

CUMBERLAND COUNTY
BOARD OF SUPERVISORS
Circuit Courtroom

July 16, 2008
PROPOSED AGENDA

9:00 a.m.
Call to Order

1. Public Hearings
 - a) Notice of Intent to Apply for Rural Development Funding (pg. 1)
 - b) Extension of public facility lease revenue note for short-term financing (pg. 2-5)
2. Consolidation of Services with School (pg. 6-12)
3. Request for appropriation of \$24,000 for teacher performance pay for 2007-08 school year (pg. 13-14)
4. Closed Session re: 2.2-3211 (A-6) investment of public funds
5. Adjourn - July 30, 2008, (time) – meet with Allied representatives

Ribbon cutting at school - Aug. 18th - 4pm

NOTICE OF INTENT TO APPLY FOR FUNDING AND NOTICE OF PUBLIC HEARING

The Cumberland County Board of Supervisors hereby provides notice that it intends to file an application for grant funding with USDA, Rural Development for assistance in acquiring the following: police vehicles, water utilities funding assistance.

A public hearing on the proposed project will be held on Wednesday, July 16th at 9:00am in the Circuit Courtroom of the Cumberland County Court House. Anyone requesting information on this application or to offer comments should attend this meeting. The public is invited to appear and present their views orally or in writing. Any persons with disabilities are urged to contact the County Administrator at least five (5) days prior to the public hearing to arrange for any necessary accommodations. For additional information, please contact the County Administrator's Office at 804/492-3625.

**NOTICE OF PUBLIC HEARING
ON EXTENSION OF THE PUBLIC FACILITY LEASE REVENUE
NOTE FOR SHORT-TERM FINANCING
BY THE COUNTY OF CUMBERLAND, VIRGINIA**

The Cumberland County Board of Supervisors will hold a public hearing, which may be continued or adjourned, as required under applicable law, on July 16, 2008 at 9:00 a.m. in the Circuit Courtroom of the Cumberland County Courthouse in connection with the intention of the Board of Supervisors to consider for passage a resolution or resolutions approving the extension of the outstanding issuance by the County of its Public Facility Lease Revenue Note (the "Note or Notes") through the Virginia Municipal League/Virginia Association of Counties' Commercial Paper Finance Program (the "Program"). The issuance by Cumberland County of its Note or Notes will continue to be in an amount estimated not to exceed \$25,000,000 and is for the purpose of financing certain infrastructure improvements including the acquisition, construction, renovation, and equipping of capital facilities and projects for a combined middle school and high school, renovations to the elementary school, expansions and improvements to water and sewer facilities, improvements to its public safety facilities including various equipment for its fire and rescue squad departments and renovations and improvements for a public safety building formerly known as Flippen's Store, and related administrative and financing costs (collectively, the "Project"). The public is invited to appear and present their views, or submit written comments prior to the hearing, on the proposed extension on the issuance of the Note or Notes or nature of the Project. Any persons with disabilities are urged to contact the County Administrator's Office prior to the public hearing to arrange for any necessary accommodations. For additional information, please contact the County Administrator's Office at 804/492-3625.

Judy Ownby, County Administrator
By Order of the Cumberland County
Board of Supervisors

BOARD OF SUPERVISORS
OF THE
COUNTY OF CUMBERLAND, VIRGINIA
AMENDED AND RESOLUTION
AUTHORIZING AND APPROVING AN EXTENSION OF THE
BORROWING THROUGH THE VML / VACO COMMERCIAL
PAPER PROGRAM

July 16, 2008

At a meeting of the Board of Supervisors of Cumberland County, Virginia, in the Circuit Courtroom of the Cumberland County Courthouse at Cumberland, Virginia commencing at 9:00 a.m., July 16, 2008, the following action was taken:

Following a presentation of the recitals and the resolutions for adoption and on a motion by Supervisor _____, the Board of Supervisors adopted and approved the Resolution according to the votes stated below:

Present:

Vote:

William F. Osl, Jr., Chairman

Clifton C. White

Van H. Petty

Elbert R. Womack

Robert J. Oertel

Absent:

Dated: _____

Attested: _____
Clerk, Board of Supervisors

WHEREAS, the Board of Supervisors (the "Board") of Cumberland County, Virginia (the "County") desired to obtain and approve the receipt of financing for all or a portion of the costs of infrastructure improvements including the acquisition, construction, renovation, and equipping of capital facilities and projects for a combined middle school and high school, renovations to the elementary school, expansions and improvements to water and sewer facilities, improvements to its public safety facilities including various equipment for its fire and rescue squad departments and renovations and improvements for a public safety building formerly known as Flippen's Store, together with related costs and expenses (collectively, the "Project"), and received the support and assistance from the Cumberland County School Board (the "School Board") by its resolution dated January 18, 2007 to assist in the financing of the Project and the issuance by the County of its Public Facility Lease Revenue Note (whether issued in one or more series, referred to herein as, the "Note");

WHEREAS, the County applied to the Virginia Municipal League / Virginia Association of Counties Commercial Paper Finance Program (the "Program") for the purchase of the Note by the Industrial Development Authority of the County of Stafford and the City of Staunton, Virginia, a political subdivision duly organized and existing under the Constitution and laws of the Commonwealth of Virginia (the "Joint IDA"), with proceeds made available from revenue bonds issued by the Joint IDA (the "Joint IDA's Bonds") pursuant to the Program;

WHEREAS, the financing of the Project and the issuance of the Note was undertaken and closed January 30, 2007;

WHEREAS, the Note is payable solely from and secured by a pledge of lease payments made by the School Board under the Lease Agreement and the County's rights under the Documents, which will be assigned by the County pursuant to the Assignment Agreement. The obligation of the School Board to make lease payments under the Lease Agreement is subject to annual appropriations by the Board, which is under no legal obligation to make such appropriations. Neither the Lease Agreement nor the Note constitutes, or will constitute, a debt of the Commonwealth of Virginia or any political subdivision thereof, including the County and the School Board, or a pledge of the faith and credit or taxing power of the Commonwealth of Virginia, the County or the School Board.

WHEREAS, the various loan documents, and specifically the Note, provide for a maturity date of June 30, 2008;

WHEREAS, the parties thereto desired to extend such date to July 31, 2008 and the Board did approve and agree to an extension of such date to July 31, 2008 by its Resolution dated June 17, 2008;

WHEREAS, the parties desire to further extend such date from July 31, 2008 to August 31, 2008 and the Board does hereby desire to set forth its agreement thereto;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CUMBERLAND COUNTY, VIRGINIA:

1. The maturity date of the Note and related financing documents are hereby extended to August 31, 2008.

2. Each of the County Administrator and the Chairman of the Board (each, an "Authorized Representative"), is hereby authorized and directed to execute such documents to

extend the maturity date to August 31, 2008, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by an Authorized Representative, his or her execution to constitute conclusive evidence of approval of any such completions, omissions, insertions and changes. Each Authorized Representative is also authorized to cause such documents as are necessary to be recorded in the Clerk's Office of the Circuit Court of Cumberland County.

3. Any authorization herein to execute a document shall include authorization to deliver it to the other parties thereto and to record such document where appropriate.

4. All costs and expenses in connection with the undertaking of the Project and the amendment of the documents necessary to further the purposes herein, including the County's fees and expenses and the fees and expenses of the County Attorney serving as bond counsel shall be paid from the proceeds of the Note or legally available funds of the County. If for any reason the Note and related financing documents is not amended, it is understood that all such expenses shall be paid by the County.

5. All other acts of an Authorized Representative and other officers of the County that are in conformity with the purposes and intent of this Resolution and the Resolutions of June 17, 2008, January 3, 2007 and December 12, 2006 and in furtherance of the amendment, issuance and sale of the Note and the undertaking of the Project are hereby approved and ratified.

10. To the extent applicable and necessary, in adopting this Resolution the Board intends to evidence its "official intent" to reimburse Project expenditures with proceeds received from the issuance of the Note within the meaning of Treasury Regulations Section 1.150-2 promulgated by the Internal Revenue Service pursuant to Code, to the fullest extent such expenditures are reimbursable under the Code and as consistent with its Reimbursement Resolution of August 28, 2006.

BE IT RESOLVED BY THE BOARD OF SUPERVISORS that this Resolution is hereby effective immediately.

Dated: _____

Attested: _____
Clerk, Board of Supervisors

MEMO

TO: Board of Supervisors
FROM: Judy Ownby
DATE: June 13, 2008
SUBJECT: Consolidation of Services

Attached is a consolidation report prepared for the Board of Supervisors and the School Board. I was able to gather information through Weldon Cooper Center from other localities that have already been through this process. After several meetings with school and county personnel, (and finally one last meeting with Jill and Dr. Thornton), we are comfortable in consolidating some areas immediately, while some functions will require further planning prior to implementation. Dr. Thornton prepared the attached report for the consideration of our Boards.

Effective July 1st, the transportation and maintenance operations can be consolidated, and our savings will begin. Dr. Thornton and Stuart have scheduled a walk-thru of the elementary school next week to note any maintenance or repair issues that need to be dealt with.

Please read the attached information and give us your feedback and comments on the three agreements which cover transportation, maintenance and technology. You will note from the milestones timeline, we hope to have the study for consolidation of finance functions completed by the end of the calendar year.

Cumberland Public Schools and Cumberland County Consolidation Report

Introduction

This plan is an effort to consolidate duplicative administrative services of Cumberland County and the Cumberland County School Division. Three key areas are being considered for consolidation: Transportation, Maintenance, and Technology. Additionally, Finance operations and County and School health insurance contracts will be investigated for cost savings. The following goals have been identified in consolidating services:

- Improving Services
- Cost Savings
- Provide Accountability

As identified in the attached report to the Cumberland County Board of Supervisors and School Board, savings are expected to be the following for the 2008-2009 fiscal year:

- Transportation savings of \$24,000
- Maintenance savings of \$39,600
- Technology savings of \$14,400

In response to concerns expressed regarding the effective and appropriate provision of services, a Unified Services Team will be created. This team will be comprised of two key users from general County staff, two key users from School staff, and the Assistant County Administrator and the Director of Support Services. The function of the team is to:

- Review current services;
- Establish acceptable service levels;
- Identify, report and track measures of performance;
- Initiate and oversee performance improvement initiatives; and,
- Propose additional resources to achieve the level of support needed, where appropriate.

In addition to the Unified Services Team, the County and School Division agree to continue the work of the consolidation committee and study, evaluate, develop and recommend to the Board of Supervisors and School Board implementation plans and procedures for consolidating additional areas. The Committee will be charged with developing:

- Plans for consolidating functions when so advisable, and making recommendations for the School Board and Board of Supervisors;
- Appropriate consolidation agreements for each function;
- Uniform regulations and procedures for the consolidated areas; and,
- Budgets for consolidated areas.

Possible Concerns/Issues to Overcome

The following is a list of some of the concerns expressed by various staff members during the early consolidation process. They are listed here only to provide information on issues that might need to be addressed:

- Which political subdivision should retain management of the funding for the consolidated departments
- Which political subdivision should be responsible for paying which invoices
- Friction among newly consolidated staff
- Reluctance from staff from both originating departments to share information/records/files
- Disagreement over who should control the application and hiring process for consolidated services department heads, and to whom those department heads should directly report
- Concerns regarding degradation of health care benefits if and when the plans are combined
- Issues regarding moving consolidated staff to the County's classification/compensation system

All of these concerns can be overcome, and they are listed here to provide an idea as to what issues might confront our organizations in the consolidation process.

Summary of "Lessons Learned" Discussion from Prince George's County

- Start with trust; it is imperative to build a trusting relationship between the two entities (general County and Schools)
- Consolidation is an important step forward in improving services to using departments; it is not simply a cost savings measure.
- Don't make any promises prior to consolidating services, unless you are absolutely certain you will be able to keep them once consolidation has been completed.
- Don't tell affected employees they won't be negatively impacted -- your view of a negative impact may be very different from theirs.
- Develop a structure that is designed to succeed, not one that ensures no one can do some one else harm.
- Management and using departments must discuss desired outcomes. Then quantify, record and report to provide accountability.
- Consolidate policies wherever possible.

Summary

The Schools administrative team and the County's administrative team look forward to collaborating in this joint effort to provide better services while maintaining the highest of quality in all school and county functions. This effort will be a testimony of fiscal responsibility to the citizens of Cumberland County.

Cumberland Public Schools and Cumberland County
Consolidation Timeline

Milestones	Date	Document Attached
Consolidation Study for the Cumberland Schools and County Administration completed by County Administrator and Division Superintendent.	6/2008	✓
County Board of Supervisors and School Board approve Consolidated Services Agreement for transportation, maintenance, and technology.	7/2008	
Consolidation Study for the Cumberland Schools and County Administration for finance functions completed.	12/2008	
County Board of Supervisors and School Board approve consolidation of finance functions and health insurance.	6/2009	

Summary report prepared by:
James Thornton
Division Superintendent
Cumberland County Public Schools
June, 2008

Cumberland Public Schools and Cumberland County Consolidation Agreement

Introduction

This agreement is the initial effort to consolidate duplicative administrative services of Cumberland County and the Cumberland County School Division. The agreement below consolidates some services in the area of Transportation.

Transportation Agreement:

The Cumberland County Public Schools transportation department will provide the following services for all county vehicles:

- Regular oil changes
- State inspections
- Install and rotate tires
- General repairs that can be done internally
- Send out vehicles for repairs that cannot be done internally
- Purchase all parts and supplies needed to accomplish the proper servicing of vehicles
- Supply gas for all vehicles

Cumberland County will reimburse the schools for:

- all parts and supplies
- labor cost associated with vehicles sent externally for repairs
- fuel costs

The potential savings associated with this is approximately \$24,000.

Summary report prepared by:

James Thornton

Division Superintendent

Cumberland County Public Schools

June, 2008

Cumberland Public Schools and Cumberland County Consolidation Agreement

Introduction

This agreement is the initial effort to consolidate duplicative administrative services of Cumberland County and the Cumberland County School Division. The agreement below consolidates some services in the area of Maintenance.

Maintenance Agreement:

Cumberland County maintenance department will provide the following services for Cumberland County Public School buildings and maintenance:

- Conduct quarterly inspections to identify areas that need to be corrected
- Assign appropriate staff at the school or county to complete general repairs that can be done internally (work order requests)
- Assign appropriate staff to complete preventive maintenance throughout the year
- Contact appropriate companies to outsource work that cannot be completed in house
- Requisition the Schools for the all parts and supplies needed to accomplish the requested work orders

Cumberland County Public Schools will:

- Purchase all parts and supplies
- Coordinate quarterly inspections, work order requests, and outsourcing requests with the County maintenance supervisor
- Pay for all outsourced work

The potential savings associated with this is approximately \$36,900.

Summary report prepared by:

James Thornton

Division Superintendent

Cumberland County Public Schools

June, 2008

Cumberland Public Schools and Cumberland County Consolidation Agreement

Introduction

This agreement is the initial effort to consolidate duplicative administrative services of Cumberland County and the Cumberland County School Division. The agreement below consolidates some services in the area of Technology.

Technology Agreement:

Cumberland County technology department will provide the following services for Cumberland County Public Schools:

- Servicing the AS-400 equipment at the School Board Office
- Cross-training School Division staff on the AS-400 equipment
- Provide follow up training and servicing as necessary for the AS-400 equipment

The potential savings associated with this is approximately \$14,400.

Summary report prepared by:

James Thornton

Division Superintendent

Cumberland County Public Schools

June, 2008



CUMBERLAND COUNTY PUBLIC SCHOOLS

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JAMES THORNTON, Ed.D.
Division Superintendent

DORIS SEAL
School Board Chairman

CHRISTINE ROSS
School Board Vice Chairman

GEORGE LEE DOWDY III
School Board Member

GEORGE REID JR
School Board Member

GINGER SANDERSON
School Board Member

July 2, 2008

TO: Board of Supervisors of Cumberland County
FROM: James Thornton, Ed.D.
SUBJECT: \$24,000 Appropriation for Teacher Performance Pay

On behalf of the Cumberland County School Board, we are requesting an appropriation in the amount of \$24,000 for Teacher Performance Pay for the 2007-2008 school year.

The school board agenda item is enclosed for your information.

If you have any questions or concerns, please feel free to give me a call.

**Cumberland County Public Schools
Performance Pay
2007-2008**

Crystal Cupp	Cumberland Elementary School Special Education Teacher	\$5,000
Charles Motter	Cumberland Elementary School 5 th Grade Math Teacher	\$7,000
Carrington Light	Cumberland Middle School 6 th Grade History Teacher	\$3,000
John McCaughan	Cumberland High School English Teacher	\$9,000