



Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

**TO:** Board of Supervisors  
**FROM:** Cheryl B. Shiffler, Finance Director  
**DATE:** June 15, 2007  
**SUBJECT:** Finance Committee Agenda

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The Finance Committee will meet in the Board of Supervisors' Meeting Room at 107 North Kent Street on Wednesday, June 20, 2007 at 8:00 a.m.

1. The Assistant County Administrator has provided correspondence from Mr. Bob Mitchell regarding the proposed conveyance of the old Stephens City School for your consideration. See attached information, p. 1-6.
2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$6,200. This amount represents an insurance reimbursement for an auto claim. No local funds required. See attached memo, p. 7-8.
3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,945. This amount represents donations and reimbursements for the DARE Program. No local funds required. See attached memo, p. 9.
4. The Director of the Winchester Regional Airport requests a General Fund supplemental appropriation in the amount of \$31,430.99. This amount represents the County's share of capital improvement costs through June 30, 2007. Local funds are required. See attached memo, p. 10.

# HALL, MONAHAN, ENGLE, MAHAN & MITCHELL

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

## ATTORNEYS AT LAW

WILBUR C. HALL (1892-1972)

THOMAS V. MONAHAN (1924-1999)

SAMUEL D. ENGLE

O. LELAND MAHAN

ROBERT T. MITCHELL, JR.

JAMES A. KLENKAR

STEVEN F. JACKSON

DENNIS J. McLOUGHLIN, JR.

7 & 307 EAST MARKET STREET

LEESBURG, VIRGINIA

TELEPHONE 703-777-1050

9 EAST BOSCAWEN STREET

WINCHESTER, VIRGINIA

TELEPHONE 540-662-3200

FAX 540-662-4304

E-MAIL [lawyers@hallmonahan.com](mailto:lawyers@hallmonahan.com)

PLEASE REPLY TO:

P. O. Box 848

WINCHESTER, VIRGINIA 22604-0848

May 22, 2007

Mr. Kris C. Tierney, Assistant County Administrator  
County of Frederick  
107 North Kent Street  
Winchester, VA 22601



Re: Old Stephens City School -- Conveyance to Town

Dear Kris:

I have reviewed the documents and letter which you sent me regarding the above matter.

It seems to me that there are two issues which need to be addressed: (1) status of the existing lease after the conveyance, and (2) limiting the use of the property to a "public purpose".

The lease is a 99 year lease, for which the Town paid one dollar per year, for a total of \$99, which was prepaid in 1992. Eighty-four (84) years remain on the lease. It is my recommendation that the balance of the prepaid rent (\$84.00) be deemed to be consideration for the conveyance of the property, and that the lease be expressly terminated in writing at the time of the conveyance.

It is my opinion that the term "public use" may be too vague to be used in the reversionary clause. Would it be limited to ownership by a public entity? Would it apply to any use which is open to the public? I would suggest using, for the reversionary clause, the language from Paragraph 6 of the lease regarding use of the property, which would continue the original understanding between the County and the Town on the use of the property.

HALL, MONAHAN, ENGLE, MAHAN & MITCHELL

Kris C. Tierney

May 22, 2007

Page 2

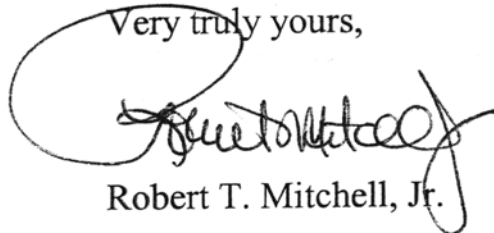
You will find enclosed a revised draft of the second page of the draft deed which you forward to me, wherein I have revised the reversionary clause and which provides for the deed to be also executed by the Town to show acceptance of the conveyance with the reversionary clause.

You will also find enclosed a Termination of Lease to be executed at the time of execution of the deed.

Please contact me if there are questions concerning the foregoing.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert T. Mitchell, Jr.", is written over the typed name. The signature is stylized and cursive.

Robert T. Mitchell, Jr.

RTM/ks  
Enclosures

For 2<sup>nd</sup> page of deed

The Grantee, or its assigns, shall use, or permit the use of, the above-described property solely for such public or community non-commercial purposes as are intended for the benefit of the health, safety, welfare, education, recreation, cultural enlightenment, literacy, or civic awareness of the community, or any other public purpose permitted by law, and if the property ceases to be used for such purposes it shall revert back to the Grantor.

The conveyance of this property, following all proper legal procedures in force and in effect, was approved by the Board of Supervisors at their meeting on \_\_\_\_\_, 2007. The Board authorized the County Administrator to sign this Deed.

Pursuant to Virginia Code §15.2-1803, the Town, by its execution of this deed, accepts this conveyance pursuant to the terms hereof.

WITNESS the following signatures and seals:

COUNTY OF FREDERICK, VIRGINIA

By: \_\_\_\_\_(SEAL)  
County Administrator

TOWN OF STEPHENS CITY, VIRGINIA

By: \_\_\_\_\_(SEAL)  
Town Manager

STATE OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2007, by the County of Frederick, Virginia, by  
\_\_\_\_\_, its County Administrator.

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2007, by the County of Frederick, Virginia, by  
\_\_\_\_\_, its County Administrator.

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

TERMINATION OF LEASE

By the conveyance of the "Old Stephens City School" property to the Town by the County, the Town and the County agree that the Lease dated December 30, 1992, between the Town and the County for the lease of said property, is hereby terminated.

WITNESS the following signatures and seals:

COUNTY OF FREDERICK, VIRGINIA

By: \_\_\_\_\_(SEAL)  
County Administrator

TOWN OF STEPHENS CITY, VIRGINIA

By: \_\_\_\_\_(SEAL)  
Town Manager

STATE OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by the County of Frederick, Virginia, by \_\_\_\_\_, its County Administrator.

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2007, by the County of Frederick, Virginia, by  
\_\_\_\_\_, its County Administrator.

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R.C. ECKMAN  
Chief Deputy

5 NORTH KENT STREET  
WINCHESTER, VIRGINIA 22601

540/662-6168  
FAX 540/722-4001

TO : Finance Department  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Insurance Reimbursement  
DATE : May 15, 2007

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We are requesting the check received in the amount of \$6,200.00 from the auto claim dated April 12, 2007 be appropriated into 3102-3004-02 (Maintenance and Repair of Vehicles).

Thank you.

RTW/asw





Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

MEMORANDUM

TO: Capt. John D. Snoots, Sheriff's Office

FROM: Jennifer L. Place, Finance Department *JLP*

DATE: April 27, 2007

SUBJECT: Insurance Reimbursement

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Attached is a copy of a check in the amount of \$6,200.00 for the auto claim dated April 12, 2007 involving Deputy Cohen.

If you would like these funds appropriated to your budget, please send the Finance Department a memo requesting appropriation to forward to the Finance Committee.

If you have any questions, please give me a call.

# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R.C. ECKMAN  
Chief Deputy

5 NORTH KENT STREET  
WINCHESTER, VIRGINIA 22601

540/662-6168  
FAX 540/722-4001

TO : Finance Department

FROM : Sheriff R. T. Williamson *RTW*

SUBJECT : Donations/Reimbursements

DATE : June 6, 2007

1005

Enclosed please find checks (endorsed) and cash totaling ~~\$3,940.00~~ <sup>\$3,945</sup>. This amount represents donations to the DARE Program and reimbursements for DARE T-shirts purchased by the Elementary Schools.

We are requesting this amount, ~~\$3,940.00~~ <sup>\$3,945</sup>, be appropriated into the DARE Program budget line of 3102-5413-01.

Thank you.

RTW/asw

JUN 2007  
FREDERICK COUNTY  
FINANCE DEPT



# WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD  
WINCHESTER, VIRGINIA 22602  
(540) 662-2422

## Memo

**To:** Cheryl Shiffler, Finance Director, Frederick County  
**CC:** John R. Riley, Administrator, Frederick County  
**From:** Renny Manuel, Director, Winchester Regional Airport  
**Date:** May 24, 2007  
**Re:** Supplemental Funding Request

pm

On behalf of the Airport Authority, I respectfully request a supplemental appropriation from Frederick County to cover their share of capital improvement costs through year ending June 30, 2007 in the following amount.

\$31,430.99      Local Capital Contribution

The Airport Authority has not billed the City or County their share of capital improvement projects since 2004 due to the fact that numerous large projects were in progress over several years. The majority of these large projects were completed this year which has resulted in a shortfall in the current budget year for the local contribution. The amount appropriated for the County's contribution did not include their share of expenditures for prior years.

If you need additional information or have any questions, please do not hesitate contacting me. Thank you for your continued support and assistance.



Commonwealth of Virginia  
COUNTY OF FREDERICK

LAWRENCE R. AMBROGI  
Commonwealth's Attorney

GLENN R. WILLIAMSON  
Senior Assistant-Career Prosecutor

WALTER E. HIBBARD  
Assistant Commonwealth's Attorney

NICOLE M. SPICER  
Assistant Commonwealth's Attorney



CHRISTOPHER C. HOLMES  
Assistant Commonwealth's Attorney

CHARLES W. STANSFIELD  
Administrator

ERIC W. HEFLIN  
Investigator

MELISSA D. RICE  
Victim/Witness Director - 665-6369

OFFICE OF THE  
COMMONWEALTH'S ATTORNEY

107 NORTH KENT STREET WINCHESTER, VIRGINIA 22601  
(540) 665-6383 FAX (540) 667-3454

**Memo**

**Date:** June 11, 2007  
**To:** Jennifer Place, Budget Analyst  
Frederick County Finance Department  
**From:** Lawrence R. Ambrogi  
**Re:** Finance Committee Meeting - June 20, 2007

Please place me on the agenda for the June 20, 2007 Finance Committee meeting at 8:00 A.M. I am requesting approval for funds to hire two (2) additional staff, both authorized by the State Compensation Board, to begin employment after the start of the new budget year.

The State Compensation Board has approved the following new positions as of July 01, 2007:

<b>Assistant Commonwealth's Attorney I</b>	<b>Entry Level Salary - \$43,639</b>
<b>Legal Secretary</b>	<b>Entry Level Salary - \$22,811</b>

Under Frederick County's Personnel Plan the position would be an Assistant Commonwealth's Attorney (R-11) at \$50,524 and a Legal Secretary (R-4) at an annual salary of \$25,521.

I am requesting a supplemental appropriation of \$76,045 for salaries (plus fringe benefits) for the two (2) positions authorized by the State Compensation Board. The Compensation Board will pay \$66,450 (plus some fringe benefits) toward the new positions. The actual additional funding to be paid by Frederick County would be \$9,595 plus fringe benefits.

Thank you for placing this request on the June 20, 2007 agenda.

Salaries plus fringes = \$105,888.

6/14/07  
CWS



**MEMORANDUM**

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**TO:** Frederick County Finance Committee

**FROM:** Susan K. Eddy, Principal Planner *SKE*

**RE:** **Purchase of Development Rights (PDR) Funding**

**DATE:** June 13, 2007

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At the April Finance Committee meeting, Planning Department staff briefed Committee members on funding from Virginia Office of Farmland Preservation for the Purchase of Development Rights (PDR). The Finance Committee recommended that staff pursue gaining state certification of the County's PDR program and tabled the issue of certifying matching local funds awaiting further information and discussion. The Board of Supervisors on April 25<sup>th</sup> directed staff to pursue certification of the County's program. Staff is pursuing state certification.

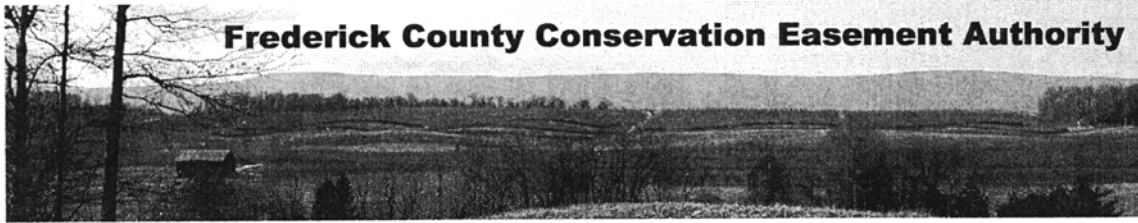
The Frederick County Conservation Easement Authority on May 31, 2007 voted to request that the Board of Supervisors earmark funding to serve as a local match for this state program. A letter to the Finance Committee with this request is attached.

Diane Kearns, Vice-Chair of the Conservation Easement Authority, will be attending the Finance Committee meeting on June 20, 2007 to answer questions on this request.

Please contact me if you have any questions.

Attachment

SKE/bhd



June 13, 2007

Frederick County Finance Committee  
107 North Kent Street  
Winchester, VA 22601

Dear Members of the Finance Committee:

You were recently made aware of a unique funding opportunity from the Virginia Office of Farmland Preservation for the Purchase of Development Rights (PDR). The Virginia Office of Farmland Preservation will be dividing \$4.25 million amongst the 16 counties in Virginia with established PDR programs (\$265,000 per county), provided they can match the funding.

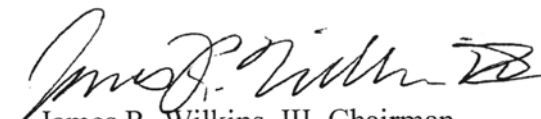
As per the recommendation of the Finance Committee and the direction of the Board of Supervisors, staff is pursuing certification of Frederick County's PDR Program.

The next critical step is to provide some assurance to the state of matching local funds by July 2, 2007. To that end, **the Frederick County Conservation Easement Authority respectfully requests that the Finance Committee favorably recommend to the Board of Supervisors the following:**

1. That \$265,000 be earmarked in the budget so that the County can qualify for the state program by July 2<sup>nd</sup>, but make a decision at a later date whether or not to actually spend the money; and
2. That a line item be added to the general fund to allow the accumulation of private donations for the purchase of development rights and the conservation easement program.

With kindest regards, I am

Sincerely,



James R. Wilkins, III, Chairman  
Conservation Easement Authority

SKE/bhd

cc: John R. Riley, Jr., County Administrator



## County of Frederick

### Information Services

Charles B. Tyson, Jr. – Director

Phone (540) 665-5620

Fax: (540) 722-2169

E-Mail: [Btyson@co.frederick.va.us](mailto:Btyson@co.frederick.va.us)

## MEMORANDUM

To: Finance Committee

From: Charles B. Tyson, Jr. Director of Information Technology

Date: June 14, 2007

Re: Document Imaging System

I would like to request a transfer from the Operational Contingency Fund in the amount of \$161,312.00, to purchase hardware and software to establish a document imaging system that will be used County wide. This will exhaust the Contingency Fund which is at \$145,000.00. The remainder of the expenditure will come from a carry forward of the IT budget. Several departments voiced an interest in document imaging and the Information Technology Working Group (ITWG) investigated and recommends this package since it would provide for the requesting departments and allow all other departments to make use of it in the future. The initial departments are Commissioner, Finance, Inspections, Public Works, Parks, GIS and Planning.

Attached is the quote with a breakdown for each department. The Inspections, Planning, GIS and Public Works are all together under Community Development.

The additional components at the end of the quote are not being obtained at this time.

The total recurring annual maintenance will be \$11,744.00. This amount is included in the quoted cost for the first year. The requested amount of \$161,312.00 includes \$7,000.00 for a server to support this system.

The last item of each department will not be needed as we are self insured for hardware.



<b>Document Imaging Solution</b>	
Frederick County, Virginia	Date: 6/13/2007

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**Proposal**  
Sales Group

**Project:** Document Imaging Solution

**Project Goals**

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Frederick County, Virginia is seeking to place a Document Imaging/Management System to service the government enterprise. The initial project will be in the Commissioner of the Revenue's office. The County would like this system to be independent from the system they are currently sharing with the schools.

**Narrative**

On June 7, 2007 Unity Business Systems conducted a series of brief interviews with the following departments at Fredrick County; Treasurer, Planning, Public Works, Parks and Recreation, Finance and GIS. A more in depth interview with the Commissioner of the Revenue was previously performed. The interviews uncovered the main objectives of each department and their goals for document imaging.

**COR**

The goal of the Commissioner of the Revenue is to emulate the process created at Augusta County, Virginia Commissioner's Office. Unity will work with Frederick to barcode out going document for an automated scanning process upon their return. Also, Unity will put in place a hot-key from the Brite system to search for documents within the imaging repository.

**Treasurer**

The Treasurer did not see an immediate need for document management at this time. Possible future uses are for collection information and rabies certificates.

**Finance**

Finance would like to store their A/P and Purchasing records. They would also like to put in place a process for recording their payroll cards. The immediate vision for the payroll cards is to scan the existing cards for history and then scan pages as they are printed from the payroll system which will be appended to the employee's history record in the imaging system, hence continuing the history of the employee. An electronic method for capturing the information may be viable and recommended after the further review.

In A/P there will be approximately 1,500 pages of information that will require filing each month. The process for capturing A/P documents will include bar-coding the invoice and automating the scanning process with integration to the backend database.

The Purchasing records to be captured will include issued RFPs and Bids, response to this information and any other related correspondence to include e-mail.

**Parks and Recreation**

Parks and Recreation has a mixture of information that requires storage. This information would be scanned by central administrative assistants for retrieval by departmental employees. Examples of





<b>Document Imaging Solution</b>	
Frederick County, Virginia	<b>Date: 6/13/2007</b>

information that would be stored are Parental Permission Slips, Contracts, Correspondence, Policies, etc. Most likely a multi function device will be use for scanning.

Planning/Public Works/GIS

Unity Business Systems has studied and installed imaging systems in several Community Development departments in the Commonwealth of Virginia. From our brief interviews in Fredrick, we have discovered that the Community Development departments are not too unlike other localities. Information that they would like stored include project data and large format drawings that correspond to these projects. We also discovered that GIS has a master database the can correlate data from the various departments and that a long term goal of the County is to use GIS to search for various information currently stored throughout the locality.

Unity suggests that we perform a comprehensive Scope of Work in the Community Development area and prepare, like we have for other localities, a detailed course of action for deployment of a records management system. This Scope of work will be the foundation that will tie the individual departments together. This information can then be tied together with GIS as the front end search tool.

### **Software Components**

The software solution will consist of the Laserfiche Document Imaging and Management server with full concurrent user licenses (capable of scanning, importing, and indexing), and retrieval only concurrent user licenses (for viewing documents). Users will be able to access the system from desktop-installed client software for capturing and manipulating documents, and one of two varieties of view only based interfaces either client or browser based.

Laserfiche Quick Fields Capture components will be provided to allow for automating business processes capture and automating the document indexing. The Quick Fields Barcode working with Quick Fields Real Time Lookup can reduce the time necessary to capture and index documents. The Laserfiche Snapshot tool will provide a "Virtual Printer" for sending electronically created or received documents (Word, Excel, PDF, etc) right into Laserfiche without having to print first. The MAPI tool will allow users to email documents (or portions of) directly out of Laserfiche in a variety of formats (PDF, TIFF, BMP).

### **Hardware Components**

The most efficient method for document capture has yet to be determined for each department, but for budgeting purposes scanning equipment has been suggested. The County also has a large base of multi function devices connected to their network for scanning documents. Scanning requirements will determine the use of these devices.

For this initial project in the COR our past experience recommends the Fujitsu 5530 scanner. This scanner has the ability to capture 47 pages per minute scanning at 200 dpi. The scanner package also includes Kofax VRS basic for image enhancement at the time of scanning. This recommendation may change are a closer look at their processes.

### **Professional Services**

Frederick County will be provided with a turn-key solution. Unity Professional Services will come on-site to perform a detailed business process analysis for each department to create a designed solution. The deliverable from this visit will be a System Design document detailing the design of the system itself, and will include an implementation and training plan.

Once this design document is signed-off on, Unity Professional Services will build the solution, code any necessary customizations, and will come onsite to implement.



<b>Document Imaging Solution</b>	
Frederick County, Virginia	Date: 6/13/2007

Once the system is in place, Unity Professional Services will provide user training based on a training plan agreed on by both Unity and Frederick County. Individual training sessions will be tailored for the different functional roles within the system (System Administration, Power User, End-User).

Unity Professional Services does not consider the project complete until the users are successfully USING the system.

**Cost Proposals**

**COR**

Item	Model	Description Of Equipment/Software	Quantity	Unit Price	Purchase Price
1	S30	LaserFiche SQL Database - Includes Scanning Module, OCR/Full Text Indexing, Template Indexing, Electronic Document, E-Mail Storage, Document Search, Etc.	1	\$6,600.00	\$6,600.00
2	F	LaserFiche Full User For Scanning, Searching & Retrieving Documents	5	\$550.00	\$2,750.00
3	R	Laserfiche View User For Searching & Retrieving Documents	5	\$220.00	\$1,100.00
4	PM	Laserfiche MAPI for E-Mail Connection	10	\$80.00	\$800.00
5	PS	LaserFiche Snapshot for Permanently Capturing Electronic Documents	5	\$100.00	\$500.00
6	QF	Laserfiche Quick Fields Scanning Automation Application	1	\$495.00	\$495.00
7	QF-5	Laserfiche Real Time Lookup for Indexing Integration	1	\$495.00	\$495.00
8	QF-6	Laserfiche Barcode For identifying Barcodes	1	\$1,495.00	\$1,495.00
9	fi-5530C	Fujitsu Scanner - 47 PPM Simplex/94 PPM Duplex, 100 Pager Auto Document Feeder/Flatbed, Ultra SCSI and high-speed USB 2.0 interfaces, Ultrasonic Doublefeed Detection, Kofax VRS Basic	1	\$2,749.00	\$2,749.00



<b>Document Imaging Solution</b>	
Frederick County, Virginia	Date: 6/13/2007

10	Professional Services	Project Analysis and Design, Software Configuration and Installation, Training	1	\$6,000.00	\$6,000.00
11	Professional Services	Integration with Bright Systems	1	\$4,800.00	\$4,800.00
11	LSAP	LaserFiche Annual Support and Maintenance - Includes 800# Support, On-Line Support, On-Site Support, System Upgrades	1	\$2,850.00	\$2,850.00
12	CG01000-516501	Low-Volume ScanCare In Warranty, NBD, 1PM, Consumables, Training, Parts/Labor/Travel	1	\$1,195.00	\$1,195.00
				<b>Total Purchase Price</b>	<b>\$31,829.00</b>

**Finance**

Item	Model	Description Of Equipment/Software	Quantity	Unit Price	Purchase Price
1	SA3	Additional LaserFiche SQL Database - Includes Scanning Module, OCR/Full Text Indexing, Template Indexing, Electronic Document, E-Mail Storage, Document Search, Etc.	1	\$3,000.00	\$3,000.00
2	F	LaserFiche Full User For Scanning, Searching & Retrieving Documents	2	\$550.00	\$1,100.00
3	R	Laserfiche View User For Searching & Retrieving Documents	5	\$220.00	\$1,100.00
4	PM	Laserfiche MAPI for E-Mail Connection	7	\$80.00	\$560.00
5	PS	LaserFiche Snapshot for Permanently Capturing Electronic Documents	2	\$100.00	\$200.00
6	QF	Laserfiche Quick Fields Scanning Automation Application	2	\$495.00	\$990.00
7	QF-5	Laserfiche Real Time Lookup for Indexing Integration	2	\$495.00	\$990.00

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<b>Document Imaging Solution</b>	
Frederick County, Virginia	Date: 6/13/2007

8	QF-6	Laserfiche Barcode For identifying Barcodes	2	\$1,495.00	\$2,990.00
9	fi-5530C	TBD if Needed - Fujitsu Scanner - 47 PPM Simplex/94 PPM Duplex, 100 Pager Auto Document Feeder/Flatbed, Ultra SCSI and high-speed USB 2.0 interfaces, Ultrasonic Doublefeed Detection, Kofax VRS Basic	1	\$2,749.00	\$2,749.00
10	Professional Services	Project Analysis and Design, Software Configuration and Installation, Training	1	\$6,000.00	\$6,000.00
11	Professional Services	Integration with Brite Systems for Information Look-up	1	\$4,800.00	\$4,800.00
12	LSAP	LaserFiche Annual Support and Maintenance - Includes 800# Support, On-Line Support, On-Site Support, System Upgrades	1	\$2,192.00	\$2,192.00
13	CG01000-516501	Low-Volume ScanCare In Warranty, NBD, 1PM, Consumables, Training, Parts/Labor/Travel	1	\$1,195.00	\$1,195.00
			<b>Total Purchase Price</b>		<b>\$27,866.00</b>

**Parks and Recreation**

Item	Model	Description Of Equipment/Software	Quantity	Unit Price	Purchase Price
1	SA3	Additional LaserFiche SQL Database - Includes Scanning Module, OCR/Full Text Indexing, Template Indexing, Electronic Document, E-Mail Storage, Document Search, Etc. - Based on their limited amount of data they could go on the Community Development Database.	1	\$3,000.00	\$3,000.00



<b>Document Imaging Solution</b>	
Frederick County, Virginia	Date: 6/13/2007

2	F	LaserFiche Full User For Scanning, Searching & Retrieving Documents	2	\$550.00	\$1,100.00
3	R	Laserfiche View User For Searching & Retrieving Documents	5	\$220.00	\$1,100.00
4	PM	Laserfiche MAPI for E-Mail Connection	7	\$80.00	\$560.00
5	PS	LaserFiche Snapshot for Permanently Capturing Electronic Documents	2	\$100.00	\$200.00
6	fi-5530C	TBD if Needed, Probably will use MFP - Fujitsu Scanner - 47 PPM Simplex/94 PPM Duplex, 100 Pager Auto Document Feeder/Flatbed, Ultra SCSI and high-speed USB 2.0 interfaces, Ultrasonic Doublefeed Detection, Kofax VRS Basic	1	\$2,749.00	\$2,749.00
7	Professional Services	Project Analysis and Design, Software Configuration and Installation, Training	1	\$6,000.00	\$6,000.00
8	LSAP	LaserFiche Annual Support and Maintenance - Includes 800# Support, On-Line Support, On-Site Support, System Upgrades	1	\$1,192.00	\$1,192.00
9	CG01000-516501	Low-Volume ScanCare In Warranty, NBD, 1PM, Consumables, Training, Parts/Labor/Travel	1	\$1,195.00	\$1,195.00
				<b>Total Purchase Price</b>	<b>\$17,096.00</b>

**Community Development**

Item	Model	Description Of Equipment/Software	Quantity	Unit Price	Purchase Price



<b>Document Imaging Solution</b>	
Frederick County, Virginia	Date: 6/13/2007

14	LSAP	LaserFiche & Geodocs Annual Support and Maintenance - Includes 800# Support, On-Line Support, On-Site Support, System Upgrades	1	\$5,510.00	\$5,510.00
15	CG01000-516501	Low-Volume ScanCare In Warranty, NBD, 1PM, Consumables, Training, Parts/Labor/Travel	4	\$1,195.00	\$4,780.00
				<b>Total Purchase Price</b>	<b>\$85,886.00</b>

**Additional Components**

Item	Model	Description Of Equipment/Software	Quantity	Unit Price	Purchase Price
1	97831	Laserfiche Weblink for Browser Interface	1	\$15,000.00	\$15,000.00
2	LSAP	LaserFiche Annual Support and Maintenance - Includes 800# Support, On-Line Support, On-Site Support, System Upgrades	1	\$3,000.00	\$3,000.00
				<b>Total Purchase Price</b>	<b>\$18,000.00</b>

*- Not Needed*

**Reams Contacts:**

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**Expectations of Unity**

- Provide a single point of contact throughout the project
- Perform business process analysis
- Provide a design document detailing the solution and implementation plan

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<b>Document Imaging Solution</b>	
Frederick County, Virginia	<b>Date: 6/13/2007</b>

- Work with IT staff, following all IT security policies in place
- Provide routine status reports to Project Management
- Deliver and Install all software and scanners
- Thoroughly test all solution components
- Provide training based on a training plan agreed upon
- Provide follow-up support to ensure a successful deployment of the document management solution

### **Expectations of Customer**

- Provide Server for Laserfiche (3.2 GHz Xeon, 2 GB RAM, 200GB Raid 5 Storage, Windows 2000 or 2003, MS SQL 2000 or 2005), connected to a domain with a static IP Address.
- Coordinate schedules for onsite business process analysis
- Provide feedback/signoff on Design Document
- Coordinate schedules for onsite installation and testing
- Provide a Windows login account with local admin rights
- OR, provide someone to work with Unity staff having admin rights on workstation
- Coordinate schedules to ensure staff availability for training when Unity is onsite

**County of Frederick, VA  
Report on Fund Balance  
May 2007**

**Fund Balance, Beginning of Year, July 1, 2006** **32,429,542**

**Prior Year Funding & Carry forward Amounts**

Public Works 2007 4x4 truck carry forward	(24,000)	
Public Safety MAGIC system upgrade & maintenance carry forward	(26,000)	
Public Safety dispatcher testing software carry forward	(1,015)	
Public Safety CAD training & travel carry forward	(4,700)	
Public Safety tower repairs carry forward	(24,000)	
Telephone maintenance carry forward	(8,027)	
LaserFische board minutes webpage modification & maintenance carry forward	(600)	
Public Safety Center legal, staff, & engineering review carry forward	(31,099)	
Inspections scheduling system carry forward	(37,875)	
Recycling calendar carry forward	(2,800)	
COR phone and field units carry forward	(4,152)	
Clearbrook Convenience Center completion	(328,650)	
Warrior Drive pedestrian/bike trail completion	(87,633)	
2004 Homeland Security Grant carry forward	(21,337)	
Technology survey carry forward	(37,953)	
Forfeited Asset carry forward	(16,592)	
DARE carry forward	(4,900)	
School Operating funds carry forward	(21,655)	
School modular classrooms carry forward	(622,287)	(1,305,275)

**Other Funding / Adjustments**

Adjust Fire Company Capital Reserves	(55,799)	
Public Transit Lines	(80,000)	
Cook blast site cleanup	(20,000)	
Magistrate budget	(10,375)	
Clerk additional two Comp Board positions	(5,389)	
COR additional two Comp Board positions	(6,263)	
Sheriff additional two Comp Board positions	(24,948)	
COR reassessment staff	(19,487)	
Airport capital projects	(52,867)	
Audit Adjustments (includes School Operating)	677,970	
Maintenance Supervisor supplement	(37,030)	
Supplement- Sunnyside engineering study	(30,000)	
COR promotions	(3,428)	
Public Safety Building furniture & fixtures	(961,927)	
Public Safety Building utility trench and conduit	(250,000)	
Clearbrook Park sewer line project	(284,571)	
Public Safety Building operation & maintenance	(84,659)	
June 2007 Primary Election	(25,320)	
Sheriff seized vehicle proceeds returned to the State	(7,800)	
		(1,281,893)

**Fund Balance, May 2007** **29,842,374**