



Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

TO: Board of Supervisors
FROM: Finance Committee
DATE: September 7, 2016
SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 17, 2016 at 8:00 a.m. Member Angela Rudolph and non-voting liason C. William Orndoff, Jr. were absent. (b) Items 8, 9, 12, 13, and 14 were approved under consent agenda.

1. The Parks and Recreation Director requests an FY17 General Fund supplemental appropriation in the amount of \$13,163. This amount represents a carry forward of unspent FY16 funds for the completion of phase one development at Rose Hill Park. See attached memo, p. 5. The committee recommends approval.
2. The Parks and Recreation Director requests an FY17 General Fund supplemental appropriation in the amount of \$4,111.71. This amount represents a carry forward of unspent FY16 funds for the completion of the Sherando Park Master Plan update. See attached memo, p. 6. The committee recommends approval.
3. The NRADC Superintendent requests an FY17 NRADC Fund supplemental appropriation in the amount of \$105,475.42. This amount represents the first bond payment for the security system upgrades. See attached memo, p. 7. The committee recommends approval.
4. The Winchester Regional Airport Executive Director requests an FY17 Airport Capital Fund supplemental appropriation in the amount of \$4,206,400 and an FY17 General

- Fund supplemental appropriation in the amount of \$157,333. These amounts represent the Airport Capital budget for FY17 and the local contribution. The Airport Capital request requires a public hearing. See attached information, p. 8 – 24. The committee recommends approval.
5. The IT Director requests an FY17 General Fund supplemental appropriation in the amount of \$108,032. This amount represents a carry forward of unspent FY16 funds for the data center refresh lease. See attached memo, p. 25. The committee recommends approval.
 6. The Public Works Director requests an FY17 Landfill Fund supplemental appropriation in the amount of \$15,000. This amount represents a carry forward of unspent FY16 funds for chiller repair on the landfill gas treatment skid. See attached memo, p. 26 – 27. The committee recommends approval.
 7. The Public Works Director requests an FY17 General Fund supplemental appropriation in the amount of \$12,560. This amount represents funds for a scanner lease and software. See attached memo, p. 28 - 42. The committee recommends approval.
 8. (b) The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$100. This amount represents a donation to the Honor Guard. No local funds required. See attached memo, p. 43.
 9. (b) The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$300. This amount represents a donation to DARE. No local funds required. See attached memo, p. 44.
 10. The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$20,000. This amount represents career development funding that was inadvertently omitted from the FY17 budget request. Local funds are required. See attached memo, p. 45. The committee recommends the department transfer within current budget. No action required.

11. The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$25,000. This amount represents funds to implement an electronic summons system. No local funds required. See attached memo, p. 46. The committee recommends approval.
12. (b) The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$9,750.03. This amount represents an auto claim. No local funds required. See attached memo, p. 47.
13. (b) The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$514.08. This amount represents a carry forward of unspent FY16 Abbott grant funds. See attached memo, p. 48.
14. (b) The Sheriff requests an FY17 General Fund supplemental appropriation in the amount of \$31. This amount represents a donation to the K-9 program. No local funds required. See attached memo, p. 49.
15. Per the Finance Committee's request, information on County committee/commission pay is provided for discussion. See attached, p. 50. The committee requests the County Administrator present a recommendation at the September Finance Committee meeting. No action required.
16. Per the Finance Committee's request, the County Transfer Policy is provided for discussion. See attached, p. 51. The committee made no recommendation. No action required.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for July 2017. See attached, p. 52.

2. The Transportation Director provides an update on the Russell 150 project spending.
See attached, p. 53.

Respectfully submitted,

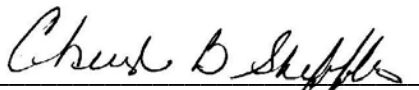
FINANCE COMMITTEE

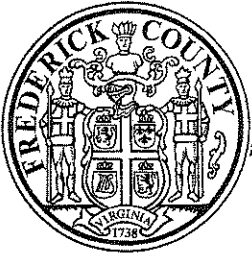
Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

Bill Ewing

By 
Cheryl B. Shiffler, Finance Director



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

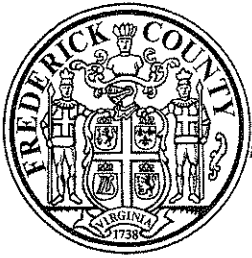
To: Frederick County Finance Committee
From: Jason Robertson, Director of Parks & Recreation
Subject: Fiscal 2016 Carry Forward
Date: August 11, 2016

The Parks and Recreation Department is requesting a fiscal 2016 fund carry forward of \$13,163 in line 4-010-071030-8900-000-000 to fiscal 2017.

The \$13,163 is needed for the completion of phase 1 development at Rose Hill Park. This will include the completion of the trail, restroom and shelter.

bal 8/10/16 15563
July pcard <2400>

\$13,163



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Frederick County Finance Committee
From: Jason Robertson, Director of Parks & Recreation
Subject: Fiscal 2016 Carry Forward
Date: August 11, 2016

The Parks and Recreation Department is requesting a fiscal 2016 fund carry forward of \$4,111.71 in line 4-010-071030-3002-000-000 to fiscal 2017.

The \$4,111.71 is needed for the completion of the Sherando Park Master Plan update.

bal 8/10/16 7,711
July parcel 0

\$ 7,711

Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



141 Fort Collier Road, Winchester, VA 22603
(540) 665-6374 (540) 665-1615 FAX

MEMORANDUM

To: Cheryl Shiffler, Frederick County Finance Director
From: James F. Whitley, Superintendent *JFW*
Date: July 27, 2016
Subject: Fund Balance Transfer

Request approval to transfer \$105,475.42 from 11-000240-2530, Unreserved Fund Balance, to the following line item:

4-011-092010-5880-001 Transfer to Debt Service

This request is for the first payment of the 2016 Bond for the Security Systems Upgrade. Final numbers weren't received for the Bond until after the FY17 budget was approved.

Your consideration of this request is most appreciated.



WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD
WINCHESTER, VIRGINIA 22602
(540) 662-5786

July 18, 2016

Cheryl Shiffler, Finance Director
County of Frederick
107 North Kent Street
Winchester, Virginia 22601

RE: FY 2017 Capital Budget Request
Winchester Regional Airport Authority

Dear Ms. Shiffler:

Enclosed is the Winchester Regional Airport budget request for the Capital Budget for FY 2017.

The Winchester Regional Airport Authority will begin the annual financial audit process for FY 2016 performed by Robinson, Farmer Cox Associates of Charlottesville, Virginia sometime over the next several months. Upon completion of the audit, we will immediately mail the year-end financial statement to your office.

The development of the capital budget has been coordinated closely with representatives from the Federal Aviation Administration and the Virginia Department of Aviation for FY 2017 to maximize potential grant funding. This capital budget request for FY 2017 includes projects carried over from FY 2016 which are already under a federal and/or state grant or pending grants.

The funding participation and continued support provided by the County of Frederick and the City of Winchester is invaluable and vital to the continued success of Winchester Regional Airport's capital development program.

Jurisdictional ongoing contribution and support of the Winchester Regional Airport Authority ensures continued success in acquiring Federal and State funding for large capital improvement projects for development.

Should you have any questions or need additional copies, please do not hesitate to contact my office.

Sincerely,

Serena R. Manuel
Executive Director

Enclosures

EC: Mary Blowe, Finance Director City of Winchester
Kris Tierney, Deputy Administrator Frederick County
Eden Freeman, Manager City of Winchester

w/encl
w/encl
w/encl



Winchester Regional Airport Authority

BUDGET PROPOSAL

City & County Revenue Shares Adjusted Based On Weldon Cooper Center population estimate for 2015 published 1/27/2016

FY 2017 - Budget

CAPITAL IMPROVEMENT FUND 85

Original Submission:

County of Frederick

City of Winchester

Counties of Clarke, Shenandoah & Warren

FY 2017 CAPITAL IMPROVEMENTS FISCAL YEAR BUDGET REQUEST

AIRPORT AUTHORITY CAPITAL OUTLAY

ACQUIRE LAND

Land Acquisition of numerous parcels along Bufflick Road identified on the current Airport Property Map are included in the Airport Twenty-Year Master Plan and is to be acquired fee simple to meet Federal Aviation Administration design standards for Runway 14 Safety Area and for Noise Abatement. Under the Federal Aviation Administration's Part 77 Surface Requirements, the Airport is required to own fee simple property within the Primary Surfaces. This requirement is also included in the Code of Virginia 15.2.

RUNWAY 14 APPROACH LAND ACQUISITION ENVIRONMENTAL ASSESSMENT:

Over the past several years, the Airport Authority has been acquiring land adjacent to the airfield with the goal of securing fee simple ownership of the Runway Protection zone and to secure easement rights to remove and control obstructions to the airport's airspace.

The original environmental assessment for this action was completed in the early 1990's. Due to its age and changes to aviation (the implementation of GPS) the Federal Aviation Administration is requiring that the environmental effort be revisited to update based on changes that have occurred since the early 1990s.

NORTH SIDE CONNECTOR - BIDDING & CONSTRUCTION PHASE:

This project proposes to design/ construct a new taxiway connector and a short partial parallel taxiway on the northwest side of the airfield. The connector would access the runway at the end of Runway 14 and the parallel taxiway would connect to the proposed future apron and hangar development area on the northside of the airfield. This project is part of the airport Twenty-Year Master Plan adopted in October 2005.

MAINTENANCE ITEMS: This item will provide for the general maintenance of eligible Airport facilities including vegetation, lighting and navigation equipment, pavement upkeep and airfield maintenance. Most maintenance items are funded on a State/Local level on a 80/20 basis.

GOALS:

Provide a safe, efficient all weather facility to meet current and future demands for air transportation as the community continues with economic development and growth. Continue development in accordance with the Twenty-Year Master Plan adopted October 2005.

	FY 2015 BUDGET	FY 2016 BUDGET	FY 2017 BUDGET
COSTS:			
Personnel	0	0	0
Operating	0	0	0
Capital	5,070,000	3,588,459	4,206,400
TOTAL	5,070,000	3,588,459	4,206,400

	FY 2015 BUDGET	FY 2016 BUDGET	FY 2017 BUDGET
REVENUES:			
Other Jurisdictions	39,118	28,652	59,895
State/Federal	4,950,600	3,495,989	3,989,172
County Funding	80,282	63,818	157,333
TOTAL	5,070,000	3,588,459	4,206,400

FY 2017 - CAPITAL IMPROVEMENT REVENUES

Winchester Regional Airport

July 20, 2016

REVENUE SOURCE

Description	FEDERAL	STATE	LOCAL	TOTAL	
Acquire Land - Parcel 64 A 69: Robertson	90/8/2 FAA/State/Local	190,800	16,960	4,240	212,000
Acquire Land - Parcel 64B A 33A: Beaver	90/8/2 FAA/State/Local	157,500	14,000	3,500	175,000
Acquire Land - Parcel 64 A 66: Nesselrodt, Lawrence	90/8/2 FAA/State/Local	247,500	22,000	5,500	275,000
Acquire Land - Parcel 64 A 70: Marston and Haynes	90/8/2 FAA/State/Local	225,000	20,000	5,000	250,000
Acquire Land - Parcel 64 A 71: Marston and Haynes	90/8/2 FAA/State/Local	45,000	4,000	1,000	50,000
General Aviation Terminal Building Study	80/20 State/Local	0	52,000	13,000	65,000
North Side Connector - Design Phase	90/8/2 FAA/State/Local	4,860	432	108	5,400
Environmental Assessment - RW 14 Obstruction Removal	90/8/2 FAA/State/Local	66,600	5,920	1,480	74,000
Acquire Land - Parcel 64B A 40: Rosenberger	90/8/2 FAA/State/Local	157,500	14,000	3,500	175,000
Acquire Land - Parcel 64B A 51: Moreland	90/8/2 FAA/State/Local	211,500	18,800	4,700	235,000
North Side Connector - Construction Phase	90/8/2 FAA/State/Local	1,710,000	152,000	38,000	1,900,000
North Side - Gas Main Relocation	90/8/2 FAA/State/Local - ONLY IF FAA FUNDING BECOMES AVAILABLE	360,000	32,000	8,000	400,000
Professional Services - Capital Projects	LOCAL ONLY	0	0	100,000	100,000

FY 2017 - CAPITAL IMPROVEMENT REVENUES

Winchester Regional Airport

July 20, 2016

REVENUE SOURCE

Description	FEDERAL	STATE	LOCAL	TOTAL
Survey Runway 14/32 Approaches	0	64,000	16,000	80,000
Land Svcs - Runway 14 RPZ & Approaches (BRIDGE LOAN)	0	128,000	32,000	160,000
Refund BRIDGE LOAN (Runway 14 RPZ & Approaches)	144,000	(115,200)	(28,800)	0
State Eligible Annual Maintenance Repairs	0	28,000	7,000	35,000
State Eligible Annual Maintenance Repairs	0	12,000	3,000	15,000
Total Revenue Breakdown	3,520,260	468,912	217,228	4,206,400

Local Revenue Breakdown

Contribution Clarke County	2,500
Contribution Warren County	0
Contribution Shenandoah County	5,000
Frederick Co/City of Winchester	209,728
Local Revenue	217,228

County	City
75.0%	25.0%
157,333	52,395

County Population	City Population	Total Population
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**Population figures based on Weldon Cooper estimates for 2015 published 1/27/2016

82,623	27,515	110,138
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FY 2017 Percentages for funding

75.0%	25.0%
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FY 2017 - CAPITAL IMPROVEMENT EXPENDITURES

July 20, 2016

Winchester Regional Airport

Description		DETAIL AMOUNT	TOTAL AMOUNT
	Acquire Land - Parcel 64 A 69: Robertson	Balance forward from FY 2016	\$212,000
	Acquire Land - Parcel 64B A 33A: Beaver	Balance forward from FY 2016	\$175,000
	Acquire Land - Parcel 64 A 66: Nesselrodt, Lawrence	Balance forward from FY 2016	\$275,000
	Acquire Land - Parcel 64 A 70: Marston and Haynes	Balance forward from FY 2016	\$250,000
	Acquire Land - Parcel 64 A 71: Marston and Haynes	Balance forward from FY 2016	\$50,000
	General Aviation Terminal Building Study	Balance forward from FY 2016	\$65,000
	North Side Connector - Design Phase	Balance forward from FY 2016	\$5,400
	Environmental Assessment - RW 14 Obstruction Removal	Balance forward from FY 2016	\$74,000
	Acquire Land - Parcel 64B A 40: Rosenberger	Land Acquisition - Runway 14 Obstruction Removal	\$175,000
	Acquire Land - Parcel 64B A 51: Moreland	Land Acquisition - Bufflick Road	\$235,000
	North Side Connector - Construction Phase	North Side Connector - Construction Phase	\$1,900,000
	North Side - Gas Main Relocation	North Side Relocation of Gas Main	\$400,000
	Professional Services - Capital Projects	Various legal services, independent fee estimates on Federal projects, etc.	\$100,000

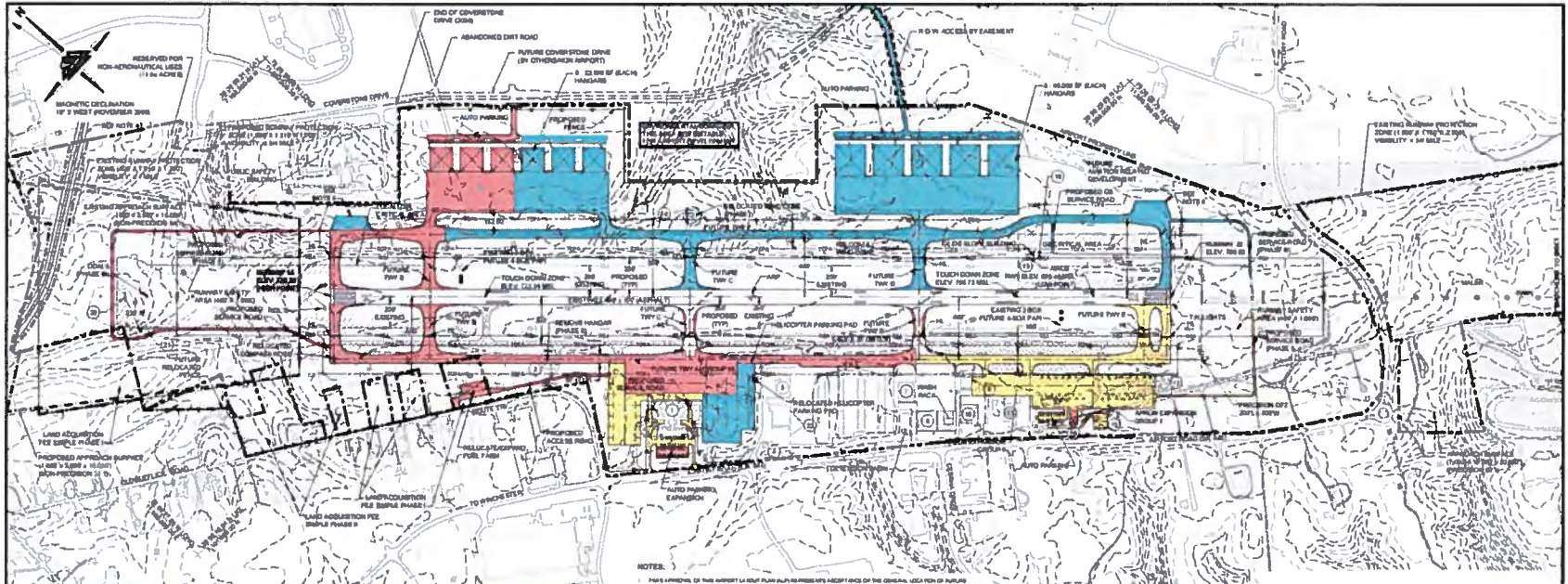
FY 2017 - CAPITAL IMPROVEMENT EXPENDITURES

July 20, 2016

Winchester Regional Airport

Description		DETAIL AMOUNT	TOTAL AMOUNT
	Survey Runway 14/32 Approaches	Obstruction survey	\$80,000
			\$80,000
	Land Svcs - Runway 14 RPZ & Approaches (BRIDGE LOAN)	Land Acquisition - Runway 14 RPZ Fee Simple and Easements for Obstruction Removal	\$160,000
			\$160,000
	Refund BRIDGE LOAN (Runway 14 RPZ & Approaches)	Reimbursement to State & Local upon receipt of FAA funds for land acquisition services Runway 14 RPZ	\$0
			\$0
	State Eligible Annual Maintenance Repairs	General Repairs	\$35,000
			\$35,000
	State Eligible Annual Maintenance Repairs	F & E repairs, lighting supplies, etc	\$15,000
			\$15,000
	TOTAL		\$4,206,400
			\$4,206,400

AIRPORT LAYOUT PLAN & PROJECT DIAGRAMS



DEVELOPMENT PROGRAM

PHASE I DEVELOPMENT (0-10 YEARS)	Yellow
PHASE II DEVELOPMENT (10-20 YEARS)	Red
PHASE III DEVELOPMENT (20-30 YEARS)	Blue

RUNWAY DATA TABLE

DESCRIPTION	RUNWAY 14		RUNWAY 22	
	EXISTING	PROPOSED	EXISTING	PROPOSED
Runway 14 Construction Area				
Asphalt	30' 0" x 30' 0"	30' 0" x 30' 0"	30' 0" x 30' 0"	30' 0" x 30' 0"
Concrete	30' 0" x 30' 0"	30' 0" x 30' 0"	30' 0" x 30' 0"	30' 0" x 30' 0"
Runway Shoulder	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"
Approach	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"
Taxiway	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"
Apron	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"	10' 0" x 30' 0"
Other				

AIRPORT DATA TABLE

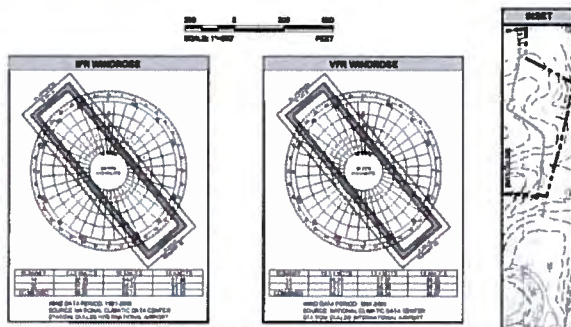
AIRPORT DATA	EXISTING	PROPOSED
Airport Substation	20' 0"	20' 0"
Runway	30' 0" x 30' 0"	30' 0" x 30' 0"
Taxiway	10' 0" x 30' 0"	10' 0" x 30' 0"
Apron	10' 0" x 30' 0"	10' 0" x 30' 0"
Other		

LEGEND

EXISTING	DESCRIPTION	PROPOSED
Symbol	Runway	Symbol
Symbol	Taxiway	Symbol
Symbol	Apron	Symbol
Symbol	Other	Symbol

NOTES:

1. THIS PROJECT IS THE AIRPORT MASTER PLAN AND IS SUBJECT TO THE FEDERAL AVIATION ADMINISTRATION (FAA) APPROVAL PROCESS. THE AIRPORT OWNER IS REQUIRED TO OBTAIN FAA APPROVAL FOR ALL CONSTRUCTION AND OPERATIONAL CHANGES. THE AIRPORT OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE FAA AND OTHER AGENCIES.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE AIRPORT MASTER PLAN AND THE AIRPORT OPERATIONAL MANUAL.
3. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE AIRPORT MASTER PLAN AND THE AIRPORT OPERATIONAL MANUAL.
4. THE AIRPORT OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE FAA AND OTHER AGENCIES.
5. THE AIRPORT OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE FAA AND OTHER AGENCIES.



FACILITIES TABLE

NO.	FACILITY NAME	TOP ELEV.	FACILITY CLASS	TOP ELEV.
1	Terminal Building	100' 0"	Terminal Building	100' 0"
2	Control Tower	100' 0"	Control Tower	100' 0"
3	Runway	30' 0"	Runway	30' 0"
4	Taxiway	10' 0"	Taxiway	10' 0"
5	Apron	10' 0"	Apron	10' 0"
6	Other		Other	

MODIFICATIONS OF DESIGN STANDARDS

NO.	AS STANDARD SPECIFIED	FAA STANDARDS	EXISTING CONDITIONS	PROPOSED ACTION	DATE APPROVED
1	Runway	FAA	Existing	Proposed	01/15/2020
2	Taxiway	FAA	Existing	Proposed	01/15/2020
3	Apron	FAA	Existing	Proposed	01/15/2020

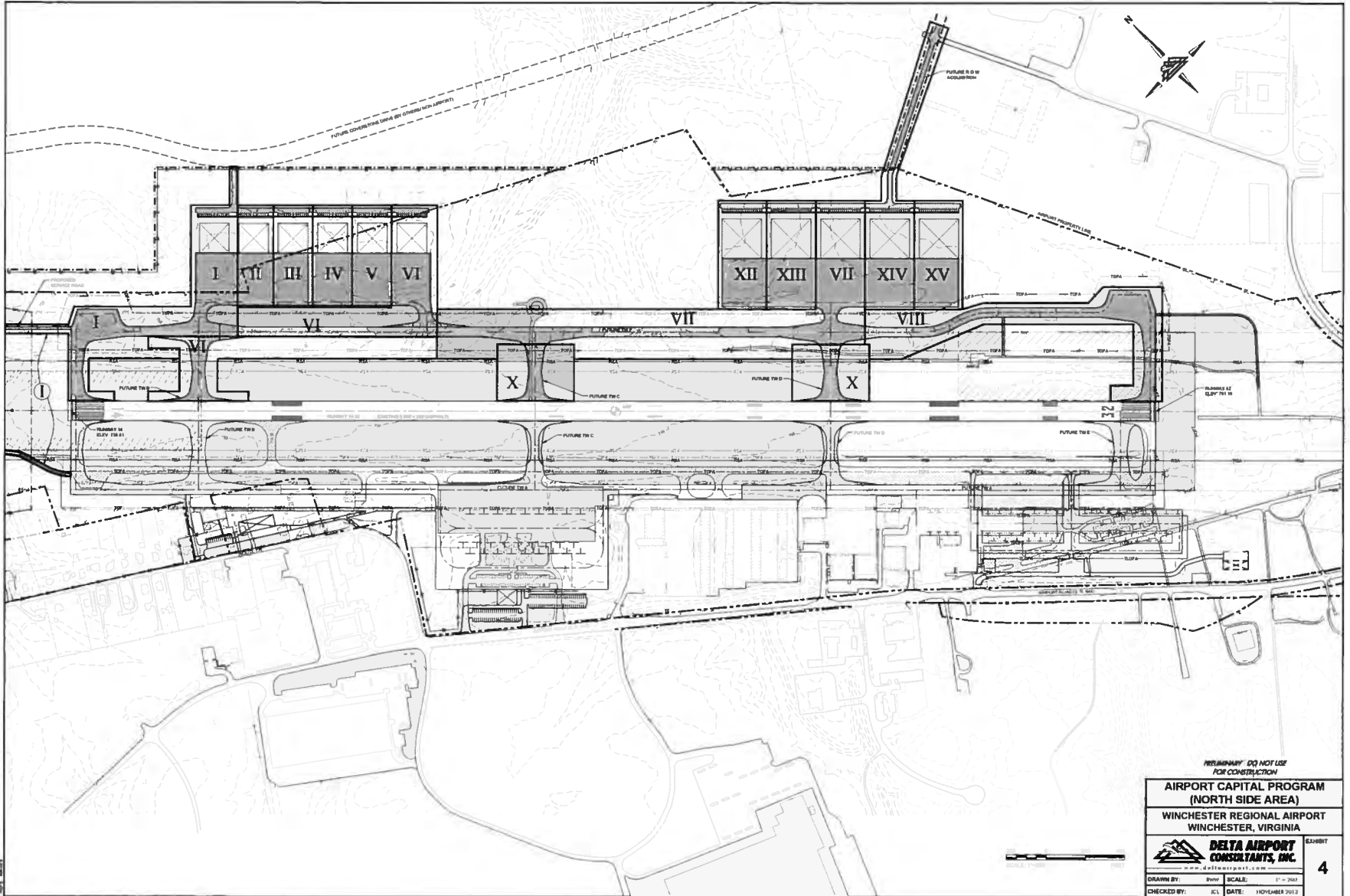
AIRPORT LAYOUT PLAN

WINCHESTER REGIONAL AIRPORT
WINCHESTER, VIRGINIA

DELTA AIRPORT CONSULTANTS, INC.

PROJECT NO. 1
SHEET 1

DATE: 01/15/2020



ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE. DATE OF DECLASSIFICATION IS INDEFINITE.

PRELIMINARY - DO NOT USE
 FOR CONSTRUCTION

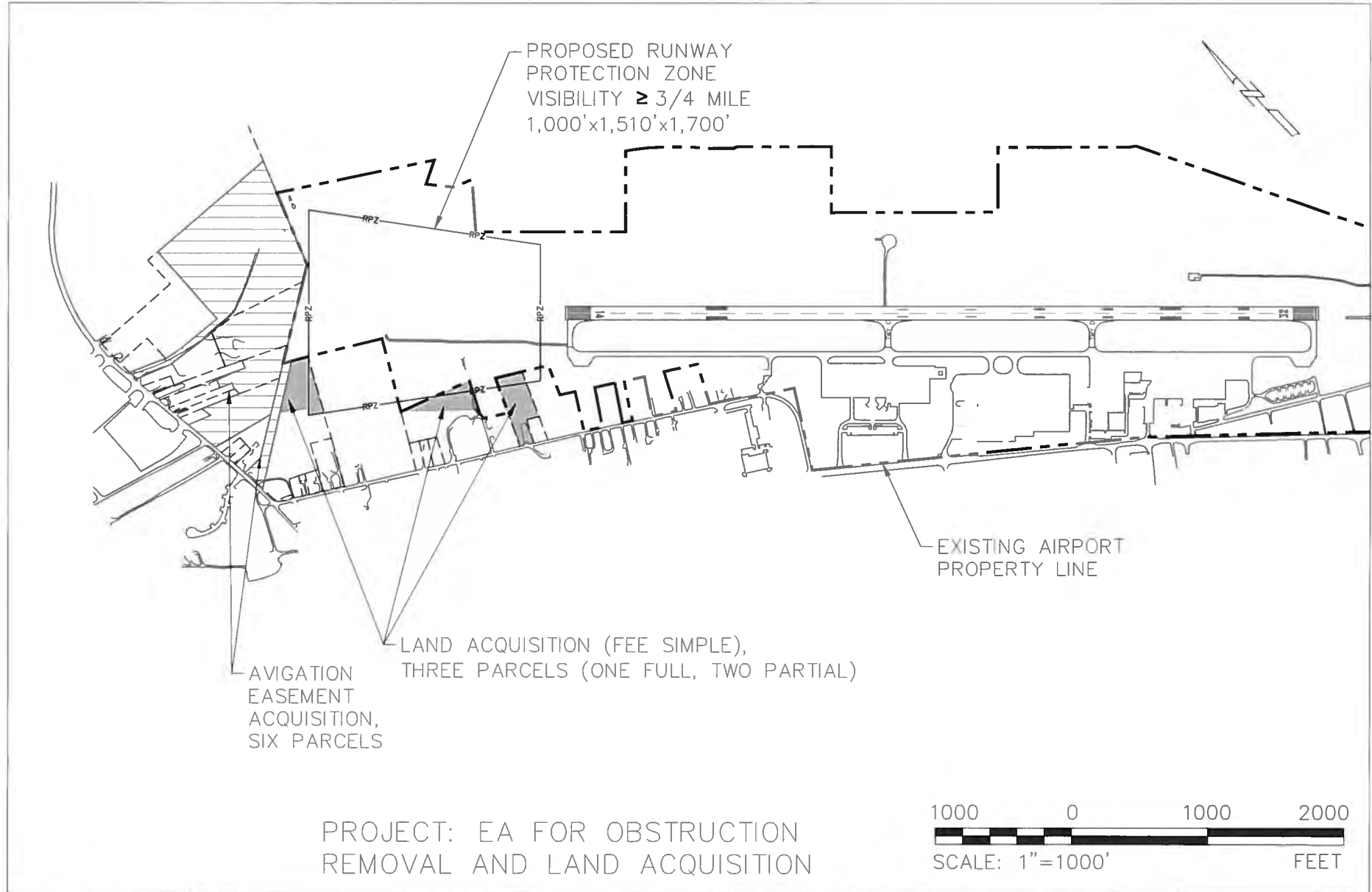
**AIRPORT CAPITAL PROGRAM
 (NORTH SIDE AREA)**
**WINCHESTER REGIONAL AIRPORT
 WINCHESTER, VIRGINIA**



**DELTA AIRPORT
 CONSULTANTS, INC.**
www.deltaairport.com

 Exhibit
4

DRAWN BY: [] SCALE: [] DATE: []
 CHECKED BY: [] DATE: []



PROJECT: EA FOR OBSTRUCTION
REMOVAL AND LAND ACQUISITION

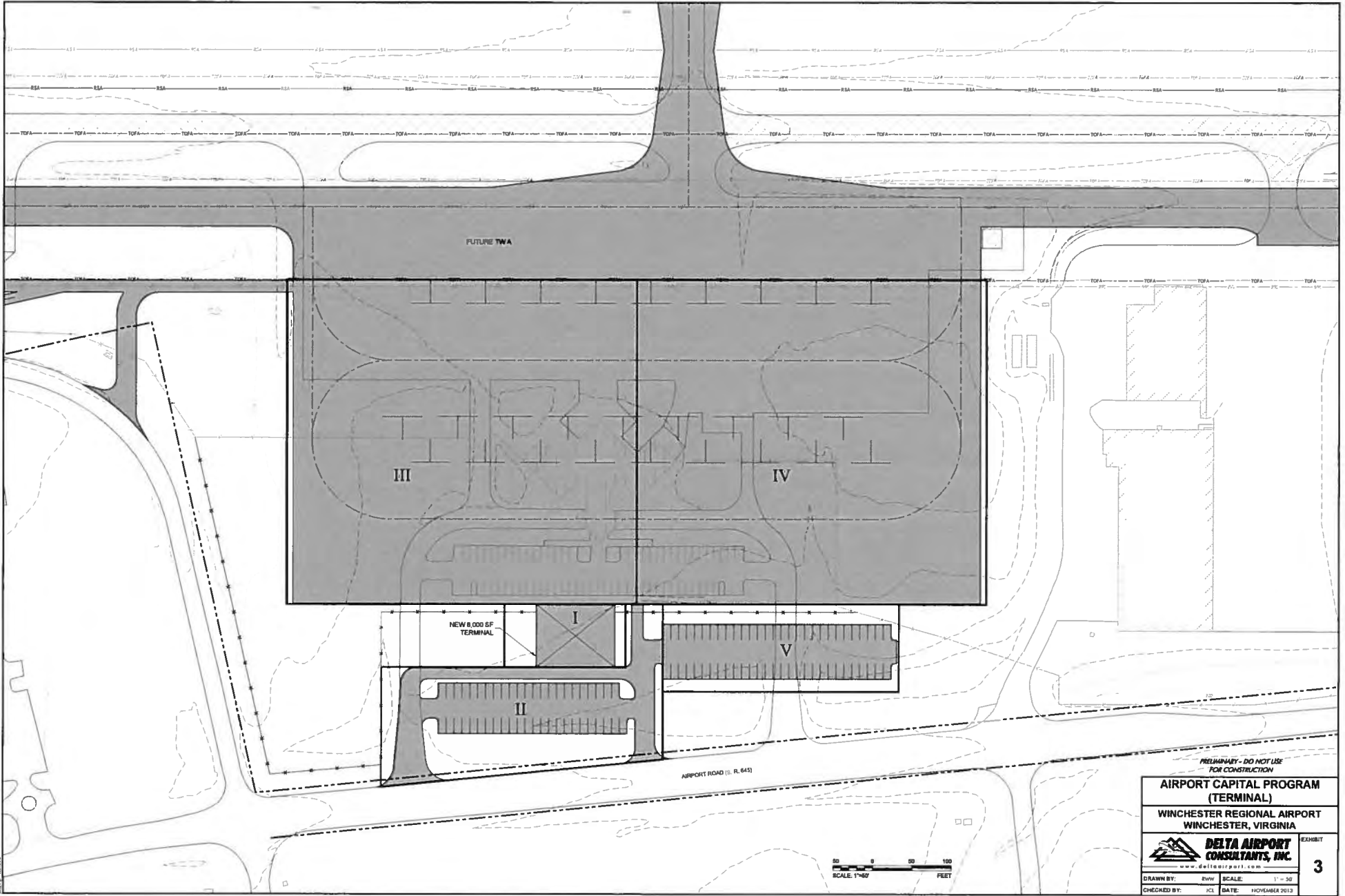
FY 2014 - MAY VAB
WINCHESTER REGIONAL AIRPORT, WINCHESTER, VIRGINIA

EXHIBIT
1



www.deltaairport.com

DRAWN BY: RWW CHECKED BY: MAP SCALE: 1"=1000' DATE: MARCH 2014



PRELIMINARY - DO NOT USE FOR CONSTRUCTION

AIRPORT CAPITAL PROGRAM (TERMINAL)

**WINCHESTER REGIONAL AIRPORT
WINCHESTER, VIRGINIA**



DELTA AIRPORT CONSULTANTS, INC.
www.deltairport.com

DRAWN BY: *dwv* SCALE: 1" = 50'
CHECKED BY: *jcl* DATE: NOVEMBER 2013

EXHIBIT
3



SCALE: 1"=50' FEET

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Winchester Regional Airport Terminal Project - Lay Out - 04/13/13

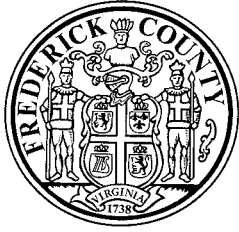
**AIRPORT CAPITAL IMPROVEMENT PLAN
THROUGH FY 2024**

MASTER PLAN PROJECT LIST BY FISCAL YEAR							
WINCHESTER REGIONAL AIRPORT							
PROJECT DESCRIPTION	FAA FISCAL YEAR		TOTAL COST	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	REMARKS
FY 2017							
Acquire Land - Parcel 64 A 69: Robertson	2017	CF	\$212,000	\$190,800	\$16,960	\$4,240	90/8/2 FAA/State/Local
Acquire Land - Parcel 64B A 33A: Beaver	2017	CF	\$175,000	\$157,500	\$14,000	\$3,500	90/8/2 FAA/State/Local
Acquire Land - Parcel 64 A 67: Nesselrodt, Lawrence K	2017	CF	\$275,000	\$247,500	\$22,000	\$5,500	90/8/2 FAA/State/Local
Acquire Land - Parcel 64 A 70: Marston/Haynes	2017	CF	\$250,000	\$225,000	\$20,000	\$5,000	90/8/2 FAA/State/Local
Acquire Land - Parcel 64 A 71: Marston/Haynes	2017	CF	\$50,000	\$45,000	\$4,000	\$1,000	90/8/2 FAA/State/Local
New General Aviation Terminal Building Study	2017	CF	\$65,000	\$0	\$52,000	\$13,000	80/20 State/Local
North Side Connector - (Design)	2017	CF	\$5,400	\$4,860	\$432	\$108	90/8/2 FAA/State/Local
Environmental Assessment - Runway 14 Obstruction Removal	2017	CF	\$74,000	\$66,600	\$5,920	\$1,480	90/8/2 FAA/State/Local
Acquire Land - Parcel 64B A 40: Rosenberger	2017		\$175,000	\$157,500	\$14,000	\$3,500	90/8/2 FAA/State/Local
Acquire Land - Parcel 64B A 51: Moreland (Old 50)	2017		\$235,000	\$211,500	\$18,800	\$4,700	90/8/2 FAA/State/Local
North Side Connector - (Construction)	2017		\$1,900,000	\$1,710,000	\$152,000	\$38,000	90/8/2 FAA/State/Local
North Side - Gas Main Relocation	2017		\$400,000	\$360,000	\$32,000	\$8,000	90/8/2 FAA/State/Local, if FAA funding available
Professional Services - Capital Projects	2017		\$100,000	\$0	\$0	\$100,000	Local only
Survey Runway 14-32 Approaches (Obstructions)	2017		\$80,000	\$0	\$64,000	\$16,000	80/20 State/Local
Land Services - Runway 14 RPZ & Approaches (BRIDGE LOAN)	2017		\$160,000	\$0	\$128,000	\$32,000	80/20 State/Local BRIDGE LOAN
Bridge Loan Refund (Runway 14 RPZ & Approaches)	2017		\$0	\$144,000	(\$115,200)	(\$28,800)	90% FAA funds to reimburse 2017 Bridge Loan
State Eligible Annual Maint Repairs - General	2017		\$35,000	\$0	\$28,000	\$7,000	80/20 State/Local
State Eligible Annual Maint Repairs - F & E Lighting	2017		\$15,000	\$0	\$12,000	\$3,000	80/20 State/Local

PROJECT DESCRIPTION	FAA FISCAL YEAR	TOTAL COST	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	REMARKS
FY 2018						
Acquire Land - Parcel 64 A 64: Hott (Old 65)	2018	\$275,000	\$247,500	\$22,000	\$5,500	90/8/2 FAA/State/Local
Acquire Land - Parcel 64 A 60: Cooper (Old 61)	2018	\$275,000	\$247,500	\$22,000	\$5,500	90/8/2 FAA/State/Local
New General Aviation Terminal Building - Design	2018	\$300,000	\$0	\$225,000	\$75,000	75/25 state/Local assumed public/private space utilization
New General Aviation Terminal Building - Site (Design)	2018	\$80,000	\$0	\$64,000	\$16,000	80/20 state/Local assumed public/private space utilization
Fuel Storage Facility - Design/Build	2018	\$1,000,000	\$900,000	\$80,000	\$20,000	90/8/2 - FA/State/Local - assumes relocation is driven by other AIP project
Remark Runway 14/32	2018	\$100,000	\$0	\$8,000	\$92,000	80/20 State/Local
FY 2019						
North Side - Service Road (Design/Build)	2019	\$400,000	\$360,000	\$32,000	\$8,000	90/8/2 FAA/State/Local
New General Aviation Terminal Building - Construction	2019	\$2,000,000	\$0	\$1,500,000	\$500,000	75/25 state/Local assumed public/private space utilization
New General Aviation Terminal - Furniture Plan (Administrative)	2019	\$30,000	\$0	\$0	\$30,000	100% Local only
New General Aviation Terminal - Furniture Plan (Public Areas)	2019	\$50,000	\$0	\$50,000	\$0	100% State
New General Aviation Terminal Building & Parking Lot - Site Work (Construction)	2020	\$1,250,000	\$0	\$1,000,000	\$250,000	80/20 state/Local assumed public/private space utilization
Taxiway A Relocation - Section I - (Design Phase)	2019	\$200,000	\$180,000	\$16,000	\$4,000	90/8/2 FAA/State/Local
FY 2020						
Taxiway A Relocation - Section I - (Construction Phase)	2020	\$4,500,000	\$4,050,000	\$360,000	\$90,000	90/8/2 FAA/State/Local
New Terminal Building Opening Ceremony	2020	\$10,000	\$0	\$5,000	\$5,000	50/50 State/Local
Taxiway A Relocation - Section II - (Design Phase)	2020	\$150,000	\$135,000	\$12,000	\$3,000	90/8/2 FAA/State/Local

PROJECT DESCRIPTION	FAA FISCAL YEAR		TOTAL COST	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	REMARKS
FY 2021							
Taxiway A Relocation - Section II - (Construction Phase)	2021		\$1,100,000	\$990,000	\$88,000	\$22,000	90/8/2 FAA/State/Local
Taxiway A Relocation - Section III- (Design Phase)	2021		\$150,000	\$135,000	\$12,000	\$3,000	90/8/2 FAA/State/Local
FY 2022							
Taxiway A Relocation - Section III - (Construction Phase)	2022		\$1,100,000	\$990,000	\$88,000	\$22,000	90/8/2 FAA/State/Local
Taxiway A Relocation - Section IV - (Design Phase)	2022		\$150,000	\$135,000	\$12,000	\$3,000	90/8/2 FAA/State/Local
FY 2023							
Taxiway A Relocation - Section IV - (Construction Phase)	2023		\$1,100,000	\$990,000	\$88,000	\$22,000	90/8/2 FAA/State/Local
Taxiway A Relocation - Section V & TW C Shoulders	2023		\$1,200,000	\$1,080,000	\$96,000	\$24,000	90/8/2 FAA/State/Local
FY 2024							
Acquire Land - Parcel 64 A 59: Kyle (Old 69)	2024		\$300,000	\$270,000	\$24,000	\$6,000	90/8/2 FAA/State/Local
Acquire Land - Parcel 64B A 52: Lee (Old 60)	2024		\$300,000	\$270,000	\$24,000	\$6,000	90/8/2 FAA/State/Local
	0	0	\$0	\$0	\$0	\$0	0
ACIP Grand Total			\$20,226,400	\$14,500,260	\$4,296,912	\$1,429,228	

PROJECT DESCRIPTION	FAA FISCAL YEAR	TOTAL COST	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	REMARKS
MASTER PLAN PROJECT LIST BY FISCAL YEAR						
		TOTAL	FAA	STATE	LOCAL	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2017	\$4,206,400	\$3,520,260	\$468,912	\$217,228	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2018	\$2,030,000	\$1,395,000	\$421,000	\$214,000	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2019	\$3,930,000	\$540,000	\$2,598,000	\$792,000	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2020	\$4,660,000	\$4,185,000	\$377,000	\$98,000	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2021	\$1,250,000	\$1,125,000	\$100,000	\$25,000	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2022	\$1,250,000	\$1,125,000	\$100,000	\$25,000	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2023	\$2,300,000	\$2,070,000	\$184,000	\$46,000	
TOTAL BUDGET SUMMARY BY FISCAL YEAR	2024	\$600,000	\$540,000	\$48,000	\$12,000	
ACIP GRAND TOTAL		\$20,226,400	\$14,500,260	\$4,296,912	\$1,429,228	



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Finance Committee
From: Scott Varner, IT Director
Subject: Carry Forward Request
Date: September 7, 2016

This memo is to request the carry forward of FY16 funds in the amount of \$108,032 from 4-10-1220-9001-000-000 to the same line item in FY17.

These funds were approved and allocated from FY16 contingency funds for the Data Center Refresh initial five year lease payment. However, due to a delay with the contract, this purchase was not completed prior to year-end.

Thank you for considering this carry forward request.

Sincerely,

Scott Varner

Director of IT/ CIO County of Frederick

107 North Kent Street, Winchester, Virginia 22601-5039
ndunleav@co.frederick.va.us or fax 540-722-2169



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Harvey E. Strawsnyder, Director of Public Works *HES*
kco

SUBJECT: Carry Forward Requests

DATE: September 7, 2016

In a regularly scheduled meeting held on July 26, 2016, the Public Works Committee unanimously endorsed the following carry forward requests:

- a. Landfill - \$15,000 (Attachment #1)
- b. Inspections - \$12,560 (Attachment #2)

Please include the above supplemental appropriation requests on the next Finance Committee agenda. Justification for the above requests are included as attachments 1 and 2.

HES/kco


Attachments: as stated

cc: file



MEMORANDUM

TO: Public Works Committee

FROM: Steve Frye, Landfill Manager 

THROUGH: Harvey E. Strawsnyder, Director of Public Works

SUBJECT: Carry Forwards to 2016/2017

DATE: August 11, 2016

We are requesting that funding be carried forward from the 2015/2016 budget into the new 2016/2017 budget. This funding is allocated in the following line item:

12-4204-3004-04 Repair and Maintenance - Generators

We are requesting that \$15,000 be carried forward within this line item. These funds will be used to cover costs associated with repairing the chiller on the landfill gas treatment skid. Work for this repair was originally scheduled for the first part of June, but due to weather conditions and other conflicts the work was deferred and was completed on August 3rd.



COUNTY of FREDERICK

Inspections Department

John S. Trenary, Building Official
540-665-5650
Fax 540-678-0682

TO: Harvey E. Strawsnyder, Jr., P.E., Director of Public Works
THRU: John Trenary, Building Official/Code Administrator
FROM: Amy L Feltner, Plans Examiner
SUBJECT: Request for Finance Carry Forward
DATE: July 20, 2016

The large format scanner currently used by the inspections department is outdated. Maintenance and repair options are obsolete. Working with the IT Department, we found a more economical and reliable scanner that also offers an affordable solution to our current scanning procedures.

The proposed scanner is offered through a 60-month lease in the VITA contracts for \$598.63 (five hundred ninety eight dollars and sixty three cents) per month. In addition, a software purchase is needed to automate the scanning process. This software will be a onetime estimated purchase cost of \$5160.00 (five thousand one hundred sixty dollars) and includes fees for training/setup. Our 2016/2017 budget does not include the monthly leasing cost nor needed funds to purchase the software, therefore, I am requesting a carry forward of funds in the amount of \$12,560 (twelve thousand five hundred sixty dollars) from our 2015/2016 budget into our 2016/2017 budget year. Funds to be carry forward to the following line items:

34010-000-9001-000 (lease/rent of equipment)	\$ 7,400.00
34010-000-5413-000 (other operating supplies)	<u>\$ 5,160.00</u>
	\$12,560.00

Funds to support this would be transferred from unencumbered funds from FY 16 Inspections Department budget.

alf

FY16 total unspent Inspections: \$67,300
FY16 bal: 3401-9001 \$1,481; 3401-5413 \$1,702

To: John Trenary, Building Code Official

From: Amy Feltner

Date: April 27, 2016

Re: Scanner Demonstration

Our current plan scanning process is manual. Plans are scanned, one sheet at a time, into our current Puma scanner, then manually copied onto a portable drive. The plans are then uploaded to the network and manually transferred into the permit file locate in Laserfiche. The current Puma scanner is over ten years old and cannot be connected to the network due to the inability to upgrade the software.

The current scanner is in need of replacing based on (a) the current age, (b) the lack of technical support (software and repair), and (c) inability to connect to the network. The Konica Minolta scanner recently demonstrated at Loudon County offers numerous benefits including the reduction of personnel time needed to complete the process as a whole.

On an average we scan 160-200 24" x 36" sheets weekly¹. This is highlighted as a daily average consistent with our normal workflow which occurs 80%-85% of the year. Based on an average plan set of thirty (30) 24"x36" pages, our current process consumes approximately one (1) hour to complete from start to finish. Based on the performance of the Konica Monilta demonstration, the process would be thirty (30) minutes based on the following time saving tasks

- a. Paper sizing is automatic. No need to select from a drop down menu.
- b. You do not need to create a *filename* for *each* sheet prior to scanning.
- c. The transfer to Laserfiche will be automatic², thus eliminating the manual transfer by a portable device.
- d. The newer scanner has faster per-foot scan rate based on 400 dpi imaging.
- e. New scanner allows sheet feeds to stack, eliminating the task of catching each feed as our current process requires.
- f. The proposed package will create the permit file in Laserfiche prior to the issuance of the building permit (see item C)

Additionally, smaller plans³ are currently copied on the Konica Monilta copier and placed in the permit folder. The copies are then scanned into Laserfiche on our Fujitsu desktop scanner *after* the permit is issued. By utilizing the proposed software package and our current Konica Monilta copier, the copier can act as a scanner and place the material directly into Laserfiche. This process can eliminate the paper waste of copied plans and remove the time and effort needed to scan the documents into Laserfiche on

¹ Based on average weekly total of building plans larger than 11"x17" ,scanned on the large format scanner only

² Additional software is needed to make the full system automatic. This software may be acquired in house or through additional professional services

³ Building plan sizes 11" x 17" or smaller only

the Fujitsu desktop scanner. Also, the current Fujitsu is ten years old and may need replacing in the near future. Use of the existing copier may eliminate the need to replace the desktop top model.

Our current circumstances do not allow us time to scan plumbing, electrical, and/or mechanical plans. Although upgrading will not eliminate the need for the scanning of plans, there is a potential savings on manpower of over ten (10) hours monthly⁴ compared to the proposed package solution. This can be viewed as a monthly cost savings or an opportunity to work toward a more paperless environment by utilizing the time to process plans not currently scanned.

⁴ Based on reduced time in scanning on large format scanner and elimination of manual transfer of file into Laserfiche only. Does not include time savings on the Fujitsu or paper/ink savings

Please see attached the most recent proposal from Konica for the Inspections scanner and the quote for LaserFiche integration.

A few items to note:

- Outright scanner/software purchase price (includes 1 year of maintenance): \$20,983.
 - The yearly maintenance cost as quoted is \$1,847; however, it is usual for annual maintenance contracts to increase 5% annually.
- 5 year lease (includes all 5 years of maintenance): \$598.63/mo = \$35,917.80
 - This represents a 10.55% lease rate. The lease rate could vary slightly because it is based on the supplier's fixed rate spread added to the last business day of the most recent quarter current US Treasury Interest Rate Swap rate at the time of purchase, but the variation would be minimal.
- The quote from Unity Business, \$5,160, is to integrate the scanner and software with our current document management system, LaserFiche. This is a one-time cost, except for the \$300 annual maintenance. The \$300 annual maintenance will be picked up by IT after year 1.

I did a quick spreadsheet to try to do a summary explanation:

	60 month lease 10.55% includes 5 yrs maintenance	outright purchase
<hr/>		
KONICA per VA State Contract		
Scanner	346.51	12,822.00
Software	193.04	5,361.00
Setup & Training	59.08	2,800.00
	<hr/>	
	per month 598.63	
	Total 35,917.80 (60 months)	20,983.00
year 2 thru 5 maintenance		7,388.00 (\$1847/yr – does not include possible 5% increase annually)
UBS		
LaserFiche Integration	5,160.00	5,160.00
	<hr/>	
	Total 41,077.80	33,531.00
	<hr/> <hr/>	
<hr/>		
FY17 Supplemental Appropriation needed		
Scanner/Software	5,986.30 (based on 10 months)	20,983.00
LF Integration	5,160.00	5,160.00
	<hr/>	
	11,146.30	26,143.00
	<hr/> <hr/>	

KIP 2300 Scanner
w/ Color Scan to File
Plus Stand, Software, Services and Maintenance

Attention: Patrick Fly, Sharon Kibler
County of Frederick
107 Kent Street
Winchester, VA 22601-5039

September 1, 2016
Prepared by
Doug O'Brien
KMBS -Senior Account Executive Government and Education

The contents of this proposal are considered to be Konica Minolta private data and are provided for your exclusive use.



KONICA MINOLTA

Patrick,

Please review the attached quotes for a 60 month lease and an outright purchase using the VITA Contract VA- 130405-VBS (SWAM Approved) for the KIP 2300 Scanner w/ Color Scan to File, KIP 2300 Scanner Stand w/ Integrated Display, Phoenix Dispatcher – Government, with all maintenance and services included. I am pleased to present this information to Frederick County using the VITA Contract.

Answering the questions submitted by Sharon:

1. State that it is a lease-purchase and explain that at the end of the lease the machine will be available to purchase at the fair market value. Response: Yes.
2. Provide an outright purchase price and the 60 month lease price for the 2300 Scanner. Response: Yes, I will provide purchase pricing and 60 month lease using VITA Contract pricing which is based on VITA supplied interest rates.
3. State what the 2300 Service contract includes. Response: The Service Contract covers on-site labor, parts as well as ongoing software updates.
4. The terms and conditions as set forth in the VITA contract apply. Response: Yes.
5. The only item that I could find on the state contract was the actual scanner itself. Where are all the other items located in the contract? i.e. Dispatcher Phoenix Software, training. Response: You are correct - These additional items are not listed on the VITA Contract, only the 2300 Scanner is listed on the VITA contract as an accessory under KIP –Wide Format Printing - Section 41. These other items can be offered by KMBS under the VITA Managed Print Services section which allows vendors to provide a complete solution. This configuration was developed with input and participation from Frederick County GIS/IT, this evaluation included an on-site KMBS demonstration to The County of Frederick and a customer visit to Loudoun County. Phoenix Software, a division of KMBS, is not on the VITA contract. However, we sell and have the technical training and skills necessary to support this complimentary KIP offering as required under the VITA Managed Print Services category.
6. When I spoke to Mr. Scarce at VITA yesterday, he mentioned that the maintenance costs are included in the contract, why are they listed as additional charges? Response: Yes, you are correct – this information needs to be included in all proposals for all VITA offered copiers and printers. You are not purchasing a copier/printer; you are purchasing a scanner with a service contract. Scanners, like the 2300, do not charge per scan, scans are free so there is no maintenance or supply charge for



KONICA MINOLTA

copies. The monthly service fee is just for the on-going maintenance of the hardware, not usage. Service Plan covers on-site labor, parts as well as ongoing software updates.

If you seek additional information about 2300 Scanner Service or information about the complete KMBS- KIP Solution please contact Daniel Hannabass, National Manager- Production Print. His contact information is Office: 703- 760- 3576. Cell: 410- 703- 2714. Email: dhannabass@kmbs.konicaminolta.us
Note: I am very aware of the VITA requirement to clearly show the cost of maintenance with volume options. I always copy this information directly from the VITA Contract for all Printer/Copier proposals. This maintenance information is listed at the top of every VITA price sheet usually as an A, B or C maintenance option which allows the customer to see volume discounts, ability to include supplies, price per copy for B/W, Color and overage costs.

3. The VITA contract states that prices will be 30% off. The software costs are not at a 30% discount. Explain. Response: You are correct. The pricing I provided was obtained as the government price provided to us by the Phoenix division of KMBS – the government pricing they provided was not equal to the deep 30% discount available through VITA. I have requested management to approve a special VITA price consideration for Frederick County based on your request. Assuming my request will be approved I will use this new pricing. Phoenix list price is $\$3,300 \times .70 = \$2,310$. This is a savings of \$900 off list price which is an additional \$520 below the previously quoted price of \$2,830.

I hope I have answered these questions to everyone's satisfaction.

Doug



KONICA MINOLTA

**KIP 2300 Scanner w/color Scan to File
Phoenix Dispatcher - Government
Purchase and 60 Month Lease Information**

Customer: County of Frederick – Attention: Patrick Fly

pfly@fcva.us

P: 540-665-5614

County of Frederick

107 North Kent Street

Winchester , VA 22601-5039

Ship To: County of Frederick

Att: Patrick Fly P: 540-665-5614

Alternate POC: Andrew Farrar P: 540-665-5614

County of Frederick

107 North Kent Street

Winchester, VA 22601-5039

Requested Date of Delivery: By Friday, September 16, 2016.

Konica Minolta Contact:

Douglas O'Brien, Direct 703-637-1514, Cell: 703-967-4892

dobrien@kmbs.konicaminolta.us

Senior Account Manager- Government & Education Specialist

VITA Ordering Information:

- Commonwealth VA Customer can order by PO, State Credit Card or place a eVA order.
- All customer purchase orders must include: Model item Number, Lease (payment x term) or purchase pricing Cost Per Copy Volume and Cost per copy Price.
- Please address the purchase orders to:
 - o Virginia Business Systems c/o KMBS – Douglas O'Brien
 - o Attn; Debora Gregg
 - o 9899 Maryland Drive
 - o Richmond, VA 23233
 - o P; 804-270-7003

Note: PLEASE SEND Order Submission by Email to

dobrien@kmbs.konicaminolta.us

Doug O'Brien – Government, Education and Healthcare Specialist



KONICA MINOLTA

Description:

KIP 2300 Scanner with Phoenix Dispatcher Govt
Information on: (1) 60 mo. lease agreement and (2) Purchase
County of Frederick Virginia -
2300 Scanner has no click charge and makes no copies
Copies Included: 0 Copies Included
CPC: Cost per Copy billed at \$0.00
Color CPC - Color CPC billed at \$0.00

VITA CONTRACT Quote Contract # VA -130405-VBS (SWAM certified)

60 Month Lease Kip 2300 Scanner
60 Month Lease KIP 2300 Stand
Phoenix Dispatcher Govt./Support/Maintenance
Services and Training

Total Monthly Lease Payment for 60 Months includes Maintenance: \$ 598.63 per month for 60 months.

Total paid after 60 months is \$35,917.80

Total Purchase Price includes 1 year of maintenance: \$20,983

Note: to compare apples to apples add the cost of 4 years of additional maintenance = \$7,388= \$28,371

Not included the possibility of an annual 5 % increase in maintenance .

See pricing details on next page. This evening I submitted a VITA worksheet to VBS for review and approval. I expect we will have an answer by COB Friday. This is usually a formality as the VITA system calculates the lease rates, but this step is a requirement to make sure the quote is double checked for accuracy. I mentioned the 5 year rate of .1024 (5x.0248) requested by Sharon which is .0037 lower than the .1055 rate (5 x .0211) requested. I do not set the rates so this is totally a VITA determined rate. Usually I wait to have quotes and rates approved before I send a quote but because of my travel schedule tomorrow and your need to have this ready for next Wednesday I wanted to get everything finalized and receive any questions back from you as soon as possible.

Patrick and Sharon, please do not hesitate to contact me. I am traveling on Friday and Tuesday but can be reached on my cell phone at 703-967-4892

Sincerely,
Doug O'Brien
Senior Account Executive – Government & Education
Office: 703-637-1514
Cell: 703-967-4892 (Best)



KONICA MINOLTA

Wide Format	Quantity	Item No	Description	Notes	MSRP	Purchase Price- /Unit 1	Purchase Total	5 year Total	60 Month
		Hardware							
	1	7640012574	KIP 2300 SCANNER STAND w/ INT. DISPLAY		\$ 995.00	\$ 696.50	\$ 696.50	\$ 696.50	\$ 14.70
	1	7640013813	KIP 2300 SCANNER w/ COLOR SCAN TO FILE		\$ 15,995.00	\$ 11,196.50	\$ 11,196.50	11,196.50	\$ 236.25
	1	7640013891	KIP 2300 Scanner Freight	Included - VITA-VBS	375	\$ -	\$ -		\$ -
	1	7640013880	KIP 2300 Scanner Installation - KMBS	Included - VITA- VBS	325	\$ -	\$ -		\$ -
	4	Maintenance on 2300	\$900 a year x 5 years	\$75 a month = \$900 yr.	\$900	\$ 900.00	\$ 900.00	\$4,500	\$ 94.95
	1	7640008086	Solutions Deliv Charge L-2		\$ 29.00	\$ 29.00	\$ 29.00	\$ 29.00	\$ 0.61
	Totals								\$ 346.51
		Software							
	1	7640019155	Dispatcher Phoenix Software Governmet - (DP - GOVT)*		\$ 3,300.00	\$ 2,830.00	\$ 2,830.00	\$ 2,830.00	\$ 71.88
	3	7640014447	DP Active Input	3 additional Inputs-2 come with Govt version	\$ 600.00	\$ 528.00	\$ 1,584.00	\$ 1,584.00	\$ 40.23
	5	7640019156	Mintenance -DP Govt Software 1yr	Yearly cost \$617 for 5 years	\$ 660.00	\$ 617.00	\$ 617.00	\$ 3,085.00	\$ 78.36
	3	7640014449	Maintenance - DP Add. Active Input Softw	Yearly cost \$110 a year x 3 Inputs = \$330 a yr for 5 years= \$1650.	\$ 120.00	\$ 110.00	\$ 330	\$1,650	\$ 41.92
	Totals								\$ 193.04
		Services							
	16	7640014526	DP Integration & End User Training by KMBS	\$200 per hour x 16 hours vITA is \$175 hr.	\$ 3,200.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 59.08
	Totals								\$ 59.08
							Out Right Purchase	5Yrs. w/ Maint.	
							\$ 20,983.00	\$ 28,371.00	\$ 598.63

Dispatcher Phoenix Government

DELIVERY: All DispatcherPhoenix/Min Software, MUST include item 7640008086 - Level 2 Solutions Delivery Charge.

CUSTOMIZATION: Any customization is at extra cost. All sales of Dispatcher Phoenix Software MUST include corresponding annual maintenance in 1, 3 or 5 year increments.

Government Version includes these additional features:

- 2 Active Inputs
- Advanced OCR
- 1D Barcode Processing
- Convert to Microsoft Office
- Redact, Highlight and Strikeout
- Convert to PDF (PDF/A, PDF/a searchable, PDF, PDF searchable)
- Metadata Bundle (for metadata creation and routing)
- OOBC Processing
- SharePoint Connector
- Copy Defender
- CAC/PIV authentication
- Google Cloud Print Input

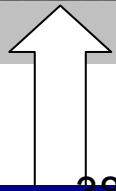


KONICA MINOLTA

Just to show the VITA Pricing for 2300 Scanner for Purchase and 60 Month Lease – Copied directly from VITA Tab 43 KIP 9000

Annual Maintenance \$9,261.00
 Copies Included: Up to 1,200,000 Square Feet
 Overages: \$0.007 Per Square Foot
 *Maintenance Does Not Include Toner**

Item No	Description	MSRP	Contract Pricing			Leasing Options		
			Purchase Price	Total	36 Month	48 Month	Total	60 Month
714000545	VP 2300 MINOLTA COPY FRONT w/ COLOR SCAN 4x4 Resolution, sub-area copy/print option with color scan with VP 2300 scanner	\$ 71,140.00	\$ 59,522.27	-	\$ 2,421.98	-	\$ 2,063.27	\$ 1,916.82
OPTIONAL ACCESSORIES								
714000701	VP 8000 MINOLTA COPY FRONT w/ COLOR SCAN COLOR SCAN	\$ 70,980.00	\$ 49,830.00	-	\$ 1,655.00	-	\$ 1,382.00	\$ 1,041.52
714000470	Secure HDD Connector Kit	\$ 159.00	\$ 48.50	-	\$ 17.54	-	\$ 15.98	\$ 7.73
714000286	VP 7100 PLUS KIT	\$ 125.00	\$ 91.30	-	\$ 3.80	-	\$ 2.29	\$ 1.90
714002568	PDF FRONT PRINTING OPTION	\$ 2,965.00	\$ 1,726.50	-	\$ 563.25	-	\$ 45.81	\$ 27.89
714000000	OSPF AT PRESET	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
714007029	DR-PC Package for VP 2300 Scanner (2 year support)	\$ 1,850.00	\$ 1,891.30	-	\$ 38.95	-	\$ 36.21	\$ 25.09
714007042	DR-PC Package for VP 2200 Scanner (5 year support)	\$ 1,850.00	\$ 1,329.30	-	\$ 41.20	-	\$ 23.76	\$ 20.05
714007050	DR-PC Package for VP 2300 Scanner (1 year support)	\$ 1,750.00	\$ 1,269.30	-	\$ 48.90	-	\$ 28.93	\$ 26.07
714000967	VP 20 SCANNERS ORIG. STICKING PACK	\$ 143.00	\$ 80.50	-	\$ 3.27	-	\$ 2.83	\$ 2.59
714000574	VP 2300 SCANNERS STAND w/INT. DISPLAY	\$ 884.00	\$ 688.50	-	\$ 24.64	-	\$ 17.89	\$ 6.70
714000575	COLOR SET COPY TO IMAGE UPDA RE-TOOL	\$ 2,850.00	\$ 1,882.00	-	\$ 610	-	\$ 47.92	\$ 38.72
714000680	VP 2300 SCANNER w/COLOR SCAN TO FILE	\$ 6,940.00	\$ 1,036.50	-	\$ 303.89	-	\$ 284.39	\$ 238.24
714000688	VP 20 SCANNERS w/COLOR SCAN TO FILE	\$ 6,950.00	\$ 6,966.50	-	\$ 227.26	-	\$ 177.76	\$ 167.52
714007088	VP 20 SCANNERS STAND	\$ 725.00	\$ 567.50	-	\$ 64.83	-	\$ 52.89	\$ 37.71
714000968	VP 70 COLOR SCAN TO FILE FIELD	\$ 1,950.00	\$ 838.50	-	\$ 27.59	-	\$ 20.45	\$ 17.63
714000969	VP 70 COLOR COPY TO IMAGE UPDA FIELD	\$ 1,850.00	\$ 1,046.50	-	\$ 34.41	-	\$ 26.59	\$ 22.09
714000576	VP Color Print - Advanced Copy, Print & Scan to MP Print Scanners	\$ 4,995.00	\$ 2,086.50	-	\$ 61.84	-	\$ 51.45	\$ 44.24
714000972	VP 8000 Color Print Copy to MP or to MP Print Scanners	\$ 995.00	\$ 636.50	-	\$ 23.44	-	\$ 17.93	\$ 14.70
714000988	VP 200 Auto Staker	\$ 2,585.00	\$ 1,538.50	-	\$ 45.84	-	\$ 36.33	\$ 32.42
714000577	VP FOLD 8000 FOLLOWING SYSTEM	\$ 33,865.00	\$ 22,796.50	-	\$ 772.59	-	\$ 684.47	\$ 592





KONICA MINOLTA

Konica Minolta KIP 2300 Scanner

The KIP 2300 High Production Scanner is a high resolution, high speed solution that provides enhanced monochrome imaging and world-class color scan quality embodied in an exceptionally versatile and ergonomic design, ideal for both centralized and decentralized environments. The KIP 2300 scanners unique product design allows users to capture, archive, print and share monochrome and full color images at high speeds with either face up or face down document feeding for maximum productivity. In addition to the advanced dual document feed system the KIP 2300 features the following technological advancements:

- Direct connection support for multiple KIP 7700, 7900 and 9900 printer series as well as optional direct copying to inkjet printers.
- Rigid /thick stock support with automatic tension adjustment and front document assist tray.
- User selectable scanning modes – standard or production.
- High speed data transfer featuring KIP Tru-Speed technology.
- Three independent tri-linear CCD imaging cameras with an advanced single lens design
- Automatic imaging camera and integrated white balance calibration
- Distinctive white LED original illumination system for consistent image capture
-

Visual operator feedback system for stream-scanning monochrome or color images.

- Instant on- no warm up necessary
- Substantially built, rugged design with low maintenance operation
- Extended warranty covering KIP optical system
- Energy Star 2009 Compliancy



KONICA MINOLTA

Dispatcher Phoenix Government

At a time of shrinking budgets, rising costs and increasing expectations, government agencies are naturally looking for new ways to increase productivity, streamline processes and serve the public with greater speed, accuracy and efficiency. Konica Minolta's Dispatcher Phoenix Government provides government employees with the tools they need to handle their documents – quickly, efficiently and securely.

With Dispatcher Phoenix Government employees can have instant access to the information they need while complying with security regulations. And manual document processes can be automated, reducing the risk of human error while optimizing operational efficiency.

Fast, Efficient Document Distribution - Dispatcher Phoenix Government automatically collects, processes and distributes government documents such as records, applications, cross-agency communications and other filings to multiple outputs – all in a single step. Document files can be sent to network/local folders, email recipients, printers, and popular document management systems such as Microsoft SharePoint. With its visually appealing folder browsing feature at the MFP, Dispatcher Phoenix Government gives you a familiar, Windows Explorer-like view of your directory structure to help you select the correct folder as your scan destination.

To help public sector organizations optimize workflow efficiency, Dispatcher Phoenix Government includes automated processes that get the job done quickly and accurately. You can make information instantly retrievable by converting paper-based files into PDF Searchable. Read and route invoices based on barcode. Edit scanned images by converting files to Microsoft Office formats, such as Word or Excel. Rename files at the MFP. Other advanced automated processes include zonal OCR for data extraction, metadata routing, ODBC connectivity for integration with common databases – and much more.

Unity Business Systems
374 Wythe Creek Road
Poquoson, VA 23662
(757) 873-0233
www.unityecm.com



We have prepared a proposal for you

Frederick County - Import Agent 9/1/2016

Quote # 000400

Version 1

Frederick County

Frederick County - Import Agent 9/1/2016

Quote Information:

Quote #: 000400
 Version: 1
 Delivered: 09/02/2016
 Expires: 09/30/2016

Prepared for:

Frederick County
 Patrick Fly
 107 North Kent Street
 Winchester, VA 22601
 pfly@fcva.us
 5407228225

Prepared by:

Unity Business Systems
 Sarah
 (757) 873-0233
 sarah.haynes@unityecm.com

Software		Price	Qty	Ext. Price
IA	Laserfiche Import Agent	\$1,500.00	1	\$1,500.00
Software Subtotal				\$1,500.00

Annual Maintenance		Price	Qty	Ext. Price
IAB	LSAP Laserfiche Import Agent	\$300.00	1	\$300.00
Annual Maintenance Subtotal				\$300.00

Services		Price	Qty	Ext. Price
PS-01	Professional Services for installation and training on setting up profiles with Import Agent.	\$140.00	24	\$3,360.00
Services Subtotal				\$3,360.00

Quote Summary			Amount
		Software	\$1,500.00
		Annual Maintenance	\$300.00
		Services	\$3,360.00
		Total	\$5,160.00

Signature _____

Date _____

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

FREDERICK COUNTY
JUL 20 2016
FINANCE DEPARTMENT

TO : Angela Whitacre, Treasurer's Office
FROM : Sheriff Lenny Millholland
SUBJECT : Donation
DATE : July 19, 2016

Attached please find a check in the amount of \$100.00 made payable to the Sheriff's Office. The memo section indicates this is a donation to the Honor Guard.

We are requesting this amount be posted to revenue line: 3-010-018990-0006 (10CR)

A copy of this memo will be sent to Finance for appropriation.

Thank you.

LWM/asw

Cc: Finance - appropriation; 3102-5409-000-000

68-251-514 1774

TIMOTHY T. WEIR
[REDACTED]

01 JULY 20 16

Pay To The Order Of FREDERICK COUNTY SHERIFF'S OFFICE \$ 100.00/XY

ONE HUNDRED _____ 00/XY _____ Dollars Security Features Includes: Details on Back.

[REDACTED]

For HONOR GUARD DONATION [REDACTED] MP

[REDACTED]

C.S. 7/22/16

FREDERICK COUNTY SHERIFF'S OFFICE



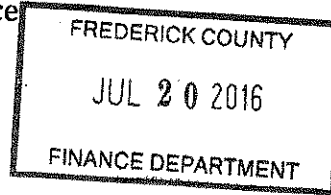
Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Angela Whitacre, Treasurer's Office
FROM : Sheriff Lenny Millholland
SUBJECT : Donation
DATE : July 19, 2016



Attached please find a check in the amount of \$300.00 made payable to the Sheriff's Office. The memo section indicates this is the Winchester-Shawnee Lions Club's annual donation to the DARE Program.

We are requesting this amount be posted to revenue line: 3-010-018990-0015 (100)

A copy of this memo will be sent to Finance for appropriation.

Thank you.

LWM/asw

Cc: Finance - appropriation; 3102-5413-000-001

C.S. 7/22/16

WINCHESTER-SHAWNEE LIONS CLUB

09-07

1109

WINCHESTER, VA 22604

68-258/514
12

DATE 6-21-16

PAY TO THE ORDER OF Frederick County Sheriff's Department \$ 300.00
Three hundred and 00/100 DOLLARS



FOR Annual DARE Donation

FREDERICK COUNTY SHERIFF'S OFFICE

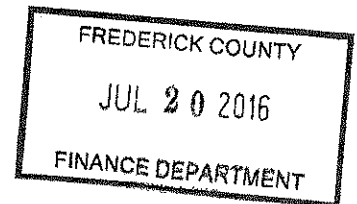


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400



TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Supplemental Appropriation: Career Development
DATE : July 19, 2016

When preparing the department's FY17 budget proposal, we inadvertently overlooked requesting funding in the Career Development budget line (3102-1007-000-001). We will have 10 Deputy I positions that will be eligible for career advancement and 3 Deputy II positions that will be eligible for career advancement during this fiscal year. To cover the cost of the salary increases for these promotions, we are requesting a supplemental appropriation in the amount of \$20,000.00 to be appropriated into 3102-1007-000-001.

Thank you for your consideration in this request.

LWM/asw

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Transfer of Revenue Funds - E-Summons
DATE : August 10, 2016

Pursuant to §17.1-279.1 of the Code of Virginia, a fee is assessed as part of the costs in each criminal or traffic case in the Frederick County courts. Chapter 155, Article XII of the Code of Frederick County states the Treasurer shall hold the funds subject to disbursement by the Board of Supervisors to the Sheriff of Frederick County solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system.

We are requesting a supplemental appropriation in the amount of \$25,000 from the E-Summons revenue to be posted to our budget line 3102-5409-000-005 for the purpose of implementing the electronic summons system.

Thank you.

LWM/asw

0-010-000240-2506
8/11/16 bal: \$103,763

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Sharon Kibler - Finance Department
FROM : Sheriff Lenny Millholland
SUBJECT : Insurance Reimbursement
DATE : August 11, 2016

We are requesting the insurance check received from GEICO in the amount of \$9,750.03 for the auto claim dated July 28, 2016 involving Captain Singhas be appropriated into our operating budget line of 3102-3004-000-002.

Thank you.

LWM/asw

c.s.
3-010-018990-0001

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Cheryl Shiffler, Director of Finance
FROM : Sheriff Lenny Millholland
SUBJECT : Carry Forward Balance - Attorney General Grant
DATE : August 10, 2016

In our FY17 budget submission, we requested a carry forward of the remaining balance in the Attorney General grant budget line of 3102-5413-000-012. The grant term expires April 2017 and we are requesting the remaining balance, after all FY16 operating expenses have been deducted, be appropriated into our current budget line of 3102-5413-000-012 so they may be expended. The balance to be carried forward is \$514.08.

Thank you.

LWM/asw

8/11/16 bal: \$514.08

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

TO : Angela Whitacre, Treasurer's Office
FROM : Sheriff Lenny Millholland
SUBJECT : Donation
DATE : August 11, 2016

Attached is an envelope containing \$31.00 in cash. This amount represents a donation to the department for the K-9 program. We are requesting this amount be posted to revenue line 10CR 3-010-018990-0006.

A copy of this memo will be forwarded to Finance for appropriation.

Thank you.

LWM/asw

Cc: Finance - 3102-5402-000-001

C.S.

Committee/Commission

Technology	\$30. per meeting
Code and Ordinance	\$30. per meeting
Human Resources	\$30. per meeting
Public Safety	\$30. per meeting
Finance	\$30. per meeting
Public Works	\$30. per meeting
Transportation	\$30. per meeting
Board of Zoning	\$30. per meeting
Social Services Board	\$50. per month

Board members not paid for committee meeting.

Large percentage of members forfeit committee pay.

Planning Commission	\$90. per meeting
Parks Commission	Not Paid
EDA Commission	\$200. per meeting

TRANSFER GUIDELINES

1000 Codes - Personal Services	Can only transfer between line items and into line items. Board action required to transfer out of line items.
2000 Codes - Fringe Benefits (includes 2013 Education)	Can transfer into, but not out of line items. Cannot transfer with each other.
3000 Codes - Contractual	Can transfer into and out of line items.
4001 Codes - Data Processing Services	Can transfer into, but not out of line item.
All other 4000 Codes	Can transfer into and out of line items.
All 5300 Codes	Can transfer into line item. Can only transfer out of line item after insurance charge-out.
All other 5000 Codes	Can transfer into and out of line items.
8000 and 9000 Codes	Can transfer into and out of line items.

INTRA-DEPARTMENTAL TRANSFERS HAVE NO ANNUAL LIMITATION, BUT MUST BE APPROVED BY DEPARTMENT HEAD AND COUNTY ADMINISTRATOR.

BOS approved 7/26/06

9/9/15: BOS revised to remove \$25k inter-departmental limitation

FY2017 JULY BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
7/1/2016	INSPECTIONS	PROMOTIONS	3401	1001	000	012	2,436.48
	INSPECTIONS		3401	3002	000	000	(2,436.48)
7/1/2016	SHERIFF	SALARY INCREASES	3102	1001	000	049	16,917.14
	SHERIFF		3102	1001	000	016	(8,000.00)
	SHERIFF		3102	1002	000	010	(7,300.00)
	SHERIFF		3102	1002	000	026	(561.00)
	SHERIFF		3102	1002	000	011	(1,056.14)
7/18/2016	COUNTY ADMINISTRATOR	RECLASS DEPARTMENT COUNTY ADMINISTRATION	1201	1001	000	002	9,580.00
	COUNTY ADMINISTRATOR		1201	1001	000	021	7,106.00
	COUNTY ADMINISTRATOR		1201	2001	000	000	1,277.00
	COUNTY ADMINISTRATOR		1201	2002	000	000	1,535.00
	COUNTY ADMINISTRATOR		1201	2006	000	000	218.00
	COUNTY ADMINISTRATOR		1201	2011	000	000	17.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(19,733.00)
7/25/2016	PUBLIC SAFETY COMMUNICATIONS	TOWER AC UNIT	3506	5413	000	000	4,877.40
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(4,877.40)
7/26/2016	PUBLIC SAFETY COMMUNICATIONS	COVER LINE ITEM FOR SALARY	3506	1001	000	003	(1,711.40)
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	008	1,711.40
7/27/2016	TRANSFERS/CONTINGENCY	REIMB FD 10 FOR VICTIM WITNESS MERIT 7/1 & COLA 12/1	9301	5807	000	001	1,821.84
	TRANSFERS/CONTINGENCY		9301	5807	000	002	164.64
	TRANSFERS/CONTINGENCY		9301	5807	000	001	2,607.86
	TRANSFERS/CONTINGENCY		9301	5807	000	002	85.48
	VICTIM WITNESS PROGRAM		2202	1001	000	001	(2,476.82)
	VICTIM WITNESS PROGRAM		2202	1001	000	002	(1,362.88)
	VICTIM WITNESS PROGRAM		2202	2001	000	000	(203.47)
	VICTIM WITNESS PROGRAM		2202	2006	000	000	(43.69)
	VICTIM WITNESS PROGRAM		2202	2011	000	000	(2.96)
	VICTIM WITNESS PROGRAM		2202	1001	000	003	(590.00)
7/29/2016	HUMAN RESOURCES	YR2 ACA REPORTING	1203	3010	000	000	6,849.50
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(6,849.50)
8/2/2016	SHERIFF	TO PURCHASE A USED VEHICLE	3102	3004	000	002	(16,000.00)
	SHERIFF		3102	8005	000	000	16,000.00



MEMORANDUM

TO: Kris Tierney, Deputy County Administrator
FROM: John A. Bishop AICP, Assistant Director – Transportation *JB*
RE: County funds spending on Russell 150 Roads project
DATE: July 22, 2016

In 2013 the Board allocated a total of \$470,233.50 to the Russell 150 Roads project. These were County funds that were to be used to forward design of the bridge, roundabout, and Tevis Extension to 522 across the Russell 150 and Glaize properties. This was primarily done to preserve VDOT revenue sharing funds that were in jeopardy of deallocation at that time as well as to make the project more attractive to a potential new developer by progressing the bridge which, due to complicated design and lengthy review times, can significantly impact project timelines. An attempt had been made to enter into a revenue sharing agreement with the property owner at that time for this effort, however, they were focused on selling the property and were not interested at that time.

Prior to the Heritage Commons rezoning of this property staff had been instructed to stop work on the design due to increasing uncertainty regarding the future outcome of the development. At that time a total of \$332,476.45. This consisted of \$806.00 in public works staff time and \$331,670.45 of consultant billing. Planning staff has not billed time to the project based on previous direction.

Based upon VDOT revenue sharing policy, expenditures were billed to VDOT for 50% reimbursement in the amounts of \$215.00, \$37,342.40, and \$128,680.82 for a total VDOT reimbursement on County expenditures of \$166,238.22.

In summary, the Board allocated \$470,233.50 of which \$332,476.45 was spent and \$166,238.22 was reimbursed by VDOT leaving the total actual Board expenditures at this time of \$166,238.23.

JAB/dlw