

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
www.shenandoahcountyva.us

OFFICE OF COUNTY ADMINISTRATION

MARY T. PRICE
COUNTY ADMINISTRATOR

EVAN L. VASS
ASSISTANT COUNTY ADMINISTRATOR

Shenandoah County BOARD OF SUPERVISORS WORK SESSION AGENDA

October 13, 2016

4:00pm

2nd Floor Training Room-School Board Office

County Government Center

600 North Main Street, Woodstock, Virginia

WORKSESSION TOPIC(S)

1. Discussion regarding the Sheriff's Department Salary Study.
2. Presentation regarding Meals Tax.
3. Discussion regarding FY 2018 Budget Calendar.

SHENANDOAH COUNTY



Work Session Agenda

Shenandoah County Administrative Offices
600 N. Main Street, Suite 102 Woodstock, VA 22664
540-459-6165 FAX 540-459-6168
www.shenandoahcountyva.us

Meeting Date: October 13, 2016

Agenda Item: Presentation and discussion concerning a salary study undertaken for the Shenandoah County Sheriff's Office

Requestor: N/A

Department: Shenandoah County Sheriff's Office

Attachments: no attachments

Staff Summary:

In late 2015 the Board authorized the use of asset forfeiture funds to complete a salary study for the Shenandoah County Sheriff's Office. In December 2015 the county initiated a procurement process for consultants to complete the salary study. In February 2016 the consulting firm of Springsted Inc., was contracted to complete the study.

The firm will provide a presentation summarizing the resulting salary study at the work session.

SHENANDOAH COUNTY



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Work Session Agenda

Shenandoah County Administrative Offices
600 N. Main Street, Suite 102 Woodstock, VA 22664
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Meeting Date: October 13, 2016

Agenda Item: Presentation and discussion concerning meals tax

Requestor: York County

Department: Office of County Administrator

Attachments: Letter from York County

Staff Summary:

The County received a correspondence from another Virginia county asking for consideration of support to change existing legislation concerning the levy of a meals tax in the state. Virginia's counties operate under a different set of state code requirements related to the levy of a meals tax compared to towns and cities in the Commonwealth. Examples of those differences include but are not limited to: how a tax is initiated (voter referendum versus ordinance) and maximum levy.

The request from York County, who currently has a local meals tax suggests that the legislation related to any meals taxes in Virginia be the same for cities, towns and counties.

Discussion on this specific topic does not imply Shenandoah County is pursuing or considering a meals tax at this time, though the county has considered it in the past. It is a discussion of the pertinent legislation and how it is applied differently to the different political subdivisions in the state and if the Board desires to consider supporting York County's position in advance of the next general assembly.

The county administrator will provide a presentation providing more detail of this subject at the work session.

COUNTY ADMINISTRATOR

Neil A. Morgan



BOARD OF SUPERVISORS

Walter C. Zaremba

District 1

Sheila S. Noll

District 2

W. Chad Green

District 3

Jeffrey D. Wassmer

District 4

Thomas G. Shepperd, Jr.

District 5

August 26, 2016

RECEIVED SEP - 2 2016

Ms. Mary T. Price
County Administrator
Shenandoah County
600 North Main Street
Woodstock, Virginia 22664

Dear Ms. Price:

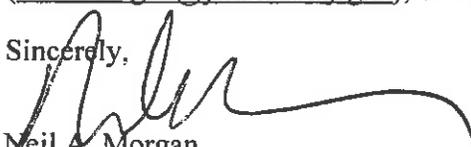
The York County Board of Supervisors has tasked me to develop and implement a legislative engagement strategy to seek General Assembly approval of changes to Section 58.1-3833 of the Code of Virginia that would equalize the meals taxation authority among cities, towns, and counties. We are well aware that requests for broader legislation to equalize all taxing authority of cities, towns, and counties have been proposed in the past and vigorously supported by the Virginia Association of Counties (VACo) and member counties, yet have been soundly defeated. Accordingly, our Board has decided that it wishes to focus on the meals tax authority with the objective of creating a coalition of counties and other constituencies that would support such an initiative. I'm happy to report that our preliminary discussions with the VACo Finance Committee and others concerning a focus on the meals tax alone have been productive and promising.

I am enclosing a short statement describing the current enabling statute, the application of meals taxes by cities, towns, and counties across the Commonwealth, and the specific factors that we believe make this initiative worthy of consideration for York and other counties. Our proposal would cap the opportunity at an 8 percent rate, which is consistent with the maximum rate established by any of the cities currently possessing the meals taxation authority, and would allow the authority to be exercised without need for a referendum.

Please consider identifying this as a potential legislative priority as you work with your Board to prepare for the 2017 General Assembly session. Of course, and as you well know, support for counties being granted such authority does not in any way obligate a governing body to actually adopt a new or increased meals tax, but would simply provide the opportunity to do so should the governing body of a county determine such an action to be an appropriate way to address revenue demands. Gaining that option, and having the opportunity to alleviate pressures on the real estate tax rate, is York's motivation.

Should you agree and wish to be involved or kept abreast of efforts to have this initiative introduced for consideration in the 2017 session of the General Assembly, please let me know either by letter, an email (Neil.Morgan@yorkcounty.gov), or a phone call (757-890-3320). Thanks for your consideration.

Sincerely,


Neil A. Morgan
County Administrator

Enclosure

224 Ballard Street • P.O. Box 532 • Yorktown, Virginia 23690-0532 • (757) 890-3320

Fax: (757) 890-4002 • TDD (757) 890-3621 • Email: bos@yorkcounty.gov

A Hampton Roads Community

SHENANDOAH COUNTY



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Work Session Agenda

Shenandoah County Administrative Offices
600 N. Main Street, Suite 102 Woodstock, VA 22664
540-459-6165 FAX 540-459-6168
www.shenandoahcountyva.us

Meeting Date: October 13, 2016

Agenda Item: Fiscal Year 2018 Budget Calendar

Requestor: Finance Department

Department: Finance Department

Attachments: Fiscal Year 2018 Budget Calendar – Draft

Staff Summary:

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.



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 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