:

Budget

The primary financial management tool used by the County is the annual budget process. This involves a comprehensive examination of all revenue and expenditure programs of the County complete with public hearings and approval by the Board of Supervisors.

Quarterly Financial Reports

This presentation is a tool used to see a snap shot of all revenues and expenditures that have occurred on a quarterly basis. It is also used to project year end results. Administration uses this model to determine what adjustments need to be made during the year to ensure the year ends with a positive balance. The projections are presented to the Board of Supervisors on a quarterly basis, highlighting significant transactions.

Monthly Financial Reports

Monthly review of revenue and expenditure summaries and balance sheets allow for financial oversight of departmental expenditures by Administration and applicable department heads.

Capital Improvement Plan

It is County policy to balance the need for public facilities with the fiscal capability of the County to provide for those needs. The five-year Capital Improvement Program (CIP), submitted to the Board of Supervisors, is the vehicle through which stated need for public facilities is analyzed against the County's ability to pay and stay within self-imposed debt guidelines.

Financial Policies

The Board of Supervisors has adopted financial policies. These are guidelines used to assist with day to day planning and transactions.

Augusta County Financial Policies

Effective June 30, 1994
Revised July 26, 1995
Revised December 2012

Purpose: As recommended by the Government Finance Officers Association (GFOA), Augusta County has adopted the following Finance Policies to assist the Board of Supervisors in maintaining fiscal stability and accountability in the use of its resources to provide services to the citizens.

Budget

The overall objective of the budget is to provide a balanced financial plan in total and by fund that adheres to the County's mission statement, capital improvement plan and/or current initiatives. The budget policy also prescribes procedures and requirements of the budget management.

A. Budget Calendar

- The proposed operating budget and Capital Improvements Program will be presented to the Board of Supervisors before April 1, preferably the last Monday in March.
- Informational budget sessions may be held before presentation or adoption of the budget, as special meetings held by the Board if necessary.
- Notice of tax increases will be conducted in accordance with applicable statutes, including additional notices required in reassessment years.
- Public hearings and associated notice for budget amendments will be conducted in accordance with applicable statutes. The public hearing will generally be held on or by the third Wednesday in April.
- Prior to June 30, the budget will be adopted in accordance with applicable statutes. This action is usually taken on or before the first Wednesday in May.
- Budget meeting dates will be established as part of the Board of Supervisor's annual calendar.

B. Budget Guidelines

- A balanced budget is a budget with total expenditures equal to total revenues, including use of fund balance, but excluding capital outlays.
- The County will not use short-term borrowing to finance operating needs.
- The County will maintain adequate fund balances.
- The County will estimate its annual revenues by an objective, analytical process.
- The individual department submissions must be prepared with the basic assumption that the Board will always attempt not to increase the local tax burden.
- Annual recurring budget guidelines shall be focused in certain areas, with additional guidelines and/or objectives formulated, if applicable, by the County Administrator in the formulation of the proposed budget:
 1. Education funding formula
 2. Fire & rescue agreements/policy
 3. Proposed revenue or financing scenarios
 4. Ensure adequate reserves
 5. Employee compensation and benefits
 6. Capital depreciation funding
 7. Capital project funding and related debt service

- Budgetary review by the Board of Supervisors will focus on the basic concepts of staff economy, capital construction, program expansions, new programs, existing service costs and administrative costs.
- Budget revisions to the prior year or revised budget will be considered, adjusted, and re-appropriated by the Board along with the proposed budget.
- Appropriations for all funds lapse on June 30, with the exception of Capital Improvements Funds, which are appropriated by project, depreciation account our escrow.
- A review of capital projects will be conducted at year end to determine the necessity for re-appropriated funds. Those which are determined to be unnecessary will be transferred to other uses following the County Fund Balance Policy.

C. Five-Year Capital Improvements Plan

- The County will develop a five-year plan for capital improvements and update each annually.
- The County will coordinate the development of the capital improvement budget with the development of the County's operating budget. Future operating costs associated with the new capital improvements will be projected and included in operating budget forecasts.
- 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.
- The Planning Commission will review and approve the five-year plan before submission to the Board of Supervisors.

Audit

The overall objective of the audit is to provide opinions and/or reports on the County's financial statements, internal control over financial reporting and compliance with federal and state laws, regulations, contracts and grants.

A. Audit Committee

- The Board of Supervisors established an Audit Committee in 2008. The Committee is comprised of two Board members and is appointed annually by the Chairman.
- The Finance Director serves as staff to the committee with duties including preparing agendas and providing information as requested.
- The Committee provides independent review and oversight of the government's financial reporting processes, internal controls and independent auditors.
- The Committee provides a forum separate from management in which auditors and other interested parties can discuss concerns.
- The Committee also reviews financial policies.

B. External Auditors

- External auditors are responsible for the issuance of any and all required opinions, internal control and compliance reports and management letters in connection with the audit of the financial statements.
- County assistance will be provided to external auditors in order to produce timely and accurate financial statements and related audit opinions and reports.
- The external auditor shall coordinate the annual audit objectives with the County's Finance Department.
- External auditors will be selected to perform annual audits through a request for proposal (RFP) process every five years, unless otherwise approved by the Audit Committee. Recommendation of the Audit Committee as a majority of the selection committee will be presented to the Board of Supervisors for approval.

Fiscal Accountability

The County will establish and maintain a high standard of accounting practices.

A. Reporting

- The County will prepare regular monthly, quarterly and annual financial reports which present a summary of activity by major fund types and compare actual revenues and expenditures to budgeted amounts.
- The accounting system will maintain records on a basis consistent with accepted standards for local government accounting.

B. Expenditures

- The County will follow the Virginia Public Procurement Act for procuring goods and services.
- The County will set guidelines for purchases related to petty cash, travel and training, and central stores.
- Accounts payable transactions will be approved in accordance with statute.

Debt

The overall objective of the debt policy is to assist the County in managing current and future debt obligations.

A. The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided.

B. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expended useful life of the project.

C. Debt shall not constitute an unreasonable burden to residents and taxpayers, which shall be defined as total general government debt and debt service expenditures, appropriated during the annual budget process.

D. The following issuances of debt require approval and appropriation of the proceeds by the Board of Supervisors, including:

- Bond and revenue anticipation notes
- General obligation bonds
- VPSA Bonds and State Literary Fund loans
- Revenue bonds and subject-to-appropriation debt
- Capital acquisition leases and notes
- Re-funding and re-financings
- Moral obligation debt

E. The County shall receive approval to issue its bonds or contract debt if voter approval is obtained in accordance with the Constitution of Virginia. The Code of Virginia, Section 15.2-2638(b) notes specific exclusions to this requirement, including refunding bonds and bonds issued for school purposes and sold to the Literary Fund, the Virginia Supplemental Retirement System or other State agency prescribed by law (such as the Virginia Resources Authority).

F. Where feasible, the County will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.

G. The County will attempt to determine the least costly financing method for all new projects.

Fraud

Effective December 13, 2012

The County of Augusta recognizes the importance of protecting the organization, taxpayers, employees and assets against financial risks, operational breaches and unethical activities. A fraud policy formalizes the expectations of personal honesty and integrity required of County officials and employees. This policy prohibits fraud or misuse of the County's assets and sets forth specific guidelines and responsibilities, including appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

The goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

A. Prohibited Acts

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Examples of fraud include, but are not limited to:

- Embezzlement, bribery or conspiracy.
- Misappropriation, misapplication, destruction, removal, or concealment of County property.
- Alteration or falsification of documents.
- Theft of any asset (money, tangible property, etc.).
- Authorizing or receiving compensation for goods not received or services not performed.
- Authorizing or receiving compensation for hours not worked.
- Misrepresentation of fact.
- Failure to account for monies collected.
- Knowingly providing false information on a job application.

B. Prevention

Each department will maintain an internal control environment to protect the department and the County from loss or other damages as a result of a fraudulent act.

All new full time, temporary, part-time, and seasonal employees may be subject to a criminal background check based on position and duration of employment. The County may also verify all applicants' employment history, education and personal references prior to making an offer of employment. New employees will receive this policy as part of their orientation.

C. Reporting of Fraud

Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal or external audit reviews, or from other interested parties.

All employees and officers have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor or any other party with any associations with the County. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.

The County of Augusta has adopted a zero tolerance policy regarding fraud. Any evidence supporting fraud, theft or embezzlement of County assets and equipment may be subject to the following actions including but not limited to: suspension, termination, restitution, and criminal charges. Any County employee who is aware of fraud being committed against the County by anyone shall report such activity to at least two of the following departments or individuals: the Sheriff's Department, Commonwealth's Attorney and/or County Administrator.

All reports will be taken seriously and will be investigated by internal staff and/or legal counsel as appointed by the Board of Supervisors or County Administrator. The County will cooperate with the appropriate law enforcement agency if deemed necessary. The Auditor of Public Accounts shall be notified of fraudulent reports in accordance

with Code of Virginia, Section 30-138. The County's financial auditors should also be notified. Fraudulent activities that result in disciplinary action will be reported to the Board of Supervisors.

D. False Allegations

False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

E. Corrective Actions and Discipline

Appropriate and timely action will be taken against those proven to have committed a fraudulent act. These remedial actions may include, but are not limited to:

- Disciplinary action (up to and including immediate termination of employment).
- Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
- Forwarding information to the appropriate authorities for criminal prosecution.
- Institution of civil action to recover losses.
- Offenders at all levels of the employment will be treated equally regardless of their position or years of service with the County.
- Determinations will be made based on a finding of facts in each case, actual or potential damage to the County, cooperation by the offender and legal requirements.
- The County of Augusta may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

F. Confidentiality

All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action

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Fund Balance Policy

Effective May 25, 2011

Revised April, 22, 2015

Purpose

The purpose of this policy is to establish guidelines on the use of unrestricted fund balance to provide the County with sufficient financial resources to address unforeseen revenue fluctuations, unanticipated expenditures and emergencies, which result in unanticipated budgetary shortfalls. Fund balance is used as an indicator of the County's overall economic health and credit quality. This policy is created to be in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Definitions

Fund balance – Represents the difference between the assets and liabilities reported in a governmental fund. Often used as a measure of liquidity. It is also used as a classification to separate restricted and unrestricted. Those classifications are broken up into five categories:

Restricted

Nonspendable fund balance – Represents amounts not spendable in form. Examples include inventories, prepaid amounts, and permanent funds.

Restricted fund balance – Represents amounts that have external constraints placed on their use. External constraints may be imposed through constitutional provisions, enabling legislation, or regulations of other governments. Examples include grants and intergovernmental revenues.

Unrestricted

Committed fund balance – Represents amounts constrained for a specific purpose by a formal action of the highest level of decision making authority. Committed amounts cannot be used for another purpose unless released by the same formal action taken to commit those funds. Examples include contractual obligations and board approved expenditures through a formal action.

Assigned fund balance – Represents amounts intended to fulfill a specific purpose. Intent may be established by the highest level of decision making authority or by an official or body to which the governing body delegated the authority. In government funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund. Examples include drug enforcement local revenues and capital depreciation funds.

Unassigned fund balance – Represents the residual classification of the general fund and includes all amounts not assigned to other funds, or restricted, committed, or assigned within the general fund.

Policy

1.0 Committed Fund Balance

The County Board of Supervisors is the highest level of decision making authority for the County. A formal action of the Board of Supervisors is required to establish, modify, or rescind a fund balance commitment.

Action to commit resources must occur prior to year-end; however, the amount can be determined in the subsequent period.

2.0 Assigned Fund Balance

The County Board of Supervisors has authorized the County Administrator, or his designee, as the official authorized to assign resources and ending fund balance to a specific purpose as approved by this fund balance policy.

3.0 Unassigned Fund Balance

- The County's Unassigned General Fund Balance will be maintained to provide the County with sufficient funds to address unforeseen revenue fluctuations, unanticipated expenditures, emergencies, and similar circumstances.
- The Unassigned General Fund Balance should not be used to support reoccurring operating expenditures outside of the current fiscal year. The unassigned fund balance cannot be used to cover an unanticipated budgetary shortfall in excess of \$100,000. The County Board of Supervisors may appropriate Unassigned General Fund Balance to cover an unanticipated budgetary shortfall that is in excess of \$100,000.
- The Unassigned General Fund Balance can only be appropriated by a formal action of the County Board of Supervisors.
- The County of Augusta will use GASB's definitions of fund balance for the audited Comprehensive Annual Financial Report (CAFR). For all other financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. Portions of the fund balance that are not available for appropriation will be identified as Reserved Balance.
- Funds in excess of the annual requirements may be retained in the Unassigned General Fund Balance, or may be considered to supplement capital outlay expenditures.

4.0 Order of Spending Resources

The County will assume the default approach of spending resources as they become available for expenditure. The County assumes restricted fund balance will be allocated first then unrestricted fund balance in the order of committed, assigned, and unassigned.

5.0 Unrestricted General Fund Balance Minimum

- Unrestricted General Fund Balance shall include Committed, Assigned and Unassigned fund balances per policy definitions. The total of these three categories of fund balance include only resources without a constraint on spending or for which the constraint on spending is imposed by the County itself.
- It is the goal of the County to achieve and maintain an Unrestricted General Fund Balance no less than two months of General Fund Operating Expenditures at the close of the fiscal year, with the exceptions noted in 5.03 below.
- In the event the Unrestricted General Fund Balance is used to provide for temporary funding of unanticipated budgetary shortfalls, the County shall restore the Unrestricted General Fund Balance to the minimum level of two months of General Fund Operating Expenditures within three to five fiscal years following the fiscal year in which the event occurred. The plan to restore the Unrestricted General Fund Balance shall be included and highlighted in the County's adopted budget.

Total Revenues

The Fiscal Year 2020-2021 total revenues are shown below. Major sources include property taxes, local taxes and funds from the Commonwealth of Virginia. Overall, this budget represents a 3.21% or \$3,352,993 increase over FY2019-2020 adopted budget.

Augusta County		
Fiscal Year 2020-2021		
Revenues- General Fund		
General Property Taxes	\$68,238,500	65.35%
Other Local Taxes	\$16,640,900	15.94%
Permits, Priv. Fees, Reg. Licenses	\$630,700	0.60%
Fines & Forfeitures	\$330,500	0.32%
Use of Money and Property	\$1,245,300	1.19%
Charges for Services	\$3,030,400	2.90%
Miscellaneous	\$5,000	0.00%
Recovered Costs	\$256,741	0.25%
State	\$11,984,679	11.48%
Federal	\$673,940	0.65%
Non-Revenue Receipts	\$1,377,562	1.32%
Fund Balance	\$0	0.00%
Total	\$104,414,222	100%

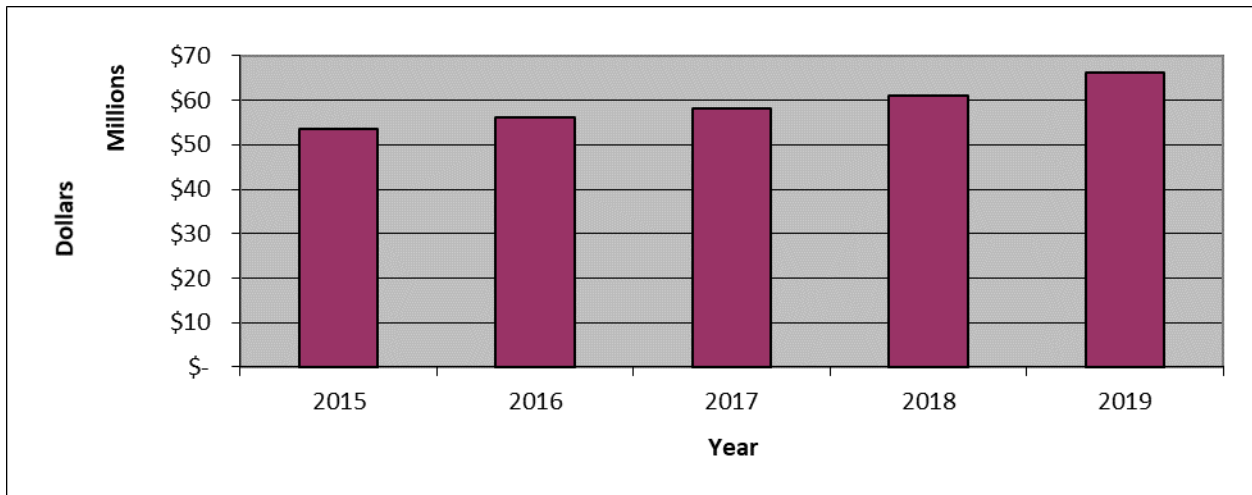
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Revenue Analysis

General Fund

There are many factors used to assess and monitor the financial condition of a government, such as financial ratios, fund balance reserves, debt capacity and economic climate. One of the primary factors influencing financial condition is revenue growth from property taxes.

The following chart examines the growth in property taxes collected during the prior five fiscal years.



Total property tax collections have increased from \$53.5 million in fiscal year ending 2015 to \$66.2 million in 2019. The personal property tax rate for vehicles increased by \$.25 in FY13 and the real estate tax rate increased by \$.03 in 2014, \$.05 in 2015, \$.02 in 2016 and \$.05 in 2018 contributing to the growth in property tax revenues. The current rate is \$.63 per \$100.

Local Revenue

The Fiscal Year 2020-2021 General Fund revenue budget is estimated at \$104 million of which, local revenues total \$90.3 million; state and federal revenues along with non-reserve receipts total \$14 million. The County's major local revenue sources are outlined in the schedule below. These estimates are based on both historical trends incorporated with professional judgment in projecting future activity.

Revenue Category	2018-2019 Actual Revenue	2019-2020 Revised Budget	2020-2021 Recommended Budget
Real Estate Tax	\$47,930,329	\$50,151,700	\$49,464,400
% of Total Revenues	47.43%	48.30%	47.37%
Personal Property Tax	17,090,873	17,476,500	17,974,100

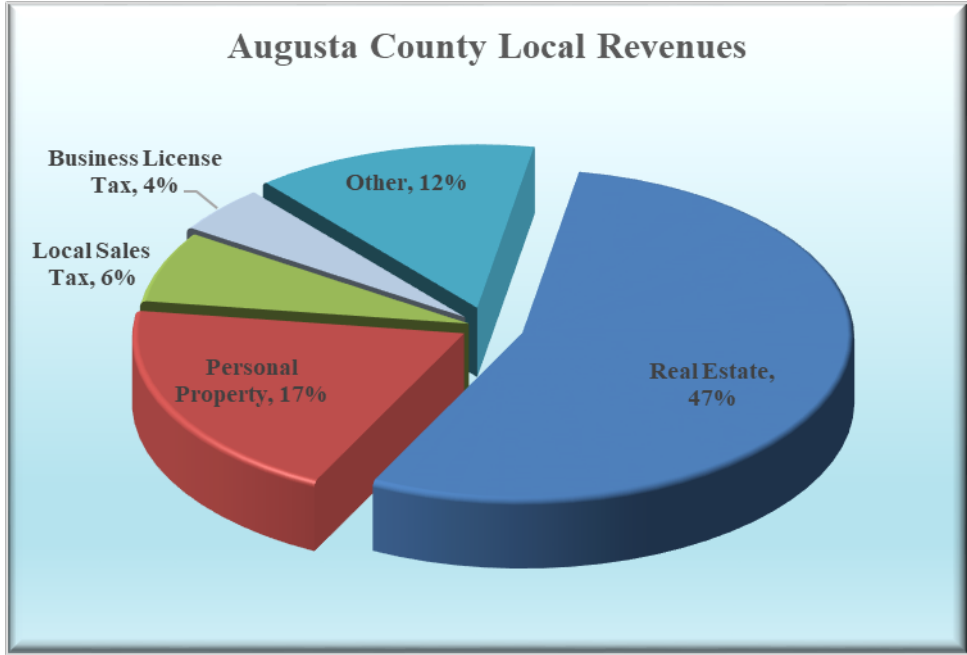
% of Total Revenues	16.91%	16.83%	17.21%
Local Sales Tax	6,184,919	6,200,000	6,400,000
% of Total Revenues	6.12%	5.97%	6.13%
Business License Tax	4,065,916	3,800,000	3,800,000
% of Total Revenues	4.02%	3.66%	3.64%
Other Local Revenues	13,602,625	12,551,863	12,739,541
% of Total Local Revenues	15.31%	14.12%	14.33%
Total Local Revenues	\$88,874,662	\$90,180,063	\$90,378,041
Total Revenues	\$ 10,106,122	\$ 103,836,273	\$ 104,414,222

The explanations that follow provide a brief description of each major local revenue source in the Fiscal Year 2020-2021 budget.

Taxes:

In fiscal year 2019, local revenues increased by 6.1%. The main contributor to this increase was sales and use tax, which was up by 10% over the prior year. This is a good indicator that consumer spending may be gaining from the previous recession. The previous high collection for sales tax was in fiscal year 2008. The County has exceeded this previous high by \$1,200,000. This trend is in line with the total taxable sales for Augusta County as reported by the Virginia Department of Taxation, which increased by approximately 1.97% over the prior year. Business License tax also contributed, with an increase of 6.6% over the prior year.

The following chart shows the estimated Local revenues and their percentage of total local revenues for Fiscal Year 2021. This chart **EXCLUDES** state and federal revenue and transfers.



Real Estate

The County’s rate to tax homes, land and mobile homes is \$0.63 per \$100 of assessed value. Real estate taxes are estimated to constitute approximately 48% of total revenues for the upcoming fiscal year.

The chart below denotes assessed value for the most recent five years.

Year	Assessed Value
2019	\$ 7,444,902,366
2018	\$ 7,301,289,087
2017	\$ 6,919,419,909
2016	\$ 6,858,965,626
2015	\$ 6,864,569,372

Public Service Corporations-Real Estate

As of January 1, 2019, the assessed value of public service corporation real property in the County totaled \$451 million. The Fiscal Year 2021 estimate of this revenue is based on the value of assessed property and a tax rate of \$.63 per \$100 of assessed value. The estimate assumes that the levy of real property will be reduced as the housing market improves causing the sales assessment ratio to fall below 100% in 2019, to 93.9%.

Personal Property

Personal property tax is levied on the tangible property of individuals and businesses. For individuals, this primarily includes boats and automobiles. For businesses, examples include motor vehicles, machines, fixtures and tools.

In calendar year 2019, the assessed value of personal property for vehicles in the County totaled \$610 million. The Fiscal Year 2020 estimate of this revenue is based on no increase of assessed property and a tax rate of \$2.50 per \$100 of assessed value. The estimate assumes that the assessed value of personal property will grow on average in the current fiscal year based on regional figures for tangible business property values. It also assumes that the total overall number of registered vehicles will remain steady as a result of the economic conditions stabilizing in some areas.

As of January 1, 2019, the assessed value of business personal property in the County totaled \$128 million. The Fiscal Year 2020 estimate of this revenue is based on the value of assessed property and a tax rate of \$2.00 per \$100 of assessed value. The estimate assumes that the assessed value of personal property will increase by 2% in the current fiscal year. Machinery and tools tax is expected to increase, with a value of \$233 million. Machinery and tools is also taxed at a rate of \$2.00 per \$100 of assessed value.

The chart below denotes assessed values for the most recent five years.

\$2.50 PP		\$2.00 PP	
Year	Assessed Value	Year	Assessed Value
2020-estimated	\$ 613,589,534	2020-estimated	\$ 129,024,422
2019	\$ 610,536,850	2019	\$ 128,382,510
2018	\$ 584,625,920	2018	\$ 117,830,060
2017	\$ 566,942,820	2017	\$ 115,423,740
2016	\$ 548,775,660	2016	\$ 113,270,620
2015	\$ 524,463,200	2015	\$ 114,815,020

Local Option Sales Tax

Local sales tax is collected at the point of sale by merchants and remitted to the Commonwealth for distribution to localities. Of the 5.3% sales tax collected, 1% represents the local share and 4.3% is retained by the Commonwealth. Local sales tax is estimated to account for approximately 6% of total revenues in Fiscal Year 2020-2021.

Meals Tax

The County imposes a 4% tax on food and beverages prepared for public consumption at food establishments throughout the County. The recommended Fiscal Year 2020-2021 budget reflects estimated collections of \$2,550,000 which accounts for approximately 3% of local revenues.

Business License Tax (BPOL)

Business, Professional and Occupational License, also known as BPOL, is a tax levied on the gross receipts of persons and companies who are engaged in business in Augusta County. The recommended Fiscal Year 2020-2021 budget reflects estimated collections of \$3.8 million, which accounts for approximately 3.5% of local revenues.

Other Local Revenue

This category includes all other local revenue not discussed above; specifically, Permits, Fees and Licenses, Fines and Forfeitures, Use of Money and Property, Service Charges, Miscellaneous and Recovered Costs. The schedule below denotes estimated Fiscal Year 2020-2021 revenues for selected sources.

Description	Estimated Revenue
Permits, Fees and License	\$630,700
Fines & Forfeitures	330,500
Use of Money and Property	1,245,300
Recovered Costs	256,741
Charges for Services	3,030,400
Miscellaneous	5,000
Total	\$5,498,641

State and Federal Revenues

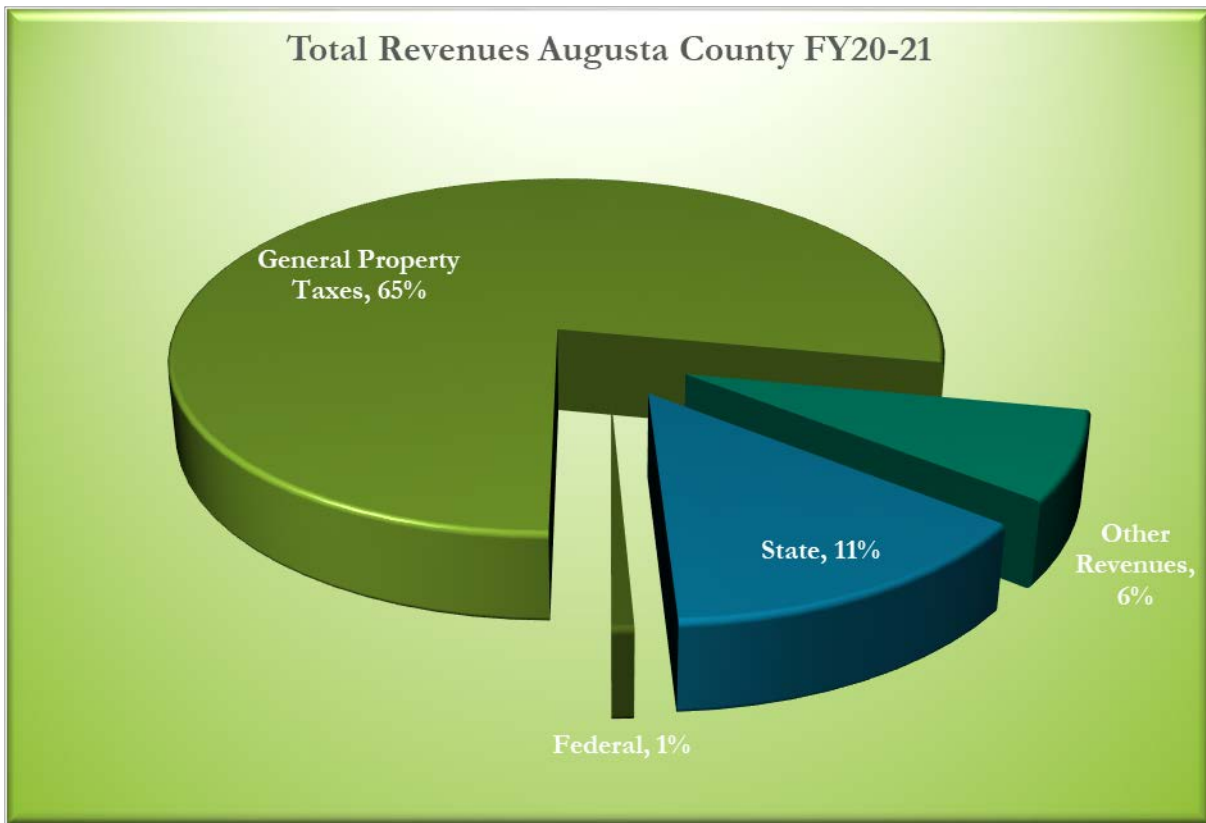
The Fiscal year 2020-2021 budget includes State and Federal revenues in the amount of \$12.6 million which accounts for approximately 12% of total General Fund revenues. State revenues are divided into three major categories. Approximately 12% of the County's total revenues from all sources represent state funds used in support of the County's general fund expenditures budget. These funds are classified as "categorical", "non-categorical" and "shared expenses" state aid.

- **Non-categorical** – The County anticipates receiving a total of \$7 million or 7% of anticipated revenues from general fund sources in the form of non-categorical aid. Non-categorical aid includes revenues which are raised by the state and shared with the local government. The use of such revenues is at the discretion of the local government. These revenues include rolling stock, auto rental tax, mobile homes titling tax, and recordation and communication taxes. The largest source is the state funded portion of the Personal Property Tax Relief Act (PPTRA). This category is projected to reduce due to the continued decrease in state communications taxes.
- **Categorical** – Includes revenues received from and designated by the Commonwealth for a specific use by the local government. For Augusta County, such revenues are usually received on a reimbursable basis from the state. Categorical aid is primarily rendered to specific departments, such as recycling, emergency communications, library or clerk of court. The anticipated amount of this aid is \$557,600 or 0.57% of revenue from general fund sources. This category remains stable with the prior year.
- **Shared Expense**- This source of funds includes revenues collected from the Commonwealth for the state's share of expenditures in activities that are considered to be a state/local responsibility. Revenue from each source is shown in the activity that it benefits. Under the state's shared expense classification, the County expects to receive \$4.5 million or 5% of general fund revenues. These shared expenses are directed mostly to personnel costs for the Constitutional offices which include; Commonwealth's

Attorney, Sheriff, Treasurer, Commissioner of Revenue, Registrar and Electoral Board, and Clerk of Circuit Court.

Federal Revenues – Federal revenues will provide \$673,940 or 0.65% of the \$104 million FY2020-2021 general fund-operating budget.

Revenue Category	2018-2019 Actual	2019-2020 Revised	2020-2021 Adopted
State: Non-categorical Aid	\$6,944,219	\$6,942,304	\$6,925,800
Shared Expense	4,378,267	4,363,386	4,503,379
State: Other Categorical Aid	487,888	601,000	555,500
Federal Aid	973,602	674,520	673,940
Total	<u>\$12,783,976</u>	<u>\$12,581,210</u>	<u>\$12,658,619</u>



Other Funds

Fire Revolving Loan Fund – This fund represents the funding from Virginia Department of Fire Programs Aid to Localities Entitlement program. The total budget is \$308,600, which is a increase from FY2019-2020 due to new loan issues in the prior year. This fund does not expire, and accordingly carries a fund balance from year to year. In accordance with policy, the fund balance is used to provide no-interest loans to volunteer fire departments, with a

lien held on purchased apparatus. Loan payments from the volunteer fire departments are posted as revenue in the Fire Revolving Loan Fund.

Drug Enforcement Fund – This fund reflects asset seizures related to drug arrests and is budgeted at \$12,300. Revenues will be revised to actual based on asset seizure funds received during the year. This fund does not expire, and accordingly carries a fund balance from year to year.

Economic Development Authority (EDA) Fund – This fund authorizes the authority to acquire, own, lease or dispose of properties to the end that such activities may promote industry and develop trade by inducing enterprises to locate and remain in Virginia. It is budgeted at \$470,000, which represents payments from the County to the EDA for tax increment financing rebates.

Revenue Recovery Fund – This fund represents revenue received from ambulance transport services. The budget is \$1.8 million, which increased from FY2019-2020 due to more efficient and timely collection of payments by the Finance department. The Revenue Recovery fund does not expire, and accordingly carries a fund balance from year to year. The fund balance is comprised of a contingency reserve and one quarter of revenue, that is to be paid to the rescue agencies and County. As of July 1, 2018, the County now handles all of the Revenue Recovery billing internally.

County Capital Improvement Fund – The capital improvements fund revenue budget is comprised of grant funding and debt proceeds related to current projects. This fund does not expire, and accordingly carries a fund balance from year to year. The fund balance is comprised of funding set aside for future capital replacements, capital projects, grant matches, reserves for rainy day funding, and regional projects.

County of Augusta, Virginia			
Revenue Calculation			
FY2020 Revised FY2021 Original			
11010 Real Estate Taxes			
	<u>FY2020</u>		<u>FY2021</u>
Tax Year 2019		Tax Year 2020	
Assessment	7,537,644,725	Prior year assessment	7,537,644,725
Rate	0.0063	1% growth	75,376,447
	47,487,162	Estimated Assessment	7,613,021,173
Collections rate	97.00%	Rate	0.0063
	46,062,547		47,962,033
Less FY19 collections	(22,256,574)	Collections percentage	48.00%
	23,805,973	Total levy	23,021,776
Less TIF to be paid	(254,752)	Collection rate	97.00%
Less Veteran exemption	(220,890)	First half collections	22,331,123
Total	23,330,331		
		Total levy	47,962,033
		Collection percentage	52%
			24,940,257
		Collections rate	97.00%
		Total levy	24,192,050
		Less Estimated TIF	(245,957)
		Less Veteran exemptions	(220,890)
		Second half collections	23,725,203
Revised budget amount	23,330,000	Revised budget amount	22,331,000
		Original budget amount	23,725,000
		Carryforward to 2020 taxes	22,331,000

11020 Public Service Corporation Taxes-Real Estate			
	<u>FY2020</u>		<u>FY2021</u>
Tax Year 2019		Tax Year 2020	
Actual collections-second half	1,419,600	2019 levy	2,844,333
		Second year of reassessment	93.90%
			2,670,829
		Treasurer bill first half	1,422,154
		Remainder to be billed	1,248,675
		Treasurer bill first half-2019	1,335,414
Revised budget amount	1,419,600	Revised budget amount	1,422,100
		Original budget amount	1,248,700
		Carry forward to 2021 taxes	1,335,400
11030 Personal Property Taxes			
	<u>FY2020</u>		<u>FY2021</u>
Tax Year 2019		Tax Year 2020	
2.00:		2.00:	
Assessment	128,382,510	Prior year assessment	128,382,510
Rate	0.0200	Growth	100.00%
	2,567,650	Estimated Assessment	128,382,510
		Rate	0.0200
			2,567,650
2.50:		2.50:	
Assessment	610,536,850	Prior year assessment	610,536,850
Rate	0.0250	Growth	103.00%
	15,263,421	Estimated Assessment	628,852,956
		Rate	0.0250
			15,721,324
Total levy	17,831,071	Total levy	18,288,974
Collections rate	96.0%	Collections rate	96.0%
	17,117,829		17,557,415
Less PPTRA	(4,295,993)	Less PPTRA	(4,295,993)
Less TIF	(258,231)	Less TIF	(250,008)
	12,563,605		13,011,414
Revised budget amount	12,563,000	Original budget amount	13,011,000

11030 Mobile Homes			
	<u>FY2019</u>		<u>FY2020</u>
Tax Year 2018		Tax Year 2019	
Assessment	31,747,180	Prior year assessment	31,747,180
Rate	0.0063	Growth	100.00%
	200,007	Estimated Assessment	31,747,180
Collections rate	90%	Rate	0.0063
	180,007		200,007
		Collections rate, prior year	90%
		Total levy	180,007
Revised budget amount	180,000	Original budget amount	180,000
11040 Machinery & Tools			
	<u>FY2020</u>		<u>FY2021</u>
Tax Year 2019		Tax Year 2020	
Assessment	233,760,070	Prior year assessment	233,760,070
Rate	0.0200	No growth	100.00%
	4,675,201	Estimated Assessment	233,760,070
Collections rate	100%	Rate	0.0200
	4,675,201		4,675,201
Less TIF paid	(305,305)	Collections rate	100%
	4,369,896	Total levy	4,675,201
		Less TIF estimate	(255,305)
Delinquents	-		4,419,896
Revised budget amount	4,369,000	Original budget amount	4,420,000

COUNTY OF AUGUSTA						
REVENUE BY DEPARTMENT						
FY2021						
		General		Department		Total
		<u>Tax Base</u>	<u>Percent</u>	<u>Revenue</u>	<u>Percent</u>	<u>Expenditures</u>
11010	Board of Supervisors	160,486	100%	-	0%	160,486
12010	County Administrator	882,907	100%	-	0%	882,907
12030	Personnel	222,355	75%	73,116	25%	295,471
12040	County Attorney	464,092	100%	-	0%	464,092
12090	Commissioner of Revenue	735,747	74%	264,833	26%	1,000,580
12100	Reassessment (from fund bal)	-	#DIV/0!	-	#DIV/0!	-
12130	Treasurer	299,770	52%	281,858	48%	581,628
12150	Finance	366,728	92%	30,404	8%	397,132
12200	Information Technology	805,013	98%	17,489	2%	822,502
13010	Registrar	303,397	86%	49,566	14%	352,963
21010	Circuit Court Judge	178,630	100%	-	0%	178,630
21020	General District Court	7,000	100%	-	0%	7,000
21030	Magistrate	3,946	100%	-	0%	3,946
21060	Circuit Court Clerk	393,630	36%	691,228	64%	1,084,858
22010	Commonwealth Attorney	622,537	44%	778,153	56%	1,400,690
31020	Sheriff	4,067,948	53%	3,549,220	47%	7,617,168
31040	Emergency Operations	1,831,858	88%	240,300	12%	2,072,158
32010	Fire & Rescue	7,071,386	85%	1,230,145	15%	8,301,531
32020	Volunteer Fire & Rescue	2,028,751	96%	80,000	4%	2,108,751
32030	Fire Training	455,779	100%	-	0%	455,779
32040	SAFER	228,645	100%	-	0%	228,645
33030	J&D Court Clerk	7,150	44%	9,050	56%	16,200
33040	Court Services	3,432	100%	-	0%	3,432
33050	Juvenile & Probation	2,072,337	99%	14,000	1%	2,086,337
34010	Building Inspections	47,936	11%	368,900	89%	416,836
35010	Animal Control	417,313	85%	74,900	15%	492,213
41020	Highways & Roads	16,000	100%	-	0%	16,000
41040	Street Lights	120,500	100%	-	0%	120,500
42010	Sanitation & Waste	663,110	29%	1,618,000	71%	2,281,110
42020	Recycling Program	175,500	100%	-	0%	175,500
43010	Maintenance	2,039,184	100%	2,262	0%	2,041,446
51010	Health Department	558,376	96%	21,000	4%	579,376
51020	Tax Relief for the Elderly	375,895	100%	-	0%	375,895
71010	Parks & Recreation	267,471	21%	1,022,580	79%	1,290,051
71020	Natural Chimneys	-	#DIV/0!	-	#DIV/0!	-
73010	Library	1,386,765	88%	189,700	12%	1,576,465
73020	Churchville Library	-	#DIV/0!	-	#DIV/0!	-
81010	Community Development	989,545	87%	143,600	13%	1,133,145
81020	Tourism	240,620	98%	4,500	2%	245,120
81050	Economic Development	316,980	100%	-	0%	316,980
83010	Extension Office	119,628	100%	-	0%	119,628
83050	County Farm	4,260	52%	4,000	48%	8,260
92020	Non-Departmental	787,269	100%	-	0%	787,269
92030	Contributions	451,589	100%	-	0%	451,589
92040	Contingency	(28,917)	-24%	148,917	124%	120,000
94000	Transfers to Other Funds	61,343,953	100%	-	0%	61,343,953
	TOTAL	93,506,500	90%	10,907,722	10%	104,414,222
		93,506,500		10,907,722		104,414,222

LOCAL TAXES

Real Estate	\$.63
Real Estate- Fire Tax	-0-
Personal Property Tax - Vehicles	\$2.50
- Loan Value 76% (Commissioner's Option)	
- Trade-in 84%	
- Retail 100%	
Personal Property Tax – Business	\$2.00
Personal Property Tax – Livestock	-0-
Personal Property Tax – Boats/Aircraft/Trailers	\$2.50
Personal Property Tax – Antique Vehicles	\$2.50
Personal Property Tax – Recreational Vehicles	\$2.50
Personal Property Tax – Mobile Home	\$0.58
Machinery & Tools	\$2.00
Utility License Tax	
- Telephone	.5% max.
- Water	-0-
Consumer Utility Tax (electrical)	
- Residence	\$1.40/\$3.00 max.
- Commercial	\$2.29/\$30.00 max.
- Industrial	\$2.29/\$30.00 max.
Consumer Utility Tax (Gas)	-0-
Consumer Utility Tax (Water)	-0-
BPOL	
- License fee	-0-
- Threshold	\$100,000
- Contracting	\$.16
- Retail	\$.20
- Repairs, Personal & Business Services	\$.30
- Financial, Real Estate and Professional Services	\$.30
- Wholesale	\$.05
BPOL	
- Retail Peddlers	\$500 max.
- Retail Itinerant	\$500 max.
- Wholesale	\$100
Motor Vehicle Local License (decal)	-0-

Meals	4% max.
Transient Occupancy Tax	2% max.
	2% Tourism
Cigarette Tax	-0- GA
Admission Tax	-0- GA
Legal Document Tax	
- Recordation	8.3% max.
- Wills	3.3% max.
Bank Franchise Tax (80% of State Tax)	80% max.
Refuse Collection Fee	-0-
Recycling Collection Fee	-0-
<u>Miscellaneous</u>	
Dog Tags	
\$10 fertile	
\$ 6 Neutered	
Building Inspection Fees	
Community Development Zoning Application fees	
Community Development BOZA Application fees	
Landfill Tipping fees	
Commercial/Industrial	\$45 /ton
Residential Collection	\$15 /ton

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Revised Budget General Fund Expenditures

Fiscal Year 2019-2020 revised budget totals \$43 million in general fund expenditures, excluding transfers. This represents an increase of 4.75% or \$1,955,709 compared to adopted FY2019-2020 budget. The chart below outlines the major expenditure categories:

Adopted budget	\$	41,141,184
Increases:		
Conservation of escrows		1,524,233
Operations adjustments		431,476
Revised Budget	\$	43,096,893

General Government

Conservation of Escrow (Savings) Balances/Additional Use of Escrow Balances – The County holds savings in escrow for expenditures that may severely impact the general fund on an annual basis. A portion of this savings may be used during a given year in order to stabilize the amount of funding needed for the line item in the general fund budget. Adjustments were made to the Middle River Regional Jail line item, Hospitalization Dependent Care line item, and CSA transfer in order to increase or decrease the balance of reserves used in FY20. An increase allows for the FY20 budget to continue to utilize the escrow balances, as they will not be depleted as quickly. A decrease utilizes more funding in FY20.

Operations Adjustments – Operations adjustments include changes in all other expenditure line items. Adjustments to the revised budget are due to increases or decreases in specific line items during the budget year, turnover of personnel, and increases in expenditures related to grant funding received mid-year. These items netted to (\$431,476) in the revised budget.

Total Expenditures

Fiscal Year 2020-2021 budget for all funds are listed below. Note that the Fiscal Year 2020-2021 figures were unavailable at the time of printing for the School funds. The chart below outlines the major expenditure categories:

Augusta County Fiscal Year 2019-2020 Total Expenditures-All Funds

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
General Operating Fund					
General Government Administration	\$4,724,065	\$4,820,673	\$4,939,257	\$4,957,761	3%
Judicial Administration	2,180,132	2,247,946	2,463,711	2,675,124	19%
Public Safety	21,698,424	22,529,493	24,194,057	23,799,050	6%
Public Works	4,526,087	4,500,958	4,561,785	4,634,556	3%
Health & Public Assistance	890,414	921,537	934,637	955,271	4%
Cultural	2,489,657	2,631,227	2,633,859	2,897,124	10%
Community Development	1,643,524	1,719,203	1,714,978	1,823,133	6%
Non-departmental & Contingencies	64,209,123	61,690,192	66,821,433	62,672,203	2%
Subtotal-General Operating Fund	\$102,361,426	\$101,061,229	\$108,263,717	\$104,414,222	3%
Other:					
Fire Revolving Loan Fund	\$519,500	\$605,000	\$605,000	\$605,000	0%
Asset Forfeiture Fund	\$37,974	\$48,000	\$49,100	\$48,000	0%
Economic Development Fund	\$26,715	\$195,200	\$820,000	\$470,000	141%
Revenue Recovery Fund	\$1,518,854	\$1,618,227	\$1,790,700	\$1,820,900	13%
Virginia Public Assistance Fund	\$12,469,668	\$13,542,211	\$13,583,936	\$13,715,791	1%
Children’s Services Act Fund	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	15%
School Operating Fund	\$106,559,531	\$110,220,207	\$110,749,903	\$0	
School Cafeteria Fund	\$4,427,729	\$4,457,897	\$4,623,694	\$0	
School Capital Improvement Fund	\$199,386	\$1,442,468	\$431,092	\$0	
Debt Fund	\$9,426,206	\$8,541,506	\$8,538,143	\$7,956,961	-7%
Head Start Fund	\$3,204,080	\$2,980,756	\$3,182,988	\$0	
Governor's School Fund	\$1,528,360	\$1,705,658	\$1,649,339	\$0	
County Capital Improvement Fund	\$8,839,592	\$10,491,775	\$16,343,726	\$8,695,736	-17%
Total Revenues	\$256,066,156	\$261,910,134	\$276,381,338	\$143,476,610	

The General Government contributes \$45.5 million for School operations.

General Government

Employee Compensation – The FY2020-2021 adopted budget includes an average 2% pay increase for full-time employees of the Government, including Social Services and Schools.

Employee Health Insurance – The County participates in the SAW Consortium for Health Insurance Consortium. The adopted budget includes a 10.8% increase in health insurance rates. The County continued to pay 95% of single coverage premiums, 76% of Spouse, and 73% for family coverage. The projection above is a worst case scenario based on consultant advice.

New Positions – The FY2020-2021 budget added 4 new EMS only positions for Fire and Rescue, as well as a temporary tax examiner position for the Commissioner of Revenue to allow for succession training. Other staff changes include a reduction of two part time school resource officers to allow for one full time resource office position with the Sheriff's department. A new program coordinator for Parks and Recreation and an associate Planner in Community Development were also added. Finally, the County added a branch manager for the new Weyers Cave library branch that is opening this spring.

General Government Administration

The General Government Administration includes all county departments. There was a 12% increase in Board of Supervisors due to payroll allocations no longer being allocated to the North River Infrastructure account with the retirement of that board member on December 31, 2019. County Finance had a decrease in expenditures by 4% due to additional transfer of expenses for Revenue Recovery to Fund 15.

Judicial Administration

Judicial Administration had a 19% increase overall, these changes were due to the States appointment of additional Judges that required additional staff positions in the Commonwealth Attorney's office and the Clerk of the Circuit Courts office.

Public Safety

This budget continues to address the need of improving the quality of life in Augusta County. Public Safety, as a whole, had a change of 6% or \$1,269,557 over the FY19-20 adopted budget. The Sheriff's department shows a 4% increase over the prior year mainly due to COLA, VRS and Health insurance increases. Fire and EMS training had an increase of 7% due to increased operating costs associated with four new EMS only personnel.

Public Works

Public Works, as a whole, had an increase of 3% or \$133,598. This change is due to increased health insurance and VRS rates.

Cultural

Cultural budget increased by 10% or \$265,897. This cost is due to increased operating expenses for the Library due to the addition of the Weyers Cave Library. Parks and Recreation increased due to an added position, however these costs are offset by expected revenue.

Community Development

Community Development budget increased 13% with the addition of an Associate Planner to the department.

Health and Public Assistance

Overall budget for Health and Public Assistance increased by 4% or \$33,734. Increases in Public Assistance total 1% or \$173,580 and are related to an increase in services.

Debt Service

The total Debt Service budget totals \$7.9 million, which reflects a decrease of 7% or \$584,545 over the prior fiscal year original budget due to retirement of debt service.

Schools

The combined County contribution to the Augusta County Public Schools totals \$45.5 million. This represents an increase of 3% compared to the prior year's contribution of \$44.1million. This does not include the transfer to the Schools Capital account of \$1,080,000 for continued replacement of buses.

Capital Projects

The Fiscal Year 2020-2021 budget includes funding in the amount of \$7,353,040 for capital projects. Capital projects consist of several categories: infrastructure, depreciation accounts and current projects. Infrastructure accounts are designated by district and used upon Board approval for district specific projects. Budgeted items include Board approvals known at the time of budget preparation and appropriation. Depreciation accounts are savings for repair and replacement of equipment and buildings currently in use. These accounts are typically funded through year end fund balances. Current projects may be funded through prior appropriations or debt service. The adopted budget does not include capital projects previously approved by the Board of Supervisors and currently in progress.

Fund Balances

See attached:

1. FY2020-2021 Recommended Budget
2. FY2019-2020 Revised Budget
3. FY2019-2020 Original Budget

***Note Fiscal Year 2020-2021 figures were unavailable for School Funds

COUNTY OF AUGUSTA							
RECOMMENDED							
2020-2021							
FUND	BALANCE 7/1/2020	REVENUE	TRANSFERS IN	TOTAL AVAILABLE	EXPENDITURES	TRANSFERS OUT	BALANCE 6/30/2021
GENERAL OPERATING FUND	6,500,000	103,036,660	1,377,562	110,914,222	43,070,269	61,343,953	6,500,000
FIRE REVOLVING LOAN FUND	2,746,135	308,600	-	3,054,735	605,000	-	2,449,735
ASSET FORFEITURE FUND	47,312	12,300	-	59,612	48,000	-	11,612
ECONOMIC DEVELOPMENT FUND	-	470,000	-	470,000	470,000	-	-
REVENUE RECOVERY FUND	920,839	1,660,900	160,000	2,741,739	592,255	1,228,645	920,839
VIRGINIA PUBLIC ASSISTANCE	6,458	12,381,807	1,333,984	13,722,249	13,715,791	-	6,458
CSA	-	3,683,000	2,067,000	5,750,000	5,750,000	-	-
SCHOOL OPERATING FUND-GROWTH	44,200,758	-	45,544,333	89,745,091	-	-	89,745,091
SCHOOL CAFETERIA FUND	2,254,352	-	-	2,254,352	-	-	2,254,352
SCHOOL CAPITAL IMPROVEMENT	1,295,312	-	1,080,000	2,375,312	-	-	2,375,312
DEBT FUND	-	38,600	7,918,361	7,956,961	7,956,961	-	-
HEAD START FUND	14,616	-	-	14,616	-	-	14,616
GOVERNOR'S SCHOOL FUND	459,504	-	-	459,504	-	-	459,504
COUNTY CAPITAL IMPROVEMENT	28,935,687	3,055,986	4,434,054	36,425,727	7,353,040	1,342,696	27,729,991
TOTALS	87,380,972	124,647,853	63,915,294	275,944,119	79,561,316	63,915,294	132,467,509
							132,467,509

***Note Fiscal Year 2020-2021 figures were unavailable for School Funds

COUNTY OF AUGUSTA							
REVISED							
2019-2020							
FUND	BALANCE 7/1/2019	REVENUE	TRANSFERS IN	TOTAL AVAILABLE	EXPENDITURES	TRANSFERS OUT	BALANCE 6/30/2020
GENERAL OPERATING FUND	10,927,444	102,761,273	1,221,377	114,910,094	43,096,893	65,313,201	6,500,000
FIRE REVOLVING LOAN FUND	3,006,588	344,547	-	3,351,135	605,000	-	2,746,135
ASSET FORFEITURE FUND	74,812	21,600	-	96,412	49,100	-	47,312
ECONOMIC DEVELOPMENT FUND	-	820,000	-	820,000	820,000	-	-
REVENUE RECOVERY FUND	920,839	1,630,700	160,000	2,711,539	644,323	1,146,377	920,839
VIRGINIA PUBLIC ASSISTANCE	6,458	12,340,938	1,242,998	13,590,394	13,583,936	-	6,458
CSA	-	3,683,000	2,067,000	5,750,000	5,750,000	-	-
SCHOOL OPERATING FUND-GROWTH	3,000	-	44,197,758	44,200,758	-	-	44,200,758
SCHOOL CAFETERIA FUND	2,254,352	-	-	2,254,352	-	-	2,254,352
SCHOOL CAPITAL IMPROVEMENT	215,312	-	1,080,000	1,295,312	-	-	1,295,312
DEBT FUND	-	38,600	8,499,543	8,538,143	8,538,143	-	-
HEAD START FUND	14,616	-	-	14,616	-	-	14,616
GOVERNOR'S SCHOOL FUND	459,504	-	-	459,504	-	-	459,504
COUNTY CAPITAL IMPROVEMENT	31,130,903	4,899,392	9,249,118	45,279,413	15,085,510	1,258,216	28,935,687
TOTALS	49,013,827	126,540,050	67,717,794	243,271,671	88,172,905	67,717,794	87,380,972
							87,380,972

***Note Fiscal Year 2020-2021 figures were unavailable for School Funds

COUNTY OF AUGUSTA							
ADOPTED BUDGET							
2019-2020							
FUND	BALANCE 7/1/2019	REVENUE	TRANSFERS IN	TOTAL AVAILABLE	EXPENDITURES	TRANSFERS OUT	BALANCE 6/30/2020
GENERAL OPERATING FUND	6,500,000	99,986,229	1,075,000	107,561,229	41,141,184	59,920,045	6,500,000
FIRE REVOLVING LOAN FUND	2,837,141	303,000	-	3,140,141	605,000	-	2,535,141
ASSET FORFEITURE FUND	76,750	12,300	-	89,050	48,000	-	41,050
ECONOMIC DEVELOPMENT FUND	-	195,200	-	195,200	195,200	-	-
REVENUE RECOVERY FUND	420,262	1,203,000	160,000	1,783,262	618,227	1,000,000	165,035
VIRGINIA PUBLIC ASSISTANCE	4,300	12,297,160	1,245,051	13,546,511	13,542,211	-	4,300
CSA	-	3,200,000	1,800,000	5,000,000	5,000,000	-	-
SCHOOL OPERATING FUND-GROWTH	3,006	66,022,449	44,197,758	110,223,213	110,220,207	-	3,006
SCHOOL CAFETERIA FUND	2,195,415	4,291,577	-	6,486,992	4,457,897	-	2,029,095
SCHOOL CAPITAL IMPROVEMENT	50,831	873,698	1,080,000	2,004,529	1,442,468	-	562,061
DEBT FUND	-	48,000	8,493,506	8,541,506	8,541,506	-	-
HEAD START FUND	104,214	2,980,756	-	3,084,970	2,980,756	-	104,214
GOVERNOR'S SCHOOL FUND	379,567	1,705,658	-	2,085,225	1,705,658	-	379,567
COUNTY CAPITAL IMPROVEMENT	25,616,294	3,674,632	4,379,309	33,670,235	8,981,196	1,510,579	23,178,460
TOTALS	38,187,780	196,793,659	62,430,624	297,412,063	199,479,510	62,430,624	35,501,929
							<u>35,501,929</u>

**Augusta County
Fiscal Year 2020-2021**

Total Revenues-All Funds

General Operating Fund	FY2018- 2019	FY2019 - 2020	FY2019 – 2020	FY2020 - 2021	% Change from FY2020
	Expenditures	Adopted	Revised	Adopted	
General Property Taxes	\$ 66,211,259	\$ 66,197,700	\$ 68,428,200	\$ 68,238,500	3%
Other Local Taxes	16,762,418	15,856,000	16,348,900	16,640,900	5%
Permits, Priv. Fees-Reg. Licenses	611,934	675,650	627,900	630,700	-7%
Fines & Forfeitures	348,154	330,500	320,500	330,500	0%
Use of Money & Property	1,300,742	1,188,500	1,223,000	1,245,300	5%
Charges for Service	3,425,432	2,708,900	2,967,823	3,030,400	12%
Miscellaneous	1,502	5,000	10,000	5,000	0%
Recovered Costs	213,221	238,450	253,740	256,741	8%
Revenue from the Commonwealth	11,810,374	12,252,419	11,906,690	11,984,679	-2%
Revenue from the Federal Government	973,602	533,110	674,520	673,940	26%
Non-Revenue Receipts	955,184	1,075,000	1,075,000	1,377,562	28%
Subtotal-General Operating Fund	\$ 102,613,822	\$ 101,061,229	\$ 103,836,273	\$ 104,414,222	3%
Other:					
Fire Revolving Loan Fund	\$406,947	\$303,000	\$344,547	\$308,600	2%
Asset Forfeiture Fund	\$42,509	\$12,300	\$21,600	\$12,300	0%
Economic Development Fund	\$265,715	\$195,200	\$820,000	\$470,000	141%
Revenue Recovery Fund	\$1,763,989	\$1,363,000	\$1,790,700	\$1,820,900	34%
Virginia Public Assistance Fund	\$12,469,666	\$13,542,211	\$13,583,936	\$13,715,791	1%
Children's Services Act Fund	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	15%
School Operating Fund	\$106,559,455	\$110,220,207	\$110,749,903	\$0	
School Cafeteria Fund	\$4,483,701	\$4,291,577	\$4,074,422	\$0	
School Capital Improvement Fund	\$45,535	\$1,953,698	\$112,759	\$0	
Debt Fund	\$9,426,204	\$8,541,506	\$8,538,143	\$7,956,961	-7%
Head Start Fund	\$3,121,665	\$2,980,756	\$3,190,141	\$0	
Governor's School Fund	\$1,608,298	\$1,705,658	\$1,649,339	\$0	
County Capital Improvement Fund	\$12,053,513	\$8,053,941	\$14,148,510	\$7,490,040	-7%
Total Revenues	\$ 259,808,154	\$ 259,224,283	\$ 268,610,273	\$ 141,938,814	

**Augusta County
Fiscal Year 2019-2020**

Total Expenditures-All Funds

	FY2018-2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
General Operating Fund					
General Government Administration	\$4,724,065	\$4,820,673	\$4,939,257	\$4,957,761	3%
Judicial Administration	2,180,132	2,247,946	2,463,711	2,675,124	19%
Public Safety	21,698,424	22,529,493	24,194,057	23,799,050	6%
Public Works	4,526,087	4,500,958	4,561,785	4,634,556	3%
Health & Public Assistance	890,414	921,537	934,637	955,271	4%
Cultural	2,489,657	2,631,227	2,633,859	2,897,124	10%
Community Development	1,643,524	1,719,203	1,714,978	1,823,133	6%
Non-departmental & Contingencies	64,209,123	61,690,192	66,821,433	62,672,203	2%
Subtotal-General Operating Fund	\$102,361,426	\$101,061,229	\$108,263,717	\$104,414,222	3%
Other:					
Fire Revolving Loan Fund	\$519,500	\$605,000	\$605,000	\$605,000	0%
Asset Forfeiture Fund	\$37,974	\$48,000	\$49,100	\$48,000	0%
Economic Development Fund	\$26,715	\$195,200	\$820,000	\$470,000	141%
Revenue Recovery Fund	\$1,518,854	\$1,618,227	\$1,790,700	\$1,820,900	13%
Virginia Public Assistance Fund	\$12,469,668	\$13,542,211	\$13,583,936	\$13,715,791	1%
Children's Services Act Fund	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	15%
School Operating Fund	\$106,559,531	\$110,220,207	\$110,749,903	\$0	
School Cafeteria Fund	\$4,427,729	\$4,457,897	\$4,623,694	\$0	
School Capital Improvement Fund	\$199,386	\$1,442,468	\$431,092	\$0	
Debt Fund	\$9,426,206	\$8,541,506	\$8,538,143	\$7,956,961	-7%
Head Start Fund	\$3,204,080	\$2,980,756	\$3,182,988	\$0	
Governor's School Fund	\$1,528,360	\$1,705,658	\$1,649,339	\$0	
County Capital Improvement Fund	\$8,839,592	\$10,491,775	\$16,343,726	\$8,695,736	-17%
Total Revenues	\$256,066,156	\$261,910,134	\$276,381,338	\$143,476,610	

**Augusta County
Fiscal Year 2020-2021
General Operating Fund**

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Revenues:					
General Property Taxes	\$ 66,211,259	\$ 66,197,700	\$ 68,428,200	\$ 68,238,500	3%
Other Local Taxes	\$ 16,762,418	\$ 15,856,000	\$ 16,348,900	\$ 16,640,900	5%
Permits, Priv. Fees-Reg. Licenses	\$ 611,934	\$ 675,650	\$ 627,900	\$ 630,700	-7%
Fines & Forfeitures	\$ 348,154	\$ 330,500	\$ 320,500	\$ 330,500	0%
Use of Money & Property	\$ 1,300,742	\$ 1,188,500	\$ 1,223,000	\$ 1,245,300	5%
Charges for Service	\$ 3,425,432	\$ 2,708,900	\$ 2,967,823	\$ 3,030,400	12%
Miscellaneous	\$ 1,502	\$ 5,000	\$ 10,000	\$ 5,000	0%
Recovered Costs	\$ 213,221	\$ 238,450	\$ 253,740	\$ 256,741	8%
Revenue from the Commonwealth	\$ 11,810,374	\$ 12,252,419	\$ 11,906,690	\$ 11,984,679	-2%
Revenue from the Federal Government	\$ 973,602	\$ 533,110	\$ 674,520	\$ 673,940	26%
Non-Revenue Receipts	\$ 955,184	\$ 1,075,000	\$ 1,075,000	\$ 1,377,562	28%
Total Revenues	\$ 102,613,822	\$ 101,061,229	\$ 103,836,273	\$104,414,222	3%
Expenditures:					
General Government Administration	\$ 4,724,065	\$ 4,820,673	\$ 4,939,257	\$ 4,957,761	3%
Judicial Administration	\$ 2,180,132	\$ 2,247,946	\$ 2,463,711	\$ 2,675,124	19%
Public Safety	\$ 21,698,424	\$ 22,529,493	\$ 24,194,057	\$ 23,799,050	6%
Public Works	\$ 4,526,087	\$ 4,500,958	\$ 4,561,785	\$ 4,634,556	3%
Health & Public Assistance	\$ 890,414	\$ 921,537	\$ 934,637	\$ 955,271	4%
Cultural	\$ 2,489,657	\$ 2,631,227	\$ 2,633,859	\$ 2,897,124	10%
Community Development	\$ 1,643,524	\$ 1,719,203	\$ 1,714,978	\$ 1,823,133	6%
Non-departmental & Contingencies	\$ 64,209,123	\$ 61,690,192	\$ 66,821,433	\$ 62,672,203	2%
Total Expenditures	\$ 102,361,426	\$ 101,061,229	\$ 108,263,717	\$104,414,222	3%

Augusta County
Fiscal Year 2020-2021
Fire Revolving Loan Fund

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Revenues:					
State Funds	\$252,076	\$243,000	\$265,247	\$243,000	0%
Loan Repayments	154,871	60,000	79,300	65,600	9%
Total Revenues	\$406,947	\$303,000	\$344,547	\$308,600	2%
Expenditures:					
Disbursement of Loans	\$500,000	\$500,000	\$500,000	\$500,000	0%
Gear Purchases	19,500	105,000	105,000	105,000	0%
Total Expenditures	\$519,500	\$605,000	\$605,000	\$605,000	0%

**Augusta County
Fiscal Year 2020-2021
Asset Forfeiture Fund**

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
<u>Revenues:</u>					
Use of Money & Property	\$4,698	\$1,500	\$1,500	\$1,500	0%
Asset Forfeitures	37,811	10,800	20,100	10,800	0%
Total Revenues	\$42,509	\$12,300	\$21,600	\$12,300	0%
<u>Expenditures:</u>					
Operations	\$37,974	\$48,000	\$49,100	\$48,000	0%
Total Expenditures	\$37,974	\$48,000	\$49,100	\$48,000	0%

Augusta County
Fiscal Year 2020-2021
Economic Development Fund

	FY2018–2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
<u>Revenues:</u>					
Local Funds	\$265,715	\$195,200	\$820,000	\$470,000	141%
Total Revenues	\$265,715	\$195,200	\$820,000	\$470,000	141%
<u>Expenditures:</u>					
Capital Contributions	\$26,715	\$195,200	\$820,000	\$470,000	141%
Total Expenditures	\$26,715	\$195,200	\$820,000	\$470,000	141%

**Augusta County
Fiscal Year 2020-2021
Revenue Recovery Fund**

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
<u>Revenues:</u>					
Use of Money & Property	\$5,929	\$3,000	\$5,700	\$5,900	97%
Miscellaneous Revenue	1,598,060	1,200,000	1,625,000	1,655,000	38%
Non-Revenue Receipts	160,000	160,000	160,000	160,000	0%
Total Revenues	\$1,763,989	\$1,363,000	\$1,790,700	\$1,820,900	34%
<u>Expenditures:</u>					
Volunteer Contributions	\$429,666	\$449,900	\$510,300	\$397,325	-12%
Service Fees	78,260	68,127	71,723	126,288	85%
Contingencies	55,744	100,200	62,300	68,642	-31%
Transfers to Other Funds	955,184	1,000,000	1,146,377	1,228,645	23%
Total Expenditures	\$1,518,854	\$1,618,227	\$1,790,700	\$1,820,900	13%

Augusta County
Fiscal Year 2020-2021
Virginia Public Assistance

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
<u>Revenues:</u>					
State & Federal Funds	\$11,568,139	\$12,297,160	\$12,340,938	\$12,381,807	1%
Non-Revenue Receipts	901,527	1,245,051	1,242,998	1,333,984	7%
Total Revenues	\$12,469,666	\$13,542,211	\$13,583,936	\$13,715,791	1%
<u>Expenditures:</u>					
Administration	\$9,125,648	\$9,989,211	\$10,252,836	\$10,634,791	6%
Public Assistance	3,344,020	3,553,000	3,331,100	3,081,000	-13%
Total Expenditures	\$12,469,668	\$13,542,211	\$13,583,936	\$13,715,791	1%

Augusta County
Fiscal Year 2020-2021
Comprehensive Services Act

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Revenues:					
State Funds	\$3,197,266	\$3,200,000	\$3,683,000	\$3,683,000	15%
Transfers from Other Funds	1,749,869	1,800,000	2,067,000	2,067,000	15%
Total Revenues	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	15%
Expenditures:					
Children’s Services Act	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	15%
Total Expenditures	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	15%

**Augusta County
Fiscal Year 2020-2021
Debt Fund**

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
<u>Revenues:</u>					
Charges for Services	\$19,234	\$48,000	\$38,600	\$38,600	-20%
Non-Revenue Receipts	9,406,970	8,493,506	8,499,543	7,918,361	-7%
Total Revenues	\$9,426,204	\$8,541,506	\$8,538,143	\$7,956,961	-7%
<u>Expenditures:</u>					
Debt Service	\$9,426,206	\$8,541,506	\$8,538,143	\$7,956,961	-7%
Total Expenditures	\$9,426,206	\$8,541,506	\$8,538,143	\$7,956,961	-7%

**Augusta County
Fiscal Year 2020-2021
County Capital Improvement Fund**

	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
<u>Revenues:</u>					
From Local Funds	\$0	\$0	\$0	\$0	
Revenue from Use of Money and Property	21,798	15,224	33,224	14,918	-2%
Miscellaneous Revenue	22,756	30,000	80,100	30,000	0%
Recovered Costs	153,919	127,000	127,000	127,000	0%
From State Funds	508,663	1,056,340	1,178,000	1,631,000	54%
From Federal Funds	78,165	1,599,882	2,634,882	406,882	-75%
Non-Revenue Receipts	11,268,212	5,225,495	10,095,304	5,280,240	1%
Total Revenues	\$12,053,513	\$8,053,941	\$14,148,510	\$7,490,040	-7%
<u>Expenditures:</u>					
Capital Outlays	\$6,763,413	\$8,981,196	\$15,085,510	\$7,353,040	-18%
Transfers to Other Funds	2,076,179	1,510,579	1,258,216	1,342,696	-11%
Total Expenditures	\$8,839,592	\$10,491,775	\$16,343,726	\$8,695,736	-17%

Long-Term Debt Obligations

School Related Debt

At the end of FY19, Augusta County held \$69.6 million in outstanding long-term debt through the fiscal year 2037 for school projects.

A summary of school-related general long-term obligations outstanding as of June 30, 2019 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of June 30, 2019	Purpose of Debt
1999A	11/18/1999	7/15/2019	6.10%	\$2,000,000	Various Annual	\$100,000	Churchville Elem
1999B	11/18/1999	7/15/2019	6.10%	\$6,015,170	Various Annual	\$369,360	Churchville Elem
2004A	5/13/2004	7/15/2025	5.10%	\$5,875,000	Various Annual	\$1,745,000	Wilson Middle(New)
2004B	11/10/2004	7/15/2024	4.1%- 5.1%	\$6,454,481	Various Annual	\$2,156,237	Wilson Middle (New)
2006A	11/9/2006	7/15/2026	4.225%- 5.1%	\$26,610,000	Various Annual	\$10,640,000	Stuarts Draft High/Wilson High
2007A	11/8/2007	7/15/2027	4.35%- 5.1%	\$12,729,426	Various Annual	\$6,216,106	Stuarts Draft High/Wilson High
2011A	6/28/2011	6/1/2027	reimbursed as federal tax credit	\$7,500,000	Various Annual	\$3,750,000	Wilson Elem
2012B	5/10/2012	7/15/2032	3.05%- 5.05%	\$6,600,000	Various Annual	\$5,225,000	Wilson Elem
2016A	4/26/2016	7/15/2035	2.05%- 5.05%	\$27,825,000	Various Annual	\$25,995,000	Hugh Cassell, Riverheads Elem., WMS addition
2016B	11/17/2016	7/15/2036	3.05%- 5.05%	\$14,285,000	Various Annual	\$13,460,000	Hugh Cassell, Riverheads Elem., WMS addition
						\$69,656,703	

Note: Interest rates are the stated rates per amortization schedules. Most issues were subsidized so the implicit rate would have been less.

General Government Debt

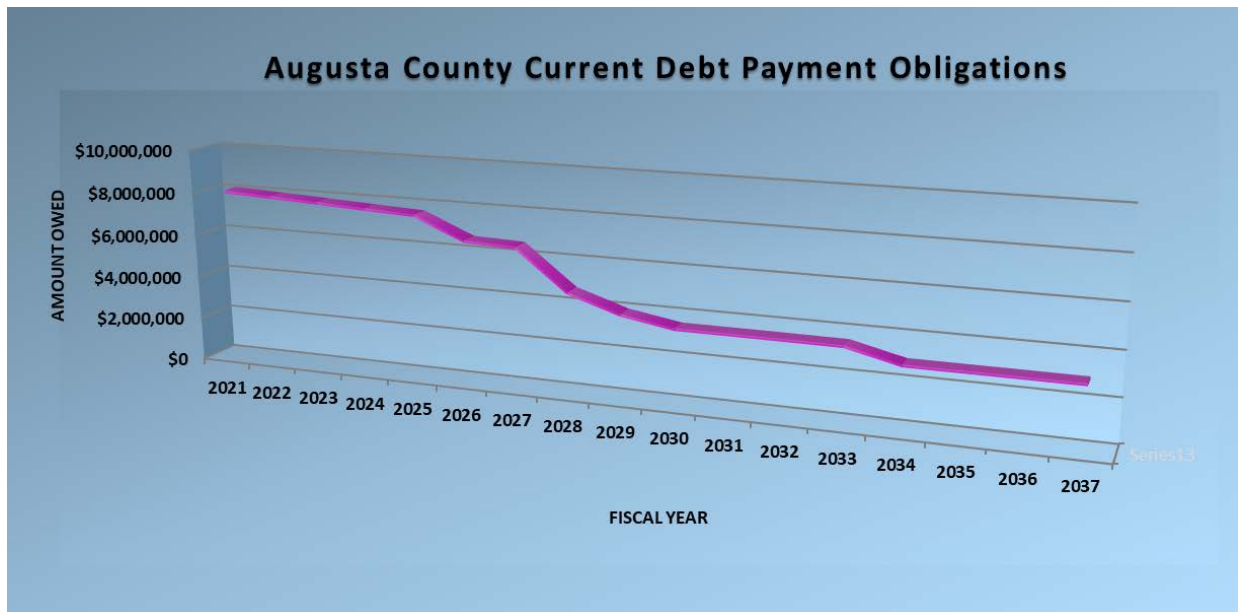
At the end of Fiscal Year 2019, Augusta County held \$5.7 million in outstanding long-term debt through the year 2033 for General Government projects.

A Summary of general government long-term obligations (Principal only) outstanding as of June 30, 2019 follows:

Issue	Issue Date	Retire Date	Interest Rate	Original Issue	Principal Installments	Balances as of June 30, 2019	Purpose of Debt
2012B	8/23/2012	12/1/2033	0.00%	\$1,789,123	\$92,677	\$1,279,402	Greenville Sewer
2013A	6/5/2013	10/1/2028	2.02%- 4.84%	\$4,415,000	Various Annual	\$3,245,000	Route 636
2014C	11/19/2014	10/1/2024	2.97%- 5.13%	\$1,890,000	Various Annual	\$1,235,000	Water Tank
Total						\$5,759,402	

Note: Interest rates are the stated rates per amortization schedules. Most issues were subsidized so the implicit rate would have been less.

The following chart shows the County's current payment obligations by year, both General Obligation and Revenue Bonds.



COUNTY OF AUGUSTA, VIRGINIA

**RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE
AND NET BONDED DEBT PER CAPITA
Last Ten Fiscal Years**

Fiscal Year	Net Bonded Debt ⁽³⁾	Ratio of Net General Obligation Debt to Assessed Value ⁽²⁾	Net Bonded Debt per Capita ⁽¹⁾
2019	\$ 74,394,801	0.87%	986
2018	80,768,982	1.02%	1,075
2017	86,828,357	1.06%	1,158
2016	75,885,169	0.95%	1,021
2015	51,139,403	0.66%	688
2014	56,548,128	0.72%	766
2013	62,543,941	0.81%	846
2012	68,402,704	0.90%	929
2011	66,757,671	0.88%	908
2010	64,704,450	0.87%	877

⁽³⁾ Includes all long-term general obligation bonded debt, excludes revenue bonds, capital leases, and compensated absences.

Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function
General Government Administration

Department	FY2018–2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Board of Supervisors	\$ 142,989	\$ 143,481	\$ 159,155	\$ 160,486	12%
County Administrator	753,860	844,318	861,260	882,907	5%
Human Resources	277,116	281,553	285,939	295,471	5%
County Attorney	324,166	465,098	456,259	464,092	0%
Commissioner of Revenue	889,067	954,683	977,734	1,000,580	5%
Reassessment	311,224	-	18,486	-	0%
Board of Equalization	2,571	3,500	1,310	-	-100%
Treasurer	533,868	563,610	557,721	581,628	3%
Finance	404,777	415,382	416,857	397,132	-4%
Information Technology	777,092	782,338	806,570	822,502	5%
Board of Elections	307,335	366,710	397,966	352,963	-4%
Total General Government	\$4,724,065	\$4,820,673	\$4,939,257	\$4,957,761	3%

Board of Supervisors

Mission:

The government of Augusta County exists to provide the citizens of the County with essential services which will address their individual and collective well-being. In partnership with the community of residents, the government of Augusta County pledges civic stewardship that is fiscally accountable, socially responsive, and worthy of the citizens trust.

Department Overview:

The Board of Supervisors includes seven elected officials that represent the people of Augusta County. They are the governing board that makes the decisions that influences our local government and economy.

Augusta County is divided into seven districts. The Supervisor elected is that District's representative. Supervisors are elected on a staggered basis to a four year term. Board of Supervisors meetings occur on the second and fourth Wednesday of each month at 7:00 PM in the Board Room of the Augusta County Government Center.

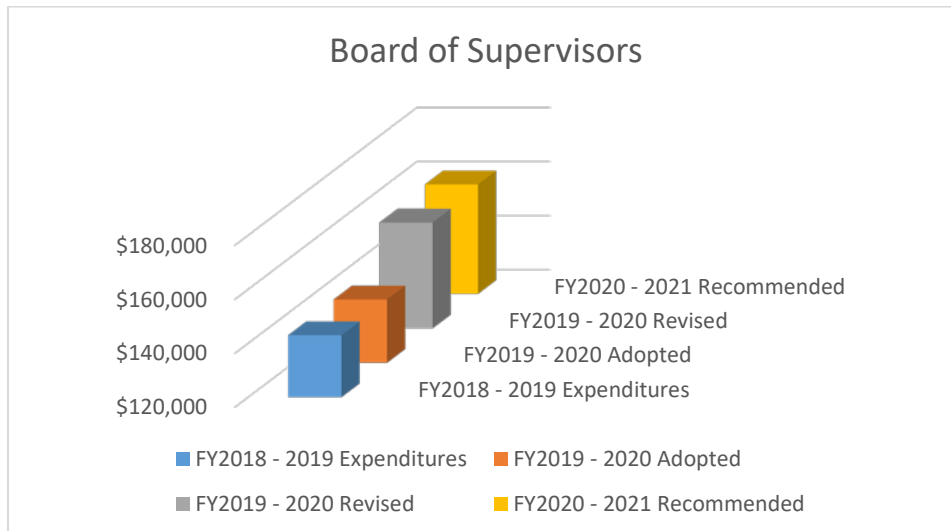
Strategic Goals and Objectives:

- Serve citizens of Augusta County
- Provide public safety and services
- Provide transportation services
- Provide public school education funding
- Adopt and utilize Comprehensive Plan
- Review and provide input on General Assembly legislation

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$84,979	\$86,811	\$91,865	\$98,886	13.91%
Operating	58,010	56,670	67,290	61,600	8.7%
Total	\$142,989	\$143,481	\$159,155	\$160,486	11.85%

***Increase in personnel due to all board members receiving a salary and an increase in Health Insurance rates. Operating increase related to strategic planning expenses and costs associated with iPads for board business.



Service and Performance Measures:

Item	CY2018 Actual	CY2019 Actual	CY2020 Proposed
Regular BOS Meetings	22	22	24
BOS Staff Briefings	11	11	11
BOS Work Sessions	2	2	2
Special Meetings (Fire/Rescue, etc.)	1	3	1
Joint Meetings (School & ACSA Board)	1	1	1

Accomplishments:

From Infrastructure (encumbered)

Beverley Manor – 8011		
Mill Race Road Sign		\$140.53
Scholastic Way-Phase 4		\$17,025.00
Old Riverheads High School		\$12,196.52
Verona Volunteer FD-HVAC		\$30,000.00
Virginia War Memorial		\$200.00
Verona Pedestrian Project		\$208,256.80
Total		\$267,818.85
Middle River – 8012		
Weyers Cave Library-Start-up		\$80,050.00
Weyers Cave Library-Operating		\$88,700.00
Virginia War Memorial		\$200.00
Fire Hydrant-Weyers Cave		\$4,500.00
Total		\$173,450.00
North River – 8013		
Natural Chimney’s Visitor Center		\$35,000.00
Virginia War Memorial		\$200.00
North River Elementary Driveway		\$22,000.00
Robin Lane Drainage Project		\$18,700.00
Total		\$7,674.19
Pastures – 8014		
Augusta Springs Waste Site		\$2,280.00
Virginia War Memorial		\$200.00
Deerfield Community Center		\$4,000.00

Total		\$6,480.00
Riverheads – 8015		
Old Riverheads High School		\$12,196.52
Virginia War Memorial		\$200.00
Total		\$12,396.52
South River 8016		
Stuarts Draft Ruritan Waterline		\$3,000.00
Stuarts Draft Diamond Club		\$1,365.43
Old Riverheads High School		\$12,196.52
Virginia War Memorial		\$200.00
Ridgeview Drive Signage		\$10,000.00
Sun Shades		\$4,000.00
Total		\$30,761.95
Wayne – 8017		
Sangers Lane Safety Improvements		\$25,000.00
Virginia War Memorial		\$200.00
Wilson Memorial High School Concession Stand		\$30,000.00
Sangers Lane-Phase 2		\$50,000.00
Total		\$105,200.00
Grand Total		\$603,781.51

Parks and Recreation Matching Grant (encumbered)

Beverly Manor – 8021		
Draft Diamond Club		\$4,750.00
Clymore Elementary ADA Playground		\$7,666.66
Total		\$12,416.66

Middle River-8022		
Total		\$0.00

North River-8023		
Clymore Elementary ADA Playground		\$7,666.66
Total		\$7,666.66

South River – 8026		
Draft Diamond Club		\$4,750.00
Total		\$4,750.00

Wayne-8027	
Clymore Elementary ADA Playground	\$7,666.66
Total	\$7,666.66
Riverheads -- 8025	
Draft Diamond Club	\$4,750.00
Greenville Ball Fields-Water Usage	\$917.70
Total	5,667.70
Grand Total	38,167.68

Ordinance Amendments

- 18 Zoning Ordinance Amendments to address concerns of the Board of Supervisors, staff recommendations, and changes to the State Code, including the Solar Energy System Ordinance.

Road Projects

- Scholastic Way – Phase 4

Economic Development

- Participated in financial incentive for Hershey expansion

Other

- Headwaters Conservation District Dam Projects –Hearthstone Construction

Location: Augusta County Government Center
County Administrator's Office
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Phone: (540) 245-5610

Fax: (540) 245-5621

E-mail: coadmin@co.augusta.va.us

Department Summary

Board of Supervisors

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Strategic Plan - estimate for work performed in FY21- \$4,000 moved to FY20 revised, \$4,000 FY21	\$30,000.00	Partially
Telephone services - Expenditures related to BOS I-pads for board business	\$2,400.00	YES
NACO Legislative Conference (Washington D.C.) - attendance for one member	\$1,000.00	NO
	\$33,400.00	

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Board of Supervisors

	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1. Operating Cost					
1	Telephone Services	\$ 2,400	1		
2	Census, Surveys and Reports	\$ 30,000	2		
3	Travel	\$ 1,000	3		
4					
	Total Changes	\$ 33,400			

3. Justification for additional funding request:

1	Use of I-pads for Board business, connectivity through Verizon. Already purchased and in use in FY20 budget.
2	At January 22, 2020, BOS meeting the Board instructed staff to develop Scope of Work for RFP for a County Strategic Plan. Estimated amount for partial years work.
3	Board member interested in attending NACO Legislative Conference held annually in Washington D.C. that discusses impact of Federal Laws on local government.
4	

4. Impact if not funded?

1	Discontinuation of services currently used by BOS.
2	Guidance in the form of a Strategic Plan would give staff clear direction as to the goals set by the board, allow them to allocate resources to meet those goals, feel a sense of accomplishment as goals are met and focus attentions on the goals versus tasks that fall outside of the Plan.
3	County may not be apprised of latest issues affecting local government.
4	

County Administration

Mission:

To serve citizens of Augusta County, assist the Board of Supervisors and oversee day to day operations of County facilities and Departments.

Department Overview:

The Augusta County Administrator is the Chief Administrative Officer of the County government, and is appointed by and accountable to the Board of Supervisors (BOS). The County Administrator is responsible for implementing the policies and programs of the Board, and for coordinating and directing the daily operations of County government.

The County’s Administration Department consists of the County Administrator, Executive Assistant, Assistant to the County Administrator, Deputy County Administrator, Communications Manager and the Government Center Receptionist.

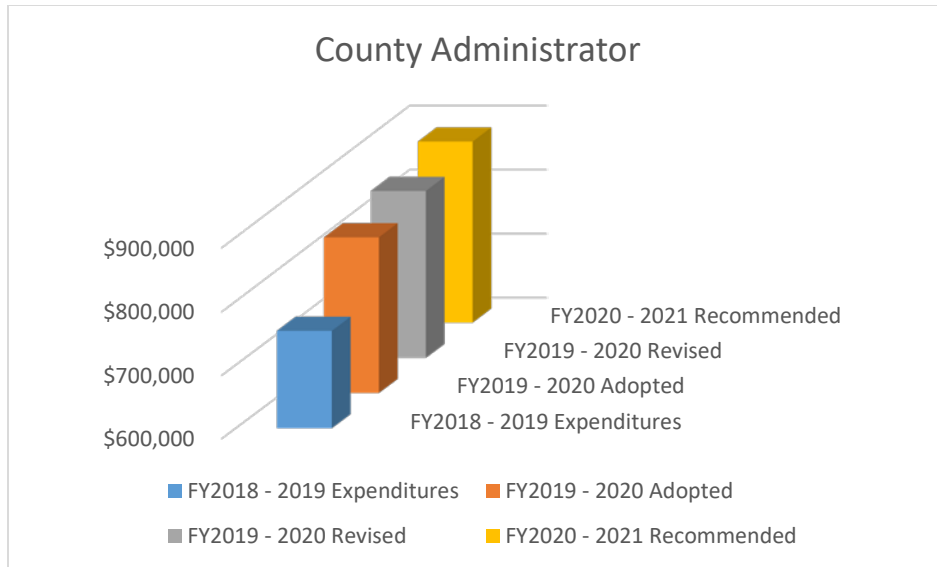
Strategic Goals and Objectives:

- Complete BOS agendas and minutes
- Assist BOS with Boards and Commissions
- Actively participate in various Boards and Commissions
- Maintain professional and civic involvement
- Manage miscellaneous infrastructure and CIP-related projects
- Manage legislative activities
- Manage new construction and renovation projects
- Prepare budget for Board of Supervisor’s consideration
- Increase communications and engagement
- Special projects as assigned by BOS

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$632,671	\$720,318	\$728,210	\$758,137	5.25%
Operating	121,189	124,000	133,050	124,770	0.62%
Total	\$753,860	\$844,318	\$861,260	\$882,907	4.57%

*



Service and Performance Measures:

Item	CY2017 Actual	CY2018 Actual	CY2019 Actual	CY2020 Planned
Regular BOS Meetings	22	22	22	24
BOS Staff Briefings	11	11	11	11
BOS Work Sessions	2	1	2	2
Special Meetings (Fire/Rescue, etc.)	1	1	3	1
Joint Meetings (School & ACSA Board)	0	1	1	1
Events (Spring Clean-up, etc.)	2	2	2	2

Accomplishments:

The County Administrator and his staff are members of various Boards and Commissions:

- Juvenile Detention Home Board
- Regional ASAP Board
- Property Committee
- Governance
- Landfill Committee
- Middle River Regional Jail Authority
- Middle River WWTP Committee
- Emergency Services, Co-Director
- Shenandoah Valley Social Services Board
- Shenandoah Valley Animal Service Center Board of Directors
- BRITE Transit Advisory Committee
- Community Policy and Management Team (CPMT)

Professional and Civic Involvement (Timmy Fitzgerald/Jennifer Whetzel/Candy Hensley/Angie Michael/Mia Kivlighan):

- Staunton Rotary
- Virginia Local Government Manager's Association
- Virginia Municipal Clerks Association
- ICMA
- Virginia Government Finance Officers Association
- Government Finance Officers Association
- Public Relations Council
- Virginia Government Communicators

The County Administrator's Office also coordinates the following special activities:

- Boards and Commissions recognition dinner
- Boards and Commissions brochure/resumes/recruitment process
- Legislative activities
- Farmers' Market
- Miscellaneous CIP-related projects
- Special projects as assigned

Projects Completed:

- Scholastic Way, Phase 4
- Courthouse complex – temporary design and plan, schematic design
- Active Shooter training and building upgrades

Planned Projects:

- Fire/Rescue Strategic Plan
- County-wide Strategic Plan/Five Year Financial Plan
- Hearthstone Dam construction
- New courthouse complex final design and construction
- AV improvements to Board Room
- Communications Plan

Contact Information:

Timothy Fitzgerald, County Administrator
Jennifer Whetzel, Deputy County Administrator
Candy Hensley, Assistant to the County Administrator
Angie Michael, Executive Assistant
Mia Kivlighan, Communications Manager
Joyce Hoover, Government Center Receptionist

Location: Augusta County Government Center
County Administrator's Office
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Phone: (540) 245-5610

Fax: (540) 245-5621

E-mail: coadmin@co.augusta.va.us

Department Summary

County Administration

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Communications and Marketing - Communication Manager expenditures	\$5,000.00	Yes, but at \$4,000
Dues and Subscriptions - Agenda/minutes software	\$13,500.00	NO
Furniture and Fixtures - Agenda/minutes software one time expenditure	\$4,500.00	NO
	\$23,000.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: County Administration

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Communications Expenditures	\$ 5,000	1		
2	Agenda/minutes software	\$ 18,000	2		
3					
4					
Total Changes		\$ 23,000			

3. Justification for additional funding request:

1	Position expenditures for branding, social media subscriptions, photos, etc.
2	Software subscription for drafting agendas and minutes for all County functions (BOS, PC, BZA, Committees) that allows for easy reference and archiving with website.
3	
4	

4. Impact if not funded?

1	Discontinuation of services began in current for Communications Manager.
2	Citizens expect transparency and ease with finding information.
3	
4	

Human Resources

Mission:

The Human Resources Office will provide quality services for the General Government, Department of Social Services, and Middle River Regional Jail in achieving strategic goals; recruiting, selecting, and retaining quality employees; administer a comprehensive Human Resources program that is consistent with federal, state and local laws/regulations which meets the needs of the divisions and the citizens of Augusta County.

Department Overview:

The Augusta County Human Resources Office serves general government, social services, regional jail, and the constitutional employees. Serving approximately 800 full and part-time personnel, the function of the Human Resources Office is to manage benefits and payroll, recruitment/retention, employee orientation and exit interviews, employee/supervisory training, worker’s compensation and the tuition assistance program. Benefits include VRS (Plan 1, 2 and Hybrid) Retirement, Group Life Insurance, Annual and sick leave, PTO leave, Short Term and Long Term Disability, Deferred Compensation, EAP Program, Flex Benefit Plan, Health Savings Account, Health Insurance, Dental Insurance, Cancer and Accident Insurance, Credit Union, and Direct Deposit. All quarterly and annual tax reporting is handled through this office. The annual evaluation program and regular and disability retirement is also managed from the Human Resources Office.

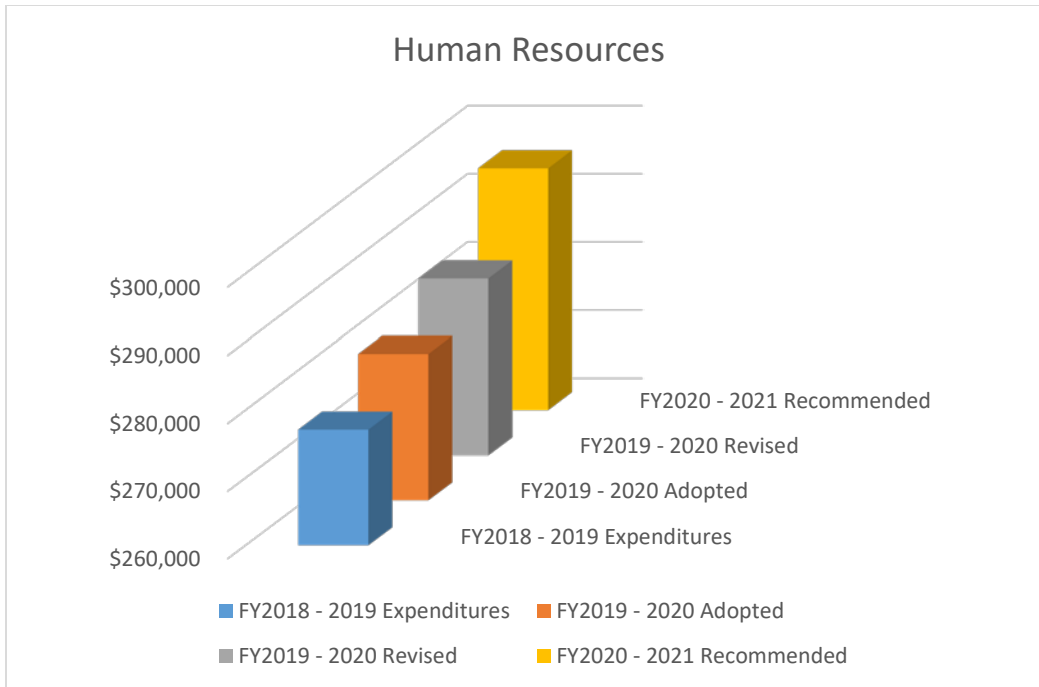
Strategic Goals and Objectives:

- Continue to use Health and Wellness dollars to provide for the well-being of employees.
- Offer employee/supervisory training through EAP Program and in-house training to save on training budget.
- Update the County’s Policy and Procedures Manual and Employee Handbook.
- Work closely with Department Heads on personnel needs.
- Work closely with the DSS Director/Jail Superintendent on HR issues.
- Work with the SAW Consortium on the self-funding insurance.
- Stay current with the latest regulations and compliance requirements of the federal and state government.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$246,716	\$252,654	\$256,740	\$264,771	4.8%
Operating	30,400	28,899	29,199	30,700	6.23%
Total	\$277,116	\$281,553	\$285,939	\$295,471	4.94%

*Increase in personnel due to increased health insurance, VRS costs. Increase in operating due to online FSLA subscription.



Service and Performance Measures:

	FY2018-2019 Actual	FY2019-2020 Planned	FY2020-2021 Expected
New Recruits	137	145	125
% of Turnover	21%	23%	20%
Employee Training Offered	4	4	4
# of Direct Deposits	768	795	820
% of Employees on Direct Deposit	93%	97%	99%

Notes: The Service and Performance Measures include employees of Augusta County, Shenandoah Valley Social Services, and Middle River Regional Jail.

Accomplishments:

- Online County Application.
- Policy and Procedures Manual is accessible online for employees.
- Continue to purchase wellness equipment with the Wellness Dollars offered through Aetna.
- Work closely with Department Heads/Constitutional Officers during transition periods.
- Work closely with the DSS Director/Jail Superintendent on personnel issues.
- Regional Job Fair held at Expo in Fishersville.

Contact Information:

Faith Duncan, Human Resources Director
Amber May, Human Resources Technician-Benefits
Daniela Sprouse, Human Resources Technician - Payroll

Location: Augusta County Government Center
Human Resources Department
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Phone: (540) 245-5617

Fax: (540) 245-5175

E-mail: jobs@co.augusta.va.us

**Augusta County
FY 2021 Operating Budget Request Forms**

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Human Resources

	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1. Operating Cost					
1	Dues & Subscriptions	\$ 1,497	1	No	
2					
	Total Changes	\$ 1,497			

3. Justification for additional funding request:

Years ago we canceled the subscription to the FLSA Manual due to cost. More and more I have needed to reference the FLSA laws due to Fire-Rescue and MRRJ because of the work periods that law enforcement, fire-rescue and corrections use. The FLSA manual is no longer accessible in print form and the manual I have is outdated. The company that we used to purchase the manual now offers online access only and it offers more benefits in reference to employment laws and federal and state mandates. Benefit manuals included in pricing are: FMLA, Workers' Comp, HIPAA/COBRA, FLSA Handbook for States, Local Governments and Schools, ADA Compliance Guide and Leave and Disability Coordination Handbook. It also offers over 163 Power Point Trainings that can be used for Employee and Supervisor Training.

4. Impact if not funded?

There is a chance that changes will be implemented that may not be communicated via email or through means that we will be made aware of.

County Attorney

Mission:

The County Attorney's Office provides legal counsel to the Board of Supervisors and to all County Departments (except for the Department of Social Services), as well as County Constitutional Officers.

Department Overview:

A brief summary of the many services this office provides include:

- Board of Supervisors: Provide legal counsel to the Board as a whole and provide legal counsel to individual Board members on matters unique to their districts.
- Commissioner of Revenue: Provide legal advice, research and approve refunds.
- County Administration: Work with County Administration/staff on a myriad of legal issues affecting the County Board of Supervisors and departments.
- Review FOIA request replies.
- County Code and Ordinances: Attend Ordinance Committee meetings. Review ordinances and ads and work with County Administrator's Office on proper advertising of same. Prepare updates to the County Code and provide copies to all holders of the Code. Update website as changes are made to the Code.
- Economic Development: Review contracts, agreements, and deeds.
- Finance Department: Advise the Finance Department as to claims to be filed with the County's insurance companies, review procurement contracts and policies.
- Fire & Rescue: Review and provide legal advice on FOIA requests, MOUs, agreements, documents, and give advice on personnel issues.
- Lawsuits: Draft and file pleadings, properly research each case, schedule court hearings, prepare witnesses and defend in Court.
- Library Board: Review and provide legal advice to the Board on proposed policy changes and procurement documents.
- Parks and Recreation: Review and approve agreements, easements, and forms.
- Personnel: Meet with personnel director and with affected department heads on any personnel issues.
- Sheriff's Department: Meet with various personnel and prepare court filings for unclaimed bodies in Augusta County.
- Subdivision, Planning & Engineering: Review and approve subdivision documents. Give advice to Subdivision Agent and County Engineer. Work with County Engineer and VDOT on land acquisitions for right of way, stormwater matters and erosion matters.
- Treasurer: Lend support and advice to the Treasurer and his staff.
- Zoning: Provide legal advice to the Board of Zoning appeals and attend all of its meetings. Work with Zoning Administrator on any zoning issues or violations.

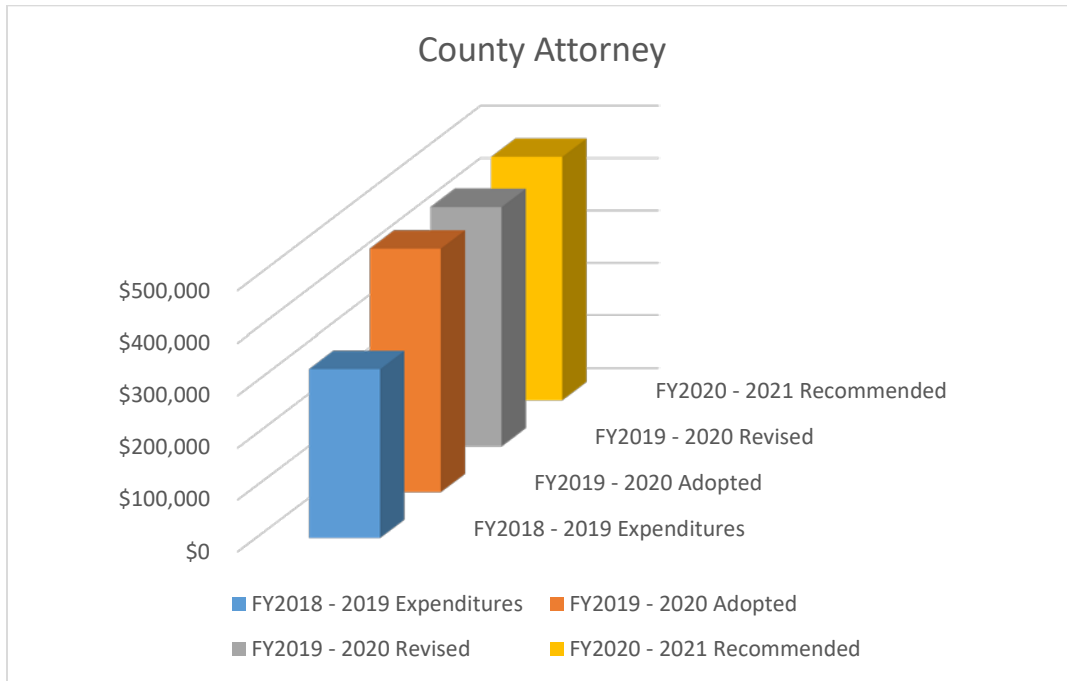
Strategic Goals and Objectives:

- Provide timely, well-researched legal services to the Board of Supervisors.
- Assist the Ordinance Committee in updating the Augusta County Code.
- Assist and provide legal advice to Community Development.
- Assist and provide legal advice to the Board of Zoning Appeals.
- Assist Personnel with any needed updates of the employee handbook.
- Monitor legislation passed by the Virginia Legislature and recommend amendments to the County Code, if needed, based on any new legislation.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$240,111	\$351,313	\$338,844	\$347,952	-0.96%
Operating	84,055	113,785	117,415	116,140	2.07%
Total	\$324,166	\$465,098	\$456,259	\$464,092	-0.22%

**Fluctuation in personnel costs is due to vacancy savings in FY20 revised.



Service and Performance Measures (per list of accomplishments):

Item	2019-2020
Court cases	20
Deeds and Easements	4
Legal Opinions	237
Ordinance Updates	20
FOIA Review	25

Accomplishments:

- Together with outside counsel, continued the defense of *McKee Foods Corporation v. County of Augusta, Virginia.*
- Together with outside counsel, continued the defense of *Hershey Chocolate of Virginia, Inc. v. County of Augusta.*
- Prosecuted zoning violation cases.

- Continued to assist the Commissioner of Revenue's Office obtain documents and records needed to determine the proper assessment for business license taxes.
- Assisted with the preparation of several invitations to bid and requests for proposals issued by County for various goods and services.
- Drafted various proposed ordinances.
- Prepared and distributed updates for County Code.
- Assisted departments drafting responses to requests under the Virginia Freedom of Information Act.
- Reviewed several documents for the Emergency Services Department.
- Assisted Personnel Director on personnel issues.
- This office received and completed 236 legal opinion requests

Contact Information:

James R. Benkahla, County Attorney
Carol Satterwhite, Administrative Assistant

Location: Augusta County Government Center
County Attorney's Office
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Phone: (540) 245-5017

Fax: (540) 245-5096

E-mail: ctyatty@co.augusta.va.us

Department Summary		
Department Name: County Attorney		
Operating		
Summary of changes	Budget increase / decrease	Included in Balanced Budget?
increase in contract services budget due to retention of outside counsel	\$20,000.00	NO
Additional set of law books for new assistant County Attorney	\$2,400.00	YES if split between FY20 and FY21
	\$22,400.00	

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: **County Attorney's Office**

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Contract Services	\$ 120,000	1		
2	Law Books	\$ 8,400	2		
3					
4					
Total Changes		\$ 128,400			

3. Justification for additional funding request:

1	The County has experienced an increase in time-intensive litigation matters requiring the assistance of outside counsel in specialized areas of law.
2	An additional set of the Code of Virginia for use by the recently added position of Assistant County Attorney.
3	
4	

4. Impact if not funded?

1	We will need additional assistant county attorney positions to handle increased litigation workload.
2	The Assistant County Attorney will have to rely on computer access to the Code of Virginia.
3	
4	

Commissioner of the Revenue

Department Overview:

The Commissioner of the Revenue Office is responsible for the assessment of taxes on Personal Property, Real Estate, Consumer Utilities, Business License, Machinery & Tools, Meals and Lodging. In addition, they are responsible for the processing of all State Income Tax Returns and Estimated Taxes filed by county residents. The tax relief for the elderly and disabled program and the real estate exemption for disabled veterans program are also administered by the department.

The Commissioner of the Revenue is directly accountable to the public and recognizes the vital importance of individual customer service in carrying out all prescribed duties in a professional and responsible manner.

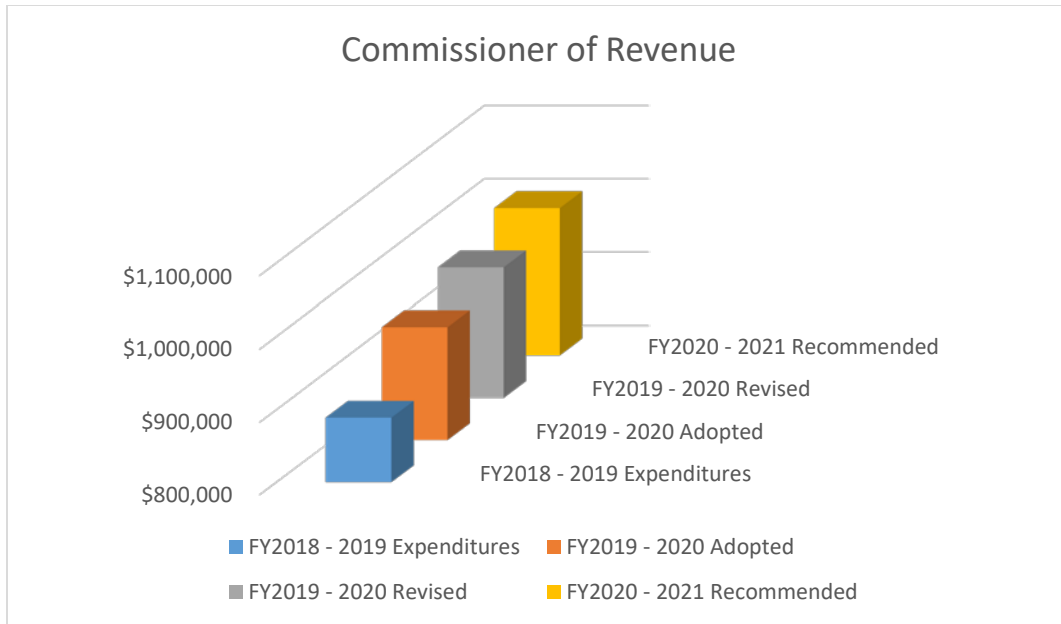
Strategic Goals and Objectives:

- Continue to Mentor New Real Estate Manager
- Continue to work with County Administration and County Attorney and Outside Counsel to respond to appeals of real estate general reassessment values
- Hire and train new real estate assessor to be in place before current real estate assessor retires
- Promote talent within department to understudy managerial positions that will be open to retirement(s) within 3, 5, & 8 years
- Work with county administration to review potential computer software options towards the eventual selection of and replacement of current software.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$778,642	\$846,453	\$865,299	\$894,965	5.73%
Operating	110,425	108,230	112,435	105,615	-2.42%
Total	\$889,067	\$954,683	\$977,734	\$1,000,580	4.81%

* Personnel increases are due to the temporary addition of a Real Estate Assessor to allow for succession training, master deputy increases and increases in health insurance rates, and VRS. Operating costs decreased due to the elimination of book binding costs.



Service and Performance Measures:

Item	2019 Actual	Item	2019 Actual
Business Licenses issued	5,138	Land Use applications processed	6,020
Vehicles assessed	122,146	Land Use parcels rolled back	101
New vehicles added	25,920	Real Estate parcels assessed	40,560
Old vehicles removed	26,584	Mapping changes worked	187
Returns processed through mail	2,773	Parcel transfers	2,326
State tax returns prepared	233	Assessment due to new construction	1,239
State estimated taxes filed	665		
Tax relief applications processed	944		
Veterans applications approved	181		

Accomplishments:

	2018	2019
Real Estate Assessed Tax	\$ 43,532,074	\$ 46,902,885
Personal Property Assessed Tax	\$ 17,202,095	\$ 17,855,383
Machinery & Tool Assessed Tax	\$ 4,325,257	\$ 4,676,312
Mobile Home Assessed Tax	\$ 232,092	\$ 200,842
Bank Franchise Tax	\$ 323,683	\$ 305,082
Business License Tax	\$ 4,111,683	\$ 4,099,216
Meals Tax	\$ 2,545,423	\$ 2,593,706
Lodging Tax	\$ 642,536	\$ 575,514
Utility License Tax	\$ 227,837	\$ 151,905
Utility Tax	\$ 2,097,483	\$ 2,098,741
Land Use Revalidation Fees	\$ 32,980	\$ 27,824

Land Use Rollback Tax	\$ 191,570	\$ 175,548
Mobile Home Titling Tax	\$ 125,412	\$ 103,085
Public Service	\$ 2,870,864	\$ 2,866,801
Audit Results	<u>\$ 587,641</u>	<u>\$ 728,375</u>
Revenue Generated	<u>\$ 79,060,797</u>	<u>\$ 83,361,219</u>

Contact Information:

Jean Shrewsbury, Commissioner of the Revenue

Location: Augusta County Government Center
Commissioner of Revenue Department
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Phone: (540) 245-5640
(540) 245-5647 (Real Estate)

Fax: (540) 245-5179

E-mail: jshrewsbury@co.augusta.va.us
lwagoner@co.augusta.va.us

Department Summary
Commissioner of the Revenue

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Real Estate Assessor Full Time-Current Real Estate Assessor is planning to retire in 18 months. Adding this position will allow time to train new assessor and position Real Estate Manager to work co-operatively with Chief Deputy on computer software selection and transition. This amount is less the two vacant part time positions in this department. These PT position funds were used to offset the cost of this position since it is a temporary position during succession training.	\$34,344.00	YES
Tax Examiner I-Full Time-County has completed the first phase of identifying all areas of software and how each interacts with other systems. When the project is put out to bid the upper management will be pulled into the planning, transitioning and testing of the data. We will need an additional tax examiner to be hired in advance so they can complete at least 6 months of training and be able to take up the time loss of upper management being redirected. (Includes Fringe)	\$45,891.00	NO
Employee Reclassification-Promote Current Tax Examiner III to the Vacant Tax Supervisor position to plan for succession due to retirements in the future. (includes fringe)	\$5,037.00	YES
Master Deputy raise (includes fringe)	\$8,736.00	YES
	\$94,008.00	

Department Summary
Commissioner of the Revenue

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Bookbinding - electronic books are provided to other department(s) and no longer required to print and bind books	-\$1,500.00	YES
Motor Vehicle Fuel - Jason Hughes is the President of the Virginia Association of Assessing officers this year. This is a strong asset to Augusta County and give the County the ability to push for changes that enhance our Real Property Position - 1 year position	\$800.00	Partially \$300 instead of \$800
Motor Vehicle Maint & Supplies - Annual inspection of Jeep revealed that new tires will be needed before the next inspection	\$500.00	NO
	-\$200.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Commissioner of the Revenue
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Tax Examiner I

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 30,883
Benefit Costs 20.51% (if full time)		6,334
Insurance		8,674
Total Personnel Costs		\$ 45,891

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 45,891
---	-----------

5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 45,891

6. Justification for position:

County has completed the first phase of identifying all areas of software and how each interacts with other systems. When the project is put out to bid the upper management will be pulled into the planning, transitioning and testing of the data. We will need an additional tax examiner to be hired in advance so they can complete at least 6 months of training and be able to take up the time loss of upper management being redirected.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Commissioner of the Revenue
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Real Estate Assessor

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 43,633
Benefit Costs 20.51% (if full time)		8,949
Insurance		8,674
Total Personnel Costs		\$ 61,256

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 61,256
---	-----------

5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 61,256

6. Justification for position:

Current Real Estate Assessor is planning to retire in 18 months. Adding this position will allow time to train new assessor and position Real Estate Manager to work co-operatively with Chief Deputy on computer software selection and transition

7. Impact if not funded?

Real Estate Assessor successor training time will be lost and no planning will be put in place for the additional workload associated with new computer software.

Augusta County
FY 2021 Operating Budget Request Forms

Personnel Request - Reclassification / Pay Raise

Please enter information in the gray cells

Department:	Commissioner of the Revenue
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Reclassification /Pay Raise

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 4,209
Benefit Costs 19.68% (if full time without disability)		828
Insurance		-
Total Personnel Costs		\$ 5,037

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 5,037
---	-----------------

5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 5,037

6. Justification for position:
 Employee Reclassification - Promote Current Tax Examiner III to the Vacant Tax Supervisor position to plan for succession due to retirements in the future. (includes fringe)

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Master Deputy Increase

Please enter information in the gray cells

Department:	Commissioner of the Revenue
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Master Deputy Increase

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 7,299
Benefit Costs 19.68% (if full time without disability)		1,437
Insurance		-
Total Personnel Costs		\$ 8,736

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 8,736
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 8,736

6. Justification for position:
Master Deputy raise

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Commissioner of the Revenue

	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1. Operating Cost					
1	Bookbinding	\$ (1,500)	1		
2	Motor Vehicle Fuel	\$ 800	2		
3	Vehicle Maintenance and Supplies	\$ 500	3		
4					
	Total Changes	\$ (200)			

3. Justification for additional funding request:

1	Bookbinding - electronic books are provided to other department(s) and no longer required to print and bind books
2	Motor Vehicle Fuel - Jason Hughes is the President of the Virginia Association of Assessing officers this year. This is a strong asset to Augusta County and give the County the ability to push for changes that enhance our Real Property Position - 1 year position
3	Motor Vehicle Maint & Supplies - Annual inspection of Jeep revealed that new tires will be needed before the next inspection
4	

4. Impact if not funded?

1	
2	
3	
4	

Reassessment & Board of Equalization

Department Overview:

Reassessment--The County is required to perform a general reassessment of real property, excluding public service properties, in accordance with Section 58.1-3252 of the Code of Virginia, 1950, as amended. To accomplish this task, the contractor performs a number of functions:

Assist the Board of Assessors or Committee in establishing the fair market value of each of the properties within the County.

Understand that in all cases uniformity and equality are required under the laws of the Commonwealth of Virginia with respect to classes of property, and ensure that all aspects of the reassessment program are conducted in accordance with the laws of the Commonwealth of Virginia.

Conduct a sales study, a sales survey land appraisal, a construction cost analysis and field analysis.

Advise taxpayers of the value assigned to their properties.

Provide an opportunity for property owners to appeal property value.

Board of Equalization—Local boards of equalization are made up of a majority of local citizen freeholders appointed by the circuit court. The Board of Equalization has specific powers that are limited to the review of real estate taxation. Chapter 32, Article 14 of Title 58.1 of the Code of Virginia, delineates the powers and responsibilities of local boards of equalization. The board of equalization must:

Hear or receive complaints concerning the fair market value or uniformity of real estate assessments.

Make public advertisement of its meetings.

Keep minutes of its meetings and make notifications of assessment change.

Correct any known duplication or omissions in the assessment roll.

Hear complaints concerning special assessment for agricultural, horticultural, forest and open space land use assessment.

Conduct its meeting in public.

Prepare an annual written report of their actions for public record.

Budget Summary:

Reassessment:

Item	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Adopted
Operating	\$311,224	\$0	\$18,486	\$0

Board of Equalization:

Item	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Adopted
Operating	\$2,571	\$3,500	\$1,310	\$0

**Reassessment is not an annual occurrence, therefore the budget will fluctuate for a full year of contractual work and one-half year of contractual work. Board of Equalization expenditures will cross two fiscal years as they are appointed for a calendar year.

Treasurer

Mission:

The County of Augusta Treasurer's Office mission is to provide great customer service in all venues and ensure the fiscal integrity of the County. By maintaining this commitment we:

- Provide a professional environment where our employees can thrive and have access to educational opportunities.
- Concentrate on implementation of technology solutions that will meet or exceed our service requirements.
- Develop and implement more streamlined business processes for the convenience of the customer while adhering to the requirements of the law.
- Listen to customer feedback and implementing changes when possible.
- Strictly adhering to all federal, state and local laws governing the management of public funds.
- Work with external brokers and the banking community to achieve the highest and safest investment returns for the County.
- Take advantage of educational opportunities in the field of treasury management.

Department Overview:

The County Treasurer is an elected constitutional office and, as such, is directly accountable to the citizens of Augusta County. The Treasurer's Office prepares, mails and collects all tax bills for real and personal property located in the County of Augusta. The office also pursues the collection of all delinquent taxes owed to the county. Additional revenues collected under the direct supervision of the Treasurer include: business licenses, receipts of State collected revenues and taxes; meals and lodging taxes and other various county fees and fines from all other county departments and school divisions as collected.

The County Treasurer's office is charged with the design of an effective cash management and investment program for the County and all of its agencies and acts as fiscal agent for the Augusta County Schools and their entities such as the Valley Vocational Center, Shenandoah Valley Regional Program, and Cafeteria Program.

The Treasurer also acts as a custodian for several other regional and state business funds, which includes maintaining all records, accounting for the investment of funds and the reporting of fund revenues and expenditures. These accounts include Valley ASAP, both Staunton & Lexington offices, and all online credit card revenue, Middle River Regional Jail Authority, and Valley Children's Center and all funds through their online donations. Currently the Treasurer's office is responsible for the safety of all these funds. Our office oversees the balancing of approximately thirty or more accounts. Among other activities, these duties include managing the county investments and adhering to its policy for the locality; arranging for banking services and new accounts as needed, processing retiree ach payments each month for the school board and county personnel and revising all retiree banking information on an annual basis, currently 78 retirees and health savings ach payments for personnel; forecasting all cash receipts and expenditures to meet the county's needs on a weekly and monthly basis. Wiring funds to meet county obligations for school debt payments several times a year; maximizing investments not needed to meet current expenditures; working with external brokers, vendors and the banking community; and seeking new opportunities for investments and reporting all investment activities.

The County Treasurer's office makes all disbursements for the county that have been approved for payment by the Director of Finance. The Treasurer acts as the reconciliation agent for the County by working with the depository bank, county departments and external and internal auditors. Besides all that is mentioned above we are required by law to adhere to mandated duties per the Code of Virginia.

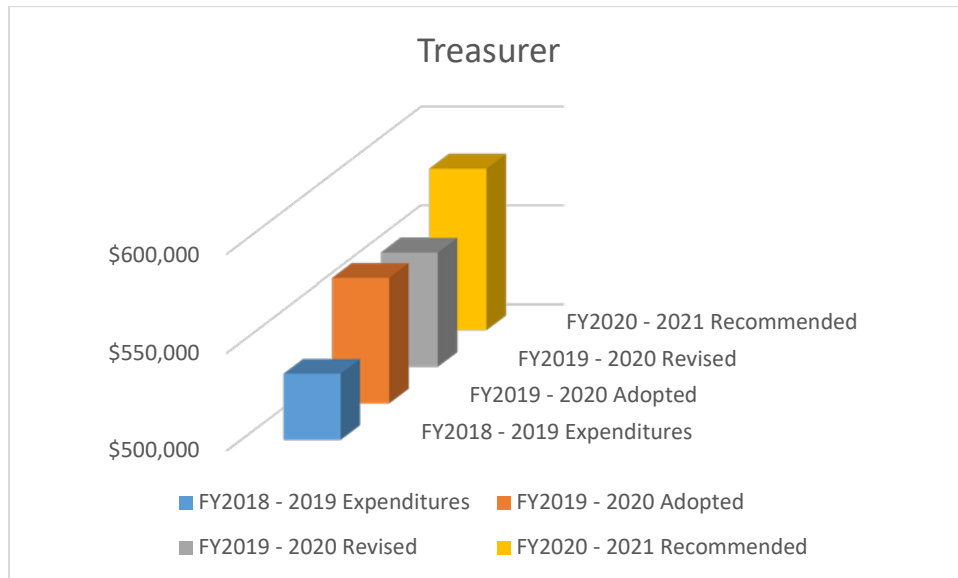
Strategic Goals and Objectives:

- Keep current funding of all full time positions with a request for part time personal during our busiest tax collection deadlines. Consider adding a full time position for the creation of a collections department.
- Keep pace with today’s technology to offer citizen’s services at the least amount of expense to the County.
- Continue to utilize the credit card arm via the web which has been in effect since the end of November 2016, to generate more collections and added convenience.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$447,458	\$475,910	\$469,268	\$493,728	3.74%
Operating	86,410	87,700	88,453	87,900	0.23%
Total	\$533,868	\$563,610	\$557,721	\$581,628	3.20%

*increase in payroll due to increases in Health Insurance, and VRS.



Service and Performance Measures:

Item	FY2019 – 2020 Actual	FY2020 – 2021 Planned
Real Estate Tax Bills Mailed	81049	80901
Personal Property Tax Bills Mailed	73524	66746
Delinquent Notices Mailed	14699	13039

DMV Stops Issued	2382	4476
Liens; (bank, wage, 3 rd party)	4358	5097
Dog Tags Issued	7219	5117

Accomplishments:

- Maintained office accreditation from Treasurer’s Association of Virginia.
- Added a fee to the debt set off collection activities that have increased our revenues. Increased our DMV stops to obtain more of the delinquent taxes we should have but do not.
- We have six enrolled in the certification program now. We like that we are able to invest in our employees and help them grow in their careers. They continue to take TAV classes and attend district meetings, which keep us, certified with TAV as required.

Contact Information:

Richard T. Homes, Treasurer

Location: Augusta County Government Center

Treasurer's Office
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482

Phone: (540) 245-5660

Fax: (540) 245-5663

Email: treasurer@co.augusta.va.us

Department Summary

Treasurer

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Full Time Delinquent Tax Collector	\$44,098.00	NO
	\$44,098.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Table and Chairs to allow privacy when handling citizen accounts in person	\$600.00	Moved to Revised
	\$600.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Treasurer
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Deputy I

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 29,395
Benefit Costs 20.51% (if full time)		6,029
Insurance		8,674
Total Personnel Costs		\$ 44,098

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 44,098
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	delinquent collections/fees
Reduced Expenditure	
Net Increase/(Decrease)	\$ 44,098

6. Justification for position:
the new hire would fill the slot on a cashier's window so it would be covered. As it is now, collections are done by all intermitantly all year long.

7. Impact if not funded?
delinquent tax collections percentage would be up; currently 3,174,715.99 for personal property uncollected; 7,584,697.50 real estate taxes uncollected

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Treasurer

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Furniture and Fixtures	\$ 600	\$ 1	no	
2					
3					
4					
Total Changes		\$ 600			

3. Justification for additional funding request:

1 arrangements for a payment plan. Having a table and chairs set up in the front empy office would give us somewhere to have those discussions.

4. Impact if not funded?

1

Finance

Mission:

To maintain a well-organized, fiscally present finance department where work is distributed equally among staff and progress is made in achieving goals. Staff receives the training needed to remain up-to-date in accounting issues. First priority is to serve other County departments in a customer friendly manner, providing accurate data in a timely fashion.

Department Overview:

The Finance Department is responsible for overseeing the financial operations of the County. This includes establishing and maintaining effective controls over the County's financial activities. Finance provides information to employees, departments, vendors and government agencies. Duties include:

- Process accounts payable for all County departments
- General ledger maintenance
- Prepare and monitor miscellaneous billings and receivables
- Debt issuance and management
- External audit and cost allocation plan coordination
- Preparation of Comprehensive Annual Financial Report
- Internal financial statement preparation
- Assist County Administrator in development of County budget
- Procurement
- Assist Departments as needed with ordering office supplies and approve all orders placed by the departments.
- Risk management
- Grant administration and reporting
- Maintain capital asset listing
- Revenue Recovery
- Special projects
- Fiscal agent for Middle River Regional Jail, Shenandoah Valley Social Services, Shenandoah Valley Regional Program, Valley Career and Technical Center, Valley ASAP and Valley Children's Center

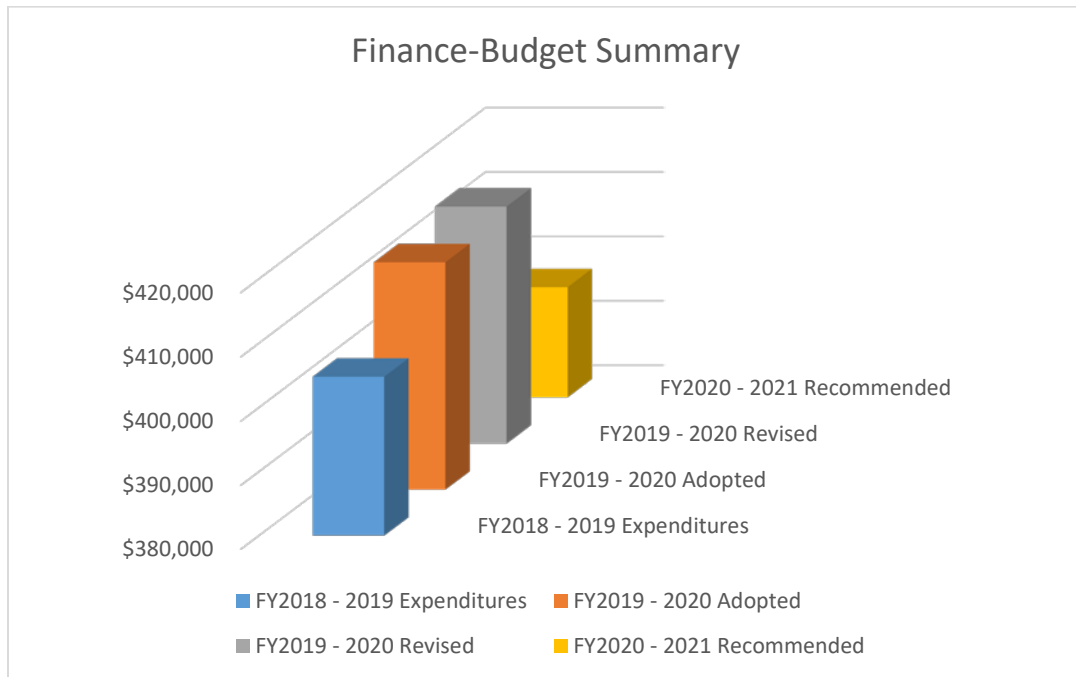
Strategic Goals and Objectives:

- Continue working towards the VGFOA Certificate (Finance Director and Accounting Specialist) as course availability allows.
- Continue working towards researching and procuring a new Enterprise Resource Planning (ERP) software. Currently drafting an RFI to be published soon.
- Assist with the completion of 5 year Operating and Capital financial plan
- Obtain VCO certification for new purchasing assistant.
- Research new GASB Standards and implement as needed
- Assist with documentation and reporting of Jail Mental Health Pilot grant with Middle River Regional Jail
- Review and update Procurement Manual

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$383,971	\$394,117	\$396,830	\$374,822	-4.9%
Operating	20,806	21,265	20,027	22,310	4.91%
Total	\$404,777	\$415,382	\$416,857	\$397,132	-4.39%

***Change in personnel figures are due continued transition of personnel between Finance and Fund 15, Revenue Recovery.



Service and Performance Measures:

Item	FY2017-2018 Actual	FY2018-2019 Actual	FY2019-2020 Expected
Purchase Orders	494	618	550
Special Projects	5	4	4
Number of AP Transactions	9,869	10,426	10,000
Number of ACH Transactions	4,971	5,305	5,400
Number of Checks Printed	25,126	24,556	25,000
Journal Entries	350	309	350

Solicitations issued	8	14	15
Contract Administration	8	14	15
eVA Orders	n/a	5	10
GFOA Certificate (audit and budget)	2	2	2

***Special projects include: Social Services VOIP system upgrade, Government Center roof Replacement, Jennings Branch Stream Restoration, and the Natural Chimney's Pool Resurfacing

Accomplishments:

- Revenue Recovery Billing Specialist received certification in Ambulance Coding through NAAC
- Transitioned revenue recovery from third party billing to in house billing.
- Implemented new Uniform Guidance requirements for the FY18 audit, related to OPEB reporting.
- Trained new personnel to include, coding specialist for Revenue Recovery and new purchasing assistant.
- Successfully achieved the GFOA budget award and audit award.
- Completed a large internal process evaluation project in anticipation of the ERP software upgrade.

Contact Information:

Misty Cook, Finance Director

Location: Augusta County Government Center
 Finance Department
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482

Phone: (540) 245-5741

Fax: (540) 245-5742

Email: ca@co.augusta.va.us

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Finance/Revenue Recovery
Priority Ranking:	1
Mandated:	no
If yes, site Code or Law	
Position Title:	Accounting Technician-Reclass

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary increase		\$ 4,534
Benefit Costs 20.51% (if full time)		930
Insurance		-
Total Personnel Costs		\$ 5,464
2. Total operating (ongoing) request for new position		\$ 5,464
3. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 5,464

4. Justification for position:

I am requesting a reclassification and transfer of Stephanie Payne. Currently she is an accounting technician in the Finance department. At the beginning of FY20 we began billing revenue recovery in-house and hired an ambulance coder. The revenue recovery program is doing well; however, it has become apparent that due to this change the majority of Stephanie's time is spent working revenue recovery and the only task she currently handles outside of revenue recovery is the weekly insurance trust reconciliation. I would propose an 80/20 split of her salary to correctly reflect the time she is working ambulance billing versus finance related tasks. Another issue that has come up now that we have a year of in-house ambulance billing in place is that the ambulance coder position requires more daily oversight in regards to following up with accounts receivable and claim reconsiderations. I would propose that we change Stephanie's job description and title and re-class her from a grade 20 to a 23, with a title of Revenue Recovery Accounting Supervisor. This would be a working supervisory position in which she would actively manage the day to day operations of revenue recovery, which she currently does now, but she would also directly supervise the ambulance coder.

7. Impact if not funded?

none

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Finance

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Data Processing Software	\$ 5,000	2	no	
2	Travel and Training Expenses	\$ 2,560	1	no	
3					
4					
Total Changes		\$ 7,560			

3. Justification for additional funding request:

1	Cloud base license for software the will help with the creation of IFB and RFP's from beinning to end.
2	VCO certification for Purchasing Assistant
3	
4	

4. Impact if not funded?

1	none
2	
3	
4	

Information Technology

Mission:

The County of Augusta Information Technology (IT) Department partners with county departments in leveraging technology to effectively serve customers.

Objectives:

- Maintain a stable and secure infrastructure.
- Provide leadership in evaluation and implementation of new technology solutions.
- Provide an effective support framework to assist users in employing technology effectively and efficiently.
- Provide citizens and users convenient access to appropriate information and services through technology.
- Guide technology planning County-wide with forward-looking vision.
- Collaborate with departments to make sound decisions regarding the use of technology

Department Overview:

The Augusta County IT staff consists of seven full time employees and 2 part time employees. We have 10 major focus areas.

- Network - Our network is comprised of **350 users, 29 departments** and over **700 devices**
- Servers - We support **15 Physical servers** and **55 Virtual Servers**. All are running Windows Server 2008 or 2012.
- Computers - Set up, support, and maintain Dell and HP computers running Windows 7 and Office 2010 or 2013. Over **500** computers on our network. **200** at ACGC and Sheriff's office.
- Public Safety – Set up, maintain and support Mobile Data Terminals and related equipment- **68 Fire Rescue Toughbooks, 23 Station Pc's, 31 wireless access points, 21 routers, 1 Cradlepoint Cellular Router, 10 printers, 45 Sheriff's Office Toughbooks, 45 Wireless Devices, LPR, 40 Mobile Ticket Printers**
- Peripherals- Other pertinent hardware that is supported by Augusta County IT- **50 Printers, 19 Wireless Access Points**
- Website Administration
- GIS- Coordinating all areas of GIS with Government Departments, Agencies and Citizens
- AS 400- Augusta County's Financial System
- Building Security- Create, maintain and issue ID badges. Support all **92** security cameras, **76** doors and scheduling
- System Administration-**2 Barracuda Backups, Barracuda Spam Filter, Barracuda Firewall, 2 Barracuda Archivers, Sonicwall VPN, Netmotion VPN, 2FA Authentication, PCI Compliance**

The departments that are supported by the three areas of the Augusta County IT Department are:

- Sheriff's Office
- Fire Rescue
- Administration
- Clerk of Court
- Juvenile Court
- General District Court
- Domestic Court
- Commonwealth Attorney's Office
- Emergency Operations Center
- Parks and Recreation
- Finance
- Animal Control
- Community Development
- Treasurer
- Commissioner-Real Estate
- Middle River Regional Jail

- Service Authority
- Stuarts Draft Treatment Plant
- Middle River Treatment Plant
- Fishersville Shop
- Fishersville Treatment Plant
- Maintenance
- Library- Fishersville/Churchville
- Registrar
- Social Services
- USDA

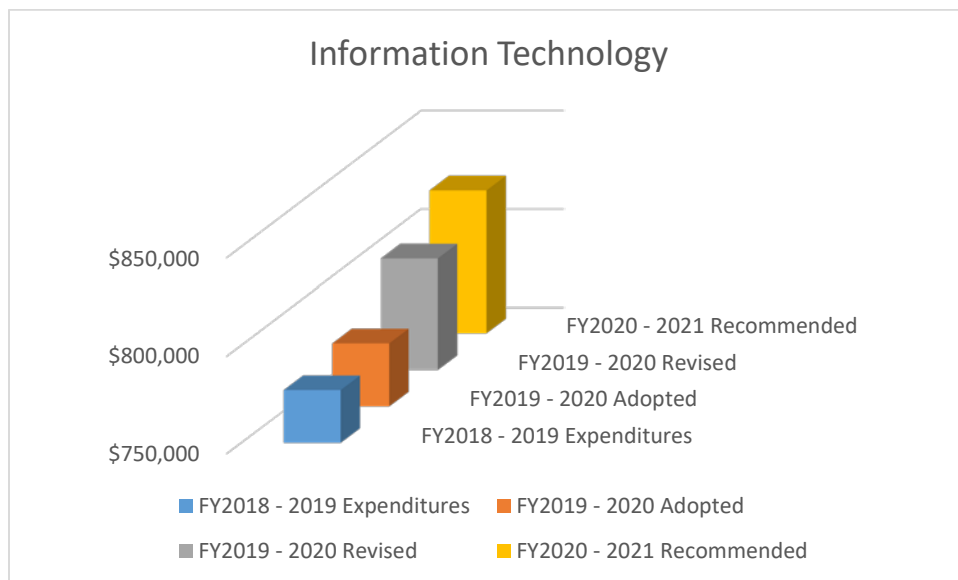
Strategic Goals and Objectives:

- Explore 400 replacement
- Continued Shared Services
- Continuing progressing with DRP
- Policies
- Documentation
- Cross-Training
- Update Job Descriptions and Job Ladders
- Upgrade VEAM (Virtual Server Backup Software)
- Upgrade storage
- Increase Map Types on GIS website
- To complete the proposed 10 GB fiber link to Service Authority
- To upgrade switches throughout the GC as needed
- To continue to apply network changes so as to improve throughput and security
- Work on getting a in/out electronic board setup or see what Office 365
- Work on team building and communication for the department
- Complete in-progress Ambulance AVL project
- Complete in-progress migration of RAMOB to the new ACGCFR01 virtual server
- Identify the next set of switches to be replaced in 2020, install and configure them
- Implement a 10GB link to Service Authority
- Implement a 10GB link to Social Services
- Determine if 10GB to MRRJ makes sense
- Complete in-progress Ambulance AVL project
- Complete in-progress migration of RAMOB to the new ACGCFR01 virtual server
- Identify the next set of switches to be replaced in 2020, install and configure them
- Implement a 10GB link to Service Authority
- Implement a 10GB link to Social Services
- Determine if 10GB to MRRJ makes sense
- To continue to apply network changes so as to improve throughput and security
- Finish up the process documentation
- Automate the timesheet import for the new KRONOS system for the jail to the as400
- Automate the county vacation/sick time import into the as400
- Assuming we sign a contract for a new municipal software system to dive into that project
- Upgrade Servers-Continue working on Government Center Dept Head wish lists
- Complete NG911 GIS and CAD requirements for deployment (PSAP Boundaries, address points)
- Improve or re-do GIS websites
- GIS programming training (Java,Python) to enable enhanced searches and tools
- GIS Certificate(s)?
- Work with Jason Hughes on improving the GIS regarding Real Estate and the CAMRA
- Phishing users
- Natural Chimneys using Netmotion so they no longer have to Sonicwall.
- NVR at CWA.
- Mobile Device Management

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$520,814	\$ 540,084	\$545,636	\$ 568,431	5.25%
Operating	256,278	242,254	260,934	254,071	4.88%
Total	\$777,092	\$782,338	\$ 806,570	\$822,502	5.13%

***Change in personnel figures are due to merit and cost of living allocation as well as increases in health insurance rates and VRS. Change in operating due to increases in maintenance service contracts.



Service and Performance Measures:

Item	FY2018-2019
Equipment Supported	>1000
Users Supported	>350

Accomplishments:

- Upgraded ECC Switches
- Upgraded Laserfiche

- Explored 400 replacement
- Continued progressing with DRP
- Documentation
- Cross-Training
- Upgraded VEAM (Virtual Server Backup Software)
- Upgraded storage
- Solution for old IIS server, FTP and Plan Review
- Increased Map Types on GIS website
- Technology renewal for FR in 2019
- Migrated the FR RAMOB physical server to the virtual environment and rename it more accurately as Fire Rescue, dropping the defunct RAMOB reference.
- Migrated the Data Center Closet rack reorg and the replacement of 4510 switches
- Upgraded switches throughout the GC as needed
- Network changes so as to improve throughput and security
- County GIS compliant with requirements for NG-911
- Upgraded the NetMotion and 2FA servers to the latest versions
- Replaced Sheriff's Department MDT's with Windows 10
- PC upgrades to Windows 10
- Volume licensing and imaging deployment

Contact Information:

Jackie Zetwick, Director of Information Technology

Location: Augusta County Government Center
 Information Technology Department
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482

Phone: (540) 245-5400

Fax: (540) 245-5056

E-mail: helpdesk@co.augusta.va.us

Department Summary
Information Technology

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Reclass for PC/Network Analyst	\$3,686.00	YES
	\$3,686.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Cyber Security Planning	\$50,000.00	NO
Mobile Device Management	\$14,165.00	NO
	\$64,165.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Information Technology
Priority Ranking:	1
Mandated:	
If yes, site Code or Law	
Position Title:	Reclassification to PC/Network Analyst

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 3,059
Benefit Costs 20.51% (if full time)		627
Insurance		-
Total Personnel Costs		\$ 3,686

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 3,686
---	-----------------

5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 3,686

6. Justification for position:
 Reclass for PC/Network Analyst from a grade 20 to Grade 22. Employee has met all criteria for advancement.

7. Impact if not funded?

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Information Technology

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Computer Software	\$ 14,165	2		
2	Computer Hardware	\$ 50,000	1		
3					
Total Changes		\$ 64,165			

3. Justification for additional funding request:

Security: Policies could enforce minimum acceptable security standards, such as security pin codes. Business email access could be limited to authorized devices with the ability to completely remove business email from the device if needed. **Efficiency:** Easily monitor and maintain an up-to-date inventory of devices, apps. and users. Keep corporate devices updated and secure with minimal user interaction.

1 Provide remote support to end users in the field. Automatically install business applications

2 Cyber Security plan to be proactive vs. reactive to an ever changing cyber threat environment. One cyber attack can leave the County without the ability to serve its citizens for a period of time.

3

4. Impact if not funded?

1 Email on phones will continue to be a problem.

2 We will not be prepared in the event of a cyber attack.

3

Board of Elections

Mission:

The mission of the Voter Registration Office is to provide opportunities, in an equitable and courteous manner, for all qualified citizens of the County of Augusta to register to vote, to promote the integrity of the electoral process by maintaining accurate and current voter registration records used in elections; to coordinate elections so they are conducted in a manner that secures the qualified citizen’s right to vote and ensure that the results accurately reflect the voter’s will; and to be an information resource for citizens regarding voter registration, elections and elected officials.

Department overview:

The Augusta County Office of Voter Registration processes voter registration applications and verifies accuracy and eligibility to register; this includes research and correspondence with applicants. The accuracy of records is essential and therefore steps such as cancelling felons, deceased, mentally incapacitated and non-citizen voters is critical to the integrity of this process. In addition to voter registration entry and compliance, elections are produced, officers of elections trained, election reference material and procedures are created and printed, voting equipment pollpads are programmed, tested and sealed, and absentee ballots are mailed and in-person absentee voting preformed in the office, among many other election preparation responsibilities. This office also receives the candidate filing forms and campaign finance reports for local elected officials and candidates.

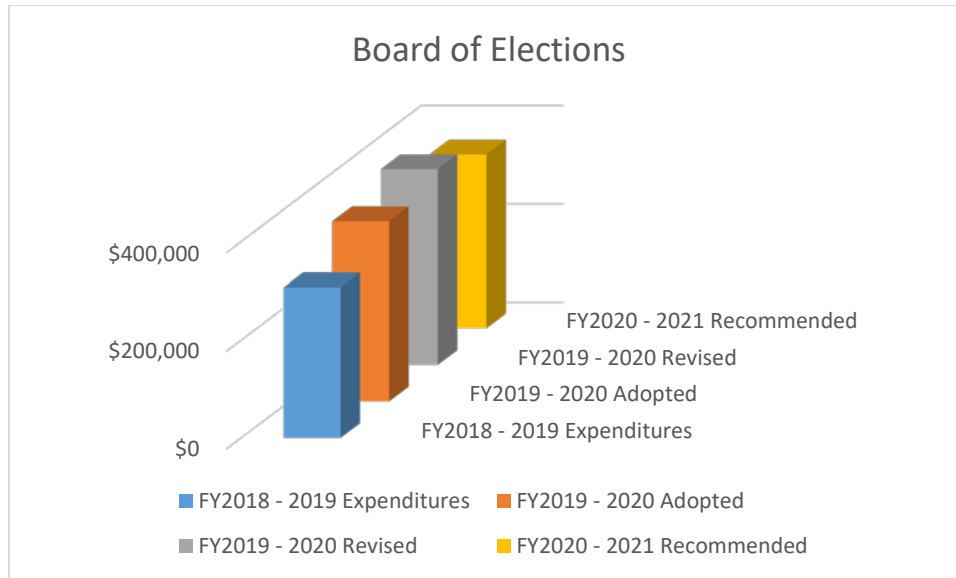
Strategic Goals & Objectives:

- Promote the integrity of the electoral process by voter outreach
- Provide refresher training of the New Optical Scan Voting Equipment to Officer of Elections and Voters
- Provide in-depth Pollpad Training to Officers of Election
- Produce a General Election founded by integrity and accuracy
- Hold a 2020 November General Election and potentially a June 2021 primary with integrity and accuracy
- Continue to train the Voting Equipment Manager and Chief Assistant Registrar on voting equipment and pollpad coding, testing and deploying process
- Continue to train the Chief Assistant Registrar in every aspect of the office
- Train Officers of Election on election laws, voting equipment, forms and procedures prior to each election
- Implement No Excuse voting for the November 2020 Election

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$150,757	\$165,086	\$168,972	\$171,478	3.87%
Operating	156,578	201,624	228,994	181,485	-9.99%
Total	\$307,335	\$366,710	\$397,966	\$352,963	-3.75%

***Personnel increases are due to an increase in health insurance rates and VRS. Operating decreases, we due to a decrease in primary election funds budgeted.



Service and Performance Measures:

Item	FY2019-2020 Planned	FY2019-2020 Actual	FY2020-FY2021 Estimated
Registered Voters	50,000	49,528 (as of 1/6/20)	51,000
Elections Held	3	3	2
Polling Places	26	26	26
Officers of Election	215	184	241

Accomplishments:

- Revised the process and format of Officer of Election training on law, procedure and document completion
- Produced and held a General Election in November with minimal to no issues
- Held Voter Outreach Events
- Trained office personnel as well as Officer of Elections on the new Optical Scan and Pollpad equipment
- Attended Regional Director of Election meetings/trainings
- AS OF 12/31/19 processed 6,728 Virginia Voter Registration Applications; deleted 78 felons, 571 deceased, 6 mentally incapacitated voters, and transferred out 1606. Submitted 208 notices to other states of their voters moving and registering in Virginia.

Contact Information:

Constance I. Messick, General Registrar

Robin L. Moyers, Chief Assistant Registrar

Location: Augusta County Government Center

Voter Registration

18 Government Center Lane

P.O. Box 590

Verona, VA 24482

Phone: (540) 245-5656

Fax: (540) 245-5037

Department Summary
Board of Elections

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Provide Supplement for Registrar	\$20,487.00	NO
Reclass assistant registrar	\$3,151.00	NO
It is imperative that consideration be given in supplementing the Electoral Board salaries. This request is being	\$2,058.00	NO
	\$25,696.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Risk Limiting audit	\$5,000.00	NO
Redistricting	\$39,977.00	NO
Unknown cost - See the No-Excuse/Early Voting report	\$0.00	
	\$44,977.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Supplement

Please enter information in the gray cells

Department:	Board of Elections
Priority Ranking:	High
Mandated:	
If yes, site Code or Law	
Position Title:	General Registrar

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 17,000
Benefit Costs 20.51% (if full time)		3,487
Insurance		-
Total Personnel Costs		\$ 20,487

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	\$ -	-
Cell phone if applicable	\$ -	-
Other	\$ -	-
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position \$ 20,487

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 20,487

6. Justification for position:

September 1, 2019, the General Registrar/Director of Elections salary and duties report was submitted to the Chairman of the House Appropriations committee and Senate Finance Committee. According to the study, the General Registrars salary has remained consistently around 65% of Constitutional Officers. In dollar terms, the average difference is \$31,534 in 2020. Furthermore, Constitutional Officers receive salary increases upon receiving educational certification. This salary adjustment is not offered to GRs although they are required by 24.2-114(19) of the code of Virginia to attend annual training by the Department of Elections. Also, General Registrars are not offered salary increases after receiving the Virginia Registered Elections Official (VREO) certification and the Certified Elections Registration Administrator (CERA) certification from The National Association of Election Officials.

The job duties of the GRs have changed significantly, especially since the Presidential Election in 2000; however, the Code of Virginia has not accurately reflected the change to those duties. While it is not necessary for these duties to be codified, it is important to recognize these significant changes. Described below are the current duties as well as significant changes to those duties since 1996.

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Board of Elections
Priority Ranking:	High
Mandated:	
If yes, site Code or Law	
Position Title:	Assistant Registrar Reclass

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 2,615
Benefit Costs 20.51% (if full time)		536
Insurance		-
Total Personnel Costs		\$ 3,151

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 3,151
5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 3,151

6. Justification for position:

It is imperative that consideration be given to the reclassification of the Chief Assistant Registrar to Deputy Registrar, based on the increased duties that have been assigned to the General Registrar/Director of Elections (by General Assembly action). More responsibilities pertaining to election management fall upon the GR/Director of Elections due to the implementation of No-Excuse/Early Voting effective November 2020 (by General Assembly action). Virginia Election Laws and Campaign Finance Laws have become increasingly demanding and very complex. The ability to respond to questions from voters and candidates requires knowledgeable, experienced staff –especially in the role of Deputy Registrar.

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Board of Elections

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Risk Limiting Audit	\$ 5,000	High	Yes	24.2-671.1
2	Redistricting	\$ 39,977	High	Yes	24.2-311
3	No Excuse/Early Voting	??	High	Yes	24.2-700
4					
Total Changes		\$ 44,977			

3. Justification for additional funding request:

1	SB 1254 Effective July 1, 2018 - this law will allow the Virginia Department of Elections to order an audit. We will have one audit within a 5 year period
2	Please see supporting documentation provided in the Board of Elections Budget Manual
3	Please see supporting documentation provided in the Board of Elections Budget Manual

4. Impact if not funded?

1	
2	
3	

Augusta County

Fiscal Year 2020-2021

Departmental Budgets by Function

Judicial Administration

Department	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Circuit Court	\$200,234	\$172,942	\$164,321	\$178,630	3%
General District Court	6,500	7,500	7,500	7,000	-7%
Magistrate	4,477	3,596	3,596	3,946	10%
Clerk of the Circuit Court	841,917	941,259	981,074	1,084,858	15%
Commonwealth Attorney	1,127,004	1,122,649	1,307,220	1,400,690	25%
Total Judicial Administration	\$2,180,132	\$2,247,946	\$2,463,711	\$2,675,124	19%

Circuit Court

Department Overview:

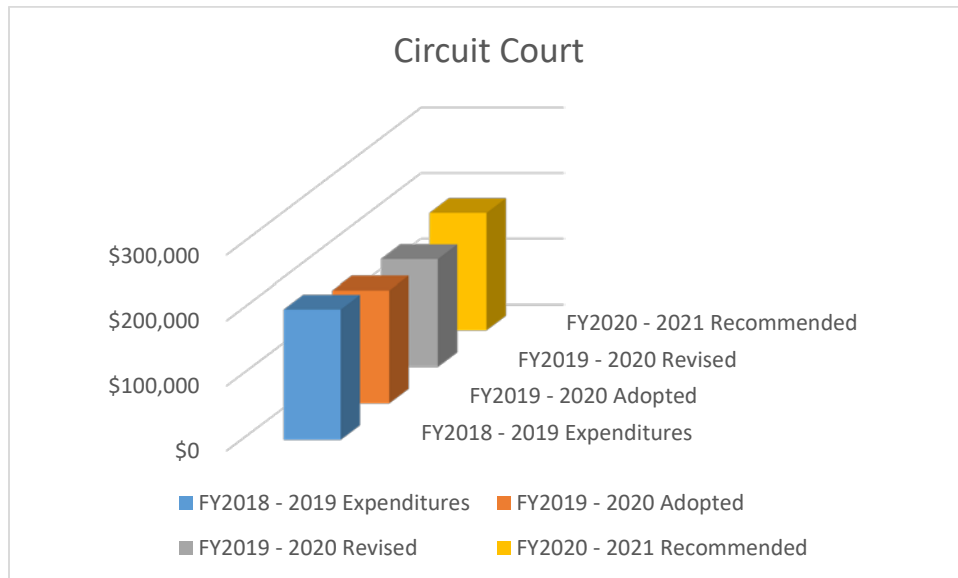
The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims of more than \$25,000. It shares authority with the general district courts to hear matters involving disputes between \$4,500 and \$25,000. The Circuit Court has the authority to hear serious criminal cases, called felonies.

The Circuit Court also handles family matters, including divorce. In addition, the Circuit Court hears cases appealed from the General District Court and from the Juvenile and Domestic Relations District Court. There is a Circuit Court in each city and county in Virginia.

Budget Summary:

Item	FY2018- 2019 Expenditures	FY2019 – 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$182,048	\$160,992	\$148,171	\$166,680	3.53%
Operating	18,186	11,950	16,150	11,950	0%
Total	\$200,234	\$72,942	\$164,321	\$178,630	3.29%

***Change in personnel costs are due to increases in health insurance and VRS.



Department Summary
Augusta County Circuit Court

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
10% Increase in salary for Judicial Assistant	\$4,626.00	NO
	\$4,626.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Increase in budget for compensation of Jurors/witneeses	\$4,644.00	NO
	\$4,644.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Pay Increase

Please enter information in the gray cells

Department:	Circuit Court
Priority Ranking:	1
Mandated:	
If yes, site Code or Law	
Position Title:	Judicial Assistant-10% increase

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 3,865
Benefit Costs 19.68% (if full time without disability)		761
Insurance		-
Total Personnel Costs		\$ 4,626

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 4,626
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 4,626

6. Justification for position:
request for increase due to responsibilities taken over from retiring office personnel.

7. Impact if not funded?

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Circuit Court

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Compensation of Jurors/Witnesses	\$ 4,644			
2					
3					
4					
Total Changes		\$ 4,644			

3. Justification for additional funding request:

1

4. Impact if not funded?

1

General District Court

Department Overview:

There are 3 “departments” within each General District Court:

Civil: The general district court decides civil suits involving amounts of money up to \$25,000. There are 3 different suits that an individual may file, which are, Warrant in Debt (suits for money), Warrant in Detinue (suit for items), and Unlawful Detainer (suit for unpaid rent/eviction of property). The General District Courts also have the authority to hear and issue protective orders involving non-family or household members. These hearings are also considered “civil”.

Criminal: The general district court decides cases in which a person is charged with a misdemeanor. A misdemeanor is any charge which carries a penalty of no more than one year in jail or a fine of up to \$2,500 or both. The general district court also holds preliminary hearings in felony cases. Preliminary hearings in felony cases are held to determine whether there is probable cause to believe the defendant committed the offense in order to justify holding the defendant for a grand jury hearing. The grand jury determines whether the accused will be indicted and held for trial by the circuit court.

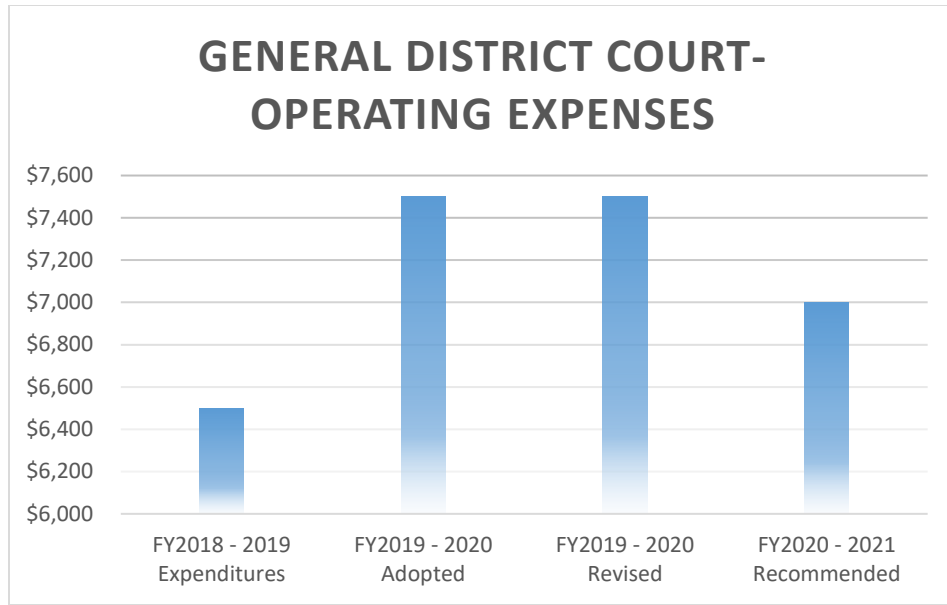
Traffic: The general district court hears cases in which a person is charged with a traffic offense. Most traffic offenses are traffic infractions, which are generally punishable by a fine of not more than \$250. A person may also have a misdemeanor traffic offense which, just like a criminal misdemeanor charge, may carry a penalty of no more than one year in jail or a fine of up to \$2,500 or both.

Strategic Goals and Objectives:

- Provide supplemental pay for all employees
- Continue high level of customer service
- Ongoing training of all employees on-site as well as off-site when offered by Supreme Court
- Continued training for all employees via online courses as they become available via Supreme Courts web-ex system

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$6,500	\$7,500	\$7,500	\$7,000	-7%



Service and Performance Measures:

Item	2019 Actual	2020 Estimated
Civil Cases	3,288	3,500
Criminal Cases	2,677	2,800
Traffic Cases	13,107	13,300

Miscellaneous cases for 2019 were 748 (these include motions as well as TDO, ECO and mental commitment hearings)

Accomplishments:

- Continued enhancements on E-summons with Augusta County Sheriff’s Office
- From January 1, 2019 to December 31, 2019 this department collected over \$550,000 in fines and fees for Augusta County alone
- Implementing the GCMS and FAS programs for data entry and fine collections
- Employees continue to provide outstanding service to the public as well as other agencies while remaining understaffed. According to the latest staffing study model we are operating at 78.9% staff (currently authorized to have 6 employees-according to staffing study, we should have 7.6)

Contact Information:

Christy Hostetter, Clerk of Court

Location: Augusta County General District Court
6 East Johnson Street, Second Floor
Staunton, VA 24401

Phone: (540) 245-5300

Fax: (540) 245-5365

E-mail: chostetter@vacourts.gov

Department Summary

General District Court

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Part time wage supplement	\$27,500.00	NO
	\$27,500.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request

Please enter information in the gray cells

Department:	General District Court
Priority Ranking:	1
Mandated:	
If yes, site Code or Law	
Position Title:	Various

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 27,500
Benefit Costs 20.51% (if full time)		-
Insurance		-
Total Personnel Costs		\$ 27,500

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 27,500
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 27,500

6. Justification for position:

Salary supplement for General District Court Staff due to work load.

7. Impact if not funded?

Office of the Magistrate
Region II, 25th Judicial District

Department Overview:

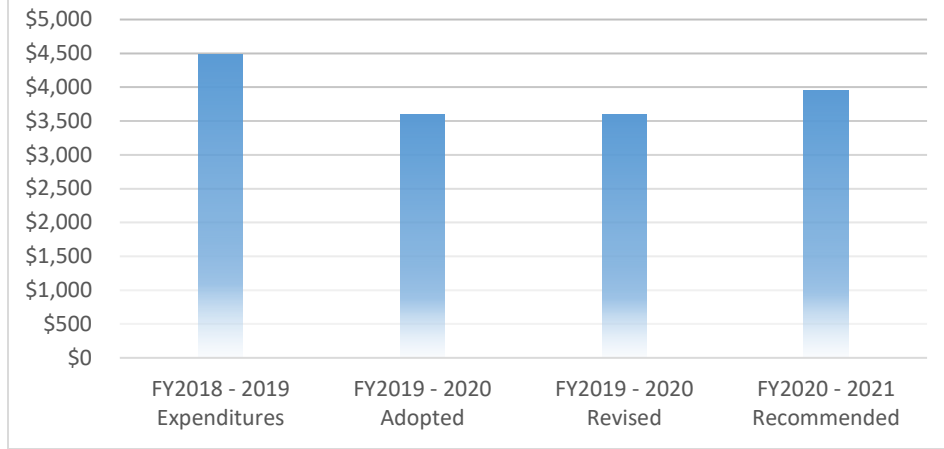
A Magistrate is an independent judicial officer who has the authority to issue arrest warrants or summonses, upon review of complaints of criminal conduct and a finding of probable cause. A magistrate also has the authority to issue temporary protection, custody, and detention orders. Twelve full-time magistrates serve the twelve jurisdictions within the 25th Judicial District. In addition to video conferencing facilities in Buena Vista, Clifton Forge, Monterey, New Castle, Staunton, Waynesboro, there are staffed magistrate’s offices in Covington, Fincastle, Lexington, Verona, and Warm Springs. In Augusta County, law enforcement agencies and County residents are primarily served by six full time Magistrates. These Magistrates include Lance Vest, Judith Owens, Kathleen Lee, Alison McCray, Eric Stephenson, and Jamie Long. These Magistrates work in one of two office locations, the first in located inside the Augusta County Sheriff’s Department in Verona Virginia and the other at located inside Middle River Regional Jail.

The Chief Magistrate is the individual responsible for ensuring the appropriate delivery of magistrate’s services in the 25th Judicial District. This post is currently filled by Chief Magistrate Robyn Wilhelm. The Chief Magistrate’s responsibilities include the hiring, training, and administration of personnel, directing the operations of our staffed offices and ensuring the proper functioning of our video conferencing facilities, preparing and managing local budgets, responding to complaints, and maintaining effective relationships with members of the judiciary, law enforcement, and the public. In addition, the Chief Magistrate performs magistrate duties as needed.

Per a 1993 court order, “*funding for the operation of the office of the Chief Magistrate is by contribution of the various jurisdictions within the 25th Judicial District collectively,*” to be administered by Augusta County. The 25th Judicial District is comprised of the following Cityies/Counties: Cities of Covington, Lexington, Staunton, Buena Vista, and Waynesboro and the Counties of Highland, Augusta, Rockbridge, Bath, Alleghany, Botetourt, and Craig. Va. Code §16.1-69.6. Funds budgeted for the Chief Magistrate’s office provided for basic office supplies, equipment, legal reference materials, and because the Chief Magistrate is required to be accessible 24 hours a day, a smart phone. Separate state and local funds provide for the operation of the magistrate offices, like the office located at the Augusta County Sheriff’s Office.

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$4,477	\$3,596	\$3,596	\$3,946	9%

MAGISTRATE-OPERATING EXPENSES



Contact Information:

Robyn Wilhelm, Chief Magistrate
Twenty-fifth Judicial District, Region II

Mail: P.O. Box 1088 Lexington VA 24450
Phone: (540) 430-2035 or (209) 815-4063
E-mail: rwilhelm@vacourts.gov

Department Summary

Magistrate

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Office Supplies	\$320.00	Partially \$100 increase
Furniture and equipment	\$1,400.00	Partially at \$200
	\$1,720.00	

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Magistrate

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Office Supplies	\$ 320	1	No	
2	Furniture and fixtures	\$ 1,400	2	No	
3					
4					
Total Changes		\$ 1,720			

3. Justification for additional funding request:

1	Total increase in office supplies of \$320 over FY20, this encompasses stocking the Verona and MRRJ office.
2	Request for various office and equipment such as office chairs and a copier
3	
4	

4. Impact if not funded?

1	
2	
3	
4	

Circuit Court Clerk

25th Judicial Circuit of Virginia

Department Overview:

The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims of more than \$25,000. It shares authority with the general district court to hear matters involving disputes between \$4,500 and \$25,000. The Circuit Court has the authority to hear serious criminal cases known as felonies.

The Circuit Court also handles family matters, including divorce. In addition, the Circuit Court hears cases appealed from the General District Court and from the Juvenile and Domestic Relations District Court. There is a Circuit Court in each city and county in Virginia. Circuit Court Clerks are elected for 8-year terms.

In addition to Court duties, the Clerk serves as County Clerk, Deed Recorder, Probate Officer, and keeper of the county's historic records. The Augusta County Clerks' Office currently has a staff that includes the Clerk, one bookkeeper (Deputy Clerk) and twelve Deputy Clerks, all of whom are full-time. We also employ one part-time staff assistant.

There are over 800 specific duties set out in the Code of Virginia that pertain to the clerks' office. A typical day in the office might include any of the following:

- Making a copy of an historic will or other document
- Issuing a concealed weapon permit
- Issuing a marriage license
- Probating a will
- Recording a deed
- Working criminal courtroom cases/jury trials
- Working civil jury trials
- Issuing juror summons
- Grand Jury Process every other month
- Working with pro se litigants
- Taking in payments from defendants for fines and costs
- Assisting the public in researching records
- Preparing criminal court orders
- Recording judgments, and financing statements, etc.
- Giving oaths of office to all elected officials, board members, etc.
- Receipting and distributing restitution payments to victims
- Monitor the financial accounts of all defendants working community service
- Scanning, indexing, filing cases **Total caseload for initial filings of civil/criminal this fiscal year (June 18 – July 19) was 4,105. In addition to initial filings there were civil/criminal cases which were concluded during the fiscal year (June 18 -July 19) totaling 3,916.**
- The Clerk's office also serves as an information source for county citizens who have general legal and governmental questions, receiving more phone inquiries than any other county office.

The clerks' office provides and maintains an electronic search capability to view all record room and court documents. These records include deed and will records from 1745 to the present and are available in the office or on-line through a secure remote access to individuals and businesses, for a fee, at <http://www.augustaland.org>. Court records, from 1986 to the present, are also available on-line at

www.courts.state.va.us/courts/circuit/Augusta/home.html. We offer e-filing of civil cases and e-recording of land records.

The Clerks’ office collects fines, costs, taxes, and fees for both the Commonwealth of Virginia and the County of Augusta. Last fiscal year ending June 30, 2019, the office receipted \$6,072,801.40. **Revenues and excess fees collected for Augusta County were \$927,462.62.**

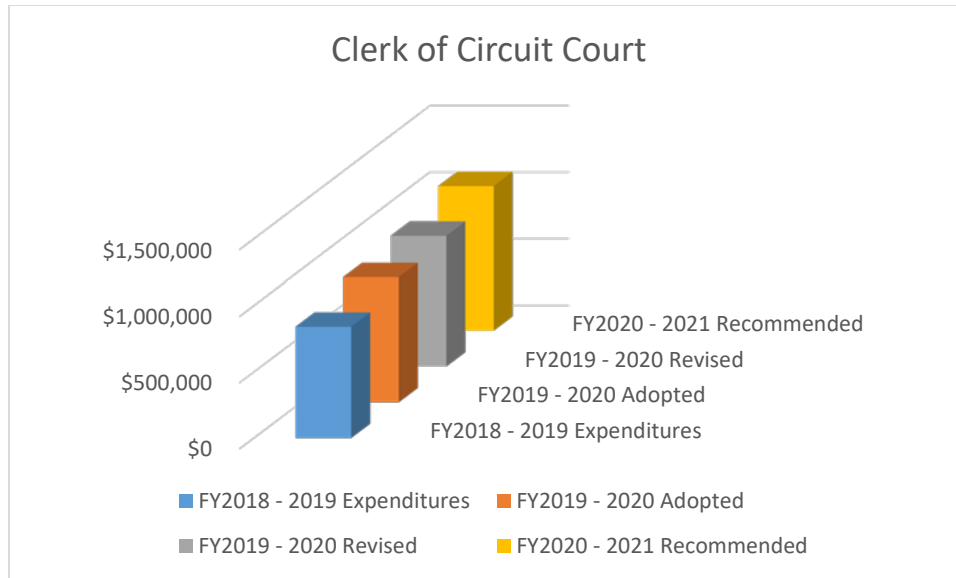
Strategic Goals and Objectives:

- Serve as the citizen’s representatives in the Virginia Judiciary.
- Create a Clerk of Circuit Court Advisory Committee to better receive input from citizens.
- Offer superior customer service to all our citizens.
- Continue to be on the “cutting edge” of technology in delivering our services to the public.
- Investigate costs and possible implementation of plastic concealed handgun permits to be issued.
- Investigate costs and work load requirements to become a Passport Acceptance Facility.
- Keep an open dialogue for improvement and efficiencies with all Augusta County Government departments.
- Maintain staff familiarity and cross training with the overall operations of the Clerk’s Office.
- Keep lines of communication open among staff and Clerk.
- Be diligent in sending all staff to Supreme Court sponsored training.
- Update Circuit Court web page as a part of the Augusta County Government website
- Clerk to complete Compensation Board New Officer Training and Supreme Court New Clerk Training, become Member of Virginia Court Clerk’s Association, and enroll in the Master Clerk Career Development Program.
- Enroll with the VCCA and send to the Supreme Court OES for training additional Deputy Clerks for the Circuit Court Deputy Clerk Career Development Program.
- Continue to write grants to the Library of Virginia for restoration and digitalization of historic records **(to date we have utilized \$622,018.23 in grant funds with an additional \$10,000 to be requested in FY20/21)**
- Continue to inventory historic records for restoration and begin discussions with partner organization on how to better display and make available Augusta County’s historically significant documents and artifacts.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$758,427	\$809,334	\$849,149	\$956,733	18.21%
Operating	83,490	131,925	\$131,925	\$128,125	-2.88%
Total	\$841,917	\$941,259	\$981,074	\$1,084,858	15.26%

***Changes in personnel are due to the addition of a position during fiscal year 2020, that were added by the State.



Service and Performance Measures:

Item	FY2018-2019 (Actual)	FY2019-2020 (Planned)
Criminal Cases Commenced	1694*	1800
Civil Cases Commenced	2411*	2500
Wills/Estates Initiated	616*	620
Judgments	1774	2000
Deeds Recorded	9624	9900
Financing Statements	202	200
Marriage Licenses	341	350
Notaries Qualified	184	190
Game Licenses	16	20
Concealed Handgun Permits	1758	2000
Passports	N/A	N/A
Restitution checks written**	1097	1100
Juries Impaneled	9 (1 six-day, 1 two-day, 1 five-day)	12
Trade Names	418	210
Civil/CHPs*	1758	2000

****Total amount of Restitution owed to victims is monitored by our Clerk's Office - \$3,368,393.67 (as of 12/31/19)**

***Criminal cases with dispositions – 1,656; Civil cases with dispositions 2,260; Wills do not include inventory/settlement filings**

Accomplishments:

- Restoration of historical records through grants from the LVA and other funding totaling over \$611,895.23.
- Restoration of chancery records for the period 1802 through 1902 through LVA grants and federal funds. The end result of these restorations has provided online access for the public through the Library of Virginia website to these records.

- The scanning and formatting of all plats recorded in the Circuit Court Clerk's Office beginning in 1745 to the present. We are one of the few Courts in the Commonwealth of Virginia that can boast of this service to the public which can be retrieved via Secure Remote Access and/or in the office locally through software on public terminals.
- Completely digitize our office for recordation and civil and criminal filings (went paperless on January 1, 2013)
- Provide public with online Secure Remote Access to land records and provide attorneys with Officer of the Court Remote Access to civil and criminal records
- Clerk completed all courses required to become a Certified Court Manager designation by the National Center for State Courts and a Master Circuit Court Clerk by the Virginia Court Clerk's Association
- Now accept credit card payments for all clerk's office transactions
- Enrolled selected deputy clerks with the Virginia Court Clerk's Association and encouraged selected deputy clerks to take the necessary courses to be designated as Master Circuit Court Deputy Clerk.
- Seven deputy clerks attained the Master Circuit Court Deputy Clerk
- Began e-filing of civil cases in July 2016
- Began e-recording of land records in January 2017
- Effective January 8, 2018 criminal payments may be made online
- Created a Clerk's Office web page within the Augusta County Website
- Began accepting electronic filings from the Augusta County District Courts (preliminary hearings, etc.)

Terms of Court and General Information:

- Terms begin, 4th Monday, January, April, July and October.
- Motion Day, 1st and 3rd Monday of each month, 9:00 a.m.
- Grand Juries meet the 4th Monday of January, March, May, July, September and November. Due to the Court's significant criminal caseload, Augusta County Circuit Court now requires a Grand Jury convene every other month. Within the January and July terms, the same Grand Jurors meet twice.
- Cases set by praecipe received by Clerk 7-28 days prior to Motion Day.
- Court convenes 9:00 a.m.
- Commissioners in Chancery are utilized in limited instances.
- Local rules adopted pursuant to Section 8.01-4.

Clerk

Hon. R. Steven Landes

email: rlandes@vacourts.gov

Hours:

8:30 AM - 5:00 PM

Phone: 540-245-5321

Fax: 540-245-5318

Address: P. O. Box 689, Staunton, VA 24402

Augusta County Courthouse

1 East Johnson Street, Staunton, VA 24401

Judges

- **Hon. W. Chapman Goodwin***
- **Hon. Paul A. Dryer**
- **Hon. Charles L. Ricketts, III**

* Chief Judge and Presiding Judge

Department Summary

Circuit Court Clerk

Operating

Summary of changes	Budget increase / decrease	Included in Balanced budget?
Request for support of preservation of Historic Records.*	\$10,000.00	NO
Request for additional funding for APA Audit.	\$1,000.00	YES
Request for additional funding for Office Supplies.	\$500.00	NO
Request to restore Furniture & Fixtures Line Item.**	\$1,000.00	YES
*Note: We are looking at funding a part-time position to inventory and assist with Historic Record restoration.		
**Note: We are adding an additional staff person and will need possible office furnishings.		
	\$12,500.00	

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Circuit Court Clerk

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Audit	\$ 1,000		NO	
2	Office Supplies	\$ 500		NO	
3	Furniture and Fixtures	\$ 1,000		NO	
4	Local Funding for preservation of records	\$ 10,000		NO	
Total Changes		\$ 12,500			

3. Justification for additional funding request:

1	Increase in audit budget, full audit required once every two years, last full audit was March 31, 2019
2	Increase in office supplies due to additional staff
3	Furniture for additional staff position
4	Request for funds from the locality to aid in the restoration of historical records.

4. Impact if not funded?

1	
2	
3	
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Commonwealth's Attorney

Department Mission

The mission of the Office of the Commonwealth's Attorney is to protect the safety of the community and the rights of its citizens by just enforcement of the law. In protecting the rights of the citizenry and the interests of the community, the office endeavors to exercise prosecutorial discretion in service of the law and not for factional purposes.

Department Overview

The Commonwealth Attorney's Office performs the following duties, services, and functions:

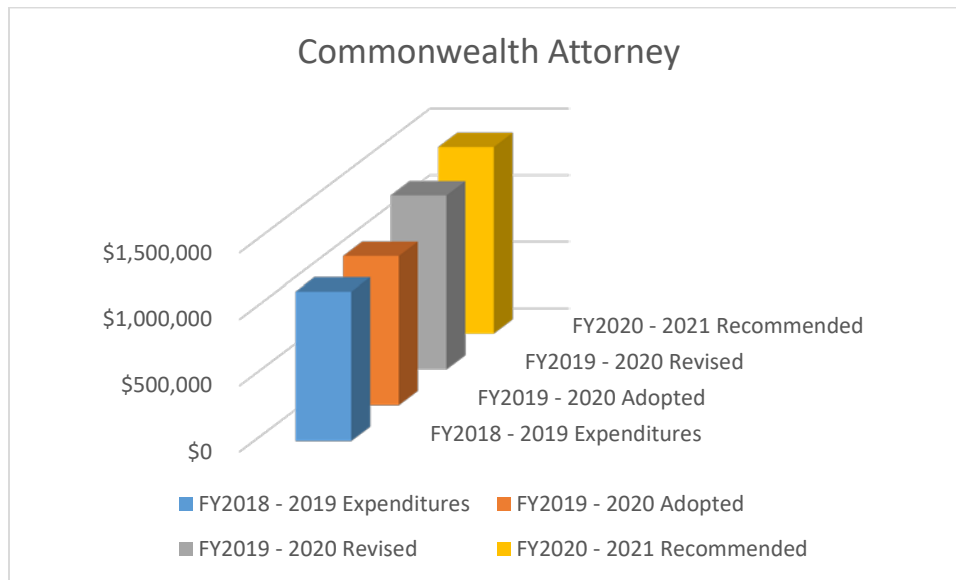
- Preparation and presentation of all indictments to Augusta County Grand Juries (mandated by statute);
- Trial preparation which includes, but is not limited to, interviewing witnesses, preparing witnesses for trial, legal research, obtaining necessary legal documents for trials, etc.;
- Prosecution of all felonies in the Augusta County Circuit Court (mandated by statute);
- Prosecution of all felony preliminary hearings in the Augusta County General District Court (mandated by statute);
- Prosecution of all felonies in the Augusta County Juvenile and Domestic Relations District Court (mandated by statute);
- Prosecution of misdemeanor cases in the Augusta County General District Court, the Augusta County Juvenile and Domestic Relations District Court, and the Augusta County Circuit;
- Prosecution of all violations of CHINS orders (Child in Need of Supervision/Services) in Juvenile and Domestic Relations District Court;
- Preparation and filing of Briefs in Opposition to all criminal appeals filed with the Virginia Court of Appeals and the Virginia Supreme Court (mandated by statute);
- The filing of all forfeiture notices for property seized by local law-enforcement agencies and the handling of all forfeiture proceedings in the Augusta County Circuit Court (mandated by statute);
- Providing all required information to victims of crime (mandated by statute);
- Overseeing the daily operation of the Augusta County Victim/Witness Office and providing restitution orders to secure funds for victims of crimes;
- Providing conflict of interest opinions to any Augusta County employee or officer who may request one (mandated by statute);
- Providing legal advice to members of the Augusta County Sheriff's Department, troopers of the Virginia State Police, and other local law-enforcement agencies;
- Preparation of all necessary documents and orders for the extradition of defendants from other states (mandated by statute);
- Prosecution of all hearings involving the revocation of probation and/or suspended sentences;
- Appearance at bond hearings and detention hearings in all criminal and juvenile adjudication cases;
- Preparation of orders for the destruction of all unexecuted arrest warrants (mandated by statute); and
- Oversee and prepare all necessary budgetary paperwork and/or documentation required by the Compensation Board to ensure funding for the efficient operation of the Commonwealth's Attorney's Office;
- Coordinating the operation of the Augusta County Litter Control Program—a program founded and created by the Commonwealth's Attorney for the beautification of the County and alternative corrective sentencing for low-level offenders;
- Providing education/training to the community and partner organizations on various topics related to criminal prosecution (for example, instructing at the police academy, instructing at local area Sexual Assault Nurse Examiner training, etc.);
- Participating in the Therapeutic Docket and Drug Court Programs;

- Participating in the Staunton/Augusta/Waynesboro Multidisciplinary Task Force Against Child Abuse and participating in the forensic interviews of children at the Valley Children’s Advocacy Center;
- Coordinating the Augusta/Staunton/Waynesboro Sexual Assault Response Team, which involves multijurisdictional collaboration to address sexual assault crimes and improve law enforcement response

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$883,772	\$914,209	\$1,096,225	\$1,186,752	29.81%
Operating	243,232	208,440	210,995	213,938	2.64%
Total	\$1,127,004	\$1,122,649	\$1,307,220	\$1,400,690	24.77%

***Personnel increases are due to board approved positions during Fiscal Year 2020, these approvals were a result of the State adding Judges to the courts. Additional personnel increases were due to merit increases for the career prosecutor program and increases in Health Insurance and VRS Rates.



Service and Performance Measures:

2018 # of Case Dispositions:

Case Category	# of Case Dispositions	# of Hearings ¹
Criminal (Felony/Misdemeanor)- District Court	4,745	7,437

¹ The majority of cases require our appearance at multiple hearings before a final disposition. The General District and J&DR Courts provide exact statistics for how many hearings are held in each category. Because many of these cases (any case in which the defendant is not held pending trial) require a first appearance by the defendant in which we do not participate, I subtracted those first appearances so that the numbers above reflect the amount of hearings in which we participated. The Circuit Courts do not provide hearing statistics, so I calculated an average of approximately three appearances in Circuit Court per case (including one to set the case and one to try the case and then several cases require one or more pretrial hearings).

Criminal (Felony/Misdemeanor)-J&DR Court	728	1,552
Juvenile Delinquency (Felony/Misdemeanor)-J&DR Court	226	691
CHINS/Truancy-J&DR Court	62	163
Criminal (Felony)-Circuit Court	1,595	4,716
Criminal (Misdemeanor & Other Criminal Related)- Circuit Court	188	564

Goals and Objectives:

Our most immediate goal is to make a full transition to digital filing with our case management system, while still having paper copies of files that we bring to court. In the past, we have used our case management system as database of information about our cases, but not as place that has a copy of the full case file. We are transitioning this year to begin uploading all current and pending case files into the system. This system will be essential to providing and tracking discovery under the new discovery rules. Additionally, there are several bills pending in the legislature this year which could make the discovery process extremely difficult and burdensome for Commonwealth’s Attorneys offices. Our transition to digital will ease some of that burden and discovery will be easier to compile. Our digital transition is also being made in anticipation of our move to two different office locations: Beverly Manor and Downtown. The digital transition will be essential so that everyone in both offices has access to pending case files.

Our other major goals and objectives include continuing to best serve the citizens of Augusta County through innovative programs that improve everyday quality of life, like our Litter Control Program, and through top-notch, skilled, and well-considered prosecution of crime in our County. We are able to achieve these goals by continuing to invest in these programs, by investing in career development opportunities for our prosecutors and support staff, investing in our digitization plan, and investing in the training and tools our new investigator needs to fully serve the office.

Contact Information:

Timothy Martin, Commonwealth Attorney

Location: Office of the Commonwealth Attorney
6 East Johnson Street, 1st Floor District Building
Staunton, VA 24401

Phone: (540) 245-5313

Fax: (540) 245-5348

Department Summary Commonwealth Attorney

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Litter Control Program-This increase is based on items needed for the van such as new tires and brakes and the balance of the increase is simply due to a more realistic estimate of the expenses of operating the program now that we have been doing it for longer.	\$2,520.00	YES
Furniture and Equipment- The additional request in funds relates to several pieces of furniture that we need, desk scanners, as well as a request for our investigator to have a county vehicle. We are requesting desk scanners because we are making a transition to digitizing all our files. In order for the digital files to have any hope of staying up to date (because multiple item that need to be scanned for files come in daily) everyone needs the ability to scan in files from their desk. This capability is essential to our digital transition). Finally, we are requesting a county vehicle for our investigator. All other investigators have assigned vehicles. Based on the nature of his work, he has to track down and sometimes transport witnesses, go to crime scenes, travel to other jurisdictions to pick up court records, etc. We believe it will be important to provide him with a vehicle for these duties. Cut vehicle and desk scanners, furniture for 2 positions were purchased in FY20.	\$39,977.00	Partially at \$1,600
Postal Services- We increased this back up to what was budgeted last year. The budget was slashed in this category this year and we believe will be insufficient to cover all of our mailing costs.	\$800.00	Partially \$300 increase
Travel Expenses- We have asked for a proportional increase in training/travel expenses for our new attorney and new investigator. We need to be able to increase our budget in each relevant line item in order to cover important increases in expenses that come with hiring new employees.	\$1,630.00	NO
Dues and Subscriptions- The increase reflects the new staff added, the facts that dues increased for one category and that we need subscriptions to the local papers, which our cases appear in often.	\$871.00	YES
Office Supplies- We are asking for a proportional increase in our office supply budget to cover office supplies for our two new employees.	\$2,200.00	NO
	\$47,998.00	

Department Summary

Commonwealth Attorney

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
COLA increase for Elected Commonwealth Attorney	\$5,009.00	NO
Investigator. Funded using the comp board one year anniversary increase of 9.31% available to employee on anniversary. \$3093 total funded	\$5,533.00	Partially
Career Prosecutor increases for 3 employees. This was funded at the Comp board rate of 19.48% for two employees but not the elected official. It has been the Counties practice to fund local funded positions for this advancement and not penalize employees for being in a local funded position versus a comp board funded position. Funded at \$32,873	\$39,930.00	Partially
	\$50,472.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - COLA Increase

Please enter information in the gray cells

Department:	Commonwealth Attorney
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Commonwealth Attorney

1. Personnel Costs	<u>Account Name/ Number</u>	<u>Amount</u>
Minimum Salary		\$ 4,185
Benefit Costs 19.68% (if full time without disability)		824
Insurance		-
Total Personnel Costs		<u>\$ 5,009</u>
2. Total operating (ongoing) request for new position		<u>\$ 5,009</u>
3. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		<u>\$ 5,009</u>

4. Justification for position:
 our office is also requesting that Tim Martin, the Commonwealth’s Attorney, be given a basic cost of living raise of three percent, as he has never received a cost of living increase.

5. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Investigator Increase

Please enter information in the gray cells

Department:	Commonwealth Attorney
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Investigator

1. Personnel Costs	<u>Account Name/ Number</u>	<u>Amount</u>
Minimum Salary		\$ 4,591
Benefit Costs 20.51% (if full time)		942
Insurance		-
Total Personnel Costs		<u>\$ 5,533</u>
2. Total operating (ongoing) request for new position		<u>\$ 5,533</u>
3. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		<u>\$ 5,533</u>

4. Justification for position:

our office is requesting that our Investigator receive a pay raise that places him in a pay bracket that is commensurate with other investigators. At the Sheriff's office, investigators make a median of \$52,513 with a low end of \$41,343 and high end of \$70,245.

5. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Career Prosecutor

Please enter information in the gray cells

Department:	Commonwealth Attorney
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Attorney

1. Personnel Costs	<u>Account Name/ Number</u>	<u>Amount</u>
Minimum Salary		\$ 33,134
Benefit Costs 20.51% (if full time)		6,796
Insurance		-
Total Personnel Costs		<u>\$ 39,930</u>
2. Total operating (ongoing) request for new position		<u>\$ 39,930</u>
3. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		<u>\$ 39,930</u>

4. Justification for position:

Over the past two years the County has funded the career prosecutor pay raise once an attorney meets the qualifications for such pay raise under the Career Prosecutor Program. In order to be eligible a prosecutor must have 3 years consecutive experience as an Assistant or Deputy Commonwealth's Attorney or 5 years total as a Commonwealth's Attorney, Deputy Commonwealth's Attorney or Assistant Commonwealth's Attorney if such service is nonconsecutive (for example, if the attorney goes into private practice between the two service periods as a prosecutor), two written evaluations that note above average performance and no Virginia State Bar public disciplinary action in the past 3 years. We have one additional attorney who will meet that qualification this year and is in a Career Prosecutor Program eligible position, Holly Rasheed. Our Commonwealth's Attorney, Tim Martin, completed the basic qualifications years ago to technically qualify as a career prosecutor. Additionally, Daniel Welsh, an Assistant Commonwealth's Attorney in a Compensation Board Attorney III position, has also completed all the qualification requirements. While certain positions are not eligible for the Compensation Board Career Prosecutor Program (e.g., Attorney II, III, and IV positions, Elected CA positions, and paralegal/secretary positions), we are hoping that the County sees the value in every employee who has otherwise met all the qualification requirements in every other respect and will agree to the same pay raise for those employees.

5. Impact if not funded?

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Commonwealth's Attorney's Office

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Litter Control Program	\$ 2,555	1		
2	Furniture and Equipment	\$ 34,526	2		
3					
4					
Total Changes		\$ 37,081			

3. Justification for additional funding request:

1 Note that the amount I cited above is just the difference between this year and last year's request. We are requesting this additional amount because there are specific items the van needs, new tires and brakes, and the rest of the balance reflects a more realistic estimate of the cost of the program now that it has been underway for longer.

2 The additional request in funds relates to several pieces of furniture that we need, desk scanners, as well as a request for our investigator to have a county vehicle. The furniture are all pieces we need moving forward. Our misdemeanor file shelving is maxed out. We even bought a shelf this year and we already need more. Alexandra Meador's office has a two drawer file unit, but that has become insufficient, so she need to replace it with a taller four drawer unit. Ms. Meador's two drawer unit will then go to our new attorney, Mr. Baldis. The other furntiure items our items we need for our two new positions. We are requesting desk scanners because we are making a transition to digitizing all our files. In order for the digital files to have any hope of staying up to date (because mulitiple item that need to be scanned for files come in daily) everyone needs the ability to scan in files from their desk. This capabibility is essential to our digital transition). The price I found were for the four scanners we currently have and those work well with our system. Finally, we are requesting a county vehicle for our investigator. All other investigators have assigned vehicles. Based on the nature of his work, he has to track down and sometimes transport witnesses, go to crime scenes, travel to other jurisdictions to pick up court records, etc. We beleive it will be important to provide him with a vehicle for these duties.

3

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4. Impact if not funded?

1 We might not be able to run the Litter Control Program if it is not adequately funded.

If we don't get the desk scanners we can't successfully digitize our file system or successfully use our very expensive case management software. This is important. We need the new furniture requested. If the investigator does not get a county vehicle this will significantly impact our travel budget as we will need to cover the expenses of him always using his personal vehicle for his duties, which even absent the expenses is not ideal.

2

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**Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function
Public Safety**

Department	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Sheriff	\$ 7,009,592	\$7,294,085	\$7,466,463	\$7,617,168	4%
Emergency Communication Center	1,576,067	2,027,943	1,986,201	2,072,158	2%
Fire Department	7,437,005	7,749,498	7,960,774	8,301,531	7%
Emergency Services- Volunteer	1,739,671	2,081,836	2,073,336	2,108,751	1%
Fire & EMS Training	302,199	435,576	375,946	455,779	5%
Revenue Recovery EMS ONLY	0	0	0	228,645	
Juvenile & Domestic Relations Court	13,796	19,460	18,370	16,200	-17%
Court Services	3,137	3,120	3,120	3,432	10%
Juvenile & Probation	2,801,592	2,071,417	3,446,719	2,086,337	1%
Building Inspection*	388,461	404,672	406,074	416,836	3%
Animal Control	426,904	441,886	457,054	492,213	11%
Total Public Safety	21,698,424	\$22,529,493	\$24,194,057	\$23,799,050	6%

*See detail under Community Development



Sheriff

Mission:

The mission of the Augusta County Sheriff's Office is to provide the highest level of effective, efficient and proactive law enforcement services available to all who live in or travel through Augusta County without regard to race, ethnicity or religion. The paramount goal in doing so shall be to make Augusta County a place where people can live and visit without any fear for the safety or wellbeing of themselves, their family, or their property. Dedication, loyalty, integrity, and justice shall be the hallmarks of our effort and a quality of life enjoyed by the public, unfettered by crime, shall serve as the benchmark of our success.

Department Overview:

The Augusta County Sheriff's Office consists of 87 sworn deputies. Those 78 Full time and 9 part-time County funded sworn officers serve in the Patrol, Investigations, Civil Process, Courts, Crime Prevention, Warrant Squad, and Administrative Divisions. Sheriff's Office Support staff totals eleven employees, includes an Administrative Assistant, Information and Technology Coordinator, an Office Manager and seven services support personnel.

The Sheriff's Office reinstated the Reserve Program in 2019, and during the year these nine new Reserve Deputies added 1195.75 volunteer hours to the agency.

During 2019 our agency responded to 23,325 calls for service and we had 35,828 self-initiated incidents for a combined total of 59,153 incidents, a 12.70% increase over 2018's numbers. We also completed 3,546 Extra Patrol requests during 2019.

PATROL DIVISION

The Patrol Division is the backbone of the Department's enforcement efforts and with 43 assigned personnel and 1 Division Commander, the division not only answers calls for service and investigate all manner of criminal complaints, but they also contribute the lion's share of effort that is directed by the Department in the area of enforcement. Each year, manpower fluctuates and the demands on the division's resources are stretched, but the division manages to successfully combat all types of violations. In 2019, we were pleased to add nine (9) Reserve deputies to the Sheriff's Office.

The Division is divided into 4 rotating shifts that work 12 HR tours of duty and Patrol Shifts are assisted by the Power Shift at peak busy hours. Patrol shifts are commanded by First Sergeants. The Division is commanded by Lieutenant Gary Taylor and in 2019 the Division completed 3,285 Crime Incident Reports, they made 1,987 arrests and wrote 5,429 traffic summonses.

RESERVE DEPUTIES

Nine (9) Augusta County Sheriff's Office Reserve Deputies completed initial training in 2019, and during the course of the year, the Reserves logged 1195.75 Hours of service to the community by riding with full-time deputies and staffing community events, parades, and ball games. Deputy M. Mader contributed the most reserve time, logging 628 hours in 2019.

COURT SERVICES DIVISION

The Augusta County Sheriff's Office Court Services Division currently consists of First Sergeant Jerry Shifflett and 7 Bailiff's and one part-time Bailiff. The Division provides court security in three county courts and is responsible for transporting prisoners to and from the court complex. In 2019 the Division screened 75,830 court complex visitors and served 4,881 total civil papers. They also completed 352 jail transports, and they handled 1,539 inmates.

Additionally, the Court Security Division made 36 arrests, processed 209 individuals, and conducted 39 security escorts to parking areas.

The prisoner transport van is used for the bulk of the Court Security Division's transports outside of Augusta County. Use of the transport van generated the following numbers for 2019:

- Total states traveled: Virginia and North Carolina
- Total inmates transported: 152
- Total miles: 18,209
- Total facilities: 29 Jails and 6 VA. State Prisons

Total Days in session: Circuit Court – 253
 Juvenile and Domestic Relations – 292
 General District Court – 162

* The total number of court days reflects the fact that there are days when multiple courtrooms are in session simultaneously for a particular court (i.e. JDR court), requiring additional personnel to staff those courtrooms.

CIVIL PROCESS DIVISION

The Augusta County Sheriff's Office Civil Process Division consists of Cpl. Jeff Dietz and 3 fulltime deputies. In 2019 the Civil Process Division served 16,130 pieces of civil process of all types. The civil division responded to calls for service on 427 occasions and backed up other deputies on 257 occasions. Additionally, the four members of the Civil Division wrote 9 reports and made 6 arrests in 2019.

The civil division also completed 141 evictions, 79 repossessions, and 13 complaints on inoperable vehicles from the Augusta County Community Development Department.

TASK FORCE

Narcotics Investigations are handled by Sheriff's Office members assigned to the Skyline Taskforce, which now has two investigators assigned. In 2019, Task Force investigators wrote 193 reports and obtained 62 search warrants and handled 258 Narcotics arrests. Total assets seized were \$32,600 in currency and two automobiles.

INVESTIGATIONS DIVISION

The Augusta County Sheriff's Office Criminal Investigations Division is commanded by Lt. Caleb Spence and consists of a Sergeant and five investigators in General Investigations. Investigators are on call for all manner of criminal investigations and in 2019 they wrote 471 initial reports and handled 679 assigned cases. Additionally, Investigators responded to or generated 857 incidents, and backed up other deputies' 545 times in 2019. Investigators also wrote 44 traffic summonses and made 43 arrests in 2019.

Investigators fielded numerous interagency referrals in 2019:

Child Protective Services Referrals: 201
Adult Protective Services Referrals: 167

SUPPORT SERVICES

In 2019, our agency processed 72 post-arrest DNA samples and 2,006 concealed weapons permit applications and renewals. Additionally, 156 citizens were fingerprinted for employment and background checks. We also processed 164 rescue volunteers and individuals for the Fire Department and local EMS services.

EVIDENCE

In 2019, our agency processed 2,032 items of evidence and completed quarterly and bi-annual audits of the Evidence Room. A full inventory of all of the property and evidence held by the Sheriff's Office was conducted in September of 2019. During 2019, the Evidence Custodian submitted items of evidence from 422 cases to the Department of Forensic Science for forensic examination.

SRO DIVISION

The Augusta County Sheriff's Office School Resource Division is commanded by Sgt. James Snyder and he oversees four School Resource Officers and two part-time SRO's. These deputies provide police services at all of the County's High Schools, Middle Schools and Elementary Schools, during school hours and at after-hours events. During 2019, the School Resource Division completed 142 crime incident reports. SRO's also handled 664 calls for service, backed up other deputies on 245 occasions, and they wrote 170 citations and made 34 arrests in 2019.

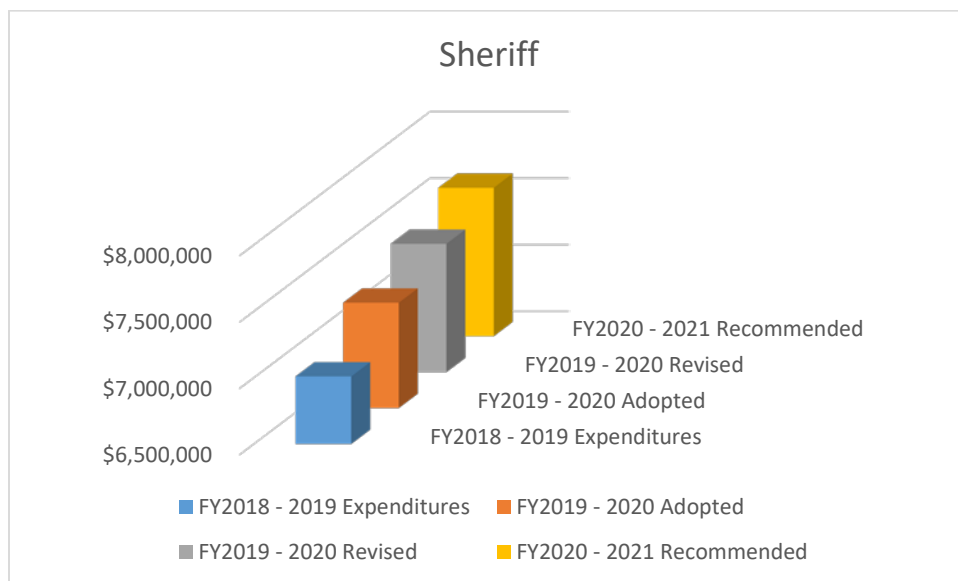
Strategic Goals and Objectives:

The role of the Augusta County Sheriff's Office is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of its authority and the constitutional rights of all individuals.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$5,843,477	\$6,157,900	\$6,296,361	\$6,477,473	5.19%
Operating	1,166,115	1,136,185	1,170,102	1,139,695	0.31%
Total	\$7,009,592	\$7,294,085	\$7,466,463	\$7,617,168	4.43%

***Change in personnel is due a reduction in two part time School Resource Officers, but the additional of one full time School Resource Officer, and increases in health insurance and VRS rates.



Service and Performance Measures:

Item	2016	2017	2018
Civil Process Served	20,297	22,238	22,923
Total Crime Incident Reports	3,465	3,846	3,828
Criminal Warrants Served	4,343	3,668	4,896
Protective Orders Served	1,336	1,145	1,351
Child Protective Orders Served	265	408	351
Capias Served	1,379	1,472	1,820
Emergency Custody Orders	165	192	193
Temporary Detention Orders	182	278	226
Juvenile Detention Orders	31	23	41
Criminal Summons	254	242	411
Traffic Charges	3,147	5,717	5,809
DUI Arrests	53	53	52

Accomplishments:

- TRAFFIC SAFETY ENFORCEMENT AWARDS
 - 2018 Occupant Protection Award – Sgt. Aaron Will, 59 Citations
 - 2018 DUI Enforcement Award – Cpl. Will Elliot, Cpl. Vincent
 - 2018 Speed Enforcement Award – Sgt. Aaron Will, 810 Citations

Contact Information:

Donald L. Smith, Sheriff

Location: Augusta County Sheriff's Office
127 Lee Hwy, P.O. Box 860
Verona, VA 24482

Phone: (540) 245-5333

Fax: (540) 245-5330

Department Summary Sheriff

Payroll

Summary of changes	Budget increase / decrease	Included in Balance Budget?
Sergeant / Training Officer	\$74,498.00	NO
Evidence Officer	\$74,498.00	NO
Court Baliff	\$52,659.00	NO
Resource Officer This amount is less two vacant part time positions in this department.	\$17,780.40	YES
Evidence Room Assistant (part time)	\$19,782.00	NO
	\$239,217.40	

Operating

Summary of changes	Budget increase / decrease	Included in Balance Budget?
3202 - New CID Coordinator Grant/Training/ECO and TDO information to the state	\$10,000.00	Partial \$1,000 increase
3320 - OSSI/LEADS Online/Lexipol also added a second LPR	\$20,000.00	NO
3321 - Two (2) Portable radios	\$4,500.00	NO
5203 - Smartphones and aircards	\$11,300.00	NO
6001 - Increase based on last year's needs in this line item	\$7,500.00	NO

Department Summary Sheriff

Operating (continued)

6009 - Increase based on last year's needs in this line item	\$27,500.00	Partial \$7,500 increase
6010 - Includes Drones	\$13,500.00	Partial \$500 increase
6011 - Increase based on last year's needs in this line item. Will be purchasing shorts this summer.	\$8,000.00	NO
6012 - New radar units for new deputies. Also replace Pro Lasers that are no longer working.	\$10,800.00	Partial \$5,400 increase
6013 - New rifles for new deputies. Currently have 14 deputies that are without patrol rifles. Ammo costs increased for additional staff and reserves.	\$5,500.00	Partial \$1,500 increase
6014 - Adding two (2) additional K-9s	\$13,500.00	Partial \$3,500 increase
6016 - Throw phone with cameras to be used in barricade situations.	\$15,200.00	NO
8001 - Three (3) MDT's Search and Rescue Drones	\$55,000.00	NO
	\$202,300.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	ACSO
Priority Ranking:	1
Mandated:	No
If yes, site Code or Law	
Position Title:	Sergeant/Training Officer

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 55,000
Benefit Costs 19.68% (if full time without disability)		10,824
Insurance		8,674
Total Personnel Costs		\$ 74,498

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ 2,000
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ 2,000

3. One-time costs		
Computer		\$ 6,000
Vehicle if applicable		\$ 38,000
Other		\$ 5,000
Total One-Time Costs		\$ 49,000

4. Total operating (ongoing) request for new position		\$ 76,498
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5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 76,498

6. Justification for position:
DCJS standards are consistantly changing. Deputies, Reserves and Balliff's all have annual DCJS Training requirements that must be complied with, tracked, organized, scheduled and archieved.

7. Impact if not funded?
Currently this task is assigned to Patrol Lt., the task needs to be re-assigned.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	ACSO
Priority Ranking:	2
Mandated:	No
If yes, site Code or Law	
Position Title:	Sergeant/Evidence Officer

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 55,000
Benefit Costs 19.68% (if full time without disability)		10,824
Insurance		8,674
Total Personnel Costs		\$ 74,498

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ 2,000
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ 2,000

3. One-time costs		
Computer		\$ 6,000
Vehicle if applicable		\$ 38,000
Other		\$ 5,000
Total One-Time Costs		\$ 49,000

4. Total operating (ongoing) request for new position		\$ 76,498
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5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 76,498

6. Justification for position:
Evidence room has been a constant issue for the ACSO. Assigning a full time sworn officer for this

7. Impact if not funded?
Currently assigned to ACSO Major and needs to be re-assigned.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	ACSO
Priority Ranking:	3
Mandated:	No
If yes, site Code or Law	
Position Title:	Court Balliff

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 36,752
Benefit Costs 19.68% (if full time without disability)		7,233
Insurance		8,674
Total Personnel Costs		\$ 52,659

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ 2,000
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ 2,000

3. One-time costs		
Computer		
Vehicle if applicable		\$ 38,000
Other		\$ 5,000
Total One-Time Costs		\$ 43,000

4. Total operating (ongoing) request for new position		\$ 54,659
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5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 54,659

6. Justification for position:

JDR Court is adding two additional court days, Wednesday and Thursday. Could do with PT staff, but would give ACSO time to train staff prior to the move. This position will be greatly needed in the very near future.

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	ACSO
Priority Ranking:	4
Mandated:	No
If yes, site Code or Law	
Position Title:	School Resource Deputy

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 36,752
Benefit Costs 19.68% (if full time without disability)		7,233
Insurance		8,674
Total Personnel Costs		\$ 52,659

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ 2,000
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ 2,000

3. One-time costs		
Computer		
Vehicle if applicable		\$ 38,000
Other		\$ 5,000
Total One-Time Costs		\$ 43,000

4. Total operating (ongoing) request for new position	\$ 54,659
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 54,659

6. Justification for position:

Currently approved for four (4) PT SRO positions but these positions are only 50% filled due to a severe lack of qualified retired/certified LEO applicants. Would like to convert two (2) remaining PT positions into a full-time position. DCJS requirements (Certification/Training) are required for both full-time and part-time SRO LEO positions.

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Part Time Positions

Please enter information in the gray cells

Department:	ACSO
Priority Ranking:	1
Mandated:	No
If yes, site Code or Law	
Position Title:	Evidence Room Assistant

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 18,376
Part time benefits - FICA 7.65%		1,406
Total Personnel Costs		\$ 19,782

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-time Costs		\$ -

4. Total operating (ongoing) request for new position **\$ 19,782**

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 19,782

6. Justification for position:
 Would assist with the Destruction Orders, filing papers with the Courts and Commonwealth Attorney, will work 24 hours per week to assist Evidence Custodian.

7. Impact if not funded?

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Sheriff

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Professional Services	\$ 10,000			
2	Maintenance Service Contract	\$ 20,000			
3	Radio Maintenance Contract	\$ 4,500			
4	Telephone Services	\$ 11,300			
5	Office Supplies	\$ 7,500			
6	Motor Vehicle Maintenance	\$ 27,500			
7	Police Supplies	\$ 13,500			
8	Wearing Apparel	\$ 8,000			
9	Radar Equipment	\$ 10,800			
10	Ammo Range Supplies	\$ 5,500			
11	K-9 Unit	\$ 13,500			
12	Tactical Unit Expenses	\$ 15,200			
13	Equipment-Computer	\$ 55,000			
	Total Changes	\$ 202,300			

3. Justification for additional funding request:

1	New CID Coordinator Grant/Training/ECO and TDO information to the state
2	OSSI/LEADS Online/Lexipol also added a second LPR
3	Two (2) Portable radios
4	Smartphones and aircards
5	Increase based on last year's needs
6	Increase based on last year's needs
7	Includes Drones
8	Increase based on last year's needs. Will be purchasing shorts this summer.
9	New radar units for new deputies. Replace Pro Lasers that are no longer working.
10	New rifles for new deputies. Currently have 14 deputies that are without patrol rifles. Ammo costs increased for additional staff and reserves.

11

Adding two (2) additional K-9s

12

Throw phone with cameras to be used in barricade situations

13

Three (3) MDT's Search and Rescue Drones

4. Impact if not funded?

1

2

3

4

Emergency Communications Center

The Augusta County Emergency Communications Center is the public safety answering point for Public Safety Units in the County of Augusta. The radio identifier for the Augusta County Emergency Communications Center is "Augusta ECC".

The operational component for Augusta ECC consists of Public Safety Dispatchers, Part time Public Safety Dispatchers, Senior Public Safety Dispatchers, Supervisors, an Operations Manager and the ECC Director.

Augusta ECC dispatches for The Augusta County Sheriff's Department, Animal Control, 25 Fire Departments, 15 Rescue Agencies, the Craigsville Police Department, the Woodrow Wilson Rehabilitation Center Police Department, Blue Ridge Community College, Grottoes Police, and Shenandoah Valley Regional Airport and provides a communications link with Augusta Health.

Mission:

The mission of the Augusta County Emergency Communications Center is to enhance the quality of life in the County of Augusta through the vital link between prompt, efficient, professional call-taking, dispatching, and communications to the public and public safety units.

Department Overview:

The Augusta Emergency Communications Center is located in a secure facility of the Augusta County Government Center. The ECC began operation in 1990 and processes wire line and wireless 9-1-1 calls from the residents and visitors in Augusta County.

The center serves as a back-up communications center for the Staunton Police Department as well as the Waynesboro Emergency Operations Center in the event an emergency occurs at either location.

The Augusta County Emergency Communications Center is managed by a director and an operations manager. The ECC is staffed 24 hours a day and 365 days a year. The telecommunicators are trained in emergency call handling techniques and are able to process a wide array of emergencies that occur within and around Augusta County, which total **106,068** calls yearly. Each person on staff is trained in CPR, Emergency Medical Dispatch instructions, VCIN operations, TIMS, NIMS and also possesses a wide array of computer skills. The telecommunicators have also completed a basic communications officer course for telecommunications at the Central Shenandoah Criminal Justice Academy.

Several telecommunicators are also active volunteers with various emergency service agencies in and around Augusta County or have previously volunteered with such agencies. The ECC center is responsible for dispatching all the fire, EMS and law enforcement calls in the County.

Strategic Goals and Objectives:

- Maintain our Verizon Vesta CPE telephone equipment and advance technologies with Voice over IP (VOIP) and deployment of Next Generation 9-1-1. Augusta ECC will have to migrate to NG-911 using IP circuits with associated caller location data by June 2021.
- Working regionally with Staunton and Waynesboro to enhance the radio communications in Augusta County. Upgrade the core for the radio communications system and move toward a digital platform
- Maintain Emergency Notification system.
- Continue to find grants that are available to obtain revenue or funding to help purchase equipment for our center and for the county.

Service and Performance Measures:

	FY2015-2016 Actual	FY2017-2018 Actual	FY2018-2019 Actual
Total calls for service: Fire	7259	7699	8174
Total calls for service: Rescue	10963	11112	11881
Total calls for service: Law Enforcement	56910	60790	66218
Emergency medical dispatch calls	277	281	322
Processing incidents	81854	91797	104471
Processing calls for service (call taking)	66018	69128	106068
Work performance: time call received until finished	1.57	2:01	1.57
Total calls for Alarms	1916	2185	1730

Accomplishments:

- Acquired revenue from Virginia Wireless E-911 Services Board for the amount of **\$232,569.** to support our needs and training for wireless calls.
- Revenue for wireless monies calculated for the next (4) years by percentage and formula = **\$233,345**
- Maintained the Mobile Command Bus and assisted with incidents throughout the year to include searches for missing persons and Sheriff’s Department incidents.
- Acquired microwave licenses from FCC for the all the tower sites.
- Obtained grant for the amount of **\$ 14,882** for Emergency Management
- Obtained grant from the VITA Wireless Board in the amount of **\$2,000** for training.
- Helped maintained the alarm ordinance with increased annual revenue of **\$7,700.**
- Narrow-banded the public safety radio systems and added microwave system.
- Assisted with the upgrade of the UPS (Uninterrupted Power Supply) and PDU (power distribution unit).
- Assisting with the upgrade and purchase of the County’s generator.
- Updated and adopted the Regional Emergency Operations Plan, Regional All-Hazards Plan with Staunton, Waynesboro and Augusta County, and Shenandoah Valley Airport SOG plan
- Working to establish interoperability communications on Afton Mountain, Rt. 250 and the Parkway.
- Emergency Management: Restoration Hearthstone Dam, maintaining IFLOWS sites, managing emergency events by assigning resources working with region, sending notifications, local situational reports, emergency preparedness (developing emergency operational plans), sheltering, evacuations and filing reimbursement paperwork with State and Federal agencies.
- ECC is working with staff to develop succession planning
- Maintained a staff on-call procedure for ECC schedule coverage due to shortage of staff.
- Participated full drill at the Shenandoah Valley Airport and table top drill active shooter exercise at Blue Ridge Community College.

Major events for the ECC that occurred in the County this year:

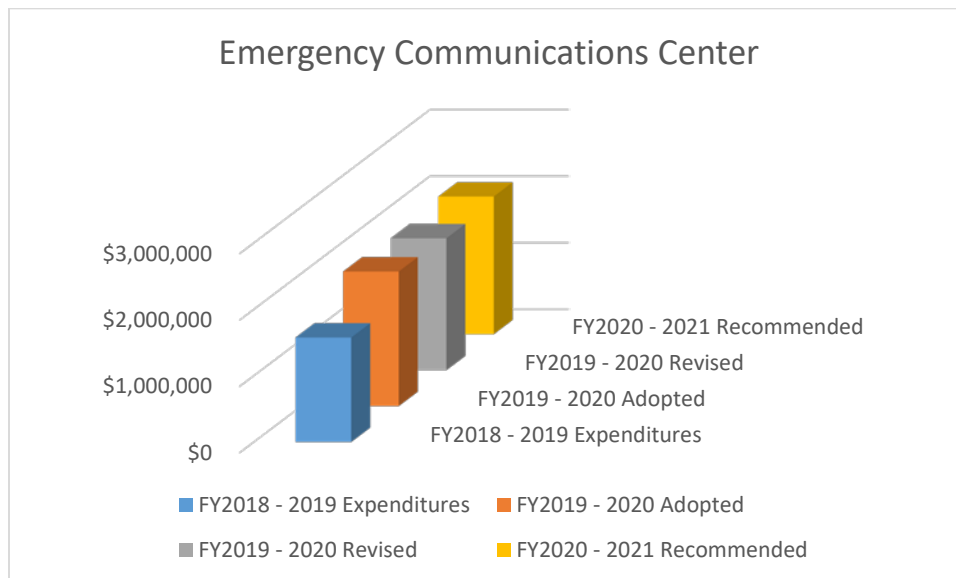
- (6) Searches
- (262) Working Structure Fires
- (22) Gunshots wounds
- (47) Deaths
- (232) Suicide and Attempts
- (262) Structure Fires
- (452) Unresponsive patients
- (4318) Motor Vehicle Crashes includes Police, Fire and EMS responses

- Continue to work on staff development: training program, dispatcher testing, employee appreciation and career development
- Continue using the Emergency Medical Dispatch (EMD) program
- Maintain our quality assurance program: to review randomly selected calls and evaluate the times and way the call was processed, to better serve the citizens and the units in the field.
- Respond to citizens needs in the most effective manner possible
- Maintain a workable budget.
- Focus on disaster preparedness and the overall Augusta County Emergency Plan
- Continue to work with agencies and committees to update the Regional Emergency Operations and Action Plans. Continue to update the regional All-Hazards Mitigation Plan, Regional Emergency Operational Plan and the Sara Title III plan.
- Assist all fire, rescue and law enforcement agencies
- Public education and informing the community with programs concerning the 9-1-1 system
- Continue to maintain a working relationship with neighboring Communications Centers, Smart Traffic Center and Virginia State Police
- Working with the individual county departments and agencies to develop a government center emergency evacuation plan and security threat assessment pre-planning
- Maintain and service our IFLAWS rain and stream gauges throughout the county
- Maintain alarm registration and billing.
- Developing regional active shooter protocol.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$1,081,918	\$1,356,028	\$1,305,156	\$1,400,013	3.24%
Operating	494,149	671,915	681,045	672,145	0.03%
Total	\$1,576,067	\$2,027,943	\$1,986,201	\$2,072,158	2.18%

*** Changes in personnel are due increases in health insurance and VRS rates.



(225) Traumatic Events: Falls, Industrial, Sports Injuries, Amputations, Farming & ATV crashes

Contact Information:

Donna J. Good, ECC Director and Emergency Management Coordinator

Anthony Ramsey, Operations Manager and Deputy Emergency Management Coordinator

Location: Augusta County Government Center

Emergency Communications Center

18 Government Center Lane

P.O. Box 590

Verona, VA 24482

Phone: (540) 245-5501 **Fax:** (540) 245-5506

E-mails: dgood@co.augusta.va.us

abramsey@co.augusta.va.us

Department Summary
Emergency Communications Center

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Ham Radio. This was moved to FY20 Revised	\$2,500.00	YES
(2) New dispatcher workstations complete with equipment. Console was cut but left remodel option.	\$85,000.00	NO
	\$87,500.00	

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Emergency Communications Center

	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1. Operating Cost					
1	Dispatcher Console Workstation/remodel	\$ 85,000	1	No	
2	UHF Ham Radio	\$ 2,500	2	No	
	Total Changes	\$ 87,500			

3. Justification for additional funding request:

1	With increase in call volume, operational changes (NG911), and staffing; every position is filled. Adding a dispatcher console workstation allows an operational position as a backup if a workstation is out of service. An additional workstation position would also allow a position for training. Also we are a back up for Staunton/Waynesboro and we do not have a extra position for them to use at this time.
2	The 9-1-1 Services Board and Commonwealth as a whole adopted the Virginia NG9-1-1 deployment plan to offer the Next Generation ESInet solution throughout Va. as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting multimedia emergency services.

4. Impact if not funded?

1	
2	

Fire-Rescue

(Career, Volunteer, Training)

Mission:

“Committed to serve and protect our citizens and visitors through the delivery of all fire protection, emergency medical, education, and public safety services”

Department Overview:

Augusta County Fire-Rescue is to oversee and support the fire operations and the emergency medical services throughout the County by providing emergency providers, volunteer support and interaction along with basic fire and EMS training. ACFR’s focus is in the following areas:

- Emergency Calls
- Volunteer Interaction
- Training
- Administration
- Public Relations
- Personnel Management
- Duty Officer
- Special Operations
- Special Assignments
- Resource Management

Strategic Goals and Objectives:

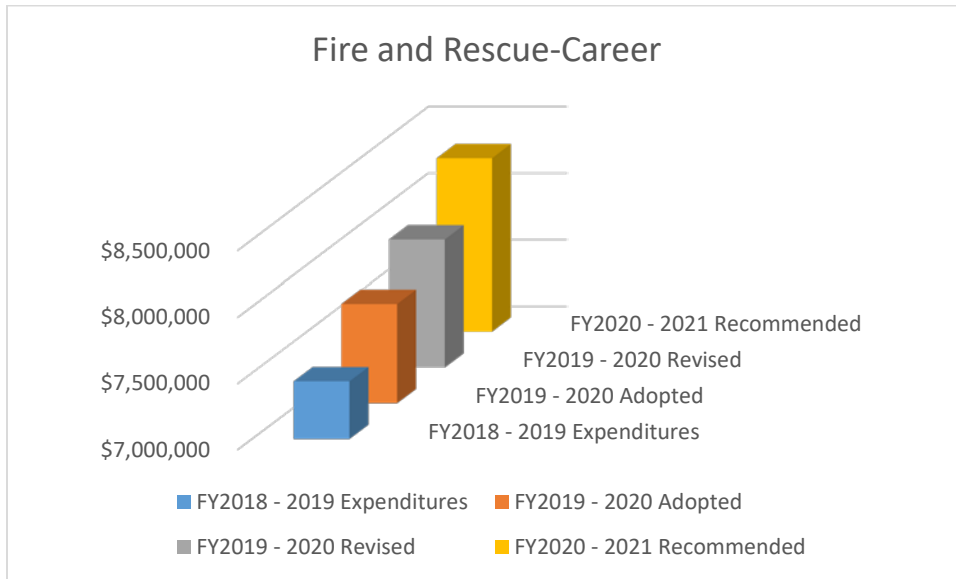
- Set the example for both internal and external stakeholders by exemplifying our Mission, Vision and Values, and work toward our common goals. One team-one mission.
- To provide highest quality all hazards emergency services to Augusta County citizens and visitors by working collectively with our internal and external stakeholders.
- To ensure the safety of our first responders through the implementation of best-in-class practices and industry standards.
- Develop and implement strategic planning to evaluate current and future infrastructure needs
- Implementation of critical infrastructure needs and capital replacement planning.
- Implement a comprehensive career development program that will provide career advancement as well as financial compensation for achieving career benchmarks.
- Ensure opportunities for initial and ongoing training for all personnel, career and volunteer with regard to all aspects of Fire and EMS.
- Introduce EMS only positions for locations with primary focus on ambulance or medic unit staffing. This will include Rescue 16 (Craigsville) and Rescue 6 (Stuarts Draft Rescue).
- Utilize cross-trained personnel from R16 & R6 to provide dedicated staffing for Squad 10.
- Continue to provide Recruit Academy format for new hires that will allow for a more diverse pool of applicants and ensure consistent training of Probationary Fire-Rescue personnel.
- Address Recruitment and Retention by implementing a programs that allow growth in our department along with external partners to increase awareness and increase the pool of possible employees.

Budget Summary:

Career Budget 32010:

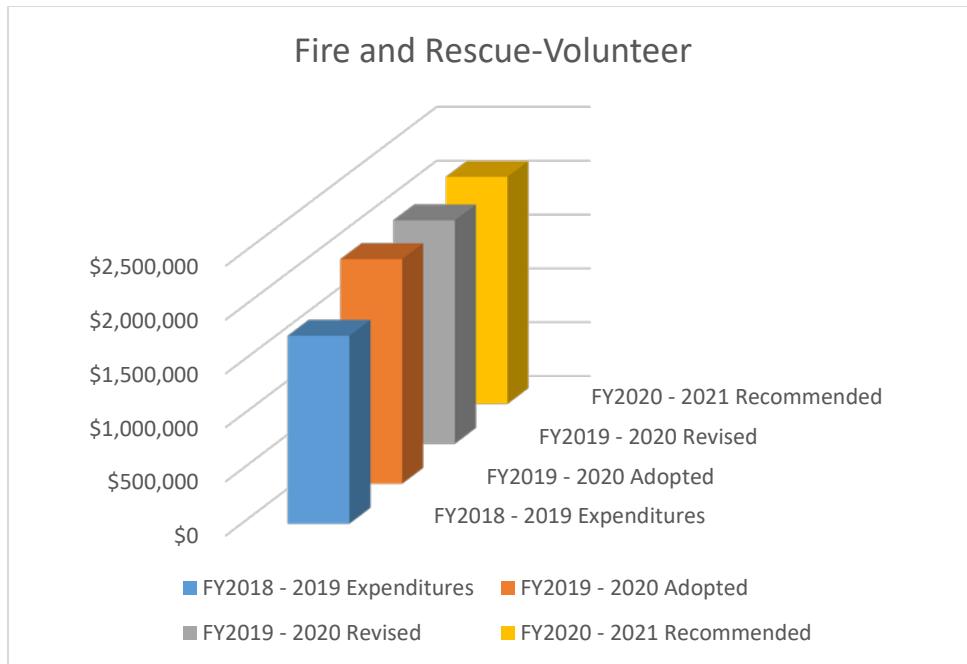
Item	FY2018-2019 Expenditures	FY2019-2020 Adopted	FY2019-2020 Revised	FY2020-2021 Recommended	% Change from FY2020
Personnel	\$6,719,490	\$6,930,682	\$7,085,108	\$7,458,945	7.62%
Operating	717,515	818,816	\$875,666	\$842,586	2.90%
Total	\$7,437,005	\$7,749,498	\$7,960,774	\$8,301,531	7.12%

***Changes in personnel a due to implementation of a career development plan for Fiscal Year 2021.



Volunteer Budget 32020:

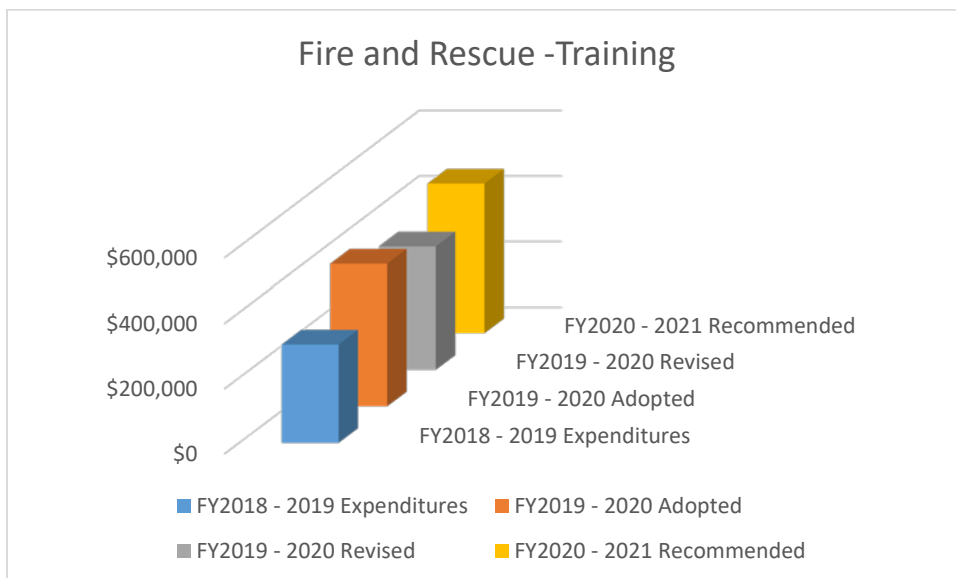
Item	FY2018-2019 Expenditures	FY2019-2020 Adopted	FY2019-2020 Revised	FY2020-2021 Recommended	% Change from FY2020
Operating	\$1,739,671	\$2,081,836	\$2,073,336	\$2,108,751	1%



Training Budget 32030:

Item	FY2018-2019 Expenditures	FY2019-2020 Adopted	FY2019-2020 Revised	FY2020-2021 Recommended	% Change from FY2020
Personnel	\$231,044	\$328,903	\$288,773	\$311,687	-5.23%
Operating	71,155	106,673	\$87,173	\$144,092	35.08%
Total	\$302,199	\$435,576	\$375,946	\$455,779	4.64%

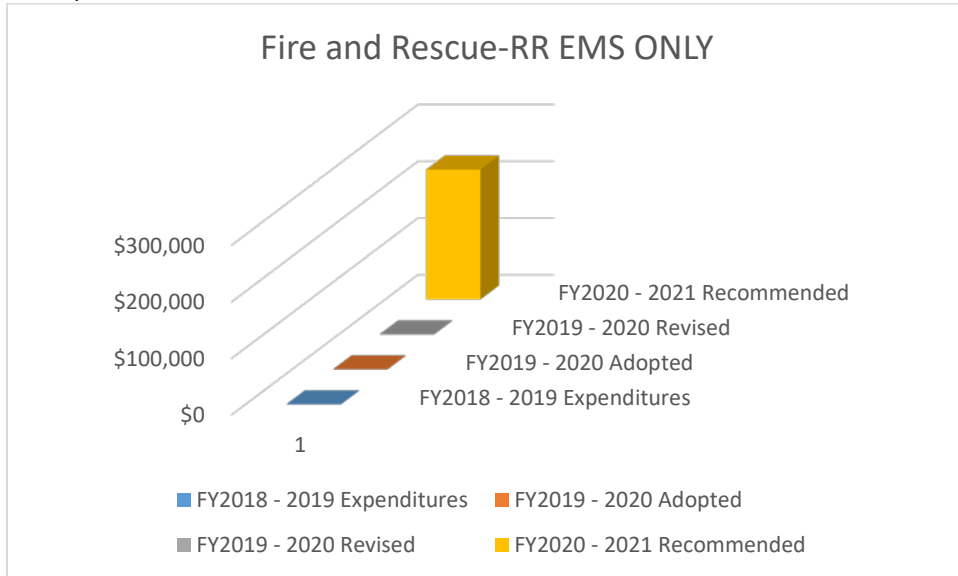
***Increase in operating due to training funds from career being moved entirely to training. Personnel decrease is due to a decrease in part time wages.



Revenue Recovery Funded EMS Only Personnel Budget 32040:

Item	FY2018-2019 Expenditures	FY2019-2020 Adopted	FY2019-2020 Revised	FY2020-2021 Recommended	% Change from FY2020
Operating	\$0	\$0	\$0	\$228,645	N/A

***This department is new for FY2021 and these positions are fully funding with revenue received through ambulance transports.



Budget Highlights:

- Implement career development program to reduce attrition of personnel and attract high quality candidates.
- Addition of EMS Only personnel to staff dedicated Ambulance and Medic Units at R16 & R6.
- Provide for dedicated staffing at Squad 10.
- Increase training staff to meet the demand of a growing department struggling to keep staffing needs and training requirements.
- Target Solutions and Station Check Pro software funding is a must, with the growing needs and requirements of the Commonwealth, it is vital to perform and document training and maintenance records.
- Furniture & Fixtures increased to allow for the replacement of appliances at our four stations along with dayroom furniture and bedding supplies.
- Volunteer budget includes 2% increase on base contribution for fire departments and an increase in insurance coverage for the volunteer fire and rescue members.

Service and Performance Measures:

Item	Calendar Year 2019 Actual
Fire Department Emergency Dispatches	8,001
Rescue Squad Emergency Dispatches	12,063
Calls Turned Over to Next Due Agencies	786
Volunteer Personnel	616

Career Personnel	106
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Accomplishments:

- Beginning implementation of strategic planning process for Augusta County Fire-Rescue
- Development of apparatus replacement program with capital investment and scheduled fleet management
- Purchased two (2) Pierce Enforcer Pumpers (Engine 111 & Engine 101)
- Purchase three (3) PL Custom Medic Units (Placed into EMS rotation)
- Successful completion of inaugural Augusta County Fire-Rescue Recruit Academy (July to November 2019)
- Received EMTB Accreditation from the Virginia Office of Emergency Medical Services (VaOEMS)
- Applied for EMT-Advanced Accreditation from the VaOEMS
- Implemented portable ventilator program delivered via our EMS Supervisors in the field
- Initiated “Adopt-a-Hydrant” program with our Community Outreach Committee (Focus Group)
- Implemented education and focus on cancer prevention and awareness
- Successfully implemented a mandatory Wellness and Fitness program for on-duty staff, along with annual fitness assessments
- Programs – Operation Warm (Coats) and Toys for Tots for area school children
- Smoke Alarm Installations
- Appreciation Dinners for the volunteer agencies
- County-based ambulances transported 4,591 patients to area hospitals

Contact Information:

David Nichols, Fire-Rescue Chief

Location: Augusta County Government Center
 Fire-Rescue Department
 18 Government Center Lane
 Verona, VA 24482

Phone: (540) 245-5624

Fax: (540) 245-5356

Department Summary

Fire and Rescue-Career

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
3110 - Physicals Decreased	-\$800.00	YES
3310 - Repairs and Maintenance Increased	\$25,953.00	NO
3320 - Maintenance Contracts Increased	\$10,160.00	NO
5203 - Telephone/Internet (AVL) Increased	\$12,174.00	YES
5305 - Vehicle Insurance Increased, receiving new apparatus in 2020	\$4,000.00	YES
5501 - Travel and Training - moved this line to 32030	-\$30,200.00	YES
5801 - Dues and Subscriptions Increased	\$1,310.00	YES
6001 - Office Supplies Increased	\$4,000.00	Partial \$2000
6007 - Repairs and Maintenance Buildings Increased. cut bay heaters and parking lot resurfacing	\$21,821.00	NO
6009 - Apparatus Maintenance. CUT Squad 10 LED lights and backup cameras	\$43,823.00	Partial
6010 - Administrative Vehicle Maintenance Increased	\$3,000.00	NO
6011 - Wearing Apparel Decreased	-\$4,250.00	YES
6012 - EMS Supplies Increased	\$15,291.00	Partial \$5,000 increase
6014 - Firefighting Supplies - Increased gear needs and cancer prevention	\$55,412.00	NO
6015 - Emergency Search and Rescue (TRT) equipment needs - Increased	\$22,000.00	NO
8001 - Equipment Increased	\$7,792.00	YES
8002 - Furniture and Fixtures Increased	\$3,500.00	NO
	\$194,986.00	

Department Summary

Fire and Rescue-Volunteer

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Base Contribution increased by 2% (with changes in call volumes not much overall increase)	\$970.00	YES
3121 - Auditing has decreased - under a new contract	-\$4,000.00	YES
3320 - Maintenance Service Contract - an increase due to the Fingerprinting requirement & CAD Interface	\$6,445.00	YES
5203 - Internet services increased rates	\$6,000.00	YES
5306 - Vehicle insurance has decreased slightly	-\$10,000.00	YES
5308 - Health Insurance - moving to a Workers Comp policy with Fit Testing	\$60,000.00	YES
5602 - Fuel Reimbursement - decreased to offset other increases	-\$25,000.00	YES
5801 - New Line for Active 911	\$7,500.00	YES
6012 - Rehab supplies	\$3,877.00	Partial \$3,000
Craigsville Rescue Annual Contribution is being deleted	-\$10,000.00	YES
	\$35,792.00	

Department Summary

Fire and Rescue-Training

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
3110 - Physicals decreased	-\$700.00	YES
3320 - Decreased Maintenance Contracts	-\$2,520.00	YES
5100 - Electrical Services increased slightly	\$125.00	YES
5102 - Propane Increased because of usage	\$500.00	NO
5203 - Telephone decreased	-\$134.00	YES
5305 - Increased insurance on apparatus	\$230.00	YES
5501 - Increased, combined both career and training, also increased due to offering training classes. Increased \$2,800	\$20,000.00	Partially
5801 - Dues and subscriptions	\$850.00	NO
6001 - Office Supplies	\$400.00	NO
6008 - Fuel	\$2,000.00	YES
6009 - Maintenance Decreased	-\$1,000.00	YES
6011 - Wearing Apparel Decreased	-\$2,000.00	YES
6012 - EMS Supplies for new equipment increased. Increased \$4,500	\$13,096.00	Partially
6013 - Training Materials (Textbooks, etc.)	\$6,000.00	NO
8001 - Equipment - need additional equipment and some replacement equipment. Increased \$1,635, cut thermal cameras	\$6,635.00	Partially
8002 - Furniture and Fixtures for gear lockers. Cut gear lockers, increased \$3,500 over FY20	\$9,087.00	Partially
8003 - Grant increased	\$10,000.00	NO
	\$62,569.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Fire-Rescue
Priority Ranking:	1
Mandated:	N/A
If yes, site Code or Law	N/A
Position Title:	EMS Only - EMS BLS Grade 18

1. Personnel Costs	<u>Account Name/ Number</u>	<u>Amount</u>
Minimum Salary		\$ 34,090
Benefit Costs 19.68% (if full time without disability)		6,709
Insurance		8,674
Total Personnel Costs		\$ 49,473

2. Operating Costs (monthly charges)	<u>Monthly</u>	<u>Annual</u>
Phone		\$ -
Cell phone if applicable		\$ -
Other	LODD Benefit	\$ 371
Total Operating Costs	\$ -	\$ 371

3. One-time costs		
Uniforms	1 Set	\$ 1,000
PPE	1 Set	\$ 2,500
Other		
Total One-Time Costs		\$ 3,500

4. Total operating (ongoing) request for new position		\$ 49,844
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5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue	EMS Revenue Recovery	
Reduced Expenditure		
Net Increase/(Decrease)		\$ 49,844

6. Justification for position:

ACFR to attract seasoned EMS personnel and redeploy cross trained FFR/EMS staff to improve staffing across the organization.

7. Impact if not funded?

If these positions are not funded, we will continue to experience an attrition rate of 25% per year. This negatively impacts our ability to provide high level care to our citizens.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Fire-Rescue
Priority Ranking:	1
Mandated:	N/A
If yes, site Code or Law	N/A
Position Title:	EMS Only - EMS Advanced Grade 19

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 35,814
Benefit Costs 19.68% (if full time without disability)		7,048
Insurance		8,674
Total Personnel Costs		\$ 51,536

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other	LODD Benefit	\$ 381
Total Operating Costs	\$ -	\$ 381

3. One-time costs		
Uniforms	1 Set	\$ 1,000
PPE	1 Set	\$ 2,500
Other		
Total One-Time Costs		\$ 3,500

4. Total operating (ongoing) request for new position **\$ 51,917**

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue	EMS Revenue Recovery	
Reduced Expenditure		
Net Increase/(Decrease)		\$ 51,917

6. Justification for position:
ACFR to attract seasoned EMS personnel and redeploy cross trained FFR/EMS staff to improve staffing across the organization.

7. Impact if not funded?
If these positions are not funded, we will continue to experience an attrition rate of 25% per year. This negatively impacts our ability to provide high level care to our citizens.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Fire-Rescue
Priority Ranking:	1
Mandated:	N/A
If yes, site Code or Law	N/A
Position Title:	EMS Only - EMT Paramedic Grade 22

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 41,533
Benefit Costs 19.68% (if full time without disability)		8,174
Insurance		8,674
Total Personnel Costs		\$ 58,381

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other	LODD Benefit	\$ 385
Total Operating Costs	\$ -	\$ 385

3. One-time costs		
Uniforms	1 Set	\$ 1,000
PPE	1 Set	\$ 2,500
Other		
Total One-Time Costs		\$ 3,500

4. Total operating (ongoing) request for new position		\$ 58,766
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5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue	EMS Revenue Recovery	
Reduced Expenditure		
Net Increase/(Decrease)		\$ 58,766

6. Justification for position:
to attract seasoned EMS personnel and redeploy cross trained FFR/EMS staff to improve staffing across the organization.

7. Impact if not funded?
If these positions are not funded, we will continue to experience an attrition rate of 25% per year. This negatively impacts our ability to provide high level care to our citizens.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Fire-Rescue
Priority Ranking:	1
Mandated:	N/A
If yes, site Code or Law	N/A
Position Title:	Fire Training Specialist (Grade 23)

transfer from 32010
this request is contingent
upon all 12 positions approved

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 43,633
Benefit Costs 19.68% (if full time without disability)		8,587
Insurance		8,674
Total Personnel Costs		\$ 60,894

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	\$ 60	\$ 720
Cell phone if applicable	\$ 60	\$ 720
Other	LODD Benefit	\$ 385
Total Operating Costs	\$ 120	\$ 1,825

3. One-time costs		
Uniforms	1 Set	\$ 1,000
PPE	1 Set	\$ 2,500
Other	Computer	\$ 1,500
Total One-Time Costs		\$ 5,000

4. Total operating (ongoing) request for new position	\$ 62,719
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	EMS Revenue Recovery
Reduced Expenditure	
Net Increase/(Decrease)	\$ 62,719

6. Justification for position:
Fire Training Specialist position to coordinate recruit academy and Valley Career & Technology Center Firefighter Training Program.

7. Impact if not funded?
Current training staff will not be able to effectively provide fire, EMS, & rescue training to career staff, volunteer staff, ACFR recruits, and support VCTC programs.

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: **Fire-Rescue (Career 32010)**

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Repairs & Maint. - Contractual	\$ 25,953	2	Yes	VAOEMS
2	Maintenance Service Contracts	\$ 10,160	3	Yes	VAOEMS
3	Telephone Services	\$ 12,174	(AVL)	Yes	
4	Office Supplies	\$ 4,000	10		
5	Repairs & Maint Buildings	\$ 21,821	5		
6	Apparatus/Equip Maintenance	\$ 43,823	1	Yes	VAOEMS
7	Admin Vehicle Maintenance	\$ 3,000	7		
8	EMS Supplies	\$ 15,291	6	Yes	VAOEMS
9	Firefighting Supplies	\$ 55,412	4	Yes	NFPA
10	Emergency Search/Rescue	\$ 22,000	9		
11	Equipment	\$ 7,792	8		
12	Furniture & Fixtures	\$ 3,500	11		
Total Changes		\$ 224,926			

3. Justification for additional funding request:

- 1 All EMS Licensed apparatus (engines & medic units) is required by the Virginia Office of EMS to have annual preventative maintenance in accordance with the regulations. Additional funding is necessary for this program.
- 2 Anticipated increase in cost of mainetnace contracts and new line item for AVL Licensing.
- 3 \$12600 for AVL. Monthly costs for the Verizon hotspots for each ambulance for AVL program. This is a new item approved by BOS in FY20.
- 4 Increase cost for office supplies.
- 5 Sealcoat parking lot at Company 10 to extend life of asphalt paving. Replace heaters in the apparatus bays at PLY / Fishersville station with radiant heat. More cost effective.
- 6 Increased cost of vehicle maintenance. This is to cover more preventative maintenance for apparatus. Also items that will not be covered under warranty for new fleet vehicles.
- 7 Increase for vehicle maintenance for admin staff vehicles.
- 8 Increase for cost of EMS supplies, pharmaceuticals, and stretcher hardware.
- 9 Cost of 33 sets of turnout gear (20 for replacement + 13 for new hires) and particulate hoods & new gloves for cancer prevention initiative.

- 10 This line item includes equipment for technical rescue such as rope rescue, confined space, and vehicle extrication rescue. Equipment will replace some that is expiring per NFPA and also add new technology items to equipment cache. Some items may be reimbursable through VDEM Region 2 TRT grants.

- 11 Cost for replacement batteries for portable radios and battery operated equipment, station alerting upgrades at station 10, David Clark Communications Headset for Squad 10, and new battery operated power tools for apparatus (phasing out corded equipment).

- 12 Appliance repairs / replacement at stations (10, 11, 16, 25). Furniture repairs / replacement for bunkrooms and dayrooms at stations (10, 11, 16, 25).

4. Impact if not funded?

- 1 Risk violations of VA OEMS regulations that require preventative maintenance in accordance with manufacturers recommendations.

- 2 Reduction of funding will impact AVL project moving forward.

- 3 Reduction of funding will impact AVL project moving forward.

- 4 Insufficient funding for routine office supplies.

- 5 Parking lot at Company 10 is showing cracks in asphalt. Sealcoat will preserve the pavement and extend life of parking lot. Radiant heat is more cost efficient and will save money over time.

- 6 Insufficient funding will cause preventative maintenance to be delayed or not performed as needed. This may cause more extensive breakdowns or failures of equipment at critical times.

- 7 Insufficient funding will cause preventative maintenance to be delayed or not performed as needed. This may cause more extensive breakdowns or failures of equipment at critical times.

- 8 Insufficient funding will affect ability to provide essential services to patients.

- 9 For several years ACFR has attempted to secure funds necessary to provide new turnout gear (TOG) for new employees and replacement TOG for current employees. NFPA life span on TOG is 10 years. A safety initiative has been requested for 2nd set of gear for each full time firefighter / EMT. This is not achievable due to insufficient funding of this program.

- 10 Reduced or elimination of funds will impact our ability to maintain operational readiness for technical rescue incidents within Augusta County and as member of the Region 2 TRT team under VDEM.

- 11 Battery technology is better suited for modern rescue and more cost effective. New engines will not have an onboard generator. Corded power tools will be non-functional requiring the additional dispatch of a unit with onboard generator.

- 12 Funding is necessary to provide for the 24/7/365 use of fire-rescue stations. Inadequate funding may impact ability for crews to function on 24-hour basis.

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Fire-Rescue (Volunteer)

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Maintenance Contracts	\$ 6,445	2	Yes	\$32.1-111.5
2	Telephone/Internet Services	\$ 6,000	3		
3	Accident & Health / Workers Comp	\$ 60,000	1		
4	Dues & Subscriptions	\$ 7,500	5		
5	Rehab Supplies	\$ 3,877	4		
Total Changes		\$ 83,822			

3. Justification for additional funding request:

- 1 The addition of \$5000 was due to having to now pay for Fingerprinting - the Office of EMS has passed that cost down to the agencies.
- 2 Internet services have increased this year
- 3 Moving to a workers compensation plan with an accidental and health rider for the volunteers. WC will cover 395 high risk volutneers. Also included in this is fit testing for these volunteers.
- 4 Asking for a County-wide Active 911 (APP) program, currently used by career. This APP will help in directions, preplans, people available and much more
- 5 With so much emphasis on cancer prevention, this rehab line will now include some on scene cancer measures. Replacing hoods and gloves when they become contaminated.

4. Impact if not funded?

- 1 The impact is that if we do not fund this, the responsibility will fall on each volunteer agency, or the new volunteer that will be applying for membership
- 2 This is a small increase and is necessary to provide mandated reporting to the State. If we do not report, we will not be eligible for grants and other funding possibilities in the future.
- 3 If this is not funded, the current Accident & Health policy will stay in effect, and we are putting our volunteers at risk for not having long term coverage in the case of a major illness.
- 4 This will have low impact on how we currently work day to day - this is an enhancement to what we currently do - most agencies do not have access to preplans county-wide if they travel in mutual aid areas. This also provides assistance in directions in mutual aid areas.
- 5 This impact may not be one that you see at first glance, but if we can help to keep our firefighters' carcinogens exposure to a minimum, it will lessen the chance for cancer in the future.

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: **Fire-Rescue (Training)**

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Propane	\$ 500	5	No	
2	Recognition & Training Expenses	\$ 50,200	3	No	
3	Dues and Subscriptions	\$ 850	9	No	
4	Office Supplies	\$ 400	8	No	
5	Vehicle Fuel	\$ 2,000	4	No	
6	EMS Supplies	\$ 13,096	1	No	
7	Training Materials	\$ 6,000	6	No	
8	Equipment	\$ 6,635	2	No	
9	Furniture and Fixtures	\$ 9,087	10	No	
10	Grants 50/50	\$ 10,000	7	No	
Total Changes		\$ 98,768			

3. Justification for additional funding request:

- 1 Increase use for Vehicle Prop, Burn Building and LP Simulator. This increase is due to anticipated 2020 Recruit School and volunteer use.
- 2 Combined 32010 and 32030 accounts; increased due to career development, getting our personnel up to certain levels
- 3 Professional affiliations and Fire Officer Credentialing. Affiliations for Training Staff for professional networking and some discounted training rates.
- 4 Office supplies - additional training staff
- 5 Increased fuel due to increased station training and the implementation of the countywide Safety Officer program. BLS skills drills for all BLS providers will be done on shift.
- 6 4 new Airway Trainers, Special Needs Trainers and upgrades to iSimulate. We currently have limited or no training supplies in stations for shift training to be done.
- 7 The county continues to pay for all textbooks and other related training materials for career and volunteer staff. Increase here is to account for these classes and the AEMT program.
- 8 Equipment is getting used and needs to be replaced along with additional equipment needs. This request is to continue to update and replace equipment that exceeds its useful life.
- 9 Gear lockers needed in the training center to help with the organization of gear and SCBAs used for training. This will help with proper storage and drying of gear.
- 10 Looking for additional grants this year.

4. Impact if not funded?

- 1 If this is not funded, we run the risk of not being able to provide training to our career and volunteer staff as our burn building is operated on propane.

- 2 A reduction in this line will limit our ability to train our staff appropriately. With a department that averages 4 years of service, continued training is extremely important.
- 3 These affiliations allow us to better network and ultimately better serve our staff. We are able to use these for training opportunities and new ideas.
- 4 This line is for daily office supply needs and a reduction here would decrease our ability to develop and print materials for such.
- 5 With additional station training planned and the implementation of the Safety Officer program, this line is critical to our ability to be out of the office.
- 6 This line is critical for our staff to continue to train in the stations as well as the training center. These aids will help make sure there are enough supplies to cover this growing need.
- 7 The increase in this line will cover the additional materials needed for the upcoming ALS (AEMT) program that we will be offering as well as other fundamental programs.
- 8 We have critical training aids that need to be replaced as well as a growing need for improved technology with other equipment.
- 9 This increase will allow us to properly store turnout gear for students while in class and allow for it to properly dry without causing mold or mildew issues.
- 10 With the increase in training staff comes an increase in training delivered. This line item increase will allow us to look for additional grant opportunities to offset funding shortages.

Juvenile and Domestic Relations District Court

Department Overview:

The juvenile and domestic relations district court handles cases involving:

- Juveniles accused of delinquent acts, traffic infractions or status offenses
- Children in need of services or supervision Truancy/Runaway
- Children who have been subjected to abuse or neglect, or abandoned
- Children whose custody, visitation, support or parentage is a subject of controversy
- Children in regards to whom relief of custody or termination of parental rights is sought
- Children in foster care and who are subjects of entrustment agreements
- Minors seeking emancipation or work permits
- Family or household members who have been subjected to or accused of abuse
- Adults accused of child abuse or neglect, or of offenses against a family or household member
- Spouses seeking support after separation
- Enforcement of support orders
- Court consent for certain medical treatments
- Individuals seeking either child or family protective orders

Juvenile and domestic relations district courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles and their families who have legal matters before the court. In addition to protecting the public and holding delinquent juveniles accountable, the court considers services needed to provide for rehabilitation. As a district court, this court does not conduct jury trials. Also, like all other courts in the Commonwealth, protection of victim rights and constitutional safeguards remain the same.

The Juvenile and Domestic Relations District Court serve two separate localities- the County of Augusta and the City of Staunton. One clerk serves both localities and four Judges. Currently the Honorable Linda S. Jones is the Chief Judge, and presides five days a week. The Honorable Susan Read is the resident Judge and presides five days a week. The Honorable Correy Smith presides six days a month and we run three court at that time with Judge Jones and Judge Read. J&DR Court maintain two case management systems and two financial management systems with separate audits for each. We serve two Circuit Courts, two Commonwealth Attorneys, Augusta County Sheriff’s Department, Staunton City Sheriff, Staunton Police Department, Virginia State Police and Virginia Game Warden. J&DR Court maintain separate filing systems for each jurisdiction.

The Clerk’s Office staff consists of the Clerk, seven full time Deputy Clerks, and one wage employee; the court is staffed at less than 70 %, whose salaries are paid by the Supreme Court for the State of Virginia.

Strategic Goals and Objectives:

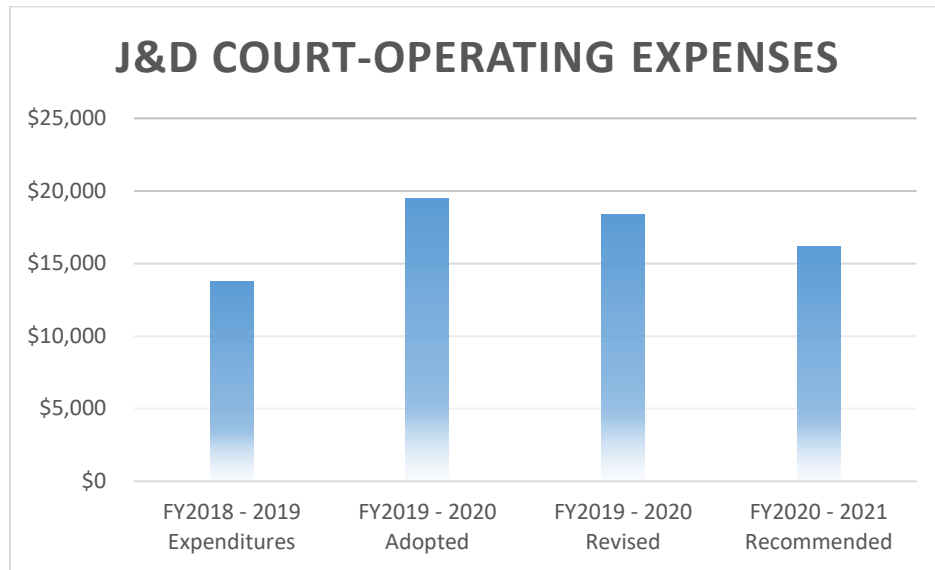
- Continue to maintain high levels of service while processing increasing caseloads and adapting to mandated required by changed in laws, which affect our courts.
- Continue to communicate with localities concerning specific needs of our courts in order to provide an adequate, secure courts facility with consideration given to the required maintenance and custodial services necessary to provide a clean, safe environment to all employees and the communities we serve.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
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Operating	\$13,796	\$19,460	\$18,370	\$16,200	-20%
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***Change in operating due to a decrease in office supplies.



Service and Performance Measures:

Item-Staunton/Augusta J&D Court	CY2018
Juvenile Cases (new filings)	4508
Adult Cases (new filings)	3870
Hearings Held	unavailable

Accomplishments:

- Continue to maintain office with reduced staffing.
- Provide outstanding customer service to the public, as well as the state and local agency.
- Extensive training to all staff member, most staff members are in new positions
- Ensure expungement process is completed to ensure all available space is saved for filing, so the cost can remain low and that the need for additional filing space does not become an issue this fiscal year.

Contact Information:

Teresa L. Smith, Clerk

Location: Staunton/Augusta County J&DR Court
6 E. Johnson St. 1st. Fl.
Staunton, VA 24401

Phone: (540) 245-5306 ext. 115

Fax: (540) 245-5349

E-mail: tsmith@courts.state.va.us

Department Summary
Juvenile and Domestic Court

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Salary Supplement	\$8,471.00	NO
	\$8,471.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Supplement

Please enter information in the gray cells

Department:	Juvenile and Domestic Court
Priority Ranking:	High
Mandated:	
If yes, site Code or Law	
Position Title:	Salary Supplement

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 8,471
Benefit Costs 20.51% (if full time)		-
Insurance		-
Total Personnel Costs		\$ 8,471

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 8,471
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 8,471

6. Justification for position:

It is very hard to find a qualified candidate and only be able to offer the bottom of the pay scale. A lot of time, effort, and money is spent on training a new employee; therefore, I am asking to supplement the salaries in order to keep my current employees. The supplement is not a huge amount for each person but it does show the employee that someone is concerned about their wellbeing and that would go a long way in the eyes of my employees.

7. Impact if not funded?

Juvenile & Probation

Department Overview:

This section of the budget is comprised of County contributions to entities that provide probation and incarceration services on behalf of the County. Contributions fund preventive and operating expenditures for the services.

Office on Youth: The mission of the Central Shenandoah Valley Office on Youth is to develop positive connections between youth, their families, and communities to build a strong foundation for a successful future. The Office provides programs for juvenile offenders, parental support, substance abuse prevention, suspended and expelled youth, teen pregnancy prevention, and youth employment. The Cities of Staunton and Waynesboro participate in the Office with Augusta County.

Shenandoah Valley Juvenile Center: The Center is a regional facility providing for the temporary care and supervision of juvenile offenders detained or sentenced by order of the Court. Established in 1967 by a commission of Harrisonburg, Lexington, Staunton and Waynesboro, the Center was expanded in 1972 to include Augusta, Rockingham and again in 2011 to include Rockbridge. Localities fund the proportionate share of operating and capital costs according to the total number of detention days utilized in the preceding three calendar years. The assessment percentage for Augusta County in FY20 is 22.81%. Augusta County’s annual contribution for capital expenditures is partially funded through savings within the capital improvement fund.

Middle River Regional Jail: The Cities of Staunton and Waynesboro and the County of Augusta entered into a service agreement dated June 25, 2001, to operate a regional jail facility. The County has three representatives on the Authority, which approves an annual budget. Localities fund the proportionate share of operating and capital costs according to the total number of inmate days utilized in the preceding three calendar years. Rockingham and Harrisonburg joined the regional jail as members on July 1, 2015. The County’s contribution for FY20 is 34.83% for operating and 34.83% for debt service. Augusta County’s annual contribution for capital expenditures is partially funded through savings within the capital improvement fund.

SAW Range: The County of Augusta and Cities of Staunton and Waynesboro operate a regional firing range. The Range consists of a target range, classroom and obstacle course that allow for training of public safety personnel. The capital and maintenance expenditures for the facility are split equally in accordance with a memorandum of understanding. For FY20 the local contributions are for maintenance and continued capital upgrades for the target system. The facility is rented to outside agencies as long as there are open dates for use.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$2,801,592	\$2,071,417	\$3,446,719	\$2,086,337	1%

***Decrease due to use of reserves to fund MRRJ operating costs see County Administrator’s Letter for further details.

Animal Control

Mission:

It is the mission of the Animal Control Department to provide quality leadership in the animal control field through consistent professionalism, humane law enforcement, and dedication to improved levels of training. Our objective shall be to educate the public and then enforce.

Department Overview:

Augusta County Animal Control continues to respond to steady citizen requests to handle animal situations. Include is health and welfare check on animals that are known concern and from complaints received. The Department continues to support the County Sheriff’s Office and Virginia State Police with animal related problems. Animal Control Officers also euthanize deer and other wildlife when requested by the Department of Game & Inland fisheries. In addition we euthanize and hold animals for Staunton/Augusta Health Dept. that are the result of animal bites and rabies exposure concerns. All Health Department animal calls on weekends, nights and holidays are handled by Animal Control.

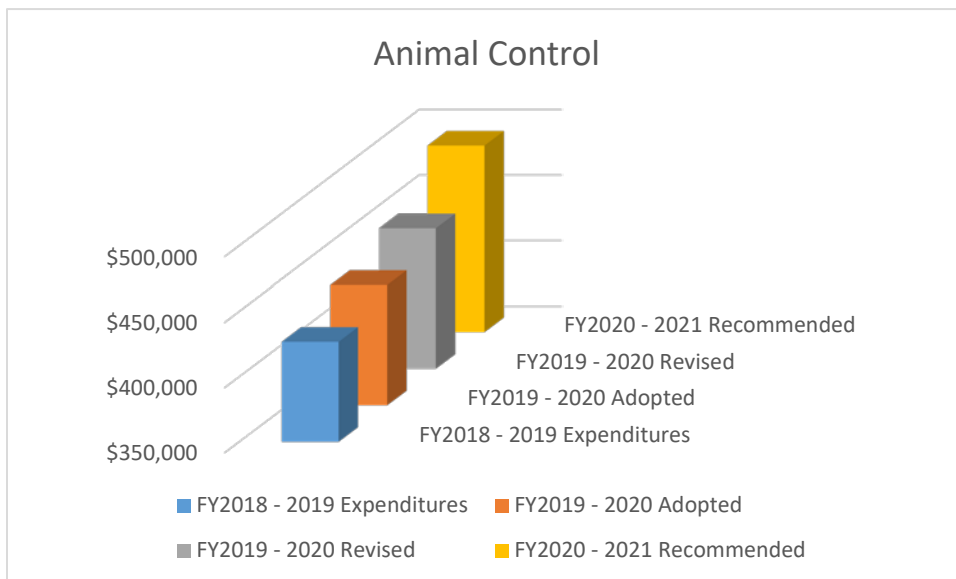
Strategic Goals and Objectives:

- Serve the citizens of Augusta County through to the best of staff’s ability and to enforce regulations where appropriate.
- Collaborate with the Augusta County Sheriff’s Office, Staunton and Waynesboro’s Animal Control Officers and the Shenandoah Regional Animal Services Center.
- Educate citizens concerning animal welfare and of the laws and regulations.
- Review and revise Augusta County Animal Control Ordinance (Chapter 5 Augusta County Ord.)

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$180,237	\$182,491	\$194,158	\$195,816	7.3%
Operating	\$246,667	\$259,395	\$262,896	\$296,397	14.26%
Total	\$426,904	\$441,886	\$457,054	\$492,213	11.39%

***Increase in personnel due to Merit and COLA increases, as well as increases to health insurance and VRS rates. Increases in operating is due to increased cost for operating the Shenandoah Valley Animal Service Center.



Service and Performance Measures:

Item	2017 Actual	2018 Actual	2019 Actual
Total Calls Received	2510	2737	2854
After-Hours Calls Received	261	314	402
Animals Received – surrenders, strays, seized (dogs & Cats)	424	425	346
Educational Events	2	2	4
Court Cases (Cruelty, dangerous dogs, etc.)	15	30	38
Registered Dangerous Dogs	2	1	2
Livestock Claims	\$700	0	0
Kennel Inspections	15	23	27
Running at Large Violations	281	292	117
No County License Violations	267	291	100
No Rabies Vaccinations	285	291	76
Total Civil Summons Issued	500	539	480
Criminal Summons Issued	51	54	48
Number of people charged fees	119	122	141
Fines Collected for RAL	\$1,575	\$1,300	\$3,525
Fees Collected for No Tags	\$1,030	\$1,050	\$1,140
Fees Collected for Pick-Up	\$2,640	\$2,760	\$3,040
Fees Collected for Impoundment	\$3,505	\$3,545	\$5,135
Fines Collected for No Rabies Vaccination	n/a	n/a	\$2,150
Restitution from Court	n/a	n/a	\$18,744
Vet Fees Collected	n/a	n/a	\$299

Accomplishments:

- Received Virginia Animal Control Association’s Outstanding Agency of the Year for 2017.
- Attended the Sheriff’s Office Donuts with Deputies and other education events.
- Continue pursuing compliance of unlicensed dogs as they are made known to the Animal Control Department from the Treasurer’s Office. Includes letters to dog owners with no dog tags or rabies certificate. The first letter sent is a reminder that dog tags are needed. The second letter is a violation letter. The Treasurer’s Office prints letters while our receptionist checks them for duplicate letters to the same household in order to save on postage. Approximately 3,100 first notice letters and 1,100 violation letters are sent per year.

Item	2017	2018	2019
# Dog Tags Sold	4325	4969	3,317
# Kennel Tags Sold*	92	90	90
Dog/Kennel Tag - Revenue	\$52,602	\$51,611	43,196

Dog Tag Violations - Revenue	\$17,676	\$16,391	18,581
Total Revenue	\$70,278	\$68,002	61,777

*Kennels may include 20 dogs tags sold. This is not included in the data.

- Maintain 20' disaster trailer to use for animal sheltering as part of the Emergency Operation Plan. This unit is jointly owned by Staunton, Waynesboro and Augusta County and stored in the warehouse at the Government Center in Verona.
- Assists the Sheriff's Office as needed on animal related events.
- Officers complete semi-annual gun qualification with the Augusta County Sheriff's Office.
- Continue to wear ballistic vests.
- Complete annual surveys as required by the Virginia.
- Maintain Dangerous Dog Registry as required by Law.
- A database is maintained of all calls received whether through Animal Control's main number or ECC.

Contact Information: Candy Hensley, Assistant to the County Administrator

Location: Augusta County Government Center
18 Government Center Lane
PO Box 590
Verona, VA 24482

Phone: (540) 245-5635

E-mail: animalcontrol@co.augusta.va.us

Department Summary

Animal Control

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Career Ladder Increase	\$2,237.00	YES
	\$2,237.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Ballistic Vest - Quantity 1	\$800.00	YES
Short range rifles - Quantity 3. Funded a quantity of 2	\$1,438.00	Partially
CE Training that is required	\$710.00	NO
Light bar replacement - Quantity 2. Moved to Revised FY20	\$1,374.00	YES
	\$4,322.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Career Ladder Increase

Please enter information in the gray cells

Department:	Animal Control
Priority Ranking:	1
Mandated:	
If yes, site Code or Law	
Position Title:	Career Ladder Increase-One Officer

1. Personnel Costs	Salary & Wages / 35010-1100	Amount
Minimum Salary		\$ 1,869
Benefit Costs 19.68% (if full time without disability)		368
Insurance		-
Total Personnel Costs		\$ 2,237

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 2,237
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 2,237

6. Justification for position:

Step #2 being completed per Career Ladder and policy for animal control officers. Jennifer Anderson will be eligible for a 5% increase during FY19-20 revised budget.

7. Impact if not funded?

Not following current Career Ladder or policy in place.

**Augusta County
FY 2021 Operating Budget Request Forms**

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Animal Control

	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1. Operating Cost					
1	Equipment	\$ 800	1	No	
2	Equipment	\$ 1,438	2	No	
3	Travel	\$ 710	1	Yes	3.2-6556
4	Vehicle Maintenance	\$ 1,374	1	No	
	Total Changes	\$ 4,322			

3. Justification for additional funding request:

1	Grant orginally received for ballistic vests. Agreement to fund future from County. Needed for safety.
2	Request for 3 short range rifles in order to euthanize animals in residential or buisness areas when needed. Currently a 1970's Marlin 222 magnum existings. The plan is to sell the existing rifle and to purchase new rifles, one for each officer to carry in their vehicle.
3	Required in order to maintain continuing education credits.
4	Light bars on two vehicles are failing. They need to be replaced and are a safety need.

4. Impact if not funded?

1	Not meeting grant requirements. Officers not safe in particular situations.
2	Equipment will not be on hand when needed.
3	If education credits are not obtained, will not be in compliance with law.
4	Officers not as safe as they could be.

**Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function
Public Works**

Department	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Highway & Roads	\$14,642	\$16,000	\$16,000	\$16,000	0%
Street Lights	123,111	120,500	120,500	120,500	0%
Sanitation & Waste Removal	2,399,697	2,204,029	2,219,307	2,281,110	3%
Recycling Program	165,362	161,500	190,532	175,500	9%
Facilities Management	1,823,275	1,998,929	2,015,446	2,041,446	2%
Total Public Works	\$4,526,087	\$4,500,958	\$4,561,785	\$4,634,556	3%



Artist credit: [Talula Mays](#)

Facilities Management

(Includes: Highways & Roads, Street Lights, Sanitation and Waste, Recycling and Maintenance of Buildings and Grounds)

Mission Statement:

To provide safe, secure, and well maintained buildings and grounds for the residents, employees, and visitors of Augusta County in a professional, responsible, and safe manner.

Goals and Objectives:

To safely, and efficiently maintain County properties, equipment and assets to provide a safe, clean and hazard free environment for our residents, employees and visitors by use of preventive maintenance, and providing quality customer service.

Department Overview:

The Facilities Management Department is responsible for the maintenance and upkeep of all County owned Properties. There are 39 employees in the Department, 24 of which are part-time employees. Sixteen of those part time employees are employed as Solid Waste Site Caretakers with one Coordinator, seven work in the Grounds Maintenance area, four of which are seasonal employees. There is one part time Sign Technician. The remaining full time employees are split between Building Maintenance (4), Grounds Maintenance (4), Custodial (5), one full time Sign Technician, and one full time Director. The Department reports to The Assistant to the County Administrator.

Tasks:

- Building, electrical, mechanical and plumbing repairs, as well as preventative maintenance performed by staff and contract agreements.
- Remodeling projects utilizing staff and the workforce crew from Middle River Regional Jail to complete projects from painting, to concrete pouring, general remodeling work, and easement maintenance.
- Grounds keeping aspect of each facility, this can include mowing, trimming, mulching, tree and shrub trimming, ballfield maintenance, landscaping, and general upkeep and maintenance of the grounds through staff and contract agreements.
- Janitorial/Custodial duties by the use of staff, and contract agreements.
- Maintain ten solid waste and recycling sites located throughout the County.
- The Department makes professional signs for all County Departments and buildings.
- Create and maintain street signs throughout the County.
- Maintenance of County owned easements which includes mowing and debris management.
- Snow removal at County owned properties by the use of staff, and contract agreements.

Properties Include:

-Government Buildings-

The Government Center Complex, and extensions, DSS Building, District Courts Building, Circuit Courthouse, OSHA Building, Sheriffs Department.

-Fire and Rescue Buildings-

Fire and Rescue Burn Building, Company 10 Fire Department, Company 25 Riverheads Fire Department, Company 11 Preston L. Yancey Fire Department, Rescue 16 Craigsville-Augusta Springs First Aid Crew.

-Parks and Recreation-

Natural Chimneys Campground and Pool, Stuarts Draft Park and Pool, Augusta Springs Park, Crimora Park, Mill Place Industrial Park Walking Trail, Deerfield Park and Community Center and Wilson Gym.

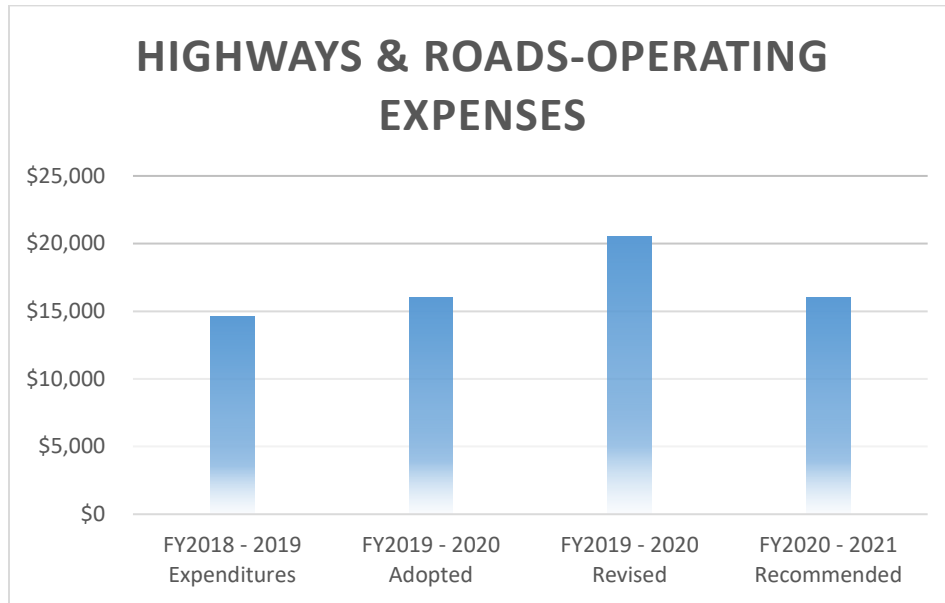
-Libraries-

Fishersville Library, Churchville Library, and Deerfield Library and Community Center.
-Surplus School Properties-
 Beverly Manor Elementary School, Verona Elementary School and Ladd Elementary School.
-Property Leases-
 Berry Farm, Mill Place Industrial Park, Buffalo Gap House,
-Other Properties-
 Gochenhour Property, Grandma Moses Property, County owned easements
-Solid Waste Disposal Sites –
 Mt. Solon, Mt. Sidney, New Hope, Crimora, Verona, Churchville, Sherando, Greenville, Augusta Springs, Deerfield

Budget Summary:

Highways & Roads:

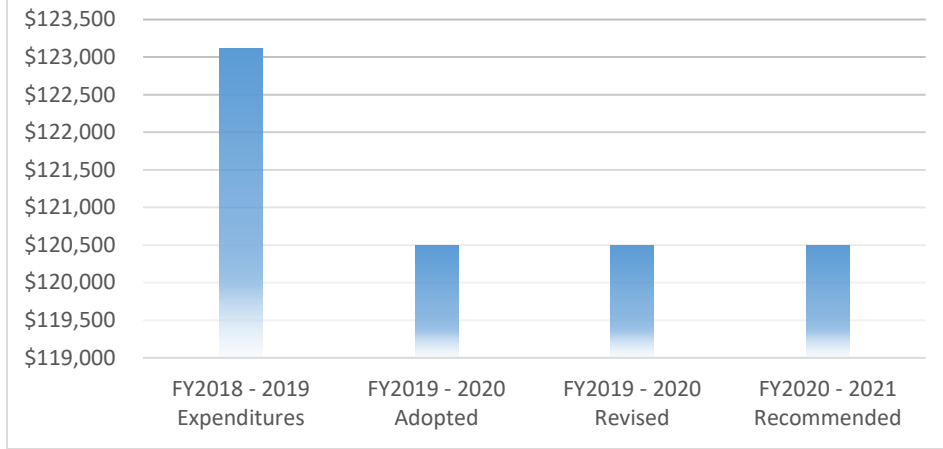
Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 – 2021 Recommended	% Change from FY2020
Operating	\$14,642	\$16,000	\$20,500	\$16,000	0.0%



Street Lights:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 – 2021 Recommended	% Change from FY2020
Operating	\$123,111	\$120,500	\$120,500	\$120,500	0%

STREETLIGHTS-OPERATING EXPENSES



Sanitation & Waste Removal:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$275,369	\$292,729	\$293,841	\$308,357	5.34%
Operating	2,124,328	1,911,300	1,925,466	1,972,753	3.22%
Total	\$2,399,697	\$2,204,029	\$2,219,307	\$2,281,110	3.5%

***Increase in personnel is due to health insurance and VRS rates. Operating costs are due to increases in landfill operating costs.

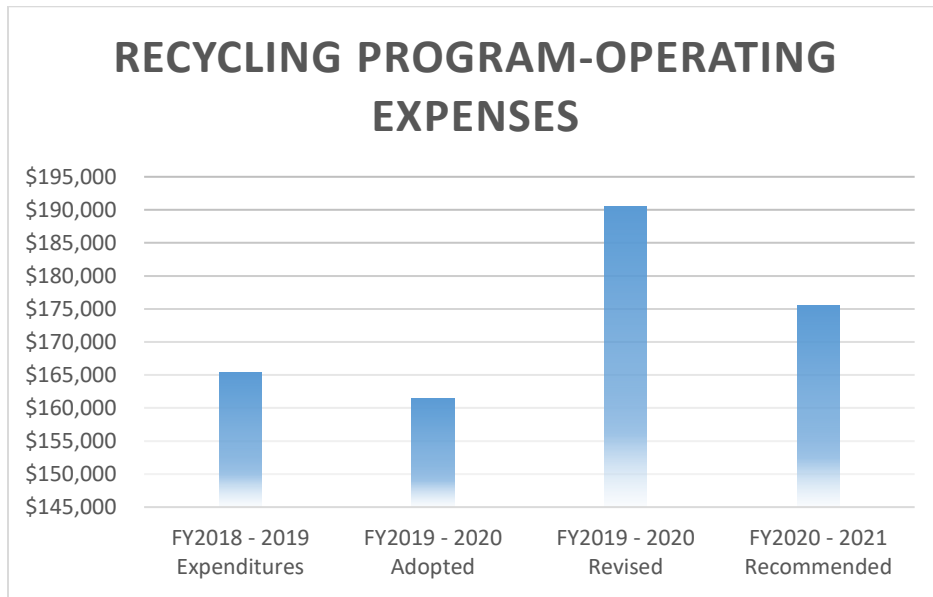
Sanitation & Waste Removal



Recycling:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 – 2021 Recommended	% Change from FY2020
Operating	\$165,362	\$161,500	\$190,532	\$175,500	8%

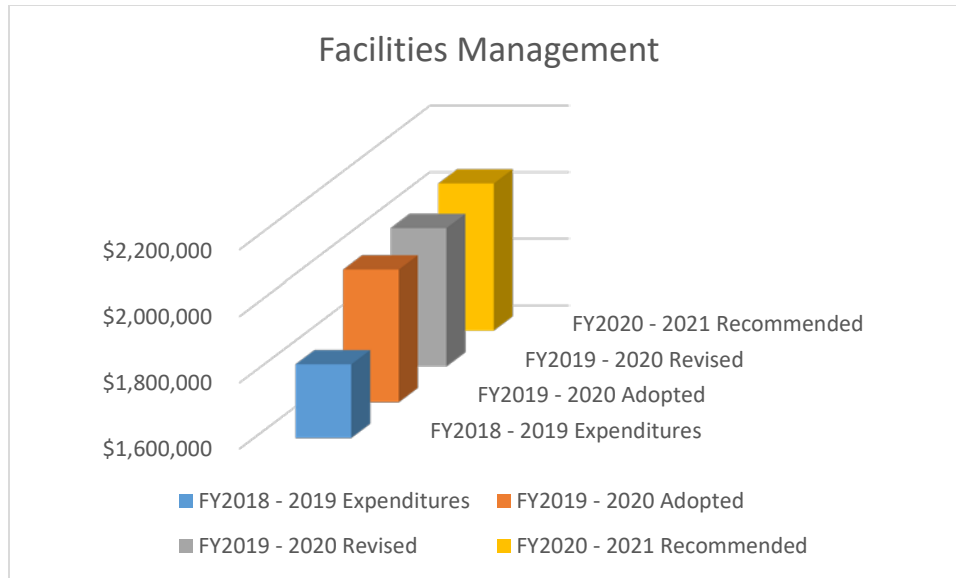
***Operating increase due to hauling fees.



Maintenance:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 – 2021 Recommended	% Change from FY2020
Personnel	\$819,431	\$925,529	\$942,404	\$968,946	4.69%
Operating	1,003,844	1,073,400	1,073,042	1,072,500	-0.08%
Total	\$1,823,275	\$1,998,929	\$2,015,446	\$2,041,446	2.13%

***Increases in personnel are due to merit, COLA, health insurance and VRS rates.



Service and Performance Measures:

	CY 17	CY 18	CY 19	CY 2020
Number of compactor/recycling sites provided & maintained	10	10	10	10
Preventive Maintenance Contracts	5	6	6	6
Buildings Maintained	17	18	19	21
Fleet Vehicles Maintained	7	15	15	15
Pools Maintained	0	2	2	2
Parks / Trails Maintained	0	5	6	6
Signs: Road Work	283	331	387	
New Blades Made	278	275	336	
New In House Signs	246	150	428	

Accomplishments:

- Performed general and preventive maintenance for County owned Facilities by use of staff, and contract agreements with zero injuries.
- Maintained County owned parks by use of staff, and contract agreements with zero injuries.
- Required employees to participate in OSHA certified safety training programs. The employees have been very attentive, and have gained a plethora of knowledge from the classes. These classes are ongoing, and will be a requirement going forward for OSHA compliance.
- Have establish Safety Data Sheet database as required by OSHA guidelines.
- Provided solid waste disposal and recycling for the citizens of Augusta County.
- Maintained Solid Waste Collection Sites.
- Maintained Fire Extinguishers at all County properties as required by NFPA 10.

- Maintained elevator systems as required by the 2012 VA Maintenance Code Sec. 606 and ASME A17.1.
- Maintained the fire sprinkler and alarm systems as required by Title 13VAC5-51-135.
- Continually working together as one department to work more efficient and effectively.
- Working within a new combined budget.
- Utilizing the newly developed record keeping database to determine repair/replace outcomes as well as looking at the dollars spent on each aspect of the maintenance trade.
- Contracted with GenServ LLC to replace both generators and transfer switches located at the Government Center, after a failure occurred during a power outage. One of these generators provides backup power for the IT Department and ECC, the other provides back up power for the ECC radio tower. These replacements were completed in February of 2019. This project was funded from the Maintenance Capital Depreciation Account and totaled \$148,305.00. Project was completed on time and on budget.
- Contracted with Largent Roofing for the replacement of the flat roof system at the Government Center location. This project was funded from the Maintenance Depreciation Account and totaled \$279,509.44. Project was completed on time and slightly under budget.
- Contracted with Blauch Brothers Mechanical Contractors for the replacement of Social Services roof top unit #8. This project was funded from the Maintenance Depreciation Account and totaled \$10,257.00. Project was completed on time and on budget.
- Contracted with Blauch Brothers Mechanical Contractors for the replacement of a roof top unit, #5, which serves the IT Department located in the Government Center. This project was funded from the Maintenance Depreciation Account, and totaled \$11, 582.58. Project was completed on time and on budget.
- Replaced the carpet in the Magistrates office located at the Sheriffs Department Facility, along with the foyer tile for the Sheriffs Department office.
- Contracted with Young's Mechanical Solutions to have one of the compressors replaced in one of the McQuay chillers located at the Government Center facility. This project was funded from the Maintenance Capital Depreciation account and totaled \$21,400.00. This project was completed on time and on budget.
- Contracted with Young's Mechanical Solutions to replace both boilers that supply the hot water for the HVAC system located at the Government Center facility. Each of these boilers were installed in 1990, and were experiencing failed heat exchangers every three years or so. These heat exchanger replacements cost about \$19,000, each time they are replaced. The new boilers will be much more efficient with updated variable flame burner, and boiler water variable speed drives, and have a 10 year warranty on the heat exchangers. We have also introduced boiler water treatment to extend the life of the heat exchangers. This work is currently under way, and comes in at a cost of \$92,397.25 and is being funded out of the Maintenance Depreciation account.
- Recently provided a sound protection wall between a conference room in the DSS area and the USDA office space. This was done to provide a sound barrier between the departments due to the confidential meetings, and family visits that occur in the DSS conference room area. This project was funded from the Maintenance depreciation account.
- Recently, at the request of the Department of Social Services, divided a conference room into two office spaces. This project was funded out of the DSS budget.
- Remodeled Natural Chimneys Bath Houses to include A, B, and Road Side bath houses. This work was completed by staff and was funded from the Facilities Operational budget.
- Contracted with Sustainable Solutions to do the Structural Roof replacement of the Visitor Center roof located at Natural Chimneys Park/Campground. The bidding process was done as an Invitation for Bid

(IFB). This work has been started, and will be completed prior to the seasonal opening of the park in May 2020. This project is being funded from the Parks and Recreation / Natural Chimneys depreciation account, Economic Development account, and the North River BOS Infrastructure account, and totals \$110,000.00. This will include asbestos abatement and the remodeling of some of the interior of the building to include relocating the entry, installing a handicap accessible restroom, drinking fountain, removal of several interior walls, electrical upgrades, updating the HVAC system, replacing the water heater, and repainting, as well as the removal of the existing structure, and replacement of the entire roof system.

- Contracted with National Pools of Roanoke to resurface the pool located at Natural Chimneys Park and Campground. The bidding process was done as an Invitation for Bid (IFB). This project consist of renovating the existing pool, shallowing the deep end to a depth of 5', replacement of the tile along with the coping, and replacing some of the pool equipment, as well as the addition of an automatic chlorinating system. This contract has been updated to include the installation of a beach style entry from the tot pool into the main pool with a water feature. This contract totals \$252,500.00 and the work has already been started. This project will be completed prior to the seasonal opening on May 1, 2020.
- Contracted with Frank Contracting to repair and paint the Exterior Insulation and Finish System (EIFS) at the Government Center facility. This contract was obtained by the use of an Invitation for Bid (IFB). Work is scheduled to start in the spring of 2020, and be completed by May of 2020. This contract totals \$58,000.00, but is expected to rise slightly, due to repairs to be made caused by water damage that has occurred over the past 30 years that are not visible until the areas are exposed.
- Repaired siding, flashing, gutters and facia at the ACPR Gym. This work was done as a cost share with the ACSB, and totaled \$3500.00. The Countys portion was funded out of the Maintenance operating budget.
- Have procured a Compactor for the Crimora Solid Waste Site. This compactor has shown signs of fatigue over the past few years. The replacement will consist of the compactor unit, the hopper, and the site will be re-worked to better accommodate the new equipment. Total cost for this project are estimated at \$45,000.00, and will be funded through the Maintenance depreciation account.
- Repaired Broken curbing along the west side of Government Center Ln.
- Sent two Grounds Maintenance employees to a playground maintenance safety course. This course is the starting course in order to obtain the certification for Playground Maintenance Technician.
- Maintained street signs throughout the County as well as signs for County properties.
- Utilized shared service with ACSB bus garage and ACSA for several completed task.
- Started utilizing the stone that was removed from the roof to convert mulched landscape beds to stone.
- Added HVAC coil cleaning to Preventive Maintenance procedures.

Planned:

- Continue to provide exceptional service to the public, and our customer base.
- Continue integrating task performed by the buildings and grounds disciplines.
- Continue to replace lighting fixtures to a higher efficiency type, as the ballast go out, or repairs are needed.
- Develop a Facilities Capital Improvement Plan.
- Completion of the Natural Chimneys Roof Replacement project.
- Completion of the Natural Chimneys Pool Resurfacing and Beach Entry project.
- Completion of the EIFS repairs and painting project at the Government Center facility.
- Complete the compactor replacement at the Crimora Solid Waste Site.

- Send two employees to the Certified Pool Operator Class to obtain certification for Pool Operator at Stuarts Draft Park Pool, and Natural Chimneys Park Pool. This is a 2 day course with an exam. Cost is \$350 per person for the class and exam, food and lodging are additional cost.
- Investigate Pesticide Commercial Applicator Certification.
- Certify two employees in Commercial Playground Safety Inspection. This is a 3 day course with an exam. The cost for this certification is \$725 plus food and lodging.
- Replace floor tile in Sheriffs Department restrooms with Vinyl Composite Tile.
- Repair loose tiles at the Government Center location.
- Utilize staff to maintain more equipment in order not to have to contract out as much work.
- Continue replacing mulched areas around the Government Center with stone. Utilizing the stone removed from the roof of the Government Center and Extension Office.
- Provide educational opportunities for employees in order for them to expand their knowledge in the maintenance line of work.
- Investigate installing shade structures at Stuarts Draft Park.
- Further explore storm drain issues at the Government Center and look into minimizing the amount of water that backs up in the basement area.
- Investigate and repair/replace sewer line at old Smith Shop on the Government Center Complex.
- Investigate and replace floor in dispatch area of the Sheriff's Department.
- Window replacement in the Fire and Rescue Training building.
- Replace wood decking material with concrete at the solid waste sites.
- Assist Administration with Courthouse Project.

Contact Information:

Rusty Sprouse
 Director of Facilities Management
 P.O. Box 590
 Verona, VA 24482
Phone: (540) 245-5632
E-mail: rsprouse@co.augusta.va.us

Department Summary

Facilities Management

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Reclass for employee	\$2,136.00	YES
	\$2,136.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Electric Services	\$15,000.00	YES
Equipment-Ballfield Renovator and trailer. <i>One in Revised FY20 & one in FY21</i>	\$9,500.00	YES
	\$24,500.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Facilities Management
Priority Ranking:	
Mandated:	Reclassification
If yes, site Code or Law	
Position Title:	Grounds Foreman

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary	New Grade 18	\$ 1,785
Benefit Costs 19.68% (if full time without disability)		351
Insurance		-
Total Personnel Costs		\$ 2,136

2. Operating Costs (monthly ch New Grade 18	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 2,136
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 2,136

6. Justification for position:

Total increase of \$2,136 per year. Currently at \$16.06/hr. New Rate at Grade 18 is \$16.39/hr. This new rate would put employee equal to the other Grounds Maintenance Workers. This employee works hard in his position with little to no supervision. He is responsible for maintaining the County owned easements. He does his own scheduling for these task. He also leads the inmate workforce crew during different times of the year to do large projects. He is responsible for a fleet vehicle as well as the Ventrac mowers, zero turn mowers, trimmers, pole saws, leaf blowers and other equipment. This employee does an outstanding job maintaining this equipment in order for the County to get the most use out of the equipment as possible. He keeps schedules and logs of work that he is doing and work that needs to be done.

7. Impact if not funded?

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Facilities Management

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Electric Services	\$ 15,000			
2	Equipment	\$ 9,500			
Total Changes		\$ 24,500			

3. Justification for additional funding request:

1	Due to increasing costs in electric services additional funds are requested
2	Request for an equipment trailer and ballfield renovator to aid in general duties throughout the County.

4. Impact if not funded?

1	
2	

Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function
Health & Public Assistance

Department	FY2018–2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Health Department	\$535,162	\$571,337	\$571,337	\$579,376	1%
Tax Relief for the Elderly	355,252	350,200	363,300	375,895	7%
Total Health & Public Assistance	\$890,414	\$921,537	\$934,637	\$955,271	4%



Health Department

Mission:

The Mission of the Virginia Department of Health is to promote and protect the health of all Virginians. The agency's vision statement is "Healthy People in Healthy Communities".

Department Overview:

VDH has 41 service areas, each with its own service area plan. VDH products and services, fully described within each of the service area plans, can be broadly categorized as follows:

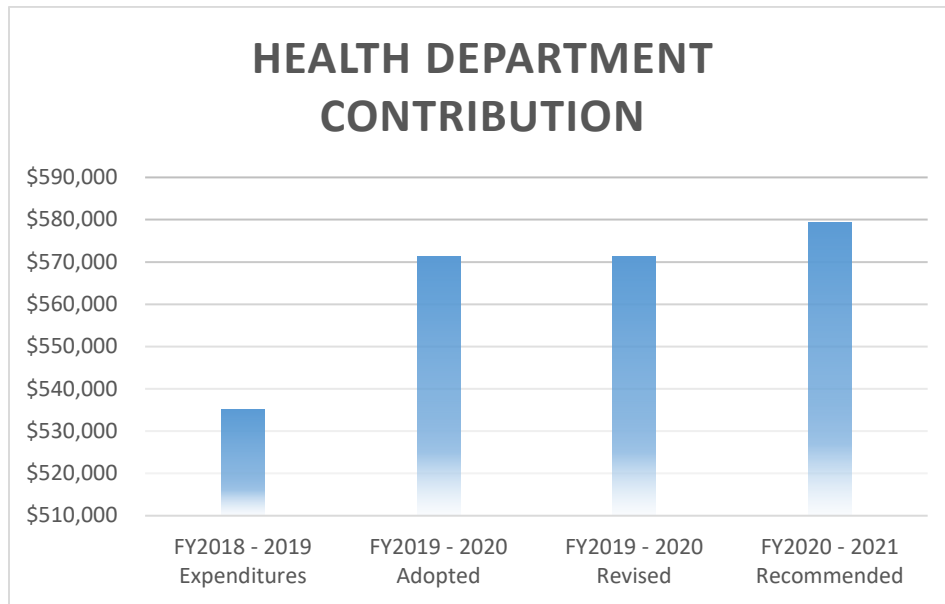
- Communicable disease prevention and control,
- Environmental health hazards protection,
- Emergency preparedness and response and emergency medical services,
- Health assessment, promotion and education,
- Health planning, quality oversight and access to care,
- Drinking water protection,
- Vital records and health statistics,
- Medical examiner and anatomical services,
- Administrative and support services, and
- Financial assistance to improve access to health care and emergency medical services.

Strategic Goals and Objectives:

The local Health Department provides a wide range of products and services to promote and protect public health. The definition of public health can be expressed as what society does collectively to create those conditions in which people can be healthy. VDH serves as a leader and coordinator of Virginia's public health system. In conjunction with partners in the federal government and private sector, VDH plays a fundamental role in protecting and promoting the health of Virginians, and specifically those in your locality.

Budget Summary: Augusta County; includes local funding, state funding and revenue

	FY 2019 Expenditures	FY 2020 Adopted	FY 2020 Revised on LGA	FY 2021 Recommended	FY 2021 Requested	% Change from FY2020
County Funding	\$535,162	\$571,337	\$571,337	\$579,376	\$579,376	1%



Service and Performance Measures:

Item (routine)	FY 2017 Actual	FY 2018 Actual
Septic Permits Issued	267	285
Well Permits Issued	142	129
Food Inspections	211	193
Milk Processing Inspections	50	82
Tourist Establishment Inspections	22	N/A
Rabies Reports	6	N/A
Patient Visits	4,979	4,492

Contact Information:

Douglas Moran, District Administrator
 Phone: 540-332-7830 ext. 326
 Email: Doug.Moran@vdh.virginia.gov

Tax Relief for the Elderly

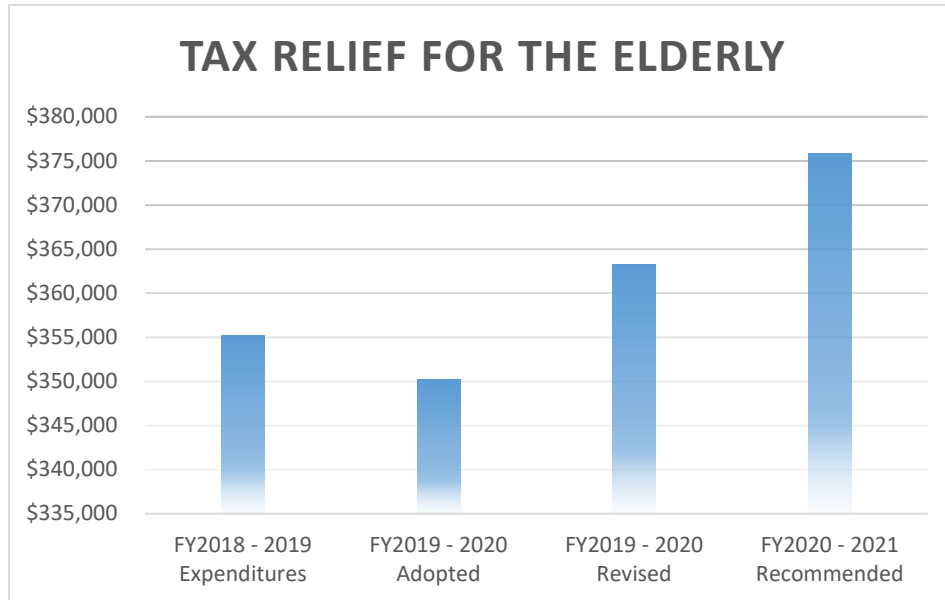
Department Overview:

Tax Relief for the Elderly and Disabled is authorized under the Code of Virginia Section 58.1-3210 and was adopted in Augusta County in 1992 under Ordinance 22-12. To qualify for tax relief, real estate shall be owned by, and be occupied as the sole dwelling of anyone sixty five years of age; or anyone found to be permanently and totally disabled. Applicants must meet a series of criteria to qualify for the program. If the applicant qualifies, an exemption certificate will be issued with the Real Estate Tax Bill. The exemption certificate becomes void if not presented in settlement of taxes on or before June 5 or December 5 of the tax year for which exemption is granted. The exemption amount is a percentage of the real estate tax assessed for the applicable tax year and is based on a net worth and income range for the applicant.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$355,252	\$350,200	\$363,300	\$375,895	7%

***Decrease based on historical usage of program and it is affected by any increases in the real estate tax rate.



**Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function**

Department	Cultural				% Change from FY2020
	FY2018–2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	
Parks & Recreation	\$1,101,905	\$1,196,791	\$1,162,447	\$1,290,051	8%
Library	1,387,752	1,434,436	1,471,412	1,607,073	12%
Total Cultural	\$2,489,657	\$2,631,227	\$2,633,859	\$2,897,124	10%



Natural Chimney's



Fishersville Library Branch

Parks and Recreation

(Including Natural Chimneys)

Department Overview:

Augusta County Parks and Recreation is dedicated to providing a variety of quality recreational and leisure opportunities to the citizens of Augusta County. The department's goal is to enhance quality of life for all citizens by managing resources and facilitating leisure services and recreational opportunities in safe, well-maintained environments at our parks and facilities. A wide variety of recreational, educational, and life-long learning activities are provided on a seasonal basis in active and passive environments.

Parks and Recreation provides these opportunities at six parks and two indoor facilities of varying size throughout the County. Each park has been either built or acquired in the past 20 years and amenities within them have developed incrementally as funding has been provided. These parks are now anchors within communities around the County, providing convenient access to outdoor recreation. The two facilities managed by the department provide vital programming space wherein thousands of citizens of both Augusta County and surrounding localities participate in recreational activities annually.

The Augusta County Rec Gym is located in Fishersville in the Woodrow Wilson complex off of Route 250. In the 1990s the department began providing programming in the building, originally the Wilson High School gymnasium. While it is still owned and lightly used by the Augusta County School Board, the majority of activities housed in the gym are provided by Parks and Recreation. It features a full size basketball court, metal bleachers, restrooms, and a karate room. The space is also available for rent on Friday nights and weekends between September and April and does see a steady flow of rentals during that time. The building is not air-conditioned and is, therefore, not used during the summer.

Stuarts Draft Park was the first of its kind for the department. The property was purchased in 1998 and was gradually developed in the following years. Located on Edgewood Lane, just off US Route 340, the park features a Junior Olympic size swimming pool, two picnic shelters, an amphitheater and a playground. There are also two soccer fields, two little league baseball fields, and a lengthy walking trail. The department's aquatics programming including swim lessons and the Dolphins Swim Team are held primarily the Stuarts Draft pool. This park also hosts the very popular annual Sweet Dreams Festival, provided in cooperation with Sweet Dreams Inc.—a local 501(c)(3) non-profit organization.

Crimora Park was acquired in 2000 and is one of two Augusta County parks that provide river access—Crimora being the only one to provide access year-round. Located on New Hope and Crimora Road, just west of the Crimora community, this park is about 18 acres and is split into two levels based on existing topography. It features two picnic shelters, two playgrounds, and a seasonal restroom on the elevated level. A walking trail, almost ½ mile in length, meanders through this level. On the lower level, the park features a large manicured grass area and over 1,000 feet of river frontage that provides ample access to the South River for kayaking, canoeing, and/or fishing. The Crimora Community Center, operated by the local Ruritan Club, and two lighted baseball fields, operated by the Crimora Baseball Association, are at the entrance to the park.

In 2006, Augusta Springs Park was added to the department. Located on Augusta Springs Road but just off US Route 42, this park is 25 acres in size and includes a playground, a basketball court, a picnic shelter, a seasonal restroom, a multipurpose field, and a walking trail almost one mile in length. This is a unique park as it is entirely flat, with most of its area in the Little Calfpasture River floodplain.

Deerfield Park was then acquired in 2010. This 4.5 acre park is located on Marble Valley Road in Deerfield. It features one picnic shelter, a playground, volleyball net, basketball court and a Community Center that houses the Deerfield Library Station. A walking trail, approximately 0.32 miles in length runs around the perimeter of the park and several tables are scattered under numerous stately oaks trees.

Also in 2010, the County acquired Natural Chimneys Park and Campground—the department’s largest and most popular park. Located in Mt. Solon, this 135 acre park offers many recreational opportunities to county citizens and other visitors from across the state and nation. It features the towering limestone formations for which it is named, trails, picnic shelters, a performance stage, a swimming pool, seasonal access to the North River, and a very popular seasonal campground that is experiencing its fourth generation of campers. Both day visitors and those who choose to stay overnight in the campground find plenty of space and opportunities for recreation, relaxation and fellowship. The facility is managed by Department staff. This park’s annual remote operation, including the available camping program, has been designed to be at least revenue neutral since it was gifted to the County by the now-dissolved Upper Valley Regional Park Authority.

The department has also been involved in the management of the Berry Farm property which was acquired by the County in 1964. The property has been managed with a relatively hands-off approach with conservation of watershed and aquifers, wildlife habitat and open space in mind. Over the years, several sections of the property have been parceled off and deeded to the Augusta County Service Authority for the purpose of establishing drinking water sources. Additionally, a portion of land has been leased to Project GROWS, a non-profit farm which strives to educate the local community regarding sustainable food production and access. The Berry Farm property presents numerous opportunities for recreation. The property already has an extensive trail system which is lightly maintained and has recently received enhancement from a local Boy Scout Eagle project. The Berry Farm is a textbook example of property that could be developed for both open space conservation and passive recreation opportunities in the future.

In 2013, the department moved its offices to a more central location within the Government Center. With that move, previous programming space in the building became unavailable. However, a space on the second floor of the Government Center was developed into what is now called the Activity Room. This space is where we host many of our fitness and dance programs. It is also used for some of our instructional, classroom based programs. This well-lit space features a laminated dance floor, ballet barres, a mirror wall, and three large televisions.

The most recent addition to our department’s repertoire is The Trails at Mill Place. Completed in 2018, the pocket park is located in the County’s Mill Place Commerce Park and provides visitors with a small picnic pavilion and a two-thirds of a mile paved walking trail that circles around a 2 acre storm water retention pond. Several benches are placed around the trail for those who would like to take a break and relax in this beautiful outdoor setting. The pond contains several species of freshwater fish and is open to catch and release fishing.

Strategic Goals and Objectives:

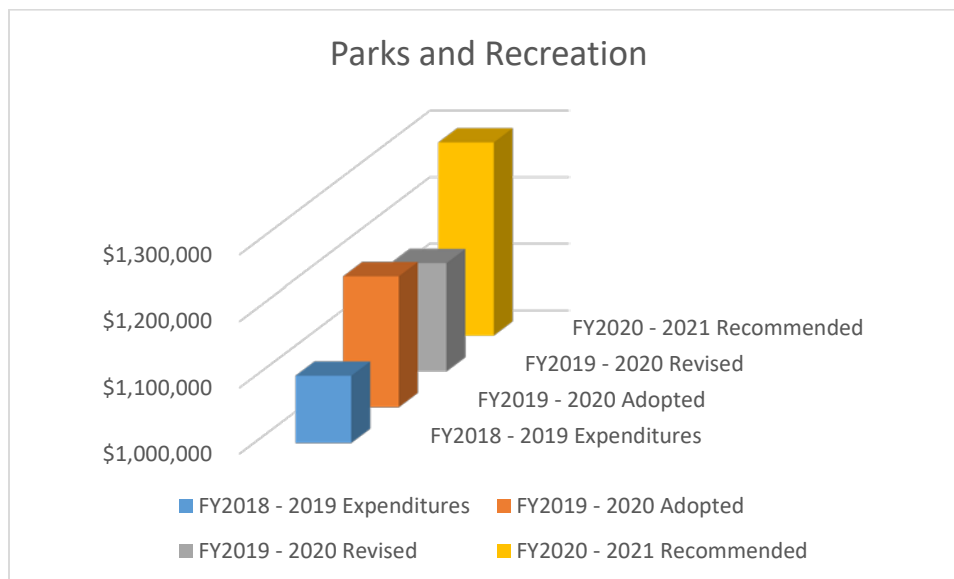
- Adjust the department’s organizational structure to more accurately reflect the public’s current expectations of the department and continue to improve employee efficiency and productivity. The first step of this process has been completed in the past 18 months with the creation of the Recreation Manager position and supporting that manager’s efforts to lead their supervised staff/programming staff in a planning and visioning process for recreational programs and events that are possibilities over an 18-24 month period rather than the quarter by quarter approach that historically existed. The second step would be to promote a current Program Coordinator to a new position - Parks Service Manager. This position would be responsible for the administration, planning, and coordination of services provided by way of programs, events, and amenities at our existing, formally recognized parks or County owned/managed properties including trails and/or trail systems. This position would also manage our symbiotic relationship with the school system and their facilities and with the community based/driven youth athletic leagues in our County. The position would also administer our popular Recreation Matching Grant program for community non-profits. The third step is to hire an additional full-time Program Coordinator to continue offering the numerous high quality programs that are being offered and expand the offerings to great meet the expressed needs and interests of our citizens.
- Pursue a master plan specifically for Natural Chimneys Park.
- Continue the overhaul/redesign and rebranding of our existing afterschool recreation program (formerly known as CARE and now called ReCreate). This initiative is needed first and foremost to address the significant issue of our inability to fill the required staff positions and retain staff for a long enough period of time that the initial training investment and expense is realistic. This is also needed as adults

(parents/guardians/etc.) with children enrolled in the program have come to view the program as 'childcare', which it is not nor is the department licensed or certified to provide.

- Promote the availability of the first walking trail and parklet of Trails at Mill Place Commerce Park. Closely monitor public use and factor that in as the annual management plan for that recreational amenity is developed over the first few years of operation. Also, continue discussions regarding potential development of other trails on the property based on the property's existing long range plan.
- Continue to grow the department's 'market presence' for its varied recreational opportunities through an improved and aggressively distributed quarterly/seasonal publication (Activities Guide) in partnership with the Augusta County Library. In FY'21 we are seeking with the library to expand the size of the publication by 8 more pages per issue to allow for more promotion. Plans in FY'21 also expand our distribution of our E-newsletter (the Rec-Report) by another 25%. This along with consistent use of existing social media platforms for the department will complement the seasonal/quarterly Activities Guide and keep our recreational offerings 'in front' of citizens/customers.
- Migrate to a modernized, more efficient browser based version of our current RecTrac software. This version will provide staff with exponentially more management and administrative tools. Most importantly this version has a vastly improved user interface design which will be highly friendly for our customers and play nicely with mobile devices. This is critical in meeting the well established strategic goal of driving the general public/citizens to use 'on-line registration' for programs and activities and reservations for camping.
- Prepare to open a 'camp store' / retail operation in the Visitor Center at Natural Chimneys Park upon completion of building renovations and prior to the beginning of the 2021 camping season.
- Grow our established relationship with **Augusta at Play, Inc.** and continue to work with them in their efforts to locate and construct in Augusta County a large scale adaptive and inclusive playground. This project would be on the scale of a 'destination playground' with significant positive economic impact that would also serve as a National Demonstration Site for the playground industry.
- Further grow community use of existing recreational facilities that may result in additional revenue streams. Enhance existing parks and recreational facilities with trending amenities.
- Maintain clean parks and safe recreational equipment (playgrounds, ball fields, soccer goals, etc.)

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$747,837	\$782,991	\$736,519	\$824,176	5.26%
Operating	354,068	413,800	425,928	465,875	12.58%
Total	\$1,101,905	\$1,196,791	\$1,162,447	\$1,290,051	7.79%



There are few significant changes in the department’s new FY21 budget. Significant effort was made to maintain an operational budget recovery % (revenue vs. expenses) that was consistent with the past few years knowing fullwell that there is an obvious need for on-going financial investment in the maintenance side of our parks and facilities. The Department has great motivation to insure that we stay balanced in our approach to management with a sense of stewardship and entrepreneurship.

Change in personnel figures would be driven largely by the request for an additional full-time Program Coordinator position. This request is thoroughly outlined in supplemental documents that include anticipated detailed expenses. The request is clearly justified in these documents and display the offsetting revenue to be expected. The requested promotion of a current staff member to a new position title would not have any impact on the budget due to the retirement of an experienced, veteran staff member and the savings realized through salary differential with a new employee/hire.

Operating change would be contributable to:

1. Increased requests for expense line items directly related to program costs (like -3201, -3205, -3800, -6024, etc.) with the requested additional full-time Program Coordinator position. These increases are entirely offset and directly influenced by the projected revenue for the department.
2. Increase in Event Supplies (-6004) expense request due to the reorganization of Sweet Dreams Festival. For this event, the County will bear all expenses but will receive an annual gift from Sweet Dreams Inc. (SDI) to offset a portion of the expenses. All revenues from the event will also be realized by the County and are reflected in our revenue projections to partially offset these expenses.
3. Increase in Maintenance Service Contracts (-3320) expense due to increase in annual maintenance and hosting fee with the requested software migration. However this increase will be offset likely by a savings for the IT Department in regards to no longer needing server space for our current software and no longer having to ‘push out’ updates (labor time).
4. Increase in Equipment (-8001) expense due to need to replace projector with cracked lens and retrofitting both mini-buses with interior safety cameras.
5. Increase in Furniture & Fixtures (-8002) expense due to need to furnish renovated office in the Visitor Center at Natural Chimneys Park and purchase mini-frig, cabinets, and shelves to run concessions operations at the swimming pool at Natural Chimneys Park.

Service and Performance Measures:

Item	2019 Actual
Programs Offered	327
Programs Realized/started	279
Participants	4,550
Participation Hours	200,405

**does not account for Sweet Dreams Festival or other special events where no admission is collected nor pre-registration required thus making participant counts hard to determine. Annually, these combined 20 or more events conservatively host more than 7,000 people.*

Accomplishments:

- For the third straight year, maintained an 80% plus success rate/percentage for offered programs over entire FY. This three year period is the department’s greatest success percentage in more than 15 years and speaks to the focus on staff efficiency and meeting citizens’ interests.
- The Department filled its full-time position of Program Coordinator for Special Events (Courtney Ambrose) and its part-time position of Program Coordinator for Senior Adults (Pam Mowery). The later position was vacant for more than 14 months.
- Replaced the 2009 Ford minibus with a new 2019 Ford E450 Starcraft Super-Duty minibus with a wheelchair lift. This Ford bus was the second bus the department conducted trip programming with.
- Replaced the 2003 Ford Explorer with a highly practical and functional 2019 Ram 1500 Promaster van that better enables staff to load and haul program supplies throughout the County.
- Received a 2019 Achievement Award from the Virginia Association of Counties (VACO) for the Trails at Mill Place project. This award was one of 26 state-wide awards that were granted from a pool of 98 submissions/applications. The winning entries focused on addressing high-priority community issues that challenge counties today. The VACO Achievement Awards is a competitive program open to local government members of the association.
- Under the direction of the Facilities Management Department (Rusty Sprouse, Director) \$10,000 worth of electrical upgrades at the Stage, Shelter 3, and in the festival grounds at Natural Chimneys Park were completed. The County only contributed \$1,500 in cash towards these improvements along with some labor, stone and equipment for trenching. Black Bear Productions paid the remainder of the costs as most of these improvements had immediate benefit to their operations for the annual Red Wing Roots Music Festival. Dominion Energy also upgraded the electric service at the stage to 320 amps at no cost to the County.
- Through the County’s Contracted Professional Services Agreement, secured the services of Lineage, Inc. to assist the department in finding a shading solution for the John Swett Amphitheater area at Stuarts Draft Park. This firm will model precise sun conditions at the time of day and time of year we are interested in providing shade and then design up to three strategies to solve the issue. These strategies will then allow staff to issue a more tailored form of procurement. The Board of Supervisors allocated \$4,000 for this survey work at their 9/25/19 meeting.
- Installed new park rules signs throughout our parks and in multiple locations at some of our bigger and busier parks. This was done at significant savings by our County sign shop.
- Completed a Recreational River Public Access Survey to gather feedback regarding recreational river access within the County, specifically on the South River. This was a resource to be used in applying for the DuPont NRDAR opportunity funds, as well as providing the department with data that can be reviewed to ensure our future proposals match up with public interest.
- Invited and attended the first annual SAW Walk-Bike Summit that was hosted by Augusta Health and the Shenandoah Valley Bicycle Coalition. There were over 50 local leaders, business owners, advocates, and staff from local, regional, state and federal agencies in attendance. This Summit began critical dialogue and conversation that can lead to plans for improving the health, safety and economy of our community by making our area a more walk and bike friendly place to live and visit.

- Participated in the Community Health Needs Assessment (CHNA) Prioritization Meeting organized by Augusta Health. This meeting revealed the findings of the 2019 assessment that is a systematic, data driven approach to determining health status, behaviors and the areas of greatest health need in the local community; so health issues of greatest concern can be identified, and resources allocated. This is extremely beneficial in helping our department provide complimentary programming, services, and amenities with other community groups.
- Expanded our E-newsletter (Rec Report) distribution from just over 300 emails to more than 2,000 monthly.
- Cooperatively sponsored, administered, and hosted the 19th Annual Sweet Dreams Festival which attracted over 4,000 attendees. In the fall of 2019, successfully executed an agreement with Sweet Dreams, Inc. (SDI) that formalized and clarified responsibilities related to the event so as to help guarantee the future of the event at Stuarts Draft Park. Going forward (2020) the event is an Augusta County Parks & Recreation event/program and SDI is the underwriter for the event.
- Administered \$14,250 in Recreation Matching Grants during the calendar year 2019 towards more than \$28,500 worth of improvements in recreational facilities and amenities in the county. Assisted in an additional \$67,282 funding for multiple recreational based projects in 2019.
- Through a partnership with the Augusta County Library, another StoryWalk was installed around the Churchville Library and Churchville Elementary School property. A StoryWalk®, created by Anne Ferguson of Montpelier, VT, encourages both literacy and outdoor recreation. The installation was funded entirely through a community sponsor.
- At the conclusion of FY18-19 the department had recovered more than 83% of all operating expenses. Following deductions for depreciation, the department had recovered more than 65% of all operating expenses through direct revenue streams. This was the sixth straight year exceeding a recovery percentage of 50%.

Contact Information:

Andy Wells, Director

Location: Augusta County Government Center
 Augusta County Parks and Recreation
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482

Phone: (540) 245-5727

Fax: (540) 245-5732

E-mail: parksrec@co.augusta.va.us

Department Summary

Parks and Recreation

Payroll / Operating

Summary of expense changes	Budget increase / decrease	Included in Balanced Budget?
071010-1100 (+) Wages-FT (and Benefits): For a new full time programming position. This figure includes all benefits and salary for one year. This expense directly correlates with the revenue item -0006 and we anticipate this position will generate \$55,000 in revenue.	\$54,017.00	YES
071010-1100 Wages fro employee Reclassification	\$3,139.00	YES
071010-1500 AfterSchool Wages: Some decrease due to reduction in staff with inability to find qualified candidates. Proportionate and in relation to decrease in revenue line item compared to previous years (016130-0007)	\$12,500.00	YES
071010-1550 Summer CAMP Wages: Some decrease due to reduction in staff with inability to find qualified candidates. Proportionate and in relation to decrease in revenue line item compared to previous years (016130-0008)	\$7,000.00	YES
071010-3201 Program Instruction: Slight increase directly correlated to increased programming as a result of the new staff position.	\$7,500.00	YES
071010-3205 Credit Card Fees: Increase based on anticipated growing program offerings, thus more registrations with more and more participants paying by credit card.	\$3,100.00	YES
071010-3320 Maintenance Service Contracts: Needed for additional annual maintenance and hosting fee with the capital request to migrate to more modernized version of current software. There would be savings for County IT in that no longer would server space be needed for this software and no longer would labor be needed to push out software updates. Cut Vehicle tracking	\$2,800.00	Partially
071010-6002 Supplies AfterSchool: Decreased need with reduction in enrollment. Proportionate to decrease in revenue line item compared to previous years (016130-0007)	\$6,000.00	YES
071010-6003 Supplies Summer CAMP: Decreased need with reduction in enrollment. Proportionate to decrease in revenue line item compared to previous years (016130-0008)	\$5,500.00	YES

Department Summary

Parks and Recreation

Payroll / Operating (continued)

071010-6004 Event Supplies: Anticipated improvement of our department's special event offerings (small scale new and enhancement of current). Mainly due to reorganization of Sweet Dreams Day. The event is now a formal County event/program and therefore County will realize all expenses associated with event but also realize all revenues (reflected in projections). The County will also receive a pledged annual gift from SDI to underwrite a significant portion of expenses.	\$17,000.00	YES
071010-6024 Rec Program Supplies: Increase a result of additional programming offered by new staff position (tickets, accomodations, admission, parking fees and other supply material costs).	\$25,000.00	YES
071010-8002 Furniture & Fixtures: Need to furnish renovated staff office in the Visitor Center at Natural Chimneys Park and purchase mini-frig, cabinets, and shelves for concession operations at Natural Chimneys Park. Added to FY20 Revised	\$3,500.00	YES
Total Change in Expenses	\$147,056.00	

Revenues

Summary of projected revenue changes	Budget increase / decrease	Included in Balanced Budget?
16130-0001 Camping Fees: Increase based on traditional goal of growing this revenue stream. Expected reality with excitement generated over capital projects at the park combined with uniformity of camping fees.	\$37,000.00	YES
016130-0003 Event Fees: Increase based on more 'special events' in the general admission or free attendance style combined with realizing all revenues from Sweet Dreams Day.	\$13,000.00	YES
016130-005 Sales Items: Increase based on beginning camp store/retail sales at Natural Chimneys Park in spring 2021. This is based on approval of requested one time capital item.	\$5,000.00	YES
16130-0006 Recreation Fees: Direct result of revenue generated from new or additional programming coordinated by new full time staff position.	\$75,000.00	YES
016130-0007 AfterSchool Fees: Decrease based on reduced enrollment necessary because we have been unable to fill necessary staff positions adequately in last 2 budget years and predict the same moving forward	-\$18,000.00	YES

Department Summary
Parks and Recreation

Revenues (continued)

016130-0008 Summer CAMP Fees: Increase based on increased fees charged for summer 2021 based on market value and quality of experience provided.	\$8,000.00	YES
016130-0010 Pool Fees: Increase based on increased admission charge beginning with summer 2021. Have not increased admission fees at pools in more than 5 years and timely considering recent renovations and improvements.	\$4,000.00	YES
Total Change in Projected Revenue	\$124,000.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department: Parks & Recreation
Priority Ranking:
Mandated:
If yes, site Code or Law
Position Title: Prog. Coord. (20) to Parks Serv. Mgr. (22)

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 2,605
Benefit Costs 20.51% (if full time)		534
Insurance		-
Total Personnel Costs		\$ 3,139

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	none additional to current \$ -	\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer	none additional to current	
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position \$ 3,139

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 3,139

6. Justification for position:
 Reclassification of current employee

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Parks & Recreation
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Program Coordinator (20)

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 37,626
Benefit Costs 20.51% (if full time)		7,717
Insurance		8,674
Total Personnel Costs		\$ 54,017

2. Operating Costs (monthly charges)		Monthly	Annual
Phone	none additional to current	\$ -	\$ -
Cell phone if applicable			\$ -
Other			\$ -
Total Operating Costs		\$ -	\$ -

3. One-time costs		
Computer	none additional to current	
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position		\$ 54,017
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5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue	projected new Rec Fees (016130-0006)	\$ 55,000
Reduced Expenditure		
Net Increase/(Decrease)		\$ (983)

6. Justification for position:

This will significantly increase the quantity of programs and activities offered by the department and with the additional labor hours, also help to insure quality offerings. Most importantly this position will allow us to meet more expressed and realized interests and needs of County citizens. This increase in programming will translate directly to an increase in revenue based on the department's current programming model. The position will

7. Impact if not funded?

Would not be able to meet expressed and realized needs and interests of our citizens in regard to programs and services as our current staff level is maxed out in regards to work load. Do not expect immediate negative

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Parks and Recreation

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Fee Based Programs	\$ 7,500	4	No	
2	Credit Card Fees	\$ 3,100	5	No	
3	Maintenance Service Contracts	\$ 2,800	1	No	
4	Event Supplies	\$ 17,000	2	No	
5	Adult Program Supplies	\$ 25,000	3	No	
6	Equipment	\$ 900	7	No	
7	Furniture & Fixtures	\$ 3,500	6	No	
	Total Changes	\$ 59,800			

3. Justification for additional funding request:

1	Additional expense based on growing program offerings. Program instructors are paid out of this line item, which is completely offset by Rec Fee revenue. The additional full time programmer position would lead to more programs which will require instructors.
2	Additional expense based on anticipated growing program offerings, thus more registrations with more and more participants paying by credit card. Offset by Rec Fee revenue.
3	Needed for additional annual maintenance and hosting fee with the capital request to migrate to more modernized version of current software. There would be savings for County IT in that no longer would server space be needed for this software and no longer would
4	Due to reorganization of Sweet Dreams Festival. The event is now a formal County event/program and therefore County will realize all expenses associated with event but also realize all revenues (reflected in projections). The County will also receive a pledged annual
5	Additional expense based on growing program offerings. Program materails and supplies are paid out of this line item, which is completely offset by Rec Fee revenue. The additional full time programmer position would lead to more programs which will require instructors.
6	Need to replace projector with cracked lens and retrofit our 2 buses with interior safety cameras.
7	Need to furnish renovated staff office in the Visitor Center at Natural Chimneys Park and purchase mini-frig, cabinets, and shelves for concession operations at Natural Chimneys Park.

4. Impact if not funded?

1	If this additional expense were not funded, Rec Fee Revenue would need to be decreased accordingly since this cost is a direct result of offering revenue generating programs. This would also inhibit program offerings.
2	

Library

(Including Churchville Library)

Mission:

The Augusta County Library creates an environment for people to learn, to explore, to enjoy, to create, and to connect with each other and their community. The Augusta County Library provides the residents of the Augusta County area materials and services to improve their quality of life by meeting their educational and recreational needs.

Department Overview:

To fulfill its Mission, the Augusta County Library has chosen the following service responses:

- **General Information/Lifelong Learning:** We provide information and answers to questions on a broad array of topics related to work, school, and personal life and support the desire for self-directed growth and development.
- **Current Topics and Titles:** We help satisfy residents' interest in popular culture and social trends.
- **Commons:** We address the need of people to meet with others in the community and to participate in public discussion about community issues.

Strategic Goals and Objectives:

Strategic Direction 1: Obtain the resources needed to meet our strategic directions, mission statement, and service responses.

Goal 1: Continue to seek additional funding through grants, partnerships, and collaborative efforts.

Goal 2: Work to establish the Augusta County Library Foundation as a financial resource for the Augusta County Library.

Goal 3: Support The Friends of the Augusta County Library and The Augusta County Library Foundation with their marketing, fund-raising, and promotional efforts.

Goal 4: Seek additional funding and support for the new Weyers Cave Library.

Goal 5: Request an additional full time library aide for Fishersville and a full time library station manager for Stuarts Draft.

Strategic Direction 2: Build our Library Community.

Goal 1: Seek new partnership opportunities, especially with Augusta County Parks and Recreation, other county departments, Valley Program for Aging Services, Office on Youth, and local businesses.

Goal 2: Emphasize partnership opportunities with Augusta County Schools, private schools in the county, and area homeschool groups.

Goal 3: Seek additional cooperation within the Valley Libraries Connection.

Goal 4: Obtain funding to open Stuarts Draft for at least forty hours per week.

Goal 5: Reconfigure the layout at Churchville include the checkout desk location.

Goal 6: Reconfigure the circulation/administration offices in Fishersville.

Strategic Direction 3: Meet the *Planning for Library Excellence* “A” rating in all standards.

Goal 1: Add paraprofessional and professional staff by restoring frozen positions and developing a plan to meet staffing standards.

Goal 2: Conduct an annual performance evaluation of the Library Board of Trustees.

Goal 3: Address the need for continuing education for the Library Board of Trustees.

Goal 4: Assess the community’s perception of the library, including non-users.

Goal 5: Conduct a staff training needs assessment.

Goal 6: Develop a preservation policy addressing the Special Collections.

Strategic Direction 4: Provide exceptional public library service to the citizens of Augusta County.

Goal 1: Provide more inclusive and culturally diverse service, including programming, to attract targeted populations including non-library users.

Goal 2: Provide technology training to seniors, the computer illiterate, and at the Branch and Stations.

Goal 3: Focus on developing and enacting a Marketing and Outreach Plan.

Goal 4: Improve the collections and services provided at the branch and stations.

Goal 5: Provide increased training and development opportunities for staff.

Goal 6: Promote awareness and use of our online databases and resources.

Strategic Direction 5: Empower Augusta County Library staff and patrons to use technology.

Goal 1: Empower all library staff to assist patrons with their basic technology needs by providing training and education.

Goal 2: Provide varied training opportunities, classes, and programs for patrons at all library locations.

Goal 3: Ensure that Augusta County Library technology and equipment is sufficient, up-to-date and in working order.

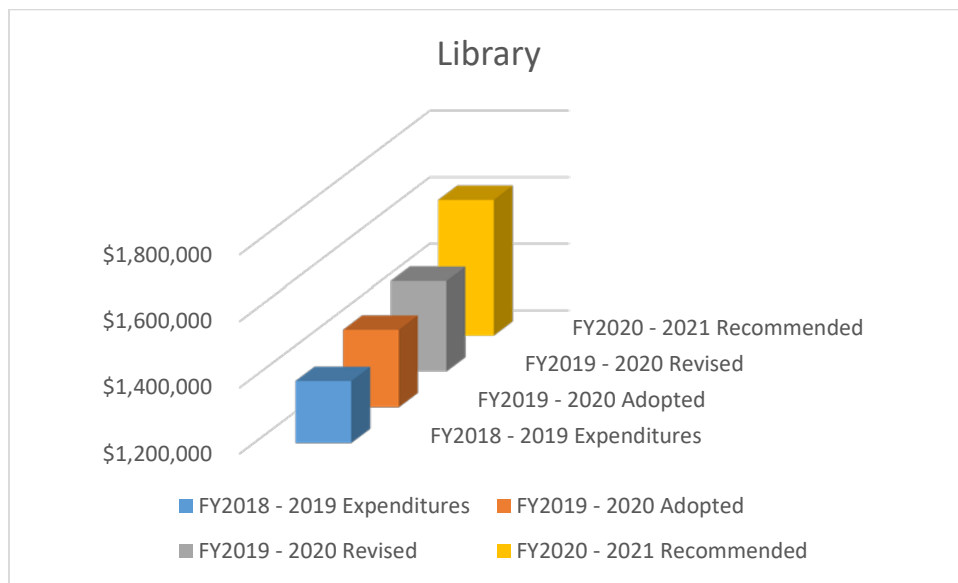
Goal 4: Maintain currency with technological advances and their potential relevancy and use within the library including security and cost saving analyses.

Budget Summary:

Library:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$957,059	\$991,463	\$995,590	\$1,079,936	8.92%
Operating	430,693	442,973	475,822	527,137	19%
Total	\$1,387,752	\$1,434,436	\$1,471,412	\$1,607,073	12.04%

***Changes in personnel are due to changes within the department to allow for the addition of the new library branch in Weyers Cave. Changes in operating are due to the addition of operating expenses for the new Weyers Cave Branch, their first year operating expenses are offset by allocations from the Middle River Infrastructure account.



Service and Performance Measures:

	FY2018-2019 Actual
Circulation	523,321
Items Added	13,243
Collection Total*	234,930
Number of Patrons Registered	27,568
Number of Patron Visits	374,309
Number of Programs	1,166
Program Attendance	40,500
Meeting Room Attendance	15,661
Catalog Searches	367,806
Reference Questions Asked	42,133
Volunteer Hours Donated	4,164

* Does not include all downloadable collections

Accomplishments:

- FY 2019 program attendance increased 58.9% over FY 2018. Other increases included 25% for Wi-Fi use and 9.78% for hold requests.
- Proposed Weyers Cave Library was chosen by the Greater Augusta Chamber of Commerce Leadership Greater Augusta program's project. Team members will assist with fundraising, marketing, and planning the grand opening.
- Hosted the second annual Stuarts Draft History Month Celebration.
- Increased use of the Stuarts Draft Library: program attendance increased by 195%, use of the Wi-Fi by 25%, and 9.78% for holds.
- Chosen by Balzer and Associates as one of 75 anniversary projects to provide renderings of a stand-alone Stuarts Draft Library.
- Installed two benches at the Deerfield Library in honor of longtime volunteer Jean Kelley.
- Installed slatwall display at the Middlebrook Library resulted in increased merchandising and circulation of the collections.
- Hosted Profiles of Honor Scanning Days in which patrons brought in their relatives' letters and documents from World Wars I and II to be scanned and preserved in the Library of Virginia's archives.
- Received books and materials to distribute for free to families enrolled in the revised 1000 Things Before Kindergarten program provided by the Library of Virginia.
- Installed Storywalks© at the Fishersville Library and the Churchville Library and Elementary School.
- Unveiled Picture Book City in the Fishersville Library: a topical arrangement of the Easy Fiction collection.
- Weeded collections at all locations of outdated and non-circulating items.
- Installed a Brite Bus shelter at the Fishersville Library.
- Added 3D printing to Fishersville's services.
- Provided virtual reality experience through a Oculus Go VR headset collection.
- Organized the joint Valley Library's Connection staff development day highlighting tours of the James Madison and Mary Baldwin University Libraries.
- Contracted with The Ivy Group to provide strategic long range planning services.
- Friends of the Library hosted the successful fundraiser, Death By Chocolate, an interactive murder mystery play.
- Transferred the Augusta County Library Foundation fund to The Community Foundation of the Central Blue Ridge for investment and management.
- Staff presented a Lightning Talk at the 2019 Virginia Library Association. annual conference.
- Tara Wall and Allegra Morrison pursuing online Masters in Library and Information Science programs.
- Rachael Phillips attended the Senior Executive Institute LEAD program.
- Ali McCue named the 2019 Virginia Library Association's Up and Comer Award winner.
- Activities Guide given the Virginia Public Library Directors' Association Outstanding Cooperative Project Award 2019.

Contact Information:

Diantha McCauley, Director

Debbie Sweeney, Assistant Director

Location: Main Library, Fishersville
1759 Jefferson Hwy
Fishersville, VA 22939

Phone: (540) 949-6354
(540) 885-3961

E-mail: diantha2@augustacountylibrary.org

Department Summary

Library

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Reclassification of 3 positions: IT Specialist, Assistant Director, Branch Manager Fishersville Branch	\$8,077.00	YES
Addition of two positions at Stuarts Draft, Branch Manager and Library Assistant II, to provide full-range of library	\$98,115.00	NO
Full-time Library Station Manager plus benefits-Weyers Cave	\$37,746.00	YES
	\$143,938.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Funding to maintain publication of Activites Guide	\$12,000.00	YES
Increase in electric use for an additional 11 hours of service per week-Stuarts Draft	\$500.00	NO
Operating cost (rent, delivery service, electric, trash, insurance, travel, supplies)	\$66,895.00	YES
	\$79,395.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Library
Priority Ranking:	5
Mandated:	
If yes, site Code or Law	
Position Title:	Library Assistant II

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 24,124
Benefit Costs 20.51% (if full time)		4,948
Insurance		8,674
Total Personnel Costs		\$ 37,746

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position \$ 37,746

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 37,746

6. Justification for position:

Increased demand for hours and services at Stuarts Draft justify same staffing as at Churchville Library.

7. Impact if not funded?

Public demand for increased hours and services.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Library
Priority Ranking:	1
Mandated:	
If yes, site Code or Law	
Position Title:	IT Specialist

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 3,269
Benefit Costs 19.68% (if full time without disability)		643
Insurance		
Total Personnel Costs		\$ 3,912

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 3,912
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 3,912

6. Justification for position:
 Reclassify to Grade 20, It Specialist. Increased responsibility overseeing IT at 7 libraries. Includes troubleshooting and providing instruction for staff and public.

7. Impact if not funded?
 Loss of staff to higher paying position.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Library
Priority Ranking:	2
Mandated:	
If yes, site Code or Law	
Position Title:	Assistant Director

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 2,549
Benefit Costs 19.68% (if full time without disability)		502
Insurance		
Total Personnel Costs		\$ 3,051

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 3,051
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 3,051

6. Justification for position:
Reclassify to Grade 27. Assistant Director now oversees the operations and public services at 5, soon to be 6 branch libraries.

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Library
Priority Ranking:	4
Mandated:	
If yes, site Code or Law	
Position Title:	Branch Manager-Stuarts Draft

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 37,626
Benefit Costs 20.51% (if full time)		7,717
Insurance		8,674
Total Personnel Costs		\$ 54,017

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 54,017
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 54,017

6. Justification for position:
Circulation increase of 90% shows need for 40 hrs/wk service. Branch Manager will provide professional service comparable to that at Churchville Branch.

7. Impact if not funded?
Public demand for increased hours and services.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Library
Priority Ranking:	5
Mandated:	
If yes, site Code or Law	
Position Title:	Library Assistant II

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 29,395
Benefit Costs 20.51% (if full time)		6,029
Insurance		8,674
Total Personnel Costs		\$ 44,098

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 44,098
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 44,098

6. Justification for position:
 Increased demand for hours and services at Stuarts Draft justify same staffing as at Churchville Library.

7. Impact if not funded?
 Public demand for increased hours and services.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Library
Priority Ranking:	3
Mandated:	
If yes, site Code or Law	
Position Title:	Librarian I-Fishersville Manager

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 931
Benefit Costs 19.68% (if full time without disability)		183
Insurance		
Total Personnel Costs		\$ 1,114

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 1,114
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5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	
Reduced Expenditure	
Net Increase/(Decrease)	\$ 1,114

6. Justification for position:
 Reclassify to Grade 20 from Grade 19, Librarian I with the additional responsibility of overseeing the operations and provision of customer service at the busy main library.

7. Impact if not funded?

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Library

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Library material and supplies	\$ 12,000	\$ 1		
2	Electric services	\$ 500	\$ 2		
3	Weyers Cave Operating costs	\$ 66,895	\$ 1		
4					
Total Changes		\$ 79,395			

3. Justification for additional funding request:

- 1 Funding for the activities guide
- 2 Increased use for additional hours at Stuarts Draft
- 3 New operating costs associated with the Weyers Cave branch approved FY20
- 4

4. Impact if not funded?

- 1
- 2
- 3
- 4

**Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function
Community Development**

Department	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Community Development	\$975,755	\$1,001,881	\$1,020,523	\$1,133,145	13%
Tourism	270,830	273,570	252,319	245,120	-10%
Economic Development	288,671	311,280	309,664	316,980	2%
Extension Office	101,508	124,212	124,212	119,628	-4%
County Farm	6,760	8,260	8,260	8,260	0%
Total Community Development	\$1,643,524	\$1,719,203	\$1,714,978	\$1,823,133	6%

Community Development

(Includes Building Inspections)

Department Overview:

The Augusta County Community Development Department is responsible for reviewing and developing plans that reflect the County's interest in the preservation of the environment, the provision of efficient public facilities and services, the provision of diverse housing opportunities, and the effective utilization of the area's land resources.

In its day to day operations, the Community Development Department:

- Coordinates the implementation of the Comprehensive Plan.
- Drafts Subdivision and Zoning Ordinance Amendments as requested or needed.
- Seeks and administers grants, including Indoor Plumbing, Community Development Block Grant, Rural Development, and Transportation Enhancement and Hazard Elimination grants.
- Coordinates the Traffic Impact Analysis process for major development proposals.
- Reviews and makes staff reports on potential rezonings and rezoning applications, comprehensive plan amendments, special use permits, and variances.
- Assists with economic development projects as needed.
- Reviews design and construction plans for residential subdivisions and commercial sites.
- Provide GIS support and engineering designs for various County projects such as stormwater management facilities and miscellaneous departmental requests.
- Reviews major subdivision preliminary plats, minor subdivision plats, final plats, and plan of developments to assure their compliance with appropriate ordinances.
- Maintains Subdivision and Erosion & Sediment Control Bonds.
- Responds to all citizen inquiries concerning erosion, sediment, and drainage complaints.
- Handles projects such as maintenance of drainage facilities and drainage improvement projects and engineering designs for various County projects.
- Performs zoning inspections prior to issuance of Certificates of Occupancy.
- Oversees renewals of existing Agricultural and Forestal Districts and Agricultural and Forestal District Creation.
- Enforces the Zoning, Subdivision, Erosion and Sediment Control, and Stormwater Ordinances and Floodplain Overlay District.
- Maintains the County's MS-4 permit and program.
- Reviews building permits, sketches, and plans.
- Issues administrative zoning permits.
- Site plan review for multi-family residential, commercial and industrial sites, churches and schools.
- Administers various grants for water quality projects.
- Administers VDOT funded projects for County road projects.

The Building Inspections Department is the responsible party for the enforcement of the Uniform Statewide Building Code which is established by the Code of Virginia. The purpose of the Building Code is to ensure safety to life and property from all hazards incidental to building design, construction, use, repair, removal or demolition. Buildings shall be permitted to be constructed at the least possible cost consistent with nationally recognized standards for health, safety, energy conservation, water conservation, adequate egress facilities, sanitary equipment, light and ventilation, fire safety, structural strength, and physically handicapped and aged accessibility. In accordance with Section 36-98 of the Code of Virginia the Uniform Statewide Building Code supersedes the building codes and regulations of the counties, municipalities and other political subdivisions and state agencies, relating to any construction, reconstruction, alterations, conversion, repair or use of buildings and installation of equipment therein. The Uniform Statewide Building Code does not supersede zoning ordinances or land use controls that do not affect the manner of construction or materials to be used in the construction, alteration or repair of a building.

Strategic Goals and Objectives:

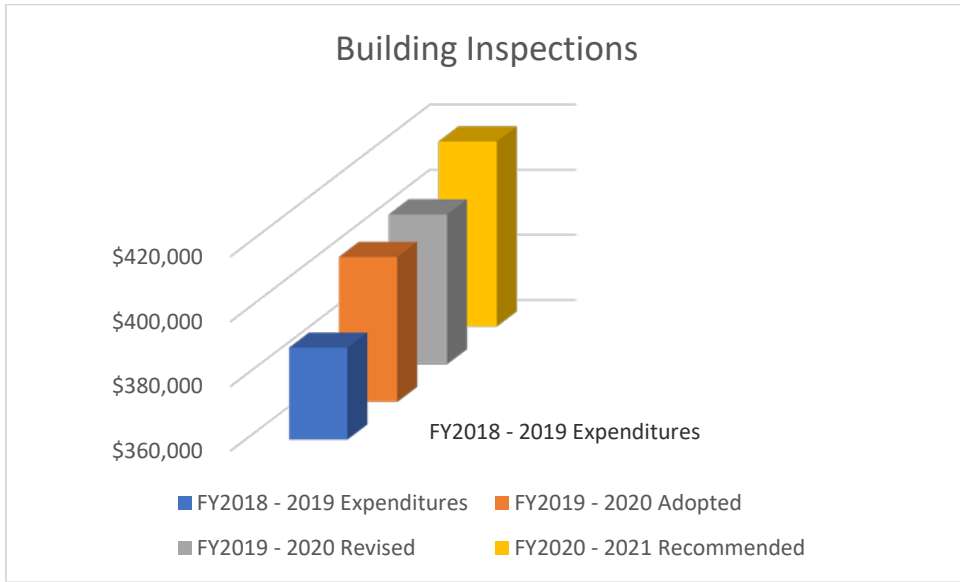
- Strive to implement the goals and objectives of our Comprehensive Plan.
- Provide assistance to customers and County staff in identifying and understanding the Zoning Ordinance.
- Participate in the continued revision to the County’s Zoning and Subdivision Ordinances as directed by the Board of Supervisors.
- Provide the best information and documentation we can to the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and other Departments on our staff reports for rezonings, special use permits, variance requests, flood plain, site plans, and subdivision plans.
- Assist customers by providing documented sections of the Zoning Ordinance and Augusta County Code to promote an understanding of their specific zoning, weed, trash, or junk vehicle violation.
- Strive to have more personal, one-on-one contact with people when investigating both Zoning and Erosion and Sediment complaints.
- Effectively interpret and administer the Zoning and Subdivision Ordinances.
- To comply with the Department of Environmental Quality recommendations on our Erosion & Sediment Control, Stormwater, and MS-4 Programs.
- Process all permits and plats in an efficient timely manner.
- Seek grant funding for County projects where appropriate and cost effective.
- Effectively administer the County’s Erosion & Sediment Control, Stormwater, Zoning and Subdivision Ordinances.
- To provide contract administration/project management and construction inspection on approved County Projects.
- To provide engineering assistance to other departments on their various projects.
- We will continue to improve our skills and knowledge of state and local ordinances.
- We will strive to maintain a good public image and be sensitive to the needs of the public.
- We will strive to offer accurate information, fast and efficient service, and timely inspections in a budget conscious manner.
- We will continue to offer owners, contractors and design professional’s assistance with their projects to help them keep their projects code compliant at the minimum possible cost.
- We will work with contractors and design professionals to assist them with the new code change cycle.

Budget Summary:

Building Inspections:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$376,697	\$388,053	\$389,612	\$401,947	3.58%
Operating	11,764	16,619	16,462	14,889	-10.41%
Total	\$388,461	\$404,672	\$406,074	\$416,836	3.01%

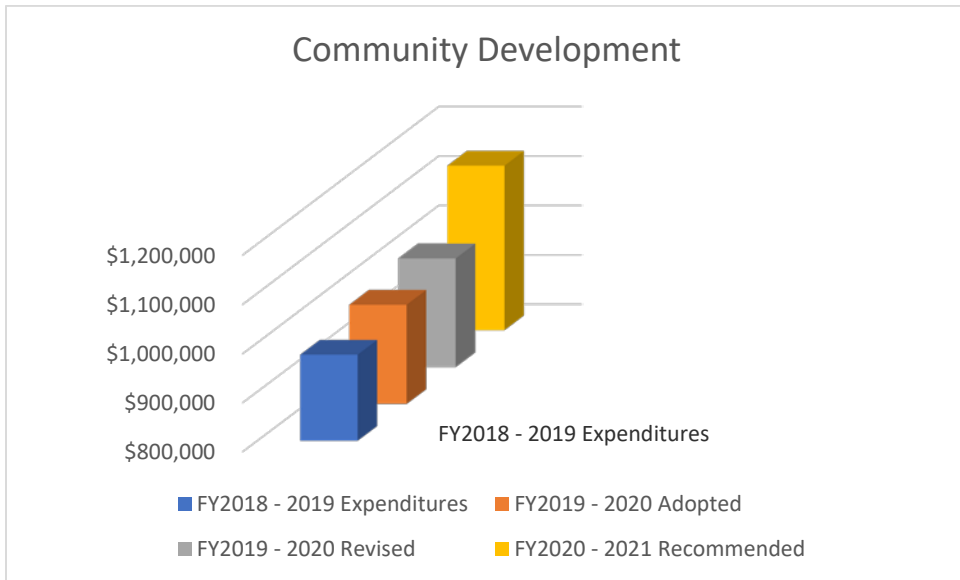
***Change in personnel figures are due to increases in health insurance and VRS rates.



Community Development:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$813,425	\$848,287	\$867,204	\$962,960	13.52%
Operating	162,330	153,594	153,319	170,185	10.80%
Total	\$975,755	\$1,001,881	\$1,020,523	\$1,133,145	13.10%

***The increase in personnel is due to the added position for a Planner I.



Service and Performance Measures:

Item	FY2011 – 2012 Actual	FY2012 – 2013 Actual	2015	2016	2017	2018	2019
Building permits issued	780	728	812	826	907	779	825
Total permits issued	2,445	2,614	2,810	2,774	3,123	2,741	3,002
Inspections	6,790	7,047	7,761	7,606	8,593	6,943	7,465
Special Use permits	46	56	48	48	62	55	72
Variances	2	3	5	1	1	5	3
Rezoning requests	14	1	5	6	3	9	5
Zoning certificates issued	199	192	218	234	198	191	212
Administrative permits reviewed	332	296	291	287	319	284	280
Field inspections (zoning)	1,486	1,459	1,353	1,250	1,501	1,409	1,625
E&S inspections	1,033	1,103	1,122	883	856	789	818
E&S control plan review	26	29	21	81	34	13	39
Site plan review	17	19	27	29	31	25	23
Final plat review	19	14	16	13	14	10	13
Flood plain review	20	12	22	41	27	27	28
Minor subdivision plat reviews	210	167	189	198	220	203	181

Accomplishments:

- Stuarts Draft Small Area Plan
 - Completion of a publically released draft
 - Draft plan put on website for public comment
 - Presentations to the Planning Commission and Board of Supervisors – public hearing before the Planning Commission held
- Served as a member of the Technical Advisory Committee for the Staunton – Augusta – Waynesboro Metropolitan Planning Organization, including work as a member of the working committee for the Wilson Workforce and Rehabilitation Center Small Area Study.
- Served on the Complete Count Census Committee to help foster relationships and partnerships with organizations who frequently serve hard to count populations.
- Drafted public input survey for utility scale solar – siting considerations and design guidelines. Staff lead to Utility Scale Solar Committee.
- Drafted, advertised and presented for adoption fifteen (15) Zoning Ordinance Amendments to address concerns of the Board of Supervisors, staff recommendations, and changes to the State Code.

- In addition to ordinance amendments listed above, staff provided assistance and prepared staff reports on twelve (12) Planning Commission items including five (5) rezoning requests, two (2) proffer amendments, a 15.2-2232 Virginia State Code review for a utility scale solar facility, and four (4) Comprehensive Plan amendments.
- Prepared twenty-one (21) staff reports on potential rezoning requests in the County.
- Prepared staff reports and recommendations on ninety-one (91) Board of Zoning Appeals items including:
 - Seventy-two (72) Special Use Permit applications
 - Three (3) Variance applications
 - Sixteen (16) Extensions of Time
- Reviewed twenty-eight (28) Flood Plain sketches.
- Reviewed nine hundred forty-four (944) Building Permit applications.
- Issued two hundred twelve (212) Zoning Certificates.
- Reviewed a total of two hundred eighty (280) Administrative Permits.
- Made a total of one thousand six hundred twenty-five (1,625) Field Inspections including:
 - One hundred eight (108) Special Use Permit inspections including Special Use Permit violation Inspections.
 - One thousand one hundred forty-four (1,144) Zoning Complaint Inspections.
 - Two hundred nine (209) Grass and Weed Complaint Inspections.
 - One hundred sixty-three (163) Trash Complaint Inspections.
 - One (1) Flood Plain Inspection.
- Received two hundred seventy-nine (279) New Zoning Complaints.
- Prepared documentation for fourteen (14) Court Cases to go to trial.
- Completed Centerview Drive project in Mill Place Commerce Park, a 1,200 foot long two lane roadway built with a combination of VDOT access funding and County funding.
- Developed RFP, selected consultant and began preliminary engineering for the Verona Pedestrian Project.
- Completed 1 Drainage Improvement Project.
- Performing construction administration oversight in the construction phase for the rehabilitation of Hearthstone Lake Flood Control Dam.
- Reviewed 181 Minor Subdivision Plats
- Reviewed 1 Preliminary Plat and 13 Final Plats
- Reviewed 23 Site Plans
- Issued 21 Certificates of Occupancy for commercial and industrial sites
- Reviewed 39 Construction and Erosion and Sediment Control Plans
- Reviewed 17 As-Built Plans
- Issued 24 Land Disturbing Permits
- Currently have 78 active sites / 62 active commercial sites.
- Conducted 818 erosion inspections on 90 sites. Issued 123 Notices to Comply and 7 Stop Work Orders.
- Received 31 drainage complaints.
- Collected \$76,950.00 in Stormwater fees, \$5,100.00 in Erosion and Sediment Control fees.
- The MS4 Program Plan was created for the 2018 – 2023 permit cycle.
- The MS4 2018 - 2023 Annual Report was submitted and approved.
- Local Water Quality Issues were met with public outreach and education.
- Hosted Spring Clean-Up, Fall Household Hazardous Waste Collection, and Watershed Model demonstrations for outreach and education.
- MS4 website was updated to meet DEQ requirements.
- MS4 IDDE had no illicit discharges this year.
- Storm Sewer System and Outfall map and inspections for 2018-2019 completed. No issues found.
- TMDL Action Plan completed. 45 Septic to Public Sewer Connections, BMPs were added to the DEQ BMP Warehouse in accordance with DEQ requirements.
- Erosion and Sediment Control Program monitored and revised to best meet the State regulations and the community.
- Stormwater Management Program continues with recommendations from DEQ.

- Post-construction Stormwater Management is developing with public and privately owned facilities being tracked inside the MS4 area.
- County-owned facilities SWPPPs and NMPs continue with no major changes.
- Training for the MS4 is ongoing with classes, meetings, conferences, and online presentations.
- The Competitive Litter Prevention and Recycling Grant application was submitted and we received \$2,500 for the Litter Prevention Program run by the Commonwealth's Attorney's Office.
- The Non-Competitive Litter Prevention and Recycling Grant was received to help with the cost of our collection sites around the County.
- The Jennings Branch Stream Restoration project is ongoing. Plans have been drafted, easements and construction are ongoing.
- The Dooms Crossing Road Boat Launch and Bank Stabilization project is ongoing.
- VEEP DEQ Yearly Review for all four locations submitted and approved.
- VEEP development through recertification of the Vehicle Service Center.
- Reestablishing VEEP program with changes in management.
- Recycling Committee is reviewing the Mini Grant to better fit the needs of our local schools.
- Work with the Recycling Committee including 6 meetings, volunteering, and public education at the Sweet Dreams Festival and Augusta County Fair.
- We held training sessions with the building community to help keep them informed of proposed code changes.
- We continued to offer homeowners, contractors, engineers and architects quality assistance with plans, code-related issues, and County operating policy.
- We continued to strive for good working relations with other government departments to maintain a reputation for fairness among the contractors, and to function as a team within our own organization.
- All employees continued to take any available training that will enhance their job performance and to obtain continuing education credits to maintain their current certifications.
- Inspectors and office staff are currently enforcing the 2015 edition of the Uniform Statewide Building Code.
- Our division continued to perform Erosion and Sediment Control inspections and related record keeping for residential construction sites.
- Department representatives continued to respond to requests from Emergency Personnel for structural analysis of damaged buildings.
- Issued 3,002 permits including 825 Building, 933 Electrical, 459 Plumbing, 730 Mechanical and 55 Manufactured Homes.
- Performed 7,465 inspections.
- Performed 272 Erosion and Sediment Control inspections on residential construction sites.

Contact Information:

Community Development Department
 Director – John Wilkinson

Location: Augusta County Government Center
 Community Development Department
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482

Phone: (540) 245-5700

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E-mail: comdev@co.augusta.va.us

Department Summary
Community Development

Payroll

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Planner I	\$62,055.00	YES
Part Time Wages	\$8,397.00	YES
Certification Pay increases-potential	\$3,500.00	NO
E&S Inspector I	\$55,019.00	NO
Reclass zoning tech I to tech II	\$4,261.00	YES
Permit Tech I	\$49,918.00	NO
	\$183,150.00	

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Travel	\$9,259.00	NO
Vehicle	\$27,000.00	NO
	\$36,259.00	

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Community Development
Priority Ranking:	1
Mandated:	
If yes, site Code or Law	
Position Title:	Associate Planner I

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 41,533
Benefit Costs 20.51% (if full time)		8,518
Insurance		8,674
Total Personnel Costs		\$ 58,725

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	\$ 14	\$ 162
Cell phone if applicable		\$ -
Other	\$ 14	\$ 168
Other	\$ 250	\$ 3,000
Total Operating Costs	\$ 278	\$ 3,330

3. One-time costs		
Computer		\$ 2,000
Vehicle if applicable		\$ -
Desk		\$ 500
Desk Chair		\$ 400
Side Chairs		\$ 300
Phone		\$ 125
Total One-Time Costs		\$ 3,325

4. Total operating (ongoing) request for new position		\$ 62,055
5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 62,055

6. Justification for position:
See Attached

7. Impact if not funded?

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Community Development
Priority Ranking:	2
Mandated:	
If yes, site Code or Law	
Position Title:	Permit Technician

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 34,090
Benefit Costs 20.51% (if full time)		6,992
Insurance		8,674
Total Personnel Costs		\$ 49,756

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	\$ 14	\$ 162
Cell phone if applicable	\$ -	\$ -
Other	\$ -	\$ -
Total Operating Costs	\$ 14	\$ 162

3. One-time costs		
Computer		\$ 2,000
Vehicle if applicable		\$ -
Desk		\$ 1,500
Desk Chair		\$ 400
Typewriter		\$ 250
Phone		\$ 125
Certification Books		\$ 275
Permit Tech Exam		\$ 225
Total One-Time Costs		\$ 4,775

4. Total operating (ongoing) request for new position **\$ 49,918**

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		\$
Net Increase/(Decrease)		
		\$

6. Justification for position:
Increase of workload of about 20% since departments were combined. Staff overloaded, customer service jeopardized.

7. Impact if not funded?
Customer service jeopardized, possibly greatly if other issue with existing staffing.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Full Time Position

Please enter information in the gray cells

Department:	Community Development
Priority Ranking:	4
Mandated:	?
If yes, site Code or Law	
Position Title:	E&SC/SWM Inspector

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 35,814
Benefit Costs 20.51% (if full time)		7,345
Insurance		8,674
Total Personnel Costs		\$ 51,833

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	\$ 14	\$ 162
Cell phone if applicable	\$ 25	\$ 300
Other	\$ 175	\$ 2,100
Other	\$ 52	\$ 624
Total Operating Costs	\$ 266	\$ 3,186

3. One-time costs		
Computer		\$ 2,000
Vehicle if applicable		\$ 27,000
Desk		\$ 500
Desk Chair		\$ 400
Side Chairs		\$ 300
Phone		\$ 125
Total One-Time Costs		\$ 30,325

4. Total operating (ongoing) request for new position		\$ 55,019
5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue	None	
Reduced Expenditure	None	
Net Increase/(Decrease)		\$ 55,019

6. Justification for position:
See Attached

7. Impact if not funded?
 If not funded, County could face increased scrutiny from DEQ and face potential fines if found out of compliance with program requirements.

Augusta County
FY 2021 Operating Budget Request Forms

Personnel Request - Part Time Positions

Please enter information in the gray cells

Department:	Community Development
Priority Ranking:	
Mandated:	Yes
If yes, site Code or Law	9VAC25-890-40-MS4 Regulations
Position Title:	Engineering Field Inspector

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 7,800
Part time benefits - FICA 7.65%		597
Total Personnel Costs		\$ 8,397

2. Operating Costs (monthly charges)	Monthly	Annual
Phone	N/A	\$ -
Cell phone if applicable	N/A	\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer	N/A	
Vehicle if applicable	N/A	
Other	N/A	
Total One-time Costs		\$ -

4. Total operating (ongoing) request for new position	\$ 8,397
---	-----------------

5. Increased revenue or reduced expenditure that will offset cost of position	
Increased Revenue	Draw From Stormwater Capital
Reduced Expenditure	
Net Increase/(Decrease)	\$ 8,397

6. Justification for position:
 MS4 regulations require periodic inspection of Stormwater facilities. These funds will be used to hire summer intern/inspector to assist County staff.

7. Impact if not funded?
 With the number of required facility inspections, multiple personnel may need to be pulled from other tasks to complete the required inspections.

**Augusta County
FY 2021 Operating Budget Request Forms**

Personnel Request - Certification Increases

Please enter information in the gray cells

Department:	Community Development
Priority Ranking:	
Mandated:	
If yes, site Code or Law	
Position Title:	Salary Increases Due to Certifications

1. Personnel Costs	<u>Account Name/ Number</u>	<u>Amount</u>
Minimum Salary		\$ 3,500
Benefit Costs 20.51% (if full time)		
Insurance		
Total Personnel Costs		\$ 3,500
2. Operating Costs (monthly charges)		
	<u>Monthly</u>	<u>Annual</u>
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -
3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -
4. Total operating (ongoing) request for new position		\$ 3,500
5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 3,500

6. Justification for position:

Potential Certifications - 1 in Building Inspection, 1 in Zoning, 1 in Engineering. Based upon a 2.5% increase for the average salary in each of the three departments would be a total increase of \$3,500.

7. Impact if not funded?

Augusta County
FY 2021 Operating Budget Request Forms

Personnel Request - Reclassification

Please enter information in the gray cells

Department:	Community Development 81010
Priority Ranking:	3
Mandated:	No
If yes, site Code or Law	Re-Classification From Zoning
Position Title:	Tech I to Zoning Tech II

1. Personnel Costs	Account Name/ Number	Amount
Minimum Salary		\$ 3,536
Benefit Costs 20.51% (if full time)		725
Insurance		
Total Personnel Costs		\$ 4,261

2. Operating Costs (monthly charges)	Monthly	Annual
Phone		\$ -
Cell phone if applicable		\$ -
Other		\$ -
Total Operating Costs	\$ -	\$ -

3. One-time costs		
Computer		
Vehicle if applicable		
Other		
Total One-Time Costs		\$ -

4. Total operating (ongoing) request for new position **\$ 4,261**

5. Increased revenue or reduced expenditure that will offset cost of position		
Increased Revenue		
Reduced Expenditure		
Net Increase/(Decrease)		\$ 4,261

6. Justification for position:

The person currently holding the position of Zoning Tech I serves as the backup to and functions as the Assistant to the Zoning Administrator, not as an entry level Zoning position. She is a Certified Zoning Official and has many years of experience with her former job.

I recommend we reclassify Vicki Toth from Zoning Tech I to Zoning Tech II, along with an increase of \$3,536 which represents the salary difference in the positions and is more of a reflection of her current job duties.

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Community Development 81010

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Travel	\$ 9,259		No	
2	Vehicle	\$ 27,000		No	
3					
4					
Total Changes		\$ 36,259			

3. Justification for additional funding request:

1	Other than BZA and PC meals, which account for \$3,880 and are included in Travel, the remaining "training" expense is mostly seminars and conferences to maintain certifications for Zoning, Engineering and Planning personnel. The reason we do not spend all the requested funds is that employees and Board members cannot always attend every requested training event.
2	Vehicle request due to additional positions requested
3	
4	

4. Impact if not funded?

1	We ask for \$20,000 each year which represents the total requests for training, and our budget is adjusted down to \$11,000 prior to the BOS budget meeting. If not totally funded, the Director may have to deny a request for continuing education/certification training.
2	
3	
4	

Economic Development & Tourism

Mission:

To implement quantitative and qualitative changes in the economy that promote the standard of living and economic health for the citizens of Augusta County

Department Overview:

The Department of Economic Development & Tourism exists to provide a diverse and vibrant economy that offers a broad range of job opportunities while supporting the delivery of high quality government services to its residents. The Department strives to collaborate on all levels (local, regional, state, and federal) to maximize economic opportunities. The Department focuses on three main areas: **business attraction, existing business retention, and business start-up support in addition to communicating with the community and enhancing labor resources and physical infrastructure/site readiness.** All of this is done while promoting a quality of life that embraces our heritage, preserves the environment, and effectively manages resources.

Strategic Goals and Objectives:

- Organizational Effectiveness and Communications
 - Maintain and improve stand-alone Economic Development website
 - Conduct overall assessment of website to improve on effectiveness
 - Add videos and other upgrades including monthly CMS maintenance
 - Continue to develop “People of Augusta” profiles to promote the County’s entrepreneurial spirit
 - Finish development of and distribute new marketing publication
 - Quality of Life/Tourism publication
 - Refine and redistribute current marketing publication
 - Economic Development Services and the Augusta County Small Business Loan Fund joint rack card
 - Develop LinkedIn page for Economic Development
 - Promote Quality of Life video
 - Publish established monthly electronic newsletter
 - Publish Annual Report
 - Maintain new Tourism Instagram page
 - Promote Tourism website
 - Maintain Economic Development Facebook page
 - Speak at community-engagement events as necessary (i.e. Rotary, Kiwanis, Ruritan, and educational groups)
 - Each staff member to attend one or more training opportunities each year in order to consistently learn new strategies, evaluate existing approaches, and implement best practices
 - Attend Public Relations Council meetings for professional development
- Existing Business Retention
 - Complete 24 direct industry visits per year
 - Host industry luncheons as needed to cover relevant educational topics and bring together industry stakeholders
 - Collaborate with the region and state to recognize and show appreciation for Augusta County businesses
 - Plan for second biennial Shenandoah Valley-wide event for regional farms/producers to market products to statewide consumers (called Farm2Fork Affair) through partnerships with various stakeholder groups (VDACS/GART/Fields of Gold/Shenandoah Valley Tourism Partnership, etc). to be held in spring 2021.
 - Continue the Augusta County Tourism grant program to encourage County-wide collaboration on new events and marketing programs as well as facilities projects

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 - Continue the Augusta County Tourism grant program to encourage County-wide collaboration on new events and marketing programs as well as facilities projects

- Continue the Augusta County Agritourism Conference scholarship program to encourage business development among farm operations
 - Promote regional craft beer trail – the Shenandoah Beerwerks Trail (GART)
 - Engage in Shenandoah Valley Tourism Partnership activities that are meaningful to the Augusta community
 - Attend Chamber Industrial Roundtables
 - Serve on Fields of Gold Transition Task Force
 - Serve on Project Grows’ Farmers Market Committee
- Business Attraction
 - Continue participation in the Shenandoah Valley Partnership’s (SVP) site location consultant initiative
 - Work with SVP to host site selectors in individual and collective visits
 - Work with SVP on 1-day site selector familiarization tours in partnership with VEDP
 - Continue to meet with established LifeCore stakeholders to promote LifeCore for development
 - Work with SVP to host Virginia Economic Development Partnership project managers
 - Participate on SVP Lead Generation Committee and Marketing & Communication Committee
 - Complete requests for information, site submittals, and prospect visits
- Business Start-up Support
 - Reimagine and promote the Augusta County Small Business Loan Fund
 - Promote regional website devoted exclusively to helping entrepreneurs navigate the start-up pathway
 - Continue to host satellite office of the Shenandoah Valley Small Business Development Center in the Augusta County Government Center
 - Continue to mail Economic Development Services rack card (to include Loan Fund information) to new business license lists
- Labor Resources
 - Support outside organizations in their implementation of initiatives from the CTE Strategic Plan
 - Promote collaborative labor pipeline development campaign called inDemand Jobs and Valley Career Hub established by the Shenandoah Valley Partnership and WHSV-TV3
 - Work with the Shenandoah Valley Partnership on workforce marketing program(s)
- Physical Infrastructure and Site Readiness (capital requests)
 - Further site readiness of key economic development sites in Augusta County
 - Develop Real Estate Readiness Program with Grants to incentivize private property owner due diligence
 - Site Ranking System
 - Application Process, Procedure and Policy
 - Grants (\$200,000)
 - Blue Mountain Property: continue to enhance site readiness
 - Water Tank
 - Tier Increase from 2 to 3 (Cost is approximately \$164,500)
 - Rezone key property to business and industrial, consistent with the County’s comprehensive plan (\$25,000 for TIA)
 - Lyndhurst/Route 340 Sewer (\$7,000,000)
 - Mill Place Commerce Park:
 - Finalize zoning update
 - Update covenants and restrictions (\$10,000)
 - Intersection improvements @ Laurel Hill Road (SMART SCALE)
 - Entrance Signs & Landscaping (\$100,000)

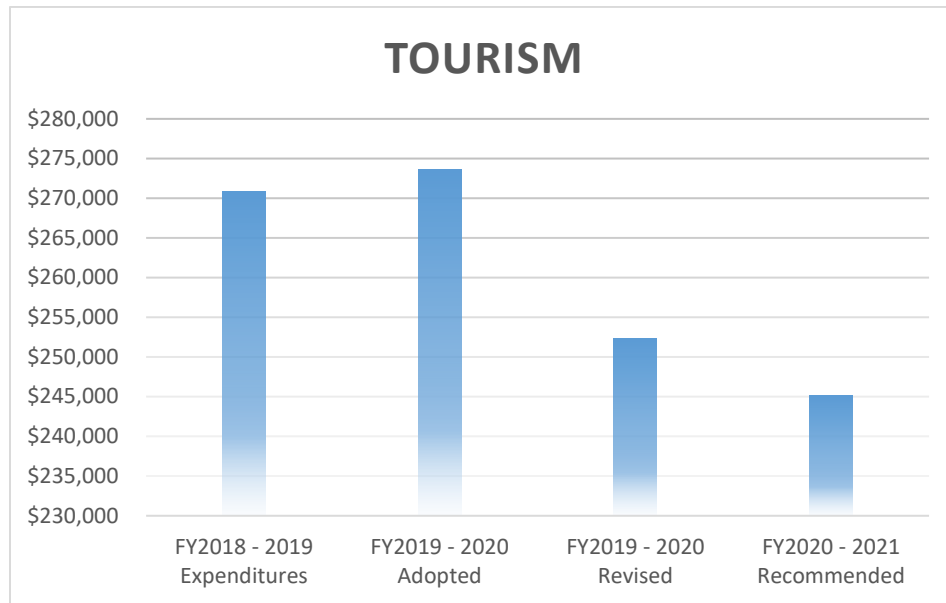
- Trail Network
- Pad Site \$650,000

Budget Summary:

Tourism:

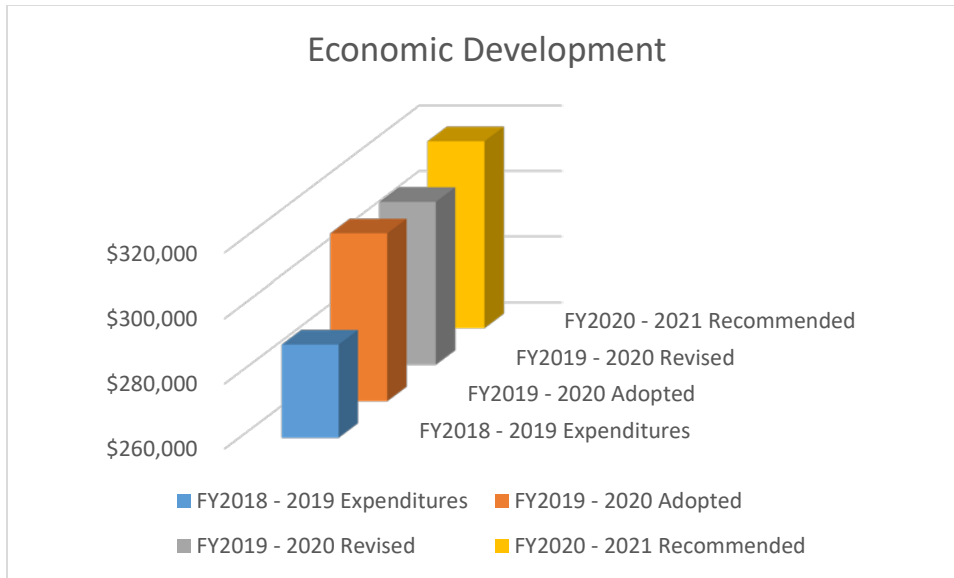
Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$270,830	\$273,570	\$252,319	\$245,120	-12%

***Funding based on requirements to meet tourism moral obligation.



Economic Development:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$165,999	\$170,942	\$169,199	\$171,810	0.51%
Operating	122,672	140,338	140,465	145,170	3.44%
Total	\$288,671	\$311,280	\$309,664	\$316,980	1.83%



Accomplishments for Calendar Year 2019:

The Augusta County Department of Economic Development and Tourism had a strong year with measured results in 2019. One new announcement and three expansion projects were announced with a combined capital investment of \$120.1 million and 140 jobs created (see chart below for project detail).

	2019 YTD	Goal	Prior Year
	Total	2019	2017
Marketing Missions/Fam Tour	1	1	2
Outreach VEDP	1	1	1
Total Outreach		2	3
Leads/SVP/VEDP	4	12	12
Leads/Other	10	12	12
Total Leads	14	24	24
Prospect Visits/SVP/VEDP	2	2	3
Prospect Visits/Other	5	2	1
Total Prospect Visits	7	4	4
	4	4	4
Expansion Projects	4	3	4

New Company Locations	1	1	
Capital Investment	\$120,100,000	\$75,000,000	\$21,512,000
Jobs Created	140	150	84
Jobs Retained	0		34

*Projects (YTD):	Investment	Jobs Created
Flow Beverages	\$15,500,000	51
The Hershey Company	\$104,000,000	65
Stable Craft – Wine/Cider Expansion	\$200,000	6
Penny Plate	\$400,000	18

The following are other accomplishments achieved in calendar year 2019, organized by strategic goal category:

- Organizational Effectiveness and Communications
 - Completed Quality of Life Video
 - Launched newly redesigned tourism website at visitaugustacounty.com
 - Published monthly electronic newsletter with average open rate of 50%
 - Maintained Economic Development Facebook page
 - Launched Tourism Instagram page
 - Attended Public Relations Council meetings for professional development
 - Developed a marketing site video in partnership with SVP
 - Created a media profile sheet which showcases Augusta County’s key tourism attractions and can also be used as a fulfillment piece for visitor requests.
 - In two years, the Shenandoah Beerwerks Trail Passport Program has seen 26,444 brewery visits with 4,450 completed passports. Primary survey data indicates that the passport program has encouraged visitors to extend their stay to four days or longer, visit more attractions, and spend more money in our area.
 - The Beerwerks Trail received a \$10,000 Virginia Tourism Corporation grant
 - Shenandoah Valley Tourism Partnership launched video series
 - Director served on the Virginia Economic Developers Association Board of Directors as Secretary and Chair of the Membership Committee
 - Director served on the Virginia Manufacturing Development Commission
- Existing Business Retention
 - 29 existing business visits conducted
 - Staff attended Chamber Industrial Roundtables and other Chamber events
 - Sponsored Business Appreciation Breakfast in partnership with Staunton and Waynesboro
 - Awarded \$34,000 in Augusta County’s tourism grant program (4th year)
 - Awarded first-ever Agritourism Conference scholarship
 - Marketing Coordinator served on Fields of Gold Steering Committee and other related agri-tourism committees
 - Assisted in coordinating Hershey Company’s’ announcement event with federal, state, and local elected officials.
 - Completed wrap-up of first-ever Shenandoah Valley-wide event for regional farms/producers to market products to statewide consumers (called Farm2Fork Affair) through partnerships with various stakeholder groups (VDACS/GART/Fields of Gold/Shenandoah Valley Tourism Partnership, etc).
 - The program received an AFID grant.

- Business Attraction
 - Continued participation in the Shenandoah Valley Partnership’s site location consultant initiative
 - Completed requests for information, site submittals, and prospect visits
 - Participated on SVP Lead Generation Committee and Marketing & Communications Committees
 - SVP completed total website refresh including new URL and branded email addresses
 - SVP launched site selector focused newsletter

- Business Start-up Support:
 - The Augusta County Economic Development Authority continued to offer a small business loan fund program and began modification of program to encourage increased participation
 - With Staunton and Waynesboro, promoted a web version of An Entrepreneur’s Guide to Starting a Business in Augusta County, www.augusta-startup.com
 - Hosted a satellite office of the Shenandoah Valley Small Business Development Center in the Augusta County Government Center

- Labor Resources
 - Promoted the collaborative labor pipeline development campaign established by the Shenandoah Valley Partnership and WHSV-TV3 (inDemand Jobs) and Valley Career Hub
 - Director served on Staunton-Augusta-Waynesboro Career and Technical Advisory Council
 - Director served as alternate to the Shenandoah Valley Workforce Investment Board’s CEO consortium
 - Helped sponsor the Greater Augusta Regional Chamber of Commerce’s Wage and Benefits Survey

- Physical Infrastructure and Site Readiness
 - Assisted Virginia Economic Development Partnership in finalizing Virginia Business Ready Sites Program site characterizations (VEDP characterized all sites in state database). Augusta County sites included:
 - Westgate
 - Shenandoah Valley Regional Aviation Park
 - Baker Business Park
 - Mill Place Commerce Park is the only Tier 4 Certified Site in the Shenandoah Valley
 - Began process to develop Real Estate Readiness Program with Grants to incentivize private property owner due diligence

Contact Information:

Tim Fitzgerald, County Administrator
 Rebekah S. Castle, Marketing Coordinator

Location: Augusta County Government Center
 Economic Development Office
 18 Government Center Lane
 P.O. Box 590
 Verona, VA 24482

Phone: (540) 245-5619

E-mails: tfitzgerald@co.augusta.va.us; rcastle@co.augusta.va.us

Department Summary
Economic Development & Tourism

Operating

Summary of changes	Budget increase / decrease	Included in Balanced Budget?
Food & Beverage Marketing Campaign	\$10,000.00	NO
Salesforce - Project Management software	\$3,500.00	YES
Social Media Management	\$4,000.00	YES
Monthly Website Updates	\$3,600.00	NO
	\$21,100.00	

Augusta County
 FY 2021 Operating Budget Request Forms

Operating Costs Other than Personnel

Please enter information in the gray cells

Department: Economic Development & Tourism

1. Operating Cost	Account Name/ Number	Amount	Priority Ranking	Mandated	If Yes, site Code or Law
1	Advertising/Marketing	\$ 10,000	1		
2	Dues & Subscriptions	\$ 3,500	2		
3	Tourism Development	\$ 4,000	3		
4	Dues & Subscriptions	\$ 3,600	4		
Total Changes		\$ 21,100			

3. Justification for additional funding request:

1 Food & Beverage is a huge sector for Augusta County. With many major employers in the area as well as the supply chain to support, a marketing campaign targeted at growing small to mid-size food and beverage manufacturers and/or producers would provide increased opportunities to promote the County as a place for food and beverage companies to locate.

2 Salesforce is an integrated project management system. The Shenandoah Valley Partnership is looking into licensing options where localities could buy-in under an umbrella license. This system should allow this department to manage projects in an integrated approach with SVP, VEDP and outside consultants.

3 Between Economic Development & Tourism, this department is managing three social media platforms. With planning and outside assistance, hiring social media management would allow the most efficient use of time for staff to focus on marketing and growing social platforms best suited for economic development (ie LinkedIn and Newsletter).

4 Increasing website updates to monthly would allow our website developers perform a best practice of completing monthly updates (currently doing quarterly updates) to keep the website secure. This would include Wordpress updates, all plugins, performing security scans and manual backup of the entire website. The \$300/month update would also allow for the installation of heat mapping software so the web company could clearly identify what pages and what information users are most interested in. This would allow for targeted website updates.

4. Impact if not funded?

1 Augusta County could miss out on opportunities to get our locality out in front of companies looking to relocate. We would still continue our marketing through the SVP.

2 We would continue traditional project management. If SVP or outside consultants were to become more involved in our project work, we may see increased coordination in order to keep up-to-date records.

3 Increased staff time.

4 We would continue quarterly updates but could be more vulnerable to security issues. If not funded for the heat mapping option, we would just not do any redesigns based on tracking users' movements through the site.

Extension Office

Mission:

Virginia Cooperative Extension helps lead the engagement mission of Virginia Tech and Virginia State University, the commonwealth's land-grant universities. Building local relationships and collaborative partnerships, we help people put scientific knowledge to work through learning experiences that improve economic, environmental, and social well-being.

Department Overview:

The Augusta County Office of Virginia Cooperative Extension provides the citizens of Augusta County, Staunton and Waynesboro with educational, research-based information from Virginia Tech and Virginia State University. Currently the staff includes four Extension Agents, one administrative assistant, one 4-H program assistant, and a federally funded program assistant (SNAP). The Extension Agents are one county 4-H agent, two Agricultural and Natural Resources (ANR) agents, and one food and nutrition agent who is largely federally funded. Under the area programming model additional agents from other offices in Extension Planning District 6 (in addition to Augusta these include Bath, Highland, Rockbridge and Rockingham counties) will conduct educational programs in complementary program areas including farm business management, environmental science and dairy production as well as consumer sciences. Furthermore, Augusta County has the added benefit of the Community Viability Specialist housed in the Northern District office in Harrisonburg.

Virginia Cooperative Extension's Vision is to help lead the engagement mission of Virginia Tech and Virginia State University, the Commonwealth's land-grant universities. Building local relationships and collaborative partnerships, we help people put scientific knowledge to work through learning experiences that improve economic, environmental, and social well-being. Extension is committed to providing access to unbiased, scientific information related to locally defined issues; a presence in local communities; the establishment of strong partnerships and collaborative coalitions; and innovative service to the Commonwealth.

Virginia Cooperative Extension Programs are proactive and are designed to address problems/needs of the county in an effective, timely manner. Educational information is delivered through organized programs, workshops and meetings, field days, test plots, newsletters, tours, demonstrations, one-on-one contacts, media, schools, and 4-H clubs, camps, and activities. Through Virginia Cooperative Extension, the citizens of Augusta County have access to research-based, unbiased information to help them improve their productivity, profitability, and quality of life.

Area programming has always been part of our educational efforts. Extension Agents work across county lines conducting programs in their area of specialization. The Agriculture Extension Agents and Family and Consumer Science Extension Agent (Rockingham) have been assigned a program specially giving them the advantage of concentrating in a particular subject matter area. Agents receive intensive training so they can be more knowledgeable and advanced in their specialty assignment. Each county also has a 4-H Extension Agent and/or Program Assistant who is assigned to coordinate 4-H programs in that locality.

University specialists from Virginia Tech and Virginia State Universities are available through Virginia Cooperative Extension to provide expertise and research based education information. In conjunction with local Extension Agents, Specialists develop publications and program materials. They are also available to assist with programs at the local level.

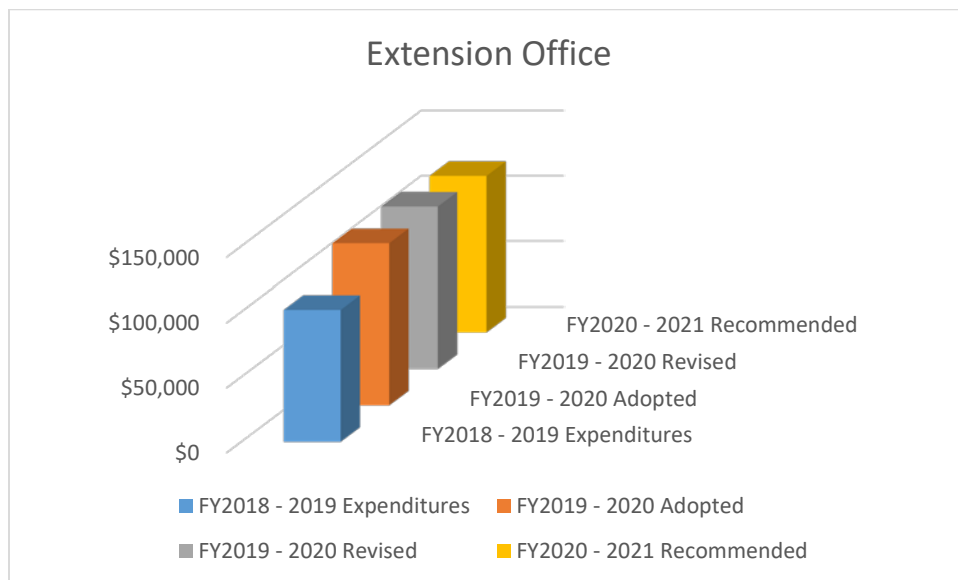
Strategic Goals and Objectives:

- Agriculture and Natural Resources
 - Advise work of the Augusta Agriculture Industry Board
 - Enhance Augusta beef cattle marketing opportunities for producers
 - Provide resources for land and water stewardship to new/absentee landowners
 - Expand educational scope of 4-H/FFA Market Animal Show
 - Provide crop hybrid and variety information to help farmers select adaptable crop genetics
 - Maintain pesticide applicators licensing program for farmers and commercial applicators
 - Investigate innovative sustainable cropping practices programs for environmental and production efficiency
 - Education in farm business management and Farm Family Transition to the next generation
 - Continue programming aimed at supporting small farm enterprise development
 - Provide non-expert agricultural law interpretation where appropriate
- 4-H
 - Youth development to grow community oriented, capable, resilient citizens
 - Manage 4-H Teen Leadership Development Program
 - Foster youth engagement in STEM related learning and proficiency
 - Provide opportunities for practical, hands-on learning of skills and exposure to career paths
 - Assist in organization and management of Market Animal Show
 - Increase membership in 4-H and awareness of Augusta, Staunton, and Waynesboro 4-H Programs

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$96,721	\$116,112	\$116,112	\$112,428	-3.17%
Operating	4,787	8,100	8,100	7,200	-11.11%
Total	\$101,508	\$124,212	\$124,212	\$119,628	-3.69%

***Increase in personnel expenditures due to merit and cost of living allocations.



Accomplishments:

- Crops and Soils
 - Provided direct assistance to over 200 individual farmers and landowners in Augusta County
 - Promotion of safe and effective pesticide usage through certification of 95 private applicators (farmers) and 30 commercial applicators (Co-ops, Houff, etc.)
 - Row crop and forage research and educational programs efforts (workshops and field demonstrations)
- Horticulture
 - Consult with commercial vegetable, ornamental, and nursery enterprises on production and marketing issues
 - Assist small horticulture operation to increase scale and marketing options
- Animal Science
 - Assistance to individual livestock producers and enterprise developing landowners
 - Improve farm-profitability through better animal nutrition, health, and marketing
- Farm Business Management
 - Farm Finances
 - Land Leasing and Custom rate surveys
 - Small scale agriculture and new landowners
 - Consult with landowners on Dominion contract negotiations
- Dairy Science
 - Organic Dairying
 - Educational meetings, farm visits, and herd-book clinics
 - Youth programs
 - Work with the Farm Family Transition program
- 4-H Youth Development
 - Community Clubs
 - Special Interest Clubs
 - 4-H Junior Camp
 - Cloverbud Clubs
 - 4-H Judging Teams
 - 4-H After-school Programs
 - Augusta County 4-H/FFA Market Animal Show, Sale, and Banquet
 - International 4-H Exchange Program
 - Presentation Workshops
 - 4-H County Contests
 - 4-H Officer Training
 - Volunteer/Risk Management Training
 - STEM (science, technology, engineering, math) activities
 - 4-H Day at the Capitol
 - State 4-H Events
 - Civic Activities

Contact Information:

Matt Booher, ANR Agent, Unit Coordinator

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Fax: (540) 245-5752

E-mail: mrbooher@vt.edu

Department Summary

Extension Office

Payroll

Summary of changes	Budget increase / decrease	Included in Balance Budget?
Move 4-H Technician position from part-time to full-time	\$17,688.29	NO
	\$17,688.29	

County Farm

Department Overview:

Expenditures related to the Berry Farm property and Agricultural Development Board are included under County Farm.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$6,760	\$8,260	\$8,260	\$8,260	0%

Augusta County
Fiscal Year 2020-2021
Departmental Budgets by Function
Non-departmental & Contingencies

Department	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Other Operational Functions	\$990,639	\$1,201,928	\$ 1,084,876	\$787,269	-34%
Contributions	434,343	442,967	444,481	451,589	2%
Contingencies	80,187	125,252	125,252	89,392	-29%
Transfers to Other Funds	62,703,954	59,920,045	65,166,824	61,343,953	2%
Total Non-departmental & Contingencies	\$64,209,123	\$61,690,192	\$ 66,821,433	\$62,672,203	2%

Non-Departmental & Transfers

Description:

Certain General Fund functions that cannot logically be categorized with any of the established departments are included as Other Operational Functions, Contributions, Contingencies and Transfers.

Other Operational Functions includes funding for the Soil & Water Conservation District, in which the County is fiscal agent for payroll. Other payroll related expenditures are in this category, including: Line of Duty Premiums, Health Insurance Premiums, Unemployment Insurance, Consulting Services related to Health Insurance, and Pay & Classification funding for allocation to employees for approved annual pay changes.

The County receives annual requests for financial support from charities and non-profit organizations. These requests are grouped under the heading, "Contributions".

Contingency budgets are for use in case of emergency or if an expenditure arises during the fiscal year that was not previously budgeted. Material contingency spending is approved by the Board of Supervisors.

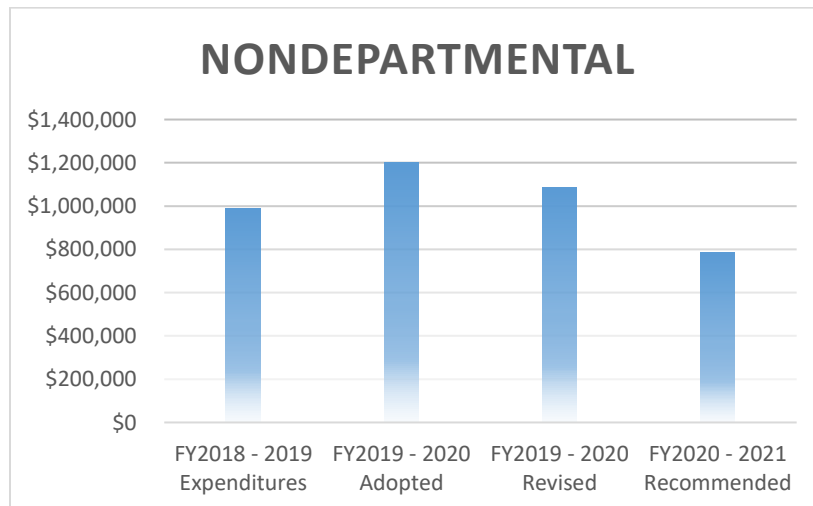
The General Fund provides transfers to the various other funds to supplement the other revenue collected by these funds. The Revenue Recovery Fund, Virginia Public Assistance Fund, Comprehensive Services Act Fund, School Fund, Debt Fund, and Capital Improvement Fund receive capital and operating funds from the General Fund.

Budget Summaries:

Other Operational Functions

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$990,639	\$1,201,928	\$1,084,876	\$787,269	-53%

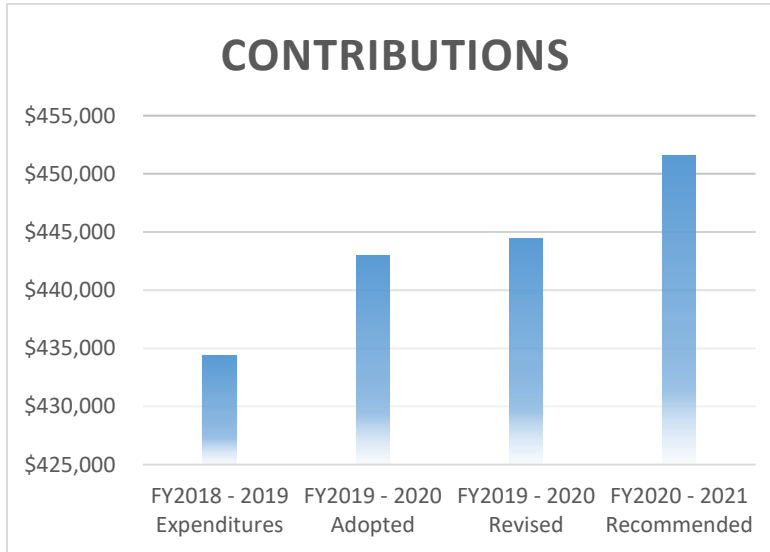
***Decrease in Revised due to allocation of pay and classification study to departments. Decrease in FY2021 is due to the use of reserves, see County Administrator's letter for details.



Contributions

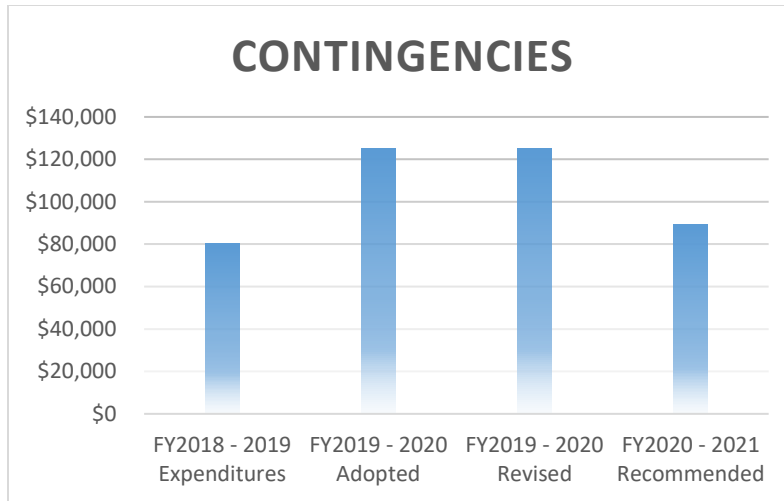
Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$434,343	\$442,967	\$444,481	\$451,589	2%

***Increase is due to small increases in regional contributions.



Contingencies

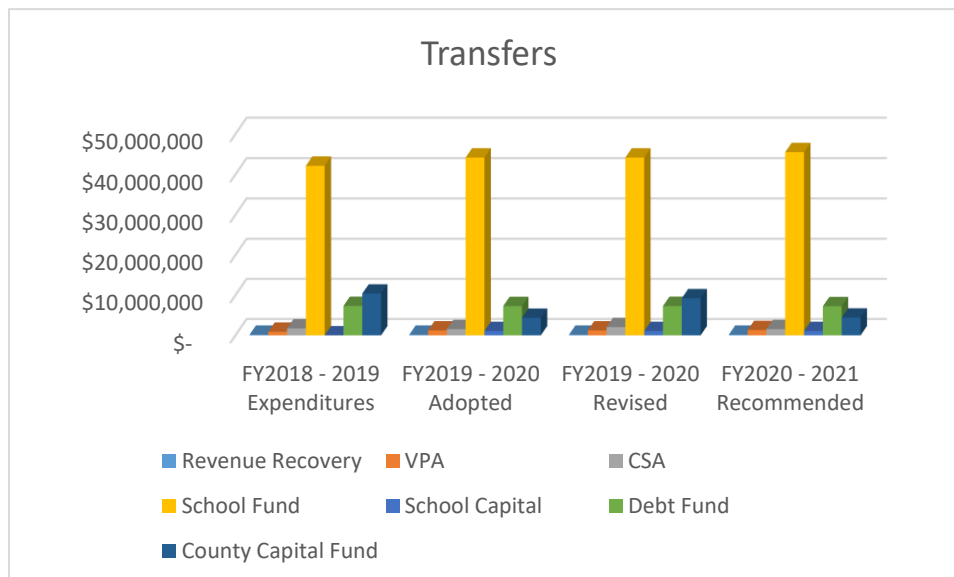
Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$80,187	\$125,252	\$125,252	\$89,392	-40%



Transfers

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$62,703,954	\$59,520,045	\$65,313,201	\$61,343,953	2%

***Change in transfers due to increases in transfers to Social Services, and School.



Other Funds

**Augusta County
Fiscal Year 2020-2021
All Other Funds**

Funds	FY2018– 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Adopted	% Change from FY2020
Fire Revolving Loan Fund	\$ 519,500	\$ 605,000	\$ 605,000	\$ 605,000	0%
Asset Forfeiture Fund	37,974	48,000	49,100	48,000	0%
Economic Development Fund	265,715	195,200	820,000	470,000	141%
Revenue Recovery Fund	15,188,584	1,618,227	1,790,700	1,820,900	13%
Virginia Public Assistance Fund	12,469,668	13,542,211	13,583,936	13,715,791	1%
Comprehensive Services Act Fund	4,947,135	5,000,000	5,750,000	5,750,000	15%
School Operating Fund	106,559,531	110,220,207	110,749,903	-	
School Cafeteria Fund	4,427,729	4,457,897	4,623,694	-	
School Capital Improvement Fund	199,386	1,442,468	2,050,061	-	
Debt Fund	9,426,206	8,541,506	8,538,143	7,956,961	-7%
Head Start Fund	3,204,080	2,338,344	3,182,988	-	
Governor's School Fund	1,528,360	1,705,658	1,691,818	-	
County Capital Improvement Fund	8,839,592	10,491,775	16,343,726	8,695,736	-17%
Total Other Funds	\$ 167,613,460	\$ 160,206,493	\$ 169,779,069	\$ 39,062,388	

***Note FY20-21 Fiscal Year information was unavailable for school funds at the time of printing.

Fire Revolving Loan Fund

Mission:

“To serve and protect our citizens and visitors through education and the delivery of all fire and emergency medical services.”

Description:

The Fire Revolving Loan Fund is used by the Volunteer Fire Departments that are physically located within the County for apparatus, small equipment and gear purchases. The apparatus/equipment loans and gear purchases are determined by following the revolving loan guidelines approved by the Board of Supervisors. Revenues for this fund are from the Department of Fire Programs Aid to Localities (fire insurance money per capita) and repayment of loans. Expenditures for this fund are loans for the fiscal year, as well as gear purchases.

Goals:

The main goal of this money is to give the fire agencies the ability to purchase apparatus interest free. Apparatus costs range from \$150,000 for a brush truck to \$600,000 or more for an engine. This fund allows the agencies to finance part of the cost without having to incur interest charges. The gear purchase part of the loan allows for each agency to keep their members in NFPA compliance protective gear.

Budget Summary:

Item	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$519,500	\$605,000	\$605,000	\$605,000	0%

***Budget for possible loan disbursement and gear purchases. Available loan amounts increased per policy in 2016, causing budget to increase.

Asset Forfeiture Fund

Description:

Augusta County participates in the Virginia State Asset Sharing and Federally Forfeited Property Programs. The assets are received from drug seizures. Restrictions are placed on the use of forfeited cash, property, proceeds, and any interest earned according to VA Code 19.2-386.14 and is to be used to enhance law enforcement. These funds are to be used for law enforcement purposes only.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 – 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Personnel	\$35,909	\$38,000	\$38,000	\$38,000	0%
Operating	2,065	10,000	11,100	10,000	0%
Total	\$37,974	\$48,000	\$49,100	\$48,000	0.0%

Economic Development Fund

Description:

The Economic Development Authority of Augusta County, Virginia was created as a political subdivision of the Commonwealth of Virginia by ordinance of Board of Supervisors on March 1, 1971 pursuant to the provisions of the Economic Development and Revenue Bond Act (Chapter 33, Section 15.1-1373 et seq., of the Code of Virginia (1950), as amended.) The Authority is governed by seven directors appointed by the Board of Supervisors. It is authorized to acquire, own, lease and dispose of properties to the end that such activities may promote industry and develop trade by inducing enterprises to locate and remain in Virginia.

In addition, the Authority is authorized to issue revenue bonds for the purpose of obtaining and constructing facilities. Liability under the bonds may be retained by the Authority or it may be assumed by the enterprises for whom facilities are constructed. Collection of revenues pledged to liquidate the bonds may be assigned to a trustee. The revenue bonds are not deemed to constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia or any municipality thereof. The bonds are payable solely from revenues generated from the lease of the facilities constructed and may be secured by a deed of trust on those facilities.

The Economic Development Authority of Augusta County, Virginia serves as an escrow agent for grant contributions and tax increment financing contributions. The County of Augusta disburses funds for operating contributions through the Authority for the benefit of regional arts and educational organizations in a manner which will increase cultural activity and identity for the region. The County appropriates funds annually for the contributions.

In accordance with Virginia Code Section 15.2-953, the Authority receives contributions from the County for the purpose of promoting economic development. As stated in contribution and grant agreements for each tax increment financing, the County is committed to disburse funds to the Authority when appropriated by the County. The Authority is then required to disburse the funds to the respective developer or business.

Budget Summary:

Item	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 – 2021 Recommended	% Change from FY2020
Operating	\$265,715	\$195,200	\$820,000	\$470,000	58%

Revenue Recovery Fund

Description:

Emergency Medical Service (EMS) Revenue Recovery is a program in which a third party bills a user fee to Medicaid, Medicare, and private insurance companies for emergency ambulance transport service. A fee is only assessed if a patient is actually transported to the hospital, and if the EMS call does not result in transport, there is no billing incurred. Revenues received from emergency medical transport are allocated to Volunteer Rescue Agencies and County Rescue in accordance with revenue recovery policy. As of July 1, 2018, the County handles their own billing through the Finance Department.

Budget Summary:

Item	FY2017 - 2018 Expenditures	FY2018 - 2019 Adopted	FY2018 – 20189 Revised	FY2019 - 2020 Recommended	% Change from FY2019
Operating	\$1,518,854	\$1,618,227	\$1,790,700	\$1,820,900	11%

***Change due to increase in call volume and switch from a third party biller to in house billing by Finance, this has resulted in better collections and more efficient billing.

Virginia Public Assistance Fund

Mission:

The mission of Shenandoah Valley Social Services is the promotion of self-reliance and protection of citizens through community based services. Benefit programs provide medical, financial, energy (fuel/cooling) and nutritional assistance to the citizens of Augusta County and the Cities of Staunton and Waynesboro. Service programs provide services directly or via purchase of services which includes child care, adult services, employment services, supportive services, foster care, adoption, prevention, child protective services, and adult protective services.

Department Overview:

Benefit programs provide medical, financial, fuel and food assistance to eligible citizens.

- **SNAP (Supplemental Nutrition Assistance Program):** Formerly known as Food Stamps, the program provides food assistance to low income eligible households to alleviate hunger and malnutrition.
- **General Relief:** A locally optional program designed to provide maintenance for indigent minor children living with an unrelated caregiver.
- **Auxiliary Grants:** Aged and Disabled – This program provides payments to Homes for Adults on behalf of income and resource eligible clients to pay for shelter, food and some personal care.
- **TANF (Temporary Assistance to Needy Families):** Provides temporary financial assistance to low income eligible households with minor children.
- **Energy Assistance Program:** Provides fuel, cooling and emergency crisis heating assistance to low income households.
- **Medicaid:** Provides medical assistance for eligible individuals who meet income and resource guidelines.
- **Family Access to Medical Insurance Security (FAMIS):** Health insurance program for children of working families.

Service Programs provide services directly to clients or via purchase of services.

- **Adult Services:** This program provides services to maximize self-sufficiency, prevent abuse, neglect, exploitation, inappropriate institutionalization, and assist with appropriate placements when needed.
- **Adult Protective Services:** Investigates referrals of abuse, neglect or exploitation of adults and assesses and provides services.
- **Child Protective:** Investigates referrals and provides services to abused or neglected children and their families.
- **Prevention Services:** Provides services and works within the community to prevent out of home placement and foster care for children by strengthening families, promoting child safety, well-being and permanency.
- **Child Care Services:** These services assist eligible families who are working and /or attending school with child care needs of minor or disabled children in the household.
- **VIEW- Employment Services Program:** Aids in employment, education and training, childcare, transportation, and other supportive services to low income families receiving public assistance. The Virginia Initiative for Employment not Welfare (VIEW) is a grant program designed to encourage self-sufficiency through employment.
- **Foster Care and Adoption:** Services are provided on behalf of children in the custody of Shenandoah Valley DSS. Assistance and resources are provided to families who foster and/or adopt children. This program also performs court-ordered custody investigations.
- **Volunteer Payee Services:** Coordinated volunteer services provide financial management to mentally or physically disabled and/or elderly adults.
- **Guardianship Services:** Guardianship monitoring in the areas of health, safety, and care for those unable to make their own decisions.

Strategic Goals & Objectives for FY 2021:

- Continue to educate and train the community and recipients on how to use the Virginia CommonHelp Online System to conveniently apply for benefits and services.
- Continue to coordinate and conduct Family Partnership Meetings to strengthen and assist families and children in obtaining and connecting to services and resources, plus ensuring the safety and welfare of children.
- Continue to work with the courts and other community partners to minimize the number of children placed in SVSS custody while advocating for appropriate services.
- Increase trauma-based practice in service programs and throughout the agency supported through training for staff and updating policy and guidance to support efforts.
- Implement Family First Prevention according to the State guidance and policy and assist in building community capacity for evidence based services.
- Make every effort to control/reduce CSA costs by closely monitoring cases and placements.
- Pursue best practices to improve services to customers and streamline caseload management for staff.
- Pursue continued renewal of agency grants such as the Adoption Grant, Independent Living Grant, Respite Grant, Title IV-E Training Grant, Safe & Stable Families Grant, Medical Outreach and Financial Independence Program, and TANF Competitive Grant. Pursue additional grant funding to provide services.
- Work toward meeting and maintaining the state and federal participation rates in the VIEW Employment Program.
- Continue investigating fraud referrals and pursuing collections and/or prosecution.
- Continue to research and implement methods to encourage employee retention and hire qualified and knowledgeable staff.
- Obtain necessary equipment, technology, knowledge, and resources to consistently and efficiently handle high caseloads.
- Continue cross training of staff to ensure adequate knowledge and coverage.
- Ensure staff are current on all state mandated training and knowledgeable on state and local policies.
- Continuing to research and implement the use of automation and technology to streamline operations.
- Seek additional and creative cost savings measures to maintain and provide services.
- Meet and maintain case processing and error rate mandates in all programs as required by State/Federal regulations.
- Maintain consistent membership, attendance, and active participation on various state, regional and local committees.
- Work closely with Regional Specialists and state personnel to develop a better understanding of policy and procedures, improve services, and meet state and federal requirements.
- Continue to educate and train the community on mandated reporting for CPS and APS.
- Continue to increase community outreach; educating the public on services and programs.
- Continue to enhance and improving customer service to the community.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 20120 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Operating	\$12,469,668	\$13,542,211	\$13,583,936	\$13,715,791	1%
County Transfer	\$901,527	\$1,245,051	\$1,242,998	\$1,313,984	5%

Caseload Statistics:

Program	FY2015	FY2016	FY2017	FY2018	FY2019
Family/Children Medicaid	2728	2883	2848	3401	4038
Adult Medicaid	2055	2063	2150	2066	2016
FAMIS/Adult Plan First Medicaid (cases included in Family/Children Medicaid FY2018)	206	186	196	0	0
SNAP -Supplemental Nutrition Assistance Program (formerly known as Food Stamps)	2690	2744	2428	2403	2265
TANF/Diversions	167	161	183	208	196
VIEW	34	33	51	53	41
Energy Assistance	2383	2118	2163	2255	2318
Foster Care	75	63	68	61	56
CPS Investigations & Assessments	441	342	474	385	461
CPS Service	24	27	52	30	17
Day Care	123	113	72	83	70
APS Investigations	410	450	568	496	551
AS/APS Guardianship Ongoing Service Cases	219	237	261	267	271
Total Case Count for Augusta County	11,555	11,420	11,514	11,708	12,299

Shenandoah Valley Social Service Accomplishments for FY2019:

SVSS handled 25,424 ongoing cases in FY2019. Cases have increasingly become much more complex. New state systems have produced numerous challenges and difficulties in accuracy and timely processing. Caseload statistics include only approved cases and not those that have been processed and denied, estimated to be an additional 30%. The caseload numbers do not reflect the total number of clients served which may be 2 – 3 times higher.

- In FY2019, the Verona and Waynesboro Offices received a total of 38,320 combined visitors, averaging 3,193 visitors each month. The Waynesboro Office had 16,855 visitors for the year, averaging 1,404 a month and the Verona Office had 21,465 visitors during the year, averaging 1,788 a month.

- SVSS received \$327,726 in Medicaid Expansion Funding requiring no local match for FY2019. This funding continues to be used to support six additional Benefit Program positions to assist with the increase Medicaid caseload.
- Continuing efforts are being placed on finding adoptive homes. Twenty-five children in care were adopted during FY2019 and thirty-five foster/adoptive homes were approved
- In FY2019, 64 children entered into care (55 Foster, 6 Non-custodial, 3 Returning/Fostering Future). Thirty-three left care with 15 returning home, 6 relative placement, 7 emancipation and 5 non-custodial. The year-end balance of children in care was 170. Of those remaining in care, two Foster Care youth are successfully attending college at BRCC. Several are working either part-time or full-time. We continue to have youth working towards timely graduation of high school.
- Twenty-five children in Foster Care were adopted during FY2019.
- Child Protective Services continues to participate in numerous presentations to schools, health agencies, coalitions, law enforcement and community organizations on mandated reporting, safe infant sleep, and substance exposed infants. This past year coordinated the formation of a coalition Blue Ridge SCAN (Stop Child Abuse Now) with agency partners for the promotion of child abuse prevention month. FY2019, 2,902 referrals were received with 906 being investigated/assessed for services. While the number of referrals decreased, the number of valid complaints remained high.
- CommonHelp – the VDSS online “web-based” system received 4,659 applications for SNAP, Medicaid, TANF, EAP, and Child Care during FY 2018-19. For SNAP, TANF, and Medicaid, 32% of all applications received for these programs were from CommonHelp.
- SNAP, TANF, and Medicaid program applications totaled 12,341 from all sources which includes CommonHelp, CoverVA, FFM (healthcare.gov), Enterprise Customer Service Center, and LDSS (paper applications submitted locally). Medicaid accounted for 7,247 of the applications, resulting in an increase of 2,127 from last fiscal year, in part due to the implementation of Medicaid Expansion and applications received for that program beginning in November, 2018. Medicaid Expansion which took effect on January 1, 2019 expanded eligibility to adults earning up to 138% of the federal poverty level, or less than \$17,000 a year. An average of 4,097 additional individuals were eligible and enrolled into Medicaid during this fiscal year as a result of the new law.
- A State maintained Central Processing Unit assisted our agency by processing 723 (10%) Medicaid applications. In addition, the VaCMS system automatically processed and successfully completed 4,194 (39%) Medicaid renewal applications.
- Per state reviews, case records are found to be well organized and easy to follow. The staff are scanning required information into DMIS (Data Management Information System). The use of DMIS was identified as a strength with the majority of case information available in electronic file. Benefit Programs completed a tremendous goal of going paperless using DMIS and scanning which has saved on paper and storage space.
- Fraud collections continue to be high for FY2019 with \$193,187 being collected. A portion of Fraud Collections funds our Fraud Investigator positions. Seventeen fraud referrals totaling \$116,835 were referred to the Commonwealth Attorney for prosecution. Six were found guilty with \$36,604 recovered; eight are pending.

- SVSS AS/APS Unit received and processed 1,540 reports of adult abuse, neglect or exploitation in FY2019. Of these 1,341 were investigated with 664 being determined in need of services. The total number of referrals decreases but the number of investigations remained high. An average of 190 guardianships were monitored for the year.
- SVSS AS/APS Unit in the community continues to provide numerous presentations on Mandated Reporting, Scams, Financial Exploitation, and Neglect. An Adult Protective Services Investigative Team was created to handle criminal abuse, neglect and exploitation investigations with law enforcement. Joint displays with the Augusta County Sheriff's Office were set up in the community and at offices to raise awareness on World Elder Abuse Awareness Day. Continued to assist in sponsoring and hosting the annual BRCC GACAAA Adult Abuse Training in May. Participated in the Augusta County Sheriff's Office Community Forum on Scams in April and June of 2019. The agency initiated the first multi-disciplinary team for APS in conjunction with the Augusta County Sheriff's Office.
- Our VIEW program continues to be recognized for its performance in the state. VIEW participants' average hourly rate is \$10.22 which is \$2.97 higher than the minimum wage; increasing **\$.55** from last year.
- Our new grant, Medical Outreach and Financial Independence Program (MOFIP \$134,582) continues providing additional financial literacy assistance to VIEW participants and other eligible individuals in the community. The MOFIP grant hosted six Financial Literacy Sessions (total of 12 classes) through partnership with Habitat for Humanity. The Medical Case Management portion of this grant assisted four individuals with qualifying and obtaining SSI (Supplemental Security Income) through Social Security Administration.
- The department continues to successfully pursue, obtain and renew numerous grants/funding to provide services to the community. Grants and additional funding include VIEW Purchased Services, Fraud Free, Outstation Eligibility Worker at VCSB, Family Preservation and Substance Abuse & Supplemental Supplies, Adoption, Respite, IV-E Foster Care Training/Purchases, Independent Living, Safe & Stable Families, Medical Outreach and Financial Independence Program (MOFIP), and TANF Competitive Grant (Family Outreach and Employment Support Program). Total projected grant awards are \$1,194,458.
- From FY2018 to FY2019, the department achieved **cost savings** in various administrative expenses in the amount of **\$31,600**. In the last couple of years, we have been able to achieve cost savings of over \$30,000 each year. A substantial amount continues to be saved in postage (\$4,000 annually), office supplies (\$8,400 annually), and toner supplies/usage (\$11,800 annually) and refuse services (\$1,500 annually) due to state mailings, increased electronic filing which uses much less paper and toner, and switching to another less expensive vendor to decrease toner cost. Other areas of savings include changing our copying equipment vendor lease from Xerox to CIT using more Ricoh machines for a savings of \$5,900 annually.
- Technology accomplishments: Wifi connection for both buildings and new PoE (Power over Ethernet) switches for both buildings to power new IP phones. An RFP for a new telephone system contract was issued June 12, 2019.
- Numerous community presentations and informational meetings were provided to the community this past year including presentations to libraries, nursing and health care facilities, correctional centers, law enforcement agencies, schools, churches and CASA. The agency coordinates Child and Adult Protective Service trainings, coordinates and sponsors the Foster Parent Picnic, Annual Adoption Celebration, Camp Light Foster Care/Adoption Recruitment Event, Adult Services Annual

Client Christmas party, Santa to a Senior, and participates in numerous job, health and community fairs including Vendor Fall Fair at Waynesboro Country Club, Augusta County Fair, ACPR Senior Health Fair, Staunton Community Health Fair, Kid’s Matter Day, Sweet Dreams, Xtreme Fest, Buffalo Gap’s Reality Town Event, and Staunton Celebration of Lights.

- An Online Employee Exit Survey continues to be used to gain feedback and information on areas that may need improvements or changes to assist in retaining employees and strengthen the workplace.
- The agency initiated and developed two Facebook pages (one for the Department, one especially for Foster Care/Adoptions) this past year to enhance community information and knowledge of the agency through social media. Continued enhancements and additions to the Department webpage through the localities websites were made this past fiscal year.
- The new agency logo is being promoted in the community through correspondence, including letterhead, emails, and agency apparel. Since March 2018, agency staff have purchased \$7,248 in agency logo apparel which assists in promoting and recognizing our agency in the community.



Contacts:

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Lisa Dunn	Assistant Director	(540) 245-5838
Amber Bokelman	Benefits and Self-Sufficiency Program Manager	(540) 949-6664
Susan Hughes	Administrative Office Manager	(540) 245-5813

Locations:

Verona Office, Augusta County Government Center
 68 Dick Huff Lane
 P.O. Box 7 (mailing address)
 Verona, VA 24482

Waynesboro Office
 1200 Shenandoah Avenue
 Waynesboro, VA 22980

Last update January 2020

Children's Services Act Fund

Description:

The Children's Services Act (CSA) is a Virginia Law that provided for the pooling of eight specific funding streams, which purchases services for high-risk youth. These funds are returned to our localities with a required state/local match and are managed by local interagency teams. The purpose of the Act is to provide child centered, family focused, cost effective services to high-risk youth and their families. The CSA was initially codified as the "Comprehensive Services Act for At-Risk Youth and Families" in 1993 and was renamed effective July 1, 2015.

There are two tiers to the CSA system including the multijurisdictional Community Policy and Management Team (CPMT) which has administrative and fiscal responsibility for the local funds pool and is responsible for the development of local policy and procedures. This team is made up of at least one elected or appointed official or their designee and the agency heads or their designees from the local Department of Social Services, School System, Community Services Board (mental health), Court Services Unit (juvenile justice), local Health Department., a parent representative and where appropriate, a private provider. The second tier is the Family Assessment and Planning Team (FAPT) which is comprised of supervisory level staff from the same agencies as the CPMT as well as the parent and often a private provider. This team meets up to four times per month to discuss the strengths and needs of these children, determine what services would best meet the need, contract for services and maintain fiscal accountability for the services. Each child receiving services is reviewed for a continued need.

There are three main areas which make a child eligible for mandated funding. These include children who are in foster care, children who require services to prevent foster care and children who require a special education private day placement or residential through their Individual Education Plan. Mandated children must be served under the law, and each locality is mandated under State and Federal law to provide sum sufficient funding to meet the needs of these children. The CPMT may choose to fund other children that meet criteria as determined by the FAPT and may choose to fund services for children who are considered non-mandated.

The number of children served and the level of care required to meet their needs fluctuates from year to year. In Augusta County, we work diligently to serve our children in the community. Over the years our residential costs have decreased but we have seen a significant rise in our treatment foster care costs. In addition, the number of children in need of a special education private day placement has increased significantly. Our teams also work to respond to our Courts as they seek input in how to best serve court involved youth and their families. Our CSA staff provide utilization review on all residential, therapeutic foster care and community based services to ensure that our children are receiving the services recommended, that the services are helping families reach identified goals and that the services are cost-effective and end when the goals are met.

Goals:

- Continue training efforts of all CPMT and FAP Team members on CSA state and local policy.
- Host FAPT training day with guest speakers from Office of Children's Services (OCS)
- Increase communication with the courts in order to provide more effective services to children and families in the community.
- Continue to implementation and evaluation of strategic plan goals.
- Continue to participate in Independent Assessment and Care Coordination Team (IACCT) meetings to jointly decide with IACCT and FAPT whether or not residential placement is needed based on the resources in the community.
- Fill vacant Parent Representative seats on CPMT and Augusta County and Staunton FAPT.
- Effectively monitor the submission of Child and Adolescents Needs and Strengths (CANS) Assessments.

- Maximize use of alternative funding streams to decrease CSA costs.
- Assist in implementation of Family First Legislation.
- Recruit providers for services eligible for IV-E reimbursement under Family First.
- Assist with attempts to secure grant funding to bring additional resources to the community.

Budget Summary:

Item	FY2018 - 201 Expenditures	FY2019- 2020 Adopted	FY2019-2020 Revised	FY2020-2021 Recommended	% Change from FY2020
Operating	\$4,947,135	\$5,000,000	\$5,750,000	\$5,750,000	13%
County Transfer	1,749,869	1,550,000	2,067,000	1,500,000	0%

***The use of County reserves are reflected in the Fiscal Year 2021 County transfer, for further details see the County Administrator’s letter to the board.

Service Levels and Performance Measures:

	FY2014-2015	FY2015-2016	FY2016-2017	FY2017-2018	FY2018-2019
Total Children Served	199	204	206	205	185

Accomplishments:

- CPMT completed all OCS online training modules.
- Met with local J&DR Court judges to discuss ways to improve case review and service delivery on CHINS cases.
- Filled vacant Private Provider Representative Seat on CPMT.
- Incorporated review of statistics from CSA Dashboard into CPMT meetings.
- Completed Self-Assessment Audit Validation with OCS.
- Completed Promoting Safe and Stable Families grant application and needs assessment to secure grant for additional five years.

Contact Information:

Crystal Breeden, CSA Coordinator

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Schools Operating Fund

Description:

The School Operating Fund consists of local fund support derived through the transfer from the County’s General Fund, State, Federal, and other operating support for Augusta County Public Schools. Augusta County’s per pupil expenditure was \$10,989 for fiscal year 2017-2018.

Augusta County Public Schools is comprised of nine elementary schools, four middle schools, five high schools and a vocational school and a governor’s school. The projected daily membership for funding the upcoming school year is 9,840 students, excluding regional special education, preschool, and 4-year old programs. The overall student/teacher ratio is 21:1.

Goal:

To prepare a budget that is responsive to the current economic conditions and the corresponding available revenues from the local, state and federal governments. During the 2020-2021 budget development process, the Augusta County School Board will seek to:

- Increase instructional focus on deeper thinking and learning, emphasizing the Profile of an ACPS Learner through innovative teaching strategies, technology infusion, and social-emotional development;
- Continue to strive towards improvement of salary scales while maintaining/improving benefits for all employees;
- Begin process for the addition of two new middle school wings at Buffalo Gap High School and Riverheads High School;
- Address maintenance/capital infrastructure needs; by completing Priority I Maintenance needs on an annual basis, and begin process for capital and equipment/curriculum renovations at Valley Career and Technical Center and Shenandoah Valley Regional Governor’s School.

Budget Summary:

	FY2018-2019 Expenditures	FY2019-2020 Adopted Budget	FY2019-2021 Amended Budget	FY2020-2021 Adopted Budget	% Change from FY2020
Instruction	\$87,152,822	\$89,441,817	\$90,098,164	\$92,473,220	2.6%
Administration	2,835,378	2,948,779	2,905,137	\$2,970,938	2.3%
Health Services	1,504,757	1,680,036	1,725,368	\$1,761,807	2.1%
Pupil Transportation	6,572,125	6,636,028	6,619,419	\$6,798,680	2.7%
Operations & Maintenance	8,494,359	9,393,547	9,401,815	\$9,684,852	3.0%
Total	\$106,559,441	\$110,100,207	\$110,749,903	\$113,689,497	2.7%
County Transfer-operating	\$42,736,475	\$44,077,758	\$44,197,758	\$45,544,333	3.0%

Service Levels and Performance:

In 2020-2021 the School Board Operating Fund will include more than \$113 million in financially related activities. A 2.0% salary increase was implemented in 2020-2021. The budget also provides 50% health insurance premium subsidies for employee spouses and dependents. The budget does provide continued support for the implementation of the digital transformation initiative. Financial activities include providing support for classroom instruction, pupil transportation, administration, health services, and facilities maintenance. Financial activities include processing accounts payable, accounts receivable, grant reimbursements, petty cash, payrolls, procurement functions, time clock administration, the administering of employee leave and benefit programs, 1099 reporting, Medicaid reimbursement submission, and the administration of property & casualty and workers compensation insurance and FMLA. Payroll and fringe benefit administration services are provided for the School

Board, the Shenandoah Valley Regional Program and Valley Career & Technical Center. Monthly payrolls are processed for more than 1,500 contracted employees and more than 700 part-time employees.

Fund 43 – School Nutrition Program

Description:

The School Nutrition Program accounts for all of the operations of the school food services program in the 18 schools. For fiscal year 2020-2021 school food services will be operating in 18 schools. It is an extension of the educational programs of the schools, and is operated under the federally funded National School Lunch Act and Child Nutrition Act. In addition, there is an a la carte food service program available at all schools. This federal program works closely with the County’s Treasurer’s Department to monitor all financial transactions and to develop formal collection procedures.

Goals:

The School Nutrition Program of ACPS will provide students the opportunity to enjoy nutritionally balanced, affordable, and delicious school meals that promote learning readiness and healthy eating behaviors.

To complement and support the education environment through providing students with dining experiences that will provide a social break to the school day in a friendly atmosphere with timely service of healthy choices and a variety of foods prepared and served in a safe manner.

To continue to operate as a self-supporting department within the school system.

Budget Summary:

	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Proposed	% Change from FY20
Operating	\$4,427,729	\$4,457,897	\$4,623,694	\$4,716,110	2.0%

Employee compensation expenditures for fiscal year 2020-2021 reflect an average 2% salary increase for SNP workers. The projected cost of health insurance premiums for employees is built into the 2020-2021 budget. Meal prices remain unchanged for fiscal year 2020-2021.

Service Levels and Performance:

This federal program provides subsidized and nutritious meals to eligible students at reduced or no cost. In the SY 2018-2019 there were 909,396 student lunches, 808,619 student breakfasts, and 22,826 adult meals served. Augusta County participates in the Shenandoah School Food Buying Co-operative in order to keep costs as low as possible. The Co-operative evaluates, bids, and purchases foods and supplies as one purchasing entity to take advantage of volume pricing. The food service program employs 111 full-time employees and 10 part-time employees. The SNP offers an apprenticeship program that offers on-the-job and classroom training.

Fund 44 – School Capital Improvement Fund

Description:

The School Capital Improvement Fund provides a mechanism by which capital improvement projects are funded. These projects can include the construction and/or renovation of facilities which results in the increased value or increased useful life of such facilities. In addition, funds can be expended for the purchase of school buses, one-time technology upgrades, infrastructure improvements, and major equipment. The nature of these expenditures is non-reoccurring. The fund serves as a mechanism by which transfers from the County’s School CIP account are made to the school division in order to address major capital needs.

Goals: To provide safe, functional, and properly maintained facilities that properly accommodates the student population while facilitating the educational process.

Budget Summary:

	FY2018-2019 Expenditures	FY2019-2020 Adopted	FY2019-2020 Revised	FY2019-2020 Proposed
Capital	\$199,387	\$362,468	\$2,050,061	\$1,503,488

Service Levels and Performance:

Fiscal Year 2020:

The Revised FY20 budget includes \$241,811 in Local Revenues representing payments from the leasing of space at Beverley Manor for a cellular telephone tower, return of Augusta County Schools’ share of the Genesis program ending fund balance, and contributions from the Wilson Memorial High School Athletic Boosters and donations related to the cost of construction of the new concession stand. Projected revenue from the leasing of the school division’s Educational Broadband Spectrum is \$15,696. E-Rate revenues reflect a partial reimbursement by the Federal government for the upgrade/replacement of the division’s technology network infrastructure. There is a transfer from the County CIP account in the amount of \$113,683 for the County’s share of costs associated with upgrades to the old Riverheads Elementary School facility, the Wilson Memorial High School Concession project, the installation of a new handicapped accessible playground at Clymore Elementary, and Special Projects at Buffalo Gap which include replacement of the baseball backstop, softball field accessibility, and development of athletic fields near the softball field. A transfer from the County’s Operating Fund in the amount of \$1,080,000 is earmarked for the purchase of 12 new school buses.

The Revised FY20 expenditure budget includes \$463,172 associated with the technology infrastructure upgrades. FY20 will be the first year of a seven-year lease to upgrade and maintain the division’s network. The purchase of 12 school buses is budgeted to be \$1,010,016. Under Grounds Services \$45,916 is budgeted to purchase and install a handicapped accessible playground at Clymore Elementary. The installation of a storm water retention pond at Cassell

Elementary is budgeted to be \$35,000. The cost of remediating storm water runoff at Riverheads Elementary is budgeted to be \$147,200. The Revised FY20 budget includes a \$24,093 expenditure for infrastructure improvements to include replacement of the baseball backstop, softball field accessibility, and improvements to other athletic fields. The projected cost of construction of the new concession stand/ restroom facility at Wilson Memorial High School is \$260,000 (\$75,000 of this cost will be offset through contributions from the County of Augusta, the WMHS Booster Club, and local donations).

Total expenditures for revised FY20 are \$2,050,061.

Fiscal Year 2021:

The Proposed FY21 budget includes \$11,040 in revenues generated from the cellular telephone tower at Beverley Manor and \$16,167 in revenues from the leasing of the Educational Broadband Spectrum. The County of Augusta has appropriated \$1,080,000 towards the purchase of 12 school buses.

The Proposed FY21 expenditure budget includes \$463,172 associated with the technology infrastructure upgrades. FY21 will be the second year of a seven-year lease to upgrade and maintain the division's network. The purchase of 12 school buses is budgeted to be \$1,040,316.

Total expenditures for proposed FY21 are \$1,503,488.

Debt Fund

Description:

The Debt Service Fund is used to account for all debt service related costs associated with public school projects and County capital projects.

Budget Summary:

	FY2018 - 2019 Expenditures	FY2019 – 2020 Adopted	FY2019- 2020 Revised	FY2020 - 202 Recommended	% Change from FY2020
Operating	\$9,426,206	\$8,541,506	\$8,538,143	\$7,956,961	-7%

Fund 47 – Head Start Fund

Description:

Head Start is a national program administered by the Office of Head Start within the Administration for Children and Families (ACF) office of the U.S. Department of Health and Human Services. The Shenandoah Valley Head Start program is operated by Augusta County Public Schools as grantee. The **Head Start** program partners with seven public school divisions to provide comprehensive services for low-income children, ages three and four, prior to entry into kindergarten.

In the spring of 2015, Augusta County and Shenandoah Valley Head Start received an **Early Head Start – Child Care Partnerships (EHS-CCP)** grant. This program provides for enhanced full day and full-year services to very young children, aged 6 weeks to 3 years, in community-based licensed childcare settings.

Goal:

The SVHS and EHS-CCP program will provide a program that is aligned to federal regulations and responsive to the economic conditions and corresponding available supporting resources provided by the host public school divisions and communities.

The programs will maintain current instructional, health support, family support, and provide staff training.

The Early Head Start – Child Care Partnerships budget will implement high quality full-day and full-year services focused on overall child development, health promotion, family support, and staff training in the partnership sites.

Head Start and Early Head Start will emphasize school readiness and parent, family and community engagement to support the academic trajectory of children impacted by poverty.

Budget Summary:

	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 – 2021 Proposed	% Change from FY2020
Head Start Operating	\$2,273,280	\$2,338,009	\$2,650,769	\$2,396,201	-1.6%
EHS – CCP Operating	\$811,370	\$642,747	\$921,756	\$714,364	-22.5%

Employee compensation expenditures for fiscal year 2020-2021 parallel the rate changes for employees in the School Operating budget.

Service Levels and Performance:

In 2019-2020 the Shenandoah Valley Head Start and Early Head Start – CCP provided comprehensive preschool services to 254 Head Start children and 32 Early Head Start children who meet federal poverty criteria for enrollment in the program at no cost to the family. The activities provided include classroom instruction, health services, family and child support, staff development and parent training, acquisition of program technical assistance, and operational and maintenance services. Financial activities include meeting personnel, fringe, contractual, travel, supplies, equipment, and training costs associated with maintaining a regional comprehensive preschool program operating a birth to five continuum that meets the Office of Head Start performance standards.

Fund 48 – Governor’s School Fund

Description:

The Governor's School Fund plays a critical role in enhancing the educational experience students receive. This fund directly supports student participation in curricular and co-curricular activities; updated technology and equipment; and professional development and is designed to meet the unique needs of gifted and highly motivated students. Students may attend in one of two broad curriculum areas: the Arts and Humanities program or the Sciences program.

Goals:

The Shenandoah Valley Governor’s School is dedicated to leadership in innovative instructional practices and effective service to students and teachers. The facility, schedule, teacher-student relationships, organization, and course offerings focus on the special attributes and needs of advanced learners and highly motivated students. SVGS is working to develop creative solutions for current fiscal challenges which offer future opportunities or provide long term possibilities in providing resources for instruction, staff, technology, and capital improvements.

Budget Summary:

	FY2018 – 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 – 2020 Revised	FY2020 - 2021 Proposed	% Change from FY2020
Operating	\$1,528,360	\$1,705,658	\$1,691,818	\$1,797,776	6.3%

Employee compensation expenditures for fiscal year 2020-2021 parallel the rate changes for employees in the School Operating budget.

Service Levels and Performance:

SVGS is a regional program that will serve 240 high ability students (148 Augusta County) in grades 11-12 from 3 local school divisions. In addition, SVGS provides enrichment and outreach to gifted students in 25 area elementary and middle schools.

County's Capital Improvement Fund

Description:

The County Capital Projects Fund is used to account for the construction or renovation of major capital facilities. These projects include major building repairs such as roofs, repaving of parking lots, replacement vehicles such as fire and rescue apparatus, and construction projects such as landfill expansion. Funding is provided by grants, loan proceeds and a transfer from the general fund.

Budget Summary:

Item	FY2018 - 2019 Expenditures	FY2019 - 2020 Adopted	FY2019 - 2020 Revised	FY2020 - 2021 Recommended	% Change from FY2020
Capital	\$6,763,413	\$8,981,196	\$15,085,510	\$7,353,040	-22%
Transfers	2,076,179	1,510,579	1,258,216	1,342,696	-13%
Total	\$8,839,592	\$10,491,775	\$16,343,726	\$8,695,736	-21%

*** Capital budget includes funding depreciation accounts for future equipment replacements and building improvements. Middle River Regional Jail member buy-in payments are to be appropriated for future expenditures: one-third operating reduction, one-third future expansion savings and one-third County depreciation allocation.

***Transfers are: 1) to cover debt service in Debt Fund, including School Financing, Greenville Sewer, Mill Place Water Tank and Rt. 636 and 2) to fund the School Board's depreciation.

CAPITAL IMPROVEMENT PROGRAM:

- The County will develop a five-year plan for capital improvements and update each annually.
- The County will coordinate the development of the capital improvement budget with the development of the County's operating budget. Future operating costs associated with the new capital improvements will be projected and included in operating budget forecasts.
- 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.
- The Planning Commission will review and approve the five-year plan before submission to the Board of Supervisors.

See Additional Attachment following the Capital Budget Letter for Capital Projects Detail

Funding sources for capital projects include: cash payments, long-term borrowing, current revenues, grants, private donations, capital leases and various other methods.

County Capital Improvement Plan and Budget Letter to the Board

COUNTY OF AUGUSTA, VA

18 Government Center Lane
P. O. Box 590, Verona, Virginia 24482-0590
(540) 245-5618, FAX 245-5621



March 30, 2020

M E M O R A N D U M

TO: **BOARD OF SUPERVISORS**

FROM: Timothy K. Fitzgerald, County Administrator

COPY: Augusta County Planning Commission

SUBJECT: **CAPITAL IMPROVEMENTS PLAN AND BUDGET**

The recommended Capital Improvements Budget for Fiscal Year 2020-21, along with the Capital Improvements Plan for the five years 2020-21 through 2024-25, is submitted for the Board of Supervisors' consideration (**attachment**). I am also forwarding the CIP to the Planning Commission for their review and consideration as it relates to the Comprehensive Plan.

A CIP offers a systematic approach to planning and financing capital improvements. Although capital improvement programming cannot totally eliminate inefficiencies and the element of chance, a well-prepared CIP can offer advantages such as:

- Anticipating future capital facility needs
- Correlating projects to community goals, financial capabilities and anticipated growth
- Eliminating duplication and poorly planned expenditures
- Encouraging cooperation with other governmental units
- Establishing work schedules and cost estimates
- Facilitating Federal and State Grants
- Facilitating private sector improvements consistent with the Comprehensive Plan
- Developing public support for capital expenditures

A funded or partially funded CIP can also serve as a "rainy day" fund for operating budgets in times of fiscal stress. Since 1990, there has been seven times that CIP earmarked funding has been used to offset operating budget revenue needs:

FY93-94	\$ 400,000
FY03-04	\$ 278,000
FY09-10	\$ 751,750
FY10-11	\$ 623,000
FY11-12	\$ 834,913
FY12-13	\$ 277,940
FY14-15	<u>\$1,296,421</u>
	\$4,462,024

This represented a reduction of \$4,462,024 in previously committed Capital funding. The Board allocated re-occurring capital funding of \$1.7 in the FY19 budget and an additional \$1.1 million with the FY20 budget to offset a portion of the total capital funds previously used for operating. There still remains \$1.7 million in reoccurring capital funding need to fully refund the capital account. This equates to a little more than 2¢ on the tax rate (4¢ including School funding).

The relationship between Capital and Operating budgets is always fluid. When “year end” fund balances occur, the CIP’s depreciation accounts (DA) have been the primary beneficiary. These accounts include: Electoral Board Automation, Sheriff’s Department Equipment, Fire/Rescue Equipment, Emergency Communications Equipment, Geological Information System (GIS) Equipment, Information Technology (IT), Library Automation, Vehicle Depreciation, Security Equipment, Parks and Recreation and Building Maintenance (HVAC, Roof, Carpet and Tile, Lighting, etc.).

2020-21 CAPITAL BUDGET SUMMARY

Specifically, the proposed capital improvement budget for Fiscal Year 2020-21 identifies needs totaling \$24,859,000. The amount of funds represented by the five-year CIP is \$99,055,000. Because the CIP is a multi-year planning document, the Board has the flexibility to modify its five-year priorities as circumstances dictate. To fund the capital budget, year-end fund balances and reassessments revenues have been supplemented by designated revenues, i.e., one third of consumer utility taxes, one third of BPOL license taxes, 90% of meal taxes, a portion of lodging taxes, rental income and the 1997 NADA TPP adjustment.

For Fiscal Year 2020-21 the following funding sources are earmarked for capital projects:

<u>General Operating</u>	<u>FY20-21</u>
Consumer Utility (1/3) (1993)	\$ 817,000
Business, Professional & Occupational License Tax (BPOL) (1/3) (1993)	1,267,000
Meals Tax (90%) (1992/1998)	2,025,000
General Reassessment (1993)	2,300,000
General Reassessment (1997)	1,210,000
TPP NADA Adjustment (1997)	950,000
General Reassessment (1/2-2001)	919,000
General Reassessment (2005)	2,424,000
Rental Income	256,000
Lodging Taxes	10,000
Revenue Recovery	200,000
Real Estate (2015)	898,350
Real Estate (2018)	1,704,685
Real Estate (2019)	1,125,000
	- 400,000 (1)
	- 278,000 (2)
	- 751,750 (3)
	- 623,000 (4)

- 834,913 (5)
 - 277,940 (6)
 -1,296,421 (7)
-7,256,250 (8)
 \$ 4,387,761

- (1) Reflects FY 93-94 CIP reductions to offset operating budget needs.
- (2) Reflects FY 03-04 CIP reductions to offset operating budget needs.
- (3) Reflects FY 09-10 CIP reductions to offset operating budget needs.
- (4) Reflects FY10-11 CIP reductions to offset operating budget needs.
- (5) Reflects FY11-12 CIP reductions to offset operating budget needs.
- (6) Reflects FY12-13 CIP reductions to offset operating budget needs.
- (7) Reflects FY14-15 CIP reductions to offset operating budget needs (School Board).
- (8) School Debt – Phases I, II, III, IV, V and VI.

In 1993 and 1997, the Board authorized 100% of the general reassessment for capital improvements. In 2001, the Board authorized 50% of the general reassessment for capital improvements (the remaining 50% was earmarked for teacher salaries). With the construction of Wilson Middle School, and renovations/expansions to Stuarts Draft and Wilson Memorial High Schools, \$2,424,000 of the 2005 reassessment was earmarked for school debt.

As previously stated, the CIP is a plan (versus the Capital budget) and it is a valuable exercise to identify needs regardless of the current funding availability. Doing so ensures that capital and infrastructure needs are not ignored and reminds us what future needs are on the horizon. The Capital Budget Fund had a December 31st balance of \$29 million. This fund can be broken down into a number of categories:

1. Infrastructure Accounts
2. Matching Grants (Recreation, ACSA and VDOT)
3. Depreciation Accounts
 - Board of Elections Automation
 - Library Automation
 - Fire-Rescue Equipment
 - Emergency Communications
 - Sheriff's Department Equipment
 - GIS Equipment
 - Parks and Recreation
 - IT Equipment
 - Security Equipment
 - Vehicles
 - Building/HVAC
4. Specific Capital Projects:
 - Landfill
 - Courthouse
 - Solid Waste Centers
 - County Schools
 - Flood Control Dams/Stormwater Management
 - Fire Training Center
 - Government Center
5. Grant Matches
 - Fire and Rescue Equipment - Volunteers

- Hazardous Materials and Equipment
- Roads
- 6. Debt
 - Regional Jail
 - Juvenile Detention Home
 - Blue Ridge Community College
 - County Court Complex
 - Route 636 Road Project
 - Mill Place Commerce Park Water Tank
- 7. Reserves
 - Children Services Act
 - Department of Social Services
 - Economic Development
- 8. Regional Projects
 - Tourist Information Center
 - Firing Range

Also attached is a list of CIP projects and allocations based upon available Fund Balance and reoccurring CIP funding availability (**attachment**). It is significant to note that the CIP has an “unfunded” balance of \$15.5 million.

The following is an overview of the CIP by project area:

INFRASTRUCTURE

The seven infrastructure accounts allow Board members the flexibility to address unique problems and needs in their magisterial districts. These accounts have also been used to study problems, leverage other funding sources and expedite projects. Since FY2010, funding for this account has been substantially reduced:

	<u>Per District</u>	<u>Total</u>
FY2010	\$100,000	\$ 700,000
FY2011	\$100,000	\$ 700,000
FY2012	\$ 50,000	\$ 350,000
FY2013	\$ -0-	\$ -0-
FY2014	\$ -0-	\$ -0-
FY2015	\$ 25,000	\$ 175,000
FY2016	\$ 50,000	\$ 350,000
FY2017	\$ 50,000	\$ 350,000
FY2018	\$ 50,000	\$ 350,000
FY2019	\$ 50,000	\$ 350,000
FY2020	\$ 50,000	\$ 350,000

PUBLIC WORKS

A) **Stormwater**

Stormwater management continues to be a significant state and local problem. Many of our older subdivisions have inadequate storm drainage systems, or the systems are in need of repair. In addition, regional stormwater management planning, especially for areas

in industrial, commercial, and small lot residential subdivisions, continues to hold promise, particularly when a public/private partnership presents itself as a viable option. This account provides seed money or leverage to address these issues.

Up to \$40,000 a year has been earmarked in the past to fund Stormwater projects under this program, individual projects up to \$20,000 have been eligible for this funding. Projects above this amount require Supervisor funding from their individual infrastructure accounts or public-private partnerships.

B) **MS4**

In 2014, the County became a regulated Municipal Separate Storm Sewer System (MS4) community and a Virginia Stormwater Management Program (VSMP) Authority. These programs, which are mandated by state code, significantly increase the required level of investment in stormwater management infrastructure, and will require that the county plan for the associated long term maintenance responsibilities. In addition, the VSMP program will lead to additional privately funded facilities for the county to maintain in residential subdivisions.

The MS4 program, in order to meet Total Maximum Daily Load (TMDL) discharge limits, will require significant investment on the County's part for planning, design, construction and maintenance. The MS4 area is approximately 8,800 acres and the MS4 plan focuses primarily on retrofit or older stormwater management measures to meet the required pollutant reductions. The estimated cost to implement the current TMDL listed projects totals \$2.6 million. The County is continuously examining into new opportunities to minimize upfront costs along with long-term maintenance for these practices.

The MS4 program seeks to minimize the discharge of pollutants through and from the MS4 area into state waters. This program must include six elements, or "Minimum Control Measures"

- Public Education and Outreach
- Public Participation / Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Pollution Prevention / Good Housekeeping

In order to determine the precise needs and priorities for improvements, the County can explore the feasibility of carrying out more detailed studies of countywide stormwater management needs. The cost of a countywide study could exceed \$1 million. The industry standard to maintain stormwater infrastructure averages \$30/acre/year to \$150/acre/year depending upon density. Considering the acreage for both the MS4 regulated area and the Urban Service Areas (41,000 acres plus/minus) the cost would be \$1,230,000 to \$6,150,000 annually. Many communities are enacting stormwater management fees to offset the construction and maintenance cost of these facilities. Funding for implementation of the program is included in current and future capital budgets.

C) Roads

Roads continue to be a priority of the Board and our citizens. Statewide, the competition for Smart Scale and Revenue Sharing funding is intense. Augusta County has aggressively sought additional VDOT funds by participating in the Revenue Sharing program (50% local match).

In the latest round of Smart Scale applications, the County applied for 4 projects which included, Rt. 254 and Rt. 640 intersection improvements, short (additional lanes entering and exiting the complex) and long-term improvements (new alignment for secondary access) to the Woodrow Wilson and Workforce Rehabilitation Center, and improvements to Rt. 256 from the northbound I-81 ramps to Triangle Drive.

The County was successful in receiving funding for the short-term WWRC improvements through the Smart Scale funding process. Additional projects that are currently on the approved list are the I-81 exit 235 turn lanes and the intersection of Mill Place Parkway, Route 612, and the Woodrow Wilson Roundabout.

Smart Scale funding is open for application every two years with the next round of submissions due in the summer of 2020. We will continue to develop projects and prepare them in order to have solid applications for funding in the future.

EDUCATION

Since 1992, the County has authorized \$182.2 million in bonds for School construction projects. Projects include:

PHASE I (\$2.4M)

Stuarts Draft Middle
Cassell Elementary
Riverheads Elementary
Beverley Manor Middle
Wilson Elementary

PHASE III (\$25.2M)

Ft. Defiance High
Buffalo Gap High
Riverheads High

PHASE V (\$58M)

Wilson Middle School
Stuarts Draft High
Wilson High

PHASE II (\$14.7M)

Stuarts Draft Elementary
Clymore Elementary

PHASE IV (\$24.3M)

North River Elementary
Craigsville Elementary
Stump Elementary
Churchville Elementary

PHASE VI (\$60.5M)

Wilson Middle School
Wilson Elementary School
Riverheads Elementary School
Cassell Elementary School

In June 1990, School debt totaled \$5,639,604. As of June 2019, School debt totaled \$69.7 million. Since 1990, principal and interest costs have increased from \$876,000 in FY90 to \$8.7 million in FY19.

The Board, on September 22, 2010, authorized the School Board to proceed with Capital Improvements within the Board of Supervisors currently authorized annual debt appropriation (\$7,256,250).

PUBLIC SAFETY

A) Detention

The Middle River Regional Jail opened in 2006 at a bonded cost of \$19.1 million. The debt payment is \$1,956,000 annually of which Augusta County's share is \$665,806 based upon our three-year average of prisoner days (34.83%). The DOC's "out-of-compliance" backlog in local and regional jails continues to exist and Jail staff proactively works with DOC to have as many inmates transferred as possible. With Rockingham and Harrisonburg joining the Authority, our percentage of debt has dropped from 39.41% to 34.03%.

Due to the rising inmate population there has been a significant increase in expenditures for the Regional Jail. Costs for medical care, food, supplies and utilities are directly related to the population housed. Future plans for out-side bed rentals or expanding the facility are under consideration by the Authority.

B) E-911

The next step in improving the E-911 system will be to bring the existing system to an IP based solution, which will allow for capabilities such as GPS location, text messaging and database queries to meet radio users expectations. The Emergency Communications Center narrow banded its Motorola analog UHF wide band simulcast radio system. The Center has seven frequencies, with one talk around frequency. Federal grant money is only available for Project 25 (P25) capable equipment, which supports analog, repeater, and simulcast voting topologies. Upgrades are needed to the existing system to an IP based solution and opens up options to add more sites, more equipment, more channels and more features. It allows for the ability to link to other networks for mutual aid and regional or statewide networks.

In addition, the Virginia General Assembly adopted legislation that requires each Public Safety Answering Point (PSAP), by July 1, 2020, to be able to receive and process calls for emergency assistance sent via text message. The Commonwealth of Virginia's NG911 deployment plan offers the Next Generation ESI-net solution throughout Va. as a solution that will facilitate a transition from legacy 9-1-1 networks to networks capable of supporting multimedia emergency services for Augusta ECC deployment.

C) FIRE AND RESCUE

The recommendations proposed in previous fire and rescue studies, as well as the Strategic Plan recommendations suggested in recent years, continue to impact the operating budget, as well as the capital budget. While this is recognized and accounts have been established in capital for apparatus, the Training Center, and volunteer equipment, the needs associated with maintaining and supporting a combination system continue to escalate.

Fire and rescue station infrastructure; 17 stations total countywide, 4 of which are County owned, are aging and need to be considered with regard to future upgrades and/or new construction.

In addition to having the following County owned fire apparatus; 4 Engines, 1 Tanker, 2 Squads, 2 Ladder Trucks, and numerous other support fire related apparatus, Augusta County Fire-Rescue has acquired ten (10) County owned ambulances over the past several years. These ambulances are providing service delivery from both County owned stations, as well as through partnerships with volunteer stations.

The Training Center and Training Division, inclusive of both fire and EMS remain a key element in assuring that both the career and volunteer system have the resources and facilities to deliver necessary training to provide skilled and capable personnel to meet present and future public safety needs.

D) **COURTS**

Capital costs to address the three courts projects will be significant. Capital funding has been set aside to begin the design and construction process. The temporary courts facility will be ready bid during FY2020. Work could progress on a new Courts facility during FY2021. It is anticipated debt service will be included in the FY2021 or FY2022 budget.

E) **LANDFILL**

The landfill has transitioned over the years from just Augusta County, to Augusta County/Staunton, and to the current Regional Landfill including Augusta County/Staunton/Waynesboro. Many improvements have occurred over the years to include development of the public use site.

The Augusta County Service Authority manages the landfill. Currently ACSA is actively filling in Phase 4. Phase 5 construction has been budgeted and is planned to occur in FY23. ACSA actively works to reduce tonnage, improve compaction and find other ways to increase the longevity of the landfill.

The landfill owners share in capital and operating costs. All owners are also required to set aside funding for closure and post closure expenses of the new landfill. The County and Staunton are obligated to fund all post closure expenses on the old landfill phases as Waynesboro was not a part of those Phases.

OTHER CATEGORIES

This category represents funding for a variety of County projects. The following is a brief synopsis:

- A) **IT/GIS** – With technology rapidly changing, it is imperative we stay proactive in order to provide the best resources to both County staff and County residents. With Server and PC platforms changing so quickly, we find ourselves in a near constant cycle of replacement and upgrading of our equipment. We have also added many door security and cameras

over the years. This equipment resides on our network and is our responsibility. During the past several years we have assigned toughbooks to over 100 users between Sheriff's office and Fire/Rescue personnel. We have moved our network to a virtual environment in hopes of providing the most stable backbone possible. At the same time, we move forward with Disaster Recovery needs with 'Off Site' replication, for both the network and financial system. Our web usage continues to improve the communication between the county, citizens and businesses. GIS continues to be a dependable resource for staff and citizens. Improved efficiency and quality of our data have come as a result of the high demand.

Cyber Security is now at the forefront of every aspect of the IT department. With the rapid and constant changing threats in the cyber world it is imperative that we be as proactive as possible to prevent an attack on the county's network. The fact that the threats are constantly changing requires that we are constantly changing. System improvements and end user training continue to be extremely important to protecting the County's IT infrastructure, software systems and data.

- B) **BLUE RIDGE COMMUNITY COLLEGE** –Localities served by the Community College are responsible for the non-general costs of site work associated with projects, i.e. utility extensions, parking lots, roadways, external lighting, sidewalks, etc. Augusta County's share remains at \$137,585 a year.
- C) **LIBRARY** – The Library's six, soon to be seven, physical locations are community hubs and technology centers for county residents, while self-service online collections cater to area residents who are unable to travel to the library in person.

As technology evolves, so do the unique needs of the Augusta County residents who feel the effects of the digital divide due to financial restraints or lack of digital literacy. Every day we provide classes or one-on-one support to those in need of new technology skills as they face changes in conducting business, navigating government services, or achieving educational goals. In order to provide quality service, the staff needs to remain current with advances in technology through careful evaluation of potential purchases and future services.

With the addition of the seventh Library in Weyers Cave and the new Strategic Plan, the Library Board of Trustees and staff will continue to determine the best methods of providing efficient and effective service to Augusta County. This includes a master plan for facility upgrades to keep pace with the demands for more community space and varied technological needs.

- D) **RECREATION FACILITIES** - In partnership with the Facilities Management Department, Parks and Rec assists in developing and maintaining County parks and recreational facilities. Parks are an avenue for citizens to enjoy the outdoors, gather as a community and participate in sports or wellness activities. The County has six parks: Natural Chimneys, Augusta Springs, Deerfield, Crimora, Stuarts Draft and the Trails at Mill Place Commerce Park. Essential capital needs for the older parks are becoming more significant.

Staff have seen a significant increase in requests for use of the Fishersville Gym facility over the past two years. This increase is reflective of the deficit in gym space that the County has compared to demand, especially within its urban growth areas. Staff would expect this need to be accurately reflected and conveyed through a revised Master Plan based on citizen survey responses and then a public meeting. Major renovations would be needed for this facility to continue hosting the current uses and meet code requirements while providing a safe and comfortable environment for citizens.

The County's Comprehensive Parks, Recreation, & OpenSpace Master Plan (2003) needs to be revisited and updated. This plan should serve as the "blue print" for future recreation facilities.

The Parks and Recreation Commission continues to serve as a resource for the allocation of recreation grants to community groups which have dedicated their time and energy to promoting recreation opportunities for our citizens. Since the program was initiated, over \$2.5 million has been authorized leveraging an estimated \$4.8 million in community, individual and corporate contributions.

- E) **SHENANDOAH VALLEY REGIONAL AIRPORT COMMISSION** - The Airport Commission has been successful over the past several years leveraging local funds to secure significant State and Federal Grants to improve facilities at the Shenandoah Valley Regional Airport (SHD). Projects underway or recently completed include renovations to runways and hangar design/construction. The Airport Commission has a Master Plan for the Airport which identifies existing conditions, forecasts demand, and recommends facilities that will be necessary to meet such demand over the next 15-20 years. The development and approval of the plan is required by both the Federal Aviation Administration and Virginia Department of Aviation in order for the Commission to secure funding for future projects from both agencies. Augusta County partners with Rockingham County, Staunton, Waynesboro and Harrisonburg to operate the Airport.
- F) **UTILITIES** – The County's Infrastructure Accounts have traditionally covered minor water and sewer extensions. The County's Comprehensive Plan, as well as Economic Development initiatives, often requires a financial commitment from the Service Authority. In such circumstances, it would be appropriate to participate in cost sharing proposals. Additionally, the issue of fire flow may require public-private and County-ACSA partnerships to address. In 2015, ACSA provided the County with a detailed list of potential fire flow improvement projects in each district, noting those that also had economic development benefits as well. The County's prioritization of Weyers Cave as the focus of new industrial and commercial growth will also require an expansion of the Weyers Cave wastewater treatment plant, which cannot be funded solely through increased sewer rates for ACSA customers. County participation in the funding of this project will be critical in order to move forward.
- G) **BUILDING SINKING FUND** – The Building Sinking Fund has been established based upon depreciation costs associated with HVAC, carpet and tile, roofs, lighting, painting and paving. Replacement costs associated with solid waste/recycling container sites are also included in this account. Revenues generated from the rental of space at Government Center to Federal, State and Regional agencies contributes funding for this sinking fund.

- H) **GOVERNMENT CENTER** – Functionality of the Government Center continues to evolve. This account allows for funding of renovations and improvements to address Governmental space needs.
- I) **SOCIAL SERVICES BUILDING** – The current offices are located in a circa 1965 warehouse. The roofing system, along with HVAC systems, makes it extremely difficult to maintain and efficiently operate. A separate building is maintained by the City of Waynesboro. We continue to look for opportunities to provide a consolidated regional facility at some point in the future.
- J) **ECONOMIC DEVELOPMENT** – This account has been used to purchase and develop Mill Place Commerce Park. Funding from this account has been used in the past to grade several sites in the Commerce Park to make them “shovel ready” and complete a Master Plan update for the Commerce Park. Additionally, funds from this account assist in progressing the site readiness of other key sites throughout the County. Funding from this account can be used to provide the required local match should Commonwealth’s Opportunity Fund (COF), Industrial Road Access, Rail Access, or as other similar projects present themselves.
- K) **TOURISM** – The goal is to help attract new visitors to Augusta County and enhance their visitor experience with tourist information centers and support of other key attractions. In an effort to meet our moral obligation, any tourism funding not spent in any given fiscal year as part of the general fund is moved into a tourism CIP for significant tourism projects.
- L) **GOVERNMENT BUILDINGS SECURITY** – Since 2001, Homeland Security has been a high priority and we continue to see a need for additional security equipment to protect against active shooters. The account is set up to fund camera, badge access systems, and notification systems, to name a few.
- M) **FLOOD CONTROL DAMS** – NRCS has completed improvements to Robinson Hollow, Inch Run, Toms Branch, Mills Creek, and Todd Lake dams. Hearthstone Lake is in the construction phase and is 90% complete. The non-Federal share for bringing dams into compliance is 35%. The State will participate with Augusta County in helping to offset the non-local costs for the facility (25%).
- N) **SOLID WASTE TRANSFER RECYCLING LOCATIONS** – Staff continually monitors the demand and functionality of the ten (10) solid waste collections sites. Nine (9) collection sites plus the Landfill recycle cardboard, mixed paper, aluminum, and metal. These collection sites also offer glass recycling that is reused as a engineered material at the landfill in accordance with Department of Environmental Quality guidelines. Staff and the Recycling Committee track the market for these commodities and manage revenues and expenses. Currently the resell of recyclables are low or in the negatives due to transportation and cost of processing. The County continues to balance costs and benefits for recycling.
- O) **VEHICLE SINKING FUND** – This account has been established for the replacement of law enforcement and other County vehicles.

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COUNTY OF AUGUSTA
CAPITAL IMPROVEMENTS PLAN
FISCAL YEARS 2021-2025

<u>PROJECT</u>	<u>FISCAL YEAR ENDING JUNE 30TH</u>					<u>TOTAL</u>
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	
<u>PUBLIC WORKS:</u>						
INFRASTRUCTURE	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	7,000,000
STORMWATER MANAGEMENT	123,000	123,000	123,000	123,000	123,000	615,000
LANDFILL	790,000	850,000	2,908,000	581,000	569,000	5,698,000
REVENUE SHARING-ROADS	500,000	500,000	500,000	500,000	500,000	2,500,000
SUB-TOTAL	2,813,000	2,873,000	4,931,000	2,604,000	2,592,000	15,813,000
<u>SCHOOL PROJECTS:</u>	<u>7,256,000</u>	<u>7,256,000</u>	<u>7,256,000</u>	<u>7,256,000</u>	<u>7,256,000</u>	<u>36,280,000</u>
<u>PUBLIC SAFETY:</u>						
JAIL (DEBT)	663,000	663,000	663,000	663,000	663,000	3,315,000
COURTHOUSE (DEBT CONTRIBUTION)	600,000	2,500,000	2,500,000	2,500,000	2,500,000	10,600,000
EMERGENCY COMMUNICATIONS (DA)	5,824,000	1,536,000	520,000	472,000	444,000	8,796,000
FIRE & RESCUE APPARATUS (DA)	6,229,000	495,000	406,000	398,000	372,000	7,900,000
FIRE/ RESCUE TRAINING CENTER II	81,000	40,000	40,000	40,000	40,000	241,000
FIRE/ RESCUE CAPITAL (VOL.)	200,000	200,000	200,000	200,000	200,000	1,000,000
SHERIFF'S DEPARTMENT (DA)	599,000	82,000	71,000	60,000	15,000	827,000
FIRING RANGE	10,000	10,000	10,000	10,000	10,000	50,000
SUB-TOTAL	14,206,000	5,526,000	4,410,000	4,343,000	4,244,000	32,729,000
<u>OTHER COUNTY PROJECTS:</u>						
G. I. S. (DA)	11,000	8,000	7,000	4,000	4,000	34,000
BLUE RIDGE COMM. COLLEGE	138,000	138,000	138,000	138,000	138,000	690,000
LIBRARY AUTOMATION/TECHNOLOGY (DA)	222,000	22,000	5,000	3,000	1,000	253,000
RECREATIONAL MATCHING GRANTS	210,000	210,000	210,000	210,000	210,000	1,050,000
RECREATIONAL COMM. CENTERS	148,000	18,000	18,000	18,000	18,000	220,000
RECREATION (DA)	1,489,000	55,000	55,000	53,000	42,000	1,694,000
SHEN. VAL. REG. AIRPORT COMM.	134,000	134,000	134,000	134,000	134,000	670,000
UTILITIES	200,000	200,000	200,000	200,000	200,000	1,000,000

COUNTY OF AUGUSTA
CAPITAL IMPROVEMENTS PLAN
FISCAL YEARS 2021-2025

PROJECT	FISCAL YEAR ENDING JUNE 30TH					TOTAL
	2021	2022	2023	2024	2025	
OTHER COUNTY PROJECTS (CONTINUED):						
INFORMATION TECHNOLOGY (DA)	419,000	1,000	1,000	1,000	1,000	423,000
FINANCIAL SOFTWARE REPLACEMENT	300,000	300,000	300,000	300,000	300,000	1,500,000
ECONOMIC DEVELOPMENT	300,000	300,000	300,000	300,000	300,000	1,500,000
TOURIST INFORMATION CENTERS	10,000	10,000	10,000	10,000	10,000	50,000
GOVERNMENT CENTER SECURITY (DA)	287,000	29,000	23,000	22,000	13,000	374,000
VEHICLE SINKING FUND (DA)	1,859,000	145,000	145,000	74,000	21,000	2,244,000
FLOOD CONTROL DAMS	100,000	100,000	100,000	100,000	100,000	500,000
BUILDING SINKING FUND (DA)	614,000	305,000	278,000	268,000	248,000	1,713,000
ELECTORAL BOARD VOTING EQUIPMENT (DA)	124,000	49,000	49,000	49,000	47,000	318,000
SUB-TOTAL	6,565,000	2,024,000	1,973,000	1,884,000	1,787,000	14,233,000
USES - GRAND TOTAL	30,840,000	17,679,000	18,570,000	16,087,000	15,879,000	99,055,000
SCHOOL BORROWING	7,256,000	7,256,000	7,256,000	7,256,000	7,256,000	36,280,000
V. D. O. T.	500,000	500,000	500,000	500,000	500,000	2,500,000
RENTS	256,460	256,460	256,460	256,460	256,460	1,282,300
REVENUE RECOVERY	200,000	200,000	200,000	200,000	200,000	1,000,000
GENERAL FUND REVENUE	3,912,849	3,912,849	3,912,849	3,912,849	3,912,849	19,564,245
GENERAL FUND BALANCE	18,704,691	5,543,691	6,434,691	3,951,691	3,743,691	38,378,455
TOURISM (MEALS/LODGING)	10,000	10,000	10,000	10,000	10,000	50,000
SOURCES - GRAND TOTAL	30,840,000	17,679,000	18,570,000	16,087,000	15,879,000	99,055,000

**CIP Accounts
#80000**

	FY21 Requested	FY19/20 Fund Bal.	FY21 CIP Budget	FY21 Grant/ Rev. Budget	FY21 Total Exp. Budget
Infrastructure Accounts @ \$50,000	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ 350,000
Recreation Matching Grants @ \$15,000	\$ 105,000	\$ -	\$ 105,000	\$ -	\$ 105,000
Total	\$ 455,000	\$ -	\$ 455,000	\$ -	\$ 455,000
Depreciation Accounts					
Electoral Board Voting Equipment	\$ 124,030	\$ -	\$ 25,000	\$ -	\$ 25,000
Library	\$ 221,524	\$ -	\$ -	\$ 17,000	\$ 17,000
Fire/Rescue Equipment	\$ 6,228,520	\$ 400,000	\$ 500,000	\$ 70,500	\$ 570,500
ECC	\$ 5,823,549	\$ 400,000	\$ 425,000	\$ 85,382	\$ 510,382
Sheriff's Dept. Equipment	\$ 610,672	\$ -	\$ 50,000	\$ -	\$ 50,000
GIS Equipment	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Parks & Recreation/Natural Chimney's	\$ 1,489,428	\$ 200,000	\$ 100,000	\$ -	\$ 100,000
IT Equipment	\$ 419,450	\$ 100,000	\$ 175,000	\$ 70,562	\$ 245,562
Financial Software Replacement	\$ 1,500,000	\$ 500,000	\$ -	\$ -	\$ -
Security Equipment	\$ 286,583	\$ 40,000	\$ 25,000	\$ -	\$ 25,000
Vehicles	\$ 1,859,000	\$ 400,000	\$ 175,000	\$ 103,500	\$ 278,500
Buildings	\$ 613,460	\$ 61,426	\$ 256,460	\$ -	\$ 256,460
Total	\$ 19,216,216	\$ 2,101,426	\$ 1,731,460	\$ 346,944	\$ 2,078,404
General Projects					
Landfill	\$ 1,139,543	\$ 190,364	\$ 400,000	\$ -	\$ 400,000
Fire Training Center	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Flood Control Dams	\$ -	\$ -	\$ -	\$ 392,000	\$ 392,000
Stormwater Management	\$ 613,000	\$ -	\$ 47,229	\$ -	\$ 47,229
Economic Development	\$ 300,000	\$ 250,000	\$ 200,000	\$ 69,918	\$ 269,918
Utilities	\$ 200,000	\$ -	\$ 100,000	\$ -	\$ 100,000
Tourist Information Center	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
Regional Firing Range (Fiscal Agent)	\$ -	\$ -	\$ -	\$ 52,000	\$ 52,000
VDOT Revenue Sharing	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Fire/Rescue Equipment-Volunteer	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000
Hazardous Materials Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Verona Sidewalk Project	\$ -	\$ -	\$ -	\$ 1,015,000	\$ 1,015,000
Government Center Expansion	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Watershed Grants	\$ 606,000	\$ -	\$ -	\$ 606,000	\$ 606,000
New Courts Complex	\$ -	\$ 1,500,000	\$ 600,000	\$ -	\$ 600,000
County Schools (Carryover)	\$ 576,019	\$ 576,019	\$ 54,745	\$ -	\$ 54,745
Contingency	\$ -	\$ -	\$ (1,965)	\$ -	\$ (1,965)
Total	\$ 4,384,562	\$ 2,516,383	\$ 1,610,009	\$ 2,144,918	\$ 3,754,927
Debt					
MRRJ (Jail) @ 34.03%	\$ 665,806	\$ 252,000	\$ 500,000	\$ 564,124	\$ 1,064,124
SVJC (Juvenile) @ 22.81%-debt pd 6/20	\$ -	\$ -	\$ -	\$ -	\$ -
BRCC @ 33.8%	\$ 137,585	\$ -	\$ 137,585	\$ -	\$ 137,585
Total	\$ 803,391	\$ 252,000	\$ 637,585	\$ 564,124	\$ 1,201,709
Grand Total	\$ 24,859,169	\$ 4,869,809	\$ 4,434,054	\$ 3,055,986	\$ 7,490,040
		\$ 4,379,309			\$ (137,000)
		\$ 9,249,118			\$ 7,353,040

Capital Projects Detail

The County has numerous Capital Projects ongoing that often cross fiscal years. Here are a few:

Natural Chimney Park Electrical Improvements- Under the direction of facilities management over \$10,000 worth of electrical upgrades were completed with only \$1,500 spent by the County along with labor and equipment. Black Bear Productions paid for the remainder of the costs due to the immediate benefit for their annual Red Wing Roots Music Festival.

New Roof at the Natural Chimney's Visitor Center- This project consists of a new roof for the current visitor's center. The entire roof was redesigned and as you can see from the before and after pictures, changed the entire look of the center. This project has been slated for completion in the spring of 2020 and will cost approximately \$100,000.



Before

After

Natural Chimney's Pool resurfacing-Another much needed project at the County's largest park. This project is approximately \$163,000 and being completed by National Pools. Once complete in the spring of 2020, this project will revitalize this amenity for the park. The Board of Supervisors also approved an addendum to this project in November 2019, to add a beach entry to replace the existing tot pool, this will turn the two structures into one large pool, and will include a water feature and bench seating. This change order added approximately \$79,000 to the total project.



Existing Tot pool



Existing pool



Construction progress December 2019

Fire and Rescue Pumper Replacement- Atlantic Coast Emergency Solutions/Pierce Manufacturing delivered a new pumper to Fire and Rescue in Early March 2020. This new fire engine will replace a 20-year-old model currently in service. Funding is from the Fire and Rescue Capital Account for approximately \$590,000.





Pending Projects

The County has several projects that are in various stages of design, procurement and or construction.

Stuarts Draft Pool Renovations-This pool built roughly 20 years ago has begun to show signs of wear, normal for its age. The liner is in need of replacement and is planned for the 2020-2021 off-season. The cost is not yet known but will be funded with the use of capital funds.

New Courts Complex- the County is currently in the design phase of a new courts complex that will greatly alleviate overcrowding of the current district courts building and the 1901 courthouse. The County recently obtained adjacent property near the district courts building that will aid in the design of this project. The County also continues to work on temporary facilities to house the courts during this project. This is a large project that will require debt service.



This is just one rendition of what the new courts complex could look like.

Verona Sidewalk project-the County has recently procured engineering services for this project. The next phase will be design and construction. This is an 80/20 VDOT cost share project. The County is still awaiting notification of approval from VDOT.

Contributions



Contributions							
GL NUMBER	DESCRIPTION	PREVIOUS YEAR FY/2017	PREVIOUS YEAR FY/2018	PREVIOUS YEAR FY/2019	FY2020 ADOPTED	Dept FY/2021	Admin FY/2021
		ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMMEND
081020-5677	GREATER AUGUSTA CHAMBER OF COMMERCE	1,124	1,124	1,100	1,100	1,100	1,100
081020-5679	SHENANDOAH VALLEY AIRPORT	134,080	134,080	134,080	134,080	172,132	172,132
081020-5698	FINE ARTS GRANT	10,000	9,500	9,500	10,000	10,000	9,500
081020-5700	AUGUSTA COUNTY FAIR	8,144	8,769	6,560	8,800	8,800	7,500
081020-5704	FIELDS OF GOLD AGRITOURISM	2,500	2,500	3,000	3,000	0	0
081050-5674	SHENANDOAH VALLEY PARTNERSHIP	73,815	73,815	73,815	75,013	75,013	75,013
081050-5675	SMALL BUSINESS DEVELOPMENT CENTER	12,000	12,000	12,000	12,000	12,000	12,000
092030-5602	MENTAL HEALTH SERVICES BOARD	177,100	184,185	191,555	197,000	395,430	197,000
092030-5604	VALLEY EDUCATION ALLIANCE	1,000	1,000	1,000	1,000	3,000	1,000
092030-5665	VALLEY PROGRAM FOR AGING SERVICES	31,250	31,250	31,250	31,250	40,000	31,250
092030-5673	BLUE RIDGE COMMUNITY COLLEGE	5,000	5,000	5,000	5,000	5,000	5,000
092030-5703	BRITE BUS-PDC TRANSIT	41,275	41,000	41,000	41,000	43,333	43,333
092030-5711	COMMUNITY CENTERS (FROM P&R)	10,000	10,000	10,000	10,000	8,750	8,750
092030-5714	CRAIGSVILLE MEALS TAX	27,591	26,284	23,058	23,058	22,606	22,606
092030-5715	VERONA FOOD PANTRY	39,540	39,540	39,540	39,540	39,540	39,540
092030-5717	VALLEY ASSOC FOR INDEPENDENT	0	0	0		2,000	0
092030-5720	CRAIGSVILLE PERSONAL PROPERT	30,961	32,606	34,573	34,573	37,337	37,337
092030-5750	LIONS OF VA-TAX EXEMPTION	782	728	700	658	616	616
092030-5751	OAK GROVE THEATER-TAX EXEMPT	2,567	2,567	2,567	2,788	2,847	2,847
092030-5756	VALLEY CHILDREN'S ADVOCACY C	0	0	2,000	5,000	6,528	5,000
092030-5760	CAP-SAW CONTRIBUTION	52,100	52,100	52,100	52,100	65,125	57,310



Providing Community-Based Mental Health, Developmental Disabilities and Substance Use Services
Serving Counties of Augusta & Highland and the Cities of Staunton & Waynesboro

10 January 2020

Misty Cook
Director of Finance
County of Augusta
Finance Department
18 Government Center Lane
PO Box 590
Verona, Virginia 24482-0590

Ms. Cook;

During Calendar Year 2019 Valley Community Services Board (VCSB) provided 205,650 services to 2,411 residents of Augusta County with one or more of the services on the attached list. This is a decrease of 88 distinct individuals (3.5%) served but an increase of 9,217 (4.7%) services provided as compared to CY2018 statistics. This information is gathered from VCSB's electronic health record and the data that is submitted monthly to the Department of Behavioral Health & Developmental Services.

In the same manner as other organizations which receive funding from the Commonwealth of Virginia, the exact amount of the funding to be provided to VCSB by the Virginia General Assembly through the Department of Behavioral Health and Developmental Services for FY2021 will not be known until the FY2021 budget amendments are approved by the Virginia General Assembly and Governor Northam. However, by utilizing \$7,132,007.00, the funding being provided to VCSB by DBHDS for FY2020, as the basis to calculate the minimum 10% local matching funds requirement; the total local matching funds being requested of the four localities served by VCSB for FY2021 is \$792,445.00.

When \$792,445.00 is distributed among the four localities according to the allocation methodology based on the population of each locality, the number of unduplicated residents from each locality VCSB served during CY2019, and the number of services the residents from each locality received from VCSB during CY2019; VCSB is requesting \$395,429.80 in local matching funds from Augusta County for FY2021 (/

have attached a separate sheet that details the calculation for all of the localities that are served by VCSB).

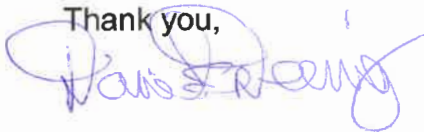
Also, please know the FY2021 draft budget included in the local matching funds request packet is a very early “estimate” of what the final VCSB FY2021 operating budget will be.

As in past years the local matching funds VCSB receives from Augusta County, Staunton, and Waynesboro are dedicated to the purpose of providing psychiatric evaluations and medication management to unfunded VCSB clients. Highland County funds are used for providing Outpatient Services in Highland County.

I realize the FY2021 request is again a significant amount of money, but without the important funding received from Augusta County, Highland County, the City of Staunton, and the City of Waynesboro; VCSB will be significantly challenged to help clients who are residents of the four localities to minimize behavioral crises and adequately perform activities of daily living so they can successfully remain in their home community.

Please do not hesitate to contact me at your convenience regards any questions or comments you might have, and I’ll be glad to schedule a meeting with you, Mr. Fitzgerald, and/or Ms. Whetzel to provide a more complete explanation for the FY2021 funding request.

Thank you,



David E. Deering
Executive Director

**Valley Community Services Board
FY 2021 Local Match Allocations
January 2020**

\$7,132,007 – FY2019 State Funds received by VCSB

\$ 792,445 – Funding required for local match to equal 10% of state & local funding

\$ 264,148 – Dollar value for each of three allocation formula components

Population

<u>Municipality</u>	<u>Population</u>	<u>%</u>		
Highland County	2,210	2%	X \$264,148 =	\$ 5,282.96
Augusta County	75,457	60%	X \$264,148 =	\$158,488.80
Staunton	24,922	20%	X \$264,148 =	\$ 52,829.60
Waynesboro	<u>22,628</u>	<u>18%</u>	X \$264,148 =	<u>\$ 47,546.64</u>
	125,217	100%		\$ 264,148.00

Clients Served

<u>Municipality</u>	<u>Clients</u>	<u>%</u>		
Highland County	44	1%	X \$264,148 =	\$ 2,641.48
Augusta County	2,411	44%	X \$264,148 =	\$116,225.12
Staunton	1,719	31%	X \$264,148 =	\$ 81,885.88
Waynesboro	<u>1,335</u>	<u>24%</u>	X \$264,148 =	<u>\$ 63,395.52</u>
	5,509	100%		\$ 264,148.00

Services Provided

<u>Municipality</u>	<u>Services</u>	<u>%</u>		
Highland County	3,459	0.8%	X \$264,148 =	\$ 2,113.19
Augusta County	205,650	45.7%	X \$264,148 =	\$120,715.63
Staunton	127,006	28.2%	X \$264,148 =	\$ 74,489.74
Waynesboro	<u>114,112</u>	<u>25.3%</u>	X \$264,148 =	<u>\$ 66,829.44</u>
	450,227	100.0%		\$264,148.00

Allocation Totals by Municipality

<u>Municipality</u>	<u>Population</u>	<u>Clients</u>	<u>Services</u>	<u>Total</u>
Highland County	\$5,282.96	\$2,641.48	\$2,113.19	\$10,037.88
Augusta County	\$158,488.80	\$116,225.12	\$120,715.63	\$395,429.80
Staunton	\$52,829.60	\$81,885.88	\$74,489.74	\$209,205.47
Waynesboro	\$47,546.64	\$63,395.52	\$66,829.44	<u>\$177,771.85</u>
				\$792,445.00

FY2018 - FY2019 – FY2020 FUNDING BY LOCALITY

<u>Locality</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>
Augusta County	\$184,185	\$191,555	\$197,000
Staunton City	\$158,030	\$162,771	\$184,139
Waynesboro City	\$150,208	\$150,208	\$157,833
Highland County	<u>\$ 10,771</u>	<u>\$ 8,572</u>	<u>\$ 9,566</u>
	\$503,194	\$ 513,106	\$548,538

December 17, 2019

County of Augusta
Misty Cook, Director of Finance
18 Government Center Lane
P.O. Box 590
Verona, VA 24482-0590

Dear Ms. Cook:

Valley Alliance for Education (VAE), requests a \$3,000.00 investment from the County of August to provide enhanced learning opportunities for area public school students through the VAE Creative Classroom Grants program. Augusta County has been a longtime supporter of VAE along with Staunton City, Waynesboro City, and numerous local businesses.

Established in 1990 to create stronger collaboration among Augusta County, Staunton and Waynesboro businesses and public schools, VAE strives to “imagine, innovate, inspire and invest” to strengthen our community. The organization provides grants for educators, and creates opportunities for business leaders and educators to work together in preparing students for the workplace. One highly successful result of this latter effort is the high school mentorship program, originally launched by VAE. I invite you to view our website at www.vaeva.org for an overview of the alliance’s work.

Funding from Augusta County would be earmarked for VAE’s Creative Classroom Grants program, which benefits hundreds of students each year and rewards innovative teachers with materials to make their classrooms even more engaging places for students. Grants of up to \$1,500.00 are available for teaching/enrichment projects in language arts, math, sciences, fine arts, and technology. VAE committees conduct a “blind” review, judging grant applications solely on their merits, without knowledge of the teacher, school, or division the request represents.

In 2019, VAE was able to fund CCG requests for a total of \$27,003.53. Since the program began more than two decades ago, VAE has invested more than half a million dollars into classroom grants. Many of our grants are used across multiple grades and classrooms resulting in over 4,167 students benefiting from the grants in academic year 2019-20. Grants that directly support Augusta County exceeded \$17,000 and covered over 3,476 students in Augusta County. Materials from many projects are used year after year, further expanding the reach of this investment in the lives of students.

Our goal is to close the gap between the number of classroom grants that clear our extensive vetting process, and those that current resources allow us to fund. Your funding would provide grants to enhance student learning, and would NOT be directed toward administrative costs. If the County does not grant this request, we will fund fewer grants for the 2020-2021 academic year.

I have attached the following


- A summary of 2019-20 grants awarded with students served.
- VAE budget

VAE received grants from other jurisdictions in 2018-19 and we hope that Augusta Co can continue to support this worthwhile program.

VAE employs one part-time administrative assistant however; we do not have a formal employment application to share having only requested a cover letter and resume. If you desire further information on the hiring process, please let me know and I'll provide the ad, interview and selection process.

Thank you for your consideration of this funding request from Valley Alliance for Education. I am happy to provide additional information or answer questions. Please contact me at 540-476-0338 or at jeff@cadenceinc.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Crist". The signature is fluid and cursive, with the first name "Jeff" being more prominent and the last name "Crist" following in a similar style.

Jeff Crist
Business Education Committee
Valley Alliance for Education



325 Pine Avenue • PO Box 817 • Waynesboro, VA 22980 • 540.949.7141 • www.vpas.info

January 8, 2020

Misty Cook, Director of Finance
County of Augusta
18 Government Center Lane
Verona, VA 24482

Dear Ms. Cook,

Valley Program for Aging Services (VPAS) is truly grateful for Augusta County's continuing support of the services VPAS provides for the County's older residents. To continue serving those neighbors and even expand our services, VPAS requests an **investment of \$40,000** in 2020-21.

	\$ Approved FY 19-20	\$ Requested FY 20-21	Change
Augusta County Services	\$31,250	\$40,000	\$8,7500

Included with this request is our 2018-19 Impact Report for the Staunton, Augusta, Waynesboro and Highland (SAW-H) Region, along with your other required documents. The Impact Report demonstrates the broad range of services provided to Augusta residents. The independent audit attached is for our FY17-18. Our FY18-19 audit will be presented to the VPAS Board of Directors at their January 28, 2020 meeting. The FY18-19 audit will be available after that date, upon your request.

During our 2019-20 fiscal year, we plan to continue to provide excellent in-home and community-based services that help our most vulnerable older neighbors live safely, with dignity and choice. We are also actively expanding our programs to better respond to the unique needs and preferences of the rapidly growing number of residents approaching the challenges and opportunities of aging and retirement.

In the SAW-H Region, new programs include Homemaker and Residential Repair. We are piloting Dementia Friendly Communities, VPAS Cafés and Confident Caregiver Circles in other Regions. We expect that these programs will be expanded to be available throughout Planning District 6 in the next few years. With increased funding from Augusta, we'd like to bring both the VPAS Café model and the Confident Caregiver Circles into Augusta County.

We would be pleased to meet with you, your staff, or your governing body to answer questions about our request for financial support.

Respectfully submitted,

Janice Gentry, Director of Senior Services
SAW-H Region

Jeri Schaff, Executive Director
Valley Program for Aging Services

Valley Program for Aging Services

Serving older adults and their families in the counties of Augusta, Bath, Highland, Rockbridge, and Rockingham, and the cities of Buena Vista, Harrisonburg, Lexington, Staunton, and Waynesboro

Supported by federal, state, and local governments, United Ways, and the generosity of our neighbors
FEIN 54-0958526





January 8, 2020

Ms. Misty Cook
Augusta County Director of Finance
PO Box 590
Verona, VA 24482-0590

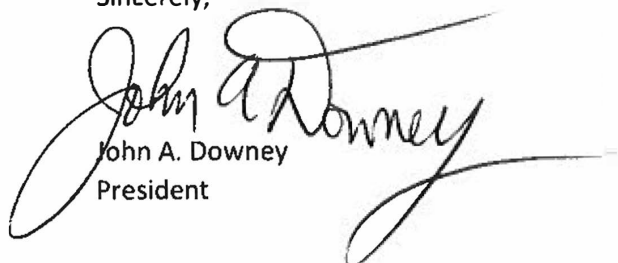
Dear Ms. Cook:

The College is pleased to report that 1486 students from Augusta County enrolled for credit instruction during 2018-19; and 571 citizens were served through our non-credit public service offerings.

Enclosed is Blue Ridge Community College's request for 2020-21. This request includes revenue from the six local governments in our service area totaling \$426,000. Your share of this amount is \$137,585 for site work around campus buildings and \$5,000 for local board support, scholarships and professional development.

The total of these two requests is \$142,585. Please let me know if you desire any additional information.

Sincerely,

A handwritten signature in black ink that reads "John A. Downey". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

John A. Downey
President

P.O. Box 80, One College Lane, Weyers Cave, VA 24486
www.brcc.edu
Phone (540) 234-9261 • Fax (540) 234-8189

January 6, 2020

Mr. Timothy Fitzgerald
Augusta County Administrator
P.O. Box 590
Verona, VA 24482

RE: FY21 Budget Request

Dear Mr. Fitzgerald:

Thank you for providing me with an opportunity to request funding for several activities and services that CSPDC is providing for FY21. Attached you will find a matrix that outlines and describes the annual member assessment and several programmatic areas of funding for your consideration. I will be happy to provide a more detailed description about each of the programs and budgetary requests.

For 50 years, the CSPDC has been providing planning assistance and technical services to our localities in the areas of land use and comprehensive planning, transportation, water and wastewater utilities, economic development, water resource management, community development, affordable housing, disaster mitigation and education and more. The CSPDC is committed to working with your locality to promote regional strategies, partnerships and cost saving and effective solutions in the coming year.

I am proud to report that even through these very challenging economic times, the CSPDC has been successful in identifying new funding opportunities for our local governments and bringing in new investments to the Region. For the past decade, the CSPDC has been instrumental in bringing in more than \$66 million dollars in state and federal funds for the Region. **This calculates on average to \$36 for every \$1 that the CSPDC receives in local membership dues.**

Thank you for the excellent working relationship and strong partnership that Augusta County and the CSPDC have enjoyed in the past. I look forward to working with you and your staff in the coming year.

Sincerely,



Bonnie S. Riedesel
Executive Director

Enclosures

cc: Misty Cook, Director of Finance

**FY21 Budget Request
Central Shenandoah Planning District Commission
Augusta County**

#	Item	Request	Brief Description
1	Annual Assessment	\$48,175	The annual assessment, based on 80 cents per capita, ensures that the CSPDC can meet its match requirements for current and future Federal and state grants and ensures that the CSPDC has the staff resources to meet the planning needs of our 21 local governments. Additionally, the annual assessment provides for multiple planning services, including: 1) economic development planning; 2) regional data center; 3) coordination with EDA, DHCD, VDH, RD, DEQ, etc. for utility and infrastructure projects; 4) rural transportation planning; 5) rideshare services; 6) community development and facilities planning; 7) GIS and mapping services; 8) state and national data services; 9) identification of grant opportunities and grant writing services; 10) general planning services and technical assistance; 11) meeting facilitation and meeting/workshop space; and 12) program development with state and federal partners, etc.
2	Staunton-Augusta-Waynesboro CERT	\$5,500	Funds will be used to continue the CERT program in Staunton, Augusta and Waynesboro. CERT is a 9-week course that teaches the general public skills such emergency preparedness, first aid, and fire safety to help relieve the burden of first responders who may be overwhelmed during a disaster. In addition to providing the basic CERT training course, funds will be used to provide advanced training and volunteer management to over 100 active CERT volunteers. To date, over 500 citizens have been trained through this program in our region and CERT volunteers are used for a variety of emergency response activities. The three localities will cost share equally to continue the CERT program in the sub-region.
4	Staunton-Augusta-Waynesboro MPO	\$8,012	This is the local match for the Staunton-Augusta-Waynesboro MPO. This figure is subject to increasing or decreasing depending on final appropriations from VDOT and DRPT.
5	BRITE Public Transit	\$41,820	The CSPDC is the direct recipient of federal and state transit funds and responsible for administering the grant programs and managing the transit system in the Staunton-Augusta-Waynesboro area, known as BRITE. CSPDC is under contract with Virginia Regional Transit to operate the transit system in the urban and rural area.
	TOTAL	\$103,507	This request will allow us to provide the programs and services as described above in the most cost-effective and cost-efficient way and to leverage other state and federal funding to bring in new investments to your locality and the Region.

Community Center Contributions
92030-5711

1	Craigsville Ruritan Club		\$	-
2	Crimora Ruritan Club		\$	1,250
3	Deerfield Ruritan Club		\$	-
4	Middlebrook Ruritan Club	c/o Middlebrook Fire Co.	\$	1,250
5	New Hope Ruritan Club		\$	1,250
6	Sangersville Towers Ruritan Club		\$	1,250
7	Sherando Lyndhurst Ruritan Club		\$	1,250
8	Spottswood Raphine Ruritan Club		\$	1,250
9	Weyers Cave Ruritan Club		\$	1,250
	Total Community Center Contributions		\$	8,750

**County of Augusta, Virginia
 Verona Food Bank Rent Contribution
 FY 2020 Budget**

Fiscal Year	Square Footage	Rate	Total
2010	8,119	\$ 2.50	\$ 20,300
2011	8,119	\$ 2.50	\$ 20,300
2012	15,816	\$ 2.50	\$ 39,540
2013	15,816	\$ 2.50	\$ 39,540
2014	15,816	\$ 2.50	\$ 39,540
2015	15,816	\$ 2.50	\$ 39,540
2016	15,816	\$ 2.50	\$ 39,540
2017	15,816	\$ 2.50	\$ 39,540
2018	15,816	\$ 2.50	\$ 39,540
2019	15,816	\$ 2.50	\$ 39,540
Budget			
2020	15,816	\$ 2.50	\$ 39,540



Valley Associates for Independent Living, Inc.

3210 Peoples Drive Suite 220 • Harrisonburg, VA 22801
 Voice (540) 433-6513 • FAX (540) 433-6313 • www.govail.org

January 10, 2020

Director of Finance
 County of Augusta
 18 Government Center Lane
 PO Box 590
 Verona, VA 24482-0590

Dear Augusta County:

Valley Associates for Independent Living is respectfully requesting \$2,000.00 from Augusta County to provide needed services. Valley Associates for Independent Living (VAIL) has been providing services to individuals with disabilities in Augusta County since 1990. VAIL is a non-profit center for independent living (CIL) as defined by the Rehabilitation Act of 1973. The mission of VAIL is to promote self-direction among people with disabilities and remove barriers to independence in the community. Centers for independent living provide advocacy, independent living skills training, information & referral, and peer mentoring services among many other needed services to individuals with disabilities in Planning District 6.

Below is a chart outlining the service area that VAIL covers and the number of individuals we served in each locality during last fiscal year.

Locality	Number of individuals with disabilities served July 1, 2018 to June 30, 2019
Augusta County	81
Bath County	36
Buena Vista City	13
Harrisonburg City	111
Highland County	5
Lexington City	13
Rockbridge County	25
Rockingham County	142
Staunton City	51
Waynesboro City	49

VAIL has partnered with Valley Program for Aging Services (VPAS) for several years to provide a service called Options Counseling. This is a service to both individuals age 60 and older and individuals who have a disability to learn of their options for planning for long term care. VAIL continues to work with VPAS in the Aging and Disability Resources Center (ADRC) model to better serve the needs of individuals who have a disability and individuals over 60.

Last fiscal year, VAIL served 81 individuals in Augusta County. We assisted these individuals with enrolling in community-based services to assist them in remaining in their homes instead of moving to costly institutions and in transitioning out of nursing facilities back to their homes. In addition to these 81 individuals, VAIL also provides a significant amount of information & referral to individuals with disabilities, assistance with securing home modifications, grants and tax credits for these modifications; we assist families through the Individual Education Plan process for children with disabilities, and provide technical assistance to businesses and organizations as they work to be compliant with the Americans with Disabilities Act. As we work to provide effective, efficient, person-centered services to individuals with disabilities in your community, we ask that you consider financially supporting VAIL’s efforts.

The \$2,000.00 that VAIL is respectfully requesting will allow the provision of 40 hours of direct service to individuals with disabilities who reside in Augusta County. VAIL continues to receive an increase in requests for assistance in the Augusta County area.

Item	Cost
40 hours of direct service	\$2,000.00
Total	\$2,000.00

VAIL is respectfully requesting \$2,000.00 from Augusta County to meet these needs. With these funds, VAIL will be able to continue to provide needed services and work to expand our ability to meet the growing needs. I am enclosing a copy of our annual report to provide further information on the services that VAIL provided last fiscal year.

VAIL continues to see an increase in the need for our services and continues to evaluate the best way to provide services.

- Information and assistance requests and hours of service provision continued to grow, reflecting VAIL’s growing reputation as the place to turn in our community for assistance with issues related to disability.
- According to the Weldon Cooper Center for Public Service, Planning District 6 shows that among working age adults, those with disabilities equals 14% or higher of the population.
- According to Disability Data for Planners, approximately 25% of households have someone with a disability living in them. For Augusta County this means there are approximately 11,782 individuals with disabilities residing in your community.

During your FY 2020-21, for Augusta County, we plan to:

- Continue to provide excellent information and assistance services for individuals with disabilities.
- Continue to promote home and community based care options for individuals with disabilities. Continue to foster the development of the ADRC with the goal of making it easier for individuals with disabilities, seniors, their families, and their caregivers to find appropriate services.

I am enclosing the following requested documents:

- Audit
- Budget for year and proposed
- List of jurisdictions and amount requested from them
- List of individuals served by jurisdiction
- Blank Copy of employment application
- Annual Report

We would be pleased to meet with you, your staff, or your governing bodies to answer questions about our request for financial support. Thank you for the consideration to financially support our efforts to help your residents who have disabilities maintain their independence.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gayl Brunk". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Gayl Brunk
Executive Director

**Lions of Virginia District 24-C
Sight and Hearing Mobile Screening Unit
S.A.H.M.S.U.**

P O Box 159
Stephens City, VA. 22655

January 11, 2020

Ms. Misty Cook
Director of Finance
County of Augusta
County Government Center
P.O. Box 590
Verona, VA 24482-0590

Dear Ms. Cook:

Enclosed, please find the documentation needed for our request of personal property tax relief from Augusta County.

I apologize for being late and hope that this does not jeopardize our request for tax relief for the year 2020-2021.

As you will note, our income fell below the threshold for our filing a 990 IRS Form.

For the record, we continue to have no paid employees. All assistance we receive is through volunteers and income is received from Lions Clubs.

If any further information is needed, please contact the writer at the address above, or by telephone, 540-869-3784 after 6 p.m.

Sincerely,



James W. Golladay Jr.
Treasurer

Enc: Screening list through 2019
Club contributions through June 2019 (Fiscal year close)
2019-2020 Budget

Executive Director
Rebecca Simmons,
MSW

Board Members 2020
Ashleigh Harris Simmons
- President
Ellen Bodin
- Vice President
Dori Walk
- Secretary
Angela Whitesell, Esq.
Ken Fanfoni
Liz Harmon
Butch DeBord
Lori Nicholson
Butch Smiley
Sheriff Matt Robertson
Dr. Felicia Esteban
Ron Ramsey
Linda Shreckhise

Advisory Committee
David Ledbetter, Esq.
Rebecca Meeks
Kathy Jenkins
Brian Brown
Anne Reed, Esq.
Janet Flavin
Brian Jenkins
Alex Meador, Esq.
Julie Hawkins
Amber Martino

January 10, 2020

Mr. Timothy Fitzgerald
Administrator, County of Augusta
18 Government Center Lane
Verona, Virginia 24482

Mr. Fitzgerald:

As part of Valley Children's Advocacy Center's request for consideration to be included in Augusta County's FY21 budget, I am respectfully submitting the following information for your review:

Financial/audit statement – Augusta County serves as Valley Children's Advocacy Center's fiscal agent and, as such, our organization is included in their annual audit. The 2019 audit can be reviewed in its entirety on Augusta County's website or at <https://www.co.augusta.va.us/Home/ShowDocument?id=15023>. It should be noted, neither this audit, nor any other, has ever shown a material weakness or significant deficiencies regarding the CAC's financial practices. In addition to this, I have also included our current year and proposed FY21 operating budgets.

List of jurisdictions served and their respective contributions – Valley Children's Advocacy Center serves the County of Augusta, as well as the Cities of Staunton and Waynesboro. We have requested a flat \$5,000 contribution from each locality for the FY21 budget year.

Clients served by jurisdiction –

Number of Cases Handled	Number of Cases Handled			3 Yr Average	% of Total
	FY17	FY18	FY19		
Augusta	98	96	96	97	49%
Staunton	45	56	71	57	28%
Waynesboro	35	50	54	46	23%
TOTAL	178	202	221	200	



Valley Children's Advocacy Center does not utilize a standard employment application, rather when seeking candidates for employment, we request a cover letter and resume.

Thank you and the Board of Supervisors for taking the time to review our request. Please feel free to contact me via e mail at rebecca@valleychildrenscenter.org or at 540.213.0592 if you have any questions or if I can be of any further assistance.

Kindest Regards,

Rebecca J. Simmons, MSW
Executive Director

From: Anna Leavitt
To: [Misty Cook](#)
Subject: [EXTERNAL] FY 21 Budget Request
Date: Monday, December 30, 2019 2:02:43 PM
Attachments: [FY 21 Proposed Budget Info.xlsx](#)
[CAPSAW portion Waynesboro Audit FY 19.pdf](#)

Dear Ms. Cook,

The Community Action Partnership of Staunton, Augusta and Waynesboro (CAPSAW) is pleased to respond to your request for funding needs for FY 21. CAPSAW combines federal, state and local dollars to create a funding pool allotted through a competitive grants process. We use funds to support local organizations working to empower low-income individuals and families, strengthen our community, and create opportunities by providing funding and guidance to programs that address the causes and conditions of poverty. Programs and partnerships are funded based on a comprehensive community needs assessment, strategic planning processes and guidance from federal and state funders as well as the CAPSAW Board of Directors.

The CAPSAW Board offers two types of competitive grant processes. The Community Support Grant uses local only dollars and is reviewed throughout the year as applications are received. A maximum award of \$2,000 can be used to purchase items that are not allowable through other CAPSAW grants or for programs that cannot complete the detailed and exhaustive demographic and data driven reports required. Community Support Grants must also address the areas of interest outlined in our Strategic Plan and Needs Assessment Report. This funding pool is currently capped at \$20,000 a year.

The Consolidated Funding Grant combines federal, state and local dollars and represents most of our proposed budget each year. The CAPSAW Board will meet in the spring of 2020 to determine award amounts for applicant agencies based on a competitive application process. Applications for FY 21 are due to CAPSAW in January of 2020.

- CAPSAW is included in the City of Waynesboro's Audit process. A full copy of the audit is available at: <https://www.waynesboro.va.us/ArchiveCenter/ViewFile/Item/494>. A PDF of the pages relevant to CAPSAW is attached.
- The proposed CAPSAW FY 21 budget and demographic information is included in this submission. The amount of Federal CSBG funding and State TANF funding is dependent upon their budget process. Previous contracts have been amended up until June of the funding year ending in the same month. The figures included in this budget are based on currently confirmed funding levels and are subject to change. As I'm sure you are aware the federal budget is constantly under debate.
- The organizations currently receiving CAPSAW support are included in the Year To Date budget information.
- There is no employment application as CAPSAW utilizes an independent contractor to provide administrative services and the City of Waynesboro serves as the fiscal agent.

CAPSAW is requesting an increase of 25%, or \$13,025, bringing funding to **\$65,125** from Augusta County for FY 21. We will request similar increases from the cities of Staunton and Waynesboro. The percentage of our total local funding amounts requested from each city and the County is aligned with the formula used to determine our state and federal allocations. We have not requested an increase since 2017. In that time period our state funding has grown from \$85,000 to \$130,000 (roughly 53%). That state funding is our most restrictive source and as it has grown, our flexibility has decreased. Increased funding from the localities will allow for better blending of funding sources creating fewer reporting entanglements for the agencies we fund. The funds available for Community Support Grants will also increase. If we do not receive an increase, the funding pool

amount will need to be reduced to bring the budget into balance as carry over funds continue to diminish.

CAPSAW Impact By The Numbers (2015 – 2019)

- **4,032 individuals** participating in case management – 3,000 of whom accessed affordable medical care and behavioral health services
- **2,701** enrolled in preschool, after school and summer programming
- **853** seniors or those with disabilities **maintained their independence**
- **554 individuals gained employment**
- **1,180** people **increased their income and/or gained benefits**
- **17,000 volunteer hours** provided by service recipients out of nearly 25,000 volunteer hours donated to CAPSAW funded programs.
- **\$1.4 Million** in grant funding
- **18,000** individual residents from 14,000 households served
- **\$9.5 MILLION** in income earned, increased savings, benefits obtained, grants provided, and costs avoided.

CAPSAW consolidated grant funds are closely monitored through the quarterly submission of statistical and financial reports as well as site visits to funded agencies. The increased accountability and transparency provide relevant data about community needs and helps to measure the impact of the services rendered.

Reduction in the amounts requested will directly impact the funds available to human service agencies, many of whom would likely reduce services as a result. The economic impact of CAPSAW funded programming in FY 19 alone was \$3 Million and is expected to increase annually.

Thank you for your continued support. Please contact me with any questions you may have at 540-292-0017 or through valleycapsaw@gmail.com.

Sincerely,

--

Anna Leavitt, Director

Community Action Partnership of Staunton, Augusta and Waynesboro

<https://www.waynesboro.va.us/346/CAPSAW>

540-292-0017(cell)

900 Nelson Street

Staunton, VA 24401

**Appendix A
Augusta County
Full Time Personnel**

EMPLOYEES BY FUNCTION										
Last Ten Fiscal Years										
	Fiscal Year June 30,									
Function	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
General government	46	46	46	47	46	47	50	50	50	50
Judicial administration	26	26	26	23	23	23	26	27	27	27
Public safety:										
Sheriffs department	74	74	74	74	76	80	76	78	80	85
Emergency communication center	18	19	19	18	18	18	18	18	18	18
Fire & rescue	47	51	59	80	80	86	105	105	105	105
Building inspections	7	6	6	6	6	6	6	6	6	6
Animal control	3	3	3	3	3	3	3	3	3	3
Public works										
Facilities management:	17	17	17	17	17	19	27	31	31	35
Health and welfare:										
Department of social services	129	129	129	121	123	132	134	144	145	145
Culture and recreation:										
Parks and recreation	11	11	10	10	10	11	10	10	10	6
Library	15	15	15	15	15	15	16	16	16	16
Community development	12	12	12	10	10	10	11	11	11	11
Economic development	1	1	1	1	2	2	2	2	2	2
Totals	406	410	417	425	429	452	484	501	504	509

Appendix B
Augusta County
Tax Rates

Calendar Year	Property Tax Rates					
	Real Estate	Personal Property ⁽²⁾		Mobile Homes	Machinery and Tools	Total Direct Rate
		Vehicle	Other			
2019	0.63	2.50	2.00	0.63	2.00	0.81
2018	0.63	2.50	2.00	0.63	2.00	0.81
2017	0.58	2.50	2.00	0.58	2.00	0.76
2016	0.58	2.50	2.00	0.58	2.00	0.76
2015	0.58	2.50	2.00	0.58	2.00	0.74
2014	0.56	2.50	1.90	0.56	1.90	0.70
2013	0.51	2.50	1.90	0.51	1.90	0.67
2012	0.48	2.25	1.90	0.48	1.90	0.63
2011	0.48	2.25	1.90	0.48	1.90	0.63
2010	0.48	2.25	1.90	0.48	1.90	0.63

Appendix C

Augusta County

Glossary of Terms

Agency Fund	This fund is for assets held by the County for outside organizations. This allows for no duplication of administrative functions such as accounting, budgeting, procurement and personal matters.
Appropriation	An authorization granted by the Board of Supervisors to a specified organization, such as a unit of the County Government, to make expenditures and to incur obligations for specific purposes. An appropriation is limited in dollar amount and as to when it may be spent, usually expiring at the end of the fiscal year.
Appropriation Resolution	A legally binding document prepared by the County Administrator which delineates by fund and department all expenditures and revenue adopted by the Board of Supervisors which are reflected in the Adopted Fiscal Plan.
Assessed Valuation	The official valuation of property as a basis for property taxation.
Balanced Budget	The estimated revenues meet planned expenditures
Budget	An annual financial plan that identifies revenues, specifies the type and level of services to be provided and establishes the amount of money which can be spent.
Capital Facilities	Fixed assets, primarily buildings, acquired or constructed by the County.
Capital Improvement Program	Proposes the acquisition, development, enhancement or replacement of public facilities to serve the County citizenry. The CIP, a reflection of the physical development policies of the County, typically encompasses a five-year period and typically includes projects in excess of \$50,000.
Capital Outlay	Expenditures for items of a substantial nature (more than \$1,000) that are expected to have a useful life of several years. Examples include personal computers, vehicles, radios, tape recorders, etc.
Carryover Funds	Unexpended funds from the previous fiscal year which may be used to make payments in the current fiscal year. This may also be referred to as the beginning fund balance.
Codified Ordinance	An ordinance related to a specific code, such as the Code of the Commonwealth of Virginia, or the Code of the County of Augusta.
Constitutional Officers	Elected officials whose positions are established by the Constitution of the Commonwealth or its statutes. (Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff and Treasurer.)
Debt Service Fund	The fund to finance and account for both principal and interest payments on long term debt.
Depreciation	A loss in value of property due to age, wear, or market conditions.
Enterprise Fund	This fund is used to report any activity for which a fee is charged to external users for goods or services.
Fiscal Year	A fixed period of time for which expenditures and revenues are provided in Augusta County. The fiscal year is July 1 through June 30.
Full Time Position	An employment position authorized by the Board of Supervisors and included in the Table of Authorized Positions. Funding may or may not be included in the budget for the positions.
Fund	An accounting entity with a group of self-balancing accounts.
Fund Balance	The difference between costs and revenue. A negative fund balance is sometimes called a deficit.
General Fund	The general operating fund that is used to account for all financial resources except those required to be accounted for in another fund.

Goal	A broad statement of outcomes to be achieved on behalf of the customers.
Governmental Fund	Fund typically used to account for tax –supported activities.
Intergovernmental Revenue	Revenue from other governments, such as the State and Federal governments, in the form of grants, entitlements, shared revenue, or payments in lieu of taxes.
Internal Service Fund	A self-supporting fund that generates expenditures and revenues through user charges in providing services to internal customers.
Long-Term Debt	Debt with a maturity of more than one year after the date of issuance.
Modified Accrual	Revenues are recorded when susceptible to accrual, i.e., both measurable and available to finance expenditures of the fiscal period.
Object Series	A subsection of a department’s budget which groups similar accounts. Personnel, operating and capital outlay are the three major series used
Objectives	A statement of results to be achieved by a specific period of time in order to accomplish stated goals. Objectives describe specific measurable outputs within a designated time frame.
Operating Budget	Includes all funds except those in the capital budget. The operating budget is adopted by the Board of Supervisors on a fiscal year basis and can be amended during the year pursuant to Virginia Code.
Performance Measurements	Provides continuous feedback and identifies where adjustments or corrective actions are needed.
Personal Property	A category of property, other than real estate, so identified for purposes of taxation. It includes personally owned items, corporate property and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, business furnishing, and manufacturing equipment.
Productivity Measures	Data which combines the dimensions of efficiency and effectiveness in a single indicator.
Program	This is a plan or unit under which action may be taken towards meeting an individual or set of goal(s) in the provision of a particular service.
Property Tax Rate	The level at which property values are calculated to determine the amount of taxes to be collected.
Public Service Property	Property specifically designated for public service use. This includes property purchased or received as a gift by a government. It includes real property such as land and buildings, and other property, such as computers, copiers and cash registers.
Real Property	Real estate, including land and improvements (building, fencing, paving, etc.) classified for purposes of tax assessment.
Reserve	A portion of a fund’s assets that is restricted for a certain purpose and not available for appropriation.
Revenue	A source of income that provides an increase in net financial resources, and is used to fund expenditures. Budgeted revenue is categorized according to its source such a local, state, federal or other financing sources.
School Fund	This fund is used for revenues and expenditures related to operations of the public school system.
Service Levels	A descriptive section in the budget narratives, detailing past performance and changes in the quality and quantity of services provided.
Special Revenue Fund	The fund that accounts for special revenue sources that is restricted to expenditures for specific purposes. These funds include welfare funds.
Workload Measures	Data which indicates the amount of work performed; strictly a volume count; a measure of inputs and outputs. Also known as a performance measure.