



Memo

To: Roanoke County Board of Supervisors

From: Daniel R. O'Donnell, County Administrator

Date: April 30, 2019

Subject: FY 2020 Budget Memo #15: Shared Services with Roanoke County Public Schools

In response to a request from Supervisor Assaid, Attachment #1 contains information regarding services that are shared with Roanoke County Public Schools (RCPS). This list represents only a summary of those services that the County provides on behalf of RCPS without reimbursement. In advance of the joint work session between the Board of Supervisors and Roanoke County Public Schools School Board, staff will provide additional information on this topic that will include:

- Services that the County provides for RCPS in which RCPS reimburses the County.
- Quantifying (where possible) the value of services provided by the County to RCPS.
- Identification of services that RCPS provides for the County without reimbursement (i.e. use of gymnasiums for athletic events).
- Any other items identified by the Board of Supervisors or the Roanoke County School Board that may be relevant to this topic.

Attachment #1: List of services provided by Roanoke County to Roanoke County Public Schools (RCPS) that are not reimbursed

cc: Ruth Ellen Kuhnel, County Attorney
Rebecca Owens, Assistant County Administrator
Richard Caywood, Assistant County Administrator
Laurie Gearheart, Acting Director of Finance
Chris Bever, Director, Office of Management and Budget

ATTACHMENT #1
 Services Provided by Roanoke County to Roanoke County Public Schools that are not
 Reimbursed

County Department / Service Area	Service Provided
Community Development	Stormwater assistance including annual inspections of facilities as relates to the Stormwater Pollution Protection Plan, inspections of 46 RCPS BMPs, preparation of stormwater management agreements, and MS-4 permit oversight for all schools construction activities related to stormwater management.
Community Development	Roanoke County does not charge RCPS for site plan reviews, Erosion and Sediment Control Permits for construction projects, or building / trade permits if RCPS staff is performing the work.
County Attorney	Workers' Compensation / Liability - The County, Schools and VACORP meet quarterly to discuss pending claims. Recognizing that RCPS is represented by counsel on some occasions, County staff provide guidance on general liability or workers compensation principles, FERPA, and general risk management best practices.
County Attorney	Purchasing - The County serves as the purchasing agent for the schools for all functions except construction. Thus, all contracts are reviewed for legal sufficiency. On average, the County Attorney's Office reviews three to four contracts per week for the Schools.
Finance – Payroll	The County provides Payroll Services that include time entry, payroll tax processing, pension processing, deferred compensation processing, leave processing and administration of leave plans, payments to vendors for benefits, W-4 processing, W-2 processing, Direct Deposit processing, paycheck processing, retiree insurance, census reporting, and payroll reporting. Additional services include year-end accruals for RCPS payroll accounting and training on Payroll/Human Resources systems for RCPS staff.
Finance – Purchasing	Roanoke County Purchasing Division handles <u>all non-construction procurement</u> for Roanoke County Public Schools, including all purchases over \$10,000 for individual schools. County staff procure these goods and services under the limits of the current Procurement Policy. The County Purchasing Department facilitates project solicitations for RCPS as well as implementing contracts, change orders, and PO updates in the financial system (Dynamics AX). Additional services provided include legal assistance for any procurement projects facilitated by the Roanoke County Purchasing Department, courier services as required for RCPS fleet and central offices, and training for purchasing procedures and purchase card use.
Finance – Accounting	The County prepares / posts various journal entries and billings; reciprocal exchange of data for CAFR preparation & reporting; Children's Services Act support including processing and maintain purchase order and contracts; and provides assistance with other accounting transactions, as needed.

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Services Provided by Roanoke County to Roanoke County Public Schools that are not Reimbursed

Finance – Accounts Payable	Reviews, validates and posts all vouchers entered into financial system by RCPS end users; generates, sorts and mails all check and remittance detail to RCPS vendors; scanning of all RCPS vouchers, purchasing card logs, general journals, advanced ledger entries and budget entries created by RCPS personnel into Laserfiche; creates payable vouchers for all RCPS wire payments and subsequent processing of wire payment journals; reconciles Accounts Payable and Vouchers Payable accounts on a periodic basis to ensure open payables remain in balance with the General Ledger; monthly random audits of all purchasing card holders; and Dynamics AX training as needed.
Finance – Systems	The County provides support to RCPS on its financial systems including end user support and training, troubleshooting and error correction, and system access, administration, and security.
Fire Department	The County Fire Department supports RCPS in a number of ways including: serving on the senior level public safety advisory and nutritional / health committees; performing schools safety inspections, flowing and maintenance of the private hydrants at schools, CPR/First Aid training of all school nurses annually; and instruction and mentoring for schools based EMT program.
Library	The County Library system provides support services to RCPS in a number of ways including after-school programming for middle school and high schools students; summer reading programs; safe space to RCPS students to serve their community and complete required school service hours; and early literacy story times. The library also offers teachers the opportunity to bring classes for database and research training, and Library staff will visit schools to teach students about resources available throughout the Library system.
Police	The County Police Department provides ten School Resources Officers serving in RCPS middle and high schools. Police staff also teach traffic safety, and sworn officers are also available to work off duty (for a fee) at schools athletic events.
Parks, Recreation and Tourism	Parks, Recreation and Tourism (PRT) staff maintain selected elementary school athletic fields in return for allowing use of those fields by RCPS for County athletics. PRT uses high school football stadiums and gyms for youth sports. In turn, Roanoke County Public Schools use PRT athletic fields for middle school and junior varsity sports teams.
Real Estate Valuation	Provides damage assessments as needed.
Sheriff's Office	The Roanoke County Sheriff's Office provides two full-time School Resource Officers to elementary schools for a period of eight months per year. The Sheriff's Office also provides special project services through our inmate work crew program upon request.
Children's Services Act (CSA)	The County pays \$1,804,000 annually on behalf of RCPS for CSA – Private Day School costs. This amount is included as an adjustment to the adopted revenue sharing formula.

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Non-Departmental	The County pays \$41,700 annually on behalf of RCPS for programming at the Taubman Art Museum, and \$150,000 annually to support the Community College Access Program (CCAP) at Virginia Western Community College.
Non-Departmental	The County pays \$9,137,406 on behalf of RCPS for debt service on VPSA bonds. This amount is offset by a \$2.2 million annual contribution from RCPS to the future County/Schools debt fund.