

1. 7:00 P.M. Virtual Meeting Instructions
Instructions for attending virtual board meetings, submitting public comments, and submitting public hearing comments.

Documents:

[INSTRUCTIONS FOR ATTENDING THE BOS VIRTUAL MEETINGS.PDF](#)

2. 7:00 P.M. Agenda 5-14 2020 Final REVISED 5-14-2020

Documents:

[5-14-2020 AGENDA REVISED 5-14-2020.PDF](#)

3. 7:00 P.M. Agenda Packet 5-15-2020 Final Revised 5-14-2020

Documents:

[5-15-2020 AGENDA PACKET REVISED .PDF](#)



Surry County Board of Supervisors Virtual Meeting Instructions

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United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(571\)317-3129](tel:+15713173129)

Access Code: 447-043-917

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PUBLIC COMMENT INSTRUCTIONS:

Please email your public comments to: comments@surrycountyva.gov
Comments will be compiled electronically and forwarded to all Board Members and the Acting County Administrator.

PUBLIC HEARING COMMENT INSTRUCTIONS:

Those wishing to speak during a Public Hearing must email comments@surrycountyva.gov as an RSVP prior to the meeting. In your email please include: **First and Last Name, District** and a **summary** of your comments for record. You will have a chance to read your public comment aloud during the public hearing.

THE NEXT PUBLIC HEARING IS MAY 14, 2020 AT 7 P.M.

This Public Hearing will be a discussion on the proposed FY20-21 Budget and CIP.

Please email lchapman@surrycountyva.gov with any questions or concerns.



**BOARD OF SUPERVISORS VIRTUAL MEETING AGENDA
MAY 14, 2020 – 7:00 PM
VIRTUAL BOARD ROOM**

A virtual meeting held remotely by the Board of Supervisors as an effort to safely conduct business while maintaining the order of the Governor of Virginia to adhere to safe social distancing practices

VIRTUAL MEETING AND PUBLIC COMMENT INSTRUCTIONS

INVOCATION

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/AGENDA ADOPTION/ROLL CALL

CONSENT ITEMS

1. *Approval of Meeting Minutes: April 16, 2020*

PUBLIC HEARING

1. *Proposed FY20-21 Consolidated Budget and CIP*

I. Call to Order - 7:00 p.m. Statement: A public hearing is being conducted tonight to receive public comments regarding the Surry County FY 2020-21 Proposed Consolidated Budget & CIP.

II. Staff Presentation

III. Open Floor to Public Comment

IV. Close Floor to Public Hearing

V. Summary by Staff

VI. Comments by Board of Supervisors

VII. Recommended Action: Consider scheduling action regarding the FY 21 Proposed Consolidated Budget & CIP for Thursday, May 21, 2020 at 7:00pm.

2. *Request for Public Hearing - June 4, 2020*

1. Meals Tax - ordinance needed
2. Planning Fees Increase - ordinance needed

PUBLIC COMMENTS

Please email all public comments to: comments@surrycountyva.gov

BOARD COMMENTS

COUNTY ADMINISTRATORS REPORT

REPORTS - INFORMATIONAL ONLY

1. *May Reports:*

1. April 2020 - Surry Various Projects.pdf

2. Treasurers Investment Letter May 2020.pdf

FYI - INFORMATIONAL ONLY

1. *FYI: May 14, 2020*

- 1 Virginia-Forward-Phase-One-Business-Sector-Guidelines.pdf
- 2 Gov Announces Health Equity Pilot Program Richmond VA.pdf

ADJOURNMENT

Next Meeting: Thursday, May 21, 2020 at 7:00 P.M.



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A virtual meeting held remotely by the Board of Supervisors as an effort to safely conduct business while maintaining the order of the Governor of Virginia to adhere to safe social distancing practices

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CONSENT ITEMS

1. Approval of Meeting Minutes: April 16, 2020

[BOSM 4-16-2020 Virtual Meeting Minutes Draft.pdf](#)

PUBLIC HEARING

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I. Call to Order - 7:00 p.m. Statement: A public hearing is being conducted tonight to receive public comments regarding the Surry County FY 2020-21 Proposed Consolidated Budget & CIP.

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V. Summary by Staff

VI. Comments by Board of Supervisors

VII. Recommended Action: Consider scheduling action regarding the FY 21 Proposed Consolidated Budget & CIP for Thursday, May 21, 2020 at 7:00pm.

Documents: [Public Hearing Presentation CS DRAFT 05.11.20.pdf](#)

Documents: [FY 20-21 Proposed Operating Budget and CIP.pdf](#)

Documents: [Public Hearing Ad.pdf](#)

2. Request for Public Hearing - June 4, 2020
 1. Meals Tax - ordinance needed
 2. Planning Fees Increase - ordinance needed

PUBLIC COMMENTS

Please email all public comments to: comments@surrycountyva.gov

BOARD COMMENTS

COUNTY ADMINISTRATORS REPORT

REPORTS - INFORMATIONAL ONLY

1. May Reports (Review - no action needed)
 - Documents: April 2020 - Surry Various Projects.pdf
 - Documents: Treasurers Investment Letter May 2020.pdf

FYI - INFORMATIONAL ONLY

FYI May 14, 2020:

- Documents: Virginia-Forward-Phase-One-Business-Sector-Guidelines.pdf
- Documents: Gov Announces Health Equity Pilot Program Richmond VA.pdf

ADJOURNMENT

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THE NEXT PUBLIC HEARING IS MAY 14, 2020 AT 7 P.M.

This Public Hearing will be a discussion on the proposed FY20-21 Budget and CIP.

Please email lchapman@surrycountyva.gov with any questions or concerns.

A complete audio file of this meeting will be posted under the agenda portion of the County website once available.

VIRGINIA: A VIRTUAL MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS HELD REMOTELY ON THURSDAY, APRIL 16, 2020 AT 7:00 P.M. USING THE 'GOTOMEETING' PLATFORM: <https://global.gotomeeting.com/join/447043917>

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY LYTTLE
SUPERVISOR KENNETH HOLMES
SUPERVISOR WILLIAM (TIM) CALHOUN

ALSO

PRESENT: MS. DANIELLE POWELL, COUNTY ATTORNEY
MS. MELISSA ROLLINS, ACTING COUNTY ADMINISTRATOR
SHERIFF CARLOS TURNER, SHERIFF'S DEPARTMENT
MS. CAROL SWINDELL, FINANCE
MR. RAY PHELPS, EMERGENCY SERVICES
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT
MS. SHARNA WHITE, REGISTRAR
MR. WILLIAMS SAUNDERS, BUILDING AND PLANNING
MS. VALERIE PIERCE, SOCIAL SERVICES
MS. LINDA GHOLSTON, WORKFORCE DEVELOPMENT
MR. DELON BROWN, NETWORK ADMINISTRATOR
MS. LAJEUNE STONE, YOUTH AND FAMILY RESOURCES
MS. MELISSA HARVEY, SCHOOL BOARD, FINANCE DIRECTOR
DR. SERBRENIA SIMS, SCPS, ASSISTANT SUPERINTENDENT

**CALL TO ORDER / INVOCATION / MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE/
ADOPT AGENDA**

The meeting was called to order by Chairperson Elliott who then led those present in a moment of silence followed by an invocation. Following the invocation, he asked those present to say the pledge of allegiance. The working agenda was adopted by roll call vote.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

A complete audio file of this meeting will be posted under the agenda portion of the County website once available.

VIRTUAL MEETING ATTENDANCE AND INSTRUCTIONS

MEMBERS PRESENT: *CONFIRMED BY NAME BY MR. DELON BROWN, IT DIRECTOR*

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

NEW BUSINESS

1. *Adoption of Emergency Declarations as presented below:*
 - a. *Declaration of Local Emergency (Signed)*
 - b. *Local Emergency Ordinance: 2020-01 – Continuity of Government (Draft)*
 - c. *Resolution 2020-06: Declaration of Local Emergency and Disaster (Draft)*
 - d. *Resolution 2020-06 **Revised**: Declaration of Local Emergency and Disaster (Amended)*

Supervisor Holmes made a motion to adopt all Emergency Declarations as presented. Supervisor Lyttle seconded the motion. All present voted affirmatively. **(Approved)**

Roll Call Vote:

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	UNAVAILABLE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

1. *Surry County Pandemic Plan*

Supervisor Lyttle made a motion to adopt the Surry County Pandemic Plan as presented. Supervisor Holmes seconded the motion. **(Approved)**

Roll Call Vote:

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	NAY
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

A complete audio file of this meeting will be posted under the agenda portion of the County website once available.

2. *MOU: Virginia Department of Health; Crater Health District (late item)*

Supervisor Drewry made a motion to table the late item presented. Supervisor Calhoun seconded the motion. **(Tabled)**

Roll Call Vote:

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

3. *Rescind Sale of Property: Joe Vault Company*

Supervisor Holmes made a motion to rescind the previously approved motion of the sale of [4] acres in the Industrial Park for \$15,000 to Joe Vault Company. Supervisor Drewry seconded the motion. **(Approved)**

Roll Call Vote:

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE

4. *Rescind Sale of Property: Surry West Business Park*

Supervisor Lyttle made a motion to rescind the sale of property in the Surry West Business Park. Supervisor Drewry seconded the motion. Supervisor Calhoun advised he would abstain from voting due to a conflict of interest. **(Approved)**

Roll Call Vote:

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	ABSTAINED

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5. *Sale of Property: Lot in Industrial Park to Strata Solar*
Resolution: 2020-07; Sale of Property in Industrial Park
Supervisor Lyttle made a motion to approve the sale of a lot approximately [4.23] acres in the Industrial Park to Strata Solar for the amount of \$19,000. Supervisor Holmes seconded the motion. Supervisor Calhoun advised he would abstain from voting due to a conflict of interest. **(Approved)**

Roll Call Vote:

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	ABSTAINED

6. *Budget: Department of Social Services Proposed Budget*
(Department of Social Services Budget presentation is attached as an integral component of these minutes)
7. *Budget: FY20-21 School Board Budget Presentation*
Dr. Sims, Ms. Melissa Harvey, Surry County School Board Presentation
(Surry County School Board Budget presentation is attached as an integral component of these minutes)
8. *Budget: FY20-21 County Administrator's Budget Presentation*
Acting County Administrator, Ms. Melissa Rollins & Interim Finance Director, Ms. Carol Swindell – proposed Budget FY20-21 and 5 Year CIP Presentation
(Surry County Administrator's Budget and presentation are attached as an integral component of these minutes)

UNFINISHED BUSINESS

1. *Performance Agreement: Grocery Store* (item removed, no action taken)

CITIZEN COMMENTS

(Citizen Comments mailed into comments@surrycountyva.gov are attached as an integral component of these minutes.)

A complete audio file of this meeting will be posted under the agenda portion of the County website once available.

BOARD COMMENTS

All Board members commended County Staff on efforts to continue business operations in light of the COVID-19 Pandemic and on presentations given this evening. *(Board Comments can be heard in the corresponding audio file link available on the County Website.)*

REPORT

1. Mr. Ray Phelps, Emergency Services Director advised on the COVID 19 Pandemic and the updates in process for Surry County citizens to stay informed and received information.

COUNTY ADMINISTRATOR'S REPORT

- Ms. Rollins, Acting County Administrator thanked Mr. Phelps, Emergency Services Director for his leadership during the COVID-19 Pandemic.
- Ms. Rollins advised of efforts to continue required operations within the Surry County Government Center as safely as possible.
- Ms. Rollins thanked multiple staff members for their continued efforts in keeping operations in Surry County Government Center running as smoothly as possible.

(Surry County Administrator's Report is attached as an integral component of these minutes)

ADJOURNMENT

There being no further business before the Board, Supervisor Elliott entertained a motion to adjourn. Supervisor Calhoun made a motion that the Board continues their meeting to Thursday, April 23, 2020 at 6:00 P.M. during which a virtual meeting will be held to hold a budget meeting workshop. The motion was seconded by Supervisor Lyttle and unanimously approved by roll call vote.

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR MICHAEL DREWRY	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR KENNETH R. HOLMES	AYE
SUPERVISOR WILLIAM CALHOUN	AYE



Budget Presentation

Surry County Department of Social Services

Mrs. Valerie Pierce, Social Services Director II

April 2, 2020



MR. ALLEN T. PARSON, SR., CHAIR
DENDRON DISTRICT



MRS. LINDA ELLIS, VICE CHAIR
CARSLEY DISTRICT



THE HONORABLE KENNETH HOLMES
BOARD OF SUPERVISOR REPRESENTATIVE



MRS. MARIE PIERCE
BACON'S CASTLE DISTRICT

MS. JUANITA PARKER
SPRING GROVE/CLAREMONT



MS. EUNICE GAY
DORSETT BLACKWATER



BOARD MEMBERS:



PRESENTATION HIGHLIGHTS:

- SOCIAL SERVICES OVERVIEW
- BUDGET SUMMARY
- 2020 – 2021 PROPOSED BUDGET
- QUESTIONS/COMMENTS/CLARIFICATIONS

“Mission Statement: “People Helping People Triumph Over Poverty, Abuse and Neglect to Shape Strong Futures for Themselves, Their Families and Communities”

SERVICES PROVIDED:





SENIORS PROGRAM



MARDI GRAS 2020



Surry County Department of Social Services

Projected Budget 2020-2021

Social Services' Budget consists of five categories:

- I. Assistance
- II. Purchase of Services
- III. Administration
- IV. Non-Reimbursable
- V. Special Revenue

Social Services' projected annual budget for fiscal year 20-21 totals **\$2,198,991**

The local share is **\$776,229**

The local share is **35%** of the total budget

Budget Summary 2020-2021:

I. CATEGORY	II. FY 19-20 ALLOCATION	III. FY 19-20 LOCAL MATCH	IV. FY 20-21 PROJECTION	V. FY 20-21 LOCAL MATCH	VI. STATE REVENUE	VII. FEDERAL REVENUE	VIII. SPECIAL REVENUE
Assistance	79,144	12,269	212,700	13,400	126,935	72,365	0
Purchase of Service	158,380	32,272	132,041	23,597	17,613	90,831	0
Administration	1,314,698	368,224	1,449,401	407,644	375,033	666,724	0
Non-Reimbursable	296,948	162,235 <i>(cut by 134,763)</i>	331,588	331,588	—	—	0
Sub Total	1,849,170	—	2,125,730	776,229	519,581	829,920	0
Special Revenue	70,928	—	73,261	—	—	32,288	40,973
Total Budget	1,920,098	575,000	2,198,991	776,229	519,581	862,208	40,973



“PEOPLE HELPING PEOPLE”



QUESTIONS/COMMENTS/CLARIFICATIONS?

THANK YOU!

**SURRY COUNTY PUBLIC SCHOOLS
FY2020 – 2021 Budget**

Table of Contents

Section One – Introduction

- School Board’s Approved Budget Transmittal Letter
- School Board Members & Administrative Staff 1
- Superintendent’s Proposed Budget Letter..... 2-3
- School Board Goals 4-5
- Budget Development Calendar 6
- Summary of All Funds 7
- General Operating Fund Summary of Revenue and Expenditures..... 8
- Summary of Changes in Revenue and Expenditures 9

Section Two – General Fund Revenue Information

- Projected Revenue Summary..... 10
- Projected Revenue Detail 11-12

Section Three – General Fund Expenditure Information

- Expenditure Summary by State Function 13-15
- Expenditure Summary by Program 16-18
- Expenditure Summary by Cost Center & Object 19-21
- Expenditure Summary by Major Object..... 22

Section Four – Other Funds Budget Information

- Grant Budget Revenue and Expenditure Summary 23-24
- School Food Services Budget Revenue and Expenditure Summary 25

Section Five – Capital Improvement Plan Budget Information

- Five Year Capital Improvement Plan
 - Capital Improvement Plan 26
 - Summary of Projects by Year, Location, and Project Type 27
 - Project Detail by Location, Type, and Year 28-31

Section Six – Student Enrollment and Staffing Information

- Student Enrollment by School and Grade 32
- School and Division Level Staffing..... 33

Surry County Public Schools



P.O. Box 317

Surry, Virginia 23883

March 19, 2020

Dear Chairman Elliott and Members of the Surry County Board of Supervisors,

On behalf of the Surry County School Board and Administration it is my privilege to submit to you the school division's FY2020-2021 Operating Budget totaling \$15,646,444, representing an increase of \$599,003 or 3.98% over FY2019-2020. This plan also includes the grants and food services budgets totaling \$1,191,358. This fiscal plan reflects an increase in state funding support for Surry County Public Schools, primarily through a new revenue source of \$200,000 which impacts the Infrastructure and Operations Category. The School Board is proposing to transfer these funds to the County as an offset towards the Capital Improvement Plan expenditures. Finally, we are also presenting for your consideration, the division's five-year Capital Improvement Plan. These fiscal plans were approved by the School Board on March 10, 2020; and reflect the goals and priorities of our school division.

This plan reflects our continuing efforts to strategically adjust staffing levels in response to student enrollment decline; while maintaining a commitment to small, effective class sizes. Reduction in staff and insurance costs has provided savings totaling \$184,835. However, the School Board remains committed to maintaining a competitive position in the teacher employment market. We have included a 2.5% salary increase for all full-time, contracted teachers and staff in an attempt to attract and maintain highly qualified staff. This would be consistent with school systems across the Commonwealth of Virginia as the General Assembly approved budget requires a cumulative 4% pay increase over the next two years in order to receive the State share of funding.

The school division has many accomplishments of which to be proud of including:

- 100% of the division's schools earned accreditation for the fourth consecutive year.
- Surry County High School's On-Time Graduation Rate of 93.8% exceeds the statewide average rate of 91.5%.
- SCPS students outperformed the State on the Science SOL assessments in 2018-2019.
- SCPS students increased performance on Writing and Math SOL assessment in 2018-2019.
- SCPS are among the safest in the State.

- SCPS students earned nearly 700 Dual Enrollment college credits while in high school, representing future college tuition savings of approximately \$400,000.
- The Surry County High School class of 2019 was awarded nearly \$2.0 million in scholarship offers.
- SCPS provides a personal computing device to every pre-kindergarten through 12th grade student.

This proposal also includes an updated five-year capital improvement plan that identifies several facility and equipment needs to maintain our current physical plant. Among the most urgent needs identified are the electrical upgrades to Surry County High School, the fire suppressant tank and well at Luther Porter Jackson Middle School.

The Surry County School Board remains committed to providing the students and families of our great community with a high quality educational program. To that end, your careful consideration and support of this budget proposal is greatly appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Ruffin".

Laura Ruffin
School Board Chair

Surry County Public Schools

www.surryschools.net

SCHOOL BOARD

Mrs. Laura Ruffin, Chair
Claremont District

Dr. Marion Wilkins, Vice Chair
Carsley District

Ms. Faye C. Perkins
Dendron District

Ms. Elsie Dennis
Bacon's Castle District

Dr. Valencia Jones Williams
Surry District

ADMINISTRATIVE STAFF

Mr. Stanley O. Jones
Superintendent of Schools

Dr. Serbrenia J. Sims
Assistant Superintendent

Mrs. Melissa S. Harvey
Director of Finance

Surry County Public Schools

P. O. BOX 317

Surry, Virginia 23883



(757) 294-5229

February 11, 2020

Dear Surry County School Board Members,

I am pleased to present the proposed budget for FY2020-2021. I believe that this proposal reflects the basic needs of our school division, while demonstrating our commitment to rewarding the quality performance of our dedicated faculty and staff. This proposed estimate of needs has been developed to support the goals and priorities of the school division. The needs identified in this fiscal plan have been done so with a recognition of the reality of a limited revenue growth, at both the state and local levels. To that end, this plan reflects sustainable spending reductions and a request for a modest increase in local funding support for FY2020-2021. I believe that this combination of sustainable spending reductions and increased local investment will demonstrate our commitment to providing the citizens and students of Surry County with a high performing education system, based on sound fiscal and instructional practices.

Our school division and community have much to be proud of with regards to the recent academic performance of our students. Among our points of pride are the following:

- All SCPS are *Fully accredited* for the 4th consecutive year.
- SCHS on-time graduation rate of *94.8% for 2018-2019 exceeded* the statewide average of 91.5%.
- SCPS *outperformed* the State on the Science SOL assessment in 2018-2019.
- SCPS students *increased performance* on Writing and Math SOL assessments in 2018-2019.
- SCPS are *among the safest* in the State.
- SCHS students earn nearly *700 Dual Enrollment college credits* annually while in high school.
- SCPS provided a *personal computing device* (iPad or Chromebook) to every PreK – 12 th grader.

These examples of quantifiable measures prove that the community's investment in public education in Surry County is producing results.

One of the critical elements in balancing the needs of the division and the limited resources available is to identify opportunities to realign and adjust staffing levels in response to continued enrollment decline.

The key highlights of this plan include the following:

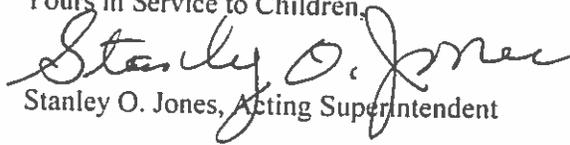
- Provides a 2.5% salary increase for all full-time employees (\$265,000).
- Elimination of (1) full-time teaching position and health insurance savings (-\$150,000).
- Increase in tuition at the Regional Governor's School for the Arts and Technology (\$3,400).
- Addition of a full-time maintenance employee (\$32,000).
- Increase in Energy and Fuel costs (\$25,000).
- John Tyler Community College Concurrent Enrollment Program (\$12,000).

Full funding of this proposal would require an increase in the local contribution in the amount of \$265,607 or 2.14% when compared with FY2020 local funding levels.

This proposal also includes an updated five-year capital improvement plan (CIP) that identifies several facility and equipment related needs to maintain a quality physical infrastructure in support of the division's teaching and learning goals.

We are proud of the rich traditions of Surry County Public Schools and our record of achievement. Your careful consideration and support of this fiscal plan will once again demonstrate to our students and staff that they are most valued and respected in our effort of *Building Excellence, One Student at a Time*.

Yours in Service to Children,

A handwritten signature in black ink that reads "Stanley O. Jones". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent. The signature is positioned above the printed name.

Stanley O. Jones, Acting Superintendent

SURRY COUNTY PUBLIC SCHOOLS

School Board Goals

2018 – 2019

Adopted: October 9, 2018

Goal 1: The Board will continue to provide for and promote high student achievement for all students while meeting and exceeding state accreditation requirements for each school.

(Comprehensive Plan Goal Nos. 1 & 4)

- The Board will ensure that teaching and learning is built on rigorous curriculum, effective instruction, and high-value assessments.
- The Board will continue to support periodic progress monitoring of student performance.
- The Board will continue to support the use of relevant and useful student and teacher performance data in decision-making.
- The Board will continue to support technology integration and upgrades.
- The Board will promote the need for course and programmatic offerings that prepare students for college and career.
- The Board will promote and support the development of rigorous and relevant career and technical programs and course offerings.
- The Board will update, as appropriate, and monitor progress of the division's 2014-2019 comprehensive plan.
- The Board will ensure that state and federal accreditation and accountability laws, requirements and standards are adhered to in support of student achievement goals.

Goal 2: The Board will continue to support and maintain a positive school climate which provides for the safety, health, and well-being of each student.

(Comprehensive Plan Goal Nos. 2, 5, & 7)

- The Board will continue to support effective anti-bullying program strategies that are aligned with school division policy and regulations to train faculty, staff, students, parents and the community at large.
- The Board will continue to promote and model the importance of respect and fairness for all.
- The Board will continue to review and update the school division's Crisis Plan.
- The Board will continue to review and update the school division's Wellness Policy and Plan.
- The Board will continue to provide for and support identified safety and security measures for schools and extra-curricular activities.

Goal 3: The Board will continue to provide for and support efforts to attract, develop, and retain highly qualified and effective employees.

(Comprehensive Plan Goal No. 3)

- The Board will review plans to compensate and recognize staff performance.
- The Board will advocate for competitive, market-driven compensation and benefits for employees.

- The Board will support and promote professional development plan for division staff.
- The Board will promote the recognition of outstanding employee accomplishments.
- The Board will support staff performance evaluation processes to enhance the academic performance of students while assuring compliance with state and federal requirements.

Goal 4: The Board will ensure that policies and practices are implemented that promote sound fiscal stewardship and transparency.

(Comprehensive Plan Goal No. 8)

- The Board will review and discuss the implications of current and future enrollment projections.
- The Board will monitor budget-to-actual revenue and expenditures trends.
- The Board will ensure optimal use of school facilities.
- The Board will develop multi-year capital improvement and facility maintenance plans that reflect the needs of the school division and community.
- The Board will review staffing plans and teacher-pupil ratios to ensure the efficient use of division resources in support of student achievement goals.

Goal 5: The Board will continue to assert its role in the community as the educational policy leader and govern the school division fairly and openly, while seeking the engagement of school community stakeholders in Surry County.

(Comprehensive Plan Goal No. 6)

- The Board will continue to receive training in school board governance.
- The Board will remain current on educational laws, policies, regulations, and practices that impact public education.
- The Board will continue to foster a school and organizational culture that encourages parental and community involvement.
- The Board will support and promote practices that encourage volunteerism in the schools.
- The Board will support and promote practices that encourage and support community and business partnerships.
- The Board will continue to ensure that communication protocols and practices promote a positive relationship with the community and media.
- The Board will continue to model and promote the importance of developing and maintaining positive relationships with the board of supervisors and county administration.

Surry County Public Schools
FY2020-2021 Budget Development Calendar
Approved: November 12, 2019

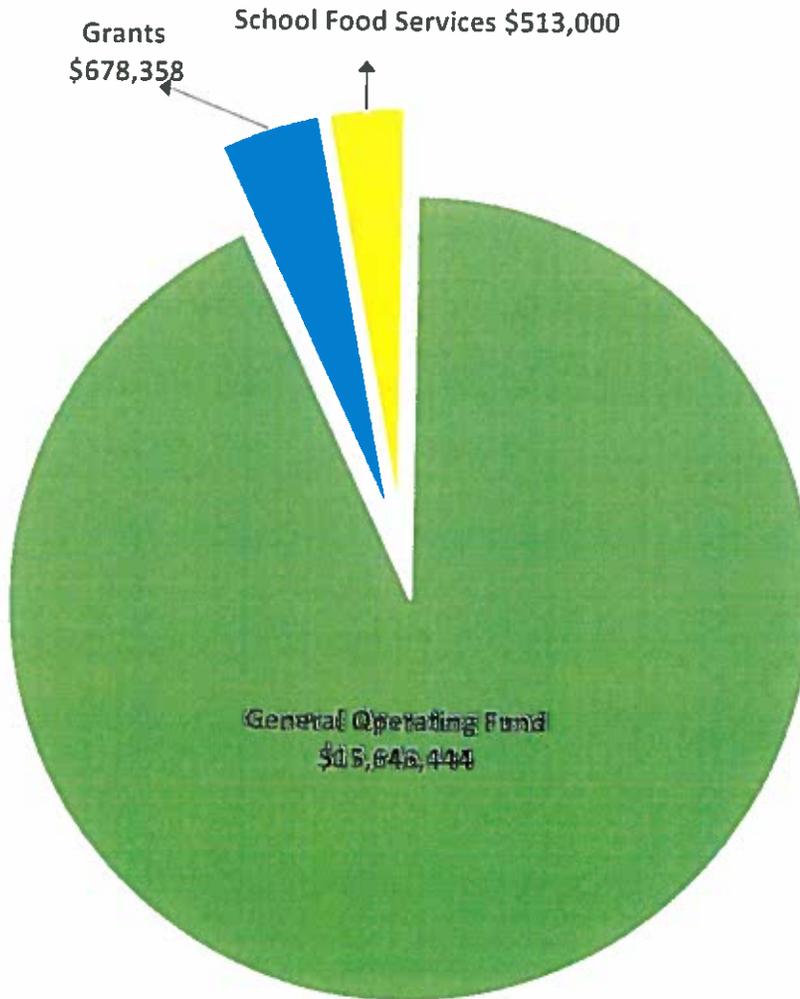
Date	Process	Responsible Parties	Detail
November 13, 2019	School Board approval of Budget Development Calendar	Superintendent and Director of Finance	The director of finance presents the proposed budget calendar to the school board for review and approval.
November	Enrollment projections developed	Director of Finance	Updated student enrollment projections will be utilized to calculate estimated enrollment-based state funding. In addition, enrollment projections will be utilized for staffing and class size ratios.
December 9, 2019	Budget requests due to Director of Finance	Principals and Administrators	Budget requests to be reviewed and prioritized for inclusion in superintendent's proposed budget.
December 10, 2019	School Board conducts Pre-budget Public Hearing	School Board	School Board will hold pre-budget public hearing to receive input from citizens regarding funding priorities.
January 14, 2020	Update on Governor's Proposed Budget and Student Enrollment Projections	Superintendent and Director of Finance	Staff will review state revenue estimates based on Governor's proposed amendments to the current state biennial budget.
January 30, 2020*	Budget Planning Meeting with Board of Supervisors	School Board and Board of Supervisors	School Board will host a budget planning with the Surry County Board of Supervisors at Surry County High School to discuss budget priorities and revenue forecasts.
February 11, 2020	Presentation of Superintendent's Proposed Budget to School Board	Superintendent and Director of Finance	Superintendent will present FY2020-2021 proposed budget based on prioritized needs and estimated revenues.
February 18, 2020	School Board holds Public Hearing on Proposed Budget	School Board	School Board will conduct a public hearing to receive input from citizens regarding the Superintendent's Proposed Budget.
February 18, 2020	School Board Budget Work Session	School Board and Administration	School Board will hold a public work session to review and discuss the Superintendent's Proposed Budget for FY2020-2021.
March 3, 2020	School Board Budget Work Session	School Board and Administration	School Board will hold a public work session to continue its review and discussion of the Superintendent's Proposed Budget for FY2020-2021.
March 10, 2020	School Board approval of Proposed Budget	School Board	School Board will take action on Superintendent's Proposed Budget, with any revisions.
March 13, 2020 *	School Board's Proposed Budget Submitted to County Administrator	Superintendent	The School Board's Approved Proposed Budget for FY2020-2021 will be submitted to the County Administrator for funding consideration by the Surry Board of Supervisors.
March 20, 2020*	School Board's Proposed Budget Presented to County Board of Supervisors	School Board and Superintendent	The School Board will formally present its FY2020-2021 Proposed Budget to the Surry County Board of Supervisors.
April 2, 2020*	County Administrator presents FY2020-2021 Proposed Budget to Board of Supervisors	Surry County Administrator	The Surry County Administrator will formally present his/her proposed budget to the County Board of Supervisors.
May 7, 2020*	Surry County Board of Supervisors will hold a public hearing on the proposed budget	Surry County Board of Supervisors	County Board of Supervisors will conduct a public hearing to receive input from citizens regarding the County Administrator's Proposed Budget for FY2020-2021.
May 14, 2020*	County Board of Supervisors adopt FY2020-2021 Budget, 2020 tax rates and budget resolutions	Board of Supervisors	County Board of Supervisors will take action on FY2020-2021 budget.
May 19, 2020	Adoption/Amendment of Final School Board Budget, with revisions as required	School Board	Based upon final appropriation action by the County Board of Supervisors, the School Board is required to make any necessary adjustments to the School Board's previously approved proposed budget.

*Board of Supervisors budget related activities and dates subject to revision

Special Note: The dates and activities of the above budget development calendar are subject to revision as necessary.

**Surry County Public Schools
Summary of All Funds
FY2020 - 2021**

Fund Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
General Operating	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%
Grants	724,864	678,358	(46,507)	-6.42%
School Food Services	518,500	513,000	(5,500)	-1.06%
Total - All Funds	\$ 16,290,806	\$ 16,837,802	\$ 546,996	3.36%



**Surry County Public Schools
General Operating Fund
FY2020-2021 Budget**

PROPOSED REVENUE PER GENERAL ASSEMBLY APPROVED BUDGET

Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
<i>Local:</i>				
County Appropriation	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
County Appropriation - Prior Year Carryforward			-	
Total - Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
<i>State:</i>				
Standards of Quality (SOQ)	\$ 1,090,926	\$ 1,301,246	\$ 210,320	19.28%
Sales Tax	970,556	962,545	(8,011)	-0.83%
Lottery	255,041	280,926	25,885	10.15%
Categorical & Incentive	176,786	304,610	127,824	72.30%
Total - State Revenue	\$ 2,493,309	\$ 2,849,327	\$ 356,018	14.28%
<i>Other:</i>				
Federal				
JROTC	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Other Local & Miscellaneous Sources	32,132	32,132	-	0.00%
Total - Other Revenue	\$ 114,132	\$ 104,132	\$ (10,000)	-8.76%
Total Revenue - General Fund	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

PROPOSED EXPENDITURES

Description	FY2019-20 Budget	FY2020-21 Proposed	Change (\$)	Change (%)
Instruction	\$ 10,283,325	\$ 10,402,693	\$ 119,369	1.16%
Administration & Health	1,014,353	1,042,370	28,017	2.76%
Pupil Transportation Services	1,031,538	1,183,264	151,726	14.71%
Operations & Maintenance Services	2,015,447	2,110,949	95,502	4.74%
Transfer to Surry County for School CIP	-	200,000	200,000	-
Technology Services	702,779	707,167	4,388	0.62%
Total	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
FY2020 - 2021 Operating Budget
Summary of Changes in Revenue and Expenditures
Proposed: March 10, 2020, amended March 24, 2020

Projected Base Revenues	FTE	Amount	Adjustment	Amount
State				
Standards of Quality		\$ 1,300,241		\$ 1,300,241
State Sales Tax		962,545		962,545
Lottery Funded Programs		425,489		425,489
Incentive and Categorical		161,052		161,052
Subtotal - State		\$ 2,849,327	\$ -	\$ 2,849,327
Local - Regular Appropriation based on FY2020 Funding Level		12,440,000		12,440,000
Local - Request for Two-Percent (2.03) Increase in Local Funding in FY2021		252,985		252,985
Federal		72,000		72,000
Other		32,132		32,132
FY2020-2021 Projected Base Revenue Budget		\$ 15,646,444	\$ -	\$ 15,646,444

FY2020-2021 Expenditure Base Budget (excluding Federal Grants)	FTE	Amount	Adjustment	Amount
Base Expenditure Budget Adjustments:		\$ 15,047,441		\$ 15,047,441
Compensation Increase for Teachers and Staff: 2.5% Increase for full-time, contracted staff		206,137		206,137
FICA		16,355		16,355
VRS-Retirement: Professional		41,349		41,349
VRS-Retirement: Non-Professional		27,461		27,461
VRS-RIICC		4,165		4,165
VRS-Group Life Insurance		6,915		6,915
VRS-Disability Insurance		2,806		2,806
Unemployment		6,530		6,530
Increase in VRS Contribution Rate: 15.68% (FY20) to 16.62% (FY21)		55,000		55,000
Increase in Special Education Transportation Costs: Drivers	2.0	53,648		53,648
Increase in Special Education Transportation Costs: Bus Aides	2.0	45,567		45,567
One (1) General Maintenance Worker (including employee benefits)	1.0	32,000		32,000
Increase in Regional Governor's School Tuition		3,325		3,325
Increase in Water & Sewage Costs: Hampton Roads Sanitation District (HRSD) Contract		35,000		35,000
Increase Vehicle Fuel Costs		25,000		25,000
State Infrastructure and Operations Per Pupil Fund for School CIP		200,000		200,000
WHRO/HREFA Membership		10,580		10,580
High School Concurrent Enrollment Program Tuition (John Tyler Community College)		12,000		12,000
Subtotal - Expenditure Base Budget Adjustments	5.0	783,838	-	783,838
FY2020-2021 Projected Expenditure Base Budget	5.0	\$ 15,831,279	\$ -	\$ 15,831,279

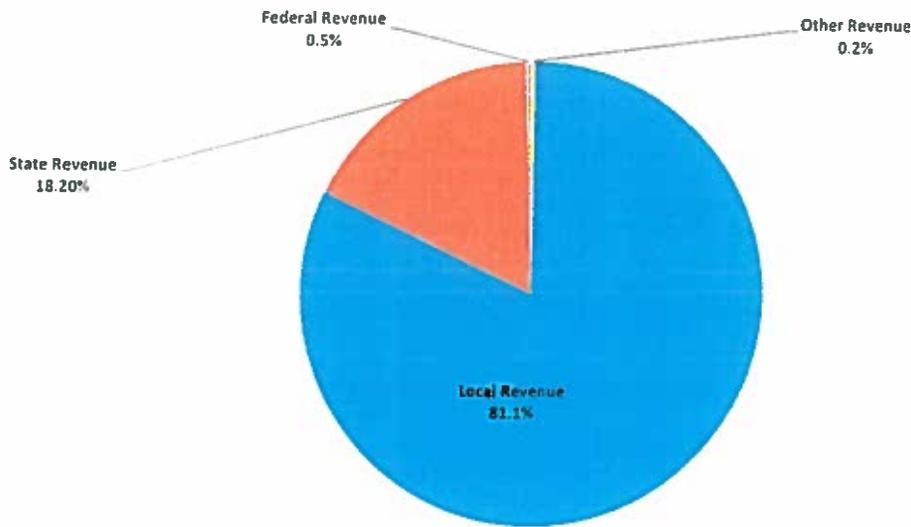
Projected Budget Deficit/Gap - Estimated Base Revenue to Base Expenditures		\$ (184,835)	\$ -	\$ (184,835)
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<i>Potential Expenditure Reductions/Balancing Strategies</i>				
	FTE	Amount	Adjustment	Amount
Employee Health Insurance Base Budget Savings		\$ 118,410		\$ 118,410
Reduction in Instructional Staffing due to Enrollment Change (Classroom Teaching Positions)	1.0	65,000		65,000
Other Nonpersonnel Base Budget Adjustments		1,425		1,425
Total - Recommended Budget Reduction/Balancing Strategies	1.0	\$ 184,835	\$ -	\$ 184,835
Remaining Budget Deficit/Gap		\$ 0	\$ -	\$ 0

**Surry County Public Schools
FY2020 -2021 Budget
Revenue Summary**

General Operating Fund

Description	FY2019-20 Approved	FY2020-21 Proposed	Change (\$)	Change (%)
Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
State Revenue	2,493,309	2,849,327	356,018	14.28%
Federal Revenue	82,000	72,000	(10,000)	-12.20%
Other Revenue	32,132	32,132	-	0.00%
Total General Fund Revenue	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%



Average Daily Membership (ADM) represents the aggregate number of days of membership of all students during a school year, divided by the number of days school is in session during the year. The measurement period for the calculation of ADM begins on the first day of school and ends on March 31st. This number is used as the basis for determining State Standards of Quality (SOQ) funding for a given fiscal year (July 1 through June 30).

The estimated ADM utilized by SCPS for the projection of SOQ for FY2020-2021 is 679 students.

**Surry County Public Schools
General Operating Fund
Projected Revenue Detail
FY2020-2021**

Description	FY2019-20 Approved	FY2020-21 Proposed	Change (\$)	Change (%)
<i>Projected ADM</i>	685	679	(6)	-0.88%
Local Revenue:				
County Appropriation	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
Total Local Revenue	\$ 12,440,000	\$ 12,692,985	\$ 252,985	2.03%
Standards of Quality (SOQ) Programs:				
Basic Aid	\$ 722,282	\$ 807,794	\$ 85,512	11.84%
State Sales Tax	970,556	962,545	(8,011)	-0.83%
Special Education	95,900	166,219	70,319	73.33%
Fringe Benefit (VRS Retirement)	102,476	127,652	25,176	24.57%
Fringe Benefit (Social Security)	46,443	54,727	8,284	17.84%
Remedial Education	32,332	32,185	(147)	-0.45%
Vocational Education	57,540	69,394	11,854	20.60%
Textbooks	13,795	14,594	799	5.79%
Gifted Education	6,850	7,197	347	5.07%
Remedial Summer School	10,157	16,677	6,520	64.19%
Fringe Benefit (VRS Group Life Insurance)	3,151	3,802	651	20.66%
Subtotal - Standards of Quality (SOQ)	\$ 2,061,482	\$ 2,262,786	\$ 201,304	9.77%
Incentive & Categorical Programs:				
VPSA Technology	\$ 128,000	\$ 128,000	\$ -	0.00%
Special Education - Homebound	1,327	3,916	2,589	195.10%
Enrollment Loss	-	5,364	5,364	
Compensation Supplement	47,459	23,772	(23,687)	-49.91%
Subtotal - Incentive & Categorical Programs:	\$ 176,786	\$ 161,052	\$ (15,734)	-8.90%
Lottery-Funded Programs:				
ISAEP/GED	\$ 8,355	\$ -	\$ (8,355)	-100.00%
Supplemental Lottery PPA	50,229	-	(50,229)	-100.00%
Infrastructure and Operations Per Pupil Fund	-	200,000	200,000	
Early Reading Intervention	4,011	4,266	255	6.36%
Career & Technical Education (Voc Ed Equipment)	4,096	3,472	(624)	-15.23%
At Risk	47,477	88,081	40,604	85.52%
K-3 Primary Class Size Reduction	41,057	40,589	(468)	-1.14%
Virginia Preschool Initiative	91,727	80,029	(11,698)	-12.75%
Mentor Teacher Program	206	632	426	206.80%
English as a Second Language	673	1,005	332	49.33%
Project Graduation	4,068	3,106	(962)	-23.65%
SOL Algebra Readiness	3,142	4,309	1,167	37.14%
Subtotal - Lottery-Funded Programs	\$ 255,041	\$ 425,489	\$ 170,448	66.83%
Total - State Revenue	\$ 2,493,309	\$ 2,849,327	\$ 356,018	14.28%
Federal Revenue:				
JROTC	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Total Federal Revenue	\$ 82,000	\$ 72,000	\$ (10,000)	-12.20%
Other Revenue:				
Other Local and Miscellaneous	\$ 32,132	\$ 32,132	\$ -	0.00%
Total Other	\$ 32,132	\$ 32,132	\$ -	0.00%
Total General Operating Revenue - All Sources	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Source:

Governor Northam's Introduced 2020-2022 Biennial Budget (HB 30/SB30) dated December 17, 2019.

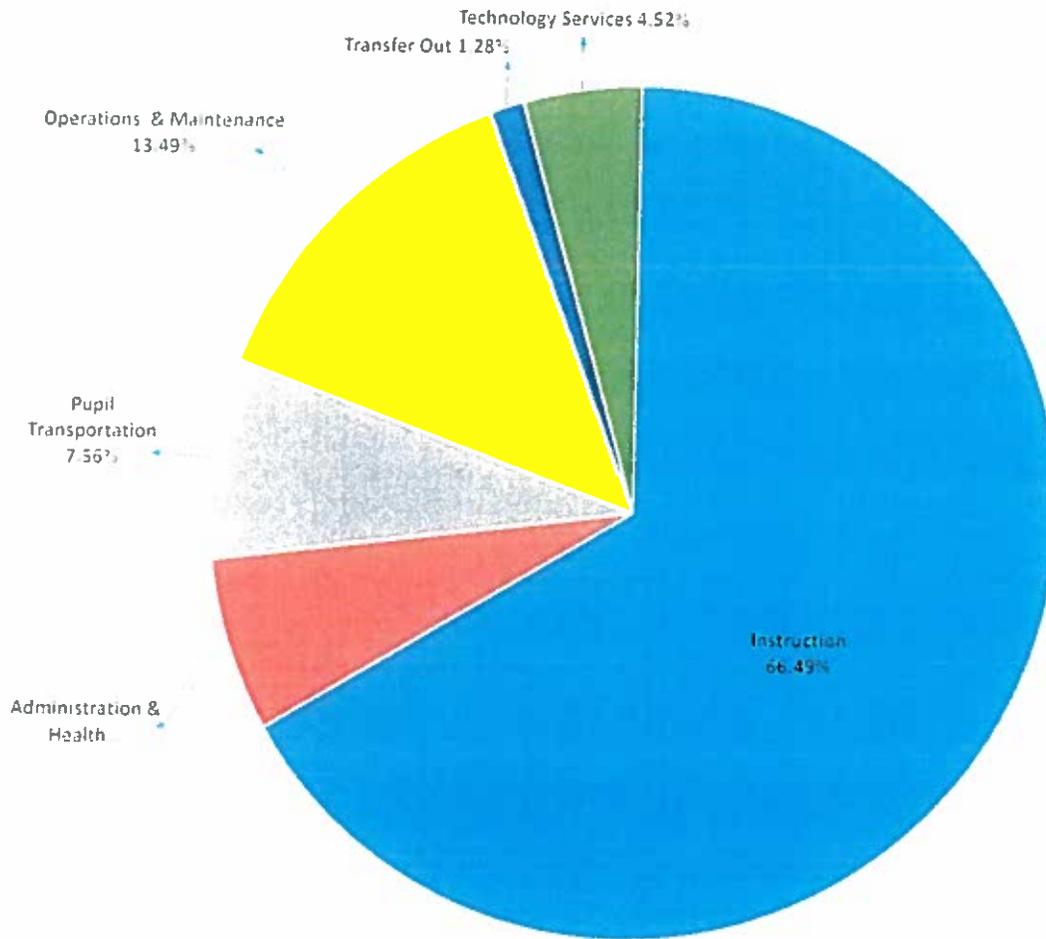
Note: The estimated state revenue is based on a projected March 31, 2021 ADM of 679

Description	# of Students
FY2020-21 Projected Fall K-12 Enrollment @ 9/30	684.00
FY2020-21 Projected ADM @ March 31, 2021	679.00
Projected Change: Fall Enrollment to March ADM	(5.00)
Projected Change: Fall Enrollment to March ADM	-0.73%

Description	Fall Enrollment (K-12)	March ADM (K-12)	Change: Fall to Spring (#)	Change: Fall to Spring (%)
FY2019-20	702.00	697.00	-5.00	-0.71%
FY2020-21	684.00	679.00	-5.00	-0.73%
Change: No. of Students	-18.00	-18.00		
Change: Percentage of Students	-2.56%	-2.58%		

**Surry County Public Schools
Operating Expenditure Summary by State Function Category
FY2020 - 2021**

Description	FY2019-20 Adopted	FY2020-21 Proposed	% of Total	Change (\$)	Change (%)
Instruction	\$ 10,283,325	\$ 10,402,693	66.49%	\$ 119,369	1.16%
Administration & Health	1,014,353	1,042,370	6.66%	28,017	2.76%
Pupil Transportation Services	1,031,538	1,183,264	7.56%	151,726	14.71%
Operations & Maintenance Services	2,015,447	2,110,949	13.49%	95,502	4.74%
Fund Transfer to County for School CIP	-	200,000	1.28%	200,000	-
Technology Services	702,779	707,167	4.52%	4,388	0.62%
Total	\$ 15,047,441	\$ 15,646,444	100.00%	\$ 599,003	3.98%



Surry County Public Schools
General Operating Budget by Function
FY 2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Classroom Instruction Personnel Services	\$ 5,429,641	\$ 5,473,856	\$ 45,215	0.83%
Classroom Instruction Employee Benefits	2,272,312	2,228,220	(44,092)	-1.94%
Classroom Instruction Purchase Services	266,686	277,266	10,580	3.97%
Classroom Instruction Regional Tuition	69,940	85,265	3,325	4.75%
Classroom Instruction Other Charges	35,254	35,254	-	0.00%
Classroom Instruction Material & Supplies	119,657	119,657	-	0.00%
Classroom Instruction Equipment	10,000	10,000	-	0.00%
6110 Total Classroom Instruction	\$ 8,202,490.00	\$ 8,229,517.66	\$ 21,027.66	0.26%
Guidance Services Personnel Services	\$ 184,189.00	\$ 185,754.68	\$ 1,565.68	0.85%
Guidance Services Employee Benefits	66,128	68,491	2,363	3.57%
6120 Total Guidance Services	\$ 250,317	\$ 254,245	\$ 3,928	1.57%
Social Worker Salaries	\$ 52,331	\$ 58,829	\$ 6,498	12.42%
School Social Work Personnel Services	52,331	58,829	6,498	12.42%
Social Worker FICA	4,003	4,500	497	12.43%
Social Worker VRS	8,205	9,777	1,572	19.16%
Social Worker HMP	8,847	14,093	5,246	59.29%
Social Worker GLI	686	788	102	14.91%
Social Wrkr Disability-VRS Hybrid	215	276	61	28.60%
Social Worker Unemployment	164	218	54	32.72%
Social Worker RHCC	628	712	84	13.35%
School Social Work Employee Benefits	22,748	30,365	7,617	33.48%
61220 School Social Work Services	\$ 75,079	\$ 89,194	\$ 14,115	18.80%
Homebound Services Personnel Services	\$ 9,000	\$ 9,000	-	0.00%
Homebound Services Employee Benefits	689	689	-	0.00%
Homebound Services Other Charges	1,284	1,284	-	0.00%
61230 Total Homebound Services	\$ 10,973.00	\$ 10,973.00	-	0.00%
Instructional Support Services Personnel Services	\$ 381,270	\$ 403,533	\$ 22,263	5.84%
Instructional Support Services Employee Benefits	130,246	133,600	3,354	2.58%
Instructional Support Services Purchase Services	39,150	39,150	-	0.00%
Instructional Support Services Other Charges	14,558	14,250	(308)	-2.12%
Instructional Support Services Supplies & Materials	6,592	6,592	-	0.00%
61310 Total Instructional Support Services	\$ 571,816	\$ 597,126	\$ 25,310	4.43%
Media Services Personnel Services	\$ 132,932	\$ 136,005	\$ 3,073	2.31%
Media Services Employee Services	42,669	44,850	2,181	5.11%
Media Services Material & Supplies	13,500	13,500	-	0.00%
61320 Total Media Services	\$ 189,101	\$ 194,355	\$ 5,254	2.78%
Office of the Principal Personnel Services	\$ 716,537	\$ 735,873	\$ 19,336	2.70%
Office of the Principal Employee Benefits	267,012	291,410	24,398	9.14%
61410 Total Office of the Principal	\$ 983,549	\$ 1,027,283	\$ 43,734	4.45%
School Board Services Personnel Services	\$ 25,000	\$ 31,000	\$ 6,000	24.00%
School Board Services Employee Benefits	1,976	2,517	541	27.39%
School Board Services Purchase Services	9,000	9,000	-	0.00%
School Board Services Other Charges	25,650	25,650	-	0.00%
62110 School Board Services	\$ 61,626	\$ 68,167	\$ 6,541	10.61%
Executive Services Personnel Services	293,913	296,244	2,321	0.79%
Executive Services Employee Benefits	103,136	112,141	9,005	8.73%
Executive Services Purchase Services	33,864	33,864	-	0.00%
Executive Services Other Charges	18,049	18,049	-	0.00%
Executive Services Other Charges	7,640	7,640	-	0.00%
62120 Total Executive Services	\$ 456,612	\$ 467,938	\$ 11,326	2.48%
Human Resources Services Personnel Services	51,321	53,334	1,483	2.40%
Human Resources Services Employee Benefits	27,568	27,608	40	0.14%
Human Resources Other Charges	1,520	1,520	-	0.00%
62140 Total Human Resources Services	\$ 90,909	\$ 92,432	\$ 1,523	1.67%

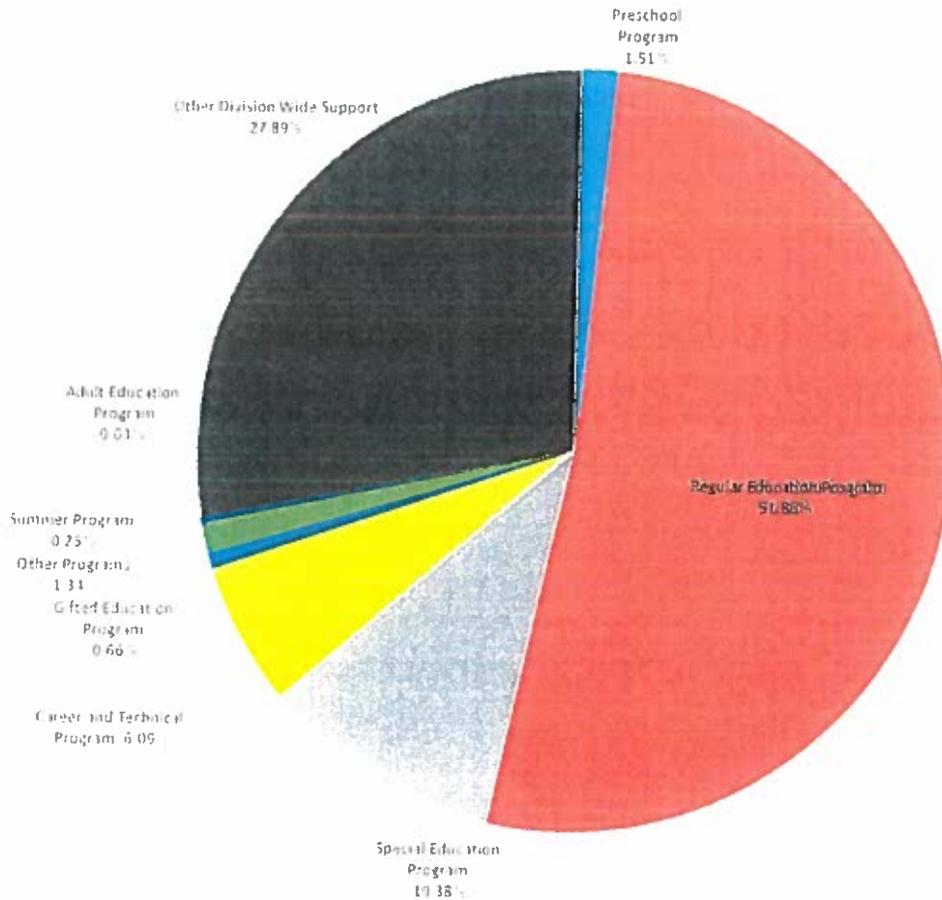
Financial Services: Personnel Services	148,691	152,283	3,592	2.42%
Financial Services: Employee Benefits	38,913	41,406	2,493	6.41%
Financial Services: Purchase Services	14,783	14,783	-	0.00%
Financial Services: Other Charges	5,272	5,272	-	0.00%
Financial Services: Materials & Supplies	1,900	1,900	-	0.00%
62160 Financial Services	\$ 209,559	\$ 215,644	\$ 6,085	2.90%
Health Services: Personnel Services	\$ 84,051	\$ 83,466	\$ (585)	-0.71%
Health Services: Employee Benefits	21,052	21,878	826	3.92%
Health Services: Purchase Services	4,320	4,320	-	0.00%
Health Services: Purchase Services	475	475	-	0.00%
62220 Total Health Services	\$ 109,908	\$ 110,139	\$ 231	0.21%
Psychological Services: Personnel Services	\$ 56,790	\$ 58,147	\$ 1,357	2.39%
Psychological Services: Employee Benefits	28,948	29,903	955	3.30%
62230 Total Psychological Services	\$ 85,738	\$ 88,050	\$ 2,312	2.70%
Pupil Transportation Services: Personnel Services	\$ 535,680	\$ 642,026	\$ 106,346	19.85%
Pupil Transportation Services: Employee Benefits	209,826	230,208	20,382	9.71%
Pupil Transportation Services: Purchase Services	35,100	35,100	-	0.00%
Pupil Transportation Services: Other Charges	45,430	45,430	-	0.00%
Pupil Transportation Services: Material & Supplies	205,500	230,500	25,000	12.17%
63000 Total Pupil Transportation Services	\$ 1,031,536	\$ 1,183,264	\$ 151,728	14.71%
Operations & Maintenance Services: Personnel Services	\$ 581,402	\$ 628,359	\$ 46,957	8.08%
Operations & Maintenance Services: Employee Benefits	261,084	271,994	10,910	4.18%
Operations & Maintenance Services: Purchase Services	201,600	201,600	-	0.00%
Operations & Maintenance Services: Other Charges	739,172	773,056	33,884	4.58%
Operations & Maintenance Services: Material & Supplies	90,250	90,250	-	0.00%
64200 Total Operations & Maintenance	\$ 1,898,508	\$ 1,990,259	\$ 91,751	4.83%
Security Services: Personnel Services	82,478	84,609	2,131	2.58%
Security Services: Employee Benefits	34,282	35,902	1,620	4.72%
Security Services: Purchase Services	180	180	-	0.00%
64600 Total Security Services	\$ 116,940.00	\$ 120,690	\$ 3,750	3.21%
Technology Services: Personnel Services	\$ 195,612	\$ 201,465	\$ 5,853	2.97%
Technology Services: Employee Benefits	89,987	83,521	(6,466)	-0.52%
Technology Services: Purchase Services	70,500	70,500	-	0.00%
Technology Services: Other Charges	42,681	42,681	-	0.00%
Technology Services: Equipment	303,000	303,000	-	0.00%
68000 Total Technology Services	\$ 702,780	\$ 707,167	\$ 4,387	0.62%
Fund Transfer for School Capital Improvement Plan	\$ -	\$ 200,000	\$ (200,000)	-
67000 Total Fund Transfers	\$ -	\$ 200,000	\$ (200,000)	-
	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

**Surry County Public Schools
Operating Expenditure Summary by State Program Category
FY2020- 2021**

Description	FY2019-20 Adopted	FY2020-21 Proposed	% of Total	Change (\$)	Change (%)
Preschool (Four-Year) Program	\$ 233,534	\$ 236,145	1.51%	\$ 2,611	1.12%
Regular Education Program	8,158,003	8,113,778	51.86%	(44,225)	-0.54%
Special Education Program	1,338,716	1,623,609	10.38%	284,893	22.06%
Career and Technical Education Program	928,742	952,797	6.09%	24,056	2.56%
Gifted Education Program	99,892	103,856	0.66%	3,965	4.98%
Other Programs*	209,193	209,291	1.34%	98	0.05%
Summer Program	38,667	38,667	0.25%	0	0.00%
Adult Education Program	4,692	4,692	0.03%	(0)	0.00%
Other Division Wide Support**	4,036,002	4,363,608	27.89%	327,606	8.49%
Total	\$ 15,047,441	\$ 15,646,444	100.0%	\$ 599,003	3.98%

*Other Programs include: Extracurricular Activities and Athletics

**Other Division Wide Support includes: Pupil Transportation, Operations & Maintenance, Administrative and Health Services, Security and CIP Facilities to Surry County



Surry County Public Schools
General Operating Budget by Program
FY2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Preschool (Four-Year Old) Program: Personnel Services	\$ 153,386	\$ 157,134	\$ 3,748	2.44%
Preschool (Four-Year Old) Program Employee Benefits	71,685	70,548	(1,137)	-1.59%
Preschool (Four-Year Old) Program Purchase Services	3,150	3,150	-	0.00%
Preschool (Four-year Old) Program: Other Charges	2,613	2,613	-	0.00%
Preschool (Four-year Old) Program Materials & Supplies	2,700	2,700	-	0.00%
n/a Total Preschool (Four-Year Old) Program	\$ 233,534	\$ 236,145	\$ 2,611	1.12%
Regular Education Program Personnel Services	\$ 5,277,999	\$ 5,284,600	\$ 6,601	0.13%
Regular Education Program Employee Benefits	2,230,843	2,168,988	(61,855)	-2.77%
Regular Education Program Purchased Services	196,050	206,630	10,580	5.40%
Regular Education Program Other Charges	86,856	86,548	(308)	-0.35%
Material & Supplies	64,012	64,012	-	0.00%
Equipment	303,000	303,000	-	0.00%
100 Total Regular Education Program	\$ 8,158,760	\$ 8,113,778	\$ (44,982)	-0.55%
Special Education Program Personnel Services	\$ 822,252	\$ 1,008,925	\$ 186,673	22.70%
Special Education Program Employee Benefits	350,932	449,205	98,273	27.99%
Special Education Program Purchase Services	159,856	159,856	-	0.00%
Special Education Program Other Charges	808	808	-	0.00%
Special Education Program Materials & Supplies	4,815	4,815	-	0.00%
200 Total Special Education Program	\$ 1,338,713	\$ 1,623,609	\$ 284,896	21.28%
Career & Technical Education Program Personnel Services	\$ 645,941	\$ 650,602	\$ 4,661	0.72%
Career & Technical Education Program Personnel Services	230,305	237,701	7,396	3.21%
Career & Technical Education Program Purchase Services	15,300	15,300	-	0.00%
Career & Technical Education Program Regional Tuition	-	12,000	12,000	0.00%
Career & Technical Education Program Other Charges	1,995	1,995	-	0.00%
Career & Technical Education Program Materials & Supplies	25,200	25,200	-	0.00%
Career & Technical Education Program Equipment	10,000	10,000	-	0.00%
300 Total Career & Technical Program	\$ 928,741	\$ 952,797	\$ 24,056	2.59%
Gifted Education Program Personnel Services	\$ 18,020	\$ 18,358	\$ 338	1.88%
Gifted Education Program Employee Benefits	12,105	12,406	301	2.49%
Gifted Education Program Purchase Services	68,500	71,825	3,325	4.85%
Gifted Education Program Other Charges	1,267	1,267	-	0.00%
400 Total Gifted Education Program	\$ 99,892	\$ 103,856	\$ 3,964	3.97%
Extra Curricular Program Personnel Services	\$ 159,284	\$ 159,284	\$ -	0.00%
Extra Curricular Program Employee Benefits	4,907	5,005	98	1.99%
Extra Curricular Program Purchase Services	1,980	1,930	(50)	-0.00%
Extra Curricular Program Materials & Supplies	43,022	43,022	-	0.00%
500 Total Extra Curricular Program	\$ 209,193	\$ 209,291	\$ 98	0.05%
Summer Education Program Personnel Services	\$ 35,850	\$ 35,850	\$ -	0.00%
Summer Education Program Employee Benefits	2,817	2,817	-	0.00%
600 Total Summer Program	\$ 38,667	\$ 38,667	\$ -	0.00%
Adult Education Program Personnel Services	\$ 2,800	\$ 2,800	\$ -	0.00%
Adult Education Program Employee Benefits	214	214	-	0.00%
Adult Education Program Purchase Services	1,440	1,440	-	0.00%
Adult Education Program Other Charges	238	238	-	0.00%
700 Total Adult Education Program	\$ 4,692	\$ 4,692	\$ -	0.00%
Teacher of The Year Stipend	2,500	2,500	-	0.00%
800 Other Instructional Support: Personnel Services	\$ 2,500	\$ 2,500	\$ -	0.00%

Administration & Health	Personnel Services	\$ 670,286	\$ 684,444	\$ 14,158	2.11%
Administration & Health	Employee Benefits	221,593	235,453	13,860	6.25%
Administration & Health	Purchase Services	61,967	61,967	-	0.00%
Administration & Health	Other Charges	50,491	50,491	-	0.00%
Administration & Health	Materials & Supplies	10,015	10,015	-	0.00%
n/a Total Administration & Health		1,014,352	1,042,370	28,018	0.00%
Pupil Transportation	Personnel Services	\$ 519,160	\$ 526,289	\$ 7,129	1.37%
Pupil Transportation	Employee Benefits	197,759	170,469	(27,290)	-13.80%
Pupil Transportation	Purchase Services	35,100	35,100	-	0.00%
Pupil Transportation	Other Charges	45,430	45,430	-	0.00%
Pupil Transportation	Services	205,500	230,500	25,000	12.17%
n/a Total Pupil Transportation Services		1,002,949	1,007,789	4,840	0.48%
Operations & Maintenance	Personnel Services	581,402	628,359	46,957	8.08%
Operations & Maintenance	Employee Benefits	261,084	271,994	10,910	4.18%
Operations & Maintenance	Purchase Services	201,600	201,600	-	0.00%
Operations & Maintenance	Other Charges	739,172	773,056	33,884	4.58%
Operations & Maintenance	Materials & Supplies	90,250	90,250	-	0.00%
Operations & Maintenance	Equipment	25,000	25,000	-	0.00%
n/a Total Operations & Maintenance Services		1,898,508	1,990,259	91,751	4.83%
Security Services	Personnel Services	82,478	84,609	2,131	2.58%
Security Services	Employee Benefits	34,282	35,902	1,620	4.72%
Security Services	purchase Services	180	180	-	0.00%
n/a Total Security Services		116,940	120,690	3,750	3.21%
Fund transfer for School Capital Improvement Plan		-	200,000	(200,000)	-
n/a Total Fund Transfers		-	200,000	200,000	-
		\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
General Operating Budget by Cost Center & Object
FY 2020 - 2021

DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	Change (\$)	Change (%)
Elementary School Instruction:				
Personnel Services	\$ 2,064,222	\$ 2,008,760	\$ (55,462)	-2.7%
FICA & Medicare	157,697.00	152,011.85	(5,685.15)	-3.6%
VRS Retirement	312,388.00	326,577.85	14,189.85	4.5%
Health Insurance	390,236.00	284,852.52	(105,383.48)	-27.0%
VRS Group Life Insurance	26,099.00	26,684.92	585.92	2.2%
VRS Disability SPED Transportation	1,063.00	1,637.38	574.38	54.0%
Unemployment Insurance	6,151.00	7,295.74	1,144.74	0.00%
VRS Retiree Health Care Credit	23,907.00	24,096.08	189.08	0.79%
Purchased Services	24,750.00	24,750.00	-	0.00%
Telephone	2,700.00	2,700.00	-	0.00%
Professional Development	5,376.00	5,376.00	-	0.00%
Travel	2,566.00	2,566.00	-	0.00%
Materials & Supplies	22,320.00	22,320.00	-	0.00%
Elementary School Instruction	\$ 3,039,475.00	\$ 2,889,628.14	\$ (149,846.86)	-4.93%
Middle School Instruction:				
Personnel Services	\$ 1,771,807	\$ 1,869,648	\$ 97,841	5.5%
FICA & Medicare	135,544	142,588	7,044	5.2%
VRS Retirement	268,277	299,667	31,390	11.7%
Health Insurance	273,940	301,805	27,865	10.2%
VRS Group Life Insurance	22,414	24,161	1,747	7.8%
VRS Disability	807	948	141	17.4%
Unemployment Insurance	5,324	6,671	1,347	25.3%
VRS Retiree Health Care Credit	20,530	21,817	1,287	6.3%
Purchased Services	24,930	24,930	-	0.00%
Telephone	3,600	3,600	-	0.00%
Professional Development	5,011	5,011	-	0.00%
Travel	3,136	3,136	-	0.00%
Materials & Supplies	24,075	24,075	-	0.00%
Total Middle School Instruction	\$ 2,559,395	\$ 2,728,057	\$ 168,662	6.59%
High School Instruction:				
Personnel Services	\$ 2,602,640	\$ 2,629,789	\$ 27,149	1.0%
FICA & Medicare	199,101	201,045	1,944	1.0%
VRS Retirement	376,169	403,606	27,437	7.3%
Health Insurance	329,729	304,989	(24,740)	-7.5%
VRS Group Life Insurance	31,493	32,604	1,111	3.5%
VRS Disability	1,953	3,106	1,153	132.01%
Unemployment Insurance	7,589	9,003	1,414	225.20%
VRS Retiree Health Care Credit	28,651	29,237	586	2.0%
Purchased Services	261,442	276,767	15,325	5.9%
Telephone	2,700	2,700	-	0.00%
Professional Development	6,413	6,413	-	0.00%
Travel	4,798	4,798	-	0.00%
Materials & Supplies	86,762	86,762	-	0.00%
Equipment	10,000	10,000	-	0.00%
Total High School Instruction	\$ 3,949,440	\$ 4,000,819	\$ 51,379	1.30%

Division Wide Instructional Support:

Personnel Services	\$	482,751	\$	511,512	\$	28,761	5.96%
FICA & Medicare		36,930		38,940		2,010	5.4%
VRS Retirement		66,420		76,845		10,425	15.7%
Health Insurance		41,415		37,973		(3,442)	-8.3%
VRS Group Life Insurance		5,549		6,196		647	11.7%
VRS Disability Insurance		215		276		61	28.60%
Unemployment Insurance		1,216		1,785		569	0.47
Workers Compensation		37,981		37,981		-	0.00%
VRS Retiree Health Care Credit		5,083		5,595		512	10.1%
Purchased Services		64,654		75,234		10,580	16.36%
Professional Development		14,488		14,488		-	0.00%
Travel		308		-		(308)	-100.0%
Materials & Supplies		6,592		6,592		-	0.00%
Total Division Wide Instructional Support	\$	763,602	\$	813,416	\$	49,814	6.52%

Administrative & Health Services:

Personnel Services	\$	670,286	\$	684,444	\$	14,158	2.1%
FICA & Medicare		51,277		52,360		1,083	2.1%
VRS Retirement		100,403		107,778		7,375	7.3%
Health Insurance		34,176		38,581		4,405	12.9%
VRS Group Life Insurance		8,388		8,690		302	3.6%
VRS Disability		-		154		154	-
Unemployment		2,166		2,545		379	17.5%
VRS Retiree Health Care Credit		7,683		7,847		164	2.1%
Other Benefits		17,500		17,500		-	0.00%
Purchased Services		61,967		61,967		-	0.00%
Postal Services		500		500		-	0.00%
Telephone		2,970		2,970		-	0.00%
Travel		35,906		35,906		-	0.00%
Other Charges		11,115		11,115		-	0.00%
Materials & Supplies		10,015		10,015		-	0.00%
Total Administrative & Health Services	\$	1,014,352	\$	1,042,370	\$	28,018	2.8%

Pupil Transportation Services:

Personnel Services	\$	519,160	\$	625,168	\$	106,008	20.42%
FICA & Medicare		39,715		45,701		5,986	15.07%
VRS Retirement		51,196		68,505		17,309	33.81%
Health Insurance		98,523		91,682		(6,841)	-6.94%
VRS Group Life Insurance		5,491		7,037		1,546	28.2%
VRS Disability Insurance		237		416		179	75.5%
Unemployment		1,206		1,943		737	61.12%
VRS Retiree Health Care Credit		1,391		2,556		1,165	83.8%
Purchased Services		35,100		35,100		-	0.00%
Telephone		2,430		2,430		-	0.00%
Materials & Supplies		248,500		273,500		25,000	10.06%
Total Pupil Transportation Services	\$	1,002,949	\$	1,154,038	\$	151,089	15.06%

Operations & Maintenance Services:

Personnel Services	\$	581,402	\$	628,359	\$	46,957	8.1%
FICA & Medicare		44,477		47,916		3,439	7.7%
VRS Retirement		67,130		78,990		11,860	17.7%
Health Insurance		138,142		131,848		(6,294)	-4.6%
VRS Group Life Insurance		7,420		8,219		799	10.8%
VRS Disability Insurance		972		1,340		368	37.9%
Unemployment		1,578		2,269		691	43.8%
VRS Retiree Health Care Credit		1,365		1,411		46	3.4%
Purchased Services		201,600		201,600		-	0.00%

Utilities	666,172	701,172	35,000	5.25%
Insurance: Property/Casualty	73,000	71,884	(1,116)	-1.5%
Materials & Supplies	90,250	90,250	-	0.00%
Equipment	25,000	25,000	-	0.00%
Total Operations & Maintenance Services	\$ 1,898,508	\$ 1,990,259	\$ 91,751	4.83%
Security Services:				
Personnel Services	\$ 82,478	\$ 84,609	\$ 2,131	2.58%
FICA & Medicare	6,310	6,473	163	2.58%
VRS Retirement	8,982	10,153	1,171	13.0%
Health Insurance	17,694	17,694	-	0.00%
VRS Group Life Insurance	1,080	1,134	54	4.98%
VRS Disability	-	135	135	-
Unemployment	216	313	97	44.93%
Purchased Services	180	180	-	0.00%
Total Security Services	\$ 116,940	\$ 120,690	\$ 3,750	3.21%
Technology Services:				
Personnel Services	\$ 196,612	\$ 201,465	\$ 4,853	2.5%
VRS Retirement	30,829	33,483	2,654	8.6%
Health Insurance	38,314	34,335	(3,979)	-10.4%
VRS Group Life Insurance	2,576	2,700	124	4.8%
VRS Disability	228	268	40	17.7%
Unemployment Insurance	639	745	106	16.7%
VRS Retiree Health Care Credit	2,360	2,577	217	9.2%
Purchased Services	70,500	70,500	-	0.00%
Technology Connectivity	35,800	35,800	-	0.00%
Professional Development	4,881	4,881	-	0.00%
Travel	2,000	2,000	-	0.00%
Equipment	303,000	303,000	-	0.00%
Total Technology Services	\$ 702,780	\$ 707,167	\$ 4,387	0.62%
Fund Transfers:				
Transfer to Surry County for School CIP	-	200,000	200,000	-
Total Fund Transfers	-	200,000	200,000	-
Total General Operating Fund by Cost Center & Object	\$ 15,047,441	\$ 15,646,444	\$ 599,003	3.98%

Surry County Public Schools
General Operating Budget by Object
FY 2020 - 2021

OBJECT	DESCRIPTION	FY2019-20 ADOPTED BUDGET	FY20-21 PROPOSED BUDGET	% of Total Budget	Change (\$)	Change (%)
1000	Personnel Services (Salaries)	8,971,358	9,243,754	59.08%	272,396	3.04%
2000	<i>Employee Benefits:</i>					
	FICA & Medicare	686,092	702,447	4.49%	16,355	2.38%
	VRS-Retirement (Professional Rate)	1,188,694	1,285,043	8.21%	96,349	8.11%
	VRS- Retirement (Nonprofessional Rate)	93,100	120,561	0.77%	27,461	29.50%
	Health Insurance	1,362,169	1,243,759	7.95%	(118,410)	-8.69%
	VRS Group Life Insurance	110,510	117,425	0.75%	6,915	6.26%
	VRS Disability Insurance	5,475	8,281	0.05%	2,806	51.26%
	Unemployment	26,085	32,570	0.21%	6,485	24.86%
	Workers Compensation Insurance	37,981	37,981	0.24%	-	0.00%
	VRS-Retiree Health Care Credit	90,970	95,135	0.61%	4,165	4.58%
	Other Benefits	17,500	17,500	0.11%	-	0.00%
2000	Employee Benefits	3,618,576	3,660,702	23.40%	42,126	1.16%
	Total Combined Salaries & Employee Benefits	12,589,934	12,904,456	82.48%	314,522	2.50%
3000	Purchased Services	745,123	771,028	4.93%	25,905	3.48%
5000	Other Charges (Including Utilities)	928,870	962,446	6.15%	33,576	3.61%
6000	Materials & Supplies	445,514	470,514	3.01%	25,000	5.61%
8000	Capital Outlay	338,000	538,000	3.44%	200,000	0.00%
	Total Nonpersonnel Expenditures	2,457,507	2,741,988	17.52%	284,481	11.58%
		\$ 15,047,441	\$ 15,646,444	100.00%	\$ 599,003	3.98%

Surry County Public Schools
Grants Budget Summary
FY2020 - 2021

Description	FY2020-21		Change (\$)	Change (%)
	FY2019-20 Adopted	PROPOSED BUDGET		
<i>Revenue Summary:</i>				
Federal - Title I Part A. Improving Basic Programs	\$ 214,270	\$ 213,953	\$ (317)	-0.15%
Federal - Title VI-B Special Education Grant	291,937	277,217	\$ (14,721)	-5.04%
Federal- Title VI-B Special Education Preschool	-	4,632	\$ 4,632	0.00%
Federal - Title II Part. Improving Teacher Quality	30,118	30,767	\$ 649	2.15%
Federal-Title IV. Part A. Student Support and Academic Enrichment	-	15,572	\$ 15,572	0.00%
Federal - Perkins Career and Technical Education Grant	17,146	16,938	\$ (208)	-1.21%
21st Century	171,393	119,280	\$ (52,113)	-30.41%
Total Federal Grant Revenue	\$ 724,864	\$ 678,358	\$ (46,507)	-6.42%

*Expenditure Summary:**Title I Part A, Improving Basic Programs Grant*

Personnel Services	\$ 118,855	\$ 143,895	\$ 25,040	21.07%
FICA & Medicare	9,092	11,008	1,916	21.07%
VRS Retirement	18,636	23,500	4,863	26.10%
Health Insurance	22,940	15,819	(7,121)	-31.04%
Group Life Insurance	1,557	1,895	338	21.69%
Unemployment Insurance	381	523	143	37.47%
VRS Retiree Health Care Credit	1,426	1,711	285	19.96%
Instructional Supplies & Materials	41,382	15,602	(25,780)	-117.78%
Professional Development	-	-	-	-
Total - Title I Grant	\$ 214,270	\$ 213,953	\$ (317)	-0.15%

Title VI-B Special Education Grant

Personnel Services	\$ 198,784	\$ 193,509	\$ (5,275)	-2.7%
FICA & Medicare	15,207	13,449	(1,758)	-11.56%
VRS Retirement	31,013	31,995	982	3.17%
Health Insurance	41,415	32,568	(8,847)	-21.36%
Group Life Insurance	2,591	2,580	(11)	-0.44%
Disability Insurance	-	74	74	-
Unemployment Insurance	554	712	158	28.52%
VRS Retiree Health Care Credit	2,373	2,329	(44)	-1.86%
Total - Title VIB Grant	\$ 291,937	\$ 277,217	\$ (14,721)	-5.04%

Title II Part A, Improving Teacher Quality Grant

Personnel Services	\$ 23,357	\$ 25,229	\$ 1,872	8.0%
FICA & Medicare	2,002	-	(2,002)	-100.0%
VRS Retirement	4,103	-	(4,103)	-100.0%
Health Insurance	-	5,538	5,538	0.0%
VRS Group Life Insurance	343	-	(343)	-100.0%
Unemployment Insurance	-	-	-	0.0%
VRS Retiree Health Care Credit	314	-	(314)	-100.0%
Total - Title II Grant	\$ 30,118	\$ 30,767	\$ 649	2.15%

Perkins Career and Technical Education Grant

Professional Development	\$ 4,000	\$ 3,792	(208)	(0.05)
Equipment	13,146	13,146	-	0.0%

Total - Perkins Career and Technical Education Grant	\$	17,146	\$	16,938	\$	(208)	-1.21%
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21st Century Grant

Personnel Services	\$	126,074	\$	92,165	\$	(33,909)	-26.9%
Employee Benefits		9,705		9,705		-	0.0%
Purchased Services		12,410		12,410		-	0.0%
Internal Services & Travel		10,404		-		(10,404)	-100.0%
Instructional Supplies & Materials		12,800		5,000		(7,800)	-60.9%
Total - 21st Century Grant	\$	171,393	\$	119,280	\$	(52,113)	-30.41%

Pre-School Mini Grant

Professional Development		-		800		-	-
Supplies		-		3,832		-	-
Total- Pre-School Mini Grant	\$	-	\$	4,632	\$	4,632	-

Title IV Grant

Purchased Services		-		-		-	-
Professional Development		-		15,572		15,572	-
Materials and Supplies		-		-		-	-
Total- Title IV Grant	\$	-	\$	15,572.00	\$	15,572.00	-

Total Federal Grant Expenditures	\$	724,864	\$	678,358	\$	(46,507)	-6.42%
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**Surry County Public Schools
School Food Services Fund Budget
FY2020 - 2021**

Proposed Revenue

Description	FY2019-20 Adopted	FY2020-21 Proposed	Change (\$)	Change (%)
Sales	\$ 160,000	\$ 165,200	\$ 5,200	2.89%
State Revenue	8,500	10,100	1,600.00	22.86%
Federal Revenue	325,000	312,700	(12,300.00)	-3.90%
U.S.D.A. Commodities	25,000	25,000	-	-
Other: Transfer from School Fund	-	-	-	-
Total Revenue	\$ 518,500	\$ 513,000	\$ (5,500)	-1.10%

Proposed Expenditures

Description	FY2019-20 Adopted	FY2020-21 Proposed	Change (\$)	Change (%)
Administrative Salaries	\$ -	\$ -	\$ -	-
Service Salaries	163,294	164,193	899	0.57
Food Services Part-time	10,000	16,000	6,000	150.00
FICA - Regular	13,257	13,785	528	3.99
VRS Professional	-	-	-	-
VRS Non-Professional	17,783	19,703	1,920	11.23
HMP	67,784	61,452	(6,332)	(9.73)
GLI	2,139	2,200	61	2.97
Unemployment -Regular	244	608	364	72.71
RHCC (Professional)	-	-	-	-
Purchased Services	2,000	2,000	-	-
Miscellaneous	-	-	-	-
Travel - School Food Services	-	-	-	-
Food Service Materials & Supplies	5,000	5,000	-	-
Food & Food Service Supplies	205,000	196,060	(8,940)	(3.90)
U.S.D.A. Commodities	25,000	25,000	-	-
Food Services Equipment - Replacement	7,000	7,000	-	-
Total	\$ 518,500	\$ 513,000	\$ (5,500)	-1.10%

Surry County Public Schools
Proposed Capital Improvement Plan
Fiscal Years 2021 - 2025

Presented: March 10, 2020

**Five-Year Capital Improvement Plan
Capital Projects Summary by Location and Type
Fiscal Years 2021 through 2025**

Summary of All Projects by Fiscal Year

	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Total of All Projects by Year	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Summary of All Projects by Location

Location	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Surry Elementary School	\$ 290,000	\$ 1,250,000	\$ 300,000	\$ 270,000	\$ 45,000	\$ 2,155,000
Luther Porter Jackson Middle	300,000	85,000	-	30,000	50,000	465,000
Surry County High School	325,000	460,000	20,000	-	230,000	1,035,000
Transportation & Maintenance	150,000	200,000	100,000	130,000	200,000	780,000
Total Projects by Location	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

Summary by Project Type and Fiscal Year

Project Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
HVAC Replacement	\$ 220,000	\$ 875,000	TBD	\$ 220,000	\$ -	\$ 1,315,000
Roof Replacement	-	500,000	-	-	-	500,000
Electrical System Upgrades	295,000	-	-	-	-	295,000
Plumbing	-	75,000	50,000	-	-	125,000
Fire Suppression System	300,000	35,000	-	-	-	335,000
Interior Reimbursements	-	50,000	270,000	30,000	145,000	495,000
Security	100,000	TBD	-	-	-	100,000
Athletics	-	260,000	-	50,000	180,000	490,000
Transportation & Maintenance	150,000	200,000	100,000	130,000	200,000	780,000
Total by Project Type & Year	\$ 1,065,000	\$ 1,995,000	\$ 420,000	\$ 430,000	\$ 525,000	\$ 4,435,000

**Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025**

*Surry Elementary School
1600 Hollybush Road
Dendron, VA*

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Replace Trane Make-Up Air Handler Unit (Kitchen and Cafeteria)	HVAC	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Replace Trane Make-Up Air Handler Unit (Gymnasium)	HVAC	40,000.00	-	-	-	-	40,000
Replace Aanon Multi-Up Air Handler Unit (Roof Top Units)	HVAC	90,000.00	-	-	-	-	90,000
Install Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	-	-	-	-	-
Upgrade Electrical Switch Gear	Electrical	70,000	-	-	-	-	70,000
Roof Replacement	Roof	-	500,000	-	-	-	500,000
Refurbish Play ground	Exterior Refurbishment	-	-	-	50,000	-	50,000
Replace Water-Source Heat Pump HVAC Units in Classrooms & Foyer Entrance Way (Including Cooling Tower & Boiler)	HVAC	-	750,000	-	-	-	750,000
Replace and Upgrade Restroom Commodes	Plumbing	-	-	50,000	-	-	50,000
Replace HVAC Boiler		-	-	-	200,000	-	200,000
Upgrade Food Service Serving line equipment		-	-	-	-	25,000	25,000
Replace Food Service Equipment		-	-	-	20,000	-	20,000
Replace walk in freezer		-	-	-	-	20,000	20,000
Interior Refurbishment: Flooring and Painting	Interior Refurbishment	-	-	250,000	-	-	250,000
Total - All Projects		\$ 290,000	\$ 1,250,000	\$ 300,000	\$ 270,000	\$ 45,000	\$ 2,155,000

**Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025**

*Luther Porter Jackson Middle School
4255 New Design Road
Dendron, VA*

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Upgrade Fire Water Controls	Fire Suppression System	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Replace Firewater Storage Tank(dig a dedicated well for the fire water system and replace tank. We currently have an agriculture tank not a water tank.)	Fire Suppression System	300,000	-	-	-	-	300,000
Replace Hot Water Boilers (HVAC and Domestic Water)	HVAC	-	-	TBD	-	-	-
Remodel restroom facilities	Interior Refurbishment	-	-	TBD	-	50,000	50,000
Install Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	TBD	-	-	-	-
Replace Air Compressor	HVAC	-	-	-	20,000	-	20,000
Replace and Upgrade Power Generator (1)	Electrical	-	-	-	-	-	-
Refurbish flooring in Cafeteria serving line and kitchen	Interior Refurbishment	-	TBD	-	-	-	-
Upgrade Lighting and Tiles in Restrooms	Interior Refurbishment	-	-	-	-	-	-
Replace Food Service Equipment	Cafeteria Equipment	-	-	-	10,000	-	10,000
Interior Refurbishment: Flooring and Painting including hallway walls	Interior Refurbishment	-	50,000	-	-	-	50,000
Total - All Projects		\$ 300,000	\$ 85,000	\$ -	\$ 30,000	\$ 50,000	\$ 465,000

**Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025**

*Surry County High School
1675 Hollybush Road
Dendron, VA*

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
Roof Restoration	Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Trane Make-Up Air Handler Units (Roof Top)	HVAC	-	-	-	-	-	-
Replace Trane Roof Top Units (Gymnasium)	HVAC	-	125,000	-	-	-	125,000
Replace HVAC System: Classroom Units, (1) Cooling Tower, (2) Chillers, and (6) Circulation Pumps	HVAC	-	TBD	-	-	-	-
Replace HVAC Units: Auditorium, Cafeteria, and Computer Server (MDF) Room	HVAC	-	TBD	-	-	-	-
Upgrade Digital Data Control (DDC) Building Automation for Temperature Control and Energy Management	HVAC	-	TBD	-	-	-	-
Well at SCHS expires 12/1/2023	Plumbing	-	TBD	-	-	-	-
Renovate Lockers and Showers	Interior Refurbishment	-	TBD	-	TBD	-	-
Upgrade Electrical Switch Gear and label all electrical panels with accurate information	Electrical	225,000	-	-	-	-	225,000
Replace Hot Water Boilers	Plumbing	-	75,000	-	-	-	75,000
Upgrade Building Security and Alarm System	Security	-	TBD	-	-	-	-
Replace Storage Shed	Security	100,000	-	-	-	-	100,000
Resurbish Tennis Court	Facility	-	-	-	-	180,000	180,000
Replace Food Service Equipment	Interior Refurbishment	-	-	20,000	-	-	20,000
Replace storage shed near gas pumps	Facility	-	-	-	TBD	-	-
Remodel Restroom facilities	Facility	-	-	-	TBD	50,000	50,000
Replace Perimeter Fencing	Facility	-	-	-	TBD	-	-
Interior Refurbishment: Painting	Interior Refurbishment	-	-	TBD	-	-	-
Replace and Widen Track	Athletics	-	235,000	-	-	-	235,000
Upgrade Lighting in Gym	Athletics	-	25,000	-	-	-	25,000
Replace Gym Floor	Athletics	-	-	TBD	-	-	-
Install Lighting at Baseball/ Softball Fields and Scoreboards	Athletics	-	-	-	-	-	-
Total - All Projects		\$ 325,000	\$ 460,000	\$ 20,000	\$ -	\$ 230,000	\$ 1,035,000

**Five-Year Capital Improvement Plan
Capital Projects by Type and Recommended Funding Year
Fiscal Years 2021 through 2025**

Transportation and Maintenance Departments

Project Description	Project Category/Type	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Total
School Bus Replacement	Transportation	\$ 100,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 200,000	\$ 700,000
Maintenance Service Vehicle	Transportation	50,000	-	-	30,000	-	80,000
Total - All Projects		\$ 150,000	\$ 200,000	\$ 100,000	\$ 130,000	\$ 200,000	\$ 780,000

Description	Project Type	Location/Site	Amount	Year Completed	Funding Source
Roof Resurfacing	Roofing	SCHS	\$ 1,430,617.75	2019-20	County CIP
Subtotal- Roof Resurfacing			1,430,618		
Replaced HVAC Chiller at LPJMS	HVAC	LPJMS	\$ 278,000	2016-17	Prior Year (FY16) Carryover
Subtotal - HVAC Replacement			278,000		
Repaved and resealed school parking lots	Parking Lots	SES, LPJMS, SCHS	138,800	2017-18	Prior Year (FY17) Carryover
Subtotal - Parking Lot Improvements			138,800		
Replaced Four (4) HVAC Roof Top AHU at SCHS	HVAC	SCHS	287,000	2017-18	Prior Year (FY17) Carryover
Subtotal - HVAC Replacement			287,000		
HVAC Replace, Repair & Maintenance	HVAC	SES	96,000	2017-18	FY18 Operating Budget
HVAC Preventive Maintenance Agreement	HVAC	LPJMS & SCHS	20,584	2017-18	FY18 & FY 19 Operating Budget
HVAC Preventive Maintenance Agreement	HVAC	SES	11,112	2017-18	FY18 & FY 19 Operating Budget
HVAC Replace, Repair & Maintenance	HVAC	LPJMS & SCHS	31,094	2017-18	FY18 Operating Budget
Subtotal - HVAC Repair & Maintenance			158,790		
School Bus Replacement	Transportation	Division	100,000	2017-18	County CIP
School Bus Replacement	Transportation	Division	100,000	2018-19	County CIP
School Bus Replacement	Transportation	Division	159,996	2019-20	County CIP
Subtotal - School Bus Replacement	Transportation	Division	359,996		
Total			\$ 2,653,204		

Surry County Public Schools
Student Enrollment by School and Grade
Pre-Kindergarten through Grade 12
Historical and Projected
FY2017 through FY2021

School & Grade	Historical/Actual Enrollment @ September 30				Projected Enrollment 2020-21	1-Year Change: 2019-20 v. 2020-21		5-Year Change: 2016-17 v 2020-21	
	2016-17	2017-18	2018-19	2019-20		#	%	#	%
Surry Elementary:									
Kindergarten	48	62	52	45	45	0	0.00%	-3	-6.25%
1st	55	45	61	56	45	-11	-19.64%	-10	-18.18%
2nd	64	54	42	63	55	-8	-12.70%	-9	-14.06%
3rd	53	58	52	42	60	18	42.86%	7	13.21%
4th	56	46	55	56	40	-16	-28.57%	-16	-28.57%
Total - Surry Elementary	276	265	262	262	245	-17	-6.49%	-31	-11.23%
LPJ Middle School:									
5th	56	54	45	54	55	1	1.85%	-1	-1.79%
6th	58	50	61	44	54	10	22.73%	-4	-6.90%
7th	58	58	53	54	43	-11	-20.37%	-15	-25.86%
8th	58	60	62	57	57	0	0.00%	-1	-1.72%
Total - LPJ Middle School	230	222	221	209	209	0	0.00%	-21	-9.13%
Surry High School:									
9th	65	62	65	72	64	-8	-11.11%	-1	-1.54%
10th	67	53	55	54	63	9	16.67%	-4	-5.97%
11th	71	71	54	45	55	10	22.22%	-16	-22.54%
12th	58	63	61	53	43	-10	-18.87%	-15	-25.86%
Total - Surry High School	261	249	235	224	225	1	0.45%	-36	-13.79%
Summary:									
Total - K through 12	767	736	718	695	679	-16	-2.30%	-88	-2.09%
Pre-Kindergarten	59	56	39	36	36	0	0.00%	0	0.00%
Total - PreK through 12	826	792	757	731	715	-16	-2.19%	-88	-10.65%

SURRY COUNTY PUBLIC SCHOOLS
FY2019 through FY2021
Staffing Worksheet

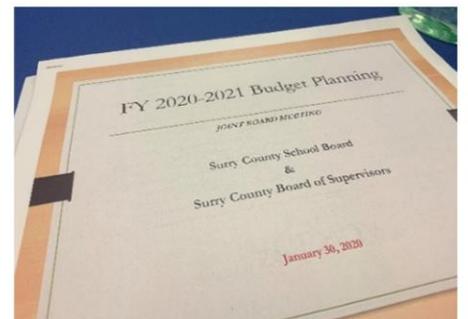
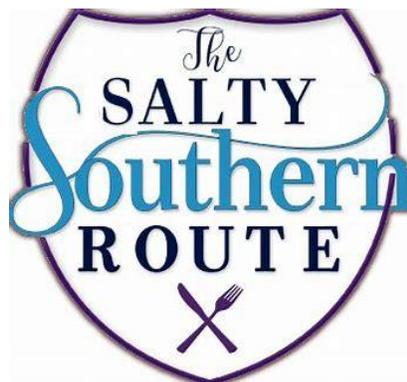
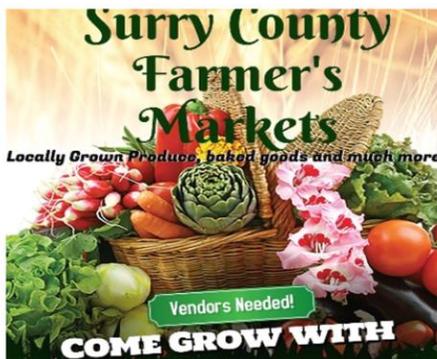
All Positions: School Based and NonSchool Based

Position Description	Actual 2018-2019			Budget 2019-2020			Actual 2019-2020			Budget 2020-2021		
	Enrollment	Staff	Ratio									
Student Enrollment:												
PreKindergarten	39			40			36			36		
Kindergarten	52			44			45			45		
Grade 1	61			49			56			45		
Grade 2	42			63			63			55		
Grade 3	52			40			42			60		
Grade 4	55			49			56			40		
Grade 5	45			53			54			55		
Grade 6	61			45			44			54		
Grade 7	53			62			54			43		
Grade 8	62			56			57			57		
Grade 9	65			68			72			64		
Grade 10	55			58			54			63		
Grade 11	54			54			45			55		
Grade 12	61			48			53			43		
Total - Student Enrollment	757			729			731			715		
School Based Positions:												
Subject/Grade Level Teachers		910			880			880			880	
Guidance Counselors		30			30			30			30	
Media Specialists		20			20			20			20	
School Nurse		20			20			20			20	
School Psychologist		10			10			10			10	
School Social Worker		10			10			10			10	
Instructional Assistants - Regular		100			100			100			100	
Instructional Assistants - Special Education		70			70			70			70	
Instructional Assistants - Title VI-B		30			30			30			30	
Instructional Assistants - VPI		30			30			30			30	
Security		30			30			30			30	
Custodians		130			130			130			130	
Cafeteria Managers		30			30			30			30	
Cafeteria Staff		60			60			60			60	
Principals		30			30			30			30	
Assistant Principals		30			30			30			30	
Clerical		70			70			70			70	
NonSchool Based Administrative & Support:												
Transportation												
Bus Drivers		170			170			170			170	
Garage Mechanics		20			20			20			20	
Supervisor of Transportation		10			10			10			10	
Garage Supervisor		10			10			10			10	
Facility Maintenance												
Supervisor		10			10			10			10	
Maintenance Staff		30			30			30			30	
Custodial Supervisor		10			10			10			10	
Division Superintendent		10			10			10			10	
Assistant Superintendent		10			10			10			10	
Executive Assistant to Superintendent/Clerk of School Board		10			10			10			10	
Human Resources/Food Services Supervisor		10			10			10			10	
Director of Special Education		10			10			10			10	
Director of Career and Technical Education (CTE)		10			10			10			10	
Director of Assessment & Accountability		10			10			10			10	
Director of Finance		10			10			10			10	
Payroll and Benefits Coordinator		10			10			10			10	
Accounts Payable/Deputy Clerk of School Board		10			10			10			10	
Receptionist/Clerical - School Board Office		10			10			10			10	
Director of Operations and Technology/Procurement		10			10			10			10	
Network Administrator		10			10			10			10	
Coordinator of Data Services and Reporting		10			10			10			10	
Instructional Technology Resource Teacher (ITRT)		10			10			10			10	
Subtotal - Other Instructional Positions		202.0			199.0			199.0			200.0	
Total - All Positions: Division Wide		202.0			199.0			199.0			200.0	



**Surry County
FY 2020-2021**
County Administrator's
Proposed Operating
Budget

FY 2021-2025
Five-Year Capital
Improvement Program





Surry County Board of Supervisors

Robert L. Elliott, Chairman, Claremont District

Michael Drewry, Vice-Chair, Dendron District

Judy S. Lyttle, Bacon's Castle District

Kenneth R. Holmes, Carsley District

William T. Calhoun, Surry District

Acting County Administrator

Melissa D. Rollins

Form of Government

Surry County (County) operates under the traditional, or County Administrator, form of government (as defined under Virginia Law). The Board of Supervisors (Board) is a five-member body, elected by the voters of the Electoral District in which they live. The Chairman and Vice Chairman of the Board are elected annually by its members. Each member serves a four-year term. 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.



Pictured: Judy Lyttle, Kenneth Holmes, Chairman-Robert Elliott, William Calhoun, Vice-Chair -Michael Drewry

Department Directors & Supervisors

Carol Swindell

Interim Finance Director

William Saunders

Planning & Community Development

David Harrison

Economic Development

Ray Phelps

Chief of Emergency Management

Stanley Jones, III

Parks & Recreation

Ray Phelps

Chief of Emergency Management

LaJuene Stone

Dept. of Youth & Family Resources

Stacey Williams

Building Official

Rickey Woodard

Maintenance Supervisor

Hermione Slade

Solid Waste & Recycling

LaSonya White

VCE Unit Coordinator

Constitutional Officers and State Officials

Carlos Turner, Sheriff

Jonathan Judkins, Commissioner of the Revenue

Onike Ruffin, Treasurer

Gail Clayton, Clerk, Surry Circuit Court

Sharna' White, Registrar

Janeen Jackson, District Court Clerk

School System & Social Services

*Dr. Serbrenia Simms, Division Superintendent
Valerie Pierce, Director of Surry Social Services*

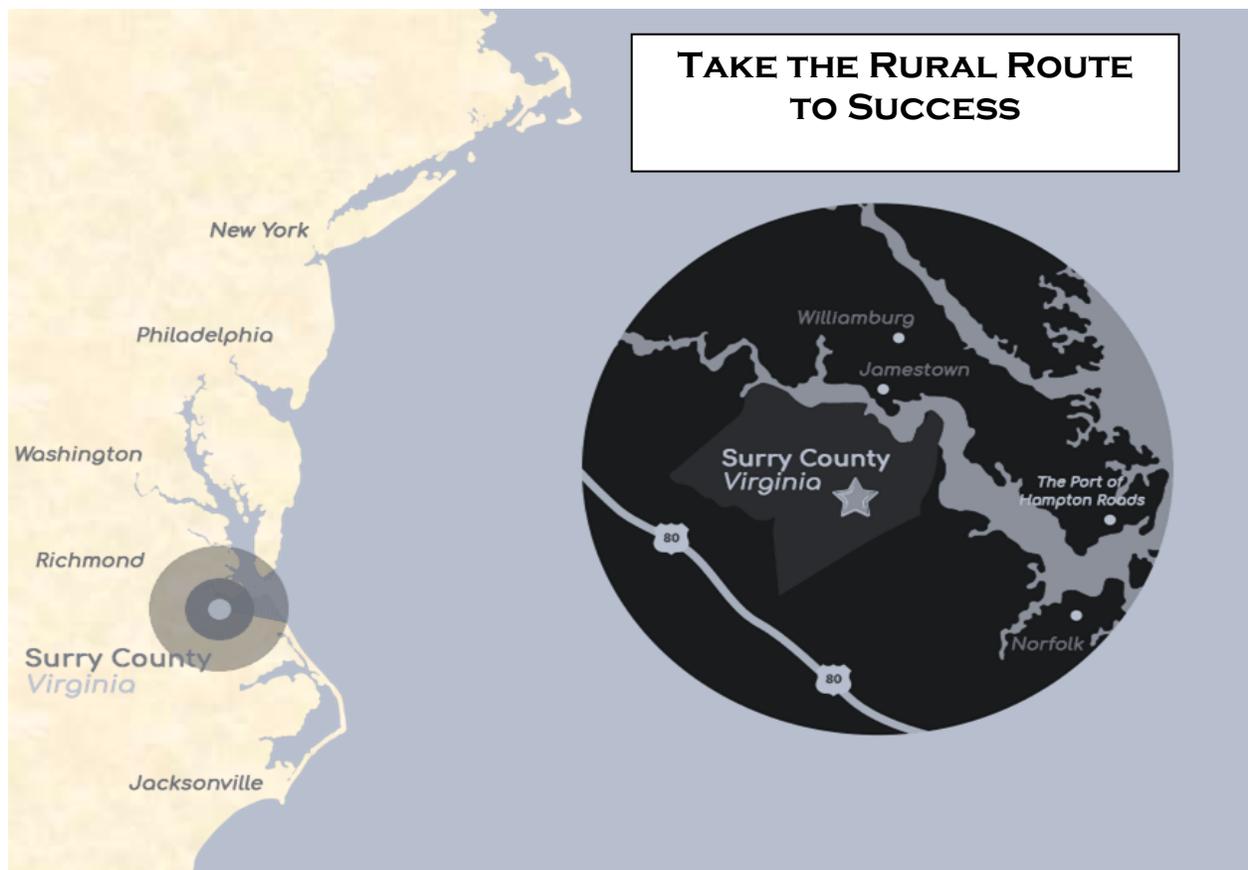
ABOUT SURRY COUNTY

Surry County is a 306-square-mile county located on the James River in southeastern Virginia, with unique location attributes that position it well for energy production, including an existing nuclear facility, and for manufacturing, especially agriculture products such as wood pellets. The county's workforce comes from the Hampton Roads and Richmond MSA to the East and West and from Williamsburg just a ferry ride North. Besides serving as an energy, agriculture and production hub, Surry is popular for residents seeking unique waterfront housing and small town and rural communities.

Surry County is known for its strong economic development potential, passion for the community and rural charm. Nationwide we are known for historical landmarks like Bacon's Castle, Chippokes State Park and nearby Jamestown and Williamsburg. The waterfront location affords access to multiple natural refuges and parks and boat recreation on the river and the newly renovated Grays Creek Marina offers stunning views and access to the onsite Surry Seafood Company, boating, fishing and kayaking. A growing winery location, the county also produces large hauls of peanuts, cotton and soybeans each year for the state.

Known for its passion for community and strong economic development growth potential, Surry's strategic position in the Hampton Roads Region is well-suited for business opportunity.

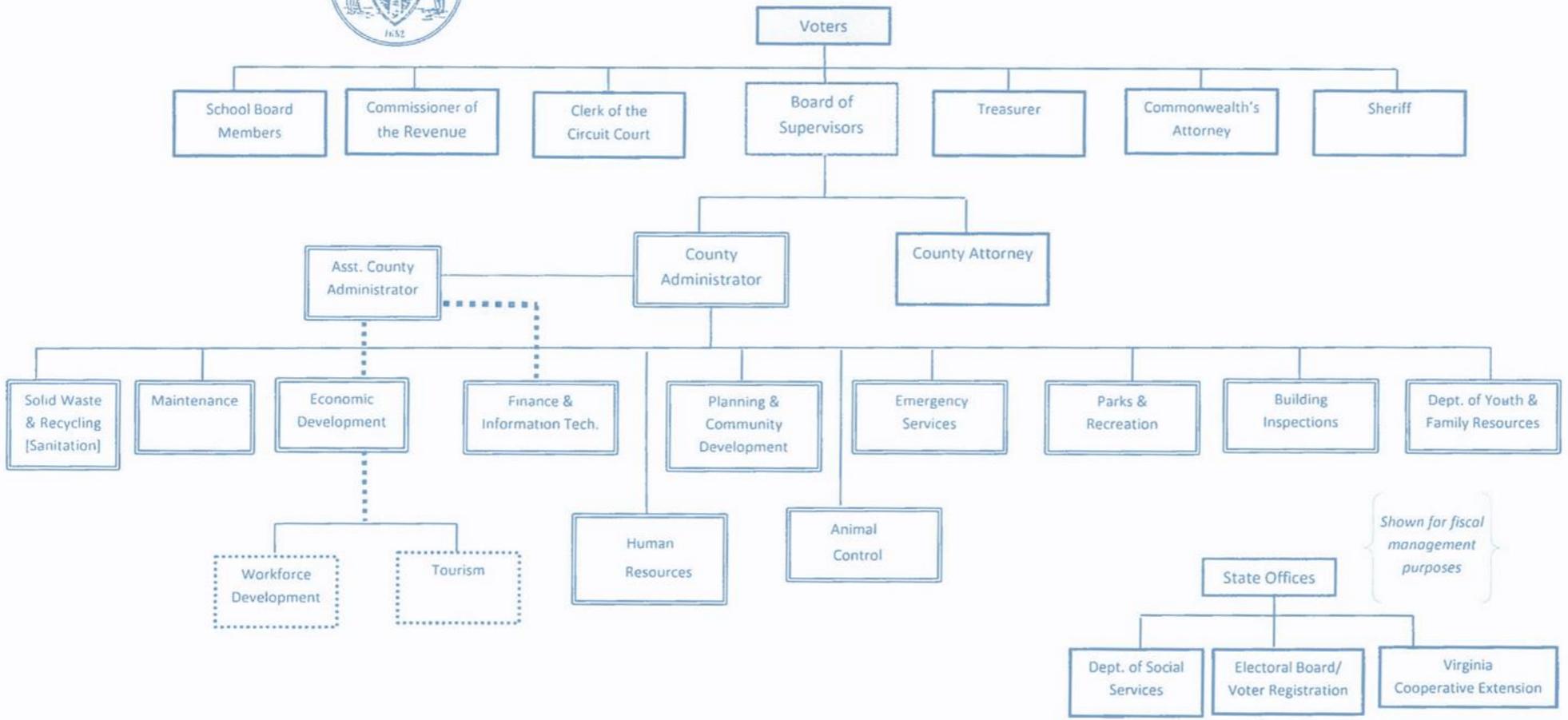
- Direct access to the James River
- 25 miles to Newport News-Williamsburg International Airport
- 50 Miles from Richmond
- 40 Miles from Norfolk
- Close proximity to the Port of Virginia, international airports, railroads and major highways



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Surry County, Virginia Organization Chart



Adopted July 11, 2019

Public Hearings and Work Sessions Schedule

The Board of Supervisors of Surry County invites comments on the Proposed Budget for the fiscal year ending June 30, 2021. As a result of operational changes as it relates to the COVID 19 State of Emergency, comments are accepted as noted below: The Public Hearing is tentatively scheduled for May 14, 2020.

April 16, 2020	Thursday	<ul style="list-style-type: none"> Regular Board of Supervisors Meeting County Administrator Presents FY 20-21 Proposed Budget to the Board of Supervisors School Board Highlights- Proposed FY 20-21 Budget
April 23, 2020 ⁽¹⁾	Thursday	<ul style="list-style-type: none"> 6:00 P.M. - Budget Work session #1 with the Board of Supervisors
April 24, 2020	Friday	<ul style="list-style-type: none"> Release Advertisement for Public Hearing to the Local Paper
April 29, 2020	Wednesday	<ul style="list-style-type: none"> FY 20-21 Proposed Budget is Published in the Local Paper
May 7, 2020	Thursday	<ul style="list-style-type: none"> Regular Board of Supervisors Meeting Board of Supervisors Conducts Public Hearing on the FY 20-21 Proposed Budget
May 14, 2020	Thursday	<ul style="list-style-type: none"> 7:00 P.M. Board of Supervisors considers action on FY 20-21 Budget, sets tax rates and adopts Budget Resolutions

(1) tentative

- Written comments may be emailed to the Office of the County Administrator: comments@surrycountyva.gov. Budget information will be available on the County's website at www.surrycountyva.gov
- After the reopening of County facilities to the public, copies of the Proposed Budget will be available at the County Administrator's Office – Government Center located at 45 School Street, Surry, VA and at the Blackwater Regional Library.

Stay Engaged with the County!

VISIT US ON THE WEB! <https://www.surrycountyva.gov/>

LIKE US ON FACEBOOK!



<https://www.facebook.com/surrycounty/>

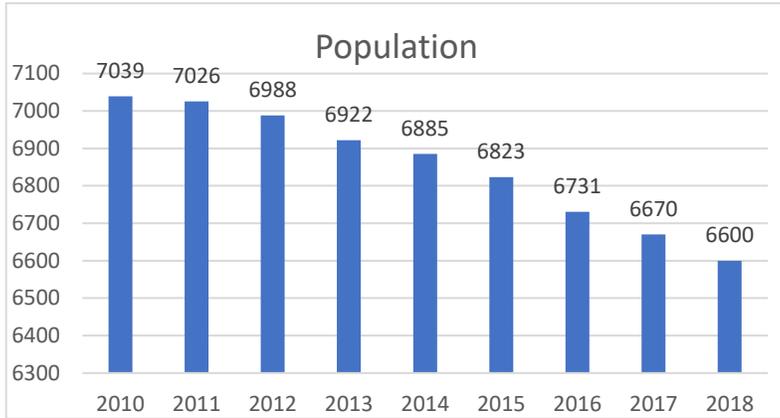
SURRY COUNTY

Budget in Brief

The budget document is being further developed to include revenue and expenditure summaries, departmental discussions CIP, and supplemental documents. The power point presentation and the accompanied narrative is a component to the document.

COUNTY PROFILE

Population

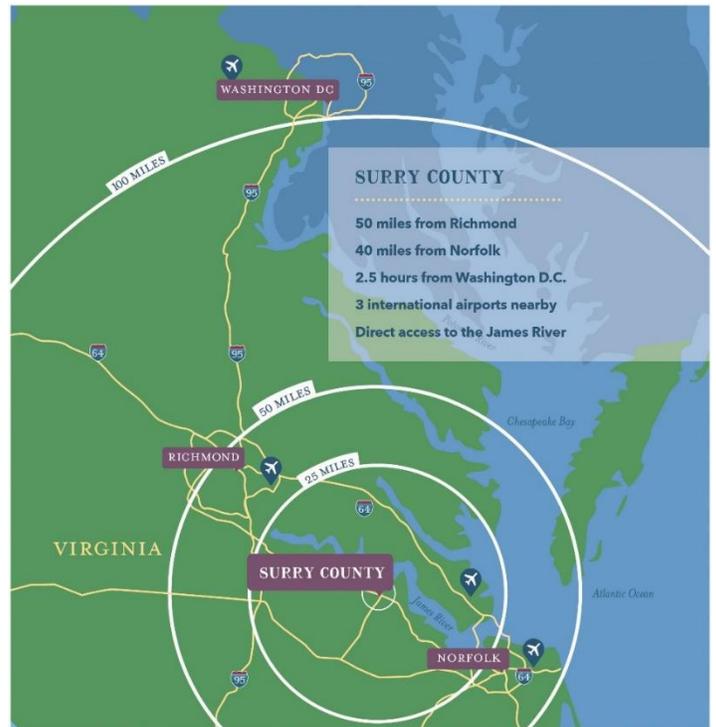


Surry County is home to approximately 6,600 people as of a U.S. Census American Community Survey conducted in July 2018. This is a 6.2% decrease from the 2010 U.S. Census.

The approximate 2018 median age in the County is 49.6 years old. The population is becoming older, on average, as it is all over the country due to the aging of the post-war baby boom generation born between 1946 and 1964. Surry's 2010 median age was 43.5.

Location

Surry is part of the vibrant and growing Hampton Roads region of more than 1.7 million people. The region is recognized as one of the largest Metropolitan Statistical Areas in the U.S. It includes cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and along with Surry, includes the counties of Isle of Wight, James City, Southampton and York. Centrally located on the east coast, Surry is within an hour's drive to over a million residents and a day's drive to nearly half of the U.S. population.

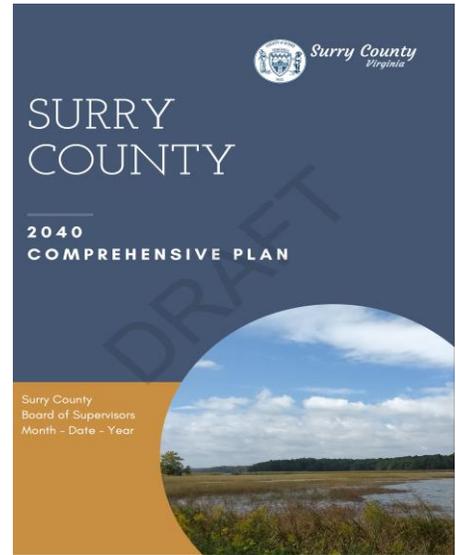


Comprehensive Plan 2020- Opportunity for Growth

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 the long-range vision, goals, and strategies of the community. Surry County's plan is in **draft form** and was slated for completion at the end of June 2020 (pre-COVID 19); it will serve as a guide to landowners, developers, businesses, citizens and County officials about future land use and other community development decisions.

These are the planned themes of the 2020 Proposed Comprehensive Plan. These themes are consistent with the previous and current strategic initiatives of the Board of Supervisors.

- Preserve Surry's Character
- Grow Surry's Economy
- Enhance Quality of Life for All Residents



Strategic Priorities

The Board of Supervisors responsibilities remain unchanged: “.... *strive to maintain a strong commitment towards efficiency and effectiveness in County government and positively impact the public safety, health, education & welfare of the citizens of Surry through effective leadership and fiscal integrity. The Board will encourage the orderly growth and development of the community to enhance the quality of life for the citizens of Surry County*”.

The Board identified four focus areas in its 2014 Strategic Action Agenda, which continue to be guiding factors in developing County priorities:

- ❖ Promote growth in a manner which protects the County's agriculture, environment, quality of life and historic resources
- ❖ Balance quality of government services with fiscal integrity
- ❖ Enhance relations with the stakeholders of County government
- ❖ Keep citizens informed; encourage openness and participation in government

In February 2020, the Board of Supervisors in a planned retreat to discuss strategic direction and to unify the vision of the County, revealed some common themes from the 2014 strategic agenda: fiscal integrity, quality of life, preservation of rural character, and citizen engagement. An environmental scan from each members' perspective at the 2020 Retreat set the framework for goal setting in the five core areas while maintaining the important priorities set in 2014.

- ❖ **COMMUNITY (DEVELOPMENT, ENGAGEMENT, OPPORTUNITY)**
- ❖ **ECONOMIC DEVELOPMENT (BUSINESS RETENTION & EXPANSION, HEALTH & WELLNESS, WORKFORCE & TOURISM PROMOTION)**
- ❖ **EDUCATION (RENEWED RELATIONSHIPS, COLLABORATION AND SHARED ACCOUNTABILITY)**
- ❖ **FISCAL RESPONSIBILITY (ACCOUNTABILITY AND TRANSPARENCY, FISCAL POLICIES)**
- ❖ **TRANSPORTATION (OPPORTUNITY THAT EXIST)**

Community - Surry County's unique historic assets, natural environment, rural charm, strong family roots, homegrown hospitality, sense of serenity and security and attractive landscape will be preserved while considering growth opportunities including revitalization of main corridors and other beautification efforts. Community engagement initiatives and activities will be broadened to keep an informed, engaged and participatory citizenry; recognizing the population trends, the county will work through the comprehensive plan to develop key strategies to help reverse adverse trends, fill community business gaps and identify programs and services for the aging population.

Economic Development – The County will identify areas in the County “ripe” for development and continue to identify ways to capitalize on the County's agri-tourism and niche/specialized farming industries. The County will lead in building regional, state and national partners in identifying business and growth opportunities suitable and or unique to Surry County; business growth will afford opportunities to work with existing and new corporate partners to enhance workforce opportunities. Broadband implementation will continue to be supported as the cornerstone of educational, quality of life, business growth, and overall quality of life improvement. Health and wellness will be an integral component of enhancing the economic and social well-being of the entire County.

Education – Continue to recognize and engage with the School System as a vital partner in the vision and goal setting of the County (i.e. shared accountability). Develop means to highlight the successes and achievements of the School Division county-wide and to brand the “educational system” as a desire to locate, work and do business in Surry County. Support and collaborate on joint facility planning and educational opportunities such as technical programs and internships aimed to prepare students for an advanced and competitive workforce.

Fiscal Responsibility – Continue to balance quality of government services with fiscal responsibility; solidify tax dollars with services needed and desired for a wholesome quality of life and delivery of quality services. Continue to develop transparent communication tools on fiscal matters. Continue practices that ensure strong financial management.

Transportation –Identify the potential opportunities of the proximity of Route 10, 31 and Route 40 in Surry County to major thoroughfares and expanded highways as Interstates 95, 64 and Route 460 and to waterways, rail and the Ports of Virginia and Richmond. Collaborate with VDOT and state legislators on

potential for expansion of route 10, the County's major highway; begin dialogue on transportation needs in the county over the next 10-20 years (i.e. bridge); seek development opportunities as a result of main infrastructure that has been installed along Route 31. Create a bicycle/pedestrian plan to provide a safe route and alternative transportation nodes to connect the Town of Surry to various activity centers such as the James-Town Scotland Ferry.

Dialogue from the Board of Supervisors and county leadership after the 2020 retreat helped set the framework for a newly defined mission statement for the County.

Mission Statement 2020

*We will exemplify and work with citizens to achieve **unity in the community**.*

This is essential to maintaining a strong commitment towards efficiency and effectiveness in how we operate and to positively impacting the public safety, health & wellness, education, and overall quality of life of informed, engaged and participatory citizens and stakeholders of Surry County.

Budget Overview

Budget Amendment Process

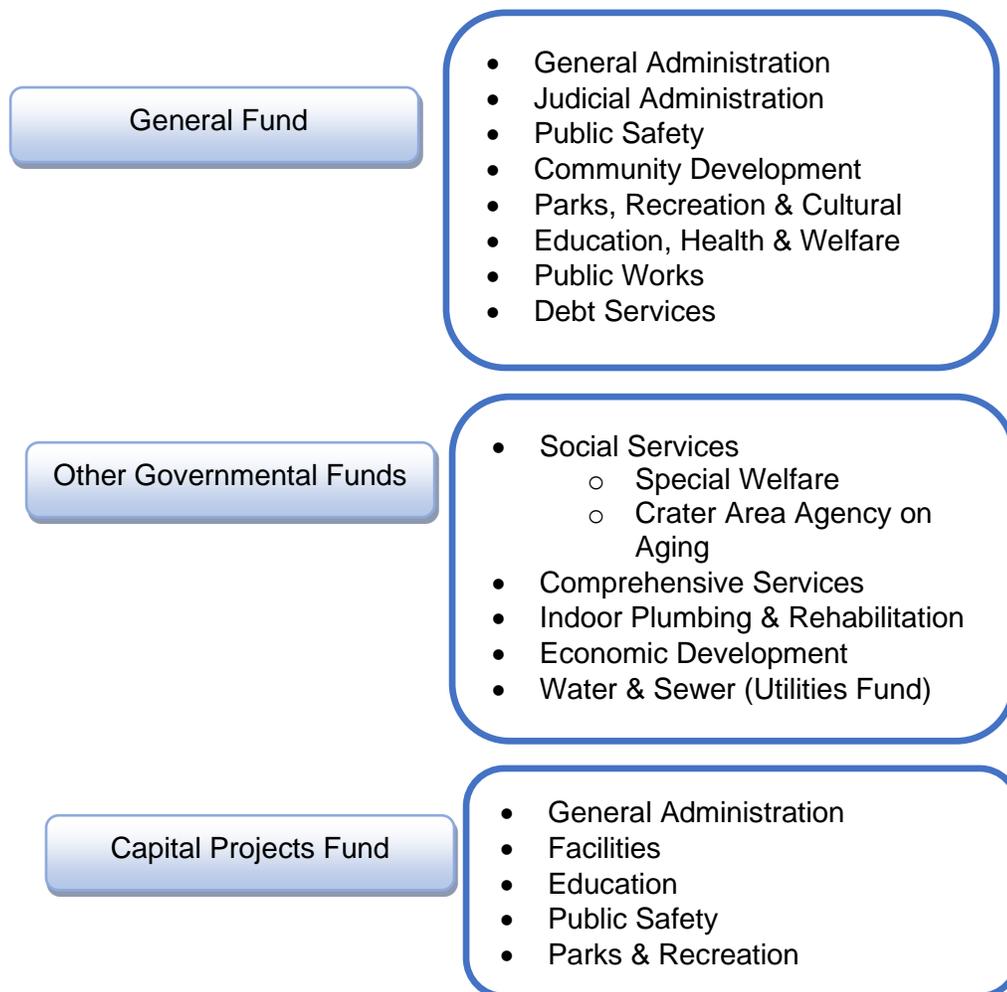
The budget may be amended in one of two ways. If the amendment would change total revenues, then the governing body must formally approve the transfer of funds from one appropriation group to another. The recommendation going forth is that this will be done via an appropriation resolution. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can take action.

The County Administrator is authorized to transfer funds between departments within an appropriation group or between budget line items within a particular department throughout the year to manage operations. The County Administrator is authorized to apply for an accept grants requiring a local match up to \$5,000.

Budget Organization

The General Fund of the County is divided into functional areas, General Administration, Judicial Administration, Public Safety, Community Development, Parks, Recreation & Cultural, Education, Health & Welfare and Public Works. Each department within a functional area has its own budget; for example: Sheriff & Emergency Medical Services (EMS) are within the functional area of Public Safety. The budget format presents expenditures by functional area and departments within a specific function.

Structure of County Funds



Explanation of Governmental and Other Funds

- General Fund - The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund due to legal, contractual, statutory or financial management requirements. It is funded through taxes and other revenue sources.
- Special Revenue Funds - Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
- Capital Projects Fund - Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds).
- Debt Service Fund - Used to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.
- Economic Development Fund –Money in the Fund reflects a transfer in 2016 to dedicate financial resources toward economic development. Planned uses of the fund could include, but are limited to business incentives, professional services, property acquisition, etc.
- Comprehensive Services Act Fund (CSA) The CSA Fund is used to account for the revenues and expenditures related to services provided to at-risk youth and families. Revenue is derived from the state and local funding. CSA services are administered by the Family Assessment and Planning Team (FAPT) who works directly with you and families to refer cases to the Community Policy and Management Team (CPMT) for approval. The fund mandates a local share for CSA expenditures.
- Special Welfare/Agency on Aging – A part of the VPA fund used to account for activities associated with specific groups as senior population; special revenue funds are used where legal or contractual requirements restrict the use of resources to specific purposes.
- VPA Fund – Virginia Public Assistance Fund (VPA) supports the activities of administration of the health and welfare services in the County. Services are provided to the needy individuals and their families. It is supported with federal, state and local funds.
- Indoor Plumbing Rehabilitation (IPR - Special Revenue Fund)- The Department of Housing and Community Development (DHCD) program with the County to provide 0% forgivable loans to eligible participants for the installation of indoor plumbing to owners of substandard housing where indoor plumbing is non-existent or where the existing plumbing has failed ended in 2016. The IPR Fund reflects program income received from prior recipients to continue projects until Funds are depleted.
- Water & Sewer – used to account for activities specific to maintenance of the County’s water system and sewer collection activities. It is considered an Enterprise Fund where operations are supported by user charges financed and operated similar to a private business. The Fund should be self-supporting.
- School & Cafeteria Fund – the component unit School Board as identified in the County’s CAFR as a unit of the primary government; it is defined by having a fiscal dependence on the primary government. It supports activities association with Education of K-12 students; the cafeteria fund supports the operations of the food service programs.

Monetary transfers are made from the general fund to the following funds: Capital Projects, Virginia Public Assistance, School and Cafeteria, Comprehensive Services, Economic Development, Debt Service and the Water & Sewer/Utilities Fund.

Budget Directives, Performance Measurement, and Monitoring

The County Administrator sets the stage to the departments at the beginning of the budget cycle the tone and the focus of the overall budget. This information is based on guidance from the Board of Supervisors.

Operational initiatives are provided by each department and are presented on each department's budget page. Also included in the departmental sections are the key performance measures.

The budget is monitored through the monthly financial management reports. These reports indicate actual financial results compared to budget. These reports are reviewed by the user departments, Finance, and County Administration.

Budgetary control is maintained on a line-item basis. Purchases of goods and services are generally accomplished by the use of a formal purchase order. Funds are encumbered based on purchase orders to best ensure funds are reflect as obligated and are not available to be spent.

Operating and Capital Budgets

The Operating Budget includes expenditures that are generally of a recurring nature and are appropriated for one year only. It provides for the provision of all County services, but does not result in major physical assets for the county. Year-to-year changes in the Operating Budget are expected to be fairly stable and represent incremental changes in the cost of doing business, the size of the County and the types and level of service that are provided. Resources for the Operating Budget generally come from taxes, user fees, and intergovernmental payments that typically recur from year to year.

The Capital Budget on the other hand, includes one-time costs for projects that may last several years. The projects result in major physical assets in the county and may include projects associated with public safety, general government administration, parks and recreation, public works and education. Wide fluctuations are expected in the Capital Budget from year to year depending on the phasing of projects. Resources for the Capital Budget generally come from bond sales, grants, other one-time sources and transfers from the Operating Budget to support capital projects. Capital projects may produce ongoing operating costs and such is reflected in the operating budget of the perspective department. (Example: a new building will require electricity and such costs will be in the Maintenance Dept. operating budget).

Fiscal Policies

A fiscally efficient government is one of the strategic goals of the Board of Supervisors. Financial policies provide a framework for the County's departments to make sound financial decisions, promote fiscal transparency, and to ensure compliance with prevailing local, state and federal laws and regulations.

While the County's current policies require a refresh and formal adoption by the Board of Supervisors, the below standards are recognized as effective financial practices.

- The County will establish and maintain an internal control structure and accounting practices to ensure compliance with Generally Accepted Accounting Principles (GAAP).
- An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States; Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia; and the Uniform Guidance. The financial statements and the results of the audit will be presented annually to the Board of Supervisors.
- The County will annually seek the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- The County Administrator will propose a balanced and a five-year Capital Improvements Program that are linked to the County's Strategic Plan and Comprehensive Plan. The Board of Supervisors shall adopt the first year of the Capital Improvement Plan as the Capital Improvement Budget.

- The CIP will include both school, general government, and utility capital needs; it will provide a description and estimated cost for each project.
- A diversified revenue system, inclusive of state and federal funds as well as user fees for services that support specific programs.
- Financing recurring expenses from recurring revenue sources and not rely on non-recurring revenue to fund on-going, operating expenditures.
- The County shall maintain a budgeting control system to monitor actual-to-budget performance, and shall take immediate corrective action if revenue and expenditure estimates project a year-end operating deficit.
- At least quarterly, the County will publicly publish financial information including budget to actual performance. A monthly report has been provided.

Debt Management

In consultation with the County's financial advisor, financing for the County's five-year Capital Improvements Program shall:

- Consider a five-year forecast of revenues and expenditures.
- Include an evaluation of pay-as-you-go projects and debt financing.
- Avoid financing if the term of the indebtedness exceeds the expected useful life of the project.
- When feasible, bundle capital projects to limit the number of borrowings as well as to reduce the costs of issuance by achieving greater economies of scale.

The County shall maintain the following standards regarding debt:

- Net bonded debt shall not exceed 3% of the assessed valuation of real and personal property.
- General fund debt service expenditures should not exceed 12% of annual general fund expenditures. The County should maintain a target of 10% for this ratio.

Fund Balance (Reserves) – The county shall maintain a fund balance position that meets the County's needs and challenges and mitigate current and future

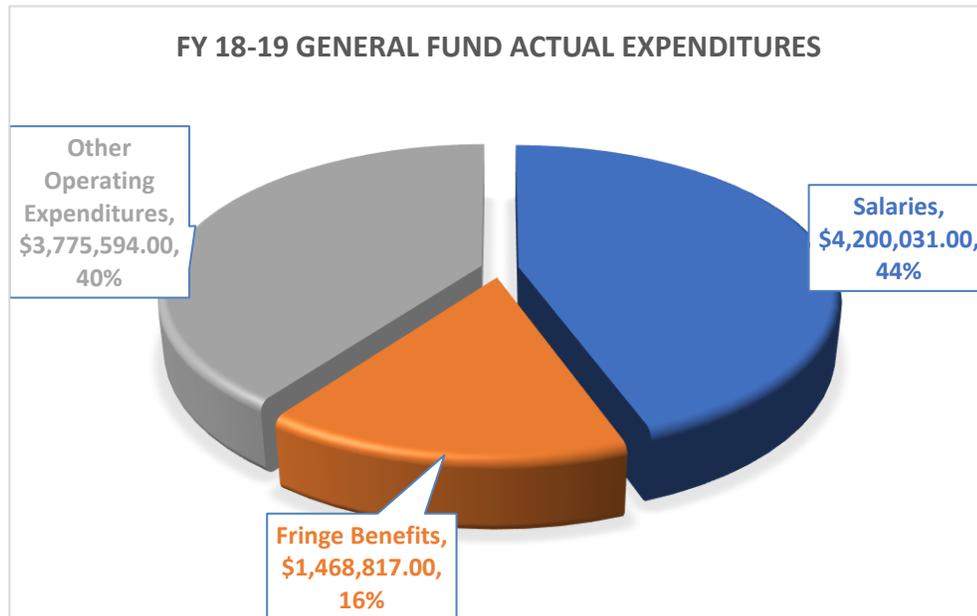
- The County shall maintain a General Fund Unassigned Fund Balance at the end of the fiscal year in an amount no less than 25% of annual general fund revenues, not including transfers.
- Monies in excess of 25% may be considered to supplement pay as you go capital outlay or remain in the undersigned fund balance to be used for other purposes as authorized by the Board of Supervisors.
- The County should not use fund balance to finance current operations as it is not sustainable.
- The use of the General Fund's Unassigned Fund Balance may be necessary from time to time to meet unexpected events including, but not limited to: catastrophic (emergency funds in the event of natural or man-made disasters); financial opportunity (to enhance the well-being of Surry County; Following any use of fund balance that draws the balance below the minimum funding level, the Board of Supervisors will adopt and timeline to replenish the balance to its minimum funding level of 25%.

Cash and Investments

- The County shall follow the Cash and Investment Policies established by the Treasurer, a Constitutional Officer of the Commonwealth of Virginia. Such policies shall be reviewed and updated annually, and be in accordance will all applicable laws and regulations.
- The Treasurer will provide the Board of Supervisors, at least monthly, with a report of investments held by the County.

Expenditure Composition of the General Fund (Excluding Transfers Out to Other Funds) Where is the Money Spent

FY 18-19 actual expenditures of the General Fund were \$9,444,444. To get a better understanding of where general fund dollars are spent, a review of actual expenditures for FY 18-19 is shown below. As with most governments, personnel cost represents most general government expenditures.



Advertising	\$36,817	Cost for legal ads
Agency Contributions (Except Fire & Rescue)	\$606,052	Agency Breakdown Provided in Budget Document; includes all contributions except fire and rescue
Auditing	\$42,819	Auditing services and cost to produce financial reports
Boards and commissions	\$6,365	Compensation to Various Boards and Commissions appointed by the Board
Building Repairs	\$255,748	Repairs to several government buildings; this amount will fluctuate; breakdown of buildings and facilities maintained by the County is included in the budget document
Communications	\$109,959	Verizon telephone, monthly fees for mobile devices including IPADs, internet services
Contractual Services	\$286,313	Interim administrator services, comprehensive plan consultant, maintenance service contractors, emergency services contracts (instant alert, generator maintenance, EMS radio maintenance county-wide including fire and rescue agencies, utility marking services

Contributions to Public Safety Volunteer Agencies	\$248,580	Quarterly contributions to the volunteer fire and rescue squad; the rescue squad is paid 7% of the monthly fees collected from ambulatory billing services as administrative costs
Convention & Education	\$72,454	Cost to attend trainings to include travel, mileage, meals, conference registration; some revenue recovery is associated with this expense
Detention/Prisoner Care	\$229,146	The cost for prisoner care in Riverside Regional Jail (\$184,892) and Crater Youth Detention for the youth population (\$44,754)
Electricity Services	\$155,212	The cost for Dominion and PGEC electrical services for all County Buildings
Fuels	\$114,170	Vehicle fuel for all County fleet vehicles and marina fuel
Indexing/microfilming	\$17,792	The annual cost for microfilming and indexing circuit court records
Legal Fees	\$89,132	Cost paid to the County attorney for legal fees
Maintenance Contracts	\$246,367	Information technology (\$97,000) associated with county copiers, printers, financial software system, municode, postage meters, phone system maintenance
Mileage	\$4,802	Reimbursement for use of personal vehicles during business travel
Motor Vehicle Insurance	\$33,896	Motor vehicle insurance (VA Association of County Pooled Insurance Program)
Office Supplies & Equipment	\$78,826	Office supplies and equipment for all departments
Paid Rescue Squad Services	\$447,568	Contract service cost to provide 24/7 paid rescue services; fee recovery for FY 19=(\$193,000) or 43%
Parks Special Activities	\$11,600	Cost for special annual activities as fireworks and Pow Pow
Professional Services	\$278,799	Interim Finance Services from vacant salaries, election officers, salary study fee, county administrator search fee, parks and rec sports officials; the majority of the cost is for sanitation landfill monitoring and remediation services; this line item will fluctuate
Property Insurance	\$43,002	Property insurance for all county buildings (VA Association of Counties Pooled Insurance Program)
Rent for Office Space	\$12,552	Rent paid to the Commonwealth Attorney for use of space and to the Victim Witness Program; a small portion (\$300) is for facility rental used during elections
Uniforms	\$17,240	Cost associated for uniforms (Sheriff, Public Works, EMS and Animal Control)
Veterinary services	\$13,352	Cost for medical services for the care of animals
Waste Disposal at Landfill	\$111,616	Cost for disposal of waste at the landfill; the county pays the tipping fees

Water & Sewer	\$12,532	Paid to the Town of Surry for water utilities
Other Operating Expenses	<u>\$192,883</u>	Other expenses not identified above
Total Primary General Operating Expenditures	\$3,775,594	TOTAL AMOUNT SPENT FOR OPERATING THE GENERAL FUND EXCLUDING PERSONNEL IN FY 18-19

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SECTION A

BUDGET MESSAGE & FINANCIAL SUMMARIES



"The Countrie it selfe, I must confesse is a very pleasant land, rich in commodities; and fertile in soyle..."
Samuel Argall, ca. 1609

Board of Supervisors

Robert Elliott, Chair
Michael A. Drewry, Vice-Chair
Timothy Calhoun
Judy S. Lyttle
Kenneth R. Holmes

Melissa D. Rollins
Acting County Administrator

April 15, 2020

Dear Members of the Board of Supervisors:

I am pleased to present the Fiscal Year (FY) 2021 Proposed Budget Operating Budget and the Five Year (FY 21-25) Capital Improvement Program (CIP) for Surry County. The proposed operating budget for all funds is \$58,815,986. Of this amount, the CIP is \$8,165,016. This reflects a \$6,167,694 or 11.7% increase over the FY 2020 adopted budget.

The proposed budget reflects the Board of Supervisors' strategic planning initiatives for community and economic development and sustains operations while supporting Education. Leadership and county-wide discussions over the past several years have focused on the need for reliable, high-speed broadband, new business development and job creation, while recognizing the challenge of the County's population decline. Revenues to support all the areas of government [administration, public safety, community development, education, recreation, health & welfare, capital improvements] and to sustain the quality services desired by citizens are relatively stable; however, the full impact of the recessionary conditions created by the COVID-19 shutdowns are unknown. Not all priorities can be met given limited resources.

The FY 2021 proposed budget was developed with constraints but overall maintains operational service levels for County departments. The priorities executed in the proposed budget includes funding for major broadband initiatives executed in FY 19-20 to help build a healthy and diverse economic base, provide opportunities for education, support business retention and expansion and enhance overall quality of life.

The budget includes a proposed tax rate increase of \$0.03 from \$0.71 cents per \$100 of assessed value to \$0.74 cents. The additional revenue from the increase is \$852,838 (\$583,895 public service) (\$268,943 real estate from taxpayers). The County's real estate tax rate has remained level at 71 cents since 2016, when it was reduced from the prior amount of 73 cents as a result of the reassessment. Since that time, revenue increases have been modest while the cost of maintaining existing service levels to the community has steadily risen. County department budgets have remained mostly level except for benefit cost increases.

The proposed FY 2020-2021 Annual Operating Budget and the FY 2021-2025 CIP were developed to advance the Board of Supervisor's strategic vision of enhancing the quality of life for the

citizens for Surry. Key management considerations in the formulation of the budget were:

- Limitation of annual increases in operational expenditures to current commitments in personnel
- Consideration to added costs slated to enhance the ability to provide quality services
- Cost containment – reductions where possible based on historical spending patterns

Balancing the Budget: Budget Development, Challenges & Opportunities

Finding the funding to do everything desirable or even necessary is a major fiscal challenge. There are a limited number of ways to address the issue: albeit unfavorable- taxes may be raised; services may be cut, reduced, or less expensive service delivery mechanisms developed. In developing the Proposed FY 2021 Budget, I looked critically at current budget levels and service priorities and made reductions in several areas, most notably in the support provided to outside agencies. Further, given the recessionary conditions created COVID-19, I am regrettably unable to recommend any salary increases for County employees this year. This budget containment strategy is consistent across the region. The good news is that no furloughs or other reduction in workforce is proposed. Even with these cost containment strategies, we are facing a shortfall of \$840,000 and cannot maintain core service levels without additional tax revenue. I am therefore recommending a 3 cent or 4% increase in current real estate tax rate of \$.71/\$100 of assessed value. It should be noted that this tax rate increase will also apply to Public Service Corporations (PSC), and because Surry’s budget is heavily dependent upon PSC taxes, 69% of the revenue generated from this tax rate increase will come from PSC revenue, with 31% coming from other assessed real estate in the County.

The FY20-21 Budget was prepared while starting with several challenges, including an economy heading into recession, Virginia Retirement System (VRS) rate increases of 39%, and an increase in state mandated costs for Children’s Services Act (CSA) services.

The major differences and budget drivers from FY 2020 to FY 2021 include:

FY 2021 Major Operating Budget Drivers

Item	Amount	Explanation
<u>Major Revenue Declines:</u>		
Decline in Public Service Corp Revenue	\$ 131,000	The sales assessment ratio is below 100%
Decline in Interest Income	275,000	Fed action related the economic meltdown due to COVID-19 have driven interest rates close to 0%
Unbalanced budget from FY20	77,500	The FY20 Budget was adopted using \$77,500 of FB for ongoing costs
	\$ 483,500	
<u>Major Expenditure Increases:</u>		
VRS Increase	135,000	The VRS Retirement rate increased by 39%
Health Insurance	30,000	Health insurance rates increased by 4.8% overall

Unbudgeted Ambulance Billing Costs	131,000	Prior Administrator hoped to re-bid and/or look for alternatives to lower costs, but
		but no options to do so currently exist
HR Manager	81,000	New position
Codes Compliance Officer	58,000	New position
Increase in Clerical Staff Hours (Tourism & Workforce)	5,700	Additional hours to support County Economic Development efforts
Jail cost increase	19,000	Contractual cost increase
	\$ 479,700	

All Funds

The summary of all funds is shown in the table below:

FUND	FY 2019-20	FY 2020-21	CHANGE	
	ADOPTED	PROPOSED	\$	%
GENERAL	28,789,123	29,013,879	224,756	0.8%
CIP	3,118,000	8,165,016	5,047,016	161.9%
VPA	1,848,625	1,850,501	1,876	0.1%
CSA	150,064	470,677	320,613	213.7%
TASK FORCE	25,000	25,000	-	0.0%
SPECIAL WELFARE	38,640	42,852	4,212	10.9%
AGENCY ON AGING	32,288	32,288	-	0.0%
INDOOR PLUMBING	11,730	11,730	-	0.0%
ECONOMIC DEVELOPMENT	80,000	80,000	-	0.0%
DEBT SERVICE	2,121,267	2,123,391	2,124	0.1%
WATER & SEWER	142,750	162,850	20,100	14.1%
TOTAL COUNTY FUNDS	\$ 36,357,487	\$ 41,978,184	\$ 5,620,697	15.5%
SCHOOL OPERATING	15,772,305	16,324,802	552,497	3.5%
SCHOOL CAFETERIA	518,500	513,000	(5,500)	-1.1%
TOTAL SCHOOL FUNDS	\$ 16,290,805	\$ 16,837,802	\$ 546,997	3.4%
TOTAL - ALL FUNDS	\$ 52,648,292	\$ 58,815,986	\$ 6,167,694	11.7%

Budget Development Process

This year, budget meetings were held to clarify department requests and to assist performance measure development, with a goal of aligning services with the mission of the County. Further development of the budget document will include established departmental goals and objectives, performance measures and fiscal year highlights and accomplishments. Budget communication provided to all departments and organizations indicated that revenue growth was flat and therefore resources would be limited. To this extent, not all requests have been funded:

- ❖ **Social Services:** Partial funding of the requested local appropriation
- ❖ **Education:** The budget funds \$53,000 of a \$253,000 request
- ❖ **Various Departments:** Funding requests for two new positions and additional part time hours
- ❖ **Public Safety Sheriff:** Funding request for additional deputies (6), courthouse security (1.5 positions) and one (1) administrative position
- ❖ **Organizations:** **Reductions in funding** for a number of external agencies and organizations
- ❖ **Various Departments:** Only necessary line item increases are recommended
- ❖ **Capital Project Requests:** Continuation of projects previously included in the Five-Year CIP, most notably replacement of the Public Radio System and the Broadband investment. Deferment of desired projects to FY 21-22.

The County received \$2.2250 million in competitive state grant for Broadband Implementation. The County's local match requirement is \$2.2250 million.

Combined with the \$5.13 mil of Rural Community Connect Fund received by PGEC for Surry County (2101 homes), all of Surry will have access to reliable, high speed broadband, slated for completion by the end of November 2021.

To put the local match dollars into perspective; funding this initiative is equivalent to nearly eight (8) cents in tax revenue.



Summary

The proposed budget was prepared in the midst of (COVID-19) on our local economy. Since that time, federal, state, and local governments have been working diligently to prevent the spread of this disease by educating our citizens, encouraging social distancing, restricting or closing non-essential businesses, cancelling large gatherings, and issuing Executive Orders in Virginia for residents to Shelter in Place and other protective guidance. The impact on our local economy is not known at this time and obviously budget development has been impacted by the pandemic. All citizens are encouraged to do your part as we get through this unprecedented challenge.

Included in the budget document that follows is a listing of FY 2019-2020 Highlights and Accomplishments of the various County departments evident of the County's ongoing commitment to provide outstanding services to the citizens of Surry. Further details about the proposed budget including major changes from the current fiscal year are addressed throughout the document. Budget estimates are again being conservatively projected in an effort to improve overall financial reliability, especially in the wake of uncertainty. It deserves emphasis that the proposed spending plan and tax rates are preliminary. Next is the Board of Supervisors budget work sessions followed by public hearing and further consideration until adopted.

I am truly humbled by the opportunity afforded me by you to serve the citizens of this wonderful county and being entrusted with the enormous responsibility for preparation of the County's financial plan. Preparation of this budget proposal resulted from a team effort by all departments and school division leadership. It has resulted in some less than favorable expenditure reductions, the inability to fund some requests, and other decisions; despite these challenges we are all confident that the County will come out stronger and more fiscally stable. With continued forward-thinking, creative strategic planning and a renewed commitment to collaboration and unity, we will be better able to seek the opportunities ahead for the good of the community. I would like to recognize and express my sincerest gratitude to the County's Leadership Team throughout the budget process and through the challenges of the COVID-19 operational change, Ms. Carol Swindell, Interim Director of Finance for her dedication to the budget process and for the support of the Board of Supervisors during the COVID-19 event, which necessitated flexibility in our operations while maintaining services to the community. I look forward to working with you throughout the remainder of the budget process.

Respectfully Submitted,



Melissa D. Rollins
Acting County Administrator

County Administrator's Update – April 16, 2020

The COVID-19 Pandemic has undoubtedly disrupted our lives both professionally and personally. I am confident that when this pass, we as a community will come out stronger, more unified and optimistic about our path forward.

Our goal is to keep essential services in place while protecting the health and safety of our employees and the public we serve.

During the last four weeks, County staff have worked diligently to keep services going as much as possible. This include but not limited to waste collection, cleaning and sanitizing of County facilities, taking extra care in the Circuit and District Courts, Sheriff's Dept, Social Services where employees are required to report most daily. Mr. Slade and Mr. Woodard and the team members have done an outstanding job. The collaboration and communication amongst teams is consistent, evident by the weekly team meeting each Tuesday and the weekly follow-up with staff as needed. Mr. Brown and the IT team has worked diligently and in best ensuring that employees are able to work remotely, providing cross functional support throughout the entire organization. Within limitations associated with social distancing, added protective measures and the need for appointments, inspections are ongoing in Planning & Building. Planning and Zoning is receiving applications via mail only; special projects with limited staff are ongoing – (i.e. Smart Scale for Town of Surry Sidewalks, etc.). Checks are being processed and taxes are still being collected and processed. The Treasurer encourages credit card payments for taxes (link on website). Parks and Recreation, the DYFR, and Cooperative Extension are finding creative ways to keep youth and citizens engaged with on-line activities. Check out the County's social media and Facebook pages. The Registrar is informing the community of any changes in the upcoming elections and making provisions to protect election poll workers. Animal control officers are doing arranged adoptions. Economic Development (Tourism and Workforce) are engaged – webinars on Resources for our Communities during COVID-19 and tag teaming providing resources to businesses during this event. Information on the 2020 Census is being shared. As of Tuesday, Claremont Response rate – 39.8% compared to Virginia – 52.6%, Dendron Self-Response Rate,- 35.9%, Surry Self-Response Rate- 47.3%.

Surry's Social Services has received several donations for the food bank and a distribution is planned for April 16, 2020 at Parks and Recreation; they are delivering meals to the seniors. 89 food boxes are being purchased from the Peninsula Food Bank to distribute to seniors. They are daily engaged as essential employees as eligible benefits have increased during this emergency.

We are recognizing Autism Awareness Month, Animal Control and Telecommunications Appreciation Week. Walk, wear blue and send your photos to DYFR, thank our emergency communication and animal control officers for all they due to support and provide services the community.

Payroll/Human Resources is receiving information on the new FMLA Provisions of the COVID-19 Pandemic for employee protections. The Family First Coronavirus Response Act (FFCRA) FAQ for employees. Administrative staff planned for the first virtual meeting of the Board of Supervisors.

Ms. LaSonya White is on top of the communication from the State Dept. of Agriculture Services on provisions for continuing alternative farmers market operations during the COVID-19 Emergency as it relates to food access to citizens. We have been contacted by the Virginia Department of Agriculture & Consumer Services in coordination with Ms. Bettina Ring, Secretary of Agriculture & Forestry, in doing a documentary on how Surry County is addressing food insecurity during the COVID 19 Pandemic.

Dr. Sims has advised that the School Division is delivering meals to the students Tuesdays and Thursdays as well as offering the option for pick up at the middle school for any student (parent pick up permissible). We are encouraging each other to seek the outdoors to remain mentally in-balance during this time. We are appreciative of our bus drivers and cafeteria workers!

PGEC has offered hot spot locations through coordination with Sheriff Turner and the County at two churches, Rocky Hock and Moore's Swamp Baptist Church and the County and Schools are working to seek additional hot spot locations for students and citizens. Check out our website for more information on address and times.

The County's Chief of Emergency Management, Mr. Ray Phelps has been responsive to the citizens and stakeholders of the Community and I thank him for his leadership during this emergency. Much has been placed on his shoulder in terms of addressing safety concerns from citizens, businesses, and employees. He is to be commended for going beyond the call of duty at times to assist the community.

Coordination of the Emergency Services, the Sheriff and First Responders in the funeral procession and arrangements for the beloved Sheriff Brown did not go unnoticed. The outpouring of the community is evident of Surry's passion and unity in the community.

Below is an outline of some actions taken as a response to the COVID-19:

March 12th – Notification to County employees regarding rumors of employees at the government center being tested positive for COVID-19

March 12th – Governor Northam declared a State of Emergency and ordered all VA K-12 school closed for two weeks.

March 13th – Surry County Dept. of Emergency Management issued a press release ensuring citizens of no known cases of the Virus in Surry County.

March 13th – Issued an Operational Change Report to all county staff in response to the spread of the virus: travel and meetings; teleworking, cleaning, sanitizing and hygiene changes and recommendations and social distancing, protections of vulnerable citizens.

March 13th – Participated on the 1st conference call with County Administrators in the Crater Health District to discuss collective response due to the Coronavirus. These calls are ongoing.

March 13th – HRPDC Chief Administrative Officers and All Hazards Advisory Committee members 1st conference call to discuss preparation in response to the Coronavirus.

March 15th – Emergency Staff Meeting held with all department heads to address concerns and announce closure of facility for two weeks.

March 15th – Press Release: Announced closure of the building to the public beginning through March 30th.

March 15th - Tuned in to Governor's Press Conference – Announced ban on events with more than 100 people. Viewing of additional press conferences during the emergency.

March 15th – Discussions with the Chief of Emergency Management and Director of Emergency Services on the need to close facility to the public and employees considering spread of virus in neighboring localities.

March 15th – Emergency Services - Everbridge Instant Message announcing the closure.

March 15th – Received update from Mr. Phelps in response to logistics with the School Division and the Department of Social Services on provisions for food to students and the elderly population and regarding meeting with County infectious disease control personnel for action plans; Mr. Phelps began draft on a pandemic plan for Surry County.

March 15th – Discussions with City Manager of Williamsburg and County Administrator of Charles City County to discuss their plans for closure/teleworking, etc.

March 15th – Information Technology began rapid process efforts to meet employees needs while teleworking.

March 16th – 1st meeting with CAO's to discuss provisions for electronic meetings; contacted County Attorney for participation on the calls with HRPDC attorneys.

March 16th – Emergency Services issued press release – closure of facility to employees and instituting teleworking operational changes; advised of operations for trash removal, court operations, voting, inspections and animal control operations.

March 17th – Received notice of the Supreme Court of Virginia Order Declaring A Judicial Emergency. Press Release posted on County's website.

March 17th – Provisions made to post signs on the Circuit Court building notifying the public of the precautionary measures required before entering.

March 16th and Ongoing – Maintenance Department on hand daily to continue cleaning, sanitizing, providing extra services to the Circuit Courts, DSS and District Court as operations continued.

March 19th – Received call from Dr. Hart, Crater Health District to discuss process for notification of COVID cases.

March 20th – Governor Northam issued Executive Order #55 advising residents to “shelter in place” at home due to COVID-19. All public and private in person gatherings prohibited.

March 31st – Emergency Service issued press release advising of the Supreme Court Order to extend court operations through April 26th.

March 26th – In response to Governor Northam’s Executive Order 53, announced closure of public buildings and facilities until further notice.

March 30th – Surry County received notification from the Crater Health District of the first confirmed case in Surry County

March 30th – Emergency Services issued a press release advising the public of the County’s first confirmed case of the Coronavirus; issued an instant alert message through Everbridge

March – Parks & Recreation planned removal of the basketball rims to prevent gathering of groups as directed in coordination with the Sheriff.

April 4th – Emergency Services issued press release advising public of three confirmed cases in Surry County.

April 7th – Emergency Services issued press release recommending the wearing of face coverings in public settings.

April 7th – Emergency Services and Maintenance arranged fogging of the Circuit Court facility and Social Services (April 10th).

Ongoing Daily Efforts- COVID 19

To promote prevention and slow the spread of a contagious virus, the following plans are in place:

- Facilities Management staff are conducting 'disinfecting' sweeps of all common areas and rest rooms in the Courthouse, restrooms, District Court, Dept. of Social Services, and Sheriff Dept.
- EMS and Maintenance began the process of securing additional cleaning supplies and protective equipment in March and this is ongoing to best prepare the County for the pandemic. Requests were directed to EMS to track for emergency declaration purposes.
- EMS is working with the Clerk of Circuit Court for requests for added protections while operations.
- The website front page displays a link to the Department of Health website which contains up-to-date information specific to Virginia, the CDC as well as guidance for health protocols.
- The Chief of Emergency Management is informing the Operations Team of pertinent COVID-19 information and participates in weekly calls with the State Health Department. Direct contact with the Health Dept. is not recommended.
- Administration providing daily reports on the confirmed cases in Surry and Health District when received (the same information is available by link on the County's website).

It is likely that we will be responding to this situation for many weeks to come. News outlets and social media are flooded with information and commentary about COVID-19; we urged citizens to use the Department of Health's website as a resource regarding updates in Virginia along with protocols for prevention and emergency preparation. The County is approaching this situation and the potential for widespread illness with great concern and vigilance. We are planning as best we are able with the current and evolving information.

Non-COVID Updates

Progress Reports: The Dendron Water System project is nearing completion with demolition of the old system being scheduled this week. The system has been tested! The VA Dept. of Health will test the system. Details to follow in April Report from Alpha Corporation.

Emergency Services/Rescue Squad Facility: The Facility is nearing completion with punch list needed from the Architect and Engineer. Furnishings and technology equipment as been arriving but waiting for cleaning to occur before taking to the building.

Please do not hesitate to contact me with any questions and we will continue to provide updates as appropriate. Thank you for your continued support as we continue to navigate this ever-changing situation.

Public Comments for the virtual Surry County Board of Supervisors Meeting
April 16, 2020 – 7:00 P.M.

1.

----- Original Message -----

Subject: School budget

From: Mike Eggleston <michael.eggleston@aol.com>

Date: Thu, April 16, 2020 3:16 pm

To: comments@surrycountyva.gov

Why are we not level funding the school budget. Reduce costs rather than raise taxes. No one has money and lucky if you can feed your family. No teacher is going to another county over that small an increase if you don't give raises. Looking at the number of students, reduced fuel and food costs Why are we even considering increasing budget.

“If you forward emails please Bcc. Blind copy and remove previous recipients
To foil scammers, spammers, and email miners. Thanks “

2. ----- Original Message -----

Subject: Reduce costs we have way too much government for a county of 6800 people.

From: Mike Eggleston <michael.eggleston@aol.com>

Date: Thu, April 16, 2020 3:25 pm

To: comments@surrycountyva.gov

Being as they are shutdown take Surry seafood
Off of Surry County Government life support. If you can't run surry seafood as a profitable enterprise unload it as in sell it. The county does not belong running businesses like grocery stores and restaurants. Make the county business friendly instead. As for hiring a human resource person put it off to next year or the year beyond . We do not need to be hiring people in the middle of a pandemic.

Regards,
Mike Eggleston

“If you forward emails please Bcc. Blind copy and remove previous recipients
To foil scammers, spammers, and email miners. Thanks “

3. ----- Original Message -----
Subject: Animal control vehicle
From: Mike Eggleston <michael.eggleston@aol.com>
Date: Thu, April 16, 2020 3:34 pm
To: comments@surrycountyva.gov

We were on route 460 after 5PM the other day
And were passed by Surry County Animal control vehicle with Surry County license plates. Animal control vehicle was way over the speed limit as in seventy plus miles per hour heading out of ivor. We need to get some control of county vehicles. The speed they were running was outrageous. Who is in charge of animal control now?
Regards,
Mike Eggleston

“If you forward emails please Bcc. Blind copy and remove previous recipients
To foil scammers, spammers, and email miners. Thanks “

4. Subject: Citizen Comments for Board
From: Helen Eggleston <hceggleston2@aol.com>
Date: Thu, April 16, 2020 3:36 pm
To: comments@surrycountyva.gov

Mr. Chairman; Board Members,

I make these comments for your consideration with all due respect.

Number One:

To entertain ANY tax increase during this difficult and uncertain time, with the intention of borrowing more money for anything is fiscal insanity. People have lost their jobs, are forced to seek unemployment in order to feed their families, make house payments, etc. We have no idea when the economy will return to some semblance of “normal”.

Number Two:

That being said, the school system is asking for a budget large enough to give raises. NO! Not this year! Families are hurting and, Social Services will be heavily relied upon to help. I don't think you can be expected to give anyone a raise at this time. FLATLINE the School Budget!

Number Three:

To raise taxes, even by two or three cents is not acceptable. I implore you; NO NEW TAXES. No money for Mr. Andrew White. In his first presentation to you he said **HE was buying**, HE wanted to “give back” to Surry County. There was NO MENTION of the county putting any money into his venture. Simply inform Mr. White that at this

time; under the present economic situation you cannot commit to backing him financially. He stated that there is a group of attorneys backing him.

*** No new taxes. No raises in salaries. No borrowing money. Make every effort to pay down existing debt. For a county of our size we are drowning in debt. You have a difficult job and I understand your desire to continue to pursue new business but this is not the time to spend. It is a time of "tightening the purse strings" so to speak and wait until hopefully brighter days.

Thank you for your hard work and your consideration of my suggestions.

Helen Eggleston

hceggleston2@aol.com

757-758-4642



Fiscal Year 2021 Budget Public Hearing May 14, 2020

Melissa Rollins

Acting County Administrator

Tonight's Public Hearing



By the Code of Virginia the Board is prohibited from voting on the proposed budget tonight.

The Board is scheduled to vote on the FY21 Budget and CIP at a May 21, 2020 Special Meeting.

FY21 Budget Adoption, to include setting of tax rates, is scheduled for May 21st.

Calendar Year
2020
Tax Rates
Remain
Unchanged



Taxable Property	Tax Rate
Real Estate, including Mobile Homes	\$ 0.71
Personal and Business Property	\$ 4.00
Personal Property Relief Rate	41%
Machinery & Tools	\$ 1.00
Passenger Buses	\$ 3.00

Board will adopt the 2020 Tax Rates on May 21, 2020.

What's New & Fee Changes



New - Proposed Meals Tax – 6%

**Change in Certain Planning & Zoning
Related Fees**

Enumerated in Public Hearing Notice

Ambulance Billing Fees

(Insurance Recovery)

Meals Taxes & Fee Changes require a change via County Ordinance

The Board can Adopt Ordinances in June 2020 to take effect July 1, 2020



FY21 Budget Goals

Develop a conservative budget that is realistically aligned with the current COVID19 global health pandemic considering the impact on the local economy and a budget that continues essential services that protect the public health, wellness, safety, and welfare of employees, citizens and the general public.

- Level tax rates
- No Salary Increases
- Limit position changes to only 1 – mission critical in Planning & Community Development
- No furloughs or layoffs
- Minimum Operational Impact

FY21 General Fund Revenue Budget



Local Revenue:	\$23,570,325	Decrease of (\$71,265)
State Revenue:	\$1,933,701	Decrease of (\$14,312)
Federal Revenue:	\$0	Decrease of (\$4,000)
Use of Reserves	\$2,865,016	Decrease of (\$330,504)

Total General Fund Revenue for FY21: \$28,369,042

\$420,081 Decrease from FY20

\$644,837 Decrease from Budget Originally Proposed on April 16

FY21 General Fund Expenditure Budget



The FY20-21 Expenditure Budget reflects a decrease of \$420,081 from the FY19-20 Adopted Amount

- Decreases in funding to outside agencies*
- \$97,015 decrease in funding to School System
- \$100,000 decrease in transfer to Social Services
- Decreases in various department budgets
- Increase in benefit costs due to 39% increase in Virginia Retirement System (VRS) rates and 4.8% increase in health insurance costs

*Maintains VGR- ½ of current contribution, eliminates funding for WAT, PSWCD & Sussex Housing

FY21 Total Operating Budget: \$28,369,042

FY20 Total Operating Budget \$28,789,723

Decrease of (\$420,081 or 1.5%)

Advertised Budget Snapshot

FY21 PROPOSED SURRY COUNTY BUDGET				
Expenditures:	FY21 Proposed	FY20 Adopted	\$ Inc./Dec.	% Inc./Dec.
General Fund:				
General & Financial Administration	\$ 1,836,156	\$ 2,115,592	\$ -279,436	-13.2%
Judicial Administration	744,362	738,956	5,406	0.7%
Public Safety	3,706,873	3,458,404	248,469	7.2%
Public Works	1,589,392	1,660,277	-70,885	-4.3%
Other Agencies	317,589	358,241	-40,652	-11.3%
Parks, Recreation & Cultural	653,497	767,897	-114,400	-14.9%
Community Development	1,392,161	1,212,104	180,057	14.9%
Transfers to Schools	12,342,985	12,440,000	-97,015	-0.8%
Transfers to Other Funds	5,786,027	6,037,652	-251,625	-4.2%
Sub-Total, General Fund	\$ 28,369,042	\$ 28,789,123	\$ -420,081	-1.5%
Other Funds:				
Debt Service Fund	\$ 2,123,391	\$ 2,121,267	\$ 2,124	0.1%
Virginia Public Assistance Fund	1,825,501	1,848,625	-23,124	-1.3%
Comprehensive Services Fund	435,677	149,747	285,930	190.9%
School Fund (including Cafeteria Fund)	16,487,802	16,290,805	196,997	1.2%
Sheriff's DEA Task Force	25,000	25,000	0	0.0%
Special Welfare Fund	42,852	38,640	4,212	10.9%
Area Agency on Aging Fund	32,288	32,288	0	0.0%
Indoor Plumbing Rehabilitation Fund	11,730	11,730	0	0.0%
Economic Development Fund	80,000	80,000	0	0.0%
Utilities Fund	\$ 162,850	\$ 142,750	\$ 20,100	14.1%
Sub-Total, Other Funds	21,227,091	20,740,852	486,239	2.3%
Total, All Funds	\$ 49,596,133	\$ 49,529,975	\$ 66,158	0.1%

Revenues:				
Local Revenues:				
General Property Taxes	\$ 22,111,639	\$ 22,051,589	\$ 60,050	0.3%
Other Local Taxes	840,000	710,000	130,000	18.3%
Permits, Fees & Licenses	32,800	32,800	0	0.0%
Fines & Forfeitures	40,000	45,000	-5,000	-11.1%
Revenue -- Use of Money & Property	199,381	490,356	-290,975	-59.3%
Charges for Services	295,650	285,990	9,660	3.4%
Miscellaneous Revenue	333,454	300,182	33,272	11.1%
State Revenues	5,671,244	5,762,531	-91,287	-1.6%
Federal Revenues	1,917,978	1,261,633	656,345	52.0%
Carry Over Funds	2,889,991	3,220,495	-330,504	-10.3%
Transfers from other Funds	15,263,996	15,369,399	-105,403	-0.7%
	\$ 49,596,133	\$ 49,529,975	\$ 66,158	0.1%

Total Operating Budget.....\$49,529,975

Capital Improvements Plan



Five Year CIP - \$19.432 mil

Details can be found in the FY 21-25 Capital Improvement Plan Document

Project	Source	Amount
School Projects	Carryover	\$ 500,000
Broadband, other technology, public safety & maintenance projects	Fund Balance General Fund	\$2,365,016
Mobile Radio System	New Debt	\$5,300,000
Total Funding Source		\$8,165,016

Total Operating & CIP Budget... - \$57,761,149

Capital Improvement Projects

GENERAL GOVT ADMINISTRATION

Broadband (PGEC)	\$ 1,750,000
Technology Improvements	25,000

Total General Administration

\$ 1,775,000

FACILITY MAINTENANCE

Major Infrastructure Repair	\$ 201,500
New Gas Pump System	35,000

Total Public Works

\$ 236,500

PUBLIC SAFETY

Medic Unit Replacement	\$ 260,000
Mobile Communication System	5,300,000
CAD/RMS System	93,516

Total Public Safety

\$ 5,653,516

EDUCATION

High School Electrical System	200,000
Fire Supression system	300,000

TOTAL EDUCATION

\$ 500,000

TOTAL ALL PROJECTS

\$ 8,165,016⁹⁷

The complete detail for the FY21 Proposed County Budget and 2021 -2025 Capital Improvements Plan can be found here:

<https://www.surrycountyva.gov/CivicAlerts.aspx?AID=146>



Questions or Comments

County Administration wishes to thank the Board of Supervisors, Constitutional Officers, School Board, County Leadership Team & Staff, and most importantly the General Public for their support and understanding with the development of the FY21 Budget and CIP during this Global COVID19 Health Crisis. It is our goal to work through these unprecedented and challenging times in a professional and responsive manner. Together we strive for:

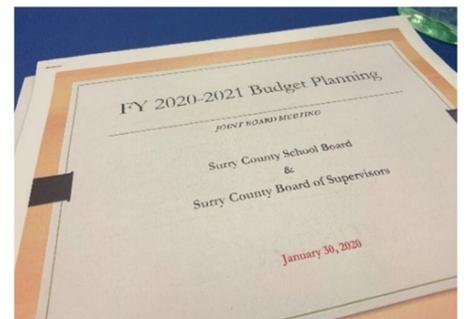
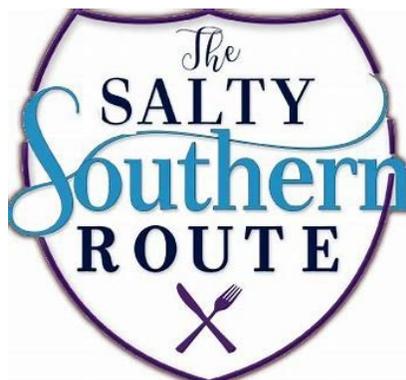
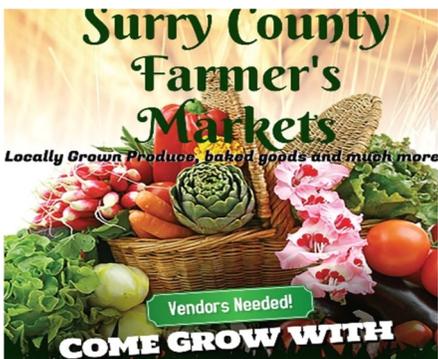
Thank You

Unity in the Community!

Melissa D. Rollins
Acting County Administrator



**Surry County
FY 2020-2021**
County Administrator's
Proposed Operating
Budget
(Revised April 30)
FY 2021-2025
Five-Year Capital
Improvement Program





Surry County Board of Supervisors

Robert L. Elliott, Chairman, Claremont District

Michael Drewry, Vice-Chair, Dendron District

Judy S. Lyttle, Bacon's Castle District

Kenneth R. Holmes, Carsley District

William T. Calhoun, Surry District

Acting County Administrator

Melissa D. Rollins

Form of Government

Surry County (County) operates under the traditional, or County Administrator, form of government (as defined under Virginia Law). The Board of Supervisors (Board) is a five-member body, elected by the voters of the Electoral District in which they live. The Chairman and Vice Chairman of the Board are elected annually by its members. Each member serves a four-year term. 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.



Pictured: Judy Lyttle, Kenneth Holmes, Chairman-Robert Elliott, William Calhoun, Vice-Chair -Michael Drewry

Department Directors & Supervisors

Carol Swindell
Interim Finance Director

William Saunders
Planning & Community Development

David Harrison
Economic Development

Ray Phelps
Chief of Emergency Management

Stanley Jones, III
Parks & Recreation

Ray Phelps
Chief of Emergency Management

LaJeune Stone
Dept. of Youth & Family Resources

Stacey Williams
Building Official

Rickey Woodard
Maintenance Supervisor

Hermione Slade
Solid Waste & Recycling

LaSonya White
VCE Unit Coordinator

Constitutional Officers and State Officials

Carlos Turner, Sheriff
Jonathan Judkins, Commissioner of the Revenue
Onike Ruffin, Treasurer
Gail Clayton, Clerk, Surry Circuit Court
Sharna' White, Registrar
Janeen Jackson, District Court Clerk

School System & Social Services

Dr. Serbrenia Simms, Division Superintendent
Valerie Pierce, Director of Surry Social Services

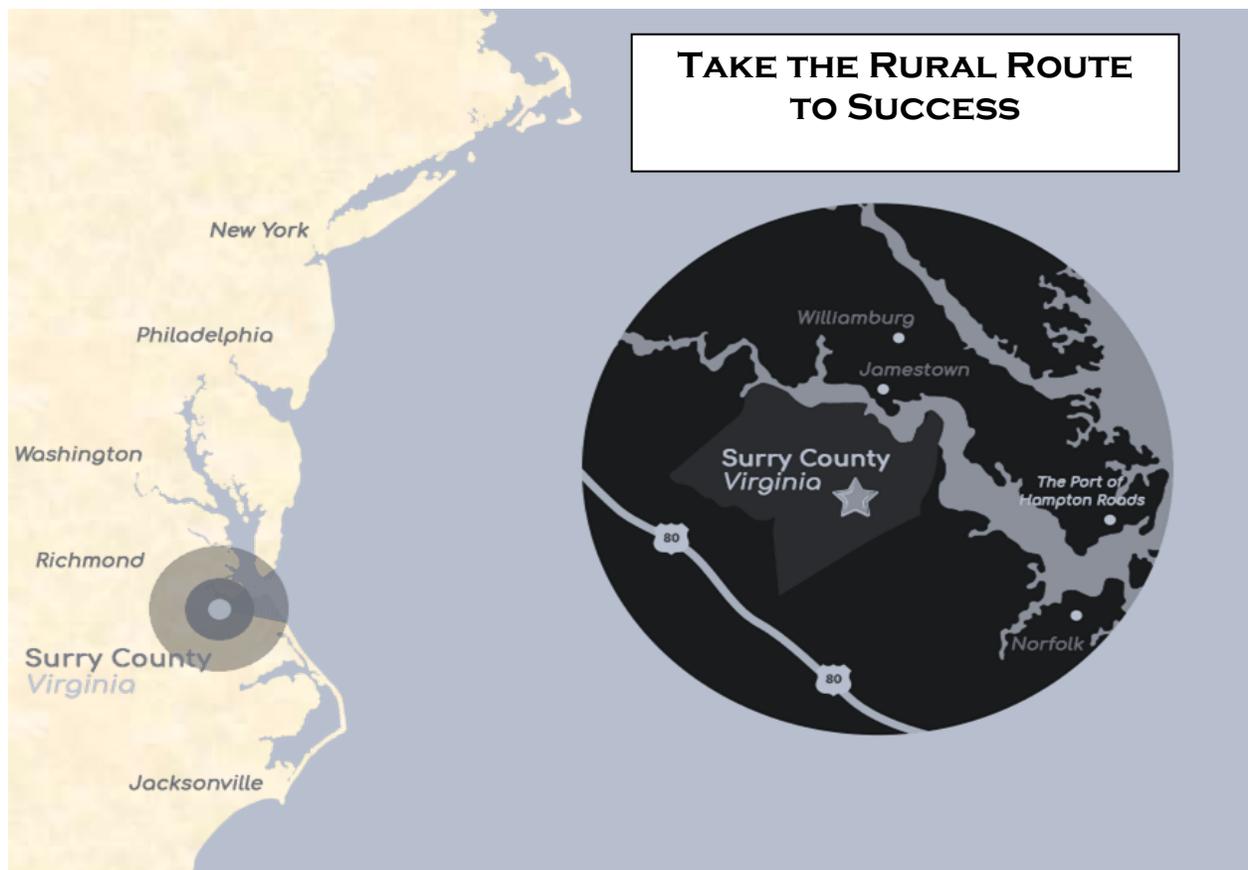
ABOUT SURRY COUNTY

Surry County is a 306-square-mile county located on the James River in southeastern Virginia, with unique location attributes that position it well for energy production, including an existing nuclear facility, and for manufacturing, especially agriculture products such as wood pellets. The county's workforce comes from the Hampton Roads and Richmond MSA to the East and West and from Williamsburg just a ferry ride North. Besides serving as an energy, agriculture and production hub, Surry is popular for residents seeking unique waterfront housing and small town and rural communities.

Surry County is known for its strong economic development potential, passion for the community and rural charm. Nationwide we are known for historical landmarks like Bacon's Castle, Chippokes State Park and nearby Jamestown and Williamsburg. The waterfront location affords access to multiple natural refuges and parks and boat recreation on the river and the newly renovated Grays Creek Marina offers stunning views and access to the onsite Surry Seafood Company, boating, fishing and kayaking. A growing winery location, the county also produces large hauls of peanuts, cotton and soybeans each year for the state.

Known for its passion for community and strong economic development growth potential, Surry's strategic position in the Hampton Roads Region is well-suited for business opportunity.

- Direct access to the James River
- 25 miles to Newport News-Williamsburg International Airport
- 50 Miles from Richmond
- 40 Miles from Norfolk
- Close proximity to the Port of Virginia, international airports, railroads and major highways





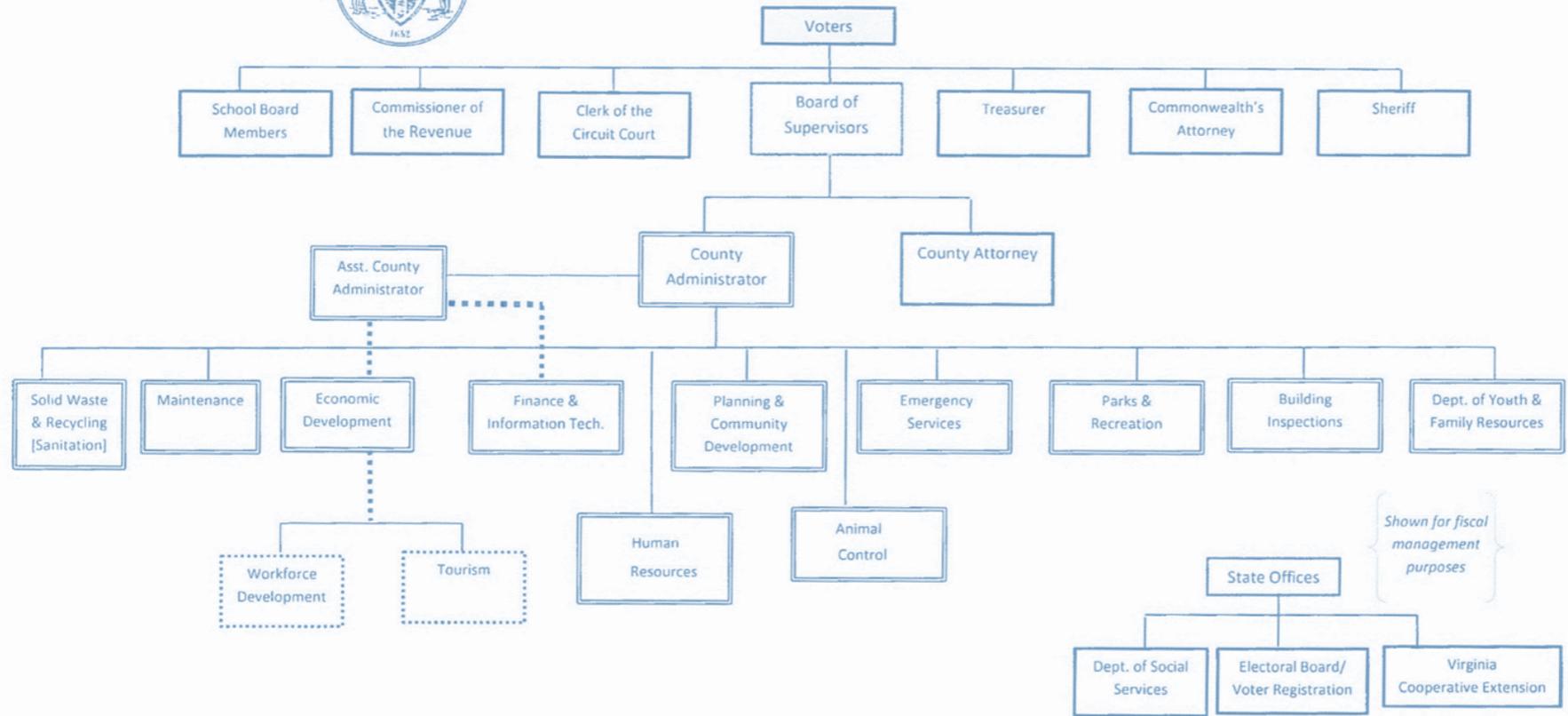
FY 20-21 Operating & Capital Budget Contents

Introduction

County’s Organizational Chart.....	1
Budget Schedule & Hearings.....	2
Document Overview	
How to Read the Budget Document.....	3
County Profile.....	4
Board of Supervisors Strategic Priorities.....	6
Mission Statement.....	8
Structure of County Funds.....	9
Fiscal Policies.....	11
How is the Money Spent – General Fund	13
Section A - Budget Messages & Financial Summaries	16
County Administrator’s Budget Transmittal.....	17
Revisions to the Proposed Budget.....	27
Section B – General Fund by Function.....	31
Revenue Analysis and Summary.....	40
How is the General Fund Spent – Breakdown (Chart).....	45
Section C – General Fund Overview by Department.....	46
Section D – Capital Improvement Program.....	72
Section E - Supplementary Information.....	87
Table of Authorized Positions.....	88



Surry County, Virginia Organization Chart



Adopted July 11, 2019

Public Hearings and Work Sessions Schedule

The Board of Supervisors of Surry County invites comments on the Proposed Budget for the fiscal year ending June 30, 2021. As a result of operational changes as it relates to the COVID 19 State of Emergency, comments are accepted as noted below: The Public Hearing is tentatively scheduled for May 14, 2020.

April 16, 2020	Thursday	<ul style="list-style-type: none"> Regular Board of Supervisors Meeting County Administrator Presents FY 20-21 Proposed Budget to the Board of Supervisors School Board Highlights- Proposed FY 20-21 Budget
April 23, 2020 ⁽¹⁾	Thursday	<ul style="list-style-type: none"> 6:00 P.M. - Budget Work session #1 with the Board of Supervisors
April 30, 2020	Thursday	<ul style="list-style-type: none"> 6:00 P.M. – Budget Work session #2 with the Board of Supervisors
May 1, 2020	Friday	<ul style="list-style-type: none"> Release Advertisement in the Local Paper
May 6, 2020	Wednesday	<ul style="list-style-type: none"> FY 20-21 Proposed Budget is Published in the Local Paper
May 7, 2020	Thursday	<ul style="list-style-type: none"> Regular Board of Supervisors Meeting
May 14, 2020	Thursday	<ul style="list-style-type: none"> Public Hearing on the Proposed Budget
May 21, 2020	Thursday	<ul style="list-style-type: none"> 7:00 P.M. Board of Supervisors considers action on FY 20-21 Budget, sets tax rates and adopts Budget Resolutions

- Written comments may be emailed to the Office of the County Administrator: comments@surrycountyva.gov. Budget information will be available on the County’s website at www.surrycountyva.gov
- After the reopening of County facilities to the public, copies of the Proposed Budget will be available at the County Administrator’s Office – Government Center located at 45 School Street, Surry, VA and at the Blackwater Regional Library.

Stay Engaged with the County!

VISIT US ON THE WEB! <https://www.surrycountyva.gov/>

LIKE US ON FACEBOOK!



<https://www.facebook.com/surrycounty/>

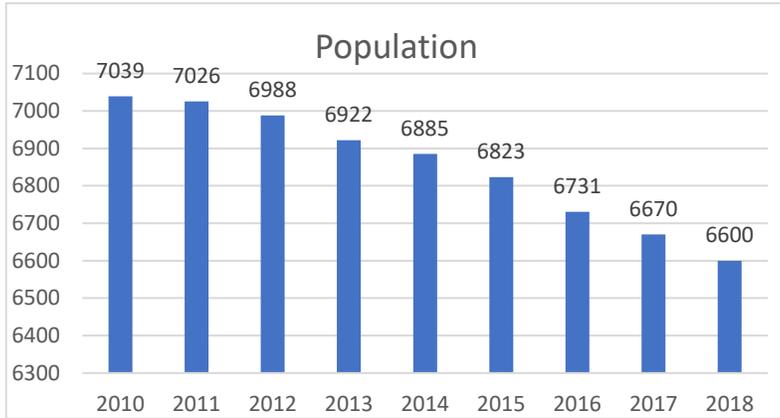
SURRY COUNTY

Understanding the Budget Document

- ✓ The County Administrator's proposed budget was presented to the Board of Supervisors on April 16, 2020. The Budget included adjustments in tax rates, expenditures and other changes.
- ✓ Section A - The budget message (i.e. transmittal letter) and financial summaries beginning on page 17 are based on the County Administrator's proposed budget on April 16, 2020.
- ✓ On April 23, 2020, the Board of Supervisors held a work session to further deliberate the budget and requested that options be provided that would hold the real estate tax rate at the current level.
- ✓ The revisions per the recommendation of the Board of Supervisors are noted on page 27 – Reductions to the Budget Based on No Adjustment to the Current Real Estate Tax Rate
- ✓ Section B- Financial summaries of all funds reflects the proposed budget as presented on April 16, 2020. It reflects 2019 actual, FY 20 Budget, FY 21 Proposed and the Variance. Comments are provided for notable changes.
- ✓ Section C - General Fund Overview for Each Department provides a general description of the purpose of each department along with strategic initiatives that support the County's overall goals and performance measurements. Highlights and accomplishments are noted for each department along with comments that reflect the final recommendation based on keeping the tax rate at the current level. [some pages are still under development]
- ✓ Section D – Five Year Capital Improvement Program and the Five Year Capital Improvement Budget
- ✓ Section E – Supplemental Information to include a Table of Authorized Positions, Revenue Summaries, Principal Taxpayers, Debt Service Schedule
- ✓ Supplemental Documents: Detail revenue and expenditures by line item accompany the document as an integral component to the final recommendations that reflect no change in the tax rate.

COUNTY PROFILE

Population

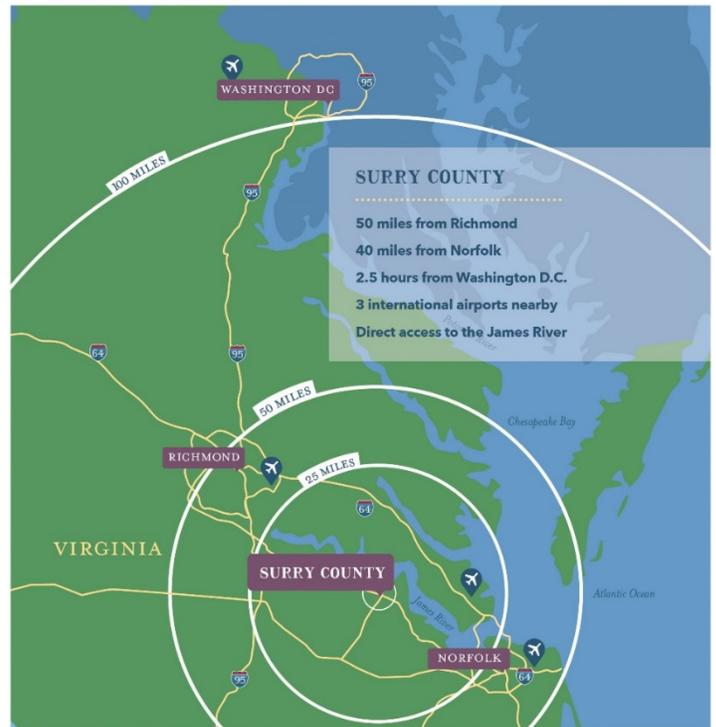


Surry County is home to approximately 6,600 people as of a U.S. Census American Community Survey conducted in July 2018. This is a 6.2% decrease from the 2010 U.S. Census.

The approximate 2018 median age in the County is 49.6 years old. The population is becoming older, on average, as it is all over the country due to the aging of the post-war baby boom generation born between 1946 and 1964. Surry's 2010 median age was 43.5.

Location

Surry is part of the vibrant and growing Hampton Roads region of more than 1.7 million people. The region is recognized as one of the largest Metropolitan Statistical Areas in the U.S. It includes cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and along with Surry, includes the counties of Isle of Wight, James City, Southampton and York. Centrally located on the east coast, Surry is within an hour's drive to over a million residents and a day's drive to nearly half of the U.S. population.

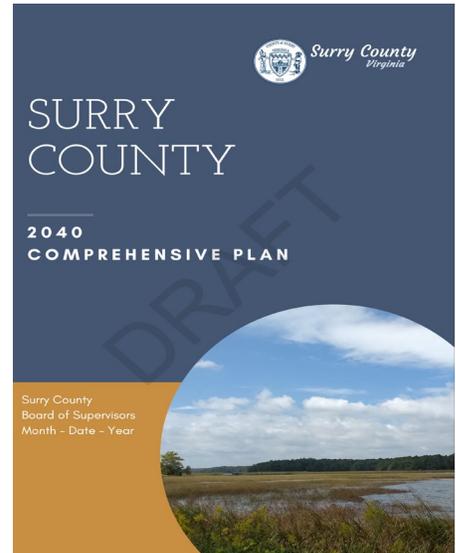


Comprehensive Plan 2020- Opportunity for Growth

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 the long-range vision, goals, and strategies of the community. Surry County's plan is in **draft form** and was slated for completion at the end of June 2020 (pre-COVID 19); it will serve as a guide to landowners, developers, businesses, citizens and County officials about future land use and other community development decisions.

These are the planned themes of the 2020 Proposed Comprehensive Plan. These themes are consistent with the previous and current strategic initiatives of the Board of Supervisors.

- Preserve Surry's Character
- Grow Surry's Economy
- Enhance Quality of Life for All Residents



Strategic Priorities

The Board of Supervisors responsibilities remain unchanged: “.... *strive to maintain a strong commitment towards efficiency and effectiveness in County government and positively impact the public safety, health, education & welfare of the citizens of Surry through effective leadership and fiscal integrity. The Board will encourage the orderly growth and development of the community to enhance the quality of life for the citizens of Surry County*”.

The Board identified four focus areas in its 2014 Strategic Action Agenda, which continue to be guiding factors in developing County priorities:

- ❖ Promote growth in a manner which protects the County's agriculture, environment, quality of life and historic resources
- ❖ Balance quality of government services with fiscal integrity
- ❖ Enhance relations with the stakeholders of County government
- ❖ Keep citizens informed; encourage openness and participation in government

In February 2020, the Board of Supervisors in a planned retreat to discuss strategic direction and to unify the vision of the County, revealed some common themes from the 2014 strategic agenda: fiscal integrity, quality of life, preservation of rural character, and citizen engagement. An environmental scan from each members' perspective at the 2020 Retreat set the framework for goal setting in the five core areas while maintaining the important priorities set in 2014.

- ❖ **COMMUNITY (DEVELOPMENT, ENGAGEMENT, OPPORTUNITY)**
- ❖ **ECONOMIC DEVELOPMENT (BUSINESS RETENTION & EXPANSION, HEALTH & WELLNESS, WORKFORCE & TOURISM PROMOTION)**
- ❖ **EDUCATION (RENEWED RELATIONSHIPS, COLLABORATION AND SHARED ACCOUNTABILITY)**
- ❖ **FISCAL RESPONSIBILITY (ACCOUNTABILITY AND TRANSPARENCY, FISCAL POLICIES)**
- ❖ **TRANSPORTATION (OPPORTUNITY THAT EXIST ALONG MAJOR HIGHWAYS IN THE COUNTY)**

Community - Surry County's unique historic assets, natural environment, rural charm, strong family roots, homegrown hospitality, sense of serenity and security and attractive landscape will be preserved while considering growth opportunities including revitalization of main corridors and other beautification efforts. Community engagement initiatives and activities will be broadened to keep an informed, engaged and participatory citizenry; recognizing the population trends, the county will work through the comprehensive plan to develop key strategies to help reverse adverse trends, fill community business gaps and identify programs and services for the aging population.

Economic Development – The County will identify areas in the County “ripe” for development and continue to identify ways to capitalize on the County's agri-tourism and niche/specialized farming industries. The County will lead in building regional, state and national partners in identifying business and growth opportunities suitable and or unique to Surry County; business growth will afford opportunities to work with existing and new corporate partners to enhance workforce opportunities. Broadband implementation will continue to be supported as the cornerstone of educational, quality of life, business growth, and overall quality of life improvement. Health and wellness will be an integral component of enhancing the economic and social well-being of the entire County.

Education – Continue to recognize and engage with the School System as a vital partner in the vision and goal setting of the County (i.e. shared accountability). Develop means to highlight the successes and achievements of the School Division county-wide and to brand the “educational system” as a desire to locate, work and do business in Surry County. Support and collaborate on joint facility planning and educational opportunities such as technical programs and internships aimed to prepare students for an advanced and competitive workforce.

Fiscal Responsibility – Continue to balance quality of government services with fiscal responsibility; solidify tax dollars with services needed and desired for a wholesome quality of life and delivery of quality services. Continue to develop transparent communication tools on fiscal matters. Continue practices that ensure strong financial management.

Transportation – Identify the potential opportunities of the proximity of Route 10, 31 and Route 40 in Surry County to major thoroughfares and expanded highways as Interstates 95, 64 and Route 460 and to waterways, rail and the Ports of Virginia and Richmond. Collaborate with VDOT and state legislators on

potential for expansion of route 10, the County's major highway; begin dialogue on transportation needs in the county over the next 10-20 years (i.e. bridge); seek development opportunities as a result of main infrastructure that has been installed along Route 31. Create a bicycle/pedestrian plan to provide a safe route and alternative transportation nodes to connect the Town of Surry to various activity centers such as the James-Town Scotland Ferry.

Dialogue from the Board of Supervisors and county leadership after the 2020 retreat helped set the framework for a newly defined mission statement for the County.

Mission Statement 2020

We will exemplify and work with citizens to achieve unity in the community.

This is essential to maintaining a strong commitment towards efficiency and effectiveness in how we operate and to positively impacting the public safety, health & wellness, education, and overall quality of life of informed, engaged and participatory citizens and stakeholders of Surry County.

Budget Overview

Budget Amendment Process

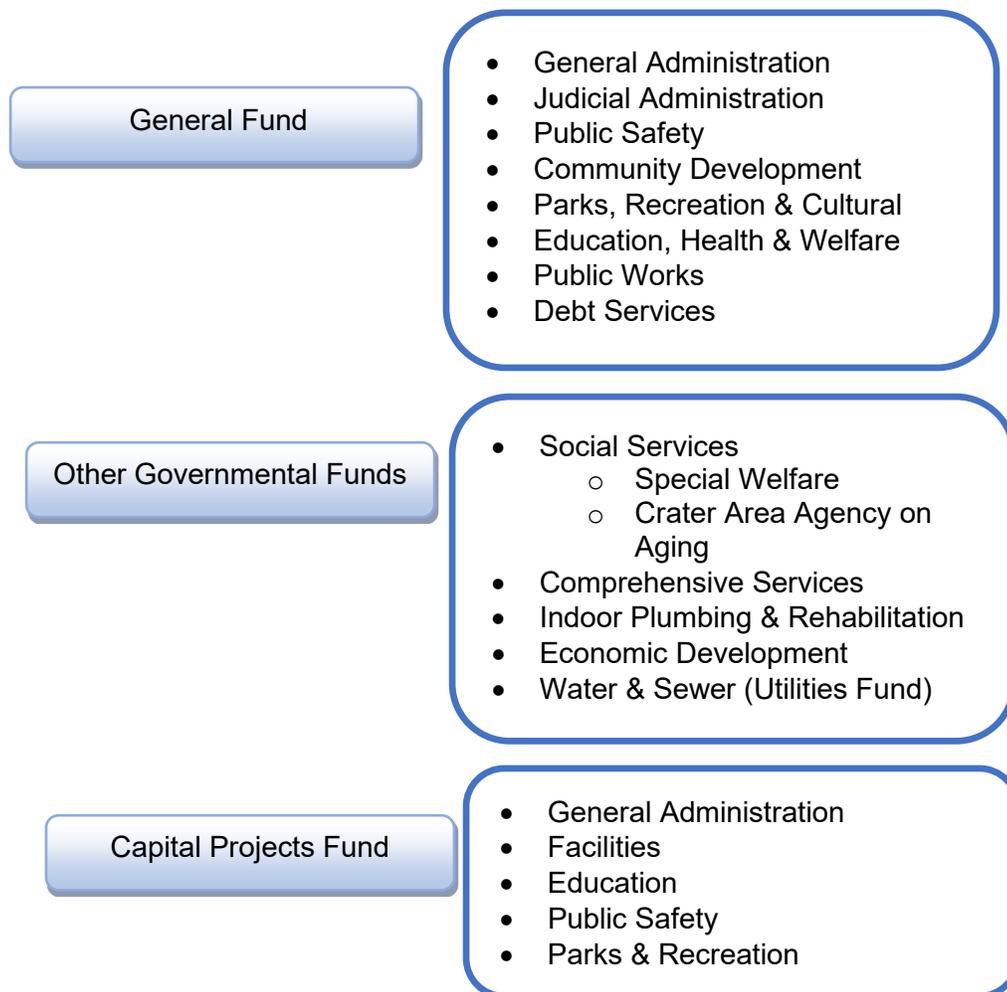
The budget may be amended in one of two ways. If the amendment would change total revenues, then the governing body must formally approve the transfer of funds from one appropriation group to another. The recommendation going forth is that this will be done via an appropriation resolution. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can take action.

The County Administrator is authorized to transfer funds between departments within an appropriation group or between budget line items within a particular department throughout the year to manage operations. The County Administrator is authorized to apply for an accept grants requiring a local match up to \$5,000.

Budget Organization

The General Fund of the County is divided into functional areas, General Administration, Judicial Administration, Public Safety, Community Development, Parks, Recreation & Cultural, Education, Health & Welfare and Public Works. Each department within a functional area has its own budget; for example: Sheriff & Emergency Medical Services (EMS) are within the functional area of Public Safety. The budget format presents expenditures by functional area and departments within a specific function.

Structure of County Funds



Explanation of Governmental and Other Funds

- General Fund - The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund due to legal, contractual, statutory or financial management requirements. It is funded through taxes and other revenue sources.
- Special Revenue Funds - Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
- Capital Projects Fund - Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds).
- Debt Service Fund - Used to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.
- Economic Development Fund –Money in the Fund reflects a transfer in 2016 to dedicate financial resources toward economic development. Planned uses of the fund could include, but are limited to business incentives, professional services, property acquisition, etc.
- Comprehensive Services Act Fund (CSA) The CSA Fund is used to account for the revenues and expenditures related to services provided to at-risk youth and families. Revenue is derived from the state and local funding. CSA services are administered by the Family Assessment and Planning Team (FAPT) who works directly with you and families to refer cases to the Community Policy and Management Team (CPMT) for approval. The fund mandates a local share for CSA expenditures.
- Special Welfare/Agency on Aging – A part of the VPA fund used to account for activities associated with specific groups as senior population; special revenue funds are used where legal or contractual requirements restrict the use of resources to specific purposes.
- VPA Fund – Virginia Public Assistance Fund (VPA) supports the activities of administration of the health and welfare services in the County. Services are provided to the needy individuals and their families. It is supported with federal, state and local funds.
- Indoor Plumbing Rehabilitation (IPR - Special Revenue Fund)- The Department of Housing and Community Development (DHCD) program with the County to provide 0% forgivable loans to eligible participants for the installation of indoor plumbing to owners of substandard housing where indoor plumbing is non-existent or where the existing plumbing has failed ended in 2016. The IPR Fund reflects program income received from prior recipients to continue projects until Funds are depleted.
- Water & Sewer – used to account for activities specific to maintenance of the County’s water system and sewer collection activities. It is considered an Enterprise Fund where operations are supported by user charges financed and operated similar to a private business. The Fund should be self-supporting.
- School & Cafeteria Fund – the component unit School Board as identified in the County’s CAFR as a unit of the primary government; it is defined by having a fiscal dependence on the primary government. It supports activities association with Education of K-12 students; the cafeteria fund supports the operations of the food service programs.

Monetary transfers are made from the general fund to the following funds: Capital Projects, Virginia Public Assistance, School and Cafeteria, Comprehensive Services, Economic Development, Debt Service and the Water & Sewer/Utilities Fund.

Budget Directives, Performance Measurement, and Monitoring

The County Administrator sets the stage to the departments at the beginning of the budget cycle the tone and the focus of the overall budget. This information is based on guidance from the Board of Supervisors.

Operational initiatives are provided by each department and are presented on each department's budget page. Also included in the departmental sections are the key performance measures.

The budget is monitored through the monthly financial management reports. These reports indicate actual financial results compared to budget. These reports are reviewed by the user departments, Finance, and County Administration.

Budgetary control is maintained on a line-item basis. Purchases of goods and services are generally accomplished by the use of a formal purchase order. Funds are encumbered based on purchase orders to best ensure funds are reflect as obligated and are not available to be spent.

Operating and Capital Budgets

The Operating Budget includes expenditures that are generally of a recurring nature and are appropriated for one year only. It provides for the provision of all County services, but does not result in major physical assets for the county. Year-to-year changes in the Operating Budget are expected to be fairly stable and represent incremental changes in the cost of doing business, the size of the County and the types and level of service that are provided. Resources for the Operating Budget generally come from taxes, user fees, and intergovernmental payments that typically recur from year to year.

The Capital Budget on the other hand, includes one-time costs for projects that may last several years. The projects result in major physical assets in the county and may include projects associated with public safety, general government administration, parks and recreation, public works and education. Wide fluctuations are expected in the Capital Budget from year to year depending on the phasing of projects. Resources for the Capital Budget generally come from bond sales, grants, other one-time sources and transfers from the Operating Budget to support capital projects. Capital projects may produce ongoing operating costs and such is reflected in the operating budget of the perspective department. (Example: a new building will require electricity and such costs will be in the Maintenance Dept. operating budget).

Fiscal Policies

A fiscally efficient government is one of the strategic goals of the Board of Supervisors. Financial policies provide a framework for the County's departments to make sound financial decisions, promote fiscal transparency, and to ensure compliance with prevailing local, state and federal laws and regulations.

While the County's current policies require a refresh and formal adoption by the Board of Supervisors, the below standards are recognized as effective financial practices.

- The County will establish and maintain an internal control structure and accounting practices to ensure compliance with Generally Accepted Accounting Principles (GAAP).
- An independent firm of certified public accountants will perform an annual financial and compliance audit according to generally accepted auditing standards in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States; Specifications for Audit of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia; and the Uniform Guidance. The financial statements and the results of the audit will be presented annually to the Board of Supervisors.
- The County will annually seek the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- The County Administrator will propose a balanced and a five-year Capital Improvements Program that are linked to the County's Strategic Plan and Comprehensive Plan. The Board of Supervisors shall adopt the first year of the Capital Improvement Plan as the Capital Improvement Budget.

- The CIP will include both school, general government, and utility capital needs; it will provide a description and estimated cost for each project.
- A diversified revenue system, inclusive of state and federal funds as well as user fees for services that support specific programs.
- Financing recurring expenses from recurring revenue sources and not rely on non-recurring revenue to fund on-going, operating expenditures.
- The County shall maintain a budgeting control system to monitor actual-to-budget performance, and shall take immediate corrective action if revenue and expenditure estimates project a year-end operating deficit.
- At least quarterly, the County will publicly publish financial information including budget to actual performance. A monthly report has been provided.

Debt Management

In consultation with the County's financial advisor, financing for the County's five-year Capital Improvements Program shall:

- Consider a five-year forecast of revenues and expenditures.
- Include an evaluation of pay-as-you-go projects and debt financing.
- Avoid financing if the term of the indebtedness exceeds the expected useful life of the project.
- When feasible, bundle capital projects to limit the number of borrowings as well as to reduce the costs of issuance by achieving greater economies of scale.

The County shall maintain the following standards regarding debt:

- Net bonded debt shall not exceed 3% of the assessed valuation of real and personal property.
- General fund debt service expenditures should not exceed 12% of annual general fund expenditures. The County should maintain a target of 10% for this ratio.

Fund Balance (Reserves) – The county shall maintain a fund balance position that meets the County's needs and challenges and mitigate current and future

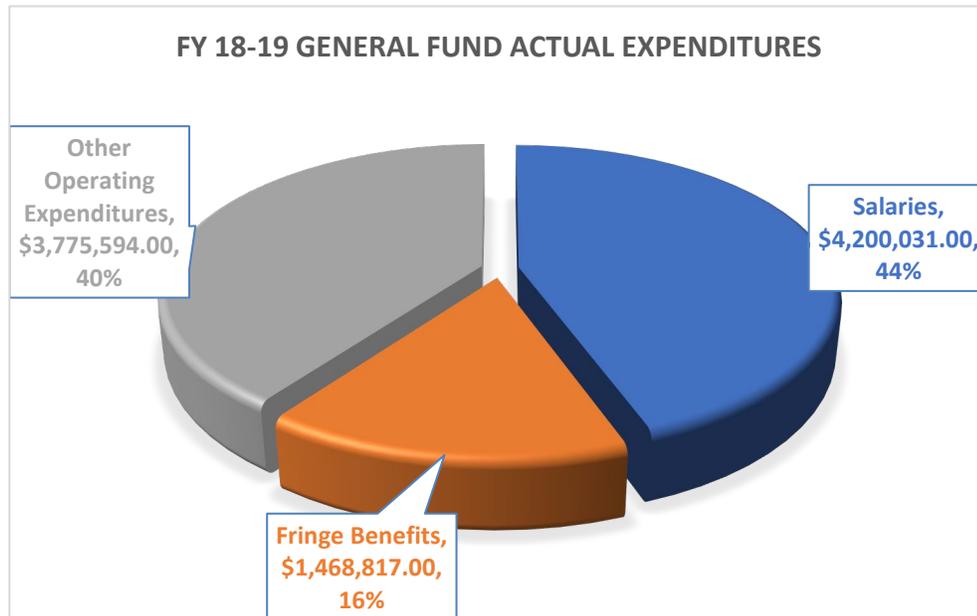
- The County shall maintain a General Fund Unassigned Fund Balance at the end of the fiscal year in an amount no less than 25% of annual general fund revenues, not including transfers.
- Monies in excess of 25% may be considered to supplement pay as you go capital outlay or remain in the undersigned fund balance to be used for other purposes as authorized by the Board of Supervisors.
- The County should not use fund balance to finance current operations as it is not sustainable.
- The use of the General Fund's Unassigned Fund Balance may be necessary from time to time to meet unexpected events including, but not limited to: catastrophic (emergency funds in the event of natural or man-made disasters); financial opportunity (to enhance the well-being of Surry County; Following any use of fund balance that draws the balance below the minimum funding level, the Board of Supervisors will adopt and timeline to replenish the balance to its minimum funding level of 25%.

Cash and Investments

- The County shall follow the Cash and Investment Policies established by the Treasurer, a Constitutional Officer of the Commonwealth of Virginia. Such policies shall be reviewed and updated annually, and be in accordance with all applicable laws and regulations.
- The Treasurer will provide the Board of Supervisors, at least monthly, with a report of investments held by the County.

Expenditure Composition of the General Fund (Excluding Transfers Out to Other Funds) Where is the Money Spent

FY 18-19 actual expenditures of the General Fund were \$9,444,444. To get a better understanding of where general fund dollars are spent, a review of actual expenditures for FY 18-19 is shown below. As with most governments, personnel cost represents most general government expenditures.



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Advertising	\$36,817	Cost for legal ads
Agency Contributions (Except Fire & Rescue)	\$606,052	Agency Breakdown Provided in Budget Document; includes all contributions except fire and rescue
Auditing	\$42,819	Auditing services and cost to produce financial reports
Boards and commissions	\$6,365	Compensation to Various Boards and Commissions appointed by the Board
Building Repairs	\$255,748	Repairs to several government buildings; this amount will fluctuate; breakdown of buildings and facilities maintained by the County is included in the budget document
Communications	\$109,959	Verizon telephone, monthly fees for mobile devices including IPADs, internet services
Contractual Services	\$286,313	Interim administrator services, comprehensive plan consultant, maintenance service contractors, emergency services contracts (instant alert, generator maintenance, EMS radio maintenance county-wide including fire and rescue agencies, utility marking services

Contributions to Public Safety Volunteer Agencies	\$248,580	Quarterly contributions to the volunteer fire and rescue squad; the rescue squad is paid 7% of the monthly fees collected from ambulatory billing services as administrative costs
Convention & Education	\$72,454	Cost to attend trainings to include travel, mileage, meals, conference registration; some revenue recovery is associated with this expense
Detention/Prisoner Care	\$229,146	The cost for prisoner care in Riverside Regional Jail (\$184,892) and Crater Youth Detention for the youth population (\$44,754)
Electricity Services	\$155,212	The cost for Dominion and PGEC electrical services for all County Buildings
Fuels	\$114,170	Vehicle fuel for all County fleet vehicles and marina fuel
Indexing/microfilming	\$17,792	The annual cost for microfilming and indexing circuit court records
Legal Fees	\$89,132	Cost paid to the County attorney for legal fees
Maintenance Contracts	\$246,367	Information technology (\$97,000) associated with county copiers, printers, financial software system, municode, postage meters, phone system maintenance
Mileage	\$4,802	Reimbursement for use of personal vehicles during business travel
Motor Vehicle Insurance	\$33,896	Motor vehicle insurance (VA Association of County Pooled Insurance Program)
Office Supplies & Equipment	\$78,826	Office supplies and equipment for all departments
Paid Rescue Squad Services	\$447,568	Contract service cost to provide 24/7 paid rescue services; fee recovery for FY 19=(\$193,000) or 43%
Parks Special Activities	\$11,600	Cost for special annual activities as fireworks and Pow Pow
Professional Services	\$278,799	Interim Finance Services from vacant salaries, election officers, salary study fee, county administrator search fee, parks and rec sports officials; the majority of the cost is for sanitation landfill monitoring and remediation services; this line item will fluctuate
Property Insurance	\$43,002	Property insurance for all county buildings (VA Association of Counties Pooled Insurance Program)
Rent for Office Space	\$12,552	Rent paid to the Commonwealth Attorney for use of space and to the Victim Witness Program; a small portion (\$300) is for facility rental used during elections
Uniforms	\$17,240	Cost associated for uniforms (Sheriff, Public Works, EMS and Animal Control)
Veterinary services	\$13,352	Cost for medical services for the care of animals
Waste Disposal at Landfill	\$111,616	Cost for disposal of waste at the landfill; the county pays the tipping fees

Water & Sewer	\$12,532	Paid to the Town of Surry for water utilities
Other Operating Expenses	<u>\$192,883</u>	Other expenses not identified above
Total Primary General Operating Expenditures	\$3,775,594	TOTAL AMOUNT SPENT FOR OPERATING THE GENERAL FUND EXCLUDING PERSONNEL IN FY 18-19

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SECTION A

BUDGET MESSAGE & FINANCIAL SUMMARIES



"The Countrie it selfe, I must confesse is a very pleasant land, rich in commodities; and fertile in soyle..."
Samuel Argall, ca. 1609

Board of Supervisors

Robert Elliott, Chair
Michael A. Drewry, Vice-Chair
Timothy Calhoun
Judy S. Lyttle
Kenneth R. Holmes

Melissa D. Rollins
Acting County Administrator

April 15, 2020

Dear Members of the Board of Supervisors:

I am pleased to present the Fiscal Year (FY) 2021 Proposed Budget Operating Budget and the Five Year (FY 21-25) Capital Improvement Program (CIP) for Surry County. The proposed operating budget for all funds is \$58,815,986. Of this amount, the CIP is \$8,165,016. This reflects a \$6,167,694 or 11.7% increase over the FY 2020 adopted budget.

The proposed budget reflects the Board of Supervisors' strategic planning initiatives for community and economic development and sustains operations while supporting Education. Leadership and county-wide discussions over the past several years have focused on the need for reliable, high-speed broadband, new business development and job creation, while recognizing the challenge of the County's population decline. Revenues to support all the areas of government [administration, public safety, community development, education, recreation, health & welfare, capital improvements] and to sustain the quality services desired by citizens are relatively stable; however, the full impact of the recessionary conditions created by the COVID-19 shutdowns are unknown. Not all priorities can be met given limited resources.

The FY 2021 proposed budget was developed with constraints but overall maintains operational service levels for County departments. The priorities executed in the proposed budget includes funding for major broadband initiatives executed in FY 19-20 to help build a healthy and diverse economic base, provide opportunities for education, support business retention and expansion and enhance overall quality of life.

The budget includes a proposed tax rate increase of \$0.03 from \$0.71 cents per \$100 of assessed value to \$0.74 cents. The additional revenue from the increase is \$852,838 (\$583,895 public service) (\$268,943 real estate from taxpayers). The County's real estate tax rate has remained level at 71 cents since 2016, when it was reduced from the prior amount of 73 cents as a result of the reassessment. Since that time, revenue increases have been modest while the cost of maintaining existing service levels to the community has steadily risen. County department budgets have remained mostly level except for benefit cost increases.

The proposed FY 2020-2021 Annual Operating Budget and the FY 2021-2025 CIP were developed to advance the Board of Supervisor's strategic vision of enhancing the quality of life for the citizens for Surry. Key management considerations in the formulation of the budget were:

- Limitation of annual increases in operational expenditures to current commitments in personnel
- Consideration to added costs slated to enhance the ability to provide quality services
- Cost containment – reductions where possible based on historical spending patterns

120

Balancing the Budget: Budget Development, Challenges & Opportunities

Finding the funding to do everything desirable or even necessary is a major fiscal challenge. There are a limited number of ways to address the issue: albeit unfavorable- taxes may be raised; services may be cut, reduced, or less expensive service delivery mechanisms developed. In developing the Proposed FY 2021 Budget, I looked critically at current budget levels and service priorities and made reductions in several areas, most notably in the support provided to outside agencies. Further, given the recessionary conditions created COVID-19, I am regrettably unable to recommend any salary increases for County employees this year. This budget containment strategy is consistent across the region. The good news is that no furloughs or other reduction in workforce is proposed. Even with these cost containment strategies, we are facing a shortfall of \$852,000 and cannot maintain core service levels without additional tax revenue. I am therefore recommending a 3 cent or 4% increase in current real estate tax rate of \$.71/\$100 of assessed value. It should be noted that this tax rate increase will also apply to Public Service Corporations (PSC), and because Surry's budget is heavily dependent upon PSC taxes, 69% of the revenue generated from this tax rate increase will come from PSC revenue, with 31% coming from other assessed real estate in the County.

The FY20-21 Budget was prepared while starting with several challenges, including an economy heading into recession, Virginia Retirement System (VRS) rate increases of 39%, and an increase in state mandated costs for Children's Services Act (CSA) services.

The major differences and budget drivers from FY 2020 to FY 2021 include:

FY 2021 Major Operating Budget Drivers

Item	Amount	Explanation
<u>Major Revenue Declines:</u>		
Decline in Public Service Corp Revenue	\$ 131,000	The sales assessment ratio is below 100%
Decline in Interest Income	275,000	Fed action related the economic meltdown due to COVID-19 have driven interest rates close to 0%
Unbalanced budget from FY20	77,500	The FY20 Budget was adopted using \$77,500 of FB for ongoing costs
	\$ 483,500	
<u>Major Expenditure Increases:</u>		
	\$ 20,000	The former County Administrator granted pay increases outside of the pay plan adoption
VRS Increase	135,000	The VRS Retirement rate increased by 39%
Health Insurance	30,000	Health insurance rates increased by 4.8% overall
Unbudgeted Ambulance Billing Costs	131,000	Prior Administrator hoped to re-bid and/or look for alternatives to lower costs, but but no options to do so currently exist
HR Manager	81,000	New position
Codes Compliance Officer	58,000	New position
Increase in Clerical Staff Hours (Tourism & Workforce)	5,700	Additional hours to support County Economic Development efforts
Jail cost increase	19,000	Contractual cost increase
	\$ 479,700	

The Proposed FY 2021 General Fund Operating Budget is \$29,013,879, an increase of \$224,756 or .8% over the prior year budget. Most of this increase results from an increased transfer to other funds. For comparison, the initial Adopted FY 2020 Operating Budget totaled \$28,789,123. The FY 2021-2025 Capital Improvement Plan is proposed at \$8.16 mil for a total consolidated budget of \$58.915 million.

FUND	FY 2019-20	FY 2020-21	CHANGE	
	ADOPTED	PROPOSED	\$	%
GENERAL	28,789,123	29,013,879	224,756	0.8%
CIP	3,118,000	8,165,016	5,047,016	161.9%
VPA	1,848,625	1,850,501	1,876	0.1%
CSA	150,064	470,677	320,613	213.7%
TASK FORCE	25,000	25,000	-	0.0%
SPECIAL WELFARE	38,640	42,852	4,212	10.9%
AGENCY ON AGING	32,288	32,288	-	0.0%
INDOOR PLUMBING	11,730	11,730	-	0.0%
ECONOMIC DEVELOPMENT	80,000	80,000	-	0.0%
DEBT SERVICE	2,121,267	2,123,391	2,124	0.1%
WATER & SEWER	142,750	162,850	20,100	14.1%
TOTAL COUNTY FUNDS	\$ 36,357,487	\$ 41,978,184	\$ 5,620,697	15.5%
SCHOOL OPERATING	15,772,305	16,124,802	352,497	2.2%
SCHOOL CAFETERIA	518,500	513,000	(5,500)	-1.1%
TOTAL SCHOOL FUNDS	\$ 16,290,805	\$ 16,637,802	\$ 346,997	2.1%
TOTAL - ALL FUNDS	\$ 52,648,292	\$ 58,615,986	\$ 5,967,694	11.3%

Budget Development Process

This year, budget meetings were held to clarify department requests and to assist performance measure development, with a goal of aligning services with the mission of the County. Further development of the budget document will include established departmental goals and objectives, performance measures and fiscal year highlights and accomplishments. Budget communication provided to all departments and organizations indicated that revenue growth was flat and therefore resources would be limited. To this extent, not all requests have been funded:

- ❖ **Social Services:** Partial funding of the requested local appropriation
- ❖ **Education:** The budget funds \$53,000 of a \$253,000 request
- ❖ **Various Departments:** Funding requests for two new positions and additional part time hours
- ❖ **Public Safety Sheriff:** Funding request for additional deputies (6), courthouse security (1.5 positions) and one (1) administrative position
- ❖ **Organizations:** **Reductions in funding** for a number of external agencies and organizations

- ❖ **Various Departments:** Only necessary line item increases are recommended
- ❖ **Capital Project Requests:** Continuation of projects previously included in the Five-Year CIP, most notably replacement of the Public Radio System and the Broadband investment. Deferment of desired projects to FY 21-22.

Operating Budget

Major Revenues

The General Fund Operating Budget, including Schools, is proposed to be funded with ongoing revenues; however a tax rate increase was recommended in order to do this, as noted previously. As part of developing the proposed budget, staff reviews projected real property values and other local economic indicators, Actual FY 2019 revenues and FY 2020 trends to project the amount of revenues available for FY 2021. Major General Fund Revenues to support ongoing operating expenditures include the following categories:

Real Property Taxes are projected to total \$6.365 million without a proposed tax increase, an increase of approximately \$65,000, or 0.6% from the Adopted FY 2020 Budget. A proposed three-cent increase in the Real Property Tax from \$0.71 to \$0.74 per \$100 of assessed value would generate approximately \$269,000. Based on the average value of a home in Surry of \$140,000, the impact of a three-cent (\$0.03) increase in the Real Property Tax is \$42.00 annually, or \$3.50/month. The total assessed value of taxable real property in the County is estimated to be \$957,747,400, a slight increase from the previous year due to new construction. *[Note: The County provides approximately \$90,000 in elderly and veteran tax relief].*

Public Service Corporation taxes, the largest revenue source for the county accounts for approximately 59.0% of the County’s total local revenue and 55% of total revenue from all sources. Projections received by the Commissioner of Revenue [in consultation with the SCC and Department Taxation] indicate a 0.9% decrease in overall Public Service Corporation revenues for FY2021. The FY 20 budget was based on projected revenue of \$13.95 million, and actual revenue realized was \$13.76 million. The FY 21 budget includes an estimate of \$13.82 million, a decrease of \$130,752 from the FY 20 adopted budget, before the proposed 3 cent tax rate increase. Each one-cent on the tax rate for generates approximately \$194,000. Levies for the real estate portion are shown below.

Tax Year	2016	2017	2018	2019	2020
Tax Rate	0.0071	0.0071	0.0071	0.0071	0.0071
Revenue (levy)	13,750,839	13,677,913	13,434,510	13,949,589	13,736,682

Personal Property taxes - The personal property rate has remained unchanged at \$4.00 since 2010. Revenues are projected to be \$1.48 million, an increase of \$126,000 or 9.3% from 20120. As the number of residents, vehicles, and values increase, the amount of relief afforded to citizens decrease. The percentage of relief in FY21 is slated to decline to 40% as values increase and the amount of revenue from the State remains fixed each year.

Local Sales Tax revenue is the fourth largest portion of non-dedicated revenues received by the County to fund operating expenditures. Sales Tax revenue projected to increase \$50,000 from FY 2020 budgeted revenues of \$400,000. The Actual FY 2019 Sales Tax revenue was \$503,000, but some of this is likely non-recurring.

Revenue from the Commonwealth

State revenues comprised mostly of PPTRA relief (\$677,907), shared expenses for constitutional offices (\$1,008,751), non-categorical aid (\$726,742), E-911 wireless funds (\$40,000), grants and other categorical aid (\$142,043), total \$1.93 million and reflect a 1.4% decrease from FY20.

Below is a summary of major revenue changes from the prior year:

Revenue Changes from Prior Year	
Public Service Corporation Taxes	\$ (130,752)
Real Estate Taxes	65,000
Personal Property Taxes	125,801
Sales Tax	50,000
Sheriff and Planning Fee Increases	25,000
Interest Income	(275,000)
Other Local Revenue	(40,996)
State & Federal Revenue	(34,518)
Subtotal - Excludes Use of Fund Balance	(215,465)
Use of FY20 Fund Balance	(7,799)
Total	\$ (223,264)

REVENUE DIVERSIFICATION OPTIONS

Meals and Lodging Tax revenue is currently not imposed in the County. Imposing a meals and lodging tax, typically found in surrounding localities, can achieve diversification of the County’s tax base.

LOCALITY	Meal Taxes	Lodging
Hopewell	6.00%	8.00%
Colonial Heights	6.00%	8.00%
New Kent	4.00%	2.00%
IOW County	4.00%	5.00%
Prince George County	4.00%	5.00%
Emporia	7.50%	11%
York County	4.00%	5.00%

Revenue from the Commonwealth

State revenues comprised mostly of PPTRA relief (\$677,907), shared expenses for constitutional offices (\$1008,751), other non-categorical aid (\$75,000), E-911 wireless funds (\$45,000), grants and other categorical aid (\$141,355), total \$1.95 million and reflect virtually no change from the FY 19.

Expenditures

Significant changes or highlights from the current year in the proposed General Fund budget include the following:

- Increased local funding for the Surry County Public School system (\$52,985). The School Board requested \$252,985, but we were unable to fully fund that request.
- New HR Manager position is added, to ensure proper oversight of County personnel policies and State/Federal law.
- Removed the Assistant County Administrator position and added a Special Assistant to the County Administrator, saving over \$62,000 per year.
- The Planning and Community Development department includes a new full time Codes Compliance officer position, which will be funded in part from the elimination of using an outside contractor for certain code related services. (\$58,238)
- Increase in required jail costs - \$18,856
- Increase in cash funded capital improvement fund projects (\$199,916)
- Increased funding to align with contract for Ambulance service (\$130,600)
- Increased the required transfer to the Children’s Services Act fund to cover mandated costs (\$187,282)

Personnel Changes Recommended

Personnel changes in the FY 21 Proposed Budget include two additional Full-Time positions, downgrading the Assistant County Administrator position to an Assistant to the County Administrator and the inclusion of additional part time hours to support Economic Development and Tourism:

- One full-time position recommended to be funded for a Human Resources Manager;
- One full-time position recommended to be funded for a Codes Compliance Officer;
- Unfund an Assistant County Administrator position, to be replaced with a Special Assistant to the County Administrator; and
- Recommended funding to provide a four additional part time hours per week each for Economic Development and the Visitor Center.

Additional Personnel related increase in the FY21 budget are driven by a 39% increase in VRS rates and a 4.8% increase in health insurance rates. No salary increases are recommended for FY21 due to budgetary and economic constraints.

Operating Budget Impact	
New positions/hours	\$144,700
VRS/Health Insurance increases	165,000
Total	\$309,700

Local Contribution to Schools & Social Services

Funding in an amount of \$12.493 million is proposed for the local appropriation to the **School Fund**, an increase of \$52,985 from FY20. The School Division requested an increase of \$252,985 in its recommended budget to primarily support increased wages as mandated by the Commonwealth. The School Division has limited the requests for additional local funds by making changes in relatively lean times through staff reorganizations, program restructuring, and elimination of positions throughout the system. The School Division has continued to improve its metrics with increased graduation rates and maintaining of accreditation while continuing to provide the utmost service to students of Surry County.

The proposed contribution to the **Social Services Fund** is \$500,000. This represents a \$75,000 reduction from the FY20 level of local funding, but is more in line with actual expenditures over the past several years. A history of local transfers to the VPA Fund is shown below.

Surry County - Department of Social Services - Expenditure & Revenue History						
	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 20-21 Recommended
Expenditure by Function						
Administration	\$ 1,265,874	\$ 1,361,504	\$ 1,188,915	\$ 1,175,633	\$ 1,314,698	\$ 1,222,465
View Administration						
FSET Administration						
Fuel Administration						
Non-Reimbursable	14,893	78,235	10,216	25,278	25,000	25,000
Socialization & Recreation	179,424	184,650	189,840	180,987	208,948	205,978
Local Administration	10,965	14,925	14,323	13,112	13,000	13,000
Local Compansion Services	82,744	86,120	2,404	4,175	50,000	50,000
Assistance Programs	47,675	72,900	60,009	71,601	77,644	200,800
Project Adapt	76,448	151,829	140,526	113,768	159,335	133,258
Total Expenditures	\$ 1,678,023	\$ 1,950,163	\$ 1,606,232	\$ 1,584,554	\$ 1,848,625	\$ 1,850,501
Revenue by Source						
State	278,389	470,334	309,966	335,535	516,917	519,581
Federal	895,264	729,873	875,364	860,699	755,633	829,920
Local - Misc.	1,043	1,050	23,437	718	1,075	1,000
Local Appropriation from County	497,247	467,504	400,000	387,602	575,000	500,000
Total Revenue	\$ 1,671,943	\$ 1,668,761	\$ 1,608,767	\$ 1,584,554	\$ 1,848,625	\$ 1,850,501

Debt Service

The County finances large, long lived projects in the Capital Improvement Program (CIP) with general obligation bonds. In the *Proposed FY 2021 Budget*, funding in the amount of \$2,123,391 is included for Debt Service. This funding represents an increase of \$2,124 from FY 2020 to support only existing debt.

Use of Fund Balance

The proposed budget provides for a use of \$2,265,016 in Unassigned General Fund Balance for pay-as-you-go capital outlay, which is consistent with the Board’s financial policy of only using fund balance for one-time expenditures.

Capital Improvement Program

Over the course of the last several CIPs, a renewed emphasis on improving building security, providing access to 21st century library services, emphasizing tourism as an economic development engine and installing critical water utility infrastructure were major budget drivers. The County has progressively stepped up its funding for major initiatives in this regard since FY 2015 to include the new Marina facility, a new Rescue Squad building, water system replacement, the Surry County's Visitor's Center, Expansion of the Surry Library, Repurposing of the Old Dendron Post Office for a satellite Parks & Recreation Center, Relocation of the Department of Youth and Family Resources to the former Head Start Facility and Security & Lighting Improvements to various county operated buildings. The Proposed FY 21 Capital Improvement Budget is \$8.2 million and is shown below. Details can be found in the Five Year (FY 21-25) Capital Improvement Plan document.

The County received \$2.2250 million in competitive state grant for Broadband Implementation. The County's local match requirement is \$2.2250 million.

Combined with the \$5.13 mil of Rural Community Connect Fund received by PGEC for Surry County (2101 homes), all of Surry will have access to reliable, high speed broadband, slated for completion by the end of November 2021.

To put the local match dollars into perspective; funding this initiative is equivalent to nearly eight (8) cents in tax revenue.

RURALBAND
CONNECTING PEOPLE

PROPOSED CAPITAL IMPROVEMENT BUDGET FOR FY 20-21

Capital Improvement Projects	FY 2021	
GENERAL GOVT ADMINISTRATION		
Broadband (PGEC)	\$ 1,750,000	
Technology Improvements	25,000	
Total General Administration	\$ 1,775,000	
FACILITY MAINTENANCE		
Major Infrastructure Repair	\$ 201,500	<i>Funding Sources:</i>
New Gas Pump System	35,000	<u>Carryover unspent School Funds</u>
		High School Electrical System \$ 200,000
		Fire Supression system 300,000
Total Public Works	\$ 236,500	\$ 500,000
PUBLIC SAFETY		
Medic Unit Replacement	\$ 260,000	<u>New Debt:</u>
Mobile Communication System	5,300,000	Mobile Communication System \$ 5,300,000
CAD/RMS System	93,516	<u>Ongoing Revenue</u>
		Major Infrastructure Repair \$ 100,000
Total Public Safety	\$ 5,653,516	<u>Fund Balance</u>
EDUCATION		
High School Electrical System	200,000	Broadband (PGEC) \$ 1,750,000
Fire Supression system	300,000	Technology Improvements 25,000
		Major Infrastructure Repair 101,500
		New Gas Pump System 35,000
		Medic Unit Replacement 260,000
		CAD/RMS System 93,516
TOTAL EDUCATION	\$ 500,000	\$ 2,265,016
TOTAL ALL PROJECTS	\$ 8,165,016	TOTAL \$ 8,165,016

Utility Fund

The County continues our partnership with the Hampton Roads Sanitation District (HRSD) as they have assumed operations and maintenance of the County's sewer system.

Summary

The proposed budget was prepared in the midst of (COVID-19) on our local economy. Since that time, federal, state, and local governments have been working diligently to prevent the spread of this disease by educating our citizens, encouraging social distancing, restricting or closing non-essential businesses, cancelling large gatherings, and issuing Executive Orders in Virginia for residents to Shelter in Place and other protective guidance. The impact on our local economy is not known at this time and obviously budget development has been impacted by the pandemic. All citizens are encouraged to do your part as we get through this unprecedented challenge.

Included in the budget document that follows is a listing of FY 2019-2020 Highlights and Accomplishments of the various County departments evident of the County's ongoing commitment to provide outstanding services to the citizens of Surry. Further details about the proposed budget including major changes from the current fiscal year are addressed throughout the document. Budget estimates are again being conservatively projected in an effort to improve overall financial reliability, especially in the wake of uncertainty. It deserves emphasis that the proposed spending plan and tax rates are preliminary. Next is the Board of Supervisors budget work sessions followed by public hearing and further consideration until adopted.

I am truly humbled by the opportunity afforded me by you to serve the citizens of this wonderful county and being entrusted with the enormous responsibility for preparation of the County's financial plan. Preparation of this budget proposal resulted from a team effort by all departments and school division leadership. It has resulted in some less than favorable expenditure reductions, the inability to fund some requests, and other decisions; despite these challenges we are all confident that the County will come out stronger and more fiscally stable. With continued forward-thinking, creative strategic planning and a renewed commitment to collaboration and unity, we will be better able to seek the opportunities ahead for the good of the community. I would like to recognize and express my sincerest gratitude to the County's Leadership Team throughout the budget process and through the challenges of the COVID-19 operational change, Ms. Carol Swindell, Interim Director of Finance for her dedication to the budget process and for the support of the Board of Supervisors during the COVID-19 event, which necessitated flexibility in our operations while maintaining services to the community. I look forward to working with you throughout the remainder of the budget process.

Respectfully Submitted,



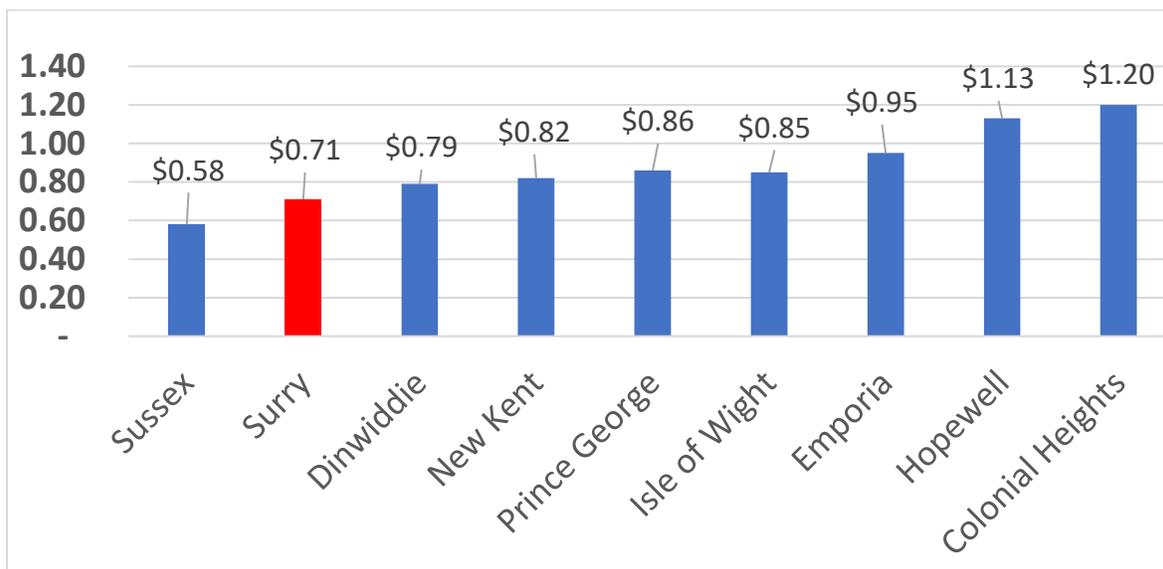
Melissa D. Rollins
Acting County Administrator

Revisions to the County Administrator's Proposed Budget

Strategies to Balancing the Budget after the April 23rd Discussion on the Proposed Budget –

Goal: No Increase in the Current Tax Rate

In consideration of the challenging days ahead associated with the negative impact of COVID-19, management provided a revised recommendation to keep the property tax rate the same at \$0.71 cents per \$100.00 of real property valuation for FY 2020-2021. The County remains among the lowest tax rates in the region as illustrated in the table that follows. A goal of the County is certainly to minimize the tax burden. Recommending to hold the tax rate at the current level considering (1) a decrease in total revenues, (2) the additional loss of the public service corporation tax revenue, (3) increases associated with benefits such as VRS and Health Insurance, and (4) commitments made in the current fiscal year that requires funding in the new year, was a very difficult task in this challenging budget year. The strategies presented to maintain the current rate represents management's concerted effort to balance the budget in accordance with the Board of Supervisor's desire to minimize the tax burden on Surry property owners.



Reductions Needed to Get to No Increase in the Current Tax Rate – Total- \$852,837

The recommendations below consist of: keeping all currently filled positions, eliminating a net of 1.5 positions requested, level funding part time hours in state offices, adjustments to part time hours, further reductions to the transfers out to other funds, other miscellaneous departmental cuts including reducing the contingency fund bringing it to zero, and not funding Williamsburg Area Transit and the Peanut, Soil and Water Conservation District in totality.

<u>Full time positions</u>	Eliminated from Proposed Budget
HR Manager	\$ 80,832
Special Assistant to the County Administrator*	81,436
Vacant Finance Director – fill ½ of Fiscal Year <i>Offset by contractual services</i>	32,439
Vacant Treasurer Clerk - fill 1/2 of Fiscal Year	23,228
<i>*Eliminated the Asst. County Administrator position in the Proposed Budget</i>	
TOTAL FT POSITIONS	\$217,935
<u>Part time funding</u>	
Finance	1,116
Building Inspections	1,236
Asst EMS Coordinator	8,362
Remove add'l hours for Tourism	3,382
Remove add'l hours for Workforce	2,233
Reduce PT Sanitation workers to 25 hours/wk	38,301
TOTAL PT POSITIONS/HOURS	\$54,630
<u>Transfers Out</u>	
Reduce Transfer to Schools	\$ 150,000
Transfer to CSA Fund	35,000
Transfer to VPA Fund	25,000
REDUCTIONS TO TOTAL TRANSFERS OUT	\$210,000
<u>Miscellaneous Dept. Cuts</u>	
BOS	\$ 5,500
Commissioner of the Revenue	2,000
County Admin	3,101
Finance	1,000
Computer	33,000
Registrar	2,000
District court	2,300
Magistrate	725
Sheriff	11,500

E-911	500
Animal Control	1,438
Maintenance	16,043
Econ Dev	500
Tourism	1,730
Dept. of Youth & Family Resources	6,250
Workforce	150
Sanitation	4,000
Subtotal	91,737
<u>Additional Cuts</u>	
Reduce Contingency Fund	\$ 40,535
Surry Rescue Squad	5,000
Eliminate Transit Service	20,000
Eliminate Peanut, Soil and Water	5,000
TOTAL OTHER CUTS	70,535
TOTAL - ALL REDUCTIONS	\$ 644,837
THREE (3) CENTS ON TAX RATE	852,837
ADDITIONAL CUTS NEEDED	208,000
REVENUE ADJUSTMENTS	
Meals Taxes Estimate	80,000
Revenue Adjustment: Ambulance Recovery	28,000
Use of Fund Balance-Non-Financed CIP	100,000
Total Revenue Adjustments	208,000
Net Change	-0-

(1) The use of fund balance for funding general ongoing operating expenditures is not sustainable over time. During financial hardships, localities may choose to use fund balance as a last resort. It is important to add that fund balance was also used to balance the FY 19-20 budget. Finally, it is noteworthy to state that the use does not place the County in a position that goes against the fund balance policy threshold.

The meal tax revenue and proposed use of fund balance in the amount of \$180,000 is recommended to offset the need for other tax rate/fee adjustments that if implemented, would generate approximately roughly the same amount - \$180,000.

- Personal Property Tax – 25 cent increase, to \$4.25 would generate \$130,000
- Vehicle License Fee - \$5 increase, to \$25, would generate \$33,000
- Machinery & Tools tax - \$1.00 increase, to \$2.00, would generate \$28,000

Based on the revisions to have all tax rates remain unchanged in FY 20-21, the revised budget summary for all funds is shown below:

All Funds

The summary of all funds is shown in the table below and compares the proposed budget of April 16, 2020 to the revisions made to reflect no increase in the tax rate:

FUND	FY 2019-20	FY 2020-21	FY 2020-21	CHANGE		
	ADOPTED	\$0.74	\$0.71	\$0.71 VS. \$0.74	Difif.- Adopted	
GENERAL	28,789,123	29,013,879	28,369,042	(644,837)	(420,081)	-1.5%
CIP	3,118,000	8,165,016	8,165,016	-	5,047,016	161.9%
VPA	1,848,625	1,850,501	1,825,501	(25,000)	(23,124)	-1.3%
CSA	150,064	470,677	435,677	(35,000)	285,613	190.3%
TASK FORCE	25,000	25,000	25,000	-	-	0.0%
SPECIAL WELFARE	38,640	42,852	42,852	-	4,212	10.9%
AGENCY ON AGING	32,288	32,288	32,288	-	-	0.0%
INDOOR PLUMBING	11,730	11,730	11,730	-	-	0.0%
ECONOMIC DEVELOPMENT	80,000	80,000	80,000	-	-	0.0%
DEBT SERVICE	2,121,267	2,123,391	2,123,391	-	2,124	0.1%
WATER & SEWER	142,750	162,850	162,850	-	20,100	14.1%
					-	
TOTAL COUNTY FUNDS	\$ 36,357,487	\$ 41,978,184	\$ 41,273,347	\$ (704,837)	4,915,860	13.5%
					-	
SCHOOL OPERATING	15,772,305	16,124,802	15,974,802	(150,000)	202,497	1.3%
SCHOOL CAFETERIA	518,500	513,000	513,000	-	(5,500)	-1.1%
					-	
TOTAL SCHOOL FUNDS	\$ 16,290,805	\$ 16,637,802	\$ 16,487,802	\$ (150,000)	196,997	1.2%
					-	
TOTAL - ALL FUNDS	\$ 52,648,292	\$ 58,615,986	\$ 57,761,149	\$ (854,837)	5,112,857	9.7%

Looking Ahead

While the *Proposed FY 2021 Budget* was challenging to balance and required significant cuts to both departments and outside agencies due to constrained revenue sources, I am pleased that we were able to balance our delivery of services without having to furlough employees. This challenge will continue, and future years will be evaluated as our environment changes. From strictly a fiscal perspective, the County's budget outlook is limited for the next several years as there is no guaranteed way to determine where revenues will be in the coming years.

Additionally, I am sincerely disappointed that I was unable to include funding for raises or merit based adjustments for County employees for FY21, and was likewise unable to fund all departmental requests as services costs have increased, vehicles are close to reaching their useful lifespan, roofs need major repair, systems need upgrading, and more.

Respectfully Submitted,



Melissa D. Rollins
Acting County Administrator

SECTION B

FINANCIAL SUMMARIES

The primary operating fund for the County government is called the General Fund, which is funded through taxes and other revenues. It includes all government activities not accounted for in a separate fund due to legal, contractual, statutory or financial management requirements. It is broken down into 8 functions:

Note: The FY 20-21 Proposed is Reflective of the County Administrator’s Recommended Budget – The Final Budget Document will change to reflect final numbers after adoption by the Board of Supervisors.

1. GENERAL GOVERNMENT ADMINISTRATION

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Board of Supervisors	\$ 131,384	\$ 135,044	\$ 125,868	\$ (9,176)
Contingency(1)	748	243,000	100,000	(143,000)
Board of Equalization (2)	0	0	0	0
County Administrator (3)	557,882	391,119	514,361	123,242
Legal Services	83,589	86,089	89,540	3,451
Treasurer (4)	261,206	291,930	302,426	10,496
Independent Auditor	36,985	47,895	49,232	1,337
Commissioner of the Revenue (5)	217,324	235,687	235,931	244
Finance Department	114,313	193,268	205,738	12,470
Network Services	251,825	359,650	383,947	24,297
Board of Elections (6)	118,462	131,910	135,300	3,390
Subtotal	\$ 1,815,007	\$ 2,115,592	\$ 2,142,343	\$ 26,751

Comments
(1) Pay plan implemented in FY20
(2) COV requires a minimum of every 6 years
(3) Redistribution of split salaries
(4) Constitutional officer elected by citizens
(5) Constitutional officer elected by citizens
(6) Includes 3 elections

2. JUDICIAL ADMINISTRATION

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Circuit Court	\$ 15,193	\$ 19,000	\$ 19,000	\$ 0
Clerk of Combined Courts	14,584	48,563	50,551	1,988
Magistrate	0	725	725	0
Clerk of Circuit Court (1)	271,569	285,829	300,581	14,752
Commonwealth’s Attorney (2)	226,990	272,620	293,554	20,934
Victim/Witness Program (3)	67,615	70,000	70,000	0
VJCCCA (4)	49,217	42,219	12,976	(29,243)
Subtotal	\$ 674,778	\$ 738,956	\$ 747,387	\$ 8,431

Comments
(1) Constitutional officer elected by citizens
(2) Constitutional officer elected by citizens
(3) DCJS grant funded
(4) Va. Juvenile Community Crime Control Act

3. PUBLIC SAFETY

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Sheriff's Office (1)	\$ 1,636,096	\$ 1,678,395	\$ 1,794,050	\$ 115,655
Fire & Rescue Services (2)	721,288	652,303	784,803	132,500
Correction & Detention (3)	241,880	253,495	270,033	16,538
Building Inspections	126,122	130,657	142,557	11,900
Inspections Enforcement	0	25,000	25,000	0
Animal Control (4)	179,668	220,326	232,310	11,984
Emergency Services	371,282	383,384	394,209	10,825
E911 Communications (5)	72,761	114,844	91,990	(22,854)
Subtotal	\$ 3,349,097	\$ 3,458,404	\$ 3,734,952	\$ 276,548

Comments
(1)Constitutional officer elected by citizens
(2)Includes ambulance service
(3)Juv detention, adult incarceration, probation
(4)Includes operation of animal shelter
(5)PT Dispatch Salaries-Transfer to Sheriff Dept.

4. PUBLIC WORKS

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Solid Waste & Recycling	\$ 671,185	\$ 805,466	\$ 809,305	\$ 3,839
Litter Prevention (1)	4,753	6,502	4,883	(1,619)
Maintenance (2)	878,159	848,309	829,505	(18,804)
Subtotal	\$ 1,554,097	\$ 1,660,277	\$ 1,643,693	\$ (16,584)

Comments
(1)Usually completely grant funded
(2)Major repairs moved to CIP – relocated one position from Parks & Recreation

5. EDUCATION, HEALTH & WELFARE

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Health Department (1)	\$ 209,664	\$ 209,664	\$ 209,664	\$ 0
Surry Free Clinic (2)	8,000	8,000	0	(8,000)
Improvement Association (3)	44,604	44,604	42,378	(2,226)
Dist. 19 Comm. Services Board (4)	64,127	66,051	62,748	(3,303)
Crater Area Agency on Aging (5)	0	4,000	0	(4,000)
John Tyler Community College	1,360	1,313	1,299	(14)
Virginia State University	2,500	2,500	1,500	(1,000)
Subtotal	\$ 330,255	\$ 336,132	\$ 317,589	\$ (18,543)

Comments
Local office (1)
Surry Free Clinic (2) – Medicaid expansion – no request received
Head Start (3)
Mental health/retardation, substance abuse (4)
(5) Funding all services through VPA (5)

6. PARKS, RECREATION & CULTURAL

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Parks & Recreation Admin. (1)	435,105	481,552	394,851	(86,701)
Recreation Programs (2)	23,618	41,300	0	(41,300)
Marina Operations (3)	63,525	115,000	115,500	500
Blackwater Regional Library (4)	130,330	150,154	143,146	(7,008)
Subtotal	\$ 652,578	\$ 788,006	\$ 653,497	\$ (134,509)

Comments
(1)Position moved to Dept. of YFR, Maint. Position Moved to the Maintenance Division
(2)Transitioned funds to Parks/Rec Admin Budget; no longer need to maintain a separate fund
(3)Operations for the newly constructed Marina
(4)Operations for the Surry and Claremont Branches

7. COMMUNITY DEVELOPMENT

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Planning Department(1)	\$ 366,412	\$ 370,566	\$ 444,065	\$ 73,499
Wetlands Board	889	309	309	0
Board of Zoning Appeals	81	2,083	3,533	1,450
Crater Small Bus. Dev. Center	2,500	2,500	2,500	0
Economic Development (2)	252,373	258,586	291,320	32,734
Tourism (3)	0	133,013	149,861	16,848
Farmers Market (4)	0	0	38,123	38,123
Planning Commission	4,872	5,423	6,673	1,250
Transportation Safety Comm.	406	271	271	0
Historical & Arch. Review Board	0	271	271	0
Williamsburg Area Transit	40,000	40,000	20,000	(20,000)
Sussex Housing Programs	2,000	2,000	0	(2,000)
Peanut Soil/Water Cons District	11,000	11,000	5,000	(6,000)
VPI Cooperative Extension	60,609	97,283	110,291	13,008
Dept. of Youth & Family Resources (5)	217,651	217,733	293,953	76,220
Workforce Development	77,289	63,462	71,473	8,011
Employment Resource Center (6)	11,910	12,104	0	(12,104)
Non-departmental	23,976	0	0	0
Subtotal	\$ 1,068,631	\$ 1,214,104	\$ 1,435,406	\$ 221,302

Comments
(1)Recommended one new position
(2) Increase PT hours
(3) Increase PT hours
(4) moved funding from Parks & Recreation to track expenditures for the market operations
(4) New department in FY20
(5) Reallocation of Salaries to correct code and move of employee from Parks and Recreation
(6) Employee Resource Ctr combined into Workforce

8. TRANSFERS TO OTHER FUNDS

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Capital Projects Fund	\$ 1,410,945	\$ 3,118,000	\$ 2,865,016	\$ (252,984)
Va. Public Assistance Fund (1)	387,602	575,000	500,000	(75,000)
School Fund (incl. cafeteria) (2)	12,134,545	12,440,000	12,492,985	52,985
CSA Fund (3)	87,839	70,000	187,282	117,282
Economic Development Fund	80,000	80,000	80,000	0
Debt Service Fund	1,905,724	2,103,742	2,102,879	(863)
Utilities Fund	83,190	90,910	110,850	19,940
Subtotal	\$ 16,089,845	\$ 18,477,652	\$ 18,339,012	\$ (138,640)

Comments
(1) Social services local share, incl. federal CAP
(2) FY21 local share
(3) Mandated services for at-risk children, families

	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Total General Fund	\$ 25,534,288	\$ 28,789,123	\$ 29,013,879	\$ 224,756

OTHER TYPES OF FUNDS, DESCRIPTIONS AND FY21 BUDGETS

Other General Funds:

Virginia Public Assistance Fund – The VPA fund is used to account for the operation of the department of social services, which provides services to needy individuals and their families. Exhibit 2 provides a detailed list of federal and state/local shares for social services expenditures (published in VACo’s Virginia County Supervisors’ Manual). The FY21 local component for the department of social services is approximately 34%.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Administration	\$ 1,175,633	\$ 1,314,698	\$ 1,222,465	\$ (92,233)
Non-Reimbursable	25,278	25,000	25,000	0
Socialization & Recreation	180,987	208,948	205,978	(2,970)
Companion Services	13,112	13,000	13,000	0
Assistance Programs	4,175	50,000	50,000	0
Project Adapt	71,601	77,644	200,800	123,156
Total	\$ 1,584,554	\$ 1,848,625	\$ 1,850,501	\$ (16,576)

Children’s Services Act Fund – In 1992 the General Assembly established the Comprehensive Services Act for At-Risk Youth and Families. The goal of the legislation is to coordinate the provision of services by state and local human services agencies previously found to be duplicated. These services are administered by groups. The Family Assessment and Planning Team (FAPT) works directly with youth and families to refer cases to the Community Policy and Management Team (CPMT) for approval. There is a state and local share for CSA expenditures. The local share for most services is currently 47%.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Administration	\$ 14,444	\$ 14,747	\$ 32,677	\$ 17,930
Mandated Cases (1)	201,636	125,000	428,000	303,000
Non-Mandated Cases	0	10,000	10,000	0
Total	\$ 216,080	\$ 149,747	\$ 470,677	\$ 320,930

(1) Based on case load

Debt Service Fund – The County currently has one debt service fund that accounts for the payment of principal and interest on County debt.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Administrative Fees	\$ 0	\$ 23,000	\$ 23,000	\$ 0
Principal	1,125,000	1,165,000	1,225,000	60,000
Interest	766,759	933,267	875,391	(57,876)
Total	\$ 1,891,759	\$ 2,121,267	\$ 2,123,391	\$ 2,124

Component Units are legally separate organizations that are included in the financial report of the primary government. The County currently has 1 component unit, as defined by having a fiscal dependence on the primary government. The FY21 proposed local share is \$12,440,000, or 76%.

School Fund (including the Cafeteria Fund) – The school fund accounts for the day-to-day operation of the school system.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Instruction	\$ 10,874,283	\$ 11,008,189	\$ 11,081,052	\$ 72,863
Administration and Health	965,867	1,014,353	1,042,370	28,017
Pupil Transportation	1,038,802	1,031,538	1,183,264	151,726
Operation and Maintenance	1,938,789	2,015,447	2,110,949	95,502
Food Services	506,355	518,500	513,000	(5,500)
Technology	775,603	702,779	707,167	4,388
Total	\$ 16,099,699	\$ 16,290,806	\$ 16,637,802	\$ 546,996

Special Revenue Funds are used where legal or contractual requirements restrict the use of resources to specific purposes. The County has 3 special revenue funds:

Asset Forfeiture – The County participated in a regional task force headed by the U.S. Drug Enforcement Agency (DEA) in 2005-2006. Any cases in which the County representative/officer helped investigate resulted in a percentage of any forfeited assets. This fund currently has a balance of approximately \$52,800.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Police Supplies	\$ 0	\$ 5,000	\$ 5,000	\$ 0
Machinery & Equipment	0	10,000	10,000	0
Communications Equipment	0	3,000	3,000	0
EDP Equipment	0	7,000	7,000	0
Motor Vehicles & Equipment	0			
Total	\$ 0	\$ 25,000	\$ 25,000	\$ 0

Indoor Plumbing Rehabilitation (IPR) Fund – The Department of Housing and Community Development (DHCD) partners with the County to provide 0%, forgivable loans to eligible participants for the installation in indoor plumbing to owners of substandard housing where indoor plumbing does not exist, or where the existing water or waste water systems have failed.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Advertising	\$ 0	\$ 730	\$ 730	\$ 0
Administration	12	1,000	1,000	0
IPR Program	13,509	10,000	10,000	0
Total	\$ 13,521	\$ 11,730	\$ 11,730	\$ 0

Economic Development Fund – The County began transferring funds to the Economic Development fund in F16, to support economic development activity in the County.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Econ Development Activity	\$ 62,142	\$ 80,000	\$ 80,000	\$ 0
Total	\$ 62,142	\$ 80,000	\$ 80,000	\$ 0

Fiduciary Funds are used to report assets held in a trustee or agency capacity for others, and therefore, may not be used to support the County's own programs. The County currently has 2 fiduciary funds:

Special Welfare Fund – The County maintains a separate fund for donations and other revenue earmarked for specific children and families.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Special Welfare Cases	\$ 1,939	\$ 38,640	\$ 42,852	\$ 4,212

Crater Area Agency on Aging – The County partners with the CAAA to help senior residents remain in their homes as long as possible by maintaining their quality of life and independence. The program provides meals, transportation and miscellaneous supplies to program participants.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Crater Companion Services	\$ 1,561	\$ 1,933	\$ 1,933	\$ 0
Socialization/Rec. Supplies	864	561	561	0
Meals	8,912	22,071	22,071	0
Transportation	1,641	7,723	7,723	0
Total	\$ 12,978	\$ 32,288	\$ 32,288	\$ 0

Enterprise Funds are used to account for operations supported by user charges financed and operated similar to a private business. In other words, these funds should be self-supporting. The County has one enterprise fund, for utilities.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Professional Services	\$ 72,800	\$ 60,000	\$ 75,000	\$ 15,000
Other Charges	88,776	82,750	87,850	5,100
Total	\$ 161,576	\$ 142,750	\$ 162,850	\$ 20,100

Capital Funds are used to account for the acquisition or construction of major capital facilities, whether funded through bonds, local reserves or intergovernmental revenues. The County currently has one general government capital fund, where the annual Capital Improvements Plan (CIP) adopted by the Board of Supervisors is budgeted.

Function	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Document Management System	\$ 0	\$ 50,000	\$ 0	\$ (50,000)
Broadband Implementation	500,000	500,000	1,750,000	1,250,000
Lighting and Security Updates	20,842	0	0	0
Voting Machines	78,828	0	0	0
Sanitation Equipment (1)	0	250,000	0	(250,000)
Fleet Vehicles	55,710	109,561	0	(109,561)
Major Infrastructure Repairs	0	327,439	201,500	(125,939)
New Gas Pump System	0	0	35,000	35,000
Water System Upgrades	971,433	0	0	0
Sewer Expansion	0	0	0	0
Medic Unit Replacement	0	0	260,000	260,000
Mobile Communication System	0	0	5,300,000	5,300,000
CAD/RMS System	0	0	93,516	93,516
New Community Center	21,250	0	0	0
Animal Shelter Upgrades (2)	0	200,000	0	(200,000)
Rescue Squad Building	1,278,307	161,000	0	(161,000)
Technology Upgrades	47,797	25,000	25,000	0
Records Books Cleaning	12,945	0	0	0
Fire Suppression System	5,888	0	0	0
Visitors Center	2,019	0	0	0
Marina Project	294,332	0	0	0
Schools	788,370	1,495,000	500,000	(995,000)
Other	134,515	0	0	0
Total	\$ 4,212,236	\$ 3,118,000	\$ 8,165,016	\$ 5,047,016

- (1) – Project is outstanding as of March 31, 2020
- (2) – Project will be solicited for bidding in FY 2021

FY21 REVENUES

LOCAL REVENUES comprise 92% of the General Fund budget and are described below.

General Property Taxes:

1. Real estate taxes are locally assessed on taxable properties as authorized by §58.1-3200 of the *Code of Virginia, 1950 as amended*. The last reassessment became effective January 1, 2017. The FY21 real estate tax rate is proposed to increase by 3 cents, to \$0.74 per \$100 of assessed value.

	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Real Estate	\$ 6,565,478	\$ 6,550,000	\$ 6,883,944	\$ 333,934

2. Public service corporation taxes are locally assessed on all privately-owned gas, pipeline, electric light, heat, power & water supply companies, and all common carriers as authorized by §58.1-2600. The rates charged are the same as the current real estate and personal property rates. Public service corporation revenues are extremely volatile due to the large amount the County receives annually. Preliminary estimates from the State indicate a 4.3% increase; however, the real estate sales ratio calculated by the Department of Taxation is expected to decline from 100% to 97.4%.

	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Public Service Corp.	\$ 13,459,697	\$ 13,949,589	\$ 14,402,732	\$ 453,143

3. Personal property taxes are locally assessed on tangible personal property, including but not limited to, vehicles, motorcycles, boats, trailers, and mobile homes as authorized in §58.1-3008. While farm machinery could be included here, the Board has chosen not to tax this. The Personal Property Tax Relief Act (PPTRA) was enacted in 1998 during the Gilmore administration. It provides tax relief for personal vehicles, motorcycles and pickup trucks with a value of \$20,000 or less. The tax for vehicles valued in excess of \$20,000 is paid by the taxpayer. The loss of local revenue is reimbursed by the Commonwealth up to a certain amount. The County has received \$677,907 per year since 2006. As the number of residents, vehicles, and values has increased, citizens receive a smaller percentage of relief, down from 70% in 2001 to 41% in 2020. The personal property rate remains unchanged at \$4.00 since 2010.

	FY19 Actual	FY20 Budget	FY21 Proposed	Inc/Dec
Personal Property	\$ 1,488,450	\$ 1,437,000	\$ 1,562,801	\$ 125,801

4. Machinery and tools taxes are locally assessed on those machinery and tools used primarily in a manufacturing business as authorized in §58.1-3507. The rate has been \$1.00 based on a 5-year sliding scale of the original cost for many years. The County collects approximately \$22,500 each year in machinery and tools tax.
5. Penalties and interest are charged on all unpaid general property taxes on December 6th of each year. Depending on the economy and interest rates, penalties and interest collected on delinquent taxes can vary widely.

Other Local Taxes:

1. Local sales tax of 1% is collected by merchants and remitted monthly to the Department of Taxation, who distributes it to localities. The 5.3% sales and use tax paid includes 4.3% levied by the state and a 1% local option to be used for educational purposes. All the cities and counties in the Commonwealth have exercised the option to impose the option, as authorized in §58.1-604.1. Depending on the economy, annual local sales tax ranges from \$350,000 to as high as \$500,000.
2. Utility consumption taxes are imposed based upon usage on a consumer of local landline and mobile telecommunication service, as authorized in §58.1-3814. Annual revenue for consumer utility tax is approximately \$20,000.
3. Business licenses are levied by ordinance, as authorized by §58.1-3702, on businesses, professions and occupations, which requires a license to do work or provide a service in the County. Also, gross receipts in excess of \$50,000 are taxed at a rate dependent on the type of business. Annual business license taxes, including the license, usually range from \$75,000 to \$95,000.
4. Motor vehicle licenses are levied by ordinance, as authorized by §46.2-752. Passenger vehicles are charged this annual license fee of \$20; motorcycles are charged \$10. County stickers were eliminated in 2009, so the fee is now added to personal property bills. The annual revenue derived from motor vehicle licenses ranges from \$130,000 to \$135,000.
5. Taxes on recordation are levied on every deed admitted to record, as authorized by §58.1-814. Taxes on the probate of wills are also levied, as authorized by §58.1-1812. Annual receipts range from \$35,000 to \$45,000.

Permits, Privilege Fees and Regulatory Licenses:

1. Animal licenses are imposed by ordinance, as authorized by §3.2-6524. The cost of the annual license is \$5 for spayed dogs and \$10 for non-spayed dogs. Annual revenue from dog licenses is approximately \$3,000.
2. Building permits are imposed by ordinance, as authorized by §36-105. Permit fees are set and amended by Board resolution. Annual revenues for building permits are dependent on the economy, but usually range from \$25,000 to \$30,000.
3. Planning & zoning permits are required for certain projects and activities prior to the issuance of the building permit. The cost of the permit helps to defray a portion of the staff time needed for the inspections involved in individual projects. Annual revenue is approximately \$18,000.

Court Fines and Forfeitures are imposed by the Board of Supervisors, prescribing fines and other punishment for the violation of ordinances, as authorized by §15.2-1429. Annual revenue from fines and forfeitures is approximately \$40,000.

Revenue from Use of Money and Property:

Interest on deposits is earned on the investment of funds. With decreasing interest rates on deposits, annual revenue is estimated at \$125,000 for FY21.

1. Rental of property are fees for the private use of public buildings. For example, outside agencies rent County-owned office space. Also, certain facilities at the park may be rented for private functions. Annual revenue is approximately \$62,000.

Charges for Services:

1. Court costs are fees collected by the court clerks or sheriff's office for serving court papers. Annual revenue is minimal, usually less than \$1,200. A proposed fee change is recommended for FY 20-21 from \$10 to \$20.
2. Parks and recreation charges are received for participation in certain programs. Annual revenue is approximately \$20,000.

Miscellaneous Revenues are revenues not classified in another account. These revenues are minimal and are often one-time payments.

Recovered Costs are those expenditures reimbursed by another agency. These revenues are usually minimal but can vary widely depending on fiscal year.

STATE REVENUES comprise 7.8% of the General Fund budget and are described below.

Non-categorical aid: State aid that may be spent at the discretion of the local government, on any program.

1. Mobile home titling taxes are levied on mobile homes for which sales and use tax was collected, as authorized by §58.1-3520. Annual revenue is approximately \$10,000.
2. Tax on deeds is imposed on the recordation of deeds of trust and mortgages at a rate of \$0.25 on every \$100, as authorized by §58.1-802. Annual revenue is approximately \$15,000.
3. Personal property tax reimbursements are received from the state as a result of the Personal Property Tax Relief Act of 1998, as authorized by §58.1-3524. The purpose of the original legislation was to provide a 100% deferment of taxes paid on personal vehicles up to \$20,000 in value. Since 2006 this revenue has been capped at \$677,907 per year, so as the number and value of vehicles has increased, the relief to taxpayers has declined. Only 41% of the relief is currently deferred.
4. Communication sales and use tax are remitted by the Virginia Department of Taxation for telecommunications and television cable funds, as authorized by §58.1-662. Prior to FY10, this revenue was known as consumer utility tax, and was remitted directly to localities by the provider. Annual revenue is approximately \$40,000.

Shared expenses: The state's share of expenditures (as calculated by the state) for the 5 constitutional offices and registrar that are considered to be a state/local responsibility. (See Exhibit 1 for detail on the state and local shares of these offices.) State revenues have significantly decreased over the past 20 years. Some positions in these offices are completely funded by the locality. Now only a small percentage of full-time benefits are reimbursed, and no cost of health insurance is reimbursed. Also, any office expense is no longer reimbursed.

1. For FY21, the County expects to be reimbursed approximately \$172,187 for the operation of the Commonwealth's Attorney's office.

2. For FY21, the County's expected reimbursement for the operation of the Sheriff's office is \$490,876.
3. For FY21, the County's expected reimbursement for the operation of the Commissioner of the Revenue's office is \$78,653.
4. For FY21, the County's expected reimbursement for the operation of the Treasurer's office is \$67,301.
5. For FY21, the County's expected reimbursement for the operation of the Clerk of Circuit Court's office is \$162,071.
6. The County is reimbursed approximately \$37,663 for the operation of the Registrar and Electoral Board's office.

Categorical aid: State aid that is designated for a specific use.

1. Fire programs grant funds collected by the Commonwealth consist of 1% of fire-related insurance coverage. Approximately 75% of the funds collected are distributed to counties, cities and towns. As authorized in §38.2-401, these funds must be used to pay for training, construction of training centers, firefighting equipment or protective clothing. Annual revenue is approximately \$22,000.
2. Radiological emergency preparedness funds support localities in establishing, maintaining and operating emergency plans to deal with nuclear accidents. As authorized by §44-146.33, the County receives \$30,000 in funding each year.
3. The litter prevention and recycling grant is allocated based on population and road miles, as authorized in §10.1-1422.01. These funds are used to develop and implement local litter control and recycling programs. Annual revenue is approximately \$5,000.
4. Virginia Juvenile Community Crime Control Act (VJCCCA) funds are used to "establish a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs" as authorized by §17.1-309.2. The purpose of the VJCCCA is to deter crime by providing immediate, effective punishment that emphasizes accountability of the juvenile offender for his actions as well as reduces the pattern of repeat offending. Annual revenue is approximately \$6,500.
5. Four-for-Life funds are distributed based on vehicles registered in the locality. Since 2000, an additional \$4 has been collected at registration for each passenger vehicle, pickup and panel truck. Twenty-six percent of these fees are then distributed to locality where the vehicle is registered. These funds, as authorized by §46.2-694, are used only for emergency medical services. Annual revenue is approximately \$8,125.
6. E911 wireless funds are distributed to localities via a formula based on the amount of wireless E911 surcharge revenue received by the state, as authorized by §56-484.18. The funds must be used to support personnel and current equipment costs in the E911 dispatch center located in the sheriff's office. The County receives approximately \$40,000 in revenue annually.

FEDERAL REVENUES comprise less than two tenths of 1% of General Fund revenue and are detailed below.

1. The summer nutrition program provides meals to summer recreation program participants. The recreation department contracts with the school cafeterias to provide the meals. Most of the cost of the meals is reimbursed. No revenue is expected from this source in FY21.

SOURCES

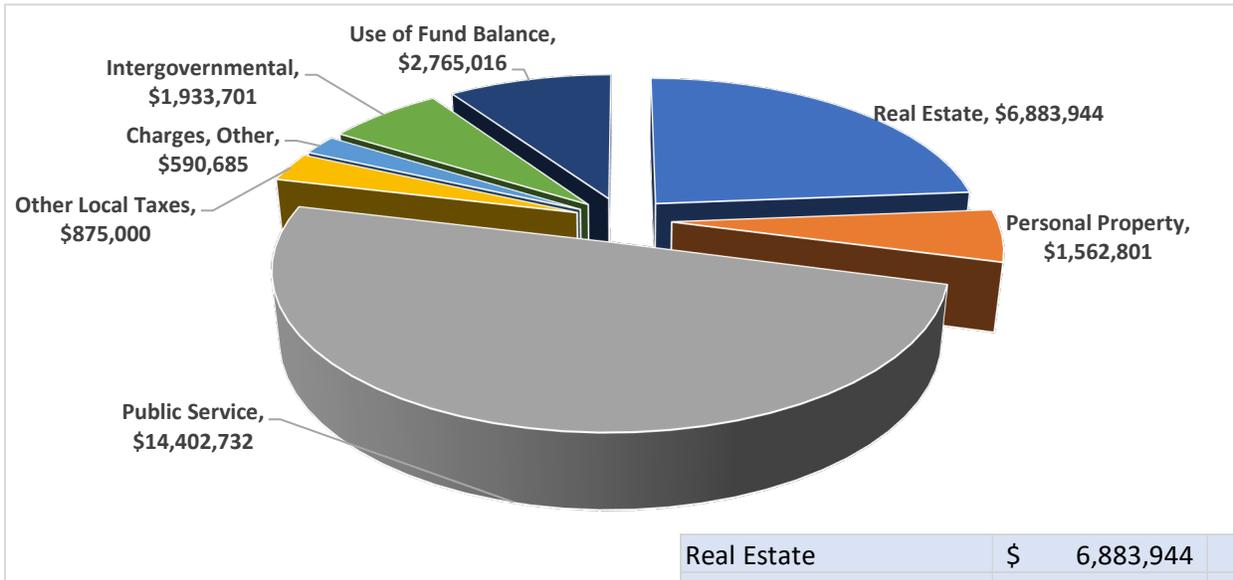
1. Code of Virginia, 1950 as amended
2. Governmental Accounting Auditing, and Financial Reporting, Stephen J. Gauthier
3. Uniform Financial Reporting Manual, published by the Virginia Auditor of Public Accounts

Virginia County Supervisors' Manual, published by the Virginia Association of Counties

1. COMMONLY USED ACRONYMS

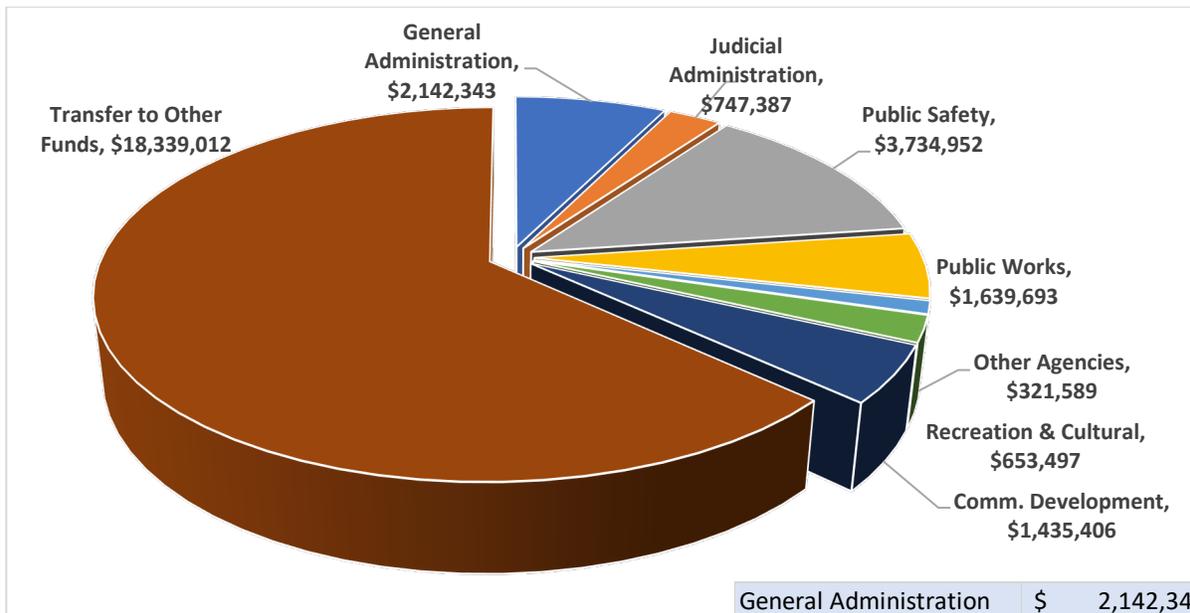
APA	Auditor of Public Accounts
BOS	Board of Supervisors
CAP	Cost Allocation Plan
CIP	Capital Improvements Plan
COV	Code of Virginia, 1950 as amended
DCJS	Department of Criminal Justice Services
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
PPTRA	Personal Property Tax Relief Act
VACo	Virginia Association of Counties
VITA	Virginia Information Technologies Agency

Proposed Budget – Revenue by Source & Expenditure by Fund



Real Estate	\$ 6,883,944	23.7%
Personal Property	1,562,801	5.4%
Public Service	14,402,732	49.6%
Other Local Taxes	875,000	3.0%
Charges, Other	590,685	2.0%
Intergovernmental	1,933,701	6.7%
Use of Fund Balance	2,765,016	9.5%
Total	\$ 29,013,879	100.0%

TOTAL PROPERTY TAXES = 78.8%



General Administration	\$ 2,142,343	7.38%
Judicial Administration	747,387	2.58%
Public Safety	3,734,952	12.87%
Public Works	1,639,693	5.7%
Other Agencies	321,589	1.11%
Recreation & Cultural	653,497	2.25%
Comm. Development	1,435,406	4.9%
Transfer to Other Funds	18,339,012	63.21%
Total	\$ 29,013,879	100.0%

GF Budget Net of Transfers = \$10.674 mil

Board of Supervisors

The Board of Supervisors serves as the policy-making board and, within the framework of the Constitution and Code of Virginia, approve and enforce the County's comprehensive plan, strategic plan; set local tax rates; adopt annual operating and capital budgets; approve ordinances; and make appointments to various boards and commissions.



Operational Initiative(s)

- Continue to provide meaningful public meeting opportunities for citizens to participate in the process. These activities can include both formal public meetings, as well as neighborhood forums, etc.
- Continue to approve policies that allow for the efficient and effective operations of government.
- Review strategic planning initiatives periodically

Comments: The proposed budget reduces the contingency fund to \$59,465.

Highlights & Accomplishments:

- Successful 2020 Retreat Planning Session to include Engagement Day with all Department Heads
- Adopted a Code of Ethics & instituted Prayer at the BOS meetings aimed to bring unity in the community
- Increased Civic engagement efforts through enhanced transparency, website and social media, and report dissemination
- No issues reported -FYE June 30, 2018 Comprehensive Annual Financial Report – GFOA Award for Excellence in Financial Reporting
- Approved policy that expanded the tax relief to the elderly program
- Approved a Census Count Committee for the 2020 Census
- Adopted Resolution Making Surry a HEAL Community (Healthy Eating Active Living)

County Administration



County Administration provides leadership and administration of the day-to-day operations of the County. The department makes recommendations to the Board of Supervisors on policies and procedures, which will properly govern the County and is responsible for carrying out what is approved.

The budget also includes the Human Resources function which oversees County employment, employee relations, benefits, policy development, legal compliance, classification and compensation. Human Resources is dedicated to attracting and retaining excellent employees that provide a wide range of services to citizens.

Operational Initiative(s)

- Develop long-range facilities plan in coordination with Surry County Public Schools.
 - Update and coordinate budget, and CIP process and timeline.
 - Develop policy recommendations to the Board – HR/Finance
 - Ensure cohesive communication throughout County departments
 - Promote community engagement
 - Improve Human Resources employee onboarding and exit process
 - Improve the Agenda Management System to provide a streamline process and informed process
 - Develop Performance Management System
-

Highlights & Accomplishments

- Designation as a HEAL Community (Healthy Eating & Active Living)
- Community Wide Health & Wellness Program
- Virginia Telecommunications Initiative- Grant Award - \$2.25 million for Broadband
- Maintain updates to the County's website; increased social media presence
- Maintained virtual communications consistently throughout the COVID-19 Emergency

Comments: The FY21 county administrator proposed budget eliminates the position of the Assistant County Administrator; the request to replace with a Special Assistant to the County Administrator was not approved; the position of Human Resources Director was not included in the final recommended budget.

LEGAL SERVICES



The County Attorney reports to the Board of Supervisors and provides counsel to all County boards and commissions, the Department of Social Services, and County staff. This department represents the County in court and in administrative proceedings, drafts and reviews ordinances and resolutions, contracts, bond documents, and deeds. Additionally, this department reviews and tracks state legislation that may affect the County's legal rights and obligations.

Operational Initiative(s)

- Provide concise, accurate, and reliable legal advice to all departments

Comments: Fee for legal services are paid as professional services.



TREASURER'S OFFICE

The Treasurer's Office collects, invests, records and deposits County revenues, distributes County real estate and personal property tax bills, collects current and delinquent taxes and various other licenses and fees. The Treasurer's Office is established, and is governed by, the Constitution of Virginia (est.1870). The Treasurer is an elected position with a term of four years. As a Constitutional Officer, the Treasurer is elected to serve the citizens of Surry County. As custodian of the public funds, it is the responsibility of the Treasurer to collect revenue, reconcile and disburse funds, and to maximize the County's returns on investments.

Provide a range of financial services in a professional manner, consistent with the Federal, State and Local Guidelines as well as the Treasurers' Association of Virginia.

- The Treasurer, bills, collects, reports Real Estate, Personal Property, Public Service taxes and Business Professional and Occupational License (BPOL) fees.
- The Treasurer collects and reports State Fiduciary Income and State Estimated Income Taxes.
- The Treasurer receives and post to the general ledger all revenue generated from various user fees and other miscellaneous sources.
- The Treasurer invests funds in secure investment pools to maximize interest earnings.
- Provides cash management for the Surry County General Fund, School Fund, Social Services Funds.
- Provides multiple payment options such as online web payments, over the counter credit/debit payments, by phone, prepayment options, drop box and of course checks, money orders, cashier's checks and cash at the counter.
- Delinquent tax collections, written payment agreements are permitted for those needing help with tax obligations.

Strategic Plan Goal(s) and Measures

Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
# of Real Estate tax payments processed	6343	6356	
# of Personal Property tax payments processed	6295	6137	
# of Business License payments processed	378	399	
# of tax agreements	---	91	91
Real Estate tax collection %	97%	100%	100%

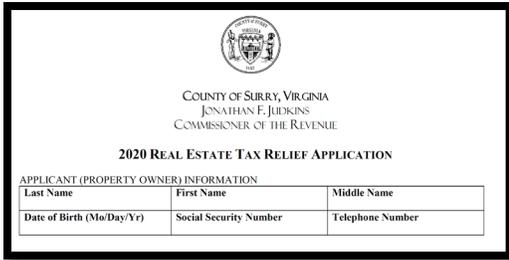
Operational Initiative(s)

- Continue working with a third party to move to a more robust online payment/information process.
- Seek opportunities for a DMV Select location

Highlights & Accomplishments:

- Turnover audit with former Treasurer revealed no findings or areas of deficiencies
- Customer satisfaction response received favorable ranking

Comments: The FY21 county administrator proposed budget includes funding for ½ of the year to fill one vacant cashier's position.



COMMISSIONER OF THE REVENUE

The Commissioner of the Revenue is the chief assessing officer of local government. The position of Commissioner is set forth in the Constitution of Virginia and is, therefore, referred to as a Constitutional Office. The Commissioner of the Revenue is elected by the citizens every four years and is the chief assessing office for Surry County. The Commissioner is responsible for the assessment of all real estate in the County, and for the

maintenance and retention of accurate property records. This office also works with the reassessment firm during general real estate reassessments.

In addition, the Commissioner of the Revenue's Office:

- Prepares information for the Personal Property tax book
- Provides assessments on all vehicles, boats, mobile homes, trailers, tangible business property, etc.
- Verifies vehicle qualification for the Personal Property Tax Relief Act
- Assists the public with preparation of state income tax filing and estimated payments
- Issues and maintains business licenses
- Coordinates income tax relief for the elderly/disabled and disabled veterans

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Fiscally Efficient Government Exceptional Public Service	Business License Accounts	380	380	380
	RE Parcels	6334	6340	6350
	Tax Relief Applications	101	110	120
	Vehicle License Fees Assessed	6881	6900	6900

Operational Initiative(s)

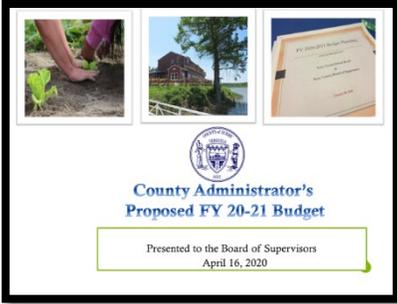
- Update tax records and provide accurate and useful statistical information.
- Educate citizens about applicable tax laws and procedures.
- Continue to provide exceptional customer service

Highlights & Accomplishments:

- ❑ November 2019, the Real Estate Tax Relief Program for the Elderly was increased to the maximum household income from \$30,000 to \$35,000; the maximum deduction on qualifying real estate was increased from \$500 to \$750.

Comments: FY 21-22 budget will include cost for the General Reassessment that currently is planned for every six years.

Finance



Finance prepares the annual operating and capital improvements budget, coordinates the annual audits, prepares the annual financial statements for the County and its fiscal agents, and performs ongoing fiscal and management. The department is also responsible for establishing policies and guidelines specific to these functions.

The Department of Finance exists to:

- Ensure the financial integrity of the County's finances by managing, monitoring and reporting accurate and timely financial data in accordance with generally accepted accounting principles
- Administer financial transactions to ensure adequate and effective use of resources in providing essential services to departments and citizens of Surry County

The Finance Department provides financial support services to all county operations to ensure compliance with local, state and federal laws. Duties include general accounting and financial reporting, grants administration, payroll, accounts payable, procurement, debt administration and risk management.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Fiscally Efficient Government; Exceptional Public Services Fiscal Integrity	# of checks processed annually	2519	2800	2000
	#of days to monthly close	60	45	30
	# years received GFOA Excellence in Financial Reporting	8	9	10
	Clean Audit Opinion Received	Yes	Yes	Yes

Operational Initiative(s)

- Collaborate with other departments to ensure that financial and risk management practices remain effective, fiscally efficient, and up-to-date.
- Maintain budgeting and financial reporting procedures necessary to exceed standards and communicate information to citizens and other users.
- Implement revised financial reports that provide meaningful overviews of the County's financial status.
- Develop updated financial policies and procedures.
- Utilize Financial Advisors as necessary in the formation of financial policies and the presentation of information to the Board of Supervisors

Comments: The Director of Finance, a full-time position is vacant in the FY 19-20 budget. Contractual financial management services provide support in lieu of not having a FT employee in the role. The FY 21 final budget proposal includes a recommendation to delay filling the position in FY 21 for six months.

Highlights & Accomplishments:

- Received the Government Finance Officers Award for Excellence in Financial Reporting for the 8th consecutive year
- Received a clean audit opinion (no material weaknesses or findings); no management letter was

Information Technology



Information Technology provides information, communication, and business solutions to the departments and agencies of Surry County so that they can achieve their business objectives and exceed the expectations of the employees and citizens we serve. Information Technology oversees and maintains centralized computer network systems to include servers, Voice over Internet Protocol (VOIP) systems, mobile devices, computers, other devices and the County's financial software system.

The department provides project management support for technology initiatives and ensures the continuity of operations in the event of natural or man-made disasters.

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Modern Facility Infrastructure, platforms, and technology systems; Exceptional Customer Service	# of help desk requests	273 (email & facility dude)	84 Currently	220

Operational Initiative(s)

- Continuing desktop replacement scheduling.
- Improve accuracy and availability of public information through the County website.
- Continue to implement best practices in security standards for cybersecurity
- Reduce cost of services for technical hardware by participating in a lifecycle program.
- Implement and continue to maximize on virtual technology.
- Professional and Technical Development.

Highlights & Accomplishments

- Standardization of County Technical Hardware Catalog
- Migration of the County's email system to the Office 365 platform
- Professional Development – Network Administrator - Leadership Master Certification Earned in Cybersecurity
- Introduced and Staging of HCI Technology
- MDM Security Platform for County Mobile Assets
- Helpdesk Ticketing System for Technical Items

Comments: FY 20-21 Proposed budget reflects the reduction in professional services of \$31,000. The funds offset the cost to hire the codes compliance officer in the Planning and Community Development Department.

Voter Registration and Elections



Voter Registration and Elections registers/maintains voter records and conducts multiple elections annually in accordance with the Virginia election laws and additional stringent guidelines. The Electoral Board, whose primary responsibility is to oversee the elections, is tasked with ensuring fair and transparent elections in collaboration with the General Registrar.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Exceptional Public Services Citizen Engagement	# of voting precincts	7	7	7
	# of volunteers	41	36	42
	# of General Election votes cast	3497	3187	4000
	# of total registered voters	5499	5321	5500
	# of absentee votes	309	264	450
	% of registered voters voting November 2018 General Election November 2019 General Election	63.6% 59.9%		

Operational Initiative(s)

- Conduct successful elections including but not limited to: coordinating logistics, staffing locations, training volunteers, determining eligibility and reporting results.
- Providing technology that combats cybersecurity threats while providing secure access.
- Provide eligible citizens with absentee voting by mail and in person as well as electronic/mail voting support.
- Adjust office procedures to accommodate additional State implemented guidelines and additional newly passed State Laws.
- Provide ongoing education and extensive training of staff and Election officers.
- Register voters, maintain and update records, and issue updated voter registration information cards while continuing to offer free photo identification to citizens.

Comments: Request to convert part time to full time was not funded in FY 20-21; request to increase the wages of officers of the election was not funded in FY 20-21

Highlights and Accomplishments

- Successful 2018 and 2019 elections with no issues reported by the State Board of Elections.
- Completed a new Virginia State Mandated requirement for Cyber Security Training and Protocols
- Attended local town and other meetings to inform the community of election activities.

CLERK of the CIRCUIT COURT



As custodian of the records (pertaining to people and property of Surry County), the Office of the Clerk of the Circuit Court shall work diligently to preserve and protect historical documents as well as immediately and accurately record current submissions for the benefit of present and future generations.

The Clerk of the Circuit Court is one of five constitutional officers elected by the citizens of Surry County. The Clerk is elected for an eight-year term and the duties of the office number over 800 as set forth in the Code of Virginia. Among the responsibilities of the office are the recordation of land records, issuance of marriage licenses and fictitious names, preparation of criminal orders along with the assessment and collection of fines, costs and restitution.

Administratively the Clerk is tasked with creating and maintaining court files to include criminal and civil matters, preparing the dockets, issuing subpoenas and summons, coordinating jury duty, processing concealed weapons applications and giving oaths to various appointees and elected officials. In matters of probate, the Clerk is responsible for admitting wills to record and qualifying executors and administrators.

The Office of the Clerk of the Circuit Court also collects fees that are monthly transferred to the state and locality.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Exceptional Public Services	# of criminal cases	69	78	78
	# of civil cases	80	85	85
	# of deeds/land records	1038	1030	1038
	# of wills estates/notary/judgements/ assumed names/marriage licenses/other	497	456	456
	# of concealed weapon permits	183	200	200

Operational Initiative(s)

- Assist the Circuit Court Judge in carrying out court associated responsibilities.
- Maintain all Circuit Court records.
- Issue and record official documents.

Highlights & Accomplishments:

- ❑ Received \$21,800 in Technology grant funds from the State Compensation Board to assist in covering expenses for microfilming, indexing and secure remote access.

Comments: No major changes from the FY 19-20 budget.

COMBINED COURTS

The Surry Combined Court consists of the Juvenile and Domestic Relations Court and the General District Court. The office is under the direction of the Supreme Court of Virginia.



The function of the court is to administer justice in a manner that provides access to proceedings, offers timely processing and ensures equality, fairness and integrity. The court hears cases involving:

- Child support
- Custody
- Juvenile delinquency
- Minor criminal cases
- Traffic violations

The court also conducts preliminary hearings and civil process hearings.

Comments: No major changes from FY 19-20.

Commonwealth's Attorney



The Commonwealth's Attorney's Office represents the County and is responsible for the prosecution of offenses under Virginia's criminal and traffic laws. The office is also home to the Victim Witness Assistance Program, which provides information to crime victims about the criminal justice process, as well as assisting with referrals for counseling and financial assistance. The office reviews footage of body worn cameras.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Exceptional Public Services and Fiscally Efficient Government	# of cases prosecutors directly handle	274	275	275
	# of victims served by Victim Assistance	92	100	100
	# of classes of education provided to law enforcement or public	2	2	2
	# of body worn camera (BWC) images reviewed	TBD	TBD	TBD

Operational Initiative(s)

- Prosecute all felony cases that occur within Surry County, as well as all class 1 and class 2 misdemeanor charges in which a jail sentence is not waived by the Commonwealth.
- Assist victims/witnesses involved in the criminal justice process by better educating them about court processes and available services as well as keeping them up-to-date and informed on the status of individual cases.
- Provide on-going education and training to law enforcement and the community to enhance law enforcement's ability to protect and serve the citizens of Surry County; and to promote a fuller understanding of the criminal justice system for interested citizens.
- Process, review, and prepare body worn camera (BWC) images for use in the prosecution of criminal cases.
- Initiative Asset forfeiture proceedings to deter and neutralize drug activity

Comments: Due to legislation passed in FY 19-20, the current budget includes the position of a part-time attorney to assist with the review of body worn camera footage; the position is part time with health benefits offered as a condition of employment

Highlights & Accomplishments

- Implemented new Litter Reduction Program recognized as a formal Jail Diversion Program by the Circuit Court
- Ordered over \$9,000 in restitution to crime victims in 2019
- Through policy, worked to decrease the number of driving on suspended license charges
- Participated in community outreach programs
- Implemented new discovery protocols to comply with Virginia State Bar rules.

ANIMAL CONTROL

Animal Control responds to calls for service regarding stray animals, animal bites to people and other animals, incidents of animal neglect and cruelty, as well as nuisance barking. Animal Control is proactive in patrols within problem areas and with enforcing the State and County animal control laws. Animal Control Officers work to ensure that Rabies vaccinations and dog licenses are up-to-date; performs adoptions and maintains the facility in accordance to state code.



Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target	Operational Initiative(s)
Exceptional Public Services	# of resident calls for service received and addressed	293	330	360	
	# of animals impounded	340	360	385	
	% of dog license compliance	30	50	100	
	# of community events attended	8	12	12	
	# of animals adopted out	67	80	100	

- Develop standard operation procedures for best practices in animal control operations
- Maintain certifications, education and training to provide
- Maintain facility to ensure compliance with applicable state regulations
- Review fees rate structure for the adoption and impounding of animals
- Examine in-house euthanizing policy to determine if efficiencies can be realized in vet services and transportation costs associated with taking animals for medical treatment\
- Reintroduce the Rabies clinic as an option for citizens to get pets vaccinated

Comments: Employee is seeking certification as a animal control officer. The class was cancelled in the midst of COVID-19 but slated to resume after the Pandemic is ended.

ighlights & Accomplishments

- The 2019 State Health Inspection revealed no findings or areas of correction.
- Made significant improvements to the living quarters for animals inside the shelter
- Received several donations to pay for veterinary services from various groups, organizations and citizens in the County.
- Assisted the elderly and veterans with food and other donations for animal care.
- Collaborated with the SPCA for resources for animal care.
- The recipient of a good editorial in the local paper recognizing employees for showing love and care to animals housed in the shelter.

BUILDING INSPECTIONS



Building Safety and Permits is responsible for the administration and enforcement of the Virginia Uniform Statewide Building Code. This includes the review and the issuance of building permits and conducting the required building inspections. In administering and enforcing the code, the division's goal is to protect the health, safety, and welfare of the citizens of Surry County.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Public safety Excellent customer service	# of inspections performed	450	500	525
	# of building permits issued	250	300	325
	Days to return residential plans			

Operational Initiative(s)

- Inspect improvements made to County facilities to ensure compliance with the Uniform Statewide Building Code.
- Collaborate with Community Development on demolition program planning to remove blight structures
- Administer and enforce the Virginia Uniform Statewide Building Code to protect health, safety and welfare of citizens; review residential and commercial building permit applications to ensure compliance with building codes; investigate building code violations within 3 business days
- Assist customers in answering questions related to building code issues in an efficient manner, providing appropriate code research quickly in order to support the citizen's project goal
- Address unsafe structures

Comments: No major changes from FY 19-20.



Emergency Services

The Surry County Office of Emergency Services provides management, coordination, training, and response to small or large emergencies that impact the citizens of the County. During emergencies, the Office of Emergency Services plans, implements and coordinates a response as outlined in the County Emergency Operations Plan.

Surry County is unique, as staff must plan and prepare for emergencies at the Surry Nuclear Power Station under the Radiological Emergency Response Plan. Assistance with emergencies is provided by the three volunteer fire departments in the County: Surry, Dendron and Claremont Volunteer Fire Departments, the Surry Rescue Squad in addition to the Sheriff's Department, Social Services and other agencies as needed.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Enhanced Public Safety	# of public education presentations/programs on emergency preparedness	2	2	3
	# of calls for service responded to by County EMS	20	20	20

Operational Initiative(s)

Operational Initiative(s)

- Coordinate overall County emergency preparedness, response and recovery responsibilities
- Review and update all County emergency plans and participate in Commonwealth and regional emergency planning initiatives
- Educate citizens about hazards, risks, and ways to prepare for and recover from emergencies
- Maintain the Emergency Operations Center (EOC), mobile command center, and dedicated equipment, systems, and appropriate technologies to ensure response capabilities
- Conduct and participate in local, regional, state and federal emergency training and exercises
- Maintain emergency alert and information capabilities using Everbridge Instant Alert to deliver emergency alerts, notifications, and updates to citizens through devices including telephones, pagers, text messages and email

Highlights & Accomplishments

- Successful 2019 VOPEX Drill – No Areas for Corrective Action
- Sponsored Free Flu Shot Clinic with Dept. of Health
- Update the Surry County EP and Ingestion Exposure Pathways Plan
- Provided CPR/AED Training to County Employees and Volunteers with Surry Volunteer Rescue Squad
- Developed a Pandemic Response Plan and mitigated the Response to The National COVID19 Disaster
- Revised Surry County Emergency Operations Plan
- Recommended Plan to implement Medical Recovery Funds recovering approximately \$180,000.00
- Re-instituted the Operations Team – using county wholistic approach with stakeholders.

Comments: Budget includes maintenance support on the County’s instant alert system; radio maintenance costs to support the fire and rescue vehicles is funded through the EMS budget (\$15,000). The request to fund a fleet maintenance program was not funded; fire program funding is a reimbursable grant.



Emergency E911 Communications

The E911 Communications function exist to provide support services to Dispatch Operations including maintenance and oversight over the Computer Aided Dispatch center. The Emergency Communications Manager is the front-line support providing managerial oversight and training to communication operators.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Enhanced Public safety	911 Call Received	2,657	2,800	3,000
	# of administrative inbound calls	17,911	17,900	18,200
	# of administrative outbound calls	12,712	12,700	13,000
	Computer Aided Dispatch Calls for Service Generated (Includes Fire/EMS/Law)	6,974	7,200	9,000

Operational Initiative(s)

- Develop standard operational procedures for dispatch operation consistent with best practices.
- Develop training program for new hire Emergency Communications Officers as well as continuing education for current Emergency Communications Officers.
- Develop QA/QI program to measure performance and compliance with newly developed standard operational procedures.

Highlights and Accomplishments

- Procurement of new CAD & RMS system with anticipated go-live date of June 1, 2020.
- Awarded VITA PEP Grant for \$3000.00 to use toward education for Emergency Communications Officers.
- Awarded VITA NG911 Grant to cover the initial start-up cost and two years of service fees in the amount of \$641,011.87.
- Emergency Communications Manager was nominated and appointed to the Prehospital Care Committee as the 911 Communications Representative.
- Purchased new furniture and dispatch consoles for the new Emergency Communications Center with an anticipated move date of June/July 2020.
- Stronger relationship built with IT, Emergency Services, and Sheriff’s Office to improve the overall quality of service from the Emergency Communications Center.

Sheriff Department



Law enforcement in the County is provided by the Sheriff's Office. The Sheriff provides preventive patrol through community policing, responds to calls for service, arrests suspected offenders, promotes traffic safety, combats drug related activities and conducts criminal investigations. The Sheriff is also responsible for courthouse security during trials and the processing of civil court papers. In addition, the Sheriff's Office is responsible for the Emergency 911 Operations in the County. The Dispatcher's Office is the 911 answering point for all departments and citizens of the County where all 911 and non-emergency calls are received, processed and dispatched appropriately.

Strategic Plan Goal(s) and Measures

Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Civil Process Served	1859	1970	2082
Courtroom hours/days	920/93'	--	--
Traffic Stops	1034	1096	1162
Traffic Summons	611	647	685

Operational Initiative(s)

- Provide a safe and secure environment for the Surry County Courthouse.
- Provide a timely and efficient delivery of all civil processes.

Highlights & Accomplishments:

- Hosted two drug buyback events
- Coordinated successful 2019 National Night Out
- Held two concealed weapons classes for County residents
- Participated in numerous community engagement activities with several organizations, agencies and departments in the County



FACILITIES & GROUNDS MAINTENANCE

The Maintenance Division is primarily responsible for the maintenance and operations of the County's buildings and grounds to include but not limited to general housekeeping, electrical, mechanical, plumbing work and lawn care maintenance. Some of these services are contracted to companies specializing in these areas if needed.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Modern Infrastructure, Facilities, and Technology Systems; Exceptional Public Services; Fiscally Efficient Government	% of job orders completed by date customer requested	90.0%	80.0%	80.0%
	% of preventative maintenance workorders completed on time	TBD	TBD	
	# of job orders requested for facilities	TBD	TBD	

Operational Initiative(s)

- Perform scheduled preventive maintenance to extend the life of facility HVAC, electrical and building components
- Provide staff with training in building automation, sustainability and energy reduction.
- Maintain 14 facilities for cleanliness, safety and occupant comfort.
- Maintains 100 acres of grounds including parks for upkeep.

Financial Summary

Comments: This budget supports the safety, cleanliness, repair, replacement and maintenance of all County owned/operated facilities, plumbing, HVAC and electrical equipment and components in addition to service agreements.

The FY21 budget reflects a full-time position that was relocated from the Parks and Recreation Budget in order to improve operational efficiency.

A major operational change is reflected in the reduction of building repairs for several buildings. The funding has been relocated to the CIP to better facilitate planning for county-wide projects based on priority as opposed to dedicating funds to one specific facility.



SOLID WASTE & RECYCLING

Solid Waste Management operates four convenience centers where residents may drop off trash for disposal or recycling. The County pays the tipping fees for the waste disposed of by the businesses in the County. Each center is operational seven days per week: 12 hours during the weekdays and 8 hours on the weekends; closed for most major holidays.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Protected Community Character and an Enhanced Built Environment; Exceptional Public Services	# of days per year for each site (4 sites)	360	360	360
	# of hours opened each year per site (4 sites)	3904	3904	3540
	Loads/Tons disposed of at regional landfill - \$24.50 per ton	466/2088	427/1782	400/1600

Operational Initiative(s)

- Operate four centralized collection sites manned by 13 part-time solid waste attendants seven days per week.
- Manage the County's recycling at the Goodson Path Site
- Ensure the closed landfill site complies with State permit requirements.
- Continue plans to convert the Dendron convenience site to a roll-off site.

Comments: This budget supports the operation of all four-convenience centers and recycling program costs. One operational change in the FY 20-21 budget is to adjust the hours each site is opened on the weekdays and weekends by closing one hour earlier, or opening one hour later than the current schedule. This will save the County an estimated \$38,000 in labor costs.

DEPARTMENT OF YOUTH AND FAMILY RESOURCES



The Surry County Department of Youth and Family Resources mission is to enhance the quality of life for Surry county youth and families by promoting positive youth development, increasing assets, and reducing risk factors. The agency addresses youth concerns, assess needs for services, increase community collaboration assists in the establishment of effective programs for youth, and provides information/referrals to other organizations. The agency has Youth Services Citizens Board (YSCB) for the purpose of engaging the community and program development and implementation.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Quality of Life; Health and Wellness	YSCB Meetings	9	10	10
	Public Awareness Projects	77	78	80
	# of volunteer hours	956	1357	1500
	# of youth 5-19 years old served	475	514	495
	# of parents/guardians attending events	130	135	130

Operational Initiative(s)

- Provide direct services/youth programs to 40% of the 5 to 19 year-old citizens of Surry County in order to increase developmental skills/assets and reduce risk factors.
- Address Youth and Family Concerns, assess needs, and provide information to County Officials and citizens in a consistent manner.
- Collaborate with public and private entities to offer opportunities for information sharing and referrals.
- Coordinate an effective volunteer program to support programs /services by the DYFR.
- Evaluate all programs for effectiveness.

Highlights & Accomplishments

- Collaborated with Local Groups for the 2019 Girls Camp with 58 participants
- Collaborated with Surry County Sheriff's Office in the award of a \$4,996 state grant – Virginia Rules for the Boys for the 2019 Boys Camp
- United Methodist Services grant awarded in the amount of \$7,000 to improve collaboration between community organizations
- Sponsored successful back to school program receiving donations from the community and Niagara Bottling Company

Parks & Recreation



Parks and Recreation offers programs, parks and facilities for residents and others to enjoy. Numerous programs are offered each year that provide opportunities for exercise and recreation, social interaction, learning, growth and relaxation. The sites including picnic shelters, ball fields and space for general enjoyment of the outdoors. Help us cultivate community through our volunteer, civic engagement, advertising and sponsorship programs. The Parks and Recreation Department offers sport programs as well as organized leagues for adult softball, youth basketball, cheerleading, youth and adult soccer, A.A.U. Track and Field, karate, and kickboxing. The department also offers special annual events, such as bus trips, July 4th Entertainment and summer camp programs, hosting outdoor concerts, movies and the Nottoway Tribal Pow-Pow.

The Recreation Division offers a summer enrichment program, outdoor camps and entertainment designed especially for children ages 6 to 15 throughout Surry County. Surry Senior Citizens meet daily at the Community Center where they may participate in activities such as arts and crafts, exercise programs, table games and socialization. A lunch program and transportation is also provided. **Mission: Strengthening the Community through Parks & Recreation.** www.facebook.com/Surryparksandrecreation

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Exceptional Public Services; Modern and Safe Infrastructure and Facilities Quality of Life Health and Wellness	Total attendance	11,136	11,768	12,000
	Shelter Rental Income	\$50	\$150	\$250
	Building Rental Income	\$9800	\$10,800	\$11,800
	# of programs offered	11	13	14
	# of days per year facility is rented	131	144	160

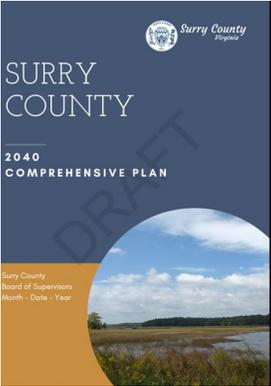
Operational Initiative(s)

- Continue to maintain national accreditation through the National Park and Recreation Agencies.
- Implement a new registration system.
- Develop new and robust programs for all ages.
- Bring back softball to the community.
- Showcase untapped recreational opportunities (i.e. fishing pier and nature trails)
- Develop a plan to improve shelters, restrooms and walking trails
- Collaborate with agencies in the development of community wide programs and activities.

Comments: Eliminated the Recreation Programs Budget and incorporated costs into the Parks and Recreation regular budget to consolidate operations. A portion of the cost was moved to VA Cooperative Extension as the lead agency for the Surry County Farmers Market. Moved the Maintenance position to the Maintenance Division to provide better operational and cross departmental support.

Highlights & Accomplishments

- New Recreational Activities (Kayaking & Rec Racing)
- Hosted successful 4th of July Activities that bring over 800 patrons to the event.
- Utilization increase for the Dendron Parks and Recreation satellite facility.



Community Development

Community Development recommends sound land use strategies and coordinates and manages growth and related development activities in a balanced manner that implements the adopted Comprehensive Plan and the County’s Strategic Plan. The department also collaborates with the Virginia Department of Transportation to pursue funding to implement transportation projects identified in the Comprehensive Plan. The department provides professional advice and expertise to citizens, the Planning Commission and the Board of Supervisors. Several activities include property maintenance and code enforcement slated to remove blight and improve the condition and appearance of the County. Coordination of activities is through the regional Planning District Commissions, Crater and Hampton Roads.

Planning implementation is aided by several citizen appointed boards and commissions which include The [Board of Zoning Appeals](#), the [Planning Commission](#), the Wetlands Board, Highway Transportation Safety Commission and the Board of Historic and Architectural Review. Further guidance is provided by the Comprehensive Plan, subdivision and site plans, and the [Capital Improvement Plan](#).

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Balanced Growth, Protection of Community Character Expanding and Diversifying Local Economy; Exceptional Public Service, Quality of Life	Zoning Applications	56	60	65
	Subdivision Applications	20	25	30
	Land Disturbance Permits	6	7	8
	Housing Unit Applications	28	32	35

Operational Initiative(s)

- Finalize the Update to the County’s Comprehensive Plan.
- Improve records management and retention.
- Facilitate training and certification for staff and members of planning boards.
- Expand administrative support for the functions and public interface of the planning boards.
- Provide technical support to the broadband initiative.
- Pursue grant opportunities for transportation, bicycle and pedestrian improvements.

Highlights & Accomplishments

- ❑ Coordinated the review of two large scale utility solar generation facility applications.
- ❑ Worked with VDOT to secure a \$9.6 mil Smart Scale Grant to install paved shoulders along Rte. 31.
- ❑ Employee received certification as a DEQ Erosion & Sediment Control Inspector.
- ❑ Collaborated with the Town of Surry to secure VDOT 2020 Smart Scale Funding for a sidewalk improvement project in the Town.

Comments: The FY21 and FY22 budget include a Codes Compliance/Planner position. Codes enforcement has taken a back seat due to the limited staffing since 2017 when the position became vacant. The fees paid to all boards and commissions are slated to remain the same in the proposed budget. The reduction in professional services is a result of near completion of the Comprehensive Plan.

Economic Development

The Economic Development Department provides services, programs and information to support business growth, location and development, to foster economic opportunity for business and citizens and to promote the County's blend of assets, access and environment that makes Surry County a great place to live, work and to locate and grow business.



Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Balanced Growth, Protection of Community Character Expanding and Diversifying Local Economy; Exceptional Public Service, Health & Wellness & Quality of Life	# of business events	2	2	4
	# of prospects seeking interest in Surry West Business Park	0	2	4
	# of potential new jobs created from new business	0	40	40

Operational Initiative(s)

- Support the strategic initiatives of the Board of Supervisors to promote growth and seek business opportunities for the community.

<i>GRANTS RECEIVED - \$114,550</i>			
Supported projects/activities in the amount of \$171,784			
63% Grants – 37% Local Funds			
Project	Cost	Grant	Local \$
Farmer's Market Pavilion	\$82,684	\$50,000	\$32,684
Business Park Site Assessment	\$6,000	\$3,000	\$3,000
Business Park Characterization	\$58,100	\$29,050	\$29,050
County-wide Wellness Program	\$25,000	\$25,000	-0-
VCC Technical Assistance Grant	\$7,500	\$7,500	-0-

Highlights Accomplishments

&

- Awarded \$2.25 million in Commonwealth of Virginia Telecommunications Initiative (VATI) Rural Broadband Grant Funds
- Hosted a "Coffee with the Congressman" (Donald McEachin) to discuss issues facing Surry County
- Sponsored Business Appreciation Event recognizing legacy and new businesses in the County
- Sought and received designation as a HEAL Community (Health Eating Acting Living)
- Approximately 100 residents and PGEC representatives attended the first community meeting held by PGEC to discuss the Fiber to the Home Broadband Expansion Project
- Grays Creek Marina Designation in the Virginia Scenic Rivers Program
- Successful Grand opening of the Farmer's Market Pavilion

Comments: FY 20-21 budget reflects costs to support professional services as a result of the position previously supporting Economic Development being no longer available in the same capacity. The Asst. County Administrator previously supported the daily operations.

The reduction in the contribution to the Virginia Gateway Region reflects a proposal by the organization for all member localities for COVID-19 operational impacts – one-half of the current FY 19-20 contribution.



Tourism

The Surry County Tourism office markets and promote the brand of Savor the Secrets of Surry showcasing Surry as a travel destination, increasing revenue generated by the tourism industry and contributing to the economic impact of tourism. Tourism programs and events drive visitation, business support and investment in County-specific tourism venues and events.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Expanding and Diversifying Local Economy	Website Traffic users	10,834	11,160	11,495
	Site Visits	57	130	150
	# of tourism social media posts- Started 2/19	654 page views reached 13,422	850 page views reached 22,000	1,000 page views; post reach 25,000
	Visitor center	53	65	75
	Visitor Center Days Open	248	256	312
	Visitors to the Center	807	850	1,050

Operational Initiative(s)

- Promote the County as part of the destination area, including management of digital media and online marketing presence.
- Support and promote organizations and businesses, specifically new programming and events that drive tourism offerings in the County.
- Provide County-sponsored events offered to boost tourism.
- Expand event opportunities and usage through improvements at the Surry Grays Creek Restaurant and Marina and the Farmers Market Pavilion through agri-tourism opportunities.
- Start discussions on directional signage for largest attractions in the County

Highlights & Accomplishments:

- Participation in 50 Years of LOVE Campaign – 50 Things to Love in Surry
- Facebook Page views, post and post engagements significantly increased over a 30 period in the summer of 2019.
- Hosted a 2019 Land Diversification Summit with the State Secretary of Agriculture as the Moderator



Workforce Development

The Surry County Workforce and Development Office serves with the purpose of working to enhance workforce development along with continuing educational opportunities within the county. In today's economy, employers are in need of the skill sets and knowledge to support business needs. Future employees need to be equipped with skills which will make them competitive in the workplace.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Expanding and Diversifying Local Economy; Business Retention & Expansion	# of total visits to resource center	1216	1200	1200
	# of youth in summer program	20	29	35
	Outreach to businesses	10	15	10
	# of job fairs and attendance	1/25	0	2/100

Operational Initiative(s)

- Create adult volunteer program to assist with Economic Development sponsored activities
- Sponsor a local business partnership breakfast to discuss the workforce concerns facing the local business
- Create a summer youth/college internship program to be introduced to the business community

Highlights & Accomplishments:

- Established partnership with Crater Regional Youth Provider to be able to provide more paid summer employment opportunities in the county
- Obtained grants from Niagara Bottling and John Tyler Community College PEER for youth summer employment program
- New partnership with Hardhat Staffing to assist with recruiting for the Solar project
- Established partnerships with several surrounding businesses, to include Dyco's, National University, Newport News Shipbuilding
- Coordinated site visit to the Commonwealth Center for Advance Manufacturing (CCAM) for summer interns.



Virginia Cooperative Extension

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. <https://surry.ext.vt.edu/>

The Department oversees and manages the County's farmers market operations and the Community Wide Health and Wellness Initiative including operation of community gardens. Virginia Cooperative Extension is committed to providing access to unbiased, scientific information related to locally defined issues in the areas of: 4-H Youth Development, Agriculture and Natural Resource, Community Viability, and Family and Consumer Sciences. They administer a pesticide recycling program and is the lead agency for the Surry Extension Leadership Council. A host of seminars, workshops, certification courses, and newsletter communications are distributed annually. Visit the facebook page for more information.

Strategic Plan Goal(s) and Measures

Strategic Plan Goal(s)	Key Performance Metric(s)	FY19 Actual	FY20 Estimate	FY21 Target
Health & Wellness Quality of Life, Protection of Resources	# of 4H Camp participants	44	50	60
	4H Congress participants	7	9	12
	Farmers Market Vendors	8	12	15
	Farmers Market Patrons	85	100	125
	Student Participation in Programs	4	8	25

Operational Initiative(s)

- To expand the awareness of the County's health and wellness initiatives to include positive healthy behaviors
- Create unique opportunities for farmers and other vendors to sell produce directly to citizens; expand buy local campaign
- Provide professional, research-based education and leadership to the 4-H program



Highlights & Accomplishments

- Youth and parents gained important gardening skills that encouraged growing healthy food as well as preparing healthy foods through various methods of programming (School and Community Gardens, Teen Cuisine, Food Challenge, Food Demonstrations at the Farmers Market, Food Challenge)
- Farmers Market Vendors were provided with a rain or shine pavilion to sell produce, baked goods, and other handmade items increasing healthy food accessibility in Surry County.
- Farmers Market patrons were able to purchase fresh and locally grown beef products, pork products, fresh fruit and vegetables.
- Farmers received first time pesticide licenses or recertified licenses.
- Residents were able to participate in well-water programming to correct issues with their well water.
- Surry continues to increase summer youth programming yearly.

SECTION D

Capital Improvement Program

CAPITAL IMPROVEMENT PROGRAM

FY2020-21 BUDGET



Dendron Water System Electrical Panel



Partitions at the New EOC

Melissa D. Rollins
Acting County Administrator

Surry County Planning Commission

Eddie Brock
Thomas Hardy
William E. Seward, IV
Earl Newby
Carmen Judkins
Kevin Monahan
Theodore Lunsford
Steve Berryman
Giron R. Wooden, Jr.
Carmen D. Judkins

Judy S. Lyttle
Board of Supervisors Representative

William Saunders
Director, Planning & Community Development

Executive Summary

Overview

The County's five-year Capital Improvement Program (CIP), revised annually, is a long-term planning tool that guides the design, financing, construction, and maintenance of public infrastructure. In addition, the CIP forecasts any operating costs associated with each project. Upon adoption of the CIP, funds are appropriated for the first year of the plan in the County Administrations budget as the Capital Improvement Budget. The funds shown in years two through five of the plan are included for planning purposes and are reevaluated and appropriated with the adoption of the respective fiscal year's budget.

The County's CIP is divided into five main project categories: General Administration, Maintenance of Public Facilities, Public Safety, Parks, Recreation & Culture and Education (Schools). The general government category includes functions like technology improvements. Maintenance of Public Facilities includes all governmental facility enhancements, major equipment replacement and investments in the County's water and wastewater infrastructure, Public Safety category includes projects associated with Emergency Services and overall public safety, while the Recreation & Culture category provides details on capital investments to recreational and cultural (quality of life) amenities. The Schools section highlights projects within the Surry County Public School System.

A Look Back

Over the course of the last several CIPs, the County has progressively stepped up its funding for major initiatives as it pertains to critical water and sewer infrastructure, broadband utilities, upgrades to existing county buildings and facilities, and economic based activities slated to increase county marketability, tourism and overall quality of life improvements. **The front cover of the CIP document illustrates river-based economic improvements at Grays Creek Marina. The project will be fully completed in FY 18-19 and includes a new fishing pier, 22 boat slips, new gas pumps and a Marina bathhouse to serve transient boaters.** The new 911 Emergency Operations Center commenced construction activities in December 2018 and the Dendron Water System project in January 2019.

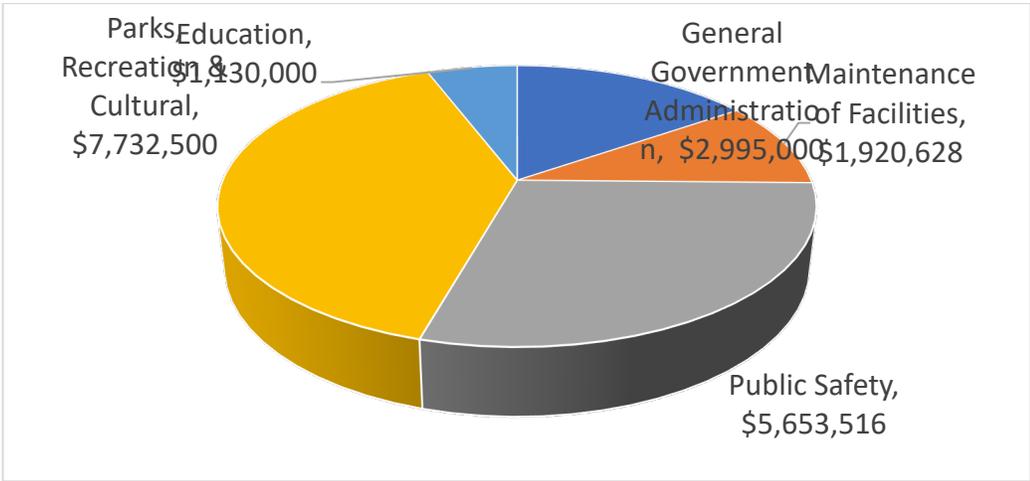
Current CIP Highlights

The FY2021-2025 CIP continues to advance the capital priorities established in recent years. The details of the plan have been refined somewhat, but, overall, the FY2021-2025 CIP retains a focus on enhancing quality of life for citizens, building improvements to existing structures and supporting key ongoing initiatives. The proposed five-year CIP is \$14.80 million. The FY 19-20 proposed Capital Improvement Budget is \$3.118 million.

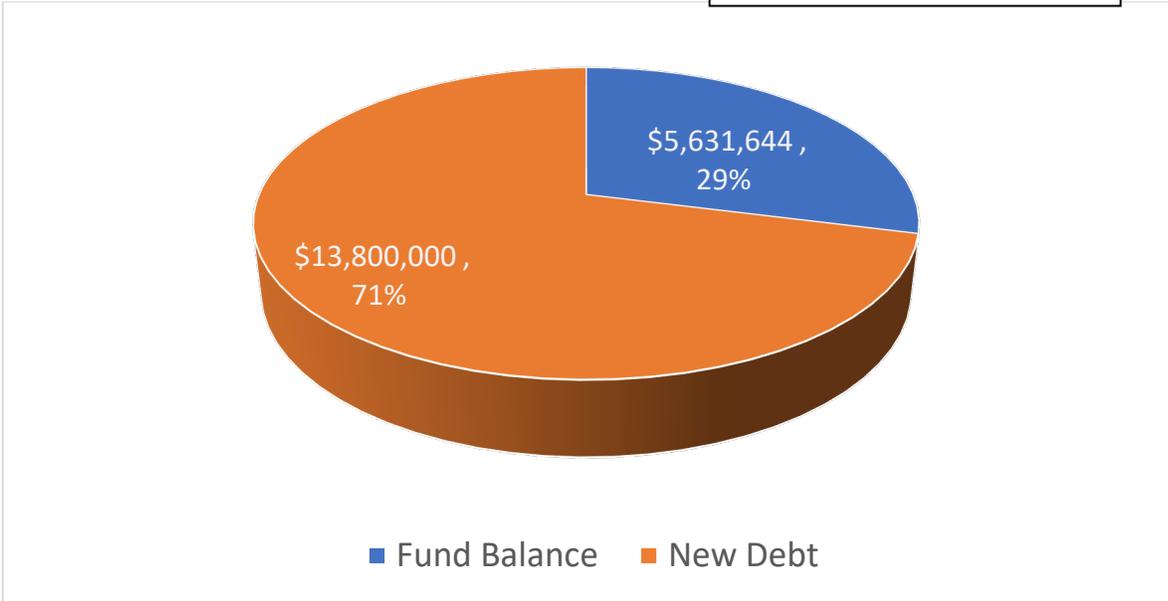
The next page shows the composition of the CIP by governmental function and the funding sources for the programmed projects.

COMPOSITION – 5 YR CIP = \$19,431,644

Expenditures by Function



Funding by Source



Enhancing Quality of Life

Fostering a healthy community requires a balance between taking care of existing facilities and services, planning for economic development opportunities via investment in critical infrastructure and addressing public safety and other needs associated with increasing service demands. To that end, the FY2021-2025 CIP includes funds for Phase III of the Broadband Implementation Project in support of economic and quality of life enhancement.

Supporting Key Ongoing Initiatives

The FY2021-2025 CIP provides continued support for several important ongoing initiatives as improvements to existing infrastructure, most of which is directed for emergency service-related functions in year one. First, the plan provides funding to replace the aged County-wide emergency mobile communication system to vastly improve communication between emergency services and public safety employees, as well as the Computer Aided Dispatch (CAD) and Records Maintenance System (RMS) for the E-911 Dispatch function. A medic unit is also slated for replacement. Funding is included to improve operational efficiencies and facility improvements for County buildings and gas pumps. The CIP continues the County's Broadband initiative, which is leveraged via a grant from the State. Outlying years in the CIP include improvements to the County's parks and recreation facilities, replacement of the financial system, various technology improvements and support for school projects deemed priority.

A Look Ahead

Over the course of the next couple of budgets and during the update of the Comprehensive Plan, there will need to be a dialogue about the potential projects that could be included for consideration. Development of a strategic and financially sound Capital Improvement Plan encompassing all the County's capital needs takes time to develop. Good infrastructure management investment is not only needed to ensure basic health and safety for citizens, but carefully planned investment can maximize the economic potential and visual attractiveness of the community. Consideration is also given to investments in the near term aimed to reduce future operating costs and help avoid unexpected crises in the future. Lastly, intergovernmental cooperation is a key component in a systematic approach to multi-year planning.

While the proposed CIP is inclusive of some projects that have been on the County's radar for quite some time, it is not inclusive of other projects that may be included in subsequent plans. To this point, discussion has ensued between Administration and applicable staff regarding the need to (1) upgrade the County's financial software system, which was installed in 2001, to better meet the needs of Surry County schools and government for financial applications and reporting and (2) to conduct a facility needs assessment to determine the appropriate amount of funding that is needed each year for facilities maintenance and vehicle replacement.

Impact on the Operating Budget

As projects are selected for inclusion in the CIP, they are also evaluated for impacts on the operating budget. While efforts are made to minimize the operating impacts as much as possible, some impact cannot be avoided. These future operating impacts should be weighed and considered before a capital project is recommended for funding. Expected operating costs associated with new facilities should be added to department budgets in the year the facility is projected to open. Likewise, projects that renovate an existing facility may reduce operating expenditures due to decreases in necessary maintenance or utility costs.

Capital Project Definitions

Capital Improvements Programming is a method of planning for the effective and efficient provision of public facilities, infrastructure improvements, major maintenance requirements, and acquisition of property & equipment. The first year of the *Capital Improvements Plan (CIP)* represents the County Administrator's proposal to the Board of Supervisors as the FY18 Capital Improvements Budget.

A five-year CIP allows the Board of Supervisors and citizens an opportunity to view both the five-year capital construction and infrastructure maintenance needs of the county. With the CIP the county is better able to plan a financing strategy for capital Improvements, annual operating requirements and multi-year projects.

What is a CIP?

Each locality establishes its own criteria for capital improvements projects. For Surry County, a capital improvement project generally has a cost in excess of \$30,000 and a life expectancy of at least five years. Although the CIP is a means of implementing the recommendations of the County's Comprehensive Plan, proposed projects are not limited to those listed in the plan. Projects pertaining to the renovation, maintenance and/or construction of public facilities, equipment purchases and land acquisition for public use are included in the capital improvements plan. All projects included in the CIP are classified in five categories: General Government Administration, Facility Maintenance, Public Safety, Parks, Recreation & Cultural and Education.

Guiding Principles

Basic principles are used to help shape the Capital Improvements Plan. These principles include, but are not limited to, developing a balanced capital strategy to fund projects in a variety of program areas while meeting those needs with the highest priority. This ensures the CIP will be the platform for development in the county and business community while preserving the existing tax base. To further guide the CIP decision-making process, potential projects in the CIP are evaluated based on the following objectives:

- ✓ A legal obligation or federal or state mandate is met;
- ✓ Positive fiscal impact (potential to increase value of tax base, potential cost savings, potential positive economic benefits);
- ✓ Health and welfare concerns, safety or emergency needs are met;
- ✓ Results in a positive community impact and broad community support;
- ✓ Ease of Implementation considering cost, process, political environment and other factors; and
- ✓ Funding within the parameters of established financial policies

Benefits of Capital Improvements Programming

The primary benefit of Capital Improvements Plan is that it requires the county to plan for its capital needs in concert with available financing over a five-year period. This process contributes to a responsible fiscal policy. Other benefits of the CIP include:

- The fostering of a sound and stable financial program over a five-year period based on current economic trends;

- The coordination of projects that promote informed decisions and joint programs among county departments;
- The enabling of private businesses and citizens to know when certain public improvements will be undertaken, allowing more efficient and effective planning;
- The focused goals and needs of the community are met through the provision of new facilities and infrastructure Improvements;
- The annual evaluation of the infrastructure needs for the provision of services for the public health and safety of the citizens of the county; and
- The provision of a logical process for assigning priorities to projects based on their impact on the county

The County’s strategic serves as a guide for all activities in which the County engages including CIP development.

CIP Development Process

Preparation of the CIP is a dynamic process that occurs over a number of months, in conjunction with the County’s annual budget process; although, the CIP process usually begins a few months earlier than the development of the operating budget. Development of the five-year plan generally happens through the following processes:

- Departments submit their capital project requests;
- Finance determines the availability of CIP funds in accordance with the Board of Supervisors' established financial policies and current revenue projections;
- Budget staff compiles project requests and works with the submitting departments to verify the accuracy of project cost estimates, including operating costs; and
- Upon final analysis of projects and matching available funding with prioritized requests, staff prepares the County Administrator's Proposed CIP.

Once a consensus has been reached on a recommended list of projects, an annual schedule for the current and next four fiscal years is developed for each project along with the proposed funding sources. The Board of Supervisors conducts a public hearing where the proposed CIP is presented. After all public comments have been received and discussion satisfied, the CIP is then adopted. This is usually done in conjunction with the public hearing and adoption of the annual operating budget. The first year of the CIP is incorporated into the County Administrator’s Recommended Budget as the Capital Improvements Budget for the upcoming fiscal year.

Capital Improvements Plan Timeline

Month	Task
December	Annual Budget Process Begins
March	Draft CIP Presented to Planning Commission
April	Planning Commission Reviews and Approves CIP; Recommendation sent to BOS
May or June	Public Hearing is Held on the Proposed CIP
May or June	Board of Supervisors adopts the CIP as a part of the annual financial plan.

The Board of Supervisors holds budget planning work sessions, which includes identifying capital needs in

the county. This CIP document identifies the capital improvement needs and priorities over a five-year period in conjunction with projected funding levels and the Board of Supervisor's vision & principles. Actual programming of projects is dependent upon the financial resources available. Funding constraints may preempt the actual inclusion of projects in the current CIP but may be listed as priorities for funding should resources become available. While every need is not addressed, the CIP intends to serve as a critical planning tool and foundation for future decision making.

Funding Sources

A variety of funding options exist for the County's Capital Improvement Program (CIP). Options include direct County contribution from the assigned fund balance, proceeds from the sale of bonds, contributions from outside sources, Federal and state funds, and grants. The County's established financial policies guide the amount of funding available from fund balance. Additional details on these funding sources can be found below.

❖ *Proceeds from General Obligation Bonds*

The issuance of bonds is a method used by many localities to fund capital projects. Bond issuances are governed by state laws and regulations. A loan is issued to the county based on appropriate levels of debt, revenue and reserves in exchange for the promise to repay the loan with interest. The term of the bond is usually 15 to 30 years. Typically, government regulations require that the proceeds from bonds issues be expended on one-time capital projects within a certain time frame after the issuance. Bond proceeds have been used to finance school as well as general government projects. The level of debt that the County incurs is governed by Board approved financial policies.

❖ *Contributions from the General Fund (Assigned Fund Balance)*

The General Fund receives taxes and fees, including real estate and personal property taxes, which are collected to support the general operation of the County. Where current financial policies do not dictate a certain percentage of use of estimated General Fund revenues each year for the Capital Budget, a certain amount of funds are allotted based on the availability of prior year reserves. In other words, funds that remain unspent from the operating budget from year to year may be used to finance certain capital projects on a pay-as-you go basis. This has enabled the County to pay for projects such as equipment, vehicles, building upgrades and technology improvements.

❖ *Federal and State Government*

The federal and state governments may provide funding in the form of grants. In Surry, State and federal grant funds have been used to support the broadband initiative and a portion of the improvements at the Surry County Marina. It is important to note that funding received from these sources *may* require a local match from the County.

Financial Policies

The County's financial policies establish the framework for financial planning and management and provide guidelines against which budgetary performance can be measured and proposals for future projects can be evaluated. The policies further ensure that the County strives for excellence in governing by providing direction in the areas of revenues, operating expenditures, CIP expenditures, and debt management. Below are the financial policies and guidelines most directly tied to the development and management of the County's Capital Improvement Program:

- ❖ The provisions of the Code of Virginia shall control the preparation, consideration, adoption and execution of the County budget. The County's budget is considered balanced if estimated revenues meet planned expenditures. *Status: The FY2021-2025 CIP is balanced.*

Financial Advisor

- ❖ The Board of Supervisors retains the services of a financial advisor to work with County staff to review & make recommendations for changes in fiscal policies for the county, to develop a long-range funding plan to best systematically plan for infrastructure and other capital improvements and to help maintain the County's sound financial position.

Meaningful data such as peer group comparison is provided. When compared to Virginia peers, the County's debt to assessed value ratio is well below the median, which indicates the tax base could potentially support future CIP funding needs. The County's is well within the established guidelines of 3.0% relative to debt capacity as a percentage of assessed value; recommended ratio for debt service as a percentage of general fund expenditures is 12.0%; the County is within this target at 8.0%.

Debt Ratio Policies

The current key debt ratios (as of June 30, 2018- Financial Advisor report) are shown in the chart below.

Ratio	Actual June 30, 2019
Debt as a Percentage of Assessed Value⁽¹⁾	2.29%
Est. Debt per Capita⁽²⁾	\$2,556
Debt Service as a Percentage of General Government Expenditures⁽³⁾	7.27%

- (1) This ratio indicates the relationship between the County's tax supported debt and taxable value of property in the County. It is an important indicator of the County's ability to repay debt, because property taxes are the source of the County's revenues used to repay debt. A small ratio is an indication that the County will be better able to withstand possible future economic downturns and continue to meet its debt obligations.
- (2) This ratio indicates the County's per capita tax supported debt burden and is a general indicator of the County's debt burden. A smaller ratio indicates a lighter burden.
- (3) This ratio is a measure of the County's ability to repay debt without hampering other county services. A small ration indicates a lesser burden on the County's operating budget

General Government Capital Improvement Program

CAPITAL IMPROVEMENT PROGRAM REVENUE

Summary

	FY 2021	FY 2022	FY 2023	FY2024	FY 2025	Total
General Fund Bal	\$2,865,016	\$1,706,628	\$310,000	\$340,000	\$410,000	\$5,631,644
Bond Proceeds	5,300,000	0	\$3,500,000	\$2,500,000	\$2,500,000	\$13,800,000
Total	\$8,165,016	\$1,706,628	\$3,810,000	\$2,840,000	\$2,910,000	\$19,431,644

Comments

There are three major funding sources for the County's Capital Budget: a contribution of recurring revenue from the General Fund, fund balances resulting from underspending in past years, and the proceeds of anticipating borrowings. As with most substantial infrastructure and construction projects, proposed financing is via long term debt. The County seeks the professional services of a financial advisor to help gauge the best and most cost-effective financial options for acquiring long term debt. Details on the County's debt service obligations can be found further into the CIP document.

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

Summary

	FY 2021	FY 2022	FY 2023	FY2024	FY 2025	Total
General Gov't	\$1,775,000	\$55,000	\$1,055,000	\$55,000	\$55,000	\$2,995,000
Public Safety	\$5,653,516	\$0	\$0	\$0	\$0	\$5,653,516
Facility Maintenance	\$236,500	\$1,219,128	\$155,000	\$155,000	\$155,000	\$1,920,628
Parks & Recreation	\$0	\$232,500	\$2,500,000	\$2,500,000	\$2,500,000	\$7,732,500
Schools	\$500,000	\$200,000	\$100,000	\$130,000	\$200,000	\$1,130,000
Total	\$8,165,016	\$1,706,628	\$3,810,000	\$2,840,000	\$2,910,000	\$19,431,644

Comments

The next several pages include a detailed discussion of project spending in each category. Most of the spending continues the plan adopted in FY19-20 and focuses on capital improvement projects aimed to

improve the useful life of existing County buildings and to replace major equipment to continue efficient operation of services. The budget in future years, (FY22-25), is for planning purposes only. The operating impact of those projects will be reevaluated during the budget process in the year in which the project is planned for completion.

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

General Government

	FY 2021	FY 2021	FY 2023	FY2024	FY 2025	Total
Technology Improv.	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Document Mgmt Syst	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
Broadband (PGEC)	\$1,750,000	\$0	\$0	\$0	\$0	\$1,750,000
Total	\$1,775,000	\$55,000	\$55,000	\$55,000	\$55,000	\$2,995,000



Comments

The Economic Development Authority through a capital grant from the Board of Supervisors entered into an agreement in August 2018 (FY 18-19) with Prince George Electric Cooperative Enterprises for Fiber to the Home (FTTH) broadband services. The Board of Supervisors approved Phase I and Phase II funding in the amount of \$500,000 for each year based on the critical need for broadband to boost economic development. For FY2020-21, the County received \$2.2250 million in competitive state grant for Broadband Implementation. The County’s local match requirement is \$2.2250 million. Combined with the \$5.13 mil of Rural Community Connect Fund received by PGEC for Surry County (2101 homes), all of Surry will have access to reliable, high speed broadband, slated for completion by the end of November 2021. For more information on the Fiber to the Home Project, PGEC established a broadband information website: RuralBand - www.ruralband.coop Project benefits include enhanced educational opportunities, higher internet speeds for businesses, and the availability of secure, reliable, sustainable and competitive infrastructure, which are drivers for economic development.

Technology Improvements



The County has vast infrastructure used to support all County departments. As this infrastructure ages and can no longer be maintained, it needs to be replaced with newer, maintainable technology. Annual funding through the CIP will help enable IT to keep abreast of this need. Generally, the replacement of outdated technology assets should provide some relief to the operating budget by replacing infrastructure that has become maintenance intensive or inoperable as well as provide for new software and other technological upgrades to improve efficiency of operations. The completion of a county wide IT assessment in FY 17-18 is a critical component to addressing the County's IT needs in ensuing years.

Document Management System



Funding is included in FY 2022-25 to continue implementing a document management system (DMS) within the county. Currently, most County contracts and other important documents are stored in paper form. The County would like to implement a DMS in order to provide a more efficient and beneficial storage medium. The system is expected to save money over the long run and will ensure that the County is compliant with Virginia records management requirements.

Public Safety

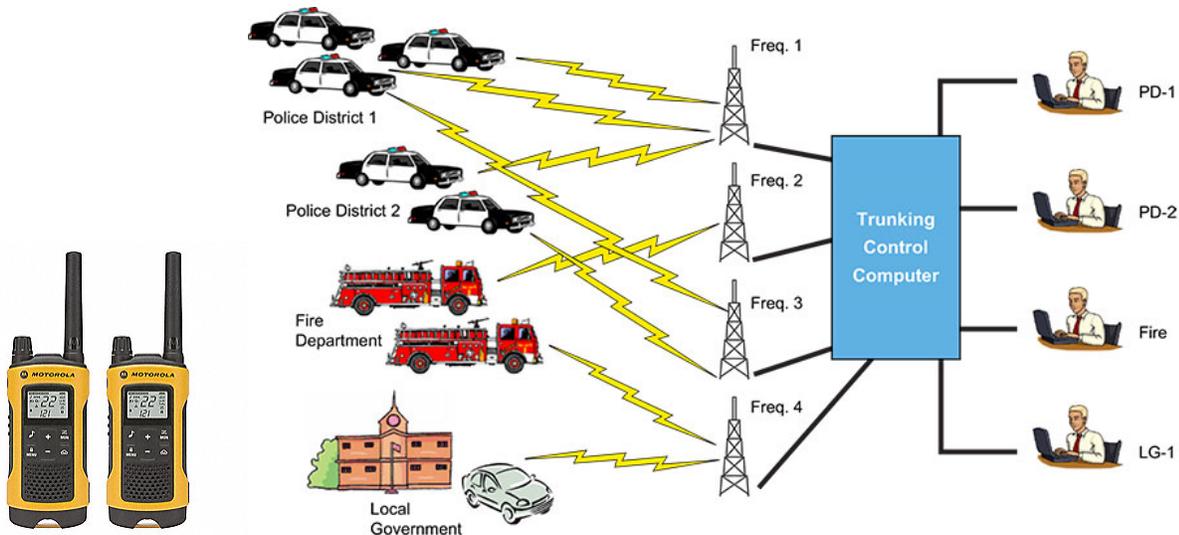
	FY 2021	FY 2022	FY 2023	FY2024	FY 2025	Total
Medic Unit Replacement	\$260,000	\$0	\$0	\$0	\$0	\$260,000
Mobile Communication System	\$5,300,000	\$0	\$0	\$0	\$0	\$5,300,000
CAD/RMS System	\$93,516	\$0	\$0	\$0	\$0	\$93,516
Total	\$5,653,516	\$0	\$0	\$ 0	\$ 0	\$5,653,516



Comments

Surry County Volunteer Rescue Squad provides ambulance service for County residents. Its current **Medic Unit** is over 10 years old, with over 130,000 miles of use and needs to be replaced. Funding of \$260,000 is included for this purpose.

Emergency Mobile Communication System



Funding is included to replace the County’s current emergency radio system and migrate to a 700/800 MHZ system that gives the County increased coverage and allows for interoperability with surrounding jurisdictions. This upgrade will provide the community with a radio system that provides industry standard 95% coverage reliability with portable radios from inside vehicles and buildings throughout the County. This high level of coverage reliability in a radio system is required for mission-critical voice communications. Currently, not all user can effectively communicate using the existing infrastructure due to large areas of marginal or no portable radio communications. The current system dates back to the late 1980’s/early 1990’s, has only 60% coverage and new parts are unavailable for it.

CAD/RMS System



The County’s current CAD/RMS system for E-911 is outdated, no longer supported, and being phased out statewide. Therefore, it is necessary to update this system with a records management system, mobile CAD, civil process and evidence applications. Grant funding in the amount of \$75,000 is supporting the total project cost.

Facility Maintenance

	FY 2021	FY 2022	FY 2023	FY2024	FY 2025	Total
Major Infrastructure Repair	\$201,500	\$155,000	\$155,000	\$155,000	\$155,000	\$821,500
Vehicle Acquisition	\$0	\$188,628	\$0	\$0	\$0	\$188,628
Wayfinding Sign	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Gov’t Center Enhancements & Billboard	\$0	\$53,500	\$0	\$0	\$0	\$53,500
Gov’t Center Roof Repair	\$0	\$792,000	\$0	\$0	\$0	\$792,000
New Gas Pump System	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Total	\$236,500	\$1,219,128	\$155,000	\$155,000	\$155,000	\$1,920,628

Comments

Beginning in FY2020-21, funds for major building/infrastructure repairs that are capital in nature are included in the CIP Budget rather than the Maintenance Department operating budget. This provides better planning for and tracking of major repairs. The initial funding is \$155,000 per year. Additional funds are included in FY2021 for painting of buildings.

New Gas Pump System



The County's fueling system is over 10 years old and in need of replacement. Expected repair costs exceed the cost of replacing the system, which is budgeted at \$35,000.

Education

	FY 2021	FY 2021	FY 2023	FY2024	FY 2025	Total
High School Electrical System	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Fire Suppression System	\$300,000	\$0	\$0	\$0	\$0	\$300,000
School Bus Acquisition	\$0	\$200,000	\$100,000	\$130,000	\$200,000	\$630,000
Total	\$500,000	\$200,000	\$100,000	\$130,000	\$200,000	\$1,130,000

Comments

Project Descriptions To Be Submitted

SECTION E

Supplementary Information

TABLE OF AUTHORIZED POSITIONS

Fund/Department	Current Position Title	FY 19-20	FY 20-21
Administration	Full-Time Regular		
	County Administrator	1	1
	Asst. County Administrator	1	0
	HR/Payroll Administrator	1	1
	Office Manager	1	1
	Total FT Administration	4	3
Animal Control	Full-Time Regular		
	Chief Animal Control Officer (Vacant)	1	1
	Animal Control Officer	1	1
	Animal Shelter Attendant	1	1
	Total FT Animal Control	3	3
Building	Full-Time Regular		
	Building Official	1	1
	Administrative Assistant	1	1
	Total FT Building	2	2
Clerk of Circuit Court	Full-Time Regular		
	Clerk of Court	1	1
	Deputy Clerk	1	1
	Clerk	1	1
	Total FT Clerk	3	3
	Part-Time		
	P/T Clerk	1	1
Clerk of District Court	Full-Time Regular		
	Clerk	1	1
	Total FT District Clerk	1	1
Commissioner of the Revenue	Full-Time Regular		
	Commissioner of the Revenue	1	1
	Deputy Commissioner	1	1
	Commission II	1	1
	Total FT Commissioner	3	3
	Part-Time		
	Clerk	1	1

Commonwealth Attorney	Full-Time Regular		
	Commonwealth Attorney	1	1
	Administrative Assistant	1	1
	Victim Witness Advocate (Grant Funded)	1	1
	Total FT Commonwealth Attorney	3	3
	Part-Time Hour		
	Asst. Commonwealth Attorney (FY 19-20 NEW)	1	1
		1	1
Planning and Community Development	Full-Time Regular		
	Director Of Planning & Community Development	1	1
	Planner I (Vacant)	1	1
	Plans Reviewer/ Planning Technician	1	1
	Codes Compliance Officer	0	1
	Administrative Assistant	1	1
	Total FT Planning & CD	4	5
E 9-11	Full-Time Regular		
	Emergency Communications Manager	1	1
	FT E911	1	1
	Part-Time Hours		
	Dispatcher (Move to Sheriff Budget)	4	4
Economic Dev.	Full-Time Regular		
	Economic Development Director	1	1
	Tourism Coordinator	1	1
	Workforce Coordinator	1	1
	Total FT Econ Development	3	3
	Part-Time Hours		
	Visitor Center Rep	0.5	0.5
	Office Assistant	0.5	0.5
Emergency Services	Full-Time Regular		
	Emergency Services Manager	1	1
	Executive Assistant to ES	1	1
	Total FT EMS	2	2
	Part-Time		
	Emergency Services Asst	1	0
Finance	Full-Time Regular		
	Finance Director	1	1
	Accounting Technician	1	1
	Total FT Finance	2	2

Information Technology	Full-Time Regular		
	Network Administrator	1	1
	Network Technician	1	1
	Total FT Information Tech	2	2
Maintenance	Full-Time Regular		
	Maintenance Supervisor	1	1
	Administrative Asst	1	1
	Maintenance Tech II	3	4
	Maintenance Tech III	1	1

	Total FT Maintenance	6	7
Parks & Recreation	Full-Time Regular		
	Director of Parks and Recreation	1	1
	Program Coordinator)MID YEAR CHANGE FY 20)	1	0
	Athletic Coordinator	1	1
	Administrative Assistant	1	1
	Maintenance Tech II (Moved to Maint. Dept)	1	0
	Total FT Parks & Recreation	5	3
Registrar	Full-Time Regular		
	Registrar	1	1
	Total FT Registrar	1	1
	Part-Time		
	Deputy Registrar	1	1
Sanitation	Full-Time Regular		
	Sanitation Supervisor	1	1
	Administrative Assistant	1	1
	Equipment Operator	1	1
	Total FT Sanitation	3	3
	Part-Time Hours		
	Landfill Attendants	13	13
Sheriff	Full-Time Regular		
	Sheriff	1	1
	Administrative Assistant	1	1
	Dispatchers (5 County- 4 Comp Board)	9	9
	Deputies (Comp Board Paid)	6	6
	Deputies (Local Paid)	6	6
	Deputy (School Resource Officer-Expired Grant Paid by County)	1	1
	Deputies (County Investigator) FY 19-20 NEW	1	1

	Total FT Sheriff	25	25
Treasurer	Full-Time Regular		
	Treasurer	1	1
	Chief Deputy	1	1
	Deputy Treasurer	1	1
	Total FT Treasurer	3	3
	Part-Time Hours		
	Office Assistant	1	1
Youth & Family	Full-Time Regular		
Resources	Director of Youth and Family Resources	1	1
	CSA Coordinator	1	1
	Program Coord. (FY20 mid-year change from P & Rec)	1	1
	Office Manger	1	1
	Program Coordinator	1	1
	Total FT Youth & Family Resources	5	5
	Total Full Time	81	82
	Total Part Time	23	22
	TOTAL FULL AND PT	104	104

GENERAL FUND REVENUE BY SOURCE

	2013		2014		2015		2016		2017		2018	
Revenues												
General property	\$	21,012,899	\$	21,140,727	\$	21,119,861	\$	20,939,138	\$	21,692,941	\$	21,670,403
Other local taxes		742,671		755,736		644,424		706,543		610,920		780,408
Permits, privilege fees and licenses		42,017		48,034		59,555		37,354		39,843		49,723
Fines		49,350		49,826		30,963		20,043		43,375		34,210
Revenue -use of money & property		98,183		90,225		94,049		154,325		226,484		368,134
Charges for services		133,171		146,593		147,712		143,267		124,435		97,301
Miscellaneous		32,331		92,072		55,082		54,442		70,236		164,975
Recovered costs		886		229		700		29,588		20,149		95,520
Commonwealth		2,732,108		2,196,137		2,316,990		2,173,971		2,410,290		2,466,263
Federal		919,348		1,040,922		1,010,344		1,264,302		944,770		929,239
Total revenues	\$	25,762,964	\$	25,560,501	\$	25,479,680	\$	25,522,973	\$	26,183,443	\$	26,656,176

Source: FYE 6/30/19 CAFR

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Primary
Taxpayers

Taxpayer	Rank	Assessed Valuation (1)	Percentag e of Total Assessed Valuation
Dominion Virginia Power	1	\$ 1,868,959,932	66.28%
Swann's Point Plantation LLC et al	2	26,795,900	0.95%
Beechland/Alliance Farms et al	3	11,213,400	0.40%
Wanro LLC et al	4	10,987,300	0.39%
Timbervest Partners (III) of Virginia LLC	5	8,989,700	0.32%
Prince George Electric Cooperative	6	8,658,412	0.31%
Murphy Brown LLC/Smithfield Hog Production	7	8,306,400	0.29%
Windsor Mill	8	5,736,500	0.20%
Andrew Acres LLC et al	9	4,694,800	0.17%
Brandon & Brandon LLC et al	10	4,050,000	0.14%
		<u>\$1,958,392,344.00</u>	<u>69.93%</u>
Total Assessed Valuation of RE		<u>\$ 2,819,667,727</u>	<u>100.00%</u>

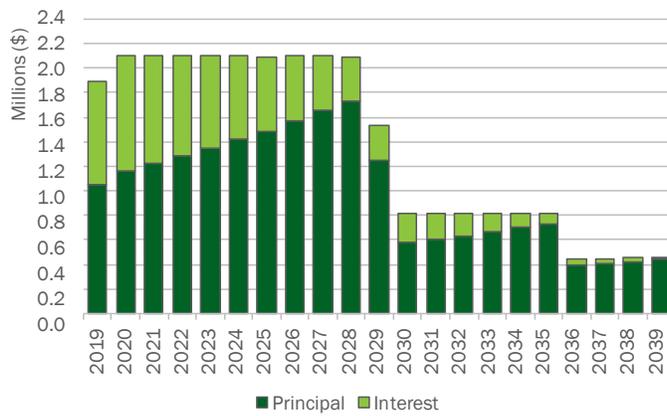
Source: FYE 6/30/19 CAFR

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Existing Tax-Supported Debt

- The County's Existing Tax-Supported Debt Service is shown below, estimated as of 6/30/2018.



FY	Principal	Interest	Total
Total	20,770,000	8,208,926	28,978,926
2019	1,055,000	840,248	1,895,248
2020	1,165,000	933,265	2,098,265
2021	1,225,000	875,389	2,100,389
2022	1,285,000	813,822	2,098,822
2023	1,350,000	745,929	2,095,929
2024	1,425,000	674,426	2,099,426
2025	1,485,000	599,446	2,084,446
2026	1,575,000	520,601	2,095,601
2027	1,655,000	439,408	2,094,408
2028	1,735,000	356,218	2,091,218
2029	1,245,000	282,887	1,527,887
2030	575,000	239,828	814,828
2031	600,000	212,569	812,569
2032	635,000	181,797	816,797
2033	665,000	150,284	815,284
2034	700,000	117,706	817,706
2035	735,000	84,647	819,647
2036	390,000	60,431	450,431
2037	405,000	44,034	449,034
2038	425,000	26,916	451,916
2039	440,000	9,075	449,075

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71		\$	%
FY/2019	Budget	Budget	Expenditure	Request	Recommended			
** LEGISLATIVE **								
** BOARD OF SUPERVISORS **								
Salaries & Wages-BOS Members	25,000	31,000	31,000	28,048	31,000	31,000	-	0.0%
FICA	863	2,372	2,372	2,146	2,372	2,372	-	0.0%
Hospital/Medical Plans	35,404	36,672	36,672	30,390	26,496	26,496	(10,176)	-27.7%
Unemployment Insurance	-	-	-	-	-	-	-	#DIV/0!
Contractual Services	1,550	6,000	6,000	3,000	6,000	6,000	-	0.0%
Professional Services	27,731	11,500	11,500	22,383	11,500	8,000	(3,500)	-30.4%
Advertising	4,079	6,000	6,000	1,517	6,000	6,000	-	0.0%
Communications	2,201	2,500	2,500	2,401	2,500	2,500	-	0.0%
Public Officials Liability Ins	18,670	22,000	22,000	19,026	23,000	22,000	-	0.0%
Mileage	2,175	4,000	4,000	2,753	4,000	4,000	-	0.0%
Convention & Education	10,346	8,000	8,000	10,500	8,000	8,000	-	0.0%
Office Supplies	3,366	5,000	5,000	1,410	5,000	4,000	(1,000)	-20.0%
Contingency	748	243,000	76,531	30,000	100,000	59,465	(17,066)	-22.3%
--SUB TOTAL--						-		
--TOTAL DEPARTMENT--	132,132	378,044	211,575	153,573	225,868	179,833	(31,742)	-15.0%
- ** LEGISLATIVE **	132,132	378,044	211,575	153,573	225,868	179,833	(31,742)	-15.0%
** GENL & FINANCIAL ADMIN **								
** COUNTY ADMINISTRATION **								
Salaries & Wages - Regular	258,288	269,295	282,471	344,883	354,557	192,289	(90,182)	-31.9%
FICA	19,256	20,601	21,609	26,384	27,124	27,124	5,515	25.5%
VRS	119,968	22,558	23,677	21,572	41,378	41,378	17,701	74.8%
Hospital/Medical Plans	18,796	19,152	19,152	20,030	40,680	40,680	21,528	112.4%
Group Insurance	3,383	3,481	3,653	4,306	4,703	4,703	1,050	28.7%
VLDP	-	1,524	1,607	-	2,913	2,913	1,306	
Unemployment Insurance	230	202	202	264	252	252	50	24.8%
Workers' Compensation	248	306	321	515	404	404	83	25.9%
Contractual Services	57,500	-	-	-	-	-	-	#DIV/0!
Professional Services	28,633	3,500	3,500	14,941	3,500	3,500	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
Repairs & Maintenance	-	500	500	177	500	500	-	0.0%
Maintenance Service Contracts	675	700	700	-	700	700	-	0.0%
Postal Services	2,089	2,500	2,500	2,278	2,500	2,500	-	0.0%
Communications	4,372	2,500	2,500	4,756	2,500	2,000	(500)	-20.0%
Motor Vehicle Insurance	546	600	600	515	1,200	600	-	0.0%
Mileage	860	-	-	336		-	-	#DIV/0!
Convention & Education	18,877	24,500	24,500	15,503	12,250	12,250	(12,250)	-50.0%
Dues/Association Memberships	8,061	5,500	5,500	3,992	5,500	5,500	-	0.0%
Office Supplies	8,538	9,000	9,000	10,549	9,000	7,000	(2,000)	-22.2%
Vehicle/Powered Equip Fuels	332	2,000	2,000	316	2,000	2,000	-	0.0%
Books & Subscriptions	3,093	700	700	1,408	700	700	-	0.0%
Furniture & Fixtures	1,686	1,000	1,000	1,297	1,000	1,000	-	0.0%
EDP Equipment	2,452	1,000	1,000	10,000	1,000	1,000	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	557,882	391,119	406,692	484,023	514,361	348,993	(57,699)	-14.2%
** LEGAL SERVICES **								
Legal Services	86,932	83,589	83,589	86,932	89,540	89,540	5,951	7.1%
Special Legal Counsel		2,500	2,500	807	-	-	(2,500)	-100.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	86,932	86,089	86,089	87,740	89,540	89,540	3,451	4.0%
** INDEPENDENT AUDITOR **								
Accounting/Auditing Services	40,785	47,895	47,895	47,895	49,232	49,232	1,337	2.8%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	40,785	47,895	47,895	47,895	49,232	49,232	1,337	2.8%
** COMMISSIONER OF REVENUE **								
Salaries & Wages - Regular	139,618	141,786	144,679	142,691	141,296	141,296	(3,383)	-2.3%
P/T Salaries & Wages-Regular	5,228	5,519	5,685	5,685	5,685	5,685	-	0.0%
FICA	10,553	11,269	11,503	11,269	11,244	11,244	(259)	-2.3%
VRS	11,305	12,038	12,283	12,283	16,658	16,658	4,375	35.6%
Hospital/Medical Plans	23,003	23,292	23,292	20,108	18,360	18,360	(4,932)	-21.2%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	Change \$	%	
Group Insurance	2,624	1,857	1,895	1,895	1,893	1,893	(2)	-0.1%
VLDP		221	229	229	589	589	360	157.2%
Unemployment Insurance	130	136	137	137	137	137	-	0.0%
Workers' Compensation	144	169	172	172	169	169	(3)	-1.7%
Professional Services	6,401	6,400	6,400	6,400	6,800	6,800	400	6.3%
Maintenance Service Contracts	14,335	15,300	15,300	15,300	15,300	15,300	-	0.0%
Printing & Binding	1,960	2,800	2,800	2,800	2,500	2,500	(300)	-10.7%
Advertising	119	200	200	200	200	200	-	0.0%
Postal Services	3,604	3,900	3,900	3,900	3,900	3,900	-	0.0%
Communications	791	1,100	1,100	1,100	1,200	1,200	100	9.1%
Mileage	153	50	335	335	600	600	265	79.3%
Convention & Education	2,899	2,700	2,700	2,700	2,800	2,800	100	3.7%
Dues/Association Memberships	855	1,000	1,000	1,000	1,000	1,000	-	0.0%
Office Supplies	1,713	2,000	2,000	2,000	2,200	2,200	200	10.0%
Vehicle/Powered Equip Fuels	24	300	15	15	-	-	(15)	-100.0%
Books & Subscriptions	1,079	1,400	1,400	1,400	1,400	1,400	-	0.0%
Furniture and Fixtures		2,250	2,250	2,250	2,000	-	(2,250)	-100.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	226,538	235,687	239,275	233,869	235,931	233,931	(5,344)	-2.2%
** BOARD OF EQUALIZATION **								
Salaries & Wages-BOE Members		-	-	-	-	-	-	
P/T Salaries & Wages-Support		-	-	-	-	-	-	
--SUB TOTAL--			-	-	-	-	-	
135-0 P/T Salaries & Wages - Support		-	-	-	-	-	-	
--SUB TOTAL--			-	-	-	-	-	
FICA		-	-	-	-	-	-	
** BOARD OF EQUALIZATION **			-	-	-	-	-	
--TOTAL DEPARTMENT--		-	-	-	-	-	-	
** TREASURER **								
Salaries & Wages - Regular	181,515	183,565	190,143	190,143	185,253	162,025	(28,118)	-14.8%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

		FY20	FY20	FY20	FY21				
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
	FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
P/T Salaries & Wages-Regular	6,510	15,000	17,874	17,874	17,353	17,353	(521)	-2.9%	
FICA	13,225	15,190	15,913	15,913	15,499	15,499	(414)	-2.6%	
VRS	14,717	15,585	16,143	16,143	21,842	21,842	5,699	35.3%	
Hospital/Medical Plans	24,371	25,284	25,284	25,284	26,496	26,496	1,212	4.8%	
Group Insurance	3,288	2,405	2,490	2,490	2,482	2,482	(8)	-0.3%	
VLDP	-	216	225	225	261	261	36	16.0%	
Unemployment Insurance	187	202	202	202	202	202	(0)	-0.2%	
Workers' Compensation	193	228	240	240	233	233	(7)	-2.9%	
Maintenance Service Contracts	2,680	2,930	2,930	2,814	3,180	3,180	250	8.5%	
Printing & Binding	-	100	100	100	100	100	-	0.0%	
Advertising	192	200	200	100	300	300	100	50.0%	
Postal Services	5,362	8,700	8,700	8,700	8,700	8,700	-	0.0%	
Communications	696	700	700	700	700	700	-	0.0%	
Mileage	144	200	200	200	200	200	-	0.0%	
Convention & Education	1,537	3,200	3,200	3,200	3,400	3,400	200	6.3%	
Credit Card Fees	2,798	3,000	3,000	3,000	3,000	3,000	-	0.0%	
Dues/Association Memberships	675	800	800	800	800	800	-	0.0%	
Bank Charges	2,445	1,700	1,700	1,700	1,700	1,700	-	0.0%	
Office Supplies	11,018	8,200	8,200	8,200	8,200	8,200	-	0.0%	
Vehicle/Powered Equip Fuels	25	100	100	100	100	100	-	0.0%	
Books & Subscriptions	25	100	100	100	100	100	-	0.0%	
Merchandise for Resale	1,565	825	825	825	825	825	-	0.0%	
Furniture & Fixtures	-	3,000	3,000	3,000	5,500	-	(3,000)	-100.0%	
EDP Equipment	-	500	500	500	1,500	1,500	1,000	200.0%	
--SUB TOTAL--									
--TOTAL DEPARTMENT--	273,167	291,930	302,769	302,553	307,926	279,198	(23,571)	-7.8%	
** FINANCE DEPARTMENT **									
Salaries & Wages - Regular	46,000	139,600	143,788	48,150	145,209	112,770	(31,018)	-21.6%	
P/T Salaries & Wages-Regular	-	1,000	1,030	-	1,030	(86)	(1,116)	-108.3%	
FICA	3,395	10,756	11,079	3,547	11,187	11,187	108	1.0%	

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
VRS	3,905	11,852	12,208	4,038	17,121	17,120	4,912	40.2%
Hospital/Medical Plans	7,478	15,528	15,528	7,764	16,272	16,272	744	4.8%
Group Insurance	603	1,829	1,884	623	1,946	1,946	62	3.3%
VLDP		674	694	-	800	800	106	15.3%
Unemployment Insurance	49	107	107	68	107	107	-	0.0%
Workers' Compensation	133	162	167	167	168	168	1	0.6%
Professional Services	52,426	-	-	60,000		-	-	#DIV/0!
Maintenance Service Contracts	2,680	2,760	2,760	2,814	2,898	2,898	138	5.0%
Printing & Binding	696					-		
Postage	44	150	150	-	150	150	-	0.0%
Communications	363	700	700	521	700	700	-	0.0%
Mileage	100	50	50	-	50	50	-	0.0%
Convention & Education	309	3,000	3,000	-	3,000	2,000	(1,000)	-33.3%
Dues/Association Memberships	-	2,500	2,500	133	2,500	2,500	-	0.0%
Office Supplies	156	800	800	1,030	800	800	-	0.0%
Vehicle/Powered Equip Fuels	300	100	100	-	100	100	-	0.0%
Books & Subscriptions	312	200	200	690	200	200	-	0.0%
Furniture & Fixtures	-	500	500	-	500	500	-	0.0%
EDP Equipment		1,000	1,000	2,000	1,000	1,000	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	118,949	193,268	198,245	131,545	205,738	171,182	(27,063)	-13.7%
** COMPUTER/NETWORK SERVICES *							-	#DIV/0!
Salaries & Wages - Regular	59,634	106,804	110,540	113,548	114,005	114,005	3,465	3.1%
FICA	4,361	8,170	8,456	8,484	8,721	8,721	265	3.1%
VRS	4,985	9,068	9,385	9,660	13,441	13,441	4,056	43.2%
Hospital/Medical Plans	7,478	15,528	15,528	7,764	8,136	8,136	(7,392)	-47.6%
Group Insurance	826	1,399	1,448	1,839	1,493	1,493	45	3.1%
VLDP		412	426	-	519	519	93	21.7%
Unemployment Insurance	98	101	101	137	101	101	(0)	-0.2%
Workers' Compensation	103	123	128	233	131	131	3	2.4%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	Change \$	%
Professional Services	1,018	41,000	41,000	26,340	41,000	40,000	(1,000)	-2.4%
Repairs & Maintenance	9,835	42,000	42,000	3,701	42,000	10,000	(32,000)	-76.2%
Maintenance Service Contracts	97,068	73,645	73,645	101,930	84,500	84,500	10,855	14.7%
Postal Services	-	200	200	-	200	200	-	0.0%
Communications	55,593	52,000	52,000	60,638	57,000	57,000	5,000	9.6%
Lease/Rent of Equipment	4,875	3,500	3,500	5,344	3,500	3,500	-	0.0%
Convention & Education	699	500	500	1,505	3,500	3,500	3,000	600.0%
Dues/Association Memberships	179	-	-	72	-	-	-	#DIV/0!
Office Supplies	2,647	1,700	1,700	2,825	1,700	1,700	-	0.0%
Vehicle/Powered Equip Fuels	526	-	-	10	-	-	-	#DIV/0!
Books & Subscriptions	-	-	-	690	-	-	-	#DIV/0!
Furniture & Fixtures	160	500	500	-	1,000	1,000	500	100.0%
EDP Equipment	12,700	3,000	3,000	3,909	3,000	3,000	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	262,786	359,650	364,057	348,626	383,947	350,947	(13,110)	-3.6%
- ** GENL & FINANCIAL ADMIN **	1,567,038	1,605,638	1,645,022	1,636,250	1,786,675	1,523,023	(121,999)	-7.4%
**REGISTRAR & ELECTORAL BOARD*								#DIV/0!
Salaries & Wages - Regular	47,719	48,791	49,256	49,256	49,256	49,256	-	0.0%
Sal. & Wages-Electoral Board	2,867	4,386	4,386	6,581	4,389	4,389	3	0.1%
P/T Salaries & Wages-Regular	20,591	20,774	21,397	22,479	21,397	21,397	-	0.0%
FICA	5,034	5,322	5,405	5,488	5,405	5,405	-	0.0%
VRS	3,945	4,142	4,181	4,182	5,807	5,807	1,626	38.9%
Hospital/Medical Plans	8,472	7,764	7,764	9,756	10,224	10,224	2,460	31.7%
Group Insurance	776	639	645	923	660	660	15	2.3%
VLDP		351	354	-	409	409	55	15.5%
Unemployment Insurance	194	111	111	115	122	122	11	9.9%
Workers' Compensation	67	80	81	127	81	81	-	0.0%
Officers of Elections								
Professional Services	13,456	22,000	22,000	19,804	22,000	22,000	-	0.0%
Printing & Binding	1,629	4,000	4,000	2,998	4,000	4,000	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
Advertising	242	800	800	219	800	800	-	0.0%
Postal Services	1,304	900	900	769	900	900	-	0.0%
Communications	696	700	700	521	700	700	-	0.0%
Lease/Rent of Building	300	300	300	450	300	300	-	0.0%
Mileage	384	700	700	-	700	700	-	0.0%
Convention & Education	539	4,000	4,000	283	4,000	2,500	(1,500)	-37.5%
Dues/Association Memberships	350	350	350	328	350	350	-	0.0%
Office Supplies	2,327	3,500	3,500	1,515	3,500	3,000	(500)	-14.3%
Vehicle/Powered Equip Puels	183	150	150	-	150	150	-	0.0%
Books & Subscriptions	3,027	150	150	174	150	150	-	0.0%
Furniture & Fixtures	1,737	2,000	2,000	-	2,000	-	(2,000)	-100.0%
EDP Equipment								
--SUB TOTAL--								
--TOTAL DEPARTMENT--	115,837	131,910	133,130	125,968	137,300	133,300	170	0.1%
- **REGISTRAR & ELECTORAL BOARD*	115,837	131,910	133,130	125,968	137,300	133,300	170	0.1%
GENERAL GOVERNMENT ADMINISTRATION	1,815,007	2,115,592	1,989,727	1,915,791	2,149,843	1,836,156	(153,571)	-7.7%
** JUDICIAL ADMINISTRATION **			-					
** CIRCUIT COURT **			-					
Court Admin Services	9,583	6,000	6,000	7,176	6,000	6,000	-	0.0%
Payment to Jurors	1,410	3,000	3,000	-	3,000	3,000	-	0.0%
Judge's Office Expense	4,200	10,000	10,000	11,250	10,000	10,000	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	15,193	19,000	19,000	18,426	19,000	19,000	-	0.0%
** DISTRICT COURT **								
Salaries & Wages - Regular	20,384	24,960	25,709	25,709	25,709	25,709	-	0.0%
P/T Salaries & Wages-Regular	3,416	-	-	-	-	-	-	#DIV/0!
FICA	1,755	1,909	1,966	1,883	1,967	1,967	1	0.1%
VRS	1,766	2,119	2,183	2,191	3,032	3,032	849	38.9%
Hospital/Medical Plans	6,236	7,764	7,764	7,764	8,136	8,136	372	4.8%
Group Insurance	362	327	337	482	344	344	7	2.1%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
VLDP	-	180	185	-	213	213	28	15.1%
Unemployment Insurance	120	50	50	37	50	50	-	0.0%
Workers' Compensation	25	29	30	30	30	30	-	0.0%
Legal Services	2,220	3,000	3,000	2,160	3,000	3,000	-	0.0%
Repairs & Maintenance	2,235	2,200	2,200	-	2,200	500	(1,700)	-77.3%
Maintenance Service Contracts	1,611	2,600	2,600	1,466	2,600	2,000	(600)	-23.1%
Postal Services	118	100	100	-	100	100	-	0.0%
Communications	696	700	700	521	545	545	(155)	-22.1%
Mileage	-	200	200	-	200	200	-	0.0%
Convention & Education	1,378	1,500	1,500	-	3,000	1,500	-	0.0%
Dues/Association Memberships	75	75	75	113	75	75	-	0.0%
Office Supplies	1,761	800	800	717	800	800	-	0.0%
Vehicle/Powered Equip Fuels	34	-	-	-	-	-	-	#DIV/0!
Books & Subscriptions		50	50	51	50	50	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	44,193	48,563	49,449	17,414	52,051	48,251	(1,198)	-2.4%
** MAGISTRATE **							-	#DIV/0!
Communications		600	600	-	600	-	(600)	-100.0%
Dues/Association Memberships		25	25	-	25	-	(25)	-100.0%
Office Supplies		100	100	-	100	-	(100)	-100.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	-	725	725	-	725	-	(725)	-100.0%
** CLERK OF CIRCUIT COURT **								
Salaries & Wages - Regular	169,966	172,677	175,862	175,728	176,528	176,528	666	0.4%
P/T Salaries & Wages-Regular	9,537	13,250	13,648	8,908	13,648	13,648	-	0.0%
FICA	13,312	14,223	14,497	13,690	14,548	14,548	51	0.4%
VRS	14,430	14,660	14,930	14,919	20,814	20,814	5,884	39.4%
Hospital/Medical Plans	22,434	23,292	23,292	23,292	24,408	24,408	1,116	4.8%
Group Insurance	2,227	2,262	2,303	2,302	2,365	2,365	62	2.7%
Unemployment Insurance	149	151	151	159	151	151	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21			Change	
Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%	
Workers' Compensation	181	214	218	393	219	219	1	0.5%
Contractual Services	6,000	-	-	4,500	2,000	2,000	2,000	#DIV/0!
Auditing Services	2,034	2,950	2,950	-	3,750	3,750	800	27.1%
Professional Services	1,400	7,500	7,500	-	7,500	7,500	-	0.0%
Deed Indexing & Microfilming	17,792	18,500	18,500	15,144	18,500	18,500	-	0.0%
Repairs & Maintenance	1,999	2,100	2,100	1,714	2,100	2,100	-	0.0%
Printng & Binding	245	500	500	411	500	500	-	0.0%
Postal Services	1,286	1,750	1,750	790	1,750	1,750	-	0.0%
Communications	1,876	3,000	3,000	1,193	3,000	3,000	-	0.0%
Mileage	92	500	500	167	500	500	-	0.0%
Convention & Education	(154)	2,000	2,000	1,432	2,000	2,000	-	0.0%
Dues/Association Memberships	464	500	500	149	500	500	-	0.0%
Office Supplies	6,243	5,600	5,600	5,084	5,700	5,600	-	0.0%
Vehicle/Powered Equip Fuels	24	200	200	111	-	-	(200)	-100.0%
Books & Subscriptions	34	-	-	1,493	200	200	200	#DIV/0!
--SUB TOTAL--								
--TOTAL DEPARTMENT--	271,569	285,829	290,001	271,580	300,681	300,581	10,580	3.6%
VICTIM/WITNESS PROGRAM								
Salaries & Wages - Regular	52,315	52,315	52,315	53,950	52,315	52,315	-	0.0%
FICA	3,924	4,002	4,002	4,049	4,002	4,002	-	0.0%
VRS	4,441	4,442	4,442	4,580	6,168	6,168	1,726	38.9%
Group Insurance	685	685	685	707	701	701	16	2.3%
Unemployment Insurance	49	328	328	68	50	50	(278)	-84.8%
Workers' Compensation	46	60	60	112	60	60	-	0.0%
Printing & Binding		225	125	-	-	-		
Advertising	211	600	300	-	100	100	(200)	-66.7%
Postal Services	150	-	-	-	100	100	100	#DIV/0!
Dues/Association Memberships	-	-	-	-	250	250		
Communications	241	378	386	579	390	390	4	1.1%
Lease/Rent of Buildings	1,800	1,800	1,800	1,125	1,800	1,800	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%	
Mileage	-	100	212	-	-	(100)	-100.0%	
Convention & Education	1,076	3,297	3,597	2,964	2,964	(633)	-17.6%	
Dues/Associated Memberships	145	-	375	-	-			
Office Supplies	2,533	1,868	1,860	1,100	1,100	(760)	-40.9%	
Vehicle/Powered Equip Fuels	-	-	59	-	-	-	#DIV/0!	
Furniture & Fixtures	-	-	-	-	-	-	#DIV/0!	
--SUB TOTAL--						-	#DIV/0!	
--TOTAL DEPARTMENT--	67,615	70,000	70,000	70,134	70,000	70,000	-	0.0%
** VJCCCA **								
Salaries & Wages - Regular	18,229	18,230	18,777	3,922	8,400	8,400	(10,377)	-55.3%
P/T Salaries & Wages-Regular	15,438	16,499	2,372	3,510	-	-	(2,372)	-100.0%
FICA	2,584	2,657	1,618	554	643	643	(975)	-60.3%
VRS	1,457	1,548	1,594	313	990	990	(604)	-37.9%
Group Insurance	461	239	246	99	113	113	(133)	-54.1%
VLDP		131	135	-	70	70	(65)	-48.1%
Unemployment Insurance	137	115	65	1	50	50	(15)	-23.1%
Workers' Compensation	87	100	87	104	10	10	(77)	-88.5%
Office on Youth Programs	1,452	1,200	1,200	-	1,200	1,200	-	0.0%
Supervised Plan Services	9,372	1,500	1,500	-	1,500	1,500	-	0.0%
Office Supplies		-	-	-	-	-	-	#DIV/0!
--SUB TOTAL--						-	#DIV/0!	
--TOTAL DEPARTMENT--	49,217	42,219	27,594	8,503	12,976	12,976	(14,618)	-53.0%
- ** CIRCUIT COURT **	447,788	466,336	456,769	386,058	455,433	450,808	(5,961)	-1.3%
COMMONWEALTH'S ATTORNEY								
Salaries & Wages - Regular	158,840	164,512	165,867	165,841	166,001	166,001	134	0.1%
P/T Salaries & Wages-Regular		28,000	28,000	-	28,000	28,000	-	0.0%
FICA	10,493	14,727	14,831	11,316	14,841	14,841	10	0.1%
VRS	13,088	13,967	14,083	13,073	19,572	19,572	5,489	39.0%
Hospital/Medical Plans	21,783	22,776	22,776	21,144	34,104	34,104	11,328	49.7%
Group Insurance	3,598	2,155	2,173	4,115	2,212	2,212	39	1.8%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21			Change	
Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%	
VLDP	1,184	1,194	-	1,378	1,378	184	15.4%	
Unemployment Insurance	49	101	58	101	101	(0)	-0.2%	
Workers' Compensation	156	221	368	245	245	23	10.5%	
Advertising	-	-	-	-	-	-	#DIV/0!	
Utilities	2,134	3,220	1,900	3,000	3,000	(220)	-6.8%	
Postal Services	248	300	295	400	400	100	33.3%	
Communications	2,021	2,250	1,599	2,650	2,650	400	17.8%	
Lease/Rent of Equipment	-	-	-	-	-	-	#DIV/0!	
Lease/Rent of Buildings	10,452	10,452	10,452	10,800	10,800	348	3.3%	
Mileage	106	150	-	400	400	250	166.7%	
Convention & Education	1,165	1,300	1,675	2,600	2,000	700	53.8%	
Dues/Association Memberships	350	905	1,065	950	950	45	5.0%	
Office Supplies	1,479	1,500	1,896	2,000	2,000	500	33.3%	
Books & Subscriptions	1,030	2,400	2,400	2,400	2,400	-	0.0%	
EDP Equipment	-	2,500	2,500	2,500	2,500	-	0.0%	
--SUB TOTAL--								
--TOTAL DEPARTMENT--	226,990	272,620	239,698	294,154	293,554	19,330	7.0%	
- **COMMONWEALTH'S ATTORNEY**	226,990	272,620	239,698	294,154	293,554	19,330	7.0%	
TOTAL JUDICIAL ADMINISTRATION	674,778	738,956	625,755	749,587	744,362	13,369	1.8%	
** PUBLIC SAFETY **								
** SHERIFF'S OFFICE **								
Salaries & Wages - Local	464,410	521,723	509,715	544,363	544,363	(14,814)	-2.6%	
Salaries & Wages-Comp Board	531,233	549,944	538,331	567,727	567,727	17,783	3.2%	
Salaries & Wages - Overtime	30,889	25,000	32,954	26,780	26,780	1,030	4.0%	
P/T Salaries & Wages-Regular	37,981	30,160	38,524	51,065	51,065	20,000	64.4%	
Salaries & Wages - LLEBG		-	-	-	-	-	#DIV/0!	
P/T Salaries & Wages-DMV Grant		-	-	-	-	-	#DIV/0!	
FICA	75,644	86,202	79,718	91,030	91,030	1,837	2.1%	
VRS	82,453	90,985	87,333	131,115	131,115	36,950	39.2%	
Hospital/Medical Plans	149,408	162,888	152,517	170,544	170,544	7,656	4.7%	

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

		FY20	FY20	FY20	FY21			
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change	
	FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%
Group Insurance	13,296	14,039	14,530	14,319	14,889	14,889	359	2.5%
VLDP	-	1,063	1,100	-	2,195	2,195	1,095	99.6%
Unemployment Insurance	1,333	1,557	1,567	1,724	1,624	1,624	57	3.7%
Workers' Compensation	18,471	21,693	22,396	36,113	21,986	21,986	(410)	-1.8%
Line of Duty Act	3,750	3,800	3,800	4,275	4,000	4,000	200	5.3%
Professional Services	806	500	500	723	500	500	-	0.0%
Medical Services	360	550	550	395	550	550	-	0.0%
Repairs & Maintenance	30,332	19,250	20,931	22,743	20,931	19,250	(1,681)	-8.0%
Maintenance Service Contracts	51,916	40,500	40,500	12,579	40,500	30,000	(10,500)	-25.9%
Printing & Binding	1,054	1,000	1,000	602	1,000	1,000	-	0.0%
Advertising	1,310	800	800	471	800	800	-	0.0%
Crater Crim Justice Academy	12,052	12,891	12,891	12,891	13,282	13,282	391	3.0%
Postal Services	806	700	700	802	800	700	-	0.0%
Communications	3,323	5,000	5,000	2,010	5,000	4,000	(1,000)	-20.0%
Motor Vehicle Insurance	10,944	12,000	12,000	10,298	12,000	12,000	-	0.0%
Mileage	76	100	100	-	100	100	-	0.0%
Convention & Education	4,421	4,000	4,000	4,502	7,000	4,000	-	0.0%
National Night Out Funds	1,727	500	500	703	500	500	-	0.0%
Project Life Saver Funds	1,004	-	-	-	-	-	-	#DIV/0!
Dues/Association Memberships	2,581	2,600	2,600	3,912	2,600	2,600	-	0.0%
Special Activities	499	-	-	2,069	-	-	-	#DIV/0!
Office Supplies	4,820	4,700	4,700	2,747	4,700	4,700	-	0.0%
Medical & Lab Supplies		-	-	-	-	-	-	#DIV/0!
Linen Supplies		250	250	-	250	250	-	0.0%
Vehicle/Powered Equip Fuels	33,288	35,000	28,100	30,376	35,000	32,000	3,900	13.9%
Vehicle/Powered Equip Supplies	4,222	5,000	5,000	4,679	5,000	5,000	-	0.0%
Police Supplies	20,138	5,000	5,000	1,738	5,000	5,000	-	0.0%
Uniforms & Wearing Apparel	6,980	8,000	8,000	9,755	8,000	8,000	-	0.0%
Books & Subscriptions	92	1,300	1,300	102	1,300	1,300	-	0.0%
Furniture & Fixtures	923	1,500	1,500	-	1,500	1,500	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71		\$	%
FY/2019	Budget	Budget	Expenditure	Request	Recommended			
Communications Equipment	3,997	4,000	4,000	-	4,000	4,000	-	0.0%
Motor Vehicles & Equipment	-	-	-	-	-	-	-	#DIV/0!
EDP Equipment	1,683	4,200	4,200	4,045	4,200	4,200	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	1,608,221	1,678,395	1,719,697	1,623,663	1,801,831	1,782,550	62,854	3.7%
DMV GRANT								
Salaries & Wages - Overtime	-	-	-	-	-	-	-	
P/T Salaries & Wages-DMV Grant	10,028	-	10,500	8,374	-	-	(10,500)	-100.0%
FICA	767	-	-	641	-	-	-	#DIV/0!
Unemployment Insurance	-	-	-	11	-	-	-	
Convention & Education	-	-	2,000	-	-	-	(2,000)	-100.0%
Police Supplies	-	-	-	-	-	-	-	#DIV/0!
	10,795	-	12,500	9,026	-	-	(12,500)	-100.0%
JAG GRANT								
Police Supplies	-	-	3,706	-	-	-	-	
	-	-	3,706	-	-	-	(3,706)	-100.0%
POLICING IN THE 21ST CENT GRANT								
Salaries & Wages - Overtime	15,842	-	-	-	-	-	-	#DIV/0!
P/T Salaries & Wages-Grant	1,212	-	-	16,891	-	-	-	#DIV/0!
FICA	26	-	-	1,292	-	-	-	#DIV/0!
Unemployment Insurance	-	-	-	28	-	-	-	
Convention & Education	-	-	-	-	-	-	-	#DIV/0!
Police Supplies	-	-	-	-	-	-	-	#DIV/0!
	17,080	-	-	18,211	-	-		
** E911 COMMUNICATIONS **								
P/T Salaries & Wages-Regular	14,969	27,290	28,109	22,678	-	-	(28,109)	-100.0%
P/T Salaries & Wages-OT	-	1,000	1,030	-	-	-	(1,030)	-100.0%
FICA	1,145	2,164	2,229	1,735	-	-	(2,229)	-100.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
Unemployment Insurance	93	57	97	-	-	(57)	-100.0%	
Workers' Compensation	37	34	32	-	-	(34)	-100.0%	
Contractual Services	1,854	20,000	3,356	19,000	19,000	(1,000)	-5.0%	
Repairs & Maintenance	2,218	5,000	-	10,000	5,000	-	0.0%	
Maintenance Service Contracts	39,192	45,000	7,704	40,400	40,400	(4,600)	-10.2%	
Printing & Binding	975	1,000	974	2,650	2,650	1,650	165.0%	
Advertising	245	-	-	-	-	-	#DIV/0!	
Communications	8,937	7,000	11,567	10,000	10,000	3,000	42.9%	
Lease/Rent of Equipment	(107)	1,000	-	500	500	(500)	-50.0%	
Convention & Education	278	1,000	1,555	10,000	4,000	3,000	300.0%	
Dues & Association Memberships	948	1,000	1,373	1,000	1,000	-	0.0%	
Office Supplies	1,778	1,500	248	1,640	1,640	140	9.3%	
Vehicle/Powered Equip Fuels		800	342	2,500	1,000	200	25.0%	
Uniforms & Wearing Apparel		-	-	800	800	800	#DIV/0!	
Books & Subscriptions	200							
Furniture & Fixtures		-	-	3,000	3,000	3,000	#DIV/0!	
Communications Equipment		1,000	1,342	3,000	2,500	1,500	150.0%	
--SUB TOTAL--								
--TOTAL DEPARTMENT--	72,761	114,844	53,002	104,490	91,490	(24,269)	-21.0%	
- ** SHERIFF'S OFFICE **	1,708,857	1,793,239	1,703,902	1,906,321	1,874,040	22,379	1.2%	
** FIRE & RESCUE SERVICES **								
Volunteer Fire Departments								
Claremont Fire Department	49,749	50,000	52,263	63,600	50,000	-	0.0%	
Dendron Fire Department	55,853	60,000	52,400	63,600	60,000	-	0.0%	
Surry Fire Department	52,630	55,000	56,500	63,000	55,000	-	0.0%	
--SUB TOTAL--								
--TOTAL DEPARTMENT--	158,232	165,000	161,163	190,200	165,000	-	0.0%	
Ambulance & Rescue Services								
Contracted Medical Transport	447,568	360,000	483,983	490,600	490,600	130,600	36.3%	
Surry Rescue Squad	72,000	75,000	80,000	84,800	75,000	-	0.0%	

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%
Surry Rescue Squad - Ambulance Billing	18,348	20,000	20,000	12,038	20,000	17,000	(3,000)	-15.0%
Four for Life - SVRS	8,123	8,125	8,125	-	8,125	8,125	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	546,039	463,125	463,125	576,021	603,525	590,725	127,600	27.6%
Other Fire & Rescue Services							-	#DIV/0!
Line of Duty Act	4,160	11,000	11,000	3,421	11,000	11,000	-	0.0%
Department of Forestry	12,557	12,978	12,978	12,557	12,978	12,978	-	0.0%
Chesterfield Co. Med Flight	300	200	200	200	100	100	(100)	-50.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	17,017	24,178	24,178	16,178	24,078	24,078	(100)	-0.4%
- ** FIRE & RESCUE SERVICES **	721,288	652,303	652,303	753,362	817,803	779,803	127,500	19.5%
CORRECTION & DETENTION								
Adult Incarceration	184,892	200,012	200,012	176,363	218,868	218,868	18,856	9.4%
Juvenile Detention	44,254	44,253	44,253	48,592	43,484	43,484	(769)	-1.7%
Riverside Crim Justice Agency	12,734	9,230	9,230	9,230	7,681	7,681	(1,549)	-16.8%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	241,880	253,495	253,495	234,185	270,033	270,033	16,538	6.5%
- **CORRECTION & DETENTION**	241,880	253,495	253,495	234,185	270,033	270,033	16,538	6.5%
** BUILDING INSPECTIONS **								
Salaries & Wages - Regular	86,355	86,355	91,720	91,324	93,702	93,702	1,982	2.2%
P/T Salaries & Wages - Regular	-	2,000	2,000	-	1,000	(236)	(2,236)	-111.8%
FICA	6,064	6,759	7,169	6,435	7,321	7,278	109	1.5%
VRS	7,332	7,332	7,788	7,753	11,047	11,047	3,259	41.9%
Hospital/Medical Plans	14,956	15,528	15,528	15,528	16,272	16,272	744	4.8%
Group Insurance	1,131	1,131	1,201	1,196	1,256	1,256	55	4.5%
Unemployment Insurance	98	113	113	120	113	113	-	0.0%
Workers' Compensation	1,381	1,639	1,746	1,746	2,146	2,146	400	22.9%
Repairs & Maintenance	672	1,000	1,000	248	1,000	1,000	-	0.0%
Advertising	-	100	100	-	-	-	(100)	-100.0%
Postage	80	200	200	190	200	200	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
Communications	1,608	1,600	1,600	1,249	1,600	1,600	-	0.0%
Motor Vehicle Insurance	547	550	550	772	550	550	-	0.0%
Convention & Education	1,013	1,250	1,250	1,524	1,250	1,250	-	0.0%
Dues/Association Memberships	298	300	300	185	300	300	-	0.0%
Office Supplies	2,401	1,600	1,600	851	1,600	1,600	-	0.0%
Vehicle/Powered Equip Fuels	1,344	1,800	1,800	1,008	1,800	1,800	-	0.0%
Uniforms & Wearing Apparel	307	150	150	156	150	150	-	0.0%
Books & Subscriptions	536	1,250	1,250	237	1,250	1,250	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	126,122	130,657	137,065	130,522	142,557	141,278	4,213	3.1%
INSPECTIONS ENFORCEMENT							-	#DIV/0!
Professional Services	-	25,000	25,000	-	25,000	25,000	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	-	25,000	25,000	-	25,000	25,000	-	0.0%
- ** BUILDING INSPECTIONS **	126,122	155,657	162,065	130,522	167,557	166,278	4,213	2.6%
** Other Protection **								
** ANIMAL CONTROL **								
Salaries & Wages - Regular	96,953	105,812	109,501	111,523	111,523	111,523	2,022	1.8%
P/T Salarier & Wages - Regular		-	-	-	-	-	-	#DIV/0!
FICA	7,295	8,095	8,377	8,531	8,531	8,531	154	1.8%
VRS	8,157	8,983	9,297	13,149	13,148	13,148	3,851	41.4%
Hospital/Medical Plans	5,968	17,520	17,520	26,028	26,028	26,028	8,508	48.6%
Group Insurance	1,286	1,386	1,435	1,494	1,494	1,494	59	4.1%
VLDP	-	191	201	580	580	580	379	
Unemployment Insurance	206	151	151	202	202	202	51	33.8%
Workers' Compensation	1,320	1,558	1,612	1,834	1,834	1,834	222	13.8%
Professional Services	3,214	5,000	5,000	342	5,000	5,000	-	0.0%
Medical/Hospital Services	13,352	15,000	15,000	16,172	15,000	15,000	-	0.0%
Repairs & Maintenance	7,855	7,000	7,000	4,830	7,000	3,000	(4,000)	-57.1%
Printing & Binding	163	1,000	1,000	18	1,000	1,000	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
Advertising	781	750	750	-	750	750	-	0.0%
Postal Services	-	100	100	17	100	100	-	0.0%
Communications	3,331	3,000	3,000	2,885	3,000	3,000	-	0.0%
Motor Vehicle Insurance	1,094	1,320	1,320	1,545	1,622	1,622	302	22.9%
Convention & Education	1,620	2,000	2,000	600	2,000	2,000	-	0.0%
Dues/Association Memberships	-	-	-	-	-	-	-	-
Claims & Bounties	-	200	200	-	200	-	(200)	-100.0%
Office Supplies	2,834	4,000	4,000	3,973	4,000	2,000	(2,000)	-50.0%
Food Supplies & Food Service	2,859	7,500	7,500	4,354	7,500	7,500	-	0.0%
Medical & Laboratory Supplies	2,536	7,500	7,500	-	7,500	7,500	-	0.0%
Repair/Maintenance Supplies	8,032	7,000	7,000	39,804	7,000	10,000	3,000	42.9%
Vehicle/Powered Equip Fuels	6,025	6,000	6,000	2,706	6,000	5,000	(1,000)	-16.7%
Police Supplies	-	2,000	2,000	-	2,000	-	(2,000)	-100.0%
Uniforms & Wearing Apparel	2,258	3,200	3,200	1,202	3,200	2,000	(1,200)	-37.5%
Books & Subscriptions	60	60	60	94	60	60	-	0.0%
Furniture & Fixtures	2,056	2,000	2,000	1,396	2,000	-	(2,000)	-100.0%
EDP Equipment	414	2,000	2,000	-	2,000	2,000	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	179,668	220,326	224,724	243,277	240,272	230,872	6,148	2.7%
** EMERGENCY SERVICES **								
Salaries & Wages - Regular	162,928	179,348	185,006	181,662	187,088	187,088	2,082	1.1%
Salaries & Wages - Overtime	25,728	500	515	-	515	515	-	0.0%
P/T Salaries & Wages-Regular	7,490	7,490	7,715	7,715	7,715	(647)	(8,362)	-108.4%
FICA	14,416	14,331	14,782	13,876	14,942	14,942	160	1.1%
VRS	13,930	15,227	15,708	15,129	22,059	22,059	6,351	40.4%
Hospital/Medical Plans	9,415	9,756	9,756	9,756	10,224	10,224	468	4.8%
Group Insurance	2,665	2,349	2,423	3,074	2,507	2,507	84	3.5%
VLDP	-	574	591	-	1,171	1,171	580	98.1%
Unemployment Insurance	196	202	204	310	203	203	(1)	-0.5%
Workers' Compensation	167	215	222	408	225	225	3	1.4%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change	
	FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%
Contractual Services	58,748	55,000	55,000	37,302	55,000	55,000	-	0.0%
Professional Services	-	-	-	-	-	-	-	#DIV/0!
Repairs & Maintenance	2,696	9,000	9,000	6,115	109,000	9,000	-	0.0%
Maintenance Service Contracts	-	1,000	1,000	-	1,000	1,000	-	0.0%
Postal Services	2	200	200	-	200	200	-	0.0%
Communications	5,151	6,000	6,000	5,111	6,000	6,000	-	0.0%
Motor Vehicle Insurance	7,684	8,000	8,000	7,102	8,000	8,000	-	0.0%
Mileage	-	400	400	74	400	400	-	0.0%
Convention & Education	865	4,000	4,000	1,954	4,000	2,500	(1,500)	-37.5%
In-Service Training	307	2,500	2,500	476	2,500	2,500	-	0.0%
HRPDC-HRMMRS	1,335	1,335	1,335	1,976	1,317	1,317	(18)	-1.3%
HRTACRAN Maintenance	-	5,000	5,000	-	5,000	-	(5,000)	-100.0%
ODEMSA	814	850	850	1,335	1,335	808	(42)	-4.9%
Dues & Association Memberships	200	500	500	58	500	500	-	0.0%
FY11 Radiological Prep Grant				-	-	-	-	#DIV/0!
FY12 Radiological Prep Grant				-	-	-	-	#DIV/0!
FY13 Radiological Prep Grant				-	-	-	-	#DIV/0!
FY14 Radiological Prep Grant				-	-	-	-	#DIV/0!
FY15 Radiological Prep Grant	12,197	-	3,401	5,004	-	-	(3,401)	-100.0%
FY16 Radiological Prep Grant	-	-	5,000	7,500	-	-	(5,000)	-100.0%
FY17 Radiological Prep Grant	-	-	5,000	-	-	-	(5,000)	-100.0%
FY18 Radiological Prep Grant	-	-	5,000	-	-	-	(5,000)	-100.0%
FY19 Radiological Prep Grant	-	-	30,000	-	-	-	(30,000)	-100.0%
FY20 Radiological Prep Grant		30,000	30,000	-	-	-	(30,000)	-100.0%
FY21 Radiological Prep Grant		-	-	-	30,000	30,000		
Fire Programs	20,607	20,607	20,607	43,785	21,335	21,335	728	3.5%
Disaster Supplies/Materials	817	2,000	2,000	-	2,000	2,000	-	0.0%
Office Supplies	1,210	1,500	1,500	1,803	2,000	1,500	-	0.0%
Medical & Laboratory Supplies	1,330	1,000	1,000	-	3,000	1,000	-	0.0%
Vehicle/Powered Equip Fuels	2,505	1,500	1,500	1,145	2,500	1,500	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
	Adopted	Amended	Projected	Department	Revised @0.71	Change		
Expenditure	Budget	Budget	Expenditure	Request	Recommended	\$	%	
FY/2019								
Uniforms & Wearing Apparel	1,000	1,000	412	1,000	1,000	-	0.0%	
Public Community Services	2,000	2,000	2,793	4,000	2,000	-	0.0%	
Removal of SBA Tower	-	-	-	-	-	-	#DIV/0!	
--SUB TOTAL--								
--TOTAL DEPARTMENT--	371,282	438,715	355,876	506,736	385,847	(52,869)	-12.1%	
- ** Other Protection **	550,950	603,710	599,153	747,008	616,719	(46,721)	-7.0%	
TOTAL PUBLIC SAFETY	3,349,097	3,458,404	3,421,124	3,908,722	3,706,873	123,909	3.5%	
** PUBLIC WORKS **								
** SANITATION DEPARTMENT **								
Salaries & Wages - Regular	181,160	188,841	149,968	196,431	196,431	7,590	4.0%	
Salaries & Wages - Overtime	1,000	1,030	22,195	1,030	1,030	-	0.0%	
P/T Salaries & Wages-Regular	204,627	203,115	154,473	203,115	164,814	(38,301)	-18.9%	
FICA	28,633	30,064	23,869	30,644	30,644	580	1.9%	
VRS	15,380	16,032	12,272	23,160	23,160	7,128	44.5%	
Hospital/Medical Plans	40,320	40,320	29,166	42,768	42,768	2,448	6.1%	
Group Insurance	2,373	2,473	2,238	2,632	2,632	159	6.4%	
VLDP	733	759	-	902	902	143	18.8%	
Unemployment Insurance	957	958	776	258	258	(700)	-73.1%	
Workers' Compensation	22,005	23,122	25,203	12,015	12,015	(11,107)	-48.0%	
Professional Services	75,000	75,000	47,358	75,000	75,000	-	0.0%	
Disposal Services	113,928	113,928	155,674	115,000	115,000	1,072	0.9%	
Permit Fee #SWP274	1,200	1,200	1,724	1,200	1,200	-	0.0%	
Repairs & Maintenance	60,000	60,000	52,569	60,000	60,000	-	0.0%	
Advertising	400	400	470	400	400	-	0.0%	
Electrical Services	-	-	-	-	-	-	#DIV/0!	
Postal Services	-	-	-	-	-	-	#DIV/0!	
Communications	3,500	3,500	3,104	3,500	3,500	-	0.0%	
Motor Vehicle Insurance	3,000	3,000	2,079	3,500	3,500	500	16.7%	
Convention & Education	750	750	694	750	750	-	0.0%	
Dues & Association Memberships	100	100	-	100	100	-	0.0%	

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
Office Supplies	2,255	8,600	8,600	2,350	8,600	2,500	(6,100)	-70.9%
Vehicle/Powered Equip Fuels	18,926	25,000	25,000	14,279	25,000	20,000	(5,000)	-20.0%
Vehicle/Powered Equip Supplies	11,045	10,000	10,000	9,895	10,000	10,000	-	0.0%
Uniforms & Wearing Apparel	207	3,500	3,500	-	2,000	2,000	(1,500)	-42.9%
Books & Subscriptions	108	100	100	-	100	100	-	0.0%
Motor Vehicles & Equipment	-	-	-	-	-	-	-	#DIV/0!
EDP Equipment	110	3,200	3,200	-	2,300	2,300	(900)	-28.1%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	671,185	805,466	814,992	710,354	820,405	771,004	(43,988)	-5.4%
** LITTER PREVENTION **							-	#DIV/0!
P/T Salaries & Wages-Regular	2,390	2,868	2,973	2,973	2,868	2,868	(105)	-3.5%
FICA		219	228	228	219	219	(9)	-3.8%
VRS		243	252	252	338	338	86	34.2%
Hospital/Medical Insurance		-	-	-	-	-	-	#DIV/0!
Group Insurance		38	39	39	38	38	(1)	-2.6%
Unemployment Insurance		18	19	19	18	18	(1)	-5.3%
Workers' Compensation	3	3	3	3	3	3	-	0.0%
Contractual Services	744	1,213	1,213	1,213	300	300	(913)	-75.3%
Advertising		400	400	400	-	-	(400)	-100.0%
Convention & Education		-	-	-	-	-	-	
Hampton Roads Clean	438	500	500	500	462	462	(38)	-7.6%
Office Supplies	1,179	1,000	1,000	1,000	637	637	(363)	-36.3%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	4,753	6,502	6,627	6,627	4,883	4,883	(1,744)	-26.3%
- ** PUBLIC WORKS **	675,938	811,968	821,619	716,981	825,288	775,887	(45,732)	-5.6%
** MAINTENANCE DEPARTMENT **								
Salaries & Wages - Regular	173,637	178,116	222,142	190,838	247,761	247,761	25,619	11.5%
P/T Salaries & Wages-Regular	1,888	-	-	-	-	-	-	#DIV/0!
Salaries & Wages - Overtime	15,826	2,000	2,060	18,757	2,060	2,060	-	0.0%
FICA	13,770	13,779	17,152	15,129	19,111	19,111	1,959	11.4%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change		
FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
VRS	14,210	18,861	15,420	29,210	29,210	10,349	54.9%	
Hospital/Medical Plans	30,581	40,812	27,225	42,768	42,768	1,956	4.8%	
Group Insurance	3,482	2,910	4,024	3,320	3,320	410	14.1%	
VLDP	-	703	-	1,071	1,071	368	52.3%	
Unemployment Insurance	297	315	307	366	366	51	16.2%	
Workers' Compensation	2,485	4,045	5,664	4,853	4,853	808	20.0%	
Contractual Services	71,075	94,500	43,769	115,000	87,435	(7,065)	-7.5%	
Professional Services	1,309	1,000	1,719	5,000	1,200	200	20.0%	
Repairs & Maintenance	21,675	25,000	24,270	40,000	30,000	5,000	20.0%	
Electrical Services	155,202	160,000	140,379	175,000	165,000	5,000	3.1%	
Heating Services	2,955	12,000	6,416	12,000	10,000	(2,000)	-16.7%	
Water & Sewer	12,582	15,000	20,368	20,000	20,000	5,000	33.3%	
Postal Services	-	-	-	-	-	-	#DIV/0!	
Communications	2,921	4,000	4,002	7,500	7,500	3,500	87.5%	
Other Property Insurance	19,917	20,000	17,896	20,000	20,000	-	0.0%	
Motor Vehicle Insurance	2,736	3,300	2,575	3,300	3,300	-	0.0%	
Mileage	-	-	-	-	-	-	#DIV/0!	
Convention & Education	1,280	2,200	1,068	3,000	2,000	(200)	-9.1%	
Building Repairs	89,153	100,000	141,439	95,000	50,000	(50,000)	-50.0%	
Building Repairs/Courthouse	79,399	20,000	17,113	25,000	-	(20,000)	-100.0%	
Building Repairs/Parks & Rec	34,622	25,000	3,276	35,000	-	(25,000)	-100.0%	
Building Repairs/Health Dept.	7,851	10,000	1,329	10,000	-	(10,000)	-100.0%	
Building Repairs/Library	3,493	10,000	-	10,000	-	(10,000)	-100.0%	
Building Repairs - Animal Poun	11,228	12,000	6,702	12,000	-	(12,000)	-100.0%	
Building Repairs/Youth Services	18,556	13,000	13,043	18,000	-	(13,000)	-100.0%	
Building Repairs/Seafood Restaurant	11,446	-	6,996	-	-	-	#DIV/0!	
Office Supplies	4,712	4,000	7,469	5,000	3,500	(500)	-12.5%	
Laundry/Janitorial Supplies	12,023	15,000	13,727	15,000	15,000	-	0.0%	
Repair/Maintenance Supplies	16,543	20,000	13,795	25,000	25,000	5,000	25.0%	
Vehicle/Powered Equip Fuels	37,113	17,000	35,640	17,000	17,000	-	0.0%	

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21				
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	Change \$	%
Uniforms & Wearing Apparel	2,451	2,500	2,500	1,689	2,500	2,500	-	0.0%
Books & Subscriptions	150	50	50	58	50	50	-	0.0%
Machinery & Equipment		13,000	13,000	1,032	13,000	-	(13,000)	-100.0%
Furniture & Fixtures	565	500	500	8,178	2,500	2,500	2,000	400.0%
EDP Equipment	1,027	1,000	1,000	1,500	1,000	1,000	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	878,159	848,309	909,050	812,808	1,037,370	813,505	(95,545)	-10.5%
- ** MAINTENANCE DEPARTMENT **	878,159	848,309	909,050	812,808	1,037,370	813,505	(95,545)	-10.5%
TOTAL PUBLIC WORKS	1,554,097	1,660,277	1,730,669	1,529,790	1,862,658	1,589,392	(141,277)	-8.2%
** HEALTH & WELFARE **								
** HEALTH DEPARTMENT **								
Surry Health Department	209,664	209,664	209,664	209,664	209,664	209,664	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	209,664	209,664	209,664	209,664	209,664	209,664	-	0.0%
** MEDICAL CLINICS **								
Surry Free Clinic	8,000	8,000	8,000	-	-	-	(8,000)	-100.0%
Horizon Health Services, Inc.		-	-	-	-	-	-	#DIV/0!
--SUB TOTAL--								
--TOTAL DEPARTMENT--	8,000	8,000	8,000	-	-	-	(8,000)	-100.0%
- ** HEALTH DEPARTMENT **	217,664	217,664	217,664	209,664	209,664	209,664	(8,000)	-3.7%
** MENTAL HEALTH **								
ADULT ACTIVITY SERVICES								
COMMUNITY SERVICES BOARD								
District 19 CSB	64,127	66,051	66,051	66,051	70,120	62,748	(3,303)	-5.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	64,127	66,051	66,051	66,051	70,120	62,748	(3,303)	-5.0%
- ** MENTAL HEALTH **	64,127	66,051	66,051	66,051	70,120	62,748	(3,303)	-5.0%
** WELFARE/SOCIAL SERVICES **								
AREA AGENCY ON AGING								
Area Agency on Aging	-	4,000	4,000	4,000	10,000	-	(4,000)	-100.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21				
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	Change	
	FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	-	4,000	4,000	4,000	10,000	-	(4,000)	-100.0%
HEAD START PROGRAM								
The Improvement Association	44,604	44,604	44,604	44,604	44,604	42,378	(2,226)	-5.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	44,604	44,604	44,604	44,604	44,604	42,378	(2,226)	-5.0%
** LEGAL SERVICES **								
Legal Aid Justice Center	-	-	-	-	-	-	-	#DIV/0!
--SUB TOTAL--								
--TOTAL DEPARTMENT--	-	-	-	-	-	-	-	#DIV/0!
** SHELTERS **								
Genieve Shelter	-	-	-	-	-	-	-	#DIV/0!
--SUB TOTAL--								
--TOTAL DEPARTMENT--	-	-	-	-	-	-	-	#DIV/0!
- ** WELFARE/SOCIAL SERVICES **	44,604	48,604	48,604	48,604	54,604	42,378	(6,226)	-12.8%
COLLEGES & UNIVERSITES								
John Tyler Community College	1,360	1,313	1,313	1,313	1,299	1,299	(14)	-1.1%
Virginia State University	2,500	2,500	2,500	2,500	2,500	1,500	(1,000)	-40.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	3,860	3,813	3,813	3,813	3,799	2,799	(1,014)	-26.6%
- **COLLEGES & UNIVERSITES**	3,860	3,813	3,813	3,813	3,799	2,799	(1,014)	-26.6%
TOTAL OTHER AGENCIES	330,255	336,132	336,132	328,132	338,187	317,589	(18,543)	-5.5%
PARKS RECREATION & CULTURAL								
**PARKS & REC ADMINISTRATION*								
Salaries & Wages - Regular	237,747	239,078	169,446	180,461	170,356	170,356	910	0.5%
Recreation Board Members	325	1,000	1,000	188	1,000	1,000	-	0.0%
Salaries & Wages - Overtime	-	1,000	1,030	-	1,030	1,030	-	0.0%
P/T Salaries & Wages-Regular	43,236	52,902	68,121	51,623	61,042	61,042	(7,079)	-10.4%
FICA	19,625	22,413	18,252	16,071	15,376	15,376	(2,876)	-15.8%
VRS	20,967	20,213	14,300	15,679	16,260	16,260	1,960	13.7%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	Change \$	%
Hospital/Medical Plans	42,178	52,200	36,672	30,364	22,164	22,164	(14,508)	-39.6%
Group Insurance	3,018	3,119	2,208	2,042	1,848	1,848	(360)	-16.3%
VLDP		789	526	-	609	609	83	15.7%
Unemployment Insurance	602	573	523	534	507	507	(16)	-3.1%
Workers' Compensation	6,117	7,165	5,263	8,673	4,659	4,659	(604)	-11.5%
Contractual Services	1,305	3,000	3,000	423	3,000	3,000	-	0.0%
Professional Services					20,000	20,000		
Repairs & Maintenance	3,948	5,000	5,000	572	5,000	5,000	-	0.0%
Printing & Binding	-	500	500	-	1,000	1,000	500	100.0%
Advertising	986	800	800	-	1,000	1,000	200	25.0%
Postal Services	183	500	500	237	500	500	-	0.0%
Communications	1,874	3,000	3,000	1,755	2,000	2,000	(1,000)	-33.3%
Motor Vehicle Insurance	1,104	1,700	1,700	2,317	1,700	1,700	-	0.0%
General Liability Insurance	-	800	800	-	800	800	-	0.0%
Lease/Rent of Equipment	-	-	-	-	-	-	-	#DIV/0!
Mileage	469	100	100	-	100	100	-	0.0%
Convention & Education	5,156	4,500	4,500	4,765	5,300	5,300	800	17.8%
Dues/Association Memberships	425	500	500	688	500	500	-	0.0%
Cultural Enhancement	2,945	8,000	8,000	6,866	8,000	8,000	-	0.0%
Special Activities	11,600	15,000	15,000	18,935	11,800	11,800	(3,200)	-21.3%
Office Supplies	2,064	3,000	3,000	1,381	2,800	2,800	(200)	-6.7%
Food Supplies & Food Service	5,828	6,000	6,000	8,118	6,000	6,000	-	0.0%
Agricultural Supplies	1,191	2,000	2,000	817	2,000	2,000	-	0.0%
Laundry/Janitorial Supplies	4,640	6,000	6,000	4,911	5,500	5,500	(500)	-8.3%
Vehicle/Powered Equip Fuels	4,843	7,000	7,000	5,241	7,000	7,000	-	0.0%
Vehicle/Powered Equip Supplies		700	700	-	-	-	(700)	-100.0%
Uniforms & Wearing Apparel	2,487	3,000	3,000	3,603	6,000	6,000	3,000	100.0%
Recreational Supplies	6,103	10,000	10,000	3,862	10,000	10,000	-	0.0%
Furniture & Fixtures	4,138	-	-	1,807	-	-	-	#DIV/0!
EDP Equipment		-	-	-	-	-	-	#DIV/0!

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71		\$	%
FY/2019	Budget	Budget	Expenditure	Request	Recommended			
--SUB TOTAL--								
--TOTAL DEPARTMENT--	435,105	481,552	398,441	371,933	394,851	394,851	(3,590)	-0.9%
** RECREATION PROGRAMS **								
P/T Salaries & Wages-Regular	11,473	13,420	13,420	26,675	-	-	(13,420)	-100.0%
FICA	876	1,027	1,027	2,041	-	-	(1,027)	-100.0%
Unemployment Insurance	52	85	85	102	-	-	(85)	-100.0%
Workers' Compensation	308	368	368	358	-	-	(368)	-100.0%
Professional Services	8,806	23,000	23,000	1,688	-	-	(23,000)	-100.0%
Office Supplies	240	400	400	-	-	-	(400)	-100.0%
Uniforms & Wearing Apparel	1,863	3,000	3,000	973	-	-	(3,000)	-100.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	23,618	41,300	41,300	31,836	-	-	(41,300)	-100.0%
**MARINA OPERATIONS*								
Contractual Services	26,550	45,000	45,000	8,750	45,000	45,000	-	0.0%
Repairs & Maintenance	30,091	50,000	50,000	20,034	50,000	50,000	-	0.0%
Electrical Services		-	-	452	500	500		
Water & Sewer				-	-	-	-	#DIV/0!
Marina Fuel	6,884	20,000	20,000	20,483	20,000	20,000	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	63,525	115,000	115,000	115,500	115,500	115,500	500	0.4%
**PARKS & REC ADMINISTRATION*	522,248	637,852	554,741	403,769	510,351	510,351	(44,390)	-8.0%
CULTURAL ENRICHMENT								
CULTURAL ENRICHMENT	-	#DIV/0!						
** REGIONAL LIBRARY **								
Mileage	285	500	500	220	500	500	-	0.0%
Blackwater Regional Library	130,045	149,654	149,654	149,654	173,695	142,646	(7,008)	-4.7%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	130,330	150,154	150,154	149,874	174,195	143,146	(7,008)	-4.7%
- ** REGIONAL LIBRARY **	130,330	150,154	150,154	149,874	174,195	143,146	(7,008)	-4.7%
TOTAL PARKS, REC & CULTURAL	652,578	788,006	704,895	553,643	684,546	653,497	(51,398)	-7.3%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21			Change	
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71		\$	%
FY/2019	Budget	Budget	Expenditure	Request	Recommended			
COMMUNITY DEVELOPMENT								
PLANNING DEPARTMENT								
Salaries & Wages - Regular	191,963	213,093	219,996	200,682	261,678	261,678	41,682	18.9%
FICA	13,135	16,302	16,830	13,949	20,018	20,018	3,188	18.9%
VRS	15,126	18,092	18,678	16,805	30,853	30,853	12,175	65.2%
Hospital/Medical Plans	30,646	33,048	33,048	31,801	40,680	40,680	7,632	23.1%
Group Insurance	2,509	2,792	2,882	2,942	3,506	3,506	624	21.7%
VLDP	-	607	625	-	1,036	1,036	411	65.8%
Unemployment Insurance	293	202	202	238	252	252	50	24.8%
Workers' Compensation	4,247	4,000	4,135	4,092	6,462	6,462	2,327	56.3%
Contractual Services	46,485	10,000	10,000	16,958	20,000	20,000	10,000	100.0%
Professional Services	24,183	30,000	30,000	758	15,000	15,000	(15,000)	-50.0%
Repairs & Maintenance	70	200	200	158	200	200	-	0.0%
Printing & Binding	94	1,500	1,500	-	1,500	1,500	-	0.0%
Advertising	2,213	2,000	2,000	1,394	2,000	2,000	-	0.0%
Postal Services	748	1,000	1,000	234	1,000	1,000	-	0.0%
Communications	1,799	1,500	1,500	2,631	2,000	2,000	500	33.3%
Motor Vehicle Insurance	547	600	600	772	1,200	1,200	600	100.0%
Mileage	12	500	500	-	200	200	(300)	-60.0%
Convention & Education	2,882	4,000	4,000	1,946	5,000	5,000	1,000	25.0%
Crater PDC	5,717	6,000	6,000	6,432	5,717	5,717	(283)	-4.7%
Hampton Roads PDC	8,884	10,000	10,000	14,545	9,363	9,363	(637)	-6.4%
Chowan River Basin	7,630	7,630	7,630	-	8,767	-	(7,630)	-100.0%
Dues/Association Memberships	180	500	500	1,325	1,200	1,200	700	140.0%
Office Supplies	4,254	5,000	5,000	1,660	5,000	5,000	-	0.0%
Vehicle/Powered Equip Fuels	573	800	800	458	1,000	1,000	200	25.0%
Uniforms & Wearing Apparel	-	200	200	-	200	200	-	0.0%
Books & Subscriptions	434	500	500	250	500	500	-	0.0%
Furniture & Fixtures	321	500	500	661	500	500	-	0.0%
EDP Equipment	1,465	-	-	3,280	8,000	8,000	8,000	#DIV/0!

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
	Adopted	Amended	Projected	Department	Revised @0.71		\$	%
Expenditure	Budget	Budget	Expenditure	Request	Recommended			
FY/2019								
--SUB TOTAL--								
--TOTAL DEPARTMENT--	366,412	370,566	378,826	323,973	452,832	444,065	65,239	17.2%
REDEVELOPMENT & HOUSING							-	
Sussex Housing Programs	2,000	2,000	2,000	2,000	10,000	-	(2,000)	-100.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	2,000	2,000	2,000	2,000	10,000	-	(2,000)	-100.0%
BOARD OF ZONING APPEALS							-	#DIV/0!
P/T Salaries & Wages - Regular	75	1,000	1,000	413	1,000	1,000	-	0.0%
FICA	6	77	77	32	77	77	-	0.0%
Unemployment Insurance		6	6	2	6	6	-	0.0%
Advertising		1,000	1,000	689	1,200	1,200	200	20.0%
Mileage		-	-	-	150	150	150	#DIV/0!
Convention & Education		-	-	-	1,100	1,100	1,100	#DIV/0!
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	81	2,083	2,083	1,136	3,533	3,533	1,450	69.6%
** ECONOMIC DEVELOPMENT **								
Salaries & Wages - Regular	95,330	124,080	128,749	163,909	129,425	129,425	676	0.5%
P/T Salaries & Wages - Regular	17,077	-	-	15,664	-	-	-	#DIV/0!
FICA	8,459	9,492	9,849	13,493	9,901	9,901	52	0.5%
VRS	8,199	10,534	10,931	13,916	15,259	15,259	4,328	39.6%
Hospital/Medical Plans	6,169	7,764	7,764	14,558	8,136	8,136	372	4.8%
Group Insurance	1,265	1,625	1,686	2,147	1,734	1,734	48	2.9%
VLDP	-	504	526	-	612	612	86	16.3%
Unemployment Insurance	133	101	101	165	101	101	(0)	-0.2%
Workers' Compensation	490	2,107	2,197	3,854	2,658	2,658	461	21.0%
Professional Services	31,456	40,000	40,000	6,581	55,000	55,000	15,000	37.5%
Professional Services - IDA	-	1,000	1,000	376	-	-	(1,000)	-100.0%
Repairs & Maintenance	-	-	-	-	-	-	-	#DIV/0!
Printing & Binding	1,547	10,000	10,000	759	1,000	1,000	(9,000)	-90.0%
Advertising	26,023	250	250	-	20,000	20,000	19,750	7900.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21				
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	Change \$	Change %
Postal Services	143	1,300	1,300	1,129	250	250	(1,050)	-80.8%
Communications	1,419	-	-	772	1,000	775	775	#DIV/0!
Mileage	220	300	300	-	300	300	-	0.0%
Convention & Education	5,492	7,000	7,000	2,936	6,500	6,500	(500)	-7.1%
Longwood Univ. Small Bus. Dev.	2,500	2,500	2,500	3,750	2,700	1,250	(1,250)	-50.0%
Virginia Gateway Region	36,229	36,229	36,229	41,229	41,229	31,229	(5,000)	-13.8%
Obici Wellness Grant	998	-	-	8,223	-	-	-	#DIV/0!
Dues & Association Memberships	700	950	950	1,370	690	690	(260)	-27.4%
Office Supplies	2,526	750	750	435	2,500	1,000	250	33.3%
Vehicle/Powered Equip Fuels	32	100	100	-	1,250	1,250	1,150	1150.0%
Books & Subscriptions	-	-	-	283	1,500	250	250	#DIV/0!
Promotional Materials	1,919	1,500	1,500	1,845	-	3,500	2,000	133.3%
Furniture & Fixtures	1,092	500	500	399	1,500	-	(500)	-100.0%
EDP Equipment	2,955	-	-	160	-	-	-	#DIV/0!
--SUB TOTAL--								
--TOTAL DEPARTMENT--	252,373	258,586	264,182	134,043	303,245	290,820	26,638	10.1%
** TOURISM **								
Salaries & Wages - Regular		46,800	48,332	6,053	48,420	48,420	88	0.2%
P/T Salaries & Wages - Regular		18,928	19,496	-	22,620	19,238	(258)	-1.3%
FICA		5,028	5,189	444	5,435	5,435	246	4.7%
VRS		3,973	4,104	514	5,708	5,708	1,604	39.1%
Hospital/Medical Plans		7,764	7,764	971	8,136	8,136	372	4.8%
Group Insurance		613	633	79	649	649	16	2.5%
VLDP		-	-	-	-	-	-	#DIV/0!
Unemployment Insurance		101	101	34	101	101	-	0.0%
Workers' Compensation		76	78	74	82	82	4	5.1%
Professional Services		6,100	6,100	8,656	7,800	6,000	(100)	-1.6%
Printing & Binding		2,000	2,000	-	2,500	2,500	500	25.0%
Advertising		33,930	33,930	25,713	35,700	30,000	(3,930)	-11.6%
Postal Services		200	200	124	200	200	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21		Change	
Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%
Communications	-	-	609	650	650	650	#DIV/0!
Mileage	-	-	-	500	500	500	#DIV/0!
Convention & Education	2,250	2,250	950	2,450	2,450	200	8.9%
Dues & Association Memberships	1,800	1,800	-	2,420	2,420	620	34.4%
Office Supplies	400	400	480	400	400	-	0.0%
Books & Subscriptions	50	50	-	60	60	10	20.0%
Promotional Materials	500	500	631	1,600	1,600	1,100	220.0%
FAM Tour Expenses	2,000	2,000	150	2,500	2,500	500	25.0%
Furniture & Fixtures	500	500	-	2,500	2,500	2,000	400.0%
EDP Equipment	-	-	-	1,200	1,200	1,200	#DIV/0!
--SUB TOTAL--							
--TOTAL DEPARTMENT--	133,013	135,427	45,480	151,631	140,749	5,322	3.9%
** FARMERS MARKET **							
P/T Salaries & Wages - Regular				26,299	26,299	26,299	#DIV/0!
FICA				2,012	2,012	2,012	#DIV/0!
Unemployment Insurance				87	87	87	#DIV/0!
Workers' Compensation				925	925	925	#DIV/0!
Professional Services				1,400	1,400	1,400	#DIV/0!
Advertising					-	-	#DIV/0!
Postal Services				1,000	1,000	1,000	#DIV/0!
Communications				1,000	1,000	1,000	#DIV/0!
Convention & Education				1,000	1,000	1,000	#DIV/0!
Dues & Association Memberships				300	300	300	#DIV/0!
Office Supplies				3,000	3,000	3,000	#DIV/0!
Vehicle/Powered Equip Fuels				100	100	100	#DIV/0!
Furniture & Fixtures				500	500	500	#DIV/0!
EDP Equipment				500	500	500	#DIV/0!
--SUB TOTAL--							

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21			Change	
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%
--TOTAL DEPARTMENT--	-	-	-	-	38,123	38,123	38,123	#DIV/0!
** WETLANDS BOARD **								
Wetlands Board	50	100	100	113	250	250	150	150.0%
FICA	4	8	8	9	19	19	11	139.1%
Unemployment Insurance		1	1	1	3	3	2	200.0%
Advertising		200	200	216	300	300	100	50.0%
Mileage		-	-	-		-	-	#DIV/0!
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	54	309	309	338	572	572	263	85.2%
** PLANNING COMMISSION **								
Planning Commission	4,500	5,000	5,000	3,150	5,000	5,000	-	0.0%
FICA	344	383	383	241	383	383	-	0.0%
Unemployment Insurance	28	40	40	19	40	40	-	0.0%
Mileage		-	-	-	150	150	150	#DIV/0!
Convention & Education		-	-	-	1,100	1,100	1,100	#DIV/0!
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	4,872	5,423	5,423	3,410	6,673	6,673	1,250	23.0%
HIGHWAY TRANS SAFETY COMM								
Trans Safety Commission	375	250	250	-	250	250	-	0.0%
FICA	29	19	19	-	19	19	-	0.0%
Unemployment Insurance	2	2	2	-	2	2	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	406	271	271	-	271	271	-	0.0%
** HISTORICAL/ARCH REVIEW **								
BHAR Members		250	250	-	250	250	-	0.0%
FICA		19	19	-	19	19	-	0.0%
Unemployment Insurance		2	2	-	2	2	-	0.0%
Office Supplies		-	-	-		-	-	#DIV/0!
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--		271	271	-	271	271	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21			Change	
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	\$	%
	FY/2019	Budget	Budget	Expenditure	Request	Recommended		
PUBLIC TRANSPORTATION							-	#DIV/0!
Williamsburg Area Transit	40,000	40,000	40,000	40,000	40,000	-	(40,000)	-100.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	40,000	40,000	40,000	40,000	40,000	-	(40,000)	-100.0%
- **PLANNING DEPARTMENT**	666,197	812,522	828,792	550,380	1,007,151	925,077	96,285	11.6%
** ENVIRONMENTAL MANAGEMENT SO								
Peanut, Soil & Water	11,000	11,000	11,000	12,000	12,000	-	(11,000)	-100.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	11,000	11,000	11,000	12,000	12,000	-	(11,000)	-100.0%
- ** ENVIRONMENTAL MANAGEMENT SO	11,000	11,000	11,000	12,000	12,000	-	(11,000)	-100.0%
** COOPERATIVE EXTENSION **								
Salaries & Wages - Regular	45,838	69,000	69,000	41,263	77,214	77,214	8,214	11.9%
Employee Benefits	3,028	15,503	15,503	-	21,497	21,497	5,994	38.7%
Postal Services	-	180	180	-	205	205	25	13.9%
Communications	696	1,800	1,800	521	1,425	1,425	(375)	-20.8%
Convention & Education	5,295	3,500	3,500	4,186	3,500	3,500	-	0.0%
Dues & Association Memberships	130	800	800	348	550	550	(250)	-31.3%
Office Supplies	2,200	3,500	3,500	1,852	3,500	3,500	-	0.0%
Vehicle/Powered Equip Fuels	720	1,500	1,500	789	800	800	(700)	-46.7%
Books and Subscriptions	34	-	-	-	100	100	100	#DIV/0!
Furniture & Fintures	2,179	500	500	-	500	500	-	0.0%
EDP Equipment	489	1,000	1,000	-	1,000	1,000	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	60,609	97,283	97,283	48,960	110,291	110,291	13,008	13.4%
- ** COOPERATIVE EXTENSION **	60,609	97,283	97,283	48,960	110,291	110,291	13,008	13.4%
** OFFICE ON YOUTH **								
Salaries & Wages - Regular	138,173	139,373	173,539	210,804	193,603	193,603	20,064	11.6%
Youth Services Board	1,050	-	-	638	-	-	-	#DIV/0!
P/T Salaries & Wages-Niagara Grant	8,035	-	-	-	-	-	-	#DIV/0!
P/T Salaries & Wages-Tyler Grant	2,234	-	-	-	-	-	-	#DIV/0!

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

		FY20	FY20	FY20	FY21				
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71		Change	
	FY/2019	Budget	Budget	Expenditure	Request	Recommended	\$	%	
FICA	10,686	10,662	14,116	15,330	14,811	14,811	695	4.9%	
VRS	11,731	11,731	15,565	17,107	22,684	22,684	7,119	45.7%	
Hospital/Medical Plans	22,488	23,333	31,097	24,555	26,496	26,496	(4,601)	-14.8%	
Group Insurance	1,810	1,810	2,401	3,333	2,578	2,578	177	7.4%	
VLDP		-	296	-	715	715			
Unemployment Insurance	210	159	209	296	260	260	51	24.2%	
Workers' Compensation	135	160	1,286	368	1,231	1,231	(55)	-4.3%	
Professional Services	-	5,000	5,000	5,003	5,000	-	(5,000)	-100.0%	
Repairs & Maintenance	725	1,500	1,500	-	1,500	750	(750)	-50.0%	
Printing & Binding	1,325	2,000	2,000	858	2,000	1,500	(500)	-25.0%	
Advertising	416	1,000	1,000	150	1,000	1,000	-	0.0%	
Postal Services	287	500	500	367	500	500	-	0.0%	
Communications	2,104	2,500	2,500	2,462	2,500	2,500	-	0.0%	
Motor Vehicle Insurance	547	575	575	515	600	575	-	0.0%	
Mileage	11	100	100	-	100	100	-	0.0%	
Convention & Education	1,024	1,800	1,800	2,004	2,500	1,800	-	0.0%	
Dues/Association Memberships	118	120	120	125	120	120	-	0.0%	
Other Exp - Tyler Grant	-	-	-	-	-	-	-	#DIV/0!	
Other Exp - VA Rules Grant	-	-	-	7,495	-	-	-	#DIV/0!	
Youth Development	3,550	3,500	3,500	3,573	3,500	3,500	-	0.0%	
Promise Grants	-	-	-	-	-	-	-	#DIV/0!	
Proud Fathers Program		-	-	-	-	-	-	#DIV/0!	
Youth Forums	2,120	2,500	2,500	3,620	3,000	3,000	500	20.0%	
Parenting Programs	549	800	800	508	1,100	1,100	300	37.5%	
Youth Programs-CBN	497	600	600	90	600	600	-	0.0%	
Niagara Grant		-	5,947	-		-	(5,947)	-100.0%	
Special Programs/Donations	704	-	-	-	1,000	1,000	1,000	#DIV/0!	
Office Supplies	3,232	3,500	3,500	2,148	3,500	3,500	-	0.0%	
Vehicle/Powered Equip Fuels	1,017	1,500	1,500	627	1,500	1,250	(250)	-16.7%	
Books & Subscriptions	83	10	10	55	30	30	20	200.0%	

SURRY COUNTY
FY19-20 PROPOSED BUDGET

4/29/2020

	FY20	FY20	FY20	FY21			Change	
Expenditure	Adopted	Amended	Projected	Department	Revised @0.71		\$	%
FY/2019	Budget	Budget	Expenditure	Request	Recommended			
Furniture & Fixtures	2,363	1,500	1,500	1,501	1,500	1,000	(500)	-33.3%
EDP Equipment	428	1,500	1,500	61	1,500	1,500	-	0.0%
--SUB TOTAL--							-	#DIV/0!
--TOTAL DEPARTMENT--	217,651	217,733	274,961	303,593	295,428	287,703	12,742	4.6%
** WORKFORCE DEVELOPMENT **								
Salaries & Wages - Regular	54,361	54,361	56,319	40,102	36,873	36,873	(19,446)	-34.5%
P/T Salaries & Wages - Regular	4,150	-	12,875	11,178	14,935	12,702	(173)	-1.3%
Part-Time Wages POWER		-	-	28,872		-	-	#DIV/0!
P/T Wages-Niagara	4,223	-	7,947	5,446	-	-	(7,947)	-100.0%
P/T Wages-Tyler Grant		-	-	5,151	-	-	-	#DIV/0!
FICA	4,527	4,159	5,295	6,714	3,963	3,963	(1,332)	-25.2%
VRS	3,964	4,025	4,174	3,316	4,347	4,347	173	4.2%
Group Insurance	769	621	644	546	494	494	(150)	-23.3%
VLDP		88	91	-	-	-	(91)	-100.0%
Unemployment Insurance	163	145	196	349	101	101	(95)	-48.6%
Workers' Compensation	17	63	79	64	60	60	(19)	-24.1%
Contractual Services				-		-	-	#DIV/0!
Tutoring				-		-	-	#DIV/0!
Advertising		-	500	-	750	500	-	0.0%
Postal Services	11	-	300	23	300	300	-	0.0%
Travel	60	-	400	11	400	250	(150)	-37.5%
Transportation	301	-	300	-	300	300	-	0.0%
Convention and Education		-	1,500		2,000	1,500	-	0.0%
Dues/Association Memberships		-	300		300	300	-	0.0%
Other Exp - John Tyler Grant		-	-			-	-	#DIV/0!
Work Experience		-	-		5,000	2,500	2,500	#DIV/0!
Participant Incentives		-	-			-	-	#DIV/0!
Support Services		-	-			-	-	#DIV/0!
Youth Development & Leadership	219	-	800	637	800	800	-	0.0%
Occupational Skills	234	-	1,000	-	1,000	1,000	-	0.0%

SURRY COUNTY
FY19-20 PROPOSED BUDGET

		FY20	FY20	FY20	FY21		Change	
	Expenditure FY/2019	Adopted Budget	Amended Budget	Projected Expenditure	Department Request	Revised @0.71 Recommended	\$	%
Summer Employment		-	-	-		-	-	#DIV/0!
Follow-Up Services		-	-	-		-	-	#DIV/0!
1 Work Experience (Local)		-	-	-		-	-	#DIV/0!
1 Participant Incentives (Local)		-	-	-		-	-	#DIV/0!
1 Summer Employment (Local)		-	-	-		-	-	#DIV/0!
1 Adult Mentoring (Local)		-	-	-		-	-	#DIV/0!
Niagara Grant	2,388					-	-	#DIV/0!
Office Supplies	547	-	1,600	2,481	2,600	2,000	400	25.0%
Vehicle/Powered Equip Fuels	90	-	-	211	300	200	200	#DIV/0!
Furniture & Fixtures	1,262	-	2,300	1,840	500	500	(1,800)	-78.3%
EDP Equipment		-	400		400	400	-	0.0%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	77,289	63,462	97,020	106,939	75,423	69,090	(27,930)	-28.8%
EMPLOYMENT RESOURCE CENTER								
Salaries & Wages - Regular		7,200	-	-	-	-	-	#DIV/0!
P/T Salaries & Wages-Regular	7,593	-	-	-	-	-	-	#DIV/0!
FICA	494	551	-	-	-	-	-	#DIV/0!
VRS	-	-	-	-	-	-	-	#DIV/0!
Hospital/Medical Plans	-	-	-	-	-	-	-	#DIV/0!
Group Insurance	-	-	-	-	-	-	-	#DIV/0!
Unemployment Insurance	10	45	-	-	-	-	-	#DIV/0!
Workers' Compensation	7	8	-	-	-	-	-	#DIV/0!
Advertising		500	-	-	-	-	-	#DIV/0!
Postal Services		200	-	-	-	-	-	#DIV/0!
Travel		300	-	-	-	-	-	#DIV/0!
Convention & Education	2,167	1,500	-	-	-	-	-	#DIV/0!
Dues/Associated Memberships	95	300	-	-	-	-	-	#DIV/0!
Other Exp - John Tyler Grant	468	-	-	-	-	-	-	#DIV/0!
Youth Development & Leadership		-	-	-	-	-	-	#DIV/0!
Office Supplies	857	800	-	-	-	-	-	#DIV/0!

SURRY COUNTY
FY19-20 PROPOSED BUDGET

	FY20	FY20	FY20	FY21			Change	
	Expenditure	Adopted	Amended	Projected	Department	Revised @0.71	\$	%
	FY/2019	Budget	Budget	Expenditure	Request	Recommended		
Furniture & Fixtures	218	300	-	-	-	-	-	#DIV/0!
EDP Equipment		400	-	-	-	-	-	#DIV/0!
--SUB TOTAL--								
--TOTAL DEPARTMENT--	11,910	12,104	-	-	-	-	-	#DIV/0!
- ** OFFICE ON YOUTH **	306,849	293,299	371,981	410,532	370,851	356,793	(15,187)	-4.1%
** CAPITAL PROJECTS **								
Subdivision Ord Amendments		-	-	-	-	-	-	#DIV/0!
Comprehensive Plan Update		-	-	-	-	-	-	#DIV/0!
--SUB TOTAL--								#DIV/0!
--TOTAL DEPARTMENT--		-	-	-	-	-	-	#DIV/0!
NONDEPARTMENTAL								
Other	23,976	-	-	-	-	-	-	#DIV/0!
--SUB TOTAL--								#DIV/0!
--TOTAL DEPARTMENT--	23,976	-	-	-	-	-	-	#DIV/0!
- ** CAPITAL PROJECTS **	23,976	-	-	-	-	-	-	#DIV/0!
TOTAL PLANNING & COMM DEV	1,068,631	1,214,104	1,309,056	1,021,871	1,500,293	1,392,161	83,105	6.3%
** TRANSFERS TO OTHER FUNDS **								
Transfer to Capital Fund	1,410,945	3,118,000	2,665,100	2,665,100	2,865,016	2,865,016	199,916	7.5%
Transfer to VPA Fund	387,602	575,000	575,000	575,000	776,229	475,000	(100,000)	-17.4%
Transfer to CSA Fund	87,839	70,000	70,317	165,000	187,282	152,282	81,965	116.6%
Transfer to School Fund	12,134,545	12,440,000	12,509,218	12,509,218	12,692,985	12,342,985	(166,233)	-1.3%
Transfer to Cafeteria Fund	-	-	-	-	-	-	-	#DIV/0!
Transfer to Economic Dev. Fund	80,000	80,000	80,000	80,000	80,000	80,000	-	0.0%
Transfer To Debt Service Fund	1,905,724	2,103,742	2,103,742	2,103,742	2,102,879	2,102,879	(863)	0.0%
Transfer to Water/Sewer Fund	83,190	90,910	90,910	100,000	110,850	110,850	19,940	21.9%
--SUB TOTAL--								
--TOTAL DEPARTMENT--	16,089,845	18,477,652	18,094,287	18,198,060	18,815,241	18,129,012	34,725	0.2%
- ** TRANSFERS TO OTHER FUNDS **	16,089,845	18,477,652	18,094,287	18,198,060	18,815,241	18,129,012	34,725	0.2%
TOTAL TRANSFERS TO OTHER FUNDS	16,089,845	18,477,652	18,094,287	18,198,060	18,815,241	18,129,012	34,725	0.2%
GENERAL FUND	25,534,288	28,789,123	28,478,723	27,594,166	30,009,077	28,369,042	(109,681)	-0.4%

FY 2018-19 PRELIMINARY GENERAL FUND REVENUE PROJECTIONS

AS OF 4/29/2020

General Fund Revenues **

DESCRIPTION	FY 2020	FY 2020	FY 2020	FY 2020	Projected	Projected FY 21	Budget Change	
	Total Received FY 2019	Adopted Budget	Amended Budget	Thru 3/20			\$	%
Current Taxes	6,266,980.39	6,300,000	6,300,000	6,299,217.99	6,362,846	6,365,000	65,000	1.0%
Delinquent Taxes	298,497.85	250,000	250,000	173,967.51	248,525	250,000	-	0.0%
** REAL PROPERTY TAXES **	6,565,478.24	6,550,000	6,550,000	6,473,185.50	6,611,371	6,615,000	65,000	1.0%
Current Taxes on Real Property	13,459,697.33	13,949,589.00	13,949,589.00	13,757,889.23	13,757,889	13,818,838	(130,751)	-0.9%
** PUBLIC SERVICE PP & RE **	13,459,697.33	13,949,589	13,949,589	13,757,889.23	13,757,889	13,818,838	(130,751)	-0.9%
Current Taxes	1,405,486.34	1,360,000.00	1,360,000.00	1,420,719.14	1,503,406	1,486,801	126,801	9.3%
Delinquent Taxes	80,406.87	75,000.00	75,000.00	57,399.60	62,391	75,000	-	0.0%
Delinquent Prior Personal Prop Tax	2,556.81	2,000.00	2,000.00	-	-	1,000	(1,000)	-50.0%
** PERSONAL PROPETY TAXES **	1,488,450.02	1,437,000	1,437,000	1,478,118.74	1,565,797	1,562,801	125,801	8.8%
Penalties All Property Taxes	44,877.06	45,000.00	45,000.00	38,926.07	48,658	45,000	-	0.0%
Interest All Property Taxes	75,339.23	70,000.00	70,000.00	40,124.56	57,321	70,000	-	0.0%
** PENALTIES AND INTEREST **	120,216.29	115,000	115,000	79,050.63	105,978	115,000	-	0.0%
** GENERAL PROPERTY TAXES **	21,633,841.88	22,051,589	22,051,589	21,788,244.10	22,041,036	22,111,639	60,050	0.3%
Town of Claremont				1,046.44				
Town of Dendron				728.15				
Town of Surry				1,325.49				
Surry County	502,908.63	400,000.00	400,000.00	441,632.79	566,196	450,000	50,000	12.5%
* LOCAL SALES AND USE TAX *	502,908.63	400,000	400,000	444,732.87	566,196	450,000	50,000	12.5%
Tax on Recordation & Wills	71,985.88	60,000.00	60,000.00	43,294.88	60,000	60,000	-	0.0%
RECORDATION & WILLS TAXES	71,985.88	60,000	60,000	43,294.88	60,000	60,000	-	0.0%
2017 Business Licenses		0	0	43.46	43	-	-	
2018 Business Licenses	14,089.72	0	0	39.96	40	-	-	
2019 Business Licenses	381,689.85	0	0	10,903.49	10,903	-	-	
2020 Business Licenses		95,000.00	95,000.00	256,845.61	256,846	95,000	-	
2021 Business Licenses								
** BUSINESS LICENSE TAXES **	395,779.57	95,000	95,000	267,832.52	267,833	95,000	-	0.0%
Utility Consumption Ta	20,040.77	20,000.00	20,000.00	14,720.92	20,166	20,000	-	0.0%
** FRANCHISE LICENSE TAXES **	20,040.77	20,000	20,000	14,720.92	20,166	20,000	-	0.0%
Vehicle Licenses	135,484.28	135,000.00	135,000.00	119,554.84	131,379	135,000	-	0.0%
** MOTOR VEHICLE LICENSES **	135,484.28	135,000	135,000	119,554.84	131,379	135,000	-	0.0%

General Fund Revenues **

DESCRIPTION	Total Received FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	Projected FY 21	Budget Change	
		Adopted Budget	Amended Budget	Thru 3/20	Projected		\$	%
Meals Tax		0.00	0.00	0.00	-	80,000		
MEALS TAX		-	-	-	-	80,000	80,000	#DIV/0!
** OTHER LOCAL TAXES **	1,126,199.13	710,000	710,000	890,136	1,045,573	840,000	130,000	18.3%
Dog License Fees	3,820.00	3,400.00	3,400.00	3,350.00	3,602	3,400	-	0.0%
* ANIMAL LICENSE *	3,820.00	3,400	3,400	3,350.00	3,602	3,400	-	0.0%
Zoning Advertisement Fee (Planning)		0	0	150.00	150			
Zoning and Subdivision Permits	3,150.00	1,500.00	1,500.00	2,900.00	3,867	1,500	-	0.0%
Building Permits	26,400.86	15,000.00	15,000.00	9,673.92	12,899	15,000	-	0.0%
Electrical Permits	8,177.58	4,000.00	4,000.00	3,384.44	4,513	4,000	-	0.0%
Plumbing Permits	1,812.37	1,000.00	1,000.00	1,409.75	1,880	1,000	-	0.0%
Wetlands Application Fees	300			0.00	-		-	#DIV/0!
BZA Fees	800	500	500	600.00	800	500	-	0.0%
Mechanical Permits	7,229.53	3,000.00	3,000.00	2,617.76	3,490	3,000	-	0.0%
Conditional Use Permits	350	-	-	0.00	-	-	-	#DIV/0!
Planning Dept County Land Ordinanc	275	-	-	0.00	-	-	-	#DIV/0!
Rezoning Request Fee	850	700	700	1,300.00	1,733	700	-	0.0%
Demolition Building Inspector	0	-	-	0.00	-	-	-	#DIV/0!
Building Permit 1% Surcharge	-871.11	-700	-700	-385.82	(514)	(700)	-	0.0%
Planning Dept Map Zoning	510	700	700	190.00	253	700	-	0.0%
Zoning and Building Application	1,960.00	2,100.00	2,100.00	1,960.00	2,613	2,100	-	0.0%
Site Plan Review	1,235.00	1,000.00	1,000.00	600.00	800	1,000	-	0.0%
Land Disturbance Permit	300	300	300	1,500.00	2,000	300	-	0.0%
E-911 Address	0	-	-	0.00	-	-	-	#DIV/0!
Grass Cutting	211.2	-	-	0.00	-	-	-	#DIV/0!
Building Inspection-Reinspected	0	100	100	25.00	33	100	-	0.0%
Building Permits Renewal Fee	280	100	100	40.00	53	100	-	0.0%
Building Permit Penalty	1,100.00	100	100	1,100.00	1,467	100	-	0.0%
** PERMITS AND OTHER LICENCES **	54,070.43	29,400.00	29,400.00	27,065.05	36,036.73	29,400.00	-	0.0%
** PERMITS PRIV FEES & REG LIC *	57,890.43	32,800	32,800	30,415.05	39,639	32,800	-	0.0%
Court Fines & Forfeitures								

FY 2018-19 PRELIMINARY GENERAL FUND REVENUE PROJECTIONS

AS OF 4/29/2020

General Fund Revenues **

DESCRIPTION	Total Received FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	Projected FY 21	Budget Change	
		Adopted Budget	Amended Budget	Thru 3/20	Projected		\$	%
Court Fines & Forfeitures	59,254.37	45,000.00	45,000.00	27,208.40	36,278	40,000	(5,000)	-11.1%
Court Fines & Forfeitures	59,254.37	45,000	45,000	27,208.40	36,278	40,000	(5,000)	-11.1%
Court Fines & Forfeitures	59,254.37	45,000	45,000	27,208.40	36,278	40,000	(5,000)	-11.1%
EVB Bank,Surry	423,395.86	400,000.00	400,000.00	158,987.72	227,125	125,000	(275,000)	-68.8%
* REVENUE FROM USE OF MONEY *	423,395.86	400,000	400,000	158,987.72	227,125	125,000	(275,000)	-68.8%
VPA Rent	21,112.00	19,488.00	19,488.00	12,992.00	19,488	19,488	-	0.0%
SSGIA Rent	-	-	-	-	-	-	-	#DIV/0!
District 19 Rent	14,340.00	14,340.00	14,340.00	10,755.00	14,340	14,340	-	0.0%
Use of other county property	2,550.00	0	0	2,450.00	2,450	-	-	#DIV/0!
Health Department Rent-State	28,797.96	28,798.00	28,798.00	21,598.47	28,798	28,798	-	0.0%
Tower Lease Revenue		15,900.00	15,900.00	-				
** Revenue From Use of Property	66,799.96	78,526.00	78,526.00	47,795.47	65,075.96	62,626.00	(15,900)	-20.2%
** REV FROM USE OF MONEY & PROP	490,195.82	478,526	478,526	206,783.19	292,201	187,626	(290,900)	-60.8%
** CHARGES FOR SERVICES **								
** COURT COSTS **								
Commonwealth's Attorney Fees	1,798.61	1,000.00	1,000.00	782.68	1,044	1,000	-	0.0%
Sheriff's Fees	491.17	150	150	299.17	399	150	-	0.0%
Transfer Fees	323.77	300	300	251.77	336	300	-	0.0%
Grantor Tax	13,074.84	13,000.00	13,000.00	14,979.54	19,973	15,000	2,000	15.4%
CH Maintenance Fees-CC	129.85	200	200	93.58	125	200	-	0.0%
Local Costs	2,812.00	2,500.00	2,500.00	2,650.50	3,534	2,500	-	0.0%
Local Interest	675.75	500	500	465.24	620	500	-	0.0%
CH Security Fees	14,754.14	10,000.00	10,000.00	6,581.17	8,775	10,000	-	0.0%
DNA Fee - Circuit Court	57	0	0	62.45	83	-	-	#DIV/0!
Gen Dist. CH Blood Test/DNA Fee	15	0	0	25.00	33			
Administrative/Warrant Fee	119	200	200	-	-	-	(200)	-100.0%
Set Off Debt ADM FEE	144.8	500	500	44.93	60	-	(500)	-100.0%
Clerk Surplus from sale of prope	10,127.46	-	-	0.00	-	-	-	#DIV/0!
CC Clerk Copies	3,426.62	4,200.00	4,200.00	3,185.33	4,247	4,200	-	0.0%

FY 2018-19 PRELIMINARY GENERAL FUND REVENUE PROJECTIONS

AS OF 4/29/2020

General Fund Revenues **

DESCRIPTION	Total Received FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	Projected FY 21	Budget Change	
		Adopted Budget	Amended Budget	Thru 3/20	Projected		\$	%
GDC Jail Admission Fees	175	100	100	176.28	235	100	-	0.0%
CH Maintenance Fees-GDC	3,142.72	2,500.00	2,500.00	1,548.05	2,064	2,500	-	0.0%
DMV Admin Fee	19,638.15	14,500.00	14,500.00	8,463.45	11,285	14,500	-	0.0%
Clerk of Court Jail Admission Fee	0	-	-	0.00	-	-	-	#DIV/0!
Clerk of Circuit Crt Wills & Admin	3.8	0	0	5.70	8	-	-	#DIV/0!
** COURT COSTS **	70,909.68	49,650	49,650	39,614.84	52,820	50,950	1,300	2.6%
Trash Removal Services	15,834.13	-	-	-	-	-	-	#DIV/0!
Recycling Proceeds	10,073.45	0	0	5,893.10	7,857	6,000	6,000	#DIV/0!
** CHARGES FOR SANITATION/WASTE	25,907.58	-	-	5,893.10	7,857	6,000	6,000	#DIV/0!
Sales	-	-	-	-	-	-	-	#DIV/0!
Vendor Fees	750.00	500	500	25.00	500	500	-	0.0%
CHARGES - FARMERS MARKET	750.00	500	500	25.00	500	500	-	0.0%
Parks and Recreation Rent	16,682.00	15,000.00	15,000.00	11,597.00	15,463	16,000	1,000	6.7%
Parks and Recreation Fees	4,550.00	4,000.00	4,000.00	5,190.00	6,920	4,000	-	0.0%
Parks and Recreation Donations	-	-	-	-	-	-	-	#DIV/0!
Parks & Recreation Trip	695	5,000.00	5,000.00	585.00	780	1,000	(4,000)	-80.0%
** CHARGES FOR PARKS & REC **	21,927.00	24,000	24,000	17,372.00	23,163	21,000	(3,000)	-12.5%
** CHARGES FOR SERVICES **	119,494.26	74,150	74,150	62,904.94	84,340	78,450	4,300	5.8%
Community Wellness Program (Obic	25,000.00							
Xerox Copies	343.91	350	350	60.25	80	100	(250)	-71.4%
Insurance Refunds	9,900.40	0	1,680.50	31,317.70	31,318	-	(1,681)	-100.0%
OOY-Donation/G#179-Workforce/Car	-			21,252.00	21,252		-	#DIV/0!
Sheriff's Department Donations	3,347.00			3,707.78	3,708		-	#DIV/0!
IRS Sale Proceeds	-	-	-	-	-	-	-	#DIV/0!
Office on Youth Misc. Funds		-	-		-	-	-	#DIV/0!
Niagara Grant				10,000.00	10,000		-	#DIV/0!
John Tyler Mini Grant	3,973.37			-	-		-	#DIV/0!
Vending Machine Sales	794.50	850	850	1,109.00	1,479	850	-	0.0%
Ambulance Billing	193,470.62	190,000.00	190,000.00	119,161.89	172,698	198,000	8,000	4.2%
Marina Revenue	48,000.00	48,000.00	48,000.00	37,000.00	52,000	52,000	4,000	8.3%
Marina Fuel Sales	6,255.80	4,000.00	4,000.00	15,805.39	21,074	20,000	16,000	400.0%

General Fund Revenues **

DESCRIPTION	Total Received FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	Projected FY 21	Budget Change	
		Adopted Budget	Amended Budget	Thru 3/20	Projected		\$	%
Marina Boat Slip Payments	1,324.91	1,000.00	1,000.00	1,789.14	2,386	2,500	1,500	150.0%
EZ Pass Transponder Sales	1,120.00	825	825	805.00	1,073	500	(325)	-39.4%
Credit Card Fees	3,075.31	3,000.00	3,000.00	3,348.07	4,464	3,500	500	16.7%
Tax Pyr Over/Shorts	32.76	0	0	22.55	30	-	-	
Judgement Filing Fee Gen Dist Cour	-			-	-	-	-	
Miscellaneous Revenue	5,216.67	1,000.00	1,000.00	4,359.90	5,813	1,000	-	0.0%
** MISCELLANEOUS REVENUE **	301,855.25	249,025	250,706	249,738.67	327,375	278,450	27,745	11.1%
** MISCELLANEOUS REVENUE **	301,855.25	249,025	250,706	249,738.67	327,375	278,450	27,745	11.1%
Dept of Health Yr End Settlement-S				-	-	-	-	
Health Insurance Premiums	12,123.66	0	0	7,331.10	9,775	-	-	
Care of Animals	1,154.70	200	200	1,722.00	2,296	1,000	800	400.0%
Recovered Cost - Miscellaneous	3,700.95	0	0	30,209.48	30,209	-	-	
Court Ordered Restitution	105	0	0	40.00	53	-	-	
** RECOVERED COSTS **	17,084.31	200	200	39,302.58	42,334	1,000	800	400.0%
** Recovered Costs **	17,084.31	200	200	39,302.58	42,334	1,000	800	400.0%
Payment in lieu of taxes	360.00	300	300	-	360	360	60	20.0%
** PAYMENT IN LIEU OF TAXES **	360.00	300	300	-	360	360	60	20.0%
** PAYMENT IN LIEU OF TAXES **	360.00	300	300	-	360	360	60	20.0%
LOCAL REVENUE SOURCES	23,806,175.45	23,641,590	23,643,271	23,294,732.96	23,909,136	23,570,325	(72,946)	-0.3%
State ABC Profits		-	-		-	-	-	
Tax on Deeds	-	-	-	-	-	-	-	
Rolling Stock	95.13	-	-	31.10	31	-	-	
Mobile Home Titling	19,228.80	10,000.00	10,000.00	16,959.24	16,959	10,000	-	0.0%
Recordation Taxes	22,834.89	20,000.00	20,000.00	11,249.43	20,000	15,000	(5,000)	-25.0%
Auto Rental Tax	139.24	0	0	546.48				
PPTRA	677,907.13	677,907.00	677,907.00	644,011.78	677,907	677,907	-	0.0%
Communication Sales & Use Tax	43,587.53	45,000.00	45,000.00	31,917.09	42,000	40,000	(5,000)	-11.1%
DMV Animal Friendly Plates	259.54	-	-	93.02	93	-	-	
FEMA Reimbursement -- Irene	0	-	-	-	-	-	-	

FY 2018-19 PRELIMINARY GENERAL FUND REVENUE PROJECTIONS

AS OF 4/29/2020

General Fund Revenues **

DESCRIPTION	Total Received FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	Projected FY 21	Budget Change	
		Adopted Budget	Amended Budget	Thru 3/20	Projected		\$	%
ABC, Wine, Rolling Stock, etc	764,052	752,907	752,907	704,808.14	756,990	742,907	(10,000)	-1.3%
** NON-CATEGORICAL AID **	764,052.26	752,907	752,907	704,808.14	756,990	742,907	(10,000)	-1.3%
Commonwealth Atty St Reimbursement	166,987.06	172,187.00	172,187.00	128,477.07	172,187	172,187	-	0.0%
** COMMONWEALTH'S ATTORNEY **	166,987.06	172,187	172,187	128,477.07	172,187	172,187	-	0.0%
Sheriff Dept State Reimbursement	475,056.98	490,876.00	490,876.00	346,915.74	490,876	490,876	-	0.0%
** SHERIFF **	475,056.98	490,876	490,876	346,915.74	490,876	490,876	-	0.0%
Office Equipment St Reimb Commiss	75,873.78	78,653.00	78,653.00	57,051.73	78,653	78,653	-	0.0%
** COMMISSIONER OF REVENUE **	75,873.78	78,653	78,653	57,051.73	78,653	78,653	-	0.0%
Treasurer State Reimbursement	65,042.40	67,301.00	67,301.00	52,829.30	67,301	67,301	-	0.0%
** TREASURER **	65,042.40	67,301	67,301	52,829.30	67,301	67,301	-	0.0%
SBE Reimbursement	35,755.00	37,663.00	37,663.00	-	37,663	37,663	-	0.0%
** REGISTRAR/ELECTORIAL BOARDS *	35,755.00	37,663	37,663	-	37,663	37,663	-	0.0%
Clerk of Court State Reimbursement	178,861.89	162,071.00	162,071.00	125,234.35	162,071	162,071	-	0.0%
Tech Service Inv EDI					-	-	-	
** CLERK OF CIRCUIT COURT **	178,861.89	162,071	162,071	125,234.35	162,071	162,071	-	0.0%
**** SHARED EXPENSES ****	997,577.11	1,008,751	1,008,751	710,508.19	1,008,751	1,008,751	-	0.0%
State and Local Hospitalization					-	-	-	
Bullet Proof Vest Grant					-	-	-	
DMV Selective Enforcement Grant					-	-	-	
** WELFARE **	-			-	-	-	-	
DCJS Victim/Witness Grant	16,148.07	70,000.00	70,000.00	15,326.47	70,000	70,000	-	0.0%
Fire Programs Fund	21,335.00	20,607.00	20,607.00	22,450.00	22,450	22,450	1,843	8.9%
Radiological Emerg Prep Funds	30,000.00	30,000.00	30,000.00	30,000.00	30,000	30,000	-	0.0%
Sheriff Dept DMV Grant	0.00	0	12,500.00	7,602.82	7,603			
Litter Control	6,207.00	6,038.00	6,038.00	4,883.00	4,883	4,883	(1,155)	-19.1%
VJCCCA	6,585.00	6,585.00	6,585.00	4,938.00	6,585	6,585	-	0.0%
Dept Crim Jus-Loc Law Enforce BGrn	0.00	-	-	-	-	-	-	
4 for Life	16,319.68	8,125.00	8,125.00	-	-	8,125	-	0.0%
Va Bus Ready Sites Prog Grant	0	-	-	-	-	-	-	

General Fund Revenues **

DESCRIPTION	Total Received FY 2019	FY 2020	FY 2020	FY 2020	FY 2020	Projected FY 21	Budget Change	
		Adopted Budget	Amended Budget	Thru 3/20	Projected		\$	%
E-911 Wireless Funds	41,121.07	45,000.00	45,000.00	31,904.16	40,000	40,000	(5,000)	-11.1%
VBRSP Grant	0.00							
Virginia Rules Camp	4,681.02	0	0	4,996.34	4,996			
Disaster Relief Funds	-			-	-		-	
** Other Categorical Aid **	142,396.84	186,355	198,855	122,100.79	186,517.16	182,043.00	(4,312.00)	-2.2%
Records Presevation Grant (CCC)	12,945.00	-	-	12,693.50	12,694	-	-	
Records Presevation Grant (CCC)	12,945.00	-	-	12,693.50	12,694	-	-	
** CATEGORICAL AID **	-			-	-		-	
** CATEGORICAL AID **	155,341.84	186,355	198,855	134,794.29	199,210.66	182,043.00	(4,312.00)	-2.2%
STATE REVENUE SOURCES	1,916,971.21	1,948,013	1,960,513	1,550,110.62	1,964,952	1,933,701	(26,812)	-1.4%
DCJS Victim/Witness Grant	48,446.17	-	-	-	-	-	-	
DEQ Grant BMP Database	-	-	-	-	-	-	-	
Bullet Proof Vest Grant	-	-	-	-	-	-	-	
Fed Emerg Managemnt Disaster Isabe	12,292.82	-	-	-	-	-	-	
Summer Nutrition Program		4,000.00	4,000.00	-	-	-	(4,000)	-100.0%
DCJS LLEBG		0	3,706.00	-	-	-	(3,706)	-100.0%
Policing in 21st Cent Grant				-	-	-		
** PUBLIC SAFETY **	60,738.99	4,000	7,706	-	-	-	(7,706)	-100.0%
** CATEGORICAL AID **	60,738.99	4,000	7,706	-	-	-	(7,706)	-100.0%
FEDERAL REVENUE SOURCES	60,738.99	4,000	7,706	-	-	-	(7,706)	-100.0%
Fund Balance		3,195,520.00	2,772,815.22	-	2,772,815	2,865,016	92,201	3.3%
--FUND TOTAL--	25,783,885.65	28,789,123	28,384,305	24,844,843.58	\$ 28,646,903	\$ 28,369,042	\$ (15,263)	-0.1%

PUBLIC HEARING SURRY COUNTY, VIRGINIA PROPOSED FY21 BUDGET

Surry County's budget summary is prepared and published for informative and fiscal planning purposes only. The inclusion in the budget of any item does not constitute an obligation or commitment on the part of the Board of Supervisors of the County to appropriate any funds for that item or purpose. The budget has been presented on the basis of the estimates and requests submitted to the County Administrator by the several offices and department heads of the County. There is no allocation or designation of any funds of this County for any purpose until there has been an appropriation for that purpose by the Board of Supervisors. The Board of Supervisors of Surry County will, on Thursday, May 14, 2020 at 7:00 pm or shortly thereafter, hold a public hearing to receive comments and to consider the following proposed budget for the year ending June 30, 2021. The hearing will be conducted according to measures adopted by the County of Surry Ordinance Number 2020-01. The call-in number to participate is 1-877-568-4106 (toll-free) and information can be found on the County of Surry's website describing additional ways the public may participate in or otherwise offer comment before or during the meeting. The public hearing is held pursuant to §15.2-2506 of the Code of Virginia, 1950, as amended, and is for the purpose of allowing the public to comment on the proposed budget.

FY21 PROPOSED SURRY COUNTY BUDGET

Expenditures:	FY21 Proposed	FY20 Adopted	\$ Inc./Dec.	% Inc./Dec.
General Fund:				
General & Financial Administration	\$ 1,836,156	\$ 2,115,592	\$ -279,436	-13.2%
Judicial Administration	744,362	738,956	5,406	0.7%
Public Safety	3,706,873	3,458,404	248,469	7.2%
Public Works	1,589,392	1,660,277	-70,885	-4.3%
Other Agencies	317,589	358,241	-40,652	-11.3%
Parks, Recreation & Cultural	653,497	767,897	-114,400	-14.9%
Community Development	1,392,161	1,212,104	180,057	14.9%
Transfers to Schools	12,342,985	12,440,000	-97,015	-0.8%
Transfers to Other Funds	5,786,027	6,037,652	-251,625	-4.2%
Sub-Total, General Fund	\$ 28,369,042	\$ 28,789,123	\$ -420,081	-1.5%
Other Funds:				
Debt Service Fund	\$ 2,123,391	\$ 2,121,267	\$ 2,124	0.1%
Virginia Public Assistance Fund	1,825,501	1,848,625	-23,124	-1.3%
Comprehensive Services Fund	435,677	149,747	285,930	190.9%
School Fund (including Cafeteria Fund)	16,487,802	16,290,805	196,997	1.2%
Sheriff's DEA Task Force	25,000	25,000	0	0.0%
Special Welfare Fund	42,852	38,640	4,212	10.9%
Area Agency on Aging Fund	32,288	32,288	0	0.0%
Indoor Plumbing Rehabilitation Fund	11,730	11,730	0	0.0%
Economic Development Fund	80,000	80,000	0	0.0%
Utilities Fund	\$ 162,850	\$ 142,750	\$ 20,100	14.1%
Sub-Total, Other Funds	21,227,091	20,740,852	486,239	2.3%
Total, All Funds	\$ 49,596,133	\$ 49,529,975	\$ 66,158	0.1%
Revenues:				
Local Revenues:				
General Property Taxes	\$ 22,111,639	\$ 22,051,589	\$ 60,050	0.3%
Other Local Taxes	840,000	710,000	130,000	18.3%
Permits, Fees & Licenses	32,800	32,800	0	0.0%
Fines & Forfeitures	40,000	45,000	-5,000	-11.1%
Revenue -- Use of Money & Property	199,381	490,356	-290,975	-59.3%
Charges for Services	295,650	285,990	9,660	3.4%
Miscellaneous Revenue	333,454	300,182	33,272	11.1%
State Revenues	5,671,244	5,762,531	-91,287	-1.6%
Federal Revenues	1,917,978	1,261,633	656,345	52.0%
Carry Over Funds	2,889,991	3,220,495	-330,504	-10.3%
Transfers from other Funds	15,263,996	15,369,399	-105,403	-0.7%
	\$ 49,596,133	\$ 49,529,975	\$ 66,158	0.1%

FY21 PROPOSED CAPITAL IMPROVEMENTS BUDGET

Proposed Projects:	
GENERAL GOVERNMENT ADMINISTRATION	
Technology Upgrades	\$ 25,000
Broadband (PGEC)	1,750,000
MAINTENANCE OF PUBLIC FACILITIES	
Major Infrastructure Repair	201,500
New Gas Pump System	35,000
PUBLIC SAFETY	
Medic Unit Replacement	260,000
Mobile Communication System	5,300,000
CAD/RMS System	93,516
EDUCATION	
High School Electrical System	200,000
Fire Suppression System	300,000
TOTAL	\$ 8,165,016
CIP Revenues:	
Long-Term Debt	\$ 5,300,000
Transfer from General Fund	2,865,016
	\$ 8,165,016

FY 2020-21 PROPOSED PROPERTY TAX RATES

Real Estate, including Mobile Homes	\$0.71/\$100 of assessed value (no change)
Personal Property & Business Property	\$4.00/\$100 of assessed value (no change)
Passenger Buses	\$3.00/\$100 of assessed value (no change)
Personal Property Tax Relief Percentage	41.0% (no change)
Machinery & Tools	\$1.00/\$100 of assessed value (no change)
Contract Carriers	\$1.00/\$100 of assessed value (no change)

FY 2020-21 PROPOSED FOOD AND BEVERAGE TAX RATE (NEW)

Food and Beverage Tax	6% of amount charged for food and beverages
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FY 2020-21 PROPOSED FEE CHANGES

Surry County Department of Planning and Community Development			
Fee Schedule			
Category	FY20 (Current)	FY21 (Proposed)	
Zoning Permit	\$35	\$35	
Sign Permit	\$35	\$35	
Land Disturbing Permit (1-5 acres of disturbed area)	\$150	\$150	
Land Disturbing Permit (5 or more acres of disturbed area)	\$150	\$300	
Conditional Use Permit (Agricultural or Residential)	\$350	\$350	
Conditional Use Permit (Commercial)	\$350	\$500	
Conditional Use Permit (Industrial)	\$350	\$1,000	
Wetlands Permit	\$300	\$300	
Administrative Appeal	\$200	\$300	
Special Exception	\$200	\$300	
Variance	\$200	\$300	
Rezoning	\$500	\$500	
Rezoning (Conditional)	\$500	\$1,000	
Zoning Text Amendment	\$300	\$500	
Comprehensive Plan Amendment	\$300	\$500	
15.2-2232 Review	N/A	\$300	
Site Plan Review	\$300	\$300 + \$10 per acre of disturbed area	
Zoning Advertisement Fee (*Reimbursement of costs incurred)	*	*	
Category	FY20 (Current)	FY21 (Proposed)	
Subdivision Plats (1-5 new lots)	\$150 + \$25 per new lot	\$150 + \$25 per new lot	
Subdivision Plats (6 or more new lots)	\$300 + \$25 per new lot	\$300 + \$25 per new lot	
Surety Administrative Fee (New or Renewal)	N/A	\$100	
Zoning Map Interpretation	\$25	\$25	
Zoning Certification and Compliance Letter	\$50	\$100	
Agreement in Lieu of an Erosion and Sediment Control Plan	N/A	\$50	
Erosion and Sediment Control Inspections (Single Family Home or less than 5 acres of disturbed area)	N/A	\$300	
Erosion and Sediment Control Inspections (5 acres of disturbed area or greater)	N/A	\$300 + \$10 per acre of disturbed area	
E911 Address	\$10	\$25	
Land Development Ordinance (Copy)	\$50	\$50	
Subdivision Ordinance (Copy)	\$25	\$25	
Comprehensive Plan (Copy)	\$35	\$35	
Zoning Map (Copy)	\$10	\$10	
County Map Sheet (Copy)	\$10	\$10	
County Street Map (Copy)	\$10	\$10	
Courthouse Fees		FY20 (Current)	FY21 (Proposed)
Courthouse Security Fee		\$10	\$20
Ambulance Fees		FY20 (Current)	FY21 (Proposed)
Basic Life Support		\$450	\$500
Advanced Life Support Level 1		\$525	\$600
Advanced Life Support Level 2		\$775	\$775
Treat No Transport		\$150	\$150
Mileage		\$14.25	\$14.25

A copy of the proposed budget and the Five Year Capital Improvements Plan is available in the Office of the County Administrator at the Surry County Government Center, 45 School Street, Surry, Virginia 23883, for public review and inspection between the hours of 9:00 am and 5:00 pm daily. Public comment is invited and welcomed. If you are disabled and will need assistance or accommodations in order to participate in the hearing, please call the County Administrator's Office at least seven days before the hearing.

By Order Of:
Melissa D. Rollins, Acting County Administrator

SURRY COUNTY VARIOUS CONSTRUCTION PROJECTS

Monthly Report for April 2020

PREPARED FOR:

**Ms. Melissa Rollins
County Administrator**
45 School Street
Surry, VA 23883



PREPARED BY:



TABLE OF CONTENTS

	PAGE
PROJECT DESCRIPTION	3
1. SURRY COUNTY RESCUE SQUAD & 911 CENTER	3
2. TOWN OF DENDRON WATER SYSTEM IMPROVEMENTS	5
3. SURRY SEAFOOD CO MAINTENANCE & REPAIR	7
4. WINDSOR MILL – FIRE PUMP & 8” WATER LINE	7
PROJECT MANAGEMENT	7
1. MEETINGS AND INSPECTIONS	7
2. STATUS OF PROJECT ISSUES	7
PROJECT SCHEDULE MANAGEMENT	7
CONCLUSION	8

ATTACHMENTS

- A. Attachment A – Rescue Squad Construction Schedule
- B. Attachment B – Dendron Water System Improvement Construction Schedule

PROJECT DESCRIPTION

Surry County Rescue Squad & 911 Center

The Contractor, ET Gresham, has completed the interior work on the Emergency Operations Center (EOC) side of the building and the Rescue Squad (RS) side of the building. The Contractor continues with low-voltage electrical work on the EOC side of the building. The Contractor is currently working to complete the site-work (topsoil, grass seed, and landscaping around the BMP) in accordance with the Contract Drawings. The weather has been a factor in delaying the completion of the site-work.

The Architect and Engineer performed their walk-thru of the building to develop there punchlist on 4/22/20 as required by the specifications.



Figure 1 – RS – EOC 3-30-20



Figure 2 – Site-work Rear Parking Lot



Figure 3- EOC Command Center

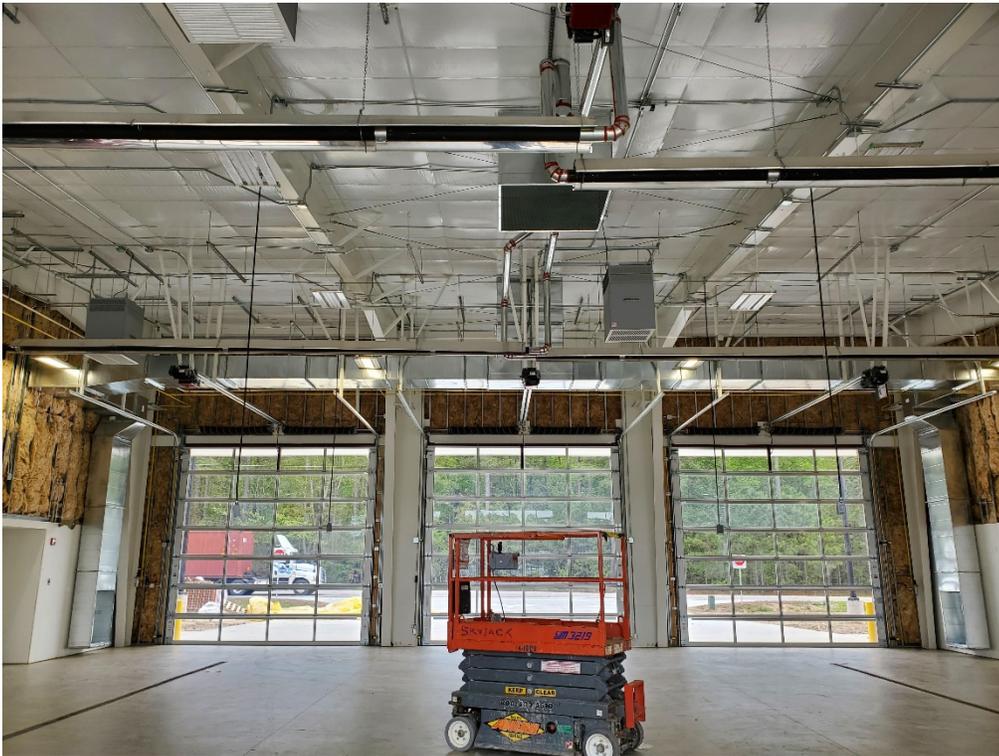


Figure 1- Bay Area Completed

Town of Dendron Water System Improvements

The Contractor, Peters & White (P&W), has completed installation of the service lines for the residents and the new meters and the necessary testing as required by the Contract Drawings and the Virginia Department of Health (VDH). The Contractor performed the required startup with the Sussex Service Authority (SSA) present. Currently the system is working, and we have no issues nor have we heard of any from SSA. The Contractor is currently working on the demolition of the existing pumphouse however we have been delayed by Dominion and their inability to cut the power to the existing pumphouse.

The Contractor is currently working in accordance with their submitted schedule.



Figure 1- Chemical Feed Test



Figure 2- Control System Test

Surry Seafood Co Maintenance and Repairs

Joe Gilbert of Alpha Corporation notified Brian Pack on April 20, 2020 that there were issues with the floor around the bar. Joe met with Brian on 4/24/20 to look at the suspect areas. Currently we are in the process of getting pricing to fix the flooring.

Windsor Mill – Fire Pump & 8” Water Line

Rickmond General Contracting (RGC) has completed the installation of the 8” Water Line in accordance with the Contract Drawings. The contractor has chlorinated and tested the lines in accordance with the specifications. The test was witnessed by Joe Gilbert of Alpha Corporation.

The Fire Pump delivery date is approximately mid-June to late June in accordance with the supplier. Once the pump is delivered RGC will install and complete the tie-in as show on the Contract Drawings.

PROJECT MANAGEMENT

1. Meetings and Inspections

No meetings are scheduled due to COVID-19.

2. Status of Project Issues

Alpha is currently working with the Contractor Peters & White as they move forward to complete the demolition of the existing pumphouse. We are still waiting on Dominion to cut the power before the Contractor can complete their work.

Alpha is continuing to work with Mike Ashe (TS3 Architects) and Jonathan Jackson from Bowman Consulting on the Rescue Squad to see that the Contractor stays on schedule and completes the work in accordance with the Contract Drawings and Specs.

PROJECT SCHEDULE MANAGEMENT

Alpha’s schedule analysis services during the period involved reviewing ET Gresham’s March 2020 Schedule Update (Attachment A) for the Rescue Squad project, and Peters & White’s December 2019 Schedule Update (Attachment B) for the Dendron Water system Improvements project.

The schedule from Peters & White had no change. The Schedule from ET Gresham has not changed.

CONCLUSION

The Town of Dendron Water System Improvements is still on schedule for completion within the Contract time of May 15, 2020. The Rescue Squad has a revised scheduled completion date of May 27, 2020 according to the latest schedule submitted by ET Gresham.

Alpha welcomes any comments or questions on the projects listed in this report.

Respectfully Submitted,

Joe Gilbert

Joe Gilbert
Program Manager

ATTACHMENT A

**Rescue Squad
Construction Schedule**



SURRY COUNTY RESCUE SQUAD AND EMERGENCY

OPERATIONS CENTER



Activity ID	Activity Name	Original Duration	Start	Finish	Activity % Complete	Total Float	August 2018					September 2018					October 2018					November 2018					December 2018				
							29	05	12	19	26	02	09	16	23	30	07	14	21	28	04	11	18	25	02						
90880-1	Surry County	385	31-Jul-18A	22-May-20		-51																									
90880-1.1	Project Milestone	175	31-Jul-18A	22-May-20		-51																									
A1000	Contract Execution	0	31-Jul-18A		100%		Contract Execution, 31-Jul-18A																								
A1010	Land Disturbance Permit	0	05-Sep-18A		100%		Land Disturbance Permit, 05-Sep-18A																								
A1020	Contractor Mobilization	0	21-Sep-18A		100%		Contractor Mobilization, 21-Sep-18A																								
A1030	Commence Foundations	0	30-Apr-19A		100%																										
A1040	Commence Masonry	0	09-May-19A		100%																										
A1050	Foundations Complete	0		10-May-19A	100%																										
A1060	Commence Concrete Slab	0	24-May-19A		100%																										
A1070	Commence Erection of Structural Steel	0	13-Jun-19A		100%																										
A1080	Concrete Slabs Complete	0		30-Jul-19A	100%																										
A1090	Structural Steel Complete	0		27-Aug-19A	100%																										
A1100	Commence Roof Installation	0	04-Sep-19A		100%																										
A1140	Building Dried-In	0	18-Oct-19A		100%																										
A1120	Roof Complete	0		25-Nov-19A	100%																										
A1130	Permanent Power Established	0	16-Jan-20A		100%																										
A1110	Masonry Complete	0		03-Feb-20A	100%																										
A1150	Startup of HVAC Systems	0	23-Mar-20		0%	-33																									
A1160	Final Building Inspection	0	23-Mar-20		0%	-33																									
A1170	Substantial Completion	0		27-Apr-20	0%	-51																									
A1180	Final Completion	0		22-May-20	0%	-51																									
90880-1.2	Contractor Submittals	348	31-Jul-18A	22-May-20		-51																									
A1190	Acquire Permits	15	31-Jul-18A	10-Jan-19A	100%																										
A1200	Execute Subcontracts	15	06-Aug-18A	29-Aug-18A	100%		Execute Subcontracts																								
A1210	Submit Metal Panels Submittals	15	08-Aug-18A	09-Aug-18A	100%		Submit Metal Panels Submittals																								
A1220	Submit Painting Submittal	15	08-Aug-18A	09-Aug-18A	100%		Submit Painting Submittal																								
A1230	Submit Pre-Engineered Metal Building Submittal	15	08-Aug-18A	09-Aug-18A	100%		Submit Pre-Engineered Metal Building Submittal																								
A1240	Submit Flag Pole Submittal	15	08-Aug-18A	09-Aug-18A	100%		Submit Flag Pole Submittal																								
A1250	Submit ACT Submittal	15	08-Aug-18A	09-Aug-18A	100%		Submit ACT Submittal																								
A1260	Review/Approve Metal Panel Submittals	15	09-Aug-18A	29-Aug-18A	100%		Review/Approve Metal Panel Submittals																								
A1270	Review/Approve Painting Submittal	15	09-Aug-18A	28-Sep-18A	100%		Review/Approve Painting Submittal																								
A1280	Review/Approve Pre-Engineered Metal Building Submittal	15	09-Aug-18A	29-Aug-18A	100%		Review/Approve Pre-Engineered Metal Building Submittal																								
A1290	Review/Approve Flag Pole Submittals	15	09-Aug-18A	16-Aug-18A	100%		Review/Approve Flag Pole Submittals																								
A1300	Review/Approve ACT Submittal	15	09-Aug-18A	18-Oct-18A	100%		Review/Approve ACT Submittal																								
A1310	Contractor's E&S Plan review	0	10-Aug-18A	31-Aug-18A	100%		Contractor's E&S Plan review																								
A1320	SWPPP Completed and Submitted from Civil Engineer	0		22-Aug-18A	100%		SWPPP Completed and Submitted from Civil Engineer,																								
A1330	Submit Storefront Submittal	15	30-Aug-18A	20-Sep-18A	100%		Submit Storefront Submittal																								
A1340	Submit Glass and Glazing Submittal	15	30-Aug-18A	20-Sep-18A	100%		Submit Glass and Glazing Submittal																								
A1350	Submit Framing/Insulation/GWB Submittal	15	30-Aug-18A	24-May-19A	100%																										
A1360	Submit HVAC Submittal	15	30-Aug-18A	18-Nov-18A	100%		Submit HVAC Submittal																								
A1370	PEMB Fabrications/Deliver (Long Lead)	15	30-Aug-18A	24-Jun-19A	100%																										
A1380	Submit Joint Sealant Submittal	15	12-Sep-18A	13-Sep-18A	100%		Submit Joint Sealant Submittal																								
A1390	Review/Approve Joint Sealant Submittal	15	13-Sep-18A	17-Sep-18A	100%		Review/Approve Joint Sealant Submittal																								
A1400	Review/Approve Storefront Submittals	15	21-Sep-18A	11-Oct-18A	100%		Review/Approve Storefront Submittals																								
A1410	Review/Approve Glass and Glazing Submittal	15	21-Sep-18A	11-Oct-18A	100%		Review/Approve Glass and Glazing Submittal																								

█ Remaining Work ◆ Milestone
█ Actual Work █ Critical Remaining Work → summary

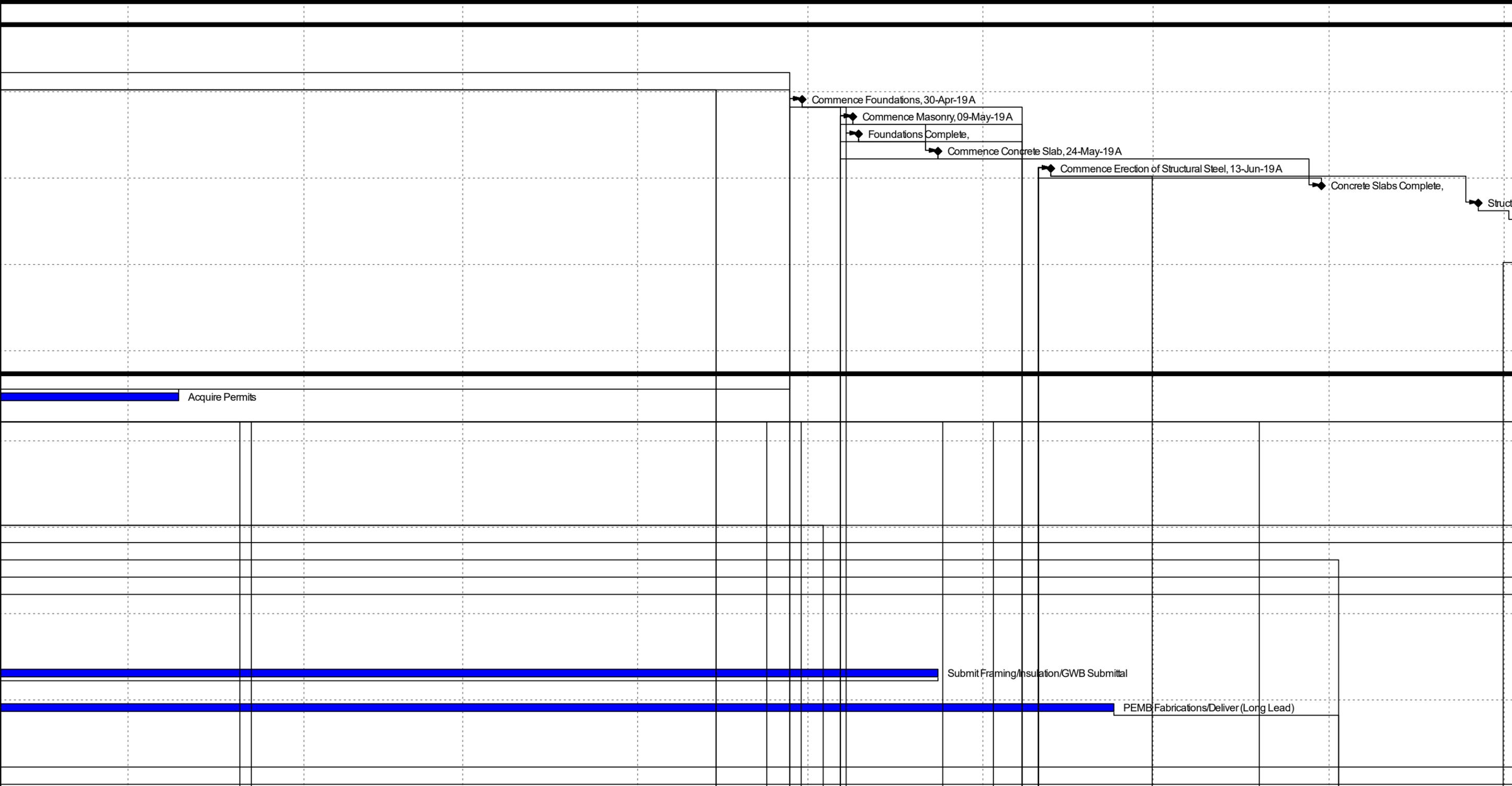
SEPTEMBER 2019 - PROGRESS UPDATE



SURRY COUNTY RESCUE SQUAD AND EMERGENCY
OPERATIONS CENTER



December 2018				January 2019				February 2019				March 2019				April 2019				May 2019				June 2019				July 2019				August 2019					
09	16	23	30	06	13	20	27	03	10	17	24	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16	23	30	07	14	21	28	04	11	18	25



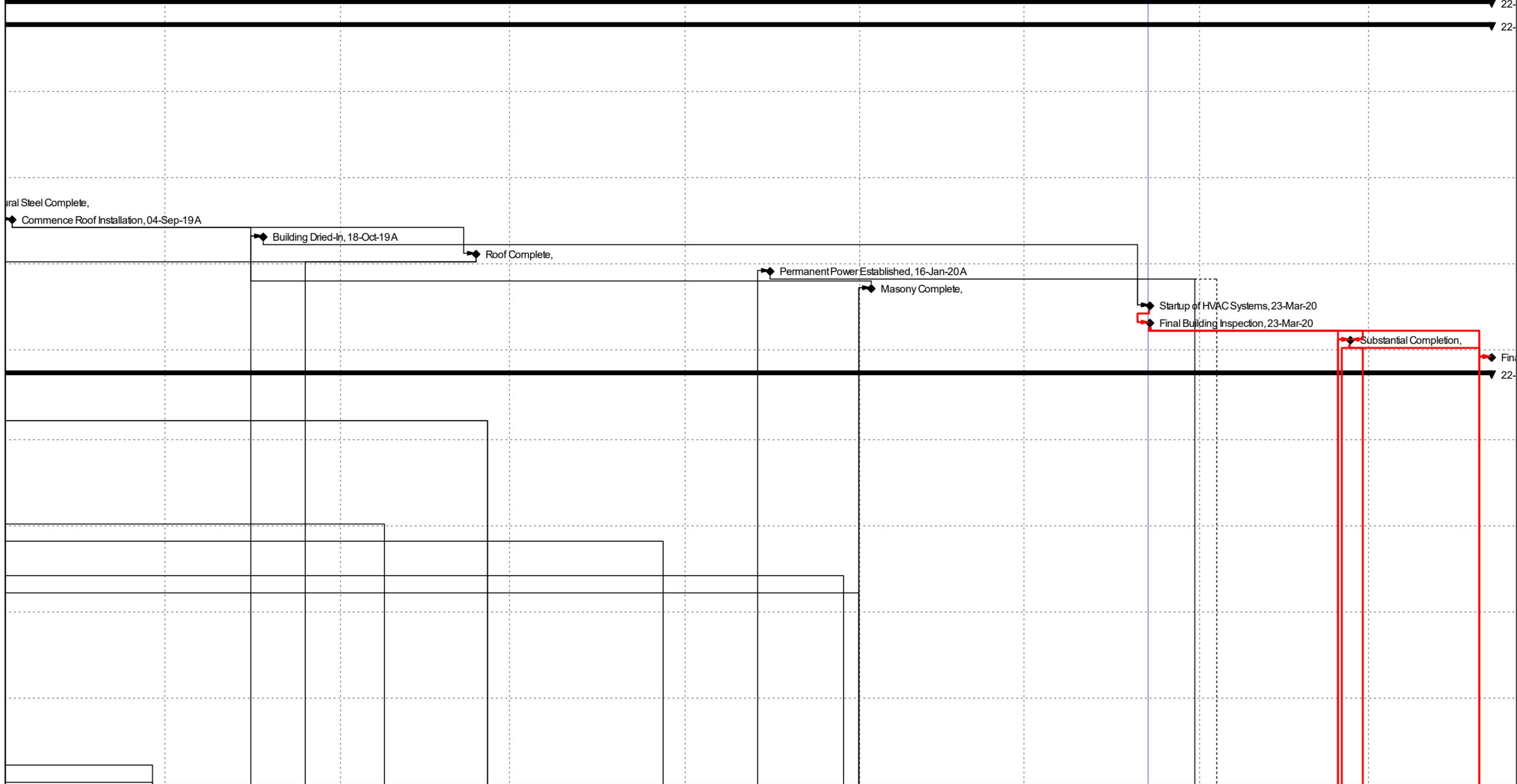
SEPTEMBER 2019 - PROGRESS UPDATE



SURRY COUNTY RESCUE SQUAD AND EMERGENCY
OPERATIONS CENTER

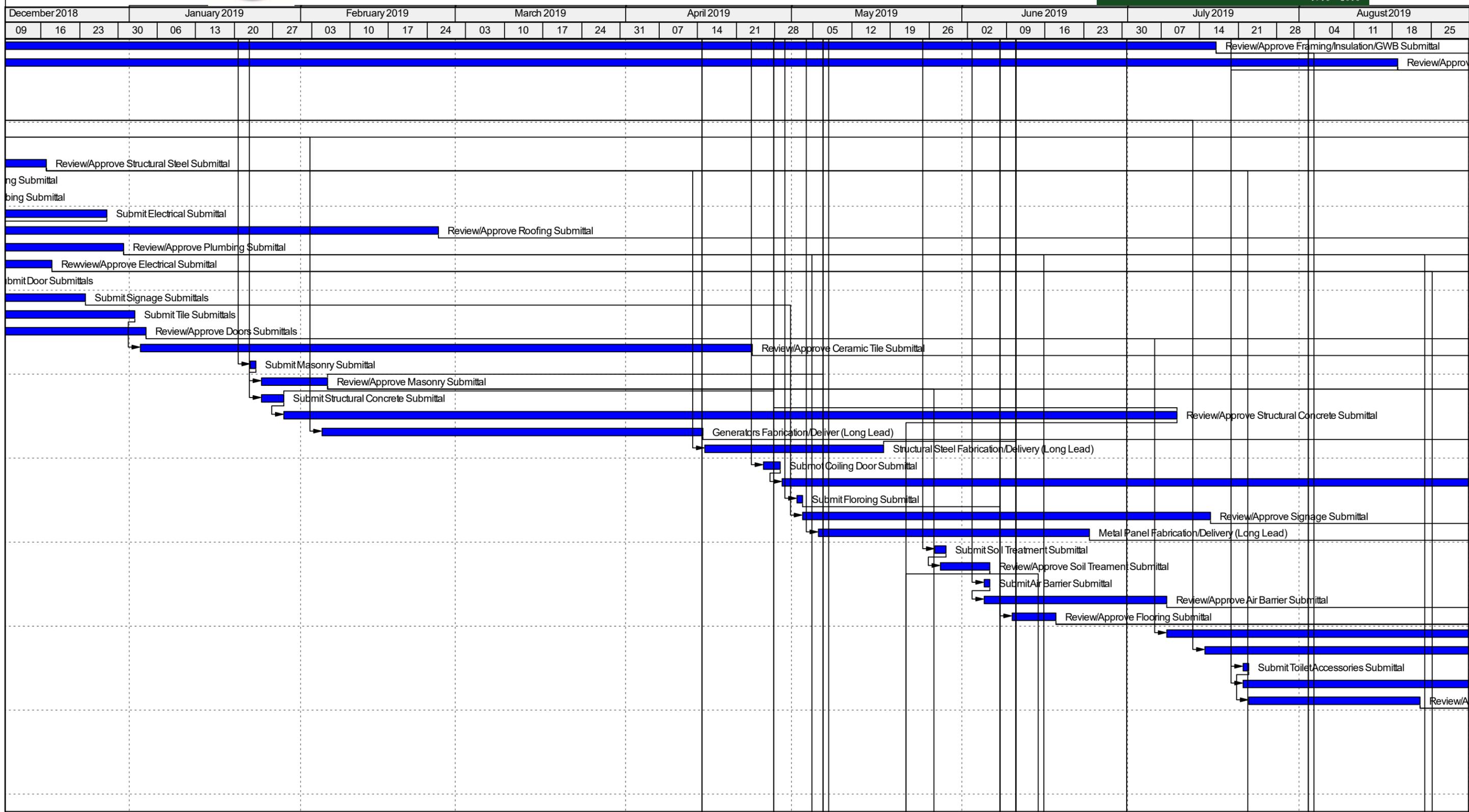


September 2019				October 2019					November 2019				December 2019				January 2020				February 2020				March 2020				April 2020				May 2020					
01	08	15	22	29	06	13	20	27	03	10	17	24	01	08	15	22	29	05	12	19	26	02	09	16	23	01	08	15	22	29	05	12	19	26	03	10	17	24



Remaining Work ◆ Milestone
 Actual Work Critical Remaining Work summary

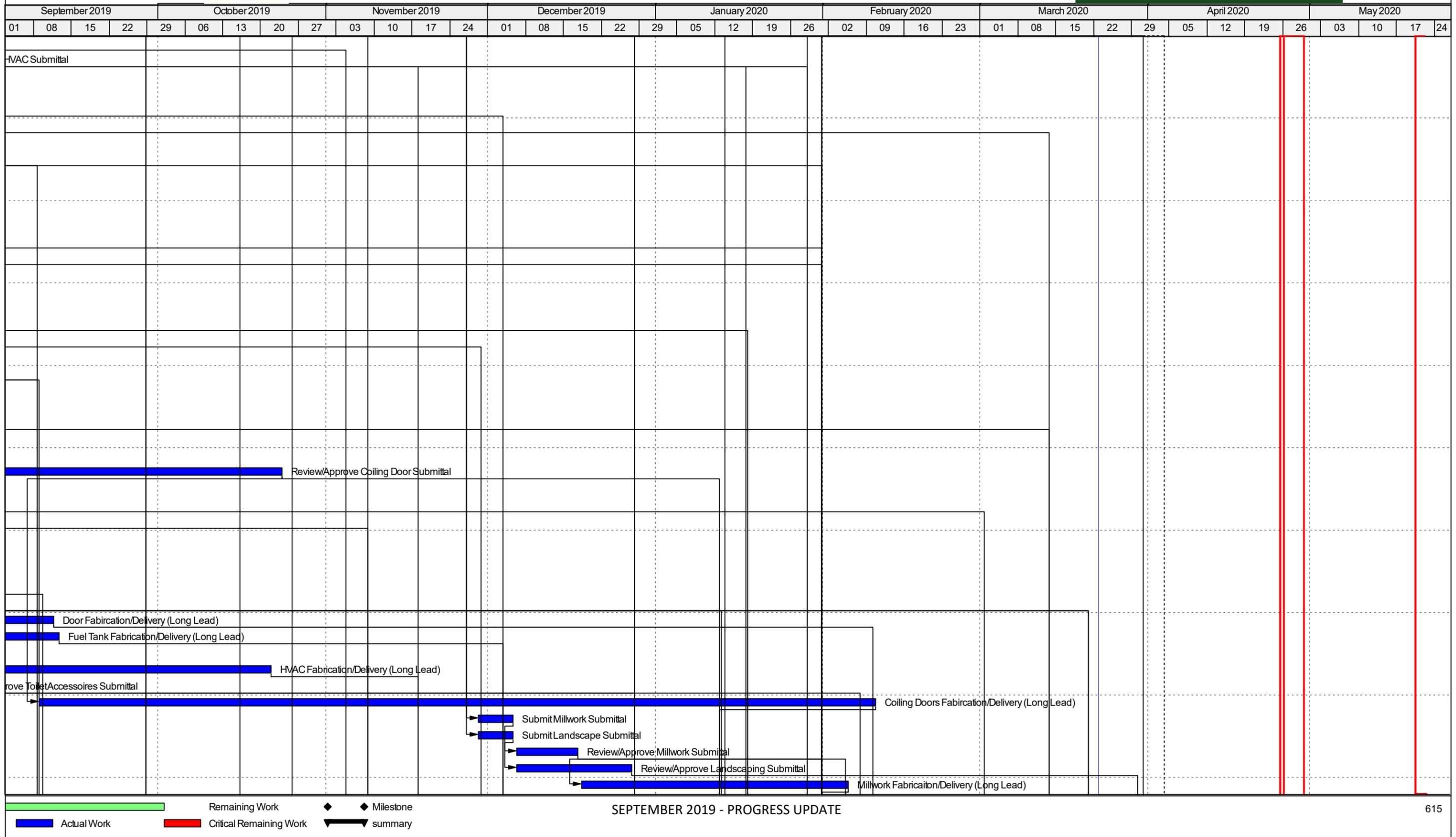
SEPTEMBER 2019 - PROGRESS UPDATE



SEPTEMBER 2019 - PROGRESS UPDATE

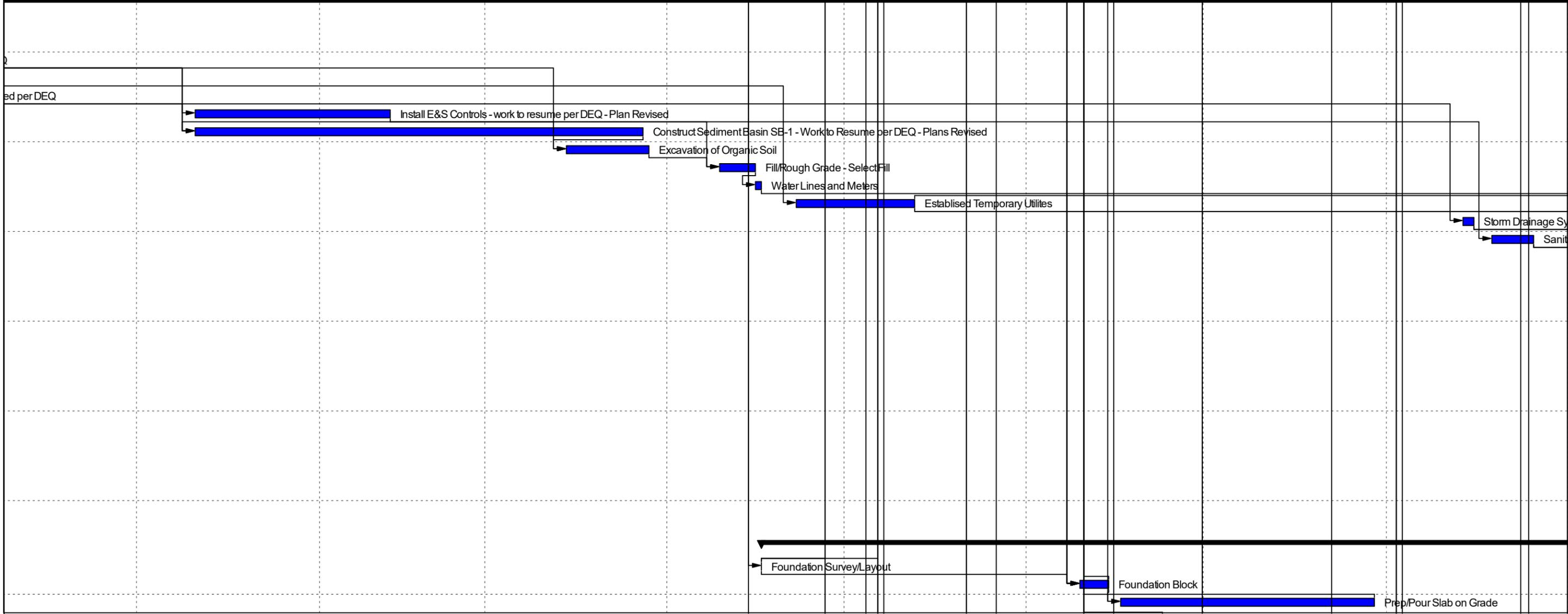
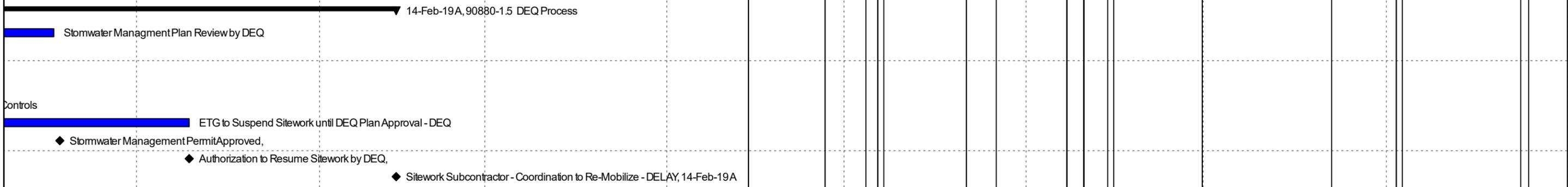


SURRY COUNTY RESCUE SQUAD AND EMERGENCY
OPERATIONS CENTER



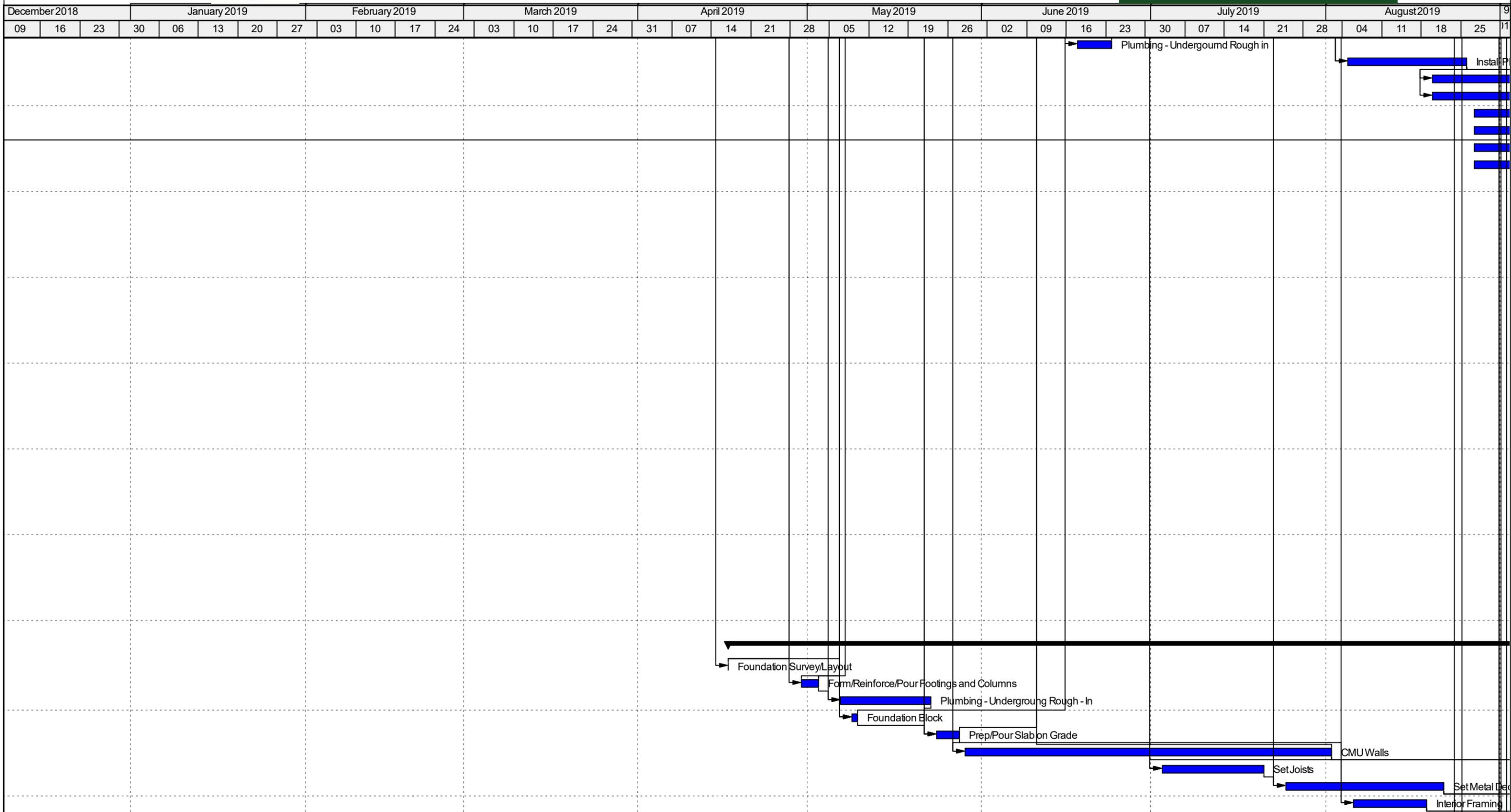


December 2018			January 2019				February 2019				March 2019				April 2019				May 2019				June 2019				July 2019				August 2019							
09	16	23	30	06	13	20	27	03	10	17	24	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16	23	30	07	14	21	28	04	11	18	25	31





SURRY COUNTY RESCUE SQUAD AND EMERGENCY
OPERATIONS CENTER



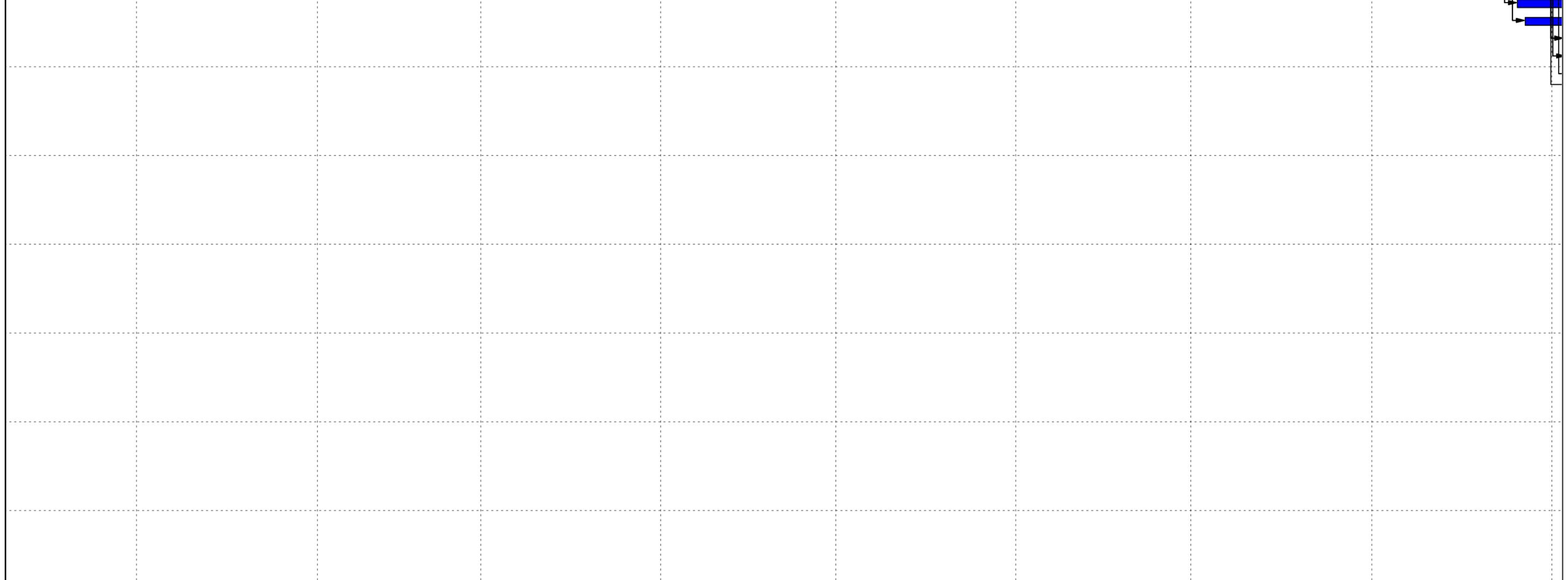
SEPTEMBER 2019 - PROGRESS UPDATE



SURRY COUNTY RESCUE SQUAD AND EMERGENCY
OPERATIONS CENTER



December 2018				January 2019				February 2019				March 2019				April 2019				May 2019				June 2019				July 2019				August 2019				9		
09	16	23	30	06	13	20	27	03	10	17	24	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16	23	30	07	14	21	28	04	11	18	25	31

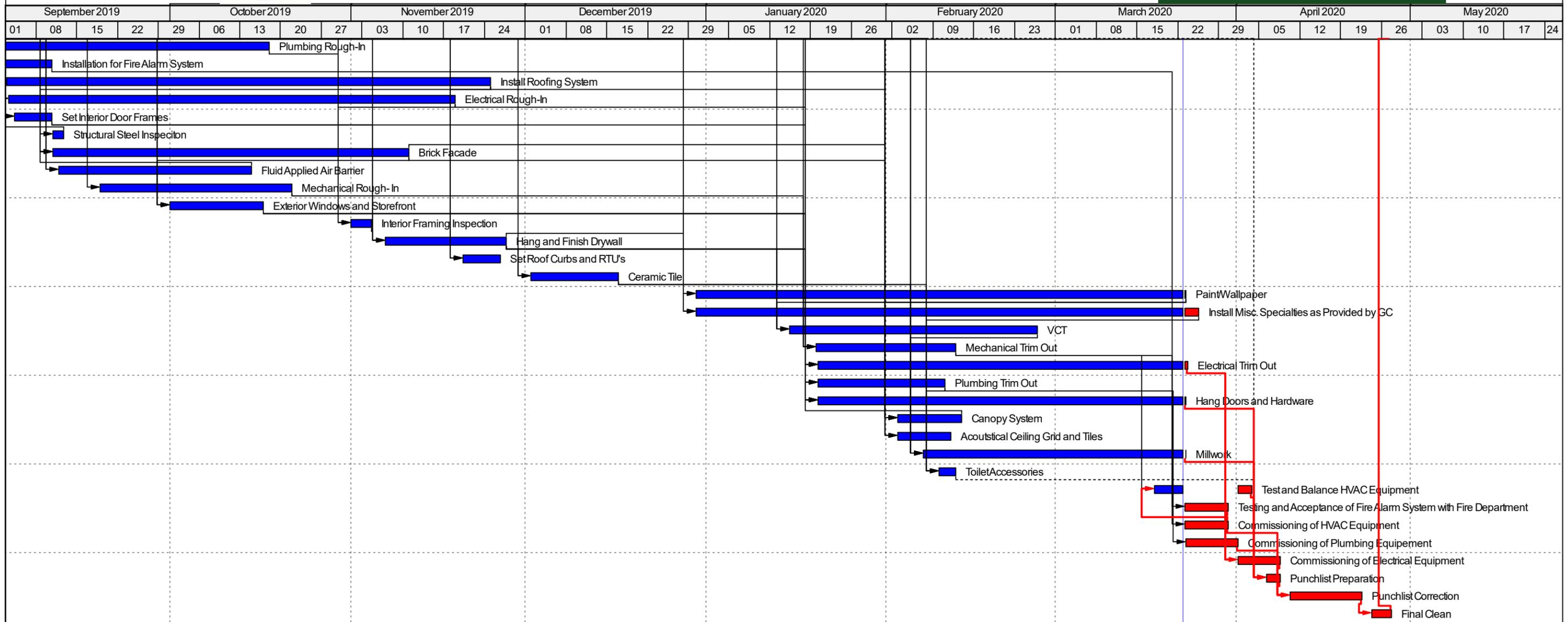


Remaining Work Milestone
Actual Work Critical Remaining Work summary

SEPTEMBER 2019 - PROGRESS UPDATE



SURRY COUNTY RESCUE SQUAD AND EMERGENCY
OPERATIONS CENTER



█ Remaining Work ◆ Milestone
█ Actual Work █ Critical Remaining Work ▶ summary

SEPTEMBER 2019 - PROGRESS UPDATE

ATTACHMENT B

**Dendron Water System Improvement
Construction Schedule**



Surry County Office of the Treasurer

Onike N. Ruffin, Treasurer

May 8, 2020

Surry County Board of Supervisors
Mr. Robert Elliott, Jr., Chairman
Post Office Box 65
Surry, VA 23883

Lady and Gentlemen:

Please be advised that at the February 2020 meeting, we reported a balance in the Local Government Investment Pool totaling \$18,936,385.28.

Since that report, we received our accrued interest for February, 2020 in the amount of \$26,276.34 increasing our balance in LGIP to \$18,962,661.62.

Since our last report, we transferred \$1,000,000.00 from the Local Government Investment Pool to the General Fund, leaving a balance of \$17,962,661.62.

We have the following investments:

		Rate	Days	Matures
LGIP	\$ 17,962,661.62	Variable rate		
EVB CD Plus accrued Int.	500,000.00	.40%	730	01/28/2022

This gives us a total investment of **\$18,462,661.62.**

Respectfully submitted,

Onike N. Ruffin, Treasurer
County of Surry

Phone: (757) 294-5206

Fax: (757) 294-5208

Email: enruffin@surrycountyva.gov

Post Office Box 286

45 School Street

Surry, Virginia 23883



Surry County Office of the Treasurer

Onike N. Ruffin, Treasurer

May 8, 2020

Surry County Board of Supervisors
Mr. Robert Elliott, Jr., Chairman
Post Office Box 65
Surry, VA 23883

Lady and Gentlemen:

Please be advised that we last reported a balance in the Local Government Investment Pool totaling \$17,962,661.62.

Since that report, we received our accrued interest for March, 2020 in the amount of \$19,456.46 increasing our balance in LGIP to \$17,982,118.08.

Since our last report, we transferred \$2,500,000.00 from the Local Government Investment Pool to the General Fund, leaving a balance of \$15,482,118.08.

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We have the following investments:

		Rate	Days	Matures
LGIP	\$ 15,482,118.08	Variable rate		
EVB CD Plus accrued Int.	500,000.00	.40%	730	01/28/2022

This gives us a total investment of **\$15,982,118.08**.

Respectfully submitted,

Onike N. Ruffin, Treasurer
County of Surry

Phone: (757) 294-5206

Fax: (757) 294-5208

Email: onruffin@surrycountyva.gov

Post Office Box 286

45 School Street

Surry, Virginia 23883



Surry County Office of the Treasurer

Onike N. Ruffin, Treasurer

May 8, 2020

Surry County Board of Supervisors
Mr. Robert Elliott, Jr., Chairman
Post Office Box 65
Surry, VA 23883

Lady and Gentlemen:

Please be advised that we last reported a balance in the Local Government Investment Pool totaling \$15,482,118.08.

Since that report, we received our accrued interest for April, 2020 in the amount of \$12,112.60 increasing our balance in LGIP to \$15,494,230.68.

Since our last report, we transferred \$1,500,000.00 from the Local Government Investment Pool to the General Fund, leaving a balance of \$13,994,230.68.

We have the following investments:

		Rate	Days	Matures
LGIP	\$ 13,994,230.68	Variable rate		
EVB CD Plus accrued Int.	500,000.00	.40%	730	01/28/2022

This gives us a total investment of **\$14,494,230.68**.

Respectfully submitted,

Onike N. Ruffin, Treasurer
County of Surry

Phone: (757) 294-5206

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Email: onruffin@surrycountyva.gov

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45 School Street

Surry, Virginia 23883



SAFER AT HOME: PHASE ONE GUIDELINES FOR ALL BUSINESS SECTORS

PHYSICAL DISTANCING BEST PRACTICES:

- ✓ Establish policies and practices for physical distancing between co-workers and between members of the public. (See sector-specific guidelines below for more detailed information on public engagement.)
- ✓ Provide clear communication and signage for physical distancing in areas where individuals may congregate, especially at entrances, in seating areas, and in check-out lines.
- ✓ Limit the occupancy of physical spaces to ensure that adequate physical distancing may be maintained. (See sector-specific guidelines for more detailed information.)
- ✓ Encourage telework whenever possible.
- ✓ For those businesses where telework is not feasible, temporarily move or stagger workstations to ensure six feet of separation between co-workers and between members of the public.
- ✓ Where possible, employees and customers should utilize face coverings. (See [CDC Use of Cloth Face Coverings guidance](#) for more detailed information). Where six feet of physical distance is not possible in a given business setting, employers should provide face covering to employees, such as utilizing the [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Limit in-person work-related gatherings, including conferences, trade shows, and trainings.
- ✓ When in-person meetings need to occur, keep meetings as short as possible, limit the number of employees in attendance, and use physical distancing practices.

ENHANCED CLEANING AND DISINFECTION BEST PRACTICES:

- ✓ Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, door knobs/handles, dining tables/chairs, light switches, handrails, restrooms, floors, and equipment. Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an [EPA-approved disinfectant to clean](#). For high contact areas, routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.
- ✓ To the extent tools or equipment must be shared, provide access to and instruct workers to use an [EPA-approved disinfectant](#) to clean items before and after use.
- ✓ Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol. (See sector-specific guidelines for more detailed information.)
- ✓ When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water. Alternatively, consider providing alcohol-based hand sanitizers with at least 60% alcohol so that workers can frequently sanitize their hands.
- ✓ Provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols. A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>.

ENHANCED WORKPLACE SAFETY BEST PRACTICES:

- ✓ Prior to a shift and on days employees are scheduled to work, employers should screen employees prior to starting work. Employees should also self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the [VDH Interim Guidance for COVID -19 Daily Screening of Employees](#) before reporting to work. For employers with established occupational health programs, employers can consider measuring temperature and assessing symptoms of employees prior to starting work/before each shift. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, feels warm to the touch, or gives a history of feeling feverish.

- ✓ Implement practices such as those described in [VDH Interim Guidance for COVID - 19 Daily Screening of Employees](#) for examples of a screening questionnaire. A sample symptom monitoring log is available in this Interim Guidance.
- ✓ Instruct employees who are sick to stay at home and not report to work. If an employee becomes ill or presents signs of illness, follow [CDC What to Do if You Are Sick guidance](#). Employers should post signage in the common languages of the employees telling employees not to come to work when sick.
- ✓ Develop or adopt flexible sick leave policies to ensure that sick employees do not report to work. Policies should allow employees to stay home if they are sick with COVID-19, if they need to self-quarantine due to exposure, and if they need to care for a sick family member. Employers should recommend that employees follow [CDC guidance on If You Are Sick or Caring For Someone](#).
- ✓ Some employees are at [higher risk for severe illness](#) from COVID-19. These vulnerable employees include individuals over age 65 and those with underlying medical conditions. Vulnerable employees should be encouraged to self-identify and employers should take particular care to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.
 1. Consider offering vulnerable employees duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.
 2. Protect employees at [higher risk for severe illness](#) by supporting and encouraging options to telework.
 3. If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected.
 4. Other information on civil rights protections for workers related to COVID-19 is available [here](#).
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

- ✓ Implement staggered shifts for both work periods and break periods. Consider cohort scheduling where groups of employees only work with employees in their group.
- ✓ Limit the number of employees in break rooms and stagger breaks to discourage gatherings.
- ✓ Use messaging boards or digital messaging for pre-shift meeting information.
- ✓ If the building has not been occupied for the last 7 days, there are additional public health considerations that should be considered, such as taking measures to ensure the [safety of your building water system](#). However, it is not necessary to clean ventilation systems other than routine maintenance as part of reducing the risk of coronavirus transmission.
- ✓ Establish a relationship with your local health department and know who to contact for questions.

For healthcare facilities, additional guidance is provided on [CDC’s Guidelines for Environmental Infection Control in Health-Care Facilities](#).

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

SAFER AT HOME: PHASE ONE
RESTAURANT AND BEVERAGE SERVICES

SCOPE: Restaurants, dining establishments, food courts, breweries, cideries, mobile units (food trucks), distilleries, wineries, and tasting rooms.

PHASE 1: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. Virginia Department of Health and Virginia Department of Agriculture and Consumer Services regulated facilities must continue to follow requirements related to prohibiting sick employees in the workplace, strict handwashing practices, and procedures and practices to clean and sanitize surfaces.

During Phase 1, businesses should continue to offer takeout and delivery options. If businesses choose to open to dine-in customers, they may only do so in outdoor spaces and must adhere to the following additional requirements for outdoor service:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high risk individuals](#), and staying home if sick (See samples at the bottom of this document).
- ✓ Occupancy must be limited to no more than 50% of the lowest occupancy load on the certificate of occupancy, if applicable, while maintaining a minimum of six feet of physical distancing between all individuals as much as possible.
- ✓ Provide a minimum of six feet between parties at tables, (i.e., the six feet cannot include the space taken up by the seated guest). If tables are not movable, seat parties at least six feet apart. Spacing must also allow for physical distancing from areas

outside of the facility's control (i.e. provide physical distancing from persons on public sidewalks).

- ✓ Do not seat parties of more than 10 patrons. All parties, whether seated together or across multiple tables, must be limited to 10 patrons or less.
- ✓ Do not seat multiple parties at any one table unless marked with six foot divisions (such as with tape).
- ✓ Bar seats and congregating areas of restaurants must be closed to patrons except for through-traffic. Non-bar seating in the outdoor bar area (i.e., tables or counter seats that do not line up to a bar or food service area) may be used for customer seating as long as a minimum of six feet is provided between parties at tables.
- ✓ Keep game areas, dance floors, and playgrounds closed. If live musicians are performing at an establishment, they must remain at least six feet from patrons and staff.
- ✓ Employees working in customer dining and service areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Use single-use disposable menus (e.g., paper) and discard after each customer. Reusable menus are not permitted in Phase 1. Refilling food and beverage containers or implements brought in by customers is not allowed in Phase 1.
- ✓ Prior to each shift, employers should ask that the employee self-measure their temperature and assess symptoms. Please see [VDH Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers During Widespread Community Transmission](#).
- ✓ No self-service of food (except beverages), including condiments. Condiments must be removed from tables and dispensed by employees upon the request of a customer. Buffets must be staffed by servers. For self-service beverage areas, use beverage equipment designed to dispense by a contamination-free method.
- ✓ Perform thorough cleaning and disinfection of frequently contacted surfaces including digital ordering devices, check presenters, self-service areas, tabletops, bathroom surfaces, and other common touch areas every 60 minutes during operation. Tabletops and credit card/bill folders must be disinfected between patrons.

- ✓ Table resets must be done by an employee who has washed their hands with soap and water for at least 20 seconds just prior to reset activities.
- ✓ Only 10 patrons may wait for takeout in the lobby area at one time.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Encourage customers to wear face coverings while entering, exiting, or otherwise traveling throughout the restaurant. Face coverings may be removed while seated.
- ✓ Utilize reservations for dining on the premises.
- ✓ Use staff facilitated seating where appropriate. If seating is not staff facilitated and tables cannot be moved to meet the physical distancing requirements outlined above, tables that should not be used must be clearly marked that they are out of service.
- ✓ Assign employee(s) to monitor and clean high touch areas while in operation.
- ✓ Use technology solutions where possible to reduce person-to-person interaction, including mobile ordering and menu tablets, text on arrival for seating, and contactless payment options.
- ✓ Consider methods to make point of sale terminals safer, including use of no contact applications, placement of a glass or clear plastic barrier between the employee and the customer, and providing a hand sanitizer station for customer and employee use after handling credit/debit cards, PIN terminals, or exchange of cash.
- ✓ Servers should avoid touching items on tables while customers are seated. Dedicated staff should remove all items from the table when customer(s) leave.
- ✓ Consider scheduled closure periods throughout the day to allow for cleaning and disinfecting, including bathrooms (i.e., after lunch service).
- ✓ Use separate doors to enter and exit the establishment when possible.
- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.

- ✓ Single-use items should be discarded. Consider using rolled silverware and eliminating table presets.
- ✓ Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use when touching door and sink handles.
- ✓ Implement procedures to increase how often the back-of-house areas are cleaned and sanitized.

ADDITIONAL CONSIDERATIONS:

Take-out and Delivery providers are encouraged to utilize the following recommendations:

- ✓ Notify customers as the delivery is arriving by text message or phone call.
- ✓ Ensure transport containers are cleaned and sanitized between uses.
- ✓ Establish designated pick-up zones for customers, including separate entrances and exits where possible.
- ✓ Offer curb-side pick-up.
- ✓ Encourage cashless transactions where possible.
- ✓ Practice physical distancing by offering to place orders in vehicle trunks.
- ✓ Seal food packages to safeguard the integrity of contents.
- ✓ If an establishment uses a delivery service, implement a contactless pick-up option where drivers do not have to come into the restaurant.

Food Trucks/Mobile Units are encouraged to utilize the following recommendations:

- ✓ Provide signage and aids to help customers maintain six feet of distance while ordering or waiting for an order.
- ✓ Food and other items should not be returned after they are loaded onto the mobile unit.
- ✓ Schedule frequent cleaning and disinfecting of order pick-up areas and other commonly touched surfaces.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

SAFER AT HOME: PHASE ONE
FARMERS MARKETS

PHASE 1: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. Virginia Department of Health and Virginia Department of Agriculture and Consumer Services regulated facilities must continue to follow requirements related to prohibiting sick employees in the workplace, strict handwashing practices, and procedures and practices to clean and sanitize surfaces.

During Phase 1, farmers markets should continue to offer order ahead and pickup options. If markets choose to open, they may only do so in outdoor spaces and they must adhere to the following additional requirements for outdoor service:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment or farmers market.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high risk individuals](#), and staying home if sick (See samples at the bottom of this document).
- ✓ On-site shopping is allowed, as long as physical distancing guidelines are adhered to. Configure operations to avoid congestion or congregation points.
- ✓ Employees and vendors working at the farmers markets must wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Provide a minimum of six feet between parties at tables, (i.e., the six feet cannot include the space taken up by the seated guest). Spacing should also allow for physical distancing from areas outside of the facility’s control (i.e. provide physical distancing from persons on public sidewalks).

- ✓ Provide hand sanitizer stations or hand washing stations for patrons and employees.
- ✓ Vendors must use enhanced cleaning and disinfecting practices to regularly clean and disinfect spaces and equipment.
- ✓ Vendors and employees handling money should wash their hands between each transaction.

BEST PRACTICES:

In addition to the requirements provided above, farmers markets are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Encourage customers to wear face coverings while entering, exiting, or otherwise traveling throughout the farmers market. Face coverings may be removed while seated.
- ✓ Promote no touch or low touch purchasing opportunities by pre-boxing or pre-bagging food items.
- ✓ Update your website and social media with detailed instructions so patrons understand the expectations while at the market.
- ✓ Discourage vendor sampling.
- ✓ A mobile market could be used to reach communities with low food access but should comply with physical distancing guidelines for customers shopping and follow all recommended hygiene and sanitation protocols.
- ✓ Limit vendors to those selling food and horticultural products, or other handcrafted products critical for hygiene and sanitation such as handmade soaps and facemasks.
- ✓ Encourage touchless payment systems.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

SAFER AT HOME: PHASE ONE
BRICK AND MORTAR RETAIL

SCOPE: All non-essential brick and mortar retail establishments.

PHASE 1: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Retailers must limit occupancy to 50% of the lowest occupancy load on the certificate of occupancy.
- ✓ Retailers must assist customers in keeping at least six feet of space between individuals or households while shopping and waiting in line. Mark floors in six-foot increments in areas where customers will be congregating or standing in line such as cashier areas. If six feet of space cannot be maintained between checkout lines, only operate alternate checkout lines.
- ✓ If seating is available, provide a minimum of six feet between tables; if tables are not movable, parties must be spaced at least six feet apart.
- ✓ Meeting rooms and other enclosed spaces such as fitting rooms should be closed to customers.

- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Perform a thorough cleaning and disinfection of frequently contacted surfaces including digital ordering devices, self-service areas, countertops, bathroom surfaces, cashier stations, belts, shelves, cash machine pads, keyboards, order separation bars, and other high touch surfaces, at a minimum, every 2 hours.
- ✓ Eliminate stations where food or drink can be sampled. No self-service of food (except beverages), including condiments. Self-service beverage areas must use beverage equipment designed to dispense through a contamination-free method.
- ✓ Ensure there is a way to sanitize shopping cart and basket handles: either make an [EPA-approved disinfectant](#) easily accessible to customers or have employees manage the process and sanitize between each customer use.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Provide sanitizing stations for customers and staff throughout the store, particularly at entry and exit points.
- ✓ Consider managing customer movement utilizing one-way aisles or other directional instructions.
- ✓ Encourage customers to wear face coverings while entering, exiting, or otherwise traveling throughout the store.
- ✓ Consider reserving certain hours for [senior citizens and other high-risk populations](#).
- ✓ Provide opportunities to shop and pay online or on the phone whenever possible.
- ✓ Provide options for home delivery, in store pickup, or curbside pickup whenever possible to minimize the number of customers in facilities.
- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.
- ✓ Use separate doors to enter and exit the establishment when possible.

- ✓ Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use in touching door and sink handles.
- ✓ Consider using a reservation system to schedule customer visits, including asking customers to set up a time to visit the showroom or sales floor to limit the number of customers in a facility.
- ✓ Prohibit congregating in break rooms or common areas and limit the capacity of such areas to allow for safe physical distancing of a minimum of six feet whenever possible.
- ✓ If reusable shopping bags are permitted, ask customers to bag their own products/groceries.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

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[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

SAFER AT HOME: PHASE ONE
FITNESS AND EXERCISE FACILITIES

SCOPE: Gymnasiums, recreation centers, swimming pools, indoor sports facilities, and indoor exercise facilities.

PHASE 1: Establishments must remain closed in Phase 1.
Establishments may offer limited outdoor fitness and exercise operations.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to offer fitness and exercise services, they may only do so in outdoor spaces and must adhere to the following additional requirements for outdoor operations:

- ✓ Facilities should separate fitness equipment to ensure ten feet of separation between patrons, members, and guests using such equipment.
- ✓ The number of participants in all group exercise and fitness classes and all recreational sporting events must be limited to no more than 10 participants. The instructor and all participants must maintain at least ten feet of physical distancing between each other.
- ✓ Instructors and trainers must maintain at least ten feet of distance between themselves and their clients.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#). Lifeguards responding to distressed swimmers are exempt from this requirement.
- ✓ Provide hand sanitizing stations, including at the entrance/exit and where shared fitness equipment is utilized.
- ✓ Employers must ensure cleaning and disinfection of shared equipment after each use.

- ✓ Facilities must prohibit the use of any equipment that cannot be thoroughly disinfected between uses (e.g., climbing rope, exercise bands, etc.). Facilities must also prohibit the use of equipment requiring more than one person to operate, unless those operating are from the same household (e.g., free weights when it requires a spotter).
- ✓ Hot tubs, spas, splash pads, spray pools, interactive play features, outdoor basketball courts, racquetball courts, and all seating in pool areas must be closed. Outdoor swimming pools may be open for lap swimming only, with one person per lane. Indoor swimming pools and related areas must remain closed.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Encourage patrons to wear face coverings. Face coverings may be removed while exercising as long as physical distancing is observed.
- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.
- ✓ Use disposable towels and linens where possible. All reusable towels, linens and other porous fabric should be laundered after single use. Store towels and linens in a closed, covered container prior to use.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE ONE
PERSONAL CARE AND PERSONAL GROOMING SERVICES

SCOPE: Beauty salons, barbershops, spas, massage centers, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed.

PHASE 1: Establishments must either implement the following mandatory requirements or remain closed.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Capacity must be limited to no more than 50% of the lowest occupancy load on the certificate of occupancy while maintaining a minimum of six feet of physical distancing between all individuals as much as possible.
- ✓ Services must be provided by appointment only, with only one appointment per service provider at a time.
- ✓ Stagger stations with at least six feet of separation.
- ✓ Maintain physical distancing of at least six feet within the waiting area.
- ✓ Staggered appointments must be utilized to minimize the number of individuals congregating in a waiting area and allow time to disinfect work stations and tools in between clients.

- ✓ Employees and service providers working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Provide face coverings for clients or ask that clients bring a face covering with them that they must wear during the service. Limit services to only those that can be completed without clients removing their face covering.
- ✓ Wash hands with soap and water for at least 20 seconds after each service is performed, and, when gloves are worn, change gloves after each client's service.
- ✓ Perform thorough cleaning and disinfection of frequently contacted surfaces every 60 minutes; clean and disinfect all personal care and personal grooming tools after every use or discard.
- ✓ Employers must maintain a list of the names and contact information for all clients, to include the date and time services are received.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Provide hand sanitizer at the reception area and all stations for employee and client use.
- ✓ Remove commonly touched non-essential items such as magazines, self-serve coffee, and candy jars.
- ✓ Where possible use disposable towels, capes, and linens. All reusable towels, capes, linens and other porous fabric should be laundered after single use. Non-porous capes (e.g., plastic, vinyl) should be cleaned and disinfected after single use or discarded. Towels, capes, and linens should be stored in a closed, covered container prior to use.
- ✓ When capes are used on clients, use a freshly laundered or disposable cape for each client.
- ✓ Minimize to the greatest degree possible close, direct face-to-face contact with clients, such as allowing clients to be seated prior to approaching to perform a service.

- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.
- ✓ Use separate doors to enter and exit the establishment when possible.
- ✓ Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use in touching door and sink handles.
- ✓ Consider limiting the maximum time of services (e.g., no more than 1 hour).

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[CDC Symptoms Spanish](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

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SAFER AT HOME: PHASE ONE
CAMPGROUNDS AND OVERNIGHT SUMMER CAMPS

SCOPE: Private campgrounds and overnight summer camps.

PHASE 1: Private campgrounds must either implement the following mandatory requirements or close. Overnight summer camps must remain closed in Phase 1.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in their prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ All lots rented for short term stays of less than 14 nights (and not owned by individuals) must maintain a minimum of 20 feet between units.
- ✓ All common areas that encourage gathering must remain closed such as pavilions, gazebos, picnic areas, etc.
- ✓ No physical sharing of recreation or sports equipment unless it is cleaned and disinfected with an [EPA-approved disinfectant](#).
- ✓ No day passes or visitors. Only persons listed on the registration are allowed on the property.
- ✓ It is recommended that campgrounds strongly encourage customers to wear face coverings over their nose and mouth.
- ✓ No gatherings of greater than 10 people in one location.

- ✓ On site retail, recreation and fitness, cabins, and food establishments must follow the requirements and guidelines specific to those establishments.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Provide hand washing in bath houses or sanitizing stations for guests and employees.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[CDC Symptoms Spanish](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

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Commonwealth of Virginia
Office of Governor Ralph S. Northam

FOR IMMEDIATE RELEASE · May 11, 2020

Office of the Governor

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**Governor Northam Announces
Health Equity Pilot Program with
City of Richmond**

*~ Ongoing efforts will engage and prioritize communities
disproportionately impacted by COVID-19 ~*

RICHMOND—Governor Ralph Northam today announced a pilot program with the City of Richmond to support the Commonwealth’s ongoing focus on health equity. The partnership aims to increase equitable access to personal protective equipment (PPE) in underserved communities that may be most adversely impacted by the virus. Virginia’s Health Equity Leadership Task Force is working to leverage data to prioritize areas experiencing disproportionate impacts and is partnering with the City of Richmond to establish policies and programs to address these critical issues.

“Virginia is committed to ensuring equitable access to healthcare resources and comprehensive support to help our most vulnerable communities combat COVID-19,” **said Governor Northam**. “We will continue to encourage and enhance these efforts as we move through the various phases of reopening our Commonwealth.”

The City of Richmond has been working to enhance its focus on equity through community engagement and training for city personnel. Most recently, the Richmond Fire Department received training from the Health Equity Leadership Task Force, which included an emphasis on cultural humility and implicit bias. The City’s fire personnel will go door to door in underserved neighborhoods in Richmond to distribute public health information in various languages, and to provide residents with supplies such as face masks and hand sanitizer. To date, more than 20,000 masks and 20,000 bottles of hand sanitizer have been provided to the City of Richmond for distribution to communities who are most at need.

“COVID-19 isn’t singular in its disproportionate effect on communities of color with high poverty rates,” **said City of Richmond Mayor Levar Stoney**. “The healthcare disparities

highlighted by this pandemic are a manifestation of historic injustices, which we can help address with targeted, equity-driven efforts like this program.”

The Health Equity Leadership Task Force provides leadership to the Unified Command Health Equity Work Group, which was proactively established on March 11, 2020 at the onset of the COVID-19 outbreak in Virginia. The purpose of the Task Force and Work Group is to serve as the Commonwealth’s first-ever coalition during an emergency response to ensure a health equity lens is applied to all decision making within Virginia’s ongoing response. The Task Force meets twice every day and the Work Group meets once a week to review policies, provide real-time learning opportunities, review communications campaigns, and ensure small-, women-, and minority-owned businesses are leveraged in the response and recovery.

Dr. Janice Underwood, who serves as Virginia’s first-ever Chief Diversity Officer, leads the Health Equity Leadership Task Force, and has worked with several faith and civic leaders to ensure the success of this effort. Sable K. Nelson, Acting Director of the Office of Health Equity at the Virginia Department of Health, serves as the chair of the Health Equity Work Group.

“It is imperative that equity be the cornerstone of our COVID-19 response, and all public health and emergency responses moving forward,” **said Dr. Janice Underwood, Chief Diversity Officer to Governor Northam.** “The work of the Health Equity Leadership Task Force and the Health Equity Work Group is historic and necessary as we work toward making sure that the most under-resourced communities in Virginia have access to testing, life-saving PPE, and culturally affirming education materials in preferred languages and formats. The opportunity to stay safe and healthy throughout this long-term response and recovery should not only be afforded to the privileged—this is a humanity issue.”

The Health Equity Leadership Task Force collaborates with local governments to provide support to vulnerable communities because everyone does not experience the same privileges for social or physical distancing or receive information the same way. The Task Force provides localities with access to health equity training for all city employees and volunteers, personal protective equipment (PPE), culturally appropriate educational materials to support diverse communities, and support in identifying neighborhoods at elevated risk with mapping technology.

The City of Richmond community engagement event is scheduled for Tuesday, May 12.

Similar partnerships with diverse localities, such as the cities of Harrisonburg and Chesapeake and others across the Commonwealth are already underway and anticipated to expand. Learn more about the equity leadership team and the Health Equity Work Group [here](#).

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