

**CONSENT AGENDA
November 21, 2016**

A. APPROVAL OF MINUTES

**1. SUBJECT: APPROVAL OF MINUTES DATED MAY 23,
JUNE 6, JUNE 13 AND JUNE 27, 2016**

ISSUE/PURPOSE: The above listed minutes are before the Board for approval. See TAB C.

B. APPROPRIATIONS

**1. SUBJECT: COMMONWEALTH'S ATTORNEY ASSET
FORFEITURE FUNDS**

**A-FY-17-
COMMONWEALTH'S ATTORNEY
ASSET FORFEITURE FUNDS**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017, for the function and in the amount as follows:

200	Commonwealth's Attorney	\$2,126
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The source of the funds for the foregoing appropriation is as follows:

<u>Revenue Account</u>		
419104	Confiscations	\$2,126

Said resolution appropriates asset forfeiture funds for use by the Commonwealth Attorney's Office.

ISSUE/PURPOSE: Asset forfeiture funds.

JUSTIFICATION: This resolution appropriates money seized in cases investigated by the Montgomery County Sheriff's Office and/or the Drug Task Force and prosecuted by the Commonwealth's Attorney's office. These funds must be used for law enforcement purposes only and may not be used to supplant existing funding.

2. SUBJECT: FIRE AND RESCUE CAPITAL FUNDS

**A-FY-17-
FIRE AND RESCUE CAPITAL FUNDS**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that a transfer of the FY 17 appropriation within the County Capital Projects Fund is hereby authorized, as follows:

FROM:

123301CB	Christiansburg Fire Capital Projects	(\$ 48,866)
123302SV	Shawsville Rescue Capital Projects	<u>(\$ 68,735)</u>
	Total	(\$107,601)

TO:

123301	Fire and Rescue Reserve	\$107,601
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Said resolution transfers appropriated CIP funds from completed projects back to the unallocated funds available for Fire and Rescue Capital Projects.

ISSUE/PURPOSE: Fire and Rescue capital project consolidation.

JUSTIFICATION: A portion of the funds approved by the Fire and Rescue Commission (\$107,601) for Christiansburg Fire and Shawsville Rescue were not needed because the vehicle costs were less than originally estimated. The Fire and Rescue Commission has requested this resolution, which transfers those remaining balances back to the unallocated fire and rescue capital funds. The Commission will determine the best use of those funds in the future, and will request the Board of Supervisors to appropriate them at that time.

3. SUBJECT: FIRE PROGRAM FUND ALLOCATION

**A-FY-17-
FIRE PROGRAM FUND ALLOCATION**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017 for the function and in the amount as follows:

23311 Fire Program Fund Distribution \$99,493

The source of the funds for the foregoing appropriation is as follows:

Revenue Account
424401 Fire Program Fund Distribution \$99,493

Said resolution appropriates funds received from the Fire Program Fund for use by volunteer fire departments.

ISSUE/PURPOSE: Fire Program Funds.

JUSTIFICATION: The Virginia Department of Fire Programs provides funding for the improvement of volunteer and salaried fire service operations in counties, cities and towns. Funds are obtained from a 1% assessment levied by the state on insurance premiums. Monies provided by the County are distributed based on population in the unincorporated areas of the County that are served by each fire department. The population data is based on address points in each area as maintained in the County’s GIS system. The distribution is as follows:

	Population	%	Allocation
Blacksburg	11,071	31.05%	30,890
Christiansburg	9,552	26.79%	26,652
Elliston	7,228	20.27%	20,168
Longshop/McCoy	1,962	5.50%	5,474
Riner	5,845	16.39%	16,309
Total	35,658		99,493

Funds can be used for fire service training and the purchase of fire-fighting equipment.

4. SUBJECT: MONTGOMERY MUSEUM AND LYRIC THEATRE GRANT

**A-FY-17-
MONTGOMERY MUSEUM AND LYRIC THEATRE
GRANT FUNDING**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017, for the function and in the amount as follows:

911	Montgomery Museum Grant	\$2,500
	Lyric Grant	<u>\$2,500</u>
	Total	\$5,000

The source of the funds for the foregoing appropriation is as follows:

<u>Revenue Account:</u>	
424401 State Grants	\$5,000

Said resolution appropriates grant funds received for the Montgomery Museum and Lyric Theatre.

ISSUE/PURPOSE: Montgomery Museum and Lyric Theatre Grant

JUSTIFICATION: The Montgomery Museum and Lyric Theatre received a state grant of \$5,000. The matching funds were provided in the FY 17 budget.

5. SUBJECT: SHERIFF – ASSET FORFEITURE FUNDS

**A-FY-17-
SHERIFF
ASSET FORFEITURE FUNDS**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017 for the function and in the amount as follows:

321	Sheriff County	\$377
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The sources of the funds for the foregoing appropriation is as follows:

<u>Revenue Account</u>		
419104	Confiscations	\$377

Said resolution appropriates monies received from the Department of Criminal Justice Services Asset Forfeitures.

ISSUE/PURPOSE: Asset forfeiture funds.

JUSTIFICATION: This resolution appropriates money seized in cases investigated by the Montgomery County Sheriff's Office and/or the Drug Task Force. These funds must be used for law enforcement purposes only and may not be used to supplant existing funding.

6. SUBJECT: DEPARTMENT OF SOCIAL SERVICES – FY 17 BUDGET RECONCILIATION

**A-FY-17-
DEPARTMENT OF SOCIAL SERVICES
FY 17 BUDGET RECONCILIATION**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund appropriation was reduced for the fiscal year ending June 30, 2017, for the function and in the amount as follows:

540 Social Services \$220,352

The sources of the funds for the foregoing appropriation are as follows:

<u>Revenue Account</u>		
xxxxxx	State & Federal	\$226,649
451500	Fund Balance	<u>(\$6,297)</u>
	Total	\$220,352

Said resolution reconciles Social Services County FY 17 approved budget to the State FY 17 budget.

ISSUE/PURPOSE: Social Services FY 17 Budget Reconciliation.

JUSTIFICATION: The County budget is adopted prior to the receipt of the state budget allocation for the Department of Social Services. This resolution reconciles the County FY 17 budget to the actual allocation of state funds for the department.

The FY 17 County budget for Social Services totals \$5,313,810 and the revised budget totals \$5,534,162, a difference of \$220,352. Of the revised budget, County dollars total \$1,002,802, or 18% of the total.

This resolution makes the necessary adjustments to reflect the actual allocation of dollars received.

7. SUBJECT: COUNTY AND SCHOOL CAPITAL PROJECTS - SALE OF FORMER BLACKSBURG MIDDLE SCHOOL PROCEEDS

**COUNTY AND SCHOOL CAPITAL PROJECTS
ALLOCATION OF THE SALE PROCESS FROM THE
FORMER BLACKSBURG MIDDLE SCHOOL**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017, for the function and in the amount as follows:

570120	Transfer to County Capital Projects	\$692,919
570190	Transfer to School Capital Projects	<u>\$781,481</u>
		\$1,474,400

The source of funds for the foregoing appropriation is as follows:

415208	Sale of Real Estate	\$1,474,400
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BE IT FURTHER RESOLVED, The County Capital Projects fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017 for the function and in the amount as follows:

400	Future County Capital Projects	\$692,919
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The source of funds for the foregoing appropriation is as follows:

451020	Transfer from General Fund	\$692,919
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BE IT FURTHER RESOLVED, The School Capital Projects fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017 for the function and in the amount as follows:

600	Future School Capital Projects from Sale of Property	\$781,481
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The source of funds for the foregoing appropriation is as follows:

451020	Transfer from General Fund	\$781,481
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Said resolution appropriates funds from the sale of the Old Blacksburg Middle School. A portion of the proceeds will cover outstanding County costs associated with maintaining the surplus property, a portion will be retained by the County to reimburse previous costs and the balance will be transferred to the School Capital Projects Fund for future unspecified projects.

ISSUE/PURPOSE: Sale of Old Blacksburg Middle School.

JUSTIFICATION:

Proceeds from the sale of the Old Blacksburg Middle School totaled \$1,474,400. Since the Schools declared no educational use for the property in 2009, the County has spent \$692,919 for costs related to the property. The following is a summary of these costs:

Engineering Costs	\$ 58,000
Master plan	21,131
Demolition	545,701
Lawn Care	25,059
Utilities	14,956
Survey, Environmental Study, Appraisal, etc.	25,559
Miscellaneous	2,513
Subtotal FY 16 and Prior	\$ 692,919

This resolution appropriates these costs to the County Capital Projects fund for future unspecified projects and appropriates the balance to the School Capital Projects Fund for future unspecified projects.

Proceeds from Sale of Property	\$ 1,474,400
County Costs	(692,919)
Net Proceeds to Schools	\$ 781,481

8. SUBJECT: ECONOMIC DEVELOPMENT TRANSFER FROM EDA RESERVE (Balance remaining before this Resolution is \$76,149)

**A-FY-17-
ECONOMIC DEVELOPMENT
TRANSFER FROM EDA RESERVE**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017, for the function and in the amount as follows:

810 Economic Development \$69,000

The source of funds for the foregoing appropriation is as follows:

451501 Designated Fund Balance – EDA Reserve \$69,000

Said resolution appropriates funds from the EDA reserve to Economic Development to cover the costs of reimbursing the Economic Development Authority (EDA) for expenses associated with the Technology Manufacturing Building and for the upfit of a 3,000 square foot warehouse space.

ISSUE/PURPOSE: Reimbursement of Funds to the EDA.

JUSTIFICATION: This resolution appropriates \$69,000 for expenses associated with the purchase of a HVAC unit for the Technology Manufacturing Building (\$49,000) and to upfit of a 3,000 square foot warehouse space into office space for TORC (\$20,000).

9. **SUBJECT: GENERAL SERVICES – TRANSFER FROM GENERAL CONTINGENCIES (Balance in General Contingencies before approval of this resolution is \$435,687)**

**A-FY-17-
GENERAL SERVICES
TRANSFER FROM GENERAL CONTINGENCIES**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that a transfer of the FY 17 appropriation is hereby authorized, as follows:

FROM:

950 General Contingencies (\$17,020)

TO:

400 General Services \$17,020

Said resolution transfers appropriated funds from General Contingencies to General Services to provide funds for new AEDs for the County's buildings.

ISSUE/PURPOSE: AED replacements at all County buildings.

JUSTIFICATION: This resolution transfers \$17,020 from General Contingencies to General Services to cover the cost of new automated external defibrillators (AEDs) for the County's buildings. AEDs are portable electronic devices that automatically diagnose life-threatening cardiac arrhythmias and are able to treat them through defibrillation. The existing AEDs are out of date and need to be replaced.

10. SUBJECT: COUNTY FY 16 BUDGET CARRYFORWARD

**A-FY-17-
COUNTY FY 16 BUDGET CARRYFORWARD**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the General Fund was granted an appropriation in addition to the annual appropriation for the fiscal year ending June 30, 2017, for the function and in the amount as follows:

100	Board of Supervisors	\$25,975
110	County Administration	\$103,331
120	County Attorney	\$2,413
150	Commissioner of the Revenue	\$5,328
152	Assessment	\$5,986
162	Treasurer – Collections	\$1,620
180	Internal Services	\$2,500
200	Commonwealth Attorney	\$30,000
210	Circuit Court	\$1,282
220	General District Court	\$2,775
230	Juvenile & DR Court	\$1,530
250	Clerk of the Circuit Court	\$20,879
310	Sheriff – Comp Board	\$9,218
320	Sheriff – County	\$84,411
340	Animal Care and Adoption Center	\$2,085
400	General Services	\$179,500
420	Engineering & Reg. Compliance	\$10,060
540	Social Services	\$139,000
700	Parks and Recreation	\$24,502
710	Regional Library	\$72,279
800	Planning & GIS	\$15,000
810	Economic Development	<u>\$6,563</u>
	Total	\$746,237

The source of the funds for the foregoing appropriation is as follows:

<u>Revenue Account</u>		
02	451500	Undesignated Fund Balance
		\$746,237

Said resolution appropriates amounts recommended to be carried forward for use in the current year.

ISSUE/PURPOSE: FY 16 to FY 17 Carry forward Requests.

JUSTIFICATION:

This resolution appropriates funds remaining at June 30, 2016 for use in the current year for one-time expenses.

Departments were allowed to request funds remaining at the end of June 30, 2016 provided they met the following criteria:

- No more than 75% of the remaining departmental balance after adjusting for revenue shortfalls and one-time monies carried forward from FY 16;
- After these adjustments, the balance for carry forward must be at least \$500;
- Requests must be for one-time, non-recurring items only;
- Requests must be for only non-recurring personnel items;
- Requests will not result in future funding requests in the FY 18 budget to continue these items;
- Requests must be able to be expended or encumbered before June 30, 2017.

Actual Remaining Year- end Balance		Amount Recommended	% Recommended
County Divisions	Amount at 75%		
\$ 1,687,936	\$ 1,265,952	746,237	59%

This resolution includes funding requests that meet the above criteria and are recommended for approval. A detailed chart is included in TAB **D**.

C. COMPENSATION AND CLASSIFICATION

- 1. SUBJECT: AMEND THE COUNTY'S COMPENSATION AND CLASSIFICATION PLAN**

**R-FY-17-
AMENDMENT TO THE COUNTY'S FISCAL YEAR 2016-2017
COMPENSATION AND CLASSIFICATION PLAN**

BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the Fiscal Year 2016-2017 Compensation and Classification Plan is hereby amended with the following changes:

1. Add a classification of Recreation Supervisor II at a pay grade of 119.

Said resolution amends the Compensation and Classification Plan for Fiscal Year 2016-2017 to add new classification to address issues related to the new regulations under the Fair Labor Standards Act.

ISSUE/PURPOSE: Amend Compensation and Classification Plan.

JUSTIFICATION: This classification is being added to the plan to address changes needed to comply with the new Fair Labor Standards Act regulations. Recreation Supervisors at an entry level are at pay grade 118 (salary range \$40,926-\$65,482). Adding the classification of Recreation Supervisor II at a pay grade 119 (salary range \$42,973-\$68,757) will assist in addressing the pay compression issues resulting from FLSA minimum salary requirements.

D. BOARD MEETING DATES

- 1. SUBJECT: RESOLUTION CANCELING THE
NOVEMBER 28, 2016 MEETING**

**R-FY-17-
RESOLUTION CANCELING THE
BOARD OF SUPERVISORS NOVEMBER 28, 2016 MEETING**

BE IT RESOLVED, The Board of Supervisors of Montgomery County, Virginia hereby cancels its November 28, 2016 meeting due to the holidays.

ISSUE/PURPOSE: Resolution to cancel the November 28, 2016 meeting.