

**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 1st 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 1st 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. Scearce-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. Scearce 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.