

**Board of Supervisors**

Robert "Bob" Thomas, Jr., Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Wendy E. Maurer  
Paul V. Milde, III  
Gary F. Snellings

Anthony J. Romanello, ICMA-CM  
County Administrator

## Finance, Audit & Budget Committee Meeting Agenda

June 21, 2016 - 1:30 PM  
Conference Room A/B/C - Second Floor

**Committee Members: Chairman Jack Cavalier, Wendy Maurer and Bob Thomas**

Agenda Item	
1.	Monthly Report ➤ Human Resources Manager Shannon Wagner
2.	Monthly Report ➤ Chief Financial Officer Maria Perrotte
3.	Shared Financial services
4.	Market salary increases FY17
5.	Audit schedule - FY16
6.	New format for monthly reporting
7.	SCPS FY15 carryover
8.	General Obligation Bonds for Transportation
9.	Appropriation for School Buses
10.	R-Board cell closure financing
11.	New position - Office of the Clerk to the Circuit Court
12.	Contracts Officer position - description
13.	CIP process discussion

FAB06212016



## Memorandum

### Human Resources

To: Finance, Audit and Budget Committee

From: Maria Perrotte, Chief Financial Officer  
Shannon Wagner, Human Resources Manager

Copy: Anthony Romanello

Subject: FY2017 Market Adjustments

Date: June 21, 2016

In the fall of 2014, staff began work on a classification and compensation study through Titan Group to identify how the County is positioned in the market. Approximately 100 jobs were reviewed during this process and survey results were compiled from 10 jurisdictions in the region. Some private sector data was also utilized for those positions with available data. The results of the study were delivered the following spring and, as part of the FY2016 budget process, some initial steps were implemented. These actions included reclassifying those positions identified as misaligned on our pay scale, shifting our pay scales by 2%, and adjusting employee pay so that no one fell below the minimum of his/her pay grade.

Since that time, staff has been discussing appropriate next steps for implementation to better align employee compensation with the market. Staff solicited a supplemental Fire and Rescue study through Titan Group to clarify some of the complexities related to compensation in that field and have held multiple conversations with both public safety agencies.

The Sheriff's Office identified salary compression as a major problem and it is evident in many agencies throughout County government. Salary compression is a situation where two or more employees with varying levels of skills, experience, and seniority receive the same or very similar compensation. To address compression and market alignment, the Titan Group created a model with salary targets based on an employee's years of service in his/her current position. Uniformed public safety positions were placed on a separate model with an accelerated target schedule. General government positions were targeted up to the midpoint of the pay grades and uniformed public safety positions were targeted up to market range high in the pay grades. Increasing salaries in accordance with these models will help increase employee pay as well as help to relieve some of the pay compression that has occurred.

Additionally, Titan Group discovered that many of the respondents to the Fire and Rescue pay study supplement offer a greater incentive to employees who achieve certifications in advanced life support (ALS). There are two levels of ALS certification: intermediate and paramedic. Currently, all ALS providers receive a salary differential of \$5,000 regardless of the level of certification achieved. Staff recommends that employees who achieve the paramedic level of ALS certification be awarded an additional \$5,000 salary adjustment (\$10,000 total). This would position the County as competitive for ALS providers and encourage providers to achieve higher levels of certification.

Finance, Audit and Budget Committee

June 21, 2016

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To increase the supplement for Paramedic ALS certification and to move employees half way to their targets based on Titan's models effective July 1, 2016 is estimated to cost \$1,150,000. The FY2017 budget included \$900k in funds for market adjustments. After the budget was adopted, Master Lease financing was finalized and recurring debt service savings of \$200k was identified that will be used for this purpose. Staff will manage the FY2017 budget to realize \$50,000 in savings to fully cover the cost of these adjustments.

Out of 900 employees, approximately 425 employees will receive market adjustments, 195 of which are uniformed public safety. Department directors, constitutional officers, deputy county administrators, the County Attorney, and the County Administrator are not included in this analysis. The 2% across the board increase, which is also effective July 1, 2016, will be provided to all County employees whose performance is satisfactory or better.

Below are examples of five employees and how the market adjustments will impact compensation.

Positon	Date Entered Position	Salary	Salary with 2%	Target Salary	Halfway to Target Salary**
Deputy Sheriff - Investigator I	6/20/2011	\$51,002	\$52,043	\$57,220	\$54,631
F&R Technician II*	7/25/2011	\$49,620	\$50,633	\$57,220	\$53,926
Paralegal	9/19/2011	\$50,711	\$51,746	\$55,213	\$53,479

\*ALS Intermediate and ALS Paramedic supplements not included in salary.

\*\*This represents the employee's new salary effective 7/1/2016.

This recommendation and the models used to support it are not intended as a long-term solution to compensation but instead are intended as a re-calibration to market competitive salaries. A broader conversation about Stafford's total compensation philosophy and how we want to address pay and benefits going forward is recommended.



**Audit Schedule, 2016**

<u>Date</u>	<u>Description of deliverable</u>	<u>Responsibility</u>
June 6 to 17	County preliminary field work	Auditors & Various County departments
Aug 15	Accrue County Revenue for cash receipts	Finance
Aug 15	County prepared by client list to be provided	Auditors
Aug 26	Year-end entries to be completed	Finance
Aug 15 to 19	School preliminary field work	Auditors & Schools
Aug 29	County Trial Balance to Auditors	Finance
Sept 2	County populations to Auditors	County departments
Sept 5	County samples to be provided	Auditors
Sept 12	County Final field work begins, need all samples for testing by auditors	Various County departments
Sept 19-26	Auditors work offsite at their office Info delivered as needed	Auditors & Finance
Oct 3 to 7	Auditors onsite to finalize fieldwork Schools Final field work	Auditors & Finance Schools & Auditors
Oct 14	County schedules due to Auditors	Finance
Oct 21	County exhibits I-IX due	Auditors
Oct 28	County draft CAFR (w/o schools) Schools draft CAFR	Finance & Auditors Schools & Auditors
Nov 7	Deadline for all school financial Information and schedules	Schools & Auditors
Nov 14	Final County CAFR	Finance & Auditors
Nov 30	Full CAFR and comparative cost reports due to State Auditor of Public Accounts	Finance & Auditors
Dec.	Presentation to the Board of Supervisors Presentation to School Board	Finance & Auditors Schools & Auditors
Dec 30	Government Finance Officers Association Application CAFR for Excellence in Government Reporting submission	Finance

Stafford County  
General Fund Revenue  
FY 2017 through July 31, 2016

Source	Adopted Budget	Adjusted Budget	Actual Amounts	Balance (Over) Under	% Realized to Date	% of Year to Date	Comments
<b><u>Property Tax</u></b>							
Real Property					#DIV/0!	8.33%	
Personal Property					#DIV/0!	8.33%	
Public Service Corps					#DIV/0!	8.33%	
Penalties and Interest					#DIV/0!	8.33%	
Merchants' Capital					#DIV/0!	8.33%	
Mobile Homes					#DIV/0!	8.33%	
Real Property - Roll Back					#DIV/0!	8.33%	
Machinery and Tools					#DIV/0!	8.33%	
Total Property Taxes	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
<b><u>Other Revenue</u></b>							
Service Charges and Other					#DIV/0!	8.33%	
Ambulance Cost Recovery					#DIV/0!	8.33%	
Local Sales and Use Taxes					#DIV/0!	8.33%	
Utility Consumers' Taxes					#DIV/0!	8.33%	
State/Fed - Social Services					#DIV/0!	8.33%	
Local Meals Tax					#DIV/0!	8.33%	
State Shared Expenses					#DIV/0!	8.33%	
Code Administration					#DIV/0!	8.33%	
Motor Vehicle Licenses					#DIV/0!	8.33%	
Children's Services Act					#DIV/0!	8.33%	
Recordation Taxes					#DIV/0!	8.33%	
Other State Sources					#DIV/0!	8.33%	
Planning Fees					#DIV/0!	8.33%	
2% Transient Occupancy Tax					#DIV/0!	8.33%	
Use of Money and Property					#DIV/0!	8.33%	
Other Financing Sources					#DIV/0!	8.33%	
Bank Stock Taxes					#DIV/0!	8.33%	
Federal Revenue					#DIV/0!	8.33%	
Total Property Taxes	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Total Revenues	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Intergovernmental					#DIV/0!	8.33%	
Total Revenues	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	

Stafford County  
General Fund Expenditures  
FY 2017 through July 31, 2016

Source	Adopted Budget	Adjusted Budget	Expenditures	Encumbrances	Balance (Over) Under Budget	% Expenditures to Date	% of Year to Date	Comments
<b>General Government Public Safety</b>								
Fire and Rescue								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Fire and Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Sheriff								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Sheriff	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Total General Government Public Safety	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
<b>General Government Non-Public Safety</b>								
Board of Supervisors								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Board of Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Commissioner of Revenue								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Commissioner of Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Commonwealth's Attorney								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Commonwealth's Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
County Administration								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total County Administration	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
County Attorney								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total County Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Clerk of the Circuit Court								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Clerk of the Circuit Court	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
General District Court								
Operating						#DIV/0!	8.33%	
Total General District Court	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Juvenile and Domestic Relations Court								
Operating						#DIV/0!	8.33%	
Total Juvenile and Domestic Relations Court	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Magistrate								
Operating						#DIV/0!	8.33%	
Total Magistrate	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
15th District Court Services Unit								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total 15th District Court Services Unit	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Economic Development								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Economic Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Finance and Budget								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Finance and Budget	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	
Human Resources								
Personnel						#DIV/0!	8.33%	
Operating						#DIV/0!	8.33%	
Total Human Resources	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	8.33%	

Human Services							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Human Services	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Information Technology							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Information Technology	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Parks, Recreation and Comm. Facilities							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Parks, Recreation and Comm. Facilities	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Planning and Zoning							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Planning and Zoning	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Public Works							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Public Works	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Public Works - Stormwater							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Public Works - Stormwater	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Registrar and Electoral Board							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Registrar and Electoral Board	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Social Services							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Social Services	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Treasurer							
Personnel						#DIV/0!	8.33%
Operating						#DIV/0!	8.33%
Total Treasurer	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Total General Government Non- Public Safety	\$	-	\$	-	\$	-	#DIV/0! 8.33%
<b>General Government Other Operating</b>							
Non-Departmental						#DIV/0!	8.33%
Other Transfers						#DIV/0!	8.33%
Total General Government Other Operating	\$	-	\$	-	\$	-	#DIV/0! 8.33%
<b>General Government Other</b>							
Debt Service County						#DIV/0!	8.33%
Capital Projects						#DIV/0!	8.33%
Total General Government Other	\$	-	\$	-	\$	-	#DIV/0! 8.33%
<b>Local School Funding</b>							
Operating Budget Transfer						#DIV/0!	8.33%
Shared Services/Audit						#DIV/0!	8.33%
Public Day School						#DIV/0!	8.33%
School Debt Service						#DIV/0!	8.33%
Total Local School Funding	\$	-	\$	-	\$	-	#DIV/0! 8.33%
<b>Other Agencies</b>							
Central Rappahannock Regional Library	-	-	-	-	-	#DIV/0!	8.33%
Cooperative Extension	-	-	-	-	-	#DIV/0!	8.33%
Corrections	-	-	-	-	-	#DIV/0!	8.33%
Partner Agencies	-	-	-	-	-	#DIV/0!	8.33%
Total Other Agencies	\$	-	\$	-	\$	-	#DIV/0! 8.33%
Total all Expenditures	\$	-	\$	-	\$	-	#DIV/0! 8.33%



## BOARD OF SUPERVISORS

### Agenda Item


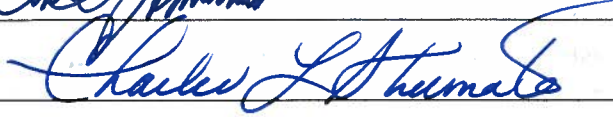
<b>Meeting Date:</b>	May 3, 2016
<b>Title:</b>	Authorize Reappropriation of Schools FY2015 Carryover Funds and Set Aside Funds in the Schools Capital Projects Reserve
<b>Department:</b>	Finance and Budget
<b>Staff Contact:</b>	Maria J. Perrotte
<b>Board Committee/ Other BACC:</b>	Finance, Audit Budget Committee
<b>Staff Recommendation:</b>	Approval
<b>Budget Impact:</b>	Increases Schools' Operating Budget by \$2.4 million; Schools' Construction Fund by \$3.9 million
<b>Time Sensitivity:</b>	See Background Report

**ATTACHMENTS:**

1.	Background Report	5.	School Board Cash Capital Resolution
2.	Proposed Resolution R16-52	6.	Letter from Dr. Benson dtd 4/28/16
3.	Resolution R15-222	7.	2016 Infrastructure Project List
4.	School Board Carryforward Resolution		

<input type="checkbox"/>	<b>Consent Agenda</b>	<input type="checkbox"/>	<b>Other Business</b>	<input checked="" type="checkbox"/>	<b>Unfinished Business</b>
<input type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Presentation</b>	<input type="checkbox"/>	<b>Work Session</b>
<input type="checkbox"/>	<b>New Business</b>	<input type="checkbox"/>	<b>Public Hearing</b>	<input type="checkbox"/>	<b>Add-On</b>

**REVIEW:**

X	County Administrator	
X	County Attorney	

<b>DISTRICT:</b>	N/A
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### **BACKGROUND REPORT**

The Schools have identified \$9.7 million in unspent FY2015 funds and have requested that the Board reappropriate funds for one-time purposes and set up a capital projects reserve for the Schools, in keeping with recent enhancements to the Board's financial policies. The financial audit confirms that the funds are available. The proposed uses of the funds are as follows:

<b>Item</b>	<b>Amount</b>
Budgeted FY2016 revenue for technology/operations/maintenance capital needs	\$1,150,000.00
Drivers' Education vehicles and school furniture	261,673.00
Funding for Summer 2016 Infrastructure Projects	1,850,000.00
Repayment of L/P Debt for New ERP System	2,150,000.00*
Repayment of L/P Debt for School Buses	836,000.00
Cash Capital Reserve for School Capital Project Outlays	1,500,000.00
Anne E. Moncure Elementary School Rebuild	2,000,000.00
<b>TOTAL</b>	<b>\$9,747,673.00</b>

\*Amount may be adjusted downward based upon appropriation of funds and payments to date.

- The Schools' FY2016 operating budget included \$1,150,000 in FY2015 carryover funds, which the Board reappropriated in December, at the completion of the audit.
- The School Board has requested that \$1.9 million be used for infrastructure projects to be completed in the summer of 2016 and \$261,673 for the purchase replacement drivers' education vehicles and school furniture.
- The School Board is asking for authority to use carryover funds to repay debt issued for their new financial Enterprise Resource Planning (ERP) system. This complies with the Board's bond ratings enhancement strategy to reduce reliance on debt.
- In June, 2015, the Board appropriated \$836,000 to the Schools' Operating Fund for the purchase of school buses using Master Lease proceeds. (Resolution R15-222, Attachment 3). Proposed Resolution R16-52 would authorize the use of carryover funds to pay cash for the buses.
- The Schools' Capital Projects Reserve was established at the end of FY2015, in compliance with the Board's financial policy. The reserve was funded with the policy minimum amount of \$1.5 million.
- The Adopted FY2017-26 Capital Improvement Program (CIP) approved the use of \$2 million for the Moncure Elementary Rebuild. Proposed Resolution R16-52 would appropriate the cash portion and complete the funding plan for the project in keeping with the schedule in the approved CIP. (At its April 19 meeting, the Board authorized the issuance of the bond portion of the funding for this project.)

The use of the Schools' FY2015 carryover funds was a discussion item at the February 16, 2016 Board meeting. The Board deferred action pending the results of the Schools' forensic audit. Interim results of the forensic audit were released in April. See Dr. Benson's memo (Attachment 6).

Proposed Resolution R16-52 increases the transfer of the Schools' Operating fund to include funding to repay Master Lease debt for the ERP system, pay cash for the School buses, drivers' education vehicles and school furniture. It increases the Schools' Construction Fund for cash funding for Moncure Elementary School and summer 2016 infrastructure projects in keeping with the CIP, and includes a technical adjustment changing the funding source for the buses from Master Lease to cash.

The chart below summarizes the proposed action.

	FY 2015 Carryover	Previous Board Actions	Proposed Resolution R16-52					
			Increase School Operating Fund	Increase Schools' Construction Fund	Increase General Fund: School Operating Transfer	Increase General Fund: School Construction transfer	Decrease Capital Projects Fund (Debt funding)	
FY2016 Budget	1,150,000	1,150,000						Reappropriated 12/15/15 (R15-410)
Cash payment for School buses	836,000	836,000			836,000		(836,000)	Appropriated with master lease as funding source 6/2/15 (R15-222)
Repay debt for new ERP System	2,150,000		2,150,000		2,150,000			
Driver's ed vehicles, school furniture	261,673		261,673		261,673			
Cash for Moncure rebuild	2,000,000			2,000,000		2,000,000		
Summer 2016 Infrastructure Projects	1,850,000			1,850,000		1,850,000		
Schools' Capital Projects Reserve	1,500,000							Reserve - to be appropriated as projects are identified
Total	\$ 9,747,673	\$ 1,986,000	\$ 2,411,673	\$ 3,850,000	\$ 3,247,673	\$ 3,850,000	\$ (836,000)	

Staff recommends approval.

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 3<sup>rd</sup> day of May, 2016:

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MEMBERS:

Robert “Bob” Thomas, Jr., Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Wendy E. Maurer  
Paul V. Milde, III  
Gary F. Snellings

VOTE:

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On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION TO AUTHORIZE REAPPROPRIATION OF THE  
SCHOOLS’ FY2015 CARRYOVER FUNDS AND SET ASIDE FUNDS  
IN THE SCHOOLS’ CAPITAL PROJECTS RESERVE

WHEREAS the School Board has identified one-time uses for its FY2015 carryover funds of \$9,747,673; and

WHEREAS the FY2015 audit has confirmed that the funds are available; and

WHEREAS, a Schools’ Capital Project Reserve in the amount of \$1,500,000 was established at the end of FY2015 in compliance with the Board’s Financial Policies; and

WHEREAS, the Board has previously appropriated \$1,150,000 in carryover funds as identified in the Adopted Budget; and

WHEREAS, the Board has previously appropriated \$836,000 in Master Lease proceeds for the purchase of school buses, but now wishes to pay cash for the purchase; and

WHEREAS, \$2,000,000 was identified in the FY2017-26 Capital Projects Program for the rebuild of Moncure Elementary School;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 3<sup>rd</sup> day of May, 2016, that it be and hereby does amend the FY2016 Budget as follows:

Schools

Operating Fund	\$2,411,673
Construction Fund	<u>3,850,000</u>
	\$6,261,673

County

General Fund	
Transfer to Operating Fund	\$3,247,673
Transfer to Construction Fund	3,850,000
Capital Projects Fund	<u>(836,000)</u>
	\$6,261,673

AJR:MJP:nac

R15-222

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 2<sup>nd</sup> day of June, 2015:

MEMBERS:

Gary F. Snellings, Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Paul V. Milde III  
Cord A. Sterling  
Robert "Bob" Thomas, Jr.

VOTE:

Yes  
Yes  
Yes  
Yes  
Yes  
Absent  
Absent

On motion of Mr. Cavalier, seconded by Ms. Sellers, which carried by a vote of 5 to 0, the following was adopted:

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO OBTAIN FINANCING FOR THE PURCHASE OF EIGHT REPLACEMENT SCHOOL BUSES THROUGH THE COUNTY'S MASTER LEASE AND AMEND THE FY2016 CAPITAL PROJECTS FUND AND SCHOOLS' OPERATING FUND BUDGETS

WHEREAS, the Board desires to provide funding for the School Board's purchase of eight replacement school buses; and

WHEREAS, the purchase of the replacement buses will be financed under the Master Lease dated June 6, 2008 (as amended and supplemented, the Master Lease), between the County of Stafford, Virginia and SunTrust Equipment Finance & Leasing Corp.; and

WHEREAS, Master Lease proceeds will be available in FY2016;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 2<sup>nd</sup> day of June, 2015, that it be and hereby does authorize the County Administrator to obtain financing through the County's Master Lease for the purchase of eight replacement school buses; and

BE IT FURTHER RESOLVED that the County Administrator be and he hereby is authorized to execute and deliver such documents as are necessary or appropriate in connection with the financing of eight replacement school buses under the Master Lease, including any schedules thereto; and

BE IT FURTHER RESOLVED that the FY2016 Budget is amended to budget and appropriate funds obtained through the Master Lease as follows:

Capital Projects Fund	\$836,000
School Operating Fund	\$836,000

; and

BE IT STILL FURTHER RESOLVED that:

1. The Board of Supervisors adopts this declaration of official intent under Treasury Regulation Section 1.150-2(26CFR 1.150-2); and
2. The Board of Supervisors reasonably expects to reimburse advances made or to be made by the County to pay the costs of eight replacement school buses from the proceeds of one or more financings under the Master Lease. The maximum amount of financing expected to be obtained for the equipment is Eight Hundred Thirty-six Thousand Dollars (\$836,000).

A Copy, teste:



Anthony J. Romanello, ICMA-CM  
County Administrator

AJR:NC

## SCHOOL BOARD MEMBERS

## STAFFORD COUNTY PUBLIC SCHOOLS

W. BRUCE BENSON, Ed.D.  
SuperintendentHOLLY HAZARD  
ChairIRENE EGAN  
Vice-ChairEMILY FALLON  
PATRICIA HEALY  
C. SCOTT HIRONS  
NANETTE KIDBY  
DEWAYNE McOSKER, JR.

## RESOLUTION BY THE STAFFORD COUNTY SCHOOL BOARD FOR FY2015 CARRYFORWARD FUNDS

**WHEREAS**, by the close of FY 2015, Stafford County Public Schools accumulated carryforward funds totaling \$9,747,653 that were returned to the county by reducing its local operating transfer from the county;

**WHEREAS**, \$1,150,000 of the FY 2015 carryforward funds were budgeted as a source of revenue in the FY 2016 School Operating Fund Budget for various technology and operations and maintenance capital needs and re-appropriated by the County of Stafford, Virginia's Board of Supervisors on December 15, 2015;

**WHEREAS**, after posting the year-end payroll accruals for FY 2015, the combined salary and benefits lapse (savings) for FY 2015 was estimated at approximately \$8,336,000 and was then recommended by the Superintendent to be spent on various one-time, non-recurring capital needs, as follows:

Funding for Summer 2016 Infrastructure Projects	\$1,850,000
Repayment of L/P Debt for New ERP System	2,150,000
Repayment of L/P Debt for School Buses	836,000
Cash Capital Reserve for School Capital Project Outlays	<u>3,500,000</u>
<u>Total</u>	<u>\$8,336,000 ;</u>

**WHEREAS**, the year-end closing and annual audit processes for FY 2015 resulted in additional FY 2015 carryforward funds from excess unappropriated operating revenues and unspent operating expenditure appropriations totaling \$261,673 to be spent on other one-time, non-recurring capital needs, such as Drivers' Education vehicles and school furniture, exclusive of the \$1,150,000 that was budgeted as a source of revenue in the FY 2016 Budget and the combined salary and benefits savings that was estimated at \$8,336,000; and,

**WHEREAS**, the County of Stafford, Virginia has expressed its commitment to re-appropriate the FY 2015 carryforward funds totaling \$9,747,673 in the FY 2016 School Operating Fund Budget, of which \$1,150,000 was appropriated on December 15, 2015 and \$836,000 was appropriated on June 2, 2015 by the County of Stafford, Virginia's Board of Supervisors; and,

**WHEREAS**, the County of Stafford, Virginia will record in its General Fund a \$3,500,000 reservation of fund balance for the Cash Capital Reserve Fund to be appropriated as used for school capital project outlays.

**NOW, THEREFORE, BE IT RESOLVED**, that the Stafford County School Board hereby submits its formal request of the County of Stafford, Virginia's Board of Supervisors to re-appropriate the remaining balance of FY 2015 carryforward funds totaling \$4,261,673 in the FY 2016 School Operating Fund Budget.

Adopted by the Stafford County School Board this 9th day of February 2016.

Holly H. Hazard, Chairman  
 Stafford County School Board

Roberta G. Euring, Clerk  
 Stafford County School Board



## SCHOOL BOARD MEMBERS

HOLLY HAZARD  
Chair

IRENE EGAN  
Vice-Chair

EMILY FALLON  
PATRICIA HEALY  
C. SCOTT HIRONS  
NANETTE KIDBY  
DEWAYNE McOSKER, JR.

## STAFFORD COUNTY PUBLIC SCHOOLS

W. BRUCE BENSON, Ed.D.  
Superintendent



**RESOLUTION TO ESTABLISHMENT  
OF A SCHOOL  
CASH CAPITAL RESERVE FUND**

**WHEREAS**, reserve funds are mechanisms designed to accumulate dedicated cash for future capital project outlays, as defined by the County and School Board;

**WHEREAS**, the practice of planning ahead and systematically saving for future capital project outlays evidences prudent fiscal management that can reduce or eliminate interest and other financing costs associated with debt issuance;

**WHEREAS**, the Stafford County Board of Supervisors re-adopted the County's financial management policy entitled "Principles of High Performance Financial Management" on November 17, 2015, which sets specific financial goals and parameters to guide the County's future financial decision-making processes;

**WHEREAS**, Stafford's recently adopted "Principles of High Performance Financial Management" authorized the Schools to create a capital project reserve fund of \$1,500,000 designed to reduce reliance on debt, to provide cash flow for capital projects, and to pay down high interest debt when advantageous. Funds above the minimum level may be added to the reserve from unspent year-end school funds;

**WHEREAS**, Stafford's adopted "Principles of High Performance Financial Management" set as a goal that 1% of the schools operating budget will be set aside for pay-as-you-go capital projects by July 1, 2015 with a goal of 2% by July 1, 2017 and such cash capital will be used for only small capital projects and infrastructure needs;

**WHEREAS**, the School Board desires to develop sound financial practices that make progress toward this cash capital goal, reduce debt service and meet the capital needs of the division in a timely, efficient and fiscally responsible manner;

**WHEREAS**, the School Board finds that the establishment of such a fund will benefit the citizens and students of Stafford County by allowing the division to maintain a reliable base of funding to help meet unanticipated capital needs, including unanticipated increases in construction costs, provide additional funding for emergency projects, offset fluctuations in revenue projections, and/or provide a course of funding for additional infrastructure improvements that may be necessary;

**THEREFORE BE IT RESOLVED** that there is hereby established a School Cash Capital Reserve Fund to accumulate cash for future capital project outlays, as defined by County and School Board;

**BE IT FURTHER RESOLVED** that the School Board desires to meet the goals

established by Stafford County's "Principles of High Performance Financial Management" and will establish policies designed to meet those goals through the use of a School Cash Capital Reserve Fund and other financial policies and planning tools;

**BE IT FURTHER RESOLVED** that the School Board directs the Finance and Budget Committee to develop recommendations to achieve these goals, including but not limited to the development of a fiscal year-end process for determining the recommended amount of carry-forward funds to be directly deposited into the School Cash Capital Reserve Fund on an annual basis;

**BE IT FINALLY RESOLVED** that the School Board will continue to work with the Board of Supervisors to develop and implement sound financial policies that ensure the capital needs of the school division are funded in an efficient, responsible and timely manner.

Adopted by the Stafford County School Board this 23rd day of February, 2016.

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Holly Hazard, Chairman  
Stafford County School Board

---

Roberta Euring, Clerk  
Stafford County School Board

# STAFFORD COUNTY PUBLIC SCHOOLS

## SCHOOL BOARD MEMBERS

HOLLY HAZARD  
Chair

IRENE EGAN  
Vice-Chair

EMILY FALLON  
PATRICIA HEALY  
C. SCOTT HIRONS  
NANETTE KIDBY  
DEWAYNE McOSKER, JR.

31 Stafford Avenue  
Stafford, Virginia 22554-7246  
Phone: 540-658-6000  
<http://www.staffordschools.net>

W. BRUCE BENSON, Ed.D.  
Superintendent



April 28, 2016

Mr. Anthony J. Romanello, ICMA-CM  
County Administrator  
County of Stafford  
13300 Courthouse Road  
Stafford, Virginia 22554

Dear Mr. Romanello:

The School Board recently received an interim report regarding the forensic review and authorized its release, as well as continued investigation. The report identifies a number of concerning budget and budget adjustment practices in FY13, including a large number of budget adjustments impacting a significant number of accounts, inaccurate quarterly reports, redirection of funds in personnel and benefit lines, and failure to reconcile budgeted amounts with actuals.

As communicated to the School Board at a special called meeting on August 3, 2015, the \$8.3M net savings from salary lapse in FY15 is partially due to a \$5.0M overestimate of projected salaries in FY14. Projected salaries for FY15 should have been adjusted downward during the budget development process to more accurately reflect actual personnel and benefit expenditures. Staff did not consider budget transfers related to the overestimate that were made during the course of FY14 when establishing baselines for FY15. Financial reports received by the School Board did not identify the potential of being under budget given that the sum of expenditures-to-date and encumbered/estimated expenditures were not out of line with adjusted budget amounts.

In order to improve transparency and tighten controls regarding the budget and budget adjustments, the following improvements have been made:

- Converted budget development spreadsheets from Lotus to Excel to ensure data control, integrity, and security;
- Realigned responsibilities for accounting, budget, grants, payroll, and purchasing functions ensuring multi-point review;
- Increased detail, timeliness, and utility of monthly and quarterly financial statements and issued them (posted to website) on a timely basis;
- Reconciled and analyzed funds received and unspent (payroll and non-payroll) at fiscal year-end (FY15);
- Reduced budget amendment/transfer review and approval process threshold from \$20,000 to \$10,000;
- Implemented quarterly review of contracted positions and calculation of contracted salary and benefits lapse;
- Built FY17 Budget baseline using template developed for calculation of contracted salary and benefits lapse;
- Implemented a 3-year actual trend analysis to identify expenditure savings and revenue growth opportunities; and,

Mr. Anthony Romanello

April 28, 2016

Page 2

- Implemented additional internal controls and standard operating procedures for budget amendment/transfer processing.

I believe that the actions taken to date significantly improve the utility, accuracy, and oversight of budget development and management processes, improving our stewardship in the allocation and use of resources.

The School Board approved a resolution on February 9, 2016, regarding the use of \$9,747,673 in carryover funds from FY2015. At the School Board meeting held on April 26, 2016, the School Board reaffirmed this request and supports a reduction of the amount designated to cash capital reserve in support of the Anne E. Moncure Elementary School Rebuild as follows:

Item	Amount
Budgeted FY2016 revenue for technology/operations/maintenance capital needs	\$1,150,000.00
Drivers' Education vehicles and school furniture	261,673.00
Funding for Summer 2016 Infrastructure Projects	1,850,000.00
Repayment of L/P Debt for New ERP System	2,150,000.00*
Repayment of L/P Debt for School Buses	836,000.00
Cash Capital Reserve for School Capital Project Outlays	1,500,000.00
Anne E. Moncure Elementary School Rebuild	2,000,000.00
<b>TOTAL</b>	<b>\$9,747,673.00</b>

\*Amount may be adjusted downward based upon appropriation of funds and payments to date.

Enclosed you will find an itemized list of the summer 2016 infrastructure projects referenced in the table above.

Should you need any additional information or have any questions regarding this request, please do not hesitate to contact me.

Sincerely,



W. Bruce Benson, Ed.D.  
Superintendent

cc w/enclosure:

School Board Members  
Maria Perrotte  
Nancy Collins  
Lance Wolff  
Scott Horan  
Kate Gilliam

ASSISTANT SUPERINTENDENT OF OPERATIONS  
2016 INFRASTRUCTURE PROJECTS

<b>Pri</b>	<b>Description</b>	<b><u>Estimated</u> Cost</b>	<b><u>Cumulative</u></b>	<b><u>Remarks</u></b>
1.0	Replace Generator - H. H. Poole MS	\$200,000	\$200,000	Replacement of existing generator due to exceeded operational life expectancy.
2.0	Repair Gym Roof - Gari Melcher Complex	\$550,000	\$750,000	Replacement of existing roof due to exceeded operational life expectancy; roof leaks have been increasing and have damaged gym floor and other areas of the facility.
3.0	Replace Cooling Towers - North Stafford HS	\$450,000	\$1,200,000	Replacement of existing cooling towers at North Stafford HS with salvaged cooling tower from Stafford HS. Existing towers are failing due to corrosion. This project also repairs areas in the mechanical court yard and replaces an existing Storage Building and Fence.
4.0	Replace CTE Dust Collection Systems - A. G. Wright MS, Mountain View HS, Drew MS, and Brooke Point HS	\$357,000	\$1,557,000	Repair & replacement of dust collection systems at four schools. A study was conducted last year at the request of CTE to obtain the operational condition of all dust collectors at our HS and MS. These four are the highest priorities efforts needing repair (Mountain View HS) and replacement (Brooke Point HS, AG Wright MS & Drew MS) due to life expectancy. Replacement systems are on the verge of totally failing, but are still operating at significantly lower operational levels.
5.0	Install Fire Suppression System NOCs - Colonial Forge HS and Alvin York Bandy Admin Complex	\$150,000	\$1,707,000	Installation of a primary non aqueous based fire suppression system (retardant). SCPS's Technology Network Operations Centers (NOC) spaces at Alvin York Bandy Admin Complex and Colonial Forge HS will still have an aqueous based fire protection system (part of the buildings main sprinkler system), but this system will be designed to discharge only if primary system does not contain a potential fire. This allows for fire to be suppressed in these areas without significant damage to the electronic servers in these spaces. The criticality and value these servers have to the Division have made the installation of this suppression system critical.
6.0	Repair Erosion & Drainage - Dixon Smith MS	\$143,000	\$1,850,000	Repair erosion and drainage issues along the entrance road and track. Project is divided into 9 phases. This effort funds the first four (4) phases around the track and entrance road.

## BOARD OF SUPERVISORS

### Agenda Item

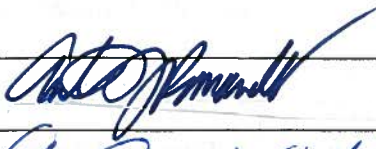
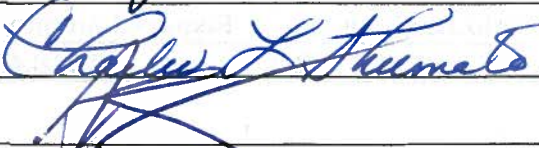

<b>Meeting Date:</b>	June 21, 2016
<b>Title:</b>	Authorize the Issuance of General Obligation Bonds, Budget and Appropriate Funding for the Construction Phase of the Courthouse Road Improvement Project, and Authorize Payment to the Virginia Department of Transportation for this Phase
<b>Department:</b>	Finance and Budget
<b>Staff Contact:</b>	Maria J. Perrotte, Chief Financial Officer
<b>Board Committee/ Other BACC:</b>	Finance, Audit, and Budget Committee
<b>Staff Recommendation:</b>	Approval
<b>Fiscal Impact:</b>	Increases Transportation Fund Budget by \$3.3 Million
<b>Time Sensitivity:</b>	Payment required July 1, 2016

**ATTACHMENTS:**

1.	Background Report	3.	Proposed Resolution R16-172
2.	Proposed Resolution R16-159		

X	<b>Consent Agenda</b>		<b>Other Business</b>		<b>Unfinished Business</b>
	<b>Discussion</b>		<b>Presentation</b>		<b>Work Session</b>
	<b>New Business</b>		<b>Public Hearing</b>		<b>Add-On</b>

**REVIEW:**

X	County Administrator	
X	County Attorney	
X	Public Works	

<b>DISTRICTS:</b>	Garrisonville, Hartwood, and Rock Hill
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## **BACKGROUND REPORT**

The Board identified improvements to Courthouse Road, west from Cedar Lane to Winding Creek Road (Project), as a priority, and reallocated previously awarded State Revenue Sharing funds to this Project to cover the increased project cost, as a direct result of adjustments made to the I-95/Exit 140 project. As a State Revenue Sharing project, a 50/50 match of local funds is required. The project will be administered by the Virginia Department of Transportation (VDOT) and is estimated to cost approximately \$36 million.

VDOT informed the County that the engineering and right-of-way efforts have advanced, and VDOT is now ready to proceed with the construction phase of the Project. VDOT estimates the construction phase will cost approximately \$26 million, of which the County is responsible for paying approximately \$13 million. To proceed with the construction phase, VDOT has requested a payment of \$3.3 million by July 1, 2016, with a second payment of \$9.7 million due by July 1, 2017.

The Project is included in the voter-approved 2008 Transportation Bond Referendum, which was subsequently extended for an additional two years. It is also included in the approved Capital Improvement Program (CIP) and is planned for completion using bond proceeds, proffers, and impact fees. Adopted Resolutions R13-209 and R15-204 previously authorized a bond issuance in the combined amount of \$5.6 million.

The table shown below outlines the funding sources for this Project:

Local Funds	
Bonds	\$15,916,153
Proffers	249,372
Impact Fees	302,506
subtotal	16,468,031
State/Federal Funding	19,501,969
Total	\$35,970,000

In FY2013, the County paid VDOT \$3.5 million towards the ROW acquisition phase of the Project. Proposed Resolution R16-159 requests authorization for bond issuance, which will be used toward the construction phase of the Project. To ensure sufficient funding for the Project, the County's bond counsel recommends that the Board approve the issuance of bonds in an amount not to exceed \$10.8 million, which includes a contingency cushion to manage potential fluctuations in the bond market. Therefore, the bond authority would be slightly higher than the amount shown for the Project. The market contingency will not increase the Project budgets or debt service costs. It is anticipated that bonds will be sold in the spring, 2017.

Summary of Bond Funding for Courthouse Road			Authorize Bond with 5% Market Contingency
Total Required	Previously Issued	Required Amount	Proposed Resolution R16-159
\$15,916,153	5,597,752	10,318,401	\$10,800,000



Due to lack of available cash in the County's Transportation Fund, the County plans to make the \$3.3 million payment to VDOT in July, 2016, by utilizing the remaining proceeds from the 2015 bond issuance, and a temporary loan from the Capital Projects Reserve. The Capital Projects Reserve will be reimbursed in the spring of 2017 once the bond proceeds are received.

Proposed Resolution R16-172 authorizes the County to budget, appropriate, and make a payment of \$3.3 million to VDOT from the Transportation Fund. The authorization of the bond issuance (proposed Resolution R16-159) as the funding source is required before the budget, appropriation, and payment can be approved. Because the bonds were General Obligation bonds approved by the voters, no public hearing is required.

The second payment of \$9.7 million, associated with the construction phase of this Project, will be brought to the Board to consider budgeting and appropriating in the spring of 2017, during the budget process.

This item was discussed at the Board's June 7, 2016 meeting, and is on the Finance, Audit, and Budget Committee's agenda for discussion on June 21, 2016. Staff recommends approval of proposed Resolution R16-159 and proposed Resolution R16-172 as detailed above.

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 21<sup>st</sup> day of June, 2016:

MEMBERS:

Robert “Bob” Thomas, Jr., Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Wendy E. Maurer  
Paul V. Milde, III  
Gary F. Snellings

VOTE:

On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF STAFFORD, VIRGINIA, AUTHORIZING THE  
ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS

WHEREAS, at an election held on November 4, 2008 (Transportation Bond Referendum) the voters of the County of Stafford, Virginia (County), approved the issuance of general obligation bonds of the County in the maximum amount of \$70,000,000 to finance transportation improvement projects (Transportation Projects); and

WHEREAS, by Resolution adopted on September 1, 2015, the Board of Supervisors of the County (Board), approved extending the period during which bonds may be issued pursuant to the Transportation Board Referendum to a period ending on November 4, 2018; and

WHEREAS, the County has issued general obligation bonds approved by the Transportation Bond Referendum in the principal amount of \$12,170,267 and \$57,829,733 in general obligation bonds are approved and unissued pursuant to the Transportation Bond Referendum; and

WHEREAS, the Board has determined that it is advisable to issue general obligation bonds pursuant to the Transportation Bond Referendum in the maximum principal amount of \$10,800,000 (Bonds) to finance (a) the costs of Transportation Projects and (b) the costs of issuing the Bonds; and

WHEREAS, the Board has determined that it may be necessary or desirable to advance money to pay the costs for the Projects and to reimburse such advances with proceeds from one or more series of Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF STAFFORD, VIRGINIA, on this the 21<sup>st</sup> day of June, 2016:

Authorization of Bonds and Use of Proceeds. The Board hereby determines that it is advisable to contract a debt and to issue and sell the Bonds of the County in the aggregate principal amount not to exceed \$10,800,000 for the purpose of financing (a) the costs of Transportation Projects and (b) the costs of issuing the Bonds. The issuance and sale of Bonds in one or more series is hereby authorized and approved.

Declaration of Intent. The Board hereby adopts this declaration of official intent under Treasury Regulation § 1.150.2. The Board reasonably expects to reimburse advances made or to be made by the County to pay the cost of the Projects.

Form of the Bonds. Each series of Bonds shall be in such form as may be attached to any subsequent resolution that approves the details of such series of Bonds.

Payment. All payment terms of a series of Bonds shall be set forth in a subsequent resolution that approves the details of such series of Bonds.

Execution of the Bonds. No Bonds shall be executed until the Board adopts a subsequent resolution approving of and setting forth the details of the Bonds.

Pledge of Full Faith and Credit. For the prompt payment of the principal of, and the premium, if any, and the interest on the Bonds as the same shall become due, the full faith and credit of the County are hereby irrevocably pledged, and in each year while any of the Bonds shall be outstanding there shall be levied and collected in accordance with law an annual ad valorem tax upon all taxable property in the County subject to local taxation sufficient in amount to provide for the payment of the principal of, and the premium, if any, and the interest on the Bonds as such principal, premium, if any, and interest shall become due, which tax shall be without limitation as to rate or amount and in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.

Filing of Resolution. The appropriate officers or agents of the County are hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of the County.

Further Actions. Subject to the limitation on the execution of Bonds set forth in Section 5, the County Administrator, the Chairman of the Board, and all such other officers, employees and agents of the County as either of them may designate are hereby authorized to take such action as the County Administrator or the Chairman of the Board may consider necessary or desirable in connection with the issuance and sale of the Bonds and any such action previously taken is hereby ratified and confirmed.

Effective Date. This Resolution shall take effect immediately.

The undersigned Clerk of the Board of Supervisors of the County of Stafford, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Board of Supervisors held on June 21, 2016, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution, a quorum was present. The front page of this Resolution accurately records (i) the members of the Board of Supervisors present at the meeting, (ii) the members who were absent from the meeting, and (iii) the vote of each member, including any abstentions.

WITNESS MY HAND and the seal of the Board of Supervisors of the County of Stafford, Virginia, on this the 21<sup>st</sup> day of June, 2016.

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Clerk, Board of Supervisors  
of the County of Stafford, Virginia

(SEAL)

R16-172

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 21<sup>st</sup> day of June, 2016:

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MEMBERS:

Robert “Bob” Thomas, Jr., Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Wendy E. Maurer  
Paul V. Milde, III  
Gary F. Snellings

VOTE:

-----  
On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION TO BUDGET AND APPROPRIATE FUNDS FOR  
THE CONSTRUCTION PHASE OF THE COURTHOUSE ROAD  
IMPROVEMENT PROJECT, AND TO AUTHORIZE PAYMENT TO  
THE VIRGINIA DEPARTMENT OF TRANSPORTATION IN THE  
AMOUNT OF \$3,300,000

WHEREAS, the Board identified the improvements to Courthouse Road west from Cedar Lane to Winding Creek Road (Project), as a priority; and

WHEREAS, the Board requested State Revenue Sharing funding, which requires a 50/50 County match; and

WHEREAS, the Virginia Department of Transportation (VDOT) informed the County that the engineering and right-of-way efforts have advanced, and VDOT is ready to proceed with the construction phase of the Project; and

WHEREAS, the construction phase is estimated to cost \$25,901,434, requiring a County-matching payment of \$12,950,717; and

WHEREAS, VDOT agreed to allow the County to make its matching payment in two installments, the first due on July 1, 2016, for \$3,300,000, and the second due on July 1, 2017, for \$9,650,717; and

WHEREAS, the Project is included in the voter-approved 2008 Transportation Bond referendum, which was subsequently extended; and

WHEREAS, the Project is included in the Capital Improvement Program and designated to be completed using bond proceeds, proffers, and impact fees; and

WHEREAS, the Board authorized the issuance of bonds to help cover the cost of the payment to VDOT; and

WHEREAS, due to lack of available cash in the County's Transportation Fund, the County plans to make the first payment to VDOT by utilizing the remaining proceeds from the 2015 bond borrow and temporary cash borrowed from the Capital Projects Reserve, which will be reimbursed from future bond proceeds;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 21<sup>st</sup> day of June, 2016, that the County Administrator be and he hereby is authorized to budget and appropriate Three Million Three Hundred Thousand Dollars (\$3,300,000) from bond proceeds to the Transportation Fund; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to make a payment in the amount of Three Million Three Hundred Thousand Dollars (\$3,300,000) to the Virginia Department of Transportation (VDOT) for the Courthouse Road Improvement Project (Project); and

BE IT FURTHER RESOLVED that the Capital Projects Reserve be utilized as needed for cash flow in accordance with the Board's Financial Policies; and

BE IT STILL FURTHER RESOLVED that intent to reimburse for the Project be and it hereby is adopted as follows:

NOTICE OF INTENT TO REIMBURSE  
CERTAIN CAPITAL IMPROVEMENT EXPENDITURES

Section 1: Statement of Intent. The County presently intends to finance the Project with tax-exempt or taxable bonds or other obligations (the "Bonds") and to reimburse capital expenditures paid by Stafford County (including expenditures previously paid by the County to the extent permitted by law) in connection with the Courthouse Road improvement project before the issuance of the Bonds.

Section 2: Source of Interim Financing and Payment of Bonds. Stafford County expects to pay the capital expenditures related to the Project incurred before the issuance of the Bonds with an inter-fund loan or loans from the Transportation Fund or from temporary appropriations or loans from the Capital Projects Reserve. Stafford County expects to pay debt service on the Bonds from the General Fund consisting of general tax revenues for the Project.

Section 3: Effective Date; Public Inspection. This Resolution is adopted for the purposes of complying with Treasury Regulation Section, 1.150-2, or any successor regulation, and shall be in full force and effect upon its adoption. The Clerk of the Board shall file a copy of this Resolution in the records of Stafford County available for inspection by the general public during Stafford County's normal business hours.

AJR:jdt:jae:tbm



**BOARD OF SUPERVISORS**  
**Agenda Item**

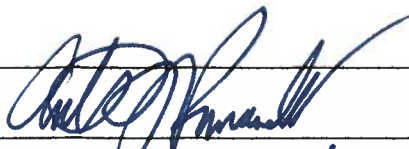
<b>Meeting Date:</b>	June 21, 2016
<b>Title:</b>	Allocate Schools' FY2015 Carryover Funds for the Purchase of School Buses
<b>Department:</b>	Finance and Budget
<b>Staff Contact:</b>	Maria J. Perrotte, Chief Financial Officer
<b>Board Committee/ Other BACC:</b>	Finance, Audit, and Budget Committee
<b>Staff Recommendation:</b>	Approval
<b>Fiscal Impact:</b>	See background report
<b>Time Sensitivity:</b>	Action required by the end of the fiscal year (6/30/16)

**ATTACHMENTS:**

1.	Background Report	3.	Resolution R15-222
2.	Proposed Resolution R16-52		

<input type="checkbox"/>	<b>Consent Agenda</b>	<input type="checkbox"/>	<b>Other Business</b>	<input checked="" type="checkbox"/>	<b>Unfinished Business</b>
<input type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Presentation</b>	<input type="checkbox"/>	<b>Work Session</b>
<input type="checkbox"/>	<b>New Business</b>	<input type="checkbox"/>	<b>Public Hearing</b>	<input type="checkbox"/>	<b>Add-On</b>

**REVIEW:**

X	County Administrator	
X	County Attorney	<i>Ryckelle M. Miller for CLS</i>

<b>DISTRICT:</b>	N/A
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### **BACKGROUND REPORT**

On June 2, 2015, the Board approved Resolution R15-222 (Attachment 3) which authorized the issuance of Master Lease debt to purchase eight school buses at a cost of \$836,000. The Schools purchased the buses in the current fiscal year and the County transferred funds to cover the costs of the buses. It was intended that the County would reimburse itself with proceeds from the Master Lease. Staff recommends that the Schools' unspent FY2015 carryover funds be allocated to reimburse the County for this purchase, instead of issuing the debt. This action would reduce our reliance on debt, keeping with the Board's financial policies.

The School Board has previously requested that the unspent FY15 balance be allocated as follows:

		Balance	
		9,747,673	Total FY15 Schools' unspent
Appropriated 12/15/15	\$ 1,150,000	\$ 8,597,673	Included in FY16 budget, reappropriated 12/15/15 (R15-410)
Schools' Capital Project Reserve	1,500,000	7,097,673	Reserved in FY15, per Board's Financial Policies
School buses	836,000	6,261,673	Board authorized debt issuance in June 2015; debt service not included in FY17 budget
Moncure Elementary School	2,000,000	4,261,673	Cash for project included in FY17 CIP
Financial System	2,150,000	2,111,673	Payoff master lease debt on ERP; debt service not included in FY17 budget
Schools Infrastructure Projects	1,850,000	261,673	
Drivers' Ed Car, School Furniture	261,673	-	

The items highlighted in yellow have already occurred through either Board appropriation or in compliance with the Board's financial policies.

The FY2017 budget anticipates use of this cash; therefore, it does not include funds for debt service for the buses.

Proposed Resolution R15-52 amends the budget to reflect that \$836,000 of the Schools' FY2015 unspent carryover funds is to be used to reimburse the County for the purchase of school buses instead of issuing Master Lease debt. This action has no effect on the Schools' FY2017 budget. Staff recommends approval.

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 21st day of June, 2016:

MEMBERS:

Robert "Bob" Thomas, Jr., Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Wendy E. Maurer  
Paul V. Milde, III  
Gary F. Snellings

VOTE:

On motion of , seconded by , which carried by a vote of , the following was adopted:

A RESOLUTION TO AMEND THE BUDGET TO ALLOCATE  
RESERVE FUNDS FOR THE PURCHASE OF EIGHT SCHOOL  
BUSES

WHEREAS, the Board has previously appropriated \$836,000 in FY2015 in Master Lease proceeds for the purchase of eight school buses; and

WHEREAS, the Board desires to pay cash for the purchase, reducing the County's reliance on debt; and

WHEREAS, funds are available in the Schools' unspent FY2015 carryover funds, which has been reserved for one-time uses;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 21<sup>st</sup> day of June, 2016, that it be and hereby does amend the FY2016 budget as follows:

General Fund	\$836,000
Capital Projects Fund	(\$836,000)

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 2<sup>nd</sup> day of June, 2015:

<u>MEMBERS:</u>	<u>VOTE:</u>
Gary F. Snellings, Chairman	Yes
Laura A. Sellers, Vice Chairman	Yes
Meg Bohmke	Yes
Jack R. Cavalier	Yes
Paul V. Milde III	Yes
Cord A. Sterling	Absent
Robert "Bob" Thomas, Jr.	Absent

On motion of Mr. Cavalier, seconded by Ms. Sellers, which carried by a vote of 5 to 0, the following was adopted:

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO OBTAIN FINANCING FOR THE PURCHASE OF EIGHT REPLACEMENT SCHOOL BUSES THROUGH THE COUNTY'S MASTER LEASE AND AMEND THE FY2016 CAPITAL PROJECTS FUND AND SCHOOLS' OPERATING FUND BUDGETS

WHEREAS, the Board desires to provide funding for the School Board's purchase of eight replacement school buses; and

WHEREAS, the purchase of the replacement buses will be financed under the Master Lease dated June 6, 2008 (as amended and supplemented, the Master Lease), between the County of Stafford, Virginia and SunTrust Equipment Finance & Leasing Corp.; and

WHEREAS, Master Lease proceeds will be available in FY2016;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 2<sup>nd</sup> day of June, 2015, that it be and hereby does authorize the County Administrator to obtain financing through the County's Master Lease for the purchase of eight replacement school buses; and

BE IT FURTHER RESOLVED that the County Administrator be and he hereby is authorized to execute and deliver such documents as are necessary or appropriate in connection with the financing of eight replacement school buses under the Master Lease, including any schedules thereto; and

BE IT FURTHER RESOLVED that the FY2016 Budget is amended to budget and appropriate funds obtained through the Master Lease as follows:

Capital Projects Fund	\$836,000
School Operating Fund	\$836,000

; and

BE IT STILL FURTHER RESOLVED that:

1. The Board of Supervisors adopts this declaration of official intent under Treasury Regulation Section 1.150-2(26CFR 1.150-2); and
2. The Board of Supervisors reasonably expects to reimburse advances made or to be made by the County to pay the costs of eight replacement school buses from the proceeds of one or more financings under the Master Lease. The maximum amount of financing expected to be obtained for the equipment is Eight Hundred Thirty-six Thousand Dollars (\$836,000).

A Copy, teste:



Anthony J. Romanello, ICMA-CM  
County Administrator

AJR:NC

**Board of Supervisors**

Robert "Bob" Thomas, Jr., Chairman  
Laura A. Sellers, Vice Chairman  
Meg Bohmke  
Jack R. Cavalier  
Wendy E. Maurer  
Paul V. Milde, III  
Gary F. Snellings

Anthony J. Romanello, ICMA-CM  
County Administrator

To: Infrastructure Committee

From: Keith Dayton  
Deputy County Administrator

Date: June 17, 2016

**Subject: Financing Support for R-Board Capital Expenses**

Stafford County (County) and the City of Fredericksburg (City) provided financing support to allow the issuance of revenue bonds for the construction of Cell F2 at the Rappahannock Regional Landfill (Landfill). The R-Board completed construction of this landfill cell and placed it in operation just after the New Year. Both localities also passed flow control ordinances to require solid waste originating in the County and City to be delivered to the Landfill. These two actions have resulted in reversing the declining financial outlook for Landfill.

In FY2015, the R-Board completed the year without drawing from reserve funds. In FY2016, the R-Board budgeted slightly more than \$1 million to fund one-third of the cost for Cell F2 construction, but none for operational expenses. While there are a couple of weeks remaining in FY2017, it appears that the R-Board will not require the use of the funding reserve programmed for Cell F2.

The R-Board began FY2016 with approximately \$6 million in reserves, although with our liabilities factored in, we have an unrestricted net assets deficit of over \$2.7 million. These liabilities are primarily related to the regulatory responsibilities for closing active landfill cells, and for post-closure monitoring for the mandatory 30-year period following completion of the closure activities.

Landfill regulations are enforced by the Department of Environmental Quality and require that landfill cells which have been filled and no longer receiving solid waste receive a permanent cap within two years after being removed from service. With an extended period of poor financial performance resulting from the economic recession and changing market influences, the R-Board deferred closure of some landfill cells past the regulatory deadline. While that delayed capital costs at a critical time, we now have 3 closed landfill cells that are due for permanent closure.

This work, estimated at approximately \$3 million, was budgeted for FY2017 using R-Board reserves. The work was offered for public bids, with the lowest responsive bid being \$3,083,120. The R-Board is concerned about using approximately half of the reserve fund for a single project at a time when revenues are volatile.



June 17, 2016

At their June 15<sup>th</sup> meeting, the R-Board authorized the contract to permanently close the landfill cells no longer in service, and request the City and County assist with financing the contract. As proposed, the City, County and R-Board would each provide one-third of the \$3, 083,120 contract amount, with the R-Board paying the debt service for the localities over a seven-year period. The R-Board would fund their share of this expense from reserve funds, by applying those funds originally programmed for Cell F2 costs to the closure costs.

The R-Board also deferred the acquisition of major equipment while deciding on the future operations at the Landfill. The Landfill is operating two older bulldozers for solid waste operation. One of these is past the time recommended for replacement, and will need an expensive overhaul shortly. The replacement equipment costs \$295,655, and could be financed by the localities avoiding further draw upon the reserve fund. The R-Board also approved requesting the County and City to provide funding for that as well.

The County could fund their portion of the combined amount of \$1,175,534 from the Capital Projects Reserve at 1.5% interest for a seven-year term. An interest rate of 1.5% is considerably more than our funds are earning in bank interest rates. This would allow the R-Board to continue operations without drawing current reserves down to an unacceptably low level. Current projections show the R-Board replenishing the reserve fund beginning in FY2018.

Information regarding the closure contract provided to the R-Board at their recent meeting, along with the adopted resolutions is attached.

KCD:kd







## **Rappahannock Regional Solid Waste Management Board**

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

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**To: R-Board Members**

**From: Keith Dayton, Director**

**Date: June 13, 2016**

**RE: Contract for Closure of Cells B, C, and D**

The R-Board is asked to authorize a contract to provide construction services for the Cell B, C, and D closure project. These solid waste cells have been closed with temporary cover for several years with no expectation that additional solid waste will be added to them. In order to comply with the terms of our solid waste landfill permit, and state DEQ regulations, we are required to close areas of the landfill with a permanent cap that have not received waste in 24 months. Cells B, C, and D are now beyond that limit and must be closed to maintain compliance.

To meet this regulatory requirement, we solicited for public bids on May 13, 2016 and closed the advertisement on Wednesday June 8. Two firms bid on the project, with the lowest two bids tallied below.

Sargent Corporation	\$3,083,120
Chemung Contracting Corporation	\$3,665,000

The proposed work includes a bid alternate to extend a landfill gas header to avoid having to extend this pipe at a later date when the disruption will make the work more costly. This alternate added \$9,760 to the cost of the work. Following review, staff has determined that Sargent Corporation is the lowest responsive bidder. Furthermore, we believe the bid amount is reasonable for the scope of work required.

Funding for this project was included in the approved FY2017 budget in the amount of \$3,000,000. The bid amount is slightly higher than this amount, with no contingency included. Including an additional \$67,000 to the project budget would provide for a modest contingency. While the closure effort could be scaled back, staff recommends proceeding with completing closure activities for Cells B, C, and D at this time.

Should the R-Board desire to directly fund the closure costs, an estimated \$3,150,000 would be required from the reserve fund. However, if the participating localities provide loans for a eight year term of \$1,000,000 each, with the balance provided by the R-Board, staff believes the draw down of reserves would be significantly reduced.

The R-Board budgeted \$1,067,000 in FY2016 from the reserve fund for construction of Cell F2. A combination of lower than expected expenses, combined with additional revenues allowed funding of Cell F2 without the use of reserves. It is possible to apply the \$1 million in reserve funds not expended

for Cell F2 towards the contract for Cells B, C, and D closure, with financing of \$1 million each from the City and County as noted above.

Staff has provided an updated Pro Forma reflecting the improved revenue performance in FY2016, the avoidance of the use of reserve funds for Cell F2 construction, and projecting increased revenues for the next six years. This analysis assumes \$2 million in debt provided by the City and county, and paid off over an 8-year period, and indicates that the R-Board would have no difficulty funding the debt service on \$2 million in funding provided by the participating localities. Early payoff of the debt would also be a possibility.

The R-Board could choose to authorize the contract and initiate the work after July 1<sup>st</sup> while the R-Board determines whether to request financing assistance from the City and County.

Staff recommends that the R-Board authorize the execution of a contract with Sargent Corporation for construction of the closure of Cells B, C, and D Closure in an amount not to exceed \$3,083,120, unless modified by a duly executed change order. Resolution RB16-04 is included for R-Board consideration.

KCD:jp

Attachments (as noted)

June 13, 2016

			Current Assets (Reserve Fund Balance)					
FY2015 Balance								
\$ 7,013,442	\$ 5,946,442	\$ 5,946,442	\$ 5,282,442	\$ 5,971,222	\$ 6,677,888	\$ 7,426,974	\$ 8,194,001	\$ 8,981,972
FY2015 Unrestricted Net Assets								
\$ (2,674,331)								



## **Rappahannock Regional Solid Waste Management Board**

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**RB16-04**

### **RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD**

#### **RESOLUTION**

At the regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) held in the Board of Supervisors Chambers, Stafford County Administration Center, 1300 Courthouse Road, Stafford, Virginia, on the 15<sup>th</sup> day of June, 2016;

<u>Members:</u>	<u>Vote:</u>
Paul V. Milde, III, Chairman	Yes
Mathew J. Kelly, Vice chairman	Yes
Mark Whitley	Yes
Jack R. Cavalier	Absent
Anthony J. Romanello	Yes
William C. Withers, Jr.	Yes

On motion of Mr. Romanello, seconded by Mr. Kelly, which carried by a vote of 5 to 0, with 1 absent, the following was adopted:

#### **A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH SARGENT CORPORATION FOR CONSTRUCTION OF CELLS B, C, AND D CLOSURE CAP AT THE RAPPAHANNOCK REGIONAL LANDFILL**

WHEREAS, disposal cells B, C, and D at the Rappahannock Regional Landfill (Landfill) have completed disposal activity; and

WHEREAS, the Department of Environmental Quality (DEQ) regulations and the operating permits for the Landfill require closure activities to commence within 24 months after the last disposal activity is complete in an area; and

WHEREAS, staff from prepared bidding documents and solicited public bids for the work; and

WHEREAS, two bids were received, with the lowest bid received from Sargent Corporation, in the amount of \$3,083,120, including \$9,760 for the extension of a landfill gas header included as a bid alternate; and

WHEREAS, staff has reviewed this bid and determined Sargent Corporation is the lowest responsive bidder; and

WHEREAS, funding for this Contract is included in the adopted FY2017 budget, although fully funded through the use of reserve funds; and



## **Rappahannock Regional Solid Waste Management Board**

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RB 16-04

Page 2

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) desires to avoid extensive reductions in the amount of reserve funds available; and

WHEREAS, funding could be provided with the City of Fredericksburg (City), County of Stafford (County), and the R-Board each funding a third of the cost; and

WHEREAS, the R-Board would repay the City and County over a seven (7) year term with interest;

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this 15<sup>th</sup> day of June, 2016, that the County Administrator or his Designee, is authorized to execute a contract with Sargent Corporation for construction of the Cell B, C, and D Closure Cap at the Rappahannock Regional Landfill in an amount not to exceed Three Million Eighty Three Thousand One Hundred Twenty Dollars (\$3,083,120), unless modified by a duly executed change order.

BE IT STILL FURTHER RESOLVED, that the City and County be requested to each provide up to One Million, Twenty-Eight Thousand Dollars (\$1,028,000) in funding for the construction of the Cell B, C, and D Closure Cap at the Rappahannock Regional Landfill, to be paid back over seven (7) years with interest.

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD

Keith C. Dayton, Director



## **Rappahannock Regional Solid Waste Management Board**

489 Eskimo Hill Road • Stafford, Virginia 22554 • 540-658-5279 • FAX 540-658-4523

**RB16-11**

### **RAPPAHANNOCK REGIONAL SOLID WASTE MANAGEMENT BOARD**

#### **RESOLUTION**

At the regular meeting of the Rappahannock Regional Solid Waste Management Board (R-Board) held in the Board of Supervisors Chambers, Stafford County Administration Center, 1300 Courthouse Road, Stafford, Virginia, on the 15<sup>th</sup> day of June, 2016;

<u>Members:</u>	<u>Vote:</u>
Paul V. Milde, III, Chairman	Yes
Mathew J. Kelly, Vice chairman	Yes
Mark Whitley	Yes
Jack R. Cavalier	Absent
Anthony J. Romanello	Yes
William C. Withers, Jr.	Yes

On motion of Mr. Romanello, seconded by Mr. Kelly, which carried by a vote of 5 to 0, with 1 absent, the following was adopted:

#### **A RESOLUTION REQUESTING FINANCING SUPPORT FROM STAFFORD COUNTY AND THE CITY OF FREDERICKSBURG FOR ACQUISITION OF EQUIPMENT FOR LANDFILL OPERATIONS**

WHEREAS, the Stafford County (County) and the City of Fredericksburg (City) has supported the continuation of operations at the Landfill by securing the financing necessary for construction of Cell F2, which provides for another seven (7) years of Landfill space; and

WHEREAS, the County and the City have passed flow control ordinances, which have resulted in large increases in solid waste delivered to the Landfill, along with the resulting revenue; and

WHEREAS, this increase in revenues have stabilized R-Board reserves, and promises to allow increasing the reserve fund in the near future; and

WHEREAS, the Rappahannock Regional Solid Waste Management Board (R-Board) has deferred the acquisition of equipment necessary for Landfill operations while discussions regarding future operations of the landfill were underway; and

WHEREAS, it is necessary to replace an existing bulldozer which is passed its useful life with new equipment of similar size; and

WHEREAS, Carter Machinery has proposed to sell a Caterpillar D6 bulldozer, properly equipped for solid waste operations, for the price of \$295,655; and



## **Rappahannock Regional Solid Waste Management Board**

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RB16-11  
Page 2

WHEREAS, the acquisition of this equipment could be funded through a seven (7) year loan provided by the County and City, rather than using reserves for a cash purchase, allowing the R-Board to retain an acceptable reserve fund balance; and

WHEREAS, the R-Board projects sufficient revenues to allow the repayment of this seven (7) loan to the City County at a 1.5% interest in the total amount of \$313,656; and

NOW, THEREFORE BE IT RESOLVED, by the Rappahannock Regional Solid Waste Management Board on this 15<sup>th</sup> day of June, 2016, that the R-Board requests equal financial support from the City of Fredericksburg and Stafford County in the total amount of \$295,655 to purchase a D6 Caterpillar Bulldozer for landfill operations.

A Copy, teste:

RAPPAHANNOCK REGIONAL SOLID WASTE  
MANAGEMENT BOARD

  
\_\_\_\_\_  
Keith C. Dayton, Director

CLERK'S OFFICE

# Stafford County Circuit Court

MICHAEL E. LEVY  
*Resident Judge*  
CHARLES S. SHARP  
*Resident Judge*  
VICTORIA A. B. WILLIS  
*Resident Judge*

P.O. BOX 69  
STAFFORD, VIRGINIA 22555  
(540) 658-8750

KATHLEEN M. STERNE  
*Clerk of Court*

DAWN E. CRISP  
*Chief Deputy*



May 5, 2016

Anthony Romanello  
County Administrator  
1300 Courthouse Rd.  
Stafford, VA 22554

Dear Anthony:

The Commonwealth of Virginia Compensation Board has reallocated positions and found it beneficial to our office to apply one of those allocated DCI positions to Stafford Circuit Court. As you know, the Stafford County Board of Supervisors has graciously given the Circuit Court an Administrative Associate position, fully funded.

I have included the FY16 Staffing Standards document to show the need our office has for personnel. In the document, it shows Stafford Circuit Court has a total additional full time employee need of 6.78 and we are third from the top in need for the Circuit Courts for the entire Commonwealth.

My concern is, now that the Compensation Board has given us an additional employee, this does not include any benefits that the County provides for all of its employees, nor does it meet the minimum start pay even for the lowest Administrative Associate position.

I would like, at this time, to ask the County of Stafford to fund the additional and provide the benefits to allow us to hire an additional Administrative Associate position at the \$32,500.00 or somewhere close to that, instead of using the money the Compensation Board has given us for another position to help fund the position the Board of Supervisors has fully funded.

Our office needs the additional employees to provide the services the citizens and the agencies we work with the service they have come to expect from the Stafford Circuit Court.

Thank you in advance for your consideration in this matter.

  
Kathy Sterne  
Clerk of Court



## GENERAL DEFINITION OF WORK

Participate, as determined by the County Administrator/Superintendent, in the development of solicitation(s), contracts, and the writing of draft documents for the County and the Schools.

Work collaboratively with the County Attorney, School Board legal counsel and project team.

As determined by the County Administrator/Superintendent to monitor the contractor's progress and performance to ensure goods and services conform to the contract requirements as designated.

For major CIP projects as identified by the County Administrator/Superintendent and by request based on scope and complexity of the contract.

Work with the end-user to authorize payments consistent with the contract terms in a timely manner.

As determined by the County Administrator/Superintendent works with the end-user to develop price/cost objectives for negotiations.

Works with the end user to analyze available data such as direct labor hours, contractor's current past performance, costs of previous procurements, and/or standards and other techniques in producing like or similar items.

Accepts products/technical services, and authorizes delivery, on behalf of the County or Schools predicated on confidence in their conformance to contract technical and quality requirements.

Works with the end-user to perform final closeout of assigned contract; e.g., assures delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions have been resolved before recommending closeout of the contract.

Exercise state and county remedies, as appropriate, where a contractor's performance is deficient.

Monitor contractor activity on a specified frequency to identify problem areas.

Resolving disputes in a timely manner.

Establish a procedure, identify responsible parties and establish a timeframe for handling non-compliance.

Document significant events.

Maintain appropriate records.

Assist with any special or unusual contract requirements.

Assist with special or unusual payment requirements.

## KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of procedures and practices involved in governmental purchasing, thorough knowledge of laws and regulations governing public purchasing by the County and the Schools, thorough knowledge of contracting methods, contract types and contracting principles and procedures applicable to the full range of pre-award, post-award and price/cost analysis activities involving diversified products or services, thorough knowledge in the preparation of specifications and invitations to bid; thorough knowledge of contract methods including formal advertising and negotiation; general knowledge of business practices, supply, and source selection, and market conditions to determine adequate price competition; general knowledge of accounting practices and procedures as they relate to governmental purchasing; some knowledge of computerized purchasing systems and application software; ability to prepare accurate reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective relationships with others.

## EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a Bachelor's Degree in Business Administration, Marketing, Contract Management, or a related field, and a minimum of 5 years in the State and/or local government procurement and/or contract management.

## SPECIAL REQUIREMENTS

Must possess certification by a nationally recognized professional purchasing organization or Virginia Contracting Officers (VCO) certification or the ability to meet the requirements to obtain the certification within one (1) year of employment.