

County of Shenandoah

BOARD OF SUPERVISORS

DISTRICT 1 - DICK NEESE 540.740.3414
DISTRICT 2 - STEVE BAKER 540.477.3550
DISTRICT 3 - RICHARD WALKER 540.459.3149
DISTRICT 4 - CINDY BAILEY 540.481.0471
DISTRICT 5 - MARSHA SHRUNTZ 540.333.1042
DISTRICT 6 - CONRAD HELSLEY 540.481.6167

600 N. Main Street, Ste 102
WOODSTOCK, VA 22664



Tel: 540.459.6165 Fax: 540.459.6168
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OFFICE OF COUNTY ADMINISTRATION

MARY T. PRICE
COUNTY ADMINISTRATOR

EVAN L. VASS
ASSISTANT COUNTY ADMINISTRATOR

AGENDA Shenandoah County BOARD OF SUPERVISORS October 25, 2016

7:00 p.m.
Board Room
600 North Main Street, Woodstock, Virginia

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF OCTOBER 25, 2016 MEETING AGENDA

PUBLIC COMMENTS (On New Business Agenda Items Only)

CONSIDERATION OF CONSENT AGENDA

TAB A

1. Approval of Minutes – Minutes were not available for review and approval at the time of agenda distribution.
2. Consideration of FY2017 1st Quarter Re-appropriations presented during the October 11, 2016 regular meeting. (Action requested)

PUBLIC HEARING(S) - No public hearings are scheduled.

REPORTS/PRESENTATIONS - No reports/presentations are scheduled.

OLD BUSINESS - No old business was scheduled.

CONSIDERATION OF PLANNING COMMISSION ITEMS – No PC Items were scheduled.

NEW BUSINESS

TAB B

1. Consideration of the Fiscal Year 2018 Budget Calendar. **(action requested)**

PUBLIC COMMENTS (regarding non-agenda items and other matters not previously the subject of a public hearing at this meeting)

COUNTY ATTORNEY'S COMMENTS

BOARD MEMBERS' COMMENTS

ADMINISTRATOR'S COMMENTS

OTHER BUSINESS

CLOSED SESSION

1. Request to enter into Closed Session to discuss the hiring and appointment of specific public officers, appointees, or employees as authorized by Section 2.2-3711(A)(1) of the state code. The subject matter is the appointment of public officials to serve on the Planning Commission, the Industrial Development Authority, the Citizens Advisory Committee to the Comprehensive Plan, the Conservation Easement Authority, the Parks and Recreation Advisory Board and Northwestern Community Services Board.

ADJOURNMENT

County of Shenandoah Board of Supervisors

A2

Agenda Item Summary

AGENDA DATE: October 25, 2016

CONSENT: X

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: Request for FY 2017 1st Quarter Re-Appropriations

RECOMMENDATION: This was provided to the Board of Supervisors for information at its October 11, 2016 meeting and is being placed on the October 25, 2016 board agenda for action.

BACKGROUND:

Re-appropriations are necessary to transfer unanticipated revenues to adjust the budgeted amount for specified expenditure line items. Typical re-appropriations include reimbursements from grants, reimbursements for incurred expenses, and donations. For additional background, departmental request memos are attached.

Department	Transfer From	Transfer To	Amount	Description
Tourism	Expenditure Refunds (3-100-1803-0003)	Advertising (4-100-81550-3600)	6,000.00	Localities' participation in a Virginia Tourism Corporation (VTC) Marketing Leverage Grant
		Total Tourism	6,000.00	
Animal Shelter	Donations (3-100-1899-0097)	Animal Shelter Improvement Project (4-302-94000-8250)	3,145.00	Donations for animal shelter modifications
	Donations (3-100-1899-0097)	Medical/Lab Supplies (4-100-35200-6004)	1,000.00	Donation to medical/lab supplies
	Donations (3-100-1899-0097)	Spay/Neuter Program (4-100-35200-6099)	1,513.00	Donation to spay/neuter program
		Total Animal Shelter	5,658.00	

Department	Transfer From	Transfer To	Amount	Description
Sheriff	Other Recovered Costs (3-100-1902-0098)	Salaries (Overtime) (4-100-31200-1200)	844.62	Repayment for a special event
	Other Recovered Costs (3-100-1902-0098)	FICA (4-100-31200-2100)	64.61	Repayment for a special event
	Bulletproof Vest Grant (3-100-3899-0072)	Police Supplies (4-100-31200-6010)	4,901.00	Grant funds received for Bulletproof Vest Program
	Extradition of Prisoners (3-100-2404-0001)	Travel (Extradition of Prisoners) (4-100-31200-5550)	1,274.02	Revenue received for the extradition of a prisoner
		Total Sheriff	7,084.25	
Solid Waste	Litter Control Grant (3-100-2404-0007)	Litter Control Grant (4-100-81600-5672)	2,574.22	Grant funds received from DEQ for the Litter Control Grant program
	Total Solid Waste		2,574.22	

BUDGET IMPACT:

As noted in the above background section

STAFF CONTACTS:

Mandy R. Belyea, Director of Finance

ATTACHMENT(S):

Memorandums from respective departments

REVIEWED BY:



DATE:

10/21/16

INTEROFFICE MEMORANDUM

TO: MANDY BELYEA
FROM: JENNA FRENCH
SUBJECT: SHENANDOAH COUNTY 2016 VISITOR GUIDE
DATE: 8/29/2016
CC:

Shenandoah County Tourism has received the following checks for participation in a Virginia Tourism Corporation (VTC) Marketing Leverage Grant

<u>Check #</u>	<u>Business</u>	<u>Amount</u>
• Check #309381	City of Winchester	\$2,000.00
• Check #342127	City of Harrisonburg	\$2000.00
• Check #03731917	Rockingham County	\$2000.00

This total of \$6,000.00 should be re-appropriated to 81550-3600, Advertising for Fiscal Year 2017.

The check has been deposited as an Expenditure Refund, code 3-100-1803-003.

Thank you.

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Mandy Belyea, Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: August 24, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to shelter .

Re-appropriate as follows:

4-302-35200-8250 \$2,145.00

Revenue Code – 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Mandy Belyea, Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: September 20, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to Medical/Lab supplies.

Re-appropriate as follows:

4-100-35200-6004 \$1,000.00

Revenue Code – 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Mandy Belyea, Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: September 20, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to shelter .

Re-appropriate as follows:

4-302-35200-8250 \$1,000.00

Revenue Code -- 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Mandy Belyea, Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: September 20, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to Spay/Neuter.

Re-appropriate as follows:

4-100-35200-6099 \$1,513.00

Revenue Code – 3-100-1899-97
Other Recovered Costs



Sheriff Timothy C. Carter
SHENANDOAH COUNTY SHERIFF'S OFFICE
109 West Court Street • Woodstock, Virginia 22664
(540) 459-6100 FAX (540) 459-6114 Email: sheriff@shencosheriff.com
www.shencosheriff.com

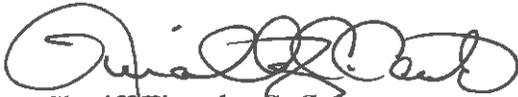


SHENANDOAH COUNTY SHERIFF'S OFFICE
REAPPROPRIATION REQUESTS FROM GENERAL FUND
August 24, 2016

I request that \$4901.00 be appropriated into line 3120-6010. Said money represents reimbursement for bullet proof vest and was deposited on 07/31/16 into line 3-100-3899-72.

I request that \$322.17 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 08/11/16 into line 3-100-2404-0001.

I request that \$628.76 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 08/19/16 into line 3-100-2404-0001.


Sheriff Timothy C. Carter



Sheriff Timothy C. Carter
SHENANDOAH COUNTY SHERIFF'S OFFICE
109 West Court Street • Woodstock, Virginia 22664
(540) 459-6100 FAX (540) 459-6114 Email: sheriff@shencosheriff.com
www.shencosheriff.com



SHENANDOAH COUNTY SHERIFF'S OFFICE
REAPPROPRIATION REQUESTS FROM GENERAL FUND
September 20, 2016

I request that \$285.15 be appropriated into line 3120-1200 and \$21.81 be appropriated into line 3120-2100. Said money represent payment for special event and was deposited on 08/25/16 into line 3-100-1902-98.

I request that \$559.47 be appropriated into line 3120-1200 and \$42.80 be appropriated into line 3120-2100. Said money represent payment for special event and was deposited on 09/13/16 into line 3-100-1902-98.

I request that \$169.40 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 09/14/16 into line 3-100-2404-0001.

I request that \$153.69 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 09/14/16 into line 3-100-2404-0001.

A handwritten signature in black ink, appearing to read "Timothy C. Carter".

Sheriff Timothy C. Carter

County of Shenandoah
Department of Solid Waste Management
349 Landfill Road
Edinburg, Virginia 22824

Patrick Felling, Director
Brad Dellinger, Operations Manager



Office: 540-984-8573
Fax: 540-984-4591

MEMORANDUM
August 12, 2016

TO: Mandy Belyea, Director of Finance
FROM: Patrick Felling, Director of Solid Waste Management
REGARDING: Re-appropriate funds

Please re-appropriate unspent grant funds received from the Virginia Department of Environmental Quality. Of the \$18,800 received, \$16,225.78 have been expended. The remaining grant funds, provided by DEQ for litter control and recycling, must either be spent for the stated purposes or returned to DEQ.

Please re-appropriate as follows: \$2,574.22

Expenditure code: 4-100-81600-5672 – Litter Control Grant

County of Shenandoah
Board of Supervisors



Agenda Item Summary

AGENDA DATE: October 25, 2016

CONSENT:

REGULAR: X

CLOSED SESSION:

ACTION: X

INFORMATION:

ITEM TITLE: FY 2018 Budget Calendar

RECOMMENDATION: This was provided to the Board of Supervisors for information at its work session on October 13, 2016 and is being placed on the October 25, 2016 board agenda for action.

BACKGROUND:

The National Advisory Council on State and Local Budgeting (NACSLB) recommends that a government publishes a comprehensive budget calendar that specifies when budget tasks are to be completed and identifies the timelines for those tasks. This enables all stakeholders to understand when key budget tasks, events, and decisions will occur so that they have an opportunity to plan and to participate in the process. Moreover, preparation of the budget calendar helps to ensure that all aspects of the budget process have been considered and that adequate time has been provided.

The Fiscal Year 2018 Budget Calendar has slightly changed from prior years as follows:

- The addition of a strategic and resource prioritization discussion to be held with the Board prior to the County Administrator's presentation of the FY 2018 Proposed Budget. This meeting will provide a brief and preliminary overview of the FY 2018 budget (i.e., preliminary projected resource levels, departmental issues and proposed solutions that impact the allocation of resources, etc.) and will guide County Administration and Finance in finalizing FY 2018 Proposed Budget based on the Board's preliminary feedback.
- In order to maximize everyone's time and commitment to this important process, two fewer budget work sessions are proposed to be held during the month of March and those meetings are proposed to begin earlier in the day. Department directors will still be available to discuss their budget requests, and the quality and quantity of discussion will not be impacted. We will simply have more departments on each of the budget work sessions than in the past.

Please note that the changes discussed at the Board work session have been included in the attached calendar; however, we are still working on coordinating the joint budget work session between the Board of Supervisors and the School Board and will notify you and update the calendar as soon as we have a date confirmed.

BUDGET IMPACT:

As noted in the above background section

STAFF CONTACTS:

Mandy R. Belyea, Director of Finance

ATTACHMENT(S):

FY 2018 Budget Calendar *with revisions*

REVIEWED BY:

A handwritten signature in black ink, appearing to be the initials 'MB' or similar, written in a cursive style.

DATE:

10/2/16



DRAFT

SHENANDOAH COUNTY, VIRGINIA FISCAL YEAR 2018 BUDGET CALENDAR

<u>DATE/TIME</u>	<u>ACTIVITY</u>	<u>LOCATION</u>
Wednesday, November 9 10:00 a.m.	FY 2018 Budget Kick-Off with Finance Director, Department Directors, and Constitutional Officers to distribute Budget and CIP Preparation Packets and Guidelines	EOC Training Room
Friday, December 9	FY 2018 Budget and CIP Requests Due to Finance Director	Administration
Weeks of January 2 and 9	Budget Review Team meet with Department Directors on FY 2018 Budget and CIP Requests	Administration
Thursday, February 2 4:00 p.m. (<i>regular BOS work session</i>)	<i>FY 2018 Strategic Budget Work Session (a preliminary look at the FY 2018 budget to receive guidance from the Board in order to prioritize resources before the completion of the FY 2018 budget proposal)</i>	Board Conf Room
Thursday, February 9 7:00 p.m.	Superintendent of SCPS presents FY 2018 SCPS Budget Request to the School Board; Board of Supervisors invited to attend	Board Room
Tuesday, February 14 9:00 a.m. (<i>regular BOS day meeting</i>)	Director of Finance Presents Five-Year Capital Improvement Plan (CIP)	Board Room
Friday, February 24	Complete FY 2018 Proposed Budget	Administration
Tuesday, February 28 7:00 p.m. (<i>regular BOS night meeting</i>)	County Administrator Presents FY 2018 Proposed Budget	Board Room
Thursday, March 2 4:00 p.m. (<i>regular BOS work session</i>)	Budget Work Session (<i>Constitutional & State-Supported Offices</i>)	Board Conf Room
Tuesday, March 7 1:00 p.m.	Budget Work Session (<i>Animal Shelter; Code Enforcement; Fire & Rescue; Emergency Communications; General Properties; Solid Waste; Sanitary Districts</i>)	Board Conf Room

<u>DATE/TIME</u>	<u>ACTIVITY</u>	<u>LOCATION</u>
Thursday, March 9 1:00 p.m.	Budget Work Session <i>(Parks & Recreation; Library; Community Development; Tourism; Cooperative Extension; Education and Capital Improvement Program)</i>	Board Conf Room
Tuesday, March 14 1:00 p.m. <i>(following BOS day meeting)</i>	Budget Work Session <i>(Outside Agencies)</i>	Board Room
Wednesday, March 15 4:00 p.m.	Budget Work Session <i>(as needed)</i> <i>(General Discussion)</i>	Board Conf Room
Tuesday, March 21 4:00 1:00 p.m.	Budget Work Session <i>(Establish Tax Rate for Budget Advertisement)</i>	Board Conf Room
Friday, March 24 <i>(before 4:00 p.m.)</i>	Finance Director submits FY 2018 Proposed Budget, Tax Rate, and Public Hearing Notification to Press for Publication	
Wednesday, March 29	FY 2018 Proposed Budget, Tax Rate, and Public Hearing Notification Advertised in Newspaper	
Thursday, April 6 7:00 p.m.	Public Hearing on FY 2018 Proposed Budget and Tax Rate	Peter Muhlenberg Middle School
Tuesday, April 11 9:00 a.m. <i>(following BOS day meeting)</i>	Budget Work Session <i>(as needed)</i> <i>(Discussion of Public Hearing comments)</i>	Board Conf Room
Tuesday, April 18 7:00 p.m.	Special BOS Meeting <i>(Adoption of FY 2017 Budget and Tax Rate)</i>	Board Room