



# Henry County Board of Supervisors

Meeting Agenda

May 10, 2021

5:00 p.m.

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- 1) Invocation
  - 2) Pledge of Allegiance
  - 3) Call to Order
  - 4) Adoption of the FY 2021-22 Henry County Budget
  - 5) Additional Appropriation re: Transfer of FY'21 Funds for Capital Improvement Items
  - 6) Closed Meeting
    - A) §2.2-3711(A)7 for Discussion of Pending Legal Matters
  - 7) Return to Open Session
  - 8) Adjournment



# Henry County Board of Supervisors

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**Meeting Date** May 10, 2021

**Item Number** 4

**Issue**

Adoption of the FY 2021-22 Henry County Budget

**Background**

The County Administrator has projected this meeting for adoption of the FY 2022 Budget. Numerous actions are necessary to complete the budget process: setting of tax rates, adoption of budget, and appropriation of budget. The Board of Supervisors is scheduled to set the tax rates and adopt the budget today; appropriation of the budget is scheduled for May 25, 2021.

Pursuant to § 58.1-3001 of the Code, the Board must fix the total amount of tax levies for the coming year. The rates projected in the proposed budget are reflected in the following motion:

***“I move that the Board adopt the following tax rates for FY ’22:  
Real Estate: \$.555 per \$100 assessed value***

***Personal Property and Machinery and Tools: \$1.55 per \$100 of assessed value for personal property, including motor vehicles, and \$1.55 per \$100 of assessed value for machinery and tools/business equipment.***

***Motor Vehicle License Fee: Cars - \$20.75, Motorcycles - \$12.00, and Trailers - \$12.00”***

State Law requires that property be assessed at fair market value, which is defined for the purpose of motor vehicles as loan value and business equipment and machinery and tools as the following percentage of original cost:

Year 1	97%
Year 2	87%
Year 3	77%
Year 4	67%
Year 5/until disposed	57%

Also, mobile homes are considered personal property but are taxed at the real estate rate; therefore, their rate would be \$0.555 per \$100.

The **School Budget** and **Total Budget** are listed separately for approval.

**School Budget:** The “*Summary of Revenues and Expenditures*” is listed as Exhibits A and B. The staff is unaware of any pending issues that may alter the proposed budget; therefore, the following motion is in order for this purpose:

***“I move that the Board adopt the proposed budget for school expenditures for FY ‘22 by category as summarized in Exhibits A and B, subject to the state, federal, and local funds becoming available as estimated.”***

**Total Budget:** The “*Summary of Revenues and Expenditures*” is listed as Exhibits A and B.

**Adoption of Budget for Fiscal Planning Purposes:** Pursuant to § 15.2-2503 of the Code, the Board must approve the total budget, including Interfund transfers, for fiscal planning purposes, prior to June 30. The appropriate motion would be:

***“I move that the Board adopt the proposed FY ‘22 Budget for fiscal planning purposes as summarized in Exhibits A and B.”***

No County funds can be expended or obligated until an appropriation of the budget is made. The Board of Supervisors is scheduled to appropriate the budget May 25, 2021.

### **Attachments**

1. Exhibit A, Expenditures by Cost Centers
2. Exhibit B, Revenues by Funds

### **Staff Recommendation**

Staff recommends adoption of the items specifically as outlined by the motions above.

**APPROPRIATIONS RESOLUTION EXHIBIT A**

**EXPENDITURES BY COSTS CENTERS**

**FOR FY 2021-2022**

	<b>COSTS CENTERS</b>	
	<b>ADOPTED BUDGET</b>	<b>TOTAL ADOPTED BUDGET</b>
<b><u>GENERAL FUND:</u></b>		
<b><u>GENERAL GOVERNMENT ADMINISTRATION:</u></b>		
BOARD OF SUPERVISORS	\$ 227,054	\$
COUNTY ADMINISTRATOR	376,638	
INDEPENDENT AUDITOR	61,200	
HUMAN RESOURCES / TRAINING	71,079	
COUNTY ATTORNEY	193,842	
COMMISSIONER OF REVENUE	595,062	
ASSESSORS	145,171	
COUNTY TREASURER'S OFFICE	590,083	
FINANCE	434,791	
COUNTY INFORMATION SERVICES	400,821	
CENTRAL PURCHASING	236,328	
REGISTRAR	<u>357,516</u>	
TOTAL GENERAL GOVERNMENT ADMINISTRATION		3,689,585
<b><u>JUDICIAL ADMINISTRATION:</u></b>		
CIRCUIT COURT	141,922	
GENERAL DISTRICT COURT	20,020	
SPECIAL MAGISTRATES	3,240	
JUVENILE & DOMESTIC RELATIONS	6,040	
CLERK OF THE CIRCUIT COURT	807,271	
SHERIFF CIVIL & COURT SECURITY	1,182,040	
VICTIM / WITNESS ASSIST	185,503	
COMMONWEALTH ATTORNEY	<u>1,155,828</u>	
TOTAL JUDICIAL ADMINISTRATION		3,501,864
<b><u>PUBLIC SAFETY:</u></b>		
SHERIFF LAW ENFORCEMENT	6,390,383	
SCHOOL RESOURCE OFFICER PRG - SCH	289,581	
OTHER FIRE AND RESCUE SERVICES	651,753	
EMERGENCY SERVICES TRAINING	305,519	
EMERGENCY SERVICES OPERATIONS	2,448,064	
SHERIFF CORRECTION & DETENTION	4,006,507	
SHERIFF ADULT DETENTION CENTER	4,155,847	
SHERIFF ELECTRONIC MONITORING	18,030	
JUVENILE PROBATION OFFICE	382,425	
CODE ENFORCEMENT	372,719	
FIRE PREVENTION	208,320	
ANIMAL CONTROL	203,133	
PUBLIC SAFETY	200,227	
MTSV- HENRY COUNTY SPCA	11,667	
NEW JAIL FACILITY	<u>0</u>	
TOTAL PUBLIC SAFETY		19,644,175

**APPROPRIATIONS RESOLUTION EXHIBIT A**

**EXPENDITURES BY COSTS CENTERS**

**FOR FY 2021-2022**

	<u>COSTS CENTERS</u>	
	<u>ADOPTED BUDGET</u>	<u>TOTAL ADOPTED BUDGET</u>
<b><u>PUBLIC WORKS:</u></b>		
RURAL ADDITIONS / STREET SIGNS	9,000	
REFUSE COLLECTION	1,573,848	
REFUSE MAN COLLECTION SITES	301,333	
REFUSE DISPOSAL- CLOSURE MAINT	10,500	
GENERAL ENGINEERING / ADMINISTRATION	304,838	
COMMUNICATION EQUIP MAINTENANCE	78,496	
MAINT ADMINISTRATION BUILDING	499,125	
MAINT COURT HOUSE	386,786	
MAINT SHERIFF'S OFFICE	60,900	
MAINTENANCE JAIL	316,450	
MAINT ADULT DETENTION FACILITY	268,500	
MAINT DOG POUND	17,175	
MAINT SHERIFF'S FIRING RANGE	2,242	
MAINT COMMUNICATIONS SITES	79,775	
MAINT STORAGE BUILDING	6,625	
MAINT OTHER CO BUILDINGS	48,400	
MAINT SHARE HEALTH DEPT/JSS BUILD	71,338	
MAINT PATRIOT CTE F/R BUILDING	11,635	
MAINT CERT BUILDING	68,700	
MAINT BURN BUILDING	19,170	
MAINT SUMMERLIN STATION	18,650	
MAINT DUPONT PROPERTY	130,408	
	<hr/>	
TOTAL PUBLIC WORKS		4,283,894
<b><u>HEALTH AND WELFARE:</u></b>		
LOCAL HEALTH DEPARTMENT	263,187	
MENTAL HEALTH AND RETARDATION	169,920	
AREA AGENCY ON AGING	16,000	
TRANSPOR GRANT TPORT	158,222	
GROUP HOME SERVICES	81,566	
OTHER SOCIAL SERVICES	96,981	
PROPERTY TAX RELIEF	117,000	
	<hr/>	
TOTAL HEALTH AND WELFARE		902,876
<b><u>EDUCATION:</u></b>		
COMMUNITY COLLEGES	59,442	
	<hr/>	
TOTAL EDUCATION		59,442
<b><u>PARKS, RECREATION &amp; CULTURAL:</u></b>		
PARKS AND RECREATION	1,226,748	
PARKS AND RECREATION - SPECIAL EVENTS	40,000	
PARKS AND RECREATION - OTHER	0	
MUSEUMS	27,075	
ART GALLERIES	8,500	
OTHER CULTURAL ENRICHMENT	50,000	
LIBRARY	735,541	
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TOTAL PARKS, RECREATION & CULTURAL		2,087,864

**APPROPRIATIONS RESOLUTION EXHIBIT A**

**EXPENDITURES BY COSTS CENTERS**

**FOR FY 2021-2022**

	<u>COSTS CENTERS</u>	
	<u>ADOPTED BUDGET</u>	<u>TOTAL ADOPTED BUDGET</u>
<b><u>COMMUNITY DEVELOPMENT:</u></b>		
PLANNING, COMMUNITY DEV & BZA	335,625	
ENGINEERING & MAPPING	315,270	
M/HC ECONOMIC DEVELOPMENT CORPORATION	894,977	
ECONOMIC DEVELOPMENT AGENCIES	504,513	
ENTERPRISE ZONE INCENTIVES	15,000	
OTH PLANNING / COMM DEV AGENCY	66,883	
SPECIAL PLANNING GRANT	42,000	
SOIL & WATER CONSERVATION DISTRICT	2,500	
COMMUNITY BEAUTIFICATION	74,126	
VPI COOPERATIVE EXTENSION PROG	<u>65,219</u>	
TOTAL COMMUNITY DEVELOPMENT		2,316,113
<b><u>NONDEPARTMENTAL:</u></b>		
EMPLOYEE BENEFITS	113,134	
CENTRAL STORES	0	
POOL VEHICLES	4,200	
MOBILE COMMAND VEHICLE	21,510	
CONTINGENCY RESERVE	100,000	
TRANSFERS TO OTHER FUNDS	24,276,423	
CIP CAPITAL OUTLAYS	0	
SCHOOL CAPITAL - 1% SALES TAX	2,594,440	
DEBT SERVICE OTHER DEBT	<u>2,096,973</u>	
TOTAL NONDEPARTMENTAL		<u>29,206,680</u>
<b>TOTAL GENERAL FUND</b>		<b>65,692,493</b>
<b><u>SPECIAL FUNDS:</u></b>		
LAW LIBRARY		19,600
CENTRAL DISPATCH FUND		2,044,388
HCO/MTSV INDUSTRIAL SITE PROJECT		0
SPECIAL CONSTRUCTION GRANTS		0
INDUSTRIAL DEVELOPMENT AUTHORITY		2,073,187
CHILDREN'S SERVICES ACT FUND		3,035,250
FIELDALE SANITARY DISTRICT		20,500
MARINA		168,400
SELF-INSURANCE FUND		13,518,200
HENRY - MARTINSVILLE SOCIAL SERVICES		9,081,608
SCHOOL FUND:		
INSTRUCTION	54,857,081	
ADMINISTRATION/ATTENDANCE & HEALTH	3,810,808	
TRANSPORTATION	6,458,894	
OPERATION & MAINTENANCE	6,902,812	
FACILITIES	2,144,000	
DEBT SERVICE / TRANSFERS	3,164,510	
FEDERAL / STATE GRANT PROGRAMS	10,000,000	
TECHNOLOGY	3,222,727	
CONTINGENCY RESERVE	<u>50,000</u>	
TOTAL SCHOOL FUND		90,610,832
SCHOOL TEXTBOOK FUND		558,950
SCHOOL CAFETERIA FUND		<u>5,849,371</u>

APPROPRIATIONS RESOLUTION EXHIBIT A

EXPENDITURES BY COSTS CENTERS

FOR FY 2021-2022

	<u>COSTS CENTERS</u>	
	<u>ADOPTED BUDGET</u>	<u>TOTAL ADOPTED BUDGET</u>
TOTAL ALL EXPENDITURES		192,672,779
DEDUCT INTERFUND TRANSFERS		<u>(24,835,373)</u>
NET TOTAL ALL EXPENDITURES	\$	\$ <u><u>167,837,406</u></u>

**APPROPRIATIONS RESOLUTION EXHIBIT B**

**REVENUES BY FUND**

**FOR FY 2021-2022**

		<b>TOTAL ADOPTED BUDGET</b>
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<b><u>GENERAL FUND:</u></b>		
GENERAL PROPERTY TAXES	\$	29,006,699
OTHER LOCAL TAXES		18,847,000
PERMITS, FEES & LICENSES		55,800
FINES AND FORFEITURES		136,000
REVENUE FROM USE OF PROPERTY		1,086,400
CHARGES FOR SERVICES		286,354
MISCELLANEOUS REVENUE		60,000
RECOVERED COST		2,991,506
NON-CATEGORICAL AID STATE		3,701,828
SHARED EXPENSES (CATEGORICAL)		7,792,864
CATEGORICAL AID STATE		88,360
FED PAYMENTS IN LIEU OF TAXES		3,500
CATEGORICAL AID FEDERAL		214,959
NON-REVENUE RECEIPTS		25,000
RESERVE FUNDS		1,396,223
		<hr/>
<b>TOTAL GENERAL FUND</b>		<b>65,692,493</b>
 <b><u>SPECIAL FUNDS:</u></b>		
LAW LIBRARY FUND		19,600
CENTRAL DISPATCH FUND		2,044,388
HCO/MTSV INDUSTRIAL SITE PROJECT		0
SPECIAL CONSTRUCTION GRANTS		0
INDUSTRIAL DEVELOPMENT AUTHORITY		2,073,187
CHILDREN'S SERVICES ACT FUND		3,035,250
FIELDALE SANITARY DISTRICT		20,500
MARINA		168,400
SELF-INSURANCE FUND		13,518,200
HENRY - MARTINSVILLE SOCIAL SERVICES		9,081,608
SCHOOL FUND		
STATE	\$	59,524,689.00
FEDERAL/STATE GRANT PROGRAMS		10,000,000.00
OTHER FUNDS		1,712,366.00
COUNTY		19,373,777.00
TOTAL SCHOOL FUND		<hr/> 90,610,832
SCHOOL TEXTBOOK FUND		558,950
SCHOOL CAFETERIA FUND		5,849,371
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<b>TOTAL ALL REVENUES</b>		<b>192,672,779</b>
DEDUCT INTERFUND TRANSFERS		<hr/> (24,835,373)
<b>NET TOTAL ALL REVENUES</b>	<b>\$</b>	<b><hr/><hr/>167,837,406</b>





## Henry County Board of Supervisors

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**Meeting Date** May 10, 2021

**Item Number** 5

### **Issue**

Additional Appropriation re: Transfer of FY'21 Funds for Capital Improvement Items

### **Background**

During the recent budget presentation, County Administrator Tim Hall recommended using current year funds of \$1,640,525 to purchase several needed capital items, including the following:

- Additional funding for removal of unsafe structures - \$90,000 (\$15,000 for each magisterial districts)
- Replacement vehicle in Building Inspection - \$34,000
- Digitization of records for the Circuit Court Clerk's Office - \$13,725
- Employment management software for Human Resources - \$22,000
- Server replacement for Information Services - \$30,000
- Emergency radio system component replacements - \$60,000
- Roof replacement at the Henry County Recreation Center (former Collinsville YMCA) - \$175,000
- Vehicle replacement in Parks and Recreation - \$36,000
- Vehicle replacement in Public Safety Training Division - \$39,000
- Repairs to the Public Safety Burn Building - \$20,000
- Replacement of front loader for Refuse Department - \$315,000
- Replacement of four patrol cars for Sheriff's Office - \$156,000
- Purchase of electric poll books for Registrar's Office - \$85,000

In order to move forward with the purchase of these capital items, the attached transfer appropriations must be approved.

### **Attachments**

Appropriation Sheet

### **Staff Recommendation**

Staff recommends approval of the transfer of current year funds as detailed on the attached transfer sheet for the purchase of capital items as outlined above.

**ADDITIONAL OR TRANSFER APPROPRIATIONS**

FUND NAME General Fund and IDA Fund  
 DEPARTMENT Various Departments as Indicated  
 DEPARTMENT Henry County IDA Fund  
 YEAR ENDING June 30, 2021

COMPLETE ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT (WHOLE DOLLARS)
<b>ADDITIONAL APPROPRIATION SECTION</b>		
<b>CIP Capital Outlays</b>		
31394300 584008	IS Var Capital Projects	1 \$ 30,000
31394300 584011	Clk Imaging/Digitizing	2 13,725
31394300 584017	Othf Fire Training Burn Building	3 20,000
31394300 584024	Refuse - Motor Vehicles & Equipment	4 315,000
31394300 584046	Inspection - Motor Vehicle & Equipment	5 34,000
31394300 584048	P&R - Motor Vehicle & Equipment	6 36,000
31394300 584051	P&R - Cap Var Facilities	7 175,000
31394300 584070	EMS - Motor Vehicle & Equipment	8 39,000
31394300 584075	Registrar Capital Projects	9 85,000
31394300 584081	County Communication System	10 60,000
31394300 584088	NDEP ADP Software & Updates	11 22,000
31334410 539160	Contract Demolition/Clearing	12 90,000
31331200 580050	Motor Vehicle & Equipment	13 156,000
<b>Henry County IDA Fund</b>		
45304105 441531	Transfers From General Fund	564,800 R
<b>Total Additional Appropriation</b>		<b>\$ 1,640,525</b>

REVENUE SOURCE OR ACCOUNT TRANSFERRED SECTION		
<b>Transfers to Other Funds</b>		
31393100 592450	Transfers Industrial Development Authority	\$ 564,800
<b>General Fund</b>		
31333100 538530	House Inmates Other Jails	113,072
31304109 441901	Reserve Used to Balance Budget (School's FY 2020 C/O)	397,853
<b>Henry County IDA Fund</b>		
45301800 418907	Sale of Real Estate	19,800 R
45301800 418914	Sale of Timber	50,000 R
45301900 419224	EDC Share Econ Dev	100,000 R
45381520 558430	E Zone Investment Tax Refund	60,000
45381530 558460	Construction Incentives Costs	40,000
45381960 558460	Construction Incentives Costs	140,000
45381965 531400	Professional Serv Eng/Arch	7,500
45381965 531600	Professional Serv Other	7,500
45381970 558460	Construction Incentives Costs	140,000
<b>Total Revenue Source or Account Transferred</b>		<b>\$ 1,640,525</b>

<b>Difference (Should be Zero)</b>	<b>\$</b>	<b>0</b>
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**REASON FOR APPROPRIATION:**

To transfer funds for: 1. Server Replacement, 2. Clerk of Court Digitizing Records, 3. Burn Building Repairs, 4. Refuse Vehicle Replace, 5. Inspection Vehicle Replace, 6. P&R Vehicle Replace, 7. P&R Roof Recreation Center  
 8. Public Safety - Training Division Vehicle Replacement, 9. Electronic Poll Books, 10. Emergency Radio System Replace, 11. Employee Management Software, 12. Unsafe Structures, 13. Sheriff Vehicles.  
 To appropriate various unappropriated IDA revenues. All appropriations to C/O to FY 2022.

**APPROVED BY:**

THE ADDITIONAL APPROPRIATION (FROM REVENUE SOURCE OR CONTINGENCY) AND/OR TRANSFERS (EXCEEDING \$20,000 OR CROSSING COST CENTERS) WAS APPROVED BY THE HENRY COUNTY BOARD OF SUPERVISORS AT THEIR MEETING ON:

DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_

CO ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

May 10, 2021



Henry County  
Board of Supervisors

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**Meeting Date** May 10, 2021

**Item Number** 6

**Issue**

Closed Meeting

**Background**

If the Board would like one motion to go into a Closed Meeting to cover the items listed on the agenda, the following motion would be in order:

***“That the Board convene in a Closed Meeting as permitted under the following Sections of the Virginia Freedom of Information Act:***

***§2.2-3711(A)7 for Discussion of Pending Legal Matters;***

**Attachments**

None

**Staff Recommendation**

None