

**Pittsylvania County Board of Supervisors  
Finance Committee  
Monday, January 13, 2020, Meeting**

**VIRGINIA:** The Finance Committee of the Pittsylvania County Board of Supervisors was held on Monday, January 13, 2020, in the Main Conference Room of the County Administration Building in Chatham, Virginia 24531. Ronald S. Scarce, Chairman, called the Meeting to Order at 4:30 PM. The following Committee Members were present:

Charles H. Miller, Jr.  
Joe B. Davis  
William "Vic" Ingram  
Ronald S. Scarce

The following Board Members were also present:

Robert W. Warren  
Ben L. Farmer

Mr. David M. Smitherman, County Administrator; Mr. J. Vaden Hunt Esq., County Attorney; Richard N. Hicks, Assistant County Administrator; Mrs. Kimberly Van Der Hyde, Finance Director; Christopher C. Slep, Director of Public Safety; Kelly Keese, Registrar; and Mrs. Kaylyn M. McCluster, Deputy Clerk, were also present.

**Approval of Agenda**

Motion made by Dr. Miller, seconded by Mr. Ingram, to approve Agenda, which was unanimously approved by Committee Members.

**New Business**

**(a) FY2020 Financial Update**

Mrs. Van Der Hyde provided the FY2020 Financial Update to the Committee. She stated the percentage of Budget collected to date is 46%, compared to 43% at the same time last year. The County is in better shape this year compared to last year. She also discussed the Pet Center Revenues (attached at end). It was also noted that no one has taken advantage of the Early Retirement Incentive Program. This could mainly be due to the fact it requires them to work too many days in a month. Mr. Smitherman suggested several alternatives to reduce the cost of Courthouse Security. There was consensus of the Committee for County Staff to revamp numbers for the Courthouse Security and bring back to the Committee for review. Mr. Smitherman stated County Staff would run some numbers and different options and bring back to the Committee.

**(b) FY2021 Overview**

**-Revenue Forecast**

Ms. Van Der Hyde stated the only thing she has as far as revenue, is an updated report from the Building Inspectors Office, which was \$31.1 million was added to the County's tax base

last year. You have to estimate how Land Use will run and that has to come off that figure. Once that is done, it is projected to be about \$200,000 more annual County revenue.

-Budget Calendar

The Budget Calendar (attached at end) was presented to the Committee and there was a Motion by Mr. Ingram, second by Mr. Davis, to recommend the Budget Calendar as presented to the full Board, which was unanimously approved by the Committee.

-Joint Meeting with School Division

Each year the Board holds a Joint Meeting with the School Board to discuss Budget needs. They have requested the Meeting be in February. There was consensus of the Committee to meet on February 18, 2020, or February 20, 2020, but to get with Dr. Jones to see what time suits them best.

**(c) Fire and Rescue Commission Stipend Consideration**

There was a lot of discussion regarding providing the Fire and Rescue Commission with a stipend. Mr. Scarce stated the amount of Meetings that will be required and the amount of hard work and decisions that have to be made, it is only fair they receive the same treatment as other Boards and Commissions. Mr. Ingram stated the payment should be consistent for all Boards and Commissions and also questioned how the payment works if they do not attend a meeting. After much discussion, it was consensus that the Finance Committee recommended the following stipend for the Fire and Rescue Commission: \$150 per month; Commission Members must attend at least one (1) Meeting each month that Meetings occur to receive stipend; No stipend will be paid in the months in which there are no Meetings.

**(d) Budget Amendment Request: Registrar**

Mrs. Keesee stated the Registrar's Office typically budgets for two (2) elections, and this year they have three (3). They also have a March primary this year. There will be about a \$34,844 deficit once the two (2) elections have taken place. These payments cover the cost of compensation for election officials that work at the polls, the voting equipment programming costs, and the printing of ballots. Ms. Keesee stated the State Board of Elections does issue a reimbursement for the March election. In 2012, they received an 85% reimbursement, and in 2016, they received an 61% reimbursement of the total election cost.

**Staff Reports**

**(a) VEMS Ambulance Grant**

Mr. Slemp stated the contract between the County and DRT to use their truck is \$3,600 per month. Mr. Slemp applied for a VEMS Grant, and was awarded 80% of this Grant. The award was for \$262,000 and being able to purchase this ambulance will eliminate the cost to use DRT's truck . Motion by Mr. Ingram, second by Mr. Davis, to send this item to the full Board, which was unanimously approved by the Committee.

**(b) Sheriff's Department Pay Study Update**

Mr. Smitherman stated the results came back from the Sheriff's Pay Study in October. To take advantage of this plan, which the Treasurer and Commissioner of the Revenue have already done, the Sheriff's Department would have to adopt the County's Personnel Policy, minus the separation, termination, and grievance procedures. The same opportunity was presented to the Sheriff on March 15, 2019, and to date he has not chosen to sign on to the Personnel Plan. Mr. Warren also mentioned having previous conversation regarding the ineffective methods that were being used for Medicaid reimbursement and getting an outside agency to help with this. Mrs. Van Der Hyde stated there was a contract with DPCS for them to come in and look at this, but the Sheriff's Office never reached out to them and the contract was only through September. Mr. Warren suggested sending a letter to DPCS thanking them for their willingness to assist in this matter. Mr. Scarce suggested a letter from the Board to the Sheriff to attempt to coordinate a Meeting to revisit these items. Motion by Mr. Scarce, second by Dr. Miller, to recommend to the full Board the request for authorization to send a letter to the Sheriff, which was unanimously approved by the Committee.

**(c) PCSA Project Update**

Mr. Smitherman gave a brief update and stated he still has not received any of the PCSA's results from the Citizens Survey. The PCSA has worked out some rate changes with the City of Danville, which they have never done before.

**Adjournment**

Mr. Scarce adjourned the Meeting at 6:06 PM.

Pet Center Revenues As of December 31, 2020		
Revenue Source	Fund	Amount
State Animal Friendly Revenue	245	780.00
Animal Adoptions	245	21,985.60
Retail	245	2,502.14
Surrender Fees	245	1,977.00
Reclaim Fees	245	345.00
Interest Earned	245	9.24
Donations-Memorials	245	125.00
Donations-Pet Supplies	245	9,876.43
Donations-Fundraising Activities	245	20,426.84
Donations-Emergency Medical	245	772.00
Miscellaneous Revnue	245	35.00
<b>Total Collected at the Pet Center</b>		<b>58,834.25</b>
Grants:		
Community Foundation-Pet Center Grant	250	22,306.00
Roper Foundation Grant	250	5,984.00
Petco Foundation Grant	250	75,000.00
St. Hubert's Animal Welfare Grant	250	270.00
<b>Total Grants Received</b>		<b>103,560.00</b>
<b>GRAND TOTAL-ALL FUNDS RECEIVED</b>		<b>162,394.25</b>



**PROPOSED BUDGET CALENDAR FY 2020-2021**

- |  |  |
|--|--|
| <b>Friday, November 1, 2019:</b>                                       | <ul style="list-style-type: none"><li>•Submission of CIP Update by Departments</li></ul>   |
| <b>Tuesday, December 31, 2019:</b>                                     | <ul style="list-style-type: none"><li>•Department Requests deadline</li></ul>  |
| <b>Monday, January 13, 2020-3:30 pm:<br/>Finance Committee Meeting</b> | <ul style="list-style-type: none"><li>•Review Revenues</li><li>•Discussion &amp; Approval of FY 20/21 Calendar</li></ul>   |
| <b>Week of January 27, 2020:</b>                                       | <ul style="list-style-type: none"><li>•Departmental Budget Reviews</li></ul>   |
| <b>Monday, March 2, 2020:</b>  | <ul style="list-style-type: none"><li>•Submission of County Administrator's Recommended Budget</li></ul>   |
| <b>Thursday, March 5, 2020-4:00 pm:<br/>Finance Committee Meeting</b>  | <ul style="list-style-type: none"><li>• Budget approved for advertisement by the Finance Committee/Board of Supervisors</li><li>•Potential meetings with Constitutional Officers/ Outside Agencies</li></ul> |
| <b>Wednesday, March 11, 2020:</b>                                      | <ul style="list-style-type: none"><li>•Budget will be advertised (pending approval and date set by Finance Committee)</li></ul>  |
| <b>Thursday, March 26, 2020 – 7:00 pm:<br/>Special Meeting</b>         | <ul style="list-style-type: none"><li>•Public Hearing on School Budget and Public Hearing on full County Budget (budget cannot be approved until 7 days after public hearing)</li></ul>                      |
| <b>Thursday, April 2, 2020 – 7:00 pm:<br/>Special Meeting</b>          | <ul style="list-style-type: none"><li>•Approval of the school budget and full county budget at a special meeting of the Board of Supervisors</li></ul>   |