

**Pittsylvania County Board of Supervisors
Finance Committee
Tuesday, January 15, 2019, Meeting**

VIRGINIA: The Finance Committee of the Pittsylvania County Board of Supervisors was held on Tuesday, January 15, 2019, in the Main Conference Room of the County Administration Building in Chatham, Virginia 24531. Ronald S. Searce., Chair, called the Meeting to Order at 3:30 p.m. The following Members were present:

Ronald S. Searce
Charles H. Miller, Jr.
Ben L. Farmer
Robert W. Warren

The following Board of Supervisors Members were also present:

Elton W. Blackstock
Joe B. Davis

Supervisor Tim R. Barber joined the meeting at 3:37 pm.

Mr. David M. Smitherman, County Administrator; Mr. J. Vaden Hunt Esq., County Attorney; Mr. Greg L. Sides, Assistant County Administrator for Planning & Administration, Mr. Richard Hicks, Assistant County Administrator for Operations, the Honorable Vincent Shorter, Treasurer, Mrs. Kim Van Der Hyde, Director of Finance, and Mrs. Kaylyn McCluster, Deputy Clerk, were also present.

Approval of Agenda

Motion made by Mr. Farmer, seconded by Mr. Warren, to approve Agenda, which was unanimously approved by the Finance Committee Members present.

New Business

(a) Budget Calendar

Mrs. VanDerHyde presented the Budget FY 2019-2020 (attached at the end of these Minutes). Mr. Warren suggested scheduling a Finance Committee Meeting before the regular Board Meeting in February. There was consensus from the Committee to schedule the Joint Meeting with the School Board on February 19, 2019, at 2:00 pm, and hold a Finance Committee Meeting afterwards at 3:30 pm.

(b) Review of Revenues

Mrs. VanDerHyde reviewed the 2019 County Revenues (attached at the end of these Minutes) VanDerHyde stated the County leveled a total of \$3.5 million in the Solid Waste Household Revenue. Roughly 800 parcels have had the \$120 fee abated, making the new target collection amount \$3,100,668. As of December 31, 2018, the total net collected

amount totaled \$1,951,470, or 63% of the Budgeted amount. She also went over the definition of Unassigned Fund Balance.

(c) Animal Shelter 2018/2019 Budget Discussion

Mrs. VanDerHyde presented the Animal Shelter Budget for January 1, 2019 – June 30, 2019. The highlighted items in the PowerPoint are items that the County was already paying for, but other listed items are items that the Lynchburg Humane Society was covering while they were running the Pet Center. Mr. McLaughlin is planning fundraising and outreach to help fund some of the Pet Center's operations. There will also be a donate button on the Pet Center's Facebook page, as well as other measures to help generate money for operations.

(d) Economic Development Fund Review

Mrs. VanDerHyde reviewed the Economic Development Fund, and stated the purpose of the Economic Development Fund is to cover expenses directly related to locating businesses in the County. Tobacco Grants associated with Economic Development are also housed in the Economic Development Fund.

Adjournment

Mr. Scarce adjourned the Meeting at 4:27 PM.



BUDGET CALENDAR FY 2019-2020

- Friday, November 9, 2018:**
 - Submission of CIP Update by Departments
- Friday, December 28, 2018:**
 - Department Requests deadline
- Tuesday, January 15, 2019-3:30 pm:**
Finance Committee Meeting
 - Review Revenues
 - Discussion & Approval of FY 19/20 Calendar
- Week of January 28, 2019:**
 - Departmental Budget Reviews
- Monday, March 4, 2019:**
 - Submission of County Administrator’s Recommended Budget
- Thursday, March 7, 2019-4:00 pm:**
Finance Committee Meeting
 - Budget approved for advertisement by the Finance Committee/Board of Supervisors
 - Potential meetings with Constitutional Officers/ Outside Agencies
- Wednesday, March 13, 2019:**
 - Budget will be advertised (pending approval and date set by Finance Committee)
- Thursday March 28, 2019 – 7:00 pm:**
Special Meeting
 - Public Hearing on School Budget and Public Hearing on full County Budget (budget cannot be approved until 7 days after public hearing)
- Thursday, April 4, 2019 – 7:00 pm:**
Special Meeting
 - Approval of the school budget and full county budget at a special meeting of the Board of Supervisors

2019

Major Revenue Sources-Actual to Date			
	2019 Collections thru 12/31/18	2019 Budget	Percentage of Budget Collected to Date
Real Estate	11,261,492	25,100,488	45%
Personal Property	2,507,196	7,623,740	33%
Mobile Homes & Barns	97,374	217,816	45%
Machinery and Tools	924,497	1,992,428	46%
Merchant's Capital	188,009	374,383	50%
Public Service Corps-Real Estate	1,183,743	1,992,366	59%
Public Service Corps-Personal Property	369,138	709,970	52%
TOTALS	16,531,449	38,011,191	43%

Review of
Revenue

Animal Shelter Budget

Pittsylvania Pet Center Budget		
January 1, 2019 - June 30, 2019		
Account Number	Description	Budget
100-4-035110-110000	SALARIES AND WAGES - REGULAR	174,346.00
100-4-035110-120000	SALARIES AND WAGES - OVERTIME	5,000.00
100-4-035110-130000	SALARIES AND WAGES - PART-TIME	46,560.00
100-4-035110-210000	FICA	17,282.00
100-4-035110-221000	VRS	17,069.00
100-4-035110-230000	BCBS-CO. SHARE	26,993.00
100-4-035110-230100	DENTAL	504.00
100-4-035110-240000	VRS-LIFE INSURANCE	2,284.00
100-4-035110-260000	UNEMPLOYMENT INSURANCE	653.00
100-4-035110-270000	WORKMAN'S COMP-INSURANCE*	-
100-4-035110-280000	LT DISABILITY INSURANCE	1,029.00
100-4-035110-332000	SVC CONTRACT-PEST CONTROL	300.00
100-4-035110-360000	ADVERTISING / CONSTANT CONTACT	1,400.00
100-4-035110-511000	ELECTRICITY	25,000.00
100-4-035110-513000	WATER & SEWER	7,500.00
100-4-035110-521000	POSTAGE	600.00
100-4-035110-523000	TELEPHONE / INTERNET	2,500.00
100-4-035110-530200	FIRE INSURANCE	2,975.00
100-4-035110-554000	TRAINING AND EDUCATION	1,500.00
100-4-035110-583999	CONTINGENCIES	7,434.00
100-4-035110-584900	VET EXP-SPAY/NEUTER	25,000.00
100-4-035110-584910	VETERINARY EXPENSE	37,000.00
100-4-035110-584100	SHELTER SOFTWARE	13,000.00
100-4-035110-600100	OFFICE SUPPLIES	1,200.00
100-4-035110-600200	FOOD SUPPLIES / LITTER	19,000.00
100-4-035110-600400	SHELTER SUPPLIES	53,500.00
100-4-035110-600510	COPIER LEASE	900.00
100-4-035110-601100	UNIFORMS	1,000.00
100-4-035110-602300	RETAIL	1,000.00
		=====
	TOTAL - PET CENTER	492,529.00
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*Worker's Comp has already been billed for 2019. A total of \$10,434 will need to be budgeted for FY2020		
*Highlighted amounts are already covered in the Animal Services budget		