Public Display

BOARD PACKET

BOARD OF SUPERVISORS

REGULAR MEETING

September 6, 2016

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, SEPTEMBER 6, 2016
GENERAL DISTRICT COURTROOM
11 BANK STREET, CHATHAM, VA 24531

AGENDA

1. Call to Order – 7:00 p.m.
2. Roll Call
   Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐
3. _____
4. Moment of Silence
5. Pledge of Allegiance
6. Items to be added to the Agenda

APPROVAL OF AGENDA
HEARING OF CITIZENS

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CONSENT AGENDA

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

6. (a) Minutes: August 1, 2016 – BOS Regular Meeting ***Pages*** 9-14
   August 16, 2016 – BOS Adjourned Meeting ***Pages*** 15-20
   (b) Bill List – August 2016 *(Online)*
   (c) 2016/17 Youth Commission – Appointments ***Page*** 21-
   (d) Ratification of Letter of Support: VDH Grant Application for funding Virginia International Raceway (VIR) Interconnection ***Pages*** 22-26
   (e) Amended Section 125 Flexible Benefit Plan Adoption Agreement ***Page*** 27
   (f) Resolution – Intertape Polymer Group (IPG); Winner of the Environmental Protection Agency's (EPA) Virginia NASCAR E3 Challenge (Energy-Economy-Environment) Award ***Pages*** 28-29

Following approval of the Consent Agenda, the Board will briefly introduce members of the Youth Commission (prior to Public Hearings in respect to it being a school night).

PUBLIC HEARINGS

7. Public Hearing as required by Virginia Code § 15.2-1800(B), to receive citizen input on th proposed execution of a lease between the BOS and the Trustees of United Steelworkers Local Union 9428 of approximately 1,100 sq. ft. of the premises located at 123 Tightsqueez Industrial Road, Chatham Virginia 24531, a publicly owned building, for use as a Union meeting and office place. ***Pages*** 31-39

Open: _____ ***Close:*** _____

Speakers: _____

Motion: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Second: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Roll Call Vote

Comments: _____

	Y	N	A
Barber	☐	☐	☐
Hagerman	☐	☐	☐
Blackstock	☐	☐	☐
Scearce	☐	☐	☐
Davis	☐	☐	☐
Warren	☐	☐	☐
Barksdale	☐	☐	☐

(Roll Call Vote Y or N)

8. Public Hearing to receive citizen input on potentially changing the County's current Merchants' Capital Tax assessment method from $2.75 per $100 of assessed value, 30% of original value; to the following: ***Pages*** 40-83

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

Open: _____ ***Close:*** _____

Speakers: _____

Motion: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Second: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Roll Call Vote

Comments: _____

	Y	N	A
Barber	☐	☐	☐
Hagerman	☐	☐	☐
Blackstock	☐	☐	☐
Scearce	☐	☐	☐
Davis	☐	☐	☐
Warren	☐	☐	☐
Barksdale	☐	☐	☐

(Roll Call Vote Y or N)

9. Public Hearing, pursuant to Virginia Code §15.2-2507, to hear citizen input on proposed amendments to the county budget for fiscal year 2017. ***Pages*** 84-100

	Proposed Budget Amendments 2016-2017
REVENUES	
Current Budgeted Revenues	$ 175,800,032.00
School Carryovers	2,956,004.88
County Carryovers	1,298,917.00
Unassigned Fund Balance	3,346,271.90
Proposed Amended Revenues	**$ 183,401,225.78**
EXPENDITURES	
Current Budgeted Expenditures	$ 175,800,032.00
School Operating Budget	2,956,004.88
County Operating Budget	1,298,917.00
Animal Shelter Construction	3,243,000.00
Health Insurance Employer Contribution	103,271.90
Proposed Amended Expenditures	**$ 183,401,225.78**

Open: _____ ***Close:*** _____

Speakers: _____

Motion: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Second: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Roll Call Vote

Comments: _____

	Y	N	A
Barber	☐	☐	☐
Hagerman	☐	☐	☐
Blackstock	☐	☐	☐
Scearce	☐	☐	☐
Davis	☐	☐	☐
Warren	☐	☐	☐
Barksdale	☐	☐	☐

(Roll Call Vote Y or N)

NEW BUSINESS

10. Expenditure Refunds for August 2016 – ***Requires a Motion and a 10-Day Layover***

Pages 102-104

Motion: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

Second: ***Barber☐ Hagerman☐ Blackstock☐ Davis☐ Scearce☐ Warren☐ Barksdale☐***

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11. Request for Public Hearing - Emergency Medical Advisory Committee ("EMAC") Pittsylvania County Code Revision ***Pages*** 104-106

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

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12. Community Policy Management Team Attendance Report / CSA Program Audit Report ***Pages*** 107-120

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

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13. Recommendations from Special Meeting of the Board of Supervisors (*The Board of Supervisors held a Special Meeting at 5:00 PM on Thursday, September 1, 2016)*

APPOINTMENTS

14. Danville-Pittsylvania Community Services Board of Directors – Callands/Gretna Representative ***Page*** 122

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

BOARD ANNOUNCEMENTS

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

1. Animal Control/CoP May 2016 Monthly Report – Pages 126-127
2. Building/Grounds May 2016 Monthly Report – Pages 128-129
3. Code Compliance May 2016 Monthly Report & Fees – Pages 130

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, August 1, 2016
Regular Meeting

VIRGINIA: The Regular Meeting of the Pittsylvania County Board of Supervisors was held on Monday, August 1, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Elton W. Blackstock, Jr., Vice-Chair, called the meeting to order at 7:00 p.m. The following members were present:

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

Mr. Jessie L. Barksdale, Chair, was absent from the meeting. Mr. Elton W. Blackstock, Jr., Vice-Chair, led the meeting.

After a Moment of Silence, Mr. Blackstock led the Pledge of Allegiance.

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

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

Approval of Agenda

Motion was made by Mr. Barber, seconded by Mr. Hagerman, to approve the agenda, which was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Hearing of the Citizens

Donna Hudson, Chief Clerk for the Treasurer's Office, spoke on behalf of County employees concerning the County insurance premium rate increase. Ms. Hudson felt the Board should cover the cost of this increase because most County employees hardly afford the current premium prices.

Carmellier Haskins, Clerk in the Treasurer's Office, also commented on the health insurance increase and how costly the premiums were and asked the Board to consider covering the cost of the increase.

Cathryn East, President of the Pittsylvania County Society for the Prevention of Cruelty to Animals (SPCA) stated it was the Board of Supervisors' responsibility to build the proposed Animal Shelter and to use any potential donations towards the project to build the alternate additions.

Portia Fitzgerald of the Banister District thanked the Board of her previous appointments to the Danville Community College Board of Trustees.

Joann Roberts of the Banister District, said she was not a member of SPCA but was a member of the Alliance of Therapy Dogs, who stated the previous Board, of which some members were still serving, committed to building a new shelter and called the Board to task to keep their commitment to build a shelter.

Jim Scearce of the Westover District came before the Board as a responsible pet owner and stated many of the problems with stray animals in this County were due to irresponsible pet owners. Mr. Scearce said everyone who owned pets needed to become responsible owners and that the taxpayers shouldn't be paying for a $3.5 million Animal Shelter when there were teachers and county employees who can't afford health insurance.

Lesley Jones, Clerk in the Treasurer's Office, stated she was one of the employees whose salaries was one below $22,000 annually, and since her husband had recently lost his job, she would need to take out the family plan to cover her spouse and children (along with herself) with health insurance; and with her calculations, that would leave her with approximately $200 a month with which to pay all of her other bills. She hoped the Board would consider more funding towards the County employees' health insurance plans.

Matthew Stevens of the Dan River District spoke with concerns about a proposed solar farm that would be near the Dan River Elementary the Dan River Middle, and Dan River High Schools. Along with his feeling there were potential health hazards with the panels being so close and facing the schools, he was also concerned about the decommission process and possible cost to the County down the road.

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 with the exception of Mr. Barksdale who was absent.

(a) Minutes: July 10, 2016 – Regular Meeting
(b) Bill List – July 2016 *(Online)*
(c) Proclamation – National Farmers' Market Week: August 7-13, 2016

Unfinished Business

At the July 19, 2016 Board of Supervisors' meeting, a motion was made by Mr. Barber, seconded by Mr. Warren, to approve and amend the library's 2017 budget and appropriate $9,575.30 to the Memorial Gifts Fund (265-4-073310-6012), noting that since these monies were originally deposited into the General Funds. This motion required a 10-Day Layover that had now been met and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Barber's motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

At the July 19, 2016 Board of Supervisors' meeting, a motion was made by Mr. Barber and seconded by Mr. Warren for the reappropriation of $36,382.42 as follows: $100.00 to Clerk of Court-Copier Lease (100-4-021600-60051), $18.01 to Sheriff-Subsistence & Lodging (100-4-031200-5530), $150.00 to Sheriff-Undercover Work (100-4-031200-6024), $2,773.23 to Sheriff-Parts (100-4-031200-6030), $1,058.80 to Sheriff-Labor (100-4-031200-6031), $806.81 to Extradition (100-4-033100-5550), $35.00 to Jail-Food Supplies (100-4-033100-6002), $896.10 to CSA-Pool Program (100-4-053500-7003), $140.00 to Ag Development-Farmer's Market (100-4-082500-6014), $95.80 to WIA-Other Operating Supplies (251-4-353851-6014), $29,053.67 to WIA-Rent (251-4-353853-6014), $1,250.00 to WIA-Other Operating Supplies (251-4-353878-6014), $5.00 to WIA-Other Operating Supplies (251-4-353853-6014). This motion had now met the required 10-Day Layover and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Scearce-

Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Barber's motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

New Business

Blair Smith, Architect with Dominion 7, reviewed the build Request For Proposals and Alternates 1-5. Mr. Smith's recommendation was the Board go with the apparent lowest responsive construction bid submitted from Blair Construction of $3,149,000 and include Alternate #5 for acoustic paneling for an additional cost of $11,000. After discussion of the project and noting the bids were good for 45 days, it was the consensus of the Board to bring the item back to the Board at its Regular meeting on August 16, 2016 to award the bid and begin the 10-Day Layover process.

Mr. Monday explained that the County had received a copy of a Joint Petition from the County of Nottoway, and the Towns of Blackstone, Burkeville and Crewe, Virginia that requests the Commonwealth of Virginia to consider legislation that will allocate 5% of total lottery sales back to the general revenue funds of localities where the sale originated. The localities authoring the petition were asking other localities to consider drafting a similar petition to submit to their local state representatives. Motion was made by Mr. Warren, seconded by Mr. Scearce, to bring back a similar resolution for the Board's consideration at their Regular meeting, which was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Mr. Jim Bebeau, Executive Director for the Danville-Pittsylvania Community Services Board (DPCS), presented the DPCS's FY2017-18 Performance Contract for the Board of Supervisors' approval. Motion was made by Mr. Warren, seconded by Mr. Barber, to approve the contract and authorize the County Administrator to sign all necessary documentation. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Warren's motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

The Finance Committee met at 5:00 PM on Monday, August 1, 2016. No recommendations came from that meeting for the Board's consideration.

Mr. Monday explained earlier in the year, the Commonwealth of Virginia and Department of Military Affairs (DMA) decommissioned the Chatham Amory located at 326 South Main Street in Chatham. Following said decommission, the DMA offered ownership of the Amory to Pittsylvania County. At a previous meeting, the Board of Supervisors directed County Staff to work toward potentially acquiring the Armory. Mr. Monday said before the Board now was an Armory Access Agreement negotiated between the County and DMA that would protect the County's interests in allowing the County to enter the Armory for purposes of conducting inspections, surveys, appraisals, and soil testing of the Armory prior to the County potentially acquiring the Armory. Motion was made by Mr. Barber, seconded by Mr. Davis, to approve the Access Agreement and authorize the County Administrator to sign all necessary documentation. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Barber's motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Mr. Blackstock declared that he had a Conflict of Interest with the agenda item concerning a contract between the Blue Ridge Regional Jail (BBRJ) and the Pittsylvania County Sheriff's

Department for Inmate Housing as he was formerly the Director for BBRJ and currently continues to provide some contract services for BBRJ. Mr. Blackstock then excused himself from the Chair seat.

Mr. Monday then took nominations for a Temporary Chair for this one item. Motion by Mr. Davis, and seconded by Mr. Barber, to nominate Mr. Warren as Temporary Chair. No other nominations were made. Motion was then made by Mr. Barber, seconded by Mr. Hagerman, to close the nominations, which was unanimously approved by the Board with the exception of Mr. Blackstock, who abstained, and Mr. Barksdale who was absent. Mr. Warren was unanimously approved by the Board as Temporary Chair for this one item with the exception of Mr. Blackstock, who abstained, and Mr. Barksdale who was absent.

Motion was then made by Mr. Barber, seconded by Mr. Davis, to award the Inmate Housing contract to Blue Ridge Regional Jail Authority and authorize the Pittsylvania County Sheriff to execute the Agreement, which was unanimously approved by the Board as Temporary Chair for this one item with the exception of Mr. Blackstock, who abstained, and Mr. Barksdale who was absent.

Mr. Warren ceased as Temporary Chair and Mr. Blackstock resumed a Chair for the remainder of the meeting.

Mr. Monday stated in invitation to bid on a roll off truck for the Pittsylvania County Landfill was advertised on June 27, 2016. Bids were received and publicly opened on Wednesday, July 20, 2016 at 10:00 AM. Five (5) bids were received. Excel Truck Group was the apparent low bidder with a bid price of $134,456.00. Motion was made by Mr. Barber, seconded by Mr. Scearce, to award the bid to Excel Truck Group, at a cost of $134,456.00, noting funds were already appropriated in the 2016/2017 budget in landfill fund line item #310-4-094110-8123000. Mr. Barber's motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Item 15, The Community Foundation of the Dan River Region would be brought back as an item for the August 16, 2016 meeting of the Board.

Mr. Greg Sides, Assistant County Administrator for Planning and Development, updated the Board of Supervisors with VDOT Smart Scale Project Applications, which discussed proposed highway projects to be submitted to VDOT under this process, which prioritizes submissions based on General Assembly legislation previously referred to as HB2 (House Bill number 2). The program, Mr. Sides said, was now in its 2nd year. Based on discussions with the Board's prior input, and meetings with staff from VDOT and the West Piedmont Planning District Commission, the recommended projects were :

- Wards Road Improvements (Route 640)
- Intersection Improvements at Vaden Drive (Route 40) and McBride Lane in Gretna.
- Berry Hill Road Widening (Route 311)

The consensus from the Board was for Mr. Sides to send VDOT a Notice of Intent to submit applications for recommended projects, noting required resolutions and applications will be brought back for the Board's consideration at a later date.

Motion was made by Mr. Davis, seconded by Mr. Hagerman, reappropriation of $4,790.92 as follows: $100.00 to Clerk of Court-Copier Lease (100-4-021600-60051), $500.00 to Sheriff-Printing (100-4-031200-3500), $100.00 to Sheriff-Office Supplies (100-4-031200-6001), $50.00 to Sheriff-Undercover (100-4-031200-6024), $2,341.95 to Sheriff-Parts (100-4-031200-6030), $469.20 to

Sheriff-Labor (100-4-031200-6031), $35.75 to Extradition (100-4-033100-5550), $29.00 to Jail-Food Supplies (100-4-033100-6002), $14.33 to Solid Waste Disposal-Telephone (100-4-042400-5230), $100.00 to Library-Travel (100-4-073100-5500), $916.69 Library-Office Supplies (100-4-073100-6001), $134.00 to Farmer's Market Operations (100-4-082500-6014) and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Blackstock-Yes. Mr. Davis's motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Mr. Monday explained after carefully reviewing the financial status of County Departments for fiscal year 2015-2016, several items need to be transferred and/or appropriated to either eliminate bottom line deficits in these departments or to provide funding for the upcoming budget year. The departments affected are: Sheriff, Animal Control, Non-departmental, State Restricted Seizure Fund-Sheriff, Landfill and Schools, along with suggested appropriations for year-end as well as the categorical changes requested by the School Board. Motion was made by Mr. Warren, seconded by Mr. Barber, to appropriate a total of $254,646.93 and approve transfers of $137,041.92 for a grand total adjustment of $391,688.85, which will be adjusted in the FY2016 Budget. This motion required a 10-Day Layover.

Mr. Sides stated the Legislative Committee of the Pittsylvania County Board of Supervisors requested that staff prepare and submit a document to regulate the review and permitting of solar energy facilities in the County. A draft document was presented at the July 19, 2016 meeting of the Legislative Committee that proposed a section regulating solar energy be added to the Pittsylvania County Zoning Ordinance, under the Supplementary Regulation section. The draft document included all the allowable regulatory design and permitting criteria authorized to local governments by the Code of Virginia. Mr. Sides said at its July 19, 2016 meeting, the Board asked that the request for scheduling a Public Hearing be included on the agenda for the August 1, 2016 meeting. Staff was directed to include any necessary revisions in the proposed document. Mr. Sides stated the standard procedure for zoning ordinance amendments is that the governing body would refer the proposed amendment to the Planning Commission for its recommendations. Included in this process is a Public Hearing by the Planning Commission, followed by its recommendation to the governing body. The governing body would then hold at least one public hearing before approving and adopting the zoning ordinance amendment. Motion was made by Mr. Davis, seconded by Mr. Barber, refer the proposed amendment to the Planning Commission with a request to review and schedule a Public Hearing, and report its recommendation to the Board. Mr. Davis' motion was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Mr. Monday explained that Pittsylvania County was in the process of installing four (4) playgrounds at the County's Middle Schools. One component was to have restroom facilities built at each playground. The County solicited bids with specifications prepared by Solex Architecture for the installation of the restrooms at the 4 schools. Bids were received with the lowest responsive bidder being Quality Construction of Danville, Inc. in the amount of $514,000. This bid, said Mr. Monday, was substantially above the allocated funds for this project. Accordingly, it will be necessary for the County to review options in the future to substantially reduce the scope of the project or find a different mechanism of funding going forward. Motion was made by Mr. Barber, seconded by Mr. Davis, to reject all bids related hereto due to the unavailability of the funds allocated for this project, and record the appropriate documentation in the permanent file as required by

Virginia Code, which was unanimously approved by the Board with the exception of Mr. Barksdale who was absent.

Board Announcements

Mr. Warren thanked Ms. Portia Fitzgerald for her invaluable service during her tenure as a Pittsylvania County representative on the Danville Community College Board of Trustees. Mr. Warren also assured those still present that concerns over the health insurance costs to the County's employees were heard.

Mr. Barber requested Mr. Warren to schedule a Personnel Committee meeting to discuss insurance increases, and to discuss another personnel matter.

Mr. Blackstock thanked Mr. Smith from Dominion 7 of the presentation concerning the Animal Shelter.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Hagerman, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 8:45 pm.

Pittsylvania County Board of Supervisors
Monday, August 16, 2016
Adjourned Meeting

VIRGINIA: The Adjourned Meeting of the Pittsylvania County Board of Supervisors was held on Monday, August 16, 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
Jerry A. Hagerman	Callands-Gretna District
Robert W. Warren	Chatham-Blairs District
Joe B. Davis	Dan River District

Mr. Ronald S. Scearce, Westover District, was absent from the meeting.

After a Moment of Silence, Mr. Blackstock led the Pledge of Allegiance.

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Mr. Greg L. Sides, Assistant County Administrator for Planning and Development, Ms. Kim Van Der Hyde, Director of Finance, Ms. Lisette Jordan, Human Resource Manager, and Ms. Rebecca Flippen, Deputy Clerk to the Board were also present.

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

Approval of Agenda

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the agenda without the Closed Session, which was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

Hearing of the Citizens

Steve East of the Callands/Gretna District and on the Board of the Pittsylvania County SPCA said that despite the hard work Animal Control has done to try to maintain the facility, the current County Animal Pound has outlived its service. Mr. East stated now was the time to build the new facility.

Coy Harville of the Westover District, stated he supported building a new facility but not at the cost of $3.1 million dollars. He felt fundraising should have occurred before reaching this point in the project and that no one would donate any money now that the County was going to pay for the build. Mr. Harville suggested postponing the vote to award the contract and form a committee with citizen representative to work towards fundraising to help offset the cost to the taxpayers.

Richard Shumate of the Westover District offered a word of prayer. Mr. Shumate said he agreed with Mr. Harville, and that he felt the County paid too much for the property the shelter was going to be built on, and the County should have looked elsewhere for property.

Phillip Lovelace of the Callands-Gretna District supported both Mr. Harville's and Mr. Shumate's comments.

Charles Hawkins, of the Chatham/Blairs District and former Virginia State Senator for the 21st District, supported building the facility. Mr. Hawkins stated that building this facility not only met the needs of the animals, but facilities like this are what people are looking for in communities they are considering working and living it, as it is one of the representations of services local government provides for the quality of life of its constituents. Furthermore, Mr. Hawkins stated, it was time the Board of Supervisors looked at the County from a global perspective. When the County seeks to economically develop this region, services offered to the citizens is a reflection of what kind of place the County is to work and live in. Now was the time, Mr. Hawkins stated, to move on with this project and build this facility.

This concluded the Hearing of the Citizens.

Consent Agenda

Motion was made by Mr. Barber, seconded by Mr. Warren, to approve the Consent Agenda Item (c), which was unanimously approved by the Board of Supervisors with the exception of Mr. Scearce who was absent.

(a) Road Name Addition – Shiane Circle
(b) Road Name Addition - Lindy Lane
(c) Proclamation – National Preparedness Month: September 2016

Motion was made by Mr. Blackstock, seconded by Mr. Davis, to approve naming a private drive located beside 136 Penny Lane in Hurt, Virginia to Shiane Drive, noting Mr. Curtis Arthur has agreed to pay the $200 fee for the Road sign, which was unanimously approved by the Board of Supervisors with the exception of Mr. Scearce who was absent.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve changing the name of a private drive known as Tucks Cemetery Road in the Staunton River District to Lindy Lane Drive, noting that all the properties adjoining Tucks Cemetery Road are owned by the William Bartley, who has agreed to pay the $200 road sign fee, which was unanimously approved by the Board of Supervisors with the exception of Mr. Scearce who was absent.

Public Hearings
Rezoning Cases

Case 1: Charles M. Butcher, Jr., & Cynthia P. Butcher: Staunton River Election District; R-16-016; *R-1, Residential Suburban Subdivision District to A-1, Agricultural District*

Mr. Barksdale opened the public hearing at 7:22 pm. Mr. Shelton explained Charles and Cynthia Butcher had petitioned to rezone 7.35 acres, located on State Road 685/Telegraph Road, in the Staunton River Election District from R-1, Residential Suburban Subdivision District to A-1, Agricultural District. Once the property is rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioners' request. Charles and Cynthia Butcher were there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:23 pm. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve rezoning Case R-16-016 from R-1 to A-1 and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

Case 2: Corey D. Rowland & Kellie P. Rowland: Callands/Gretna Election District; R-16-017 ***R-1, Residential Suburban Subdivision District to A-1, Agricultural District***

Mr. Barksdale opened the hearing at 7:24 pm. Mr. Shelton explained Corey and Kellie Rowland had petitioned to rezone a total of 11.02 acres, fifteen (15) parcels of land, located on State Road 665/Rockford School Road, in the Callands-Gretna Election District from R-1, Residential Suburban Subdivision District to A-1,Agricultural District. Once the properties are rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioners' request. Corey Rowland was there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:26pm. Motion was made by Mr. Hagerman, seconded by Mr. Blackstock, to approve rezoning Case R-16-017 from R-1 to A-1 and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Hagerman's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

Case 3: Danny & Elizabeth Pruitt, Calvin L. Hedrick, Jr.: Callands/Gretna Election District; R-16-018; ***M-1, Industrial District, Light Industry to A-1, Agricultural District***

Mr. Barksdale opened the public hearing at 7:27 pm. Mr. Shelton explained Danny and Elizabeth Pruitt and Calvin L. Hedrick, Jr., had petitioned to rezone a total of 22.72 acres, two (2) parcels of land, located off U.S. Highway 29 (on Dual Track Road), in the Callands-Gretna Election District from M-1, Industrial District, Light Industry to A-1, Agricultural District. Once the properties are rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioners' request. Danny Pruitt was there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:28 pm. Motion was made by Mr. Hagerman, seconded by Mr. Barber, to rezone Case R-16-018 from M-1 to A-1 and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Hagerman's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

Case 4: Ronald J. McBride & Jennifer E. McBride – Staunton River Election; R-16-019 ***R-1, Residential Suburban Subdivision District to A-1, Agricultural District***

Mr. Barksdale opened the public hearing at 7:29 pm. Mr. Shelton explained Ronald and Jennifer McBride had petitioned to rezone a total of 4.74 acres (per survey), two (2) parcels of land, located on State Road 640/Wards Road, in the Staunton River Election District from R-1,Residential Suburban Subdivision District to A-1, Agricultural District. Once the properties are rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with opposition, recommended **granting the petitioners' request with the following condition: The mobile home willbe located behind the house and will be removed when the father no longer occupies it.** Jennifer McBride is here to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:32 pm. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to rezone Case R-16-019 from R-1 to A-1, and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

STATE OF VIRGINIA
COUNTY OF PITTSYLVANIA

BEFORE THE PITTSYLVANIA COUNTY BOARD OF SUPERVISORS

RE: CASE 4; R-16-019

Rezone the properties from R-1, Residential Suburban Subdivision District to A-1, Agricultural District, on properties located on State Road 640/Wards Road, namely Tax Map Numbers 2565-42-5779/22-2-A containing 1.66 acres and part of 2565-43-2197 containing 3.08 acres (a total of 4.74 acres).

PROFFER OF CONDITIONS:

I, Jennifer E. McBride, hereby voluntarily proffer to the Pittsylvania County Board of Supervisors the following condition for the above-referenced properties:

1. ***The single-wide mobile home will be used for family members only, to satisfy the concerns of adjacent property owners and to allow for rezoning of the properties from R-1 Residential Suburban Subdivision District to A-1, Agricultural District.***

Respectfully submitted:

JEM — 8-11-16

Applicant ***Date***

Eddie H Shelton Jr — 8-11-16

Certified by the Pittsylvania County Zoning Administrator ***Date***

Case 5: Corey Daniel Rowland – Banister & Calland/Gretna Election District; R-16-020
R-1, Residential Suburban Subdivision District portion to A-1, Agricultural District

Mr. Barksdale opened the public hearing at 7:34pm Mr. Shelton explained Corey Rowland had petitioned to rezone the R-1, Residential Suburban Subdivision District portion of 63.40 acres (approximately 21.13 acres) to A-1, Agricultural District.The property is located on State Road 665/Rockford School Road and Route 40/E Gretna Road, in the Banister and Callands-Gretna Election Districts. Once the property is rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioner's request. Corey Rowland was there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:35pm. Motion was made by Mr. Hagerman, seconded by Mr.

Blackstock, to rezone Case R-16-020 from R-1 to A-1, and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Hagerman's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

This concluded the public hearing.

Unfinished Business

At the Board of Supervisor's meeting on August 1, 2016, motion was made by Mr. Warren, seconded by Mr. Barber, to appropriate a total of $254,646.93 and approve transfers of $137,041.92 for a grand total adjustment of $391,688.85, which will be adjusted in the FY2016 Budget. This motion required a 10-Day Layover that had now been met and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Warren's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

New Business

Mr. Monday explained that at a recent Board of Supervisors' meeting, the Board authorized the purchase of real property located at 123 Tightsqueeze Industrial Road, Chatham, Virginia, utilizing Sheriff Asset Forfeiture money. The Sheriff will use the building primarily for storage purposes. The Trustees of United Steelworkers Local Union 9428 seek to continue to lease approximately 1,100 square feet on the premises for use as an office and Union meeting place. A proposed Lease Agreement was included in the Board's packet. Since the property is now publicly owned, per Virginia Code §15.2-1800(B), a public hearing is required before execution of the Lease Agreement. Motion was made by Mr. Blackstock, seconded by Mr. Hagerman, to authorize staff to advertise for a public hearing, which was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

The Personnel Committee met at 3:30 pm on Tuesday, August 16, 2016. Motion came from the Committee to approve increasing the County's contribution to Premium-Contribution Adjusted so employees would only pay an additional 15% more for coverage, that being an appropriation of $103,271.90 in order to increase the employer's share of health insurance coverage for the upcoming year. This motion required a 10-Day Layover.

The Finance Committee met at 5:00 pm on Tuesday, August 16, 2016. Motion came from the Committee to approve setting a public hearing for citizen input on a proposed change to the Merchants' Capital Tax Assessment Methodology as follows:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

The Board of Supervisors approved authorizing staff to advertise for a public hearing for citizen input on the proposed change to the Merchants' Capital Tax Assessment Methodology as presented by the Finance Committee, with the exception of Mr. Scearce who was absent.

Ms. Kim Van Der Hyde, Director of Finance, presented the 4th Quarter 2016 Financial Report to the Board of Supervisors and concluded by acknowledging the County was financially sound.

Motion was made by Mr. Blackstock, seconded by Mr. Davis, to approve awarding the construction bid to Blairs Construction for the amount of $3,149,000, and to include Alternate 2, small addition on north (83,000) and Alternate 5, Acoustical Panels ($11,000), for a total of $3,243,000 and to authorize the County Administrator to take such steps as necessary to move the project forward. This motion was approved by the Board via a 5-1-1 vote, with Mr. Barber opposing and Mr. Scearce absent.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve an Agreement with The Community Foundation of the Dan River Region for partnership related to fundraising for the purposed new County Animal Shelter. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board with the exception of Mr. Scearce who was absent.

Motion came from Mr. Blackstock, seconded by Mr. Davis, to appropriate $3,243,000 to the Capital Improvement Funds 310 Account for the Animal Shelter Construction. This motion required a 10-Day Layover.

Motion was made by Mr. Warren, seconded by Mr. Davis, to authorize staff to set a public hearing to receive citizen input on budget amendments for the FY2016/17 County Budget as required in Virginia Code §15.2-2507 when budget amendments exceed the 1% threshold of the approved budget. Mr. Warren's motion was approved by the Board with the exception of Mr. Scearce who was absent.

Board Announcements

Mr. Barksdale reminded everyone of the State of the Region Breakfast on Tuesday, August 30, 2016 at 7:30 am at the Institute for Advanced Learning and Research.

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 8:25 pm.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: 2016/17 Youth Commission and Advisory Board appointments	**AGENDA DATE:** 09-06-2016 **ITEM NUMBER:** 6(c)
SUBJECT/PROPOSAL/REQUEST appointments	**ACTION:** **INFORMATION:**
STAFF CONTACT(S): Mr. Monday	**CONSENT AGENDA:** **ACTION:** Yes **INFORMATION:** **ATTACHMENTS:** No **REVIEWED BY:** GHS

BACKGROUND:

DISCUSSION:
The following are nominations for appointment to the 2016/17 Youth Commission, whose appointment term will be August 1, 2016 – July 31, 2017:
Connie Weaver-Tunstall High School; Mallorie Patrick–Tunstall High School; Johnte Lipford-Gretna High School; Lauryn Jones-Gretna High School; TaCoreia Webb-Dan River High School; Josh Miller-Chatham High School.

The following are nominations for appointment to the 2016/17 Youth Advisory Board, whose appointment term will be August 1, 2016 – July 31, 2017:
Carly Pearce, Lesley Villarose. Laurie Moran, Shannon Hair, Mike Taylor, W. Neal Oakes, Jessie Barksdale.

RECOMMENDATION:
Staff submits this to the Board of Supervisors for review, consideration and approval.

Following approval of the Consent Agenda, the Board will briefly introduce members of the Youth Commission (prior to Public Hearings in respect to it being a school night).

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Ratification of Letter of Support: Virginia Department of Health (VDH) Grant Application for funding Virginia International Raceway (VIR) Interconnection with the Pittsylvania County Service Authority	**AGENDA DATE:** 09-06-2016 **ITEM NUMBER:** 6(d) **ACTION:** **INFORMATION:** **CONSENT AGENDA:** **ACTION:** Yes **INFORMATION:**
SUBJECT/PROPOSAL/REQUEST Ratification of Letter of Support	**ATTACHMENTS:** 1. Letter of Support 2. Correspondence dated 08-18-2016 from Mark Estes, Executive Director, Halifax County Service Authority 3. Halifax County Service Authority Resolution
STAFF CONTACT(S): Mr. Monday	**REVIEWED BY:** GM

BACKGROUND:

DISCUSSION:
The County Administrator's Office was contacted by Mark Estes, Executive Director for the Halifax County Service Authority, requesting a Letter of Support needed to accompany a Virginia Department of Health (VDH) Grant Application for funding an interconnection with the Pittsylvania County Service Authority at the Virginia International Raceway (VIR). The application will be submitted thru the VHD – Office of Drinking Water Planning Grant Program. The Letter of Support from Pittsylvania County needed to be submitted to Mr. Estes by September 1, 2016 in order for to have the proposal ready for submission by its deadline.

RECOMMENDATION:
Staff recommends the Board of Supervisors ratify the Letter of Support as submitted.

PITTSYLVANIA COUNTY
VIRGINIA

Clarence C. Monday
County Administrator
P.O. Box 426
Chatham, Virginia 24531
Clarence.monday@pittgov.org

1 Center Street
Chatham, Virginia
Phone (434) 432-7710
Fax (434) 432-7714
www.pittsylvaniacountyva.gov

August 29, 2016

Mark S. Estes – Executive Director
Halifax County Service Authority
2529 Houghton Avenue
South Boston, Virginia 24592

RE: Letter of Support for VDH Grant Application for funding Virginia International Raceway Interconnection PER – $50,000

Dear Mr. Estes;

On behalf of the Pittsylvania County Board of Supervisors, I would like to offer this Letter of Support to explore the option of providing water service to the Virginia International Raceway (VIR) through an interconnection with the Pittsylvania County Service Authority and submission of an application to the Virginia Health Department – Office of Drinking Water Planning Grant Program.

VIR is an international attraction that draws thousands of tourists annually, generating a highly successful economic impact to Southern Virginia with not only the popularity of its race events, but also as a retreat, lodging/spa, and restaurant destination. Furthermore, VIR has expanded its offered activities to include a wide variety of shooting sports that draws participants to our region.

The potential interconnecting with the Pittsylvania County Service Authority will help VIR to continue offering quality service to its thousands of visitors. Pittsylvania County commends VIR for striving to continue being a good ambassador to Southern Virginia by looking for ways to continue improving its services to meet the needs of its clients and customers.

Sincerely,

Clarence C. Monday
County Administrator
Pittsylvania County

Rebecca Flippen

Subject: FW: Project Support Letter verbiage
Attachments: SKMBT_C28016080811170.pdf; VDH Resolution for VIR Interconnection Planning Grant_2016.docx

From: Mark Estes [mailto:mestes@hcsa.us]
Sent: Thursday, August 18, 2016 11:04 AM
To: jim.halasz@co.halifax.va.us; butchblanks@comcast.net; mleonard@halifaxvirginia.com; cadcock_pcsa@comcast.net; Clarence Monday; lmoran@dpchamber.org; telly.tucker@danvilleva.gov; Matthew Rowe; mitzi@halifaxchamber.net; lshepperd@discoverhalifaxva.com; dunklbt@ci.danville.va.us; klarking@danvilleva.gov; littlejohn@andassoc.com; jessie.barksdale7@gmail.com; 1doghouse@comcast.net; 1dwitt@comcast.net; 'Fred O. Shanks III'; 'Connie Nyholm'; 'Sandie Currie'
Subject: FW: Project Support Letter verbiage

Good morning,

I am presenting the attached resolution for approval at my monthly board meeting this afternoon. I am expecting full board support of this effort. Jessica has provided several letters that may give you an idea on how to frame your letter of support.

The support letters will be used to accompany the grant request and will represent a regional and collaborative effort and approach to the funding agency. This is the first step in the process for laying the foundation of future funding from other sources. I will need the support letters by September 1st in order to have the proposal ready for submission

Thank you again for meeting with me at the VIR facility to understand the issues that have been presented. Connie… thank you and your staff for hosting the discussions and for the great lunch you provided!

Mark S. Estes – Executive Director
Halifax County Service Authority
2529 Houghton Avenue
South Boston, Virginia
Office - 434.575.4240, ext 23
Mobile – 434.579.1356
mestes@hcsa.us

"All the water that will ever be, is right now"

This Communication may be a privileged and confidential communication. If you are not the intended recipient, please advise the sender and then delete or destroy the message without reading, copying or disclosing the content of this email message.

From: Littlejohn, Jessica [mailto:littlejohn@andassoc.com]
Sent: Wednesday, August 10, 2016 9:57 AM
To: Estes, Mark (HCSA) <mestes@hcsa.us>
Subject: FW: Project Support Letter verbiage

Mark-here are some example letters of support that we received to accompany a VDOT funding request on an old project. Do you think you could forward these to the applicable contact persons to get letters of support for our VDH application?

Jessica Littlejohn, PE
President

Anderson & Associates, Inc.
100 Ardmore Street | Blacksburg, VA | 540.552.5592 | 540.239.7878 |

Anderson & Associates, Inc. does not discriminate on the grounds of race, color, or national origin and will insure to all minorities that they will be afforded a full opportunity to submit bids and will not be discriminated against in consideration for an award.

Halifax County Service Authority

RESOLUTION FOR VIRGINIA INTERNATIONAL RACEWAY STUDY FOR WATER SYSTEM INTERCONNECTION TO PCSA

WHEREAS, the Halifax County Service Authority (the "Authority") has determined it necessary to prepare a Preliminary Engineering Report (PER) to further explore the option of providing water service to the Virginia International Raceway through an interconnection with the Pittsylvania County Service Authority; and;

WHEREAS, the Virginia Department of Health-Office of Drinking Water Planning Grant Program provides funding for projects such as this one; and;

WHEREAS, the Executive Director of the Authority has reviewed project planning material and found that the pre-requirements for the Planning Grant Program have been met for submitting a funding application;

THEREFORE, BE IT RESOLVED, the Authority's Board does hereby vote to seek funding from the Office for the following project;

Virginia International Raceway Interconnection PER $50,000

THEREFORE, BE IT FURTHER RESOLVED, that the Board does hereby approve commitment of the required matching funds in the amount of $5,000, for a total project cost of $55,000.

THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director immediately begin to process a grant application for this project and be authorized to sign any and all documents to accept such funding contingent upon review and concurrence by the Authority's legal counsel.

Motion by:_____ Seconded by: _____

Aye _____ Nay _____ Absent _____

This 18th day of August 2016

_____
Board Chair

Attest:

_____
Secretary

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Amended Section 125 Flexible Benefit Plan Adoption Agreement to include the Lumenos High Deductible Health Plan, Health Savings Account, and one-time employer contribution of $500 per enrolled employee.	**AGENDA DATE:** 09-06-2016	**ITEM NUMBER:** 6(e)
SUBJECT/PROPOSAL/REQUEST:	**ACTION:**	**INFORMATION:**
	CONSENT AGENDA: **ACTION:** Yes	**INFORMATION:**
	ATTACHMENTS:	
STAFF CONTACT(S): Mr. Monday; Ms. Jordan	**REVIEWED BY:** GHS	

BACKGROUND:

Each year the entity must approve the Section 125 Flexible Benefit Adoption Agreement which is submitted to Pittsylvania County for ratification.

DISCUSSION:

Pittsylvania County's Section 125 Plan document provider, American Fidelity, will receive the amended plan to reflect the addition of the Lumenos High Deductible Health Plan, Health Savings Account, and one-time employer contribution of $500 per enrolled employee. Plan amendments in consultation with American Fidelity, and compliance with IRS regulations will be presented as needed to the Board of Supervisors.

RECOMMENDATION:

Staff recommends the Board of Supervisors approve revised Section 125 Plan Document for plan year October 1, 2016 through September 30, 2017, and authorize the County Administrator to sign any necessary documentation.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Resolution 2016-09-02: Intertape Polymer Group, Inc. (IPG); Winner of the Environmental Protection Agency's (EPA) Virginia NASCAR E3 Challenge (Energy-Economy-Environment) Award	**AGENDA DATE:** 09-06-2016	**ITEM NUMBER:** 6(f)
	ACTION:	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST Resolution of Recognition	**CONSENT AGENDA:** **ACTION:** Yes	**INFORMATION:**
	ATTACHMENTS: 1. Resolution 2016-09-02	
STAFF CONTACT(S): Mr. Monday	**REVIEWED BY:**	

BACKGROUND:
IPG located a manufacturing facility in Pittsylvania County in 1987 and a distribution facility in 2004. Steadily growing and expanding during that time, IPG now employs approximately 300 people.

DISCUSSION:
The Pittsylvania County Intertape Polymer Group (IPG) is the winner of a competition created in partnership between the U.S. Environmental Protection Agency and NASCAR that encourages Virginia manufacturers to reduce their environmental footprint, the EPA announced. The competition, known as the Virginia NASCAR Green E3 Challenge (Energy-Economy-Environment), invited manufacturers throughout Virginia to demonstrate measurable changes they have implemented to improve the sustainability of facilities.

Attached hereto is Resolution 2016-09-02, recognizing and congratulating Intertape Polymer Group (IPG) for their national energy efficiency awards and its appreciation for the great economic benefits the local IPG operation brings to Pittsylvania County.

Michael Jones, Plant Manager, will be present to accept the Resolution.

RECOMMENDATION:
Staff recommends the Board of Supervisors approve Resolution 2016-09-02.

Pittsylvania County Board of Supervisors

RESOLUTION

2016-09-02

Intertape Polymer Group
Winner of the Environmental Protection Agency's
Virginia NASCAR E3 Challenge Award

VIRGINIA: At the regular meeting of the Pittsylvania County Board of Supervisors held on September 6, 2016, in the General District Courtroom of the Edwin R. Shields Courthouse Addition, the following resolution was presented and adopted:

WHEREAS, Intertape Polymer Group (IPG) is a recognized leader in the development, manufacture and sale of paper and fiber based tapes, as well as polyethylene and specialized polyolefin fibers; and;

WHEREAS, IPG located a manufacturing facility in Pittsylvania County in 1987 and a distribution facility in 2004; and;

WHEREAS, IPG has steadily grown and improved its operations in the County, now employing approximately 300 people; and

WHEREAS, the principles of continuous improvement, along with increased efficiency in energy costs and reduced environmental impacts have been embraced by the overall corporation and particularly by the Pittsylvania County facility; and

WHEREAS, the efforts and actions of the Pittsylvania County IPG facility have been recognized through prestigious national awards from the Energy Star program and the Virginia NASCAR E3 Green Challenge; and

WHEREAS, these awards specifically recognized the company's reductions in energy use and greenhouse gas emissions; additionally the efforts have also reduced energy costs to make the Pittsylvania County IPG facility more economically successful; then

BE IT RESOLVED, that the Pittsylvania County Board of Supervisors expresses its congratulations to Intertape Polymer Group (IPG) for their national energy efficiency awards and its appreciation for the great economic benefits the local IPG operation brings to Pittsylvania County.

BE IT FURTHER RESOLVED that a copy of this resolution be presented to representatives of Intertape Polymer Group (IPG).

Given under my hand this 6^{h} day of September, 2016.

_____
Jessie L. Barksdale, Chairman
Pittsylvania County Board of Supervisors

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

PUBLIC HEARING

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Trustees of United Steelworkers Local Union 9428 Lease Agreement **SUBJECT/PROPOSAL/REQUEST:** Public Hearing **STAFF CONTACTS:** Mr. Monday; Mr. Hunt	**AGENDA DATE:** 09/06/16 **ITEM NUMBER:** 7 **ACTION:** Yes **ATTACHMENTS:** (1) Public Hearing Notice (2) Proposed Lease (3) Virginia Code § 15.2-1800 **REVIEWED BY:** GBS

BACKGROUND:
At a recent Pittsylvania County Board of Supervisors' ("BOS") meeting, the BOS authorized the purchase of real property located at 123 Tightsqueeze Industrial Road, Chatham, Virginia (the "Premises"), utilizing Sheriff asset forfeiture money. The Sheriff will utilize the building primarily for storage purposes. The Trustees of United Steelworkers Local Union 9428 seek to continue to lease approximately 1,100 square feet on the Premises for use as a Union meeting and office place. Attached please find a proposed Lease Agreement (the "Agreement") for potential execution related thereto. Please be advised, that since the Premises is now publicly owned, per Virginia Code § 15.2-1800(B), enclosed, a public hearing is required before execution of the attached Agreement.

At their meeting on August 16, 2016, the Board of Supervisors approved authorizing County Staff advertise and conduct the public hearing as required by Virginia Code § 15.2-1800 is necessary.

RECOMMENDATION:
Staff recommends, following the public hearing, the Board of Supervisors approve the proposed Lease Agreement as presented authorize the Chairman of the Board of Supervisors to sign the proposed lease and any other documentation necessary.

PUBLIC HEARING NOTICE

The Board of Supervisors of Pittsylvania County, Virginia (the "BOS"), will hold a public hearing on Tuesday, September 6, 2016, at 7:00 p. m., in the General District Courtroom, located on the second floor of the Edwin R. Shields Courthouse Addition, Chatham, Virginia, as required by Virginia Code § 15.2-1800(B), to receive citizen input on the proposed execution of a lease between the BOS and the Trustees of United Steelworkers Local Union 9428 of approximately 1,100 sq. ft. of the premises located at 123 Tightsqueeze Industrial Road, Chatham Virginia 24531, a publicly owned building, for use as a Union meeting and office place. A full copy of the proposed lease is available in the Pittsylvania County Administrator's Office, 1 Center Street, Chatham, Virginia, Monday through Friday, from 8:00 a.m. to 5:00 p.m., for public viewing.

LEASE AGREEMENT

This LEASE AGREEMENT (the "Lease"), is made on _____ __, 2016 ("Date of Execution"), between the Board of Supervisors of Pittsylvania County, Virginia ("Lessor"), and Trustees of United Steelworkers Local Union 9428 ("Lessee"), (collectively "the Parties").

WITNESSETH

THAT FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the Parties do hereby covenant and agree as follows:

1. **LEASE OF PROPERTY; COVENANTS OF OWNERSHIP; QUIET ENJOYMENT**: Lessor hereby leases and demises and Lessee hereby rents that real Property, approximately 1,100 sq. ft., with improvements thereon and appurtenances thereunto belonging, located at 123 Tightsqueeze Industrial Road, Chatham, Virginia 24531 (the "Premises"). The Premises is leased for the sole purpose of being a Union meeting and office place. Any other purpose must be approved by Lessor. Lessor covenants and agrees that it is the owner of the Premises demised, and that Lessee shall have quiet enjoyment thereof for the Lease's duration.

2. **TERM OF LEASE; RENEWAL; TERMINATION**: The term of this Lease shall be for thirty-six (36) months, commencing as of the Date of Execution above. This Lease may be terminated by either party with ninety (90) day's written notice.

3. **RENT; LATE FEE**: Lessee covenants and agrees to pay to Lessor, as rental for the Premises, the sum of six hundred twenty-five dollars ($625.00) per month, due on the 1st day of each month, and payable by the 5th day of each month. A ten percent (10%) penalty shall be assessed for rent received after the 5th day of each month.

4. **REAL ESTATE AND PERSONAL PROPERTY TAXES**: Lessor shall pay all real estate taxes assesses against the Premises demised (if any), and shall also pay all personal property taxes assesses against any of the personal property and fixtures hereby demised (if any).

5. **UTILITIES**: Lessee shall pay for telephone and other utilities used upon said Premises. Lessor shall pay for water and electricity used upon said Premises.

6. **INSURANCE; LIBILITY FOR DAMAGE TO PERSONAL PROPERTY; INDEMNIFICATION**: Lessor shall keep the demised Premises adequately insured against fire, windstorm, and other casualty, without comprehensive coverage, and Lessee will keep its contents in or on demised Premises adequately insured. Lessor shall in no way be held Liable for any damage to Lessee's property, or the property of others, placed on or in the Premises during the term of this Lease or any extension thereof. Lessee covenants and agrees to hold harmless Lessor from any costs and damages to Lessee, or

others, resulting from the fault or negligence of Lessee under the terms and conditions of this Lease.

7. **MAINTENANCE OF THE PREMISES; REPAIR OF FIXTURES:**

   A. **MAINTENANCE OF PREMISES**: Lessee shall maintain the Premises at all times in a neat and orderly condition. Any and all exterior signage shall be approved by Lessor.

   B. **REPAIRS TO PREMISES**: Lessor shall be responsible for maintaining the roof and exterior walls of demised Premises, cutting the grass, and cleaning the parking lot.

   C. **REPAIRS TO PLUMBING, WIRING, AND OTHER FIXTURES**: Repairs to the heating, air conditioning (if applicable), plumbing equipment, and wiring shall be the responsibility of the Lessor, unless the repairs are the result of the improper use or negligence of the Lessee, Lessee's invitees or licensees, in which event the repair shall be the responsibility of Lessee. Repairs to all other equipment and fixtures during the term of this Lease shall be the responsibility of Lessee.

8. **DESTRUCTION OF PREMISES**: If Premises is totally destroyed by casualty or becomes so extensively damaged, without fault of Lessee, so as to render the demised Premises unusable by Lessee, Lessor or Lessee may elect to terminate this Lease, and the proceeds of any insurance on the Premises or personal property leased hereunder shall be the Lessor's property.

9. **ALTERATIONS OR IMPROVEMENTS**: No alterations or improvements shall be made to the demised Premises by the Lessee without prior written consent of Lessor. Any and all alterations or improvements made to the Premises shall be the property of Lessor at the termination of the Lease.

10. **ASSIGNMENTS AND SUBLEASE**: No assignment or sublease of the rights of the Lessee under this Lease shall be made without prior written consent of Lessor.

11. **LESSOR'S RIGHT OF ENTRY**: Lessor may, at reasonable times, enter upon the demises Premises for the purpose of inspecting the same.

12. **BREACH OF COVENANTS**: In the event Lessee fails to perform any of the other covenants of this Lease to be performed by Lessee under this Lease, then Lessor shall have the right, in addition to all other rights or remedies provided by law or equity, to: (i) without demand or notice to re-enter, by force or otherwise, and take possession of the Premises without being liable by doing said; and (ii) setoff against rents paid in advance for any damages caused by such breach, with the Lessee being liable for any deficiency. In the event Lessor fails to perform any of the covenants of this Lease to be performed by

Lessor, Lessee shall have all rights and remedies provided by law and equity. If an action is brought to enforce any of the rights or remedies available to either party in the event a breach of any term of this Lease, the prevailing party shall be entitled to any and all costs expended, including reasonable attorneys' fees, court costs, and litigation costs.

13. **IMMEDIATE TERMINATION OF LEASE**: In the event that Lessee should execute any Deed of Assignment for the benefit of creditors, file a petition in bankruptcy, or should the property of the Lessee be levied upon by any creditors, the Lessor, at its discretion, shall have the option, if allowed by law or equity, to declare this Lease terminated.

14. **WAIVER OF BREACH**: The failure of Lessor to enforce one (1) or more of the terms or conditions of the Lease, from time-to-time, shall not constitute a waiver of such terms or conditions upon subsequent or continuing breach.

15. **APPLICABLE LAW**: This Lease shall be construed according to the laws of the Commonwealth of Virginia.

16. **VENUE**: The legal venue for any litigation arising out of this Lease shall be the appropriate court of Pittsylvania County, Virginia.

17. **ENTIRE AGREEMENT**: This Lease constitutes the entire agreement between the Parties. This Lease may not be changed orally, but only by an agreement in writing, signed by both Parties.

18. **BENEFIT**: This Lease shall inure to the benefit of, and shall bind the heirs, successors, and assigns of the Parties.

19. **NOTICES**: Any notice or demand under this Lease shall be by registered or certified mail, return receipt requested, sent to the Parties at the addresses listed below, and shall be deemed delivered on the date postmarked:

A. LESSOR: Pittsylvania County Administration
1 Center Street
P.O. Box 426
Chatham, Virginia 24531

B. LESSEE: Trustees of United Steelworkers Local Union 9428

_____

_____

Witness the following signatures and seals:

LESSOR:

THE BOARD OF SUPERVISORS OF PITTSYLVANIA COUNTY, VIRGINIA

BY: _____

Name (Printed): Jessie L. Barksdale

Its: Chairman, Pittsylvania County Board of Supervisors

COMMONWEALTH OF VIRGINIA

COUNTY OF Pittsylvania:

BE IT REMEMBERED, that before me on this 6th day of September, 2016, appeared Jessie L. Barksdale, who acknowledged the signing of the foregoing instrument to be his voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal, on the day set forth above.

_____
NOTARY PUBLIC

APPROVED AS TO FORM

_____
J. Vaden Hunt, Esq.
Pittsylvania County Attorney

LESSEE:

TRUSTEES OF UNITED STEELWORKERS LOCAL UNION 9428

BY:_____

Name (Printed):_____

Its:_____

COMMONWEALTH OF VIRGINIA

COUNTY/CITY OF _____:

BE IT REMEMBERED, that before me on this ___ day of _____, 2016, appeared _____, who acknowledged the signing of the foregoing instrument to be his voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal, on the day set forth above.

_____

NOTARY PUBLIC

Virginia § 15.2-1800. Purchase, sale, use, etc., of real property.

A. A locality may acquire by purchase, gift, devise, bequest, exchange, lease as lessee, or otherwise, title to, or any interests in, any real property, whether improved or unimproved, within its jurisdiction, for any public use. Acquisition of any interest in real property by condemnation is governed by Chapter 19 (§ 15.2-1901 et seq.). The acquisition of a leasehold or other interest in a telecommunications tower, owned by a nongovernmental source, for the operation of a locality's wireless radio communications systems shall be governed by this chapter.

B. Subject to any applicable requirements of Article VII, Section 9 of the Constitution, any locality may sell, at public or private sale, exchange, lease as lessor, mortgage, pledge, subordinate interest in or otherwise dispose of its real property, which includes the superjacent airspace (except airspace provided for in § 15.2-2030) which may be subdivided and conveyed separate from the subjacent land surface, provided that no such real property, whether improved or unimproved, shall be disposed of until the governing body has held a public hearing concerning such disposal. However, the holding of a public hearing shall not apply to (i) the leasing of real property to another public body, political subdivision or authority of the Commonwealth or (ii) conveyance of site development easements across public property, including, but not limited to, easements for ingress, egress, utilities, cable, telecommunications, storm water management, and other similar conveyances, that are consistent with the local capital improvement program, involving improvement of property owned by the locality. The provisions of this section shall not apply to the vacation of public interests in real property under the provisions of Articles 6 (§ 15.2-2240 et seq.) and 7 (§ 15.2-2280 et seq.) of Chapter 22 of this title.

C. A city or town may also acquire real property for a public use outside its boundaries; a county may acquire real property for a public use outside its boundaries when expressly authorized by law.

D. A locality may construct, insure, and equip buildings, structures and other improvements on real property owned or leased by it.

E. A locality may operate, maintain, and regulate the use of its real property or may contract with other persons to do so.

Notwithstanding any contrary provision of law, general or special, no locality providing access and opportunity to use its real property, whether improved or unimproved, may deny equal access or a fair opportunity to use such real property to, or otherwise discriminate against, the Boy Scouts of America or the Girl Scouts of the USA. Nothing in this paragraph shall be

construed to require any locality to sponsor the Boy Scouts of America or the Girl Scouts of the USA, or to exempt any such groups from local policies governing access to and use of a locality's real property. The provisions of this paragraph applicable to a locality shall also apply equally to any local governmental entity, including a department, agency, or authority.

F. This section shall not be construed to deprive the resident judge or judges of the right to control the use of the courthouse.

G. "Public use" as used in this section shall have the same meaning as in § 1-219.1.

Code 1950, § 15-692; 1962, c. 623, § 15.1-262; 1968, c. 418; 1974, c. 282; 1977, c. 269; 1979, c. 431; 1980, cc. 212, 559; 1984, c. 241; 1986, cc. 477, 573; 1990, c. 813; 1997, c. 587; 1998, c. 696; 2005, c. 822; 2006, c. 57; 2007, cc. 882, 901, 926.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Proposed Amendment to Merchants' Capital Tax	**AGENDA DATE:** 09-06-2016 **ITEM NUMBER:** 8
REQUEST: Public Hearing Authorization	**ACTION:** Yes
STAFF CONTACTS: Mr. Monday; Mr. Hunt	**ATTACHMENTS: (9)** (1) Warren's MCT Revision Motion (2) Proposed MCT Revision Comparison Chart (3) Current FY 2017 Budget Resolution (4) Proposed Revised FY 2017 Budget Resolution (5) Proposed Resolution Implementing MCT Revisions (6) Proposed Resolution for Budget Resolution Revision (7) Proposed Advertisement for MCT Revision Implementation Public Hearing (8) Proposed Advertisement for Budget Resolution Revision (9) Public Hearing Legal Authority **REVIEWED BY:** GHS

BACKGROUND:
At a recent Pittsylvania County Board of Supervisors' ("BOS") Finance Committee Meeting, the BOS determined it potentially desired to change the way the County assesses its Merchants' Capital Tax from its current assessment method, $2.75 per $100 of assessed value, 30% of original value; to the following:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

The BOS then directed County Staff to return to it a blueprint for how to implement the above-changes to the Merchant's Capital Tax. Enclosed please find said blueprint outlined within (9)

attachments. However, it is only necessary AT THIS MEETING to consider the proposed Resolution 2016-09-01 implementing Merchant's Capital Tax.

DISCUSSION:

Following direction from the Board of Supervisors, Staff offers Resolution 2016-09-01 for the Board's consideration. This Resolution amends the County's Merchants Capital Tax Assessment Methodology, effective January 1, 2016.

Assuming Resolution 2016-09-01 is approved by the Board, a separate public hearing will be conducted next to consider said amendment to the FY2017 County Budget, incorporating the revised Merchants Capital Tax Assessment Methodology.

RECOMMENDATION:

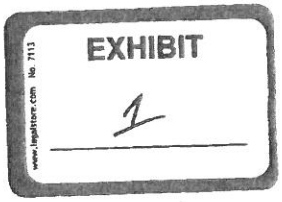
Staff recommends approval of Resolution 2016-09-01 and to authorize the Staff to set a public hearing to be held at the Board's regular meeting on October 3, 2016 to amend the FY 2017 County Budget.

SUPERVISOR WARREN'S MOTION

I make a Motion to make the following adjustment to the County's Merchants' Capital Tax, effective January 1, 2016:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited



CURRENT MERCHANTS' CAPITAL TAX

$2.75 per $100 of assessed value, 30% of original value

PROPOSED NEW MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

EXHIBIT

2

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, not withstanding additional requirements for the schools, including revenues and expenditures for the ensuing year by May 1, 2016; and

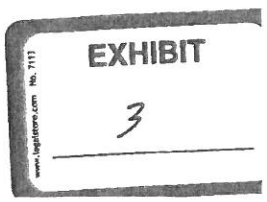
WHEREAS, the laws of the Commonwealth of Virginia control the distribution of funds by appropriations giving the Board of Supervisors authority to set such appropriations at such periodic basis as outlined in Section 15.2-2506 of the Code of Virginia, being further identified in this Resolution with 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 situsedwithin 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 the in 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
ADMINISTRATION AND MANAGEMENT OF GOVERNMENT:		
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**
PUBLIC WORKS:		
Public Works		174,314
Building and Grounds		995,975
Zoning		251,817
Public Works		**1,422,106**
ADMINISTRATION OF JUSTICE:		
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**
ENVIRONMENTAL PRESERVATION AND PROTECTION:		
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**
HUMAN AND SOCIAL SERVICES:		
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**
ECONOMIC DEVELOPMENT:		
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
PLANNING, HOUSING AND COMMUNITY DEVELOPMENT:		
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**
PUBLIC LIBRARIES:		
Libraries		1,115,654
State Library Grant		154,711
Library Memorial Fund		10,000
Total Public Library		**1,280,365**
CULTURAL & RECREATIONAL PROGRAMS:		
Recreation Department		331,614
Total Cultural & Recreational Programs		**331,614**
CAPITAL INVESTMENTS:		
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
PUBLIC EDUCATION:		
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**
TRANSFERS:		
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
REVENUES	
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

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

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

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

MINIMUM FEE	$ 50.00
STRUCTURE	.05/SQ. FT.
MAXIMUM FEE	$ 2,500.00

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

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

DEMOLITION

MINIMUM FEE ($2,000.00 OR LESS)	$ 31.25
EACH $1,000.00 OR FRACTON THEREOF OVER $2,000.00	$ 5.00

ELECTRICAL

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

BUILDING PERMIT FEE SCHEDULE

COMMERCIAL, BUSINESS & INDUSTRIAL (CONTINUED)

PLUMBING

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

MECHANICAL

ELEVATOR	$ 31.25

HEATING

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

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

BUILDING PERMIT FEE SCHEDULE

COMMERCIAL , 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)

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

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 §§ 107.15

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 mater 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

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
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	
Class 4	1 pounds
Class 3	5 pounds
Class 2	50 pounds
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

Unstable (reactive) Material - Gas	
Class 4	10 cubic feet
Class 3	50 cubic feet
Class 2	250 cubic feet
Class 1	No permit required

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, not withstanding 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 situsedwithin 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~~

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

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 the in 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

RESOLUTION 2016-09-01

A RESOLUTION TO CHANGE COUNTY'S MERCHANTS' CAPITAL TAX ASSESSMENT METHODOLOGY

WHEREAS, on April 4, 2016, the Pittsylvania County Board of Supervisors (the "Board") approved Resolution 2016-04-01, adopting and appropriating a County budget for Fiscal Year 2016, that included a tax levy for "Capital Merchant Tax" at "$2.75 per $100 of assessed value, 30% of inventory value;" and

WHEREAS, on September 6, 2016, the Board, following a duly advertised and lawfully conducted public hearing, by an affirmative majority vote, approved the following revision to the County's Merchants' Capital Tax assessment methodology, effective January 1, 2016:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

NOW THEREFORE, BE IT RESOLVED BY THE PITTSYLVANIA COUNTY BOARD OF SUPERVISORS, that Resolution 2016-09-01 hereby amends the County's Merchants' Capital Tax assessment methodology as described above.

Adopted this 6th day of September, 2016.

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

ATTEST:

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

APPROVED AS TO FORM:

_____
J. Vaden Hunt, Esq.
Pittsylvania County Attorney

EXHIBIT
5

	Vote
Jessie L. Barksdale, Chair	_____
Elton W. Blackstock, Vice Chair	_____
Ronald S. Scearce	_____
Joe B. Davis	_____
Robert W. "Bob" Warren	_____
Jerry A. Hagerman	_____
Tim R. Barber	_____

Ayes ____ **Nays**_____ **Abstentions** ____

RESOLUTION 2016-__-___

A RESOLUTION TO AMEND RESOLUTION 2016-04-01

WHEREAS, on April 4, 2016, the Pittsylvania County Board of Supervisors (the "Board") approved Resolution 2016-04-01, adopting and appropriating a County budget for Fiscal Year 2016, that included a tax levy for "Capital Merchant Tax" at "$2.75 per $100 of assessed value, 30% of inventory value;" and

WHEREAS, on _____, the Board, following a duly advertised and lawfully conducted public hearing, by an affirmative majority vote, approved the following amendment to Resolution 2016-04-01 related to the County's Merchants' Capital Tax, effective January 1, 2016:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

NOW THEREFORE, BE IT RESOLVED BY THE PITTSYLVANIA COUNTY BOARD OF SUPERVISORS, that Resolution 2016-___-___ hereby amends Resolution 2016-04-01 as described above.

Adopted this ___th day of _____, 2016.

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

ATTEST:

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

APPROVED AS TO FORM:

_____
J. Vaden Hunt, Esq.
Pittsylvania County Attorney

EXHIBIT
6

	Vote
Jessie L. Barksdale, Chair	_____
Elton W. Blackstock, Vice Chair	_____
Ronald S. Scearce	_____
Joe B. Davis	_____
Robert W. "Bob" Warren	_____
Jerry A. Hagerman	_____
Tim R. Barber	_____

Ayes ____ **Nays**_____ **Abstentions** ____

PUBLIC HEARING NOTICE

The Pittsylvania County Board of Supervisors will hold a public hearing at 7:00 p.m. on Tuesday, September 6, 2016, in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia, to receive citizen input on potentially changing the County's current Merchants' Capital Tax assessment method from $2.75 per $100 of assessed value, 30% of original value; to the following:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

A complete text of the proposed change is available in the Office of the County Administrator, 1 Center Street, Chatham, Virginia, Monday through Friday between the hours of 8:00 a. m. and 5:00 p. m, as well as on the County's website at www.pittgov.org

EXHIBIT
7

PUBLIC HEARING NOTICE

The Pittsylvania County Board of Supervisors will hold a public hearing at 7:00 p.m. on _____, in the General District Courtroom of the Edwin R. Shields Courthouse Addition in Chatham, Virginia, to receive citizen input on potentially revising Resolution 2016-04-01 (the County's FY 2017 Budget Resolution) by changing the County's current Merchants' Capital Tax assessment method from $2.75 per $100 of assessed value, 30% of original value; to the following:

MERCHANTS' CAPITAL TAX

$2.75 rate (applied to all below tiers; effective January 1, 2016)		
Tier 1	Tier 2	Tier 3
30% of original inventory cost	10% of original inventory cost	5% of original inventory cost
$1 to $1,000,000	$1,000,001 to $5,000,000	$5,000,001 to unlimited

A complete text of the proposed change is available in the Office of the County Administrator, 1 Center Street, Chatham, Virginia, Monday through Friday between the hours of 8:00 a. m. and 5:00 p. m, as well as on the County's website at www.pittgov.org

EXHIBIT
8

Code of Virginia
Title 15.2. Counties, Cities and Towns
Chapter 14. Governing Bodies of Localities

§ 15.2-1427. Adoption of ordinances and resolutions generally; amending or repealing ordinances.

A. Unless otherwise specifically provided for by the Constitution or by other general or special law, an ordinance may be adopted by majority vote of those present and voting at any lawful meeting.

B. On final vote on any ordinance or resolution, the name of each member of the governing body voting and how he voted shall be recorded; however, votes on all ordinances and resolutions adopted prior to February 27, 1998, in which an unanimous vote of the governing body was recorded, shall be deemed to have been validly recorded. The governing body may adopt an ordinance or resolution by a recorded voice vote unless otherwise provided by law, or any member calls for a roll call vote. An ordinance shall become effective upon adoption or upon a date fixed by the governing body.

C. All ordinances or resolutions heretofore adopted by a governing body shall be deemed to have been validly adopted, unless some provision of the Constitution of Virginia or the Constitution of the United States has been violated in such adoption.

D. An ordinance may be amended or repealed in the same manner, or by the same procedure, in which, or by which, ordinances are adopted.

E. An amendment or repeal of an ordinance shall be in the form of an ordinance which shall become effective upon adoption or upon a date fixed by the governing body, but, if no effective date is specified, then such ordinance shall become effective upon adoption.

F. In counties, except as otherwise authorized by law, no ordinance shall be passed until after descriptive notice of an intention to propose the ordinance for passage has been published once a week for two successive weeks prior to its passage in a newspaper having a general circulation in the county. The second publication shall not be sooner than one calendar week after the first publication. The publication shall include a statement either that the publication contains the full text of the ordinance or that a copy of the full text of the ordinance is on file in the clerk's office of the circuit court of the county or in the office of the county administrator; or in the case of any county organized under the form of government set out in Chapter 5, 7 or 8 of this title, a statement that a copy of the full text of the ordinance is on file in the office of the clerk of the county board. Even if the publication contains the full text of the ordinance, a complete copy shall be available for public inspection in the offices named herein.

In counties, emergency ordinances may be adopted without prior notice; however, no such ordinance shall be enforced for more than sixty days unless readopted in conformity with the provisions of this Code.

G. In towns, no tax shall be imposed except by a two-thirds vote of the council members.

Code 1950, §§ 15-8, 15-10; 1950, p. 113; 1954, c. 529; 1956, cc. 218, 664; 1956, Ex. Sess., c. 40; 1958, cc. 190, 279; 1960, c. 606; 1962, c. 623, § 15.1-504; 1966, cc. 405, 612; 1968, c. 625; 1970, c. 581; 1972, cc. 41, 837; 1973, c. 380; 1978, c. 235; 1983, c. 11; 1997, c. 587; 1998, c. 823; 2000, c. 895.

Code of Virginia
Title 15.2. Counties, Cities and Towns
Chapter 25. Budgets, Audits and Reports

§ 15.2-2506. Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated.

A brief synopsis of the budget which, except in the case of the school division budget, shall be for informative and fiscal planning purposes only, shall be published once in a newspaper having general circulation in the locality affected, and notice given of one or more public hearings, at least seven days prior to the date set for hearing, at which any citizen of the locality shall have the right to attend and state his views thereon. Any locality not having a newspaper of general circulation may in lieu of the foregoing notice provide for notice by written or printed handbills, posted at such places as it may direct. The hearing shall be held at least seven days prior to the approval of the budget as prescribed in § 15.2-2503. With respect to the school division budget, which shall include the estimated required local match, such hearing shall be held at least seven days prior to the approval of that budget as prescribed in § 22.1-93. With respect to the budget of a constitutional officer, if the proposed budget reduces funding of such officer at a rate greater than the average rate of reduced funding for other agencies appropriated through such locality's general fund, exclusive of the school division, the locality shall give written notice to such constitutional officer at least 14 days prior to adoption of the budget. If a constitutional officer determines that the proposed budget cuts would impair the performance of his statutory duties, such constitutional officer shall make a written objection to the local governing body within seven days after receipt of the written notice and shall deliver a copy of such objection to the Compensation Board. The local governing body shall consider the written objection of such constitutional officer. The governing body may adjourn such hearing from time to time. The fact of such notice and hearing shall be entered of record in the minute book.

In no event, including school division budgets, shall such preparation, publication and approval be deemed to be an appropriation. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an annual, semiannual, quarterly or monthly appropriation for such contemplated expenditure by the governing body, except funds appropriated in a county having adopted the county executive form of government, outstanding grants may be carried over for one year without being reappropriated.

Code 1950, § 15-577; 1956, Ex. Sess., c. 67; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-162; 1976, c. 762; 1978, cc. 126, 551; 1984, c. 485; 1997, c. 587; 2009, c. 280; 2014, cc. 360, 589.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Public Hearing, pursuant to Virginia Code §15.2-2507 to hear citizen input on proposed amendments to the county budget for fiscal year 2017 **SUBJECT/PROPOSAL/REQUEST:** Public Hearing to hear citizen input on amendments to the 2017 budget. This public hearing is necessary because amendments to the 2017 budget exceeded 1% of the fiscal budget **STAFF CONTACT(S):** **Monday, VanDerHyde**	**AGENDA DATE:** 9-06-16 **ACTION:** Yes **CONSENT AGENDA:** **ACTION:** **ATTACHMENTS:** Public Hearing Advertisement Animal Shelter Construction-8-16-16 Meeting Carryover Request List Pittsylvania County School Board Carryover Request **REVIEWED BY:** GM	**ITEM NUMBER:** 9 **INFORMATION:** **INFORMATION:**

BACKGROUND:

The Code of Virginia states in Section 15.2-2507 that "Any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget as prescribed by section 15.2-2504. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a newspaper having general circulation in that locality at least seven days prior to the meeting date." An advertisement of this amendment appeared in the Star Tribune on August 24, 2016, which satisfies the 7 day requirement.

DISCUSSION:

Attached is a copy of the advertisement that ran in the Star Tribune. Also attached is a list of carryovers and other budget amendments for FY 2017. Other items covered in this public hearing include a total $103,271.90 to increase the employer's share of health insurance coverage for County employees as well as a total of $3,243,000 to construct a new animal shelter on Highway 29.

RECOMMENDATIONS:

a.) At the 8-16-16 adjourned meeting, the Board of Supervisors was asked to consider appropriating a total of $103,271.90 to increase the employer's share of health insurance coverage for County employees for the upcoming plan year. A MOTION CAME FROM THE FINANCE COMMITTEE WHICH DID NOT REQUIRE A SECOND AND HAS NOW MET THE 10-DAY LAYOVER REQUIREMENT. THIS ITEM REQUIRES A ROLL CALL VOTE.

b.) At the 8-16-16 adjourned meeting, the Board of Supervisors was asked to consider appropriating a total of $3,243,000.00 for the construction of a new animal shelter to be located on Highway 29. This amount includes the base amount of $3,149,000 plus alternate #2 in the amount of $83,000 and alternate #5 in the amount of $11,000. A MOTION WAS MADE BY MR. BLACKSTOCK AND SECONDED BY MR. DAVIS AND HAS NOW MET THE 10-DAY LAYOVER REQUIREMENT. THIS ITEM REQUIRES A ROLL CALL VOTE.

c.) At the 8-16-16 adjourned meeting, the Board of Supervisors was asked to consider reappropriating 2016 carryover balances to the 2017 budget. Tonight's public hearing was set to consider citizen input on these items. These items were separated into two categories: encumbered amounts and discretionary amounts. Encumbered amounts are funds that are necessary to cover items that were purchased at year-end but were not received until the new fiscal year. It also includes funds that were collected during the year for specific programs. Discretionary amounts are funds that were requested by departments for a specific purpose for the FY 2017 budget year. Staff recommends that the board reapporpriate a total of $676,930.17 in encumbered carryover amounts. The discretionary items will be discussed at the Board meeting and a recommendation will be presented at that time since, as of the printing of the board packet, the County Administrator was waiting for information concerning the Sheriff's request totaling $200,000 for part-time salaries. THIS ITEM DOES REQUIRE A MOTION AND A SECOND. SINCE THIS AMOUNT WAS INCLUDED IN THE PUBLIC HEARING IT DOES NOT REQUIRE A 10-DAY LAYOVER BUT DOES REQUIRE A ROLL CALL VOTE.

d.) At the 8-16-16 adjourned meeting, the Board of Supervisors was asked to consider reappropriating $2,956,004.88 of School Board carryover requests to the 2017 budget. Tonight's public hearing was set to consider citizen input on these items. A letter from Dr. Mark Jones is included in the Board packet with a detailed list of their carryover request. Staff recommends that $2,956,004.88 be appropriated to the School Board's FY 2017 budget. THIS ITEM DOES REQUIRE A MOTION AND A SECOND. SINCE THIS AMOUNT WAS INCLUDED IN THE PUBLIC HEARING IT DOES NOT REQUIRE A 10-DAY LAYOVER BUT DOES REQUIRE A ROLL CALL VOTE.

NOTICE OF PUBLIC HEARING

Pursuant to Virginia Code §15.2-2507, the Board of Supervisors of Pittsylvania County will hold a public hearing in the General District Courtroom in the Edwin R. Shields Courthouse Addition in Chatham, Virginia on Tuesday, September 6, 2016 at 7:00 p.m. to hear citizen input on proposed amendments to the county budget for fiscal year 2017. A complete copy of the proposed amendments to the county budget is available for public examination at the County Administrator's Office, 1 Center Street, Chatham, Virginia, Monday through Friday, 8:00 a.m. to 5:00 p.m. and on the County's website at www.pittsylvaniacountyva.gov.

	Proposed Budget Amendments 2016-2017
REVENUES	
Current Budgeted Revenues	$ 175,800,032.00
School Carryovers	2,956,004.88
County Carryovers	1,298,917.00
Unassigned Fund Balance	3,346,271.90
Proposed Amended Revenues	**$ 183,401,225.78**
EXPENDITURES	
Current Budgeted Expenditures	$ 175,800,032.00
School Operating Budget	2,956,004.88
County Operating Budget	1,298,917.00
Animal Shelter Construction	3,243,000.00
Health Insurance Employer Contribution	103,271.90
Proposed Amended Expenditures	**$ 183,401,225.78**

Pittsylvania County
FY 2017 Budget Adjustments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Amount
SCHOOL CARRYOVERS:					
PBIS Grant	10,693.68	Grant Funds-Remained Unspent at 6/30	School Operating Fund	205	10,693.68
VA Cyber Grant	17,963.77	Grant Funds-Remained Unspent at 6/30	School Operating Fund	205	17,963.77
United Way Grant-Book Buddies	618.33	Local Grant Funds-Remained Unspent at 6/30	School Operating Fund	205	618.33
Danville Regional Foundation Grant-Superintendent	24,682.27	Local Grant Funds-Remained Unspent at 6/30	School Operating Fund	205	24,682.27
Danville Regional Foundation Grant-Superintendent	142,082.45	Local Grant Funds-Remained Unspent at 6/30	School Operating Fund	205	142,082.45
Virginia Preschool Program	158,905.67	State Funds-Remained Unspent at 6/30	School Operating Fund	205	158,905.67
Textbooks	1,309,475.46	State Funds-Remained Unspent at 6/30	School Operating Fund	205	1,309,475.46
On-going Contracted Maintenance Projects	579,291.25	State Funds-Remained Unspent at 6/30-Emcumbered projects	School Operating Fund	205	579,291.25
Compensation Study	42,500.00	State Funds-Remained Unspent at 6/30-Emcumbered projects	School Operating Fund	205	42,500.00
Employer Share Health Insurance	319,800.00	State Funds-Remained Unspent at 6/30	School Operating Fund	205	319,800.00
BOS approved FY 16-17 Operating Expenses	349,992.00	Local Funds-Remained Unspent at 6/30	School Operating Fund	205	349,992.00
TOTAL SCHOOL CARRYOVER	**2,956,004.88**		**TOTAL SCHOOL CARRYOVER**		**2,956,004.88**
COUNTY CARRYOVERS:					
ENCUMBERED CARRYOVERS:					
Treasurer	17,604.00	Attached is an e-mail from the Treasurer requesting a carryover of funds for legal services of TACS	Legal Services	100-4-012410-3150	17,604.00
Registrar	6,609.56	Ordered products were not received by year-end	Capital Outlay-Equipment	100-4-013100-8102	6,609.56
Sheriff	2,506.07	Carryover of Donations for Halloween	Halloween-Contributions	100-4-031200-5878	2,506.07
Sheriff	4,664.53	Carryover of Donations for National Night Out	National Night Out	100-4-031200-5880	4,664.53

Pittsylvania County
FY 2017 Budget Adjustments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Amount
Sheriff	2,983.91	Carryover of Donations for Project Lifesaver Expenses	Project Lifesaver Expenses	100-4-031200-5882	2,983.91
Sheriff	14,230.19	Carryover of Donations for the Dare Program	DARE Supplies	100-4-031200-6002	14,230.19
Sheriff	1,389.20	Ordered products were not received by year-end	Police Supplies	100-4-031200-6010	1,389.20
Fire & Rescue	15,428.00	Fire & Rescue Insurance experienced an increase for FY 2017. Carryover is required to have sufficient funds to cover this increase	Vehicle Insurance	100-4-032200-5305	15,428.00
Fire & Rescue	23,639.00	Training that began before year-end	Training & Safety	100-4-032200-5540	23,639.00
Fire & Rescue	70,000.00	Ordered products were not received by year-end	Fire/Rescue Vehicle Program	100-4-032200-5660	70,000.00
Fire & Rescue	51,536.57	See Attached documentation	Fire/Rescue Capital Contributions	100-4-032200-5661	51,536.57
Fire & Rescue	1,020.74	United Way Contributions to Fire and Rescue Agencies	United Way Contribution	100-4-032200-5667	1,020.74
Fire & Rescue	3,540.96	Ordered products were not received by year-end	Vehicle Supplies	100-4-032200-6009	3,540.96
Fire & Rescue	6,000.00	Emergency Vehicle Repair for Mt. Cross VFD	Vehicle Supplies	100-4-032200-6009	6,000.00
Animal Control	465.98	Carryover of Animal Control Donations	Animal Control Donations	100-4-035100-5883	465.98
Building & Grounds	4,776.50	Ordered products were not received by year-end	Svc Contract-Office Equipment	100-4-043100-3320	4,776.50
Building & Grounds	5,424.00	Ordered products were not received by year-end	Road Sign Material	100-4-043100-6048	5,424.00
Animal Control	722.81	Ordered products were not received by year-end	Uniforms	100-4-035100-6011	722.81

Pittsylvania County
FY 2017 Budget Adjustments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Amount
Recreation	139,396.25	Grants Local Match for the Park Project-not complete by 6/30	Grants Local Match	100-4-071100-8109	139,396.25
Local Emergency Planning Commission	758.26	Carryover Funds for the Local Emergency Planning Commission	Local Emergency Planning Commission	100-4-081200-5679	758.26
Pittsylvania County Youth Commission	321.91	Carryover Funds for the Pittsylvania County Youth Commission-Donations	Pittsylvania County Youth Commission	100-4-081200-5696	321.91
Health Insurance Contribution	15,000.00	Carryover Funds to fund a 1 time only contribution of $500 for each employee choosing the new HSA (high deductible plan)	BCBS-County Share	100-4-091200-2300	15,000.00
Landfill	288,911.73	Carryover Funds for on-going Capital projects in previously housed in the Landfill Fund. Requires a contribution from the General Fund to the Capital Improvements Fund	Compactor Site Improvement -Paving ($177,708.82) Gas Well Installation ($20,500) Landfill Closure ($90,702.91)	310-4-094110-8133 ($177,708.82) 310-4-094110-8137 ($20,500) 310-4-094120-8139 ($90,702.91)	288,911.73
TOTAL ENCUMBERED	**676,930.17**		**TOTAL ENCUMBERED CARRYOVERS**		**676,930.17**

Pittsylvania County
FY 2017 Budget Adjustments

Department	Amount	Reason for Addition	Line Item Description	Account Number	Amount
DISCRETIONARY CARRYOVERS:					
Human Resources	24,557.00	Attached is an e-mail to request carryover funds to help fund various HR professional services in FY 2017	Professional Services	100-4-012220-3163	24,557.00
Treasurer	25,715.00	Attached is a letter from the Commissioner requesting carryover monies to upgrade Keystone Financial Management System	Financial Mgt System	310-4-094100-8118	25,715.00
Commissioner of Revenue	21,085.00	Attached is a letter from the Commissioner requesting carryover monies to upgrade Keystone Financial Management System	Financial Mgt System	310-4-094100-8118	21,085.00
Sheriff's Office	154,458.08	Attached is a letter from the Sheriff requesting to carryover funds for Sheriff Department needs in the FY 2017 budget	Moses Building Ren. ($48,458.08) Overtime ($15,000) Subsistence & Lodging ($6,000) Furniture & Fixtures ($10,000) Vehicle Supplies ($4,000) Police Supplies ($15,000) Canine Program ($4,000) Capital Outlay Vehicles ($52,000)	310-4-095150-818127 ($48,458.08) 100-4-031200-1200 ($15,000) 100-4-031200-5530 ($6,000) 100-4-031200-6003 ($10,000) 100-4-031200-6009 ($4,000) 100-4-031200-6010 ($15,000) 100-4-031200-6045 ($4,000) 100-4-031200-8105 ($52,000)	154,458.08
Fire & Rescue	38,171.75	See Attached Request	Capital Outlay Vehicle	100-4-032200-8105	38,171.75
Jail	283,000.00	Attached is a letter from the Sheriff requesting to carryover funds for Jail needs in the FY 2017 budget	Part-time Salaries ($200,000) Capital Outlay Vehicles ($83,000)	100-4-031200-1300 ($200,000) 100-4-033100-8105 ($83,000)	283,000.00
Economic Development	75,000.00	Attached is an e-mail request to carryover funds for Economic Development needs in the FY 2017 budget	Professional Services ($30,000) Travel ($20,000) Prospect Visits ($10,000) Marketing ($15,000)	100-4-082510-3163 ($30,000) 100-4-082510-5500 ($20,000) 100-4-082510-5560 ($10,000) 100-4-082510-5656 ($15,000)	75,000.00
TOTAL DISCRETIONARY	**621,986.83**		**TOTAL DISCRETIONARY CARRYOVERS**		**621,986.83**
	1,298,917.00		**TOTAL COUNTY CARRYOVER APPROPRIATION**		**1,298,917.00**
TOTAL ALL 2017 BUDGET ADJUSTMENTS	**4,254,921.88**		**GRAND TOTAL-2017 ADJUSTMENTS**		**4,254,921.88**

PITTSYLVANIA COUNTY SCHOOLS
P.O. Box 232 • 39 Bank Street S.E. • Chatham, Virginia 24531

Dr. Mark R. Jones
Division Superintendent

July 19, 2016

Clarence C. Monday, County Administrator
Pittsylvania County Board of Supervisors
P. O. Box 426
Chatham, VA 24531

Mr. Monday:

Attached please find the June 30, 2016 Year End Financial Statement for Pittsylvania County Schools. The School Board asks that the Board of Supervisors approve the designated carryovers and amend and appropriate the FY 2016-2017 budget by this amount.

Thank you for your attention on this matter.

Sincerely,

Mark R. Jones

Dr. Mark R. Jones
Division Superintendent

TELEPHONE NUMBERS: (434) 432-2761 • (434) 793-1624 (Danville) • (434) 656-6248 (Gretna) • FAX (434) 432-9560

Pittsylvania County Schools
Revenue, Expenditure and Fund Balance Report
for Fiscal Year Ending June 30, 2016

Revenue	**Budget**	**Actual**	**Balance**
Sales Tax Receipts	$9,638,784.00	$9,656,891.70	-$18,107.70
State Funds	$48,156,835.00	$48,097,161.14	$59,673.86
Federal Funds	$8,278,255.24	$8,033,389.03	$244,866.21
Local Funds	$16,910,298.00	$16,910,298.00	$0.00
Other Funds	$2,758,094.05	$3,038,798.97	-$280,704.92
Totals	**$85,742,266.29**	**$85,736,538.84**	**$5,727.45**
Expenditures			
Instruction	$61,022,882.29	$58,964,965.02	$2,057,917.27
General Support	$3,416,945.76	$3,374,445.76	$42,500.00
Pupil Transportation Services	$6,296,806.89	$6,189,779.08	$107,027.81
Operation & Maintenance Services	$9,007,754.19	$8,253,466.94	$754,287.25
Non-Instructional Operations	$3,439,921.64	$3,439,921.64	$0.00
Facilities	$0.00	$0.00	$0.00
Technology	$2,557,955.52	$2,557,955.52	$0.00
Totals	**$85,742,266.29**	**$82,780,533.96**	**$2,961,732.33**

Total Revenues	**$85,736,538.84**
Less: Total Expenditures	**$82,780,533.96**
Ending Fund (Cash) Balance	**$2,956,004.88**

Less: Designated Carry-Over Funds:

PBIS Grant	**$10,693.68**	***(state grant funds)***
VA Cyber Grant	**$17,963.77**	***(state grant funds)***
United Way Grant - Book Buddies	**$618.33**	***(local grant funds)***
Danville Regional Foundation Grant - Superintendent	**$24,682.27**	***(local grant funds)***
Danville Regional Foundation Grant - Stem Academy	**$142,082.45**	***(local grant funds)***
Virginia Preschool Program	**$158,905.67**	***(state funds)***
Textbooks	**$1,309,475.46**	***(state/local funds)***
On-going Contracted Maintenance Projects	**$579,291.25**	***(state funds)***
Compensation Study	**$42,500.00**	***(state funds)***
Employer Share Health Insurance	**$319,800.00**	***(state funds)***
BOS approved FY 16-17 Operating Expenses	**$349,992.00**	***(local funds)***
	$2,956,004.88	

**(Roofing, Paving, Painting, Flooring, Water System, KES bathroom/storage)*

Non-Designated Fund (Cash) Balance $0.00

Superintendent's Memo #130-16

COMMONWEALTH of VIRGINIA
Department of Education

May 27, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: State Direct Aid to Public Education Funds Permitted to be Carried Forward from Fiscal Year 2016 to Fiscal Year 2017

Section 22.1-100, *Code of Virginia*, requires school divisions to return unexpended state funds to the Commonwealth at the close of each fiscal year. Chapter 732, 2016 Acts of Assembly (i.e., 2016 Amendments to the 2015 Appropriation Act) overrides the Code and permits school divisions that have met required local effort and required local match for fiscal year 2016 to carry forward to fiscal year 2017 any remaining state fund balances that are unexpended as of June 30, 2016. Specifically, the appropriation act language (Item 136 B.24.b.) for fiscal year 2016 reads as follows:

> *"Any locality that has met its required local effort for the Standards of Quality accounts for FY 2016 and that has met its required local match for incentive or Lottery-funded programs in which the locality elected to participate in FY 2016 may carry over into FY 2017 any remaining state Direct Aid to Public Education fund balances available to help minimize any FY 2017 revenue adjustments that may occur in state funding to that locality. Localities electing to carry forward such unspent state funds must appropriate the funds to the school division for expenditure in FY 2017."*

This language permits school divisions to use carry forward funds to address any revenue shortfall related adjustments in state funding to the locality, regardless of the original purpose of such funds. The adopted language requires the state carry forward funds to be reappropriated by the local governing body to the school division's budget for fiscal year 2017.

This provision does not alter the existing requirement that school divisions must spend the fiscal year 2016 required local effort and required local match amounts before the end of fiscal year 2016, which ends on June 30, 2016.

Chapter 732 also encourages certain local funds to be carried over into fiscal year 2017 pursuant to the following language (Item 136 B.25.):

> *"Localities are encouraged to allow school boards to carry over any unspent local allocations into the next fiscal year."*

To be eligible to carry forward any local fund balances from fiscal year 2016 to fiscal year 2017, school divisions must meet their required local effort and required local match expenditure obligations in fiscal year 2016.

Chapter 732 provides separate carry forward authority (Item 136 C.5.f.4) for the Textbooks account, which reads as follows:

> *"Any funds provided to school divisions for textbook costs that are unexpended as of June 30, 2015, or June 30, 2016, shall be carried on the books of the locality to be appropriated to the school division the following year to be used for same purpose. School divisions are permitted to carry forward any remaining balance of textbook funds until the funds are expensed for a qualifying purpose."*

A school division must first meet all required local effort and required local match obligations in the current fiscal year prior to carrying forward any portion of its state or local funds for Textbooks to the next fiscal year. If a division meets these requirements without spending all or a portion of its local matching funds for Textbooks (i.e., they meet their required local effort and required local match for all other required accounts), then the division is permitted to carry forward both the state and local shares of Textbooks funding.

Chapter 780 (i.e., 2016 Appropriation Act for the 2016-2018 biennium) contains the same language as Chapter 732, allowing the same carry forward of funds from fiscal year 2017 to fiscal year 2018 and from fiscal year 2018 to fiscal year 2019.

If you have any questions regarding this information, please contact Kent Dickey, deputy superintendent for finance and operations, or budget office staff at (804) 225-2025.

SRS/dtm

OFFICE OF
COMMISSIONER OF THE REVENUE
PITTSYLVANIA COUNTY
P. O. BOX 272
CHATHAM, VIRGINIA 24531

Shirley Yeatts Hammock
Commissioner

(434) 432-7940
(434) 656-6211
FAX (434) 432-7957
shirley.hammock@pittgov.org

May 25, 2016

Mr. Clarence Monday
Pittsylvania County Administrator
PO Box 426
Chatham, VA 24531

RE: WEB PAAS & KEYNET PAYMENT PORTAL

Dear Mr. Monday:

The Treasurer and Commissioner of the Revenue offices have received a quote from Keystone Information Systems to install Web Paas and KeyNet Payment Portal modules to our present system. The quote as attached shows a total cost of $40,500 and annual maintenance of $8,400. Breakdown by office is detailed on the attached quote.

These modules will enhance the offices' capabilities to provide the taxpayers of Pittsylvania County with additional services they presently do not have. Web Paas will provide access to all assessment data on a dynamic basis which will include sales data, current and past tax bills, as well as other information. Keystone has agreed also to link this file to our current GIS data which will allow the user to transition from Web Paas to our GIS site. KeyNet Payment Portal will allow taxpayers the ability to pay their tax bills online while updating the system automatically without having to pay a "convenience" fee which is assessed by our current online payment provider.

It is our desire and request to be able to install these modules in the coming months. We are requesting approval from the Board of Supervisors to carry over any and all additional funds we might have in the current budget year in order to fulfill this much needed enhancement to our present software.

Thank you in advance for your consideration in this matter. If you would like to meet and discuss further, please feel free to contact us.

Regards,

Shirley Y. Hammock
Shirley Y. Hammock
Commissioner of the Revenue

Vincent E. Shorter
Vincent E. Shorter
Treasurer

CC: Kim VanDerHyde, Finance Director

Enclosures

KEYSTONE
Information Systems

QUOTATION

To: Mr. Vincent Shorter
Pittsylvania County
21 North Main Street
Chatham, VA 24531-3113

From: Michael J. Liggera
Keystone Information Systems
1000 Lenola Road
Maple Shade, NJ 08052
mikel@keyinfosys.com
Phone: 856-722-0700

Re: ***KeyNet Payment Portal and Web PAAS***

Date	Salesperson	Customer Order #	Quote valid for 90 days	Quote #
3/10/2016	Liggera			143578

Qty	Description	Unit Price	Amount	Annual Maintenance
	U2 Web DE software for KeyNet (web-based) software			
	***NO CHARGE** - this software was already purchased when the County purchased KeyNet Employee Portal and KeyNet Financials. The KeyNet Payment Portal makes use of the U2 Web DE software, but no additional charges or license are required.*			
		SUBTOTAL:	$ -	
	KeyNet Payment Portal			
1	**KeyNet Payment Portal license fee.** Provides taxpayers with the ability to pay tax bills, permits, and other items online, updating Keystone's system automatically. Includes up to 40 hours of implementation and training services.	$ 27,500	$ 27,500	$ 5,775
1	***Special 20% bundled discount on license fee and annual maintenance charges***	*$ (5,500)*	*$ (5,500)*	*$ (1,155)*
1	**Round-trip travel fee for on-site implementation/training.**	$ 250	$ 250	
	Travel expenses to be billed separately as incurred.			
		SUBTOTAL:	$ 22,250	$ 4,620
	Web PAAS			
1	**Web PAAS (full version, including assessment data) license fee.** Provides up-to-date, searchable access to comprehensive property data, including: * Real estate values * Current and past tax bills (including original and current amounts due, plus levies, penalties, interest and discounts) * Building sketches * Property record cards Includes up to 30 hours of implementation/training services.	$ 22,500	$ 22,500	$ 4,725
1	***Special 20% bundled discount on license fee and annual maintenance charges***	*$ (4,500)*	*$ (4,500)*	*$ (945)*
1	**Round-trip travel fee for on-site implementation/training.**	$ 250	$ 250	
	Travel expenses to be billed separately as incurred.			
		SUBTOTAL:	$ 18,250	$ 3,780
		TOTAL:	$ 40,500	$ 8,400

Signature below is Customer / Buyer's Acceptance and order to proceed with the purchase, delivery and required payment for above quoted products and services. Unless otherwise stipulated by Keystone, order of products and services proposed herein will constitute agreement that same will be added to the Agreement for Purchase of Software Licenses and Associated Services executed between Keystone Information Systems, Inc. and Pittsylvania County Government on June 22, 1999 and License Service Terms and Conditions agreed upon through the most recent annual renewal on July 1, 2015.

With an Authorized Signature, this document will serve as an order.

Signature _____ Date _____

Print Name and Title _____

Shirley Hammock

From: Michael Liggera <mikel@keyinfosys.com>
Sent: Thursday, May 19, 2016 4:49 PM
To: Shirley Hammock
Cc: Judd Van Dervort, Jr; Carol Davis; Jarona Twine; Vincent E. Shorter
Subject: RE: Web PAAS

Hi Shirley,

Although it is not being displayed at Edgecombe, we do have sales history information available in Web PAAS. It will not b problem (nor additional charge) to add sales data when we implement at Pittsylvania County.

With regard to your tax maps, we can build a link in Web PAAS that links to the parcel as it already exists on your mapping system. In other words, a user would search for the parcel in Web PAAS, and then click on a link that takes him/her to the parcel on your existing mapping system's website. Distinct from Geo PAAS, we refer to this feature as our "mapping interface." We would be happy to include this feature (which we typically do charge a small amount for) at no charge, sho the County approve this quote.

Thanks, Mike

Michael J. Liggera | Vice President, Client Services | Keystone Information Systems, Inc. | 856-722-0700 | mikel@keyinfosys.com

From: Shirley Hammock [mailto:Shirley.Hammock@pittgov.org]
Sent: Thursday, May 19, 2016 1:10 PM
To: Michael Liggera <mikel@keyinfosys.com>
Cc: Judd Van Dervort, Jr <nij@keyinfosys.com>; Carol Davis <cwd@keyinfosys.com>; Jarona Twine <jbc@keyinfosys.com>; Vincent E. Shorter <Vincent.Shorter@pittgov.org>
Subject: Web PAAS

Mr. Shorter talked to me in regards to the recent quote he received for KeyNet Payment Portal/Web Paas installation and support. He wants me to join him in an effort to budget for this in the coming fiscal year. I have reviewed it on Edgecomb, N website and while I see some caveats to having this link on our website, I am not sure it warrants the cost and maintenance. One of the questions we get all the time is sales information on parcels. I would like to ask if there would be a way to add a link to the sales history screen TA0314 as a way to supply this information to inquiries. I realize without GeoPA the link to tax maps is not going to work. I have spoken to GIS coordinator Terry Whitt and says we are not at the point that are ready to make the transition, however he does concur somewhere in the future there will be a need to explore different v to update parcel tax maps.

I would like to see if Keystone would be willing to consider linking the sales history screen somehow to WebPaas before mal a final decision to request the money from the county.

Your prompt attention is greatly appreciated.

Shirley

Shirley Hammock
Commissioner of the Revenue
Commissioner of the Revenue

Tel. (434) 432-7942
Fax. (434) 432-7957
Shirley.Hammock@pittgov.org
www.pittsylvaniacountyva.gov/cor.htm

The Office of the Sheriff
Pittsylvania County

Phone (434) 432-7800 or (434) 656-6211 Fax (434) 432-7823
Email - pcso@pittgov.org Website - www.pittsylvaniasheriff.org

Michael W. Taylor
Sheriff

P.O Box 407
Chatham, VA 24531

July 28, 2016

Kim Van Der Hyde, Director of Finance
County of Pittsylvania
P.O. Box 426
Chatham, VA 24531
Via: email

Re: Fiscal Year End Balance 2015-2016

Dear Kim:

Please accept this as my request to carryover from our 2015-2016 year's end balance to the 2016-2017 appropriations for the identified line items referenced below:

SHERIFF'S OFFICE

1) Moses Building Line Item 310-4-094150-818127: $75,000 (to cover the deficit of $26,541.92 and the remainder to go towards the Remodeling and Security Upgrades).
2) Vehicle Supplies Line Item 100-4-031200-600900: $4,000 (to cover the costs of vehicle supplies, as our older vehicles are requiring more repairs).
3) Subsistence & Lodging Line Item 100-4-031200-553000: $6,000 (We requested an increase in our Training and Education Line Item in the Budget. These funds will be needed for meals and lodging while traveling).
4) Police Supplies Line Item 100-4-031200-601000: $15,000 (to ensure that officers have up-to-date equipment and resources).
5) Capital Outlay-Vehicles Line Item 100-4-031200-810500: $52,000 (to assist in the purchase of new vehicles to replace those old, high mileage vehicles, and those that are out-of-service. These funds will also go towards the communication equipment and installation in the new vehicles).
6) Furniture & Fixtures Line Item: 100-4-031200-600300: $10,000
7) Canine Line Item 100-4-031200-604500: $4,000
8) Overtime Line Item 100-4-031200-120000: $15,000 (to cover the overtime wages deputies have been required to work).

JAIL

9) Capital Outlay-Vehicles Line Item 100-4-033100-810500: $83,000 (to assist in the purchase of new transport vehicles)
10) We request to transfer $200,000 from the Jail Carryover to the Sheriff's Office Part-Time Salaries and Wages Line Item 100-4-031200-130000 to cover the salaries for the new Courthouse Security

I respectfully appeal to the Board of Supervisors to consider this request. If the Finance Committee would like to discuss this request I will gladly schedule a time. With kindest regards I remain,

Very truly yours,

Michael W. Taylor
Sheriff

Cc: The Honorable Elton W. Blackstock, Chairman of the Finance Committee
Clarence Monday, County Administrator

MWT/no

Kim Van Der Hyde

From: Matthew Rowe
Sent: Friday, July 22, 2016 2:57 PM
To: Kim Van Der Hyde
Subject: RE: 2016 Carryover

Kim:

I would like to request a carryover in the following amounts for the following items:

Professional Services - $30,000 (funds to be used for County's portion of Lohr contract – to be finalized)
Marketing - $15,000 (funds to be used for continued web content development and site flyers)
Travel - $20,000 (will likely have to travel back to England to meet with a Company; will be at the IMTS in Chicago for a RIFA project announcement; may need to travel to Israel to meet with a Company that is trying to announce this fall/winter)
Prospect Entertaining - $10,000 (given high volume of prospects, this item is greatly needed to pay for business lunches and accommodations for "real" prospects).

Thanks.

Matt

From: Kim Van Der Hyde
Sent: Friday, July 22, 2016 2:08 PM
To: Matthew Rowe <Matthew.Rowe@pittgov.org>
Subject: 2016 Carryover

Hi Matt,

It is my understanding that you wish to carryover funds from FY 2016 to FY 2017. At 6-30-16, you had a remaining budget balance of $76,682.21. Can you let me know how much of this balance you would like to carryover and for what purpose(s)? Mr. Monday said that he hopes that you will ask for round figures with specific purposes in mind. I will need this breakdown sometime early next week in order to have sufficient time to prepare documents for the 8-01-16 board meeting. Let me know if you have any questions. Thanks!

Kim Van Der Hyde
Director of Finance
Finance

Tel. (434) 432-7742
Fax. (434) 432-7746
Kim.Vanderhyde@pittgov.org
www.pittsylvaniacountyva.gov

PITTSYLVANIA COUNTY
VIRGINIA

1 Center Street
P.O. Box 426
Chatham, VA
24531

Any e-mail or other correspondence sent to a member of the Board of Supervisors, or any other public official and/or employee of Pittsylvania County, Virginia (the "County"), in the transaction of public business, is considered a public record, and such records are subject to the Virginia Freedom of Information Act ("VA

Kim Van Der Hyde

From: Dean Fowler <deanfowler02@yahoo.com>
Sent: Friday, July 29, 2016 9:06 AM
To: Kim Van Der Hyde
Subject: Re: Backup documents for Vehicle Carryover

Kim I would like to request that we be allowed to carryover $38,171.75 from last years budget to help get this truck in service as well as equipping it. We will probably wind up with between a hundred and fifty to two hundred thousand dollars worth of equipment on this truck over time.

On Thursday, July 28, 2016 2:25 PM, Kim Van Der Hyde <Kim.Vanderhyde@pittgov.org> wrote:

Hi Dean,

Can you send me a request to carryover the remaining $38,171.75 to the rescue vehicle? It would be helpful to include what you anticipate the cost of up-fitting the vehicle will cost. Thanks!

Kim Van Der Hyde
Director of Finance
Finance

PITTSYLVANIA COUNTY
VIRGINIA

Tel. (434) 432-7742
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Kim.Vanderhyde@pittgov.org
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NEW BUSINESS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Expenditure Refunds for August 2016-*Requires a motion and a 10-day layover.*	**AGENDA DATE:** 9-06-16	**ITEM NUMBER:** 10
	ACTION: Yes	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Budget Amendment for expenditure refunds	**CONSENT AGENDA:** **ACTION:**	**INFORMATION:**
	ATTACHMENTS: Expenditures Refunds Memo	
STAFF CONTACT(S): **Monday, VanDerHyde**	**REVIEWED BY:** GMS	

BACKGROUND:

DISCUSSION:
Attached is a list of expenditure refunds for the month of August 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 $64,133.91 as follows: $400.80 to Treausrer-Legal Services (100-4-012410-3150), $100.00 to Clerk of Court-Copier Lease (100-4-021600-60051), $100.00 to Sheriff-Undercover Work (100-4-031200-6024), $1,185.38 to Sheriff-Parts (100-4-031200-6030), $217.80 to Sheriff-Labor (100-4-031200-6031), $50.00 to Jail-Food Supplies (100-4-033100-6002), $10,336.38 to B&G-Repairs & Maintenance (100-4-043100-3320), $4,495.00 to CSA-Pool Program (100-4-053500-7003), $150.00 to Recreation-Field Maintenance (100-4-071100-6006), $175.00 to Ag Development-Farmer's Market (100-4-082500-6014), $30,614.18 to WIA-Rent (251-4-353853-6014), $16,309.37 to Building & Grounds Improvements (310-4-094130-8158). THIS ITEM REQUIRES A MOTION AND A 10-DAY LAYOVER.

PITTSYLVANIA COUNTY
VIRGINIA

Finance Department
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Chatham, Virginia 24531

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

MEMO TO: Clarence C. Monday
County Administrator

FROM: Kim Van Der Hyde
Finance Director

SUBJECT: August Expenditure Refunds

DATE: August 31, 2016

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

100-4-012410-3150	**Treasurer-Legal Services** Funds Received from a Tax Sale	400.80
100-4-021600-60051	**Clerk of Court-Copier Lease** Reimbursement	100.00
100-4-031200-6024	**Sheriff-Undercover Work** Restitution	100.00
100-4-031200-6030	**Sheriff-Parts** Insurance Claim	1,185.38
100-4-031200-6031	**Sheriff-Labor** Insurance Claim	217.80
100-4-033100-6002	**Jail-Food** Reimbursement	50.00
100-4-043100-3320	**B&G-Repairs & Maintenance** United Way Contributions 100-3-000000-189912	10,336.38
100-4-053500-7003	**CSA-Pool Program** Overpayment	4,495.00
100-4-071100-6006	**Recreation-Field Maintenance** Insurance Claim	150.00

100-4-082500-6014	**Ag Development-Farmer's Market** Vendor Fees (100-3-000000-189918)	175.00
251-4-353853-6014	**WIA-Rent** Rent Payments (251-3-000000-150201)	30,614.18
310-4-094130-8158	**Building & Grounds Imp.**	16,309.37
TOTAL AUGUST EXPENDITURE REFUNDS		**$64,133.91**

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: EMAC Pittsylvania County Code Revision	**AGENDA DATE:** 9/6/16	**ITEM NUMBER:** 11
SUBJECT/PROPOSAL/REQUEST: Authorize Public Hearing	**ACTION:** Yes	
STAFF CONTACT(S): Mr. Monday; Mr. Davis	**ATTACHMENT: (1)** PCC § 31-3.1	
	REVIEWED BY:	

BACKGROUND/DISCUSSION:

At its last meeting, the County's Emergency Medical Advisory Committee ("EMAC") unanimously voted to request a one (1) word change to Pittsylvania County Code ("PCC") § 31-3.1(3)(b)(iii), attached hereto. Said revision that will allow funding distribution to change from **"quarterly" to "monthly."** Under the current PCC ordinance, EMAC funds are withheld for an entire quarter before allowing the agencies to receive its distribution of audited funds from the County Finance Department. Making the proposed PCC change will provide funding on a monthly basis, rather than the present quarter distribution.

RECOMMENDATION:

Staff recommends the BOS authorize the advertisement for a public hearing for the above-proposed revision to PCC § 31-3.1(3)(b)(iii) .

SEC. 31-3.1 SERVICE FEE FOR EMERGENCY AMBULANCE TRANSPORT.

b. EMAC shall generate a bill for ambulance transports and service performed by all ambulances operated by any Participating Agency.

i. All revenues generated by Participating Agencies will be placed in a designated fund within the County Treasury. Revenues in that designated fund will be used only to support and improve the emergency medical services delivery system in Pittsylvania County.

ii. Revenues generated by Participating Agencies are non-supplanting. The Board of Supervisors agrees that it is morally obligated to continue to provide no less than their current level of financial support to the Participating Agencies and the overall Emergency Medical Transport System so long as the agencies continue to provide their regular emergency medical services in the County. The distribution by EMAC of any audited, un-obligated funds from the fee-for service program to the Participating Agencies is in addition to their regular support and in recognition of their participation in the program.

iii. EMAC will distribute on monthly ~~quarterly~~ basis to the respective Participating Agencies a percentage of the internally audited, un-obligated revenues generated by the fee-for-service program. These funds will be prorated based on the number of calls for service answered by the Participating Agencies and will be used to recruit and retain qualified volunteer EMS responders. An additional percentage of revenues generated by the program will be used to support a paid, staffed, back-up system that will provide 24-hour transport/ALS coverage for unanswered calls. Any remaining revenue will be placed in Capital Improvement Fund to be used to enhance the County's overall Emergency Medical Transport System. These distributions, when combined with other regular County financial support will not exceed the respective Participating Agency's cost to provide emergency medical services in Pittsylvania County. The respective distributions shall be made by EMAC based upon its determination of the best interests of the overall Emergency Medical Transport System. (B.S.M, 10-16-12)

iv. Permitted Agencies may ask EMAC to charge a fee-for-service in their primary response area in adjoining localities

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: CPMT Attendance Report CSA Program Audit Report **SUBJECT/PROPOSAL/REQUEST:** CPMT Attendance Report CSA Program Audit Report CSA Coordinator Exit **STAFF CONTACT(S):** Mr. Monday; Ms. Millner	**AGENDA DATE:** 09/06/2016 **ITEM NUMBER:** 12 **ACTION:** **INFORMATION:** **CONSENT AGENDA:** **ACTION:** **INFORMATION:** **ATTACHMENTS:** CPMT Attendance Log CSA Program Audit Report **REVIEWED BY:**

BACKGROUND:
Resolution 2014-10-02: "CPMT members shall attend 75% of regularly scheduled meetings unless mitigating circumstances are approved by the Pittsylvania County Board of Supervisors."

Pittsylvania County CSA Program will be audited on an annual basis in order to ensure compliance with Corrective Action Plan.

DISCUSSION:
Katie Millner, CSA Coordinator, will present the Community Policy Management Team (CPMT) quarterly attendance record.

Katie Millner, CSA Coordinator, will present the CSA Program Audit Final Report and Quality Improvement Plan to the Board of Supervisors. This is the first audit of the Pittsylvania County CSA Program that did not conclude that there were major deficiencies in internal controls.

Katie Millner is resigning from her position as Pittsylvania County CSA Coordinator.

RECOMMENDATION:

CPMT Attendance Record 2016

CPMT Member	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1) Parent Representative												
Kim Van Der Hyde (Member up until June 30, 2016)	PRESENT	X	PRESENT	X	PRESENT	PRESENT						
Jennifer Cooper (Member as of July 1, 2016)							PRESENT	X				
2) Pittsylvania County Schools												
Ann Cassada (Member) (CPMT Chair 07/01/2014 -06/30/2016)	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PHONE	PRESENT				
Robin Haymore (Alternate)	X	X	X	X	X	X	X	X				
3) Pittsylvania County DSS												
Sherry Flanagan (Member)	X	PRESENT	PHONE	PRESENT	X	PRESENT	PRESENT	PRESENT				
Valerie Weir (Alternate as of July 2014)	PRESENT	X	X	X	X	X	X	X				
4) Danville- Pittsylvania Community Services												
James Bebeau (Member)	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT				
Sandy Stevenson (Alternate as of October 2014)	X	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT				
5) Court Services Unit												
Joyce Green (Member as of June 2015)	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT	X				
Jay Gaylor (Alternate as of October 2015)	X	X	X	X	X	X	X	PRESENT				
) Elected Sherriff												
Mike Taylor (Member)	PRESENT	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT	PRESENT				
Donald Motley (Alternate)	X	X	X	X	X	X	X	X				
7) Government Official												
Robert Warren (member)	PRESENT	X	PRESENT	PRESENT	PRESENT	X	PRESENT	PRESENT				
8) Health Department												
9) Private Provider- Arc of Southside												
Tonya Milling (Member)	PRESENT	PRESENT	PHONE	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT				
Monica Karavanic (Alternate)	X	X	X	X	X	X	X	X				

x = absent

****CPMT Alternate attendance only required in CPMT Member is not present****

Resolution 2014-10-02: "CPMT members shall attend 75% of regularly scheduled meetings unless mitigating circumstances are approved by the Pittsylvania County Board of Supervisors."

CHILDREN'S SERVICES ACT

PROGRAM AUDIT

Pittsylvania County

Audit Report No. 02-2016

July 15, 2016

Office of Children's Services

Empowering communities to serve youth

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EXECUTIVE SUMMARY

The Office of Children's Services (OCS) has completed an audit of the Pittsylvania County Children's Services Act (CSA) program. The Pittsylvania County CSA Program provided services and/or funding for 128 youth and families during fiscal year 2015 and 121 through 2nd quarter ending fiscal year 2016. The audit included review and evaluation of management oversight, operational, and fiscal practices. Evidenced by the following achievements, the Community Policy and Management Team (CPMT) responsible for oversight of the CSA program demonstrated that efforts were made to ensure that services were provided to eligible youths and families:

- Reduction in the average length of stay per child in residential setting from 179 to 115 days, as reported for third quarter fiscal years (FY) 2014 and 2015.
- Percentage of youth receiving community based services out of youth receiving all CSA funded services exceeds the statewide target by 25%.
- Percentage of youth with a decrease in the child behavior/emotional needs domain as reported via the Child and Adolescent Needs Strengths (CANS) exceeds the statewide target by 5.1%. Decreases in CANS scores are generally indicative of improved functioning.
- As reported by the CSA Coordinator, there has been 100% parent attendance/participation in Family Assessment and Planning Team (FAPT) meetings over the last year.
- Implementation of quarterly utilization reviews of all CSA funded cases in accordance with the locally adopted utilization review frequency chart.

However, there are additional opportunities to effect quality improvements in other areas of the CSA program. Our audit concluded that there were deficiencies in internal controls that could adversely impact the effective and efficient use of resources and accomplishment of program objectives. The following significant issues were identified:

- Wrap-around funds for students with disabilities allocated in FY 2015 and FY 2016 totaling $41,986 (state and local share) were not effectively utilized.
- Annual training of local CSA stakeholders has not been provided in accordance with locally established policies and procedures.

OCS appreciates the cooperation and assistance provided on behalf of the Pittsylvania County CPMT and other CSA staff. Formal responses from the Pittsylvania County CPMT to the reported audit observations are included in the body of the full report.

Stephanie S. Bacote

Stephanie S. Bacote, CIGA
Program Audit Manager

INTRODUCTION

The Office Children's Services (OCS) has completed a financial/compliance audit of the Pittsylvania County Children's Services Act (CSA) program. The audit was conducted in accordance with generally accepted government auditing standards. The standards require planning and performance of the audit pursuant to stated objectives in order to provide a reasonable basis for audit observations, recommendations, and conclusions. The audit was completed on July 6, 2016 and covered the period January 1, 2015 through December 31, 2015.

The objectives of the audit were to:

- To determine whether adequate internal controls have been established and implemented over CSA expenditures.

- To determine the adequacy of training and technical assistance by assessing local government CSA staff knowledge and proficiency in implementing local CSA programs.

- To assess whether operations have maintained high standards for sound fiscal accountability and ensured responsible use of taxpayer funds by evaluating fiscal activities of local CSA programs.

- To assess the level of coordination among local government CSA stakeholders and efforts to improve CSA performance by evaluating local CSA program's operational and utilization review practices.

- To determine satisfactory implementation of quality improvement plans adopted to address observations reported in prior audits performed by the Auditor of Public Accounts (November, 2010) and the Office of Children's Services (2013-2015)

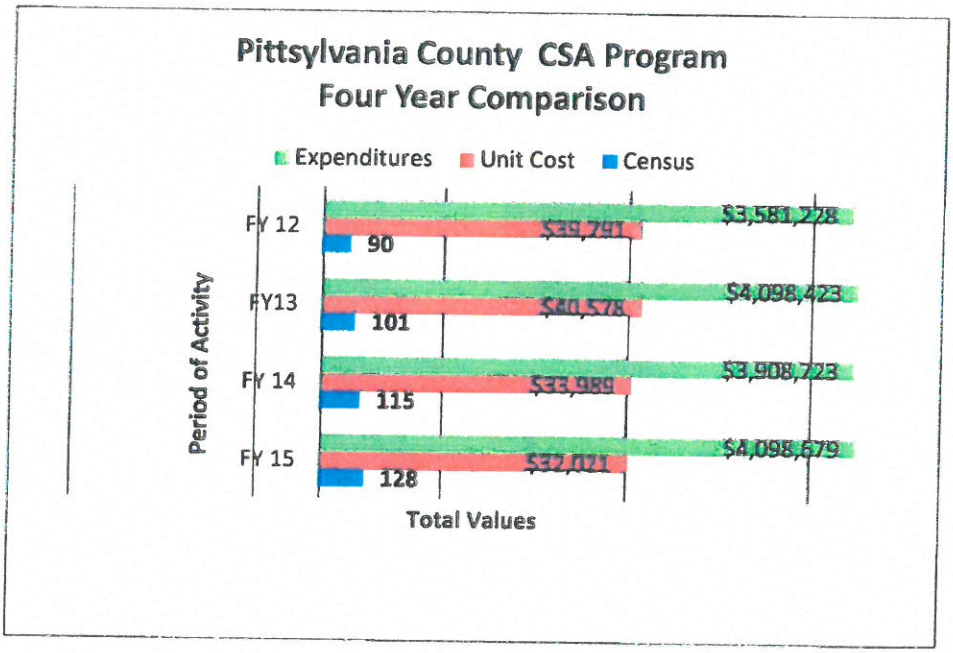
The scope of our audit included all youth and their families who received CSA funded services during the audit period. Audit procedures performed included reviews of relevant laws, policies, procedure, and regulations; interviews with various CSA stakeholders; various tests and examination of records; and other audit procedures deemed necessary to meet the audit objectives.

BACKGROUND

Pittsylvania County is situated in Virginia's south-central Piedmont plateau region. The county encompasses 982 square miles, making it the largest county in the state. According to published estimates by the Weldon Cooper Center for Public Service-University of Virginia, Pittsylvania County has a population estimate of 63,255 as of July 1, 2015. The U.S. Census Bureau, State and County Quick Facts reports the median household income from 2010 -2014 as $42,311.

The Children's Services Act (CSA) is a law enacted in 1993 that establishes a single state pool of funds to purchase services for at- risk youth and their families. Of the approximate $270 million appropriated annually by the Virginia General Assembly and local governments to fund CSA, total allocations (state and local funds) for the Pittsylvania County were $4.33 million for fiscal year 2015 and $4.29 million for fiscal year 2016. Actual net expenditures for fiscal year 2015-2016 (reported to date) combined totaled $7.09 million. Based on reported expenditures for fiscal year 2015, the estimated average per capita cost of CSA in the Pittsylvania County is $65.

An analysis of Pittsylvania County CSA expenditures, population, and cost per child ("unit cost") indicated expenditures, population, and unit cost are relatively stable. The chart below depicts a comparison for fiscal years 2012 through 2015.

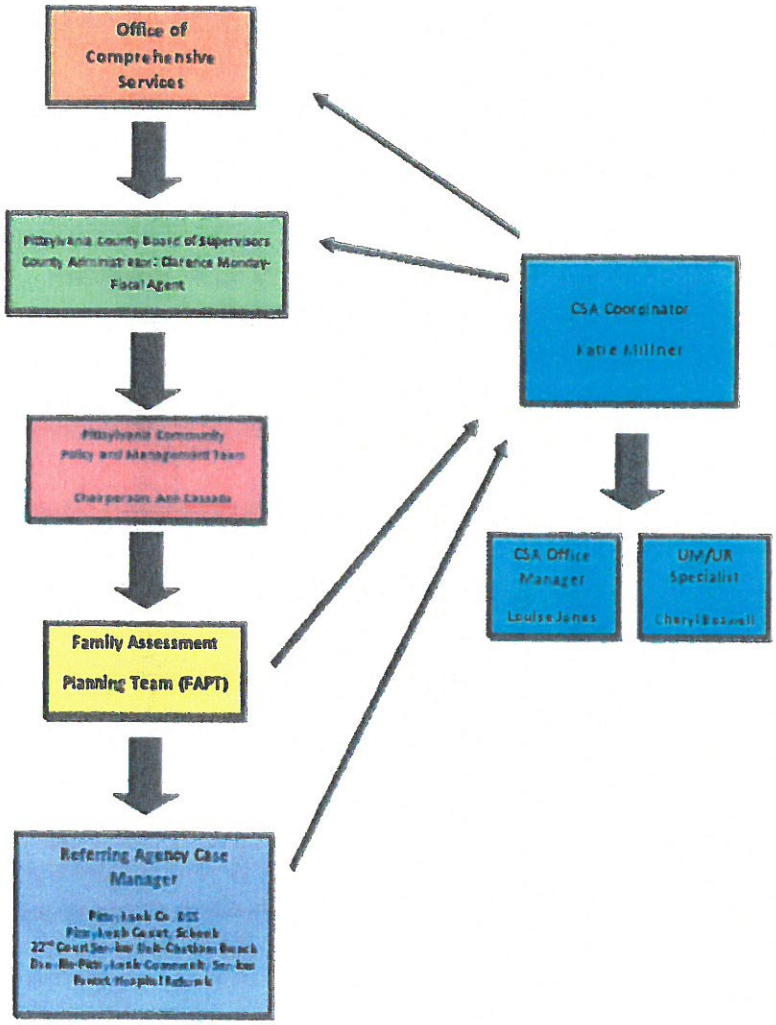


Source: CSA Website, Statewide Statistics, Pool Expenditure Reports (http://www.csa.virginia.gov/publicstats/pool/localitybyyear.cfm)

The state funds, combined with local community funds, are managed by local interagency teams, referred to as "Community Policy and Management Teams (CPMT) who plan and oversee services to youth. The Pittsylvania County CPMT was established to comply with this statute. The CPMT is supported in this initiative by the Family Assessment and Planning Team (FAPT) responsible for recommending appropriate services. Administrative services are managed through the local CSA office staffed by the CSA Coordinator, Utilization Management/Utilization Review (UM/UR) Specialist, and an Office Manager. The local management structure for the Pittsylvania County CSA Program is as follows:

FY 2015-2016 Pittsylvania County CSA

Program Organizational Chart



Source: Pittsylvania County CSA Office

OBSERVATIONS AND RECOMMENDATIONS

A) FISCAL ACTIVITIES

Observation 1:
Criteria **Internal Control**

Pittsylvania County's CSA program did not fully take advantage available fiscal resources that could be utilized to provide non-educational treatment services to students with disabilities. Pittsylvania County's CSA Program received a total allocation of $41,986 for fiscal years 2015 and 2016 for "wrap-around" funding to provide community-based services to students with educational disabilities for the purpose of reducing the risk of a more restrictive educational placement. However, none of the funds allocated were expended. Not utilizing the available funding creates a lost opportunity to address the needs and improve overall treatment outcomes for the at-risk youth and families of Pittsylvania County.

Recommendation

The CPMT should optimize every opportunity available to increase and utilize funding to support the provision of services to at-risk youth and families in the Pittsylvania County community, to include but not limited to utilizing special education "wrap-around" funding.

Client Comment

Concur. "Pittsylvania County agrees that the CSA program did not take full advantage of all available fiscal resources. Going forward, Pittsylvania County CSA intends to utilize all available resources in accordance with compliance and eligibility requirements to best serve the children in Pittsylvania County."

B) CPMT Governance Activities

Observation 2:
Criteria **Compliance and Internal Control**

Annual training of local CSA stakeholders has not been provided in accordance with locally established policies and procedures. The Pittsylvania County CSA Policy and Procedures Manual states "local staff (including but not limited to agency directors, superintendents, supervisors, and case managers) having any interaction with local CSA must have an annual training provided by the CSA Coordinator." At the time of the on-site review, annual trainings have not been provided.

Recommendation

The CPMT should ensure that annual training of applicable stakeholders is conducted in accordance with the requirements established by the locally adopted policies and procedures.

Client Comment

Concur. "Twelve CSA stakeholders attend the annual CSA conference. However, Pittsylvania County CSA recognizes and agrees additional training is required to be in compliance with local policy. Training will be scheduled accordingly in the future."

CONCLUSION

Our audit concluded that there were deficiencies in compliance and internal controls over the Pittsylvania County CSA program. Conditions were identified that could adversely impact the effectiveness and efficient use of resources and accomplishment of program objectives. An exit conference was conducted on June 23, 2016 to present the audit results to the Pittsylvania County CPMT. Persons in attendance representing Pittsylvania CPMT were:

Ann Cassada, CPMT Chair/Assistant Superintendent for Support Services, Pittsylvania County Schools;

Kim Van Der Hyde, Parent Representative/Finance Director, Pittsylvania County

Jennifer Cooper, Parent Representative

Sherry Flanagan, Director, Pittsylvania County Department of Social Services

Joyce Green, Director, Twenty-Second District Court Service Unit

James F. Bebeau, Executive Director, Pittsylvania-Danville Community Services

Tonya Milling, Private Provider Representative/Executive Director, The Arc of Southside

Mike Taylor, Sheriff, Pittsylvania County

Katie Millner, CSA Coordinator

Louise Jones, CSA Office Manager

Cheryl Boswell, UM/UR Specialist

Representing the Office of Children's Services was: Stephanie Bacote, Program Audit Manager

We would like to thank the Pittsylvania County CPMT and related CSA staff for their cooperation and assistance on this audit.

REPORT DISTRIBUTION

Scott Reiner, Executive Director
Office of Children's Services

Clarence Monday, Pittsylvania County Administrator
&CPMT Fiscal Agent

Anne Cassada, CPMT Chair

Katie Millner, CSA Coordinator

SEC Finance and Audit Committee

Office of Children's Services
Empowering communities to serve youth

CSA Financial/Compliance Program Audit
Quality Improvement Plan

Audit Client Name:	Pittsylvania County CSA Program
Audit/File Number	02-2016
Audit Report Date:	07/15/2016
Quality Improvement Plan Date:	8/25/2016

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status 8/25/2016	
				In Progress	Completed
2	Pittsylvania County CSA Coordinator will schedule an annual training of local CSA Stakeholders including but not limited to, agency directors, superintendents, supervisors, case managers, and any party having interaction with the local CSA by calendar year end 2016. The training will continue to be scheduled and occur on an annual basis.	CPMT, CSA Coordinator, FAPT, Pittsylvania County Administration, Pittsylvania County BOS	12/31/2016	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
Pittsylvania County CSA Coordinator has met with a speaker to discuss possible training topics for the Annual CSA Stakeholder Training. Training is scheduled for November 2016.

PLAN APPROVAL

SIGNATURE:	Tonya Milling		
PRINTED NAME:	Tonya Milling	**Title:** CPMT Chairperson	**Date:** 8/25/16

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by: Date: Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

Office of Children's Services
Empowering communities to serve youth

CSA Financial/Compliance Program Audit
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Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status 8/25/2016	
				In Progress	Completed
1	CPMT, CSA Coordinator, and Pittsylvania County Schools will ensure that Wrap Around Services for Students with Disabilities Funding will utilized to serve children in the home and community to address needs associated with a disability that threaten the student's ability to be maintained in the home, community, or school setting. Funding will be used while remaining in compliance with the special education mandate cited in COV §2.2-5211(B)(1).	CPMT, CSA Coordinator, Pittsylvania County Schools	12/31/2016	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
Pittsylvania County CSA has not yet utilized SPED Wrap Funding. However, the CSA Office and Pittsylvania County Schools are currently working to utilize funds while remaining in compliance. CSA Office staff will be attending CSA Coordinator's Meeting on September 30, 2016 in order to better understand effective utilization of SPED Wrap Funding.

PLAN APPROVAL

SIGNATURE:	Tonya Milling	**Title:** CPMT Chairperson	**Date:** 8/25/16
PRINTED NAME:	Tonya Milling		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	**Date received:** Click here to enter a date.	**Reviewed by:** **Date:** Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

APPOINTMENTS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Appointment to Danville-Pittsylvania Community Services Board of Directors: Callands/Gretna District Representative	**AGENDA DATE:** 09-06-2016	**ITEM NUMBER:** 14
	ACTION: Yes	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST Appointment	**CONSENT AGENDA:** **ACTION:**	**INFORMATION:**
	ATTACHMENTS: No	
STAFF CONTACT(S): Mr. Monday	**REVIEWED BY:** GB	

BACKGROUND:

DISCUSSION:
Danville-Pittsylvania Community Services Board of Directors: The Honorable Jerry Hagerman has nominated Kim Van Der Hyde as the Callands-Gretna representative on the Danville-Pittsylvania Community Services Board for a term beginning August 1, 2016 thru June 30, 2016

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their review, consideration, and approval.

REPORTS FROM BOARD MEMBERS

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

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: September 1, 2016, Subject: **Animal Control Activity Report**

During the period of July 27, 2016, through August 31,2016_, the Animal Control Officers responded to calls;385 and 106 follow up calls as per Pete Boswell, Chief Animal Control Officer, resulting in the following:

Description	Number	Remarks
Animals taken into custody:	157	
Dogs	80	
Cats	72	
Other	5	1- OPOSSUMS 1-Raccoon 1-goat 2-pigs
Animals on hand at month end	75	**16 dogs -goat - chickens horses**
Animals dispatched	12	-due to injuries and 2dog bites
Licenses checked	51	
Court cases	11	
Summons	4	
Animals Adopted	5	
Animals returned to owners	24	22 dogs—2 pigs
Cats taken to the Humane Society	72	
Animals Transferred	31	31 FCHS------- 6 DAHS
Injured animals picked up	1	
Animals found in traps	51	
Exposures: Human/Saliva	0	
Exposures: Dogs/Cats/Wildlife	0	
Dog Bites	2	
Cat Bites	0	
Cruelty Checks	12	
Well-being Checks	33	
Cat/Dog Fights	1	
Investigated killings by dogs/cats	2	
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: September 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 July 27, 2016 through, August 31,2016

Description	Number	Remarks
Total hours monitored	5 hrs	.
Vehicles entering sites	46	
Vehicles checked	4	
Summons' issued	0	
Court Cases	0	
Convictions	0	

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

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 McCluster, Administrative Assistant III, County Administration

Date: September 1, 2016

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

Attached please find a listing, by department, of completed work orders for the month of August. 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 20 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

BUILDING & GROUNDS MAINTENANCE
WORK ORDERS COMPLETED FOR MONTH OF AUGUST 2016

	NO. W/O	MAN-HOURS
ANIMAL CONTROL	2	3
ARMORY		
A S C S / EXTENSION / USDA-FSA		
BOARD OF SUPERVISORS		
BUILDING & GROUNDS		
BUILDING INSPECTIONS		
CAPTAIN MARTIN BLDG	4	9
CENTRAL ACCOUTING		
CENTRAL PURCHASING		
CIRCUIT COURT		
CLERK OF COURT		
CODE COMPLIANCE (PLANNING COMMISSSION & ZONING)	2	2
COMMISSIONER OF REVENUE	1	2
COMMONWEALTH ATTORNEY		
COMPACTOR SITE		
COUNTY ADMINISTRATOR AND ASST. COUNTY ADMIN.		
COUNTY ATTORNEY		
COURTHOUSE (1968 ANNEX)		
COURTHOUSE (EDWIN R. SHIELDS)	1	4
CSA - CPMB		
DEPOT BUILDING	1	2
EMERGENCY 911 FACILITY		
ENVIRONMENTAL HEALTH		
FINANCE		
FIRE MARSHAL		
GENERAL DISTRICT COURT		
GRANTS ADMINISTRATION		
HEALTH DEPARTMENT	1	2
HUMAN RESOURCES		
HUMAN SERVICES FACILITY		
INDUSTRIAL PARKS		
INFORMATION TECHNOLOGY	1	1
JAIL	138	60
JUVENILE & DOMESTIC COURT		
JUVENILE & DOMESTIC COURT SERVICES UNIT	1	2
LANDFILL	1	2
LIBRARY	5	28
LITERACY		
MAGISTRATE		
MOSES BUILDING		
OLD DOMINION AG. COMPLEX		
PCED BUILDING		
PURCHASING		
REASSESSMENT		
RECREATION: RAIL-TRAIL & WAYSIDE PARK		
RECREATIONAL		
REGISTRAR-VOTING PRECINCTS		
SHERIFF		
SOCIAL SERVICES	4	6
TREASURER	2	2
VICTIM WITNESS		
OTHER: 4380 BERRY HILL RD		
RINGGOLD DEPOT		
CALLANDS CLERKS OFFICE	2	8
OLD BLAIRS SCHOOL		
DAN RIVER MIDDLE SCHOOL TOWER		
KENTUCK WALKING TRAIL		
TOTAL WORK ORDERS COMPLETED - AUGUST 2016	166	133
YEAR TO DATE *07/01/2016 - 06/30/2017*	226	220

PITTSYLVANIA COUNTY CODE COMPLIANCE
MONTHLY REPORT & FEES
August 2016

TYPES OF PERMITS

90	BUILDING PERMIT FEES COLLECTED	$7,856.64
60	LEVY COLLECTED	$157.30
0	SUBDIVISION FEES COLLECTED	$0.00
18	ZONING PERMIT FEES COLLECTED	$90.00
0	REINSPECTION FEES COLLECTED	$0.00
15	LAND DISTURBING FEES COLLECTED	$130.00
183	TOTAL FEES COLLECTED	$8,233.94

MONTHLY BUILDING VALUES

8	NEW DWELLINGS	$1,681,800.00
4	MOBILE HOMES/OFFICE TRAILERS	62,800.00
1	DOUBLE-WIDE MOBILE HOMES	69,000.00
5	MODULAR	883,129.00
16	COMMERCIAL CONSTRUCTION	306,850.00
56	MISCELLANEOUS	412,008.00
90	TOTAL	$3,415,587.00
	NONTAXABLE: $1,223,623.00	$22,351,691.00

MONTHLY ACTIVITY REPORT

NUMBER OF BUILDING INSPECTIONS MADE	272
NUMBER OF REJECTIONS OF WORK	35
NUMBER OF E & S INSPECTIONS	120
NUMBER OF MILES INSPECTORS TRAVELED	6,008

MONTHLY ZONING FEES

4	REZONING FEES COLLECTED	$804.60
1	SPECIAL USE PERMIT FEES COLLECTED	160.71
0	VARIANCE & APPEAL FEES COLLECTED	0.00
1	SIGN PERMIT	180.93
6	TOTAL	$1,146.24

Respectfully Submitted,

Odie H. Shelton, Jr.
Director of Code Compliance/
Zoning Administrator

ADJOURNMENT