

Public Display

BOARD PACKET
BOARD OF SUPERVISORS
REGULAR MEETING

APRIL 4, 2016



CONSENT AGENDA

- 6. (a) Minutes: March 7, 2016 – Regular Meeting *Pages: 10-21*
March 15, 2016 – Adjourned Meeting *Pages: 22-27*
March 21, 2016 – Public Hearings: FY 2016/17 School & County Budgets
Pages: 28-31
- (b) Bill List – March 2016 (*on line*)
- (c) Proclamation - National County Government Month: April 2016 *Pages: 32-33*
- (d) Proclamation - National Animal Control Appreciation Week: April 10-16, 2016
Pages: 34-35
- (e) Proclamation - National Public Safety Telecommunications Week: April 10-16, 2016
Pages: 36-37
- (f) Proclamation – National Child Abuse Prevention Month: April 2016 *Pages: 38-39*
- (g) Resolution – VDOT Rural Rustic Road: Cooksburg Road; *Information Revision to Resolution 2013-08-04*
Pages: 40-41
- (h) Proclamation – County Day of Recognition for National Service – April 7, 2016
Pages: 42-43

Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

UNFINISHED BUSINESS

- 7. Expenditure Refunds – January / February 2016 - *At the March 7, 2016 meeting, a motion was made by Mr. Barber, seconded by Mr. Hagerman, which required a 10-Day Layover that has now been met. Roll Call Vote Required* *Pages: 45-48*

Roll Call Vote

	Y	N	A	<i>Comments:</i> _____
Barber				
Hagerman				_____
Blackstock				
Scearce				_____
Davis				
Warren				
Barksdale				

- 8. Appropriation – Landfill Compactor Repair – *At the March 7, 2016 meeting, a motion was made by Mr. Blackstock, seconded by Mr. Barber, which required a 10-Day Layover that has now been met. Roll Call Vote Required* *Pages: 49-54*

Roll Call Vote

	Y	N	A	<i>Comments:</i> _____
Barber				
Hagerman				_____
Blackstock				
Scearce				_____
Davis				
Warren				
Barksdale				

NEW BUSINESS

9. Finance

(a) Proposed FY 2016/17 Pittsylvania County Public Schools Budget - *Requires a Motion and a Roll Call Vote* *Pages: 56-61*

Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Roll Call Vote

	Y	N	A	Comments:
Barber				_____
Hagerman				_____
Blackstock				_____
Scearce				_____
Davis				_____
Warren				_____
Barksdale				_____

(b) Proposed FY 2016/17 Pittsylvania County Budget - *Requires a Motion and a Roll Call Vote* *Pages: 62-89*

Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Roll Call Vote

	Y	N	A	Comments:
Barber				_____
Hagerman				_____
Blackstock				_____
Scearce				_____
Davis				_____
Warren				_____
Barksdale				_____

10. Proposal Award for Reassessment Appraisal Services *Pages: 90-132*

Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale
Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Comments: _____

11. Proclamation – Annual Countywide Spring Cleanup Month (April) and Request for Landfill Tipping Fee Waiver *Requires a Motion and a Roll Call Vote*

Pages: 133-134

Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Roll Call Vote

	Y	N	A	Comments: _____
Barber				_____
Hagerman				_____
Blackstock				_____
Scearce				_____
Davis				_____
Warren				_____
Barksdale				_____

BOARD ANNOUNCEMENTS

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

1. Buildings/Grounds March 2016 Reports: *Pages: 138-139*
2. Animal Control March 2016 Reports: *Pages: 140-141*
3. Letter from Governor McAuliffe/Certificate of Approval for Designation of Banister River Extension as a State Scenic River: *Pages: 142-143*
4. Code Compliance March 2016 Report: *Page: 144*

CLOSED SESSION
ADJOURNMENT

Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale

Time: _____

TO BE ADDED

HEARING OF CITIZENS

CONSENT AGENDA

**Pittsylvania County Board of Supervisors
Monday, March 7, 2016
Regular Meeting**

VIRGINIA: The Regular Meeting of the Pittsylvania County Board of Supervisors was held on Monday, March 7, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Jessie L. Barksdale, Chair, called the meeting to order at 7:00 p.m. The following members were present:

Jessie L. Barksdale	Banister District
Elton W. Blackstock	Staunton River District
Tim Barber	Tunstall District
Ronald S. Searce	Westover District
Jerry A. Hagerman	Callands-Gretna District
Robert W. Warren	Chatham-Blairs District
Joe B. Davis	Dan River District

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Mr. Greg L. Sides, Assistant County Administrator for Planning and Development, Matthew Rowe, Director of Economic Development, and Ms. Rebecca Flippen, Deputy Clerk to the Board were also present.

Mr. Barksdale led the Moment of Silence, and then the Pledge of Alliance.

Mr. Barksdale recognized the presence of Troopers Dickie and Jason Deal of Boy Scout Cub Pack #362 of Redwood Church.

Approval of Agenda

Motion was made by Mr. Blackstock, seconded by Mr. Hagerman, to approve the agenda with the following deletions:

- Item 8: Report from Agricultural Development Board (ADB) by Jay Calhoun, ADB Chairman
- Item 15: Firefighter Training Program – Discussion from the Honorable Jerry A. Hagerman

Mr. Blackstock's motion was unanimously approved by the Board.

Hearing of the Citizens

Hugh Mitchell of the Chatham/Blairs District made comments to the Board concerning the City of Danville Electric rates, as approximately 19,000 County residents are customers of it. Mr. Mitchell felt there should be more Pittsylvania County representation on the Utilities' board, and Mr. Mitchell did not feel the Utility Company should not be using power generated dollars for the City of Danville's budget.

Grant Hearn, a Pittsylvania County resident who was diagnosed with autism in grade school and is a counselor at several autism camps in Virginia, said he wanted to create a setting where students could learn from those who specifically understood their needs and would like the Board of Supervisors to consider such a use for the National Guard Armory in Chatham that the U.S. Army Reserves had vacated.

Karen Maute of the Westover District stated at the February Agricultural Development Board (ADB) meeting it was discussed by that board it wanted the Board of Supervisors to look at

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integrated poultry industries again. Ms. Maute asked that studies be made now on the water quality so should such industries come into Pittsylvania County the water quality impact could be monitored. Ms. Maute asked that the Board work with the DEQ, the Dan River Basin and Roanoke Basin Associations in conducting these studies.

Karen Maute of the Westover District again stated she felt the Agricultural Development Board was meeting illegally since member terms had not been approved by the Board of Supervisors for 2016 and questioned the "Hold Over Rule" opinioned by the Attorney General's office in that those in place would continue serving until new term appointments were made. She also asked the Board postpone discussion of the proposed Agricultural Development Board's By-Laws on the night's agenda until member seats/terms were appointed for 2016.

Richard Shumate of the Westover District offered a word of prayer. Mr. Shumate again commented on the older county vehicles parked in the salvage yard and he not understanding why the County didn't issue the cars to departments for use. Lastly, Mr. Shumate said he didn't know why the County didn't build the new animal pound facility on land the County had already owned instead of buying the property located on U.S. HWY 29.

Mary Catherine Plaster of the Chatham/Blairs District stated she was concerned about the disposition of the Chatham Armory as it was across the street from her home.

Debra Dix of the Chatham/Blairs District echoed Ms. Maute's concern with the ADB Bylaws and appointments, and she felt that Board should be made up of ½ members representing various agribusiness' and ½ the members being county citizen representatives from each district. Ms. Dix also felt the waterways in the County were already compromised from farm storm water runoff and integrated poultry industries would only compound the problem.

James Dehart of the Westover District stated that during the February 25, 2016 Finance Committee meeting, the question arose about the 3-year school bus lease the schools had entered into. Mr. Dehart said according to his calculations, another 4.5 buses more could have been bought than were leased.

This concluded the Hearing of the Citizens.

Consent Agenda

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to approve the Consent Agenda, which was approved by the Board of Supervisors.

- (a) Minutes: February 1, 2016 – Regular Meeting
February 16, 2016 – Adjourned Meeting
- (b) Bill List – February 2016 (*on line*)
- (c) Proclamation – Boys & Girls Club Week, March 7-13, 2016
- (d) Proclamation - National Agriculture Day, March 15, 2016
- (e) Declaration of Surplus Property & Authorization for Sale

Mr. Barber's motion was unanimously approved by the Board.

Pittsylvania County Board of Supervisors

Proclamation

BOYS & GIRLS CLUB WEEK

March 7-13, 2016

Whereas, the young people of Pittsylvania County, Virginia, are tomorrow's leaders; and

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Whereas, many such young people need professional youth services to help them cope with a wide range of social and financial hardships; and

Whereas, the Chatham Unit of the Boys & Girls Clubs of the Danville Area organization is providing services to more than 80 young people last year; and

Whereas, the Boys & Girls Clubs are at the forefront of efforts in academic success, healthy lifestyles and good character and leadership; and

Whereas, the Boys & Girls Club organizations in our state help ensure that our young people keep off the streets, offering them a safe and supportive place to go and providing them with quality programs; and

Whereas, the Boys & Girls Clubs of Pittsylvania County will celebrate National Boys & Girls Club Week, along with some 4,100 Clubs and more than four million young children and teenagers; then

Now, Therefore, Be It Resolved, that the Pittsylvania County Board of Supervisors do hereby proclaim March 7 through March 13, 2016 as Boys & Girls Club Week in Pittsylvania County, and call on our citizens to join in recognizing and commending the Boys & Girls Club organizations in our state for providing comprehensive, effective services to young people in our communities.

Ms. Cindy Martin, Director for the Chatham branch of the Boys & Girls Club was present to accept the proclamation.

Pittsylvania County Board of Supervisors Proclamation

NATIONAL AGRICULTURE DAY

March 15, 2016

"AGRICULTURE: STEWARDS OF A HEALTHY PLANET"

WHEREAS, agriculture development in Pittsylvania County is one of the major economic resources of the County and ranks in the top 10 of Agribusiness Counties in the Commonwealth with over \$62 million in agriculture receipts based on crops and livestock; and

WHEREAS, the Virginia Department of Agriculture and Consumer Services suggests this a perfect opportunity to give credit to the farmers of our state and county; and

WHEREAS, National Agriculture Day is an important celebration in Virginia because agriculture is the Commonwealth's largest industry that contributes \$52 billion to the state's economy each year, creates hundreds of thousands of jobs and involved more than 40,000 farms that occupy over 8 million acres of Virginia, constituting 33 percent of its total land area; and

WHEREAS, agriculture in the Commonwealth is a diversified industry with products encompassing livestock, field crops, fruits, vegetables, poultry, dairy, aquaculture, vineyards, and more; and the mild climate and rich soil of Virginia provide an environment in which crops are harvested nearly year-around; and

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***WHEREAS**, the National Ag Day Program believes every American should understand how food, fiber and renewable resource products are produced and should value the essential role of agriculture in maintaining a strong economy, and appreciate the role Virginia agriculture plays in providing safe, abundant, and affordable products; and*

***WHEREAS**, because only two percent of the population is engaged in production of agriculture, basic knowledge about and experience with the industry is on the decline, and National Agriculture Day helps young people to understand and consider career opportunities in the agriculture like farm productions, agribusiness management and marketing, agricultural research and engineering, food science, processing and retailing, banking, education, landscape agriculture, urban planning, energy, and many other fields; then*

***BE IT HEREBY PROCLAIMED** by the Pittsylvania County Board of Supervisors that **March 15, 2016** be proclaimed “**National Agriculture Day**” in Pittsylvania County and all citizens of Pittsylvania County are encouraged to thank a farmer for the products they provide which enrich our daily lives and urges parents, grandparents, and educators to inform young children on the importance of local agriculture and to consider career opportunities in the agriculture, food and fiber industries.*

Ms. Jessica Jones, Agricultural Educator/FFA Advisor with Pittsylvania County Schools, was present to accept the Proclamation. Ms. Jones thanked the Board of Supervisors for their support of agricultural education and the FFA students in Pittsylvania County.

Pittsylvania County Board of Supervisors

RESOLUTION

2016-03-02

DECLARATION OF SURPLUS PROPERTY AND AUTHORIZATION FOR SALE

VIRGINIA: At a regular meeting of the Board of Supervisors of Pittsylvania County, Virginia, held in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia on Monday, March 7, 2016, the following resolution was presented and adopted:

WHEREAS, § 15.2-951, Code of Virginia, 1950, as amended, provides broad authority for counties to dispose of personal property for the purpose of exercising their powers and duties; and

WHEREAS, various personal property and loose fittings owned by Pittsylvania County (the “County”) located in the old Theatre, 25 Pruden Street, Chatham, Virginia, 24531, Quonset hut, 25 Pruden Street, Chatham, Virginia, 24531, and the old Piedmont Chevrolet Building (not including property of the Sheriff’s Office), 11880 U.S. Highway 29, Chatham, Virginia, 24531 (collectively the “premises”), are obsolete and no longer serve any useful purposes; and

WHEREAS, the Pittsylvania County Board of Supervisors (“BOS”) is of the opinion that it is in the best interest of the County to dispose of said property.

NOW, THEREFORE, BE IT RESOLVED by the BOS that the above-referenced property is hereby declared surplus property; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County Administrator is directed and authorized to proceed with the sale of said items placing them for public auction to be held in the Spring or Summer of 2016; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that no County employees may participate in the bidding on any surplus property described herein; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the proceeds from the sale of this property shall be deposited in the County's General Fund; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that all property for which no bid is received, or for which such property is not removed from the above-referenced premises by the successful bidder, under authorization from the County Administrator, said appropriate property shall be disposed of in the County's landfill, and the BOS shall waive all associated tipping fees.

Presentations

Matthew Rowe, Director of Economic Development for Pittsylvania County, presented the Board of Supervisors with an update on economic development in Pittsylvania County. His PowerPoint presentation gave an overview of the process associated with the Board's work session, "A Strategic Conversation on Economic Development" in October 2014; the Board's creation of the Economic Development Department that included the hiring of an Economic Development Director; the need for additional infrastructure within the County to attract new businesses; and the Mr. Rowe's thoughts on the need create strategies to focus towards small businesses, agribusinesses, tourism, and advanced manufacturing.

New Business

The Finance Committee met on February 25, 2016, March 4, 2016, and March 7, 2016. No recommendations for the Board came from the February 25th and March 7th meetings. Motion came from the Finance Committee to approve the proposed school and county budgets presented at the Committee's meeting to advertise for a public hearing to receive citizen input on March 21, 2016 as follows:

SCHOOL BOARD

	Adopted Budget <u>2015-2016</u>	Proposed Budget <u>2016-2017</u>
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REVENUES

From Sales Tax	9,638,784	10,185,738
From State Funds	48,056,835	50,189,397
From Federal Funds	8,195,423	7,866,361
From Local Funds	16,910,298	16,736,709
Cafeteria Receipts	5,175,138	5,066,404
From Other Funds	<u>1,697,663</u>	<u>1,445,024</u>

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(100-4-073100-6001), \$11.08 to Library-Furniture & Fixtures (100-4-073100-6003), \$500.00 to Library-Books & Subscriptions (100-4-073100-6012), \$14,429.42 to WIA-Rent (251-4-353853-6014), \$2,500.00 to WIA-Other Operating (251-4-353878-6014), \$20.89 to SW Disposal-Telephone (520-4-042400-5230). This motion required a 10-Day Layover.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to appropriate \$37,934 from unappropriated funds to line item 520-4-042400-603400 for repairs to the 836G Caterpillar Compactor as this is the machine used as a backup machine to achieve the compaction rates and provide the daily cover required by the Department of Environmental Quality. Mr. Blackstock's motion required a 10-Day Layover.

Dean Fowler, President of the Fire & Rescue Association and a member of the Fire & Rescue Study Committee, told the Board the Study Committee was made up of the following: Dean Fowler, Jim Davis – Director of Emergency Management for Pittsylvania County; Ron Merricks-Mt Hermon VFD, Gracie Mays, Mike Neal-Chief of the Ringgold VFD; Scott Hutcherson - Chief of the Renan VFD; Scottie Adams-Captain of the Cool Branch VFD; Steve Bowman-Pittsylvania County Fire Marshal; Anthony Eric Colbert-Hurt VFD. Mr. Fowler stated the Study Committee would report back to the Board of Supervisors with updates sometime mid-summer. Mr. Fowler also gave the Board the Study Committee's Mission and Vision Statements as follows:

Mission Statement:

"The Mission Statement of the Pittsylvania County Fire and Rescue Association is "To provide equitable fire, rescue, and emergency services to all residents and locations of Pittsylvania County through an organized and sustainable structure of fire and emergency volunteers."

Vision Statement:

"We envision a unified network of volunteer fire and rescue departments that will provide uniform services to the entire area of Pittsylvania County. To accomplish this, we feel a need to review the organizational structure of the existing system including training, reporting, budgeting, and delivery of services, and communication procedures that will ensure Pittsylvania County receives the best level of service available.

We envision all departments operating under an adopted set of Standard Operating Guidelines. These guidelines will be county wide and also adopted by the governing body of the County.

We envision an equitable system for allocating funds to departments.

We envision a centralized purchasing department for all departments to ensure proper management of limited resources.

We envision all departments willingly participating in a comprehensive county wide structure that will move the County forward in services and accountability.

We envision accountability at all levels of departmental management.

We envision the fire and rescue program of Pittsylvania County to be funded primarily by County funds, relieving the individual departments from excessive fund raising.

We envision an aggressive recruitment and retention program to ensure adequate service volunteers for all emergency needs, both present and future."

No action by the Board was taken.

Greg Sides, Assistant County Administrator for Planning & Development, presented the Agricultural Development Board's proposed revised By-Laws. Mr. Sides states some of the proposed revisions were: 1) that the name be changed from Pittsylvania County Agricultural Development Board to Pittsylvania County Agricultural Advisory Committee (PCAAC), to emphasize its advisory role; 2) that the eleven non-voting members be eliminated, with PCAAC membership consisting of 13 members representing identified sectors of agricultural activities and agribusinesses. The PCAAC would continue to submit membership nominees to the Board of Supervisors for appointment. Mr. Sides stated that staff recommended the following amendment to the presented draft revisions for Article II: Purpose; Item 6: *that Chairman, or his designee, shall serve on the County will oversee the forming of a search committee to recruit, interview and recommend a replacement for said vacancy, in accordance with all applicable Pittsylvania County policies and procedures. that will submit a recommendation to the CA (County Administrator) to fill said vacancy.* Motion was made by Mr. Warren, seconded by Mr. Barber, to approve the bylaws are presented, and to include staff recommendations brought forth by Mr. Sides. After discussion, a substitute motion was made by Mr. Blackstock, seconded by Mr. Hagerman, to include the following revisions:

- Under Article II; Purpose; *Provide feedback on the Director of Agribusiness' job performance in accomplishing the PCAAC's goals as part of his/her annual performance evaluation conducted by the County's Director of Economic Development. Periodically evaluate the performance of the Director of Agribusiness Developing in accomplishing the goals of the PCAAC and submit an evaluation to the Pittsylvania County Administrator ("CA").*
- In the event of a vacancy in the position of Director of Agribusiness Development, the PCAAC *Chair, or his designee will serve on the County will oversee the forming of a search committee to recruit, interview, and recommend a replacement for said vacancy, in accordance with the all applicable County policies and procedures. that will submit a recommendation to the CA to fill said vacancy.*

and to bring the final draft back on the March 15, 2016 Consent Agenda for the Board to consider. Mr. Blackstock's motion passed by a majority 5 to 2 vote of the Board, with Mr. Barber and Mr. Warren opposing.

Mr. Monday explained the bill known as House Resolution 2929, Supporting Home Owner's Rights Enforcement Act (hereinafter H.R. 2929, SHORE Act) was included in the North American Energy Security and Infrastructure Act of 2015, H.R. 8, as Section 1201, for the purpose to require the Federal Energy Regulatory Commission (hereinafter FERC) to minimize infringement on the exercise and enjoyment of private property rights when issuing hydro-electric power licenses, and for other purposes. The Tri-County Lakes Administrative Commission (TLAC) has respectfully requested the Counties of Bedford, Campbell, Franklin and Pittsylvania endorse the provisions of H.R. 2929 as being essential for the protection of private property rights for owners of shoreline property along the nation's hydro-electric property. Submitted to the Board of their consideration was Resolution 2016-03-01; acknowledging the Pittsylvania County Board of Supervisors' support of H.R. 2929; Supporting Home Owners Rights Enforcement (SHORE) Act. Motion was made by Mr. Hagerman, seconded by Mr. Barber, to approve Resolution 2016-03-01 and

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authorize the County Administrator to forward an executed copy to TLAC. Mr. Hagerman's motion was unanimously approved by the Board.

Pittsylvania County Board of Supervisors
RESOLUTION
2016-03-01

A RESOLUTION AUTHORIZING THE SUPPORT OF THE S.H.O.R.E. ACT

VIRGINIA: At a regular meeting of the Board of Supervisors of Pittsylvania County, Virginia, held in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia on Monday, March 7, 2016, the following resolution was presented and adopted:

WHEREAS, Congressman Robert Hurt has introduced into the House of Representatives, House Resolution 2929 ("HR 2929"), known as the Supporting Home Owner Rights Enforcement Act ("S.H.O.R.E. Act"); and

WHEREAS, the Tri-County Lake Administration Commission ("TLAC"), at its meeting held on February 9, 2016, passed a resolution authorizing TLAC to submit to Congress a letter in support of HR 2929. TLAC further suggested that the four (4) TLAC Counties sign letters in support of the Bill; and

WHEREAS, through the relicensing process for the Smith Mountain Lake hydro project, as well as the amendments to the Shoreline Management Plan, the localities were hampered by the failure of the Federal Power Act to minimize the infringement on the exercise and enjoyment of property rights; and

WHEREAS, because of this the Federal Energy Regulatory Commission has failed to give due consideration of private property and private use and enjoyment of land adjoining the Smith Mountain Lake Project.

NOW, THEREFORE, BE IT RESOLVED, that the Pittsylvania County Board of Supervisors does hereby approve this resolution and authorize the County Administrator to prepare a letter to be signed by the Chairman of the Board of Supervisors; and further directs the County Administrator to forward the letter to the sponsors of the Bill, the Clerk of the House of Representatives, and to the Chairman of the Committee on Energy and Commerce.

Mr. Davis stated to the Board of Supervisors that the County was poised for new technology and opportunities for solar energy. Given that, the Board needed to implement legality and put zoning regulations in place for solar farms, particularly covering decommission of such as most solar farms are obsolete after approximately 20 years. Motion was then made by Mr. Davis, seconded by Mr. Blackstock, to refer this subject to the Legislative Committee, which was unanimously approved by the Board.

Mr. Monday explained on April 28, 1954 the Pittsylvania County Board of Supervisors passed a resolution and entered into an agreement with the Commonwealth of Virginia to construct a

standard one unit Armory in Pittsylvania County. The Board also conveyed to the Commonwealth a lot not less than 5 acres known as part of the Old Chatham Elementary School lot situated on the western side of South Main Street in the Town of Chatham, Pittsylvania County, Virginia. The Board of Supervisors also contributed \$20,000 toward the construction of the Armory. The anticipated cost of the Armory was not to exceed \$160,000. The Board also agreed to assume costs of repair, maintenance and operation of said armory, landscaping, supplying necessary facilities such as water, electricity, sewers and sewage disposal, to a point designated by the architects within five (5) feet of the building, and such caretaker and/or janitorial personnel as may be necessary. An amendment was made to the original agreement on the 22nd day of April 1985.

Mr. Monday continued that over the past five years the approximate cost to the County for water, sewer, electrical, gas, janitorial supplies, and labor has averaged around \$30,000 per year. Of that cost, the Department of Military Affairs has reimbursed the County 25%.

Mr. Monday said Armory was in relatively good condition considering the age. The roof has been recently replaced, a new boiler system has been installed, and it has a new gas backup generator. The Armory consisted of approximately 13,500 square feet with the dominant space of approximately 7,500 square feet as the gymnasium set up for basketball. Well over 50% of the facility is gymnasium. Since 1985, the upkeep of the Armory has been included in the Building and Grounds budget. All necessary repairs has been provided by Building & Grounds or contracted out and that department has continued to maintain the facility.

Mr. Monday said on 02-04-2016, the Virginia National Guard announced closure of the Chatham Armory. Disposition of the property will be decided by the Commonwealth of Virginia. It is believed that the County may have the right of first refusal. The Virginia National Guard's leadership has asked the Board of Supervisors if the County wants to own the building and grounds that it donated for the construction of the same. Mr. Monday the Board of Supervisors needed to decide if it wishes to own the property by a simple majority vote by the Board. If the Board does decided it wished to own the property, Staff would notify the Virginia National Guard leadership. Mr. Monday said the next steps for the County would include adoption of a resolution authorizing the acceptance of the property by the County and approval of an Interim Agreement to occupy the property prior to final transfer of the property to the County.

Motion was made by Mr. Warren, seconded by Mr. Barber, which the Board wished to own the property, and authorized staff to notify the Virginia National Guard leadership of the Board's wishes. Mr. Warren's motion was unanimously approved by the Board. Mr. Blackstock stated that he wished for an environmental assessment on the property prior to accepting it.

Mr. Monday explained the Wildlife Foundation of Virginia now owned 845 Georges Lane in Blairs, GPIN 2421-35-4527, measuring 212.7 acres in size. The Foundation intended to operate the property as a wildlife management area with restricted access to the public. The current state maintained Georges Lane extends over 650 feet into the Foundation property before it dead ends. In order to place a gate at the entrance to the Foundation property, the last approximately 650 foot section of the road needed to be abandoned and removed from the public highway system. There are no other properties served by the section of road proposed for abandonment, Mr. Monday said. Furthermore, Mr. Monday said the required procedure for the Board of Supervisors to abandon an existing road, or portion of a road, is as follows:

- 1) The Board of Supervisors must decide that no public necessity exists for the continuance of the public road;
- 2) After an affirmative majority vote, the Board of Supervisors must send a formal notice of its intent to abandon the road to the VDOT Commissioner;
- 3) The Board of Supervisors must post notice in at least three (3) places on and along the road

- sought to be abandoned for at least thirty (30) days;
- 4) The Board of Supervisors must publish notice of its intent to abandon the road in two (2) or more issues of a newspaper having general circulation in the County;
 - 5) The Board of Supervisors must then wait thirty (30) days for any interested party to request a public hearing of or related to the road abandonment; and
 - 6) If a request for a public hearing does not occur, the Board of Supervisors, within the four (4) months of the thirty (30) day posting period, must pass an ordinance or resolution requesting VDOT to abandon the road.

Motion was made by Mr. Warren, seconded by Mr. Barber, that the Board of Supervisors has determined that no public necessity exists for the continuance of the public road, as delineated on the attached plat, and authorizing posting and publishing a Notice of Intent to Abandon, including a willingness to hold a public hearing, and authorizing the County Administrator to forward the required documentation to VDOT. Mr. Warren's motion was unanimously approved by the Board.

Mr. Monday stated that as directed by the Board at their February 16, 2016 meeting, staff contacted the County's local VDOT Residency office with the Board's inquiry on whether the County was required to have a local Road Viewers Board. Staff was told that according to §33.2-706 of the Code of Virginia, 1950, as amended, the Board is not required to appoint Road Viewers. Furthermore, said Mr. Monday, staff has not located any activity of the Road Viewers Board since 2009. Prior to that time, it appeared the Road Viewers met with VDOT representatives in the fall to review petitioners' requests for roads to be taken into the Secondary System. The last located report/recommendation from the Road Viewers was in 2007. Some contributing factors to this appeared to be: 1) with better subdivision ordinances that are enforced, development of less than standard roads in subdivisions has diminished; and 2) most of the roads eligible under Rural Addition have already been constructed. Motion was then made by Mr. Blackstock, seconded by Mr. Scarce, to dissolve the Pittsylvania County Road Viewers Board and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

Closed Session

Motion was made by Mr. Warren, seconded by Mr. Barber, to enter into Closed Session, with the inclusion of Mr. Sides and Mr. Rowe, for the following:

Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community.

Legal Authority:	§2.2-3711(A)(5), Code of Virginia, 1950, as amended
Subject:	Project Bell
Propose:	Discussion of Potential Economic Development Incentive Package

Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community.

Legal Authority:	§2.2-3711(A)(5), Code of Virginia, 1950, as amended
Subject:	Project 950

Propose: Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community

The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Warren's motion was unanimously approved by the Board and the Board entered into Closed Session at 9:05 PM.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to re-enter into Open Session.

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CERTIFY CLOSED MEETING**

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors on March 7, 2016, the Board hereby certifies by a recorded vote that to the best of each board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. If any member believes that there was a departure from the requirements of the Code, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the minutes of the Board.

	<u>Vote</u>
Tim R. Barber	Yes
Jerry A. Hagerman	Yes
Elton W. Blackstock	Yes
Joe B. Davis	Yes
Ronald S. Scearce	Yes
Robert W. Warren	Yes
Jessie L. Barksdale	Yes

The Board re-entered into Open Session at 9:42 PM.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 9:43 pm.

**Pittsylvania County Board of Supervisors
Tuesday, March 15, 2016
Adjourned Regular Meeting**

VIRGINIA: The Adjourned Meeting of the Pittsylvania County Board of Supervisors was held on Tuesday, March 15, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Jessie L. Barksdale, Chair, called the meeting to order at 7:00 p.m. The following members were present:

Jessie L. Barksdale	Banister District
Elton W. Blackstock	Staunton River District
Tim Barber	Tunstall District
Ronald S. Searce	Westover District
Jerry A. Hagerman	Callands-Gretna District
Robert W. Warren	Chatham-Blairs District
Joe B. Davis	Dan River District

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Mr. Greg L. Sides, Assistant County Administrator for Planning and Development, and Ms. Rebecca Flippen, Deputy Clerk to the Board were also present.

Mr. Barksdale led the Moment of Silence, and then the Pledge of Alliance.

Approval of Agenda

Motion was made by Mr. Blackstock, seconded by Mr. Davis, to approve the agenda, with the addition of a Closed Session under the Authority of §2.2-3711(A)(1) of the Code of Virginia, as amended; Subject Matter: County Administrator; Purpose: Employment Contract, which was unanimously approved by the Board.

Hearing of the Citizens

Karen Maute of the Westover District again commented on her feeling that the “Hold Over Rule” of members to board/commission/committee seats until another appointment was made and commented on by the Attorney General’s Office, was not correct and until evidence was proved otherwise, she felt that half of the Agricultural Development Board was not legal. And, she continued, if it is not legal, the Board of Supervisors should not be entertaining any of the Agricultural Board’s recommended bylaws.

Richard Shumate of the Westover District commented on a letter submitted to the Chatham Star Tribune from Delegate Danny Marshall on lottery dollars that go towards schools and wanted to know just where these dollars contributed were at. Mr. Shumate also disagreed with the General Assembly’s not removing Pittsylvania County from the code allowing its ability to impose a Solid Waste Collection fee, and since it was not removed, it would allow the Board to reinstate it whenever they felt like doing so. Mr. Shumate also stated he felt the Board was spending too much money on the new Animal Shelter property, and that the County needs to save more and spend less.

This concluded the Hearing of the Citizens.

Consent Agenda

Motion was made by Mr. Barber, seconded by Mr. Warren, to approve the Consent Agenda, which was approved by the Board of Supervisors.

- (a) Congratulatory Letter – Diane Adkins, retired Director of Pittsylvania County Public Library
- (b) Purchase of Service Weapon – retiring Deputy Ricky Mayo
- (c) Agriculture Development Board Amended By-Laws Approval

Mr. Barber's motion was approved by a majority 5 to 2 vote of the Board, with Mr. Hagerman and Mr. Scarce opposing.

Public Hearing

Public Hearing to receive citizen input on the proposed amendment to Section 35-819; Maintenance and Removal of Signs, of the Pittsylvania County Zoning Ordinance.

Mr. Monday stated the amendment to Section 35-819; Maintenance and Removals of Signs of the Pittsylvania County Code would eliminate "*and it shall be the duty of the applicant at the hearing to prove by affidavit that he has fully complied with the requirements of this section and has continuously maintained the sign or signs up to the time of the public hearing.*"

Mr. Barksdale opened the public hearing at 7:16 PM. No one signed up to speak and Mr. Barksdale closed the hearing at 7:18 PM. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the amendment to Section 35-819; Maintenance and Removals of Signs of the Pittsylvania County Code as presented and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes.

Mr. Blackstock's motion was unanimously approved by the Board.

This concluded the Public Hearing.

Presentations

As Mr. Jay Calhoun was not present, no report from the Agricultural Development Board was presented and no action was taken by the Board of Supervisors.

Katie Millner, CSA Coordinator for Pittsylvania County, presented the Community Policy Management Team's (CPMT) Quarterly Report. Ms. Millner stated all members were currently in compliance with the Board of Supervisors' Resolution 2014-10-20 for Calendar Year 2016. Ms. Millner did state Ms. Kathryn Plumb missed her fourth CPMT meeting on December 17, 2015. Ms. Plumb had submitted a letter requesting approval of mitigating circumstances for lack of attendance due her retiring from the Pittsylvania-Danville Health District on January 29, 2016, and during the week of December 17, 2015, she was in attendance at mandated training. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve Ms. Plumb's request for mitigating circumstances for her 4th missed CPMT meeting, which was unanimously approved by the Board of Supervisors.

New Business

The Personnel Committee met at 4:00 PM on Wednesday, March 9, 2016 under Closed Session for the following purposes:

- (a) Discussion or consideration of assignment, promotion, performance or salaries of specific employees of a public body.

Authority: §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended
Subject Matter: County Attorney
Purpose: Annual Performance Review

(b) Discussion or consideration of assignment, promotion, performance or salaries of specific employees of a public body.

Authority: §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended
Subject Matter: County Administrator
Purpose: Employment Contract

No recommendations came from the Personnel Committee.

The Legislative Committee met at 5:00 PM on Tuesday, March 15, 2016 for the following purposes:

- (a) Statement of Economic Interest & Annual Filing Requirements –*Mr. Hunt*
- (b) Model of Excellence Form –*Mr. Hunt*
- (c) Board of Supervisors Agenda & Public Meeting Notice – *Mr. Monday & Mr. Hunt*
- (d) Discussion of Solar Panel Use/Restrictions – *The Honorable Joe Davis; Mr. Sides, Mr. Shelton, & Mr. Hunt*
- (e) Taxicab Ordinance – *The Honorable Shirley Hammock*
- (f) Other Items of Discussion - *TBD*
- (g) Recommendations to the Board of Supervisors

No recommendations came from the Legislative Committee.

Mr. Sides stated in December 2015, the Board of Supervisors began discussions with VDOT representatives on requests by citizens for *Watch for Children* signs. VDOT explained the County would need to file Land Use Permits (to include an adopted resolution) with VDOT as the first step. VDOT would also need to approve the location of such a sign. The Board of Supervisors directed Staff to begin the application process. Included in the packet information before the Board was the VDOT Land Use Permit Application (LUP-A), the required resolution; Resolution 2016-03-03; and VDOT Land Use Permit Erosion & Sediment Control Contractor Certification (LUP-ESCCC). Mr. Sides stated a \$100 application fee was required to be submitted with the application and funds for the fee were already available in Line #100-4-043100-6048.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to:

- (a) approve submission of the Land Use Permit Applications;
- (b) authorize the County Administrator to sign all necessary documentation; and
- (c) approve Resolution 2016-03-03, which would accompany the LUP Application.

The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

Pittsylvania County Board of Supervisors

RESOLUTION

2016-03-03

LAND USE PERMIT RESOLUTION

VIRGINIA: At a regular meeting of the Board of Supervisors of Pittsylvania County, Virginia, held in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia on Tuesday, March 15, 2016, the following resolution was presented and adopted:

WHEREAS, it becomes necessary from time to time for the Board of Supervisors of County of Pittsylvania, Virginia to obtain land use permits from the Virginia Department of Transportation to install, construct, maintain and operate certain public works and public utilities projects along, across, over and upon highway systems of the Commonwealth of Virginia; and

WHEREAS, expense, damage or injury may be sustained by the Commonwealth of Virginia growing out of granting to the Board of Supervisors of Pittsylvania County, Virginia by the Department of Transportation of said permits for the work aforesaid; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Pittsylvania County, Virginia this 15th day of March, 2016:

Section 1: That in accordance with the provision of Section 24VAC30-151-720 of the Land Use Permit Regulations of the Virginia Department of Transportation, the Board of Supervisors of Pittsylvania County, Virginia does hereby grant assurances to the Virginia Department of Transportation (VDOT) that it shall in all respects comply with all of the conditions of the permit or permits that have been, or will be, granted to the Board of Supervisors of Pittsylvania County, Virginia and that said jurisdiction does hereby certify that it will carry liability insurance for personal injury and property damage that may arise from the work performed under permit and/or from the operation of a permitted activity as follows: up to one-million dollars (\$1,000,000,000) each occurrence to protect the Commonwealth Transportation Board members and the Virginia Department of Transportation's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Commonwealth Transportation Board, the Virginia Department of Transportation or the Commonwealth of Virginia in the event of suit.

Section 2: That the County Administrator, Chair for the Board of Supervisors, or their designee, be, and hereby is authorized to execute on behalf of the Board of Supervisors for Pittsylvania County, Virginia all land use permits and related documents of the Virginia Department of Transportation.

Section 3: That is resolution shall be a continuing resolution and shall not be revoked until and until sixty (60) days written notice of any proposed revocation be submitted to the Virginia Department of Transportation.

Section 4: That the Board of Supervisors for Pittsylvania County, Virginia shall, if requested by the Virginia Department of Transportation, provide a letter that commits to using the surety provided by its contractor or to have the contractor execute a dual obligation rider that adds the Virginia Department of Transportation as an additional obligee to the surety bond provided to the locality, with either of these options guaranteeing the work performed within state maintained right-of-way under the terms of the land use permit for that purpose.

BE IT STILL RESOLVED that all the County Administrator, Chair for the Board of Supervisors for Pittsylvania County, Virginia, or their designee, be, and hereby is authorized and directed to procure insurance required by Section 1 herein.

The foregoing Resolution was adopted by the Board of Supervisors for Pittsylvania County, Virginia at its adjourned meeting held on Tuesday, March 15, 2016 in Chatham, Virginia.

Mr. Sides stated that in conjunction with approval to submit the LUP Application with VDOT, the Board had also directed staff to draft and bring back to the Board for approval a *Watch of Children* Sign Application/Agreement for a 50/50 cost share agreement between the County and citizens requesting such a sign. Before the Board was the draft application/agreement for the Board's consideration. Mr. Sides stated that at this time the cost of such sign is \$150, which would be a 50/50 cost share of \$75 each between the County and the applicant.

Motion was made by Mr. Davis, seconded by Mr. Blackstock, to approve the *Watch of Children* Sign Application/Agreement as presented, which was unanimously approved by the Board.

Appointments

Motion was made by Mr. Davis, seconded by Mr. Warren, to appoint Ruth Walden as a representative for Pittsylvania County to serve a three (3) year term on the Southern Area Agency on Aging, Inc. Board beginning March 16, 2016 and ending March 15, 2019. Mr. Davis' motion was unanimously approved by the Board.

Board Announcements

Mr. Barksdale stated Mr. Monday, County Administrator, had added valued to the County; that he had not worked with anymore more professional than Mr. Monday, and felt Mr. Monday had helped the Board of Supervisors move forward, and in turn, had helped the County to move forward. Mr. Barksdale thanked Mr. Monday for everything he had done since coming to Pittsylvania County.

County Administrator Comments

Mr. Monday thanked Mr. Barksdale for his kind words, which were greatly appreciated.

Mr. Monday reminded all the Board members that the 21st Annual Pittsylvania County Employee Service Awards would be held on Wednesday, March 23, 2016 at 3:00 PM in the General District Courtroom.

Closed Session

Motion was made by Mr. Barber, seconded by Mr. Warren, to enter into Closed Session and to include Mr. Hunt, Mr. Sides and Mr. Rowe in Closed Session for discussion of the following:

Discussion or consideration of assignment, promotion, performance or salaries of specific employees of a public body.

Authority: §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended
Subject Matter: County Administrator
Purpose: Employment Contract/Letter of Resignation

The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Barber's motion was unanimously approved by the Board.

The Board entered into Closed Session at 7:50 PM.

Motion was made by Mr. Warren, seconded by Mr. Blackstock, to re-enter into Open Session.

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CERTIFY CLOSED MEETING**

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors on Tuesday, March 15, 2016, the Committee hereby certifies by a recorded vote that to the best of each board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. If any member believes that there was a departure from the requirements of the Code, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the minutes of the Board.

	<u>Vote</u>
Tim R. Barber	Yes
Jerry A. Hagerman	Yes
Elton W. Blackstock	Yes
Joe B. Davis	Yes
Ronald S. Scearce	Yes
Robert W. Warren	Yes
Jessie L. Barksdale	Yes

The Board re-entered into Open Session at 8:20 PM.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, directing the County Attorney to amend Mr. Monday's employment contract through December 31, 2016 via discussions with Mr. Warren, and to bring the amended contract back to the Board of Supervisors for their approval. Mr. Blackstock's motion was unanimously approved by the Board.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 8:21 PM.

**Pittsylvania County Board of Supervisors
Monday, March 21, 2016
FY2016-17 Proposed Budget Public Hearings**

VIRGINIA: The FY2016-17 Proposed Budget Public Hearings of the Pittsylvania County Board of Supervisors were held on Monday, March 21, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Jessie L. Barksdale, Chair, called the meeting to order at 7:00 PM. The following members were present:

Tim R. Barber	Tunstall District
Ronald S. Scearce	Westover District
Joe B. Davis	Dan River District
Jerry A. Hagerman	Callands-Gretna District
Robert W. Warren	Chatham-Blairs District
Elton W. Blackstock, Jr.	Staunton River District

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Kim Van Der Hyde, Director of Finance, and Ms. Rebecca Flippen, Deputy Clerk to the Board were also present.

Mr. Barksdale led the Pledge of Alliance.

Mr. Barksdale recognized in attendance Boy Scouts Chaz Nickens and Brian Morris of Trooper #374.

Mr. Barksdale also recognized in attendance members of the Pittsylvania County School Board, the Honorables Calvin D. Doss, J. Samuel Burton, R. Todd Sanders, and George Henderson, and School Superintendent Dr. Mark Jones. Mr. Barksdale also recognized the Honorable Mike Taylor, Sheriff, present during the meeting.

Approval of Agenda

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the agenda, which was unanimously approved by the Board.

Public Hearings

The Board of Supervisors of Pittsylvania County, Virginia, held a public hearing to hear citizen input on the proposed School Budget for fiscal year 2016-2017. The School Budget was part of the overall County Budget, which did not include a tax increase. A separate public hearing was to be held on the proposed County Budget. A summary of the proposed School Budget was presented as follows:

SCHOOL BOARD

	<u>Adopted Budget 2015-2016</u>	<u>Proposed Budget 2016-2017</u>
<u>REVENUES</u>		
From Sales Tax	9,638,784	10,185,738
From State Funds	48,056,835	50,189,397
From Federal Funds	8,195,423	7,866,361
From Local Funds	16,910,298	16,736,709
Cafeteria Receipts	5,175,138	5,066,404
From Other Funds	<u>1,697,663</u>	<u>1,445,024</u>
<u>Total</u>	\$ 89,674,141	\$ 91,489,633
<u>EXPENDITURES</u>		
Instruction	61,238,429	62,216,811
Admn./Attend & Health Svcs	3,219,622	3,370,527
Pupil Transportation	6,123,227	6,634,246
Operation & Maintenance	7,980,840	7,964,335
Non-Instructional Operations	3,256,106	3,412,865
Technology	2,680,779	2,824,445
Cafeteria	<u>5,175,138</u>	<u>5,066,404</u>
<u>Total</u>	\$ 89,674,141	\$ 91,489,633

Mr. Monday summarized the proposed FY2016/17 Pittsylvania County School Budget, noting the proposed school budget of \$91,489,633 that contained local funding of \$16,736,709; was part of the County's FY 2016-17 Budget, and cannot be approved until 7 days after this public hearing. This public hearing, said Mr. Monday, was advertised in the Chatham Star Tribune on March 9, 2016, which met the requirement of State Code section 15.2-2506 concerning publication and notice.

Mr. Barksdale opened the public hearing at 7:10pm. The following citizens signed up to speak:

Rev. Joan Tarpley-Robinson of the Banister District, Pastor of the Rosebud Baptist Church, and former educator, made comments supporting the advertised proposed school budget.

Gracie Mays of the Tunstall District made comments that referred to the referendum held in December 2000 for the middle schools that were built/closed/and renovated, and again on the referendum held in November 2007 for high school renovations, and that in both there appeared be lack of planning during construction that resulted in higher construction costs. Ms. Mays say in both cases, funds did not appear to be handled well and while she supported funds for education, she also felt the funds for schools should be more closely supervised and wisely spent. Ms. Mays encouraged the Board of Supervisors to visit all four high schools to see how they were already showing signs of overcrowding and the renovations were only recently completed in the last couple of years.

No one else signed up to speak and Ms. Bowman closed the public hearing at 7:16 PM.

The Board of Supervisors of Pittsylvania County, Virginia, held a public hearing to hear citizen input on the proposed 2016-2017 County Budget. This Budget would not be considered for adoption until seven (7) days after the public hearing. Below is a brief synopsis of the Budget, which shall be for informative and fiscal planning purposes only. The budget did not propose a tax increase. A separate public hearing was held earlier to hear citizen input on the proposed School Budget.

GOVERNMENT

<u>EXPENDITURES</u>	<u>2015-2016 ADOPTED</u>	<u>2016-2017 PROPOSED</u>
General Gov't Expense	3,477,553	3,953,532
Judicial Admin. Expense	1,603,931	1,631,627
Public Safety	15,735,991	16,014,035
Health Dept./Social Services	10,596,526	10,838,399
Public Works	3,289,084	3,062,347
Education Expense	89,683,146	91,499,245
Parks, Rec. & Cultural	1,784,975	1,667,827
Grants	3,503,949	5,461,638
Community Dev. Expense	10,082,174	8,383,865
Capital Projects	875,656	1,402,901
Debt Service	12,707,348	12,857,171
Transfers	19,649,496	18,652,420
Misc/Non-Departmental	<u>319,525</u>	<u>375,025</u>
<u>TOTAL</u>	\$ <u>173,309,354</u>	<u>\$175,800,032</u>

<u>REVENUES</u>	<u>2015-2016 ADOPTED</u>	<u>2016-2017 PROPOSED</u>
Local Funds	49,929,224	48,307,107
State Funds	83,695,184	84,548,740
Federal Funds	16,086,532	18,272,794
CIP Carryover	1,563,324	2,526,564
Carryover	579,594	239,700
Fund Balance	1,806,000	3,252,707
Transfers	<u>19,649,496</u>	<u>18,652,420</u>
<u>TOTAL</u>	\$ <u>173,309,354</u>	<u>\$175,800,032</u>

Mr. Monday summarized the proposed FY2016/17 Pittsylvania County Budget, noting a proposed total budget of \$175,800,032 that did not contain any proposed tax increases, and cannot be approved until 7 days after this public hearing. This public hearing, said Mr. Monday, was advertised in the Chatham Star Tribune on March 9, 2016, which met the requirement of State Code section 15.2-2506 concerning publication and notice.

Mr. Barksdale opened the public hearing at 7:24 PM. The following citizens signed up to speak:
 Rev. Joan Tarpley-Robinson of the Banister District, Pastor of the Rosebud Baptist Church, and former educator, thanked the Board for all they did, realized in meeting the needs of

the citizens came with it great responsibilities on the part of the Board, and that she supported the proposed budget.

Gracie Mays of the Tunstall District stated she did not feel there needed to be funds budgeted for another Jail Study, just that the jail situation just needed to be fixed. Ms. Mays stated that perhaps the Board should consider a cell phone tax to go towards funding needs for fire/rescue.

Jim Scarce of the Westover District was opposed to the proposed budget, was opposed to County tax dollars going towards the new Animal Shelter project, that the proposed budget did not should any cuts, and made comments in disapproval of board members who lobbied the General Assembly in not removing Pittsylvania County from §15.2-2159 of the Virginia State Code concerning approved counties applying Solid Waste Collection fees on their citizens; and felt Pittsylvania County taxes were higher than any of the surrounding localities.

Richard Shumate of the Westover District offered a word of prayer. Mr. Shumate stated he agreed with everything Mr. Scarce said, believed the County needed to review its salary and classification plan; that only employees on the lower end of the scale should get a raise during this budget and higher salaried employees could “lay”.

Everlena Ross, Interim Executive Director for Pittsylvania County Community Action, gave a summary of her agency’s accomplishments during FY 2015-16, noting that the County’s funding helped make those accomplishments possible, and she looked forward to working with County in the upcoming year, and thanked the Board for their support.

Tricia Siebert of the Chatham-Blairs District and PTO President at Chatham Middle School, stated the local school system was very behind compared to other localities and the County needed to give every funding possible to support the schools since the County’s children were the key to its future economic development success. Ms. Seibert closed her remarks with asking the Board to not cutting any funding for schools from the proposed budget.

Mary Catherine Plaster of the Chatham-Blairs District stated she did not feel Pittsylvania County fairly set tax rates, and felt very unfair evaluations were in place for assessed property values of real estate.

No one else signed up to speak and Ms. Bowman closed the hearing at 7:42 PM.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to adjourn, which was unanimously approved by the Board. The meeting ended at 7:43 PM.

Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

Pittsylvania County Board of Supervisors Proclamation

NATIONAL COUNTY GOVERNMENT MONTH

April 2016

“Safe and Secure Counties”

Whereas, the nation’s 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

Whereas, Pittsylvania County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

Whereas, through National Association of Counties (NACo) President Sallie Clark’s “Safe and Secure Counties” initiative, NACo is encouraging counties to focus on strengthening the safety and security of their communities; and

Whereas, in order to remain healthy, vibrant, safe and economically competitive, America’s counties provide public health, justice, emergency management and economic services that play a key role in everything from resident’s daily lives to disaster response; and

Whereas, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve; and

Whereas, Pittsylvania County has invested in creating healthy, vibrant and economically resilient communities for its citizens in providing public health, justice, emergency management and economic services; then

Now, Therefore, Be It Resolved, that the Pittsylvania County Board of Supervisors do hereby proclaim April 2016 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

Given under my hand this day 4th day of April, 2016.

*Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors*

*Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors*

**PITTSYLVANIA COUNTY
Board of Supervisors**

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Proclamation - National Animal Control Appreciation Week <u>SUBJECT/PROPOSAL/REQUEST:</u> Proclamation of Appreciation <u>STAFF CONTACT(S):</u> Mr. Monday	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 6(d)
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> Proclamation	
	<u>REVIEWED BY:</u> <i>GM</i>	

BACKGROUND:

Each year, the Board of Supervisors supports the Animal Control Officers in Pittsylvania County, as well as those in other jurisdictions that provide the public safety of animal control in their communities.

DISCUSSION:

Attached hereto, is a proclamation on Animal Control Appreciation Week for the week of April 10th-16th, 2016. The Board of Supervisors is encouraging citizens to join in expressing their sincere appreciation and gratitude for the many hours of service and safety for our community provided by Animal Control Officers and Animal Control Department Personnel.

RECOMMENDATION:

Staff recommends the Board of Supervisors approve the attached proclamation and direct the County Administrator to submit it to local news media.

Pittsylvania County Board of Supervisors
Proclamation

NATIONAL ANIMAL CONTROL APPRECIATION WEEK

April 10th – April 16th, 2016

Whereas, the National Animal Control Association has designated the second week in April each year as Animal Control Appreciation Week; and

Whereas, the various Federal, State, and Local Government Officials throughout the Country take this time to recognize, thank, and commend all Animal Control Officers for the dedicated service they provide to the Citizens, various Public Safety, Public Service Agencies and Departments throughout the Country; and

Whereas, the Pittsylvania County Board of Supervisors would like to express its sincere thanks and appreciation for the outstanding service the Pittsylvania County Animal Control Department who risk their lives and spend huge amounts of personnel resources including time away from family and friends while serving the public like all other public safety and law enforcement agencies involved and empowered with the same duties; and

Whereas, the Pittsylvania County Board of Supervisors recognizes and commends the Animal Control Officers for the many dedicated and long hours of service they perform in serving this community, and for fulfilling their commitment to providing the highest and most efficient level of service; and

Whereas, the Pittsylvania County Board of Supervisors wishes to commend each and every Animal Control Officer for their service, which is in keeping with the long and distinguished tradition of the Animal Control Profession; then

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Pittsylvania County Board of Supervisors officially recognize and proclaim **the week of April 10th through 16th, 2016 as National Animal Control Appreciation Week** and respectfully asks all Citizens, Public Safety, Health, and Public Service Personnel alike to join in expressing their sincere thanks, gratitude and appreciation for the many long hours of outstanding service and quality performance these outstanding individuals provide throughout the year to assure the safety and welfare of all.

Given under my hand this 4th day of April, 2016.

Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

**PITTSYLVANIA COUNTY
Board of Supervisors**

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Proclamation – National Public Safety Telecommunications Week <u>SUBJECT/PROPOSAL/REQUEST:</u> Proclamation of Appreciation <u>STAFF CONTACT(S):</u> Mr. Monday	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 6(e)
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> Proclamation	
	<u>REVIEWED BY:</u> <i>GAS</i>	

BACKGROUND:

The Board of Supervisors annually passes proclamations to support the dispatchers in the County E-911 Center for the work they do to provide safety for the community throughout the year.

DISCUSSION:

Attached hereto, is a proclamation establishing April 10-16, 2016 as National Public Safety Telecommunications Week in Pittsylvania County. The Board of Supervisors expresses their sincere appreciation and honors the men and women whose diligence and professionalism keeps the County and citizens of our community safe.

RECOMMENDATION:

Staff recommends the Board of Supervisors approve the attached proclamation and direct the County Administrator to submit it to local news media.

Pittsylvania County Board of Supervisors
Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK
April 10th – 16th, 2016

Whereas, emergencies can occur anytime that require police, fire or emergency medical services; and

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Pittsylvania County E-911 Communications Center; and

Whereas, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

Whereas, Public Safety Dispatchers are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety; and

Whereas, Dispatchers in Pittsylvania County Emergency Management have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

Whereas, each dispatcher, the unseen individual providing a calm voice when emergencies arise, has exhibited compassion, empathy, and professionalism, keeping our county and citizens safe, and providing moral support to citizens in distress; and

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year; then

THEREFORE, BE IT HEREBY PROCLAIMED that the Pittsylvania County Board of Supervisors proclaims the week of April 10th through 16th, 2016 to be **National Telecommunications Week in Pittsylvania County, Virginia**, in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

Given under my hand this day 4th day of April, 2016.

Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors

Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

**PITTSYLVANIA COUNTY
Board of Supervisors**

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Proclamation – National Child Abuse Prevention Month – April 2016</p>	<p><u>AGENDA DATE:</u> 04-04-2016</p>	<p><u>ITEM NUMBER:</u> 6(f)</p>
<p><u>SUBJECT/PROPOSAL/REQUEST:</u> Proclamation</p>	<p><u>ACTION:</u></p>	<p><u>INFORMATION:</u></p>
<p><u>STAFF CONTACT(S):</u> Mr. Monday</p>	<p><u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes</p>	<p><u>INFORMATION:</u></p>
	<p><u>ATTACHMENTS:</u> Yes</p>	
	<p><u>REVIEWED BY:</u> </p>	

BACKGROUND:

DISCUSSION:

Attached hereto is a proclamation declaring the month of April 2016 as National Child Abuse Prevention Month in Pittsylvania County.

RECOMMENDATION:

Staff recommends the Board of Supervisors proclaim April as National Child Abuse Prevention Month in Pittsylvania County and direct the County Administrator to notify all news media covering Pittsylvania County.

Pittsylvania County Board of Supervisors
Proclamation

NATIONAL CHILD ABUSE PREVENTION MONTH

April, 2016

Whereas, regardless of who they are or the circumstances of their birth, every child deserves care and to be kept safe from harm; and

Whereas, April is Child Abuse Prevention Month; and

Whereas, during Child Abuse Prevention Month, Virginians are reminded of the courage it takes to raise a child and that fundamental human rights means living free from violence and abuse; and

Whereas, child abuse is considered to be one of our nation's most serious public health problems, with scientific studies documenting the link between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

Whereas, child abuse can disrupt early brain development, and serious chronic stress can impair the development of nervous and immune systems; and

Whereas, keeping children safe from abuse means playing an active role in their life, having check-ins, and teaching them the warning signs of abuse and how to protect themselves; and

Whereas, empowering our children and providing them with safe places to live, learn, and play is vital to keeping them safe from harm; and

Whereas, Pittsylvania County remains committed to sustaining safe, nurturing, and supportive environments within its communities for families raising children; and

Whereas, effective child abuse prevention programs succeed because of partnerships between families, social services agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and

Whereas, displaying a pinwheel during the month of April will serve as a positive reminder that together we can prevent child abuse and neglect and in doing so keep children safe; then

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Pittsylvania County Board of Supervisors does hereby recognize **April, 2016 as National Child Abuse Prevention Month** in Pittsylvania County.

Given under my hand this 4th day of April, 2016.

*Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors*

*Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors*

**PITTSYLVANIA COUNTY
Board of Supervisors**

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Resolution 2016-04-02: Correction to Resolution 2013-08-04 – Cooksburg Rd/SR644 <u>SUBJECT/PROPOSAL/REQUEST:</u> Resolution <u>STAFF CONTACT(S):</u> Mr. Monday	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 6(g)
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>CONSENT AGENDA:</u>	
	<u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> 1. Resolution 2016-04-02 2. Resolution 2013-08-04 3. Email from VDOT	
<u>REVIEWED BY:</u> 		

BACKGROUND:

At their regular meeting on August 5, 2013, the Board of Supervisors passed Resolution 2013-08-04, requesting the Virginia Department of Transportation (VDOT) include a portion of Cooksburg Road / SR 644 in the Rural Rustic Program. Upon recent review, VDOT discovered an error in the description and requested a new resolution from the Board of Supervisors with the corrected description.

DISCUSSION:

Attached hereto, is Resolution 2016-04-02, with the description corrected as supplied by VDOT.

RECOMMENDATION:

Staff recommends the Board of Supervisors approve Resolution 2016-04-02 and authorize the County Administrator to sign and forward to VDOT.

Pittsylvania County Board of Supervisors

RESOLUTION

2016-04-02

VIRGINIA: At the regular meeting of the Pittsylvania County Board of Supervisors held in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia on Monday, April 4, 2016, the following resolution was presented and adopted:

WHEREAS, Section 33.1-70.1 of the *Code of Virginia*, permits the hard surfacing of certain unpaved roads deemed to qualify for designation as a Rural Rustic Road; and

WHEREAS, any such road must be located in a low-density development area and have no more than 1,500 vehicles per day; and

WHEREAS, the Board of Supervisors of Pittsylvania County, Virginia ("Board") desires to consider whether Route 644 (Cooksburg Road), From: Oxford Road/State Route 750 to a point 2.29 miles west of Route 750 at the end of existing pavement, a distance of 2.29 miles; should be designated a Rural Rustic Road; and

WHEREAS, the Board is unaware of pending development that will significantly affect the existing traffic on this road; and

WHEREAS, the Board believes that this road should be so designated due to its qualifying characteristics; and

WHEREAS, this road is in the Board's six-year plan for improvements to the secondary system of state highways.

NOW, THEREFORE, BE IT RESOLVED, the Board requests that this road be hard surfaced and, to the fullest extent prudent, be improved within the existing right-of-way and ditch-lines to preserve as much as possible the adjacent trees, vegetation, side slopes, and rural rustic character along the road in their current state.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Virginia Department of Transportation Residency Administrator.

Recorded Vote

Moved By: _____

Seconded By: _____

Yeas: _____

Nays: _____

A Copy Teste:

Signed _____

Printed Name Clarence C. Monday

Title Clerk

**PITTSYLVANIA COUNTY
Board of Supervisors**

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Proclamation – County Day of Recognition for National Service – April 5, 2016</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Proclamation</p> <p><u>STAFF CONTACT(S):</u> Mr. Monday</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>AGENDA DATE:</u> 04-04-2016</td> <td style="width: 40%;"><u>ITEM NUMBER:</u> 6(h)</td> </tr> <tr> <td><u>ACTION:</u></td> <td><u>INFORMATION:</u></td> </tr> <tr> <td colspan="2"><u>CONSENT AGENDA:</u></td> </tr> <tr> <td style="text-align: center;"><u>ACTION:</u> Yes</td> <td style="text-align: center;"><u>INFORMATION:</u></td> </tr> <tr> <td colspan="2"><u>ATTACHMENTS:</u> 1. Proclamation</td> </tr> <tr> <td colspan="2"><u>REVIEWED BY:</u> <i>GS</i></td> </tr> </table>	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 6(h)	<u>ACTION:</u>	<u>INFORMATION:</u>	<u>CONSENT AGENDA:</u>		<u>ACTION:</u> Yes	<u>INFORMATION:</u>	<u>ATTACHMENTS:</u> 1. Proclamation		<u>REVIEWED BY:</u> <i>GS</i>	
<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 6(h)												
<u>ACTION:</u>	<u>INFORMATION:</u>												
<u>CONSENT AGENDA:</u>													
<u>ACTION:</u> Yes	<u>INFORMATION:</u>												
<u>ATTACHMENTS:</u> 1. Proclamation													
<u>REVIEWED BY:</u> <i>GS</i>													

BACKGROUND:

The nation’s mayors and county officials are increasingly turning to national service as a cost-effective strategy to address local challenges. By unleashing the power of citizens, AmeriCorps and Senior Corps programs have a positive and lasting impact – making our cities and counties better places to live. To spotlight the impact of national service and thank those who serve, mayors and country officials will participate in the fourth-annual Mayor and County Recognition Day for National Service on April 5, 2016.

DISCUSSION:

Attached hereto, is a Proclamation for County Day of Recognition for National Service.

RECOMMENDATION:

Staff recommends the Board of Supervisors approve the attached Proclamation and authorize the County Administrator to forward it to local media sources.

Pittsylvania County Board of Supervisors Proclamation

COUNTY DAY OF RECOGNITION FOR NATIONAL SERVICE *April 5, 2016*

Whereas, service to others is a hallmark of the American character, and central to how we meet our challenges; and

Whereas, the nation's counties are increasingly turning to national service and volunteerism as a cost-effective strategy to meet county needs; and

Whereas, participants in AmeriCorps and Senior Corps address the most pressing challenges facing our cities, towns, and counties, from educating students for jobs of the 21st century and supporting veterans and military families to providing health services, and helping communities recover from natural disasters; and

Whereas, national service expands economic opportunity by creating more sustainable resilient communities and providing education, career skills, and leadership abilities for those who serve; and

Whereas, national participants of all ages and backgrounds serve in Pittsylvania County, providing vital support to county residents and improving the quality of life in our county, and bolstering the civic, neighborhood, and faith-based organizations that are so vital to our county's economic and social well-being; then

Now, Therefore, Be It Resolved, that the Pittsylvania County Board of Supervisors do hereby proclaim April 5, 2016 as County Day of Recognition for National Service, and encourage all citizens to recognize the positive impact of national service in our county, and thank those who serve; and to find ways to give back to their communities.

Given under my hand this day 4th day of April, 2016.

*Jessie L. Barksdale, Chair
Pittsylvania County Board of Supervisors*

*Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors*

UNFINISHED BUSINESS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u></p> <p>Expenditure Refunds for January & February 2016- <i>10-Day Layover</i></p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p>Budget Amendment for expenditure refunds</p> <p><u>STAFF CONTACT(S):</u> Monday, VanDerHyde</p>	<p><u>AGENDA DATE:</u> 04-04-2016</p> <p><u>ITEM NUMBER:</u> 7</p> <p><u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> 1. Executive Summary from 03-07-2016 2. Expenditures Refunds Memo</p> <p><u>REVIEWED BY:</u> </p>
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BACKGROUND:

At the Board of Supervisors' March 7, 2016 meeting, a motion for the reappropriations of the following was made by Mr. Barber, seconded by Mr. Hagerman, which required a 10-Day Layover.

DISCUSSION:

RECOMMENDATION:

Staff recommends the reappropriation of \$41,184.32 as follows: \$200.00 to Clerk of Court-Copier Lease (100-4-021600-60051), \$538.50 to Sheriff-Printing (100-4-031200-3500), \$74.63 to Sheriff-Postage (100-4-031200-5210), \$43.74 to Sheriff-Office Supplies (100-4-031200-6001), \$4,700.00 to Sheriff-Rental (100-4-031200-6005), \$240.49 to Sheriff-Fue (00-4-031200-6008), \$697.80 to Sheriff-Parts (100-4-031200-6030), \$380.00 to Sheriff-Labor (100-4-031200-6031), \$33.23 to VFD-United Way Contribution (100-4-032200-5667), \$418.10 to Extradition (100-4-033100-5550), \$106.90 to Jail-Food Supplies (100-4-033100-6002), \$10,542.54 to E911-Telephone (100-4-035500-5230), \$507.00 to B&G-Boiler Insurance (100-4-043100-5301), \$3,933.00 to B&G-Fire Insurance (100-4-043100-5302), \$250.00 to CSA-Training & Education (100-4-053500-5540), \$260.00 Library-Postage (100-4-073100-5210), \$797.00 to Library-Office Supplies (100-4-073100-6001), \$11.08 to Library-Furniture & Fixtures (100-4-073100-6003), \$500.00 to Library-Books & Subscriptions (100-4-073100-6012), \$14,429.42 to WIA-Rent (251-4-353853-6014), \$2,500.00 to WIA-Other Operating (251-4-353878-6014), \$20.89 to SW Disposal-Telephone (520-4-042400-5230). **ROLL CALL VOTE REQUIRED.**

PITTSYLVANIA COUNTY

Board of Supervisors

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Expenditure Refunds for January & February 2016- <i>Requires a motion and a 10-day layover.</i>	<u>AGENDA DATE:</u> 3-07-16	<u>ITEM NUMBER:</u> 9(b)
<u>SUBJECT/PROPOSAL/REQUEST:</u> Budget Amendment for expenditure refunds	<u>ACTION:</u> Yes	<u>INFORMATION:</u>
<u>STAFF CONTACT(S):</u> Monday, VanDerHyde	<u>CONSENT AGENDA:</u> <u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> Expenditures Refunds Memo	
	<u>REVIEWED BY:</u> 	

BACKGROUND:

DISCUSSION:

Attached is a list of expenditure refunds for the month of January & February 2016 for review. As discussed earlier with the Board, the simple routine of putting every refund back in the budget is extremely time consuming and leaves room for errors. To stay in balance with the Treasurer, we need to reappropriate refunds into the budget so the budget would increase with every expenditure refund.

RECOMMENDATION:

Staff recommends the reappropriation of \$41,184.32 as follows: \$200.00 to Clerk of Court-Copier Lease (100-4-021600-60051), \$538.50 to Sheriff-Printing (100-4-031200-3500), \$74.63 to Sheriff-Postage (100-4-031200-5210), \$43.74 to Sheriff-Office Supplies (100-4-031200-6001), \$4,700.00 to Sheriff-Rental (100-4-031200-6005), \$240.49 to Sheriff-Fue (00-4-031200-6008), \$697.80 to Sheriff-Parts (100-4-031200-6030), \$380.00 to Sheriff-Labor (100-4-031200-6031), \$33.23 to VFD-United Way Contribution (100-4-032200-5667), \$418.10 to Extradition (100-4-033100-5550), \$106.90 to Jail-Food Supplies (100-4-033100-6002), \$10,542.54 to E911-Telephone (100-4-035500-5230), \$507.00 to B&G-Boiler Insurance (100-4-043100-5301), \$3,933.00 to B&G-Fire Insurance (100-4-043100-5302), \$250.00 to CSA-Training & Education (100-4-053500-5540), \$260.00 Library-Postage (100-4-073100-5210), \$797.00 to Library-Office Supplies (100-4-073100-6001), \$11.08 to Library-Furniture & Fixtures (100-4-073100-6003), \$500.00 to Library-Books & Subscriptions (100-4-073100-6012), \$14,429.42 to WIA-Rent (251-4-353853-6014), \$2,500.00 to WIA-Other Operating (251-4-353878-6014), \$20.89 to SW Disposal-Telephone (520-4-042400-5230). THIS ITEM REQUIRES A MOTION AND A 10-DAY LAYOVER.

PITTSYLVANIA COUNTY

VIRGINIA

Finance Department
P. O. Box 426
Chatham, Virginia 24531



Phone (434) 432-7740
Fax (434) 432-7746
Gretna/Hurt (434) 656-6211
Bachelors Hall/Whitmell (434) 797-9550

MEMO TO: Clarence C. Monday
County Administrator

FROM: Kim Van Der Hyde *KVDH*
Finance Director

SUBJECT: January Expenditure Refunds

DATE: March 1, 2016

The list below shows all expenditure refunds that were sent to the Finance Department during the months of January and February. I am recommending that all of the following expenditure refunds be reappropriated by the Board of Supervisors:

100-4-021600-60051	Clerk of Court-Copier Lease Reimbursement	200.00
100-4-031200-3500	Sheriff-Printing Virginia Rules Camp Reimbursement	538.50
100-4-031200-5210	Sheriff-Postage Reimbursement	74.63
100-4-031200-6001	Sheriff-Office Supplies Virginia Rules Camp Reimbursement	43.74
100-4-031200-6005	Sheriff-Rental Virginia Rules Camp Reimbursement	4,700.00
100-4-031200-6008	Sheriff-Fuel Virginia Rules Camp Reimbursement	240.49
100-4-031200-6030	Sheriff-Parts Insurance Claim	697.80
100-4-031200-6031	Sheriff-Labor Insurance Claim	380.00
100-4-032200-5667	VFD-United Way Contribution Contributions (100-3-000000-189912)	33.23

100-4-033100-5550	Extradition	418.10
100-4-033100-6002	Jail-Food Supplies Reimbursement	106.90
100-4-035500-5230	E911-Telephone Reimbursement	10,542.54
100-4-043100-5301	B&G-Boiler Insurance Reimbursement	507.00
100-4-043100-5302	B&G-Fire Insurance Reimbursement	3,933.00
100-4-053500-5540	CSA-Training & Education Reimbursement	250.00
100-4-073100-5210	Library-Postage Contribution	260.00
100-4-073100-6001	Library-Office Supplies Contribution	797.00
100-4-073100-6003	Library-Furniture & Fixtures Contribution	11.08
100-4-073100-6012	Library-Books & Subscriptions Contribution	500.00
251-4-353853-6014	WIA-Rent Rent Payments (251-3-000000-150201)	14,429.42
251-4-353878-6014	WIA-Other Operating Supplies Community Impact Grant (251-3-000000-353878)	2,500.00
520-4-042400-5230	SW Disposal-Telephone Reimbursement	20.89

TOTAL JANUARY & FEBRUARY EXPENDITURE REFUNDS \$41,184.32

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Appropriation – Landfill Compactor Repair	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 8
<u>SUBJECT/PROPOSAL/REQUEST:</u> 10-Day Layover	<u>ACTION:</u> Yes	<u>INFORMATION:</u>
<u>STAFF CONTACT(S):</u> Mr. Monday; Mr. Hawker	<u>CONSENT AGENDA:</u> <u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> 1. 03-07-2016 Executive Summary 2. CAT Quote 3. Compactor Photo	
	<u>REVIEWED BY:</u> 	

BACKGROUND:

At the Board of Supervisors' March 7, 2016 meeting, a motion was made by Mr. Blackstock, seconded by Mr. Barber, to appropriate \$37,934 from unappropriated funds to line item 520-4-042400-603400 for the purpose of repairing the 836G Caterpillar Compactor used as a backup machine to achieve the compaction rates and provide the daily cover required by the Department of Environmental Quality. This motion required a 10-Day Layover that has now been met.

DISCUSSION:

RECOMMENDATION:

Staff recommends the Board of Supervisors appropriate \$37,934 from unappropriated funds to line item 520-4-042400-603400. *This motion requires a Roll Call Vote.*

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Appropriation – Landfill Compactor Repair	<u>AGENDA DATE:</u> 3/7/2016	<u>ITEM NUMBER:</u> 9c
<u>SUBJECT/PROPOSAL/REQUEST:</u> Appropriation for Landfill Compactor Repair	<u>ACTION:</u> Yes	<u>INFORMATION:</u>
<u>STAFF CONTACT(S):</u> Mr. Monday; Mr. Hawker	<u>CONSENT AGENDA:</u> <u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> 1. CAT Quote 2. Compactor Photo	
	<u>REVIEWED BY:</u> <i>GM</i>	

BACKGROUND:

DISCUSSION:

For the 836G Caterpillar Compactor to be put back in service, it will need repairs that total \$37,934. This machine is used as a backup machine to achieve the compaction rates and provide the daily cover required by the Department of Environmental Quality.

RECOMMENDATION:

Staff recommends the Board of Supervisors appropriate \$37,934 from unappropriated funds to line item 520-4-042400-603400; **Requires a Motion and a 10-Day Layover.**

PITTSYLVANIA COUNTY

VIRGINIA

Otis S. Hawker
Assistant County
Administrator
P.O. Box 426
Chatham, Virginia 24531
Otis.hawker@pittgov.org



1 Center Street
Chatham, Virginia
Phone (434) 432-1768
Fax (434) 432-7714
www.pittsylvaniacountyva.gov

MEMORANDUM

To: Clarence C. Monday, County Administrator

From: Otis S. Hawker *OSH*

Date: March 2, 2016

Subject: 836G Caterpillar Compactor

The County owns an 836G Caterpillar Compactor that was purchased in 2004. It has approximately 17,600 hours on the machine. The overall machine is in good condition with the engine and wheels with about 80% capacity left. The transmission and the torque converter need to be rebuilt. We have currently taken the machine out of service to ensure no further damage occurs. This machine is used as a backup machine to achieve the compaction rates and provide the daily cover required by the Department of Environmental Quality. The current County budget does not have funds available to make this repair. The County has received quotes to rebuild the transmission and torque converter with the low quote being CAT at \$37,934. I am hereby requesting the Board of Supervisors to consider appropriation in the amount of \$37,934 in order to make repairs and put the machine back in service.

If you should have any questions regarding this matter, please do not hesitate to contact me.

OSH/km
Attachment

THIS ESTIMATE DOES NOT INCLUDE FREIGHT, TAXES, OR ENVIRONMENTAL CHARGES

This Estimate is good for 30 Days

*This Estimate does not obligate Customer or Carter in any way. Should Customer later request Carter to perform the work, and if Carter agrees to do so, the work will be done in accordance with Carter's Customary Terms and Conditions as contained in its standard forms, and the cost will be based on the work actually performed and on prices in effect at the time

Parts:	\$3,500.00
Labor:	\$4,520.00
Other Costs:	\$29,914.00
Total Repair Estimate:	\$37,934.00

THE ABOVE ESTIMATE COVERS ONLY THE WORK DESCRIBED HEREIN. ANY ADDITIONAL WORK WILL BE PERFORMED ONLY AFTER CUSTOMER AUTHORIZATION.



NEW BUSINESS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Proposed FY 2016-2017 Pittsylvania County Public Schools Budget</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Approval of the FY 2016-2017 Pittsylvania County Public Schools Budget</p> <p><u>STAFF CONTACT(S):</u> Mr. Monday; Ms. Van Der Hyde</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>AGENDA DATE:</u> 04-04-2016</td> <td style="width: 50%;"><u>ITEM NUMBER:</u> 9(a)</td> </tr> <tr> <td><u>ACTION:</u> Yes</td> <td><u>INFORMATION:</u></td> </tr> <tr> <td><u>CONSENT AGENDA:</u></td> <td></td> </tr> <tr> <td><u>ACTION:</u></td> <td><u>INFORMATION:</u></td> </tr> <tr> <td colspan="2"><u>ATTACHMENTS:</u> Yes</td> </tr> <tr> <td colspan="2"><u>REVIEWED BY:</u> <i>GM</i></td> </tr> </table>	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 9(a)	<u>ACTION:</u> Yes	<u>INFORMATION:</u>	<u>CONSENT AGENDA:</u>		<u>ACTION:</u>	<u>INFORMATION:</u>	<u>ATTACHMENTS:</u> Yes		<u>REVIEWED BY:</u> <i>GM</i>	
<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 9(a)												
<u>ACTION:</u> Yes	<u>INFORMATION:</u>												
<u>CONSENT AGENDA:</u>													
<u>ACTION:</u>	<u>INFORMATION:</u>												
<u>ATTACHMENTS:</u> Yes													
<u>REVIEWED BY:</u> <i>GM</i>													

BACKGROUND:

It is a statutory requirement that the Pittsylvania County Board of Supervisors hold a public hearing for citizen input on the school's budget. A public hearing was held on Monday, March 21, 2016 to allow citizens to comment on the proposed FY 2016/17 Pittsylvania County Public Schools Budget with a proposed total of \$91,489,633. This public hearing was advertised in the Chatham Star Tribune on March 9, 2016, which met the requirement of State Code §15.2-2506 concerning publication and notice. A copy of the affidavit and advertisement is attached.

DISCUSSION:

Attached is a copy of the summary of the school budget which outlines the categories associated with the total school budget of \$91,489,633 that contains local funding of \$16,736,709. This budget of \$91,489,633 includes the school nutrition program. This budget also includes an increase in State revenues totaling \$2,679,516 while there is a decrease of Federal revenues totaling \$391,894.

RECOMMENDATION:

Staff recommends the Board of Supervisors consider the approval of the FY 2016-2017 Pittsylvania County Public Schools Budget in the amount of \$91,489,633 that includes a local appropriation of \$16,736,709. Since more than seven (7) days have passed from the budget public hearing, the statutory requirement has been satisfied in order to approve the FY 2017 budget. *This motion requires a Roll Call Vote.*

STAR-TRIBUNE

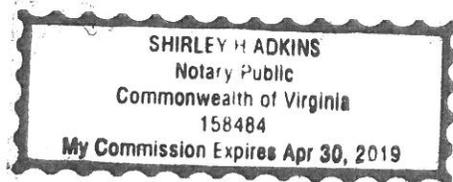
Serving Pittsylvania County Since 1869

Certificate of Publication

I hereby certify that the attached order of publication has been published once a week for 1 successive weeks in the Star-Tribune, a newspaper published at the Chatham office in Pittsylvania County, Virginia, beginning on March 9, 2016.

Chad Harrison, Publisher

Susan J. Light, Editor, acting agent for the publisher
March 16, 2016



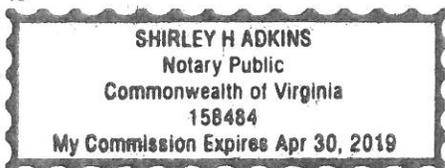
STATE OF VIRGINIA, AT LARGE

County of Pittsylvania, To-wit:

The foregoing instrument was acknowledged before me this

16 day of March 2016 by Susan Light.

My commission expires April 30, 2019.



Shirley H Adkins
Notary Public

28 N. Main Street
P.O. Box 111
Chatham, VA 24531

Tel.: (434) 432-2791
Fax: (434) 432-4033
legals@chathamstartribune.com

Short Takes

Elementary All County Chorus to be held Saturday, March 12 at CHS

Elementary All County Chorus activities will be held this Saturday, March 12, at Chatham High School. Approximately 10 students from each of the county elementary schools were selected to form this 100 voice honor choir.

The students have been learning several selections during the past few months. Under the direction of PCS music teachers, they will rehearse and polish these musical numbers throughout the day Saturday. Their hard work will culminate in a free concert at 4 p.m. in the CHS auditorium.

March is "Music in Our Schools" month. Show your continued support of our local fine arts programs through your attendance at this community event.

Danville native seeking funding for Haiti medical missions trip

Kelly Powell, who is a nurse at Saint Mary's Hospital in Richmond, and her roommate/coworker Allie Weir are trying to go to Haiti on a medical missions trip but have to raise the funding to do so. Both girls are still strapped with college loans, so unless they can receive financial support this mission is not possible for them. If you are able or know of someone who could help them with this it would be greatly appreciated. They figure it would require at least \$3,000 to finance the trip for the two of them; so any amounts small or large would help out in allowing them to make preparations as soon as finances are raised. There is a great need for their help in this country; so please pray about it and help if God leads you to. Donations may be sent to Kelly Powell, 2040 Carter Street, Danville, Va 24540 or to www.crowdrise.com/kellyandalliemidwivesforhaitritip/fundraiser/allisonweir/setup_success?personal. You can also call Kenny Powell at 434-792-3728.

Community-wide job fair planned for Thursday, April 7, at Institute

A community-wide job fair will be held on Thursday, April 7, at The Institute for Advanced Learning and Research (150 Slayton Avenue, Danville) from 10 a.m. to 2 p.m.

The job fair is being coordinated by the Danville Pittsylvania County Chamber of Commerce, the Virginia Workforce Center, American National University, Averett University, Danville Community College, and the Dan River Region Collaborative.

Employers that would like to participate in the job fair should contact Antonio Logan, Education & Workforce Development Coordinator for the Danville Pittsylvania County Chamber of Commerce, 434-836-6990 or at alogan@dpcchamber.org by March 18. There is no cost for employers to participate, but registration is required. Space is limited, and registrations will be accepted in the order they are received.

The Danville Pittsylvania County Chamber of Commerce is a business organization with approximately 700 members in the Danville/Pittsylvania County region. The Chamber works to energize the region by creating exceptional business growth and profitability in a vibrant, customer-centered culture.

The job fair has been provided funding by the West Piedmont Workforce Investment Board (WPWIB). The WPWIB and sub-recipients are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Primary source of funding is from the U.S. Department of Labor Employment and Training Administration.

Nominations being solicited for Chamber's Young Professionals

The Danville Pittsylvania County Chamber of Commerce is soliciting nominations for its Young Professionals PACE (Professional and Community Engagement) Awards which will be presented to exceptional young professionals in the Danville-Pittsylvania County region.

The awards will recognize up to five young professionals who have made significant contributions to our region through professional achievements as well as through community/volunteer service. Young professionals who are 25 to 40 years old and either reside or work in Danville or Pittsylvania County are eligible.

- Criteria for the award include:
- ◆ At least three years of professional work experience
 - ◆ Demonstrated leadership within their profession
 - ◆ Contributed to this region through volunteer/community activities

To nominate a young professional for the PACE Award, please submit a nomination. Nomination forms are available on the Chamber's website at www.dpcchamber.org. Nomination forms can also be obtained by emailing the Chamber at chamber@dpcchamber.org or by calling the Chamber office at 434-836-6990. The deadline for nominations is April 15.

Tunstall Middle School students attend Beta convention Feb. 9-11

Tunstall Middle School Beta students and sponsors attended the Virginia Junior Beta Convention on February 9-11. There were 39 Tunstall Middle School students in attendance at the convention in Williamsburg, under the direction of their sponsors, KeriBeth Ludeman, Kate Wells, and Armita Griffith. We would like to recognize Kate Wells for all her hard work and dedication as the Virginia Junior Beta sponsor that organized and led the Convention. All students participated in Songfest and won second place with the student help of K.B. Griffith and Meredith Hughes. The following group projects were recognized: first in t-shirt design, first in banner, second in wealth, and third in spotlight your club. Individual awards went to Amanda Tabot for first in digital photography and Jennifer Sams who placed third in language arts academic competition.



Members of the Bloc Burnaz Motorcycle Club present basketball tournament proceeds for the Autism Education Fund to Debra Dodson, Executive Director of The Community Foundation.

Tournament supports autism fund

The Bloc Burnaz Motorcycle Club recently presented a check of \$700 to the Autism Education Fund of The Community Foundation. The proceeds were from a basketball tournament held March 6 at the True Holiness Church in Danville.

The Autism Education Fund provides grants to autism education-related programs or organizations benefiting individuals, families, educators and the community in the surrounding area. Applications are now being accepted for the Autism Educa-

tion Fund through March 18.

The Fund was established through proceeds of the annual Dan River Autism Awareness 5K, scheduled this year for April 23. Registration information is available at danriverautism5k.org.



Lions Club donates

The Danville Host Lions Club presented an annual donation to the Danville Sheriff's Office's Project Lifesaver Program. Pictured from left to right are Deputy Billy Payne, Corporal Michelle Wilkerson, Lions Vice President Tammy Warren, Lion Chuck Sampson, and Lions President Sheriff Mike Mondul. The amount of the check was \$1,000.00. The PLS Program operates solely on donations, and is provided to the citizens of Danville at no cost.

IdeaFest

Continued from page 11A

Additional funding comes from a Make More Happen collaborative grant from the Danville Regional Foundation and corporate sponsorship from Japan Tobacco International, the City of Danville Office of Economic Development, American National Bank & Trust Co., the Dan-

ville Pittsylvania County Chamber of Commerce, Infinity Global, Noblis, Middle Border Forward, Eastern Panel Manufacturing, Davenport Energy, First Piedmont Corporation, and Supply Resources. Regional businesses, community organizations and individual entrepreneurs are invited

to join Team IdeaFest by sponsoring an event, advertising on the podcast, or joining the Entrepreneur's Circle.

Additional information about IdeaFest can be found at www.ideafest-danville.com.

NOTICE OF PUBLIC HEARING

The Board of Supervisors of Pittsylvania County, Virginia, will hold a public hearing in the General District Courtroom located on the second floor of the Edwin R. Shields Courthouse Addition, Chatham, Virginia, Monday, March 21, 2016 at 7:00 p.m. to hear citizen input on the proposed School Budget for fiscal year 2017. The School Budget is part of the overall County Budget, which does not include a tax increase. A separate public hearing will be held on the proposed County Budget. A summary copy of the proposed School Budget is available for public examination at the County Administrator's Office, 1 Center Street, Virginia, Monday through Friday, 8:00 a.m. to 5:00 p.m. This summary budget will also be available on the County's website at www.pittsylvaniacountyva.org. Below is a brief synopsis of the School Budget, which shall be for informative and fiscal planning purposes only.

SCHOOL BOARD

	Adopted Budget 2015-2016	Proposed Budget 2016-2017
REVENUES		
From Sales Tax	9,638,784	10,185,738
From State Funds	48,056,835	50,189,397
From Federal Funds	8,195,423	7,866,361
From Local Funds	16,910,298	16,736,709
Cafeteria Receipts	5,175,138	5,066,404
From Other Funds	1,697,663	1,445,024
Total	\$89,674,141	\$ 91,489,633
EXPENDITURES		
Instruction	61,238,429	62,216,811
Admn./Attend & Health Svcs	3,219,622	3,370,527
Pupil Transportation	6,123,227	6,634,246
Operation & Maintenance	7,980,840	7,964,335
Non-Instructional Operations	3,256,106	3,412,865
Technology	2,680,779	2,824,445
Cafeteria	5,175,138	5,066,404
Total	\$89,674,141	\$ 91,489,633

PUBLIC NOTICE

The Pittsylvania County School Board will hold a public hearing on the proposed 2016-2017 School Budget on Thursday, March 24, 2016, at 6:00 p.m. The hearing will be held at the Pittsylvania County School Board Administrative Office, Chatham, Virginia.

NOTICE OF PUBLIC HEARING

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Technology	2,680,779	2,824,445
Cafeteria	<u>5,175,138</u>	<u>5,066,404</u>
<u>Total</u>	\$ 89,674,141	\$ 91,489,633

2016-2017 Proposed Budget

	2014-2015 Total Budget	2015-2016 Original Budget	2015-2016 ***Budget Adjustments	2015-2016 Total Budget	Proposed Budget 2015-2016	Increase/ Decrease In 2015-2016 Budget	Percentage Increase/ Decrease
REVENUES							
From Sales Tax Funds	9,278,215	9,638,784	-	9,638,784	10,185,738	546,954	5.7%
From State Funds	48,416,834	48,056,835	-	48,056,835	50,189,397	2,132,562	4.4%
From Federal Funds	8,827,194	8,195,423	82,832	8,278,255	7,866,361	(411,894)	-5.0%
From Local Funds*	16,482,595	16,910,298	-	16,910,298	16,736,709	(173,589)	-1.0%
From Other Funds	4,922,270	1,697,663	904,011	2,601,674	1,445,024	(1,156,650)	-44.5%
TOTAL	87,927,109	84,499,003	986,843	85,485,846	86,423,229	937,383	1.1%
EXPENDITURES							
Instruction	62,988,328	61,238,430	591,627	61,830,057	62,216,811	386,754	0.6%
General Support	3,201,258	3,219,621	17,069	3,236,690	3,370,527	133,838	4.1%
Pupil Transportation Services	7,020,773	6,123,227	130,249	6,253,476	6,634,246	380,770	6.1%
Operation & Maintenance	8,555,806	7,980,840	201,066	8,181,906	7,964,335	(217,571)	-2.7%
Non-Instructional Operations	3,373,583	3,256,106	34,832	3,290,938	3,412,865	121,926	3.7%
Facilities	-	-	-	-	-	-	100.0%
Technology	2,787,361	2,680,779	12,000	2,692,779	2,824,445	131,666	4.9%
TOTAL	87,927,109	84,499,003	986,843	85,485,846	86,423,229	937,383	1.1%

***Budget Adjustments include a carryover of \$1,184,156.49 (\$12,501.28 for PBIS All Grant, \$185,579.24 for DRF Grant for STEM Academy, \$747,713.06 for Textbooks, \$37,297.14 for Virginia Pre-School Program, and \$201,065.78 for maintenance projects), \$34,832.49 for Federal FFV grant, \$48,000 for federal SPED and Title 1 Grants, (\$331,000.00) DRF Grant for STEM and \$50,854.02 for miscellaneous grant, donations and refund adjustments.

*Local request for 2016-2017 includes a cut of \$349,992.00 from the request per BOS.

**PITTSYLVANIA COUNTY SCHOOLS
SCHOOL NUTRITION PROGRAM
BUDGET FOR FY 2016 - 2017**

RECEIPTS

Lunch, Breakfast, Milk Sales *	\$1,561,937.00
A La Carte & Adult Sales	\$131,157.40
Rebates	\$40,000.00
Interest Earned	\$350.00
Other Revenue (Catering, ect.)	\$97,750.85
Other Revenue (Misc.)	\$2,753.98
Program Reimbursement (Federal)	\$3,147,139.21
State Funds	\$85,315.00

TOTAL RECEIPTS

\$5,066,403.44

EXPENDITURES

Personal Services	\$1,485,918.00
Employee Benefits	\$671,790.42
Purchased Services	\$94,500.00
Other Charges	\$38,395.84
Materials & Supplies	\$244,297.28
Food Products	\$2,489,501.90
Capital Outlay	\$42,000.00

TOTAL EXPENDITURES

\$5,066,403.44

* Includes \$0.10 increase for all meals.
Subject to School Board approval.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Proposed FY 2016-2017 Pittsylvania County Budget – <i>Requires a Roll Call Vote</i></p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Approval of FY 2016-2017 County Budget</p> <p><u>STAFF CONTACT(S):</u> Mr. Monday; Ms. Van Der Hyde</p>	<p><u>AGENDA DATE:</u> 04-04-2016</p> <p><u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u></p> <p><u>ATTACHMENTS:</u> Yes</p> <p><u>REVIEWED BY:</u> </p>	<p><u>ITEM NUMBER:</u> 9(b)</p> <p><u>INFORMATION:</u></p> <p><u>INFORMATION:</u></p>
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BACKGROUND:

It is a statutory requirement that the Pittsylvania County Board of Supervisors hold a public hearing for citizen input on the county’s budget. A public hearing was held on Monday, March 21, 2016 to allow citizens to comment on the proposed FY 2016-2017 Pittsylvania County Budget with a proposed total budget of \$175,800,032. This public hearing was advertised in the Chatham Star Tribune on March 9, 2016, which met the requirement of State Code §15.2-2506 concerning publication and notice. A copy of the affidavit and advertisement are attached.

DISCUSSION:

Attached is the budget resolution along with exhibits A-D that outlines the categories associated with the total budget of \$175,800,032. This budget includes a new compactor site in Keeling; the initial expenses of reassessment; the 1% VRS Mandate; a 2% COLA for full-time County employees and Constitutional employees; the tourism project with the Danville-Pittsylvania Chamber of Commerce and the City of Danville; and the principal plus interest payment to start paying down the remaining \$15 million (to be paid over a 15-year period) of High School Construction capital costs. The County Budget, which includes the School Budget in the amount of \$91,489,633, provides the schools with a local appropriation of \$16,736,709. It also authorizes up to \$349,992 in carryover funds from FY16 to the FY17 School Operating Budget, contingent upon such savings in the current fiscal year’s School Operating Budget. This would provide level local funds for education to accompany additional funding included in the State Budget.

Other important budget items include: the authorization for Fire & Rescue to carryover up to \$160,000 of unexpended funds from FY16 to FY17 to be used for training and communications, and the cost of a second ambulance; \$25,000 for an updated jail study; and the balloon payment of \$1,864,300 for the final payment of the 2009 Refinance of School/Landfill Bonds.

RECOMMENDATION:

Staff recommends the Board of Supervisors consider the approval of the FY 2016-2017 Pittsylvania County Budget in the amount of \$175,800,032. Since more than seven (7) days has passed from the budget public hearing, the statutory requirement has been satisfied in order to approve the FY 2016-2017 budget. *This motion requires a Roll Call Vote.*

STAR-TRIBUNE

Serving Pittsylvania County Since 1869

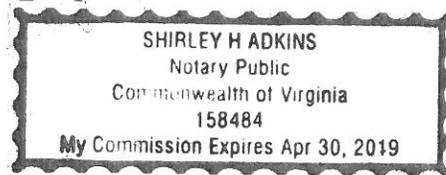
Certificate of Publication

I hereby certify that the attached order of publication has been published once a week for 1 successive weeks in the Star-Tribune, a newspaper published at the Chatham office in Pittsylvania County, Virginia, beginning on March 9, 2016.

Chad Harrison, Publisher

Susan Light, Editor, acting agent for the publisher

March 16, 2016



STATE OF VIRGINIA, AT LARGE

County of Pittsylvania, To-wit:

The foregoing instrument was acknowledged before me this 16 day of March 2016 by SUSAN LIGHT.

My commission expires April 30, 2019.

Shirley H Adkins
Notary Public

28 N. Main Street
P.O. Box 111
Chatham, VA 24531

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Fax: (434) 432-4033
legals@chathamstartribune.com

Whittle announces campaign for council

DANVILLE - From the Madison Whittle for Danville City Council Campaign:

Madison Whittle is formally announcing that he will be seeking a Danville City Council seat in the upcoming May 3rd election. He is a Danville native who attended Sacred Heart School and is a graduate of George Washington High School.

Whittle, a local entrepreneur with over 30 years of small business experience, has first-hand knowledge of what it takes to create jobs. "I work directly with many new businesses that come to Danville and I am aware of the important role they play in generating economic growth for our city.



Whittle

I would also like to work on streamlining the permitting and zoning process which will help make the path much smoother for citizens, as well as new and existing businesses."

Whittle wants to work to strengthen the partnership between the Danville School Board and the City Council. He feels that this joint cooperation plays an essential role in the success of the Danville Public School system and the collaborative relationship advocated by the new superintendent, Mr. Jones, thereby attracting more families to our city and improving its growth.

He still believes strongly in his support of the Capstone project, a precision machining program available to local students. This joint venture between the Institute for Ad-

vanced Learning and Danville Community College, along with local private industries, makes the program one of the best in the state.

Whittle is a Paul Harris Fellow and a member of the Danville Rotary Club, the Danville Chamber of Commerce, the Dan River Emmaus, the Danville Cancer Society, as well as a founding member of Cross Roads Christian Counseling Mission and a member at the VIR in Alton, Virginia.

"The River District is the shining star of Danville. I look forward to adding my substantial years of small business experience to its continued progress and to represent the citizens by working with Council Members and City Staff."

Annual 'Touch a Truck' event returns April 23

By BOBBY ALLEN ROACH
Star-Tribune Staff Writer

The Junior Wednesday Club will be holding its 4th Annual Touch a Truck event on April 23, according to Dan River Middle School 7th grade language arts teacher Lauren Bunn.

The event will be from 11 a.m. to 3 p.m., honk-free from 11 a.m. to 2 p.m., and it

will be located at Averett's North Campus parking lot.

"We are expecting around 40 trucks this year and we have added a Truck Show into the event," Bunn said.

There will be a \$10 entry fee and the categories are highest, oldest, and customized.

There will be a Kids Zone with crafts

and bounce houses.

"We will also have a Teddy Bear Clinic this year. The kids can bring their stuffed animals and dolls to get a check up from real doctors. Residents from Danville Regional Medical Center will be available the entire day," Bunn said.

A professional DJ will host the event.

"We are also hoping to have several food

vendors," Bunn added.

Danville radio station WAKG will broadcast live during the event.

The cost is \$5 in advance and \$6 at the gate, children 2 and under are free.

Tickets will be sold at Danville Toyota or by email at danvilletouchatruck@gmail.com or via Facebook by searching "Touch a Truck-Danville."

Application deadline for 2016 IdeaFest March 21

DANVILLE - There is a movement afoot to strengthen and connect the entrepreneurial ecosystem in the Dan River region. IdeaFest, a business pitch competition, is one component of this movement.

First envisioned by six young professionals in summer 2013, IdeaFest is a community project to encourage and inspire entrepreneurship among residents of the region. The group, which calls itself "Team IdeaFest," hosts an annual business pitch competition, educational opportunities, networking events, as well as a new podcast series highlighting local business leaders in the region.

The third Annual IdeaFest Business Pitch Competition is Friday, April 1, from noon until 5:30 p.m. at the Institute for Advanced Learning & Research in Danville. Twenty applicants will be selected to pitch a startup idea before a panel of expert judges and a live audience. The

top three competitors, as selected by the judges, will be awarded \$5,000 for first place, \$3,000 for second place, and \$1,500 for third place. The audience will select the winner of the \$500 American National Audience Choice Award.

The deadline to submit an application to pitch is Monday, March 21. The pitch competition is free to attend and is open to everyone. Application and registration details are available at <http://ideafestdanville.com/pitch>.

Two "IdeaForum" learning opportunities will be offered on the same day. VT KnowledgeWorks will provide a workshop called "The Entrepreneurship Option" (9-10:30 a.m.) and The Launch Place will present a panel on crowd funding (11 a.m.-12 p.m.).

Two "IdeaFlow" networking events are scheduled for Thursday, March 31, and Thursday, April 28, both at 6:30

p.m. at 2 Witches Winery & Brewing Co in Danville. The first IdeaFlow of this year was held on February 25. Fifteen community members gathered to share startup ideas and discuss entrepreneurial opportunities in the Dan River region. Four individuals pitched their business ideas and received friendly and constructive feedback from the audience.

New this year, Team IdeaFest has launched a podcast series, IdeaFest Radio. The first episode, which features an interview with serial entrepreneur Michael Duncan, was released on March 9. The episode can be listened to via computer or smart phone at <http://ideafestdanville.com/ideafest-radio-episode-1-michael-duncan/>.

The Launch Place is the presenting sponsor for IdeaFest.

See IDEAFEST, page 12A

Exports

Continued from page 10A

lars, include: Mexico, \$179 million; Japan, \$175 million; United Kingdom, \$134 million; Morocco, \$103 million; Republic of Korea, \$94 million; Taiwan, \$90 million; and Indonesia, \$70 million. All countries saw increases in value versus 2014, except Indonesia, which declined by 26 percent. Several countries in the top ten saw double or triple digit increases including Switzerland, Mexico, Japan, the United Kingdom, South Korea, and Taiwan. Virginia has trade representation covering Mexico, Japan, South Korea, and the United Kingdom.

The top agricultural and forestry product exports from Virginia in 2015 include: soybeans; pork; lumber and logs; soybean meal; leaf tobacco; processed foods and beverages, including wine, craft beer, and distilled spirits; wood pellets and chips; poultry; soybean oil; wheat; animal feed; corn; raw peanuts; seafood and other marine products; and cotton.

Favorable growing conditions and record yields in key production countries contributed to lower crop prices in 2015. For example, per bushel prices of soybeans, Virginia's largest export commodity, dropped almost 13 percent from 2014 to 2015 according to the U.S. Department of Agriculture (USDA). Overall, the value of U.S.

field crops fell to \$135.7 billion in 2015 from \$149.8 billion in 2014, or a 10.4 percent drop. These figures also are below those released by USDA in 2013 (\$166.7 billion) and 2012 (\$184.4 billion).

A portion of Governor McAuliffe's consumer plan for building a new Virginia economy includes helping existing agribusinesses expand operations, recruiting new agribusinesses to Virginia, expanding international markets for Virginia products, and making strategic investments in rural infrastructure, including utilizing the Governor's Agriculture and Forestry Industries Development Fund, which support job growth in these areas. According to a 2013 economic impact study conducted by the University of Virginia's Weldon Cooper Center for Public Service, agriculture and forestry are two of Virginia's largest private industries with a combined economic impact of \$70 billion annually.

The Governor's Conference on Agricultural Trade is co-

hosted by the Virginia Farm Bureau Federation, Virginia Port Authority, Virginia Tech's Department of Agricultural and Applied Economics, and the Virginia Department of Agriculture and Consumer Services. In addition to Governor McAuliffe and Secretary Haymore, the conference features presentations from United States Senator Mark R. Warner, Ambassador Darci Vetter, Chief Agricultural Negotiator of the United States Trade Representative (USTR), John Reinhart, CEO and Executive Director of the Port of Virginia, Dr. John Clifford, Chief Veterinary Officer of USDA's Animal and Plant Health Inspection Service, Jim Sumner, President of the U.S.A. Poultry and Egg Export Council, Ambassador Richard Crowder, former Chief Agricultural Negotiator of USTR, and several additional industry executives from the Federal Reserve Bank of Richmond, Virginia Tech, Wells Fargo, Tyson Foods, and The Scoular Company, among others.

NOTICE OF PUBLIC HEARING

The Board of Supervisors of Pittsylvania County, Virginia, will hold a public hearing in the General District Courtroom located on the second floor of the Edwin R. Shields Courthouse Addition, Chatham, Virginia, Monday, March 21, 2016 at 7:00 p.m. to hear citizen input on the proposed 2016-2017 County Budget. This budget will not be considered for adoption until seven (7) days after the public hearing. This notice is published pursuant to §§ 15.2-2503, 15.2-2506, and 22.1-93 of the Code of Virginia, 1950, as amended. Below is a brief synopsis of the Budget, which shall be for informative and fiscal planning purposes only. This budget does not propose a tax increase. A separate public hearing will be held to hear citizen input on the proposed School Budget. A full text is available for public viewing at the County Administrator's Office at 1 Center Street, Chatham, Virginia, Monday - Friday, 8:00 a.m. - 5:00 p.m. An electronic version will be available on the County's website at www.pittsylvaniacountyva.org.

GOVERNMENT

	2015-2016 ADOPTED	2016-2017 PROPOSED
EXPENDITURES		
General Gov't Expense	3,477,553	3,953,532
Judicial Admin. Expense	1,603,931	1,631,627
Public Safety	15,735,991	16,014,035
Health Dept./Social Services	10,596,526	10,838,399
Public Works	3,289,084	3,062,347
Education Expense	89,683,146	91,499,245
Parks, Rec. & Cultural	1,784,975	1,667,827
Grants	3,503,949	5,461,638
Community Dev. Expense	10,082,174	8,383,865
Capital Projects	875,656	1,402,901
Debt Service	12,707,348	12,857,171
Transfers	19,649,496	18,652,420
Misc./Non-Departmental	312,525	375,025
TOTAL	\$173,309,354	\$175,800,032
REVENUES		
Local Funds	49,929,224	48,307,107
State Funds	83,695,184	84,548,740
Federal Funds	16,086,532	18,272,794
CIP Carryover	1,563,324	2,526,564
Carryover	579,594	239,700
Fund Balance	1,806,000	3,252,707
Transfers	19,649,496	18,652,420
TOTAL	\$173,309,354	\$175,800,032

Pittsylvania County Purchasing Department
is seeking bids from qualified vendors to provide all equipment, materials and labor necessary to install guardrails at Heron Pointe Drive, Gretna, VA. Bids are due in the Purchasing Department, 1 Center Street, Chatham, VA 24531, no later than 2:00 p.m., Tuesday, March 29, 2016. A copy of the IFB may be obtained by contacting the Purchasing Department at (434) 432-7744 or by email at Connie.Gibson@pitf.gov. The IFB is also available on the County's website at www.pittsylvaniacountyva.gov. EOE.

Town of Gretna
Request for Proposal: The Town is soliciting bids for the following services from qualified bidders:
1. Audit Services: Request for proposals to perform the Towns financial audit for the fiscal year ending June 30, 2016. Audit must be done in accordance with generally accepted auditing standards; the standards for financial audits contained in Governmental Auditing standards issued by the Comptroller General of the United States; the Provision of the OMB Circular A-128, Audits of State and Local Governments; and the Specifications of Audits of Counties, Cities and Towns. This will need to be completed after July 1, 2016.
All bids must be identified on the outside of a sealed envelope. The deadline for submittal is 4:00 PM Friday, April 8, 2016. Bids received after this time will not be accepted. Bids will be opened and read aloud on April 11, 2016 at 7:00 PM in the Gretna Town Hall. The Town reserves the right to accept or refuse any or all bids. Please contact Town Hall at 434-656-6572 or email at patsy@townofgretna.org if you have any questions.

NOTICE OF PUBLIC HEARING

The Board of Supervisors of Pittsylvania County, Virginia, will hold a public hearing in the General District Courtroom located on the second floor of the Edwin R. Shields Courthouse Addition, Chatham, Virginia, Monday, March 21, 2016 at 7:00 p.m. to hear citizen input on the proposed 2016-2017 County Budget. This Budget will not be considered for adoption until seven (7) days after the public hearing. This notice is published pursuant to §§ 15.2-2503, 15.2-2506, and 22.1-93 of the Code of Virginia, 1950, as amended. Below is a brief synopsis of the Budget, which shall be for informative and fiscal planning purposes only. This budget does not propose a tax increase. A separate public hearing will be held to hear citizen input on the proposed School Budget. A full text is available for public viewing at the County Administrator's Office at 1 Center Street, Chatham, Virginia, Monday - Friday, 8:00 a.m. - 5:00 p.m. An electronic version will be available on the County's website at www.pittsylvaniacountyva.org.

<u>GOVERNMENT</u>		
<u>EXPENDITURES</u>	<u>2015-2016 ADOPTED</u>	<u>2016-2017 PROPOSED</u>
General Gov't Expense	3,477,553	3,953,532
Judicial Admin. Expense	1,603,931	1,631,627
Public Safety	15,735,991	16,014,035
Health Dept./Social Services	10,596,526	10,838,399
Public Works	3,289,084	3,062,347
Education Expense	89,683,146	91,499,245
Parks, Rec. & Cultural	1,784,975	1,667,827
Grants	3,503,949	5,461,638
Community Dev. Expense	10,082,174	8,383,865
Capital Projects	875,656	1,402,901
Debt Service	12,707,348	12,857,171
Transfers	19,649,496	18,652,420
Misc/Non-Departmental	319,525	375,025
<u>TOTAL</u>	\$ 173,309,354	\$175,800,032
<u>REVENUES</u>	<u>2015-2016 ADOPTED</u>	<u>2016-2017 PROPOSED</u>
Local Funds	49,929,224	48,307,107
State Funds	83,695,184	84,548,740
Federal Funds	16,086,532	18,272,794
CIP Carryover	1,563,324	2,526,564
Carryover	579,594	239,700
Fund Balance	1,806,000	3,252,707
Transfers	19,649,496	18,652,420
<u>TOTAL</u>	\$ 173,309,354	\$175,800,032

Presented: April 4, 2016
Adopted: April 4, 2016

RESOLUTION 2016-04-01

VIRGINIA: At a regular meeting of the Pittsylvania County Board of Supervisors on Monday, April 4, 2016 in the General District Courtroom in the Edwin R. Shields Courthouse Addition in Chatham, Virginia, the following resolution on the annual budget for Fiscal Year 2017 was presented and adopted.

WHEREAS, the laws of the Commonwealth of Virginia require the governing body to prepare and approve a budget for fiscal and planning purposes, notwithstanding additional requirements for the schools, including revenues and expenditures for the ensuing year by May 1, 2016; and

WHEREAS, the laws of the Commonwealth of Virginia control the distribution of funds by appropriations giving the Board of Supervisors authority to set such appropriations at such periodic basis as outlined in Section 15.2-2506 of the Code of Virginia, being further identified in this Resolution with Exhibit A and Exhibit B; and

WHEREAS, a public hearing has been properly advertised and held on March 21, 2016, in accordance with state statute as shown by the affidavit of the publisher; then,

BE IT HEREBY RESOLVED, by the Board of Supervisors of the County of Pittsylvania, that there be hereby adopted and appropriated a budget for Fiscal Year 2017, the full and complete budget is contained in the document entitled:

**"PITTSYLVANIA COUNTY ADOPTED BUDGET"
FISCAL YEAR 2017
JULY 1, 2016 - JUNE 30, 2017
TOTALING: \$ 175,800,032**

BE IT FURTHER RESOLVED, that the estimated budget total of \$175,800,032 includes \$16,736,709 total local effort for the Pittsylvania County Schools, and \$1,646,045 in reallocated carryovers for Industrial Development Local. Included in this budget is an approval of supplements for employees of all five (5) Constitutional Offices. These offices include the Sheriff, Treasurer, Commissioner of Revenue, Clerk of Courts and Commonwealth's Attorney. Personnel costs for these offices, which include an appropriation of local funding and compensation board funding cannot be overspent.

BE IT STILL FURTHER RESOLVED, that the funds of the School Budget, the Library Board, and the Welfare Board shall be expended only by order and approval of those respective boards and that no money shall be paid out for such contemplated expenditures unless and until there has first been made an appropriation for such contemplated expenditures by the Board of Supervisors; and,

BE IT STILL FURTHER RESOLVED that the School Budget estimate for FY 2016-2017 be set at \$91,489,633 with the local funds provided by the Board of Supervisors set at \$16,736,709 to be funded by classification as allowed by the Code of Virginia, 1950 as amended, and the school board to report back in amounts requested to be funded in each classification if different than shown in the approved budget.

The local funds include the following:

General Fund Local \$16,736,709 (Includes \$45,000 Solid Waste)

BE IT STILL FURTHER RESOLVED, that the Board of Supervisors shall receive quarterly revenue and expenditure reports comparing receipts and expenditures to the approved budget from the Office of the County Administrator as well as a list of transfers approved by the County Administrator and,

BE IT STILL FURTHER RESOLVED, that the unit tax levy for the year commencing January 1, 2016 shall be as follows:

Real Property:	\$.59 per \$100 of assessed value, 100% market value
Mobile Homes and Barns:	\$.59 per \$100 of assessed value, 100% market value
Machinery and Tools:	\$ 4.50 per \$100 of assessed value at 10% of original cost
Contract Carrier:	\$4.50 per \$100 of assessed value at fair market value
Personal Property:	\$8.75 per \$100 of assessed value, 30% of market value.

In accordance with the requirements set forth in Section 58.1-3524 (C) (2) and Section 58.1-3912 (E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in Item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle situated within the county commencing January 1, 2016, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;

- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 52% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 52% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor home, etc.) will not be eligible for any of tax relief under this program.

Generating Equipment: \$59 per \$100 of assessed value, 100% of market value

Capital Merchant Tax: \$ 2.75 per \$100 of assessed value, 30% of inventory value

Consumer Utility Tax: 20% of the first \$15.00 monthly for residential users and 20% of the first \$100.00 monthly for commercial or industrial users, except as required for Gas and Electricity, as defined by Chapter 6 Section 13 of the Pittsylvania County Code 1975 as amended

AND BE IT FURTHER RESOLVED that the following fees will also be collected by Pittsylvania County for tax year beginning January 1, 2016 and for the fiscal year beginning on July 1, 2016:

Motor Vehicle Fee: \$38.75 per vehicle, except as specified by ordinance

Building Inspection Fees: These fees included in Exhibit C

Fire Prevention Fees: These fees included in Exhibit D

AND BE IT FURTHER RESOLVED by the Pittsylvania County Board of Supervisors that, for the fiscal year beginning on July 1, 2016, and ending on June 30, 2017, the following sections are hereby adopted.

Section 1. The cost center shown on the attached table labeled Appropriations Resolution, Exhibit A, are hereby appropriated from the designated estimated revenues as shown on the attached table labeled Appropriations Resolution, Exhibit A. This appropriation does include the unappropriated surplus. Funds may be appropriated by the Board of Supervisors as needed during FY 2017 subject to the Board’s by-laws for appropriations.

- Section 2. Appropriations, in addition to those contained in this general Appropriations Resolution, may be made by the Board of Supervisors only if there is available in the fund unencumbered or unappropriated sums sufficient to meet such appropriations.
- Section 3. All appropriations herein authorized shall be on the basis of cost centers for all departments and agencies excluding schools. The regular school fund is specifically appropriated by category as listed on Exhibit A.
- Section 4. The School Board and the Social Services Board are separately granted authority for implementation of the appropriated funds for their respective operations. By this resolution the School Board and the Social Services Board are authorized to approve the transfer of any unencumbered balance or portion thereof from one line item of expenditure to another within the same classification in their respective funds in any amount. Transfers between classification or funds require approval of the Board of Supervisors.
- Section 5. The County Administrator is authorized to make intra-departmental transfers. This allows for the transfer of any unencumbered balance or portion thereof from one line item of expenditure to another within the same cost center for the efficient operation of government. The County Administrator is also authorized to make inter-departmental transfers up to \$25,000. This type of transfer allows for the transfer of any unencumbered balance or portion thereof from one department to another. Inter-departmental transfers in excess of \$25,000 require the approval of the Board of Supervisors.
- Section 6. All outstanding encumbrances, both operating and capital, at June 30, 2016 shall be reappropriated to the FY 2017 fiscal year to the same cost center and account for which they are encumbered in the previous year. A report of which shall be submitted to the Board.
- Section 7. At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than the School Cafeteria Receipts Fund 209, the State Restricted Seizure Fund - Sheriff 241, the Federal Restricted Seizure Fund 242, the State Restricted Seizure Fund – Commonwealth’s Attorney 243, the Federal Restricted Seizure Fund – Commonwealth’s Attorney 244, the Animal Friendly Plates Fund 245, the Grants Fund 250, the Work Force Investment Act Fund 251, Law Library Fund 260, the Library

Memorial Gift Fund 265, Cash Bonds Fund 305, the County Capital Improvements Fund 310, the Jail Inmate Management Fund 311, the Courthouse Maintenance Fund 312, the Courthouse Security Fund 314, the Jail Processing Fund 315, the Rural Roads Fund 320, the Industrial Development Local Fund 325, the Industrial Development Cyclical Fund 330, the School Bond Fund 410, the Landfill Bond Fund 415, the E911 Bond Fund 416, the Social Services Bond Fund 420, the Debt Service Reserve Fund 425, the Bond Fund-Schools 435, the Rescue Billing Fund 530, the Special Welfare Fund 733 and the Pittsylvania County Employees Health Plan 734. Thus, all cancelled cash balances shall revert back to the General Fund.

Section 8. Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate ordinance or resolution, changes or eliminates the appropriation. Upon completion of a capital project, the County Administrator is hereby authorized to close out the project and transfer to the funding source any remaining balances. This section applies to all existing appropriations for capital projects at June 30, 2016 and appropriations in the FY 2017 Budget. The County Administrator is hereby authorized to approve construction change orders to contracts up to \$50,000.00 and approve all change order for reduction of contracts.

Section 9. The approval of the Board of Supervisors of any grant of funds to the County shall constitute the appropriation of both the revenue to be received from the grant and the County's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year but shall remain appropriated until completion of the project or until the Board of Supervisors, by appropriate resolution, changes or eliminates the appropriation. The County Administrator may increase or reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The County Administrator may approve necessary accounting transfers between cost centers and funds to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, the County Administrator is authorized to close out the grant and transfer back to the funding source any remaining balance. This section applies to appropriations for grants outstanding at June 30, 2016 and appropriations in the FY 2017 Budget.

- Section 10. The County Administrator may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the Federal Government to the level approved by the responsible state or federal agency.
- Section 11. The County Administrator is authorized to make transfers to the various funds for which there are transfers budgeted. The County Administrator shall transfer funds only as needed up to amounts budgeted or in accordance with any existing bond resolutions that specify the matter in which transfers are to be made.
- Section 12. The Treasurer may advance monies to and from the various funds of the County to allow maximum cash flow efficiency. The advances must not violate County bond covenants or other legal restrictions that would prohibit an advance.
- Section 13. All purchases with funds appropriated herein shall be made in accordance with the County purchasing ordinance and applicable state statutes.
- Section 14. It is the intent of this resolution that funds be expended for the purposes indicated in the budget; therefore, budgeted funds may not be transferred from operating expenditures to capital projects or from capital projects to operating expenses without the prior approval from the Board of Supervisors. Also, funds may not be transferred from one capital project to another without the prior approval of the Board of Supervisors.
- Section 15. The County Administrator is authorized, pursuant to state statute, to issue orders and warrants for payments where funds have been budgeted, appropriated, and where sufficient funds are available. A warrant register shall be presented to the Board of Supervisors not less frequently than monthly.
- Section 16. Subject to the qualifications in this resolution contained, all appropriations are declared to be maximum, conditional and proportionate appropriations – the purpose being to make the appropriations payable in full in the amount named herein if necessary and then only in the event the aggregate revenues collected and available during the fiscal year for which the appropriations are made are sufficient to pay all the appropriations in full. Otherwise, the said appropriations shall be deemed to be payable in such proportion as the total sum of all realized revenue of the respective funds is to the total amount of revenue estimated to be available in the said fiscal year by the Board of Supervisors.

- Section 17. All revenue received by any agency under the control of the Board of Supervisors or by the School Board or by the Social Services Board not included in its estimate of revenue for the financing of the fund budget as submitted to the Board of Supervisors may not be expended by said agency under the control of the Board of Supervisors or by the School Board or by the Social Services Board without the consent of the Board of Supervisors being first obtained. Nor may any of these agencies or boards make expenditures, which will exceed a specific item of an appropriation.
- Section 18. Allowances out of any of the appropriations made in this resolution by any or all county departments, bureaus or agencies under the control of the Board of Supervisors to any of their officers and employees for expense on account of the use of such officers and employees of their personal automobiles in the discharge of their official duties shall be paid at the same rate as that established by the Internal Revenue Service and shall be subject to change from time to time to maintain like rates.
- Section 19. The County Administrator is directed to maintain eight (8) petty cash accounts and establish any other petty cash accounts authorized by the Board of Supervisors. The current petty cash accounts are located in central purchasing, the landfill, building inspections, zoning and recreation. These petty cash accounts are maintained in accordance with Section 15.2-1229 of the Code of Virginia as amended, 1950 with management plans as directed by the County Auditor.
- Section 20. All previous appropriation ordinances or resolutions to the extent that they are inconsistent with the provisions of this resolution shall be and the same are hereby repealed.
- Section 21. This resolution shall be effective on July 1, 2016.

Given under my hand this day April 4, 2016.

Jessie L. Barksdale, Chairman
Pittsylvania County Board of Supervisors

Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
APPROPRIATIONS RESOLUTION, EXHIBIT A
EXPENDITURES BY COST CENTERS
FOR FY 2017**

	COST CENTERS	
	ADOPTED BUDGET	TOTAL ADOPTED BUDGET
<u>ADMINISTRATION AND MANAGEMENT OF GOVERNMENT:</u>		
Board of Supervisors		199,790
County Administrator		303,490
County Attorney		190,463
Human Resources		111,952
Auditors		81,500
Commissioner of Revenue		636,403
Reassessment		377,245
Treasurer		703,665
Central Accounting		322,968
Information Technology		350,701
Fleet Management		183,190
Central Purchasing		115,462
Grants Administration		82,266
Board of Elections		139,971
General Registrar		154,466
Non-Departmental		375,025
Total Administration and Management of Government		4,328,557
 <u>PUBLIC WORKS:</u>		
Public Works		174,314
Building and Grounds		995,975
Zoning		251,817
Public Works		1,422,106
 <u>ADMINISTRATION OF JUSTICE:</u>		
Circuit Court		140,475
General District Court		11,706
Magistrates		4,500
Court Services		384,326
Juvenile & Domestic Relations Court		20,950
VJCCCA - J & D Court Services Grant		41,765
Misc - Records Preservation		5,000
Commissioner of Accounts		1,850
Clerk of Circuit Court		659,964

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
APPROPRIATIONS RESOLUTION, EXHIBIT A
EXPENDITURES BY COST CENTERS
FOR FY 2017**

	COST CENTERS	
	ADOPTED BUDGET	TOTAL ADOPTED BUDGET
Commonwealth's Attorney		741,382
State Restricted Seizure - Commonwealth Attorney		20,000
Federal Restricted Seizure - Commonwealth Attorney		5,000
Law Library Fund		25,800
Victim/Witness Grant		72,827
Total Administration of Justice		2,135,545

LAW ENFORCEMENT:

Sheriff	6,429,529
Corrections	4,464,626
State Seizure - Sheriff	150,000
Federal Seizure - Sheriff	30,000
Medical Examiner	2,500
DUI Select Enforcement	36,996
DMV Occupant Grant	6,048
Crisis Intervention Prevention Team Grant	45,520
Speed Grant	10,044
CITAC Grant	43,800
Justice Assistance Grant (JAG)	25,000
DCJS-Fingerprinting Grant	11,000
USDA-Sheriff Grant	50,000
Byrne/JAG-Software	2,500
BJA-Bulletproof Vest Partner Grant	15,000
Law Enforcement-Mobile Forensics	3,440
DCJS-Body Cameras	50,000
DCJS-Chatham SRO	37,078
DCJS-Dan River SRO	37,078
DCJS-Gretna SRO	37,078
DCJS-Tunstall SRO	37,078
Jail Inmate Management Fund	26,100
Jail Processing Fund	2,200
Courthouse Security	125,000
Total Law Enforcement	11,677,615

PUBLIC SAFETY:

Volunteer Fire/Rescue Departments	1,880,213
VA Fire Program Grant	192,000
VFIRS Computer Grant	6,000
Four for Life-DMV	75,000
Fire Marshal	95,151
State Forestry	33,600
E911 Wireless Grant	59,807

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
APPROPRIATIONS RESOLUTION, EXHIBIT A
EXPENDITURES BY COST CENTERS
FOR FY 2017**

	COST CENTERS	
	ADOPTED BUDGET	TOTAL ADOPTED BUDGET
VA Emergency Management		22,803

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
APPROPRIATIONS RESOLUTION, EXHIBIT A
EXPENDITURES BY COST CENTERS
FOR FY 2017**

	COST CENTERS	
	ADOPTED BUDGET	TOTAL ADOPTED BUDGET
PSAP-Wireless Education Program		2,000
Animal Control		258,259
Animal Shelter		150,301
Veterinary Fund		900
Building Inspections		316,982
Rescue Billing		495,500
Emergency Management Services		1,202,448
Total Public Safety		4,790,964
<u>ENVIRONMENTAL PRESERVATION AND PROTECTION:</u>		
Solid Waste Collections		1,064,630
Solid Waste Disposal		827,428
Litter Control Grant		24,000
VPI & SU Extension		83,416
Resource Conservation		125,564
Total Environmental Preservation and Protection		2,125,038
<u>HUMAN AND SOCIAL SERVICES:</u>		
Public Health		507,570
Mental Health		293,913
Comprehensive Services Act - Pool		4,502,141
Social Services Administration/Administrative Expense		4,369,775
Public Assistance		1,120,000
Family Preservation		45,000
Total Human and Social Services		10,838,399
<u>ECONOMIC DEVELOPMENT:</u>		
Industrial Development - Local		7,269,879
Agricultural Economic Development Specialist		108,058
Economic Development		147,903
Industrial Development Authority		14,045
Workforce Investment Board		4,234,878
Community & Industrial Development		358,183
Total Economic Development		12,132,946

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
APPROPRIATIONS RESOLUTION, EXHIBIT A
EXPENDITURES BY COST CENTERS
FOR FY 2017**

	COST CENTERS	
	ADOPTED BUDGET	TOTAL ADOPTED BUDGET
<u>PLANNING, HOUSING AND COMMUNITY DEVELOPMENT:</u>		
Planning Commission		176,959
Chatham Train Depot Restoration		118,687
CDBG - Clarkstown		2,300
IRP - Clarkstown		2,200
Total Planning, Housing and Community Development		300,146
 <u>PUBLIC LIBRARIES:</u>		
Libraries		1,115,654
State Library Grant		154,711
Library Memorial Fund		10,000
Total Public Library		1,280,365
 <u>CULTURAL & RECREATIONAL PROGRAMS:</u>		
Recreation Department		331,614
Total Cultural & Recreational Programs		331,614
 <u>CAPITAL INVESTMENTS:</u>		
Debt & Interest-General Fund		12,857,171
Computer - Capital Outlay		14,609
Solid Waste - Capital Outlay		550,500
Landfill - Capital Outlay		120,000
Building & Grounds - Capital Outlay		290,000
Community & Industrial Development Capital Outlay		427,792
Rural Road Capital Outlay		25,000
Total Capital Investments		14,285,072

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
 APPROPRIATIONS RESOLUTION, EXHIBIT A
 EXPENDITURES BY COST CENTERS
 FOR FY 2017**

	COST CENTERS	
	ADOPTED BUDGET	TOTAL ADOPTED BUDGET
<u>PUBLIC EDUCATION:</u>		
School Fund:		
Instruction	62,216,811	
Admin./Attend & Health Services	3,370,527	
Pupil Transportation	6,634,246	
Operation & Maintenance	7,964,335	
Non-Instructional Operations	3,412,865	
Technology	2,824,445	
Cafeteria	5,066,404	91,489,633
Danville Community College		9,612
Total Public Education		91,499,245
 <u>TRANSFERS:</u>		
Law Library Transfer		9,800
Social Services Department Transfer		975,375
School Board Transfer		16,736,709
Capital Improvements Fund Transfer		522,382
Economic Development Transfer		408,154
Total Transfers		18,652,420
 GRAND TOTAL ALL EXPENDITURES	 \$	 175,800,032

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
APPROPRIATIONS RESOLUTION, EXHIBIT B
REVENUES BY FUND
FOR FY 2017**

	Total Adopted Budget
<u>REVENUES</u>	
Local Funds	48,307,107
State Funds	84,548,740
Federal Funds	18,272,794
CIP Carryover	2,526,564
Carryovers	239,700
Fund Balance	3,252,707
Transfers	18,652,420
GRAND TOTAL ALL REVENUES	\$175,800,032

BUILDING PERMIT FEE SCHEDULE
RESIDENTIAL - 1 & 2 FAMILY DWELLING

NEW CONSTRUCTION - STRUCTURAL ONLY (INCLUDES MODULAR HOMES)

MINIMUM FEE	\$ 31.25
LIVING AREA	.10/SQ. FT.
GARAGE OR CARPORT	.025/SQ. FT.
PORCH, DECKS & PATIOS	.025/SQ. FT.
BASEMENTS (UNFINISHED)	.025/SQ. FT.

ADDITIONS - STRUCTURAL ONLY

MINIMUM FEE	\$ 31.25
LIVING AREA	.10/SQ FT
GARAGE /CARPORT	.05/SQ FT
PORCH, DECK, PATIO	.05/SQ. FT.

REPAIRS & REMODELING - STRUCTURAL ONLY

MINIMUM FEE (\$5,000.00 OR LESS)	\$ 31.25
EACH \$1,000 OR FRACTION THEREOF OVER \$5000.	\$ 5.00
CLOSE IN PORCH,PATIO,CARPORT,DECK	\$ 31.25

RELOCATION OF HOME	\$ 31.25
SEPARATE FEES FOR ELEC., HVAC & PLB.	

DEMOLITION	\$ 31.25
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RESIDENTIAL - 1 & 2 FAMILY DWELLING

ELECTRICAL

NEW SERVICE/ SERVICE CHANGE	\$ 18.75
RELOCATION OR REPLACEMENT OF METER	
BASE, PANEL BOX OR ENTRANCE WIRE	\$ 18.75
EXTEND WIRING	\$ 18.75

PLUMBING

BASE FEE	\$ 18.75
EACH PLUMBING FIXTURE AN ADDITIONAL	\$ 1.25

MECHANICAL

HEATING SYSTEM	\$	18.75
COOLING SYSTEM	\$	18.75

MISCELLANEOUS - NOT COVERED BY OTHER PERMITS	\$	31.25
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CHIMNEY OR STEM	\$	18.75
SWIMMING POOL (PRIVATE: INCLUDES WIRING & PLUMBING)	\$	62.50

FARM STRUCTURES

EXEMPT FROM USBC REQUIREMENTS. HOWEVER, WHEN A WIRING, PLUMBING OR MECHANICAL SYSTEM FOR A FARM STRUCTURE IS AN EXTENSION OF A RESIDENTIAL SYSTEM, A PERMIT IS REQUIRED PER THE FOLLOWING SCHEDULE:

WIRING	\$	18.75
PLUMBING	\$	18.75
MECHANICAL	\$	18.75
BULK BARN	\$	18.75

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL MULTI-FAMILY (INCLUDING MOTELS)

NEW CONSTRUCTION AND ADDITIONS - STRUCTURAL ONLY

MINIMUM FEE	\$	50.00
PER SQUARE FOOT	\$	0.10

REPAIR & REMODELING - STRUCTURAL ONLY

MINIMUM FEE (\$10,000.00 OR LESS)	\$	50.00
EACH \$1,000 OR FRACTION THEREOF OVER \$10,000.00	\$	5.00

ELECTRICAL

ELECTRICAL (PER DWELLING UNIT)	\$	18.75
SERVICE CHANGE	\$	18.75
RELOCATION OR REPLACEMENT: METER BASE, PANEL BOX, ENTRANCE WIRE	\$	18.75

PLUMBING

PLUMBING (PER DWELLING UNIT)	\$	18.75
EACH PLUMBING FIXTURE AN ADDITIONAL	\$	1.25

MECHANICAL

HEATING (PER DWELLING UNIT)	\$	18.75
COOLING (PER DWELLING UNIT)	\$	18.75

BUILDING PERMIT FEE SCHEDULE

MOBILE HOMES BEARING HUD LABEL & MOBILE HOME PARKS

MANUFACTURED HOMES WITH HUD LABEL (INCLUDES PORCHES UP TO 24 SQ. FT.)

MH'S (PER SQ. FT.)	\$	0.10
PLUS: ELECTRICAL	\$	12.50
PLUMBING	\$	12.50
HEATING	\$	12.50
COOLING	\$	12.50

PORCH, DECK, CARPORT, PATIO & ADDITIONS COST THE SAME AS
RESIDENTIAL 1 & 2 FAMILY DWELLINGS - STRUCTURAL ONLY

RELOCATION OR REPLACEMENT:

METER BASE, PANEL BOX, ENTRANCE WIRE	\$	18.75
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MOBILE HOME PARKS

EACH SITE	\$	25.00
SERVICE CHANGE	\$	18.75
RELOCATION OR REPLACEMENT		
METER BASE, PANEL BOX, ENTRANCE WIRE	\$	18.75
MAXIMUM FEE	\$	2,500.00

BUILDING PERMIT FEE SCHEDULE

COMMERCIAL, BUSINESS & INDUSTRIAL

NEW CONSTRUCTION, ADDITIONS & TEMPORARY MOBILE OFFICES

NEW TOWERS AND ANTENNA, STRUCTURAL ONLY

<u>MINIMUM FEE</u>	<u>\$ 50.00</u>
<u>STRUCTURE</u>	<u>.05/SQ. FT.</u>
<u>MAXIMUM FEE</u>	<u>\$ 2,500.00</u>

STRUCTURAL ONLY - REPAIR, REMODELING, RELOCATING, RE-ROOFING
AND REPLACEMENT / MENT OR N EW ANTENNA

<u>MINIMUM FEE (\$10,000.00 OR LESS)</u>	<u>\$ 50.00</u>
<u>EACH \$1,000.00 OR FRACTION THEREOF OVER \$10,000.00</u>	<u>\$ 5.00</u>
<u>MAXIMUM FEE</u>	<u>\$ 2,500.00</u>

DEMOLITION

<u>MINIMUM FEE (\$2,000.00 OR LESS)</u>	<u>\$ 31.25</u>
<u>EACH \$1,000.00 OR FRACTION THEREOF OVER \$2,000.00</u>	<u>\$ 5.00</u>

ELECTRICAL

<u>NEW SERVICE (UNDER \$2,000.00)</u>	<u>\$ 25.00</u>
<u>EACH \$1,000 OR FRACTION THEREOF ABOVE \$2,000</u>	<u>\$ 5.00</u>
<u>SERVICE CHANGE</u>	<u>\$ 25.00</u>
<u>RELOCATION OR REPLACEMENT:</u>	
<u>METER BASE, PANEL BOX, ENTRANCE WIRE</u>	<u>\$ 18.75</u>
<u>MAXIMUM FEE</u>	<u>\$ 2,500.00</u>

BUILDING PERMIT FEE SCHEDULE

COMMERCIAL, BUSINESS & INDUSTRIAL (CONTINUED)

PLUMBING

<u>MINIMUM FEE (\$2,000.00 OR LESS)</u>	<u>\$ 31.25</u>
<u>EACH PLUMBING FIXTURE AN ADDITIONAL EACH \$1,000.00 OR FRACTION THEREOF OVER \$2,000.00</u>	<u>\$ 1.25</u> <u>\$ 5.00</u>
<u>MAXIMUM FEE</u>	<u>\$ 2,500.00</u>

MECHANICAL

<u>ELEVATOR</u>	<u>\$ 31.25</u>
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HEATING

<u>MINIMUM FEE (\$2,000.00 OR LESS)</u>	<u>\$ 31.25</u>
<u>EACH \$1,000.00 OR FRACTION THEREOF OVER \$2,000.00</u>	<u>\$ 5.00</u>

MAXIMUM FEE	\$ 2,500.00
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COOLING

MINIMUM FEE (\$2,000.00 OR LESS)	\$ 31.25
EACH \$1,000.00 OR FRACTION THEREOF OVER	
\$2,000.00	\$ 5.00
MAXIMUM FEE	\$ 2,500.00

SWIMMING POOL

PUBLIC OR SEMI-PUBLIC (INCLUDES WIRING & PLUMBING)	\$ 156.25
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BUILDING PERMIT FEE SCHEDULECOMMERCIAL , BUSINESS & INDUSTRIAL (CONTINUED)SIGNS - STRUCTURAL ONLY

ESTIMATED COST: \$1.00 TO \$1,000	\$ 31.25
EACH \$1,000.00 OR FRACTION THEREOF	
OVER \$1,000.00 (INCLUDES ELEC. IF NEEDED)	\$ 5.00

NEW TANKS:

AST AND UST INSTALLATION (PER TANK) 1 INSPECTION	\$100.00
AST AND UST REMOVAL (PER TANK) 1 INSPECTION	\$100.00

AMUSEMENTS: RIDES*, SHOWS, CONCESSIONS

CONCESSION (PERMIT)	\$ 12.50
MOBILE UNITS (PER UNIT)	\$ 12.50
BOOTH (PER UNIT)	\$ 12.50
TENT (PER UNIT)	\$ 12.50
MAJOR RIDE **	\$ 55.00
KIDDIE RIDE **	\$ 35.00
SPECTACULAR RIDE **	\$ 75.00

* FEE SCHEDULES ASSOCIATED WITH RIDES SHALL BE REDUCED BY 75%, IF PRIVATE INSPECTORS ARE UTILIZED BY THE OWNER OR LESSEE.

** RIDE CLASSIFICATION IS DEFINED BY VA. DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

BUILDING PERMIT FEE SCHEDULE
COMMERCIAL OR BUSINESS (CONTINUED)

<u>MISCELLANEOUS - NOT COVERED BY OTHER PERMITS</u>	<u>\$ 31.25</u>
	<u>\$25.00 +</u>
<u>LAND DISTURBING PERMIT FEES (COMMERCIAL)</u>	<u>\$5.00 PER</u>
	<u>ACRE</u>
<u>LAND DISTURBING PERMIT FEES (SINGLE-FAMILY RESIDENTIAL)</u>	<u>\$ 10.00</u>
<u>REINSPECTION FEES:</u>	<u>\$25.00</u>

ALL REINSPECTION FEES SHALL BE PAID PRIOR TO ISSUANCE TO CERTIFICATE OF OCCUPANCY

Permit Fee Schedule for Pittsylvania County Fire Marshal's Office pursuant to Virginia Code § 27-97 & Virginia Statewide Fire Prevention Code §§ 107.12 & 107.15

Routine Fire Prevention Inspection:

Original inspection and first follow-up:	No Charge
Each additional re-inspection:	\$25.00

Child day centers, assisted living facilities and adult day care centers:

(Inspection required by any Virginia Regulatory Agency)

Licensed capacity as follows:

1. 1-8	\$50
2. 9-20	\$75
3. 21-50	\$100
4. 51-100	\$200
5. 101 or more	\$400

Hospitals, nursing homes, mental hospitals, detoxification facilities \$100

Blasting, Explosives, Fireworks:

An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33 of the Virginia Statewide Fire Prevention Code.

Blasting: 1-30 days	\$75
Blasting: 31 days or more	\$90
Explosives, Blasting Agents and Fireworks: Annual Storage Permit (per Magazine)	\$40
Fireworks: Retail Sales of Permissible Fireworks, Outside Stand (60 Day Permit)	\$25
Fireworks: Retail Sales of Permissible Fireworks, Mercantile Occupancy (60 Day Permit)	\$25
Fireworks: Outdoor Fireworks Display (Aerial/Proximate Audience (One Day Permit)	\$35
Pyrotechnics: Indoor Pyrotechnic Display & Special Effects (One Day Permit)	\$35

Hazardous Materials:

An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed below.

Annual Hazardous Material Permit: \$100

Combustible Fiber

Loose	100 cubic feet
Baled	1000 cubic feet

Flammable Gas

Gaseous	1000 cubic feet
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Liquefied (except propane) 30 gallons

LP Gas: Storage and use inside or outside of any building.

Exception:

1. Individual containers with 500 gallons water capacity or less serving occupancies in Use group R-3.
2. Operation of cargo tankers that transport LP gas.

Flammable Liquid

Class 1A	30 gallons
Class 1B and 1C	120 gallons

Combustible Liquid

Class II	120 gallons
Class IIIA	330 gallons
Class IIIB	13,200 gallons

Flammable Solid

Flammable Solid	125 pounds
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Pyrophoric Material

Solid	4 pounds
Liquid	4 pounds

Gas	50 cubic feet		
Water Reactive – Solid or Liquid			
Class 3	5 pounds		
Class 2	50 pounds		
Class 1	No permit required		
Unstable (reactive) Material – Solid or Liquid		Unstable (reactive) Material - Gas	
Class 4	1 pounds	Class 4	10 cubic feet
Class 3	5 pounds	Class 3	50 cubic feet
Class 2	50 pounds	Class 2	250 cubic feet
Class 1	No permit required	Class 1	No permit required
Oxidizer - Solid or Liquid			
Class 4	1 pound		
Class 3	10 pounds		
Class 2	250 pounds		
Class 1	4000 pounds		
Oxidizing Gas			
Gaseous	1500 cubic feet		
Liquefied	15 gallons		
Organic Peroxide - Solid or Liquid			
Class UD	1 pound		
Class I	5 pounds		
Class II	50 pounds		
Class III	125 pounds		
Class IV	No permit required		
Class V	No permit required		
Toxic Material			
Solid	500 pounds		
Liquid	500 pounds		
Gas	810 cubic feet		
Highly Toxic Material			
Solid	10 pounds		
Liquid	10 pounds		
Gas	20 cubic feet		
Corrosive Material			
Solid	5000 pounds		
Liquid	500 gallons		
Gas	810 cubic feet		
Cryogenic - Liquid			
Cryogenic (Flammable)	45 gallons		
Cryogenic (Oxidizing)	45 gallons		

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Proposal Award for Reassessment Appraisal Services</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Award contract to Wingate Appraisal Services</p> <p><u>STAFF CONTACT(S):</u> Mr. Monday, Kim Van Der Hyde, Otis Hawker, Greg Sides and Connie Gibson</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>AGENDA DATE:</u> 04-04-2016</td> <td style="width: 40%;"><u>ITEM NUMBER:</u> 10</td> </tr> <tr> <td><u>ACTION:</u> Yes</td> <td><u>INFORMATION:</u></td> </tr> <tr> <td><u>CONSENT AGENDA:</u></td> <td><u>INFORMATION:</u></td> </tr> <tr> <td colspan="2"><u>ACTION:</u></td> </tr> <tr> <td colspan="2"><u>ATTACHMENTS:</u></td> </tr> <tr> <td colspan="2"> 1) Request For Proposals (RFP) 2) Tally Sheet 3) Amendment </td> </tr> <tr> <td colspan="2"><u>REVIEWED BY:</u> </td> </tr> </table>	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 10	<u>ACTION:</u> Yes	<u>INFORMATION:</u>	<u>CONSENT AGENDA:</u>	<u>INFORMATION:</u>	<u>ACTION:</u>		<u>ATTACHMENTS:</u>		1) Request For Proposals (RFP) 2) Tally Sheet 3) Amendment		<u>REVIEWED BY:</u>	
<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 10														
<u>ACTION:</u> Yes	<u>INFORMATION:</u>														
<u>CONSENT AGENDA:</u>	<u>INFORMATION:</u>														
<u>ACTION:</u>															
<u>ATTACHMENTS:</u>															
1) Request For Proposals (RFP) 2) Tally Sheet 3) Amendment															
<u>REVIEWED BY:</u>															

BACKGROUND:

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations with one qualified firm to appraise all real property at its fair market value as of January 1, 2018, as stated in 58.1-3201, Code of Virginia, 1950, as amended and to appraise new construction (additions and improvements), land splits, and new subdivisions in the County.

DISCUSSION:

The Purchasing Department mailed out 6 copies of the RFP 2/1/16. We advertised in 2 local newspapers, posted on the County's public notice board and posted on the County's website. We received two responses, Wingate Appraisal Services and Pearson's Appraisal Services. Wingate scored higher on the evaluations including the cost per parcel. Wingate's cost proposal was \$12.95, which was \$9.05 less than the cost for Pearson's. The County savings will be approximately \$450,147.00. After the initial reassessment is complete, Wingate will complete any new constructions for 2 years, 2019 and 2020.

County Fee

Approximate cost for the reassessment will be \$644,133.00, not including new construction after the reassessment is complete.

RECOMMENDATION: Staff recommends the Board of Supervisors award the proposal to Wingate Appraisal Services.

ATTACHMENT A

Amendment

OWNER: Pittsylvania County Board of Supervisors
CONTRACTOR: Wingate Appraisal Services
SERVICES: County Reassessment and New Construction Appraisals
DATE OF AMENDMENT: March 11, 2016

The Contractor and Agency agrees to the negotiation items listed below:

ATTACHMENT A

The Contractor and Agency agrees to the negotiation items listed below:

- Wingate Appraisal Service will provide new construction assessments during the course of the reassessment project for the years 2016 and 2017.
- Wingate will create and maintain a log of building permits during the project. This log shall include a description of assessment action taken by Wingate and date of visit(s). At the end of the project the log will be turned over to the Commissioner of the Revenue's office.
- In visiting properties where the distinction between real estate and personal property is not clear, Wingate will consult with the Personal Property Deputy in the Commissioner of the Revenue's office to be sure no overlap or underlap of assessment has occurred.



**PITTSYLVANIA COUNTY
BOARD OF SUPERVISORS**

**REQUEST FOR PROPOSAL
16-02-28
COUNTY REASSESSMENT AND NEW CONSTRUCTION
APPRAISAL SERVICES**

FEBRUARY 1, 2016

**CONTACTS: CONNIE GIBSON, PURCHASING MANAGER
(434) 432-7744
CLARENCE MONDAY, COUNTY ADMINISTRATOR
(434) 432-7910**

**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
REQUEST FOR PROPOSAL (RFP)**

ISSUE DATE: February 1, 2016

RFP #16-02-28

TITLE: *County Reassessment*

ISSUED BY: Pittsylvania County Purchasing Department
P.O. Box 426
1 Center Street
Chatham, Virginia 24531

Sealed Proposals Will Be Received Until **2:00 p.m., Monday, February 29, 2016**, For Furnishing the Services Described Herein.

All Inquiries for Information Should Be Directed To: Connie Gibson, Purchasing Manager.
Phone: (434) 432-7744, Fax: (434) 432-7746, E-mail: connie.gibson@pittgov.org.

PROPOSALS MAY BE MAILED OR HAND DELIVERED TO THE ADDRESS LISTED ABOVE. ANY PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE RETURNED UNOPENED.

In compliance with this request for proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.

Full, Legal Name and Address of Firm:

Date: _____
By: _____
(Signature in Ink)
Name: _____
Title: _____

FEI/FIN NO.: _____ Telephone Number: () _____
E-mail address: _____ Fax Number: () _____

**CERTIFICATION PAGE
RETURN THIS PAGE WITH PROPOSAL SUBMISSION**

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1.0 PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations with one qualified firm to appraise all real property at its fair market value in money as of January 1, 2018, as stated in 58.1-3201, Code of Virginia, 1950, as amended and to appraise new construction (additions and improvements), land splits, and new subdivisions in the County.

All services shall be provided in accordance with the specifications contained herein and attached hereto. The County currently averages approximately 1,400 field appraisals per year. The information is compiled, entered into the system, and printed on the land books. The land books are usually printed during the month of April, each year.

1.1 This solicitation is issued by the Pittsylvania County Purchasing Department, on behalf of the Pittsylvania County Board of Supervisors, a political subdivision of the Commonwealth of Virginia, herein referred to as "Owner" and/or "County". The issuing office is the sole point of contact for the contractual provisions of this RFP and resulting proposals.

1.2 For ease of reference, each organization submitting a response to the RFP will hereinafter be referred to as an "Offeror". An Offeror whose proposal would result in a formal agreement will hereinafter be referred to as a "Contractor".

1.3 The following acronyms are used in this document:

The Pittsylvania County Board of Supervisors may be referred to as "BOS".

The Pittsylvania County Board of Assessors may be referred to as "BOA".

The Pittsylvania County Reassessment Liaison/Project Manager in combination with Pittsylvania County Administration may be referred to as "the County".

The Pittsylvania County Geographic Information Systems Department shall herein be referred to as "GIS".

The Pittsylvania County Information Technology Department herein shall be referred to as "IT".

Pittsylvania County's Geographic Information System, shall herein be referred to as the GIS application

Pittsylvania County's computer-assisted mass appraisal, shall herein be referred to as the "CAMA application".

1.4 The contents of the proposal submitted by the successful Offeror, this RFP (including general and special terms and conditions), and all modifications made thereof, will become part of any contract awarded as a result of this solicitation. The successful Offeror will be required to sign a contract with the Owner.

2.0 BACKGROUND

2.1 Pittsylvania County is located in Southside Virginia, and encompasses a land area of

approximately 980 square miles. Pittsylvania County is surrounded by several other local jurisdictions including the Counties of Franklin, Henry, Campbell, and Halifax, and the City of Danville.

2.2 The work performed shall include a field visit and inspection of all parcels and mobile homes. It is estimated that as of January 1, 2015, the County will have approximately 49,724 parcels and 7,500 mobile homes. The following chart shows the projected parcel increase by class code from January, 1, 2014:

Parcel By Class	2014	2015	2016 (Estimated)	2017 (Estimated)	2018 (Estimated)
Commercial (4)	1,177	1,185	1,193	1,201	1,209
Residential (1-3)	40,308	40,449	40,590	40,731	40,872
Agricultural (5-6)	6,429	6,436	6,443	6,450	6,457
Tax Exempt (E70-79)	1,663	1,654	1,663	1,672	1,681
Total Parcels	49,577	49,724	49,889	50,054	50,219
Mobile Homes	6,059	6,035	7,500	8,220	8,196

3.0 STATEMENT OF NEEDS

The intent of these specifications is to have all real property appraised at its fair market value in money as of January 1, 2018 as stated in 58.1-3201, of the Code of Virginia, 1950, as amended: "All general reassessments or annual assessments in those localities which have annual assessments of real estate, except as otherwise provided in Title 58.1-2604 of the Code of Virginia, shall be made at 100% of fair market value..." Fair market value is defined by the *International Association of Assessing Officers "IAAO"* as "the most probable price expressed in terms of money that a property would bring if exposed for sale in the open market in an arms-length transaction between a willing seller and a willing buyer, both of whom are knowledgeable concerning all the uses to which it is adapted and for which it is capable of being used."

The reassessment shall be conducted in a manner consistent with all applicable laws, regulations, rules, standards and case law. Assessments shall be complete, uniform and at 100% fair market value. All taxable and nontaxable properties shall be visited and all elements of value appraised. In all cases, uniformity and equality are required under the laws of the Commonwealth of Virginia with respect to each class of property. All aspects of this general reassessment shall be conducted in accordance with the laws of the Commonwealth of Virginia.

All procedures shall be in accordance with all applicable Statutes of Virginia being Title 58.1 Chapter 32 Code of Virginia, 1950, as amended, relating to the assessment of property. The BOA will review all decisions as to procedure followed and forms used. Under this contract, the Contractor is responsible for advising the County as to the current market value of each item of property appraised.

To be appointed to perform the reassessment by the BOS, the Contractor shall be certified as qualified by the Virginia Department of Taxation. The Contractor's duties include but are not limited to, the following:

3.1 The Contractor shall appraise all property entitled to classification under 58.1-3230, Code of Virginia, 1950 as amended, at its fair market value without easement in money.

3.2 The Contractor shall work with the Commissioner of the Revenue to ensure that parcels which qualify for land use assessment or are under perpetual easement are assessed using a methodology that is not inconsistent with the need of Commissioner of the Revenue to apply easement values.

After the completion of the Reassessment, the County will apply the land use value schedule on those parcels which qualify for land use assessment under the appropriate statutes, and apply easement values on those parcels under perpetual easement in accordance with the appropriate statutes.

3.3 The Contractor shall prepare and maintain an Assessors' Manual in which the final resultant schedule of values, standards and rules, when properly applied, will result in appraising all property in accordance with Title 58.1-3200 et seq. of the Code of Virginia. All schedules, standards, and rule shall conform to IAAO standards, and acceptance is contingent on BOA and County review and approval.

3.4 The Contractor shall appraise manufactured homes in accordance with 58.1-3522 et seq. of the Code of Virginia, 1950, as amended.

3.5 The Contractor shall provide a fixed cost per parcel basis for new construction assessments on an annual renewable contract subsequent to the 2018 reassessment until the BOS resolves to conduct another reassessment or a period of four (4) tax years, whichever comes first. New construction permits to be assessed every quarter. The selected individual or firm will appraise new construction (additions and improvements), land splits and new subdivisions in the County. The work will be coordinated with the Commissioner of Revenue's Office. The County will match the permits to the proper field card(s), together with a copy of the County map(s).

3.6 The Contractor shall furnish assistance to the Board of Equalization, herein referred to as the BOE, with a qualified staff member of the Contractor present on an as-needed basis until appeals from BOE or to the courts, arising within the statutory period, have been heard and resolved.

3.7 Mobile Home Assessments

All single-wide mobile and double-wide homes which have been modified into more permanent structures by the addition of rooms and/or roofs and a permanent foundation shall be appraised as real property. The Contractor shall collect the data on field sheets and record the data in the County's CAMA application using the same methodologies as used for residential housing.

The following conditions should help in this real property test:

- Is it a single wide mobile home?
- Has been underpinned, crawl space enclosed, or with additions or improvements in excess of \$10,000 valuation?
- Other similar condition that may reflect the owner's intent to make permanent?

Non-permanent single and double-wide homes which have not been modified into more permanent structures are assessed as personal property, but as part of this contract are to be assessed by the Contractor.

Using the County provided mobile home assessment field sheet, the Contractor shall collect data and assess all non-permanent double wide and single wide mobile homes. The Contractor will also document the current use (i.e., housing, storage, dog kennel, etc.) of each mobile home.

Although these non-permanent structures are not real property, for tracking purposes, the Contractor will enter these structures into the CAMA application with zero value and the appropriate code indicating the mobile home usage.

Mobile/Manufactured Homes hook-ups (sites) must be appraised and so noted on field data sheets. All mobile home parks and camping parks must be noted and appraised at their fair market value inclusive of hook ups.

3.8 Time of Completion/Performance of Work

It is specifically agreed, and so declared, that time is of the essence in the performance of this contract. The Contractor shall carry on the project of reassessment as set forth in this contract, and shall complete and deliver said work on or before the dates specified in this document. Any anticipated adjustments to specified dates shall be stated in the proposal, or the Contractor shall be expected to adhere to the timetable referenced below unless changes are approved by the County.

3.8.1 Hearings

The Contractor shall schedule, hold, and document informal hearings with a projected starting date of October 1, 2017 and ending in December 2017. A member of the BOA and an assessor shall be present at each hearing. Where possible, the assessor who worked in the area of the property being reviewed should be present.

3.8.2 Timetable/Schedule

The Contractor shall set forth a time table or schedule of work to be performed against which the County can measure contract progress. This timeline/schedule shall include the deliverables, work tasks, and associated dates applicable to each item. With the exclusion of those items where dates are specified, the timeline/schedule shall be mutually agreed upon by the Contractor and the County.

3.8.2.1 Start of Work

The Contractor shall be prepared to begin the work to be performed under the contract after acceptance by the BOS, starting approximately April 1, 2016, although obtaining required personnel and other tasks may begin directly after award of the contract.

The Contractor may occupy the County-provided office space (reference Section 3.12.4) on or about July 1, 2016.

3.8.2.2 Field Work

The Contractor shall provide a schedule of how data collection and field work across the County shall progress prior to beginning field work.

The Contractor shall complete all field work and review all assessments by September 19, 2017, in order to meet the reassessment notice mailing vendor's submission deadline of September 24, 2017.

3.8.2.3 New Construction Assessments

The new construction assessments shall be delivered to the Commissioner of the Revenue on a monthly basis. New construction data entry shall be entered in accordance with the processes of the Office of the Commissioner of the Revenue. The Contractor shall conduct hearings.

3.8.2.4 New Construction and Partially Completed Construction

The Contractor shall appraise buildings partially completed as their value based on the percentage of completion as of January 1, 2018.

All new construction completed between November 1, 2017 and December 31, 2017 and new construction partially completed as of January 1, 2018, shall be appraised at the finalized 2018 values and delivered to the Commissioner of the Revenue by the Contractor on or before January 10, 2018. This component of the project is not considered part of the final reassessment book value, but will be supplemental thereto and included as a part of the reassessment contract.

3.8.2.5 Document Deliverables

The Contractor shall provide each document deliverable in electronic Microsoft Word format. The Contractor shall be responsible for the cost associated with the production of bound copies.

3.8.2.6 Project Data

It is understood that the Contractor shall maintain an organized office with field data being kept in hanging folders and file cabinets. At the end of the Reassessment project, the contractor shall ensure that all project data is organized into files by PIN in readiness to be turned over to the "BOE"

Any paper locator maps shall be organized into a separate set of folders by PIN order at the end of the project.

Any income data shall be kept separate from all other data.

Project data includes, but is not limited to field notes, cards, and work sheets of all kinds and classes of properties valued in the assessments, identified as to property and owner, and the detailed data developed and used to determine the unit land values and which serve to substantiate these values.

3.8.2.7 Status Reports

The Contractor shall at a minimum provide quarterly status reports to County Administration and at request present these reports to the BOS.

The Contractor shall at a minimum provide monthly status reports to the BOA and to the County to ensure that the general reassessment is progressing satisfactorily against the agreed upon timeline/schedule. The status reports shall include informal summary ratio results when appropriate and when requested by the County.

The format of both the BOS and the County status reports shall be mutually agreed upon by the County and the Contractor. Suggested formats may be put forth in the Offeror's proposal.

For those tasks not progressing on schedule, the Contractor shall provide within these reports adequate explanations and recommended corrective actions. Any corrective action taken shall be mutually agreed upon by the Contractor and the County.

3.9 Performance of Work

The Contractor's quality of work performed is of the utmost importance in this contract.

3.9.1 The Contractor's performance of the reassessment project shall be deemed to be complete after all informal BOA hearings with taxpayers have been heard; after all appeals to the BOE have been completed; and after all deliverables are accepted by the County.

3.10 Site Visits

The Contractor shall deem the terms "visit" or "visited" as used in these specifications to mean the on-site review of existing property record cards or data in order to verify accuracy as well as touching and physical measuring of all new primary structures with an Engineer's tape, and talking with available occupants or owners while seeing the property with your eyes.

3.10.1 The Contractor shall use County's standard paper or electronic field cards for data gathering.

3.10.2 The Contractor shall measure and sketch new buildings and other major building

improvements and record said data in the County's CAMA application.

3.10.3 The Contractor shall capture general property data and improvement data. The Contractor shall record said data in the County's CAMA application.

3.10.4 The Contractor shall photograph the main structure. The Contractor shall load these photographs into the CAMA application or into an archival system of the County's choice.

3.10.5 In those cases where the homeowner is not at home and the Contractor cannot obtain all necessary information, Contractor shall leave a door hanger to notify the homeowner of the visit and request the homeowner to furnish the information. The Contractor shall keep a log to track these hangers, follow-up, and resolution.

3.10.6 In those cases where a property is locked or otherwise inaccessible, the Contractor shall use the current GIS aerial maps and other maps, such as Google Earth, to check for the existence of real estate structures and to estimate structure size. The Contractor shall also validate these estimates against any existing permits. The Contractor shall document in the CAMA application that size estimation and building type assignment were made using map discovery and provide a reason for using maps in lieu of a physical measurement.

3.10.7 In those cases where a property is designated as vacant and is over ten (10) acres, the Contractor shall use the current GIS aerial maps and other maps, such as Google Earth, to check for the existence of previously undiscovered/non-permitted real estate structures. If the property is accessible, the Contractor shall visit and do an on-site review of the structure(s). If inaccessible, the Contractor shall use maps to estimate size and determine building type. The Contractor will document this use of map estimation in the CAMA application.

3.10.8 The Contractor shall keep a log of all previously undiscovered/non-permitted structures by PIN and building number. The CAMA application may be used to maintain this information.

3.10.9 BOA members or County personnel may periodically accompany assessors and/or data collectors during their site visits.

3.11 Real Property Assessments

The Contractor shall conduct cost, market and income research, and analyses in the development of the schedules and tables of values. All schedules and tables shall reflect market value. The Contractor shall include all schedule and tables used in the Assessors' Manual.

The Contractor shall make careful investigations of the fair market value of all improvements making a complete exterior and reasonable interior inspection.

The Contractor shall train any personnel designated by the County in the assessment techniques and procedures utilized by the Contractor to appraise all real property in the

County.

3.11.1 Urban and Rural Property

The Contractor shall analyze sales data and make careful investigations of the fair market value of all classes of land, giving due consideration to all factors enumerated in these specifications such as topography, soil type, road type, neighborhood trends, and “open space easements”.

3.11.1.1 Small Acreage Tracts

The Contractor shall prepare a pricing schedule applicable to small acreage tracts, especially those of twenty-five (25) acres or less, which have potential other than farm usage, from local market data. Size of tracts may have a direct bearing on land value. This schedule must be flexible to allow all acreage tracts, regardless of size, to be appraised at market value.

3.11.1.2 Mineral Rights

The Contractor shall make a careful investigation of assessable mineral rights and make the assessment pursuant to 8.1-3286 and 3287, Code of Virginia, and consultation with the Commissioner of the Revenue.

3.11.1.3 Properties spanning Towns and County

The Contractor shall specify in the County’s CAMA application if all or part of any property is within the boundaries of any incorporated town as well as define and list the part within such town.

3.11.2 Improvements

The Contractor shall make careful investigations of the fair market value of all improvements making a complete exterior and reasonable interior inspection.

The Contractor shall measure all improvements and record data in the County’s CAMA application.

The Contractor shall measure and sketch new buildings and other major building improvements and record said data in the CAMA application.

The Contractor shall capture general property data and improvement data and record data in the County’s CAMA application. Data shall include, but is not limited to, the applicable fields shown in Attachment A.

Basic cost data shall be applied to existing construction for the determination of accurate and consistent replacement costs, less any physical depreciation, functional or economic obsolescence.

For each property with multiple improvements, the Contractor shall create an 8 ½ x 11 structure locator map. Locator maps shall show the location of each structure relative

to the main dwelling. Structures shall be labeled to identify the use, type of construction, and size. Paper locator maps shall be attached to the associated PRC.

3.11.3 Suburban and Farm Dwellings

The Contractor shall visit and inspect suburban and farm dwellings and other farm buildings/structures in the same complete manner as other residential buildings.

3.11.4 Farm (non-residential), Commercial and Industrial properties

The Contractor shall visit and inspect Farm (non-residential), Commercial and Industrial properties in the same complete manner as residential properties.

Basic cost data shall be applied to existing construction for the determination of accurate and consistent replacement costs, less any physical depreciation, functional or economic obsolescence.

Income and expense data and market data shall be used where applicable and available to assist in assessing the properties. Income data shall be requested from the property owners.

Commercial properties which are not assessed using standard tables, such as for sound value or income approach, the Contractor shall create and maintain a file showing the methodology used to assess each of these properties. This information shall be delivered as part of the Assessor's Manual.

Locator Maps shall include the name of the building as known to the industry.

3.11.5 Apartment Properties and Rental Properties

The Contractor shall consider all apartments or two or more connected dwelling units designed or re-designed for rental occupancy and all groups of apartment buildings to be classified as apartment property.

All apartments shall be reviewed to determine if the housing is subsidized. Subsidized housing shall be assessed in accordance with Title 58.1-3295 of the Code of Virginia.

The Income Approach to value shall be considered and all assessments shall be complete with analysis of income and expense data, if obtainable.

Economic rental estimates shall be used where actual rents are not available.

3.11.6 Industrial Complexes

The Contractor shall visit and inspect each industrial complex and develop an Industrial Complex Report for all such properties. This report shall be attached as an addendum to the Assessors' Manual. The Industrial Complex report shall include

- Building-by-building component part description of construction and fixed equipment taxable real property, showing individual replacement value and depreciation for each.
- All yard improvements shall be listed individually and shall be priced and depreciated separately.

3.11.7 Common Open Space

The Contractor shall appraise and apportion Common Open Space according to 58.1-3284.1 of the Code of Virginia, 1950, as amended.

3.11.8 Other Properties and Structures

3.11.8.1 Grain Bins, Silos, and Other Farm Buildings

For the purpose of this reassessment, grain bins, silos, and other farm buildings are to be considered as real property and valued based on their contribution to the overall property value with consideration given to the functional use of single purpose structures that have little adaptability.

3.11.8.2 Income Producing Structures

For the purpose of this reassessment, incoming producing structures including but not limited to cell towers on commercial and non-commercial properties are to be considered as real property and valued based on their contribution to the overall property value.

3.11.8.3 Miscellaneous Structures

For the purpose of this reassessment, miscellaneous including but not limited to airstrips, golf courses, generators, are to be considered as real property and valued based on their contribution to the overall property value.

3.11.8.4 Exempt Property

It is specifically understood that property wholly or partially excluded from taxation will be appraised and valued by the Contractor, including all governmental units located within the County. This will be done in the same manner in which property that is nonexempt is appraised, including correct parcel identification number and special (class code) coding for retrieval by the County's CAMA application.

3.11.8.5 Property for Public Service Companies

The Contractor shall not appraise property of public service companies that is appraised by the Virginia State Corp. Commission and Department of Taxation. However, the Contractor shall appraise all real property of such companies situated in the County, which is not appraised by the aforementioned agencies.

3.11.9 Personal Property

This contract does not provide for the assessment of commercial furniture and fixtures, industrial machinery and equipment, or other personal property by the Contractor with the exception of mobile home properties.

3.11.10 All Other Property

The Contractor shall assess all other real property not covered under this section, but required by law to be appraised at fair market value using acceptable assessment standards including common open space, 58.1-3284.1, Code of Virginia, and Leasehold interests, 58.1-3203, Code of Virginia, 1950, as amended.

3.11.11 Construction Costs

The Contractor shall use Marshall and Swift or a similar construction cost index as a basis for determining initial construction costs. The Contractor shall make adjustments based on random testing against known local construction costs to verify the accuracy and to determine Fair Market Value before being applied. The Contractor shall obtain local construction costs through the County Building, Permits, and Inspections Department and local contractors, realtors, and appraisers. The Assessor's Manual shall include an appendix setting forth which construction cost index was used and why, and detailing the factors used in determining local adjustments. Factors included shall include material costs, prevailing wage scales, labor resources, overhead, profit A & E Fees and all other factors which impact upon the cost of building construction and its value within the County.

Unit construction costs shall be inclusive of the items mentioned above.

Separate unit costs for each different type of construction (residential, commercial, industrial, etc.) as well as for each district construction subsystem of component, such as paving, roofing, fencing, wells, septic systems, etc., to be used in conjunction with the Sales Ratio Study.

Unit costs for materials and labor in place, including all normal service charges and profit.

3.11.12 Assessor's Manual

The Contractor shall develop and maintain an Assessor's Manual. This manual shall include cost and sales data, and any other information used to compile the schedule of values for the final 2018 computations as part of the Assessor's Manual. This document shall be used as a working document by the Contractor. The BOA and County will review each delivery of the document, and submit edits/modifications to the Contractor for incorporation as part of document maintenance until such time as the final version is approved by the County.

Upon request, the County will provide a copy of the 2014 Assessor's Manual which can be used as a starting point for the 2018 Assessor's Manual.

The Assessor's Manual shall be set up in an easily comprehensible manner enabling the County to show the taxpayer how property valuations are determined. Calculations methods and calculations shall be the same as those implemented in the County's CAMA application and all codes and custom calculations used by the County's CAMA application shall be reflected in the Assessor's Manual.

All data used in the composition of the manual and to substantiate sales must be turned over to the County.

The Contractor shall provide updated versions of this manual and manual training.

Specific dates shall be provided by the Offeror as part of their proposal.

The Contractor shall train designated County personnel in the use of the Assessor's Manual for assessing all types of real property.

3.11.13 Sales Studies and Sales Ratio Studies

The Contractor shall conduct a Sale Study and then subsequent Sales Ratio Studies to aid in the pricing of real property and as the project progresses to ensure that the assessments are reflecting market value. The Contractor shall contact property owners to determine validity of sales and values.

3.11.13.1 Sales Studies shall contain a sufficient number of valid real property sales and/or transactions stratified into homogeneous neighborhoods by property class (1, 2, 3, 4, 5, 6, and exempt) within each neighborhood. Neighborhoods shall be divided into real property classes, by vacant and occupied land within each class.

3.11.13.2 Where valid sales are limited, the Contractor shall augment the supply of usable sales by adjusting rejected sales to reflect the cash equivalent value of the real property, and expand the sales period adjusting for time of sale. Timeframes need not be the same for each class of property, but the studies must detail the techniques used and indicate when adjusted sales values were used.

3.11.13.3 Where sales are comparatively scarce and complex, such as with commercial, industrial, and agricultural sales, the Contractor can consider appraisals as a basis for valuation. Appraisals should be tested against actual sales as well as against appraisals and assessments of other similar properties. Acceptable appraisals must contain a narrative of the valuation methods used and a value conclusion. Where valid sales data and adjusted sales data is available, appraisals should not be used.

3.11.13.4 The Contractor shall provide a study for each of the County's Districts using the same stratification listed above. District studies are informational only and should not be used as a means to assess, since Pittsylvania County districts are based on census data and thus real property

within Districts is not homogenous by nature.

3.11.13.5 The Contractor shall run periodic Sales Ratio Studies to ensure that the project assessments are falling within an acceptable Sales Ratio.

3.12 Office Administration

3.12.1 Property Record Cards, Reports and Other Required Forms

The Contractor shall use County's standard paper or electronic field cards, and PRCs for data gathering. The Contractor shall use the County's CAMA application for updating property records as well as printing current and updated PRC and field cards.

The County will assist the Contractor with the design and development of forms and reports to be used in the reassessment project including, but not limited to mailers, computer reports, and valuation notices.

At the start of the reassessment project, the reassessment data in the CAMA application will match the assessment data. Prior to the start of field work and on a mutually agreed upon date, the County will have one complete set of PRCs printed in PIN order. The Contractor must specify if the printed PRCs should reflect the assessment data, or should wait until the Contractor has entered new code table information, updated the custom calculation, and made any other preliminary adjustments based upon the initial sales study.

3.12.2 Printing

The Contractor will be responsible for the printing costs associated with the reassessment project. Printing will include door hangers, property record cards, reassessment notices, public relations pamphlets, reports, and deliverables. It will be the joint responsibility of the County and the Contractor to design these items.

It shall be incumbent upon the Contractor to maximize the use of electronic tools such as the County's CAMA application, the GIS application, spreadsheets, etc. to view data rather than print data.

3.12.3 Postage

The County will be responsible for reasonable postage necessary for mailing income and expense requests for commercial properties, reassessment notices, and hearing result notices. Re-mailings due to error on the part of the Contractor shall be done at the Contractor's expense.

3.12.4 Space Requirements & Office Arrangements

The County will provide office and meeting space for the Reassessment Office with the space and location to be determined by the County. The County will furnish all necessary utilities such as power, water, heat and air conditioning; reasonable office furniture; telephones and phone lines, and provide networking capabilities through the

County's network.

3.12.5 Computers and Related Office Software

3.12.5.1 Computers

The County shall provide computers for full time contractor use. These computers shall be shared within the Reassessment Office and the BOA.

The Contractor and BOA computers will be standardized with the following:

- Microsoft Office for word processing and spreadsheet capabilities;
- Microsoft Outlook for County e-mail and calendar access;
- The CAMA application for assessment work; and
- The GIS application for map queries and locator map creation.

No software or hardware modifications shall be made to the provided PCs without coordination and permission of IT.

3.12.5.2 Microsoft Office

The County has standardized on using the Office Suite products. All deliverables shall be provided in a format compatible with these products.

3.12.5.3 Microsoft Outlook

The Contractor, County, and BOA shall use Outlook as a standard mode of communication. Both the Contractor and the County shall also use this product for scheduling. To this end, each member of the Contractor's staff as well as the BOA shall be setup with a Microsoft Outlook email account. These accounts are accessible both inside the County and through an internet version of the application.

3.12.6 Vehicles

The Contractor shall furnish all vehicles used by the personnel of the Contractor in performance of duties herein described. The Contractor must ensure that all contractor staff conducting County business have a valid driver's license and that all vehicles used for the purposes of this project are at least covered with valid liability auto insurance.

Vehicles must be identifiable by signs located on each side or in the front and back windows of said vehicle. The Contractor shall provide and use their own vehicle identification signs that meet the following requirements:

- Letters at least 2" high
 - Contain the words "County Reassessment"
- Variations are only as directed by the County.

3.13 Use of County Records and Maps

Subject to schedules and procedures approved by the BOS, all maps, tax records, data and information in the possession of the Commissioner of the Revenue and GIS, pertaining to properties covered by these specifications will be made available to the Contractor.

3.13.1 The CAMA application

The County will provide the Contractor with access to the County's CAMA application for the purpose of recording data and assessing properties. The County does not ensure the accuracy of this product. The Contractor must report any application discrepancies to the Office Manager.

It is understood that the County is licensed by Keystone Information Systems, Inc., herein referred to as Keystone, to use their Property Assessment Administration System, herein referred to as PAAS, as the County's CAMA application. PAAS provides the ability to maintain both current assessment and reassessment data through a split database. The Contractor shall be required to utilize the PAAS Reassessment module to collect, store, and maintain property information and calculate property values for the purposes of Reassessment.

3.13.1.1 CAMA Training

Prior to the Contractor's use of the CAMA application, the Contractor will be trained on applicable PAAS modules. Training will be conducted in the County facilities by Keystone staff and at the County's expense. The County will coordinate the timing and location of training to maximize the number of Contractor and County attendees.

3.13.1.2 CAMA Availability

Reassessment data will be available for use by Contractor through the Reassessment module of the PAAS software after training. The Contractor shall use PAAS throughout the contract period to update reassessment data.

At the end of the reassessment, this data shall be reconciled and merged into the Commissioner's current year data. It is incumbent upon the Contractor, the County, and the BOA to review the data to ensure validity and accuracy throughout the project and before the merge takes place.

3.13.1.3 CAMA Support

The functioning of the CAMA application is critical to this project. The County Office Manager will serve as the initial point of contact between Keystone and the Contractor for questions and problem reporting and any issues with the CAMA application.

Upon discovering an issue, the Contractor must immediately email the County's Office Manager the following:

- Description of the problem;
- Applicable screen shots;
- Where the issue occurred (screen name(s) and fields); and
- Description of the affected data (PIN, Building or Segment, associated field).

Data issues caused by the Contractor using the application in a manner inconsistent with training or by not reporting on going issues, may necessitate data correction by Keystone. If costs are incurred due to the reasons above, the Contractor shall pay these costs.

For the duration of the Reassessment project, the County will provide the Contractor with access to PAAS for up to four (4) non-exclusive user licenses. These licenses shall provide the Contractor with inquiry and update access into the PAAS Reassessment module.

The Contractor shall agree that proprietary rights to the application and modifications shall remain with Keystone and further agrees not to sell, lease, or use the said application for any project in any other county unless said county is licensed for such use by Keystone.

3.14 Contractor Personnel

The Contractor shall use on the job, competent employees of good character and of adequate numbers to expeditiously perform the work required.

The Contractor's staff shall at all times be expected to display courtesy and professionalism in dealing with citizens, County staff, and members of the various Boards.

No employee of the Contractor is to be deemed an employee or agent of the County and is not entitled to any benefits from the County.

3.14.1 Employees

The Contractor shall furnish to the County a list of contractor employees who will be working on this project. For good cause, the County will have the right to request the Contractor to remove any employee from work on this project.

All personnel at all times shall display a personal identification badge provided by the County.

3.14.2 Training and Instruction

The Contractor shall supply complete instruction and direction of all personnel

connected with the reassessment. Contractor shall train field personnel, appraisers and clerical personnel employed by the Contractor to measure and list all properties.

3.14.3 Staffing

3.14.3.1 Project Manager

The Contractor shall have at least one (1) Project Manager on site in the County at all times. The intent is to have a member of the Contractor's staff that is authorized to act on the Contractor's behalf available throughout the project.

The Project Manager will be approved by the County and will not be shifted, replaced or transferred to another job without written consent from the County.

3.14.3.2 Office Manager

The County shall provide a qualified Office Manager for the purpose of managing the front of the Reassessment Office and the clerical staff. This Office Manager shall be the secretarial support to the BOA.

The Office Manager, in conjunction with the Contractor Project Manager will ensure that all reports and data entry routines required or necessary for the reassessment are available at no additional expense to the County. The County shall provide qualified clerical support personnel for the purpose of data entry and phone support throughout the Reassessment project.

The Office Manager, or another individual designated by the Contractor's Project Manager, shall serve as the primary point of contact for citizens. This individual shall work in the front office and be immediately accessible when a citizen enters the Reassessment Office. When this individual is unavailable, another member of the staff should be assigned. During business hours, the Contractor shall always have at least one (1) staff member available to answer phones, and to greet and help citizens.

3.14.3.3 Field Personnel and Assessors

All field personnel and Assessors shall display a personal identification badge provided by the County.

Once reassessment notices are mailed, the Contractor shall provide qualified assessment staff to answer citizen questions about the assessments. All call backs in response to voicemail messages must be made within one (1) working day. Answers to detailed phone calls must be made within two (2) working days.

An assessor shall be present at each hearing with a BOA member. Where possible, the assessor who worked in the area of the property being reviewed should be present. The assessor shall document the hearing. Enough information must be captured about the hearing results so that personnel reviewing these notes will be able to have an understanding of why the resulting

decision was made.

3.14.3.4 Clerical Personnel

All clerical personnel shall have experience with Microsoft Office products and answering phones. The Contractor shall provide general scripts so that the phone responses shall be consistent and informative.

All call backs in response to voicemail messages must be made within one (1) working day.

3.15 Notification, BOA Hearings, and Support of Values

3.15.1 Reassessment Notices

Upon the completion of assessment field work and assessment review, notices of the new assessments will be prepared for all real property owners by the Contractor, subject to review by the BOA and the County.

All field work, data entry, and final reviews by the Contractor and the BOA must be complete by September 2017, in order to meet the reassessment notice mailing deadline of September 25, 2017.

3.15.2 Additional Staffing

The first working day after notices are mailed, the Contractor shall provide additional qualified support staff to schedule hearings, appointments and answer questions.

Prior to informal BOA hearings, the Contractor shall make every attempt to accommodate and resolve citizen concerns regarding any notice of change in assessment.

The Contractor shall log all calls and emails and track responses to such. These services shall be provided at least through December 20, 2017, or at such date that the BOA deems necessary to accommodate the public at no additional cost to the County.

3.15.3 BOA Informal Hearings

The informal public hearings will be conducted by qualified Contractor representatives and/or the Board of Assessors in a mutually agreed upon place furnished by the County. The County will cooperate by giving public notification of these meetings. The Contractor's Project Manager in charge of this project and sufficient other qualified personnel satisfactory to the County shall be assigned to explain, discuss and hear all complaints concerning values established. Contractor employees shall immediately make any necessary field reviews of properties of disputed value. They shall also be expected to assist the Board of Assessors in substantiating the assessed value in question and the methods employed in the reappraisal as a whole. Additionally, they shall furnish recommendations for the disposition of any such complaints.

The intent is to hold hearings through December 6, 2017, or at such date that the BOA

deems necessary to accommodate the public, but no later than December 13, 2017.

3.15.4 Revisions and Notifications

The Contractor shall complete any necessary revisions to the assessments before December 18, 2017, with all hearing results notifications mailed to the property owner on or before December 20, 2017.

The Contractor shall develop a list of codes to be used in the CAMA application which will indicate the general results of a hearing or phone call on a specific date.

Within five (5) working days after a hearing, the Contractor shall make any necessary revisions in the CAMA system and documenting the outcome of the hearing in the CAMA system using a code and hearing date.

Within five (5) working days of a citizen call which results in a revision of the original mailed notice, the Contractor shall make the change in the CAMA system and document the reason for the revision in the CAMA system using a code and call date.

The Contractor can mail hearing results notifications on a rolling basis once hearings have begun or as a single mailing sent on or before December 20, 2017.

In the CAMA application, the Contractor shall keep a log of all follow-up notices sent.

For at least a four (4) week period following the final mailing of hearing results notifications, the Contractor shall provide a qualified employee to answer questions pertaining to hearing result notifications.

3.15.5 BOE Support

The Contractor shall furnish a qualified staff member (Contractor employee) to assist the County BOE as needed. This service shall be provided at no additional cost to the County.

3.15.6 Court Support

The Contractor shall provide qualified appraisers to assist the County in the event of appeals from the BOE to the Courts. This service shall be provided at no additional cost to the County.

3.16 Public Relations

3.16.1 All press releases or other publicity proposed by the Contractor must be presented to the County Administration to acquire BOS written clearance before being released. Unless release is otherwise required by law, the Contractor shall not release any proposed values, reassessments, data, or any other information either acquired or in the possession of the Contractor to any person, firm or association unless approved, in writing, in advance by the BOS.

4.0 PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

4.1 General Requirements

RFP Response - In order to be considered for selection, Offerors must submit a complete response to the RFP. **One (1) original and four (4) copies of each proposal must be submitted to the Purchasing Department.** The Offeror shall make no other distribution of the proposal.

4.1.1 An authorized representative of the Offeror shall sign proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Department requiring prompt submission of missing information and/or giving lowered evaluation of the proposal. Proposals which are substantially incomplete or lacking key information may be rejected by the County. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

4.1.2 Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

4.1.3 Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, and repeat the text of the requirement as it appears in the section of the RFP. If a response covers more than one page, the paragraph number should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed. The Offeror's proposal should provide all the information that it considers pertinent to its qualifications for the project and which respond to the Statement of Needs described.

4.1.4 Each copy of the proposal should be bound or contained in a single volume where practical. All documents submitted with the proposal should be contained in that single volume.

4.1.5 Ownership of all data, materials and documentation originated and prepared for the Owner pursuant to the RFP will belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia FOIA; however, the Offeror must invoke the protections of Section 2.2-4342(D) of the Code of Virginia, on the Proprietary Information form provided (reference page 38), at the time the data or other material is

submitted. The Owner reserves the right to ask for additional clarification prior to establishing protection.

4.1.6 The Owner will not be responsible for any expenses incurred by the Offeror in preparing and submitting a proposal.

4.1.7 Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Owner. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only, and does not include negotiation unless specified by the Owner. The Purchasing Department will schedule the time and location of these presentations. Oral presentations are an option that may or may not be utilized.

4.1.8 State Corporation Commission (SCC) registration requirements effective July 1, 2010. All proposals shall include the identification number issued by the State Corporation Commission. Use the form on page 36 to provide your State Corporation Commission Identification Number or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this form with your proposal submission may result in rejection of your proposal.

4.2 Specific Proposal Requirements

Proposals should be as thorough and detailed as possible so that the Owner may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

4.2.1 Certification

Certification page and the return of this completed RFP inclusive of all required forms and any Addenda, signed and completed.

4.2.2 Organization Chart

Organization chart depicting key personnel proposed for the contract by assigned area(s) of responsibility, corporate affiliation and job title. Include the name, qualifications, resumes and experience of the Project Manager proposed to handle this project. Include the same for additional personnel who may handle other aspects of the Reassessment.

4.2.3 Approach to Completion

Written narrative detailing approach to completion of the Reassessment project. The Offeror shall outline all additional responsibilities it expects the Owner to assume if different from those specified herein.

4.2.4 References

Offeror shall include a list of a minimum of three references, from similar reassessment projects only, who could attest to the Offeror's knowledge, quality of work, timeliness,

diligence, flexibility, and ability to meet budget constraints. Include names, addresses, email addresses, contact persons, and phone numbers of all references.

4.2.5 Timeline/Schedule

Offeror shall include with their proposal response, a monthly schedule in spreadsheet format for the work plan that addresses all activities listed in the Statement of Needs, commencing within ten days of contract award. Offeror may amend the specific tasking to conform to their proposal and procedures, however, the format of the work plan/schedule shall cover all duties and responsibilities outlined in the Statement of Needs. Offeror shall provide current and planned workload schedule using the same format for both, for ease of evaluation.

4.2.6 Fee Proposal

Offeror shall identify a fee proposal for reassessment based on the deliverables expected and outlined herein. Offerors shall also provide a fixed fee per parcel for new construction assessments. All fees shall be in the form of firm, fixed prices to remain in effect for the first two years of the contract. **Negotiations of price may be allowed only for new construction fees.**

4.2.7 Payment Terms

Offeror shall submit a payment schedule for services provided during the term of the resulting contract; said payment schedule shall also be directly related to the successful production of deliverables as noted in the Statement of Needs. The Owner reserves the right to retain 10% of each invoice submitted until final completion and acceptance of the reassessment project.

4.2.8 Compliance to Request for Proposals

Offerors shall provide the confirmation that they intend to comply with these specifications by submitting a statement of compliance attesting that all specifications contained in this document are acceptable and will be adhered to, unless specific exceptions are noted on the Exceptions to RFP form provided on page 39 of the RFP.

5.0 EVALUATION AND AWARD CRITERIA

5.1 Evaluation Criteria.

An Evaluation Committee will evaluate the proposals using the following criteria.

5.1.1 Expertise, qualifications, and experience of the Offeror in providing and conducting reassessment services relevant to the Owner's requirements, to include qualifications of proposed staff. (25 points)

5.1.2 Approach to completing the reassessment services as specified in the Statement of Needs. (25 points)

5.1.3 Proposed schedule for completion of all tasks outlined herein. (20 points)

5.1.4 Proposed fees, as specified in Section 4.2.6. (30 points)

5.2 Award of Contract

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including fees, if so stated in the Request for Proposals. Negotiations shall be conducted with the Offeror(s) so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the Owner shall select the Offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to those Offerors. The Owner may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4359(D), Code of Virginia). Should the Owner determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

5.3 Ownership of Documents

Any reports, studies, photographs, negatives, or other documents prepared by the Offeror(s) for the specific, limited performance of its obligations under this contract shall be the exclusive property of the Owner, and all such materials shall be remitted to the Owner by Offeror upon completion, termination or cancellation of the contract. Offeror shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Offeror's obligations under this contract without the prior written consent of the Owner.

6.0 **SPECIAL INSTRUCTIONS TO OFFERORS/ADDITIONAL INFORMATION**

6.1 Contract Period/Renewals

The Contractor shall commence work to be performed under this on April 1, 2016, provided the contract has been approved by the Board of Supervisors, and shall complete and deliver said work based upon the schedule dates included within this contract.

The term of this contract shall be for an initial four (4) year term (the initial reassessment and 2 years for new construction). **Negotiations of price may be allowed at the renewal period of each year for new construction only.**

Contract Administration

The successful administration of this contract will require close coordination with the Contract Administrator. The County Administrator shall serve as the Contract Administrator. This individual is the interpreter of the conditions of the contract and the judge of its performance.

6.2 Insurance

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the insurance coverage specified on the attached Insurance Checklist at the time the work commences. Additionally, it will maintain this coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of contract, Owner requires the Contractor to furnish certificates of insurance for the coverage required, naming Pittsylvania County Board of Supervisors as additional insured.

6.3 Progress Reports

The Contractor shall submit a written progress report when requested by the Board of Supervisors, to include quantitative status of work completed or progress made on the negotiated assessment schedule.

6.4 Method of Payment

The Owner will pay the Contractor based on contract prices for invoices submitted monthly, for the work satisfactorily performed and in accordance with the final negotiated fee proposal. Ten percent (10%) of each invoice approved for payment shall be retained to insure satisfactory compliance and performance from the contractor. The Owner will make payment within forty-five (45) days of receipt of complete and accurate invoice. No monies shall be paid until fiscal year 2017.

6.5 Performance, Labor and Materials Bonds

The Contractor shall deliver to the County Administrator an executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds, each in the sum of the contract amount, with the **County of Pittsylvania, a political subdivision of the Commonwealth of Virginia** as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the Contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the County Administrator. Power-of-attorney is required for all bond signatures.

In lieu of a payment or performance bond, the Contractor may furnish a certified check or cash escrow in the face amount required for the bond. The Contractor may furnish a letter of credit in a form acceptable to the Owner and from a bank or savings and loan institution acceptable to the Owner. Alternative forms of security provided under this subsection must afford the same protection to the Owner as equivalent to the corporate surety bond.

6.6 Liquidated Damages

The Contractor and the Owner realize that time is of the essence and that the Owner will suffer financial loss if the reassessment services specified herein, including the completion and acceptance of the Reassessment Land Book, are not completed by December 31, 2017. The parties also recognize the delays, expense and difficulties involved in proving in a legal

preceding the actual loss suffered by the Owner if the work is not completed on time. Accordingly, instead of requiring any such proof, the Owner and the Contractor agree that as liquidated damages for delay (but not as a penalty), the Contractor shall pay the Owner \$500 for each day that expires after the completion date.

PITTSYLVANIA COUNTY
BOARD OF SUPERVISORS
PURCHASING DEPARTMENT

I. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERORS

1. Reservation of County Rights:

The County reserves the right to accept or reject any or all bids, to waive any informality and to make an award to a party other than the low bidder, if deemed in the best interest of the County, subject to the provisions under the Virginia Public Procurement Act.

The County does not discriminate against faith-based organizations.

2. Laws of the Commonwealth:

Any purchase order/contract resulting from this bid process shall be governed; in all respects whether as to its validity, construction, capacity, performance or otherwise; by the laws of the Commonwealth. Successful bidders providing goods to the County herewith assure the County that they are conforming to the provisions of the Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract of over \$10,000 the provisions in 1 and 2 below apply:

(1) During the performance of this contract, the contractor agrees as follows:

A. Nondiscrimination Clause: The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. Equal Opportunity Employer: The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

(2) Subcontractors: The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

(3) Drug Free Workplace : During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to

employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that such provision will be binding upon each subcontractor or vendor.

3. Tax Exemption:

The County is exempt from State sales, and use taxes and will issue a Certificate of Exemption upon request. Deliveries against any items of this bid procedure shall be free from any excise or transportation taxes. Excise exemption registration NO. 54-600-1508 may be used when required or necessary on behalf of the County.

4. Modifications, Additions, or Changes:

Modifications, additions, or changes to the terms and conditions of this invitation to bid may be cause for rejection of your bid. All bids shall be entered on the official bid forms, if provided. Bidders who attach or submit bids on their or any other forms may be considered unresponsive and may be rejected if an official bid form is provided.

5. Delivery Point:

Except when otherwise specified herein, all items shall be F.O.B. delivered to any point within the County as directed by the Central Purchasing Department.

6. Transportation and Packaging:

The authorized agent by signing this bid certifies and warrants that the bid price offered for F.O.B. destination, includes only the actual freight rate costs at the lowest and best rate and is based on the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be properly and legibly marked or labeled on the outside with the commodity description and number, size and quantity.

7. Evaluation of Bid Documents:

If any prospective bidder is in doubt as to the true meaning of any part of the specifications or other bid documents, the prospective bidders shall submit a written request, within the time frame provided, after receipt of the invitation to bid to the Central Purchasing Department. The Central Purchasing Department will have final authority to review any discrepancies or deficiencies in the specifications and then make the necessary interpretations or revisions. Interpretations or revisions shall be made official by the issuance of any necessary addendum and distributed to all potential bidders. The Central Purchasing Department will not be responsible for explanations or interpretations of the bid documents, except as issued in writing by the Purchasing Manager and/or County Administrator.

8. Default:

In the case of default by the successful bidder or failure to deliver the goods or services ordered by the time specified, the Department of Central Purchasing, after due written notice may procure these goods or services from other sources and hold the defaulting vendor responsible for any excess cost occasioned thereby.

8. Anti-Collusion Certification:

The authorized agent by signing this bid certifies and warrants that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. The signing agent understands collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. The signing agent also agrees to abide by all conditions of this bid and certifies that he or she is duly authorized to sign this bid for the bidder represented herein.

9. Kickbacks:

The signing agent certifies and warrants that neither he/she nor the bidder from whom he/she is authorized to act has offered or received any kickback from any other bidder, suppliers, manufacturer, or subcontractor in connection with his/her bid on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.

10. Gifts by Bidder, Offeror, Contractor, or Subcontractor:

No bidder, offeror, contractor, or subcontractor, shall confer on any public employee or official having formal responsibility for a procurement transaction, any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

11. Termination/Cancellation of Contract:

Subject to the provisions below, the contract may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

In the event that this contract is terminated or cancelled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

B. Termination for Cause

Termination by the County for cause, default or negligence on the part of the appraiser or firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination of Cause.

C. Non-Appropriation Clause/Termination due to Unavailability of Funds in Succeeding Fiscal Years

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

12. Quantities:

Quantities set forth in this invitation are estimates only, and the successful bidder shall supply at bid prices actual quantities as ordered regardless of whether such total quantities are more or less than those shown.

13. Ordering:

All orders from the County shall be issued by the Central Purchasing Department. A County purchase order number is required for the contract; yet partial order quantities and deliveries will be accepted upon request or as outlined in the Special Specifications, by the Central Purchasing Department. No other department or personnel other than those in the Central Purchasing Department of the County are qualified to issue purchase orders, make changes in orders, or accept delivery on orders under this contract without specific written authorization being received by the contractor from the Central Purchasing Department or as otherwise specified in the Special Specifications.

14. Invoices/Billing Process:

Invoices for items ordered, delivered, and accepted by the Central Purchasing Department or authorized departments shall be submitted by the contractor directly to the Accounting Department, at the address shown on the purchase order. The purchase order number must be referenced on all invoices regardless of quantities delivered, backordered, etc. Any outstanding quantities not included in the billing or invoice should be shown on a separate statement specifically marked, as not being an invoice for payment yet is an accountability of items and cost outstanding.

15. Discounts:

All bids will be evaluated and awarded on net prices. Cash discounts will not be considered in making awards. If cash discounts for prompt payment are offered, it must be clearly shown on the bid forms in the space provided. On monthly invoices any payment terms must be clearly marked. The County will attempt to take advantage of any such discounts provided our timetable allows us to do so.

16. Hold Harmless:

The successful contractor assumes and agrees to indemnify, defend and hold harmless Pittsylvania County, Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, labor, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence on the part of the using

agency or to the manner outlined by the contractor and description literature or specifications submitted with the contractor's bid.

18. Warranty:

The contractor shall provide warranty documents on any material, goods or equipment of any kind or nature provided by the contractor, his subcontractor or other agents. The warranty shall be in effect for the period of time specified.

19. Contractual Intent

Upon successful award of this bid by the County, it is the County's intent to have a written contract fully executed by all participating parties. This contract shall delineate the capacity, performances and considerations for all parties involved.

The contents of the bid submitted by the successful bidder and the bid specifications shall become a part of any contract awarded as a result of these specifications. The successful vendor will be expected to sign a "Standard Contract for Services" with the County.

Sample contracts may be submitted by either party at the time of the bid, however, the County reserves the right to use its uniform contract format over all samples submitted.

20. Insurance

By signing and submitting a bid/proposal under this solicitation, the Bidder/Offeror certifies that if awarded the contract, it will maintain all required Worker's Compensation, Employer's Liability, Commercial General Liability and Automobile Liability insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Copies of insurance certificates shall be submitted with all bids/proposals.

21. Use of Name Brands Within These Specifications:

The name of a certain brand, make, manufacturer, or definite specification is to denote the quality to the specific brand, make, manufacturer, or specification named; it is to set forth and convey to prospective bidders the general style, type, character and quality of article desired, and wherever in specifications or contract documents a particular brand, make of materials, device or equipment shall be regarded merely as a standard. Any other brand, make of material, device or equipment which is recognized the equal of that specified, considering quality, workmanship and economy of operation and is suitable for the purpose intended, shall be considered responsive to the specifications.

22. Access To Records:

The County Administrator or his duly authorized agent, shall, until the expiration of three (3) years following the final payment on this Agreement, have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Lessor and Assignee involving transactions related to this Agreement. Lessor and Assignee shall have the reciprocal right, until the expiration of three (3) years following final payment on this Agreement, to have access to and examine and copy any directly pertinent books, documents, papers and records of the County Administrator in the event of litigation or arbitration involving this Agreement, rights

of access, examination and copying hereunder granted to Lessor, Assignee, and Lessee shall continue until such claims have been finally disposed of.

STATEMENT OF DISCLAIMER

RE: _____ (BID OR RFP #)

This is to certify that no employee, official, or elected officer of the County of Pittsylvania has a proprietary interest in the company, corporation, partnership, or other organization, furnishing the goods and/or services, or stands to benefit personally from the furnishing of such goods or services as referenced above.

FIRM: _____

BY: _____

TITLE: _____

Attest:

Secretary Date

STATE OF _____, To-Wit:

I, the undersigned, a Notary Public in and for the State aforesaid, whose commission as such will expire on the _____ day of _____, 20____, do hereby certify that _____ whose name(s) is/are signed to the foregoing statement bearing date of _____, 20____, this day personally appeared before me in the State aforesaid and acknowledged the same before me.

GIVEN under my hand and seal this _____ day of _____, 20____.

Notary Public

RETURN THIS PAGE

CONTRACTOR ELIGIBILITY CERTIFICATION

This is to certify that this person/firm/corporation has not been barred from bidding on contracts by any agency of the Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that has been barred from bidding on contracts by any agency of the Commonwealth of Virginia.

Name of Official

Title

Firm or Corporation

RETURN THIS PAGE

DIVISION OF RISK MANAGEMENT INSURANCE CHECKLIST

Items marked "X" are required to be provided if award is made to your firm.

<u>Required</u>	<u>Coverage Required</u>	<u>Limits</u> (figures denotes minimum)
<u>X</u>	1. Workers' Compensation and Employers' Liability; Admitted in Virginia Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better, or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>X</u>	2. Commercial General Liability General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better, or its equivalent	2. \$1,000,000 (CSL) Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 Per Occurrence
<u>X</u>	3. Automobile Liability Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol "1" on liability coverage)
<u>X</u>	4. Prof. Errors and Omissions Best's Guide Rating-A-VIII or better, or its equivalent	4. \$1,000,000 (CSL) Each Claim
—	5. Garage Liability	5. \$1,000,000 CSL Each Occurrence
—	6. Garage Keeper's Legal Liability Best's Guide Rating-A-VIII or better, Or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
—	7. Umbrella Liability Best's Guide Rating-A-VIII or better, or its equivalent.	7. \$1,000,000
—	8. Other Insurance:	
<u>X</u>	9. Pittsylvania County named as additional insured on Auto and General Liability Policies (This coverage is primary to all other coverage the County may possess and must be shown on the certificate)	
<u>X</u>	10. 30 day written notice of cancelation of any policy referenced on the certificate of insurance shall be given to Pittsylvania County. — Ref. Code of Virginia Section 38.2-231. Also, the words "endeavor to" and "failure to mail such notice" clause shall be removed from the cancellation notice.	
<u>X</u>	11. The Certificate must state Bid/RFP No. and Bid/RFP Title.	
<u>X</u>	12. Contractor shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the contract.	

OFFEROR STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

FIRM

SIGNATURE

RETURN THIS PAGE

PROPRIETARY INFORMATION

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

NOTICE OF PROPRIETARY INFORMATION

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342F

Section Title	Page Number	Reason(s) for Withholding from Disclosure

INSTRUCTIONS: Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate die specific words, figures, or paragraphs that constitute trade secrets or proprietary materials.

- A- This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus, identified as confidential statistical data, amount or source of any income of any person (or) partnership. "See Virginia Public Procurement Act, Section 2.2-4342F". Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B- This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily be released to the public. See Virginia Public Procurement Act, Section 2.2-4342F; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C- This page contains proprietary information including confidential, commercial or financial information. This disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in die future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342F; 552 (b) (4); 12 C. F. R 309.5(c) (4).

RETURN THIS PAGE IF APPLICABLE

ATTACHMENT A

IMPROVEMENT AND GENERAL PROPERTY DATA

Attic area & percent	Heat & air conditioning & percentage
Basement area & percentage	Identical unit count
Bath type and count	Insulation
Bedrooms count	Interior condition
Building Description	Interior wall finish
Building Percent complete	Occupancy type
Chimney type	Physical condition
Class type	Physical depreciation
Construction style	Plumbing fixtures
Dwelling unit count, including 1	Property & building sites
Economic obsolescence	Quality of construction
Effective year	Recent sales data
Exterior condition	Remarks
Exterior/Interior wall construction & percentage	Roof type & material
Fireplace opening count	Room count
Floor type	Section area
Foundation	Square Feet
Fuel type	Story count & height
Functional obsolescence	Year built
Landscape condition	Remarks
Neighborhood	Road access type
Topography	Utilities

**PITTSYLVANIA COUNTY
Board of Supervisors**

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Proclamation – Annual Countywide Spring Cleanup Month and Request for Landfill Tipping Fee Waiver</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Proclamation</p> <p><u>STAFF CONTACT(S):</u> Mr. Monday</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>AGENDA DATE:</u> 04-04-2016</td> <td style="width: 50%;"><u>ITEM NUMBER:</u> 11</td> </tr> <tr> <td><u>ACTION:</u> Yes</td> <td><u>INFORMATION:</u></td> </tr> <tr> <td><u>CONSENT AGENDA:</u></td> <td></td> </tr> <tr> <td style="padding-left: 20px;"><u>ACTION:</u></td> <td style="padding-left: 20px;"><u>INFORMATION:</u></td> </tr> <tr> <td colspan="2"><u>ATTACHMENTS:</u> Yes</td> </tr> <tr> <td colspan="2"><u>REVIEWED BY:</u> </td> </tr> </table>	<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 11	<u>ACTION:</u> Yes	<u>INFORMATION:</u>	<u>CONSENT AGENDA:</u>		<u>ACTION:</u>	<u>INFORMATION:</u>	<u>ATTACHMENTS:</u> Yes		<u>REVIEWED BY:</u> 	
<u>AGENDA DATE:</u> 04-04-2016	<u>ITEM NUMBER:</u> 11												
<u>ACTION:</u> Yes	<u>INFORMATION:</u>												
<u>CONSENT AGENDA:</u>													
<u>ACTION:</u>	<u>INFORMATION:</u>												
<u>ATTACHMENTS:</u> Yes													
<u>REVIEWED BY:</u> 													

BACKGROUND:

The Pittsylvania County supports an annual countywide spring cleanup during the month of April 2016.

DISCUSSION:

Attached hereto, you will find a proclamation from the Pittsylvania County Board of Supervisors for the countywide cleanup for April 2016. The proclamation contains a special action by the Board of Supervisors for the *citizens* to bring in any of their trash to the landfill Friday, April 22, 2016 from 7:30am until 3:30pm **AND** from 10:00am until 2:00pm on Saturday, April 23, 2016, waiving the tipping for the *citizens* to bring in their trash to the landfill. ***The County is only limited by the items it can take in at the landfill that must be non-hazardous and permitted under the County's permit.***

RECOMMENDATION:

Staff recommends the Board of Supervisors pass the proclamation which establishes the special waiver of tipping fees to *citizens* Friday, April 22, 2016 from 7:30am until 3:30pm AND from 10:00am until 2:00pm on Saturday, April 23, 2016. ***This motion would require a Roll Call Vote.***

Pittsylvania County Board of Supervisors
Proclamation

COUNTYWIDE SPRING CLEANUP
April 2016

VIRGINIA: AT THE REGULAR MEETING OF THE PITTSYLVANIA COUNTY BOARD OF SUPERVISORS IN THE GENERAL DISTRICT COURTROOM IN CHATHAM, VIRGINIA ON MONDAY, APRIL 4, 2016, THE FOLLOWING PROCLAMATION WAS PRESENTED AND ADOPTED:

Whereas, Pittsylvania County is rich in beauty and natural resources; and

Whereas, the Board of Supervisors of Pittsylvania County and the Pittsylvania County Beautification Committee strive to improve the quality of life in our community through enhanced community awareness, education, and public/private partnerships working together on projects that keep our environment clean and free of debris, beautify our neighborhoods and public spaces, and instill pride and a sense of ownership in our community; and

Whereas, Pittsylvania County Citizens realize a cleanup effort is needed to display pride in our community for ourselves, our visitors, and for industrial prospects; and

Whereas, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and

Whereas, all residents of Pittsylvania County have a citizenship responsibility to protect and care for the beauty and natural resources of Pittsylvania County, and a countywide cleanup campaign will encourage individuals to participate in the improvement of their community's environment through the three main focus areas of litter prevention, waste reductions and recycling, and beautification; and

Whereas, the Pittsylvania County Board of Supervisors will sponsor a "Take Your Trash to the Landfill On Us" from 7:30am until 3:30pm on Friday, April 22, 2016 AND from 10:00am until 2:00pm on Saturday, April 23, 2016, waiving tipping fees for citizens bringing their trash to the landfill on that day; then

Now, Therefore, Be It Proclaimed, that the Pittsylvania County Board of Supervisors proclaims April 2016 as Countywide Spring Cleanup Month in Pittsylvania County, Virginia, and encourages all communities, civic and professional groups, businesses, churches, schools, families and individual citizens to take an active role in making the communities in Pittsylvania County a more beautiful place to live, work and play.

Given under my hand this day 4th day of April, 2016.

Jessie L. Barksdale, Chairman
Pittsylvania County Board of Supervisors

Clarence C. Monday, Clerk
Pittsylvania County Board of Supervisors

**REPORTS FROM
BOARD
MEMBERS**

REPORTS FROM LEGAL COUNSEL

**REPORTS FROM
COUNTY
ADMINISTRATOR**

PITTSYLVANIA COUNTY
VIRGINIA

Darrell W. Dalton, Director of Buildings &
Properties
Building & Grounds Department
51 N. Main St.
P.O. Box 426
Chatham, Virginia 24531
E-mail: darrell.dalton@pittgov.org



Phone (434) 432-1768
Fax (434) 432-7714
Gretna/Hurt (434) 656-6211
Bachelors Hall/Whitmell (434) 797-9550

MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator

From: Kaylyn Myers, Administrative Assistant III, County Administration *Kaylyn Myers*

Date: March 31, 2016

Subject: **COMPLETED WORK ORDERS – MARCH 2016**

Attached please find a listing, by department, of completed work orders for the month of March. This list does not reflect work orders in progress but not yet completed, actual expenses incurred, or routine maintenance necessary for the smooth operation of the County facilities. However, it does reflect the total number of man-hours.

Presently, there are approximately 7 work orders still outstanding.

If you have any questions concerning this, please do not hesitate to contact me.

KM
Attachment

cc: Clarence Monday, County Administrator
Darrell W. Dalton, Superintendent of Building & Grounds

WORK ORDERS COMPLETED FOR MONTH OF MARCH 2016

	NO. W/O	MAN-HOURS
ANIMAL CONTROL		
ARMORY		
A S C S / EXTENSION / USDA-FSA		
BOARD OF SUPERVISORS		
BUILDING & GROUNDS	2	8
BUILDING INSPECTIONS		
CAPTAIN MARTIN BLDG	3	3
CENTRAL ACCOUTING		
CENTRAL PURCHASING		
CIRCUIT COURT	4	7
CLERK OF COURT	2	2
CODE COMPLIANCE (PLANNING COMMISSSION & ZONING)	2	3
COMMISSIONER OF REVENUE	2	2
COMMONWEALTH ATTORNEY		
COMPACTOR SITE		
COUNTY ADMINISTRATOR AND ASST. COUNTY ADMIN.	2	4
COUNTY ATTORNEY		
COURTHOUSE (1968 ANNEX)		
COURTHOUSE (EDWIN R. SHIELDS)		
CSA - CPMB		
DEPOT BUILDING		
EMERGENCY 911 FACILITY		
ENVIRONMENTAL HEALTH		
FINANCE		
FIRE MARSHAL		
GENERAL DISTRICT COURT	1	1
GRANTS ADMINISTRATION		
HEALTH DEPARTMENT	4	6
HUMAN RESOURCES		
HUMAN SERVICES FACILITY		
INDUSTRIAL PARKS		
INFORMATION TECHNOLOGY		
JAIL	42	28
JUVENILE & DOMESTIC COURT	3	3
JUVENILE & DOMESTIC COURT SERVICES UNIT	1	1
LANDFILL	2	6
LIBRARY	5	40
LITERACY		
MAGISTRATE		
MOSES BUILDING	2	4
OLD DOMINION AG. COMPLEX		
PCED BUILDING		
PURCHASING	3	3
REASSESSMENT		
RECREATION: RAIL-TRAIL & WAYSIDE PARK		
RECREATIONAL		
REGISTRAR-VOTING PRECINCTS	1	8
SHERIFF	3	4
SOCIAL SERVICES	3	10
TREASURER	2	4
VICTIM WITNESS		
OTHER: 4380 BERRY HILL RD		
RINGGOLD DEPOT		
CALLANDS CLERKS OFFICE	1	2
OLD BLAIRS SCHOOL		
KENTUCK WALKING TRAIL		
TOTAL WORK ORDERS COMPLETED - MARCH 2016	90	149
YEAR TO DATE 07/01/2015 - 06/30/2016	703	1,075

PITTSYLVANIA COUNTY

VIRGINIA

Otis Hawker, Interim
 County Administrator
 P.O. Box 426
 Chatham, Virginia 24531
 e-mail: dsleeper@pittgov.org



Phone (434) 432-7710
 Fax (434) 432-7714
 Gretna/Hurt (434) 656-6211

MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator
From: Pete Boswell., Chief Animal Control Officer
Date: April 1, 2016, **Subject:** **Animal Control Activity Report**

During the period of March 1,2016_, through March 31,2016_, the Animal Control Officers responded to 284 calls; and 101 follow up calls as per Pete Boswell, Chief Animal Control Officer, resulting in the following:

Description	Number	Remarks
Animals taken into custody:	78	
Dogs	45	
Cats	31	
Other	2	1- OPOSSUMS 1-skunk
Animals on hand at month end	13	
Animals dispatched	8	2-due to injuries and 1dog bite
Licenses checked	56	
Court cases	9	
Summons	11	
Animals Adopted	5	
Animals returned to owners	4	
Cats taken to the Humane Society	31	
Animals Transferred	26	LAP 2----FCHS 12-----DAHS 4----MHCSPCA 8
Injured animals picked up	8	
Animals found in traps	28	
Exposures: Human/Saliva	0	
Exposures: Dogs/Cats/Wildlife	0	
Dog Bites	2	
Cat Bites	0	
Cruelty Checks	2	
Well-being Checks	5	
Cat/Dog Fights	3	
Investigated killings by dogs/cats	1	
Investigate killings by Coyotes	0	

If you have any questions concerning this, please do not hesitate to contact me.
 1 still born,

PITTSYLVANIA COUNTY

VIRGINIA

Otis Hawker, Interim
County Administrator
P.O. Box 426
Chatham, Virginia 24531
e-mail: dsleeper@pittgov.org



Phone (434) 432-7710
Fax (434) 432-7714
Gretna/Hurt (434) 656-6211

MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator

From: Pete Boswell., Chief Animal Control Officer

Date: April 1, 2016

Subject: **Conservators of the Peace
Solid Waste Monitoring Report**

The Animal Control Officers whom have been appointed to the position of Conservators of the Peace monitoring solid waste sites in Pittsylvania County, as per Pete Boswell, Chief Animal Control Officer, for the period of March 1, 2016 through, March 31, 2016

Description	Number	Remarks
Total hours monitored	5 hr	.
Vehicles entering sites	31	
Vehicles checked	7	
Summons' issued	0	
Court Cases	0	
Convictions	0	

If you have any questions concerning this, please do not hesitate to contact me.



COMMONWEALTH of VIRGINIA

Office of the Governor

Terence R. McAuliffe
Governor

April 1, 2016

Mr. Clarence Monday
Pittsylvania County Administrator
Post Office Box 426
Chatham, Virginia 24531

Dear Mr. Monday:

Thank you and congratulations on the designation of the Banister River Extension as a state Scenic River under the Virginia Treasures initiative. I am pleased to present you with the enclosed certificate of recognition.

For centuries and around the world, our Commonwealth has been known for the beauty of our environment and for the rich diversity found in our forests, wetlands, streams and fields. These treasures benefit all Virginians and are economic and environmental assets. Most importantly, they are a huge part of our culture.

Whether it is through land conservation, establishment of new parks or park facilities, trails, wildlife habitats, or protection of historic or scenic resources, the actions you have taken join you with others across Virginia in fostering a stewardship ethic for our natural and cultural resources. Thank you for taking this step to help protect and showcase Virginia's many and diverse treasures.

It is my hope that as more citizens become aware of our natural and cultural resources, they will be inspired to protect and preserve Virginia's many treasures for future generations to enjoy.

Thank you again for being a part of this legacy.

Sincerely,

A handwritten signature in black ink, appearing to read "Terence R. McAuliffe".

Terence R. McAuliffe

Enclosure

COMMONWEALTH OF VIRGINIA

CERTIFICATE OF APPROVAL

Presented to

Pittsylvania County
for Designation of the Banister River Extension as a State Scenic River

This confirms that your property has been listed as a Virginia Treasure.
Thank you for contributing to this initiative to recognize significant natural and open
space lands, cultural resources and public recreational lands in the Commonwealth.



Terence R. McAuliffe
GOVERNOR OF VIRGINIA

**PITTSYLVANIA COUNTY CODE COMPLIANCE
MONTHLY REPORT & FEES
March 2016**

TYPES OF PERMITS

92	BUILDING PERMIT FEES COLLECTED	\$8,287.48
92	LEVY COLLECTED	\$166.01
0	SUBDIVISION FEES COLLECTED	\$0.00
23	ZONING PERMIT FEES COLLECTED	\$105.00
0	REINSPECTION FEES COLLECTED	\$0.00
9	LAND DISTURBING FEES COLLECTED	\$80.00
216	TOTAL FEES COLLECTED	\$8,638.49

MONTHLY BUILDING VALUES

7	NEW DWELLINGS	\$2,343,600.00
8	MOBILE HOMES/OFFICE TRAILERS	157,000.00
3	DOUBLE-WIDE MOBILE HOMES	205,000.00
1	MODULAR	263,283.00
9	COMMERCIAL CONSTRUCTION	311,921.00
64	MISCELLANEOUS	652,870.00
92	TOTAL	\$3,933,674.00
	NONTAXABLE: \$58,730.00	\$7,939,441.00

MONTHLY ACTIVITY REPORT

NUMBER OF BUILDING INSPECTIONS MADE	234
NUMBER OF REJECTIONS OF WORK	33
NUMBER OF E & S INSPECTIONS	33
NUMBER OF MILES INSPECTORS TRAVELED	3,985

MONTHLY ZONING FEES

0	REZONING FEES COLLECTED	\$0.00
0	SPECIAL USE PERMIT FEES COLLECTED	0.00
0	VARIANCE & APPEAL FEES COLLECTED	0.00
0	APPEALS	0.00
0	TOTAL	\$0.00

Respectfully Submitted,

Odie H. Shelton, Jr.
Director of Code Compliance/
Zoning Administrator

ADJOURNMENT

