Public Display

BOARD PACKET

BOARD OF SUPERVISORS

REGULAR MEETING

November 7, 2016

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
NOVEMBER 7, 2016
GENERAL DISTRICT COURTROOM
EDWIN R. SHIELDS COURTHOUSE ADDITION
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. Moment of Silence
4. Pledge of Allegiance
5. Items to be Added to Agenda

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

APPROVAL OF AGENDA

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

HEARING OF CITIZENS

CONSENT AGENDA

6. (a) Minutes: October 3, 2016 (Regular Meeting) ***Pages- 10-15***
   October 18, 2016 (Adjourned Meeting) ***Pages- 16-26***
   (b) Bill List: October (Online)

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

NEW BUSINESS

7. Finance

(a) FY2017 1st Quarter Report ***Pages- 28-37***

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

(b) Expenditure Refunds for October 2016 (10-Day Layover required) ***Pages- 38-40***

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

---

8. Recommendations from the Property & Building Committee –*The Property & Building Committee will meet at 5:00 pm on Monday, November 7, 2016 and any recommendations will be presented to the Board of Supervisors.* ***Pages- 41-42***

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

---

9. Open Space Agreement – Cedars Country Club, Inc. (renewal application) ***Pages- 43-55***

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

---

10. Lease Agreement – Pittsylvania County / Trustees of United Steelworkers Local Union 9428 (Roll Call Vote required) ***Pages- 56-62***

Roll Call Vote

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

(Roll Call Vote Y or N)

Comments: _____

---

11. Memorandum of Understanding – Pittsylvania County / Pittsylvania County Department of Social Services (Roll Call Vote required) ***Pages- 63-71***

Roll Call Vote

	Y	N	A
Barber			
Hagerman			
Blackstock			
Scearce			
Davis			
Warren			
Barksdale			

(Roll Call Vote Y or N)

Comments: _____

---

12. Year 2017 Regional Comprehensive Economic Development Strategy (CEDS) ***Pages- 72-81***

Comments: _____

13. Draft 2017 Board of Supervisors Schedule of Meetings ***Pages- 82-83***

Comments: _____

APPOINTMENTS

14. Industrial Development Authority – Dan River District Representative ***Page- 85***

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. Memo from Lisette Jordan – Classification & Comprehensive Study ***Pages 89-91***
2. Animal Control/CoP October 2016 Monthly Report ***Pages 92-93***
3. Building/Grounds October 2016 Monthly Report ***Pages 94-95***
4. Code Compliance September 2016 Monthly Report & Fees ***Page 96***
5. Upcoming Holiday Notices ***Pages 97-98***

_____

_____

CLOSED SESSION
ADJOURNMENT

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

TIME: _____

TO BE ADDED

HEARING OF CITIZENS

CONSENT AGENDA

Pittsylvania County Board of Supervisors
Monday, October 3, 2016
Regular Meeting

VIRGINIA: The Regular Meeting of the Pittsylvania County Board of Supervisors was held on Monday, October 3, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Jessie L. Barksdale, Chair, called the meeting to order at 7:00 p.m. The following members were present:

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

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Ms. Kim Van Der Hyde, Director of Finance, Mr. Greg Sides, Assistant County Administrator, Mr. Matthew Rowe, Economic Development Director, Mr. Mike Taylor, Sheriff, Lisa Tuite, Library Director, and Ms. Kaylyn McCluster, Administrative Assistant III, were also present.

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

Approval of Agenda

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

Hearing of the Citizens

Dan Hayes of the Chatham-Blairs District was there to represent Averett University and to invite the Board to Averett's Homecoming on Saturday, October 15, 2016

This concluded the Hearing of the Citizens.

Consent Agenda

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

(a) Minutes: September 6, 2016 – Regular Meeting
September 20, 2016 – Adjourned Meeting
(b) Bill List – September (*Online)*
(c) Proclamation – Countywide Cleanup Month; October 2016
(d) Proclamation – National Fire Prevention Week; October 9 – 15, 2016

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

Pittsylvania County Board of Supervisors
Proclamation
COUNTYWIDE CLEANUP
During October 2016
"Keeping Our Communities Clean"

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

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

Whereas, *every citizen can contribute to the protection and preservation of the beauty of Pittsylvania County by participating in a countywide cleanup campaign; and*

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

Whereas, *a countywide cleanup campaign will engage individuals to take greater responsibility for improving their community's environment through the three main focus areas of litter prevention, waste reductions and recycling, and beautification; then*

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

Given under my hand this day 3rd day of October, 2016.

Pittsylvania County Board of Supervisors
Proclamation
NATIONAL FIRE PREVENTION WEEK
OCTOBER 9-15, 2016

"DON'T WAIT - CHECK THE DATE! REPLACE SMOKE ALARMS EVERY 10 YEARS"

WHEREAS, Pittsylvania County is committed to ensuring the safety and security of all those living in and visiting Pittsylvania County; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

WHEREAS, U.S. fire departments responded to 369,500 home fires in 2014, according to the National Fire Protection Association (NFPA); and

WHEREAS, U.S. home fires resulted in 2,745 civilian deaths in 2014, representing the majority (84 percent) of all U.S. fire deaths;

WHEREAS, in one-fifth of all homes with smoke alarms, the smoke alarms are not working; and

WHEREAS, three out of five home fire deaths result from fires in properties without smoke alarms (38 percent) or with no working smoke alarms (21 percent); and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, many Americans don't know how old the smoke alarms in their homes are, or how often they need to be replaced; and

WHEREAS, all smoke alarms should be replaced at least once every ten years; and

WHEREAS, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm;

WHEREAS, Pittsylvania County's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Pittsylvania County's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2016 Fire Prevention Week theme, **"Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years"** effectively serves to educate the public about the vital importance of replacing the smoke alarms in their homes at least every ten years, and to determine the age of their smoke alarms by checking the date of manufacture on the back of the alarms.

THEREFORE, the Pittsylvania County Board of Supervisors does hereby proclaim October 9-15, 2016, as Fire Prevention Week throughout this county and urges all the people of Pittsylvania County to find out how old the smoke alarms in their homes are, to replace them if they're more than 10 years old, and to participate in the many public safety activities and efforts of Pittsylvania County's fire and emergency services during Fire Prevention Week 2016.

Given under my hand this 3rd day of October 2016.

Public Hearings

Public hearing to receive citizen input on the proposed amendment to Pittsylvania County Code Section 31-3.1(3)(b)(iii), to potentially allow the funding distribution of fees generated by the fee-for-service medical transport program by EMAC to participating medical transport agencies to change from "quarterly" to "monthly."

Mr. Barksdale opened the public hearing at 7:07pm. Mr. Monday explained that the revision would allow the 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. It was noted by Mr. Monday and Mr. Hunt the public hearing had

been duly advertised. No one signed up to speak and Mr. Barksdale closed the hearing at 7:07pm. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the proposed amendment to the Emergency Medical Advisory Committee Pittsylvania County Code as advertised and presented, and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

Public hearing 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

No action was required at this meeting per Virginia Code Section 15.2-2506, which states that the BOS is legally required to wait at least seven (7) days before approving any amendment to the County's FY 2017 Budget Resolution (Resolution 2016-04-01). Mr. Barksdale opened the public hearing at 7:10pm. No one signed up to speak and Mr. Barksdale closed the hearing at 7:10pm. Mr. Hagerman requested that they postpone this matter so that he could go over it with the finance director and Mr. Hunt confirmed that no action would take place now and that it would be on the next agenda.

Unfinished Business

At the September 20, 2016 meeting a motion was made by Mr. Warren, seconded by Mr. Barber, to appropriate $190,000 from unappropriated funds for the renovations of the Mount Hermon Library. 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. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Warren's motion was unanimously approved by the Board.

New Business

Motion was made by Mr. Barber, seconded by Mr. Warren, to approve the expenditure refunds for September 2016 to reappropriate $122,739.99 as follows: $100.00 to Clerk of Court-Copier Lease, $232.39 to Sheriff-Subsistence & Lodging (100-4-031200-5530), $200.00 to Sheriff-Undercover Work (100-4-031200-6024), $2,093.51 to VFD-Communication Equipment, $10,293.28 to E911-Telephone (100-4-035500-5230), $800.00 to Recreation-Field Maintenance (100-4-071100-6006), $1,282.00 to Library-Office Supplies (100-4-073100-6001), $65.00 to Ag Development-Farmer's Market (100-4-082500-6014), $300.38 to WIA-Office Supplies (251-4-353661-6001), $107,373.43 to WIA-Rent (251-4-353853-6014).This motion required a 10-day layover.

At the 9/20/2016 Pittsylvania County Board of Supervisors' ("BOS") meeting, the BOS, as authorized by Virginia Code Section 2.2-3712(B), announced it, within fifteen (15) days of said announcement, would be interviewing potential County Administrator candidate(s), in Closed Session, at undisclosed time(s) and location(s).

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CERTIFY CLOSED MEETING

BE IT RESOLVED that at meetings of the Pittsylvania County Board of Supervisors ("BOS") to interview candidates for the position of County Administrator on Monday, September 26, 2016 and Wednesday, September 28, 2016, the BOS members hereby certify, by a recorded vote, that to the best of each BOS member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting. If any BOS member believes that there was a departure from the requirements of the Virginia Code, he shall so state prior to the vote indicating the substance of the departure. The following Roll Call Vote was recorded for the Closed Session Certification: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes.

Appointments

Motion was made by Mr. Warren, seconded by Mr. Blackstock, to reappoint Richard Motley to the Planning Commission for the term beginning December 1, 2016 through November 30, 2020. Mr. Warren's motion was unanimously approved by the Board.

Motion was made by Mr. Hagerman, seconded by Mr. Barber, to reappoint Charlie Mahan to the Industrial Development Authority for the term beginning December 1, 2016 through November 30, 2020. Mr. Hagerman's motion was unanimously approved by the Board.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to reappoint Randy Anderson to the Industrial Development Authority for the term beginning December 1, 2016 through November 30, 2020. Mr. Blackstock's motion was unanimously approved by the Board.

Closed Session

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

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

Legal Authority:	Virginia Code §2.2-3711(A)(5)
Subject:	Project Optimization
Purpose:	Discussion of Potential Economic Development Incentive Package

(b) Discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry' interest in locating its facilities in the community; and Discussion / consideration of records excluded under Virginia Code §2.2-3705.6(3), including without limitation those certain confidential proprietary records voluntarily provided by a private business pursuant to a promise of confidentiality from the Pittsylvania County Board of Supervisors (the "BOS"), and used by the BOS for business and trade development.

Legal Authority: Virginia Code §§ 2.2-3711(A)(5) and 2.2-3711(A)(40)
Subject: Project S8
Purpose: Discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community; and Discussion / consideration of Non-Disclosure Agreement

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

The Board entered into Closed Session at 7:22 PM.

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

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CERTIFY CLOSED MEETING

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors on Monday, October 3, 2016, the Board members hereby certifies by a recorded vote that to the best of each board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. If any member believes that there was a departure from the requirements of the Code, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the minutes of the Board.

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

The Board re-entered into Open Session at 7:45 PM.
No action was taken by the Board.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Scearce, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 7:46 pm.

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

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

Pittsylvania County Board of Supervisors
Tuesday, October 18, 2016
Adjourned Meeting

VIRGINIA: The Adjourned Meeting of the Pittsylvania County Board of Supervisors was held on Tuesday, October 18, 2016 in the General District Courtroom of the Edwin R. Shields Addition in Chatham, Virginia. Jessie L. Barksdale, Chair, called the meeting to order at 7:00 p.m. The following members were present:

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

Mr. Clarence C. Monday, County Administrator, Mr. J. Vaden Hunt, County Attorney, Mr. Greg L. Sides, Assistant County Administrator for Planning and Development, Mr. Matthew Rowe, Director of Economic Development, Mr. Odie H. Shelton, Jr., Director of Code Compliance, and Ms. Rebecca Flippen, Deputy Clerk were also present.

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

Approval of Agenda

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

Hearing of the Citizens

Rebecca Pigg of the Tunstall – Callands/Gretna Districts addressed the Board with her concerns regarding the flooding incidents of SR 703 where it crosses Bearskin Creek. Ms. Pigg stated that the road flooded there anytime there was heavy rain, making it a critical safety issue that needed to be addressed.

No one else signed up to speak.

CONSENT AGENDA

(a) Resolution – Logan Mills; National Tractor Operator Award
(b) Resolution – Tunstall High School – Blue Ribbon Award

Motion was made by Mr. Warren, seconded by Mr. Davis, to approve the Consent Agenda, which was unanimously approved by the Board.

The Board of Supervisors then presented Resolution 2016-10-02 to Logan Mills, who was accompanied by his parents, Robert and Connie Mills.

Pittsylvania County Board of Supervisors

RESOLUTION
2016-10-02
LOGAN MILLS
Winner of the 2016 Future Farmers of America
National Tractor Operator Contest

VIRGINIA: At the adjourned meeting of the Pittsylvania County Board of Supervisors held on October 18, 2016, in the General District Courtroom of the Edwin R. Shields Courthouse Addition, the following resolution was presented and adopted:

WHEREAS, Logan Mills, son of Robert and Cindy Mills, is a resident of the Callands community in Pittsylvania County, and a sophomore at Chatham High School in the Future Farmers of America (FFA) program; and

WHEREAS, on April 15, 2016 Logan Mills was named the state champion in the state FFA Tractor Operator's Contest, earning him the opportunity to compete in the national contest held at Big E in Massachusetts in September 2016; and;

WHEREAS, through the efforts of many months of practice and dedication, at the national contest held in September, Logan Mills was named the 2016 FFA National Champion Tractor Operator; and

WHEREAS, Logan Mills carries on a Mills family tradition of FFA membership, and of winning FFA sponsored competitions. Logan Mills performed admirably throughout his competition, bringing recognition not only to himself but to his family's tradition, his school and its FFA Program, and to Pittsylvania County; then

BE IT RESOLVED, that the Pittsylvania County Board of Supervisors expresses its congratulations and admiration to Logan Mills on becoming the 2016 FFA National Champion Tractor Operator; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Logan Mills.

The Board of Supervisors presented Resolution 2016-10-03 to Tunstall High School, represented by Principal Brian Boles and staff.

Pittsylvania County Board of Supervisors

RESOLUTION
2016-10-03
TUNSTALL HIGH SCHOOL
2016 NATIONAL BLUE RIBBON SCHOOL

VIRGINIA: At the adjourned meeting of the Pittsylvania County Board of Supervisors held on October 18, 2016, in the General District Courtroom of the Edwin R. Shields Courthouse Addition, the following resolution was presented and adopted:

WHEREAS, Tunstall High School, located in the Tunstall Electoral District and part of the Pittsylvania County Public Schools system, has been named as a National BLUE RIBBON School, the only school in the State of Virginia to receive this prestigious award; and

WHEREAS, seven schools were nominated in Virginia and Tunstall High School was the only high school selected for this honor; and;

WHEREAS, of the 329 public and private schools nationally selected as National BLUE RIBBON Schools, only 54 recipients were high schools, making Tunstall High School's selection even more impressive; and

WHEREAS, as a BLUE RIBBON School recipient in the Exemplary High Performing Schools category, Tunstall High School is among Virginia's highest performing schools as measured by state assessments or nationally normed test; and

WHEREAS, this award affirms the hard work of students, educators, families, and communities in creating a safe and welcoming place at Tunstall High School where students master challenging content, and is a symbol of exemplary teaching and learning; and

WHEREAS, in achieving this level of educational excellence, Tunstall High School has become a shining star of Pittsylvania County, bringing positive national recognition to our superlative educators and students, our Tunstall community, and to our County; then

BE IT RESOLVED, that the Pittsylvania County Board of Supervisors expresses its congratulations and admiration to Tunstall High School being named a 2016 National BLUE RIBBON School; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to representatives from Tunstall High School.

<u>Public Hearings</u>
Rezoning Cases

Case 1: S & B Associates – Tunstall Election District R-16-025
M-1, Industrial District, Light Industry to M-2, Industrial District, Heavy Industry

Mr. Barksdale opened the public hearing at 7:25 pm. Mr. Shelton explained S & B Associates had petitioned to rezone 8.50 acres, located on State Road 1438/Tightsqueeze Industrial Road in the Tunstall Election District from M-1, Industrial District, Light Industry to M-2, Industrial District, Heavy Industry. Mr. Shelton stated that once the property is rezoned to M-2, all uses listed under Section 35-402 would be a permitted use. The Planning Commission, with no opposition, recommended granting the petitioner's request. Bill Nuckols, Agent for S & B Associates, and Kevin Owen, Realtor, were there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:27 pm. Motion was made by Mr. Barber, seconded by Mr. Davis, to approve rezoning Case R-16-025 from M-1 to M-2 and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barber's motion was unanimously approved by the Board.

Case 2: Barbara R. Moorefield & Sherri Mayhew – Staunton River Election District R-16-026
R-1, Residential Suburban Subdivision District & B-2, Business District, General to A-1, Agricultural District

Mr. Barksdale opened the public hearing at 7:29pm. Mr. Shelton explained that Barbara Moorefield and Sheri Mayhew had petitioned to rezone a total of 1.16 acres, two (2) parcels of land, located on State Road 668/Grit Road in the Staunton River Election District from R-1, Residential Suburban Subdivision District and B-2, Business District, General 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. Sherri Mayhew and Ed Shelton were there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:30pm. Motion was made by Mr. Blackstock, seconded by Mr. Davis, to approve rezoning Case R-16-026 from R-1 & B-2 to A-1 and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

This concluded the public hearings.

Unfinished Business

At the October 3, 2016 meeting a motion was made by Mr. Barber, seconded by Mr. Warren, to approve the expenditure refunds for September 2016 to reappropriate $122,739.99 as follows: $100.00 to Clerk of Court-Copier Lease, $232.39 to Sheriff-Subsistence & Lodging (100-4-031200-5530), $200.00 to Sheriff-Undercover Work (100-4-031200-6024), $2,093.51 to VFD-Communication Equipment, $10,293.28 to E911-Telephone (100-4-035500-5230), $800.00 to Recreation-Field Maintenance (100-4-071100-6006), $1,282.00 to Library-Office Supplies (100-4-073100-6001), $65.00 to Ag Development-Farmer's Market (100-4-082500-6014), $300.38 to WIA-Office Supplies (251-4-353661-6001), $107,373.43 to WIA-Rent (251-4-353853-6014). 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. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barber's motion was unanimously approved by the Board.

New Business

Motion was made by Mr. Davis, seconded by Mr. Barber, to approve and appropriate a total of $10,0000 to the Workforce Investment Act (WIA) budget received from the Harvest Foundation Grant for a Home For the Holidays Job Grant project. The purpose of the program will be to help promote job opportunities in the region by creating a website that will not only show job opportunities but will also include cost of living calculators, links to real estate listings and recreational activities in the area. The site will also be used in advance to promote a job fair that will be held during the holidays. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Davis's motion was unanimously approved by the Board.

Mr. Monday explained that the Department of Social Services had received a notification of additional state funding in the amount of $13,616. Social Services, in turn, submitted a budget amendment request for the same amount, noting the $13,616 would be used for legal services. This additional funding would not require any local match. Motion was made by Mr. Blackstock,

seconded by Mr. Warren, to appropriate $13,616 to the Social Services Department FY2017 budget for Line item #2014-053100-3150 and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blacktock's motion was unanimously approved by the Board.

Mr. Monday explained that at their September 6, 2016 meeting, the Board of Supervisors unanimously voted to change the way the County assesses it's Merchants' Capital Tax 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

Mr. Monday further explained that at the October 3, 2016 meeting, the Board of Supervisors conducted a duly advertised public hearing as required by §15.2-1427 of the Code of Virginia, 1950, as amended, to begin the process of amending the County's FY2017 Budget Resolution (Resolution 2016-04-01), following the required seven (7) day waiting period, which had now been met.

Motion was made by Mr. Davis, seconded by Mr. Blackstock, to approve Resolution 2016-10-01, amending the Count's FY2017 Budget and incorporating the change of assessing the County's Merchant Capital Tax. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Davis's motion was unanimously approved by the Board.

RESOLUTION 2016-10-01

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 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 2016-10-01 hereby amends Resolution 2016-04-01 as described above.

Adopted this 18th day of October, 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

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

Ayes 7 Nays 0 Abstentions 0

Mr. Monday explained the Pittsylvania County School Board recently entered a lease with First Citizens Bank to purchase 10 passenger buses and 4 special needs buses. The Auditor of Public Accounts requires that local governing bodies approve such financings. The Code of Virginia, 1950 as amended does not allow for School Boards to establish and maintain such accounts outside of the County Treasurer's custody. As such, this lease would need to be maintained on the County's books and an appropriation would need to be made for the purchase of these school buses. The School Board received sealed bids to ensure receiving the best interest rate for purchasing a total of 14 school buses. First Citizens Bank was the bank providing the lowest rate of 1.12%. The total amount financed was $972,924.00 and will be financed for 3 years. The 2016 lease payment has already been appropriated to the School Board's 2017 budget. Motion was made by Mr. Barber, seconded by Mr. Warren, for auditing purposes, that the Board ratify the lease and appropriate $972,924.00 to Fund 210 for the purpose of purchasing 14 school buses and have these funds maintained by the Treasurer's Office, which was unanimously approved by the Board.

Matt Rowe, Director of Economic Development, explained that in July 2016, the County announced that Runk and Pratt Senior Living Communities would be constructing a $6M assisted living and memory care facility near the Town of Hurt, resulting in the creation of 60 jobs. To assist in the site development for the project, the Tobacco Commission awarded the County a $155,000

Tobacco Regional Opportunity Fund. This award was based upon job creation and capital investment within a defined time period (5 years for this project), and requires no local match. The Company has agreed to provide a letter of credit for the awarded amount prior to it being distributed to the Company to eliminate any potential liability and risk to the County. The awarded money must be appropriated to the County's economic development fund – Fund 325. Motion was made by Mr. Blackstock, seconded by Mr. Davis, to appropriate $155,000 to Fund 325 from the Tobacco Regional Opportunity Fund (TROF) funds received and authorize the County Administrator to sign any necessary document. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

Mr. Monday explained that only one (1) bid was submitted to the County for construction of the Mt. Tabor Road Compactor Site, which was from White's Construction Company, Inc., in the amount of $438,680.62. Funds were already available for this project. Motion was made by Mr. Davis, seconded by Mr. Warren, to award the bid to White's Construction Company, Inc., in the amount of $438,680.62 and authorize the County Administrator to sign any necessary documentation. Mr. Davis' motion was unanimously approved by the Board.

Motion was made by Mr. Blackstock, seconded by Mr. Warren, to adopt a Philanthropic Naming Rights Policy, which was unanimously approved by the Board.

PITTSYLVANIA COUNTY
PHILANTHROPIC NAMING RIGHTS POLICY

I. SCOPE OF POLICY:

The Pittsylvania County Board of Supervisors ("BOS") establishes the following naming rights policy to provide guidance in approving philanthropic naming rights for County owned or controlled property or facilities, recognizing financial contributions by any individual or entity. This policy shall not apply to corporate naming rights, which may be addressed as provided in a Pittsylvania County Sponsorship Policy, or honorary naming rights, which may be addressed as provided in a Pittsylvania County Honorary Naming Rights Policy.

II. DEFINITIONS:

The following words will have the meaning ascribed to them herein:

A. "civic or charitable group" shall mean a nonprofit entity, family, or group that has made a substantial contribution to the community, either through civic involvement, involvement in historic events relevant to specific County property, or to the geographical location of specific County property; or made a financial and/or in-kind donation to support a specific public service or County property. For-profit entities of any type shall not be considered a civic or charitable group.

B. "individual" shall mean a person who has made a financial and/or in-kind donation to support a specific public service or County property.

C. "honorary naming rights" shall mean the naming of County property to honor the service, commitment, or other type of participation by an individual or civic or charitable group. Honorary naming rights may be addressed as provided in a Pittsylvania County Honorary Naming Rights Policy.

D. "philanthropic naming rights" shall mean the naming of County property due to a charitable donation from an individual, civic or charitable group, or other entity or organization that is intended to enhance the community by financial and/or in-kind support for a specific public service or County property.

E. "corporate naming rights" shall mean a mutually beneficial business arrangement between the County and an external entity (individual, for-profit, or not-for-profit organization), wherein the external entity provides goods, services, or financial support to the County in return for access to the commercial and/or marketing potential associated with the public display of the external entity's name on Pittsylvania County property. Corporate naming rights are addressed as may be provided in a Pittsylvania County Sponsorship Policy.

F. "County\property" shall mean County owned or controlled real property, public facilities such as buildings or parks, features or attributes of a facility such as a bench, tree, bridge, walkway, hallway or room, or other public venue.

III. PROCESS:

The process to establish philanthropic naming rights for County property shall be as follows:

County departments, boards, or agencies may develop philanthropic naming rights opportunity plans, in conjunction with the County Administrator or his/her designee, to be implemented as approved by the BOS by resolution. For philanthropic naming rights not covered by an approved naming rights opportunity plan, a philanthropic naming rights plan shall be developed. In developing said plans, or in reviewing nominations for philanthropic naming rights as provided herein, the following criteria shall be complied with:

A. Philanthropic naming rights opportunity plans shall establish an aggregrate campaign goal. Factors to be considered in development of the goal shall include, but not be limited to, capital costs, annual operating and maintenance costs, and desirability and marketability of the opportunity. Each campaign goal shall be developed on a case-by-case basis.

B. All assets for which naming opportunities will be offered shall be valued as a function of the aggregate campaign goal within the philanthropic naming rights opportunity plan. Factors to be considered in the valuation of each asset shall include desirability and marketability, exposure associated with the naming of the asset, and relative value as compared with other assets that are part of the campaign.

C. In-kind donations of real property shall be valued at the fair market value of the real property. In-kind donations of personal property shall be valued at 50% of the retail cost of the personal property; provided, however, if the property donated was budgeted for acquisition by the County, the personal property shall be valued at the County's cost to acquire the personal property.

D. All naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the County, unless otherwise established in the naming rights opportunity plan or in a donor contract approved by the County and the donor.

E. Naming rights opportunity plans shall establish a review process either by a standing committee (the composition shall be identified in the plan) or by department employee(s), and shall be approved by the County BOS by resolution before implementation of the plan.

F. The review committee established in the plan shall consider compliance with the established naming rights policy; whether the donation is from a potentially controversial source *(e.g.* tobacco, alcohol, etc.); appropriate signage; compliance with the required approval process for accepting donations; whether a donor contract is appropriate, and if so, the terms thereof; citizen input; and any other relevant factors. In addition, upon notice to the BOS, the County Administrator, or his/her designee, may refuse any financial and/or in-kind donation if it is deemed to not be in the best interests of the County.

Motion was made by Mr. Warren, seconded by Mr. Barber, to approve Mr. Barksdale as the Voting Delegate for the Board of Supervisors at the Virginia Association of Counties (VACo) 2016 Annual Meeting, and to approve Mr. Davis as the Alternate Delegate for the same said annual meeting, which was unanimously approved by the Board.

Mr. Monday explained that County staff received a letter from the Commissioner of the Revenue on 10-13-2016 concerning a request for refund of an overpayment of real property tax made by Lightower Fiber Networks II, LLC to Pittsylvania County. Lightower Fiber Networks II, LLC had paid its real property tax for 2016 in full, based on the preceding year's assessment received from the State Corporation Commission (SCC). Once the Commissioner's office received the 2016 SCC report with the correct assessment values, the Commissioner's office corrected the assessment on Lightower Fiber Networks II, LLC's account. The tax refund amount is $5,565.67, and interest on that amount for four (4) months is $185.52, bringing a total refund amount of $5,751.19 due to Lightower Fiber Networks II, LLC.

Motion was made by Mr. Barber, seconded by Mr. Davis, to approve the refund request of $5,751.19 in real property tax overpayment, which includes interest due, to Lightower Fiber Networks II, LLC and authorize the Treasurer to issue this refund, which was unanimously approved by the Board.

Board Appointments

Mr. Monday explained Mr. Tim Duffer is the current representative from Pittsylvania County to Western Virginia Emergency Medical Services Council, Inc., and his term will expire December 31, 2016. Terms to this council are for 3 years and the new term will begin January 1, 2017 and will last until December 31, 2019. Mr. Duffer is eligible for re-appointment and has indicated his willingness to continue serving on this council.

Motion was made by Mr. Davis, seconded by Mr. Hagerman, to re-appointment Tim Duffer as the Pittsylvania County representative to the Western Virginia Emergency Medical Services Council, Inc., which was unanimously approved by the Board.

Motion was made by Mr. Blackstock, seconded by Mr. Davis, to re-appoint Stanley Simpson for a four-year (4 year) term as the Staunton River Representative to the Pittsylvania County Industrial Development Authority, for a term beginning January 1, 2017 thru December 31, 2020, which was unanimously approved by the Board.

Board Announcements

Mr. Barksdale reminded everyone of the Board of Supervisors Strategic Planning Session on Thursday, October 20, 2016 from 10 AM – 4 PM at the Gallery Room of the Community Center of Chatham, Virginia.

Reports from County Administrator

Mr. Monday reminded everyone of the Ribbon Cutting Ceremony at 10 AM on October 27, 2016 for the new Industrial Maintenance Program at the Pittsylvania Career and Technical Center in Chatham, Virginia.

Closed Session

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

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

Legal Authority:	Virginia Code Section 2.2-3711(A)(5)
Subject Matter:	Project Little Light
Purpose:	Discussion of Potential Economic Development Incentive Package

Legal Authority:	Virginia Code Section 2.2-3711(A)(5)
Subject Matter:	Project Emoji
Purpose:	Discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community

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

The Board entered into Closed Session at 8:10 PM.

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

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CERTIFY CLOSED MEETING

BE IT RESOLVED that at the Meeting of the Pittsylvania County Board of Supervisors on October 18, 2016, the Board hereby certifies by a recorded vote that to the best of each board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed meeting were heard, discussed or considered in the closed meeting. If any member believes that there was a departure from the requirements of the Code, he shall so state prior to the vote indicating the substance of the departure. The statement shall be recorded in the minutes of the Board.

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

The Board re-entered into Open Session at 8:45 PM.
No action was taken.

Adjournment

Motion was made by Mr. Barber, seconded by Mr. Warren, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 8:46 pm.

NEW BUSINESS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: FY 2017 1st Quarter Financial Report **SUBJECT/PROPOSAL/REQUEST:** Presentation of 1st Quarter Financial Report **STAFF CONTACT(S):** **Monday, VanDerHyde**	**AGENDA DATE:** 11-07-16 **ACTION:** Yes **CONSENT AGENDA:** **ACTION:** **ATTACHMENTS:** 1st Quarter Financial Report Budget Supplement Report TACS Collection Report **REVIEWED BY:** GM	**ITEM NUMBER:** 7(a) **INFORMATION:** **INFORMATION:**

BACKGROUND:

DISCUSSION:
Attached is the Financial Report for Pittsylvania County for the 1st Quarter 2017. The Finance Director will be available to present this report and answer any questions you may have. The Treausrer will also be present should you have any questions for him.

RECOMMENDATION:
Staff recommends the approval of the attached financial report.

General Fund Revenues

Real Estate Revenues: At September 30, 2016, the County had collected a total of 1.92% of Real Estate Revenues. This compares unfavorably with the rate collected at September 2015 when the total collected at that time was 5.86%. The majority of the funds or 69% of the amount collected in the first quarter was for the first due period. It is important to note that most of the real estate was paid prior to 6-30-16 and the next billing for the second due period is scheduled to be mailed in November with a 12-05-16 due date.

Mobile Homes: At September 30, 2016, the County had collected a total of 4.64% of Mobile Home Revenues. Compared with 1 year ago, the rate collected stood at 11.81%.

Personal Property: At September 30, 2016, the County had collected a total of 3.26% of Personal Property Revenues. The rate collected at this same time last year was 9.77%. It is important to note that just like real estate, the majority of personal property taxes was paid prior to 6-30-16 and the next billing for the second due period is scheduled to be mailed in November with a 12-05-16 due date.

Machinery & Tools: At September 30, 2016, the County had collected a total of .98% of Machinery & Tools Revenues compared with 3.63% in 2015. This difference can be attributed to the timing of payments made in 2016.

Merchants Capital: At September 30, 2016, the County had collected a total of 20.24% of Merchants Capital Revenues compared with 5.06% in 2015. Bear in mind that changes to the tax structure will make a difference in future collections.

Public Service Corporations: At September 30, 2016, the County had collected a total of 0% of Public Service Corps. Revenues compared with 2.56% in 2015. All revenues collected for the first due period were paid prior to 6-30-16 and would not be reflected on the 2017 statement.

Delinquent Tax Collections: Changes have been made in collection efforts to ensure that we are doing everything possible to collect revenue for the County and to make citizens accountable for taxes that are owed. The Treasurer's office has stepped up efforts to enforce installment agreements and has put measures in place to prevent citizens from circumventing the DMV stop process. These efforts have greatly increased collections in the real estate and personal property tax categories. TACS continues to help in this effort. TACS collections for the first quarter of 2017 totaled $228,456 and collections totaled $1,601,333 from October 2015 thru October 12, 2016 (See attached TACS report).

It is difficult to glean a great deal of insight about revenues based on the first quarter of any year since this quarter is the start of a new fiscal year and it is the period just after taxes were due. Percentages of budgeted revenues can fluctuate drastically based on the timing of payments. The second quarter provides a much better picture of revenue collections.

General Fund Expenditures

General Fund Expenditures: General Fund expenditures through September 30, 2016 totaled $19,446,197.67, which is 29% of the appropriated budget. The appropriated budget has increased from the original budget by

$4,220,606.25 (See attached appropriations). The increase in General Fund Expenditures is due primarily to the increase in School carryovers from last fiscal year. General Fund expenditures through September 30, 2015 totaled $16,962,504.09, which was 23% of the appropriated budget (Landfill Expenditures have been included for comparison purposes). The appropriated budget increased by $7,932,133.07 during the same time frame last year (July – September 2015) (Landfill Expenditures have been included for comparison purposes).

Summary

Since it is early in the year, it is difficult to determine how the remainder of FY 2017 will play out. Some definite highlights that we need to be aware of in the coming months are

- Gearing up for the upcoming 2017 budget season. Items to consider would be to evaluate the need for fund balance to balance the budget shortfall (Fund Balance of $3,252,707 was utilized in the FY 2017 budget), to determine how to fill the gap when estimated delinquent revenue will be reduced in the upcoming FY2018 budget from the $500,000 amount proposed to be collected in FY 2017 and to determine funding for increased operational costs at the new animal shelter facility.

- In preparation of the upcoming budget season, we will be working with Whitebirch in conjunction with PFM, our financial advisors, to develop a forecasting model to help project expenses to aid in the budgeting process. This will be done by entering our financial records into software developed by Whitebirch to run various scenarios based on different factors affecting the finances of the County.

- County departments are currently updating their Capital Improvements Plan. Updates of the plan are due to the Finance Office by Friday, November 18, 2016.

- We should be receiving the FY 2016 audit from Robinson, Farmer, Cox and Associates in the next few weeks. It is due to the Auditor of Public Accounts by November 30, 2016.

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
FISCAL YEAR 2016-2017
AS OF 9-30-16
BUDGET SUPPLEMENTS (INCREASES TO THE BUDGET)

DESCRIPTION OF INCREASES/(DECREASES)	ORIG BUDGET AMOUNT	INC/(DEC)	ADJUSTED BUDGET	FUNDING SOURCE
	175,800,032.00			
MAY 2, 2016:				
TRANSFER OF FUNDS TO PURCHASE A RESCUE VEHICLE		75,000.00	310 SIDE	Unapprop Surplus
TRANSFER OF FUNDS TO PURCHASE A RESCUE VEHICLE		75,000.00	100 SIDE	Unapprop Surplus
MAY 17, 2016:				
TRANSFER OF LOCAL SHARE FOR COUNTY ADMIN SEARCH		10,550.00	250 SIDE	Unapprop Surplus
TRANSFER OF LOCAL SHARE FOR COUNTY ADMIN SEARCH		10,550.00	100 SIDE	Unapprop Surplus
GRANT RECEIVED FROM FOUNDATION-COUNTY ADMIN SEARCH		10,550.00		Grant Funds
JULY 19, 2016:				
GRANT CARRYOVERS		340,609.74		Grant Funds
GRANT REDUCTION-CITAC		(16,771.53)		Grant Funds
GRANT CARRYOVERS-CENTRA-PARK PROJECT		53,407.65		Grant Funds
INDUSTRIAL DEVELOPMENT INCREASE-TOBACCO COMMISSION		77,342.84		TIC Funds
INDUSTRIAL DEVELOPMENT INCREASE-CARRYOVER (BUDGET REDUCTION)		(4,856.03)		Carryover Funds
VICTIM WITNESS GRANT INCREASE-STATE		9,254.01		State Funds
VICTIM WITNESS GRANT INCREASE-FEDERAL		27,763.03		Federal Funds
AUGUST 1, 2016:				
EXPENDITURE REFUNDS		4,656.92		Expenditure Refunds
FARMER'S MARKET-VENDOR FEES		134.00		Vendor Fees
LIBRARY-FAX MONEY-ADDED TO MEMORIAL GIFTS FUND		9,575.30	100 SIDE	Library Fax Money
LIBRARY-FAX MONEY-ADDED TO MEMORIAL GIFTS FUND		9,575.30	265 SIDE	Library Fax Money
WIA-COMMUNITY IMPACT GRANT-CARRYOVER		15,000.00		Carryover Funds
WIA-JD NEG-DCC-CARRYOVER		14,632.12		Carryover Funds
WIA-JD NEG-PHC-CARRYOVER		(45,938.36)		Budget Reduction
WIA-DHCD-VA BCC-CARRYOVER		3,657.89		Carryover Funds
WIA-RIDE SOLUTIONS-CARRYOVER		(40,702.61)		Budget Reduction
WIA-JD NEG-WPWIB		409,411.01		Carryover Funds
WIA-WORKFORCE INNOVAITON FUND-CARRYOVER		387,066.98		Carryover Funds
WIA-INCENTIVES-DISLOCATED WORKER-CARRYOVER		32,755.34		Carryover Funds
WIA-INCENTIVES-YOUTH-CARRYOVER		20,038.81		Carryover Funds
WIA-RAPID RESPONSE-DISLOCATED WORKER-CARRYOVER		11,647.27		Carryover Funds
WIA-DHCD-PLANNING-CARRYOVER		13,132.50		Carryover Funds
WIA-WIOA TRANSITION FUNDING-CARRYOVER		15,000.00		Carryover Funds
WIA-LUCY P. SALE-CARRYOVER		1,490.62		Carryover Funds
SCHOOL BOND FUND CARRYOVER		576,232.09		Carryover Funds
SOCIAL SERVICES BOND FUND CARRYOVER		60,941.76		Carryover Funds

SEPTEMBER 6, 2016:				
SCHOOL CARRYOVER		2,956,004.88	100 SIDE	Carryover Funds
SCHOOL CARRYOVER		2,956,004.88	205 SIDE	Carryover Funds
CAPITAL IMPROVEMENTS FUND-ADDITIONAL FUNDS REQUIRED		466,840.35	100 SIDE	Unappropriated Surplus
CAPITAL IMPROVEMENTS FUND-ADDITIONAL FUNDS REQUIRED		177,708.82	310 SIDE	Unappropriated Surplus
CAPITAL IMPROVEMENTS FUND-ADDITIONAL FUNDS REQUIRED		133,429.83	310 SIDE	Unappropriated Surplus
ENCUMBRANCE CARRYOVERS		388,018.44		Carryover Funds
DISCRETIONARY CARRYOVERS		288,557.00		Carryover Funds
CAPITAL IMPROVEMENTS FUND-BUDGET REDUCTION		(77,354.27)		Budget Reduction
SEPTEMBER 20, 2016:				
COMMONWEALTH'S ATTORNEY-ADDITIONAL COMP BD MONEY		4,059.00		State Funds
FARMER'S MARKET REVENUE-VENDOR FEES		175.00		Vendor Fees
EXPENDITURE REFUNDS		17,035.36		Expenditure Refunds
WIA-RENT		30,614.18		Rent Payments
WIA-INCUMBENT WORKER TRAINING PROGRAM		150,000.00		Grant Funds
EXPENDITURE REFUNDS-310		16,309.37		Expenditure Refunds
COURTHOUSE MAINTENANCE FUND		37,000.00		Courthouse Maintenance Funds
9/30/2016		**9,711,109.49**	**185,511,141.49**	

PITTSYLVANIA COUNTY
APPROPRIATIONS VS BUDGET FIGURES
Report dates 07/01/2016 - thru - 09/30/2016

ACCOUNT NUMBER	DESCRIPTION	15-16 BUDGET	ADJUSTMENTS TO BUDGET	15-16 ADJ BUDGET	BALANCE
	TOTALS	175,800,032.00	9,711,109.49	185,511,141.49	141,645,440.12

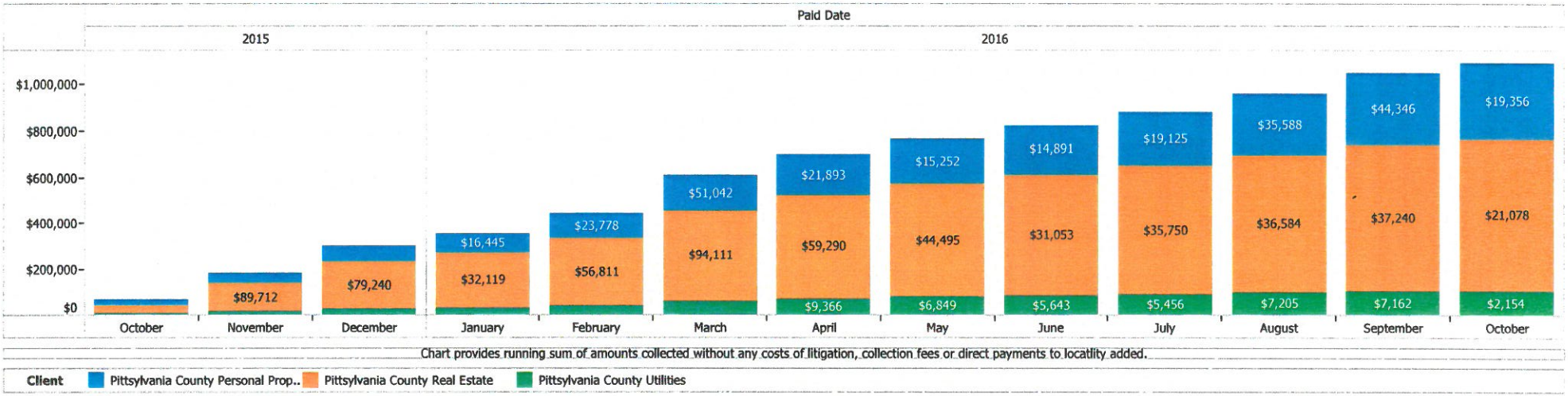
Client Portfolio Collection Report

tacs

October 12, 2016

Client	Account Type	Last Assigned Date	Referred Accounts	Amount Referred	Amount Cancelled	Amount Adjusted	Amount Paid	Balance Amount	Active Accounts	Percent Collected
Pittsylvania County Personal Property	PITT-PP	9/20/2016	6,900	$2,531,613	197,353	($388,578)	$490,134	$1,455,549	4,905	25.19%
Pittsylvania County Real Estate	PITT-RE	9/8/2016	1,578	$2,853,313	923	($257,599)	$955,117	$1,639,674	1,027	36.81%
Pittsylvania County Utilities	PITT-UT	9/8/2016	2,051	$443,443	107	($15,058)	$156,082	$272,197	1,325	36.44%

Sum of Amount Collected



Litigation Bin Tracking (Parcel List)

10/12/2016 3:37:00 PM

Name	LastName	FirstName	Referenc..	SumOfAccountBalance	Unique Count Debtors
Pre-Lit Payment Plans	COMPTON	STACY	63142	$21,195	1
	STATON	JANE	7976	$19,840	1
	ALTICE	JASON B	198687	$6,007	1
	POWER	RICHARD	76678	$4,968	1
Pre Lit Title Ordered	TUCKER	MARCELLUS C	13764	$15,693	1
	UNRUE	WILLIAM P	13960	$11,463	1
	UNKNOWN	.	17015	$6,663	1
Pre-Lit Title Review	SML HOTEL LLC (DBA) ELBA INN	.	194810	$145,230	1
			203490	$27,263	1
	SWINEY	MARK DUWAYNE	14614	$10,151	1
	PRUITT	GLADYS RIGNEY	9675	$3,613	1
Pre-Lit 3965	PANNELL	DAVID	8723	$14,614	1
			60360	$8,824	1
	SPRADLIN	DANIEL L	13951	$10,261	1
	WILSON	SHIRLEY	160979	$2,243	1
			193999	$6,362	1
	MARTIN et als.	NANCY	6294	$7,991	1
	JONES	RUSSELL	117143	$7,605	1
	ANTHONY	GEORGE EDWARD	17770	$5,183	1
	CLARK	FRANCES ET AL.	1648	$4,436	1
	EARLY	JAMES E	142916	$4,003	1
	BRYANT REVOCABLE TRUST	CLAYTON	206498	$3,225	1
	PAYNE	ELSIE M	8959	$3,063	1
LIT Suit Filed	HYLER	DONNA	194186	$5,136	1
LIT Appraisal Ordered	FERRELLCO INC	.	117414	$17,640	1
Grand Total				**$372,673**	**22**

Litigation Bin Tracking (Summary Report)

10/12/2016 3:37:00 PM

Name	SumOfAccountBalance	Unique Count Debtors
Pre Lit Initial Ad	$289	2
Pre Lit Title Ordered	$33,819	3
Pre-Lit Title Review	$186,346	4
Pre-Lit 3965	$77,811	10
LIT Suit Filed	$5,136	1
Pre-Lit Payment Plans	$52,011	5
LIT Appraisal Ordered	$17,640	1

	PORTFOLIO COLLECTION REPORT KEY
Referred Accounts	Number of unique debtors referred (does not reflect number of parcels)
Amount Referred	Total portfolio assigned for collection including collection fees
Cancelled Amount	Amount recalled or withdrawn per client or due to Statute of Limitations
Amount Adjusted	Adjustments made to loaded accounts; adjustments to fees, corrections to balances
Total Paid	Sum of amounts paid including collection fees and direct client payments
Balance Amount	Remaining amount due including collection fees
Active Accounts	Number of unique debtors with obligations
Percent Collected	Collection of amounts referred (less cancelled and adjusted accounts)
	LITIGATION TRACKING REPORT KEY
Pre Lit Initial Ad	Property has been advertised as subject to sale
Pre Lit Title Ordered	Notice has been given to the taxpayer and a Title Report has been ordered
Pre Lit Title Review	Title has been received back and is under review for preparation of legal documents
LIT Suit Filed	Lawsuit is filed and awaiting return of service
LIT Affidavits, Decree, Order Filed	Affidavit of Commissioner of Revenue or due diligence is prepared for filing; Decree for Guardian and Order of Publication are prepared if necessary
LIT Appraisal Ordered	Appraisal is ordered, if necessary
LIT Decree of Sale Prep	Preparing Motion for Decree of Sale Hearing
LIT Decree of Sale Filed	Property is ready for Hearing to permit sale
LIT Auction Prep	Decree of Sale has been entered; preparing and scheduling for sale
LIT Decree of Confirmation Prep	Auction completed; preparing for court confirmation of sale
LIT Decree of Confirmation Filed	Ready for hearing to confirm sale
LIT Deed Recordation and Disbursements	Decree of Confirmation has been entered; Preparation of deed
LIT Final Decree and Release Filed	Final Decree filed to close case
LIT Substitution of Counsel	Request for substitution of counsel, if necessary
LIT Other	
LIT Nonsuit Filed	Cases dismissed
LIT Comm. in Chancery	Awaiting hearing/report of Commissioner in Chancery
NJS	Property subject to Non-Judicial Sale

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Expenditure Refunds for October 2016-*Requires a motion and a 10-day layover.*	**AGENDA DATE:** 11-07-16	**ITEM NUMBER:** 7(b)
	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:**	

BACKGROUND:

DISCUSSION:
Attached is a list of expenditure refunds for the month of October 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 $42,446.40 as follows: $172.10 to Human Resources-Training (100-4-012220-5540), $101.00 to Accounting-Travel (100-4-012430-5500), $1.39 to Electoral Board-Office Supplies (100-4-013100-6001), $.21 to Registrar-Office Supplies (100-4-013100-6001), $100.00 to Clerk of Court-Copier Lease, $.58 to Sheriff-Office Supplies (100-4-031200-6001), $4,934.00 to Sheriff-Halloween Contributions (100-4-031200-5878), $12.50 to Sheriff-Project Lifesaver (100-4-031200-5882), $1,169.10 to Sheriff-Parts (100-4-031200-6030), $524.70 to Sheriff-Labor (100-4-031200-6031), $91.85 to Extradition (100-4-033100-5550), $76.00 to Jail-Food Supplies (100-4-033100-6002), $6.33 to Animal Control-Training (100-4-035100-5540), $21.38 to Landfill-Telephone (100-4-042400-5230), $3,947.94 to CSA-Pool Program (100-4-053500-7003), $2,500.00 to Ag Economic Development-Legal (100-4-082500-3150), $125.00 to Ag Development-Farmer's Market (100-4-082500-6014), $174.69 to Economic Development-Travel (100-4-082510-5500), $63.99 to Victim/Witness-Computer Supplies (250-4-021900-6021), $600.00 to WIA-Other Operating Supplies ($150.00 each to 251-4-353851-6014, 251-4-353853-6014, 251-4-353855-6014, 251-4-353856-6014), $27,823.64 to WIA-Rent (251-4-353853-6014). THIS ITEM REQUIRES A MOTION AND A 10-DAY LAYOVER.

PITTSYLVANIA COUNTY

VIRGINIA

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

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

MEMO TO: Clarence C. Monday
County Administrator

FROM: Kim Van Der Hyde
Finance Director

SUBJECT: October Expenditure Refunds

DATE: November 1, 2016

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

100-4-012220-5540	**Human Resources-Training** Reimbursement	172.10
100-4-012430-5500	**Accounting-Travel** Credit Card Credit	101.00
100-4-013100-6001	**Electoral Board-Office Supplies** Tax Refund	1.39
100-4-013100-6001	**Registrar-Office Supplies** Tax Refund	.21
100-4-021600-60051	**Clerk of Court-Copier Lease** Reimbursement	100.00
100-4-031200-6001	**Sheriff-Office Supplies** Reimbursement	.58
100-4-031200-5878	**Sheriff-Halloween Contributions** Donations (100-3-000000-189913)	4,934.00
100-4-031200-5882	**Sheriff-Project Lifesaver** Donations (100-3-000000-189903)	12.50
100-4-031200-6030	**Sheriff-Parts** Insurance Claim	1,169.10

100-4-031200-6031	**Sheriff-Labor** Insurance Claim	524.70
100-4-033100-5550	**Extradition** Extradition	91.85
100-4-033100-6002	**Jail-Food Supplies** Reimbursement	76.00
100-4-035100-5540	**Animal Control-Training** Reimbursement	6.33
100-4-042400-5230	**Landfill-Telephone** Reimbursement	21.38
100-4-053500-7003	**CSA-Pool Program** Overpayment	3,947.94
100-4-082500-3150	**Ag Economic Development-Legal** Contribution	2,500.00
100-4-082500-6014	**Ag Development-Farmer's Market** Vendor Fees (100-3-000000-189918)	125.00
100-4-082510-5500	**Economic Development-Travel** Credit Card Credit	174.69
250-4-021900-6021	**Victim/Witness-Computer Supplies** Credit Card Credit	63.99
251-4-Various	**WIA-Other Operating Supplies** Reimbursement ($150 each to 353851, 353853, 353855, 353856-6014)	600.00
251-4-353853-6014	**WIA-Other Operating** Rent Payments (251-3-000000-150201)	27,823.64

TOTAL OCTOBER EXPENDITURE REFUNDS **$42,446.40**

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Recommendations from Property & Building Committee	**AGENDA DATE:** 11-07-2016 **ITEM NUMBER:** 8
	ACTION: Yes **INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Recommendations from Property & Building Committee	**CONSENT AGENDA:** **ACTION:**
	INFORMATION:
STAFF CONTACT(S): Mr. Monday	**ATTACHMENTS:** 11-07-2016 Property & Building Committee Agenda
	REVIEWED BY: GS

BACKGROUND:

DISCUSSION:
The Property & Building Committee of the Pittsylvania County Board of Supervisors will meet at 5:00 pm on Monday, November 7, 2016. (See attached agenda). Any recommendations from that committee will be presented to the full Board of Supervisors.

RECOMMENDATION:
Staff submits this to the Board of Supervisors for their consideration.

Pittsylvania County Board of Supervisors

PROPERTY & BUILDING COMMITTEE

Monday November 7, 2016
5:00 PM
Main Conference Room
County Administration Building

1 Center Street, Chatham, Virginia

AGENDA

1. Call to Order – 5:00 p.m.
2. Roll Call
3. Approval of Agenda

NEW BUSINESS

4. Discussion of HVAC System at Courthouse
5. Discussion of Blairs School Property & related Recreation Program
6. Questions/Comments/Open Discussion
7. Next Steps

ADJOURNMENT

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: Open Space Agreement – Cedars Country Club, Inc. (Renewal Application)	**AGENDA DATE:** 11-07-2016 **ITEM NUMBER:** 9
	ACTION: Yes **INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Renewal application of Open Space Agreement	**CONSENT AGENDA:** **ACTION:**
	INFORMATION:
STAFF CONTACT(S): Mr. Monday	**ATTACHMENTS:** 1. Letter dated September 21, 2016 from, Shirley Hammock, Commissioner of the Revenue 2. Open Space Agreement application submitted by Cedars Country Club, Inc. 3. PC Land Use Ordinance
	REVIEWED BY: GM

BACKGROUND:
In December 2010, the Board of Supervisors approved an Open Space Agreement submitted from Cedars Country Club, Inc. that will expire December 31, 2016. Pittsylvania County's Land Use Ordinance requires a renewal application be submitted to the Commissioner of the Revenue's office every six (6) years if the land owner wishes to remain in the Land Use Program.

DISCUSSION:
Attached hereto is Cedar Country Club, Inc.'s Open Space Land Use Renewal Contract. The Commissioner of the Revenue and the County Attorney have reviewed the application and both agree it meets the qualifications to remain in the program.

RECOMMENDATION:
Staff recommends the Board of Supervisors approve the Open Space Land Use Renewal Contract submitted by Cedars Country Club, Inc., and authorize the County Administrator to sign any necessary documentation.

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

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

Shirley Yeatts Hammock
Commissioner

September 21, 2016

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

RE: Open Space Land Use Renewal Contract

Dear Mr. Monday:

As of December 31, 2016, the Open Space Land Use Contract for Cedars Country Club INC will expire. The Pittsylvania County Code requires renewal every six years. The Revalidation forms for all four parcels in the program are current, so we are submitting the signed original Open Space Use Agreement for consideration by the Board.

Please review and as soon as possible, render the decision of the Board as to whether the parcels qualify for Land Use taxation. We have kept a copy of the agreement; however request the original Open Space Use Agreement be returned to our office once a decision has been made.

Thank you for your prompt attention.

Regards,

Shirley Y Hammock

Shirley Y. Hammock
Commissioner of the Revenue

SYH/mfa

Enclosures

OPEN-SPACE USE AGREEMENT

THIS agreement, made this **1st day of JANUARY 2017** between
CEDARS COUNTRY CLUB INC,
hereinafter called the owner, and the County of Pittsylvania, a political subdivision of the Commonwealth of Virginia, hereinafter called the County, recites and provides as follows:

RECITALS

1. The owner is the owner of certain real estate, described below, hereinafter called the property; and

2. The County is the local governing body having real estate tax jurisdiction over the property; and

3. The County has determined:

   A. That it is in the public interest that the property should be provided or preserved for one or more of the following Open-Space uses: (indicate one or more) Park or recreational purposes; Conservation of land; Conservation of other natural resource; other use which serves the public interest by the preservation of open-space land as provided in the Land-Use Plan; and

   B. That the property meets the applicable criteria for real estate devoted to open space use as prescribed in Article 4 (§ 58.1-3230 et seq.) of Chapter 32 of Title 58.1 of the Code of Virginia, and the standards for classifying such real estate prescribed by the director of the Virginia Department of Conservation and Historic Resources; and

   C. That the provisions of this agreement meet the requirements and standards prescribed under § 58.1-3233 of the Code of Virginia for commitments by landowners not to change open-Space use to a non-qualifying use; and

4. The owner is willing to make a written commitment to preserve and protect the open space uses of the property during the term of this agreement in order for the property to be taxed on the basis of a use assessment and the owner has submitted an application for such taxation to the Commissioner of the Revenue of the County pursuant to § 58.1-3234 of the Code of Virginia and County Code 6-12.1-9 of the Pittsylvania County Code to provide for the special assessment of agricultural, horticultural, forest and open space; and

5. The County is willing to extend the tax for the property on the basis of a use assessment commencing with the next succeeding tax year and continuing for the term of this agreement, in consideration of the owner's commitment to preserve and protect the open-space uses of the property, and on the condition that the owner's

application is satisfactory and that all other requirements of Article 4, Chapter 32, Title 58.1 of the Code of Virginia and County Code 6-12 of the Pittsylvania County Code to provide for the special assessment of agricultural, horticultural, forest and open space are complied with.

NOW, Therefore, in consideration of the recital and the mutual benefits, covenants and terms herein contained the parties hereby covenant and agree as follows:

1. This agreement shall apply to all of the following described real estate:

2418-44-0824, 2418-34-8438, 2418-45-4774
2418-35-3385

2. The owner agrees that during the term of this agreement:

A) There shall be no change in the use or uses of the property that exists as of the date of this agreement to any use that would not qualify as an open space use.

B) There shall be no display of billboards, signs or other advertisements on the property, except to (i) state solely the name of the owner and the address of the property; (ii) advertise the sale or lease of the property; (iii) advertise the sale of goods or services produced pursuant to the permitted use of the property; or (iv) provide warnings. No sign shall exceed four feet by four feet.

C) There shall be no construction, placement or maintenance of any structure on the property unless such structure is either:

i) On the property as of the date of this agreement; or

ii) Related to and compatible with the open-space uses of the property which this agreement is intended to protect or provide for.

D) There shall be no accumulations of trash, garbage, ashes, waste, junk, abandoned property or other unsightly or offensive material on this property.

E) There shall be no filling, excavating, mining, drilling, removal of topsoil, sand, gravel, rock, minerals or other materials which alters the topography of the property, except as required in the construction of permissible buildings, structures and features under this agreement.

F) There shall be no construction or placement of fences, screens, hedges, walls or other similar barriers which materially obstruct the public's view of scenic areas of the property.

G) There shall be no cutting of trees other than selective cutting and salvage of dead or dying trees anywhere on the property. However, the property owner may remove vegetation which constitutes a safety, a health or an ecological hazard.

H) There shall be no alteration or manipulation of natural water courses, shores, marshes, swamps, wetlands or other water bodies, nor any activities or uses which adversely affect water quality, level or flow.

I) On areas of the property that are being provided or preserved for conservation of land, floodways or other natural resources, or that are to be left in a relatively natural or undeveloped state, there shall be no operation of dune buggies, all-terrain vehicles, motorcycles, motorbikes, snowmobiles or other motor vehicles, except to the extent necessary to inspect, protect or preserve the area. Properties which are to be provided or preserved for natural areas are to be left in undeveloped state.

J) There shall be no industrial or commercial activities conducted on the property; or activities that are conducted in a residence or an associated outbuilding such as a garage, smokehouse, small shop or similar structure which is permitted on the property.

K) There shall be no separation or split-off of lots, pieces or parcels from the property. The property may be sold or transferred during the term of this agreement only as the same entire parcel that is the subject of this agreement; provided, however, that the owner may grant to a public body or bodies open-space conservation or historic preservation easements which apply to all or part of the property.

3. This agreement shall be effective upon acceptance by the County and with all proper recordation fees paid by the applicant; provided, however, that the real estate tax for the property shall not be extended on the basis of its use value until the next succeeding tax year following timely application of the owner for use assessment and taxation in accordance with the Pittsylvania County Code. Thereafter, this agreement shall remain in effect for a term of six consecutive years.

4. Nothing contained herein shall be construed as giving to the public a right to enter upon or to use the property or any portion thereof, except as the owner may otherwise allow, consistent with the provisions of this agreement.

5. The Commissioner of the Revenue, or his designee, shall have the right at all reasonable times to enter the property to determine whether the owner is complying with the provisions of the agreement.

6. Nothing in this agreement shall be construed to create in the public or any member thereof a right to maintain a suit for any damages against the owner for any violation of this agreement.

7. Nothing in the agreement shall be construed to permit the owner to conduct any activity or to build or maintain any improvement which is otherwise prohibited by law.

8. If any provision of this agreement is determined to be invalid by a court of competent jurisdiction, the remainder of the agreement shall not be affected hereby.

9. The provisions of this agreement shall run with the land and be binding upon the parties, their successors, assigns, personal representatives, and heirs.

10. Words of one gender used herein shall include the other gender, and words in the singular shall include words in the plural, whenever the sense requires.

11. This agreement may be terminated by either party.

12. Upon termination of this agreement, the property shall thereafter be assessed and taxed at its fair market value, regardless of its actual use, unless the County determines otherwise in accordance with applicable law.

13. NOTICE: At such time that the Open-Space Use or uses by which the property qualified for assessment and taxation on the basis of use changes to a nonqualifying use or uses, or when the zoning for the property changes to a more intensive use at the request of the owner, the property, or such portion of the property which no longer qualifies, shall be subject to roll-back taxes in accordance with §58.1-3237 of the Code of Virginia. The owner shall be subject to all of the obligations and liabilities of said code section.

14. This agreement is subject to an annual revalidation, of which the Commissioner of Revenue for Pittsylvania County will provide the proper documentation on which to attest their review and acceptance of all properties listed thereon.

Open-Space Use Application Addendum

Property owner(s):
CEDARS COUNTRY CLUB INC

1029 ANDERSON MILL RD

CHATHAM, VA 24531

Parcel ID Number:
2418-44-8824, 2418-34-8438, 2418-45-4774, 2418-55-3385

Open Space Use: (check one or more)

✓ 1.Park or Recreational purposes
____ 2.Conservation of Land
____ 3.Conservation of other natural resource
____ 4.other use which serves the public interest by the preservation of open space land

Detail Description of the use:
Family involvement for Golf, Swimming & Fishing

Date: 9-12-16

Final acceptance in Land use program is subject to Board of Supervisors approval of Open Space Agreement. Upon approval, fee will be due and payable to Treasurer of Pittsylvania County.

15. This agreement shall begin on **JANUARY 1, 2017** and expire on **DECEMBER 31, 2022.**

Cedars Country Club (Seal)
by: Arthur J. Jeffries Pres.

(Seal)

(Seal)

Owner(s)

Sworn to and subscribed before me on this 21st day of September in the year 2016

Cristi Lynn Elmore

Notary

My commissioner expires on February 28, 2017

CRISTI LYNN ELMORE
COMMONWEALTH OF VIRGINIA
REGISTRATION NO. 7563828
MY COMM. EXPIRES 2-28-17
NOTARY PUBLIC

BY _____

County Administrator
Official Designee of the Pittsylvania County Board of Supervisors
Pittsylvania County, Virginia

Comments _____

APPROVED AS TO FORM
JVH
J. VADEN HUNT, ESQ.
ATTORNEY, PITTSYLVANIA COUNTY

SEC. 6-12. LAND USE. SPECIAL ASSESSMENTS FOR AGRICULTURAL, HORTICULTURAL, FOREST OR OPEN SPACE REAL ESTATE

The County of Pittsylvania finds that the preservation of real estate devoted to agricultural, horticultural, forest and open space uses within its boundaries is in the public interest and, having heretofore adopted a land use plan, hereby ordains that such real estate shall be taxed in accordance with the provisions of Article 4 of Chapter 32 of Title 58.1 of the Code of Virginia, as amended and of this ordinance.

SEC. 6-12.1. APPLICATION BY PROPERTY OWNER.

A. The owner of any real estate meeting the criteria set forth in §58.1-3229 through 58.1-3244 of the Code of Virginia may, on or before November one prior to the year for which such taxation is sought, apply to the Commissioner of the Revenue for the classification, assessment and taxation of such property for the next succeeding tax year on the basis of its use, under the procedures set forth in § 58.1-3229 through 58.1-3244 of the Code of Virginia. Such application shall be on forms provided by the State Department of Taxation and supplied by the Commissioner of Revenue and shall include such additional schedules, photographs, and drawings as may be required by the Commissioner of Revenue. An individual who is the owner of an undivided interest in a parcel may apply on behalf of himself and the other owners of such parcel upon submitting an affidavit that such other owners are minors or cannot be located. An application shall be submitted whenever the use or acreage of such land previously approved changes. (B.S.M. 09/05/89) (B.S.M. 02/16/10) B. A separate application shall be filed for each parcel on the land book. The owner of any property accepted into land use classification as provided for in this Chapter shall annually recertify to the Commissioner of the Revenue on forms (County Land Use Form 1 and County Land Use Form 2) provided by the Locality mailed to the owner of said real estate with the tax statement for real estate taxes due and payable on December 5 th of each year. The annual recertification shall be completed and returned to the Office of the Treasurer on or before the date that the December tax payment is due. (B.S.M.02/19/13) C. Pursuant to authority in Virginia Code § 58.1-3234(3), 1950, as amended, the Pittsylvania County Board of Supervisors hereby provides for the late filing (12/6 - 12/31) of land use revalidation forms on or before the effective date of the assessment, on payment of a late filing fee of one-hundred dollars ($100.00) per parcel of qualifying land. (B.S.M. 09/16/14)

SEC. 6-12.2. APPLICATION FEE.

Non-refundable application fees in accordance with the following schedule shall accompany all applications:

A. A fee of ten dollars ($10.00), plus ten cents ($0.10) per acre or fraction thereof shall be required for each initial application or series of initial applications for contiguous parcels in common ownership. (For purposes of this section, contiguous parcels shall include all abutting parcels and parcels separated only by a street or road.)

SEC. 6-12.3. DETERMINATION OF USE VALUE BY THE COMMISSIONER OF THE REVENUE.

A. Promptly upon receipt of any application, the Commissioner of the Revenue shall determine whether the subject property meets the criteria for taxation hereunder. If the Commissioner of the Revenue determines that the subject property does meet such criteria, he shall determine the value of such property for its qualifying use, as well as its fair market value.

B. In determining whether the subject property meets the criteria for "agricultural use" or "horticultural use" the Commissioner of the Revenue may request an opinion from the Commissioner of Agriculture and Commerce; in determining whether the subject property meets the criteria for "forest use" he may request an opinion from the Director of the Department of Conservation and Economic Development; and in determining whether the subject property meets the criteria for "open space use" he may request an opinion from the Director of the Commission of Outdoor Recreation. Upon the refusal of the Commissioner of Agricultural and Commerce, the Director of the Department of Conservation and Economic Development or the Director of the Commission of Outdoor Recreation to issue an opinion, or in the event of an unfavorable opinion which does not comport with standards set forth by the respective director, the party aggrieved may seek relief from any court of record wherein the real estate in question is located. If the court finds in his favor it may issue an order which shall serve in lieu of an opinion for the purposes of this ordinance.

SEC. 6-12.4. METHOD OF VALUATION.

A. In valuing qualifying real estate for purposes of taxation the Commissioner of the Revenue shall consider: 1. Personal knowledge, judgment and experience as to value of real estate in agricultural, horticultural, forest, or open space use; 2. Available evidence of agricultural, horticultural, forest or open space capability; and the Commissioner of the Revenue may accept soil survey information completed by the ASCS Office for individual farms; and 3. The recommendations of value of such real estate as made by the State Land Evaluation Advisory Committee.

B. In determining the total area of real estate actively devoted to agricultural, horticultural, forest or open space use, there shall be included the area of all real estate under barns, sheds, silos, cribs, greenhouses, public recreation facilities and like structures, lakes, dams, ponds, streams', irrigation ditches and like facilities.

C. Real estate under the farmhouse, homes, or other structures not related to such qualifying use shall be excluded in determining such total qualifying area as follows: 1. An area of twenty thousand (20,000) square feet or such other larger area under or around the farm house or home that is fenced in or otherwise designated as yard, etc., in conformance with other residential properties and used in connection therewith shall be excluded. 2. Any area under, adjacent,

adjoining or otherwise used in connection with other structures not related to said qualifying use shall be excluded.

D. All structures which are located on real estate in qualifying agricultural, horticultural, forest or open space use and the farm house or home or any other structure not related to said special use and the real estate on which the farm house or home or such other structure is located, together with the additional real estate used in connection therewith, shall be valued, assessed and taxed by the same standards, methods, and procedures as other taxable structures and other real estate in the County.

SEC. 6-12.5. USE VALUE AND FAIR MARKET VALUE PLACED ON LAND BOOK.

The use value and air market value of any qualifying property shall be placed on the land book before delivery to the treasurer and the tax for the next succeeding tax year shall be extended from the use value.

SEC. 6-12.6. ROLL BACK TAX.

There is hereby imposed a roll-back tax, and interest thereon, in such amounts as may be determined under Virginia Code § 58.1-3229 through 58.1-3244, upon any property as to which the use changes to a non-qualifying use.

SEC. 6-12.7. USE CHANGES TO BE REPORTED. LIABILITY FOR FAILURE TO REPORT OR MISSTATEMENT

A. The owner of any real estate liable for roll-back taxes shall, within sixty (60) days following a change in use, report such change to the Commissioner of the Revenue or other assessing officer on such forms as may be prescribed. The Commissioner shall forthwith determine and access the roll-back tax, which shall be paid to the treasurer within thirty (30) days of assessment. On failure to report within sixty (60) days following such change in use and/or failure to pay within thirty (30) days of assessment such owner shall be liable for an additional penalty equal to fifty per centum (50%) of the amount of the roll-back tax and interest, which penalty shall be collected as a part of the tax. In addition to such penalty, there is hereby imposed interest of one-half per centum (1/2%) of the amount of the roll-back tax, interest and penalty, for each month or fraction thereof during which the failure continues.

B. Any person making a material misstatement of fact in any application files pursuant hereto shall be liable for all taxes, in such amounts and at such times as if such property had been assessed on the basis of fair market value as applied to other real estate in the taxing jurisdiction, together with interest and penalties thereon, and he shall be further assessed with an additional penalty of one hundred per centum (100%) of such unpaid taxes.

SEC. 6-12.7.1 VOLUNTARY WITHDRAWAL WITH CONTINUATION OF QUALIFICATION.

A. Any person wishing to voluntarily remove their land from land use taxation is hereby permitted to so do without assessment of roll-back taxes as long as the use or acreage does not change such to preclude qualification for land use taxation, or the zoning of the real estate is not changed to a more intensive use at the request of the owner or his agent, for the next five (5) years following the withdrawal of the property from land use taxation and the reimposition of fair market taxation. However, if within the five (5) year following the withdrawal of the real property from land use taxation and the initiation of fair market taxation, if said parcel of land is altered to nonqualifying use or the acreage is reduced such to make the property nonqualifying or the property is rezoned to a more intensive use at the request of the land owner or his agent, the property shall then be assessed the appropriate roll-back taxes from the date of nonqualifying. If the property voluntarily withdrawn from land use taxation is subject to an acreage change by the owner, then only that portion which no longer would qualify had the property remained in land use taxation be subject to roll-back taxes and interest as provided in this Chapter. The taking of real estate which is being valued, assessed and taxed under this ordinance by right of eminent domain shall not subject the real estate so taken to the roll-back taxes herein opposed.

B. Any person who wishes to voluntarily withdraw their real estate from land use taxation and voluntarily revert to fair market taxation shall, for the next five (5) years following withdrawal of the real property from land use taxation, file the annual recertification provided for in Section 6-12.1(b). The owner of any property accepted into land use classification as provided for in this Chapter shall annually recertify to the Commissioner of Revenue on forms provided by the Locality and mailed to the owner of said real estate with the tax statement for real estate taxes due and payable on December 5 th of each year. The annual recertification shall be completed and returned to the Office of the Treasurer on or before the date that the December tax payment is due.

SEC. 6-12.8. SEPARATION OF PART OF REAL ESTATE ASSESSED.

Separation or split-off of a part of a real estate which is being valued, assessed and taxed under this ordinance, either by conveyance or other action of such real estate for a use other than agricultural, horticultural, forest or open space use, shall subject the real estate so separated to liability for the roll back taxes applicable thereto, but shall not impair the right of the remaining real estate to continuance of such valuation, assessment and taxation, provided it meets minimum acreage requirements and such other conditions of this ordinance and Article 4 of Chapter 32 of Title 58.1 of the Code of Virginia (1950) as may be applicable.

SEC. 6-12.9. CONTIGUOUS REAL ESTATE LOCATED IN MORE THAN ONE LOCALITY.

Where a contiguous real estate is agricultural, horticultural, "forest or open space use in one ownership is located in more than one taxing locality, compliance with the minimum acreage or gross sales requirements shall be determined on the basis of the total area of such real estate and not the area which is located in the County.

SEC. 6-12.10. TAXING OF REAL ESTATE ASSESSED UNDER THIS ARTICLE BY RIGHT OF EMINENT DOMAIN.

The taking of real estate which is being valued, assessed and taxed under this ordinance by right of eminent domain shall not subject the real estate so taken to the roll-back taxes herein opposed.

SEC. 6-12.11. PROVISIONS OF TITLE 58.1 APPLICABLE MUTATIS MUTANDIS.

The provisions of Title 58.1 of the Code of Virginia applicable to local levies and real estate assessment and taxation shall be applicable to assessments and taxation hereunder mutatis mutandis including, without limitation, provisions relating to tax liens and the correction of erroneous assessments, and for such purposes the roll back taxes shall be considered to be deferred real estate taxes.

SEC. 6-12.12. EFFECTIVE DATES.

This ordinance shall be effective for all tax years beginning on and after January 1, 1982. Adopted February 2, 1981 by the Pittsylvania County Board of Supervisors. William D. Sleeper, Clerk of the Board.

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Trustees of United Steelworkers Local Union 9428 Lease Agreement **REQUEST:** Lease Approval **STAFF CONTACTS:** Mr. Monday; Mr. Hunt	**AGENDA DATE:** 11/07/16 **ITEM NUMBER:** 10 **ACTION:** Yes **ATTACHMENTS:** (1) Revised Lease Agreement **REVIEWED BY:**

BACKGROUND/DISCUSSION:
At the September 6, 2016, Pittsylvania County Board of Supervisors' ("BOS") meeting, the BOS held the public hearing required by Virginia Code § 15.2-1800 related to the attached Lease Agreement (the "Lease"). After said public hearing, the BOS requested revisions to the insurance and utility sections of the Lease. Said revisions have been made. The Trustees have approved said revisions and executed the Lease.

RECOMMENDATION:
Staff recommends the Board of Supervisors:
(1) Approve the Lease Agreement between Pittsylvania County and the Trustees of United Steelworkers Local Union 9428, and;
(2) Authorize the County Administrator to sign any necessary documentation.

Roll Call Vote required.

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) days' written notice.

3. **RENT; LATE FEE**: Lessee covenants and agrees to pay to Lessor, as rental for the Premises, the sum of five hundred and seventy-five dollars ($575.00) 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. Any and all rent payments or late fees shall be made payable to and sent to the Treasurer of Pittsylvania County, Virginia, at the following address: 21 Main Street, P.O. Box 407, Chatham, Virginia 24531.

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 all its telephone, cable or satellite television, and internet usage upon said Premises. Lessee shall pay Lessor fifty dollars ($50.00) per month for water and electricity used upon said Premises. Lessor hereby reserves the right to renegotiate said monthly water and electricity usage fee after the first twelve (12) months, if necessary, to make said monthly fee commensurate with Lessee's actually water and electricity usage.

6. **INSURANCE; INDEMNIFICATION**:

A. **CASUALTY INSURANCE ON CONTENTS:** Lessee shall maintain, at its expense, fire and casualty insurance coverage, protecting its property and the property of others located on the Premises from loss, damage, or injuries.

B. **INCREASE IN FIRE INSURANCE PREMIUMS:** Lessee shall not keep in or upon the Premises any property which is prohibited by the standard policy form of fire insurance and may increase the Lessor's fire insurance premium.

C. **LIABILITY INSURANCE DURING THE LEASE:** Lessee shall provide and keep in force, for the protection of the general public and Lessor, liability insurance against claims for property damage, bodily/personal injury, or death upon the Premises, to the extent of not less than five hundred thousand and 00/100 dollars ($500,000.00), with respect to property damage, bodily/personal injury, or death to any one (1) person and to the extent of not less than one million and 00/100 dollars ($1,000,000.00) for property damage, bodily/personal injury, or death to any number of persons arising out of one accident.

D. **NOTICE TO LESSOR REGARDING INSURANCE:** Any form of insurance provided in Paragraph 6(C), shall be in a form approved by Lessor. Unless otherwise provided, such policy shall name Lessor as an additional insured and shall contain a clause that the insurer shall not cancel, materially modify, or fail to renew the insurance without first giving Lessor thirty (30) days' prior written notice Any such insurance shall be with an insurance company approved by the Lessor, authorized to do business in the Commonwealth of Virginia, and have a policyholder's rating of no less than "the most current edition of best insurance reports." A copy of the policy or certificate evidencing the insurance shall be delivered to the Lessor.

E. **INDEMNIFICATION OF LESSOR:** Lessor shall not be liable for any damage to property or injury arising from Lessee's occupation or use of the Premises, except as may be caused by Lessor's failure to perform under the Lease. Lessee shall protect, indemnify, defend, and save harmless the Lessor, his agents, or servants from and against any and all claims, actions, damages, liabilities, and expenses (including reasonable attorneys' fees) resulting from the negligent, unlawful, or willful acts or omissions of Lessee, Lessee's employees, representative, agents, customers, invitees, or visitors, or from Lessee's failure to perform any obligation imposed upon it by law or the provisions of this Lease, notwithstanding any possible negligence (whether sole, concurrent, or otherwise) on the part of Lessor, its agents, contractors, or servants.

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

Jackie Hensley 10-19-16
Richard B. Armstrong 10-19-16
Ed Webb 10-19-16

Witness the following signatures and seals:

LESSOR:

THE BOARD OF SUPERVISORS OF PITTSYLVANIA COUNTY, VIRGINIA

BY: _____

Name (Printed):_____

Its:_____

COMMONWEALTH OF VIRGINIA

COUNTY 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

APPROVED AS TO FORM

_____
J. Vaden Hunt, Esq.
Pittsylvania County Attorney

LESSEE:

TRUSTEES OF UNITED STEELWORKERS LOCAL UNION 9428

BY: [signature]

Name (Printed): Mary Ann Bane Jones

Its: _____

COMMONWEALTH OF VIRGINIA

COUNTY/CITY OF Pittsylvania County

BE IT REMEMBERED, that before me on this 19 day of October, 2016, appeared Jackie Hendley, Richard Hensley, Ed Wells, 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.

[signature]
NOTARY PUBLIC

MARY ANN BANE JONES
Notary Public
Commonwealth of Virginia
Reg. #7614417
My Commission Expires 06/30/2018

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Pittsylvania County Department of Social Services (PCDSS/ Pittsylvania County Memorandum of Understanding ("MOU")	**AGENDA DATE:** 11/07/16 **ITEM NUMBER:** 11
REQUEST: Memorandum of Understanding Approval	**ACTION:** Yes
STAFF CONTACT: Mr. Monday	**ATTACHMENT:** (1) Memorandum of Understanding
	REVIEWED BY: GK

BACKGROUND/DISCUSSION:
Attached please find a Memorandum of Understanding (Depreciation Allocation & Payment of Occupancy Costs) between Pittsylvania County and the Pittsylvania County Department of Social Services ("PCDSS") for the purpose of allocation and payment of occupancy costs of space occupied by the PCDSS at 220 H.G. McGhee Drive, Chatham, Virginia 24531. Said MOU needs to be executed and renewed. The cost allocation method and terms are regulated by the Commonwealth of Virginia.

RECOMMENDATION:
Staff recommends the Board of Supervisors:
(1) Approve the MOU between Pittsylvania County and the Pittsylvania County Department of Social Services and;
(2) Authorize the County Administrator to sign any necessary documentation.

Roll Call Vote required.

MEMORANDUM OF UNDERSTANDING
DEPRECIATION ALLOCATION & PAYMENT OF OCCUPANCY COSTS

This Memorandum of Understanding ("MOU") between the County of Pittsylvania, Virginia (the "County"), and the Pittsylvania County Department of Social Services ("PCDSS") is entered into for the purpose of allocation and payment of occupancy costs of space occupied by PCDSS. For and in consideration of the terms and agreements herein made, the County provides office space to PCDSS at 220 H.G. McGhee Drive, Chatham, Virginia 24531 (the "Premises"), together with full rights of ingress and egress to the County to the building thereon. The Premises are more particularly described as:

Pittsylvania County Department of Social Services, containing 17,679 square feet, located at 220 H.G. McGhee Dr. Chatham Virginia 24531. (Fully meets ADA requirements).

1. INITIAL TERM; RENEWAL TERM(S).

The initial term of this MOU is (2) years, commencing on November 7, 2016, and terminating on November 7, 2018. All subsequent renewal term(s) are governed by Paragraph 7 herein.

2. COST ALLOCATION METHOD & TERMS.

PCDSS shall pay the County the fixed rent sum of $3,972.42 monthly (or $47,669.00 annually) as Building Depreciation and Operating Costs at the beginning of each month, and each month thereafter for the initial term of this MOU.

Allocation of costs to PCDSS shall include maintenance, operating, and depreciation expenses, and shall be allocated based upon a total of 17,679 occupied square feet. These expenses are outlined in Attachment "A" (Depreciation Expenses), attached hereto, and based upon a forty (40) year depreciation expense schedule of the Premises, which was built of brick and mortar at an original cost of $2,311,595; and Attachment "B" (Calculation of County Operating Expense of the Premises), attached hereto, and allocated to PCDSS at an annual percentage rate of 61%, based upon percentage of the PCDSS' building occupancy. Allocated expenses may be adjusted annually based on the County's budgeted expenses, with written notice to PCDSS.

3. MAINTENANCE.

A. The County shall cause to be made, and pay for, such repairs as are necessary to maintain the PCDSS space in an adequate state of repair to insure its use by the PCDSS for its intended purpose. The County shall maintain the roof, HVAC system, and the structural components of the building on the Premises. The PCDSS shall keep the premises free from refuse and other debris during the term hereof. The PCDSS will also be responsible for, and completely pay for,

janitorial services for the premises; said janitorial services are not included in the rental costs. Utility costs are billed and based on actual cost, and paid at the 61% *pro rata* share of the space occupied by the PCDSS.

B. The County covenants to keep and maintain the Premises and the building thereon of of friable asbestos and any other reasonable adverse environmental condition deemed hazardous to the health or safety of persons entering the building.

4. UTILITIES; VARIABLE COSTS.

The County shall provide all heating and air conditioning, as conditions require, electricity, water, sewage, and trash disposal, snow and ice removal from the parking lot, access road, and walk ways, and janitorial supplies, as provided in Paragraph 2. PCDSS, in addition to the fixed monthly rent detailed in Paragraph 2, hereby agrees to pay all variable costs as detailed on Attachment "C," to and for the Premises during any term of the MOU. In the event that any one (1) or more such utilities are not provided, or are inadequately provided, then PCDSS shall be entitled to take such steps as are necessary to provide for such services, and the cost thereof shall be borne by the County.

5. PCDSS ALTERATIONS.

PCDSS may make such alterations, modifications, additions, and/or improvements to the Premises, and may install or remove such fixtures and partitions as PCDSS may deem proper at the PCDSS' expense, provided, however, that any structural alterations of the roof, foundation, or exterior walls shall require the County's prior written consent. All materials used in such alterations, modifications, additions, or improvements, and all fixtures and partitions made and/or installed by PCDSS shall remain the property of the County upon termination of this MOU, with the exception of modular furniture units, which shall remain the property of PCDSS, if purchased by PCDSS, and which PCDSS may remove from premises upon termination of this MOU.

6. DAMAGE OR DESTRUCTION OF PREMISES.

If the County fails to make, or fails to complete, repair, and restore the Premises within ninety (90) days after PCDSS provides notices pursuant to Paragraphs 9 (A) and (B), the PCDSS, at its option, may either: (a) immediately terminate this MOU and all obligations hereunder; or, (b) proceed to make, or cause to be made, such repair and restoration, at the County's expense, in which event, the PCDSS may deduct the cost of same from future occupancy cost installment payments as they become due and/or may collect such cost from the County in any manner provided by Virginia law.

7. MOU RENEWAL.

Unless otherwise terminated as herein provided, this MOU shall automatically renew and continue in full force and effect from year-to-year at the same rental, adjusted *pro rata* on an annual basis (based on County's allocated actual costs), and due and payable in the same periodic installments as provided in Paragraph 2, and subject to all terms, conditions, covenants, promises, and agreements herein contained. Such year-to-year renewal term shall continue to renew automatically, unless terminated by either party in such manner and at such time as hereinafter provided for.

8. TERMINATION.

A. This MOU may be terminated by either party only upon written notice to the other party by certified or registered mail, return receipt requested, at least three (3) months prior to the expiration of the initial term, or any renewal term(s); otherwise, this MOU shall renew and continue as provided in Paragraph 7.

B. Notwithstanding any provision in this MOU to the contrary, if, by operation of law, the County shall cease to exist, or its powers and authority are limited so as not to permit the continued use of the Premises for the purpose and use for which same is utilized, then this MOU and all PCDSS' obligations hereunder shall terminate.

9. NOTICE.

A. Any and all notices affecting this MOU may be served by the parties hereto, or by their duly authorized agents, as effectively as if same were served by any officer authorized by law to serve such notices. The return of such party, or its duly authorized agent, showing the time, place and manner of service of such notice shall have the same force and effect in any legal proceedings based thereon as a return of service by any officer authorized by law to serve such notice.

B. All notices required by law to be served upon all notices permitted by this MOU to be mailed to a party to this MOU shall be served upon or mailed to, as the case may be, the following agents for each party who are hereby appointed and designated as such for the purpose of receiving all such notices:

(1) The County's agent shall be the Pittsylvania County Administrator, whose address 1 Center St. Chatham, Virginia 24531.

(2) The PCDSS agent shall be the Pittsylvania County Department of Social Services Director, whose address is 220 HG McGhee Dr. Chatham, Virginia.

Each party shall immediately notify the other party, in writing, of any change of agents, and no change of agents shall be effective until such notice is given. Where under the terms of this MOU

a notice is required or permitted to be mailed by certified or registered mail, return receipt requested, and such notice is not mailed in such manner, the notice shall be effective if actually received by the party, or its appointed agent, to whom the notice is directed.

THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have affixed their signatures and seals.

COUNTY OF PITTSYLVANIA, VIRGINIA

_____
(Type or print name)

By:_____
(Signature)

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF _____, to-wit:

The foregoing Memorandum of Understanding was acknowledged before me by _____, on the _____ day of _____, 2016, in the jurisdiction aforesaid.

My Commission expires _____.

_____
Notary Public

PITTSYLVANIA COUNTY DEPARTMENT OF SOCIAL SERVICES

_____
(Type or print name)

By:_____
(Signature)

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF _____, to-wit:

The foregoing Memorandum of Understanding was acknowledged before me by _____, on the _____ day of _____, 2016, in the jurisdiction aforesaid.

My Commission expires _____.

_____
Notary Public

ATTACHMENT A

COST ALLOCATION WORKSHEET OF DEPRECIATION EXPENSE
FOR PREMISES OCCUPIED BY:

Pittsylvania County Department of Social Services (Chatham, Virginia)

Original Building Cost:	$ 2,311,595.00 $1,503,986.00 – main building $ 702,719.00 – Annex $ 104,890.00 – Solarium
Year Built:	Main Building – 2000 Annex – 2007 Solarium - 2009
Building Type:	Brick and Mortar
Years to Depreciate:	40 years
Total Building Square Footage:	28,908 sq. ft.
PDSS Square Footage:	17,679 sq. ft. 61 % of Building
Shared / Common Space:	1,392.78 sq. ft.

---

*The basis for establishing the rate and the amount of depreciation is to be governed by the type of construction and the cost of the structure, and reasonable life expectancy of a building. The estimated useful life of a newly constructed building will generally be determined by the following elements:

Masonry, Solid: Buildings of slow burning or fire-proof construction – such as masonry, brick, concrete, or cinder blocks, tile, brick and steel, steel frame, steel and stucco, etc. –
45 years – Depreciation Rate, 2.22%.

Masonry, Frame: Buildings of the same exteriors as above, but with wooden frame interiors –
33.5 years – Depreciation Rate, 3%.

Frame: Buildings of wooden frame or similar construction –
25 years – Depreciation Rate, 4%.

ATTACHMENT B

COST ALLOCATION WORKSHEET OF MAINTENANCE, ADMINISTRATION, & OPERATING EXPENSES FOR PREMISES OCCUPIED BY:

Pittsylvania County Department of Social Services (Chatham, Virginia)

DSS Rent Calc.	Annual Cost	Total Bldg. Cost	% of the Bldg. Used	Useful Life
Depreciation Amount	35,252.00	2,311,595.00	61%	40
Additional Cost:				
Snow Removal		800.00		
Lawn Maintenance (April - Oct)		875.00		
Trash Removal		800.00		
Routine Maintenance		3,300.00		
Janitorial Supplies		3,300.00		
Maintenance of Generators		792.00		
Fire Alarm Inspection		300.00		
Fire Sprinklers/Fire Ext Inspection		100.00		
HVAC Maintenance		2,150.00		
Annual Rent Amount		47,669.00		
Monthly Rent Amount		3,972.42		

ATTACHMENT C

In addition to the monthly fixed rent, PCDSS agrees to pay the following variable costs associated with this MOU:

Variable Costs

Gas (billed monthly)
Electric (billed monthly)
Water and Sewer (billed monthly)
Pest Control (billed monthly)
Interest (billed monthly)
General Maintenance and Supplies
Snow and Ice Removal
Lawn Maintenance
Garbage Removal
Generators Maintenance
Fire Alarm Inspection and Repairs
Fire Sprinkler and Fire Extinguisher Inspection and Maintenance
HVAC Maintenance

PITTSYLVANIA COUNTY

EXECUTIVE SUMMARY

AGENDA TITLE: West Piedmont Planning District Year 2017 Regional Comprehensive Economic Development Strategy (CEDS) List	**AGENDA DATE:** 11-07-2016	**ITEM NUMBER:** 12
	ACTION:	**INFORMATION:** **Yes**
SUBJECT/PROPOSAL/REQUEST: Provide List of Projects That Will Be Eligible For Federal Funding	**CONSENT AGENDA: ACTION:**	
STAFF CONTACT(S):	**INFORMATION:**	
Mr. Monday Mr. Sides	**ATTACHMENTS:** Yes	
	REVIEWED BY: GLS	

BACKGROUND:

Each year members of the Board of Supervisors submit a Project List to the West Piedmont Planning District Commission (WPPDC) for their Regional Comprehensive Economic Development Strategy (CEDS). This is a requirement for Economic Development Administration (EDA) funding and EDA projects. Projects must be submitted listing their project priorities and their project types, along with the proposed funding including federal, state, local or other.

DISCUSSION:

Attached is the current project list for Pittsylvania County and joint projects with the City of Danville. Please review to see if projects need to be added or deleted. At the December 5, 2016 meeting of the Board of Supervisors, Mr. Sides and/or Mr. Rowe will discuss the CEDS list and receive input from the Board. A completed project list, along with an Letter of Endorsement from Pittsylvania County will need to be submitted to WPPDC prior to December 30, 2016.

RECOMMENDATION:

No action at this time.

WEST PIEDMONT ECONOMIC DEVELOPMENT DISTRICT

P.O. Box 5268 - Martinsville, VA 24115-5268

Telephone: 276-638-3987 Fax: 276-638-8137 Email: lmanning@wppdc.org

October 12, 2016

MEMORANDUM

TO: County Administrators, Counties of Franklin, Henry, Patrick, and Pittsylvania
City Managers, Cities of Danville and Martinsville
Manager, Town of Rocky Mount

FROM: Leah Manning, Regional Economic Development Planner

RE: ***Year 2017 Regional Comprehensive Economic Development Strategy***

Work on the 2017 CEDS update is underway. Once again, our CEDS timetable is **March 31, 2017**, to align with our planning grant. *One of the first steps will be for all localities to begin planning and compiling their list of prioritized projects.* A listing of the projects for the current CEDS is attached, along with blank forms on which to prepare your list for next year (April 1, 2017 - March 31, 2018) to coincide with this schedule. If additional pages are needed, please make extra copies of the enclosed sheets.

To get the process started, we request that you and your staff carefully review the attached current project list to see if projects need to be added or deleted. Then, we ask that you update your list and indicate whether the projects are Priority I, II, and III projects, as well as an indication of Type I, II, III, IV, and V projects. Since the spreadsheet is already at a maximum for space, please combine the Project Type with the Project Priority column (see template included on separate tab within the file). Please note that, as with the previous CEDS updates, we are incorporating ***EDA Project Types*** as part of the project information since EDA requested that we provide a more detailed breakdown with regard to project priorities. Since 2011, the CEDS Committee decided to implement this methodology for the document. A guideline for the Project Types is also included for your convenience.

In order to keep the CEDS development on track with the current schedule, ***we need your completed project list, along with a letter of endorsement from your locality (sample form letter enclosed) no later than Friday, December 30, 2016.*** We realize this is some time away; however, we want to make sure you have adequate time for planning since EDA will not consider funding projects not included on this list. In addition to EDA-eligible projects, please include CDBG, Rural Development, Appalachian Regional Commission, VDOT/House Bill 2 grants, and any other grants or projects for which your jurisdiction plans to apply for funding during the period from April 1, 2017 - March 31, 2018. ***We also encourage localities to work together on regional projects for inclusion on the list and as potential GO Virginia opportunities.***

With regard to Priority I projects, please remember, if you are invited to submit an EDA preapplication/grant proposal, you will need a Preliminary Engineering Report and detailed project information. EDA sometimes invites Priority II and III projects as well as Priority I projects if the project planning progresses.

If you have questions or need assistance, please let me know. ***Please remember that a project must be included on the project list to be eligible for EDA funding. If you have a grant underway at this time, be sure to include it on the list for next year in case there is a carryover to the next year by EDA for some reason.*** Therefore, if you have projects in the planning stage, be sure to include them. As you are aware, things can change during the year with regard to funding availability.

Attachments

(Please return this to WPPD, along with list of prioritized projects, by December 30, 2016.)

SAMPLE LETTER TO SUBMIT WITH CEDS PRIORITIZED PROJECT LIST

*(**Please return this letter to the West Piedmont Planning District Commission with your list of prioritized projects which your local governing body approves**; the letter will be included as an attachment to the Regional Comprehensive Economic Development Strategy document. **DO NOT SEND THIS DIRECTLY TO EDA**.)*

(date)

Ms. Linda Cruz-Carnall, Regional Director
U.S. Department of Commerce
Economic Development Administration
Philadelphia Regional Office
The Curtis Center
601 Walnut Street, Suite 140 South
Philadelphia, PA 19106-3323

Dear Ms. Cruz-Carnall:

Whereas the local governing body of _____*(name of locality)*_____ supports the West Piedmont Economic Development District Designation, this is to advise that we have elected to be covered by the Year 2017 Comprehensive Economic Development Strategy for the West Piedmont Planning District in its capacity as an EDA Economic Development District. The projects included in the document's prioritized project list have been endorsed by the local governing body at its meeting on ____*(date)*____ for assistance in improving the economy of our area.

On behalf of my community, thank you for the opportunity to participate in the Economic Development Administration's Economic Development District Program.

Sincerely yours,

(local administrator)

cc: Leah Manning, WPPDC

EDA PROJECT PRIORITIES:

Priority I Projects:

Those construction or implementation projects which are in the advanced stages of planning or "ready to go" (i.e., preliminary engineering and environmental audit available or underway, matching funding available).

Priority II Projects:

Construction or implementation projects will be in formative stages of planning and which are not otherwise proceeding towards immediate implementation.

Priority III Projects:

Non-construction, non-implementation projects of a special economic development purpose which may include special issues studies, basic data collection and analysis, feasibility studies, and technical assistance projects.

EDA PROJECT TYPES:

Type I: (Shovel-Ready)

- Project Title
- Project Description
- Eligible Applicant(s)
- Project Impact Area
- Own Property
- Preliminary Engineering Report Available
- Matching Funds Status (funds currently available and documented; sources)
- Phase I Environmental Report Available
- Project has clearance documentation from State Historic Preservation Office
- Permit Status
- Estimated Number of Jobs to be Created
- Estimated Number of Jobs to be Retained
- Estimated Private Investment

Type II: (Project is in Final Planning Stage)

- Project Title
- Project Description
- Eligible Applicant(s)
- Project Impact Area
- Own Property
- Preliminary Engineering Report in Development
- Matching Funds Committed (funds not available but applicant can provide resolution/letter of commitment at time of application)
- Phase I Environmental Report in Process
- State Historic Preservation Office Clearance in Process
- Permit Status
- Estimated Number of Jobs to be Created
- Estimated Number of Jobs to be Retained
- Estimated Private Investment

Type III: (Project in Early Planning Stage)

- Project Title
- Project Description
- Eligible Applicant(s)
- Project Impact Area
- Do not own Property (option on property; other)
- Status of Preliminary Engineering
- Matching Funds Status
- Phase I Environmental Report Not Available
- State Historic Preservation Office Clearance in Process
- Estimated Number of Jobs to be Created
- Estimated Number of Jobs to be Retained
- Estimated Private Investment

Type IV: (Requests for Other Types of Projects—USDA-Rural Development, CDBG, ARC, VDOT Enhancement Program):

- Project Title
- Project Description
- Eligible Applicant(s)
- Project Impact Area
- Matching Funding Status
- Estimated Number of Jobs to be Created, if applicable
- Estimated Number of Jobs to be Retained, if applicable
- Estimated Private Investment, if applicable

Type V (Technical Assistance; Technical Studies)

- Project Title
- Project Description
- Eligible Applicant(s)
- Project Impact Area
- Matching Funding Status
- Other Pertinent Information

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

PRIORITY PROJECTS

April 1, 2017 - March 31, 2018

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON-MENTAL IMPACT	NO. OF JOBS
Name of Project--	1/IV	Example	EDA	$2,500,000	$6,000,000	Positive	400
Locality			Local	$3,500,000			

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY PRIORITY PROJECTS

April 1, 2016 - March 31, 2017

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON-MENTAL IMPACT	NO. OF JOBS
Regional Industrial Mega Park Economic Adjustment Strategy--City of Danville & Pittsylvania County	1/I	Engineering, master planning, mega park certification, and infrastructure development for 3,500 acre mega park to serve Danville, Pittsylvania County, Southside VA & North Central NC. Infrastructure development includes regional and interstate water and sewer systems. Future infrastructure improvements will include land, rail, and road	USDA-RD EPA/STAG EDA VTC Local	$2,000,000 $5,000,000 $5,000,000 $5,000,000 $7,218,000	$24,218,000	N/A	2,000
Regional Industrial Mega Park Economic Adjustment Strategy--City of Danville & Pittsylvania County	1/II	Economic Adjustment Strategy - study to develop target industry and marketing strategy for sustainable manufacturing to replace traditional manufacturing employment lost in the Regional Mega Park area of Southern VA and Northern NC	EDC VTC	$50,000 $50,000	$100,000	Positive	Indirect
Site Improvements at Cane Creek Industrial Park--City of Danville and Pittsylvania County (Lots 6, 7b,7c, 10)	1/II	Site improvements to include grading and sanitary sewer for Tracts 6, 7b, 7c, and Lot 10	EDA VTC Local	$3,000,000 $1,500,000 $400,000	$4,900,000	Positive	500
Gretna Area Water Supply System--Town of Gretna/ Pittsylvania County	1/I	Engineering and construction of a new public water supply source and distribution system	EDA/EPA VTC Local	$1,340,000 $1,300,000 $135,000	$2,775,000	Positive	NA
Olde Dominion Agricultural Complex--Pittsylvania County	1/I	Regional, multi-purpose agricultural complex including office space, conference facilities, educational space, livestock facilities and ag. related commercial sites	USDA-RD VTC Local	$100,000 $2,000,000 $3,100,000	$5,200,000	Positive	25 onsite Indirect offsite
Gretna Industrial Park--Town of Gretna/Pittsylvania County	1/I	Construct industrial park road and lots with on-site and off-site utility improvements	EDA VTC Local	$400,000 $1,500,000 $150,000	$2,050,000	N/A	200
Graded Industrial Park Pad Sites--Pittsylvania County	1/I	Create graded pad sites at existing Industrial Park sites. Ringgold, Brosville, Gretna, Hurt	EDA VTC Local	$700,000 $2,000,000 $300,000	$3,000,000	N/A	200
Energy Efficiency Improvements Public Buildings--Pittsylvania County	1/I	Retrofit existing County buildings to make them more energy efficient	State DOE Local	$450,000 $450,000 $100,000	$1,000,000	Positive	Indirect
Regional Industrial Mega Park--Danville & Pittsylvania County	1/II	Extension of electric service to the Mega Park through AEP. Relocation of an existing 69kV line on Lot 4 and grade pad. Conduct a routing analysis, acquire permit and ROW for new electric service to the park.	EDA Local VTC MEI	$1,462,800 $186,400 $1,279,800 $371,000	$4,300,000	---	---

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON-MENTAL IMPACT	NO. OF JOBS
			City County	$500,000 $500,000			
Regional Industrial Mega Park--Danville & Pittsylvania County	1/II	Natural gas engineering and infrastructure development	EDA Local VTC	$3,000,000 $2,000,000 $1,000,000	$6,000,000	---	---
Regional Industrial Mega Park Industrial Access Improvements City of Danville and Pittsylvania County	1/II	Construct an industrial access road, make interchange modifications, and existing road improvements to improve traffic flow to regional industrial Mega Park	FHWA VDOT EDA Local VTC	$10,000,000 $10,000,000 $1,000,000 $13,000,000 $1,000,000	$35,000,000	None	5,000
Commerce Center/Industrial Park, Park Development--Pittsylvania County	1/II	Route 58 West Industrial Park development add 120 acres to existing Brosville Park	EDA Local VTC	$1,500,000 $500,000 $1,000,000	$3,000,000	N/A	250-300
Extend Water Service for Brosville to Dry Fork--Pittsylvania County	1/II	863 to Dry Fork Commercial/Industrial area and to serve Tunstall Middle School and Tunstall High School	EDA Local VTC	$1,000,000 $500,000 $600,000	$2,100,000	Unknown	Unknown
Key Industrial Park - Hurt--Pittsylvania County	1/II	Purchase additional land and infrastructure to 157-acre industrial park	EDA VTC Local	$1,000,000 $1,500,000 $500,000	$3,000,000	N/A	150-200
Hurt Industrial Park - Hurt--Pittsylvania County	1/II	Develop 600-acre site of former Klopman Mills. Master Plan for property, site and access improvements	EDA USDA-RD VTC	$1,000,000 $1,500,000 $500,000	$3,000,000	N/A	150-200
Richmond Danville Trail Connector--City of Danville & Pittsylvania County	1/II	Construction of 12-ft wide natural surface multi-purpose trail to connect 6-mile Richmond-Danville Rail Trail in Pittsylvania County with Dan River Trail System (Danville's Riverwalk) to create 25-mile destination trail	EDA FHWA-DCR Local	$700,000 $150,000 $100,000	$950,000	None	Indirect
Revolving Loan Fund--Pittsylvania County	1/II	Establish revolving loan fund to help create and recruit new economic development projects	EDA VTC USDA IDA	$500,000 $250,000 $200,000 $50,000	$1,000,000	N/A	Indirect
Industrial Site Assessments--Pittsylvania County	1/III	Engineering site assessments for new local and regional industrial park projects	EDA Local	$50,000 $50,000	$100,000	N/A	N/A
Gretna Area Water System Improvement (Leesville Lake)--Pittsylvania County	1/III	Nine mile pipeline raw water intake from Leesville Lake to Gretna Reservoir	EDA VTC Local	$1,000,000 $1,500,000 $500,000	$3,000,000	NA	Unknown
Water and Sewer System Improvements - Chatham--Pittsylvania County	1/III	1M gallon storage tank Cherrystone Park 12" water line Upgrade water and wastewater plant - gravity sewer	Local EDA VTC Local	$3,900,000 $2,000,000 $2,000,000 $1,000,000	$8,900,000	NA	300-500
Commerce Center Industrial Park - Blairs--Pittsylvania	1/III	Purchase land off U.S. Route 29 & infrastructure development	Local EDA	$500,000 $1,000,000	$3,500,000	NA	300-400

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON-MENTAL IMPACT	NO. OF JOBS
County			VTC Local	$1,000,000 $1,000,000			
Cloverdale Regional Industrial Park--Pittsylvania County, Halifax County, Danville	2/III	Infrastructure and access to develop a regional technology park adjacent to VIR on U.S. Route 58	EDA VTC VDOT Local	$4,000,000 $2,000,000 $3,500,000 $1,000,000	$10,500,000	Unknown	1,500
Leesville Lake Treatment Facility--Pittsylvania County	2/III	Water treatment plant of 6.0 MGD	USDA-RD EDA Local	$1,000,000 $1,000,000 $1,000,000	$3,000,000	N/A	NA
Water System Integration - Hurt-Chatham-Gretna--Pittsylvania County	2/III	Integrate regional water system between the towns of Hurt, Chatham, and Gretna to provide water sources along U.S. Route 29 corridor	USDA-RD VTC Local	$1,000,000 $1,000,000 $1,000,000	$3,000,000	N/A	400-600
Agricultural Development Plan--Pittsylvania County	2/III	Develop a comprehensive agricultural development and marketing plan with implementation strategy	VADACS USDA Local	$100,000 $50,000 $50,000	$200,000	N/A	Indirect
Economic Development Plan--Pittsylvania County	2/III	Develop a comprehensive economic plan with marketing and implementation strategy	EDA VTC Local	$50,000 $130,000 $20,000	$200,000	N/A	Indirect
Career Development Center Workforce Training--Pittsylvania County	2/III	Create a center to promote and facilitate career development, including higher education and workforce skills training	EDA VTC USDA-RD Local	$1,000,000 $1,600,000 $100,000 $300,000	$3,000,000	N/A	Indirect
Regional Industrial Mega Park, New On and Off-Site Rail Construction--Danville and Pittsylvania County	2/III	New on-site rail construction and off-site improvements for Regional Industrial Mega Park	VA-RPT Norfolk-Southern VTC EDA Local	$5,000,000 $5,000,000 $1,000,000 $1,000,000 $8,000,000	$20,000,000	None	5,000

ABBREVIATIONS:

ARC = Appalachian Regional Commission
CDBG = Community Development Block Grant
CIT = Center for Innovative Technology
CORD = Center on Rural Development
EDA = Economic Development Administration
EPA STAG = Environmental Protection Agency State

TBD = to be determined
TEA-21 = VDOT Transportation Enhancement Act Program for the 21st Century (Replaced with MAP 21 Program)
VDBA = VA Department of Business Assistance
WIA = Workforce Investment Act
VTC/TICR =Virginia Tobacco Indemnification and

USDA-RD = U.S. Dept of Agriculture, Rural Development
VDA = Virginia Department of Aviation
VASBI = Virginia Shell Building Initiative
VA-DOA = Virginia Dept of Aviation
VDOT = VA Department of Transportation
VDH = VA Department of Health

PROJECT TYPES:

Type I - Shovel Ready
Type II - Final Planning Stage
Type III - Early Planning Stage
Type IV - Other Projects (USDA, CDBG, VDOT, etc.)
Type V - Technical Assistance/

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON-MENTAL IMPACT	NO. OF JOBS
& Tribal Assistance Grant		Community Revitalization Commission	VHDA = Virginia Housing Development Authority			Studies	
DCR = Dept of Conservation & Recreation		SERCAP = Southeast Rural Community Assistance Project, Inc.	VHPF = Virginia Housing Partnership Fund				
FAA = Federal Aviation Administration		USACE = US Army Corps of Engineers	VRA = Virginia Resources Authority				
FHWA = Federal Highway Administration		ISDF = Industrial Site Development Fund (VDHCD)	VATC = Virginia Tourism Corporation				
GO Bonds = General Obligation Bonds		LWCF = Land & Water Conservation Fund	VWP = Virginia Water Projects				
RBEG = Rural Business Enterprise Grant		SWCB = State Water Control Board	WQIF = Water Quality Improvement Funds (VA)				
RD = Rural Development		WVWA = Western VA Water Authority	HUD = Housing and Urban Development				
USCAIP = US Community Adjustment & Investment Prograr		MEI = Major Employment Investment (VEDP/VTC)	VA-RPT = Virginia Department of Rail & Public Transit				
PRVT = Private Investment		NSF = National Science Foundation	VCC = Virginia Community Capital				
DHCD = VA Dept of Housing & Community Development							

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Draft 2017 Board of Supervisors' Schedule of Meetings	**AGENDA DATE:** 11-07-2016	**ITEM NUMBER:** 13
SUBJECT/PROPOSAL/REQUEST: Draft Meeting Calendar	**ACTION:** No	**INFORMATION:** YES
STAFF CONTACT(S): Mr. Monday	**CONSENT AGENDA:** **ACTION:**	**INFORMATION:**
	ATTACHMENTS: Draft 2017 BOS Schedule of Meetings	
	REVIEWED BY: CM	

BACKGROUND:

DISCUSSION:
Attached hereto is a Draft 2017 Board of Supervisors' Schedule of Meetings for the Board of Supervisors to review prior to their January 3, 2017 Re-organization Meeting. Please note that due to the New Year's holiday schedule, the first meeting of the Board of Supervisors will be ***Tuesday, January 3, 2017.*** It is at that meeting the newly re-organized Board will adopt a 2017 meeting schedule.

RECOMMENDATION:
Staff submits this to the Board of Supervisors as information for review and consideration. No action will be taken on this item until January 3, 2017.

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
SCHEDULE OF MEETINGS
2017

Re-organizational Meeting	January 3, 2017	Tuesday	7:00 p. m. General District Courtroom
Adjourned Meeting	January 17, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	February 6, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	February 21, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	March 6, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	March 21, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	April 3, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	April 18, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	May 1, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	May 16, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	June 5, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	June 20, 2017	Tuesday	7:00 p. m. General District Courtroom
Adjourned Meeting	July 18, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	August 7, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	August 15, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	September 5, 2017	Tuesday	7:00 p. m. General District Courtroom
Adjourned Meeting	September 19, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	October 2, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	October 17, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	November 6, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	November 14, 2017	Tuesday	7:00 p. m. General District Courtroom
Regular Meeting	December 4, 2017	Monday	7:00 p. m. General District Courtroom
Adjourned Meeting	December 12, 2017	Tuesday	7:00 p. m. General District Courtroom

Note: Regular meetings are held on the first Monday of every month.
Adjourned meetings are held on the third Tuesday of every month.
Exception: If a meeting falls on a holiday, it is scheduled for the next day of business.

APPOINTMENTS

PITTSYLVANIA COUNTY
Board of Supervisors

EXECUTIVE SUMMARY

AGENDA TITLE: Appointment to the Pittsylvania County Industrial Development Authority (IDA) – Dan River District Representative	**AGENDA DATE:** 11-07-2016	**ITEM NUMBER:** 14
	ACTION: Yes	**INFORMATION:**
SUBJECT/PROPOSAL/REQUEST: Re-appointment	**CONSENT AGENDA:**	
	ACTION:	**INFORMATION:**
STAFF CONTACT(S): Mr. Monday	**ATTACHMENTS:** No	
	REVIEWED BY: GHS	

BACKGROUND:

DISCUSSION:

Mr. Eddie Hite was appointed by the Board of Supervisors as the Dan River District Representative to the Pittsylvania County Industrial Development Authority for a four (4) year term that would run from January1, 2013 through December 31, 2016. Mr. Hite's term will be ending December 31, 2016 and he is eligible for re-appointment for another four (4) year term that would begin January 1, 2017 thru December 31, 2020. Mr. Hite has expressed interest in being re-appointed.

RECOMMENDATION:

Staff submits this to the Board of Supervisors for their consideration and approval.

REPORTS FROM BOARD MEMBERS

REPORTS FROM LEGAL COUNSEL

REPORTS FROM COUNTY ADMINISTRATOR

PITTSYLVANIA COUNTY
VIRGINIA

Lisette Jordan
Human Resources Manager
P.O. Box 426
Chatham, Virginia 24531
Lisette.Jordan@pittgov.org

1 Center Street
Chatham, Virginia
Phone (434) 432-1976
Fax (434) 432-7714
www.pittsylvaniacountyva.gov

MEMORANDUM

To: Clarence Monday, County Administrator
From: Lisette Jordan, Human Resources Manager
Date: October 31, 2016
Subject: Classification and Compensation Study

In March 2016 Pittsylvania County advertised a Request for Proposal (RFP) for human resources advisory and specific short-term services. The County received five responses. Springsted was selected by a panel based on experience, credentials, work references and cost competitiveness. Pittsylvania County entered into contract with Springsted, July 10, 2016. Since mutual acceptance of terms and conditions, the human resources department has provided the requested classification and compensation data, organizational structure, and job descriptions.

Springsted will begin implementing the study with a "Kick-Off Meeting." Meetings are scheduled November 16 -18, 2016 to meet with supervisors as a group for an hour, and 30 minute individual meetings in the board conference room. Additionally, group meetings will be held for full-time and part-time employees, November 17-18th for one-hour increments in the main conference room. Joel Davis, Vice President of Springsted, will explain the classification and compensation study process, and seek input and answer questions from employees (see attached memos). Employees will receive surveys in conjunction with their supervisor to provide responses to Springsted's Position Analysis Questionnaire (PAQ). Questionnaires will be provided to employees in electronic and hard copy format. Once the data is collected and compiled, Springsted will notify human resources of next steps in the process.

Springsted estimates 120 days until completion of study (see attached). Once completed, Springsted will present its findings to the County Administrator and finally to the Board of Supervisors. Findings will include, but are not limited to, a recommended pay plan with market ranges of salaries as reflected by competitors in the area, staffing structure and job evaluation factor analysis. Springsted will work with administration in developing a plan for implementing the study recommendations. This will allow the County to assess financial needs during budget preparation. Springsted will also train key staff in the methodology used to develop, maintain and update the classification and pay plan. Springsted has offered to remain available upon conclusion of the study for additional consultation.

d. Project Timeline

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Springsted is prepared to initiate the study within 10 days after receiving the official notice to proceed and will complete the study within 120 days. A detailed project schedule is provided below.

There are factors that impact upon meeting the schedule that are beyond the consulting team's control. The proposed time frame is contingent upon a timely decision, the receipt of requested data, and the timely receipt of feedback and comments on the submitted preliminary data.

Task	Month #1	Month #2	Month #3	Month #4
Project Initiation – Data Collection – Meetings With County Staff				
Development of Classification System				
Review of Preliminary Classifications and Class Descriptions				
Prepare/Evaluate Survey Data				
Develop Compensation Plan				
Assign Classes to Grades				
Develop Implementation Strategies and Phasing Plan for Five (5) Year Implementation				
Submit Final Report for Discussion With County Staff and Presentation to the County Staff and Administrator				
Staff Training in Use of Job Evaluation (SAFE) System				

PITTSYLVANIA COUNTY
VIRGINIA

Lisette Jordan
Human Resources Manager
P.O. Box 426
Chatham, Virginia 24531
Lisette.Jordan@pittgov.org

1 Center Street
Chatham, Virginia
Phone (434) 432-1976
Fax (434) 432-7714
www.pittsylvaniacountyva.gov

MEMORANDUM

To: Pittsylvania County Board of Supervisors
From: Lisette Jordan, Human Resources Manager LJ
Date: November 7, 2016
Subject: Update on Classification and Compensation Study

Springsted will begin implementing the classification and compensation study with a "Kick-Off Meeting." Meetings are scheduled November 16 -18, 2016 to meet with supervisors as a group for an hour, and 30 minute individual meetings in the board conference room. Additionally, group meetings will be held for full-time and part-time employees, November 17-18th for one-hour increments in the main conference room. Joel Davis, Vice President of Springsted, will explain the classification and compensation study process, and seek input and answer questions from employees (see attached memos). Employees will receive surveys in conjunction with their supervisor to provide responses to Springsted's Position Analysis Questionnaire (PAQ). Questionnaires will be provided to employees in electronic and hard copy format. Once the data is collected and compiled, Springsted will notify human resources of next steps in the process.

Springsted estimates 120 days until completion of study, dependent on the timeliness of survey responses. Once completed, Springsted will present its findings to the County Administrator and finally to the Board of Supervisors. Findings will include, but are not limited to, a recommended pay plan with market ranges of salaries as reflected by competitors in the area, staffing structure and job evaluation factor analysis. Springsted will work with administration in developing a plan for implementing the study recommendations. This will allow the County to assess financial needs during budget preparation. Springsted will also train key staff in the methodology used to develop, maintain and update the classification and pay plan. Springsted has offered to remain available upon conclusion of the study for additional consultation.

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: November 3, 2016, Subject: **Animal Control Activity Report**

During the period of September 30, 2016, through October 31,2016_, the Animal Control Officers responded to 333 calls; and 160 follow up calls as per Pete Boswell, Chief Animal Control Officer, resulting in the following:

Description	Number	Remarks
Animals taken into custody:	155	
Dogs	48	
Cats	98	
Other	9	3- OPOSSUMS 1-Raccoon 4-Gecko 1-Turtle
Animals on hand at month end	75	**16-Dogs 1-Turtle 4-Gecko**
Animals dispatched	20	8-Cats 12-Dogs
Licenses checked	53	
Court cases	17	
Summons	4	
Animals Adopted	8	7-Dogs 1-Cat
Animals returned to owners	5	5-Dogs
Cats taken to the Humane Society	90	
Animals Transferred	34	27-FCHS 6-MHCSPCA 1-DAHS
Injured animals picked up	4	3-Dogs 1-Cat
Animals found in traps	65	4-Dogs 57-Cats 3-Oppossums 1-Raccoon
Exposures: Human/Saliva	0	
Exposures: Dogs/Cats/Wildlife	0	
Dog Bites	3	
Cat Bites	1	
Cruelty Checks	4	
Well-being Checks	25	
Cat/Dog Fights	1	
Investigated killings by dogs/cats	1	
Investigate killings by Coyotes	0	

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

PITTSYLVANIA COUNTY
VIRGINIA

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

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

MEMORANDUM

To: Otis S. Hawker, Assistant County Administrator

From: Pete Boswell., Chief Animal Control Officer

Date: November 3, 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	11hrs	.
Vehicles entering sites	40	
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 Kaylyn McCluster

Date: November 3, 2016

Subject: **COMPLETED WORK ORDERS - OCTOBER 2016**

Attached please find a listing, by department, of completed work orders for the month of October. 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 17 work orders still outstanding

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

KM
Attachment

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

WORK ORDERS COMPLETED FOR MONTH OF OCTOBER 2016

	NO. W/O	MAN-HOURS
ANIMAL CONTROL	1	2
ARMORY		
A S C S / EXTENSION / USDA-FSA		
BOARD OF SUPERVISORS		
BUILDING & GROUNDS		
BUILDING INSPECTIONS		
CAPTAIN MARTIN BLDG	1	1
CENTRAL ACCOUTING		
CENTRAL PURCHASING		
CIRCUIT COURT	1	1
CLERK OF COURT	2	5
CODE COMPLIANCE (PLANNING COMMISSSION & ZONING)		
COMMISSIONER OF REVENUE		
COMMONWEALTH ATTORNEY		
COMPACTOR SITE		
COUNTY ADMINISTRATOR AND ASST. COUNTY ADMIN.	1	1
COUNTY ATTORNEY	1	1
COURTHOUSE (1968 ANNEX)		
COURTHOUSE (EDWIN R. SHIELDS)	1	1
CSA - CPMB		
DEPOT BUILDING		
EMERGENCY 911 FACILITY	2	3
ENVIRONMENTAL HEALTH		
FINANCE	1	1
FIRE MARSHAL	1	1
GENERAL DISTRICT COURT	1	2
GRANTS ADMINISTRATION		
HEALTH DEPARTMENT	1	1
HUMAN RESOURCES		
HUMAN SERVICES FACILITY		
INDUSTRIAL PARKS		
INFORMATION TECHNOLOGY		
JAIL	106	70
JUVENILE & DOMESTIC COURT	1	1
JUVENILE & DOMESTIC COURT SERVICES UNIT		
LANDFILL		
LIBRARY	8	17
LITERACY		
MAGISTRATE		
MOSES BUILDING		
OLD DOMINION AG. COMPLEX	1	1
PCED BUILDING		
PURCHASING		
REASSESSMENT		
RECREATION: RAIL-TRAIL & WAYSIDE PARK		
RECREATIONAL		
REGISTRAR-VOTING PRECINCTS	4	5
SHERIFF	5	4
SOCIAL SERVICES	3	6
TREASURER		
VICTIM WITNESS		
OTHER: 4380 BERRY HILL RD		
RINGGOLD DEPOT		
CALLANDS CLERKS OFFICE		
OLD BLAIRS SCHOOL		
DAN RIVER MIDDLE SCHOOL TOWER		
KENTUCK WALKING TRAIL		
TOTAL WORK ORDERS COMPLETED - OCTOBER 2016	142	124
YEAR TO DATE *07/01/2016 - 06/30/2017*	475	488

PITTSYLVANIA COUNTY CODE COMPLIANCE
MONTHLY REPORT & FEES
October 2016

TYPES OF PERMITS

78	BUILDING PERMIT FEES COLLECTED	$5,168.41
78	LEVY COLLECTED	$103.56
0	SUBDIVISION FEES COLLECTED	$0.00
14	ZONING PERMIT FEES COLLECTED	$65.00
0	REINSPECTION FEES COLLECTED	$0.00
3	LAND DISTURBING FEES COLLECTED	$30.00
173	TOTAL FEES COLLECTED	$5,366.97

MONTHLY BUILDING VALUES

2	NEW DWELLINGS	$372,995.00
3	MOBILE HOMES/OFFICE TRAILERS	91,500.00
2	DOUBLE-WIDE MOBILE HOMES	104,000.00
1	MODULAR	151,002.00
18	COMMERCIAL CONSTRUCTION	1,292,734.00
52	MISCELLANEOUS	628,986.00
78	TOTAL	$2,641,217.00
	NONTAXABLE: $5,526,316.00	$35,190,163.00

MONTHLY ACTIVITY REPORT

NUMBER OF BUILDING INSPECTIONS MADE	226
NUMBER OF REJECTIONS OF WORK	34
NUMBER OF E & S INSPECTIONS	76
NUMBER OF MILES INSPECTORS TRAVELED	3,643

MONTHLY ZONING FEES

3	REZONING FEES COLLECTED	$482.13
1	SPECIAL USE PERMIT FEES COLLECTED	167.45
0	VARIANCE & APPEAL FEES COLLECTED	0.00
0	SIGN PERMIT	0.00
4	TOTAL	$649.58

Respectfully Submitted,

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

PITTSYLVANIA COUNTY
VIRGINIA

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

Phone (434) 432-7710
Fax (434) 432-7714
1 Center Street
Chatham, Virginia 24531
www.pittsylvaniacountyva.gov

MEMORANDUM

To: All Departments

From: Clarence C. Monday, County Administrator

Date: October 26, 2016

Subject: **Holiday Notice – Veterans' Day**

This is to advise that all County Offices will be closed **Friday, November 11, 2016** in observance of Veterans Day in accordance with the Personnel Plan for Pittsylvania County. Regular office hours will resume on Monday, November 14, 2016.

Have a nice and safe holiday

CCM/rf

PITTSYLVANIA COUNTY
VIRGINIA

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

Phone (434) 432-7710
1 Center Street
Chatham, Virginia 24531
www.pittsylvaniacountyva.gov

Memorandum

To: All Departments

From: Clarence C. Monday, County Administrator

Date: October 26, 2016

Subject: **2016 Thanksgiving/Christmas/ 2017 New Year's Holiday Time**

As of this date, below is a list identifying the holiday time as approved by Governor McAuliffe for Thanksgiving, Christmas, and New Year's.

THANKSGIVING:

County Offices will ***CLOSE at 12:00pm on Wednesday, November 23, 2016 and re-open on Monday, November 28, 2016 at normal business hours.***

CHRISTMAS:

County Offices will be ***CLOSED Friday, December 23, 2016*** and ***re-open on TUESDAY, December 27, 2016.***

NEW YEAR'S:

County Offices will be ***CLOSED on MONDAY, January 2, 2017*** and ***re-open on Tuesday, January 3, 2017.***

Have safe and happy holidays

ADJOURNMENT