

July 21, 2020
Finance Committee

**Pittsylvania County Board of Supervisors
Finance Committee Meeting
July 21, 2020**

VIRGINIA: The Finance Committee Meeting was held on July 21, 2020, in the Gallery Room, Chatham Community Center, 115 South Main Street, Chatham, Virginia 24531. Ronald S. Scarce, Chairman, called the Meeting to Order at 2:30 PM. The following Members were present:

CALL TO ORDER (2:30 PM)

| Attendee Name | Title | Status |
|--------------------------|--------------------------------------|---------|
| Robert ("Bob") W. Warren | Chairman, Chatham Blairs District | Present |
| Ronald S. Scarce | Vice-Chairman, Westover District | Present |
| Joe B. Davis | Supervisor, Dan River District | Present |
| Timothy W. Dudley | Supervisor, Staunton River District | Present |
| Ben L. Farmer | Supervisor, Callands-Gretna District | Present |
| William "Vic" Ingram | Supervisor, Tunstall District | Present |
| Charles H. Miller | Supervisor, Banister District | Present |

AGENDA ITEMS TO BE ADDED

APPROVAL OF AGENDA

Motion to approve Agenda.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Joe B. Davis, Supervisor, Dan River District |
| SECONDER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| AYES: | Scarce, Davis, Ingram, Miller |

NEW BUSINESS

a. FY20 Year End Report and Budget Adjustments

Mrs. Van Der Hyde stated revenues are in good shape and expenditures are down due to COVID-19. There is no exact figure to finish the year, but the year will finish in the black. Mrs. Van Der Hyde went over the Budget Adjustments needed as presented in the Board Packet.

Motion to approve the presented FY19-20 Budget Adjustments and recommend approval by the full Board.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Joe B. Davis, Supervisor, Dan River District |
| SECONDER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| AYES: | Scarce, Davis, Ingram, Miller |

b. FY21 Budget Adjustments and Carryover Requests

Mrs. Van Der Hyde stated the FY21 Budget adopted on April 2, 2020, needs adjustment due to changes in anticipated revenue (including Grant awards) and the addition of PCSA operations to the General Fund. The Landfill Fund also requires adjustment to properly account for unanticipated revenue and cost allocation of General Fund Salaries. This year's General Fund requests total \$355,287,94 are to be utilized by the Sheriff, Volunteer Fire and Rescue Service, CSA, and Animal Control (attached). The School Division has requested \$1,599,963 of FY20 operating savings to be used for COVID19-related expenses; it also requests \$2,184,727 to be used for Capital Improvements to various facilities. The total School Division carryover request is \$3,784,654

Mrs. Tracey Worley, Pittsylvania County Schools, also spoke on behalf of the School's carryover request. She stated that there could be a loss of kids for the upcoming school year due to the pandemic, and less students would mean lower ADM money.

After much discussion between the Committee and Dr. Jones, the Committee decided to grant the School Board's requested amount.

Motion to approve all carryovers as presented by Mrs. Van Der Hyde and the full amount requested by the School Board.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Charles H. Miller, Supervisor, Banister District |
| SECONDER: | Joe B. Davis, Supervisor, Dan River District |
| AYES: | Scarce, Davis, Dudley, Farmer, Ingram, Miller |

c. Recess

Motion to recess Meeting. Motion passed unanimously by Committee.

The Committee recessed at 3:31 PM.

The Committee reconvened at 3:34 PM.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| SECONDER: | Joe B. Davis, Supervisor, Dan River District |
| AYES: | Warren, Scarce, Davis, Dudley, Farmer, Ingram, Miller |

d. FY21 Capital Appropriations

The County Administrator placed all FY21 General Fund capital expenses "on hold" pending clarity around COVID19 financial impacts. It has been both formally and informally requested that a Gretna Rescue Squad appropriation (\$90,000) be released to complete its purchase of a \$268,827 ambulance. Currently, County Staff knows of no other critical or imminent capital fund use needs. The Board has previously expressed desire to utilize funding Agreements for the future distribution of capital funds for volunteer agency apparatus purchase. The purpose of the Agreement is largely to ensure that the County has pro-rata ownership of the vehicle, the right of first refusal if the apparatus is ever sold, and to pre-negotiate an end of life purchase price. The County Attorney has drafted an Agreement suitable for the Gretna request and all requests going

forward.

Mr. Smitherman stated that he does not see a need to unfreeze items, but the Gretna ambulance is priority and those funds should be made available so Gretna is able to complete that purchase.

Motion that the Finance Committee recommend release of \$90,000 in capital funds to the Gretna Rescue Squad upon execution of the presented Memorandum of Understanding.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Joe B. Davis, Supervisor, Dan River District |
| SECONDER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| AYES: | Warren, Scarce, Davis, Dudley, Farmer, Ingram, Miller |

e. Coronavirus Relief Fund (CRF) Application Review

The County's CRF Committee received approximately \$3.8M of requests for qualified purchases from the County's \$5.3M CARES Act funds. The Committee and Executive Team have approved \$1.4M of submitted projects. This evening the Committee is asked to consider recommending award of submitted applications over the County Administrator's \$100,000 expense ceiling as outlined below and in the attachment.

| Department | Item Requested | Amount Requested |
|---------------|--|------------------|
| DSS | Financial Relief for Citizens Experiencing Past Due Electrical Service | 100,000.00 |
| Public Safety | Ambulances (3), stretcher lift and stretcher | 800,000.00 |
| Schools | 3,000 Chromebooks | 955,660.70 |

County Staff is currently soliciting bids for three (3) requested ambulances. These would be County-owned and will replace end of life vehicles within the County fleet and an ambulance for volunteer agency use. County Staff hopes to save money by purchasing at least one (1) remounted or slightly used vehicle. The School Division desires to purchase 3,000 Chromebooks for student take-home use. Superintendent Mark Jones will be in attendance to further present the request. DSS Director, Chris Spain, has asked to increase funds available to assist citizens with utility bills under the existing utility assistance program. These payments would be for families negatively affected by COVID19 impacts.

Motion to approve the three (3) requested CRF projects as presented.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| SECONDER: | Charles H. Miller, Supervisor, Banister District |
| AYES: | Warren, Scarce, Davis, Dudley, Farmer, Ingram, Miller |

f. Fire and Rescue Commission Recommendations: Emergency Funding Requests

The Fire and Rescue Commission forwarded recommendations that Brosville Fire and Rescue and Cool Branch Fire be allowed to access the recently created Volunteer Capital Reserve Emergency Fund to replace a failed ambulance engine and a failed air conditioning unit. There is presently about \$46,000 available in the Emergency Fund. The use of the capital reserve emergency fund is intended to aid in emergency response repairs, not general maintenance.

Motion to approve Brosville's \$4,000 emergency funding request, disapprove the \$4,000 request for Cool Branch Fire, request of the Fire and Rescue Commission to complete a capital inventory and a replacement schedule for all capital items, and that the emergency fund policy be modified to specify that it is only for emergency needs that are preventing adequate emergency response.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Joe B. Davis, Supervisor, Dan River District |
| SECONDER: | Ronald S. Scearce, Vice-Chairman, Westover District |
| AYES: | Warren, Scearce, Davis, Dudley, Farmer, Ingram, Miller |

g. Fire and Rescue Commission Recommendations: Annual Service Agreements

Motion to approve the Annual Service Agreement with training records and fire response records included in the Annual Service Agreement.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Charles H. Miller, Supervisor, Banister District |
| SECONDER: | Joe B. Davis, Supervisor, Dan River District |
| AYES: | Warren, Scearce, Davis, Dudley, Farmer, Ingram, Miller |

h. Fire and Rescue Commission Recommendations: Volunteer Agency Annual Reporting Requirements

As aware, the Board approved the Financial Reporting Requirements at its June 16, 2020 Meeting, which stated that the IRS-990 Form must be submitted annually. The Fire and Rescue Commission ratified the Board's Policy at its June 23, 2020 Meeting.

Motion to send each Agency a letter informing them of the financial reporting requirements. This will include the annual audits to be drawn at random and that all 2018 IRS-990 Forms must be received prior to the first payment under the FY21 Service Agreement.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| SECONDER: | Joe B. Davis, Supervisor, Dan River District |
| AYES: | Warren, Scearce, Davis, Dudley, Farmer, Ingram, Miller |

i. Sheriff Longevity-Based Salary Adjustment

The Finance Committee considered including Sheriff Mike Taylor in the recently approved Salary Study as it relates to his County-service prior to becoming a Constitutional Officer. Mr. Taylor served as a Deputy for 32 years, 11 months. If approved, Sheriff Taylor's salary would increase by 8.25% (retroactive July 1, 2020) and again by 8.25% on July 1, 2021.

Motion that Sheriff Mike Taylor's salary be adjusted on the same schedule as all Sheriff's Department employees considering his almost 33 years of County service prior to election.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | William ("Vic") Ingram, Supervisor, Tunstall District |
| SECONDER: | Joe B. Davis, Supervisor, Dan River District |
| AYES: | Warren, Scearce, Davis, Dudley, Farmer, Ingram, Miller |

j. 2022 Reassessment Project Budget Report

Mr. Smitherman stated that the anticipated Reassessment cost is \$602,151.75. This is \$316,873.50 less than the last Reassessment period. Smitherman also presented to the Committee a Reassessment Comparison that is included below.

Reassessment Comparison

| FY2019 Reassessment Costs | | |
|---|----------------------------|-------------------|
| 100-4-012320-101100 | BOARD MEMBERS-COMPENSATION | 41,250.00 |
| 100-4-012320-130000 | PART-TIME SALARIES AND WAG | 68,147.18 |
| 100-4-012320-210000 | FICA | 5,160.99 |
| 100-4-012320-230000 | BCBS-CO. SHARE | 14,918.92 |
| 100-4-012320-260000 | UNEMPLOYMENT INSURANCE | 344.24 |
| 100-4-012320-270000 | WORKMAN'S COMPENSATION | 58.70 |
| 100-4-012320-316000 | CONSULTANTS-APPRAISERS | 739,852.00 |
| 100-4-012320-317200 | CONTRACT SERVICES | 22,498.00 |
| 100-4-012320-317500 | COMPUTER SERVICES | 12,243.55 |
| 100-4-012320-360000 | ADVERTISING | 932.40 |
| 100-4-012320-521000 | POSTAGE | 9.80 |
| 100-4-012320-523000 | TELEPHONE | 1,300.75 |
| 100-4-012320-542000 | RENTAL - BUILDINGS | 935.00 |
| 100-4-012320-600100 | OFFICE SUPPLIES | 11,373.69 |
| TOTAL | | 919,025.22 |
| FY2023 Reassessment Cost Estimates | | |
| FY2021 Budget-Year 1 | | |
| 100-4-012320-101100 | BOARD MEMBERS-COMPENSATION | 16,500.00 |
| 100-4-012320-210000 | FICA | 1,263.00 |
| 100-4-012320-316000 | CONSULTANTS-APPRAISERS | 274,872.38 |
| 100-4-012320-317500 | COMPUTER SERVICES | 8,000.00 |
| TOTAL - YEAR 1 | | 300,635.38 |
| FY2022 Budget-Year 2 | | |
| 100-4-012320-101100 | BOARD MEMBERS-COMPENSATION | 24,750.00 |
| 100-4-012320-210000 | FICA | 1,894.00 |
| 100-4-012320-316000 | CONSULTANTS-APPRAISERS | 274,872.38 |
| TOTAL - YEAR 2 | | 301,516.38 |
| TOTAL REASSESSMENT | | 602,151.75 |
| SAVINGS OVER FY2019 REASSESSMENT | | 316,873.50 |

MATTERS FROM COMMITTEE MEMBERS

Adjourn at 4:10 PM

CLOSED SESSION

The Closed Session was moved to the Work Session due to time constraints.

ADJOURNMENT

Mr. Scarce adjourned the Meeting at 4:10