

**Pittsylvania County Board of Supervisors
Animal Welfare Committee
Tuesday, February 12, 2019, Meeting**

VIRGINIA: The Animal Welfare Committee of the Pittsylvania County Board of Supervisors was held on Tuesday, February 12, 2019, in the Main Conference Room of the County Administration Building in Chatham, Virginia 24531. Elton W. Blackstock, Chair, called the Meeting to Order at 5:04 p.m. The following Members were present:

Elton W. Blackstock
Charles H. Miller, Jr.

The following Board of Supervisors Members were also present:

Ronald S. Searce
Robert W. Warren
Joe B. Davis.

Supervisor Barber was not present due to the recent passing of his mother.

Mr. David M. Smitherman, County Administrator and Clerk of the Board; Mr. J. Vaden Hunt Esq., County Attorney; Mr. Greg L. Sides, Assistant County Administrator for Planning & Administration; Mr. Richard N. Hicks, Assistant County Administrator for Operations; Kimberly G. VanDerHyde, Finance Director; Mrs. Kaylyn M. McCluster, Deputy Clerk; and James McLaughlin, Pet Center Director, were also present.

Approval of Agenda

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

New Business

Animal Shelter Update:

Mr. McLaughlin gave an informational presentation to the Committee regarding Pet Center operational costs. He was able to show a breakdown of some of the current and anticipated costs of the Pet Center (which is attached at the end of these Minutes). Mr. McLaughlin pointed out, that although the costs are higher than previous costs when Lynchburg Humane Society was running the Pet Center, there are certain things that you cannot cut corners on and they are still required to be in compliance with the State when running the Pet Center. Mr. Sides commended Mr. McLaughlin on his hard work so far in his short time with the County.

Animal Shelter Budget Discussion:

Mrs. VanDerHyde presented a copy of the proposed Pet Center Budget to the Committee (attached at the end of these Minutes). Mrs. VanDerHyde stated that the biggest difference in the money needed for the County to run the Pet Center is the employees' salaries, including their benefits. Lynchburg

Humane Society had their own employees and that was not a County expense. After a lot of discussion regarding the Pet Center Budget, the Committee requested more breakdown of the numbers to better understand the Budget needed. Mrs. VanDerHyde stated she would get these numbers together and make sure they are sent out in the Friday Update for them to review before the Business Meeting on February 19, 2019.

Adjournment

Mr. Blackstock adjourned the Meeting at 6:18 PM.



Fixed Expenses

Account Number	Description	Budget	
		Jan – Jun FY19	LHS 7/1/18 - 12/31/18
100-4-035110-110000	SALARIES AND WAGES - REGULAR	164,242.00	168,033*
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	16,509.00	
100-4-035110-221000	VRS	16,080.00	No Employee Benefits Provided
100-4-035110-230000	BCBS-CO. SHARE	26,993.00	
100-4-035110-230100	DENTAL	504.00	
100-4-035110-240000	VRS-LIFE INSURANCE	2,152.00	
100-4-035110-260000	UNEMPLOYMENT INSURANCE	653.00	N/A
100-4-035110-270000	WORKMAN'S COMP-INSURANCE	-	N/A
100-4-035110-280000	LT DISABILITY INSURANCE	1,029.00	N/A
100-4-035110-332000	SVC CONTRACT-PEST CONTROL	300.00	300.00**
100-4-035110-511000	ELECTRICITY	25,000.00	25,000.00**
100-4-035110-513000	WATER & SEWER	7,500.00	7,500.00**
100-4-035110-523000	TELEPHONE / INTERNET	2,500.00	2,427**
100-4-035110-584100	SHELTER SOFTWARE	13,000.00	NOT REPORTED
100-4-035110-530200	FIRE INSURANCE	2,975.00	2,975.00**
		330,997.00	208,661

*Estimated
**Paid by County



Variable Expenses

Item	Budget (1/1 - 6/30/19)	Estimate for 7/1/18 - 12/31/18
TRAINING AND EDUCATION	2,000.00	None Reported
OFFICE SUPPLIES	1,200.00	3,528
COPIER LEASE	900.00	included above
FOOD SUPPLIES	12,000.00	5,526
LITTER	1,600.00	1,600
CLEANING SUPPLIES	3,600.00	46,568
MEDICAL SUPPLIES	32,000.00	32,855
MICROCHIPS	6,500.00	None Reported
UNIFORMS	1,000.00	None Reported
VETERINARY EXPENSE	12,000.00	52,817
SPAY/NEUTER	30,000.00	19,805
CONTINGENCIES	7,434.00	2,596
RETAIL EXPENSES	1,000.00	None Reported
VEHICLES	N/A	1,518
INSURANCE (LHS)	N/A	2,600
FUND RAISING	NOT INCLUDED	10,858
	111,234.00	180,271



Donations

- Grant from Greater good of blankets valued at \$1,499.00
- Grant from Rescue Bank of enrichment items valued at \$1,625
- Grant from Halo food for cat food valued at \$5,000
- Amazon Wish List donations of shelter supplies valued at \$500
- Facebook Wish List donations of shelter supplies valued at \$4,000
- Food Donation from Chesapeake Animal Services valued at \$2,000
- Adoption Banner Sponsorship - \$1,000 for 6 months pending
- PayPal donation button is now up and running



January Revenue

- Adoptions – \$2,367.00
 - Cash Donations - \$917.80
 - Surrender Fee - \$231.00
 - Retail - \$125.84
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- We transferred out 39 dogs which saved us approximately \$2,800



Monthly Revenue Goals

- Adoptions – \$5,000 (goal)
- Cash Donations - \$1,000 (goal)
- Chewy.com referral program - \$20 to PPC for every new customer
- Amazon Wish List - \$300 per month (goal)
- Public In Kind Donations - \$200 per month (goal)
- PayPal Button - \$300 per month (goal)
- Retail - \$200.00 per month (goal)



Planned Campaigns FY19

- Heart to Heart Campaign (February) – Funds go towards Heartworm treatments for our dogs – Goal \$2,000
- Honor / Memorial Donation Program
- Memorial Bricks
- Amazon Wish List - \$300 per month (goal)
- Kennel Sponsorship
- Cat Tower Sponsorship
- Colony Room Sponsorship
- Paint Night at Ballad Brewing (Tentative for March/April)
- Major Fall Fundraiser (in planning)
- Low cost vaccine clinic at PPC (Tentative for May)

**Pittsylvania Pet Center Budget
 January 1, 2019 - June 30, 2019**

Account Number	Description	Budget
100-4-035110-110000	SALARIES AND WAGES - REGULAR	164,242.00
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	16,509.00
100-4-035110-221000	VRS	16,080.00
100-4-035110-230000	BCBS-CO. SHARE	26,993.00
100-4-035110-230100	DENTAL	504.00
100-4-035110-240000	VRS-LIFE INSURANCE	2,152.00
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	2,000.00
100-4-035110-583999	CONTINGENCIES	7,434.00
100-4-035110-584900	VET EXP-SPAY/NEUTER	30,000.00
100-4-035110-584910	VETERINARY EXPENSE	16,000.00
100-4-035110-584100	SHELTER SOFTWARE	1,500.00
100-4-035110-600100	OFFICE SUPPLIES	1,200.00
100-4-035110-600200	FOOD SUPPLIES	12,000.00
100-4-035110-600210	LITTER	1,600.00
100-4-035110-600400	CLEANING SUPPLIES	3,600.00
100-4-035110-600410	MEDICAL SUPPLIES	32,000.00
100-4-035110-600420	MICROCHIPS	6,500.00
100-4-035110-600510	COPIER LEASE	900.00
100-4-035110-601100	UNIFORMS	1,000.00
100-4-035110-602300	RETAIL	2,000.00
100-4-035110-602800	PETTY CASH	100.00
		=====
	TOTAL - PET CENTER	437,831.00
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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*

Funding:

Budget Transfer from Animal Services	
Budget	75,000.00
Budget Transfer from CSA Local Funds	362,831.00
TOTAL FUNDING	437,831.00