



**BOARD OF SUPERVISORS
WORK SESSION
Tuesday, July 21, 2020 – 4:30 PM**

**Gallery Room - Chatham Community Center
115 South Main Street,
Chatham, Virginia 24531**

AGENDA

- 1. CALL TO ORDER (4:30 PM)**
- 2. ROLL CALL**
- 3. AGENDA ITEMS TO BE ADDED**
- 4. APPROVAL OF AGENDA**

For the citizens' convenience, all Work Session and Committee Meetings are now being recorded and can be viewed on the same YouTube location as the Board of Supervisor's Business Meetings. Please remember that the Board's Work Session is designed for internal Board and County Staff communication, discussion, and work. It is not a question and answer session with the audience. Accordingly, during the Work Session, no questions or comments from the audience will be entertained. Respectfully, any outbursts or disorderly conduct from the audience will not be tolerated and may result in the offending person's removal from the Work Session. As a reminder, all County citizens, and other appropriate parties as designated by the Board's Bylaws, are permitted to make comments under the Hearing of the Citizens' Section of tonight's Business Meeting.

- 5. PRESENTATIONS**
 - a. Department Head Spotlight (Commissioner of the Revenue); (Contact: Robin C. Goard)
- 6. STAFF, COMMITTEE, AND/OR CONSTITUTIONAL OFFICER REPORTS**
 - a. Finance Committee Recommendations (Staff Contact: David M. Smitherman); (10 minutes)
- 7. BUSINESS MEETING DISCUSSION ITEMS**
- 8. CLOSED SESSION**

- a. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(8)

- Subject Matter: Project FX

- Purpose: Local Performance Agreement Review

- b. 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

- (1) Legal Authority: Virginia Code § 2.2-3711(A)(1)

- Subject Matter: Board of Assessors (“BOA”)

- Purpose: Discussion of Potential BOA Appointees

9. RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION

- a. Closed Session Certification

10. ADJOURNMENT



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Department Head Spotlight (Commissioner of the Revenue); (Contact: Robin C. Goard)		
Staff Contact(s):	Robin C. Goard		
Agenda Date:	July 21, 2020	Item Number:	5.a
Attachment(s):	COR PowerPoint		
Reviewed By:	<i>RG</i>		

The Honorable Robin C. Goard, County Commissioner of the Revenue, will brief the Board on the operations of the Commissioner of the Revenue's Office.

Welcome to the Commissioner of the Revenue Office

Responsibilities

- ▶ The Commissioner of the Revenue's primary responsibility is assessing the value of:
 - ▶ personal property,
 - ▶ business personal property,
 - ▶ machinery and tools, and
 - ▶ processing state income tax returns.

The Office also:

- ▶ Maintains the land books and administers the following:
- ▶ The county's land use program
- ▶ Tax relief for the elderly and disabled
- ▶ Disabled Veterans tax relief.

A Myriad of Covered Areas

Business Licenses	Land Use Program
Business Property Tax	Meals Tax Processing
Disabled Veteran Exemption	Personal Property Tax
Elderly & Disabled Tax Relief	Real Estate Tax
Estimated Income Tax Processing	Virginia State Income Tax Processing

Attachment: COR PowerPoint (2097 : Department Head Spotlight (Commissioner of the

Our Goal

- ▶ In all of these areas,
- ▶ Our goal is to ensure every taxpayer is treated fairly and uniformly.
- ▶ We are continuously striving to improve the office operations to better serve the public.

Let's Look at Each of Those Areas!

Business Licenses

- ▶ At the present time, Pittsylvania County does not require a business license except for the following:
 - ▶ **Amusement**: Contact the office for fees.
 - ▶ **Bondsman**: Required to get prior approval from the Circuit Court Judge. The fee is \$50.
 - ▶ **Dance Hall**: Approved by the County Administrator.
 - ▶ **Solid Waste Vendors**: Required to get prior approval through the Board of Supervisors. Fee consists of \$50 per vehicle.

Business Licenses

- ▶ Any business locating or planning to do business in one of our towns must check with the town office for any license fees.

Business Property Tax

- ▶ Pittsylvania County assesses:
 - ▶ business personal property,
 - ▶ merchants' capital and
 - ▶ machinery and tools
- ▶ owned as of January 1 of the tax year.

Business Personal Property

- ▶ **Business personal property** (furniture, fixtures, and hand tools) is assessed at a percentage of the cost ranging from 30-5% depending on the year acquired.
- ▶ **Heavy construction machinery**, including but not limited to land movers, bulldozers, front-end loaders, graders, packers, power shovels, cranes, pile drivers, ditch and other types of diggers owned by businesses are assessed at 10% of the original cost.
- ▶ The **tax rate** set by the Board of Supervisors is the same as personal property - \$9.00 per \$100 assessed value.

Merchant's Capital & Machinery & Tools

- ▶ **Merchants' capital** is assessed at the following tiers:
 - ▶ 30% of the original cost of \$1 to \$1,000,000;
 - ▶ 10% of original cost \$1,000,001 to \$5,000,000;
 - ▶ 5% of original cost \$5,000,001 to unlimited.
- ▶ The tax rate set by the Board of Supervisors is \$2.75 per \$100 assessed value.
- ▶ **Machinery and tools** are assessed at 10% of original capitalized cost and the tax rate set by the Board of Supervisors is \$4.50 per \$100 assessed value.

Filing Information

- ▶ The return must be filed by **February 15**; however, if this date falls on a weekend or a legal holiday, the deadline is the next business day.
- ▶ If the return is received after the filing due date or not returned there is a 10% or \$10 penalty (whichever is greater) assessed.
- ▶ If you have filed these Business Tangible Personal Property reports in the past, the Commissioner's Office will automatically send you the required reporting form for the current year.

Disabled Veteran Exemption

- ▶ **Exemption on Real Estate Taxes**
- ▶ The 2011 General Assembly session exempted real property taxes for service-connected disabled veterans under Virginia Code §58.1-3219.
- ▶ In order to qualify, the veteran or surviving spouse shall file with the Commissioner of the Revenue an application for real property tax relief for veteran's with 100% service-connected disability supplied by the Commissioner's Office and all other requested documentation.
- ▶ The effective date for exemption is January 1, 2011.

Elderly & Disabled Tax Relief

- ▶ Pittsylvania County offers tax relief to homeowners who qualify and file an annual application with the Commissioner of the Revenue.
- ▶ The tax relief **reduces the "real estate tax" on a home plus up to 1 acre of land.**
- ▶ Any land, which the homeowner owns, that exceeds 1 acre is not subject to relief.
- ▶ If a taxpayer owns more than 1 home, the relief will be applied to the primary residence only.

Elderly & Disabled Tax Relief

- ▶ Pittsylvania County's tax relief program does not include a reduction in "personal property" tax.
- ▶ It **only pertains to real estate tax.**
- ▶ The applicant and/or the applicant's spouse must be the homeowner.
- ▶ The homeowner must have owned the house as of January 1 of the tax relief year.

Elderly & Disabled Tax Relief

- ▶ The amount of tax relief to which you may be eligible will be dependent upon your income for the past tax year.
- ▶ The maximum amount of the tax relief currently allowed by the Pittsylvania County ordinance is \$450.
- ▶ The application deadline is February 15 of each year.

Elderly & Disabled Tax Relief

▶ How to Qualify

- ▶ In general, a homeowner must meet an age qualification, an income test, and a net worth test.
- ▶ In order to qualify, a homeowner must:
 - ▶ Be **at least 65 years old** by January 1 of the tax relief year
 - ▶ Have an **annual "household" income of \$25,000 or less**
 - ▶ Have a **net worth that does not exceed \$65,000** (home excluded)

Elderly & Disabled Tax Relief

- ▶ **Exception**
- ▶ In addition to meeting each of these 3 tests described above.
- ▶ One exception is that if you are not yet 65 years old, but you are permanently or totally disabled, you may still qualify:
 - ▶ by furnishing additional required information about the disability.

2020 Real Estate

- ▶ Transfers – 2865 (Wills and Deeds)
- ▶ Tax Relief for Elderly and Disabled – 337
- ▶ Disabled Veteran Tax Relief - 240
- ▶ Process Building Permits
- ▶ Mapping Changes

Land Use Program

- ▶ The Commissioner of the Revenue Office administers the Land Use Program which was adopted by the Board of Supervisors in 1982.
- ▶ This program is designed to benefit taxpayers who keep their land in active production by assessing at a land use value instead of the fair market value.
- ▶ This results in a lower tax.

Land Use Program

- ▶ Land may be placed in the program between September 1 and November 2 to qualify for the upcoming year.
- ▶ The Board of Supervisors shall permit land use applications to be filed within no more than sixty (60) days after the filing deadline upon the payment of a late filing fee of one-hundred dollars (\$100.00) per qualifying parcel.

Land Use Program Requirements

- ▶ Land must have been in production for at least 5 consecutive years
- ▶ Land cannot be in an approved subdivision recorded after July 1, 1983
- ▶ Minimum acreage requirement for crop and pasture land is 5 acres
- ▶ Minimum acreage for forest land is 20 acres
- ▶ Minimum acreage for horticulture is 5 acres
- ▶ Minimum acreage for open space is 5 acres
 - ▶ Application must be approved by Board of Supervisors for open space

Land Use Program - To apply

- ▶ You must meet the above criteria and bring in the following to complete an application:
- ▶ An **aerial photograph of your farm** (which can be acquired at the Farm Service Agency Office in Chatham, Virginia)
- ▶ Income **documentation of a minimum of \$1,000 per year** must be submitted for the past 3 consecutive years.
- ▶ An application fee of \$10 and \$0.10 per acre must be paid at the time the application is filed.

Land Use Program - Notice of Change

- ▶ By law, the landowner must notify the Commissioner of the Revenue Office of any change in the size or use of any tract of land in the Land Use Program within 60 days of the change.
- ▶ Whenever the use of the property changes to a non-qualifying use, the property is subject to a roll-back tax and interest in such amounts as may be determined under Virginia code 58.1-3237

2018 Land Use Values

- ▶ Taxpayers qualifying for the land use program pay tax based upon the "use value" instead of the fair market value.
- ▶ Land use values may be reviewed following a general reassessment.
- ▶ The Commissioner of the Revenue sets the land use values within the state code guideline of the "use" value of land in production. The rates set for 2018 are as follows:
 - ▶ Cropland - 500 acre
 - ▶ Forest - 500 acre
 - ▶ Horticulture - 500 acre
 - ▶ Open Space - 1,200 acre
 - ▶ Pasture - 500 acre

Land Use - Revalidation Notice

- ▶ Beginning in 2010 all taxpayers enrolled in the Land Use Program are required to submit an **annual revalidation** form confirming continued use of the land as specified in the original application or making any changes that have occurred with the land regarding to the use, size or ownership.
- ▶ Income verification of at least \$1,000 from crop production for the year prior to the revalidation notice must be submitted to keep the property in the program.
- ▶ Forest land management must be validated with a forest management plan or date of last cut and anticipated next cut date.

Land Use - Revalidation Notice

- ▶ Failure to return the required revalidation form and required income / use documentation by December 10 will cause the parcel to be removed from the program for the current year and

Land Use - Revalidation Notice

- ▶ A new application will have to be submitted and fees assessed to re-enroll the parcel for the following tax year.
- ▶ Payment of a late filing fee of \$100.00 per parcel by December 31st would allow the parcel to remain in the program for the following tax year.

Meals Tax Information

- ▶ Effective July 1, 2008 the Pittsylvania County Board of Supervisors enacted a 4% meals tax to be collected by all food establishments.
- ▶ **Chapter 6, Article III Pittsylvania County Code**
- ▶ To register to collect this tax, you may contact the Commissioner of the Revenue Office for Pittsylvania County for a registration packet or download an [application \(PDF\)](#) and monthly reporting forms.

Personal Property Tax

- ▶ **Assessment Criteria**
- ▶ Pittsylvania County is not a pro-rating jurisdiction.
- ▶ What this means is the assessment made by this office is based upon residency and ownership as of January 1 of the tax year.
 - ▶ If you are a resident as of January 1, you are liable to Pittsylvania County for the taxes for the entire year.

Personal Property Tax

- ▶ If you change residency during the year to a pro-rating jurisdiction, be sure to advise them you were taxed in Pittsylvania County for the entire tax year.
- ▶ If you move to Pittsylvania County after January 1, you will be liable to the locality in which you resided as of January 1.

Personal Property Tax

- ▶ If you trade or sell a vehicle after January 1, you will be taxed only on the vehicles you owned as of January 1.
- ▶ Any change made during the year will be reflected in the following year and our office should be notified of the change in addition to notifying DMV.
- ▶ The current tax rate as of 2018 is \$9.00 per \$100 of assessed value.

Personal Property - Active Duty Military

- ▶ Any member of the armed forces with a legal domicile in Virginia, but is stationed in another state in compliance with military orders would not be subject to personal property in another state.
- ▶ They would be required to pay personal property taxes to the Virginia locality where they maintain legal domicile or home of record, although the physical location of the vehicle or vehicles is outside of Virginia during this period of military service. (See the Service Members Civil Relief Act.)

Personal Property - College Students

- ▶ Pursuant to State Code 58.1-3511 " ...However, in the event that a motor vehicle is used by a full-time student attending an institution of higher education, and such use establishes that the motor vehicle is normally garaged at the location of the institution of higher education,
- ▶ **the situs shall be the domicile of the owner of the motor vehicle,** provided the owner presents sufficient evidence that he has paid a personal property tax on the motor vehicle in his domicile, upon request of the locality of the institution of higher education."...

Personal Property - Town Residents

- ▶ There are 3 towns located within Pittsylvania County. They are the Town of Chatham, the Town of Gretna, and the Town of Hurt.
- ▶ If you reside within the town limits, you are **required to pay personal property taxes to both the town and the county.**
- ▶ Each local town council sets the tax rate for the respective town.

Personal Property - **Mobile Homes**

- ▶ Single wide mobile homes are classified as personal property.
- ▶ Double wide mobile homes owned by the landowner are classified as real estate.
- ▶ Double wide homes located on another person's land are classified as personal property.

Personal Property - **Mobile Homes**

- ▶ All mobile homes are taxed at the real estate tax rate regardless whether they are classified as real estate or personal property.
- ▶ The mobile homes are appraised during the general reassessment every 4 years.

Vehicle License Fees

- ▶ In 2007, Pittsylvania County Board of Supervisors adopted a license fee tax.
- ▶ This fee is assessed to all actively registered vehicles as of January 1 of the tax year.
- ▶ No adjustments are made to the license fee assessment due to vehicle being sold after January 1.

Vehicle License Fees

- ▶ The fee is assessed based on Department of Motor Vehicle (DMV) information regarding the garage jurisdiction.
- ▶ It is imperative that you review your vehicle registration and verify that this information is correct.
- ▶ Town residents are not liable for the county license fee. Each town collects their license or decal fee.

Vehicle License Fees

- ▶ Vehicles that display the DMV medal issued disabled veteran plate are exempt from the license fee.
- ▶ Active members of the National Guard that display the DMV medal issued National Guard plate are assessed at 50% license fee.

Assessed Value - Vehicles

- ▶ Vehicles are assessed at 30% of the average trade-in value from the National Automobile Dealers Association Guide (NADA).
- ▶ Travel trailers, motor homes and utility / boat trailers are assessed on a percentage of cost as listed by DMV.

2020 Personal Property Breakdown of Assessments Made

<u>Code</u>	<u>No. Assessments</u>	<u>Total Numbers</u>	<u>Code</u>
AP	7		
BT	3,397		
MHO	33		
MV QUALIFYING	59,336		Tax Code PP1
SUB-TOTAL	62,773		
NON-QUALIFYING	20,016		Tax Code PPE
MV CONTRACT CARRIER	305		Tax Code PP2
LICENSE FEE ONLY VEH	331		Tax Code PP3
LICENSE FEE EXEMPT VEH	<u>19,926</u>		Fire, Rescue, Town
SUB-TOTAL		103,351	

2020 Personal Property Breakdown of Assessments Made

<u>CODE</u>	<u>NO.</u> <u>ASSESSMENTS</u>	<u>TOTAL NUMBERS</u>	<u>CODE</u>
Mobile Home	5,184		
MH Storage	345		
MH Double-Wide	144		
MH Additions	<u>6,186</u>		
SUB-TOTAL		11,859	MH1

2020 Personal Property Breakdown of Assessments Made

<u>CODE</u>	<u>NO. ASSESSMENTS</u>	<u>TOTAL NUMBERS</u>	<u>CODE</u>
Merchants Capital	306		
Business Property - BPP	1,681		
Machinery & Tools	79		
SUB-TOTAL - BUSINESS		2,066	
GRAND TOTAL NUMBER OF ASSESSMENTS		117,276	

2020 Personal Property Tax Totals

	<u>VALUE</u>	<u>LEVIES</u>
MERCHANTS CAPITAL	\$ 13,478,410	\$ 370,656.98
MOBILE HOMES	42,341,670	262,518.34
MACHINERY & TOOLS	32,668,500	1,470,082.50
QUALIFIED PERS. PROP.	104,006,945	9,360,625.05
EXEMPT PURPLE HEART	20,240	
CONTRACT CARRIER	2,147,555	96,639.98
BUSINESS PERS PROP (BPP)	16,955,110	1,525,959.90
NON-QUALIFIED PERS PROP	<u>23,611,580</u>	<u>2,125,042.20</u>
SUB - TOTALS	\$ 235,230,010	\$ 15,211,524.95

2020 Personal Property Tax, Fees & Penalties Totals

SUB-TOTAL BROUGHT FORWARD			\$15,211,524.95
	LF1 - Vehicle License Fee	58,368	2,378,496.00
	LF1 - Vehicle License Fee ONLY	160	6,520.00
	LF2 - Motorcycle License Fee	1,506	43,297.50
	LF3 - National Guard Lic Fee	28	570.64
		60,062	2,428,884.14
Totals	Tax Levies & Fees		\$17,640,409.09
	Late Filing Penalties		<u>33,552.81</u>
	Grand Total - Levies, Fees & Penalties		\$17,673,961.90

Attachment: COR PowerPoint (2097 : Department Head Spotlight (Commissioner of the

2020 Real Estate Non-Taxable Totals

Land Value		\$ 71,925,800
Building Value		\$ 540,130,300
Total Non-Taxable Value		\$ 612,056,100
Number of Parcels	1,685	
Levies		\$3,794,747.82



2020 Real Estate Taxable Totals

	NUMBER OF PARCELS	TOTALS
Fair Market Value		\$ 1,925,474,900
Deferred Amount (LAND USE)		<u>565,159,000</u>
Land Value		1,360,315,900
Building Value		<u>2,949,465,600</u>
Total Taxable Value		\$ 4,309,781,500
No. of Parcels Taxable	43,381	
Levies		\$ 26,720,645.30

The End!



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Finance Committee Recommendations (Staff Contact: David M. Smitherman); (10 minutes)		
Staff Contact(s):	David M. Smitherman		
Agenda Date:	July 21, 2020	Item Number:	6.a
Attachment(s):			
Reviewed By:			

David M. Smitherman, County Administrator, will present the Board with Finance Committee recommendations.



Board of Supervisors
EXECUTIVE SUMMARY

INFORMATION ITEM

Agenda Title:	Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.		
Staff Contact(s):			
Agenda Date:	July 21, 2020	Item Number:	8.a
Attachment(s):			
Reviewed By:	<i>VH</i>		

(1) Legal Authority: Virginia Code § 2.2-3711(A)(8)
 Subject Matter: Project FX
 Purpose: Local Performance Agreement Review



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	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		
Staff Contact(s):	David M. Smitherman		
Agenda Date:	July 21, 2020	Item Number:	8.b
Attachment(s):			
Reviewed By:	<i>UH</i>		

(1) Legal Authority: Virginia Code § 2.2-3711(A)(1)
 Subject Matter: Board of Assessors ("BOA")
 Purpose: Discussion of Potential BOA Appointees



Board of Supervisors
EXECUTIVE SUMMARY
INFORMATION ITEM

Agenda Title:	Closed Session Certification		
Staff Contact(s):	J. Vaden Hunt, Esq.		
Agenda Date:	July 21, 2020	Item Number:	9.a
Attachment(s):			
Reviewed By:	VH		

PITTSYLVANIA COUNTY BOARD OF SUPERVISORS
CLOSED MEETING CERTIFICATION

BE IT RESOLVED that at the Pittsylvania County Board of Supervisors' (the "Board") Work Session on July 21, 2020, 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 (the "Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Board Member believes that there was a departure from the requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Board's Minutes.

	<u>Vote</u>
Joe B. Davis	Yes/No
Timothy W. Dudley	Yes/No
Ben L. Farmer	Yes/No
William ("Vic") Ingram	Yes/No
Charles H. Miller, Jr.	Yes/No
Ronald S. Scarce	Yes/No
Robert ("Bob") W. Warren	Yes/No