

*Public Display*

**BOARD PACKET**  
**BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**December 5, 2016**





**PITTSYLVANIA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING  
DECEMBER 5, 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*

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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*

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**APPROVAL OF AGENDA**

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

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**HEARING OF CITIZENS**

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**CONSENT AGENDA**

- 6. (a) Minutes: November 7, 2016 (Regular Meeting) *Pages- 12-15*  
November 15, 2016 (Adjourned Meeting) *Pages- 16-31*
  - (b) Bill List: November 2016 (Online)
  - (c) Ratify Proclamation – 250<sup>th</sup> Anniversary of Pittsylvania County *Pages- 32-33*
  - (d) Ratify Declaration of Emergency – Open Burning Ban in Pittsylvania County  
*Pages- 34-35*
- Motion: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*  
*Second: Barber Hagerman Blackstock Davis Scearce Warren Barksdale*
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**PRESENTATIONS**

- 7. Update on the 2018 General Reassessment *Page-37*  
*Comments:* \_\_\_\_\_  
\_\_\_\_\_
- 8. Danville-Pittsylvania County Community Services Annual Report *Pages- 38-42*  
*Comments:* \_\_\_\_\_  
\_\_\_\_\_
- 9. Danville – Pittsylvania Chamber of Commerce Workforce Annual Report *Pages- 43-55*  
*Comments:* \_\_\_\_\_  
\_\_\_\_\_
- 10. Pittsylvania County Animal Shelter Update *Page- 56*  
*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**UNFINISHED BUSINESS**

- 11. Expenditure Refunds for October 2016 – *At the November 7, 2016 meeting, a motion was made by Mr. Barber, seconded by Mr. Warren, which required a 10-Day Layover that has now been met. Roll Call Vote required. Pages- 58-61*

*Roll Call Vote*

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

*(Roll Call Vote Y or N)*

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14. West Piedmont Planning District Comprehensive Economic Development Strategy (CEDS) List 2017-2018

*Pages- 83-87*

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

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**BOARD ANNOUNCEMENTS**

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**REPORTS FROM LEGAL COUNSEL**

**REPORTS FROM COUNTY ADMINISTRATOR**

1. Animal Control / CoP Monthly Report – November 2016 – *Pages- 91-92*
  2. Code Compliance Monthly Report – November 2016 - *Pages- 93*
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**CLOSED SESSION**

*Time Entered in Closed Session:* \_\_\_\_\_

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

16. (a) Discussion of the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

Authority: 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended  
Subject: Project Turtle  
Purpose: Discussion of the disposition of publicly held property

- (b) 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

Authority: 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended  
Subject: Project Motion  
Purpose: Discussion of Memorandum of Understanding

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**RETURN TO OPEN SESSION**

*Motion to return to Open Session:*

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

*Time Returned to 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 December 5, 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 / No / Abstain / Absent
Jerry A. Hagerman	Yes / No / Abstain / Absent
Elton W. Blackstock	Yes / No / Abstain / Absent
Joe B. Davis	Yes / No / Abstain / Absent
Ronald S. Scearce	Yes / No / Abstain / Absent
Robert W. Warren	Yes / No / Abstain / Absent
Jessie L. Barksdale	Yes / No / Abstain / Absent

Motion(s) from Closed Session, if any

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

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**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, November 7, 2016  
Regular Meeting**

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

Jessie L. Barksdale	Banister District
Elton W. Blackstock	Staunton River District
Tim Barber	Tunstall District
Ronald S. 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 Sides, Assistant County Administrator for Planning & Development, Ms. Kim Van Der Hyde, Director of Finance, Ms. Lisette Jordan, Human Resources Manager, and Ms. Rebecca Flippen, Deputy Clerk to the Board were also present.

Mr. Barksdale led the Moment of Silence, and then Boy Scout Trooper 356 from Brosville led everyone in the Pledge of Alliance.

**Approval of Agenda**

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

**Hearing of the Citizens**

Richard Shumate of the Westover District offered a word of prayer. Mr. Shumate then commented that he felt there were a lot of things that could be done at the Blairs Community Center site, such as building a library there instead of renting the area for the Mt. Hermon Library. He then questioned who was driving the new buses the School Board leased.

This concluded the Hearing of the Citizens.

**Consent Agenda**

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

- (a) Minutes:                   October 3, 2016 – Regular Meeting  
  October 18, 2016 – Adjourned Meeting
- (b) Bill List – March 2016 (*Online*)

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

**New Business**

Ms. Kim Van Der Hyde, Finance Director, submitted the following Financial Report for the 1<sup>st</sup> Quarter 2017:

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).

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. 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, the County 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.
- The County 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.

This concluded the Financial Report for the 1<sup>st</sup> Quarter 2017

Motion was made by Mr. Barber, seconded by Mr. Warren, to approve 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). Mr. Barber's motion required a 10-Day Layover.

The Property & Building Committee met at 5:00 PM and presented the following motions to the Board:

Motion came from the Committee to direct Staff to follow the County's Procurement Policy to replace the Courthouse Chillers. This motion was unanimously approved by the Board.

Motion came from the Committee to direct Staff to take the necessary steps to close the Blairs Community Center Building to the public, which was unanimously approved by the Board.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve an Open Space Land Use Renewal Contract submitted by Cedars Country Club, Inc. and to authorize the County Administrator to sign any necessary documents, noting it had already been reviewed by the Commissioner of the Revenue. Mr. Blackstock's motion was unanimously approved by the Board.

Motion was made by Mr. Barksdale, seconded by Mr. Davis, to approve the Memorandum of Understanding between Pittsylvania County and the Pittsylvania County Department of Social Services, and authorize the County Administrator to sign any necessary documentation. The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barksdale's motion was unanimously approved by the Board.

(copy of MOU to be inserted here)

Greg Sides, Assistant County Administrator for Planning and Development, submitted a draft of the West Piedmont Planning District Year 2017 Regional Comprehensive Economic Development Strategy (CEDS) to the Board of Supervisors for them to review, noting he would be bringing this item back at their November 7, 2016 meeting for their comments and approval.

A draft of the Board of Supervisors' 2017 Schedule of Meetings was submitted for their review, noting this item would be brought back as an agenda item at the Board's Re-organizational Meeting on January 3, 2017.

### **Appointments**

Motion was made by Mr. Davis, seconded by Mr. Warren, to re-appoint Eddie Hite as the Dan River District representative on the Pittsylvania County Industrial Development Authority for a 4-year term beginning January 1, 2017 and ending December 31, 2020. Mr. Davis' motion was unanimously approved by the Board.

### **Board Announcements**

Mr. Warren thanked the Board for a productive Property & Building Committee and for the Board's unity on the matters at hand.

Mr. Davis supported Mr. Warren's comments on a productive day and Board unity.

Mr. Scarce encouraged everyone to get out and vote in the Presidential Election.

Mr. Blackstock and Mr. Hagerman both supported the comments of the previous members, with Mr. Blackstock adding that when the Presidential Election was over, everyone should support whoever was the President-Elect.

### **Adjournment**

Motion was made by Mr. Barber, seconded by Mr. Blackstock, to adjourn the meeting, which was unanimously approved by the Board. The meeting ended at 7:47 pm.

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

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

Jessie L. Barksdale	Banister District
Elton W. Blackstock	Staunton River District
Tim Barber	Tunstall District
Ronald S. Scarce	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, Boy Scout Troop 374 of St. Lukes Methodist Church led the Pledge of Allegiance.

**Approval of Agenda**

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to approve the agenda with the following addition to Closed Session:

*Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.*

*Authority: §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended*

*Subject Matter: County Administrator*

*Purpose: Discussion and consideration of prospective candidate for the upcoming County Administrator vacancy*

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

**Hearing of the Citizens**

No one signed up to speak.

**CONSENT AGENDA**

(a) Adoption of Natural Hazards Mitigation Plan

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

**Public Hearings**  
**Rezoning Cases**

**Case 1: R&P Country Club, LLC – Staunton River Election District R-16-027**

*A-1, Agricultural District, R-1, Residential Suburban Subdivision District & B-2, Business District, General to RPD, Residential Planned Unit Development District*

Mr. Barksdale opened the public hearing at 7:07 pm. Mr. Shelton explained that R & P Country Club, LLC/Runk & Pratt Senior Living Communities, had petitioned to rezone a total of 349.83 acres, six (6) parcels of land, located off State Road 637/Country Club Road, in the Staunton River Election District from A-1, Agricultural District, R-1, Residential Suburban Subdivision District and B-2, Business District, General to RPD, Residential Planned Unit Development District (*for a Senior Living Community*). Once the properties are rezoned to RPD, all uses listed under Section 35-294 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioner's request. Jimmy Ayers, Administrative Assistant of Runk & Pratt Senior Living Communities, was there to represent the petition. Pat Davis, of the Callands-Gretna District, told the Board her personal ordeals during her late husband's Alzheimer's illness and the lack of a facility nearby for him to receive treatment and/or reside for care specific to his illness. Ms. Davis supported the rezoning request. Gary Poindexter, Mayor for the Town of Hurt, supported the rezoning request. No one else signed up to speak and Mr. Barksdale closed the hearing at 7:22 pm.

Mr. Blackstock stated that while he supported the rezoning request, he would be abstaining from voting as he served on the Board for the bank Runk & Pratt would be using and did not want there to be any question of a Conflict of Interest that might delay and/or hinder the project in any way. Mr. Hagerman asked Mr. Blackstock to explain himself on his reason for abstaining. Mr. Blackstock said that as required by Virginia Code (§2.2-3112(A)(1)), he was abstaining from participating in the rezoning cases R-16-027 because as he as a member of the Board of Directors for First National Bank of Altavista and that bank provides, or has provided in the past, financing to Runk & Pratt, who is requesting the rezoning for this case. Motion was then made by Mr. Warren, seconded by Mr. Barksdale, to approve rezoning Case R-16-027 from A-1, Agricultural District, R-1, Residential Suburban Subdivision District & B-2, Business District, General to RPD, Residential Planned Unit Development District, and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Abstained; Mr. Scearce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Warren's motion was approved by a 6-0-1 majority vote of the Board, with no opposition and Mr. Blackstock abstaining.

**Case 2: Lynn A. Tucker – Callands/Gretna Election District R-16-028**

*R-1, Residential Suburban Subdivision District to A-1, Agricultural District*

Mr. Barksdale opened the public hearing at 7:24 pm. Mr. Shelton explained that Lynn Tucker had petitioned to rezone 1.51 acres, located off State Road 809/Columbus Road in the Callands-Gretna Election District from R-1, Residential Suburban Subdivision District to A-1, Agricultural District. Once the property is rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioner's request. Lynn Tucker was there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:25pm. Motion was made by Mr. Hagerman, seconded by Mr. Barber, to approve rezoning Case R-16-028 from R-1 to A-1 District 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. Hagerman's motion was unanimously approved by the Board.

**Case 3: Joseph Kiss & Deborah M. Rush – Banister Election District R-16-029**

*R-1, Residential Suburban Subdivision District to A-1, Agricultural District*

Mr. Barksdale opened the public hearing at 7:27pm. Mr. Shelton explained that Joseph Kiss and Deborah Rush, husband and wife, had petitioned to rezone 5.65 acres, located on State Road 680/Church Road in the Banister Election District from R-1, Residential Suburban Subdivision District to A-1, Agricultural District. Once the property is rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioners' request. Deborah Rush was there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:29pm. Motion was made by Mr. Blackstock, seconded by Mr. Barber, to rezone Case R-16-029 from R-1 District to A-1 District and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Blackstock's motion was unanimously approved by the Board.

**Case 4: Timothy S. Cassidy & Dawn M. Cassidy – Dan River Election District R-16-030**

*RC-1, Residential Combined Subdivision District to A-1, Agricultural District*

Mr. Barksdale opened the public hearing at 7:30pm. Mr. Shelton explained that Timothy and Dawn Cassidy had petitioned to rezone a total of 4.55 acres, five (5) parcels of land, located on U.S. Highway 360/Old Richmond Road in the Dan River Election District from RC-1, Residential Combined Subdivision District to A-1, Agricultural District. Once the properties are rezoned to A-1, all uses listed under Section 35-178 are a permitted use. The Planning Commission, with no opposition, recommended granting the petitioners' request. Timothy Cassidy was there to represent the petition. No one signed up to speak and Mr. Barksdale closed the hearing at 7:31pm. Motion was made by Mr. Davis, seconded by Mr. Warren, to approve rezoning Case R-16-030 from RC-1 District to A-1 District and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Davis' motion was unanimously approved by the Board.

This concluded the public hearings.

**New Business**

Mr. Monday explained that County staff has been working over the past several months with the courts and the constitutional officers to make needed improvements with courthouse security. Dewberry of Danville worked with County staff to prepare drawings and bid documents for the project. The County put out requests for bids for contractors with the bid opening date of November 2, 2016 at 2:00pm. Due to the complexities of the job, the County scheduled a mandatory pre bid conference. Two contractors attended the mandatory pre bid and submitted bids. On November 2, 2016 at 2:00pm, the County opened the bids for the courthouse security upgrades with Quality Construction and Daniel Builders, LLC. Attached is the official bid tabulation. Quality Construction notified Dewberry of Danville that they needed to withdraw their bid based on large discrepancies associated with their bid. Quality Construction failed to include the card readers as well as the terrazzo flooring required by the bid documents. The bid documents do allow for a contractor to withdraw their bid if it is substantially lower than any other bid due to omissions made by the contractor in good faith and can be demonstrated by the working papers and bid tabulation that the contractor made in preparing the bid. County staff agrees with Dewberry that the County should accept Quality Construction's withdrawal of their bid and award the bid to Daniel Builders, LLC in the amount of \$269,000. These funds are already available in the Courthouse Security Fund.

Motion was then made by Mr. Warren, seconded by Mr. Davis, to accept Quality Constructions' bid withdrawal, which was unanimously approved by the Board.

Motion was made by Mr. Warren, seconded by Mr. Blackstock, to approve awarding the Courthouse Security Project bid to Daniels Builders, LLC in the amount of \$269,000 and authorize the County Administrator to sign any necessary documentation, which was unanimously approved by the Board.

Motion was made by Mr. Blackstock, seconded by Mr. Barber, to table approval of the Mission Statement and Strategic Priorities for Pittsylvania County until the Board's December 5, 2016 meeting, which was unanimously approved by the Board.

Mr. Monday read the following Certification for County Administrator Interviews:

*Pursuant to Virginia Code Section 2-2.3712(B), the Pittsylvania County Board of Supervisors held closed meetings at undisclosed locations within the past 15 days for the purpose of interviewing candidates for the position of Pittsylvania County Administrator.*

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

**BE IT RESOLVED** that at the Meeting of the Pittsylvania County Board of Supervisors on November 15, 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.

**Roll Call Vote**

	<b>Y</b>	<b>N</b>	<b>A</b>
Barber	X	<input type="checkbox"/>	<input type="checkbox"/>
Hagerman	X	<input type="checkbox"/>	<input type="checkbox"/>
Blackstock	X	<input type="checkbox"/>	<input type="checkbox"/>
Scearce	X	<input type="checkbox"/>	<input type="checkbox"/>
Davis	X	<input type="checkbox"/>	<input type="checkbox"/>
Warren	X	<input type="checkbox"/>	<input type="checkbox"/>
Barksdale	X	<input type="checkbox"/>	<input type="checkbox"/>

A unanimously certification was received from the Board.

**Board Announcements**

Mr. Warren thanked Boy Scout Troop 374 of St. Lukes Methodist Church for their attendance.

Mr. Blackstock thanked Runk & Pratt for their commitment to the Senior LivingCommunities project, and Ms. Pat Davis for her personal testimony towards the great need in the County's area for such communities and medical services.

Mr. Barber thanked all Veteran's for their service to the County, Country and its citizens.

**Closed Session**

Motion was made by Mr. Barber, seconded by Mr. Warren, to enter into Closed Session for discussions of the following:

- (a) 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 §2.2-3711(A)(5)  
Subject: Project Little Light  
Purpose: Project Update

- (b) 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 §§ 2.2-3711(A)(5)  
Subject: Project Optimization  
Purpose: Discussion of Performance Agreement

The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Searce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Barber's motion was unanimously approved by the Board and they entered into Closed Session at 7:54 pm.

**RETURN TO OPEN SESSION**

Motion was made by Mr. Barber, seconded by Mr. Davis, to return to 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 November 15, 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

Adjourned Meeting  
November 15, 2016

Jerry A. Hagerman	Yes
Elton W. Blackstock	Yes
Joe B. Davis	Yes
Ronald S. Scarce	Yes
Robert W. Warren	Yes
Jessie L. Barksdale	Yes

Upon a unanimous vote of the Board, they returned to Open Session at 8:08 pm.

Motion was made by Mr. Davis, seconded by Mr. Warren, to approve a Performance Agreement with Intertape Polymer Group (IPG) and the following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Davis' motion was unanimously approved by the Board.

**LOCAL PERFORMANCE AGREEMENT**

This Local Performance Agreement (“Agreement”) is made as of this 3<sup>RD</sup> day of November 2016, by and among Pittsylvania County, Virginia, a political subdivision of the Commonwealth of Virginia (the “County”), and Intertape Polymer Corp., a corporation organized under the laws of Delaware (“Company”).

WHEREAS, Company has agreed to make a significant taxable capital investment commitment (new product lines and equipment upgrades) and retain existing jobs; and

WHEREAS, Company has proposed to make taxable capital investments, in both machinery and tools, as well as real estate improvements, in the County in the sum amount of at least twenty-two million dollars (\$22,000,000) within the next thirty-six (36) months from the date of this Agreement; and

WHEREAS, Company will retain thirty (30) existing, full-time jobs in the County, at an average salary of at least thirty-six thousand five-hundred dollars (\$36,500) per annum within the next thirty-six (36) months from the date of this Agreement, and will maintain such employment levels for at least one hundred twenty (120) months from the date of this Agreement; and

WHEREAS, the County will provide the following incentives to Company:

<u>Machine and Tools Tax Grant:</u>	\$141,819	
<u>Building Permit Fee Waiver:</u>	\$2,500	(estimated value)

WHEREAS, the total amount of incentives available to Company is up to \$144,319 (a breakdown of such incentives is set forth in Exhibit “A,” attached hereto and made a part hereof); and

WHEREAS, the County finds that the provisions of this Agreement, and the commitments of the parties herein, will promote the retention and expansion of industrial growth in the County by inducing industrial, commercial, and economic development within the region,

and that such development will promote the safety, health, welfare, convenience, and prosperity of the citizens of the County.

NOW, THEREFORE, the parties agree as follows:

1. Recitals Incorporated: The foregoing Recitals are hereby incorporated by reference.
2. Definitions: For the purposes of this Agreement, the following terms shall have the following definitions:

**“Capital Investment”** means a capital expenditure by or on behalf of Company in taxable real property, taxable tangible personal property, or both, at the Eagle Springs Road Property in the County.

**“Event of Force Majeure”** means any of the following: acts of God; strikes, lockouts or other industrial disturbances; act of public enemies; orders of any kind of the government of the United States of America or of the Commonwealth or any of their respective departments, agencies, political subdivisions or officials, or any civil or military authority; insurrections; riots; epidemics; landslides; lightning; earthquakes; fires; hurricanes; tornadoes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions; breakage or accident to machinery, transmission pipes or canals not caused by the Company; or partial or entire failure of utilities.

**“Maintain”** means that the retained jobs will continue without interruption from the date of creation through the Subsequent Performance Date. Positions for the retained jobs will be treated as Maintained during periods in which such positions are not filled due to (i) temporary reductions in the Company’s employment levels (so long as there is active recruitment for open positions), (ii) strikes, and (iii) other temporary work stoppages.

**“Retained Job”** means an existing permanent full-time employment of an indefinite duration at the Eagle Springs Road Property for which the standard fringe benefits are provided by Company for the employee, and for which Company pays an average annual wage of at least \$36,500. Each Retained Job must require a minimum of either (i) thirty-five (35) hours

of an employee's time per week for the entire normal year of Company's operations in the County, which "normal year" must consist of at least forty-eight (48) weeks, or (ii) 1,680 hours per year. Seasonal or temporary positions, positions associated with when a job function is shifted from an existing location in the Commonwealth, and positions with construction contractors, vendors, suppliers, and similar multiplier or spin-off jobs shall not qualify as Retained Jobs.

*"Performance Date"* means thirty-six (36) months from the date of this Agreement.

*"Subsequent Performance Date"* means one hundred twenty months (120) months from the date of this Agreement.

3. Operation: Company agrees to locate a new plastics production line and make upgrades to existing lines at its existing facility in the County.

4. Capital Expenditures Requirements: Company agrees to make new total taxable Capital Investment to include building construction and improvements, as well as machinery, tool, and equipment purchases and/or leases of at least twenty-two million dollars (\$22,000,000), itemized as twenty-one million dollars (\$21,000,000) in machinery, tool, and equipment purchases and/or leases and one million dollars (\$1,000,000) in construction and up-fit of the Facility in the County by the Performance Date.

5. Job Requirements: Company agrees to, by the Performance Date, a total of thirty (30) Retained Jobs with an average wage of \$36,500 per annum, plus benefits for its County operations, and to maintain these Retained Jobs until at least the Subsequent Performance Date.

6. Incentives Extended to Company:

A. The County will grant fifty percent (50%) of the new revenue generated by the \$21,000,000 machine and tools investment for a three (3) consecutive year period, once total Capital Investment has been made at the Eagle Springs Road property in the County.

B. The County will waive local building permit fees (estimated value of \$2,500) associated with the capital investment project during the Performance Date period at the Eagle Springs Road property in the County.

C. Payments by County of any and all Incentives to Company are conditioned on Company being current on any and all taxes and fees due and owing County.

7. Grant Repayment if Terms are not Satisfied: If Company fails to satisfy all of the terms of this Agreement, then any portion of the Machine and Tools Tax Grant not previously paid to Company shall be forfeited by Company.

A. For purposes of repayment of any portion of the Machine and Tools Tax Grant paid to Company, all Machine and Tools Tax Grant funds are to be allocated as fifty percent (50%) for Company's Capital Investment commitment, and fifty percent (50%) for Company's Retained Jobs commitment hereunder.

(i) If Company has achieved at least ninety percent (90%) of both the Capital Investment requirements set forth in Paragraph 4 above and the Retained Jobs requirements set forth in Paragraph 5 above no later than the Performance Date, and if Company maintains the Retained Jobs requirements set forth in paragraph 5 above through the Subsequent Performance Date, then and thereafter Company shall be no longer obligated to repay any portion of the Machine and Tools Tax Grant provided to it under this Agreement.

(ii) If Company fails to achieve at least ninety percent (90%) of both its Capital Investment and Retained Jobs requirements as set forth in Paragraphs 4 and 5 above by the Performance Date and/or if Company fails to maintain the Retained Jobs requirements set forth in Paragraph 5 above through the Subsequent Performance Date, then Company shall repay to the County that part of the Machine and Tools Tax Grant that is proportional to the shortfall.

(iii) Repayment by Company must be made not later than thirty (30) days after the date on which Company is notified that it has not satisfied the terms of this Agreement.

8. Jobs Report: Company agrees to report to the County by July 1, 2017, and every twelve (12) months thereafter, the number of Retained Jobs in the County. Company further agrees that the County's Economic Development Director, or his designee, is authorized to verify any and all job retention numbers through the Virginia Employment Commission.

9. Taxable Capital Expenditures and Real Property Improvement Report: Company also agrees to provide a certificate to the County annually, beginning July 1, 2017, stating the Company's progress in connection with meeting its Capital Investment target. On July 1, 2020, the Company shall provide a certificate to the County verifying that Company has met its total taxable Capital Investment commitment of at least twenty-two million dollars (\$22,000,000) in construction and up-fit of the Eagle Springs Road property, as well as new machinery, tools, and equipment, all located in the County. Company further agrees that the County's Economic Development Director, or his designee, is authorized to verify all taxable capital equipment expenditures through the County's Commissioner of the Revenue.

10. Audit and Guideline Requirements: Company agrees to comply with all grant guidelines for the Machine and Tools Tax Grant by furnishing any and all information requested to verify the performance of the terms of this Agreement. Failure to comply, thirty (30) days after receipt of written notice of non-compliance by Company, with the provisions in Paragraphs 7, 8, 9, and 10 shall be considered a material default of this Agreement, and shall subject Company to the Machine and Tools Tax Grant termination and repayment provisions of Paragraph 7 set forth above.

12. Governing Law: This Agreement shall be construed in accordance with the laws of the Commonwealth of Virginia, and if legal action by either party is necessary for or with respect to the enforcement of any or all of the terms and conditions hereof, then exclusive venue therefore shall lie in Pittsylvania County, Virginia.

13. Execution: This Agreement may be executed in any number of duplicate counterparts, each of which shall be deemed an original.

14. Entire Agreement: This Agreement constitutes the entire agreement of the parties hereto, and may not be modified or amended except in a writing signed by all of the parties hereto.

15. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

16. Severability: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

17. Enforcement: In the event that it is necessary for any party to incur any costs and expenses in the enforcement of any of the terms and provisions of this Agreement in a court of law or equity, the substantially non-prevailing party shall pay forthwith to the substantially prevailing party any and all costs and expenses thereby incurred including, but not limited to, reasonable counsel fees and court costs.

18. Notices: Formal notices and communications between the parties shall be given either by (i) personal service, (ii) delivery by a reputable document delivery service that provides a receipt showing date and time of delivery, (iii) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (iv) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed as noted below. Notices and communications personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices and communications mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices and communications delivered by facsimile or email shall be deemed effective the next business day, not less than twenty-four (24) hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices and communications shall be addressed to:

WITNESS the following signatures and seals:

PITTSYLVANIA COUNTY, VIRGINIA

By: *Clarence Monday*  
Its: County Administrator

APPROVED AS TO FORM

*J. Vaden Hunt*  
J. Vaden Hunt, Esq.  
Pittsylvania County Attorney

COMMONWEALTH OF VIRGINIA

COUNTY OF PITTSYLVANIA

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of November, 2016, by Clarence Monday, in his capacity as County Administrator of Pittsylvania County, Virginia.

*Rebecca D. Flippen*  
Notary Public

My commission expires: *July 31 2017*



INTERTAPE POLYMER CORP.

By: [Signature]  
Print: Carol Fan  
Title: VP Tax  
Attest: \_\_\_\_\_

STATE OF Florida

COUNTY OF Sarasota

The foregoing instrument was acknowledged before me this 3<sup>rd</sup> day of November, 2016, by Carol Fan, in his/her capacity as VP Tax of Intertape Polymer Corp., on behalf of the Corporation.

[Signature]  
Notary Public

My commission expires: October 13, 2018



EXHIBIT "A"

Breakdown of Incentives

50% Machine and Tools Tax; 3 Year Grant (County) (based on new tax revenue generated from capital Investment)	\$141,819
One-time Building Permit Fee Waiver (County)	<u>\$2,500</u> (estimated value)
<b>Total</b>	<b>\$144,319</b>

Motion was made by Mr. Warren, seconded by Mr. Barber, to return to Closed Session for the following:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Authority: §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended  
Subject Matter: County Administrator  
Purpose: Discussion and consideration of prospective candidate for the upcoming County Administrator vacancy

The following Roll Call Vote was recorded: Mr. Barber-Yes; Mr. Hagerman-Yes; Mr. Blackstock-Yes; Mr. Scarce-Yes; Mr. Davis-Yes; Mr. Warren-Yes; and Mr. Barksdale-Yes. Mr. Warren's motion was unanimously approved by the Board and they re-entered into Closed Session at 8:12 pm.

Motion was made by Mr. Warren, seconded by Mr. Barber, to return to Open Session and the following Certification was recorded:

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

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

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

Upon a unanimous vote of the Board, they returned to Open Session at 9:30 pm.

Mr. Monday then gave the following Public Statement:

***"Pursuant to Virginia Code Section 2-2.3712(B), the Pittsylvania County Board of Supervisors will be holding closed meetings at undisclosed locations within the following 15 days for the purpose of interviewing candidates for the position of Pittsylvania County Administrator."***

Adjourned Meeting  
November 15, 2016

**ADJOURNMENT**

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

The meeting adjourned at 9:33pm.

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Proclamation – 250 <sup>th</sup> Anniversary of Pittsylvania County	<b><u>AGENDA DATE:</u></b> 12-05-2016	<b><u>ITEM NUMBER:</u></b> 6(c)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Ratification of Proclamation	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes
<b><u>STAFF CONTACT(S):</u></b> Mr. Smitherman	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> Proclamation	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

**DISCUSSION:**

In 2017, Pittsylvania County will be celebrating its 250<sup>th</sup> Anniversary. Mr. Larry Aaron, President, Pittsylvania Historical Society, had requested a Proclamation from the Board of Supervisors commemorating the 250th Anniversary of Pittsylvania County. The Historical Society kicked-off the holiday season with a "Chatham Colonial Christmas," on December 2, 2016, Courthouse steps in Chatham by reading the Proclamation.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors ratify the attached Proclamation commemorating the 250<sup>th</sup> Anniversary of Pittsylvania County

# Pittsylvania County Board of Supervisors Proclamation

## *Recognizing the 250<sup>th</sup> Anniversary of the County of Pittsylvania*

**WHEREAS**, the County of Pittsylvania, named for William Pitt, 1st Earl of Chatham, who served as Prime Minister of Great Britain from 1766 to 1768 and opposed harsh colonial policies, was formed in 1767 from Halifax County; and

**WHEREAS**, the County of Pittsylvania, located in the Commonwealth of Virginia, is marking its 250th anniversary with a year of celebrations and special events to mark its rich history, culture, and pride of its residents; and

**WHEREAS**, throughout its long and rich history, the County of Pittsylvania has seen advances in education, industry, as well as preservation, illustrating the important role the County and its citizens have played in the economic and historic nature of this region; and

**WHEREAS**, the County of Pittsylvania's rich history has withstood tumultuous times during the American Revolution, the War of 1812, and the Civil War; and

**WHEREAS**, the Virginia census of 1840 listed the county as first in the production of tobacco, second in the production of corn, and second in the number of inhabitants; and

**WHEREAS**, the County of Pittsylvania has contributed greatly to the history and culture of the Commonwealth of Virginia and its residents should take pride in the accomplishments of the County, and look forward to its future;

**THEREFORE, BE IT RESOLVED** that we, the Board of Supervisors, do hereby honor and congratulate the County of Pittsylvania on the momentous occasion of its 250<sup>th</sup> Anniversary, and urge all citizens of Pittsylvania County to join in this celebration.

*Given under my hand this day 2<sup>nd</sup> day of December, 2016.*

---

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

---

*David Smitherman, Clerk  
Pittsylvania County Board of Supervisors*

PITTSYLVANIA COUNTY  
Board of Supervisors

EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> Resolution For Declaration of Emergency	<b><u>AGENDA DATE:</u></b> December 5, 2016	<b><u>ITEM NUMBER:</u></b> 6(d)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Request for Board of Supervisors to ratify resolution for Restricted Burning within the Boundaries of Pittsylvania County	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Smitherman, Davis	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> Resolution	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

Chapter 27 of the Code of Pittsylvania allows the Director of Emergency Management after consultation with the Virginia Department of Forestry, shall have the authority to issue a declaration of emergency when, in their opinion, continued dry weather conditions require the issuance of such a declaration.

**DISCUSSION:**

Unseasonably dry weather conditions have created a serious fire hazard within Pittsylvania County. Above requirements have been met for the issuance of the declaration. The County Administrators Office and the Coordinator of Emergency Management consulted with the Virginia Dept. of Forestry and were advised to impose the burning ban until further notice. Upon consultation the County Administrator issued the County wide burning ban pursuant to Chapter 27 of the Code of Pittsylvania County on August 17, 2007.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors ratify the issuance of the Declaration of Emergency to restrict the outdoor burning of woods, brush, etc.

# PITTSYLVANIA COUNTY

## VIRGINIA

James E. Davis, ENP, Director  
Emergency  
Management & Communications  
P.O. Box 426  
Chatham, Virginia 24531  
Jim.davis@pittgov.org



Phone (434) 432-7920  
Fax (434) 432-7950  
Gretna/Hurt (434) 656-6211  
Bachelors Hall/Whitmell (434) 797-9550

November 17, 2016

### DECLARATION OF EMERGENCY

#### RESTRICTING THE OUTDOOR BURNING OF WOODS, BRUSH, ETC.

Whereas, Pittsylvania County has consulted with the Virginia Department of Forestry and does hereby find that:

1. Due to the continued dry weather conditions, the County of Pittsylvania is facing serious fire hazards.
2. Due to the serious fire hazards, a condition of extreme peril of life and property necessitates the Declaration of Emergency.

NOW, THEREFORE, I HEREBY PROCLAIM that an emergency now exists throughout said County;  
and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency it shall be unlawful for any person to set fire to, or procure another to set fire to any woods, brush, logs, leaves, grass, debris, or other flammable material within the boundaries of Pittsylvania County, Virginia, and shall remain in effect until further notice.

Effective:

Clarence Monday

Clarence Monday, Deputy Director of  
Emergency Management

# **PRESENTATIONS**

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> 2018 General Reassessment Update	<b><u>AGENDA DATE:</u></b> 12-05-2016	<b><u>ITEM NUMBER:</u></b> 7
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Presentation of annual report	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes
<b><u>STAFF CONTACT(S):</u></b> Mr. Smitherman; Mr. Thomas	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> No	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

**DISCUSSION:**

Don Thomas with Winggate Appraisal will present an update on the 2018 General Reassessment.

**RECOMMENDATION:**

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

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<u><b>AGENDA TITLE:</b></u> Presentation - Danville-Pittsylvania County Community Services (DPCCS) 2016 Annual Report  <u><b>SUBJECT/PROPOSAL/REQUEST:</b></u> Presentation of annual report  <u><b>STAFF CONTACT(S):</b></u> Mr. Smitherman	<u><b>AGENDA DATE:</b></u> 12-05-2016	<u><b>ITEM NUMBER:</b></u> 8
	<u><b>ACTION:</b></u>	<u><b>INFORMATION:</b></u> Yes
	<u><b>CONSENT AGENDA:</b></u> <u><b>ACTION:</b></u>	<u><b>INFORMATION:</b></u>
	<u><b>ATTACHMENTS:</b></u> Yes  <u><b>REVIEWED BY:</b></u> <i>GM</i>	

**BACKGROUND:**

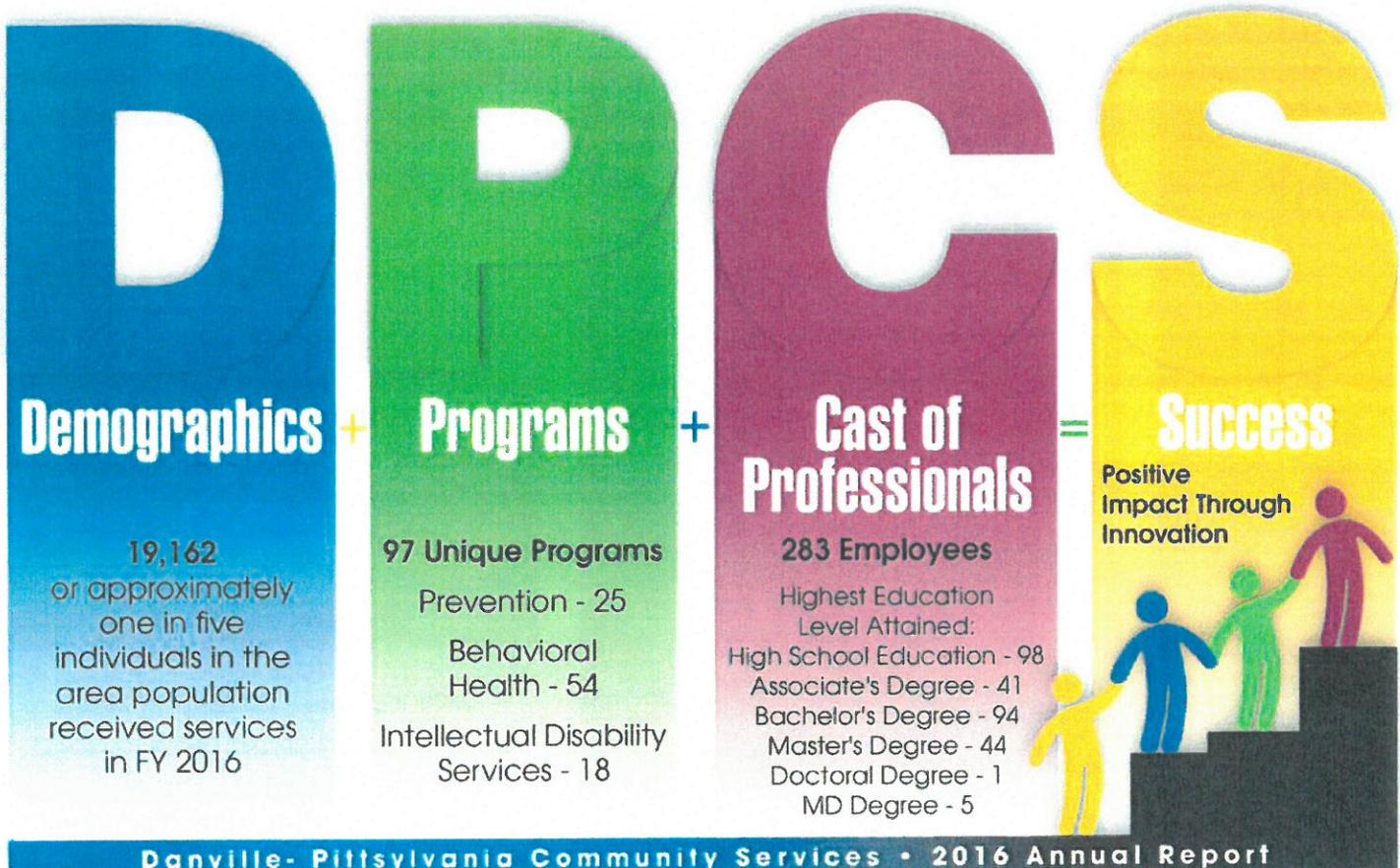
Annually, the Danville-Pittsylvania Community Services (DPCS) Board makes a report to the governing bodies of Pittsylvania County and the City of Danville concerning programs operated by their agency.

**DISCUSSION:**

Members from the DPCS Board will be presenting the 2016 Annual Report.

**RECOMMENDATION:**

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



*Return Service Requested*

**Danville-Pittsylvania  
Community Services**  
245 Hairston Street  
Danville, Virginia 24540  
www.dpcs.org  
434.799.0456



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**Shelby Irving**  
Vice Chairperson  
City of Danville

**Jessie Barksdale**  
Secretary  
Pittsylvania Co.

**James F. Bebeau, LPC**  
Executive Director

CITY OF DANVILLE  
Gwendolyn Edwards  
Rufus Fuller III  
Anne Geyer  
Michael Mondul  
Sheryl Moyer  
Frank Wickers

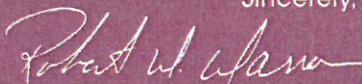
PITTSYLVANIA COUNTY  
Julie Brown  
Gracie Mays  
Ronald Merricks  
Jacqueline Satterfield  
Faith Stamps  
Kim Van Der Hyde

## Introduction

As Chairperson of the Danville-Pittsylvania Community Services (DPCS) Board of Directors, it gives me great pleasure to present to the community our Annual Report for Fiscal Year 2016 (July 1, 2015 to June 30, 2016). This year's report is a bit different than previous years, as it is focused upon infographics - visual representations of the innovative and measurable ways services at DPCS are impacting individuals in the City of Danville and Pittsylvania County we are honored to serve.

On behalf of the fifteen volunteer members of our Board of Directors and the staff, it is an honor and privilege to bring you an Annual Report full of infographics that easily demonstrate how our services are impacting individuals.

Sincerely,



**Robert "Bob" Warren**  
Chairperson

## Age Ranges Served

Individuals with a behavioral health diagnosis or intellectual disability

Served by DPCS in Fiscal Year 2016

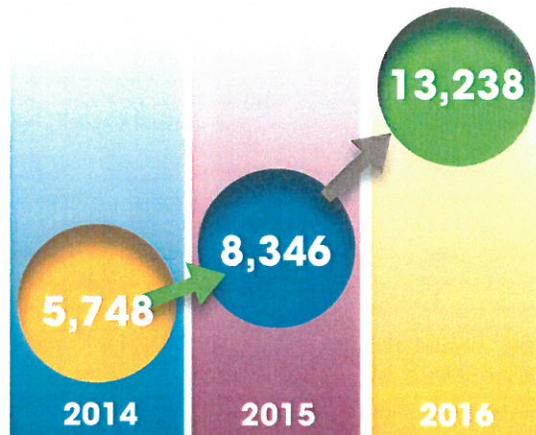


Age 0 - 17 • 1,489 served  
Age 18 - 65 • 3,287 served  
Age 65+ • 252 served



## Trend in Numbers Served

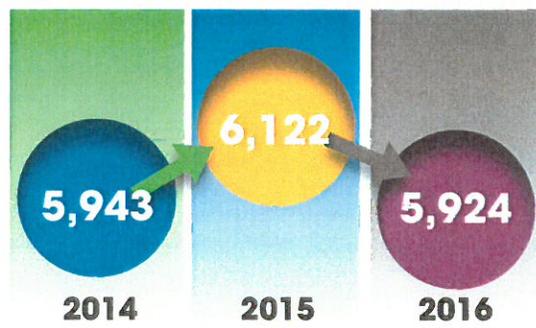
### Prevention Services



Fiscal Year

230% increase • FY 2014 - FY 2016

### Behavioral Health & Intellectual Disability Services



Fiscal Year

.4% decrease • FY 2014 - FY 2016

## Community Services

Number of People Served in Fiscal Year 2016

Program Areas	City	County	Other	Total	Service Units	Bed Days
Mental Health	1,513	937	154	2,604	61,362	6,603
Substance Abuse	256	147	6	409	3,165	310
Dually Diagnosed	109	58	2	169	—	—
Emergency Services	950	618	159	1,727	6,868	—
Intellectual Disability*	535	466	14	1,015	87,775	8,369
Prevention	9,789	3,449	—	13,238	—	—
<b>Total</b>	<b>13,152</b>	<b>5,675</b>	<b>335</b>	<b>19,162</b>	<b>159,170</b>	<b>15,282</b>

\*(Service Units include Part C - may include duplicate clients served)

The approximate population of DPCS' catchment area, Danville and Pittsylvania County, is 104,276. From the area population, approximately one in every five individuals were served by DPCS during Fiscal Year 2016.

## DPCS and the Local Economy

### By The Numbers

City of Danville and Pittsylvania County dollars in the amount of \$878,485 were utilized to generate \$18,179,005 in fees, revenues, and grant funds for a total economic impact of \$19,057,490.

DPCS ranks 16th among Danville-Pittsylvania County's top 20 employers. During FY 2016, DPCS employed 283 full-time, part-time, and contract staff and paid \$13,336,453 in compensation and benefits. The majority of our 283 employees live and pay taxes in Danville and Pittsylvania County. One hundred thirty-three DPCS employees reside in Danville and 117 reside in Pittsylvania County.

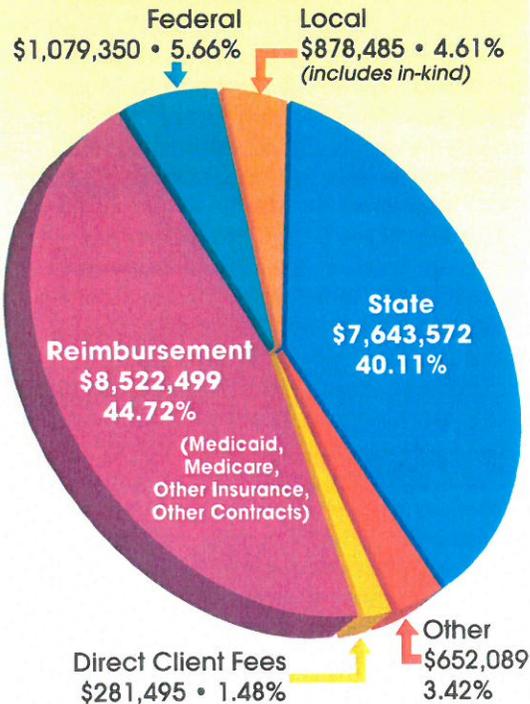


Total expenditures for the year came to \$18,610,576.

## Community Investment

### Sources of Revenue

Fiscal Year 2016



**Total Revenue - \$19,057,490**  
**Total Expenditures - \$18,610,576**

## Community Outcomes

- DPCS helps adults and children in emergent or crisis situations by offering interventions that are available 24 hours a day, seven days a week.
- DPCS helps individuals with intellectual disabilities live in community settings for a significantly reduced cost compared to State institutions and nursing homes.
- DPCS helps infants, toddlers, children, and adolescents through evidence-based and technologically-innovative prevention and clinical services, such as the Infant/Toddler Connection, Healthy Families, Too Good for Drugs, Steps for Success, and Child Psychiatry via Telemedicine. These programs make a difference in hundreds of young lives and result in long-term cost savings in special education spending, lower health care costs, increased tax revenues, and lower juvenile justice costs.
- DPCS helps adults and youth with serious mental illness manage their condition and live in community settings at far less cost than hospitals, jails, or homeless shelters.
- DPCS helps adults and youth with severe substance use disorder recover to clean and sober lives, employment, supporting their families, and mentoring others out of the addiction cycle.
- DPCS helps children, youth, and families prevent risky behavior, including substance and alcohol use and the associated cost of treatment.
- Altogether, DPCS operates 97 unique programs across its Intellectual Disability, Behavioral Health, and Prevention Services Divisions for adults and children. In this past year, DPCS directly served 19,162 individuals in the City of Danville and Pittsylvania County through 159,170 distinct units of service.

### Expenditures by Division



Danville-Pittsylvania Community Services

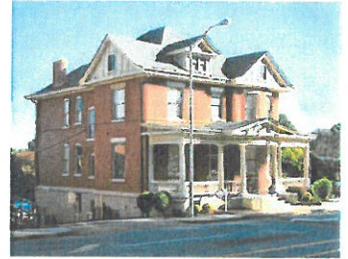


## Community Innovations

- **Crisis Intervention Team Assessment Center**, located in the Emergency Department at Danville Regional Medical Center, is a service for individuals in a mental health crisis. Opened October 1, 2015, it is staffed from noon to midnight, seven days per week by off-duty local law enforcement officers and a DPCS Emergency Services team, including a Peer Support Specialist. A program goal is to safely provide the most therapeutic treatment options, while allowing on-duty law enforcement officers to return to their normal duties in the community.
- **Healthy Families** celebrated 20 years of service to Danville and Pittsylvania County serving mothers with children from delivery to age five. Healthy Families strives to see prenatal families have a healthy pregnancy and delivery, links families to medical providers, tracks well-baby visits, immunizations, screens for developmental delays, screens for perinatal and postpartum depression, seeks to strengthen the parent-child relationship, and emphasizes school readiness.
- **Applied Suicide Intervention Skills Training (ASIST)** — DPCS trained 33 people, offering two sessions during Fiscal Year 2016. ASIST teaches effective intervention skills while helping to build suicide prevention networks in the community.
- **DPCS provides telepsychiatry** to children and adults through two full-time and three contract psychiatrists. DPCS served 1,280 unduplicated individuals through telepsychiatry in Fiscal Year 2016. Telepsychiatry provides medication assessment and monitoring to assist individuals in coping, and continuing to function in the community, despite experiencing symptoms of their mental illness.
- **Mental Health First Aid (MHFA)** — DPCS trained 122 people, offering 15 sessions during Fiscal Year 2016. MHFA participants learn how to assist someone experiencing a mental health or substance use-related crisis. Topics covered include depression, mood disorders, anxiety, trauma, psychosis, and substance use disorders.
- **The Program for Assertive Community Treatment (PACT)** provides individualized, community-based treatment, rehabilitation, and support designed to meet the needs of 80 adults with serious mental illness who often require 24-hour service availability to avoid hospitalization.

- **Residential Crisis Stabilization (RCS) or Foundation House**

provides short-term, intensive treatment to individuals 18 years or older who are experiencing an acute psychiatric crisis. Multidisciplinary services are provided 24 hours per day, seven days per week. RCS offers a less restrictive means of treatment to prevent inpatient psychiatric hospitalization. It is also used as a step-down between psychiatric hospitalization and a return to independent living at home.



- **Construction was completed on Mount Hermon Manor, DPCS' newest**

**Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)**. Mount Hermon Manor is DPCS' first residential facility physically located in Pittsylvania County. Five individuals from Central Virginia Training Center will transition to Mount Hermon Manor. During Fiscal Year 2016, two of the five individuals moved into the home. Their families reside in Danville or Pittsylvania County.



- **Too Good for Drugs Program** was implemented in the City of Danville and Pittsylvania County, funded by the Virginia Foundation for Healthy Youth. The program, which served 2,083 children, is designed to reduce risk factors and enhance protective factors related to alcohol, tobacco, and other drug use.
- **The ALPHA Program** began June 1, 2016, in the Danville City Jail, with the mission to provide quality care for individuals seeking substance abuse services while incarcerated. The program goal is to provide intensive substance abuse treatment and education within a modified therapeutic community for up to sixteen weeks. Treatment continues after release from jail for another thirty-six weeks at DPCS.

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Danville-Pittsylvania County Chamber of Commerce 2015/16 Business Services Report	<b><u>AGENDA DATE:</u></b> 12-05-2016	<b><u>ITEM NUMBER:</u></b> 9	
	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes	
	<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Presentation by Laurie Moran, Executive Director for the Danville-Pittsylvania County Chamber of Commerce	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>STAFF CONTACT(S):</u></b> Mr. Smitherman	<b><u>ATTACHMENTS:</u></b> 1) Business Services Report – Danville/Pittsylvania County 2015/16	
	<b><u>REVIEWED BY:</u></b> <i>GLS</i>		

**BACKGROUND:**

**DISCUSSION:**

Ms. Laurie Moran, Executive Director for the Danville-Pittsylvania County Chamber of Commerce, will present to the Board the Chamber's 2015/16 Business Services Report.

**RECOMMENDATION:**

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

# Business Services Report

Danville-Pittsylvania County 2015-16



*Presented by:*  
Danville Pittsylvania County Chamber of Commerce  
P.O. Box 99  
8653 US Highway 29  
Blairs, Virginia 24527  
(434) 836-6990  
[www.dpchamber.org](http://www.dpchamber.org)

## 2015-16 OVERVIEW

The Danville Pittsylvania County Chamber of Commerce, Inc. (Chamber) entered into a Contract with the West Piedmont Workforce Investment Board from July 1, 2015 - June 30, 2016 to operate Business Service activities in compliance with the Workforce Investment Act (WIA) in the City of Danville and Pittsylvania County. Specifically, the Chamber agreed to provide business outreach services to increase awareness and participation by employers with the Virginia Workforce Center. This partnership reinforced the West Piedmont Workforce Investment Board's identification of the employer as the primary customer.

As part of the Memorandum of Understanding, the Chamber agreed to:

- Identify employers who have job openings and are willing to consider applicants referred by the Workforce Centers.
- Ensure employers receive a pool of WIOA candidates who are qualified for their job openings.
- Work with employers to identify a pool of candidates for skilled and professional job openings that are more difficult to fill.
- Ensure employers receive information and support for assessment and training that they require.
- Increase the resources available to employers to maximize their access to workforce resources.
- Provide data to employers to assist them in hiring and retention.
- Provide data and feedback to workforce partners to assist in placement and training efforts.
- Meet with designated staff at the Virginia Workforce Center to coordinate efforts and update staff on employer needs and/or requests.

### 2015-16 HIGHLIGHTS

- Identified 1,892 job openings in the Danville-Pittsylvania County region which represents a 96% increase in identified job openings over 2014-15
- Assisted in the placement of 405 job seekers through direct hires, adult internships, and on-the-job training hires which represents a 36% increase in job placements over 2014-15
- Worked with 110 employers to make them aware of the services provided through the Virginia Workforce Center
- Identified 62 employers who utilized the services of the Virginia Workforce Center (recruitment, retention, and/or training resources)
- Sponsored or co-sponsored seven (7) workshops that had a workforce focus and that attracted over 250 attendees who represented 75 small/medium sized businesses
- Promoted employer support for the Certified Work Ready Community initiative with Pittsylvania County becoming certified and Danville reaching 94%
- Convened quarterly meetings with 25 workforce agencies and organizations in Danville and Pittsylvania County to promote better communication and collaboration



## DASHBOARD

	GOAL	ACTUAL
Employer Contacts (Meetings, Job Fairs, Targeted Recruitment Efforts) – Number of Unique Employers	50	110
Job Openings	300	1,892
Job Placements (Hired)	N/A	405
Number of Employers who Utilized Services of Virginia Workforce Center (Recruitment, Retention, and/or Training Resources)	N/A	62
Small and Medium Sized Business Participation (Unique Business Participation)	65	76
Workforce-Related Workshops	6	7
Workforce-Related Workshop Participants	N/A	175
Business Services Meetings	4	4
Workforce Organizations/Agencies that Participated in Business Service Meetings	N/A	25
Wage and Benefit Survey for Manufacturing	1	1
Employers Participating in Wage & Benefit Survey	N/A	15

## ASSIST EMPLOYERS WITH RECRUITMENT EFFORTS



### Community-Wide Job Fair

The Chamber coordinated a community-wide job fair on April 7, 2016 for 45 employers with over 800 job openings. The job fair, held at the Institute for Advanced Learning & Research, attracted 650 job seekers. A post survey was conducted of participating employers with a 70% response rate. Employers reported 259 direct hires following the job fair. The job fair was sponsored by American National University, Averett University, Dan River Region Collaborative, Danville Community College, the Virginia Workforce Center, and the Chamber.

### Danville Mall Job Fair

The Chamber coordinated a job fair for tenants of the Danville Mall on September 23, 2015 for 12 employers. The job fair, held at the Mall, attracted 196 job seekers. Data was difficult to obtain from the participating employers regarding total job openings and total hires.

### Employer Meetings

Chamber staff met with 110 different employers of which 61 employers identified almost 1,000 job openings that were referred to the Virginia Workforce Center and/or partner agencies to secure qualified applicants for the employers.

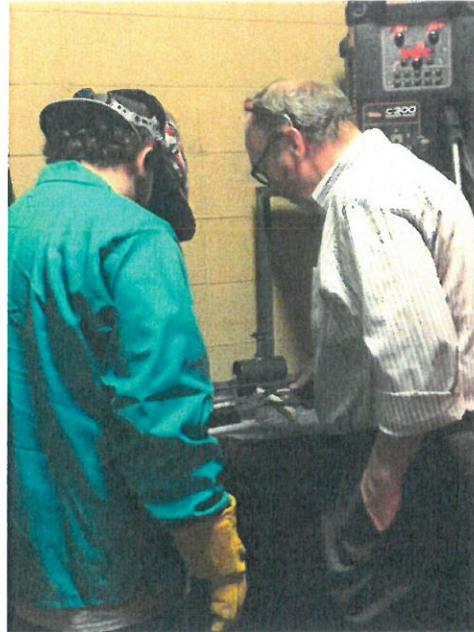
Summary of Recruitment Efforts				
Activity	Number of Participating Employers	Number of Job Openings*	Attendance (Job Seekers)	Number of Hires*
Community-Wide Job Fair	45	800+	650	259
Danville Mall Job Fair	12	N.A.	196	N.A.
Employer Visits That Identified Recruitment Needs	61	1,000+	N.A.	224
Total Unduplicated Count	110	1,892	N.A.	405

\*Some job openings and hires were initially identified through employer visits. If those companies also participated in the job fair, the job openings and hires are reflected in the job fair and employer visit counts. However, they are only counted once in the unduplicated count.

## Support for Assessment / Recruitment / Training Needs of Employers

The Chamber worked closely with employers that needed specific services to attract a skilled and work-ready workforce in order to ramp up their employment. In partnership with the Dan River Region Collaborative, the Virginia Workforce Center, and workforce partner agencies:

- Three employers had jobs profiled to analyze the tasks and skill levels for specific jobs to better link job seekers to the positions through the WorkKeys assessments.
- Two employers embedded the National Career Readiness Certificate (NCRC) into their hiring process.
- Six Danville-Pittsylvania County employers entered into On The Job Training (OJT) contracts with the Virginia Workforce Center with over 34 employers participating in OJT.
- A screening process, utilizing the NCRC, and a customized training program was developed for a Pittsylvania County employer with 31 job seekers going through the training.
- A screening process, utilizing the NCRC, was developed for a Danville employer to assist in filling 16 positions.



Recruiting/Training Support	Number of Employers	Number of Job Seekers / Employees
Job Profiles to better match skill requirements with job tasks and skill levels	3	N.A.
National Career Readiness Certificate (NCRC) utilized as part of hiring process	2	N.A.
On the Job Training Contracts	6	34 employees
Customized Training for New Hires	1	31 job seekers

## Support Growth of Small and Medium Sized Businesses



Seven workshops were held that were designed to help small and medium sized businesses grow. Topics included:

- Networking Without the Work
- Labor & Employment Seminar
- Leading with Influence
- Customer Service
- Managing for Professional Success
- Cyber Security
- DOL's New Overtime Rule

The workshops attracted over 250 people. There were 75 unique small and medium sized businesses in attendance.

## Young Professionals' Support

Programs and networking opportunities have been held for young professionals as one way to assist in the recruitment and retention of young professionals in our region.



Meetings have been set up for young professionals to have input on:

- The region's economy and job opportunities
- Entrepreneurship
- Ideas for the community

The Chamber assisted with ribbon cuttings for four new businesses that are owned/managed by young professionals.

Additionally, networking events were coordinated throughout the year for young professionals. These have included golf outings and social events. There have been 15 different networking events which have attracted over 400 young professionals.

The Chamber also recognized six young professionals at their annual awards dinner with the PACE (Professional and Community Engagement) awards.



## ASSIST EMPLOYERS WITH TRAINING RESOURCES

### Training Resources

In addition to the workshops and seminars sponsored through the Chamber, the Chamber assisted 16 employers with their specific training needs.

The Chamber coordinated a supervisory training program for four manufacturers and 20 employees. The Chamber worked with the training provider to aggregate cost-effective training for these companies. Additionally, the Chamber worked with the companies to secure incumbent worker training funds to assist with the training.



The Chamber identified seven employers to participate in a Center for Creative Leadership program sponsored by the Dan River Region Collaborative. Those employers sent a total of 10 supervisors and/or managers to the training.

The Chamber worked with a local manufacturer to develop a customized training program. Three cohorts, representing 31 job seekers, participated in the training.



The Chamber has also been convening manufacturers on a regular basis to develop entry-level training programs that address the concerns which surfaced in the 2016 Manufacturing Workforce Survey, published by the Dan River Region Collaborative.

## WORK COLLABORATIVELY WITH PARTNERS

### Business Services Quarterly Meetings

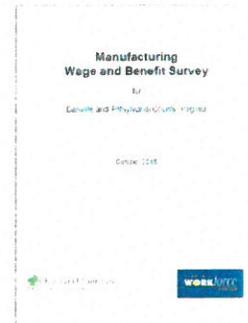
Quarterly meetings of the business service representatives from the various workforce partners in Danville and Pittsylvania County were convened. Attendance averaged 13-20 people per meeting with 25 different workforce agencies and organizations participating. Participants in the quarterly meetings included representatives from:

- American National University
- Averett University
- Danville Pittsylvania County Chamber of Commerce
- Dan River Region Collaborative
- Danville Community College
- Danville Department of Social Services
- Danville's Economic Development Office
- Department for Aging & Rehabilitative Services
- Department for Blind & Vision Impaired
- Danville Public Schools Adult & Career Education Center
- Goodwill Industries of South Central Virginia
- Institute for Advanced Learning & Research
- Pittsylvania County Community Action
- Pittsylvania County Department of Social Services
- Pittsylvania County
- Pittsylvania County Literacy
- Pittsylvania County Schools' Adult Education
- Rapid Response (New River Community College)
- Rescare
- Southern Virginia Regional Alliance
- Telamon
- Virginia CARES
- Virginia Employment Commission
- Virginia Workforce Center
- West Piedmont Workforce Investment Board

## COMMUNICATE LABOR MARKET DATA

### Wage and Benefit Survey

A wage and benefit survey for Danville and Pittsylvania County was conducted and published which included results from 15 manufacturers. Results have been shared with the survey participants, the economic development offices, and the Virginia Workforce Center staff. Copies have also been shared with other manufacturers upon request.



## SUPPORT FOR STRATEGIC INITIATIVES

### Entrepreneurship

Support has been provided to The Launch Place, a non-profit organization that energizes and diversifies our regional economy through entrepreneurship development and business consulting services. Marketing of workshops and opportunities through The Launch Place have been provided to area businesses and potential entrepreneurs.

Workshops and programs sponsored by the Longwood Small Business Development Center have been promoted to area businesses and potential entrepreneurs.

The Chamber has also been the lead organization for the development of an Entrepreneur Ecosystem Network in Danville and Pittsylvania County.

### Entrepreneurship: Young Entrepreneurs Academy (YEA!)

A Young Entrepreneurs Academy (YEA!) was sponsored in Danville and Pittsylvania County as an after-school enrichment program, consisting of a weekly 3-hour class over an eight-month period, for the 2015-16 school year.



Fifteen (15) students representing 13 student businesses presented their business 'pitches' to a local Investors Panel and completed the program. During the local investors' panel, the businesses were awarded a total of \$6,000. Each student also received a \$2,000 scholarship to Danville Community College.

## Certified Work Ready Community

The region's efforts to become the first region to achieve the status as a "Certified Work Ready Community" have been supported through participation on the region's Certified Work Ready Community team.

During 2015-16, Pittsylvania County joined the ranks of Halifax County and Henry County as being "Certified Work Ready Communities." Danville is at 94% of its goal.



Extensive outreach has been provided to employers to encourage their support of the Certified Work Ready Community initiative. Outreach has included email communications, brochures and information distributed at Chamber meetings, and announcements at employer meetings.

Through June 30, 2016, 150 employers in Danville and Pittsylvania County have signed on as supporters. This represents 100% of Danville's and Pittsylvania County's employer goals.

## Dan River Region Collaborative

The Chamber has served as a partner with the Dan River Region Collaborative. This has included identifying employers eligible for on-the-job (OJT) training funds, participating in employer round table meetings, and coordinating training opportunities for our identified sectors (advanced manufacturing, IT, and healthcare). The Chamber has also partnered with the Chambers of Commerce in Martinsville-Henry County and Halifax County to spearhead the Southern Virginia Manufacturing Partnership which published the first-ever Manufacturing Workforce Survey in February 2016.



As part of the Dan River Region Collaborative, the Chamber participated in the National Skills Summit in Washington, DC where participants met with members of Congress. The Chamber also attended and participated with the Collaborative at meetings of the National Fund for Workforce Solutions. The keynote speaker for the National Skills Summit was Virginia's Senator Tim Kaine.

## Career Expo



The Chamber worked closely with other partners across the region to sponsor the first-ever Career Expo for over 4,100 7<sup>th</sup> and 9<sup>th</sup> graders from the cities of Danville and Martinsville and the counties of Pittsylvania, Henry, Patrick, and Halifax.



## Early Childhood Education

Support has been provided to Smart Beginnings Danville Pittsylvania County, a non-profit organization that works to increase community-wide awareness and support for a system of early childhood services to ensure that every child enters kindergarten healthy and ready to succeed in school and life. In addition to providing representation on the Board of Directors, programs and initiatives of Smart Beginnings have been shared with area employers.

## Adult Education and Career & Technical Education

Support has been provided for adult education through participation on Danville's adult education advisory committee and Pittsylvania County's career and technical education advisory committee.

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Pittsylvania County Animal Shelter – Update	<b><u>AGENDA DATE:</u></b> 12-05-2016	<b><u>ITEM NUMBER:</u></b> 10
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Pittsylvania County Animal Shelter – Update	<b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b> Yes
<b><u>STAFF CONTACT(S):</u></b> Mr. Smitherman; Mr. Narron	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> No	
	<b><u>REVIEWED BY:</u></b>	<i>GMS</i>

**BACKGROUND:**

**DISCUSSION:**

Mark Narron, Shelter Manager, will give an update report on the progress of the Pittsylvania County Animal Shelter.

**RECOMMENDATION:**

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

# **UNFINISHED BUSINESS**

**PITTSYLVANIA COUNTY**

**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b>  Expenditure Refunds for October 2016- <i>Motion made by Mr. Barber and seconded by Mr. Warren and has now met the 10-day layover requirement</i>	<b><u>AGENDA DATE:</u></b> 12-05-16	<b><u>ITEM NUMBER:</u></b> 11
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  Budget Amendment for expenditure refunds	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Smitherman, VanDerHyde	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
<b><u>BACKGROUND:</u></b>	<b><u>ATTACHMENTS:</u></b> Expenditures Refunds Memo	
<b><u>DISCUSSION:</u></b>	<b><u>REVIEWED BY:</u></b> 	

**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). A MOTION WAS MADE BY MR. BARBER AND SECONDED BY MR. WARREN AND HAS NOW MET THE 10-DAY LAYOVER REQUIREMENT.

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b></p> <p>Expenditure Refunds for October 2016-Requires a motion and a 10-day layover.</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p>Budget Amendment for expenditure refunds</p> <p><b><u>STAFF CONTACT(S):</u></b>  Monday, VanDerHyde</p>	<p><b><u>AGENDA DATE:</u></b> 11-07-16</p> <p><b><u>ITEM NUMBER:</u></b> 7(b)</p> <p><b><u>ACTION:</u></b> Yes</p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ACTION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> Expenditures Refunds Memo</p> <p><b><u>REVIEWED BY:</u></b> </p>
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**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 *KVH*  
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**

# **NEW BUSINESS**

**PITTSYLVANIA COUNTY  
Board of Supervisors**

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> Expenditure Refunds for November 2016-Requires a motion and a 10-day layover.</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Budget Amendment for expenditure refunds</p> <p><b><u>STAFF CONTACT(S):</u></b> Smitherman, VanDerHyde</p>	<p><b><u>AGENDA DATE:</u></b> 12-05-16</p>	<p><b><u>ITEM NUMBER:</u></b> 12(a)</p>
	<p><b><u>ACTION:</u></b> Yes</p>	<p><b><u>INFORMATION:</u></b></p>
	<p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b></p>	<p><b><u>INFORMATION:</u></b></p>
	<p><b><u>ATTACHMENTS:</u></b> Expenditures Refunds Memo</p> <p><b><u>REVIEWED BY:</u></b> </p>	

**BACKGROUND:**

**DISCUSSION:**

Attached is a list of expenditure refunds for the month of November 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 \$37,143.22 as follows: \$.44 to Human Resources-Training (100-4-012220-5540), \$11.99 to Electoral Board-Office Supplies (100-4-013100-6001), \$1.55 to Registrar-Office Supplies (100-4-013100-6001), \$100.00 to Clerk of Court-Copier Lease, \$225.00 to Sheriff-Undercover Account (100-4-031200-6024), \$230.00 to Sheriff-Halloween Contributions (100-4-031200-5878), \$51.28 to Sheriff-Fuel (100-4-031200-6008), \$2,691.61 to Sheriff-Parts (100-4-031200-6030), \$2,652.49 to Sheriff-Labor (100-4-031200-6031), \$50.53 to VFD-United Way Contribution (100-4-032200-5667), \$88.00 to Extradition (100-4-033100-5550), \$117.40 to Jail-Food Supplies (100-4-033100-6002), \$1.88 to Landfill-Telephone (100-4-042400-5230), \$13.71 to Library-Office Supplies (100-4-073100-6001), \$85.00 to Non-departmental-Awards & Certificates (100-4-091200-5840), \$30,822.34 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

MEMO TO: David M. Smitherman  
County Administrator

FROM: Kim Van Der Hyde *KVDH*  
Finance Director

SUBJECT: November Expenditure Refunds

DATE: November 30, 2016

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

100-4-012220-5540	Human Resources-Training Tax Reimbursement	.44
100-4-013100-6001	Electoral Board-Office Supplies Tax Reimbursement	11.99
100-4-013200-6001	Registrar-Office Supplies Tax Reimbursement	1.55
100-4-021600-60051	Clerk of Court-Copier Lease Reimbursement	100.00
100-4-031200-6024	Sheriff-Undercover Account Restitution	225.00
100-4-031200-5878	Sheriff-Halloween Contributions Donations (100-3-000000-189913)	230.00
100-4-031200-6008	Sheriff-Fuel Reimbursement	51.28
100-4-031200-6030	Sheriff-Parts Insurance Claim	2,691.61
100-4-031200-6031	Sheriff-Labor Insurance Claim	2,652.49

<b>100-4-032200-5667</b>	<b>VFD-United Way Contribution</b> Contributions (100-3-000000-189912)	50.53
<b>100-4-033100-5550</b>	<b>Extradition</b> Extradition	88.00
<b>100-4-033100-6002</b>	<b>Jail-Food Supplies</b> Reimbursement	117.40
<b>100-4-042400-5230</b>	<b>Landfill-Telephone</b> Reimbursement	1.88
<b>100-4-073100-6001</b>	<b>Library-Office Supplies</b> Overpayment	13.71
<b>100-4-091200-5840</b>	<b>Non-dept-Awards &amp; Certificates</b> Christmas Party Payments	85.00
<b>251-4-353853-6014</b>	<b>WIA-Other Operating</b> Rent Payments (251-3-000000-150201)	30,822.34

**TOTAL NOVEMBER EXPENDITURE REFUNDS      \$37,143.22**

# PITTSYLVANIA COUNTY

## Board of Supervisors

### EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b>  State Criminal Alien Assistance Program (SCAAP) Administrative Fee Appropriation- <i>Requires a Roll Vote</i>	<b><u>AGENDA DATE:</u></b> 12-05-16	<b><u>ITEM NUMBER:</u></b> 12(b)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  SCAAP Administrative Fee Appropriation	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Smitherman, Van Der Hyde	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> No	
	<b><u>REVIEWED BY:</u></b> 	

#### **BACKGROUND:**

The Sheriff's Office has been working in conjunction with Justice Benefit Services, Inc. to obtain monetary benefits for housing illegal aliens in Pittsylvania County's Jail. Justice Benefit Services, Inc. has assisted the County in securing funds from the Bureau of Justice Assistance through a program known as State Criminal Alien Assistance Program (SCAAP). Justice Benefit Services receives 22% of this benefit as payment for their services.

#### **DISCUSSION:**

Pittsylvania County recently received a total of \$2,860.00 from the Department of Justice for housing illegal aliens so far during FY2017. Justice Benefit Services is therefore due a total of \$629.20 for their work in securing these funds for Pittsylvania County.

#### **RECOMMENDATION:**

Staff recommends that the Board amend the Jail budget and appropriate \$629.20 to line item 100-4-033100-5899 (SCAAP Administration Fee).

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b>  FM Global-Fire Prevention Grant Appropriation- <i>Requires a roll call vote</i>	<b><u>AGENDA DATE:</u></b> 12-05-16	<b><u>ITEM NUMBER:</u></b> 12(c)
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b>  	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>  
<b><u>STAFF CONTACT(S):</u></b> Smitherman, VanDerHyde	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>  No	<b><u>INFORMATION:</u></b>  
	<b><u>ATTACHMENTS:</u></b> No	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

**DISCUSSION:**

The Fire Marshal's Office has been given a grant through FM Global, one of the world's largest commercial property insurers, for the purpose of assisting fire investigators to more efficiently investigate and determine the cause of fire in Pittsylvania County. This grant totaled \$1,953.00 and does not require a local match but needs to be appropriated to the grants fund for expenditure.

**RECOMMENDATION:**

Staff recommends that \$1,953.00 be appropriated to the FM-Global-Fire Prevention Grant (250-4-032414-8102).

**PITTSYLVANIA COUNTY**

**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Change Order – Animal Shelter	<b><u>AGENDA DATE:</u></b> 12-5-2016	<b><u>ITEM NUMBER:</u></b> 13
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Approve Change Order #5 in the amount of \$14,586.55 and authorize the County Administrator to sign all necessary documentation	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Mr. Smitherman Mr. Hawker	<b><u>ATTACHMENTS:</u></b> Letter from Dominion Seven Change Order Revisions from Blair Const.	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

**DISCUSSION:**

Change order #5 in the amount of \$14,586.55 is due to a change made by the State Veterinarian’s Office for public animal shelters. This regulation passed after the animal shelter had been awarded to Dominion Seven. The basis for change and regulation is to ensure preventative measures for new or existing shelters to prevent cross contamination of animals in isolation from the general population of the pound. The regulation requires that all cleaning materials, trash, or equipment removed from isolation areas are not to be transported throughout the rest of the shelter. This made it necessary for the County to add two exit doors from isolation areas and extend plumbing, electrical, and equipment to service the two areas in the County shelter. It would be impractical to construct a new facility that would be in violation the day it was opened. Staff has reviewed the overall budget and anticipates savings within 3 categories that allowances were figured into the current contract. Therefore, part or all of this additional cost may be covered with the existing appropriation. If an adjustment needs to be made at project closeout, staff will present it to the Board.

**RECOMMENDATION:**

Staff recommends the Board of Supervisors to approve change order #5 in the amount of \$14,586.55 and authorize the County Administrator to sign all necessary documentation.



November 18, 2016

Mr. Otis Hawker  
Assistant County Administrator  
Pittsylvania County  
1 Center Street  
Chatham, VA 24531

Re: Pittsylvania County Animal Shelter – PCO #5; PR #3, Revisions to Isolation Rooms

Dear Otis:

Proposed Change Order (PCO) #5 lists several changes required by the State Veterinarian's office in order to be in compliance with current regulations adopted earlier this fall. Among these changes are to provide sinks in the Isolation Rooms as well as provided mobile bases for the cages. The exterior doors are being provided as a means of trash and waste removal, as the new regulations state that trash from Isolation Areas cannot be transported through the non-isolation areas of the shelter.

The State Veterinarian regulations were completely rewritten as this project was in the bidding stage. The final, approved version of the new State Veterinarian regulations was not issued until after this project was both under Contract and under construction.

After review of the pricing for this Proposed Change Order (PCO) #5, we would recommend moving forward with these changes in the amount of \$14,586.55.

Please don't hesitate to contact me should you have further questions.

Sincerely,

Jacob Caldwell, RA

1000 Jefferson St. – Suite 2A – Lynchburg, VA 24504  
434-528-4300 Phone – 434-528-4756 Fax

# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT</b> (Name and address): Pittsylvania County Animal Shelter 11880 US 29 South Chatham, Virginia	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> November 18, 2016	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): Blair Construction 23020 US 29 Gretna, VA 24557 434-656-6243	<b>ARCHITECT'S PROJECT NUMBER:</b> 3426 <b>CONTRACT DATE:</b> September 8, 2016 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
PCO #5 - Revisions To Isolation Rooms - PR#3

- |   |              |
|---|--------------|
| 1. New aluminum door electronic hardware                            | ADD \$1,530  |
| 2. New aluminum doors (2)   | ADD \$3,353  |
| 3. Plumbing, rough-in and add (2) sinks                             | ADD \$7,500  |
| 4. Wiring new electronic hardware, (2) doors, use existing circuits | ADD \$450    |
| 5. Animal equipment, add (2) mobile bases and delete (2) cages      | NO COST      |
| 6. Additional resinous flooring under mobile bases                  | ADD \$427.50 |

10% Commission	\$1,326.05
<b>Total Amount:</b>	<b>\$14,586.55</b>

The original Contract Sum was	\$	\$3,243,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	3,243,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	\$14,586.55
The new Contract Sum including this Change Order will be	\$	3,257,586.55

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is unchanged and remains May 23, 2017.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Dominion Seven Architects, PLC  
**ARCHITECT** (Firm name)

1000 Jefferson St., Suite 2A, Lynchburg,  
VA 24504

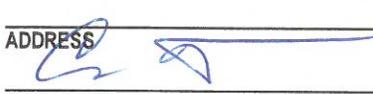
**ADDRESS**

  
**BY** (Signature)

Blair Smith, RA  
(Typed name)

11/21/16  
**DATE**

Blair Construction  
**CONTRACTOR** (Firm name)

  
**ADDRESS**

**BY** (Signature)

Cris Nante  
(Typed name)

11/21/16  
**DATE**

Pittsylvania County  
**OWNER** (Firm name)

PO Box 426, Chatham, Virginia 24531

**ADDRESS**

**BY** (Signature)

(Typed name)

**DATE**

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User Notes:

(1733379186)



Pittsylvania County Animal Shelter

Blair Project #3074

PCO # 5

Description; PR #3; revisions to isolation rooms

This PCO is for the additional work involved in PR #3 for the revisions to the cat and dog isolation required by the new regulations.

Our breakdown is as follows;

1. New aluminum door electronic hardware per the attached;	\$1,530.00
2. New aluminum doors (2) per the attached;	\$3,353.00
3. Plumbing; rough in and S/l (2) new sinks per the attached;	\$7,500.00
4. Wiring new electronic hardware; 2 doors at \$225.00 ea. Using existing circuits;	\$450.00
5. Animal equipment; trade two less cages for mobile bases; wash;	\$0.00
6. Additional resinous flooring under cate mobile cages, 45 SF @ \$9.50/SF;	\$427.50
subtotal;	<u>\$13,260.50</u>
10% Commision	\$1,326.05
<b>Total PCO #5</b>	<b><u>\$14,586.55</u></b>

**PITTSYLVANIA COUNTY**  
**Board of Supervisors**

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Approval of Mission Statement & Strategic Priorities for Pittsylvania County	<b><u>AGENDA DATE:</u></b> 12-05-2016	<b><u>ITEM NUMBER:</u></b> 14
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Approval of Mission Statement & Strategic Priorities for Pittsylvania County	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Smitherman	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> Mission Statement & Strategic Priorities	
	<b><u>REVIEWED BY:</u></b> 	

**BACKGROUND:**

On October 20, 2016 the Board of Supervisors held a strategic planning session facilitated by Dr. Martha Walker. During that planning session the Board, along with County Staff, worked on developing a Mission Statement and focus areas of strategic planning for Pittsylvania County.

**DISCUSSION:**

At the conclusion of the October 20, 2016 planning session, the Board of Supervisors directed staff to bring back for their approval a draft of the Mission Statement and the focus areas of strategic planning as determined at that meeting. Staff submitted a draft of the Mission Statement and the Strategic Priorities list to the Board at their November 15, 2016. The Board asked to table any action until their meeting on December 5, 2016 while they reviewed the draft. Attached hereto is the draft under review and consideration.

**RECOMMENDATION:**

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

**MISSION STATEMENT**

**Pittsylvania County, in partnership and communication with residents, businesses, and schools is dedicated to:**

- ❖ *Providing a vibrant quality of life through essential infrastructure, public safety, recreation and education.*
- ❖ *Welcoming smart, sustainable economic growth within the framework of fiscally responsible government.*
- ❖ *Providing a safe, healthy and welcoming atmosphere where people choose to live and work.*
- ❖ *Positioning Pittsylvania County for the future through strategic, targeted workforce development.*
- ❖ *Building an inclusive County that welcomes change, diversity and opportunities for all while preserving its great history.*

# Pittsylvania County Strategic Priorities – October 20, 2016

Infrastructure					
Focus Area					
<b>Objective 1: Expand Broadband/Internet throughout County</b>					
Strategies/Actions	Resources Needed <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	Responsible Parties <i>Who will take the lead or provide key support?</i>	Timeline <i>When should action be completed</i>	Progress Report <i>What is the current status of this activity?</i>	
1.1 Issue Broadband RFP	Consultant Contract	Economic Development Director/ Purchasing Manager			
1.2 Evaluate Service Providers	Staff & Consultant Contract	Economic Development Director/ Purchasing Manager			
1.3 Evaluate Contracts	Staff & Consultant Contract	Economic Development Director			
1.4 Consider other options for service		Economic Development Director			
<b>Objective 2: Prepare a detailed engineering study to develop water &amp; waste water infrastructure to improve economic and community development opportunities.</b>					
Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report	
2.1 Develop Scope of Services	County & PSCA Coordination	County, PSCA Director			
2.2 Appropriate Funding	BOS Action	BOS			
2.3 Award Contract	Staff Time	County Staff			
2.4 Evaluate Results & Prioritize Improvement	Staff Time	Staff, PSCA, BOS			

**Objective 3: Plan for Next Phase of Landfill Expansion**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
3.1 Plan for expansion and cell closure	Consultant & Staff	Assistant County Administrator for Operations		
3.2 Implement Equipment Replacement Schedule	Consultant & Staff	Assistant County Administrator for Operations		
3.3 Identify Long-term Funding Strategy	Staff & BOS	Staff & BOS		
3.4 Consider Partnership Agreements w/other localities	County Staff / Consultant Study	Staff & BOS		

**Objective 4: Consider Benefits & Cost of Hiring a Resident Engineer**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
4.1 Evaluate Benefits & Costs for adding new position, County Engineer 4.2 Submit Funding Request for Consideration in the FY18/19 Budget, if warranted	Staff Discussion	Assistant County Administrator for Operations Staff/Finance Committee		

**Focus Area**

**Economic Growth**

**Objective 1: Identify and Establish Our Next Regional Partnership**

<b>Strategies/Actions</b>	<b>Resources Needed</b> <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	<b>Responsible Parties</b> <i>Who will take the lead or provide key support?</i>	<b>Timeline</b> <i>When should action be completed?</i>	<b>Progress Report</b> <i>What is the current status of this activity?</i>
1.1 Meet with Stakeholders	Staff/time	County Administrator; Economic Development Director		
1.2 Develop Cost/Revenue Agreement	Staff/Time/Legal Fees/Studies	County Administrator; Economic Development Director		
1.3 Make Necessary Regional Investments	Stakeholders/Staff/ Based investment	County Administrator; Economic Development Director		
1.4 Find Additional Expansion Opportunities		Economic Development Director		

**Objective 2: Identify County/Region's Next Economic Development Niche**

<b>Strategies/Actions</b>	<b>Resources Needed</b>	<b>Responsible Parties</b>	<b>Timeline</b>	<b>Progress Report</b>
2.1 Explore Core Competencies that Set Our Region Apart From Others	Staff Time / Regional Collaboration	County & Regional Staffs		

**Objective 3: Establish a financing formula for reinvesting dollars into economic development to ensure stable financial resources for future economic development projects**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
3.1 Determine revenue generated from projects	Finance / Data review	Commissioner of the Revenue / Finance Dept.		
3.2 BOS determines % of new revenues for Economic Development Revenues	BOS Time	County Administration / BOS		

**Objective 4: Build on Agricultural Base via Strategic Economic Development Plan**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
4.1 Apply for AFID Planning Grant	10-20% or \$15,000K Local Match	BOS/Economic Development Director		
4.2 Conduct Study with Community Involvement	3 <sup>rd</sup> Party			
4.3 Utilize study to target Agricultural Industries	Typical economic development budget	Economic Development Director		

**Objective 5: Evaluate Benefits and Costs of Hiring a Public Information Officer (PIO)**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
5.1 Evaluate Benefits & Costs for adding new position, PIO	Staff Discussion	County Administrator		
5.2 Submit Funding Request for Consideration in the FY18/19 Budget, if warranted		Staff/Finance Committee		

**Focus Area**

**Capital Improvements**

**Objective 1: Renovate County Facilities as Necessary**

Strategies/Actions	Resources Needed <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	Responsible Parties <i>Who will take the lead or provide key support?</i>	Timeline <i>When should action be completed?</i>	Progress Report <i>What is the current status of this activity?</i>
1.1 Closure to Public of Blairs Community Center	County staff	County staff		
1.2 A Regional Recreation Parks Complex (may be included in Parks & Rec Master Plan Update)	Grants			
1.3 Central Meeting place for BOS	Location/Capital	BOS/Staff		
1.4 Jail				

**Objective 1: Recruit/Add Jobs that Bring People Here**

Strategies/Actions	Resources Needed <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	Responsible Parties <i>Who will take the lead or provide key support?</i>	Timeline <i>When should action be completed?</i>	Progress Report <i>What is the current status of this activity?</i>
1.1 Identify targeted jobs and develop adequate workforce to be prepared to attract businesses to locate here; growth of STEM	Grant opportunities and/or incentive fund that school program can apply for	Schools/county staff		

**Objective 2: Create and Expand Internships for High School/College Students**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
2.1 Develop internships for high school and college students		Schools/colleges/county staff/chamber		

**Objective 3: Evaluate Unmet Child Care and Workforce Transportation Challenges**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
3.1 Monitor need for these services as economic development initiatives expand the Region's workforce	Grant opportunities thru WIA/Other outside agencies	WIB/ Others Identified		

**Objective 4: Provide Excellent Staff Training Opportunities for County Employees**

Strategies/Actions	Resources Needed	Responsible Parties	Timeline	Progress Report
4.1 Develop plan to encourage current staff to advance their education & embrace training opportunities	Funding requested during County budget process	HR		
4.2 Cross train staff members / encourage internal promotion for staff		HR		

**Focus Area**

**Public Safety**

**Objective 1: Complete the Fire/EMS Strategic Plan of Work**

Strategies/Actions	Resources Needed <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	Responsible Parties <i>Who will take the lead or provide key support?</i>	Timeline <i>When should action be completed?</i>	Progress Report <i>What is the current status of this activity?</i>
1.1 Consider, discuss & approve recommendations brought forward by Fire/Rescue Committee	Hear the report, info only, resources TBD	Committee that is in place		
1.2 Allocate reasonable resources to support County's volunteer system	TBD, per the Plan in 1.1	BOS		
1.3 Provide staff support, if deemed appropriate, per Plan of Work	TBD	BOS		

**Focus Area**

**Quality of Life**

**Objective 1: Update County Recreation Plan**

<b>Strategies/Actions</b>	<b>Resources Needed</b> <i>What kind of funding, facilities, expertise is needed to carry out the action?</i>	<b>Responsible Parties</b> <i>Who will take the lead or provide key support?</i>	<b>Timeline</b> <i>When should action be completed?</i>	<b>Progress Report</b> <i>What is the current status of this activity?</i>
1.1 Update existing plan to reflect past 5 years renovations/additions completed	Funding of RFP for plan update; Community Input	Parks/Rec Staff/County Staff		
1.2 Target existing structures that could serve the needs to create a central location for Parks & Rec Department and its programs	Funding to secure and operate facility	County Staff/BOS		

**Objective 2: Explore adult care and senior housing developments**

<b>Strategies/Actions</b>	<b>Resources Needed</b>	<b>Responsible Parties</b>	<b>Timeline</b>	<b>Progress Report</b>
2.1 Review future land use ways to identify key geographic areas	County Staff / Area Agencies	County Staff / Area Agencies		
2.2 Zone properties for permit development / review zoning ordinance	County Staff	County Staff		
2.3 Work w/private sector to identify development opportunities	County staff	County staff		
2.4 Work w/ other public services to identify other funding sources	County staff	County staff		

# PITTSYLVANIA COUNTY

## EXECUTIVE SUMMARY

<b><u>AGENDA TITLE:</u></b> West Piedmont Planning District Comprehensive Economic Development Strategy (CEDS) List 2017-2018	<b><u>AGENDA DATE:</u></b> 12-05-2016	<b><u>ITEM NUMBER:</u></b> 15
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Provide List of Projects That Will Be Eligible For Federal Funding	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b>  Mr. Smitherman Mr. Sides	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>  <b><u>INFORMATION:</u></b>	<b><u>ATTACHMENTS:</u></b> Yes
	<b><u>REVIEWED BY:</u></b> 	

### **BACKGROUND:**

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

### **DISCUSSION:**

Attached is the Board of Supervisor's proposed CEDS project list for April 1, 2017 to March 31, 2018. The project list from previous years was reviewed and updated by Mr. Sides and Mr. Rowe, with revisions noted in red print in the attached list. We have included regional projects with the City of Danville. The proposed list includes projects that are located throughout the County. Please note that the Priority rating is not based on importance, but is an EDA term relating to the planning stage of the project. The County must submit our 2017 - 2018 project list, along with a letter of endorsement, by December 30, 2016.

### **RECOMMENDATION:**

The Board was given an opportunity to review the project list and staff has received no requests for new project additions to the list. The list has been reviewed and edited by the Director of Economic Development and staff recommends the Board of Supervisors approve the proposed Comprehensive Economic Development Strategy Priority Projects list and authorize the County Administrator to send the list and required EDA submittal letter to the West Piedmont Planning District Commission to be incorporated into their regional 2017/2018 CEDS update.

# COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

## PRIORITY PROJECTS

April 1, 2017 - March 31, 2018

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRONMENTAL IMPACT	NO. OF JOBS
<i>Southern Virginia Multimodal Park Intermodal Facility and Infrastructure Development-- Town of Hurt / Pitt. Co.</i>	1/I	Engineering and construction of infrastructure development for 800 acre industrial park. Infrastructure development includes water/sewer systems, internal roads, and regional intermodal facility	USDA-RD EDA VTC Local	\$2,000,000 \$5,000,000 \$10,000,000 \$10,000,000	\$27,000,000	Positive	1,500 onsite 8,000 indirect offsite
<i>Regional Industrial Mega Park Infrastructure Development -- City of Danville &amp; Pittsylvania County</i>	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
<i>Regional Industrial Mega Park Economic Adjustment Strategy-- City of Danville &amp; Pittsylvania County</i>	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	EDA VTC	\$50,000 \$50,000	\$100,000	Positive	Indirect
<i>Site Improvements at Cane Creek Industrial Park--City of Danville and Pittsylvania County (Lots 6, 7b, 7c, 10)</i>	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
<i>Gretna Area Water Supply System--Town of Gretna/ Pittsylvania County</i>	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
<i>Olde Dominion Agricultural Complex--Pittsylvania County</i>	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
<i>Gretna Industrial Park--Town of Gretna/Pittsylvania County</i>	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
<i>Graded Industrial Park Pad Sites--Pittsylvania County</i>	1/I	Create graded pad sites at existing Industrial Park sites. Gretna, Hurt	EDA VTC Local	\$700,000 \$2,000,000 \$300,000	\$3,000,000	N/A	200
<i>Energy Efficiency Improvements Public Buildings--Pittsylvania</i>	1/I	Retrofit existing County buildings to make them more energy efficient	State DOE	\$450,000 \$450,000	\$1,000,000	Positive	Indirect

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON- MENTAL IMPACT	NO. OF JOBS
County			Local	\$100,000			
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 City County	\$1,462,800 \$186,400 \$1,279,800 \$371,000 \$500,000 \$500,000	\$4,300,000	---	---
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	\$3,900,000 \$2,000,000 \$2,000,000	\$8,900,000	NA	300-500

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRONMENTAL IMPACT	NO. OF JOBS
Commerce Center Industrial Park - Blairs--Pittsylvania County	1/III	Purchase land off U.S. Route 29 & infrastructure development	Local Local EDA VTC Local	\$1,000,000 \$500,000 \$1,000,000 \$1,000,000 \$1,000,000	\$3,500,000	NA	300-400
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. Infrastructure development to include water system interconnection with VIR.	EDA VTC VDOT Local	\$4,000,000 \$2,000,000 \$3,500,000 \$3,400,000	\$12,900,000	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:**

**PROJECT TYPES:**

PROJECT	PRIORITY /TYPE	DESCRIPTION	FUNDING SOURCE	AMOUNT	TOTAL	ENVIRON- MENTAL IMPACT	NO. OF JOBS
ARC = Appalachian Regional Commission		TBD = to be determined	USDA-RD = U.S. Dept of Agriculture, Rural Development			Type I - Shovel Ready	
CDBG = Community Development Block Grant		TEA-21 = VDOT Transportation Enhancement Act Program	VDA = Virginia Department of Aviation			Type II - Final Planning Stage	
CIT = Center for Innovative Technology		for the 21st Century (Replaced with MAP 21 Program)	VASBI = Virginia Shell Building Initiative			Type III - Early Planning Stage	
CORD = Center on Rural Development		VDBA = VA Department of Business Assistance	VA-DOA = Virginia Dept of Aviation			Type IV - Other Projects	
EDA = Economic Development Administration		WIA = Workforce Investment Act	VDOT = VA Department of Transportation			(USDA, CDBG, VDOT, etc.)	
EPA STAG = Environmental Protection Agency State & Tribal Assistance Grant		VTC/TICR = Virginia Tobacco Indemnification and Community Revitalization Commission	VDH = VA Department of Health			Type V - Technical Assistance/ Studies	
DCR = Dept of Conservation & Recreation		SERCAP = Southeast Rural Community Assistance Project, Inc.	VHDA = Virginia Housing Development Authority				
FAA = Federal Aviation Administration		USACE = US Army Corps of Engineers	VHPF = Virginia Housing Partnership Fund				
FHWA = Federal Highway Administration		ISDF = Industrial Site Development Fund (VDHCD)	VRA = Virginia Resources Authority				
GO Bonds = General Obligation Bonds		LWCF = Land & Water Conservation Fund	VATC = Virginia Tourism Corporation				
RBEG = Rural Business Enterprise Grant		SWCB = State Water Control Board	WVP = Virginia Water Projects				
RD = Rural Development		WVWA = Western VA Water Authority	WQIF = Water Quality Improvement Funds (VA)				
USCAIP = US Community Adjustment & Investment Program		MEI = Major Employment Investment (VEDP/NTC)	HUD = Housing and Urban Development				
PRVT = Private Investment		NSF = National Science Foundation	VA-RPT = Virginia Department of Rail & Public Transit				
DHCD = VA Dept of Housing & Community Development			VCC = Virginia Community Capital				

**REPORTS FROM  
BOARD  
MEMBERS**

# **REPORTS FROM LEGAL COUNSEL**

**REPORTS FROM  
COUNTY  
ADMINISTRATOR**

# PITTSYLVANIA COUNTY

VIRGINIA



Otis Hawker, Interim  
County Administrator  
P.O. Box 426  
Chatham, Virginia 24531  
e-mail: otis.hawker@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: December 2, 2016, Subject: **Animal Control Activity Report**

During the period of October 31, 2016, through November 30, 2016, the Animal Control Officers responded to calls; 247 and 80 follow up calls as per Pete Boswell, Chief Animal Control Officer, resulting in the following:

Description	Number	Remarks
<b>Animals taken into custody:</b>	71	
<b>Dogs</b>	28	
<b>Cats</b>	40	
<b>Other</b>	3	3 OPOSSUM
<b>Animals on hand at month end</b>	16	
<b>Animals dispatched</b>	1	1 CAT DUE TO INJURIES
<b>Licenses checked</b>	41	
<b>Court cases</b>	5	
<b>Summons</b>	18	
<b>Animals Adopted</b>	9	
<b>Animals returned to owners</b>	8	
<b>Cats taken to the Humane Society</b>	38	
<b>Animals Transferred</b>	11	11 FCHS
<b>Injured animals picked up</b>	3	
<b>Animals found in traps</b>	35	
<b>Exposures: Human/Saliva</b>	0	
<b>Exposures: Dogs/Cats/Wildlife</b>	0	
<b>Dog Bites</b>	10	
<b>Cat Bites</b>	0	
<b>Cruelty Checks</b>	0	
<b>Well-being Checks</b>	19	
<b>Cat/Dog Fights</b>	4	
<b>Investigated killings by dogs/cats</b>	0	
<b>Investigate killings by Coyotes</b>	0	

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

# PITTSYLVANIA COUNTY

## VIRGINIA



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

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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: December 2, 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 October 31, 2016 through, November 30, 2016

Description	Number	Remarks
Total hours monitored	8	
Vehicles entering sites	37	
Vehicles checked	6	
Summons' issued	0	
Court Cases	0	
Convictions	0	

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

**PITTSYLVANIA COUNTY CODE COMPLIANCE  
MONTHLY REPORT & FEES  
November 2016**

**TYPES OF PERMITS**

69	BUILDING PERMIT FEES COLLECTED	\$4,753.03
69	LEVY COLLECTED	\$95.26
0	SUBDIVISION FEES COLLECTED	\$0.00
16	ZONING PERMIT FEES COLLECTED	\$70.00
0	REINSPECTION FEES COLLECTED	\$0.00
5	LAND DISTURBING FEES COLLECTED	\$50.00
159	TOTAL FEES COLLECTED	\$4,968.29

**MONTHLY BUILDING VALUES**

1	NEW DWELLINGS	\$162,000.00
6	MOBILE HOMES/OFFICE TRAILERS	81,500.00
3	DOUBLE-WIDE MOBILE HOMES	279,000.00
3	MODULAR	543,907.00
7	COMMERCIAL CONSTRUCTION	51,089.00
49	MISCELLANEOUS	255,387.00
69	TOTAL	\$1,372,883.00
	NONTAXABLE: \$5,529,366.00	\$38,563,046.00

**MONTHLY ACTIVITY REPORT**

NUMBER OF BUILDING INSPECTIONS MADE	219
NUMBER OF REJECTIONS OF WORK	29
NUMBER OF E & S INSPECTIONS	51
NUMBER OF MILES INSPECTORS TRAVELED	4,801

**MONTHLY ZONING FEES**

2	REZONING FEES COLLECTED	\$382.08
2	SPECIAL USE PERMIT FEES COLLECTED	348.38
0	VARIANCE & APPEAL FEES COLLECTED	0.00
0	SIGN PERMIT	0.00
4	TOTAL	\$730.46

Respectfully Submitted,

  
Odie H. Shelton, Jr.

Director of Code Compliance/  
Zoning Administrator

# **CLOSED SESSION**

# **ADJOURNMENT**

